

**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 your Industrial Pretreatment Coordinator 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 by the end of that reporting month.

- Send this report to: **ATTN: Industrial Pretreatment Program
City of Dayton, Division of Water Reclamation
2800 Guthrie Road
Dayton, Ohio 45417**

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- **MONITORING PERIOD:**

The inclusive dates (monthly) pertaining to all wastewaters generated at the facility. *This line is a required entry.*

- 1. **GENERAL INFORMATION**

- **Company Name:** name of the company responsible for generating the wastewater discharge.
- **Facility Address:** address of the facility (including zip code) where the wastewater is generated and discharged.

- 2. **FLOW INFORMATION AND PRODUCTION RATE**

Provide all information applicable to your facility. Information provided should be obtained from actual measurements whenever practicable. If actual measurements are not available, provide accurate estimates. Indicate if the information provided is from an actual measurement (M) or an estimate (E).

In the "Maximum Daily" column, provide the maximum flow for any single day during the reporting period (usually one month). In the "Average Daily" column, provide the average flow or production rate for all days in the reporting period.

All flows must be provided in units of *gallons per day* (gpd). To convert cubic feet to gallons per day, multiply the number of cubic feet by 7.48. Flows in water bills may be given in units of a hundred cubic feet (ccf). Convert ccf to gallons by multiplying by 748.

Production rates (if applicable) should be listed in units of *million off-pounds per day* of the particular production based parameter (i.e.: a monthly average of 0.237 million off-pounds of aluminum per day).

- **Dilution Flow before Sample Location:** provide flow values for all dilution wastestreams, such as non-contact cooling water or water from restrooms that are part of the sampled wastestream.

- **Unregulated Flow before Sample Location:** provide flow values for all non-categorical process wastestreams.
- **Categorical Flow before Sample Location:** provide flow values for all categorical wastestreams as measured or estimated at the end of the categorical process, prior to being combined with other non-categorical wastestreams that may be introduced downstream of the categorical process. If there is more than one type of categorical process at the facility, provide flows for each categorical process.
- **Category:** for each categorical process flow, provide the categorical designation that the process is regulated under, i.e.: metal finishing, new source; electroplating, <10,000 gpd, etc.
- **Other:** list other wastestream not accounted for above, and provide flows.
- **Total Flow at Sample Location:** provide total flow at the official sample location – whether at end-of-process or at end-of-pipe.
- **Production Rate (Avg. million off-lbs. Prod. Based Parameter/day):** provide the average production rate for the reporting period. This should be the actual production rate, not the long-term production rate average used to develop applicable discharge limits.

3. SAMPLE COLLECTION INFORMATION

If, during the monitoring period, more than one official composite sample is collected and analyzed, or more than one official grab sample is collected and analyzed, complete the *Log of Additional Self-Monitoring* spreadsheet and submit it in conjunction with the PRCC.

Based upon permit sample type, complete time proportional composite sample data or flow proportional composite sample data. Grab sample data must be completed, if applicable.

TIME COMPOSITE SAMPLE DATA: provide the following information for composite samples.

Time Proportional Composite: a composite sample in which individual grab samples of equal volume are collected after equal time intervals without respect to variations in flow.

- **Sample Site ID Code:** provide the alphanumeric code listed in Part 1, B.1.a. of the Industrial Wastewater Discharge Permit for the facility.
- **Person Collecting Sample:** give the name of the person actually taking the sample.
- **Company Contracted to Collecting Samples?:** indicate if a company was contracted to collect the samples, and if so, provide the name of the company.
- **Sample Type:** mark the appropriate box to indicate how the sample was collected, according to the following definitions

Automatic Time Proportional Composite Sample: a sample which is automatic (automated sampling device) collection of individual grab samples obtained at regular intervals, based on time intervals (i.e. every two hours during a 24-hour time span). Composite samples are designed to be representative of the effluent conditions by reflecting the average conditions during the entire sampling period.

Manual Time Proportional Composite Sample: a sample which is a manual (collected by hand) collection of individual grab samples obtained at regular intervals based on time intervals (i.e. every two hours during a 24-hour time span). Composite samples are designed to be representative of the effluent conditions by reflecting the average conditions during the entire sampling period.

- **Date and Time Sample Started and Ended:** indicate the dates and times the sampling event started and ended.
- **Number of Aliquots:** provide the number of individual samples collected to make up the composite sample.
- **Collected Every: ____ Minutes:** The interval of time (in minutes) between collecting each individual sample.
- **Total Volume Composited:** Multiply the total number of aliquots by the volume (in mLs or oz) collected for each aliquot.

FLOW COMPOSITE SAMPLE DATA: provide the following information for composite samples.

Flow Proportional Composite: a composite sample in which the individual grab samples are collected at a frequency or volume proportional to the flow rate.

