



Pretreatment Tools and Checklists Steve Caspers | May 16, 2023



Purpose



- Provide States, Cities, industries with tools to make our jobs easier
- No internet in old days, made our own forms
- Doubt we even know what other states have done in our own region, let alone in the nation.



Background

- Graduated from Kansas State
 University in Environmental Engineering
- Worked for large Environmental consulting firm
- Started with State of Kansas in 1982,
 Bureau of Water, Industrial Programs
 Section 0.5 FTE





Facts about Kansas

- We will have largest Battery Manufacturer in nation making electric car batteries
- Semi-conductor Plants popping up everywhere
- Middle of US have 14 applicable ELG
- We are not a delegated State but act like one





Things I have Learned

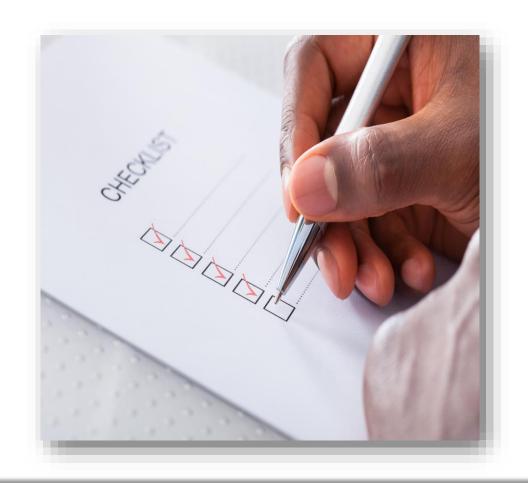
- Regulation interpretations vary
- Everyone is very busy
- Training and Education Pay off
- Explain SNC 95% compliance



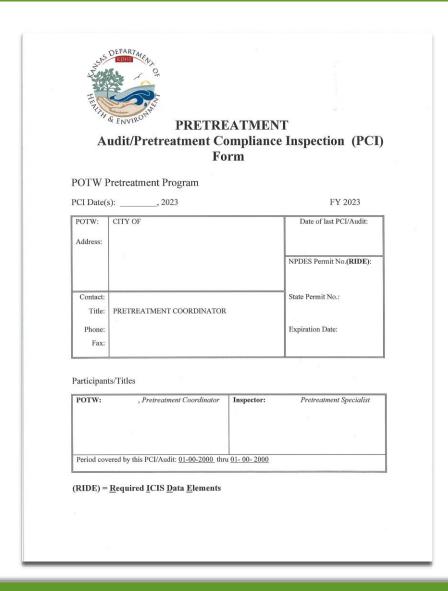


Some Checklists

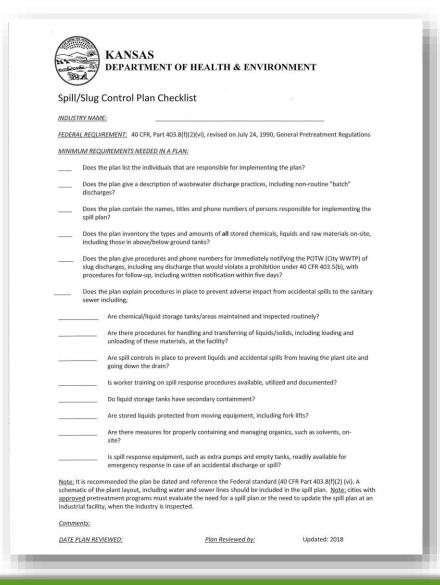
- Audit and PCI 22 pages
- Spill Control Plan
- New Coordinator List
- Industrial File Review
- Closure Plan











KANSAS

DEPARTMENT OF HEALTH & ENVIRONMENT

Bureau of Water

Checklist of items needing to be completed by City Pretreatment Program Coordinators

Below is a list of *minimum* actions a City must take, to avoid being in Significant Non-Compliance (SNC), with Pretreatment regulations, once a City has an approved Pretreatment Program.

