



**QUALITY BASELINE MONITORING REPORT**  
**NORTH DAKOTA DEPARTMENT OF ENVIRONMENTAL QUALITY**  
**Division of Water Quality**

SFN 53599 (08/2021)

Any industrial user that proposes to discharge industrial wastewater into Publically Owned Treatment Works (POTW) is required to prepare and submit a Baseline Monitoring Report (BMR) to the North Dakota Department of Environmental Quality (department). The specific requirements for the report are listed in 40 CFR 403.12.

The BMR and any required attachments must be returned to the department at least 90 days prior to commencement of the discharge. Within 90 days after discharge commences, submit the 90-day compliance report to department with analytical data demonstrating compliance with the applicable pretreatment standards.

**IMPORTANT:**

Failure to submit reports by the respective due dates will result in enforcement action. Failure to submit reports within 30 days of the due dates will result in the following:

1. The industrial user will be in Significant Noncompliance.
2. The company name will be published in the local newspaper as a Significant Violator (as required by 40 CFR 403.08(f)(2)(vii) and 403.08(f)(2)(vii)(F)).

Should you require assistance, please call the department at (701) 328-5210. Thank you for your prompt response to this matter

**Please Submit this Report to:**

**North Dakota Department of Environmental Quality**  
**Division of Water Quality – Industrial Pretreatment**  
**4201 Normandy Street, Bismarck, ND 58503-1324**

**1. IDENTIFYING INFORMATION. (403.12(b)(1))**

Facility Name		Telephone Number	
Physical Address	City	State	Zip Code
Owner Name		Telephone Number	
Mailing Address	City	State	Zip Code
Operator Name		Telephone Number	
Physical Address	City	State	Zip Code

**II. ENVIRONMENTAL PERMITS AND CLASSIFICATION. (403.12(b)(2))**

List all Standard Industrial Classification (SIC) Codes which apply to this facility:			
Pretreatment standard applicable to this facility:			
List all environmental control permits held by or for this facility:			
<u>Type</u>	<u>Permit Number</u>	<u>Issuing Agency</u>	

**III. DESCRIPTION OF OPERATIONS AND PRETREATMENT PROCESS. (403.12(b)(3))**

Describe the facility's pretreatment system used to meet the applicable pretreatment standard. Attach a schematic of the system detailing the applicable system components, holding times, chemical addition sites, outfalls, etc.

**IV. WASTEWATER FLOW INFORMATION:** Indicate flows in gallons per calendar day (403.12(b)(4)):

Regulated Process (40 CFR 405-499)	Date	Daily Flow	Avg. Daily Flow	Max Daily Flow	Flow Type	EPA Category (403.12(b)(5)) <sup>1</sup>
1.						
2.						
3.						

If no other wastewaters are mixed with regulated wastewater prior to the sample point, check here and proceed to Section V.

Other Processes	Avg. Daily Flow	Max Daily Flow	Flow Type
1.			
2.			
3.			

Cooling Water or Dilution Sources (see 403.6(e)(1)(i) and 403 Appendix D for a list of dilution sources)	Daily Flow	Max Daily Flow	Flow Type
1.			
2.			
3.			

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<sup>1</sup> Identify the EPA categories (or subcategories) under which such wastewaters are controlled.

**V. Sampling and Analysis Requirements.**(403.12(b)(5))

Complete the enclosed Discharge Monitoring Report (DMR). Remember to complete a separate DMR for each regulated waste stream or discharge point.

**Part VI. Certification.** (403.12(b)(6))

<b>RETURN COMPLETED APPLICATION TO:</b>  North Dakota Dept. of Env. Quality Division of Water Quality 4201 Normandy Street Bismarck, ND 58503-1324  Telephone:(701) 328-5210 Fax:(701) 328-5200	I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.	
	Printed name	Title
	Signature	Date

**Part VII. Compliance Schedule.** (403.12(b)(7))

If additional pretreatment or operational and maintenance measures are required to bring the company into compliance, a compliance schedule must be attached to this report as prescribed in 40 CFR 403.12(c)(1) through 403.12(c)(3).

