CITY OF TOLEDO

DEPARTMENT OF PUBLIC UTILITIES

DIVISION OF ENVIRONMENTAL SERVICES

INSTRUCTIONS

BASELINE MONITORING REPORT

City of Toledo
Division of Environmental Services
Quilter Environmental Center
348 S Erie Street
Toledo, Ohio 43604

(419) 936-3015

Revised 2/25/2020

CITY OF TOLEDO

DEPARTMENT OF PUBLIC UTILITIES

DIVISION OF ENVIRONMENTAL SERVICES

Instructions for Completing Baseline Monitoring Report

GENERAL INSTRUCTIONS

This instruction packet is provided to help answer questions and offer examples as you complete the Baseline Monitoring Report (BMR). The instructions correspond with each section and item number within the BMR. Be sure that all requested information in Sections A through K is completed. If additional space is required to complete a particular item, attach additional sheets which show the section and item number and indicate on the BMR "CONTINUED ON ADDITIONAL SHEET" in the appropriate blank. If you have any questions about a particular item, please call the Division of Environmental Services Pretreatment Section at (419) 936-3015.

This reporting form is required each permit cycle of area industries classified as "Wet Industries" and identified as Industrial Users discharging non-domestic wastes to the Publicly Owned Treatment Works (POTW) of the City of Toledo. Please complete and return the enclosed reporting form. The Toledo Municipal Code (TMC) Section 930.14(a) requires Industrial Users to file the requested information with the Department of Public Utilities. Failure to file a BMR is a violation, which carries penalties as outlined in TMC 925.

Upon completing the BMR, please return it to the address below and retain a copy for your files.

Mail to: City of Toledo
Division of Environmental Services
Pretreatment Section
348 S. Erie Street
Toledo, OH 43604

SECTION A - GENERAL INFORMATION

2. Company Name: This should be the name used for official transactions or as it appears on your company's stationary.
3. Mailing Address: Address where all correspondence pertaining to the BMR or other City of Toledo business should be sent.
4. Facility Address: Address of the plant or building where the industrial discharge to the sewer system occurs. **A separate reporting form is required for each facility.** If more reporting forms are needed, please request additional copies.
5. Name, Title and Phone number of the person who completed the form.
6. Name, Title and Phone number (if different from 4) of the person to contact regarding information contained in the BMR.

SECTION B- PRODUCT OR SERVICE INFORMATION

1. Describe the primary operations at your facility to provide a general idea of the manufacturing or service activities. For example, if dairy products are manufactured, the primary operations might be receiving milk, bottling milk, condensing milk, ice cream manufacturing, cheese making, and butter making.
2. Also, provide the Standard Industrial Classification (SIC) Code. The SIC Code will determine if your facility is regulated under federal pretreatment regulations. The SIC Code can be found online at http://www.osha.gov/pls/imis/sic_manual.html or in hard copy in the Social Science Department of the Main Branch, Toledo-Lucas County Public Library and at the Division of Environmental Services. The SIC Code should be a 4-digit number which best describes the product or service provided. If you only know your 6-digit NAICS Code, enter it here, and the Division of Environmental Services will make the conversion.
3. List the principal products produced by your manufacturing operations. Include both average and maximum daily rates of production. Include any by-products which can be used or sold, if applicable. If your business performs a service rather than producing a product, describe the service.
4. List the principal raw materials used in producing your products. Include both average and maximum daily usage of raw materials.

SECTION C - SITE AND FLOOR PLAN

Provide a general site and floor plan of your facility as indicated. Include the location of the building with respect to streets, alleys, etc. and indicate north with an arrow. The floor plan portion of the drawing should depict areas within your plant that house different activities such as process, storage, and office areas. The process areas should be more detailed to identify process types. If your plant is multi-level, a plan for each floor is required. Each building sewer should be shown, and the discharge connection, identified (sanitary sewer, direct discharge outlet, etc.). Assign each sanitary sewer a number (most facilities will probably only have one sewer), and indicate where individual processes can be sampled and where wastewater samples can be collected. A sample plan is attached as Appendix A.

