

Central Coast Regional Water Quality Control Board

Annual Self-Monitoring Report Template

All dischargers regulated by Waste Discharge Requirements program permits must comply with a monitoring and reporting program attached to their Order. In addition, all dischargers must comply with [Standard Provisions and Reporting Requirements for Waste Discharge Requirements](#) (Standard Provisions), revised December 5, 2013. Standard Provisions also contains reporting requirements for annual reports (see Section C, General Reporting Requirements, Items 16 a-k). Central Coast Water Board staff designed this template to help dischargers develop annual self-monitoring reports in compliance with Standard Provisions and their monitoring programs.

All sections of this template must be completed for the annual report to be considered complete. If a section is not applicable to your operation/facility, indicate this with a statement and brief explanation of why it does not apply.

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Coversheet

Each self-monitoring report must be accompanied with a complete and signed cover sheet using the Central Coast Water Board's current transmittal sheet. A fillable PDF version of the cover sheet may be found here:

https://www.waterboards.ca.gov/centralcoast/water_issues/programs/wastewater_permitting/docs/transmittal_sheet.pdf

Introduction

Briefly describe your facility and treatment process. This description should include the following with reference to Section L as appropriate:

- Facility objective
- Treatment technologies used
- Targeted percent removal of main pollutants (BOD, TSS)
- Overview of any liquid or solid waste produced
- Any upgrades since the permit was issued

Section A: Data Tables and Graphs

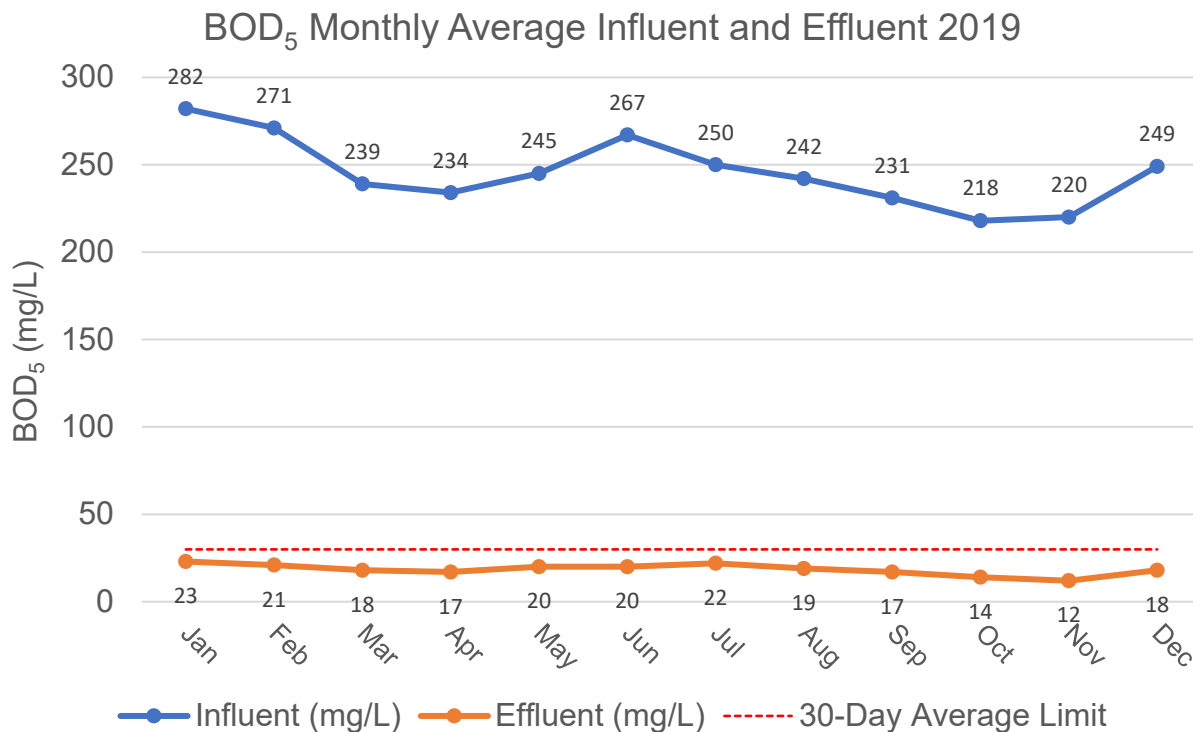
Attach all tabular and graphical summaries of the monitoring data¹ collected during this reporting period (the previous year). Compare influent and effluent concentrations over time for the main pollutants, along with effluent limits, as appropriate. Duplicate copies of monthly reports do not fulfil the requirements for summaries.

