

Program Implementation Procedures Checklist

Name of POTW:

Date:

	<u>Yes</u>	<u>No</u>	<u>Section of POTW's Submission</u>
Part I. Updating the Industrial Waste Survey [403.8(f)(2)(1) and (ii)]			
A. Are procedures identified for updating (periodically) the waste survey information for existing users?	_____	_____	_____
B. Do procedures require new industries to supply discharge information or otherwise ensure that it will be collected?	_____	_____	_____
PART II. Notification of Appropriate Federal, State, and/or Local Standards or Limitations [403.8(f)(2)(iii)]			
A. Are there procedures for keeping abreast of existing and newly promulgated standards and requirements?	_____	_____	_____
B. Is there a mechanism to identify and notify industrial users of standards, limitations, or other requirements?	_____	_____	_____
PART III. Receipt and Analysis of Self-Monitoring Reports and Other Notices [403.8(f)(2)(iv)]			
A. Are there procedures for determining what self-monitoring and other reports are due?	_____	_____	_____
B. Are values reported by industries compared to discharge standards or compliance schedules?	_____	_____	_____
C. Are problems referred to appropriate authorities for technical evaluation and follow-up?	_____	_____	_____
PART IV. POTW Compliance Sampling and Analysis [403.8(f)(2)(v)]			
A. Does the description of the monitoring program include procedures for periodic random sampling of significant industrial dischargers?	_____	_____	_____
B. Are sampling and monitoring parameters identified for each firm or group of industries?	_____	_____	_____
C. Is the POTW sampling for the significant pollutants identified by the Industrial Waste Survey or by the priority pollutant/industry matrix?	_____	_____	_____
D. Do the sampling and monitoring procedures conform to EPA requirements? (40 CFR 136, "Standard Methods")	_____	_____	_____
E. Is the frequency adequate to determine compliance independent of information supplied by IUs (at least annually)?	_____	_____	_____
PART V. Noncompliance Investigations and Enforcement [403.8(f)(2)(vi)]			
A. Are follow-up activities described that include provisions to:			
(1) Cover emergency situations?	_____	_____	_____
(2) Notify industrial users of violations?	_____	_____	_____

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(3) Allow for response by industrial users?	_____	_____	_____
(4) Abate and control problem discharges?	_____	_____	_____
(5) Verify that corrective actions have worked?	_____	_____	_____
(6) Obtain compliance through legal means if necessary?	_____	_____	_____
(7) Assess penalties for noncompliance?	_____	_____	_____
B. Are procedures for quick response sampling and analysis included (demand sampling)?	_____	_____	_____
C. Are chain-of-custody and quality control provisions specified?	_____	_____	_____
PART VI. Public Participation			
A. Do procedures include at least annual notice of violations published in local newspapers? [403.8(f)(2)(vii)]	_____	_____	_____
B. Is notice and opportunity to respond provided, both to the industrial users and the general public, on the process of developing local industrial effluent limitations? [403.5(c)(3)]	_____	_____	_____
*C. Are program records available to the public?	_____	_____	_____
PART VII. Multijurisdictional Submissions			
A. Are there procedures to coordinate monitoring, enforcement, and implementation activities between the jurisdictions involved?	_____	_____	_____
B. Has the NPDES permit holder assumed lead responsibility in program implementation?	_____	_____	_____

*Indicates item is recommended, but not mandatory.

I have reviewed this submission in detail and have determined the implementation procedures to be:

() Adequate

() Inadequate

Date:

Reviewed by: