

ATTACHMENT P – PRETREATMENT REPORTING REQUIREMENTS

The Discharger is required to submit annual Pretreatment Program Compliance Report (Report) to the Regional Water Board and USEPA Region 9. This Attachment outlines the minimum reporting requirements of the Report. If there is any conflict between requirements stated in this attachment and provisions stated in the Waste Discharge Requirements (WDR), those contained in the WDR will prevail.

A. Pretreatment Requirements

1. The City shall be responsible and liable for the performance of all Control Authority pretreatment requirements contained in 40 CFR Part 403, including any subsequent regulatory revisions to Part 403. Where Part 403 or subsequent revision places mandatory actions upon the City as Control Authority but does not specify a timetable for completion of the actions, the City shall complete the required actions within six months from the issuance date of this permit or the effective date of the Part 403 revisions, whichever comes later. For violations of pretreatment requirements, the City shall be subject to enforcement actions, penalties, fines and other remedies by the U.S. Environmental Protection Agency (EPA) or other appropriate parties, as provided in the Act. EPA may initiate enforcement action against a nondomestic user for noncompliance with applicable standards and requirements as provided in the act.
2. The City shall enforce the requirements promulgated under sections 307(b), 307(c), 307(d) and 402(b) of the Act with timely, appropriate and effective enforcement actions. The City shall cause all nondomestic users subject to federal categorical standards to achieve compliance no later than the date specified in those requirements or, in the case of a new nondomestic user, upon commencement of the discharge.
3. The City shall perform the pretreatment functions as required in 40 CFR Part 403 including, but not limited to:
 - a. Implement the necessary legal authorities as provided in 40 CFR Part 403.8(f)(1);
 - b. Enforce the pretreatment requirements under 40 CFR Part 403.5 and 403.6;
 - c. Implement the programmatic functions as provided in 40 CFR Part 403.8(f)(2); and
 - d. Provide the requisite funding and personnel to implement the pretreatment program as provided in 40 CFR Part 403.8(f)(3).
4. The City shall submit annually a report to EPA Pacific Southwest Region, and the State describing its pretreatment activities over the previous year. In the event the City is not in compliance with any conditions or requirements of this permit, then the City shall also include the reasons for noncompliance and state how and when the City shall comply with such conditions and requirements. This annual report shall cover operations from January 1 through December 31 and is due on March 1 of each year. The report shall contain, but not be limited to, the following information:
 - a. A summary of analytical results from representative, flow proportioned, 24-hour composite sampling of the POTW's influent and effluent for those pollutants EPA has identified under section 307(a) of the Act which are known or suspected to be discharged by nondomestic users. This will consist of an annual full priority pollutant scan, with quarterly samples analyzed only for those pollutants detected in the full scan. The City is not required to sample and analyze for asbestos. Sludge sampling and analysis are covered in the sludge

section of this permit. The City shall also provide any influent or effluent monitoring data for nonpriority pollutants which the City believes may be causing or contributing to interference or pass through. Sampling and analysis shall be performed with the techniques prescribed in 40 CFR Part 136;

- b. A discussion of Upset, Interference or Pass Through incidents, if any, at the treatment plant which the City knows or suspects were caused by nondomestic users of the POTW system. The discussion shall include the reasons why the incidents occurred, the corrective actions taken and, if known, the name and address of the nondomestic user(s) responsible. The discussion shall also include a review of the applicable pollutant limitations to determine whether any additional limitations, or changes to existing requirements, may be necessary to prevent pass through or interference;
- c. An updated list of the City's significant industrial users (SIUs) including their names and addresses, and a list of deletions, additions and SIU name changes keyed to the previously submitted list. The City shall provide a brief explanation for each change. The list shall identify the SIUs subject to federal categorical standards by specifying which set(s) of standards are applicable to each SIU. The list shall also indicate which SIUs are subject to local limitations;
- d. The City shall characterize the compliance status of each SIU by providing a list or table which includes the following information:
 - i. Name of the SIU;
 - ii. Category, if subject to federal categorical standards;
 - iii. The type of wastewater treatment or control processes in place;
 - iv. The number of samples taken by the POTW during the year;
 - v. The number of samples taken by the SIU during the year;
 - vi. For an SIU subject to discharge requirements for total toxic organics, whether all required certifications were provided;
 - vii. A list of the standards violated during the year. Identify whether the violations were for categorical standards or local limits;
 - viii. Whether the facility is in significant noncompliance (SNC) as defined at 40 CFR part 403.8(f)(2)(viii) at any time during the year; and
 - ix. A summary of enforcement or other actions taken during the year to return the SIU to compliance. Describe the type of action, final compliance date, and the amount of fines and penalties collected, if any. Describe any proposed actions for bringing the SIU into compliance.
- e. A brief description of any programs the POTW implements to reduce pollutants from nondomestic users that are not classified as SIUs;
- f. A brief description of any significant changes in operating the pretreatment program which differ from the previous year including, but not limited to, changes concerning the program's administrative structure, local limits, monitoring program or monitoring frequencies, legal authority, enforcement policy, funding levels, or staffing levels;
- g. A summary of the annual pretreatment budget, including the cost of pretreatment program functions and equipment purchases; and
- h. A summary of activities to involve and inform the public of the program including a copy of the newspaper notice, if any, required under 40 CFR 403.8(f)(2)(viii).

B. LOCAL LIMITS EVALUATION

1. In accordance with 40 CFR 122.44(j)(2)(ii), the POTW shall provide a written technical evaluation of the need to revise local limits under 40 CFR Part 4035.(c)(1) within 180 days of issuance or reissuance of the NPDES permit.

C. SIGNATORY REQUIREMENTS AND REPORT SUBMITTAL

1. Signatory Requirements.

The annual report must be signed by a principal executive officer, ranking elected official or other duly authorized employee if such employee is responsible for the overall operation of the POTW. Any person signing these reports must make the following certification [40 CFR 403.6(a)(2)(ii)]:

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.

2. Report Submittal.

An original copy of the Annual Report must be sent to the Pretreatment Program Coordinator of the Regional Water Board and the duplicate copies of the Report must be sent to USEPA through the following addresses:

Information and Technology Unit
Attn: Pretreatment Program Coordinator
California Regional Water Quality Control Board, Los Angeles Region
320 West 4th Street, Suite 200
Los Angeles, CA 90013

Pretreatment Program
CWA Compliance Office (WTR-7)
Water Division
U.S. Environmental Protection Agency, Region IX
75 Hawthorne Street
San Francisco, CA 94105-3901