



**BASELINE MONITORING REPORT
COVER SHEET**

THIS COVER SHEET MUST ACCOMPANY THE REPORT

Company Name: _____

Sewer Authority Name: UNION SANITARY DISTRICT

Report Date: _____

Person to contact concerning information contained in this report:

Name: _____

Title: _____

Mailing Address: _____

Telephone #: _____

E-mail Address: _____

CERTIFICATION STATEMENT: (See BMR Attachment A)

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage 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. I further certify that sampling and analyses performed for and submitted with this report are representative of normal work cycles and expected pollutant discharges and conform to EPA 40 CFR 136 requirements.

Name of Official

Signature

Date

Title

INDUSTRIAL USER BASELINE MONITORING REPORT

Instructions: Please complete this form in as much detail as possible. Additional instructions are included in attachments. Include additional information on attached sheets as necessary. **Return this report to Union Sanitary District, Environmental Compliance Division, P.O. Box 5050, Union City, CA 94587**

1. COMPANY NAME

- A. Facility Name: _____ B. Legal Name: _____
Facility Address: _____ Mailing Address (if different): _____

_____ Zip _____ Zip _____
- C. Name of Owner(s): _____ D. Name of Operators: _____

- E. Facility Contact (provide the name, title and phone number of a designated person to contact if additional information is necessary.):
Name: _____ Phone Number: _____
Title: _____
- F. Number of Employees: _____ G. Scheduled Shifts (eg. M-F, 8AM-4PM): _____
- H. Days/ Months of Operation: _____

2. NATURE OF OPERATION

- A. List Raw Materials Used: _____

- B. List Chemicals Used: _____

- C. Describe Manufacturing or Service Activities Conducted and the Final Products: _____

INDUSTRIAL USER BASELINE MONITORING REPORT

2. NATURE OF OPERATION (Cont'd)

D. Summarize Each Regulated Process:

Process Description	Production Rate	Pretreatment Standard Category	Subpart	SIC Code

3. WASTEWATER FLOW

New sources must provide estimates of wastewater flow.

A. Total Facility Discharge: Average (gpd): _____ Maximum (gpd): _____

B. Individual Process Flows in Gallons Per Day (gpd): _____

Please Describe:	Average Flow (gpd)	Maximum Flow (gpd)	Type of Discharge / Location
<i>Regulated Process</i>			
<i>Nonregulated Process</i>			
<i>Sanitary Water (Domestic)</i>			

Note: Processes include RO/DI Reject, Scrubber Discharge, Equipment Cleaning, Boiler/Cooling Water, etc.

INDUSTRIAL USER BASELINE MONITORING REPORT

C. Provide on a separate sheet:

- 1) A schematic flow diagram of each regulated process showing the generation and flow of wastewater. Refer to BMR Attachment B.
- 2) A building and plumbing drawing indicating the source of all wastewater flows (regulated and unregulated), location of any treatment system, and sampling locations.

4. NATURE AND CONCENTRATION OF POLLUTANTS

A. Analysis of Regulated Flows (Refer to BMR Attachment C)

The industrial user must perform sampling and analysis of the effluent from all regulated processes (after treatment, if applicable.) Provide a summary of the analytical data for the regulated processes in the space provided below. Attach additional sheets if necessary. All pollutants specifically regulated by the applicable category must be reported. **New sources must provide estimates of the concentration of pollutants.**

1. First Regulated Process: _____
 Sample Location: _____
 Average Flow During Sampling: _____

a. Grab Samples

Date: _____ Time: _____
 Sampler Name: _____

GRAB SAMPLES	TTOs (in mg/L) - Sum of all quantifiable values >0.01 mg/L	CN (in mg/L)	pH			
Analytical Method						
Maximum Result						
Average Result						

b. Composite Samples

Start Date: _____ Start Time: _____
 End Date: _____ End Time: _____
 Sample Interval: _____ Sampler Name: _____

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B. Analysis of Plant Flow using the combined wastestream formula.