Graphical summaries of monitoring data (e.g. peak flow, average flow, total dissolved solids (TDS), biochemical oxygen demand (BOD), nitrogen, sodium, etc.) over time should include, but is not limited to:

- Water supply data
- Influent data
- Effluent data
- Receiving water: groundwater and surface water data
- Sludge data

Please refer to your individual monitoring program for specific monitoring pollutants and requirements.

¹ Please refer to the monitoring program for your facility for the full range of data that must be submitted.



Section B: Compliance and Performance

Evaluate performance of the facility for the previous year. This section must include but is not limited to the following:

- An evaluation of the treatment facilities performance through percent removal of main pollutants.
- Discussion of the previous year's compliance record (including all incidents of noncompliance) and corrective actions taken, or which may be needed to bring the discharge into full compliance.
- Identify the possible situations that contributed to "upset," overflow," "bypass," or other instances that may result in noncompliance of the system.
- Any nuisance conditions or system problems
- Describe steps to minimize or correct any environmental impacts resulting from non-compliance with the order.
- Are there any changes or upgrades that were (or may need to be made) to improve plant performance?

For Facilities That Measure Groundwater

- Evaluation of groundwater impacts from the discharge through upgradient and downgradient monitoring. In addition to your own groundwater data publicly available groundwater data can be found at the following link:

<http://geotracker.waterboards.ca.gov/>

Section C: Flow Evaluation

Dischargers must review the Wastewater System's wastewater flow rate and organic loading rate annually and provide that review to the Central Coast Water Board Executive Officer. A Discharger whose wastewater flow rate or organic loading rate has been increasing, or is projected to increase, must estimate when the flow or loading rate will reach hydraulic and treatment capacities of its treatment, collection, and disposal systems. The projections must be made in **January each year**, based on the last three years average dry weather flow and loading rates, peak wet weather flow and loading rates, and total annual flow and loading rates, as appropriate. When any projection shows that capacity of any part of the Wastewater System may be exceeded in four years, the Discharger must notify the Executive Officer by March 1st. Section C at a minimum must entail:

- Summary of peak and average flows in tabular and graphical format compared to the maximum permitted flow.
- Projected flow rate increases over time and estimate (month/year) when the facility will reach capacity.
- If within the next four (4) years, the monthly average daily flow is estimated to reach design capacity: please provide a schedule for studies, designs, and other steps needed to provide additional capacity for waste treatment and/or disposal facilities.

Section D: Operator Certification

Include a discussion of operator certification and a list of current operating personnel, their grades of certification, and contact information for the wastewater operators responsible for operation, maintenance, and/or system monitoring ([Standard Provisions](#) section A.19). For example:

Staff	Grade	License No.	Contact Info
Bob Smith Chief Plant Operator	V	1234	(111) 111-1111
Tiffany Anco Plant Operator	IV	57833	(222) 222-2222
Stewart Stuart Plant Operator	IV	55386	(333) 333-3333
Uno Stafford Staff	III	3289	(444) 444-4444
Chester Piece Staff	OIT	54921	(555) 555-5555

Include a copy of the current Office of Operator Certification Wastewater Treatment Plant Classification Form and the current Office of Operator Certification Chief Plant Operator Acknowledgement Form. If a contract operator is used, a copy of the contract operator certificate from the Office of Operator Certification.

