

**INSTRUCTIONS - for completing the
PERIODIC REPORT ON CONTINUED COMPLIANCE
City of Dayton, Industrial Pretreatment Program**

The following instructions are provided to assist you in completing the *City of Dayton's Periodic Report on Continued Compliance* (also referred to as a PRCC, Discharge Monitoring Report or a Monthly Report). If you have any questions concerning the report, please call **Ms. Sharon Vaughn or Mr. Beau Dodge**, Industrial Pretreatment Coordinators, at **(937) 333-1501**.

Save this *blank* original PRCC form and make copies of it to complete and submit, or reproduce the form on your word-processor, as long as it is exactly like the original. A disk with the report form is available. The report is due (faxed, received, postmarked) **on or before** the date specified in your effective Industrial Wastewater Discharge Permit. Please type or print information legibly. There is a significant penalty for reports not received or not received on time. To meet a due date, you may FAX this report to: **937-333-1826**; however, you must also follow up by submitting the original signed report.

- Send this report to: **ATTN: Industrial Pretreatment Program
City of Dayton, Division of Wastewater Treatment
2800 Guthrie Road
Dayton, Ohio 45418**

1. GENERAL INFORMATION

- **Company Name:** name of the company responsible for generating the wastewater discharge.
- **Facility Address:** address of the facility where the wastewater is generated and discharged.
- **Authorized Representative:** the full name of the person authorized by the company to complete and/or review, sign, and submit this report. An authorized representative is defined as follows:
 - A. A responsible corporate officer, if the industrial user submitting the reports required by this rule is a corporation. For the purpose of this paragraph, a "responsible corporate officer" means: (a) 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 (b) the manager of one or more manufacturing, production, or operation facilities employing more than two hundred fifty persons or having gross annual sales or expenditures exceeding twenty-five million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
 - B. A general partner or proprietor if the industrial user submitting the report is a partnership or sole proprietorship respectively.
 - C. A duly authorized representative of the individual designated in paragraph A or B above, if:
 - 1) The authorization is made in writing by the individual described in paragraph A or B;
 - 2) 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, or a position of equivalent responsibility, or having overall responsibility for environmental matters for the company; and

3) The written authorization is submitted to the Director.

D. If an authorization under Paragraph C. of this section is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, or overall responsibility for environmental matters for the company, a new authorization satisfying the requirements of Paragraph C. of this section must be submitted to the Director prior to or together with any reports to be signed by an authorized representative.

- **Title:** the title of the Authorized Representative.
- **Telephone/FAX:** telephone number and fax machine number, including area code, of the Authorized Representative.

2. COMMENTS

- **The first line of the comments is a required entry:** “This report pertains to all discharges from the facility between the inclusive dates of _____ to _____.” Otherwise, provide any information, circumstances, problems, unusual circumstances, etc. pertinent to the data provided in the PRCC.

3. CERTIFICATION STATEMENT

- **Certification** - Carefully read the certification statement before signing. The Authorized Representative must sign in ink and give their title and the date signed.

4. REPORTING DETAILS

- Send report to address listed on the PRCC form no later than the 15th day of the month following the completed reporting period.