

ATTACHMENT C- MONITORING AND REPORTING PROGRAM

California Water Code sections 13267 and 13383 authorize the Regional Water Quality Control Board (Regional Water Board) to require technical and monitoring reports. This MRP establishes monitoring and reporting requirements, which implement California regulations.

I. GENERAL MONITORING PROVISIONS

- A. Wastewater Monitoring Provision.** Composite samples may be taken by a proportional sampling device approved by the Executive Officer or by grab samples composited in proportion to flow. In compositing grab samples, the sampling interval shall not exceed 1 hour.
- B. Supplemental Monitoring Provision.** If the Discharger monitors any pollutant more frequently than required by this Order, the results of this monitoring shall be included in the calculation and reporting of the data submitted in the monthly and annual self-monitoring reports.
- C. Laboratory Certification.** Laboratories analyzing monitoring samples shall be certified by the State Water Resources Control Board, Division of Drinking Water, in accordance with the provision of Water Code section 13176, and must include quality assurance/quality control data with their reports. The Discharger may analyze pollutants with short hold times (e.g., pH, chlorine residual, etc.) in its on-site laboratory provided that the Discharger has standard operating procedures (SOPs) that identify quality assurance/quality control procedures to be followed to ensure accurate results.
- D. Minimum Levels.** Compliance and reasonable potential monitoring analyses shall be conducted using commercially available and reasonably achievable detection limits that are lower than the applicable effluent limitation. If no minimum level (ML) value is below the effluent limitation, the lowest ML shall be selected as the reporting level (RL).
- E. Monitoring Equipment Provision.** All monitoring and analysis instruments and devices used by the Discharger to fulfill this MRP shall be properly maintained and calibrated as recommended by the manufacturer to ensure their continued accuracy. The calibration interval for flow measurement devices shall not exceed 5 years.

II. MONITORING LOCATIONS

The Discharger shall establish the following monitoring locations to demonstrate compliance with the discharge prohibitions, discharge specifications, and other requirements in this Order:

Table B-1 Monitoring Station Locations

Discharge Point Name	Monitoring Location Name	Monitoring Location Description
--	INF-001	Influent monitoring location
001	EFF-001	Effluent monitoring location following treatment prior to discharge to percolation ponds
--	MW-3D	Monitoring well, located within east berm of the northern percolation pond.
--	MW-8	Monitoring well, located east of percolation ponds.
--	MW-15	Monitoring well, located east of percolation ponds.
--	PERC-001	North Percolation Pond
--	PERC-002	South Percolation Pond

III. MONITORING REQUIREMENTS

A. **Influent Monitoring.** The Discharger shall measure and record the average daily volume of influent wastewater at Monitoring Location INF-001 as follows:

Table B-2. Influent Monitoring – Monitoring Location INF-001

Parameter	Units	Sample Type	Minimum Sampling Frequency
Flow (Mean Monthly)	mgd	Meter	Continuous

B. **Effluent Monitoring.** When discharging at Discharge Point 001, the Discharger shall monitor treated effluent at Monitoring Location EFF-001 as follows:

Table B-3. Effluent Monitoring – Monitoring Location EFF-001

Parameter	Units	Sample Type	Minimum Sampling Frequency
Flow (Mean Monthly)	mgd	Meter	Continuous
Chlorine, Total Residual	mg/L	Grab	Daily
pH	Standard Units	Grab	Weekly
Total Coliform Organisms	MPN/ 100 mL	Grab	Weekly
Biochemical Oxygen Demand	mg/L	Grab	Monthly

Table B-3. Effluent Monitoring – Monitoring Location EFF-001

Parameter	Units	Sample Type	Minimum Sampling Frequency
Total Suspended Solids	mg/L	Grab	Monthly
Nitrogen, Total (as N)	mg/L	Grab	Monthly
Title 22 Pollutants	ug/L	Grab	1 x/ 5 years; first sampling event to take place May 2020

C. **Groundwater Monitoring.** The Discharger shall monitor groundwater at Monitoring Locations MW-3D, MW-8, and MW-15 as follows:

Table B-4. Groundwater Monitoring – Monitoring Location MW-3D, MW-8, and MW-15

Parameter	Units	Sample Type	Minimum Sampling Frequency
Depth to Groundwater	0.01 feet	Grab	May and October of each year
Nitrogen, Total (as N)	mg/L	Grab	May and October of each year
Title 22 Pollutants	ug/L	Grab	1 x / 5 years; first sampling event to take place May 2020

D. **Freeboard Monitoring.** The Discharger shall monitor freeboard, the vertical distance between the water surface and the lowest overflow point of the pond wall, at Monitoring Locations PERC-001 and PERC-002 as follows:

Table B-5. Freeboard Monitoring – Monitoring Location PERC-001 and PERC-002

Parameter	Units	Sample Type	Minimum Sampling Frequency
Freeboard	Feet	Staff	Weekly

IV. REPORTING REQUIREMENTS

A. Self-Monitoring Reports (SMRs)

1. The Discharger shall submit monthly SMRs including the results for all monitoring specified in this MRP. If the Discharger monitors any pollutant more frequently than required by this Order, the results of this monitoring shall be included in the calculations and reporting of the data submitted in the SMR.
2. All monitoring results shall include complete laboratory data sheets for each analysis and be submitted in conjunction with the monthly SMR on the first day of the second month following the sampling month. Annual summary reports shall be submitted by March 1st each year.
3. Monitoring periods for all required monitoring shall be completed according to the following schedule:

Table B-6. Monitoring Periods and Reporting Schedule

Sampling Frequency	Monitoring Period Begins On	Monitoring Period
Daily	September 6, 2018	(Midnight through 11:59 PM) or any 24-hour period that reasonably represents a calendar day for purposes of sampling.
Monthly	September 6, 2018	1 st day of calendar month through last day of calendar month
Annually	September 6, 2018	January 1 through December 31

4. The Discharger shall report with each sample result the applicable ML, the RL and the current MDL, as determined by the procedure in Standard Methods.
5. The Discharger shall report the results of analytical determinations for the presence of chemical constituents in a sample using the following reporting protocols:
 - a. Sample results greater than or equal to the reported ML shall be reported as measured by the laboratory (i.e., the measured chemical concentration in the sample).
 - b. Sample results less than the RL, but greater than or equal to the laboratory's MDL, shall be reported as "Detected, but Not Quantified," or DNQ. The estimated chemical concentration of the sample shall also be reported.

 For the purposes of data collection, the laboratory shall write the estimated chemical concentration next to DNQ as well as the words "Estimated

- Concentration” (may be shortened to “Est. Conc.”). The laboratory may, if such information is available, include numerical estimates of the data quality for the reported result. Numerical estimates of data quality may be percent accuracy (+ a percentage of the reported value), numerical ranges (low to high), or any other means considered appropriate by the laboratory.
- c. Sample results less than the laboratory’s MDL shall be reported as “Not Detected,” or ND.
 - d. Dischargers are to instruct laboratories to establish calibration standards so that the ML value (or its equivalent if there is differential treatment of samples relative to calibration standards) is the lowest calibration standard. At no time is the Discharger to use analytical data derived from extrapolation beyond the lowest point of the calibration curve.
6. The Discharger shall submit monthly SMRs in accordance with the following requirements:
- a. The Discharger shall arrange all reported data in a tabular format. The data shall be summarized to clearly illustrate whether the Facility is operating in compliance with effluent limitations and other WDR requirements.
 - b. The Discharger shall attach a cover letter to the SMR. The information contained in the cover letter shall clearly identify:
 - i. Facility name and address;
 - ii. WDID number;
 - iii. Applicable period of monitoring and reporting;
 - iv. Violations of the WDRs (identified violations must include a description of the requirement that was violated and a description of the violation);
 - v. Corrective actions taken or planned; and
 - vi. The proposed time schedule for corrective actions.
 - c. The Monthly SMRs, Annual Report, and Source Control Activity Report must be submitted to the Regional Water Board, signed and certified as required by the General Provisions, to: NorthCoast@waterboards.ca.gov or on disk (CD or DVD) in a Portable Document Format (PDF) file in lieu of paper-sourced documents. The guidelines for electronic submittal of documents can be found on the Regional Water Board website at:

https://www.waterboards.ca.gov/northcoast/publications_and_forms/available_documents/pdf/2014/ECM_Letter-Guidelines.pdf