Forms are available at the following link:

https://www.waterboards.ca.gov/water_issues/programs/operator_certification/form.html

Section E: Operation and Maintenance

Section E must include the following:

- The date of the facilities operation and maintenance manual
- The date the manual was last reviewed
- Whether the manual is complete and valid for the current facility.
- Contingency plans for the facility as described in [Standard Provisions](#) A.27

Section F: Laboratory Information

Include discussion of the laboratory(ies) used by the discharger to monitor compliance with effluent limits and specify which labs are used for what monitoring constituents. Provide a table or list of laboratories used, their address, and certification number ([Standard Provisions](#) B.3). For example:

Laboratory	Address	Certification
State Certified Lab.com	2244 Apache, San Ardo, CA	ELAP Certification 8765
CertifiedLABO	55555 Martin Ave, Monterey CA	SP-4555927
Certain Labs	2266 Certain Way, Salinas CA	SP-R765340

*All water quality testing performed in order to monitor compliance specific to a WDR must be a laboratory certified by the State Department of Public Health (ELAP accredited) for the constituent(s) being analyzed.

**Include any laboratory data sheets at the end of this report in the “Lab Reports” section for any annual monitoring required by the MRP.

Section G: Sludge Management

Section G must include the following:

- Discussion of any solid waste generated at this facility directly from wastewater treatment.
- Describe technologies/practices prior to disposal of solid waste.
- Ultimate destination (name and address) of solid waste material.

For facilities with periodic sludge monitoring in Monitoring and Reporting Program

- Include reporting requirements in this section

Facilities that treat industrial or domestic wastewater and there is no provision for periodic sludge monitoring in the Monitoring and Reporting Program

- Summary of sludge quantities
- Analysis of its chemical and moisture content. For example:

<u>Constituent</u>	<u>Units</u>	<u>Type of Sample</u>	<u>Minimum Frequency of Analysis</u>
Quantity	Tons or cubic yds	measured	during removal

<u>Constituent</u>	<u>Units</u>	<u>Type of Sample</u>	<u>Minimum Frequency of Analysis</u>
Moisture Content	%	Grab	Annually
Total Kjeldahl Nitrogen	mg/kg	Grab	Annually
Ammonia (as N)	mg/kg	Grab	Annually
Nitrate (as N)	mg/kg	Grab	Annually
Total Phosphorus	mg/kg	Grab	Annually
pH	standard units	Grab	Annually
Grease & Oil	mg/kg	Grab	Annually
Arsenic	mg/kg	Grab	Annually
Boron	mg/kg	Grab	Annually
Cadmium	mg/kg	Grab	Annually
Copper	mg/kg	Grab	Annually
Chromium (total)	mg/kg	Grab	Annually
Lead	mg/kg	Grab	Annually
Mercury	mg/kg	Grab	Annually
Nickel	mg/kg	Grab	Annually
Silver	mg/kg	Grab	Annually
Zinc	mg/kg	Grab	Annually

Section H: Pretreatment

If your facility collects wastewater from multiple discharges, state if you do or do not have a pretreatment program. If this facility collects wastewater from only one source or discharge, please state “Not Applicable.”

If your facility has a pretreatment program, include evaluation of the effectiveness of the local pretreatment program using the State Water Resources Control Board resources (https://www.waterboards.ca.gov/water_issues/programs/npdes/pretreat.html), EPA’s “Introduction to the National Pretreatment Program” (https://www3.epa.gov/npdes/pubs/pretreatment_program_intro_2011.pdf) or other applicable guidelines or standards.

Section I: Salt and Nutrient Management Plan

Discuss efforts to reduce salts and nutrients in the waste discharge. This discussion should include:

- Detailed descriptions of measures implemented by the discharger.
- Participation in a basin-wide salts and nutrient management program.

Section J: Collection System Management Plan

Provide a summary of collection system management plans, or reference reports submitted under separate cover as required by this or separate sanitary sewer requirements.

Section K: Mercury Seals

If the facility has mercury seals, provide a summary of a mercury handling plan and implementation of that plan.

Section L: Figures

Include the following figures with your annual report:

- Wastewater treatment process flow diagram with sampling locations.