SECTION D - FACILITY OPERATIONAL CHARACTERISTICS

1. Some facilities close for maintenance, repair, inventory, and product or process changes. Indicate when these shut-downs occur and the duration for your facility.
2. During the summer months, a plant may make antifreeze for sale during the fall and winter. During winter months, the same plant could manufacture charcoal lighter fluid. Such an operation would be considered seasonal. If your plant has seasonal variations in manufacturing processes, itemize the products and the months of production for each product.
3. Self-explanatory.
4. Self-explanatory.
5. Consider each shift on the basis of its normal starting time with three shifts possible per 24-hour period. Only the periods of production or process operation, including cleanup procedures, are to be considered shift work. The number of employees per shift should include those office workers, executives and security personnel whose hours generally coincide with the times of production shifts. Add the number of employees for each shift. Also, add all shifts to obtain the total number of employees.

SECTION E - WATER USE INFORMATION

1. Water usage in industry varies depending on the type of manufacturing activity, age of the plant, process equipment utilized, and other characteristics. Check off the appropriate box(es) for each type of listed use and discharge at your facility and provide an estimate for each in gallons per day (GPD).
2. Provide your plant's average daily use of City water, based on the last complete calendar year's consumption. To obtain the daily average flow in gallons per day (GPD), divide the product of your total year's usage in cubic feet and 7.48 gallons per cubic foot by your total days of operation for the year:

Average GPD = [Total year's usage (ft^3) X 7.48 (g/ft^3)] ÷ Total days of operation for year

3. If another source (well, river water, etc.) is utilized totally or in part, list the source and usage in gallons per day (GPD).
4. Some processes have variable usage. Indicate periods of maximum use. Example: 8:00 a.m. - 10:00 a.m., 1:00 p.m. - 3:00 p.m.
5. If chemical corrosion or bacterial growth inhibitors are used in boilers, cooling towers, etc., at your facility, provide a list of these chemicals.
6. Any equipment or process used to prepare raw water received at your plant for the process application, cooling, boiler makeup, or other use should be indicated. Examples are filters, ion exchange units, and coagulation and precipitation units. Indicate how the residue(s) from any treatment process is disposed.

SECTION F - WASTEWATER INFORMATION

1. Indicate how your sewage bill is calculated. If sewage is metered, provide manufacturer of the sewer meter and its method of operation.
2. Indicate if sanitary wastes are combined with process wastes prior to discharge to the sanitary sewer.
3. Identify any other methods of disposal (liquid waste haulers, natural water course, etc.) used. If a National Pollutant Discharge Elimination System (NPDES) Permit was issued to your facility for direct discharge to a stream, river, or lake, list the permit number.
4. 40 CFR 403 (12)(b)(2) of the General Pretreatment Regulations states that the user shall submit a list of any environmental control permits held by or for the facility (i.e. air permit for boiler).
5. For each process listed, a SIC Code must be provided. The SIC Code may be different from the primary SIC Code given in Section B, Number 1. For example, a tool manufacturer who electroplates has a primary activity of tool manufacturing (SIC Code 3423). However, since electroplating is being performed, a secondary SIC Code of 3471 should also be listed.
6. Describe the nature of the wastewater (metals, acids, oils, high solids, etc.) for each process identified in #5 and the sewer number identified in Section C. Indicate if the discharge is continuous or batch and provide average and maximum daily discharge in gallons per day (GPD).

SECTION G - PRETREATMENT

1. The information provided should include any equipment or process that your facility uses to remove or reduce solids, grease, dissolved or other materials from the wastewater prior to discharge to the sewer system. Examples are oil/water separators, filters, or settling tanks.
2. If a residue is generated from your wastewater pretreatment process, indicate if and how it is treated prior to disposal.
3. List the amount of residue actually disposed and the frequency of disposal (i.e. 3 yds^3/day). Information on the method of disposal is required. If the residue is hauled away by a commercial hauler, list the hauler's name and address.
4. USEPA has issued hazardous waste regulations under the Resource Conservation and Recovery Act (40 CFR 260-265). Sludges or residues resulting from wastewater pretreatment will be considered hazardous waste if the residue meets any of the characteristically hazardous criteria or if it is listed as a hazardous waste.
5. The information provided should include any equipment or process used to remove or reduce air pollutants (particulates, SO_2, etc.) at your facility as well as method(s) of treatment and disposal.

