

**INSTRUCTIONS - for completing the
PERIODIC REPORT ON CONTINUED COMPLIANCE
City of Dayton, Industrial Pretreatment Program**

The following instructions are provided to assist you in completing the *City of Dayton's Periodic Report on Continued Compliance* (also referred to as a PRCC, Discharge Monitoring Report or a Monthly Report). If you have any questions concerning the report, please call **Ms. Sharon Vaughn or Mr. Beau Dodge**, Industrial Pretreatment Coordinators, at **(937) 333-1501**.

Save this *blank* original PRCC form and make copies of it to complete and submit, or reproduce the form on your word-processor, as long as it is exactly like the original. A disk with the report form is available. The report is due (faxed, received, postmarked) **on or before** the date specified in your effective Industrial Wastewater Discharge Permit. Please type or print information legibly. There is a significant penalty for reports not received or not received on time. To meet a due date, you may FAX this report to: **937-333-1826**; however, you must also follow up by submitting the original signed report.

- Send this report to: **ATTN: Industrial Pretreatment Program
City of Dayton, Division of Wastewater Treatment
2800 Guthrie Road
Dayton, Ohio 45418**

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1. GENERAL INFORMATION

- **Company Name:** name of the company responsible for generating the wastewater discharge.
- **Facility Address:** address of the facility (including zip code) where the wastewater is generated and discharged.
- **Authorized Representative:** the full name of the person authorized by the company to complete and/or review, sign, and submit this report. An authorized representative is defined as follows:
 - A. A responsible corporate officer, if the industrial user submitting the reports required by this rule is a corporation. For the purpose of this paragraph, a "responsible corporate officer" means: (a) a president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or (b) the manager of one or more manufacturing, production, or operation facilities employing more than two hundred fifty persons or having gross annual sales or expenditures exceeding twenty-five million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
 - B. A general partner or proprietor if the industrial user submitting the report is a partnership or sole proprietorship respectively.
 - C. A duly authorized representative of the individual designated in paragraph A or B above, if:
 - 1) The authorization is made in writing by the individual described in paragraph A or B;
 - 2) The authorization specifies either an individual or a position having responsibility for the overall operation of the facility from which the industrial discharge originates, such as the position of plant manager, or a position of equivalent responsibility, or having overall responsibility for environmental matters for the company; and

3) The written authorization is submitted to the Director.

D. If an authorization under Paragraph C. of this section is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, or overall responsibility for environmental matters for the company, a new authorization satisfying the requirements of Paragraph C. of this section must be submitted to the Director prior to or together with any reports to be signed by an authorized representative.

- **Title:** the title of the Authorized Representative.
- **Telephone/FAX:** telephone number and fax machine number, including area code, of the Authorized Representative.

2. FLOW INFORMATION AND PRODUCTION RATE

Provide all information applicable to your facility. Information provided should be obtained from actual measurements whenever practicable. If actual measurements are not available, provide accurate estimates. Indicate if the information provided is from an actual measurement (M) or an estimate (E).

In the “Maximum Daily” column, provide the maximum flow for any single day during the reporting period (usually one month). In the “Average Daily” column, provide the average flow or production rate for all days in the reporting period.

All flows must be provided in units of *gallons per day* (gpd). To convert cubic feet to gallons per day, multiply the number of cubic feet by 7.48. Flows in water bills may be given in units of a hundred cubic feet (ccf). Convert ccf to gallons by multiplying by 748.

Production rates (if applicable) should be listed in units of *million off-pounds per day* of the particular production based parameter (i.e.: a monthly average of 0.237 million off-pounds of aluminum per day).

- **Dilution Flow before Sample Location:** provide flow values for all dilution wastestreams, such as non-contact cooling water or water from restrooms that are part of the sampled wastestream.
- **Unregulated Flow before Sample Location:** provide flow values for all non-categorical process wastestreams.
- **Categorical Flow before Sample Location:** provide flow values for all categorical wastestreams as measured or estimated at the end of the categorical process, prior to being combined with other non-categorical wastestreams that may be introduced downstream of the categorical process. If there is more than one type of categorical process at the facility, provide flows for each categorical process.
- **Category:** for each categorical process flow, provide the categorical designation that the process is regulated under, i.e.: metal finishing, new source; electroplating, <10,000 gpd, etc.
- **Other:** list other wastestream not accounted for above, and provide flows.
- **Total Flow at Sample Location:** provide total flow at the official sample location – whether at end-of-process or at end-of-pipe.
- **Production Rate (Avg. million off-lbs. Prod. Based Parameter/day):** provide the average production rate for the reporting period. This should be the actual production rate, not the long-term production rate average used to develop applicable discharge limits.

