



Industrial Waste Discharge Report Instructions

Below are general instructions for completing the Industrial Waste Discharge Report form. The instruction numbers correspond to the numbered required information items on the report form. **In cases where these instructions differ from conditions specified in the Permit, the Permit takes precedence.**

- 1) Enter the full company name as it appears on the Industrial Discharge Permit.
- 2) Indicate the physical location address of the permitted facility. Please include City and Zip Code. Check appropriate boxes regarding changes to billing and/or mailing addresses. Submit changes on page 4 of the form.
- 3) Check the applicable Reporting Period box, and add the year in the space provided.
- 4) List the number of days that **normal** facility operations are conducted during the reporting period. If, for example, the company works one- (1) shift on Saturdays and normally operates three- (3) shifts during the week, count the Saturday as one-third of an operating day. After summing all operating days in the reporting period, round up to the nearest whole number.
- 5) List the average number of **full-time** employees working at the facility during the reporting period. Include office personnel, and count two- (2) part-time employees as one- (1) full-time employee. Drivers, sales people or other personnel who spend approximately ½ their time away from the office should be considered as part-time employees. Round up to the nearest whole number.
- 6) List the average number of working hours in a normal operating day.
- 7) All volumes must be listed in gallons. To convert volume data from cubic feet to gallons, multiply **cubic feet by 7.48 to arrive at gallons.** Note **that the difference between the "7A Total" and the "7B Total" must equal the "7C Total."**

A. Incoming Water Sources - Enter the volumes for all of the applicable source categories entering this facility during the reporting period. Volumes may be determined using water meter readings, city water bills, calculated estimates or other appropriate means. The most common source categories are listed, but if a category is not included, list it under "Other". Include a description of the volume determination method used for each source category. Calculate a total by summing all the listed source categories, and enter in the row marked "Total."

B. Water not discharged to sanitary sewer - Enter the volumes for all applicable categories of water and/or wastewater for this facility from a water source category listed in 7A, that leave the facility by methods other than the sanitary sewer (**not** discharged to the sanitary sewer) during the reporting period.

The most common categories are listed, but if a category is not included, list it under “Other”. Include a description of the volume determination method used for each listing. Calculate a sum using all listed categories, and enter in the row marked “Total.”

C. Wastewater discharged to the sanitary sewer – Enter the volumes for all applicable categories of water and/or wastewater for this facility from a water source category listed in 7A that leave the facility through discharge to the sanitary sewer during the reporting period. The most common categories are listed, but if a category is not included, list it under “Other”. Include a description of the volume determination method used for each listing. Calculate a total by summing all the listed categories, and enter in the row marked “Total”. Note: the volume listed in “7C Total” should be equal to the "7A Total" minus the "7B Total". Unless metered separately, the "Domestic Waste" volume may be calculated assuming a generation rate of 20 gallons per day per full-time employee per operating day (i.e., multiply 20 by the number of employees listed in #5 times the number of operating days listed in # 4). In certain situations, Industrial Waste may be determined by subtracting from “7A Total” minus “7B Total” minus all other categories in “7C”. **Volume determinations, however should follow instructions listed in Section B.1.iii) of the Industrial Discharge Permit.**

- 8) Transfer analytical results from laboratory data sheets to this table. All data must be listed in mg/L, except for pH and volume. Include the sample location(s), date(s), time(s) and volume associated with each data set. An example of a completed table is shown below. **All samples must be analyzed using EPA approved methods as specified in the Code of Federal Regulations, 40 CFR Part 136.**

Sample Locations(s)	Results				Averages (if applicable)	Units
	Boiler Room	Boiler Room	Flume	Flume		
Date(s)	9/20-21	9/21-22	9/20-21	9/21-22		
Times	1130	1130	1000-0900	1000-0900		
Volume	5500	5700	4500	4300	10,000	gals
pH	5.2	7.2	6.8	8.1	5.2-8.1	S.U.
Total Suspended Solids	150	110	50	60		mg/L
Chemical Oxygen Demand	200	300	70	60		mg/L
Grease & Oil	10	40	5	5		mg/L
Cadmium	<0.0004	<0.0004	0.0012	0.0015	<0.0008	mg/L
Chromium	0.022	0.019	0.110	0.150	0.069	mg/L
Copper	0.11	0.09	0.23	0.22	0.16	mg/L
Lead	<0.0007	<0.0007	0.051	0.033	<0.019	mg/L
Mercury	<0.000024	<0.000024	<0.000024	<0.000024		mg/l
Nickel	0.04	0.012	0.011	0.011	0.0193	mg/L
Zinc	0.58	0.62	0.22	0.26	0.44	mg/L
Cyanide, Total						mg/L
Silver	0.006	0.009	0.008	0.008	0.008	mg/L
Other:						mg/L
Other:						mg/L
Other:						mg/L
Other:						mg/l

Sample locations will be the same as the monitoring point described on page 3, Section B.1. i) of the Industrial Discharge Permit. Sample dates should represent a normal operating day, or 24-hour period. The volumes in the table above represent the discharge volume(s) through the monitoring point on day of sampling. Special calculations used to compute volumes must be submitted on page 4 of the form or an attached sheet. On Laboratory Data Sheets where “Not Detected”, or (ND), are shown for a parameter, enter the “less than” sign (<) and the listed method detection limit.

