
PERIODIC COMPLIANCE REPORT INSTRUCTIONS

GENERAL INSTRUCTIONS

Who Must Complete the Periodic Compliance Report (PCR)?

All facilities, who have been classified as significant industrial users and have been issued an Industrial Wastewater Discharge Permit (Permit) by the Green Bay Metropolitan Sewerage District (GBMSD) must file a PCR for each reporting period. Reporting periods are January 1 – June 30 and July 1 – December 31. The PCR is due 15 days after the end of the reporting period.

Where to File Your Completed PCR

Submit your completed PCR package to:

Green Bay Metropolitan Sewerage District
ATTN: Pretreatment Coordinator
2231 N. Quincy Street
Green Bay, WI 54302

The original hardcopy with the “wet ink” signature of Part 3 must be submitted. The package may be either mailed or hand delivered.

In addition to the PCR, your package should contain additional relevant documents, such as a lab report, chain of custody, field report, and shipping manifests for categorical waste that was hauled off-site for disposal.

The PCR cannot be signed/dated or filed before the end of the reporting period for which it pertains.

Completion of PCR

Print or type in the specified areas only. (If viewing electronically using Adobe, these areas are fillable. If viewing a printed hardcopy, these areas are white.) If you do not have enough space on the form to

answer a question, you may continue on additional sheets, as necessary, using a format consistent with the form.

Do not leave any response areas blank unless the form directs you to skip them.

The facility shall maintain a copy of the completed PCR package at its facility for at least three years.

Definitions

Many of the terms found in this document are defined in GBMSD’s Sewer Use Ordinance, which is available on GBMSD’s website, hyperlinked [here](#), or by typing <https://www.newwater.us/about/permits-ordinances> into your web browser.

Definitions can also be found in Wis. Admin. Code Chapter NR 211 and 40 C.F.R. Part 403.

Some of the terms are clarified in these instructions. Search for the instructions that pertain to the specific question where the term is used.

QUESTION-SPECIFIC INSTRUCTIONS

Part 1. Facility General Information

A. Enter the full legal name of the facility that the Permit has been issued to. Don’t forget to include the appropriate business structure, e.g. Inc., LLC.

B. Enter both the physical location address of the facility and the mailing address (if it’s different from the physical address).

C. Enter the permit number of the facility. This can be found on the top right-hand side of the facility’s Permit.

D. Enter the authorized signatory for the facility. The authorized signatory must meet the criteria in Wis. Admin. Code Chapter NR 211.15(10) and 40 C.F.R. Part 403. If there

are multiple potential authorized signatories for a facility, only the person who signs the PCR in Part 3.G. shall be listed here.

E. List the contact person, who is the main point of contact for the facility. This may be a consultant.

F. (optional) List a secondary contact person for the facility. This may be a consultant.

Part 2. Wastewater Data

Fill out a separate page for each sampling event at each sample point.

A. Check the box for the appropriate reporting period and enter the year of the reporting period.

B. Enter the sample point number that indicates where the sample was collected. The sample point number and the description can be found in Part 1 of the facility's Permit.

C. Enter the daily average flow and the daily maximum flow discharged at the sample point that's noted in Part 2.B. during the reporting period noted in Part 2.A. These data may be either measured or estimated and can be obtained in various ways, including an effluent flow meter, reviewing water bills from the facility's service provider, or by reviewing the facility's internal water/discharge logs. If the facility did not discharge wastewater to GBMSD during the reporting period, then also check the box for the statement that zero wastewater was discharged to GBMSD.

On PCR #1, #2, #5, #8, and #9, check the box whether or not categorical wastewater was hauled off-site for disposal. If checking YES to this question, then the facility must submit copies of the associated shipping manifests to GBMSD.

D. Report the results from all samples that were collected and analyzed from the

sample point noted in Part 2.B. during the reporting period noted in Part 2.A. The facility shall not use results from GBMSD's compliance monitoring events for completing this part, except where noted. Do not fill in any blocked off areas.

Enter the wastewater flow (volume) in gallons during the sampling event. If the sample was collected in a flow-proportional or time-proportional composite sample method, note the amount of wastewater that was discharged while the sample was being collected. If the sample was collected from a batch discharge, note the total volume of wastewater from that batch.

If the sample was collected by a flow-proportional or time-proportional composite sample method, enter both the start date/time and the end date/time. If the sample was collected from a batch discharge, enter the date/time in the START column.

Except for pH, report the analytical results in milligrams per liter (mg/L) and, if included in the report, also report analytical results in pounds per day (lb/day). If any concentration results on the lab report show "ND" or "non-detect," enter the limit of detection (LOD) preceded by a less than sign (<); do not enter "ND."

To convert from mg/L to lb/day, use the formula below:

$$M = C \times 8.34 \times (F/1,000,000)$$

where:

M = the result in pounds per day

C = the result in milligrams per liter

F = the wastewater flow in gallons

If the concentration is non-detect, use the limit of detection, "LOD," (aka method detection limit, "MDL") to convert from mg/L to lb/day.

