



Biannual Compliance Report Requirements

This is also found in **Part II. Reporting Requirements** in the Wastewater Discharge Permit

A. The industrial user is required to submit semi-annual compliance reports to the City by **June 1** and **December 1**. These reports shall include the results of any samples the industry may have taken on its own behalf and state if pretreatment requirements are being met on a consistent basis. It should also address:

1. Changes in product, process, or chemical usage that has occurred since the submission of the last report,
2. Changes that have been made, or that are planned, that will affect the quantity or quality of the process wastes,
3. Problems or violations that occurred within the reporting period, including remedial steps taken and if action taken has prevented reoccurrence of the problem,
4. Changes in the designated contact person, designation of responsible party or party having signatory authority, or in person responsible for operation and maintenance of the required pretreatment system,
5. Any other business change such as to address, telephone, operating times, testing, etc.

B. Progress reports must be submitted with the above compliance reports, indicating schedules for completion of any additional required pretreatment modifications to meet compliance with the permitted discharge limitations.

AUTHORIZED REPRESENTATIVE STATEMENT

(Must be signed and submitted with ALL reports sent to the City including the Biannual Report)

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.

Name(s)

Title

Signature

Date

Phone

(over)

C. If you are also subject to TTO (Total Toxic Organics) Certification Requirements, the following statement must also be signed and submitted.

TTO Certification Statement

Based on my inquiry of the person or persons directly responsible for managing compliance with the pretreatment standard for Total Toxic Organics (TTO), I certify that, to the best of my knowledge and belief, no dumping of concentrated toxic organics into the wastewaters has occurred since filing the last discharge monitoring report. I further certify that this facility is implementing the Toxic Organics Management Plan submitted to the control authority.

SIGNATURE: _____

TITLE: _____

COMPANY: _____

DATE: _____

D. If your business is also required to monitor your wastewater flow, all waste monitoring equipment shall be calibrated and certified twice annually by a qualified technician, with proof of calibration submitted to the City, SRC 74.140.

E. All reports shall be submitted to the following address:

City of Salem
Environmental Services
1410 20th St SE
Salem OR 97302-1209