- An Annual Report must be submitted to Region VII EPA. This reports summarizes the
 compliance status of all SIU's, during the time period of January 1 December 31, of
 each year. EPA provides the form to complete. The report is due by March 31, following
 the twelve month report period.
- A Semi-annual report must be submitted to KDHE. This report summarizes the
 compliance status of all SIU's, during the time period of January 1- June 30, of each
 year. KDHE provides the form to complete. This report is normally due by by August
 31, following the six month report period.
- All Significant Industrial Users (SIU's) must have an active Pretreatment Permit, issued by the City. No permit shall be allowed to expire, for longer than 180 days.
- All SIU's must be sampled by the City, at least once per calendar year.
- At least 80% of all SIU's must be inspected by the City, once per calendar year. Inspections must be documented and industry files should be reviewed to make sure they are complete and well organized.
- Within 30 days of knowing of a violation, the City must send any SIU found to be in noncompliance with permit requirements, a Notice of Violation (NOV) letter, or other appropriate action, outlined in the City's Enforcement Response Plan (ERP).
- Any SIU found to be in SNC, must be placed on an enforceable compliance schedule, as outlined in the City's ERP, if not in compliance within 90 days. This compliance schedule can be placed in either an Administrative Order or permit, issued by the City.
- The City must publish the names of any SIU's found to be in SNC, once during a calendar year. Normally, the names are published in January, following the previous calendar year.
- 9. The City must keep files on-site for all SIU's a minimum of 3 years.
- 10. The City must submit any substantial program changes to KDHE and EPA for review and approval. Examples of substantial program changes include modifications to the Sewer Use Ordinance, ERP, local limits, significant changes to the monitoring program or permits, confidentially procedures and organizational changes.

ExamplPrgCheckList.wpd

S.Casper 5/2000



Industry Name:	Date:
Pretreatment Pro	gram File Content Checklist
	ontained in industrial files, in case a facility is audited or equired to keep information in on-site files, a minimum of 3 years.
Recommended Historical Documents (which may	be older than three years);
	rt (BMR) or permit application containing the same information ort. Note: The 90-day report looks similar to the BMR, except 90-day report.
	y questionnaire, which includes a schematic of the water and to the Metal Finishing standard, the Metal Finishing, if the forms were completed.
Current Documents that are required:	
Paper copies of faxes, letters and e-mails general correspondence.	relating to the pretreatment permit, regulatory interpretations or
A completed <i>permit application</i> and activation	ve pretreatment permit.
certified laboratory shall be in the files for	he past three years. Copies of the laboratory results from a KDHE or all compliance samples collected by the industry. (Note: A TTO luded in the 180 day report, if applicable the industry is subject to
	by a KDHE certified laboratory or a <i>certificate</i> from KDHE's or 785-291-3162) showing the facility is certified for pH, as a
A written Sampling Plan (procedure), if o	one was required by the City or KDHE.
	gement Plan (SMP) and one set of sampling results for the Total Facility is subject to the Metal Finishing Standard.
Copies of any <i>inspection reports</i> comple during the past three years.	ted by the City, KDHE or EPA documenting any inspections
MSDS sheets for chemicals used in the rate a categorical determination, if applicable	egulated process that is being permitted, that was needed to make
If applicable, A schematic of any <i>treatm</i> showing the designated sampling locatio	ent systems on-site, used to comply with permit limitations n(s). (Outfall)
A copy of the SNC policy criteria used to (Note: A copy of your facility's complian	o evaluate monitoring data and classifies the compliance status. nee history can also be requested.)
A copy of the latest <i>Spill Control Plan</i> th KDHE decided a plan was needed.	nat complies with 40 CFR, Part 403.8(f)(2)(vi), if the City or
Inspector: Industr	y Contact:



	Pretreatment Program Example Closure Plan Checklist
Industi	ry Name:
City:	Processing the second s
Closure	e Plan should address the following questions/information, at a minimum:
Check	below, if in plan:
	When (provide date) will or has all regulated process operations (subject to federal pretreatment standards) be/been discontinued ? (if not applicable, answer "NA")
	Will the facility be "sold" to a new owner or will the building be "abandoned" ?
	If the facility is sold to a new owner, what will the building be used for and who will be the new owner?
	Will existing pretreatment system be de-activated and if so, when (provide date) ?
	Will existing sanitary sewer lines be de-activated and if so, how and when (also provide date) ?
	Indicate the amount and type of "unused chemicals/solvents" on-site that will be shipped off-site for reuse or treatment/disposal? (Please list each chemical on the attached sheet)
_	Indicate the amount and type of "liquid wastes" that will be shipped off-site and indicate how the waste will they be disposed of /treated? (Please indicate disposal method for each waste needing disposal on that attached sheet.)
	Has KDHE's Bureau of Waste Management been contacted to determine the proper disposal of all "Solid/Hazardous wastes" ?
—	Has the Closure Plan been reviewed and certified that it is complete by an "authorized representative" of the facility?
	Has the Control Authority (City) that issued the permit to this facility been notified, so permits can be revoked?
	e: All discharges, including dumping process tanks, must meet permit limits at all times. "Slug" discharges tallowed without city approval.
Comm	ents:



Questionnaires/Templates

- Categorical Determinations
- Example Sampling Plans
- BMR/90-day reports
- Example Fact Sheets





This c pharm when B. Gene 1. 2. 3. 4. 5. 6. 7. 8.	publify puestionnaire pertains to those facilities which engage in the manufacture of naceutical products. Please refer to definitions of terms, included in this questionnaire, answering the following questions. Primary Contact:
pharm when B. <u>Gene</u> 1. 2. 3. 4. 5. 6. 7. 8. C. <u>Prode</u> 1.	aceutical products. Please refer to definitions of terms, included in this questionnaire, answering the following questions. ral Information Facility Name: Primary Contact: Phone Number/Cell Number: Mailing Address: Facility Location (if different): City: State: Zip E-Mail Address: Number of Employees: Incts Manufactured Describe the raw materials used by your facility when manufacturing products for sale, in
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C. <u>Produ</u> 1.	octs <u>Manufactured</u> Describe the raw materials used by your facility when manufacturing products for sale, in
1.	Describe the raw materials used by your facility when manufacturing products for sale, in
2.	
	Describe principal product(s) manufactured by your company. List the appropriate Standard Industrial Classification (SIC) code for each product manufactured (if known).
3.	Do you believe you are subject to any of the EPA industrial categories with pretreatment standards, such as the Pharmaceutical Manufacturing Standard, Part 439?
	If no, please state reason.
	If yes, specify the subpart applicable to your facility.
	Not certain
4.	When (provide date) when you began or will begin manufacturing pharmaceutical products?

Example Sampling Procedure

Industry Name, Date

Procedure for collecting grab sample for oil and grease and semi-volatiles, for permit compliance

- 1. Open the cooler from the KDHE certified laboratory (Example Pace Analytical) carefully.
- 2. Inside of the cooler from the laboratory there are 2 bottles in a plastic bag.

Note: the ice is required for transporting the cyanide sample to meet preservation requirements.

- Clean and dry the plastic measuring cup or other approved sample collection container. Note
 that glass is always preferred as a collection vessel and metal containers are NEVER allowed.
- Remove 1 bottle used to analyze <u>heavy metals</u> and remove lid without touching inside of lid or bottle (do not set lid or bottle down). Make sure bottle has a small amount of preservative in the bottom, added by the laboratory.
- 5. Using the plastic measuring cup dip, collect samples from final holding tank that will be discharged to the city sewer, fill bottle and replace lid and tighten. Pour samples in sample bottle provided by the laboratory and make sure sample is poured in bottle, so preservative in bottles are not lost. Also make sure holding tank that is being discharged is well mixed. Note: Make sure samples are "representative" of the actual discharge to sewer and that samples are collected at the location, using the sampling method, described in your pretreatment permit.
- Repeat procedure in #5 with the second bottle used to analyze <u>cyanide</u> and place both bottles in the plastic bag and zip closed.
- Place bottles in the center of the cooler, fill zip lock bags with ice and pack them around the samples, replace lid to cooler.
- 8. Add the date and time of sample collection to the chain of custody form provided by the laboratory and sign the relinquished by line at the bottom of the form. Keep the copy for your records. See the original chain of custody in the plastic zip lock provided and place inside cooler.
- 9. Seal the cooler with tape and ship to certified laboratory within 24 hours.
- 10. Clean and dry plastic measuring cup and seal the bag it goes in and return.