3. SAMPLE COLLECTION INFORMATION

If, during the reporting period, more than one official composite sample is collected and analyzed, or more than one official grab sample is collected and analyzed, complete the *Log of Additional Self-Monitoring* spreadsheet and submit it in conjunction with the PRCC.

COMPOSITE SAMPLE DATA: provide the following information for composite samples.

- **Sample Site ID Code:** provide the alphanumeric code listed in Part 1, B.1.a. of the Industrial Wastewater Discharge Permit for the facility.
- **Person Collecting Sample:** give the name of the person actually taking the sample.
- **Location:** briefly describe the location where the sample was taken; for example: cleanout in southwest corner of process building; or manhole near driveway in front of office. (Note that official samples *must* be taken at the exact location specified in your Industrial Wastewater Discharge Permit).
- **Company Contracted to Collecting Samples?:** indicate if a company was contracted to collect the samples, and if so, provide the name of the company.
- **Sample Type:** mark the appropriate box to indicate how the sample was collected, according to the following definitions

Composite Sample: a sample which is a manual (collected by hand) or automatic (automated sampling device) collection of individual grab samples obtained at regular intervals, either based on time intervals or flow intervals (i.e. every two hours during a 24-hour time span or for every 1000 gallons of process wastewater discharged). Composite samples are designed to be representative of the effluent conditions by reflecting the average conditions during the entire sampling period.

Time Proportional Composite: a composite sample in which individual grab samples of equal volume are collected after equal time intervals without respect to variations in flow.

Flow Proportional Composite: a composite sample in which the individual grab samples are collected at a frequency or volume proportional to the flow rate.

- **Date and Time Sample Started and Ended:** indicate the dates and times the sampling event started and ended.
- **Number of Individual Samples Composited: ____ Collected Every: ____ Minutes:** provide the number of individual samples collected to make up the composite sample, and how often the samples were taken. If this information is not available for an Automatic Flow Proportional composite sample, write “N/A” in the spaces.
- **Total Volume Composited:** If aliquots are collected manually, then multiply the aliquot volume by the total number of samples collected. If using an automatic sampler, then multiply the total number of samples taken by the pre-set sample volume (some samplers store this information already).

GRAB SAMPLE DATA: provide the information requested for each grab sample. A grab sample is an individual sample that is taken from a wastestream without regard to the flow rate of the wastestream. Write “same” for information that is the same as that for the composite sample.

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4. LABORATORY ANALYSES

- **Laboratory used for Analyses -** Give the name of the laboratory used to perform the analyses on the sample(s). If analyses were performed by your company’s lab, indicate so.

- **BOD₅ : COD Conversion Factor:** provide the current factor (as calculated by the Division of Wastewater Treatment Laboratory) for your facility. Contact an Industrial Pretreatment Coordinator if you need this number.

TABLE: You **must** place your reported values for the listed parameters in the appropriate columns. **Just attaching a laboratory report is not acceptable and will be considered as non-responsive.** Laboratory reports may be attached, but not as a substitute for placing values in the table.

Concentration and Detection Limit values reported for applicable parameters **must** be in the units **milligrams per liter, (mg/L).** Report pH in Standard (Sorensen) Units

If reporting for a listed parameter is not required, indicate **not applicable (N/A)** in that row.

When analysis shows the concentration to be below the detection limit, put **BDL** (Below Detection Limit) in the Concentration column, making sure the detection limit is in the Detection Limit column.

- **Concentration (Result for pH):** for the specified parameter, provide the value obtained from analysis of the sample.
- **Method Detection Limit:** provide this number for each parameter reported. This is the lowest level at which an analytical method can reliably detect a specific parameter. Contract laboratories should be able to provide this number for any analyses they conduct. For any parameter reported, the Method Detection Limit must be lower than the Applicable Limit for the wastewater discharge.
- **Sample Type:** indicate **C** for composite sample, **G** for grab sample for each parameter. **For TTO,** both **C** and **G** may apply, since some parameters for the TTO determination may be tested on a composite sample and some on a grab sample. **CM** means continuous monitoring.

5. COMMENTS

- On the first line, indicate the inclusive dates of all attached monitoring events.
- Provide any information, circumstances, problems, unusual circumstances, etc. pertinent to the data provided in the PRCC.

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6. CERTIFICATIONS

- **Certification** - Carefully read the certification statement before signing. The Authorized Representative must sign in ink and give their title and the date signed.
- **TTO (Total Toxic Organics) - Certification Statement (if required)** - Carefully read the certification statement before signing. If the company has chosen to certify (in lieu of testing) that they have **not** discharged TTO's into their wastewater, and that they are implementing a current Toxic Organic Management Plan, which is on file with the City of Dayton, Division of Wastewater Treatment; the Authorized Representative must sign in ink and give their title and the date signed.