At any time during the term of this permit, the Regional Water Board may notify the Discharger to electronically submit both technical and Self-Monitoring Reports (SMRs) to the State Water Board’s GeoTracker database in searchable Portable Document Format (pdf). In addition, analytical data

will be required to be uploaded to the GeoTracker database under a site-specific global identification number that will be assigned to the Discharger.

Information on the GeoTracker database is provided on the State Water Board website at:

https://www.waterboards.ca.gov/resources/data_databases/groundwater.shtml

B. Other Reports

1. **Annual Report.** The Discharger shall submit an annual report, as per section IV.A.6.C, to the Regional Water Board for each calendar year. The report shall be submitted by March 1 of the following year. The report shall, at a minimum, include the following:
 - a. **Monitoring Data Summaries.** Both tabular and, where appropriate, graphical summaries of the monitoring data and disposal records from the previous year. If the Discharger monitors any pollutant more frequently than required by this Order, the results of this monitoring shall be included in the calculation and report of the data submitted in the SMR.
 - b. **Compliance Reporting.** A comprehensive discussion of the Facility's compliance (or lack thereof) with all effluent limitations and other WDRs, and the corrective actions taken or planned, which may be needed to bring the discharge into full compliance with the Order.
 - c. **Solids Reporting.** A summary report of solids pumping, handling and disposal. If the Discharger is required to monitor sludge prior to final disposal, the results of this monitoring shall be included in the summary report.
2. **Source Control Activity Report.** The Discharger shall submit a Source Control Activity Report, as per section IV.A.6.C, to the Regional Water Board for each calendar year. The report shall describe source control activities performed by the Discharger during the calendar year, as required by General Provision VIII.F of the Order, including:
 - a. A copy of any source control standards;
 - b. A description of any waste hauler permit system;
 - c. A summary of compliance and enforcement activities during the past year. The summary shall include the names and addresses of any industrial or commercial users under surveillance by the Discharger, an explanation of whether they were inspected, sampled, or both, the frequency of these

activities at each user, and the conclusions or results from the inspection or sampling of each user.

C. Spill Notification

1. **Spills and Unauthorized Discharges.** Information regarding all spills and unauthorized discharges (except SSOs) that may endanger health or the
2. environment shall be provided verbally to the Regional Water Board¹ within 24 hours from the time the Discharger becomes aware of the circumstances and a written report shall also be provided within five (5) days of the time the Discharger becomes aware of the circumstances of the spill or unauthorized discharge.

Information to be provided verbally to the Regional Water Board includes:

- a. Name and contact information of caller;
 - b. Date, time and location of spill occurrence;
 - c. Estimates of spill volume, rate of flow, and spill duration, if available and reasonably accurate;
 - d. Surface water bodies impacted, if any;
 - e. Cause of spill, if known at the time of the notification;
 - f. Cleanup actions taken or repairs made at the time of the notification; and
 - g. Responding agencies.
3. **Sanitary Sewer Overflows.** Notification and reporting of sanitary sewer overflows is conducted in accordance with the requirements of State Water Resources Control Board Order No. 2006-0003-DWQ (Statewide General WDRs for Sanitary Sewer Systems), as amended by State Water Resources Control Board Order No. WQ 2013-0058-EXEC, and any revisions thereto.

¹ The contact number of the Regional Water Board during normal business hours is (707) 576-2220. After normal business hours, spill reporting to CalEMA will satisfy the 24 hour spill reporting requirement for the Regional Water Board. The contact number for spill reporting for the CalEMA is (800) 852-7550.