

SMCR INSTRUCTIONS

- 1) Check the company name and address section on page one for the correct address and proper authorized representative. If the authorized representative is different than the name on the label, please contact ALCOSAN for a signatory update form.
- 2) The REVIEW AND COMPLIANCE ASSESSMENT and ENFORCEMENT sections on page one will be completed by ALCOSAN upon submission.

PROCESS INFORMATION:

- Questions #1: A change in flow of \pm ten percent (10%) from the mean flow, or a flow which caused a violation of a permit condition, since the last SMCR submission, should be considered a significant modification.
- Questions #2: A change in pollutant concentration of \pm ten percent (10%) from the mean concentration, or a concentration which caused a violation of a permit condition, or limit since the last SMCR submission, or the presence of a pollutant not normally found in your discharge, should be considered a significant modification.
- Questions #3: An actual chemical change in raw process material not simply a change in brand names, a change in the volume of raw materials used, that caused a significant modification under questions 1 and or 2.
- Questions #4: A physical change in treatment facilities, or a change in treatment chemistry not simply a change in brand names, that caused a significant modification under questions 1 and or 2.
- Questions #5: An addition or removal of pollutant from the waste stream, or a change in the volume of waste materials discharged to the sewer system that caused a significant modification under questions 1 and or 2.
- Questions #6: a change in the manufacturing process.
- Questions #7: A change affecting the potential for spill or slug discharges.
- Questions #8: Any other change that caused a significant modification under questions 1 and or 2. (i.e. operating hours, increase or decrease in personnel, etc.)

SAMPLE COLLECTION INFORMATION:

- Questions #1: If samples were collected by an outside contract laboratory or consulting engineer, please circle contractor. If samples were collected by an employee of your company, please circle in-house.
- Questions #2: If samples were analyzed by an outside contract laboratory, please circle contractor. If samples were analyzed by an employee of your company at company facilities, please circle in-house.
- Questions #3: Normal operation includes routine maintenance, cleaning, and process changes etc. that occur at regular scheduled intervals. Non-routine operation would include, but is not limited to process or treatment facilities under atypical maintenance, production shut downs, treatment systems problems etc.
- Questions #4: All permitted parameters must be sampled at frequencies indicated in the Industrial Discharge Permit using sampling and analytical method as detailed in 40 CFR part 136. Non-approved methods used for process control may be included if it provides useful information pursuant to compliance, but can not be used in-lieu of approved compliance methods. Solid Waste methods (SW), although EPA approved, are not approved for the analysis of wastewater.

Questions #5: Chain of custody (COC) documentation must be included with all sampling data. The COC must include at a minimum: sample date, time, preservative. The COC must show who was in control of the sample from the time of collection to analysis. Anyone that controls the sample must sign the COC indicating the time the sample was received and to whom, and at what time the sample was relinquished. For Permitted Industrial Users required only to sample quarterly, please indicate the sample date, all other Permitted Industrial Users should indicate the sample date on the reporting sheets.

MANAGEMENT INFORMATION:

Questions #1: If a change in management or structure pertaining to pretreatment has occurred, provide information.

Questions #2: Is the person signing this document the current signatory on file with ALCOSAW If no, contact ALCOSAW.

BEST MANAGEMENT PRACTICES INFORMATION:

Questions #1: Submit information needed to demonstrate compliance with Best Management Practices Requirement.

COMPLIANCE INFORMATION:

This section need only be completed by facilities that had a discharge violation during the reporting period.

Questions #1: Violation Date (Month/Day/Year)

Questions #2: Parameter violated (ie. O & G, pH, Zinc, etc...)

Questions #3: User became aware of violation (Month/Day/Year)

Questions #4: Pursuant to the Pretreatment Regulation of the Allegheny County Sanitary Authority section 4.3.4 Violation Reporting, and your industrial discharge permit, if sampling performed by an Industrial User indicates a violation, the user shall notify the ALCOSAW Industrial Wastes Department within 24 hours of becoming aware of the violation.

Questions #5: Pursuant to your facilities Industrial discharge permit if sampling performed by an Industrial User indicates a violation, the user shall submit a written explanation to the ALCOSAW Industrial Wastes Department detailing the cause of the violation and all measures performed to correct the violation and action taken to prevent a reoccurrence.

Questions #6: Pursuant to the Pretreatment Regulation of the Allegheny County Sanitary Authority section 4.3.4 Violation Reporting, and your industrial discharge permit, if sampling performed by an Industrial User indicates a violation, the User shall also repeat the sampling and analysis, for the violated parameter, and submit the results of the repeat analysis to the ALCOSAW Industrial Wastes Department within 30 days after becoming aware of the violation.

Questions #7: Resample identified in Question 6 submitted to ALCOSAW (Month/Day/Year).