Page 1 of 3



	For Rubber Processing Industries
	, KANSAS BASELINE MONITORING REPORT (BMR) (40-CFR 403.12(b))
NOT	E: Answer any blanks with an "N.A." if the question is "not applicable".
1.	COMPANY NAME:
3.	MAILING ADDRESS:
4.	FACILITY ADDRESS:
5.	NAME OF PERSON TO CONTACT:
6.	ENVIRONMENTAL PERMITS (EPA, KDHE, OR CITY)
	Type of Permit Control Authority Expiration Date Permit Number
	e.g. <u>Hazardous Waste</u> <u>State of Kansas</u>
7.	LIST ANY EPA CATEGORICAL STANDARD(S) APPLICABLE TO YOUR INDUSTRY*
	Category Name Part No. SIC Code(s)
	Rubber Processing 428
	*Refer to "SUMMARY OF DATES FOR INDUSTRIAL CATEGORIES WITH PRETREATMENT STDS", attached to this form, to determine which of the 23 standards apply to your facility.
8.	BRIEFLY DESCRIBE ANY PRODUCTS MANUFACTURED BY YOUR FACILITY INCLUDING A DESCRIPTION OF YOUR OPERATIONS, RATE OF PRODUCTION, ETC.*
	*Production rates should be an average and should be quantities (lbs. units, feet, etc.) per time (day, year, etc.).



PRETREATMENT PERMIT FACT SHEET

Permit Writer: Date Permit Drafted: Facility Name: Facility Address: Permit No.: County: City: State/Zip:

Proposed Changes to Permit

The proposed action consists of modifying the above referenced Pretreatment permit. The primary change to the permit is

Certification Statement

The requirements of this permit are pursuant to the U.S. Environmental Protection Agency (EPA=s) General Pretreatment Regulations, 40 CFR, Part 403 and the City's technically based local limits.

Receiving POTW:

This facility discharges to the City of Topeka Oakland Wastewater Treatment Plant, via the city wastewater collection system.

Facility Description

This facility manufactures snack foods of various kinds.

Monitoring Reports

The facility has completed a permit application, as required.

Proposed Limitations and Justification

Outfall 001:

The major source of wastewater from this facility is from cleanup of equipment used to manufacture food products. Various detergents and cleaners are used to santize the equipment after production occurs. The permit will require that grab samples collected at the designated location, which would be located at a point following any on-site treatment processes.

Wastewater discharges from this facility must comply with 40 CFR, Part 403. Since the authority that operates the city sanitary sewer system does have an approved Pretreatment program, the City of Topeka is the Control Authority. In addition, since categorical standards do not apply to this facility, local limits are being applied to the total discharge for all pollutants of concern.

Pollutants of Concern

BOD and TSS

The permittee will be required to monitor for Biological Oxygen Demand (BOD) and Total Suspended Solids (TSS), since this facility is expected to discharge wastes with concentrations of BOD and TSS that are higher than domestic levels. However, since the city WWTP has the capacity to handle the additional loading for these compatible pollutants, a limit will not be required and the permittee will only be surcharged. This facility will need to monitor for these two pollutants on a quarterly basis.

Page 1 of 2

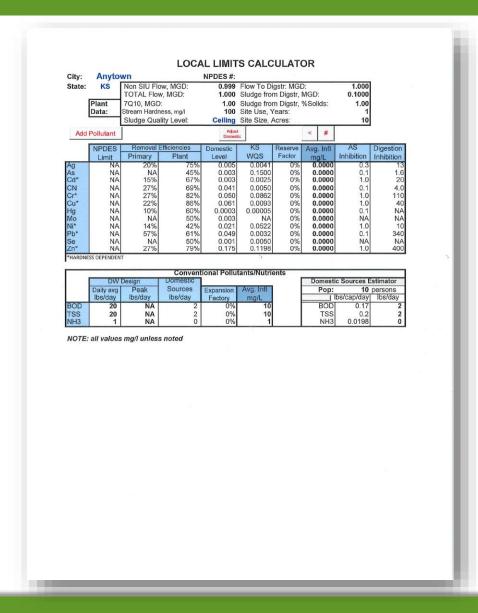


Spreadsheets

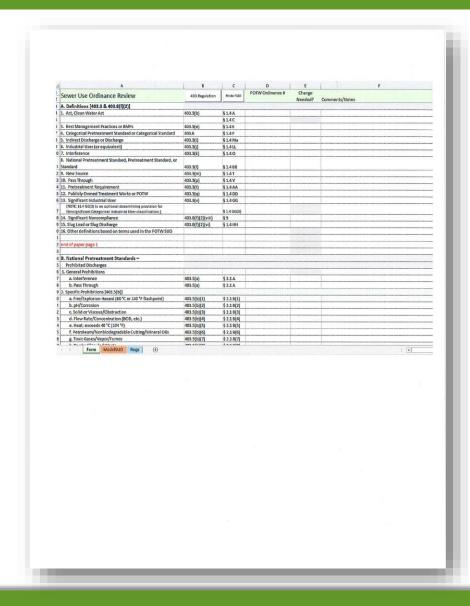
- Local Limits Calculator
- Sewer Use Ordinance Review
- SIU Information
- SIU Compliance Summary
- Semi-annual Report