For facilities subject to EPA Categorical Standards, compute averages for all regulated parameters and enter them in the column labeled “Averages”. Averages should be computed first by using flow-weighted averages to combine data from multiple locations, and then using arithmetic averages to combine data from multiple days – if applicable. Refer to the Industrial Discharge Permit for additional directions on how to compute averages. Carry over “less than” signs (<) to the averages column. For pH data, list the pH range (i.e., the minimum and maximum pH values) in the average column.

Sampling may be conducted during any representative operating day(s) within the reporting period, but sampling must be conducted prior to the end of the reporting period.

- 9) a) Check the appropriate box. If “Other” was chosen, enter in the name of the commercial laboratory, sampling company, or consultant.
b) Check “manually” if grab samples were collected. If an automatic sampler was used for sample collection, check “automatically”. If needed, provide a short description of how samples were collected.
c) Check the appropriate box. If “Other” was chosen, enter in the name of the commercial laboratory, sampling company, or consultant.
d) Check “manually” if samples were composited by hand. If an automatic sampler was used for sample collection and sample collection was triggered by an external flow device, check “automatically”. If needed, provide a short description of how samples were composited.
e) Check the appropriate box. If “Other” was chosen, enter in the name of the commercial laboratory, sampling company, or consultant.
f) Enter a description of the method used to determine the volumes entered into the table in #8. Examples: effluent flow measuring, branch meters, incoming water meter readings minus lawn sprinkling water meter readings, etc.
g) Check the appropriate box. If “No” is checked, enter an explanation on page 4 of the form.
h) Check the appropriate box. Note that **all samples must be analyzed using EPA approved methods as specified in the Code of Federal Regulations, 40 CFR Part 136**. If “No” box is checked, enter an explanation on page 4 of the form.
- 10) Check the appropriate box. If “No” is checked, enter an explanation on page 4 of the form. Laboratory data sheets from all sampling events conducted at the monitoring location described in Section B.1.i) of the Industrial Discharge Permit must be submitted along with this report. Data sheets from other wastewater sampling events must also be submitted if the wastewater sampled is representative of the wastewater discharged through the monitoring location.
- 11) Check the appropriate box. If “Yes” is checked, verify that MCES has been notified. General Permit Condition D.12 requires MCES notification 60 days prior to planned changes in processes, production, or the installation of pretreatment equipment. If MCES has not been notified, enter an explanation on page

4 of the form. (Process changes would include any change that affects any discharge characteristic. Pretreatment changes would include modifications that could affect the discharge quality or characteristics. Volume changes would include a 5% or greater increase or decrease from past averages.)

- 12) Check the appropriate box. If “No” is checked, enter an explanation on page 4 of this form. A representative sample would be collected on a normal operating day according to monitoring requirements listed in Section B.1 of the Industrial Discharge Permit.
- 13) Check the appropriate box. If “Not in compliance” is checked, indicate whether or not MCES was notified by checking appropriate box, “Yes” or “No”. General Permit Condition D.5 requires the Permittee to notify MCES within 24 hours of becoming aware of a violation of discharge limits. Daily and long term limits, if applicable, are found in Section A of the Industrial Discharge Permit.
- 14) This form must be completed by an Authorized Representative defined as follows: 1) A principal executive officer of at least the level of Vice President, if the Permittee is a corporation; 2) A general partner or proprietor, if the Permittee is a partnership or sole proprietorship, respectively; or 3) A Designated Authorized Representative for the individual described in (1) or (2) above if such representative is responsible for the overall operation of the facility or has overall responsibility for environmental matters for this facility. If the signee is to be from category 3, the Permittee must have previously submitted a signed “Designation of Authorized Representative for Submittal of Industrial Waste Discharge Reports” form to MCES. Forms can be found on www.metrocouncil.org/environment/industrialwaste/forms/. The Authorized Representative must sign the report and provide the requested information. **An unsigned report is considered incomplete and will not be accepted.**

The purpose of page 4 is to list changes or explanations required by any item in the report. List the item number in the left column and an explanation or change in the right column.

NOTES:

- Review the Specific Permit Conditions listed in Section E of the Industrial Discharge Permit and ensure that all Specific Permit Conditions were satisfied during the reporting period or through attachments to the report.
- Permittees subject to EPA Categorical Pretreatment Standards must submit an EPA Categorical Compliance Report Form with each Industrial Waste Discharge Report. Refer to Permit Section B.3.b for reporting requirements. Many of the compliance forms may be found on the MCES web site, www.metrocouncil.org/environment/industrialwaste/forms/.
- Reports must be **received** by MCES by the due date, which is 30 days following the completion of each reporting period. A report postmarked before or on the due date, but received after the due date, is considered late and will be subject to a Notice of Violation and an administrative late fee.
- Ensure all sampling requirements found in the permit, Sections B and E, are conveyed to third parties, e.g., a contract laboratory conducting sampling, compositing or analysis.