



Instructions for Completing the Baseline Monitoring Report (BMR)

Industrial Users (IU's) that have categorical discharge limits promulgated for them shall submit a BMR to the Control Authority.

A. Existing Source Industries

Within 180 days after the effective date of a categorical pretreatment standard, existing IUs shall submit to the Control Authority, a BMR which contains the information listed in 40 CFR 403.12(b)(1)-(7)

B. New Source Industries

At least 90 days prior to commencement of discharge, new sources and sources that become IUs subsequent to the promulgation of an applicable categorical standard, shall be required to submit to the Control Authority, a BMR which contains the information listed in 40 CFR 403.12(b)(1)-(5).

New sources shall also be required to include in this report information to the method of pretreatment the source intends to use to meet applicable pretreatment standards. New sources shall give estimates of the information requested in items 403.12(b)(4) and (5)

Section 1 General Information – Identifying Information - 40 CFR 403.12(b)(1)

- The legal name of the company or business
- Exact physical and mailing address
- Contact information for owner and operator

Section 2 Type of Business - 40 CFR 403.12(b)(3)

- Describe the type of business
- Include all applicable SIC codes

Section 3 Principal Products

- List all products manufactured or produced
- If your business does not yield any products, insert "NA"
- Where possible give any information that can be used to evaluate the level of production of your business

Section 4 Facility Operation

- Indicate the hours of operation and number of employees

- Also indicate whether there are any routine shut downs of production, such as holiday shutdowns or scheduled maintenance shut downs

Section 5 Type and Volume of Wastewater 40 CFR 403.12(b)(4)

- List the types of wastewater and their volumes (See Wastewater Type Table)
- If these numbers are estimated or calculated please describe how the number was derived

Section 6 Lab Analysis – Measurement of Pollutants 40 CFR 403.12(b)(5)

- Fill out and submit sampling and analysis data as required by **Measurement of Pollutant** Attachment
- Attach copy of all laboratory reports, chain of custodies and all applicable quality control/quality assurance data

Section 7 Hazardous/Radioactive Wastes

- List any compounds listed as hazardous at 40 CFR that are in your wastewater

Section 8 Wastewater Treatment

- A. For commercial/trade facilities, indicate the type of treatment
- B. For industrial/manufacturing facilities, please attach a drawing of the waste water treatment unit and/or a building plan with flows and sampling points marked. Mark any other important features.

Section 9 Spill Prevention and Pollution Prevention Activities

- Briefly describe the spill prevention procedures at your facility. If you have a written plan, please attach it to the application.
- Describe or list any type of pollution prevention activities being performed. (Environmental Management Systems, recycling, conservation etc.)

Section 10 Compliance Schedule – 40 CFR 403.12(b)(7)

- FOR EXISTING SOURCES ONLY - If necessary, a statement by the IU must indicate whether additional operation and maintenance (O&M) and/or additional pretreatment is required for the IU to meet the pretreatment standards and requirements. (Subject to Control Authority approval)
- Non-applicable for all new sources.

Section 11 Other Environmental Control Permits 40 CFR 403.12(b)(2)

- List or attach any other permit held by the facility. If none held, indicate such.

Section 12 Certification 40 CFR 403.12(b)(6)

- Read, sign and date the certification statement. Ensure that the person signing the application is the owner/operator of the business or his designated representative.

Check List

- _____ Are all blanks filled in?
- _____ Is the application signed?

Attachments

- _____ Process Schematic diagram which indicates points of discharge from regulated processes (Section 2)
- _____ Analytical Data include Lab reports, chain of custody and QA/QC data (Section 6)
- _____ Schematics of Wastewater Treatment System(s) (Section 8)
- _____ Applicable Spill/Slug control or TOMP Procedures (Section 9)

Measurements of Pollutants
BMR Requirement - 40 CFR 403.12(b)(5)

1. The IU shall identify the pretreatment standards applicable to each regulated process and the sample shall be representative of the daily operations.
2. The IU shall submit the results of sampling and analysis identifying the nature and concentration (or mass, where required by the standard or the Control Authority) of regulated pollutants in the discharge from each regulated process. In cases where the standard requires compliance with Best Management Practices (BMP) or pollution prevention alternative, the IU shall submit documentation as required by the Control Authority or the applicable standards to determine compliance with the standard.
3. Samples shall be taken immediately downstream from pretreatment facilities if such exist or immediately downstream from the regulated process if no wastewater prior to pretreatment, the IU shall measure the flows and concentrations necessary to allow use of the combined wastestream formula in order to evaluate compliance with pretreatment standards. Where an alternate concentration or mass limit has been calculated, this adjusted limit, along with supporting data, shall be submitted to the Director.
4. Sampling and analysis shall be performed in accordance with the techniques prescribed in 40 CFR 136 and amendments thereto. A quality control statement shall be included in each report submitted.
5. The report shall indicate the date, exact place, method, and time of sampling, the names of the person or persons taking the samples and methods of analysis and shall certify that such sampling and analysis is representative of normal work cycles and expected pollutant discharges to the POTW.
6. The Control Authority may allow the submission of a BMR, which utilizes only historical data, so long as the data provides information sufficient to determine the need for industrial pretreatment measures.