For Example:

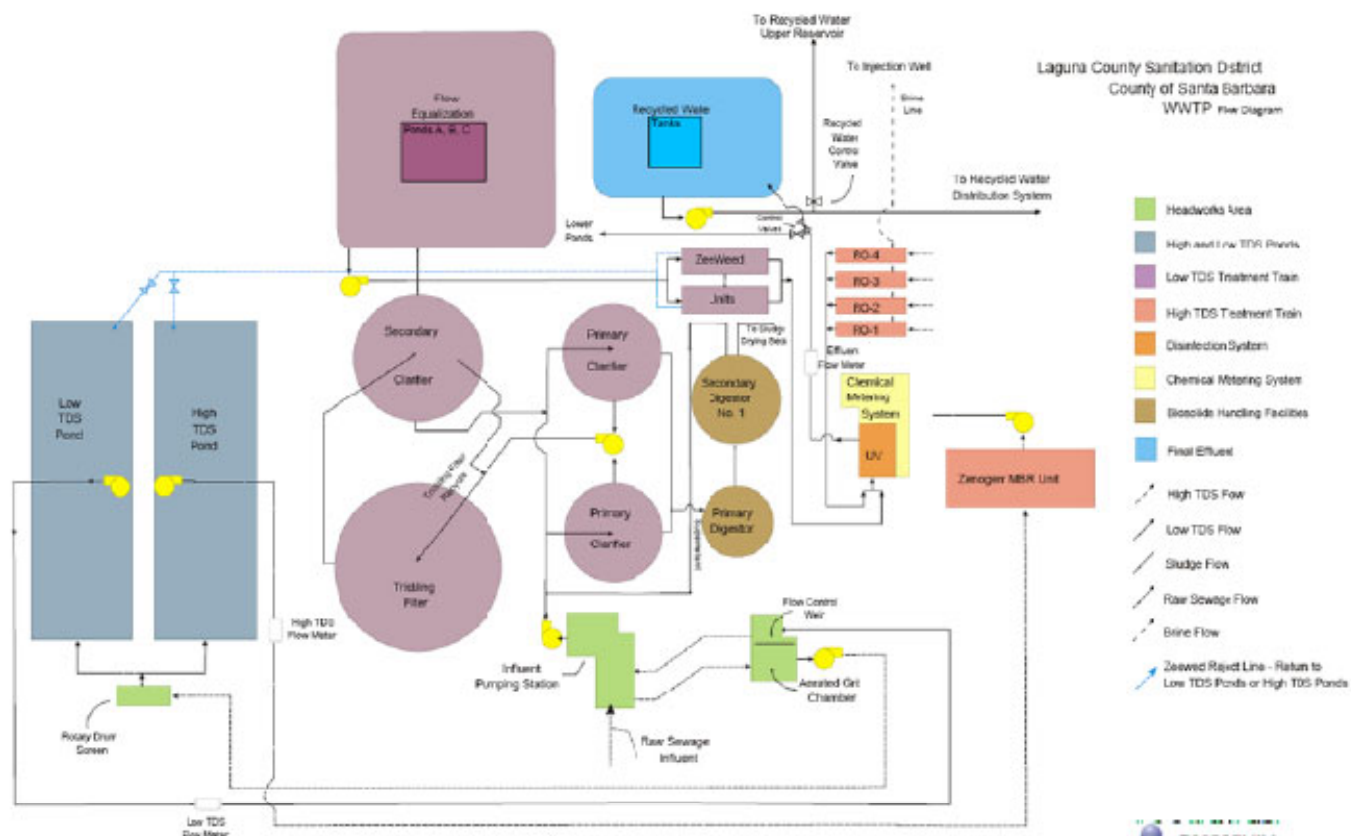


Figure 1: Diagram, schematic

- Scaled facility site map including the following:
 - Treatment components
 - Discharge locations (e.g., percolations ponds, spray fields, leach fields, etc.)
 - Groundwater wells (source water)
 - Groundwater monitoring wells
 - Storage locations (e.g. chemical, sludge, emergency overflow ponds, etc.)
 - Buildings

For Example:

