

August 1993

**SELF-MONITORING PROGRAM
PART A**

Non-NPDES Facilities

A. PURPOSE

The principal purposes of a monitoring program by a waste discharger, also referred to as self-monitoring program, are: (1) to document compliance with waste discharge requirements and prohibitions established by this Regional Board, (2) to facilitate self-policing by the waste discharger in the prevention and abatement of pollution arising from waste discharge, (3) to develop or assist in the development of effluent or other limitations, discharge prohibitions, national standards of performance, pretreatment and toxicity standards, and other standards, and (4) to prepare water and wastewater quality inventories.

B. SAMPLING AND ANALYTICAL METHODS

Sample collection, storage, and analyses shall be performed according to the 40 CFR 5136 or other methods approved and specified by the Executive Officer of this Regional Board.

Water and waste analyses shall be performed by a laboratory approved for these analyses by the State Department of Health Services (DOHS) or a laboratory waived by the Executive Officer from obtaining a certification for these analyses by the DOHS. The director of the laboratory whose name appears on the certification or his/her laboratory supervisor who is directly responsible for analytical work performed shall supervise all analytical work including appropriate quality assurance/quality control procedures in his or her laboratory and shall sign all reports of such work submitted to the Regional Board.

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

C. SPECIFICATIONS FOR SAMPLING AND ANALYSES

The discharger is required to perform sampling and analyses according to the schedule in Part B in accordance with the following conditions:

1. Effluent

- a. At least one sampling day shall reflect one day of weekend discharge, one day of peak loading and during major unit operation shutdown or startup. The Executive Officer may approve an alternative sampling plan if it is demonstrated to the EO's satisfaction that expected operating conditions for the facility warrant a deviation from the standard sampling plan.
- b. Grab samples of effluent shall be collected during periods of maximum peak flows and shall coincide with effluent composite sample days.
- c. Chlorine residual analyzers shall be calibrated against grab samples as frequently as necessary maintain accurate control and reliable operation. If an effluent violation is detected, grab samples shall be collected at least every 30 minutes until compliance is achieved.
- d. When any type of overflow occurs, samples shall be collected on a daily basis for all constituents at all affected discharge points which have effluent limits for the duration of the overflow.

D. STANDARD OBSERVATIONS

1. Land Retention or Disposal Area

This applies both to liquid and solid wastes confined or unconfined.

- a. For each impoundment determine amount of the freeboard at lowest point of dikes confining liquid wastes.
- b. Evidence of leaching liquid from area of confinement and estimated size of affected area. Show affected area on a sketch and volume of flow (gpm, etc.)
- c. Odor: presence or absence, characterization, source, and distance of travel.
- d. Estimated number of waterfowl and other water-associated birds in the disposal area and vicinity.

2. Periphery of Waste Treatment and/or Disposal Facilities

- a. Odor: presence or absence, characterization, source, and distance of travel.
- b. Weather condition: wind direction and estimated velocity

E. RECORDS TO BE MAINTAINED

1. Written reports, strip charts, calibration and maintenance records, and other records shall be maintained by the discharger and accessible (at the waste treatment plant), and retained for a minimum of three years. This period of retention shall be extended during the course of any unresolved litigation regarding this discharge or when requested by the Regional Board. Such records shall show the following for each sample:

- a. Identity of sampling and observation stations by number.
- b. Date and time of sampling and/or observations.
- c. Method of sampling
- d. Date and time that analyses are started and completed, and name of personnel performing the analyses.
- e. Calculations of results.
- f. Results of analyses and/or observations.

2. A tabulation shall be maintained showing the following flow data for influent and effluent stations and disposal areas:

- a. Total waste flow or volume, for each day.
- b. Maximum and minimum daily flows for each month.

3. A tabulation reflecting bypassing and accidental waste spills shall be maintained showing information items listed in Sections E-1 and E-2 for each occurrence.

4. A chronological log for each month shall be maintained of the effluent disinfection and bacterial analyses, showing the following:
 - a. Date and time each sample is collected and waste flow rate at time of collection.
 - b. Chlorine residual, contact time, and dosage (in kilograms per day and parts per million).
 - c. Coliform count for each sample
 - d. Moving median coliform of the number of samples specified by waste discharge requirements.

