

Davenport Water Pollution Control Plant Industrial Pretreatment Monthly Report Form Instruction Manual

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Introduction

This manual will provide instructions on filling out the monthly industrial reporting form for pretreatment permit holders for the Davenport Water Pollution Control Plant. This manual is subject to revision. Current versions can be downloaded from http://www.ci.davenport.ia.us/publicworks/waterpollution/industrial.htm or can be obtained by writing: Davenport Water Pollution Control, Pretreatment Office, PO Box 3606, Davenport, Iowa, 52802.

Industrial Daily Reporting Form

Heading

The heading of this form requires industry specific information to be entered. The responsible party at the industry in question is required to complete each section as follows:

Industry:

- Reporting Month: Reporting Year: Report Prepared By:
- Report Prepared By
- Out Fall Number:
- Sample Collection Date:
- Date Sample Represents: Sample Collected By:

Laboratory: Laboratory Address Laboratory Phone: Laboratory Fax:

- Industry Name from the permit.
- Month that laboratory data applies to.
- Reporting Year
- Person who actually prepared the report.
- Outfall number sample was collected from.
- Actual date sample was retrieved.
- Date sample represents. Same as sample collection date for grab samples and may be different for composite samples. (See note below)
- Name of sample collector.
- Name of laboratory performing analyses.
- Address of laboratory performing analyses
- Phone number of laboratory performing analyses.
- Fax number of laboratory performing analyses
- **Note:** For a composite sample, "Date Sample Represents" may have a date different than the sample date. An example of this is a 24-hour composite sample taken between 7:00 AM on July 5th and 7:00 AM on July 6th. The sample collection date is July 6th, but the date the sample represents is July 5th since most of the sample was collected on July 5th.

Main Body

The main body of the form is shown below. Each column has a heading in the top row. The analyte will be found, if applicable, on your permit. To complete this part of the form you will need to enter data from your current permit, from your monthly analytical results and from calculations you will perform from your flow data and monthly analytical results.

1 Analyte	2 < or >	3 Reported Concentration	4 Daily Concentration Permit Limits	5 Units	6 Violation of Permit	7 Daily Pounds	8 Daily Permit Pounds Limits	9 Units	10 Violation of Permit
Daily Flow				Gallons					
рН				S.U.					
BOD				mg/l				pounds	

Column 2 and 3

• Starting with columns 2 and 3, enter the data for each analyte in milligram per liter (mg/l) or pH from your laboratories analytical reports or flow in gallons from your daily flow record in column 3 and if an indicator sign of < or > is used in the report, enter that in column 2.

Column 4

• Enter your daily concentration permit limits from your current permit in column 4.

Column 6

- If the value in column 3 is greater than the value in column 4, enter a 1 for a violation in column 6.
- If the value in column 3 is less than or equal to the value in column 4, enter a 0 in column 6.

- Calculate the daily pounds from the following formula and enter it in column 7
 - Note: If a < or > sign is used in column 2, you will still use the concentration reported in column 3.
 - **Note:** Daily flow and pH have no poundage values.

Calculation of Daily Pounds

Note: Some water meters measure in Hundreds of Cubic Feet (CCF). Contact your water company to see what units your meter uses.

Example 1 CCF to Cubic Feet CCF x 100 = Cubic Feet [10 CCF x 100 = 1000 Cubic Feet]

Example 2 Cubic Feet to Gallons Cubic Feet x 7.48 = Gallons [1000 cubic feet x 7.48 = 7480 Gallons]

Example 3 Conversion from ug/l to mg/l Note: Some lab results are reported in ug/l or PPB. You must convert to mg/l to use the next equation PPB or ug/l / 1000 = mg/l

Example 4 Concentration to DailyPounds Note: PPM is the same as mg/l (Gallons/1,000,000) x 8.34 x Concentration of Analyte (mg/l) = Pounds of Analyte [(7080 gallons / 1,000,000) x 8.34 x 2.51 mg/l Copper = 0.148 Pounds of Copper]

Column 8

• Enter your daily mass (poundage) permit limits in column 8.

Column 10

- If the value in column 7 is greater than the value in column 8, enter a 1 for a violation in column 10.
- If the value in column 7 is less than or equal to the value in column 8, enter a 0 in column 10.

