

**CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD
SAN FRANCISCO BAY REGION**

SELF-MONITORING PROGRAM

for

**SPIRIT ROCK MEDITATION CENTER
5000 SIR FRANCIS DRAKE BOULEVARD
WOODACRE, MARIN COUNTY**

for

ORDER NO. R2-2008-00XX

CONTENTS:

Section	Title	Page Numbers
I.	PURPOSE	2
II.	SAMPLING and ANALYTICAL METHODS	2
III.	DEFINITION of TERMS	2 - 4
IV.	DESCRIPTION of MONITORING STATIONS	5 - 6
V.	MONITORING SCHEDULE and SPECIFICATIONS	6 - 9
VI.	REPORTS to be SUBMITTED to the BOARD	9 – 11
VII.	REPORTS to be SUBMITTED to OTHER ENTITIES	12
VIII.	MONITORING PROGRAM CERTIFICATION	12
	Table 1 - Schedule for Monitoring	13

I. PURPOSE

A. GENERAL

1. This monitoring program is for waste discharge requirements adopted by the California Regional Water Quality Control Board, San Francisco Bay Region (Board).
2. The principal purposes of a monitoring program by a waste discharger, also referred to as a self-monitoring program (SMP), are:
 - a. To document compliance with waste discharge requirements and prohibitions established by the Board; and
 - b. To facilitate self-policing by the waste discharger in the prevention and abatement of pollution or potential threats to water quality arising from waste discharges.
3. Reporting responsibilities of waste dischargers are specified in Sections 13225(a), 13267(b), 13268, 13383, and 13387(b) of the California Water Code, and Board Resolution No. 73-16.

II. SAMPLING and ANALYTICAL METHODS

Sample collection, storage, and analyses shall be performed according to Code of Federal Regulations Title 40, Section 136 (40 CFR S136), or other methods approved and specified by the Executive Officer of the Board (Executive Officer).

Water and waste analyses shall be performed by a laboratory approved for these analyses by the State Department of Public Health, or by a laboratory waived by the Executive Officer from obtaining a DOHS certification for these analyses, or as otherwise specified in this SMP.

The director of the laboratory whose name appears on the certification, or his/her laboratory supervisor who is directly responsible for the analytical work performed shall supervise all analytical work including appropriate quality assurance/quality control procedures in his/her laboratory and shall sign all reports of such work submitted to the Board.

Measurements by use of portable analytical equipment (field instruments) is acceptable for selected parameters, given the following conditions:

1. The analytical equipment is appropriate for the given analysis and water or waste;
2. The analytical equipment is properly maintained and calibrated;
3. The equipment user is knowledgeable of proper sampling and equipment use practices; and
4. Written notification of the intended use has been provided in advance to the Board, and no the Board has not stated any objections.

All monitoring instruments and equipment shall be properly calibrated and maintained to ensure accuracy of measurements.

III. DEFINITION of TERMS

The following are definitions and explanations of terms used in this monitoring program.

A. FACILITY AND WASTEWATER SYSTEM

NOTE: Additional descriptions of the following are given in the findings of this Order.

1. **Facility Site.** The facility site is the land parcel on which the Spirit Rock facility is located, Marin County Assessors Parcel Number 172-350-35

2. **Wastewater System.** The wastewater system is comprised of all constructed mechanical apparatus located on the facility site that provide collection, conveyance, treatment, storage, dispersal and management of wastewater and wastewater solids from the Spirit Rock facility. This includes, but is not limited to, septic tanks, grease trap tanks, pipes, pumps, pump tanks, valves, wastewater treatment units, sludge storage tanks, the subsurface dispersal system, and all devices and equipment used to control and monitor the wastewater and the wastewater system.
3. **Dispersal Areas.** Two dispersal areas of graded, vegetated land are located on the facility where the subsurface dispersal system pipe networks are installed: the North and South Meadow leach fields, and the East and West Central Field leach fields.

The Meadow leach fields are located in an open meadow and adjoining wooded hillside area on the west side of the main entrance road into the property. The Central Field leach fields are located in the north-south trending ridges in the central part of the property.