With approval of the District, an Industrial User may sample and analyze the total plant flow and calculate an equivalent concentration limit using the combined wastestream formula if regulated process flows are mixed with other flows prior to treatment and/or sampling. Record the analytical results for all required pollutants below. Record the calculated concentration limits as well as the actual measured concentrations.

mg/l	Cd	Cr	Cu	Pb	Ni	Ag	Zn	CN	pH	TTO		
MEC*												
AEC*												
MMC*												
MAC*												

- ***MEC** Maximum Equivalent Concentration Limit (derived through the combined wastestream formula)
- ***AEC** Average Equivalent Concentration Limit (derived through the combined wastestream formula)
- ***MMC** Measured Maximum Concentration
- ***MAC** Measured Average Concentration

Sample Location: _____

Sample Type: _____

Number of Samples and Frequency Collected: _____

Analytical Methods Used: _____

5. WASTEWATER TREATMENT

Describe in detail any and all wastewater treatment utilized. *(Attach a separate page if necessary.)*

6. OTHER WASTE DISPOSAL

Does the facility generate any hazardous waste such as pretreatment sludges or spent process solutions?

YES

NO

If yes, briefly describe the disposal methods for these hazardous wastes:

Attachment A Signatory Requirements

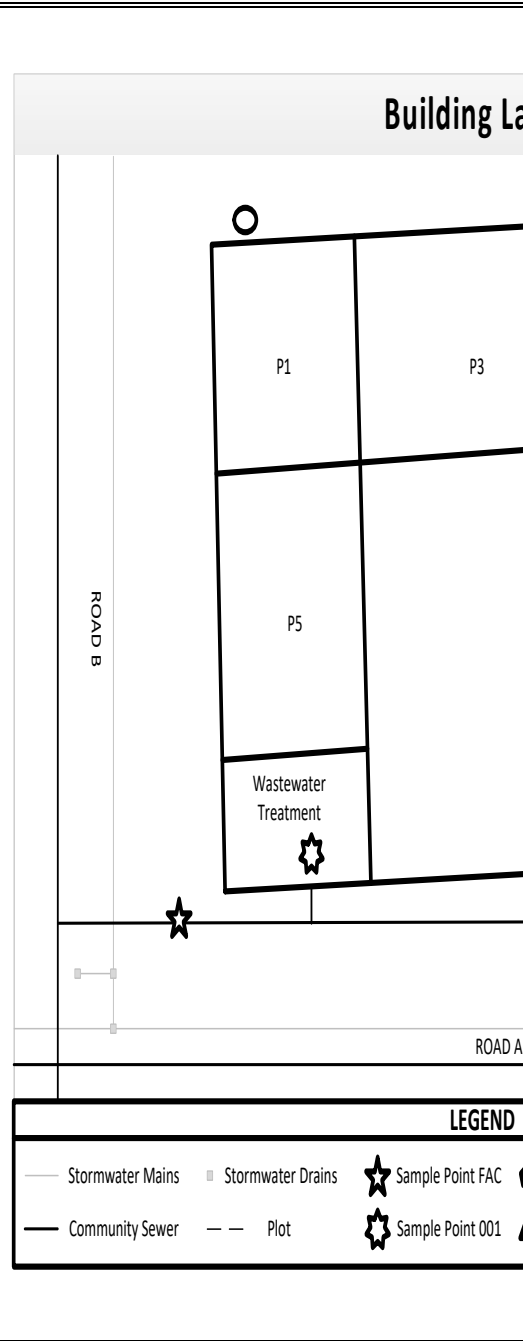
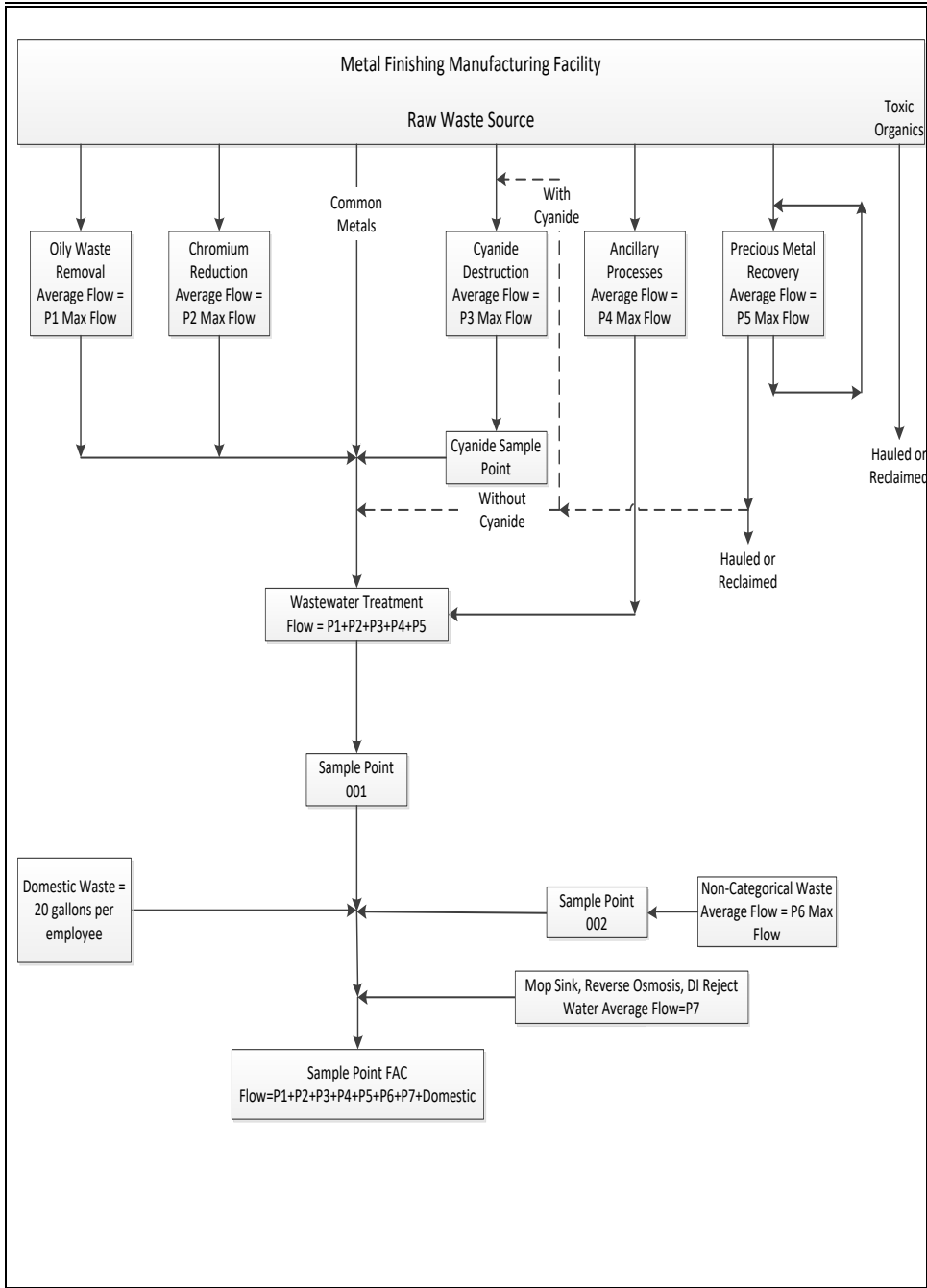
Pursuant to EPA regulations as described in 40 CFR Section 403.12 (I), all applications, reports, report cover sheets, or information submitted to the District must be signed:

- a) By a responsible corporate officer, if the Industrial User submitting the reports is a corporation. For the purpose of this paragraph, a responsible corporate officer means:
 - (i) 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;
 - (ii) the manager of one or more manufacturing, production, or operation facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for control mechanism requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

- b) By a general partner or proprietor if the Industrial User submitting the reports is a partnership or sole proprietorship respectively.

- c) By a duly authorized representative of the individual designated in paragraph (a) or (b);
 - (i) the authorization is made in writing by the individual described in paragraph (a) or (b);
 - (ii) 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, operator of well, or a well field superintendent, or a position of equivalent responsibility, or having overall responsibility for environmental matters for the company; and
 - (iii) the written authorization is submitted to the Sanitary District.