- **Sample Site ID Code:** provide the alphanumeric code listed in Part 1, B.1.a. of the Industrial Wastewater Discharge Permit for the facility.
- **Person Collecting Sample:** give the name of the person actually taking the sample.
- **Company Contracted to Collecting Samples?:** indicate if a company was contracted to collect the samples, and if so, provide the name of the company.
- **Sample Type:** mark the appropriate box to indicate how the sample was collected, according to the following definitions

Automatic Flow Proportional Composite Sample: a sample which is automatic (automated sampling device) collection of individual grab samples obtained at regular intervals, based on flow intervals (i.e. every 1000 gallons of process wastewater discharged). Composite samples are designed to be representative of the effluent conditions by reflecting the average conditions during the entire sampling period.

Manual Flow Proportional Composite Sample: a sample which is a manual (collected by hand) collection of individual grab samples obtained at regular intervals based on flow intervals (i.e. every 1000 gallons of process wastewater discharged). Composite samples are designed to be representative of the effluent conditions by reflecting the average conditions during the entire sampling period.

- **Date and Time Sample Started and Ended:** indicate the dates and times the sampling event started and ended.
- **Aliquot Volume:** provide the volume of a single individual sample collected to make up the composite sample in mls.
- **Number of Aliquots:** total number of individual samples taken during the 24-hour period.
- **Composite Volume:** Multiply the total number of aliquots by the volume (in mls) collected for each aliquot.
- **Flow per Aliquot:** process water discharge flow in gallons per individual sample aliquot (in mls).
- **Pulses per Aliquot:** number of pulses per each individual sample taken (in ppa), if applicable.
- **Actual Discharge Flow on Sample Date:** Actual volume of process wastewater discharged on the actual sample date in gallons. *This is a measured volume and should not be an estimate.*

GRAB SAMPLE DATA: provide the information requested for each grab sample.

Grab Sample: a grab sample is an individual sample that is taken from a wastestream without regard to time intervals or the flow rate of the wastestream.

- **Sample Site ID Code**: provide the alphanumeric code listed in Part 1, B.1.a. of the Industrial Wastewater Discharge Permit for the facility.
- **Person Collecting Sample**: give the name of the person actually taking the sample.
- **Company Contracted to Collecting Samples?:** indicate if a company was contracted to collect the samples, and if so, provide the name of the company.
- **Sample Type**: mark the appropriate box to indicate how the sample was collected, according to the following definitions

Automatic Grab Sample: a sample which is automatic (automated sampling device) collection of an individual grab sample obtained without regard to time intervals or the flow rate of the wastestream. Grab samples are designed to be representative of the effluent conditions at a particular time and place which represents the composition of the water only at that time and place.

Manual Grab Sample: a sample which is a manual (collected by hand) collection of individual grab sample obtained without regard to time intervals or the flow rate of the wastestream. Grab samples are designed to be representative of the effluent conditions at a particular time and place which represents the composition of the water only at that time and place.

- **Date and Time Sample Started and Ended**: indicate the dates and times the sampling event started and ended.

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4. LABORATORY ANALYSES

- **Laboratory used for Analyses** - Give the name of the laboratory used to perform the analyses on the sample(s). If analyses were performed by your company's lab, indicate so.
- **BOD₅ : COD Conversion Factor**: provide the current factor (as calculated by the Division of Wastewater Treatment Laboratory) for your facility. Contact an Industrial Pretreatment Coordinator if you need this number.

TABLE: You **must** place your reported values for the listed parameters in the appropriate columns. **Just attaching a laboratory report is not acceptable and will be considered as non-responsive.** Laboratory reports may be attached, but not as a substitute for placing values in the table.

Concentration and Detection Limit values reported for applicable parameters **must** be in the units **milligrams per liter, (mg/L)**. Report pH in Standard (Sorensen) Units

If reporting for a listed parameter is not required, indicate **not applicable (N/A)** in that row.

When analysis shows the concentration to be below the detection limit, put **BDL** (Below Detection Limit) in the Concentration column, making sure the detection limit is in the Detection Limit column.

- **Concentration (Result for pH)**: for the specified parameter, provide the value obtained from analysis of the sample.
- **Method Detection Limit**: provide this number for each parameter reported. This is the lowest level at which an analytical method can reliably detect a specific parameter. Contract laboratories should be able to provide this number for any analyses they conduct. For any parameter reported, the Method Detection Limit must be lower than the Applicable Limit for the wastewater discharge.

- **Sample Type:** indicate **C** for composite sample, **G** for grab sample for each parameter. **For TTO**, both **C** and **G** may apply, since some parameters for the TTO determination may be tested on a composite sample and some on a grab sample. **CM** means continuous monitoring.

5. COMMENTS

- Provide any information, circumstances, problems, unusual circumstances, etc. pertinent to the data provided in the PRCC.

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6. CERTIFICATIONS

- **Certification** - Carefully read the certification statement before signing. The Authorized Representative must sign in ink and give their title and the date signed.
- **TTO (Total Toxic Organics) - Certification Statement (if required)** - Carefully read the certification statement before signing. If the company has chosen to certify (in lieu of testing) that they have **not** discharged TTO's into their wastewater, and that they are implementing a current Toxic Organic Management Plan, which is on file with the City of Dayton, Division of Water Reclamation; the Authorized Representative must sign in ink and give their title and the date signed.