



ANNUAL SUMMARY REPORT REPORT OUTLINE

The following is a guideline outlining the mandatory components of RVRSA's "Annual Summary Report" for all of its industrial users (Categorical, Significant, Users of Concern). All industrial users (or IU's) must submit an Annual Report to RVRSA no later than JANUARY 31st of each year, as per "Section 6 (B): Annual Report" of your Industrial Sewer Connection Permit (ISCP). All sections of this report must be filled out completely to the best of your knowledge. If a section and/or part, does not apply to your industry, simply respond "N/A".

SECTION 1: IDENTIFICATION AND GENERAL INFORMATION

- 1.1 Corporate entity and/or facility name.
- 1.2 Facility location and mailing address (provide both, if they are different addresses).
- 1.3 Categorical classification (if applicable) and SIC code(s).
- 1.4 Contact person(s), including: telephone number, fax number and e-mail (if applicable).
- 1.5 Delegation of a consultant (if applicable), including: telephone number, fax number and address of consultant.
- 1.6 Term of facility's current Industrial Sewer Connection Permit (ISCP).
- 1.7 Provide a brief description of the manufacturing, production, or service activities your firm conducts. Provide a description if there has been any changes since the last annual report (Production increase or decrease? Additional equipment, manpower? Etc.).
- 1.8 Provide the types of wastes (liquid or sludge) your firm generates (domestic, grease trap, cooling tower, etc.) and how is it disposed of (sanitary sewer, waste hauler, etc.).
- 1.9 Waste Haulers (if applicable): Provide names and address and current copies of any manifests.

SECTION 2: COMPLIANCE

- 2.1 Provide a narrative or summary of the past calendar year's analytical results. Describe any anomalies, accidental spills, operational difficulties, etc.



- 2.2 Provide a statement that effluent limits are being met on a consistent basis. Indicate whether there is a need for additional operation, maintenance procedures, or whether existing pretreatment is adequate.
- 2.3 Provide a description of incidents occurred (if any) causing effluent limitation violations (has facility received any NOV's? Serious violations? SNC Status? Penalty assessments?). Explanation of the cause; preventative procedures to prevent additional violations or a need to modify or improve the existing setup.
- 2.4 Provide a description of chemical compounds used (provide a list/summary of your firm's chemical inventory). Are there substitutes or LESS aggressive chemicals available or is there an alternative method of process to eliminate altogether a given chemical compound?
- 2.5 In the case of consistent violations, submit a compliance schedule with specific milestones. Indicate dates to achieve compliance, effective steps to reduce the excess of the pollutant/parameter in question; delegation of authority to a responsible in-charge person for implementation of compliance schedule.
- 2.6 In case of substantial modifications, submit a cost estimate, identifying the magnitude of costs for such improvements in the next year's projected budget.

SECTION 3: SAMPLING

- 3.1 Identification of sampling point(s) – whether it is a true representative of effluent being discharged; whether it needs to be relocated, etc. (provide a sketch/drawing of where sampling point is located).
- 3.2 Use of alternate sampling procedures for low flows (i.e. manual composite or grab) – if applicable.
- 3.3 Sampling type (grab, multi-grab, 5 hr. composite, 24 hr. composite).
- 3.4 Summary of monthly analytical data (preferably an attached chart/table). Describe reasons attributed to spikes or unusually high level of a specific pollutant(s).
- 3.5 Analysis by certified laboratory. Name of laboratory and laboratory certification number.
- 3.6 Description of analysis by certified laboratory. Was blank sampling performed? Was split sampling done? Level of satisfaction from the contract laboratory. Are the test results of samples taken received in a timely manner? Any discrepancies during the calendar sampling year – provide narrative description if any.

SECTION 4: TOTAL TOXIC ORGANIC MANAGEMENT PLAN
(If applicable)

- 4.1 Updated list of all organics used at this site whether or not being discharged into the sewer system.
- 4.2 Updated description of how the organics are being used.
- 4.3 Update of the facility's floor plan – showing location of sinks, floor drains and possible points of entry for the organics to reach the sewer in these areas.
- 4.4 Copies of manifests that the spent organics were disposed in a proper manner.

SECTION 5: FLOW

- 5.1 Summary of facilities flow data (preferably a table).
- 5.2 Flow meter information (type of meter; when was the meter last calibrated, etc.)
- 5.3 Incoming water data (copies of latest water bills or incoming water information).

SECTION 6: CERTIFICATION

- 6.1 Certification is needed to complete this report. You must have the following statement and authorized signature in order for the report to be complete.

“I certify under the 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 gathered and evaluated the information submitted. Based upon 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.”

Authorized Signature

Date

Name/Title
Phone No.
Fax No.