4. **Dispersal System.** The dispersal system is the portion of the wastewater system used for conveyance and discharge of treated wastewater to land in the dispersal area. This includes, but is not limited to, pumps, pipes, subsurface dispersal tubing and all equipment used to control and monitor the dispersal operations.

B. TYPES OF SAMPLES

1. **Flow measurement.** Flow measurement is the accurate measurement of the flow volume over a given period of time using a properly calibrated and maintained flow measuring device. Flow determination from a properly calibrated and maintained automated pump-use recording device, such as a pump dose event counter, for a calibrated and documented pump, is acceptable.
2. **Grab Sample.** A grab sample is defined as an individual sample collected in a short period of time not exceeding 15 minutes. Grab samples are used primarily in determining compliance with daily or instantaneous maximum or minimum limits, and also for bacteriological limits. Grab samples represent only the condition that exists at the time the sample is collected.
3. **Ground water levels.** Ground water level is the water surface of observed ground water. For reporting, ground water levels shall be reported as both (a) depth below ground surface - the vertical distance between the ground water level and the overlying ground surface, and (b) ground water elevation - the elevation of the ground water level with respect to a single common reference elevation for which there is an identified fixed stable elevation reference station at the facility site.
4. **Ground water samples.** Ground water samples are samples of ground water obtained from monitoring wells for analytical characterization. Sampling of ground water shall be conducted in accordance with current accepted standard practices for ground water sampling.
5. **Observations.** Observations are primarily visual observations and inspection of conditions. Observations may include recording measurements from monitoring devices such as freeboard determined from a water level staff gauge, or precipitation determined from a rain gauge.

C. SAMPLING FREQUENCY

Continuous	=	Continuous monitoring.
Daily	=	One time each calendar day.
Weekly	=	One time per calendar week, with sampling interval of at least five days.
Monthly	=	One time per calendar month, with sampling intervals of at least three weeks.
Quarterly	=	One time per calendar quarter, at intervals of about three months.
Twice per Month	=	Two times per calendar month, with sampling intervals of at least ten days.

D. MONITORING PERIODS

For purposes of monitoring, reporting and compliance determinations relevant to requirements specified in this Order and SMP, the following time periods apply:

1. **Daily.** The Daily time period is a 24-hour period associated with a calendar day. The 24-hour period may overlap calendar days (e.g., 8 am of one day to 8 am of the next), but shall be consistent from one day to the next, for all monitoring and reporting.
2. **Weekly.** The Weekly period is a 7-day calendar week.
3. **Monthly.** The Monthly time period is each respective calendar month.
4. **Annual.** The Annual time period is from April 1 of one calendar year through March 31 of the next following calendar year.

E. ABBREVIATIONS USED IN TABLE 1, SCHEDULE FOR MONITORING

1. Type of Sample Abbreviations.

C = Composite Sample
F = Flow measurement
G = Grab Sample
GL= Ground water level measurement.
O = Observation.

2. Parameter Abbreviations.

BOD₅ 20°C = Biochemical Oxygen Demand, 5-day, at 20 °C
TSS = Total Suspended Solids
Nitrogens = Ammonia Nitrogen, Nitrate Nitrogen and Total Kjeldahl Nitrogen.

3. Unit Abbreviations.

F or C = Fahrenheit or Celsius
mg/L = milligrams per liter
MPN/100 ml = Most Probable Number, per 100 milliliters
N = Nitrogen

4. Sampling Frequency Abbreviations.

A = Annual	Cont = Continuous
D = Daily	EE = Event = Each service or discharge event
W = Weekly	D & M = Daily and Monthly
M = Monthly	W & M = Weekly and Monthly
Q = Quarterly	2/M = Twice per Month

Cont: D&M = Continuous monitoring; Record and Report Daily & Monthly

Cont: M&A = Continuous monitoring; Record and Report Monthly & Annual Totals

2X = Two times (per wet weather season) Further specifications are given at Section V.B.8, below.

F. STANDARD OBSERVATIONS

1. Dispersal area.

(a) Check dispersal area for odors.

(b) Check dispersal area for evidence of wastewater surfacing or ponding.