Key

Key NA : Not Applicable TBR : To Be Reported Later R : Listed As Reserved Or TBDL On Permit NS : No Sample Obtained for Required Analyses LS : Lost Sample or Analyses Due To Lab error

The key contains accepted abbreviations for data entry for which there is no available data at the time of the reports submittal to the Davenport Water Pollution Control Plant Pretreatment Office.

Industrial Monthly Reporting Form

Heading

The heading of this form requires industry specific information to be entered. The responsible party at the industry in question is required to complete each section as follows:

Industry:

- Industry Name from the permit.
- Reporting Month: Reporting Year: Report Prepared By: Out Fall Number
- Month that laboratory data applies to.
- Year of the report.
- Person actually preparing the report.
- Outfall number samples were collected from.

Name of laboratory performing analyses.

Laboratory:

•

- Laboratory Address Laboratory Phone: Laboratory Fax:
- Address of laboratory performing analyses
- Phone number of laboratory performing analyses.
- Fax number of laboratory performing analyses

Main Body

The main body of the form is shown below. Each column has a heading in the top row. The analyte will be found, if applicable, on your permit. To complete this part of the form you will need to enter data from your current permit, from your monthly analytical results and from calculations you will perform from your flow data and monthly analytical results.

1 Analyte	2 < or >	3 Monthly Average Concentration	4 Monthly Concentration Permit Limits	5 Units	6 Violation of Permit	7 Monthly Average Ibs/day	8 Monthly Pounds Permit Limits	9 Units	10 Violation of Permit
Monthly Average Flow				Gallons					
BOD				mg/l				pounds	
TSS				mg/l				pounds	
Oil and Grease				mg/l				pounds	

Column 2 and 3

- Starting with columns 2 and 3,
- Calculate the average from your daily reports:

Average Concentration for the Month

Example 1

[(Sum of the Daily Concentrations) / Number of Days Reported] = Average Concentration (1.40 mg/l + 3.18 mg/l + 2.24 mg/l)Copper / 3 Days of Reporting = 2.27 mg/l Copper

• Enter the data from your calculations in column 3.

Column 4

• Enter your monthly concentration from your permit limits in column 4.

- If the value in column 3 is greater than the value in column 4, enter a 1 for a violation in column 6.
- If the value in column 3 is less than or equal to the value in column 4, enter a 0 in column 6.

Column 7

- Calculate the monthly average pounds using the following formula and enter it in column 7:
 - **Note:** Daily flow and pH have no poundage values.

Average Pounds per Day for the Month

Example 1

[(Sum of the Daily Poundage) / Number of Days Reported] = Average Pounds per Day (0.51 pounds + 0.18 Pounds + 0.24 pounds) Copper / 3 Days of Reporting = 0.31 Pounds Copper

Column 8

• Enter your monthly average mass (poundage) permit limits in column 8.

- If the value in column 7 is greater than the value in column 8, enter a 1 for a violation in column 10.
- If the value in column 7 is less than or equal to the value in column 8, enter a 0 in column 10.

Key

Key NA : Not Applicable TBR : To Be Reported Later R : Listed As Reserved Or TBDL On Permit NS : No Sample Obtained for Required Analyses LS : Lost Sample or Analyses Due To Lab error

The key contains accepted abbreviations for data entry for which there is no available data at the time of the reports submittal to the Davenport Water Pollution Control Plant Pretreatment Office.

Industrial Daily Flow Reporting Form

Heading

The heading of this form requires industry specific information to be entered. The responsible party at the industry in question is required to complete each section as follows:

Industry:	• Industry Name from the permit.
Reporting Month: Reporting Year: Report Prepared By:	Month that laboratory data applies to.Year of the report.Person actually preparing the report.
Laboratory:	• Name of laboratory performing analyses.
Laboratory Address Laboratory Phone: Laboratory Fax:	 Address of laboratory performing analyses Phone number of laboratory performing analyses. Fax number of laboratory performing analyses

Main Body

The main body of the form is shown below. Each column has a heading in the top row. The outfall number will be found in your permit. To complete this part of the form you will need to enter data from your water meters or flow meters and from calculations you will perform from your flow data and monthly analytical results.

1 Day of Month	2 Flow Outfall	3 Units	4 Correction factor	5 Units	6 Total Flow	7 Units
		Gallons		Gallons		Gallons
		Gallons		Gallons		Gallons
		Gallons		Gallons		Gallons

Column 1

• Record the dates for which you are reporting flows.

