

**State of California
State Water Resources Control Board**

Group Monitoring Plan (GMP) Instructions

1. General Information

- a. Provide the Group's name, address, contact person, and telephone/FAX numbers.
- b. Provide the Group Leader's name, address, contact person, and telephone/FAX numbers. The group leader is responsible for development, implementation, and management of the GMP, and for assisting the group's participants in complying with the GMP and the General Permit.
- c. Provide the total number of participants in the group and the number of participants in each Regional Water Board office.
- d. Provide the SIC codes that are generally applicable to the group's participants.

2. Group's Participant Information

- a. Provide a copy of the site map required in Section A.4 of the General Permit. Identify on the site map any drainage areas that are not being sampled in accordance with Section B.7.d.i. of the General Permit.
- b. Using a table format, provide the following items for each facility:
 - i. Participants WDID number (group together by Regional Water Board);
 - ii. Facility name, address, phone/FAX numbers, and contact person;
 - iii. All regulated SIC codes;
 - iv. Facility size (acres or square feet);
 - v. Percentage of impervious surfaces;
 - vi. Number of drainage areas;
 - vii. Potential pollutant sources/industrial activities/operating practices;
 - viii. Number and identification of authorized non-storm water discharges; and
 - ix. Materials exposed to storm water.

3. Group Profile

- a. Provide a narrative description of the following items:
 - i. The baseline and site-specific industrial activities/pollutant sources/operating practices of the participants;
 - ii. The baseline and site-specific significant materials that are stored, used, handled, exposed, and disposed of;
 - iii. The baseline and site-specific authorized non-storm water discharges; and
 - iv. A summary of the similarities and differences in the industrial activities/pollutant sources/operating practices, significant materials, and authorized non-storm water discharges between the group's participants.
- b. Provide a detailed description, in a table similar to Table B of the General Permit, of all baseline and site-specific potential pollutant sources and corresponding Best Management Practices (BMPs) that should be implemented by the participants to prevent or reduce pollutants in storm water discharges and authorized non-storm water discharges.
- c. Based upon the information provided above, explain why the group's participants are sufficiently similar to be covered by a single group monitoring plan. This discussion shall address whether:
 - i. The participants industrial activities/pollutant sources/operating practices are sufficiently similar;
 - ii. The participants materials used, handled, stored, exposed, and disposed of are sufficiently similar; and
 - iii. There are sufficiently similar set of common BMPs that will reduce or eliminate pollutants in storm water discharges and authorized non-storm water discharges.

4. GMP Monitoring Requirements

- a. List each parameter/pollutant that will be analyzed. For each parameter/pollutant, provide:
 - i. Test method;
 - ii. Method detection limit;

- iii. Reporting units; and
 - iv. Justification that test method is appropriate to detect pollutants in significant quantities.
- b. Provide a table that includes:
- i. The reporting years that each participant is scheduled to collect samples; and
 - ii. The pollutants/parameters that will be analyzed.
- c. For each facility that proposes to either 1) reduce the number of samples collected from substantially identical drainage areas, or 2) analyze combined samples from substantially identical drainage areas in accordance with Section B.7.d of the General Permit, provide facility specific documentation substantiating that the drainage areas are substantially identical. Also, identify the substantially identical drainage areas on each facility's site map.
- d. Identify any facilities that have submitted and have received written Regional Water Board approval for alternative monitoring procedures. Attach a copy of such approved procedures to the GMP.
- e. Discuss the monitoring activities that will be conducted by all participants. This discussion shall include:
- i. Authorized and unauthorized non-storm water discharge visual observations;
 - ii. Storm water visual observations;
 - iii. Annual Comprehensive Site Compliance Evaluations (and associated BMP revision procedures);
 - iv. Annual Report preparation and submittal; and
 - v. Storm water collection and handling methods.
- f. Attach examples of forms or checklists that will be provided to and/or used by participants for each of the following:

- i. Authorized and unauthorized non-storm water discharge visual observations;
- ii. Storm water sampling and analysis results;
- iii. Annual Comprehensive Site Compliance Evaluation;
- iv. Annual Report; and
- v. Storm water visual observations;

5. Annual Group Evaluation Report (AGER)

- a. Describe how the following elements of the AGER will be prepared:
 - i. A discussion, evaluation, and summary of the analytical data collected from the sampling facilities;
 - ii. A discussion, evaluation, and summary of the visual observations conducted at all facilities;
 - iii. A summary of the corrective actions taken by participants;
 - iv. An evaluation of the effectiveness of the GMP and GMP baseline and site-specific BMPs;
 - v. An evaluation of the overall performance of the participants in complying with the GMP and the General Permit; and
 - vi. Proposed revisions to the GMP and to the GMP's baseline and site-specific BMPs.
- b. Attach a copy of the group leader inspection reports for each group leader inspection conducted during the reporting period. Summarize and discuss the recommended facility-specific BMPs.
- c. Based upon the participant's annual comprehensive site compliance evaluation, group leaders' inspections, and other information available to the group leader:
 - i. Summarize each participant's status in implementing other GMP's baseline and site specific BMPs;

- ii. Identify any participants that are implementing alternative BMPs that are in variance with the GMP's BMPs; and
- iii. Provide a brief description of the alternative BMPs and how they are at least as effective in preventing or reducing pollutants in storm water discharges and authorized non-storm water discharges.

6. Group Leader Inspections

- a. Provide the Group Leader's schedule for conducting the two on-site inspections at each facility over the five-year term of the General Permit.
- b. Describe how the Group Leader will conduct the on-site inspections to evaluate each facility's compliance with the General Permit and the GMP. The Group Leader inspections shall include:
 - i. A review of all compliance activity records conducted over the previous twelve months;
 - ii. A visual inspection of the facility, the facility's potential pollutant sources, and authorized non-storm water discharge sources;
 - iii. A review of the facility's Storm Water Pollution Prevention Plan (SWPPP) and monitoring program to ensure they are up-to-date and to identify any deficiencies;
 - iv. Recommended (as necessary) additional baseline and site-specific BMPs, SWPPP revisions, and monitoring program revisions; and
 - v. Identification and evaluation of any alternative BMPs that are in variance with the GMP's BMPs.
- c. Provide the Group Leader's proposed inspection forms/checklists that will be used for the inspections.

7. Other Group Leader Responsibilities and Activities

- a. Discuss the Group Leader's qualifications and resources to develop, implement, and manage the GMP. Provide the names and qualifications of all individuals who will be conducting site inspections and/or providing compliance assistance.

- b. Describe the training that will be provided to the participants. Provide a proposed training schedule and describe any guidance documents that will be provided to the participants.
- c. Describe the Group Leader's procedures to assist participants in conducting their annual comprehensive site compliance evaluation and for completing their annual reports by July 1 of each year.
- d. Provide a description of the Group Leader's procedures to achieve the following:
 - i. Compile, review, and evaluate the participant's compliance activity information;
 - ii. Develop and recommend additional baseline and site-specific BMPs;
 - iii. Determine the appropriate site-specific sampling methods and analytical parameters;
 - iv. Ensure that all participants are conducting the required GMP and General Permit compliance activities in a timely manner;
 - v. Ensure that participants are implementing any additional baseline and site-specific BMPs recommended by the Group Leader;
 - vi. Identify and evaluate any alternative BMPs; and
 - vii. Identify participants that are not complying with the GMP and General Permit.