



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**  
**Pacific Southwest Region**  
**75 Hawthorne Street**  
**San Francisco, California 94105**

Mail Code: WTR-5

**Pretreatment Program Development and Approval**  
**Standard Requirements**

By mmmm dd, yyyy, municipality shall submit for review a written description of the pretreatment program. The written description of the pretreatment program shall consist of the following chapters:

**Chapter 1 - Organization and Multi-jurisdiction Implementation**

This chapter would describe the overall program structure as well as contain descriptions of the treatment plants, collection systems, reclaim systems and the service area including political boundaries. (This chapter also should describe the changes in the treatment plant configurations expected in order to comply with the Cease and Desist Order regarding nitrates and chlorination byproducts.)

**Chapter 2 - Legal Authority**

This chapter would contain a revised sewer use ordinance and all multi-jurisdictional agreements. The sewer use ordinance would necessarily be submitted as a final draft ready for adoption and implementation pending approval of the local limits by either EPA or the State Agency.

**Chapter 3 - Local Limits**

This chapter would contain the technical basis for the local limits. This would include the analyses necessary to determine the maximum headworks loadings for both wastewater treatment plants and the maximum pollutant levels protective of the collection system, as well as the method of allocating allowable loadings to the users, a schedule of public hearings and outreach, and the ordinance adoption procedures. (This chapter must contain a survey quantifying the copper sources, both domestic and non-domestic, and an overall control strategy for minimizing copper loadings into the wastewater treatment plants.) The local limits can be numerical concentrations, loading limits, prohibitions or control strategies.

**Chapter 4 - Identification of Non-domestic Users**

This chapter would contain the procedures used in the initial industrial user survey as well as the procedures to be used for on-going updates. This chapter would also include the current inventory of industrial users, by non-domestic sewer connection, and of the zero-discharging categorical industrial users who comply with their Federal standards by not discharging process wastewaters.

The inventory must indicate the following for each industrial user and zero-

discharging categorical industrial user:

1. Whether it qualifies as a significant industrial user;
2. The average and peak flow rates;
3. The SIC code;
4. The pretreatment-in-place, and;
5. The local permit status.

## **Chapter 5 - Permits and Fact Sheets**

This chapter would describe the permitting procedures and include a fact sheet and final draft permit for each significant industrial user to be issued upon approval of the local limits and revised ordinance by either EPA or the State Agency. The fact sheets must indicate the following for each significant industrial user and zero-discharging categorical industrial user:

1. The industry name, address, owner or plant manager;
2. The permit expiration date (not to exceed five years in duration);
3. A description of the facility including the products made or services provided, building names, the process in each building, and when current operations began;
4. The identification of each sewer connection;
5. A description of the contributing waste streams that comprise each identified non-domestic discharge into the sewers;
6. The pretreatment-in-place for each identified non-domestic discharge to the sewers;
7. The classification by Federal point source category and the reasons justifying this classification;
8. The applicable Federal categorical pretreatment standards (adjusted if necessary to account for dilution), supporting production data (if necessary), and the compliance sampling point(s) where the standards apply;
9. The pollutants of concern and the compliance sampling point(s) where the local limits apply;
10. A site map indicating the locations of all compliance sampling point(s), sewer connections, and sewer laterals;
11. The sampling frequency by regulated pollutant for each compliance sampling point, and the supporting statistical rationale, to ensure that the sampling is representative of the wastewater discharge variability over the reporting period;
12. The sampling protocol by regulated pollutant for each compliance sampling point to ensure that the samples collected to determine compliance with Federal standards are representative of the sampling day's discharge.

## **Chapter 6 - Compliance Monitoring**

This chapter would describe the industrial user self-monitoring program and

\_municipality\_'s oversight monitoring program. The compliance monitoring program must ensure that all sampling is representative over the reporting period and that each sample collected to determine compliance with Federal standards is representative of the sampling day's discharge. The compliance monitoring program must also set analytical detection limits that are sufficiently below Federal standards and local limits to allow the determination of non-compliance.