- d) If an authorization under paragraph (c) of the section is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, or overall responsibility for the environmental matters for the company, a new authorization satisfying the requirements of paragraph (c) of this section must be submitted to the Sanitary District prior to or together with any reports to be signed by an authorized representative.



BMR Attachment B

BMR Attachment C Wastewater Sampling and Analysis Requirements

New sources must provide estimates of the nature and concentration (or mass) of regulated pollutants. Actual sample results must be reported in the 90-day compliance report. Existing facilities must analyze each industrial process wastestream for all pollutants regulated by the applicable Federal point source category. Tables listing regulated pollutants are attached.

Sampling Location

- a) Include a site drawing clearly indicating the sampling location.
- b) Samples must be taken immediately downstream from pretreatment facilities or immediately downstream from the regulated process, if no pretreatment exists. In either case, samples must be taken before the process wastewater combines with sanitary or other diluting wastestreams. (Boiler blowdown, non-contact cooling water, etc).
- c) For facilities subject to metal finishing regulations, self-monitoring for cyanide must be performed immediately after cyanide treatment or immediately after the cyanide contributing process if there is no treatment, but before diluting with any other wastestreams including regulated or unregulated process wastestreams.

Sampling Methods

- a) All samples must be representative of the wastestream and taken under normal discharging conditions when pollutants are likely to be present.
- b) A minimum of one representative sample shall be taken to compile the necessary data to comply with the requirements of this report. A grab sample is a sample taken from a wastestream on a one-time basis representing conditions at that moment without regard to the flow in the wastestream and over a period not to exceed fifteen (15) minutes. A composite sample is a sample resulting from the combination of individual wastewater samples taken at selected intervals based on an increment of either flow or time. Samples may be taken manually or by using automatic equipment. Manual composite samples must be collected at least every two hours throughout the full operating day.
- c) New sources covered under categorical standards must submit one sample for the relevant Total Toxic Organics (TTO) or alternate monitoring parameter in that federal category.
- d) Samples must be collected using the appropriate type of clean bottle and must be delivered to the analyzing laboratory on the date collected or properly preserved until delivery.
- e) Dischargers will be allowed to submit certification statements (Solvent Management Plan) in lieu of periodic monitoring for TTO's only after consistent compliance has been demonstrated by sampling and analysis of the wastestream in the BMR, 90-day Report and POTW evaluation.

Analysis of Samples

All laboratory analyses must be performed by a State Certified Laboratory or a laboratory approved by the Union Sanitary District. Sampling and analysis procedures shall conform to EPA 40 CFR 136 requirements or those specified in Standard Methods for the Examination of Water and Wastewater.

BMR Attachment C
Wastewater Sampling and Analysis Requirements
Page 2

Reporting Results

- a) For each sample, report:
 - 1. The date, time, method, and location of sampling,
 - 2. the preservation method,
 - 3. the person collecting the sample,
 - 4. the date the analysis was performed,
 - 5. the analytical method,
 - 6. the results of each analysis.

- b) The report must include a statement certifying that the samples are representative of normal work cycles and expected pollutant discharge.

- c) If any pollutant is monitored more frequently than required by Federal regulation or USD, using EPA approved methods by a state certified in-house or contract laboratory, the results of this additional sampling must also be included in the report.

- d) If self-monitoring indicates a violation, the permittee must notify the District within 24 hour of becoming aware of the violation, and must resample and submit the results within 30 days.

