

SELF-MONITORING REPORTING INSTRUCTIONS

1. Your self-monitoring reports contain **time sensitive** information. Therefore, upon receipt of your report you **MUST IMMEDIATELY** review the test results to determine if they meet the WSA's established Maximum Discharge Limits (as below):

CONVENTIONAL POLLUTANT	MAXIMUM DISCHARGE LIMIT
Carbonaceous Biochemical Oxygen Demand (CBOD)	2,500 mg/L
Total Suspended Solids (TSS)	1,000 mg/L
Oil & Grease (O&G)	300 mg/L

FAIL - Test result(s) exceed the respective maximum discharge limit: **Proceed to #2**

PASS - Test results are below or meet their respective maximum discharge limit: **Proceed to #3**

2. Violation(s) of the maximum discharge limits **MUST** be addressed **IMMEDIATELY** upon becoming aware of the violation. Elevated concentrations of pollutants entering the sewer lines can cause blockages which can lead to sanitary sewer overflows (SSO). SSO's may be prevented by following the directions in steps a, b & c without delay.

a. NOTIFY THE WSA: Violation(s) of the maximum discharge limits **MUST** be reported to the WSA within 24 hours of becoming aware of the violation(s). Notification may be accomplished via the following methods:

- ✓ Call the WSA: Ed Mathias (401-468-4725) or Maureen Mascoli (401-921-9779)
- ✓ Fax a copy of the results to the WSA: (401-468-4799)
- ✓ Email your results to the WSA: edward.f.mathias@warwickri.com or bettyanne.rogers@warwickri.com

b. REASONS FOR VIOLATION(S): You must determine what event(s) may have been responsible for the violation(s) and take corrective action steps as soon as possible in order to prevent future violations. Please know that the reasons for your non-compliance and your company's corrective action steps must be included in your self-monitoring report submittal to the WSA.

- ✓ Did you fail to pump and/or maintain your grease removal system?
- ✓ Are kitchen staff introducing excessive pollutants to the sewer via poor house-keeping practices?

c. RE-SAMPLE TO DEMONSTRATE COMPLIANCE: When violation(s) are observed you must immediately schedule a re-sampling event. Re-sampling will demonstrate if the violation was an isolated incident or if there are more serious issues with your grease removal system and/or house-keeping activities that require more thorough attention.

- ✓ As soon as possible, contact your analytical laboratory to schedule a re-sampling event.
- ✓ You are required to analyze for **ONLY** those pollutant(s) in violation of their maximum discharge limit.

Proceed to SIDE 2 - Step #3

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3. Provide the WSA with your required reporting materials by the specified due date.

QUARTERLY REPORTS: Your regularly scheduled quarterly self-monitoring reports are due within 30 days of the end of the required monitoring month.

REQUIRED MONITORING MONTH	DUE DATE
January	By March 2 (Leap Year - March 1)
April	By May 30
July	By August 30
October	By November 30

RE-SAMPLING REPORTS: Re-sampling event reports must be delivered to the WSA within fifteen (15) days of the sampling date. The date of the initial re-sampling event must also allow for the results to be delivered to the WSA within thirty (30) days from when you first became aware of the violation.

4. Before mailing your report, confirm that it is complete, with signature, and includes the following original documents:

- ✓ Include a complete **Self Monitoring Report Coversheet** with your submittal.
You must complete Sections E & I of the coversheet.
If your test results demonstrated violations of the maximum discharge limits you must also complete Sections F, G & H of the coversheet.
- ✓ Include the **Certificate of Analysis (lab report)** with your self-monitoring report submittal.
- ✓ Include the **Chain of Custody Form** with your self-monitoring report submittal.
- ✓ Include a **Copy of pump out** service record, manifest, invoice, or Grease removal system cleaning log.
- ✓ Please know, incomplete and/or unsigned reports will not fulfill your company's reporting requirements.

5. Provide the WSA with the **ORIGINAL** documents. Retain a **COPY** of the documents for your records.

ENFORCEMENT ACTION & FINE(S)

FOG, also known as Fats, Oils & Grease, is one of the leading causes of blockages and Sanitary Sewer Overflows (SSOs) in our City. Food Service Establishments are permitted by our Pretreatment Program because they are known sources of FOG and solids that contribute to blockages found in our City's sewer lines.

Food Service Establishments must meet maximum discharge limits for CBOD, TSS and O & G at all times in order to protect the integrity of the sewer collection system and treatment facility. Your self-monitoring reports provide our Pretreatment Program with the information we need to better protect our sewer collection system and treatment facility. Therefore, failure to comply with your permit's limits and monitoring/reporting requirements is subject to enforcement action and fines. Enforcement actions and fines will be administered for the following:

- ✓ Failure to notify the WSA within 24 hrs of becoming aware of violation(s) of maximum discharge limits.
- ✓ Failure to provide the WSA with complete, original, signed reports.
- ✓ Failure to provide reports according to the required due date.
- ✓ Failure to re-sample and provide repeat sample event reports by the required due date.