(c) Check dispersal area perimeter for proper hydraulic containment of wastewater. During dry season, note any seepage. During wet season, note any concentrated runoff flows.

(d) Check all dispersal system distribution pipes for structural and hydraulic integrity.

(e) Check dispersal area grass for proper maintenance (mowing). Record approximate height of grass.

IV. DESCRIPTION of MONITORING STATIONS

A. GENERAL

1. **Monitoring Station Definitions.** Stations to be used for sampling and observations in this SMP are described in Section IV.B, below. Each station is identified by a station code, and station description. The Station Code is a reference code for station identification in this SMP, and in recording and reporting of monitoring data. The Station Description is a description of the water, wastewater, point of the wastewater system, or land area where specified monitoring is to be conducted.
2. **Monitoring Station Changes.** Changes to the monitoring stations defined in this SMP may be authorized by the Executive Officer, in order to accommodate changes in the wastewater system or wastewater system operations or to provide improved monitoring. Requests for changes to the monitoring stations must be submitted to the Board in writing, with a detailed explanation of the purpose of the proposed station changes. Proposed changes to monitoring stations must be approved in writing from the Executive Officer, prior to implementation.
3. **Site Plan Showing All Monitoring Stations.** The Discharger shall develop a scaled and legible plan view drawing of the facility site which clearly shows all major components of the wastewater system and the locations of all monitoring stations identified in this SMP. A copy of this drawing shall be included with all reports submitted in response to this SMP.

B. WASTEWATER

1. Spirit Rock wastewater.

- a. Station Code: A-1
- b. Station Description: Wastewater at a point, or combination of multiple points, in the wastewater collection system suitable for measuring the total flow of all wastewater from the Spirit Rock facility.
- c. Purpose. The purpose of this station is for measurement of total volume of wastewater flow from the Spirit Rock facility, and documentation of compliance with the Authorized Wastewater Flow (annual total flow) limit given in Discharge Specification B.2.a. of this Order.

2. Sand Filter Influent.

- a. Station Code: SF-1
- b. Station Description: Wastewater influent to the sand filters.
- c. Purpose. The purpose of this station is for measurement of wastewater flow into the sand filters, and for sampling of the wastewater for analytical characterization of the sand filter influent.

3. Sand Filter Effluent.

- a. Station Codes: SF-2N, SF-2S
- b. Station Descriptions: SF-2N = Treated wastewater at a point after the north sand filter, prior to discharge to the dispersal system.
SF-2S = Treated wastewater at a point after the south sand filter, prior to discharge to the dispersal system.
- c. Purpose. The purpose of this station is for measurement of flows of final treated wastewater from the North or South sand filter, and for analytical characterization of the sand filter effluent in order to document water quality, treatment process performance and compliance with discharge effluent limit requirements.

4. Discharges to the Dispersal System.

- a. Station Codes: E-NM, E-SM, E-EC, E-WC
- b. Station Descriptions: E-NM = Effluent entering the North Meadow leachfield
E-SM = Effluent entering the South Meadow leachfield
E-EC = Effluent entering the East Central Field leachfield
E-WC = Effluent entering the West Central Field leachfield
- c. Purpose. The purpose of this station is for measurement of flows discharged to the subsurface dispersal systems, and documentation of compliance with the Authorized Wastewater Flow limits given in Discharge Specification B.2.c. of this Order.

D. TREATMENT TANKS (Septic Tanks and Grease Trap Tank)

1. Metta Septic Tank

- a. Station Code: ST-1MT
- b. Station Description: Tank that receives sanitary wastewater from Spirit Rock dormitories.

2. Staff Housing Septic Tank

- a. Station Code: ST-1SH
- b. Station Description: Tank that receives sanitary wastewater from Spirit Rock staff housing.

3. Dining Hall Grease Trap

- a. Station Code: GT- 1
- b. Station Description: Grease trap tank that receives kitchen wastewater from the Spirit Rock Dining Hall.

4. Meadow Septic Tank

- a. Station Code: ST-1
- b. Station Description: Tank that receives sanitary and kitchen wastewater from the tanks and grease trap listed above.