## **Chapter 7 - Enforcement**

This chapter would establish the enforcement response plan to be used to address, at a minimum, each of the following types of violations:

1. Isolated and chronic violations of permit effluent limits;
2. Violations of permit effluent limits that result in any adverse impacts upon the treatment works such as pass-through, interference, sludge contamination, sewer line degradation, explosive or inflammability risks, or worker health and safety risks;
3. Failure to self-monitor or report;
4. The bypassing of pretreatment necessary to comply with permit effluent limits;
5. Dilution as a substitute for treatment necessary to comply with Federal categorical pretreatment standards;
6. The bypassing of compliance sampling or the tampering with sampling equipment;
7. Willful or negligent violations.

## **Chapter 8 - Resources**

This chapter would cover the budget, staffing and equipment needs of the pretreatment program.

## **Chapter 9 - Public Participation and Confidentiality**

This chapter would describe the administrative procedures required under 40 CFR 403.8(f)(1)(vii) and 403.8(f)(2)(viii).

The requirements outlined above in items 5(a) through 5(i) are explained in more detail in the EPA pretreatment performance evaluation report for the *\_municipality\_* issued on mmmm dd, yyyy.

**SIXTY-DAYS AFTER RECEIVING APPROVAL** of its ordinance and local limits, the *\_municipality\_* shall adopt and implement its ordinance.

**ONE-HUNDRED AND EIGHTY DAYS AFTER RECEIVING APPROVAL** of its ordinance and local limits, the *\_municipality\_* shall issue all pending permits to its significant industrial users.

### *Submissions*

By the **TWENTY-EIGHTH (28<sup>th</sup>) DAY OF EACH MONTH**, the *\_municipality\_* shall submit all self-monitoring results required by this (Order) (Permit) for the previous month. The first monthly report is due on mmmm dd, yyyy for the mmmm, yyyy self-monitoring. The 24th-and-last monthly report is due on mmmm dd, yyyy for the mmmm, yyyy self-monitoring.

By **mmmm dd, yyyy**, and **mmmm dd, yyyy**, the *\_municipality\_* shall submit a quarterly progress report that outlines the actions that have been completed in preparing for submission the written description of the pretreatment program as required by Item 5 of this (Order)(Permit).

All reports submitted pursuant to this (Order)(Permit) shall be signed by a principal executive officer of the *\_municipality\_* and shall include the following self-certifying statement:

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, I certify that the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I certify that all wastewater samples analyzed and reported herein are representative of the ordinary process wastewater flow from this facility. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

All submissions shall be mailed to the following addresses:

U.S. ENVIRONMENTAL PROTECTION AGENCY

75 Hawthorne Street

San Francisco, California 94105

Attn: Staff (WTR-5)

State Agency

Address

City, State Zip

Attn: Staff

| KEY DATES  | ADMINISTRATIVE ORDER CWA-307-00-00-000 (Permit)   |
|------------|---|
| mm/dd/yyyy | 1-4. Begin two-years of added monthly self-monitoring of the influents, effluents, and receiving waters at both wastewater treatment plants |
| mm/dd/yyyy | 5. Submit a written description of the pretreatment program for approval  |
| * * *      | 6. Adopt local limits and ordinance within 60-days of obtaining approval  |
| * * *      | 7. Issue all pending permits within 180-days of obtaining approval  |
| * * *      | 8. Self-monitoring reports are due on the 28th day of each month for the samples collected during the previous calendar month.              |

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|--|--------------------------------------|
| mm/dd/yyyy<br>mm/dd/yyyy<br>mm/dd/yyyy | 9. Submit quarterly progress reports |
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Any violation of the terms of this (Order)(Permit) or the pretreatment requirements in the NPDES permits for the - *\_treatment plant name\_* wastewater treatment plant could subject the c to a civil action for appropriate relief pursuant to Section 309(b) of the Act [33 U.S.C. Section 1319(b)] and/or penalties under Section 309(d) of the Act [33 U.S.C. Section 1319(d)] of up to \$31,500 per day of violation. In addition, under Section 309(g) of the Act [33 U.S.C. Section 1319(g)], any violation of the pretreatment requirements in the NPDES permits could also subject the *\_municipality\_* to an administrative penalty action of up to \$12,000 per day of violation not to exceed \$157,500. Sections 309(c)(1), (c)(2) and (c)(4) of the Act [33 U.S.C. Section 1319(c)(1), (c)(2) and (c)(4)] also provide penalties for negligent violations, knowing violations and knowingly making false statements.