- Put the outfall number from your pretreatment permit for which you are reporting the flow in the column heading.
- Report your daily flow as gallons or calculate the daily flow converting from cubic feet to gallons using data from all of your water meters measuring discharge to the outfall:
 - Note: For each outfall use a separate reporting form.

Note: Some water meters measure in Hundreds of Cubic Feet (CCF). Contact your water company to see what units your meter uses.

Example 1 CCF to Cubic Feet CCF x 100 = Cubic Feet [10 CCF x 100 = 1000 Cubic Feet]

Example 2

Cubic Feet to Gallons Cubic Feet x 7.48 = Gallons [1000 cubic feet x 7.48 = 7480 Gallons]

Column 4

- Enter the correction factor in gallons for any losses due to product use, steam, or other water not discharged to the sanitary sewer. All correction factors MUST be pre-approved by the Davenport Water Pollution Pretreatment Office before their use!
- Enter zero (0) in the column if you have no approved correction factor.

Column 6

• Calculate the total flow for the day by subtracting the correction factor from the daily flow.

Total Flow

Example 1 Daily Flow – Correction Factor = Total Flow 7480 Gallons – 400 gallons = 7080 Gallons

Bottom of Form

• On the bottom of the form there are four summary calculations. Total, Average, Maximum, and Minimum.

Total	Gallons	Gallons	Gallons
Average	Gallons	Gallons	Gallons
Maximum	Gallons	Gallons	Gallons
Minimum	Gallons	Gallons	Gallons

• For the Total, sum up all of the values in the column and record this sum in the table.

• For the Average, calculate the mean for all the values in the column and record this value in the table.

Average Flow for the Month

Example 1

[(Sum of the Daily Flows) / Number of Days Reported] = Average Flow for the Month (12,001 gallons + 11,800 Gallons + 13,020 Gallons) / 3 Days of Reporting = 12,274 Gallons

- For the Maximum, determine the highest value in the column and record this value in the table
- For the Minimum, determine the lowest value in the column and record this value in the table

Key

Key NA : Not Applicable TBR : To Be Reported Later R : Listed As Reserved Or TBDL On Permit NS : No Sample Obtained for Required Analyses

The key contains accepted abbreviations for data entry for which there is no available data at the time of the reports submittal to the Davenport Water Pollution Control Plant Pretreatment Office.

Industrial Monthly Summary Reporting Form

Heading

The heading of this form requires industry specific information to be entered. The responsible party at the industry in question is required to complete each section as follows:

Industry:

- Industry Name from the permit. •
- Out Fall Number **Reporting Month: Reporting Year: Report Prepared By:**
- Outfall number samples were collected from. •
- Month that laboratory data applies to. •
- Year of the report.
- Person actually preparing the report.

Main Body

The main body of the form is shown below. Each column has a heading in the top row. The analyte will be found, if applicable, on your permit. To complete this part of the form you will need to enter violations obtained by reviewing your limits and results from the daily and monthly forms on permit limited analytes and flows.

1 Analyte	2 Daily Violations	3 Monthly Violations	4 Total
Flow			
рН			
BOD			
TSS			

Column 2

Sum up all daily violations from each daily report found in Columns 6 and 10 for each • individual analyte and report that value in column 2.

Column 3

Transfer up all monthly violations from the monthly report found in Columns 6 and 10 • for each individual analyte and report that value in column 3.

Column 4

Sum up all daily and monthly violations from columns 2 and 3 and report that value in • column 4.

Conclusion

Reporting Requirements

For each completed monthly report, the following must be submitted to the Davenport Water Pollution Control Pretreatment Office.

- 1. Completed Daily Reporting forms for each day sampled for each outfall on the pretreatment permit.
- 2. All laboratory reports used to complete the Daily Reporting form.
- 3. Completed Monthly Reporting form.
- 4. Completed Daily Flow Measurement form.
- 5. Completed Monthly Summary form.

Daily Flow Measurement forms are due no later than the 5 Working Days after the reporting month. No exceptions to this reporting date.

All other forms are to be submitted no later than 15 working days (excluding holidays and weekends) after the reporting month. Exception to this requirement can be obtained by contacting the Davenport Water Pollution Control Pretreatment Office (563) 326 7965.

- Mail to: Davenport Water Pollution Control Pretreatment Coordinator PO Box 3606 Davenport, Iowa 52808
- Fax to: (563) 326 7858 (Only clear copy faxes accepted)
- Email: efaskew@hotmail.com