



CITY OF SANTA CRUZ PRETREATMENT PROGRAM INSTRUCTIONS FOR BASELINE MONITORING REPORT

Following are instructions for filling out the "Information Requirements for Baseline Monitoring Report" form:

1. Briefly describe the nature of business or service performed at this facility. This description should include all manufacturing processes, including those not related to the categorical industry (use additional sheets if necessary).
2. Give the production rate of this facility (usually given as an annual average production or monthly average).
3. Provide the appropriate Standard Industrial Classification (SIC) code for this facility.
4. Self-explanatory.
5. Provide average and maximum waste flows from all regulated process streams. If process waste streams are combined either with other process waste streams or non-process (sanitary, cooling water, etc.) waste streams, these individual flow rates should be given.
6. Each industrial user will sample, analyze and report on all regulated pollutants specific to each process (refer to appropriate subcategory in regulations for specific pollutants). An attachment should be provided indicating the types of samples (i.e., grab, composite, flow proportioned) the frequency and number of samples; time, date, and locations of the sampling events; and certification that the method of analysis meets the regulatory requirements. The facility must ascertain whether it can meet the 30-day average, calculated average, daily maximum or calculated maximum limit.
All pretreatment standards are process related and a facility must comply with the standard at the end of each regulated process. However, EPA recognizes that many facilities combine their wastewater process lines, cooling water, and sanitary wastes prior to treatment or discharge to municipal sewers. Hence, a facility can sample at a combined point, but will need to adjust the categorical limit by employing the *Combined wastestream formula* which is contained in Section 403.6(e) of the General Pretreatment Regulations (Federal Register January 28, 1981). If this is the case with your facility, you must employ the formula and provide all additional data used for calculations. For further explanation, please refer to 40 CFR 403.6(e).
7. If answer was yes, skip Question 8, and go to Question 9.
8. An explanation is needed describing how the facility intends to meet Categorical Standards. If additional pretreatment and/or operations and maintenance are required, then an attachment must be provided describing the proposed system and a schedule of dates for commencement and completion of events leading to the construction and operation of the system.
9. Any other environmental control permits (i.e., NPDES, hazardous material, etc.) held by this facility must be listed.

INFORMATION REQUIREMENTS FOR BASELINE MONITORING REPORT

Facility Name _____
 Owner/Operator _____
 Address _____

1) Briefly describe the products produced and manufacturing process used in your operation

 _____.

2) Production Rate: _____

3) SIC Code: _____

4) Facility Diagram: Attach a copy of your facility flow schematic diagram of all regulated process, including points of discharge to the sanitary sewer system.

5) Wastewater Flow Measurement:

Regulated Process (Type)	Daily Average (gal/day)	Daily Maximum (gal/day)	or	Estimated (E) Measured (M)
_____	_____	_____		_____
_____	_____	_____		_____
_____	_____	_____		_____
Non-Regulated Process (Type)	Daily Average (gal/day)	Daily Maximum (gal/day)	or	Estimated (E) Measured (M)
_____	_____	_____		_____
_____	_____	_____		_____
_____	_____	_____		_____

6) Measurement of Pollutants: Attach the most recent results from the sampling and analysis during normal working hours of all regulated process streams including the following information:

- a. Sample Type (i.e., flow proportional, composite, grab)
- b. Frequency of Samples
- c. Time, date, and location of sampling event
- d. Method of analysis
- e. Comparison of results with applicable pretreatment standards
- f. If alternate limits (i.e., combined wastestream formula) are calculated, include the limit and all supporting data

INFORMATION REQUIREMENTS FOR BASELINE MONITORING REPORT

7) Certification: Are pretreatment standards for your industry being met on a consistent basis by this facility?

YES NO

If "yes", go on to Question 9.

8) If answer to number 7 is "no", will additional pretreatment and/or operations and maintenance be required for this facility to meet pretreatment standards?

YES NO

If "no", attach a description of the required pretreatment and/or operations and maintenance to gain compliance, and include schedule of dates for commencement and completion of events leading to the construction and operation of this additional pretreatment.

9) List any other environmental control permits held by this facility:

I have personally examined and am familiar with the information submitted on this form and attachments. Based upon my inquiry of those individuals immediately responsible for obtaining the information reported herein, I believe that the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, as dictated by 40 CFR 403.12(m).

Signature of Official

Date

Title of Official.