

Filling out a Self Monitoring Report (SMR) Quick Reference Guide

Report ALL violations within 24 hours of discovery.

SMRs are always due in the Source Control office on or before the last day of the month(s) listed in Section B.1 of your Permit (postmarks are accepted).

Be sure your laboratory uses EPA approved methods listed in 40 CFR 136.3 for analyzing wastewater.

For a copy of local contract laboratories, contact your Inspector at (408) 945-3000.

This Quick Reference Guide provides an overview of how to fill out a Self Monitoring Report (SMR) form properly.

Background

Self Monitoring Reports (SMRs) are submitted to your inspector in accordance with 40 CFR 403.12 "Reporting Requirements," applicable municipal regulations, and the specific conditions in your wastewater discharge permit. The frequency for Self Monitoring Report submittal varies according to the nature of the Industrial User's business. The Self Monitoring Report requirement is an additional way of monitoring the Industrial User's compliance with discharge requirements to the sanitary sewer.

Sample Collection

We will accept your SMR data only if the samples:

- Are collected from the sampling location(s) listed in your Permit
- Are collected in the manner specified in your Permit (Grab Sample, flow proportional and time proportional Composite Sample)
- Are analyzed using methods approved by the US EPA for wastewater, NOT for hazardous or solid waste
- Are analyzed for all required constituents as specified in your Permit

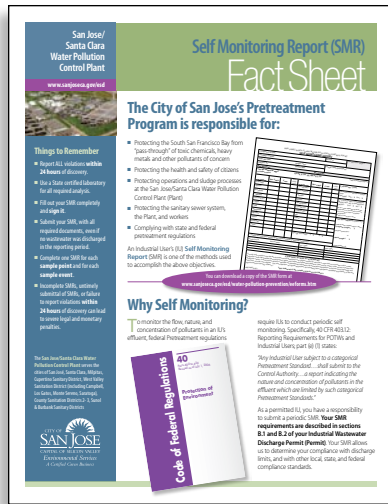
Attachments

Include all attachments with your SMR submittal as required in your Permit; these attachments could include:

- Laboratory results
- Chain of custody
- Additional sampling results, if required
- Quality Assurance/Quality Control (QA/QC) documentation
- Supporting flow documents such as water bills
- TTO certification, if required
- Flow meter calibration certification

SMR forms are available in both hard copy, and on our web site at:
<http://www.sanjoseca.gov/esd/water-pollution-prevention/eforms.htm>

Before submitting the form, please make sure that the entire form is complete, and that all the appropriate documents are attached. An incomplete SMR is a violation of your permit condition and will result in enforcement action.



If you need additional help completing this form or would like a copy of the SMR Fact Sheet, please contact your Environmental Inspector at (408) 945-3000.

SMR Form Completion

Directions for each lettered section on the SMR form are itemized below.

For the top section of the SMR Form

- A** Fill in the full legal company name and discharge address.
- B** Enter the SMR due date.

Enter information about when the sample was collected, and duration of the sample event(s); **remember to fill out a SEPARATE SMR FORM for each sample event.** Use the ending date for a composite sample spanning two calendar days.

Enter the last name of the person collecting the sample, i.e. your laboratory technician's name.

- C** Enter the Permit number.
- D** Write clear descriptions of each sample point where a sample is taken; **remember to fill out a SEPARATE SMR form for each sample point.**

For the section titled "Analytical Results"

- E** Fill in the Detection Limit data from your analysis sheet.
- F** This column titled "Conc." is for the actual constituent concentration in mg/l. Do not record "ND" or "NA" for constituents not detected. Rather, use less than the detection limit, i.e.: "< 0.001 mg/l." If the results on your lab data sheets are reported in microgram per liter (ug/l), then convert them to mg/l in this space by dividing the microgram per liter result by 1000.
- G** For each constituent, indicate the type of sample taken, either Grab "G" or Composite "C."
- H** Under the word "Laboratory," write the name of the State certified laboratory used for your analysis.
- I** Attach an additional copy of the SMR form completed in its entirety for each additional sample point, such as a federal cyanide sample point. If an additional SMR form has been filled out and submitted with the report, check **Yes** in this section. Otherwise check **No**.
- J** Indicate whether your discharge has been in compliance with all discharge standards in this section. If your discharge has not been in compliance, attach a separate sheet of paper with a detailed explanation of the steps you have taken, or are planning to take, to remediate this noncompliance. "Detailed" information might include specific actions, either already completed or planned, and dates.
- K** Include evidence of Quality Assurance/Quality Control (QA/QC) procedures used by your State certified laboratory. Attach this to your SMR, and check "Y" (for yes) in this section.

For the section titled "Flow Data"

- L** Indicate what your main method of flow measurement is in this section by circling the appropriate method.
- M** Check the appropriate box to indicate if your sample was collected using a composite sampler, or from a treated batch.

If your sample was from a treated batch, indicate how many hours or days the batch represents.
- N** Indicate the sources of your discharge and the average and maximum flow rates in gallons per day (gpd). Record the flow rates for each process on a different line. Attach additional sheets if necessary.

For the section titled "Certification Statement"

- O** Ensure that your SMR is signed by both the person who prepared the SMR and the corporate officer (as defined at 40CFR 403.12 (l)(1)-(3) who certified legitimacy of the SMR data, even if they are the same person.