

**ADEM Guidance Document for  
Preparation and Submittal of Baseline Monitoring Reports (BMRs)**

- I. Applicable Regulations: 40 CFR Part 403.12(b) and ADEM Administrative Rule 335-6-5-.05
- II. Baseline Monitoring Report (BMR) Submission: Each existing Categorical Industrial User (CIU) is required to submit a BMR within 180 days after the effective date of the Pretreatment Standard. If a category determination has been requested, the BMR is not due until 180 days after a final administrative decision has been made concerning the industry's inclusion in the category. At least 90 days prior to commencement of discharge, new sources are required to submit the BMR, excluding the certification and compliance schedule. New sources shall also be required to include in this report information on the method of pretreatment the source intends to use to meet applicable Pretreatment Standards. New sources shall give estimates of the information requested in paragraphs III. (5) and (6) listed below.
- III. Baseline Monitoring Report Contents: The BMR must contain the following information [Ref: 40 CFR Part 403.12(b)]:
  - (1) Identifying Information: Facility name and address and names of operator and owners;
  - (2) Permits: List of all environmental control permits held by or for the facility;
  - (3) Description of Operations: Brief description of operations, including the average rate of production, in pounds per day, applicable Standard Industrial Classification (SIC) codes, schematic process diagrams, and points of discharge to the POTW from the regulated processes;
  - (4) Pretreatment Standards: Identification of Pretreatment Standards applicable to each regulated process;
  - (5) Flow Measurement: Average daily and maximum daily flow, in gallons per day, for regulated process wastewaters and non-regulated wastewaters, where necessary;
  - (6) Pollutant Measurements:
    - (i) Results of sampling and analysis identifying the nature and concentration (or mass, where required by the Standard) of regulated pollutants in the discharge from each regulated process. Both daily maximum and average concentration (or mass, where required) shall be reported. The sample shall also be representative of daily operations;
    - (ii) A minimum of four (4) grab samples must be used for pH, cyanide, total phenols, oil and grease, sulfide, and volatile organics. For all other pollutants, the samples must be obtained through 24-hr flow-proportional composite sampling techniques where feasible. Flow-proportional composite sampling may be waived for any CIU that demonstrates that flow-proportional sampling is not feasible. In such cases, samples may be obtained through time-proportional composite sampling techniques or through a minimum of four (4) grab samples where the User demonstrates that this will provide a representative sample of the effluent being discharged;
    - (iii) A minimum of one representative sample shall be collected, if composite sample techniques are used;
    - (iv) Samples should be taken immediately downstream from the pretreatment facilities if such exist or immediately downstream from the regulated process if no pretreatment exists. If other wastewaters are mixed with the regulated wastewater prior to

pretreatment, the User should measure the flows and concentrations from each wastewater source;

- (v) Sampling and analysis shall be performed in accordance with 40 CFR Part 136 and amendments thereto. Where 40 CFR Part 136 does not contain sampling or analytical techniques for the pollutant in question, or where the Department determines that Part 136 sampling and analytical procedures are inappropriate for the pollutant in question, sampling and analysis shall be performed by using validated analytical methods or any other applicable sampling and analytical procedures approved by the Department;
- (vi) Use of historical data only may be allowed in so long as the data provides information sufficient to determine the need for industrial pretreatment measures;
- (vii) The time, date and place, of sampling and methods of analysis, shall be indicated. Certification that such sampling and analysis is representative of normal work cycles and expected pollutant discharges to the POTW shall also be provided.

(7) Certification: Certification, by a qualified professional, reviewed by a responsible official of the Industrial User, of whether pretreatment standards are being met and, if not, a description of the additional operation and maintenance (O&M) or pretreatment facilities that are needed to comply with the standards; and

(8) Compliance Schedule: The schedule shall contain increments of progress in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the Industrial User to meet the applicable Categorical Pretreatment Standards (e.g., hiring an engineer, completing preliminary plans, completing final plans, executing contract for major components, commencing construction, completing construction, etc.). No increment of progress shall exceed nine (9) months and the completion date in this schedule shall not be later than the compliance date established for the applicable Pretreatment Standard.

#### IV. Compliance Progress Reports:

(1) 14-Day Compliance Report: Within 14 days following each date in the schedule and the final date for compliance, the Industrial User shall submit a progress report, including, at a minimum, whether or not it complied with the increment of progress to be met on such date and, if not, the date on which it expects to comply with this increment of progress, the reason for the delay, and the steps being taken by the Industrial User to return the construction to the schedule established. In no event shall more than nine (9) months elapse between such reports.

(2) 90-Day Compliance Report: Within 90 days following the date for final compliance with applicable Categorical Pretreatment Standards, or in the case of new sources following commencement of the introduction of wastewater into the POTW, any Industrial User subject to Pretreatment Standards and Requirements shall submit a report containing the information described in paragraph III above. For Industrial Users subject to Pretreatment Standards expressed in terms of allowable pollutant discharge per unit of production (or other measure of operation), this report shall include the User's actual production during the appropriate sampling period.

V. Monitoring and Analysis to Demonstrate Continued Compliance: If sampling performed by an Industrial User indicates a violation, the User shall notify the Department and POTW within 24 hours of becoming aware of the violation. The User shall also repeat the sampling and analysis and submit the results of the repeat analysis to the Department and the POTW within 30 days after becoming aware of the violation, except the Industrial User is not required to resample if:

- (1) The Department or POTW performs sampling at the User's facility at a frequency of at least once per month, or
- (2) The Department or POTW performs sampling at the User's facility between the time when the User performs its initial sampling and the time when the User receives the results of this sampling.

VI. Signatory and Certification Requirements: BMRs must be signed by a responsible facility official and must contain a certification statement attesting to the integrity of the information reported. The certification statement must read as follows:

*"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, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."*