The result for each metal shall be reported as the total metal, not the dissolved metal.

If the facility maintains batch discharge logs with pH data, then send copies of the logs with the completed PCR to GBMSD. If the facility monitors pH continuously, then email an Excel spreadsheet of the data to the GBMSD Pretreatment Coordinator. In both instances, put "see attached" in the pH field on the PCR.

On PCR #1, enter the 4-day average results. The 4-day average is the mean average of independent results from 4 consecutive monitoring days. Each calculated 4-day average should not include monitoring data used in another 4-day average.

On PCR #2, #8, and #9, use all daily results in mg/L from a month to calculate and enter the monthly average results in mg/L. On PCR #9, convert the monthly average results from mg/L to lb/day, using this formula:

$$M = C \times 8.34 \times (F/1,000,000)$$

where:

M = the monthly average result in pounds per day

C = the monthly average result in milligrams per liter

F = the monthly average wastewater flow in gallons

Enter the sample method, using these abbreviations:

- "G" for grab
- "FC" for flow-proportional composite
- "TC" for time-proportional composite
- "continuous" continuous (for pH only)

"24-hour flow composite" means a combination of individual samples such that either: 1) the volume of each individual

sample is proportional to the rate of flow at the time it is taken, or 2) the volume of the individual samples is constant and taken at intervals such that there is a constant volume of discharge during each interval.

"24-hour time composite" means a combination of individual samples of constant volume taken at a constant time interval.

"Continuous," when used in connection with pH, means continuous in-line recording or monitoring in real time at intervals of not more than 15 minutes.

"Grab" means a single sample taken at one moment of time or a combination of several smaller samples of equal volume taken in less than a 2-minute period.

Enter the analytical method that was used to test the sample for each parameter. This information can usually be found on the lab report. For pH analysis that's performed in the field, facilities are required to follow a test procedure listed in Wis. Admin. Code ch. NR 219.

For PCR #1 and #2, results for T.T.O. shall be reported only if the certification statement in Part 3.B. is not marked.

For PCR #5, results for pentachlorophenol and trichlorophenol must be reported only if the certification statement in Part 3.C. is not marked. The mass results shall be expressed in kilograms per kilo-kilograms of product.

E. Enter the name of the laboratory that performed the analysis and its associated DNR lab certification number.

Part 3. Certifications.

A. i. Mark either YES or No to certify if the facility has met Pretreatment Standards during the entire reporting period. (Reporting periods are January 1 – June 30 and July 1 – December 31.) If NO is

marked, also answer question ii. If YES is marked, skip question ii.

A. ii. Mark the appropriate statement if additional operation and maintenance and/or pretreatment either is or is not required to meet the Pretreatment Standards.

B. This question applies only to facilities who are subject to Metal Finishing or Electroplating Standards. Part 1, Section 2 of the facility's Permit states if the facility is subject to Metal Finishing or Electroplating Standards. Mark whether the facility is either submitting a lab report with results for toxic organics or certify that the facility is implementing a Toxic Organics Management Plan (TOMP). If submitting a lab report, the Total Toxic Organics result must be reported in Part 2. Total Toxic Organics is the sum of all quantifiable values greater than 0.01 milligrams per liter of the toxic organics listed in s. NR 215.03 (1) to (5). If the facility is implementing a Toxic Organics Management Plan and marks this certification statement, then the TOMP must be on file with GBMSD and incorporated into the facility's Permit.

C. This question applies only to facilities who are subject to Pulp and Paper Manufacturing Standards. Part 1, Section 2 of the facility's Permit states if the facility is subject to Pulp and Paper Manufacturing Standards. Mark whether the facility is either submitting a lab report with results for chlorophenolic-containing biocides or certify that the facility is not using chlorophenolic-containing biocides. If submitting a lab report, the results for chlorophenolic-containing biocides must be reported in Part 2, along with production amounts.

D. This question applies only to facilities who are subject to Organic Chemicals, Plastics, and Synthetic Fibers Standards. Part 1, Section 2 of the facility's Permit states if the facility is subject to Organic

Chemicals, Plastics, and Synthetic Fibers Standards. The facility may mark this statement. If the statement isn't marked, the facility must report a cyanide result in Part 2.

E. No answer necessary. By signing in Part 3.G., the signatory certifies that it meets the requirements in this statement.

F. No answer necessary. By signing in Part 3.G., the signatory certifies that it meets the requirements in this statement.

G. This part must be signed by a responsible corporate officer of the facility that meets one of the criteria in 40 C.F.R. 403.12(I):

- a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or
- The manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for control mechanism requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures, or
- a general partner or proprietor, or
- a duly authorized representative.

The PCR cannot be signed/dated or filed before the end of the reporting period for which it pertains.