SECTION H - CHEMICAL USE INFORMATION

1. Many facilities use, produce, or store chemicals in bulk quantities. List the chemicals, which are used, stored, produced, distributed, or otherwise handled and are routinely stored in bulk at your facility. Indicate the amounts normally stored. List any fuels or oils stored at your site. You do not need to include any inventory of chemicals used for laboratory or research work.
2. SPCC Plan
3. Slug Control Plan
4. Describe any spill control methods required by your Discharge Orders presently in effect for your facility or submit a copy of the same. Containment walls or cells with drainage control are examples of spill control measures.

SECTION I - WASTEWATER DISCHARGE CHARACTERISTICS

1. Check the box or boxes, which most appropriately characterize your facility's discharge. A review of your process(es) or service activity should indicate your source(s) and the nature of liquid streams.
2. The list of priority pollutants in the dropdown menu has been prepared by USEPA to comply with the requirements of the 1976 Consent Decree in the case, *NRDC v. Train*, ERC 2120 (D.D.C. 1976). Some of the organic compounds in this list are known by other names. Appendix B lists, in alphabetical order, those compounds which have synonymous names. To obtain the required information for this section,

a review of substances or materials used in or generated by your facility is necessary. Check off whether or not each compound is used and whether or not it is discharged in your wastewater. If it is discharged, indicate if the discharge is intermittent or continuous.

Any substances listed in the table, which are checked as being discharged shall be included as a parameter in the wastewater analysis. If intermittently discharged, sampling should be performed during a discharge period.

3. Sampling and analysis shall be performed in accordance with procedures established by the USEPA and contained in 40 CFR 136, as amended. A copy of the laboratory analysis should be included with this report in addition to the completion of the table in Section J. If your facility is not in compliance with any of the Toledo Discharge Standards listed in Section J, a Compliance Time Schedule will need to be prepared and returned with the BMR.

SECTION J – DISCHARGERS COMPLIANCE REPORT

Complete the table as it pertains to your facility. The average concentration of each parameter in your lab results should be listed under TEST RESULTS in this section. Add a separate page if necessary.

Please Note:
Three parameters, **Xylene, Selenium and Total Chromium**, have been added to the sampling requirements for the BMR. Xylene has been added because the parameter is not included in the Total Toxic Organics (TTO) panel, but the Toledo Municipal Code (TMC) Chapter 930 - Sewer Discharge Control has a Local Limit Standard for Xylene. Selenium and Total Chromium have been added because the Bay View Water Reclamation Plant's NPDES Permit 2PF00000*ND has Industrial Loadings for these parameters. Except when requested or when analytical results warrant it, there is currently no plan to add these parameters to the Discharge Orders for Significant Industrial Users.

SECTION K - SIGNATURES

Self-explanatory.

- HAZARDOUS WASTE NOTIFICATION -

When submitting a Baseline Monitoring Report to the City of Toledo for a new or previously unregulated process or service, please be advised that your facility may be subject to solid or hazardous waste management requirements pursuant to the Federal Resource Conservation and Recovery Act and State of Ohio hazardous waste management regulations.

To ensure that your operations comply with Federal, State and local hazardous waste management regulations, please contact the Ohio Environmental Protection Agency, Division of Materials and Waste Management, Northwest District Office, 347 Dunbridge Rd., P. O. Box 466, Bowling Green, Ohio, 43402-0466 (419) 352-8461 to determine any specific requirements that apply to your operations.

