

**City of York
Municipal Industrial Pretreatment Program (MIPP)**

Self-Monitoring Report Frequently Asked Questions

**If you have a question, don't hesitate to call 717-854-0358 or e-mail
jquinn@yorkcity.org, or vstebbi@yorkcity.org.**

1. How do I know which Self-Monitoring Report (SMR) template I should download?

Most industries will use the STANDARD_SMR_FORM. If you are a metal finisher you should use METALS_FINISHERS_SMR_FORM. If you are a paperboard producer you should use PAPERBOARD_SMR_FORM. If you're an industry with monthly monitoring, or other special requirements, please use the SMR included in your permit.

2. Should I download the SMR template every quarter?

Yes, please download the SMR template every quarter, in case there have been changes made to the form.

3. What are the reporting quarters for the year?

The first reporting quarter of the year is January, February, and March.

The second reporting quarter for the year is April, May, and June.

The third reporting quarter for the year is July, August, and September.

The fourth reporting quarter for the year is October, November, and December.

4. If I have already mailed analytical results to MIPP do I need to resend them with the quarterly report?

When attaching monitoring results, please attach the entire report, including the chain of custody. Send copies - **do not send the originals**. (Originals must be kept on file at your facility). If, during the quarter, you have already sent your analytical results to MIPP, do you not have to re-send them with the report. However, be aware that it is very important to submit all reports. Failure to do so is a permit violation.

5. How do I know if my independent laboratory is compliant with the sampling and analysis techniques of 40 CFR Part 136?

Call your lab and ask.

6. What's the difference between a grab and a composite sample?

A grab sample is a sample that was collected in less than 15 minutes. A composite sample is a mixture of grab samples that were collected over the course of more than 15 minutes.

7. My wastewater is sampled from multiple points. Should I list them all?

Yes. If your samples have come from multiple sampling points, please have each analytical labeled to identify which point the sample came from. Please be as specific as possible. For instance, instead of saying "Sampling port" say "Sampling port on wall behind equalization pit."

8. Do I have to list my principal raw materials or products using any particular units?

It does not matter what type of units you use – it could be pounds of widgets, number of widgets, or pallets of widgets. However you're tracking your production already is ok to report.

9. Why do you ask if there have been changes in production?

We ask this so we can better interpret and understand the data.

10. How do I know if the pretreatment standards and limits contained in the industrial wastewater contribution permit are being met?

If a permit requirement is not met, you will receive a Notice of Violation (NOV). If you have received no NOVs for the quarter, your standards and limits are being met.

11. Why do you ask if there have been changes in quality or quantity of wastewater?

We ask this so we can better interpret and understand the data.