- 5. **Purpose.** The primary purpose of these stations is for measurement of the total volume of material removed from the respective tanks, for haul-away and disposal to an off-site location.

E. DISPERSAL AREA OBSERVATION STATIONS

- a. Station Codes: D- nC, D-nM
- b. Station Descriptions: D-nC = Points within and around the perimeter of the Central Field dispersal areas suitable for observation of dispersal area conditions..
D- nM = Points within and around the perimeter of the Meadow Field dispersal areas suitable for observation of dispersal area conditions..
- c. Purpose. The purpose of these stations is for conducting standard observations of the wastewater dispersal area.

F. GROUND WATER

1. Up-gradient Wells.

- a. Station Codes: GW – A1 to An (According to wells identified in the Groundwater Monitoring Program Technical Report, Provision 12.c)
- b. Station Descriptions: GW-An = Ground water at a monitoring wells located up-gradient from the Central Field dispersal area, and representative of background ground water conditions.
GW - An = Ground water at a monitoring wells located up-gradient from the Meadow Field dispersal area, and representative of background ground water conditions.

2. Down-gradient Wells.

- a. Station Codes: GW – B1 to Bn (According to wells identified in the Groundwater Monitoring Program Technical Report, Provision 12.c)
 - b. Station Descriptions: GW - Bn = Ground water at a monitoring wells located down-gradient from the Central Field dispersal area, and representative of ground water conditions down-gradient of that area.
GW - Bn = Ground water at a monitoring wells located down-gradient from the Meadow Field dispersal area, and representative of ground water conditions down-gradient of that area.
3. **Purpose.** The purpose of these stations is for observation and measurement of ground water levels and for obtaining samples of ground water for analytical characterization of the ground water there.
 4. **Locations.** The locations of these wells shall be provided in the Groundwater Monitoring Technical Report, Provision 12).

V. MONITORING SCHEDULE and MONITORING SPECIFICATIONS

A. MONITORING SCHEDULE

1. **Table 1.** The Discharger is required to perform sampling, analyses and observations according to the schedule given below in **Table 1- Schedule for Monitoring**, given at the last page of this SMP, and the associated Monitoring Specifications given in Section V.B. below.
2. **Table 1 Notes.** Table 1 includes references identified as “Notes”, numbered, e.g., [1], [2], etc., which are associated with particular monitoring parameters or monitoring stations. These references correspond to further monitoring specifications given in Section V.B., Monitoring Specifications, below.

B. MONITORING SPECIFICATIONS

1. Flow Monitoring and Reporting.

- a. For station A-1, total wastewater flow from the Spirit Rock facility into the wastewater system, flows shall be monitored weekly and reported as Average Daily flow per week, and Monthly and Annual total flow, in gallons.
- b. For station SF-1, influent to the sand filters, flows shall be monitored weekly and reported as Average Daily flow per week, and Monthly Total flow, in gallons.
- c. For stations SF-2N and SF-2S, effluent from the North and South sand filters, flows shall be monitored weekly and reported as Average Daily flow per week, and Monthly Total flow, in gallons.
- d. For stations E-NM, E-SM, E-EC, E-WC, discharges to the dispersal area, flows shall be monitored weekly and reported as Average Daily flow per week, and Monthly Total flow, in gallons.
- e. For stations ST-1, GT-1, ST-1M., and ST-1SH (the septic tanks and the dining hall grease) flows shall be monitored for each service event when water or sludge is removed, and reported as total volume removed, in gallons. If multiple tanks are serviced in a single service event, the total volume removed from all tanks serviced may be reported as single daily total volume, in gallons, and all tanks serviced noted and reported.

2. Nitrogens.

- a. The parameter ‘Nitrogens’ in this SMP means all of the following parameters:

- (1) Nitrate (SF Effluent monitoring stations only),
 - (3) Total Kjeldahl Nitrogen (SF Influent and Effluent monitoring stations only). and
 - (2) Nitrate Nitrogen (GW monitoring stations only).
- b. Analytical results for the above nitrogen parameters shall be reported as: mg/L as nitrogen.