F. REPORTS TO BE FILED WITH THE REGIONAL BOARD

1. Spill Reports

A report shall be made of any spill of oil or other hazardous material. Spills shall be reported to this Regional Board, at (510) 286-1255 by telephone immediately after occurrence. A written report shall be filed with the Regional Board within five (5) working days and shall contain information relative to:

- a. nature of waste or pollutant,
- b. quantity involved,
- c. duration of incident,
- d. cause of spill,
- e. SPCC Spill Prevention and Containment Plan in effect, if any,
- f. estimated size of affected area,
- g. nature of effects (i.e., fishkill, discoloration of receiving water, etc.),
- h. corrective measures that have been taken or planned, and a schedule of these activities, and
- i. persons notified.

2. Reports of Plant Bypass, Treatment Unit Bypass and Permit Violation

In the event the discharger violates or threatens to violate the conditions of the waste discharge requirements and prohibitions or intends to experience an overflow or treatment failure due to:

- a. Maintenance work, power failures, or breakdown of waste treatment equipment, or
- b. accidents caused by human error or negligence, or
- c. other causes, such as acts of nature,

the discharger shall notify the Regional Board office by telephone as soon as he or his agents have knowledge of the incident and confirm this notification in writing within 7 working days of the telephone notification. The written report shall include time and date, duration and estimated volume of waste bypassed, method used in estimating volume and person notified of the incident. The report shall

include pertinent information explaining reasons for the noncompliance and shall indicate what steps were taken to prevent the problem from recurring.

In addition, the waste discharger shall promptly accelerate his monitoring program to analyze the discharge at least once every day. Such daily analyses shall continue until such time as the effluent limits have been attained, until bypassing stops or until such time as the Executive Officer determines to be appropriate. The results of such monitoring shall be included in the regular Self-Monitoring Report.

3. The discharger shall file a written technical report to be received at least 30 days prior to advertising for bid (60 days prior to construction) on any construction project which would cause or aggravate the discharge of waste in violation of requirements; said reports shall describe the nature, cost, and scheduling of all actions necessary to preclude such discharge. In no case will any discharge of wastes in violation of permit and order be permitted unless notification is made to the Executive Officer and approval obtained from the Regional Board.
4. **Self-Monitoring Reports**

Written reports shall be filed regularly for each calendar month (unless specified otherwise) and filed no later than the fifteenth day of the following month. The reports shall be comprised of the following:

a. **Letter of Transmittal:**

A letter transmitting self-monitoring reports should accompany each report. Such a letter shall include:

- 1) Identification of all violations of waste discharge requirements found during the reporting period,
- 2) Details of the magnitude, frequency, and dates of all violations,
- 3) The cause of the violations, and
- 4) Discussion of the corrective actions taken or planned and the time schedule for completion. If the discharger has previously submitted a detailed time schedule for correcting requirement violations, a reference to the correspondence transmitting such schedule will be satisfactory.

Monitoring reports and the letter transmitting reports shall be signed by a principal executive officer or ranking elected official of the discharger, or by a duly authorized representative of that person.

The letter shall contain the following certification:

"I certify under penalty of law that this document and all attachments are prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who managed the system, or those persons directly responsible for gathering the information, 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 for knowing violations."

b. Map or Aerial Photograph

A map shall accompany the report showing sampling and observation station locations.

c. Effluent Data Summary

Summary tabulations of the data shall include for each constituent total number of analyses, maximum, minimum, and average values for each period. Flow data shall be included. The original is to be submitted to:

Executive Officer
California Regional Water Quality Control Board
San Francisco Bay Region
2101 Webster Street, Suite 500
Oakland, CA 94612

5. Annual Reporting

By January 30 of each year, the discharger shall submit an annual report to the Regional Board covering the previous calendar year. The report shall contain both tabular and graphical summaries of the monitoring data during the previous year. In addition, the report shall contain a comprehensive discussion of the compliance record and the corrective actions taken or planned which may be needed to bring the discharger into full compliance with the waste discharge requirements.