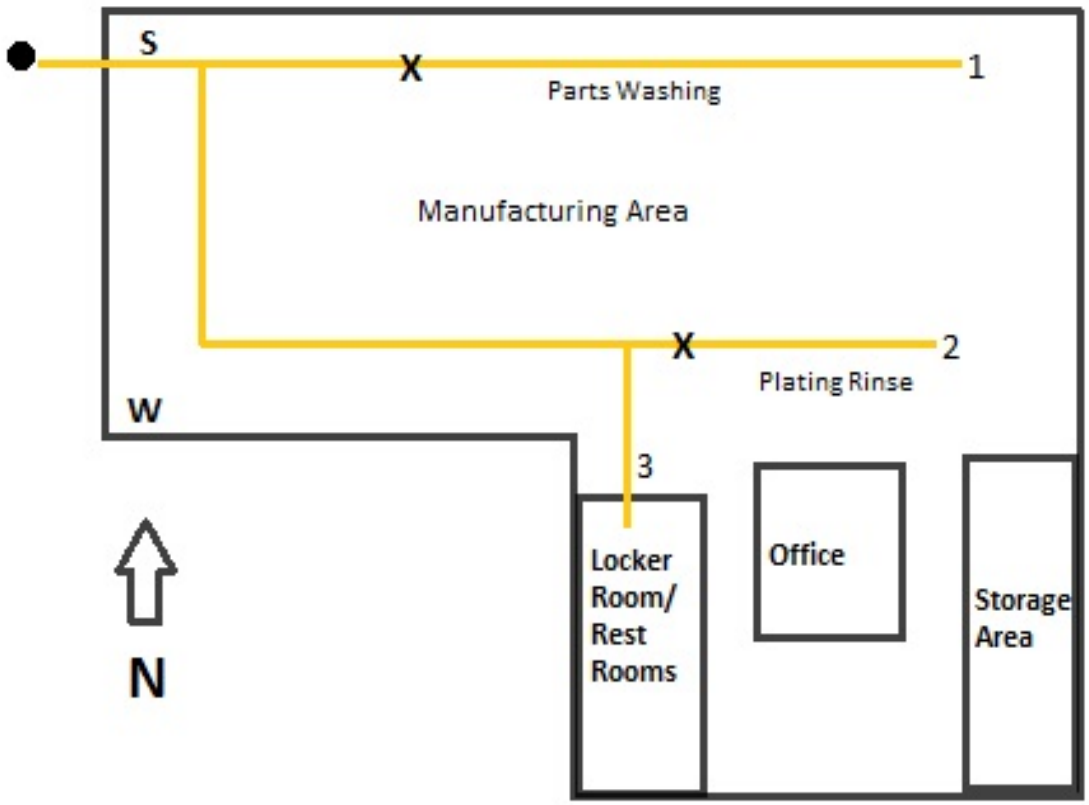
Sincerely,

Karen Granata
Administrator

Carrie Johnson
Pretreatment Coordinator

APPENDIX A

SAMPLE SITE AND FLOOR PLAN



Your Street Name

S- Sewer Meter
W- Water Meter
● - Discharge Point to Sanitary Sewer
X- End of Process Sampling Point
— - Sanitary Sewer

APPENDIX B

PRIORITY POLLUTANT SYNONYMS

APPENDIX B

This table contains synonyms for the chemical compounds listed in Section I: Priority Pollutant Information.

Item	Chemical Compound	Synonym	Item	Chemical Compound	Synonym
1	Asbestos	Actinolite, Amosite, Antophyllite, Chrysotile, Crocidolite, Tremolite	13	Silver	Argentum
2	Cyanide	Hydrogen Cyanide, Potassium Cyanide, Sodium Cyanide	14	Thallium	- - -
3	Antimony	Stibium	15	Zinc	- - -
4	Arsenic	Arsenia	16	Acenapthene	1,2-Dihydroacenoaphthylene; periethylenenaphthalene; 1,8-ethylenenaphthalene
5	Beryllium	Glucinium	17	Acenaphthylene	- - -
6	Cadmium	- - -	18	Acrolein	2-Propenal; Propenal; allyl aldehyde; acraldehyde; acrylaldehyde; acrylic aldehyde; Aqualin
7	Chromium	- - -	19	Acrylonitrile	2-Propenenitrile; Propenenitrile; vinyl cyanide; cyanoethylene; Acritet; Fumigrain; Ventox; acrylonitrile monomer
8	Copper	- - -	20	Aldrin	1,2,3,4,10,10-Hexachloro-1,4,4a,5,8,8a-hexahydro-1,4:5,8-dimethanonaphthalene; HHDN; compd 118; Octalene
9	Lead	Plumbum	21	Anthracene	- - -
10	Mercury	Hydrargyrum; Liquid Silver, Quick Silver	22	Benzene	Benzol; cyclohexatriene; phenyl hydride
11	Nickel	- - -	23	Benzidine	4,4’-Bianiline; 4,4’-Biphenyldiamine; 1,1’-Biphenyl-4,4’-diamine; 4,4’-Diaminobiphenyl; p-Diaminodiphenyl
12	Selenium	- - -			

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This table contains synonyms for the chemical compounds listed in Section I: Priority Pollutant Information.