3. Ground Water Level. For all groundwater monitoring wells, stations GW-n, ground water levels shall be measured, recorded and reported for each station, monthly, in feet and decimals of feet; Units of measure used shall be clearly stated in each monitoring report where the data is reported.

4. Precipitation. Precipitation (rainfall) monitoring shall be continuous, and recorded and reported as the total rainfall for each calendar day and for each calendar month. Precipitation monitoring shall be representative of precipitation falling on the dispersal area. For purposes of this monitoring, data from the State of California CIMAS station designated as "Oakville-North Coast Valleys-Station 77" is acceptable.

5. Special Event Data.

For all special events involving use of additional portable toilets to augment the existing wastewater system, the following shall be reported:

- (1) Calendar date(s) of the special event;
- (2) Actual daily flow rate for all A, SF, and E monitoring stations;

6. Service Event Data.

For all service events involving removal of wastewater and /or wastewater solids (aka sludge) from the wastewater system for haul-away and off-site disposal, the following shall be reported for each station:

- (1) Calendar date of the service event;
- (2) Times of day when service started and stopped;
- (3) Component serviced (Monitoring Station, or narrative description);
- (4) Total volume of material removed;
- (5) Service Provider; and
- (6) Final destination point of disposal (e.g., specific municipal wastewater treatment plant).

7. Standard Observations. Standard Observations are defined in SMP Section III.

C. INCREASED MONITORING FREQUENCY

If any monitoring indicates a violation of waste discharge requirements or unstable wastewater system operation or performance, OR, if any specified samplings or analyses are not completed as required, then the monitoring for the parameter(s) and monitoring station(s) in concern shall immediately and henceforth be conducted at twice the frequency identified in Table 1 of this SMP. This increased monitoring frequency shall be maintained for at least two sampling events, and until such time as the results of monitoring indicate violations are no longer occurring or the problem has been corrected and the wastewater system has returned to stable operation and performance.

D. MONITORING BY USE OF AUTOMATED INSTRUMENTS

Selected parameters may be monitored by the use of automated analytical instruments, provided such instruments are properly maintained and periodically calibrated to ensure accurate measurements, and that these instruments and their use is documented in the Operation and Maintenance Program Manual, and written approval by the Executive Officer has been provided.

E. GROUND WATER MONITORING PROGRAM

The Discharger is required to implement a program of ground water monitoring in the vicinity of the wastewater dispersal area, in accordance with Provision 12 of this Order. This SMP includes monitoring and reporting requirements for this program, based on the existing and/or proposed ground water monitoring wells. Revisions to these requirements may be made in writing, by the Executive Officer, in response to the technical report required by Provision 7 or other new information about groundwater or groundwater monitoring related to the discharges.

F. MODIFICATION OF MONITORING PRACTICES

Modifications of the monitoring practices specified in this SMP may be authorized by the Executive Officer, in consideration of acceptable accumulated data and acceptable alternate means of monitoring. Factors to be considered include: data quality, adequate characterization of the identified water or wastewater system process, consistency of system performance, compliance with waste discharge requirements, and acceptable means for providing equivalent and adequate monitoring of the identified water or wastewater system process. Requests for modification of monitoring practices must be submitted to the Board in writing, with a technical report which includes evaluation of accumulated data, and a complete description of proposed alternate means of monitoring. Proposed modifications of monitoring practices must be approved in writing from the Executive Officer, prior to implementation.

VI. REPORTS to be SUBMITTED to the BOARD

A. MONITORING REPORTS.

The Discharger shall submit to the Board monitoring reports documenting the wastewater system operation and performance, and compliance with waste discharge requirements, in accordance with the following:

1. Report Schedule.

- a. Monthly Reports.** Written reports shall be prepared for each calendar month and shall be submitted to the Board's office by the last day of the month following the monitoring period.
- b. Annual Reports.** Written reports shall be prepared for each annual monitoring period (April 1 through March 31) and shall be submitted to the Board's office by May 15th following the monitoring period.

