

**POTW PRETREATMENT MODIFIED ANNUAL REPORT FORMAT**  
Instructions for Compliance Forms

The purpose of the Pretreatment Annual Report is to summarize the activities and impacts of the POTW's pretreatment program and to update the original program submission. This report shall be submitted each year by April 28 unless otherwise indicated in the POTW's NPDES permit.

Individual NPDES permits may contain special requirements that will need to be reported in the POTW's Annual Report. These additional requirements should, therefore, be reported as specified in the POTW's NPDES permit.

Certification Statement

The report should include a completed certification statement that identifies the POTW and the time period covered by the report, the name(s) and permit number(s) of the wastewater treatment plant(s), and the name, address and telephone number of the contact person. The certification statement must be signed by an official of the POTW and mailed to the Illinois EPA. The report should cover a one-year period. Specific fiscal year periods are allowed provided the reports remain consistent from year to year.

Program Summary Information

The Modified Pretreatment Summary Form shall be completed. A narrative summary of achievements resulting from the program, major problems in operating the program, or substantive changes that have occurred to the program since the previous annual report was submitted shall also be included in the summary form.

INSTRUCTIONS FOR MODIFIED FORM A:

1. For each SIU, provide the following:
  - a. Please designate the Status of the SIU. If "New" or "Delete" is applicable designate in the comment area the date which the SIU was added or deleted from the pretreatment program. If "Name Change" is applicable, specify in the comment area the previous name of the SIU.
  - b. Name and local permit number (if applicable).
  - c. Address.
  - d. List the NPDES permit number of the wastewater treatment plant to which the SIU is tributary.
  - e. For each SIU, list the applicable National Categorical Pretreatment Standard(s).

2.
  - a. Number of Samples:
    - Count each valid, unique sample event separately.
    - If the POTW and SIU each collect a separate composite sample on the same day, this is two samples.
    - If seven distinct grab samples are collected in one day to determine compliance with cyanide limits, this is seven samples.
    - If a single composite sample is split and analyzed at separate labs, this is one sample because composite splits are not unique.
  - b. Number of Violations:
    - Count each parameter violated in a single sample as a separate violation.
    - If a single sample causes both a daily violation and an average violation, count this as two violations. Even if there is only one sample in a month and that sample violates both the daily and monthly average limits, this is two violations.
    - Count violations of a single parameter, found by multiple labs, in a split sample as one violation.
    - Count each monthly average or other average violations as one violation.
    - When both a local limit and a categorical limit are violated for the same parameter in a single sample, count this as one violation.

Note for the last two items, you can choose to count these instances as multiple violations for enforcement purposes. However, for this report follow the counting rules listed above.

3. NARRATIVE SUMMARY:  
At a minimum discuss:
  - a. if the SIU has made any formal judicial appeals to the POTW,
  - b. if the SIU had any spills or slug discharges that adversely affected the POTW,
  - c. if the SIU is operating under a compliance schedule (if yes, attach a copy of the schedule),
  - d. if the SIU has caused pass through, interference, or restricted sludge disposal,
  - e. if the SIU has installed pretreatment equipment (if this is the first Form A for the SIU, describe the existing pretreatment equipment),
  - f. if at least one inspection was NOT performed by the POTW,
  - g. if the required semi-annual compliance samples were NOT collected by the SIU or the POTW,
  - h. if two Semi-Annual Reports were required by 40CFR 403.12 and were not submitted within 30 days of the due date,
  - i. if the SIU was in SNC because of discharge violations, identify the parameter(s) that caused the facility to be in SNC and associated enforcement actions taken and,
  - j. any other exceptional circumstances.