**Attachment D
BASELINE MONITORING REPORT REVIEW CHECKLIST**

BMR REQUIREMENT	YES	NO	COMMENTS
<p>1. <i>COMPANY INFORMATION</i></p> <p>a. Adequate information on company name, location, mailing address, name of owner and operator, facility contact?</p>			
<p>2. <i>NATURE OF OPERATION</i></p> <p>a. Adequate information to evaluate raw materials, chemicals, processes and products? b. Are regulated processes adequately defined.</p>			
<p>3. <i>WASTEWATER FLOWS</i></p> <p>a. Adequate information on total flow as well as individual process flows and type of discharge? b. Are schematic diagrams provided of the facility's wastewater flows and regulated process(es)? c. Does the report identify the POTW receiving the wastes from the facility?</p>			
<p>4. <i>NATURE AND CONCENTRATION OF POLLUTANTS</i></p> <p>a. Are analytical results provided for all regulated pollutants? b. Is sampling data information provided in sufficient detail (number, type, and frequency of samples, analytical methods)? c. Is it sufficiently clear where samples were taken? d. If total flow was sampled, was the combined wastestream formula used properly based on available information? e. Was a sufficient number of samples taken?</p>			
<p>5. <i>WASTEWATER TREATMENT</i></p> <p>a. Are existing wastewater treatment practices adequately described?</p>			

Attachment D (Continuation)
BASELINE MONITORING REPORT CHECKLIST

<p>6. <i>WASTE DISPOSAL</i></p> <p>a. Does the report adequately describe disposal practices for hazardous waste, if applicable?</p>			
<p>7. <i>ENVIRONMENTAL PERMITS</i></p> <p>a. Are environmental control permits adequately identified, if applicable?</p>			
<p>8. <i>SLUG CONTROL PLAN</i></p> <p>a. Does the report indicate if the facility has a slug control plan?</p>			
<p>9. <i>COMPLIANCE CERTIFICATION</i></p> <p>a. Does the report indicate where or not the facility is consistently meeting the standards?</p>			
<p>10. <i>CERTIFICATION STATEMENT</i></p> <p>a. Is the report signed and dated by the person who prepared the report?</p>			
<p>11. <i>COVER SHEET</i></p> <p>a. Is the cover sheet attached? b. Is the cover sheet signed by an appropriate company official?</p>			

BMR Attachment E
Laboratory List
(Partial Listing)

Lab List

This is not an endorsement list

Accutest Laboratories

2105 Lundy Avenue
San Jose, CA 95131
Santa Clara County
(408) 588-0200
ELAP Cert #08258CA

Alpha Analytical Labs, Inc.

6398 Dougherty Road, Suite 35
Dublin, CA 94568
Alameda County
(925) 828-6226
ELAP Cert #2728

Brelje and Race Laboratories, Inc.

425 South E Street
Santa Rosa, CA 95404
Sonoma County
(707) 544-8807
ELAP Cert #1243

CALTEST Analytical Laboratory

1885 North Kelly Road
Napa, CA 94558
Napa County
(707) 258-4000
ELAP Cert #1664

CERCO Analytical Inc.

1100 Willow Pass Court
Concord, CA 94520
Alameda County
(925) 462-2771
ELAP Cert #2153

Curtis and Tompkins LTD

2323 Fifth Street
Berkeley, CA 94710
Alameda County
(510) 486-0900
NELAP Cert #01107CA

CM Analytical, Inc.

6700 Brem Lane #10
Gilroy, CA 95020
Santa Clara County
(408) 848-3619
ELAP Cert #1423

Datalab

1893 Concourse Drive
San Jose, CA 95131
Santa Clara County
(408) 943-1888
ELAP Cert #2663

Precision Enviro-Tech Analytical

3935 N. Coronado Avenue
Stockton, CA 95204
San Joaquin County
(209) 477-8105
ELAP Cert #2387

McCampbell Analytical Inc

1534 Willow Pass Road
Pittsburg, CA 94565
Contra Costa County
(925) 252-9262
ELAP Cert #1644

TestAmerica

1220 Quarry Lane
Pleasanton, CA 94566
Alameda County
(925) 484-1919
ELAP Cert #2496

Torrent Laboratory Inc.

483 Sinclair Frontage Road
Milpitas, CA 95035
Santa Clara County
(408) 263-5258
ELAP Cert #1991

For a complete listing and ELAP certification expiration information, go to:
<http://www.cdph.ca.gov/certlic/labs/Pages/ELAP.aspx> and select "Certified Laboratory List" under Procedures and Lists.