

ordinance. The Environmental Technician also screens all laboratory reports from City conducted compliance monitoring activities. The Environmental Technician will report any violations identified to the Environmental Manager for action.

### **Screening Procedure**

The Environmental Technician receives all self-monitoring reports from industrial users either directly from the industry or from the Environmental Manager. Within five days of receiving the self-monitoring report, the Environmental Technician will screen the report to identify any compliance issues which may require enforcement action. If the industry uses a contract laboratory a full laboratory report including quality control and chain of custody is required to be submitted with the self-monitoring report. In this case the Environmental Technician must also screen the laboratory report for compliance with the issued permit. A screening form, currently titled IU Checklist, is provided to aid in this process. This form must be completed and attached to the report when the report is filed. The Environmental Technician will determine:

- If the report was received on time
- If any permit limit was exceeded
- If the industrial user reported any exceedance and resampled if required
- If all required parameters were reported
- If sample types (composite or grab) were correct
- If the chain of custody is properly completed
- If approved analytical methods are used
- If appropriate preservation is used
- If hold times are acceptable
- If correct containers are used
- If pH was analyzed within 15 minutes of sampling
- If any seasonal or annual reports are due from the industry
- If the required certification statement was included

Any issues identified with the industrial self-monitoring report are to be noted on the IU Checklist form.

### **Identification of any permit exceedance:**

The Environmental Division currently has an Excel spreadsheet used to monitor the results of all sampling performed by both the industrial user and the Control Authority. (Currently titled Compliance Summary all SIU). This spreadsheet has a page dedicated to each permitted Significant Industrial User which lists the permit limits specific to that SIU. Laboratory results from each sampling event will be entered into the spreadsheet and compared to the permit limit to identify any permit exceedance.

The Environmental Technician is responsible for entering laboratory results into the Compliance Summary spreadsheet and identifying any exceedance. Having received the self-monitoring report from the industry or any laboratory report from Control Authority sampling, the technician enters the appropriate data into the spreadsheet. Any exceedance that is identified from a self-monitoring report