Item	Chemical Compound	Synonym	Item	Chemical Compound	Synonym
24	Benzo-(a)-anthracene	1,2-benzanthracene 2,3-benzphenanthrene	73	diethylphthalate	ethyl phthalate
25	Benzo-(a)-pyrene	3,4-benzopyrene	74	2,4-dimethylphenol	2,4-zylenol
27	benzo(g,h,i)perylene	1,12-benzoperylene	77	di-n-octyl phthalate	di(2-ethylhexyl)phthalate
28	benzo(k)fluoranthene	11,12-benzofluoranthene	78	4,6-dinitro-2-methylphenol	4,6-dinitro-ortho-cresol
32	g-BHC (gamma)	Lindane	82	1,2-diphenylhydrazine	hydrazobenzene
33	bis(2-chlorethyl)ether	2,2'-dichlorethyl ether	83	endosulfan I	a-endosulfan-alpha
34	bis(2-chloroethoxy)methane	2,2'-dichloroethoxy methane	84	endosulfan II	b-endosulfan-beta
35	bis(2-chloroisopropyl)ether	2,2'dichloroisopropyl ether	90	fluorene	(alpha)-diphenylene methane
36	bis(chloromethyl)ether	(sym)dichloromethyl ether	93	hexachlorobenzene	perchlorobenzene
37	bis(2-ethylhexyl) phthalate	2,2'-diethylhexyl phthalate	95	hexachlorocyclopentadiene	perchlorocyclopentadiene
38	bromodichloromethane	dichlorobromomethane	96	hexachloroethane	perchloroethane
39	bromoform	tribromomethane	97	indeno-(1,3,3-cd) pyrene	2,3-ortho-phenylene pyrene
40	bromomethane	methyl bromide	98	isophorone	3,5,5-trimethyl-2-cyclohexen-1-one
43	carbon tetrachloride	tetrachloromethane	99	methylene chloride	dichloromethane
45	4-chloro-3-methylphenol	para-chloro-meta-cresol	102	2-nitrophenol	para-nitrophenol
47	chloroethane	ethylchloride	103	4-nitrophenol	ortho-nitrophenol
49	chloroform	trichloromethane	104	N-nitrosodimethylamine	dimethyl-nitrosoamine
50	chloromethane	methyl chloride	105	N-nitrosodi-n-propylamine	n-nitroso-di-n-propylamine
52	2-chlorophenol	para-chlorophenol	106	N-nitrosodiphenylamine	diphenyl-nitrosoamine
54	chrysene	1,2-benzphenanthrene	107	PCB-1018	arochlor-1018
55	4,4'-DDD	dichlorodiphenyldichlorethane p,p'-tde tetrachlorodiphenylethane	108	PCB-1221	arochlor-1221

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Item	Chemical Compound	Synonym	Item	Chemical Compound	Synonym
56	4,4'-DDE	dichlorodiphenyldichloroethylene p,p'-ddx	109	PCB-1232	arochlor-1232
57	4,4'-DDT	dichlorodiphenyltrichloroethane	110	PCB-1242	arochlor-1242
58	dibenzo(a,h)anthracene	1,2,5,6-dibenzanthracene	111	PCB-1248	arochlor-1248
59	dibromochloromethane	Chlorodibromomethane	112	PCB-1254	arochlor-1254
60	1,2-dichlorobenzene	ortho-dichlorobenzene	113	PCB-1260	arochlor-1260
61	1,3-dichlorobenzene	meta-dichlorobenzene	118	2,3,7,8-tetrachlorodibenzo-p-dioxin	tcdd
62	1,4-dichlorobenzene	para-dichlorobenzene	119	1,1,2,2-tetrachloroethane	acetylene tetrachloride
64	dichlorodifluoromethane	Difluorodichloromethane Fluorocarbon-12	120	tetrachloroethene	perchloroethylene tetrachloroethylene
65	1,1'dichloroethane	Ethylidene chloride	121	toluene	methylbenzene toluol
66	1,2-dichloroethane	Ethylene chloride Ethylene dichloride	124	1,1,1-trichloroethane	methyl chloroform
67	1,1-dichloroethene	1,1-dichloroethylene	125	1,1,2-trichloroethane	vinyl trichloride
68	trans-1,2-dichloroethene	Acetylene dichloride	126	trichloroethane	trichloroethylene
70	1,2-dichloropropane	Propylene dichloride	127	trichlorofluoromethane	fluorocarbon-11 fluorotrichloromethane
71	(cis & trans)1,3- dichloropropene	(cis & trans)1,3-dichloropropylene	129	vinyl chloride	chloroethene chloroethylene