Table 1. Industrial Categories

Aluminum Forming	Metal Finishing
Asbestos Manufacturing	Nonferrous Metals Forming
Battery Manufacturing	Nonferrous Metals Manufacturing
Can Making	Organic Chemicals Manufacturing
Carbon Black	Paint and Ink Formulating
Coal Mining	Paving and Roofing Manufacturing
Coil Coating	Pesticides Manufacturing
Copper Forming	Petroleum Refining
Electric and Electronic Components Manufacturing	Pharmaceutical
Electroplating	Plastic and Synthetic Materials Manufacturing
Feedlots	Plastics Processing Manufacturing
Fertilizer Manufacturing	Porcelain Enamel
Foundries (Metal Molding and Casting)	Pulp, Paper and Fiberboard Manufacturing
Glass Manufacturing	Rubber
Grain Mills	Soap and Detergent Manufacturing
Inorganic Chemicals	Steam Electric
Iron and Steel	Sugar Processing
Leather Tanning and Finishing	Textile Mills
	Timber Products

**Table 2. Wastewater
Types**

Process Wastewater	Any water which, during manufacturing or processing, comes into direct contact with or results from the production or use of any raw material, finished product, intermediate product, byproduct, or waste product.
Utility Wastewater	Any water that originates from non-contact cooling, softening or demineralization of a water supply, boiler water treatment and blow down, air conditioning, and similar production/services support operations and does not come into direct contact with any raw material, finished product, intermediate product, byproduct, or waste product.
Sanitary Wastewater	Any wastewater that is similar in characteristics to domestic sewage and results from activities that are typical of households, including wastes from toilets, bathing and shower facilities, kitchens (including garbage disposals).
Equipment/Floor Washing	Any wastewater generated by washing equipment and floors, either with or without the assistance of detergents or other chemicals. These wastes may qualify as process wastewaters for those industries/services that have residues of products/wastes/intermediates on floors and equipments.
Other	If you don't think the source(s) of your wastewater fit into one of the above categories, make up your own category and describe it to us.

Table 3. Waste Constituents

Antimony	1,1,1-Trichloroethane	Ethylbenzene	Di-n-butyl phthalate	Endosulfan sulfate
Arsenic	Hexachloroethane	Fluoranthene	Di-n-octyl phthalate	Endrin
Barium	1,1-Dichloroethane	4-chlorophenyl phenyl ether	Diethyl phthalate	Endrin aldehyde
Beryllium	1,1,2-Trichloroethane	4-Bromophenyl phenyl ether	Dimehyl phthalate	Heptachlor
Cadmium	1,1,2,2-Tetrachloroethane	Bis(2-chlorisopropyl) ether	Benzo(a)anthracene	Heptachlor epoxide
Chromium	Chloroethane	Bis(2-chloroethoxy) methane	Benzo(a)pyrene	Alpha-BHC
Copper	Bis(2-chloroethyl)ether	Methylene chloride	3,4-benzofluoranthene	Beta-BHC
Cyanide	17Bis(chloro methyl) ether	Methyl chloride	Benzo(k)fluoranthene	Gamma-BHC
Lead	2-Chloroethyl vinyl ether	Methyl bromide	Chrysene	Delta-BHC
Manganese	2-Chloronaphthalene	Bromoform	Acenaphthylene	PCB-1242
Mercury	2,4,6-Trichlorophenol	Dichlorobromomethane	Anthracene	PCB-1254
Molybdenum	Parachlorometa cresol	Chlorodibromomethane	Benzo(ghi)perylene	PCB-1221
Nickel	Chloroform	Hexachlorobutadiene	Fluorene	PCB-1232
Phosphorus	2-Chlorophenol	Hexachlorocyclopentadiene	Phanathrene	PCB-1248
Selenium	1,2-Dichlorobenzene	Isophorone	Debenzo(a,h)anthracene	PCB-1260
Silver	1,3-Dichlorobenzene	Naphalene	Ideno(1,2,3-cd)pyrene	PCB-1016
Thallium	1,4-Dichlorobenzene	Nitrobenzene	Pyrene	Toxaphene
Zinc	3,3-Dichlorobenzidine	Nitrophenol	Tetrachloroethylene	(TCDD)
	1,1-Dichloroethylene	2-Nitrophenol	Toluene	Asbestos
Acenaphthene	1,2-Trans-dichloroethylene	4-Nitrophenol	Trichloroethylene	Floride
Acrolein	2,4-Dichloropheno	2,4-Dinitrophenol	Vinyl chloride	Magnesium
Acrylonitrile	1,2-Dichloropropane	4,6-Dinitro-o-cresol	Aldrin	Oil and Grease
Benzene	1,2-Dichloropropane	N-nitrosodimethylamine	Dieldrin	Nitrate
Benzidine	1,2-Dichloropropylene	N-nitrosodiphenylamine	Chlordane	Nitrite
Carbon tetrachloride	1,3-Dichloropropylene	N-nitrosodi-n-propylamine	4,4'-DDT	Phosphorous
Chlorobenzene	2,4-Dimethylphenol	Pentachlorophenol	4,4'-DDE	Sulfate
1,2,4-Trichlorobenzene	2,4-Dinitrotoluene	Phenol	4,4'-DDD	Sulfite
Hexachlorobenzene	2,6-Dinitrotoluene	Bis(2-ethylhexyl) phthalate	Alpha-endosulfan	
1,2-Dichloroethane	1,2-Diphenylthydrazine	Butyl benzyl phtahalate	Beta-endosulfan	