2. Transmittal Letter.

A letter of transmittal shall accompany each monitoring report submitted to the Board.
The transmittal letter shall include the following:

- a. Identification.** Identification of the following:
 - (1) The discharge facility by name and address;
 - (2) The monitoring period being reported;
 - (3) The name and telephone number of a person familiar with the report and the current status of the wastewater system, for follow-up discussions as may be needed; and
 - (4) The name of the Board staff case handler.
- b. Operation and Maintenance Activities.** Discussion of all significant wastewater system operation and maintenance activities that occurred during the reporting period (e.g., pumping of septic tanks or grease traps; repair or replacement of wastewater system equipment), including dates and reasons for such activities.
- c. Violations or Problems.** Discussion of any violations of waste discharge requirements, and any problems or unusual conditions, that occurred during the reporting period. This shall include reporting of the following information:

- (1) Date and time of occurrence;
- (2) Location of occurrence, shown on a scaled plan drawing of the facility site;
- (3) Description of the violation, problem or unusual condition;
- (4) Corrective actions taken or planned to correct the violation, problem, or unusual condition and a time schedule for implementation of these actions. Actions may include increased monitoring and any changes to wastewater system equipment or operations.

If a report describing corrective actions and/or a time schedule for implementation of corrective actions was previously submitted to the Board, then reference to that report is satisfactory. Report references shall include the Date, Title or subject, and Author of the referenced report.

- d. Transmittal Letter Signature(s).** The transmittal letter shall be signed by: (1) the Discharger's principal executive officer, ranking elected official or duly authorized representative, and (2) the wastewater system chief plant operator, with the following certification statement:

"I certify under penalty of law that this document and all attachments have been prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment."

3. Results of Analyses and Observations.

Each report shall include results of analyses and observations in accordance with the following:

- a. Monitoring Results.** Each monitoring report shall include tabulations of results from all required analyses, measurements and observations specified in this SMP for the reporting period, including:
- (1) Date of sampling or observation;
 - (2) Location of sampling or observation (sample station);
 - (3) Parameter of analysis (e.g., pH, Dissolved Oxygen, etc.); and
 - (4) The result of the analysis, measurement or observation, including both the relevant numeric value(s) and the relevant unit(s) of measurement.
- b. Data Presentation.** In reporting monitoring data, the data shall be arranged in tabular form so that the data are clearly discernible. The data shall be summarized in a manner to illustrate clearly whether the discharge is in compliance with waste discharge requirements and this SMP. Reporting shall include maximum, minimum and monthly average values for each parameter for which more than one sample result is obtained during the monitoring period.
- c. Sample Analysis Data.** For all sample analyses, include the following:
- (1) Date of analysis;
 - (2) Individual or contract laboratory conducting the analysis;
 - (3) Analytical procedure or method used, and test method detection level; and
 - (4) Copies of laboratory analysis result reports for all analyses conducted by a contract laboratory.
- d. Reporting Results Below Detection Limits.** For all analytical characterizations (laboratory tests) for which results are identified as below limits of detection of the relevant test procedure, data reporting shall include the limit of detection. In other words, reporting a sample test result as only "ND", or "not detected" or similar language, is not acceptable; the actual numeric value of the detection limit must also be reported. For purposes of data tabulation, notation of non-detection - "ND" or similar notation - is acceptable, provided that the corresponding limit of detection is clearly identified elsewhere in the table, or as a footnote of the table.
- e. Additional Monitoring Results.** If any parameter is monitored more frequently than is required by this SMP, then the results of such monitoring shall be included in the monitoring reports, and in any calculations of statistical values.

4. Identification of Monitoring Stations.

Each report shall include a scaled and legible plan view drawing of the facility site which shows the locations of all monitoring stations at which monitoring is required by this SMP.

5. Monitoring During Wastewater System Modifications.

Whenever any modifications to the wastewater system occur, i.e., any changes to existing equipment or land forms, or any installations of new equipment, the monitoring report shall include a complete description of work that has occurred during the monitoring period, any impacts to the wastewater system or its operations and, if work was not completed, the anticipated completion schedule.