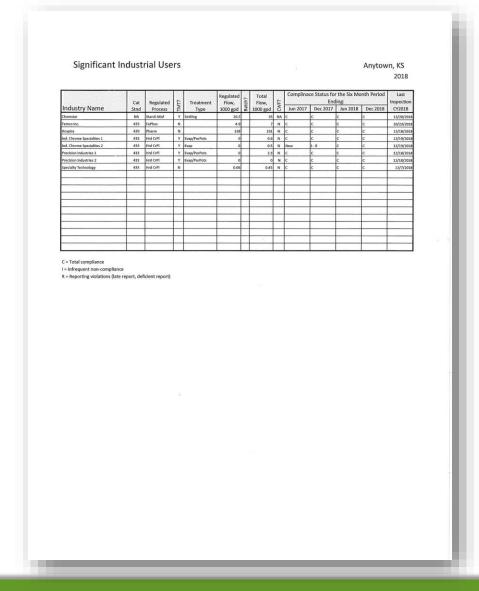




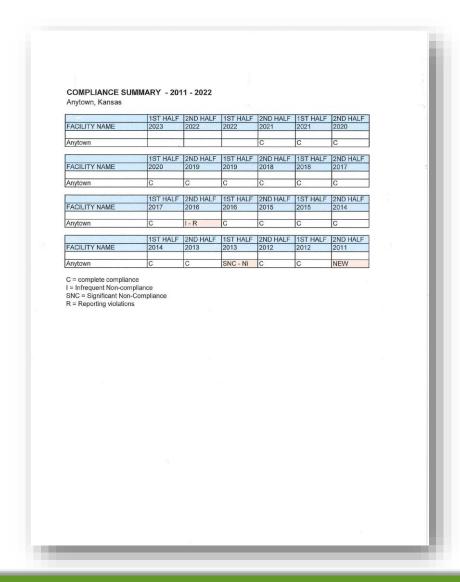








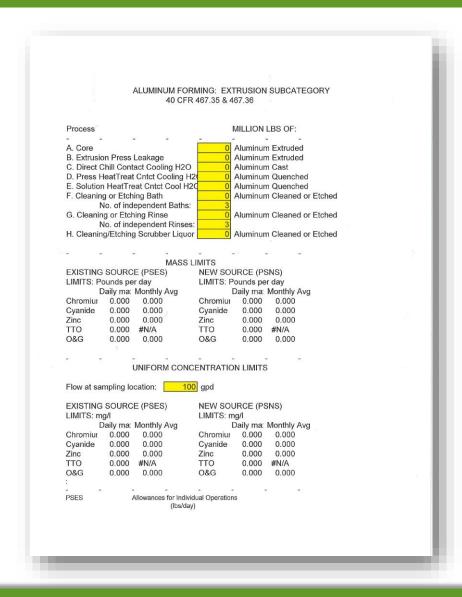






PRETREATMENT MONITORING REPORT FORM KDHE - Division of Environment . Buseau of Water - Industrial Programs Section 1006 S.W. Juckson, Suite 420 1096 Agnara 6612-1367 (785) 286-5851							DO NOT USE THIS BLOCK SPACE DUE DATE: DATE RECEIVED: IS INDUSTRY IN SIGNIFICANT NON COMPLIANCE? YES NO IS COMPLIANCE SCHEDULE BEING MET? YES NO NA AGENCY USE ONLY							
PLANT NAME														
MAILING ADDRESS, CITY, ZIP PERMIT NO.						MONTH/YEAR: January								
								OUTFALL NO:				2		
					ata to KDH	Ξ.		7						
SAMPLE	FLOW	pH	pН											
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- Have Developed several policies
- Significant Program Modifications
- Local limits Sampling policy
- Handling radionuclides
- Many others



Top 10 List



Thank you



Need more Information? Steve.Caspers@ks.gov