6. Annual Monitoring Reports

The annual monitoring report shall include the following:

- a. Tabular and graphical summaries of the monitoring data obtained during the period being reported.
- b. A discussion of wastewater system performance and record of compliance with the requirements specified by this Order, including monitoring and reporting requirements.
- c. A complete discussion of groundwater monitoring results, including evaluation of groundwater movement, changes in groundwater levels and quality, and evaluation of any observed changes with respect to the wastewater discharges.
- d. For any event of non-compliance with requirements specified by this Order, including monitoring and reporting requirements, the report shall include description of corrective actions taken or planned to achieve full compliance, and a time schedule of when those actions were or will be taken.

B. REPORTS OF VIOLATIONS

If the Discharger violates or threatens to violate waste discharge requirements or this SMP due to any reason, including acts of humans or acts of nature, then the Discharger or Discharger's agent(s) shall notify the Board office by telephone as soon as the Discharger or Discharger's agent(s) have knowledge of the incident.

Written notification shall be submitted within two weeks of the date of the incident, unless directed otherwise by Board staff. The written notification shall include pertinent information explaining reasons for the non-compliance and shall indicate what steps were taken to correct the problem and the dates thereof, and what steps are being taken to prevent the problem from recurring.

C. BOARD ADDRESS and PHONE NUMBER

This Board's current office mailing address and phone number is given below. This is the address to be used for submittal of reports and correspondence to the Board.

1. **Address:** California Regional Water Quality Control Board, San Francisco Bay Region
1515 Clay Street, Suite 1400
Oakland, CA 94612
2. **Phone number:** (510) 622 - 2300; Fax: (510) 622 - 2460.

VII. REPORTS to be SUBMITTED to OTHER ENTITIES

A. MONITORING REPORTS.

For each monitoring report required to be submitted to the Board, a complete copy of the report shall be submitted, at the same time that the report is submitted to the Board, to the Marin County Environmental Health Services, at its current address. As of Order adoption, its current mailing address is:

Marin County Environmental Health Services
3501 Civic Center Drive, Room 236, Marin, CA 94903

B. REPORTS OF VIOLATIONS

For any violation of waste discharge requirements that involves potential immediate threat to public health or impacts to adjacent properties, including discharges of inadequately treated wastewater, or overflows or spills from the wastewater system, the Discharger shall notify the property owners of the adjacent residential properties by telephone as soon as the Discharger or Discharger's agent have knowledge of the incident.

VIII. MONITORING PROGRAM CERTIFICATION

I, Bruce H. Wolfe, Executive Officer, hereby certify that this Self-Monitoring Program:

1. Has been developed in accordance with the procedure set forth in the Board's Resolution No. 73-16 in order to obtain data and document compliance with waste discharge requirements for the subject wastewater systems.
2. May be reviewed at any time subsequent to the effective date upon written notice from the Executive Officer or request from the Discharger, and revisions will be ordered by the Executive Officer.
3. Is effective on the following date: _____.

BRUCE H. WOLFE
Executive Officer

[File No. 2159.5132]
[Prepared by RAD]
[Reviewed by SFG, WKB]

TABLE 1 - SCHEDULE for MONITORING

Monitoring Station			A-1	SF-1	SF-2N SF-2S	E	ST & G	D	GW
			Spirit Rock Wastewater	Sand Filter Influent	Sand Filter Effluent	Discharges	Septic Tanks & Grease Trap	Dispersal Areas	Ground Water
Type of Sample			F	F, G	F, G	F	F	O	G, GL
Parameter	Units	Notes							
Flow Volume	gallons	[1]	W	W	W	W			
BOD ₅ 20°C	mg/l			Q	Q				
TSS	mg/l			Q	Q				
Oil & Grease	mg/l								
Turbidity	NTU								
Temperature	degrees F or C								
pH	pH units								
Dissolved Oxygen	mg/l								
Nitrogens	mg/l as N	[2]		Q	Q				M
Conductivity	micromhos/cm								
Total and Fecal Coliform	MPN/100ml								
Ground Water Level	feet	[3]							M
Precipitation	inches	[4]						D & M	
Special Event Data (Date, etc.)		[5]	D	D	D	D			
Service Event Data (Date, Time, etc.)		[6]					EE		
Standard Observations		[7]						W	