## INSTRUCTIONS

This BASELINE MONITORING REPORT (BMR) form is based upon state and federal requirements for categorical industries. All industries which are subject to categorical pretreatment standards are required to submit a complete and accurate BMR to the appropriate Control Authority. In addition, other industries may be required to provide a BMR for informational and permitting purposes. If the municipality which receives the wastewater has an approved pretreatment program, the BMR should be submitted to the city's program manager. If the city does not have an approved pretreatment program, the BMR must be submitted to the North Dakota Department of Environmental Quality.

## NEW SOURCES

Special instructions for New Sources and facilities which become Industrial Users after the promulgation date of the applicable federal categorical pretreatment standards:

Complete these sections using the most accurate data available:

Part IV - Flow Measurements  
Part V - Pretreatment System  
Part VI - Pollutant Measurements

These sections are not applicable. Federal law requires compliance with the categorical pretreatment standards immediately upon the beginning of discharge to the sanitary sewer:

Part VI - Certification  
Part VII - Compliance Schedule

### **Part I. Facility Information.**

Provide the name, address and telephone number of the facility and its owner. If someone else operates the facility, provide their name, address and telephone number also.

### **Part II. Environmental Permits and Classification.**

List the Standard Industrial Classification (SIC) codes which apply to the facility. These can often be found on tax-related documents. State the federal categorical pretreatment standard that applies to this facility. If you are unsure whether any apply to the facility, contact your pretreatment coordinator or the Department. List all environmental control permits held by or for this facility.

### **Part III. Description of Operations.**

Describe the nature of the operations carried out at this facility. Use a separate page if necessary. In the description, provide the average rate of production at the facility. The production rate should be given in units comparable to those used in the federal categorical pretreatment standard. If the pretreatment standard is not based on production, give the production rate in the units commonly used in the industry (square feet of finished product, tons per day, etc.).

Attach a schematic process diagram which indicates all points of discharge to the sanitary sewer. Label all regulated processes descriptively. All locations where wastewater was sampled for BMR completion must be clearly labeled. All drains to the sewer on the facility property must be identified and reported. Include all chemicals stored and storage location on the facility property.

### **Part IV. Wastewater Flow Information.**

List the average daily and maximum daily flow, in gallons per day, of each waste stream identified in Part III. This information must be based on actual flows - wherever possible (a flow meter may be necessary). Distinguish between process and non-process waste streams. If a direct flow measurement is not possible due to plumbing configuration or other structural problem, provide an explanation of the circumstances and the best possible estimate of the flow.

### **Part V. Sampling and Analyses Requirements.**

Complete Table 1 (DMR) according to the instructions found on the back of the table and the instructions below. A separate Table 1 must be completed for each regulated process waste stream identified in Part VI. The average and daily maximum concentration (or other appropriate measure) of each pollutant which is limited in the applicable categorical pretreatment standard must be reported. If the categorical pretreatment standard has mass (loading) limits, the average and daily maximum mass of pollutant discharge must also be reported. Along with each Table 1, you must also submit the laboratory reports for the samples. Be sure each report is clearly labeled with the date, time, and location of the sample.

The Industrial User shall submit the results of sampling and analysis identifying the nature and concentration (or mass, where required by the Standard or the Industrial Wastewater Control Program) of regulated pollutants in the Discharge from each regulated process. Both daily maximum and average concentration (or mass, where required) shall be reported. The sample shall be representative of daily operations.

A minimum of four (4) grab samples must be used for pH, cyanide, total phenols, oil and grease, sulfide, and volatile organics. For all other pollutants, 24-hour composite samples must be obtained through flow-proportional composite sampling techniques where feasible. The Industrial Wastewater Control Program may waive flow-proportional composite sampling for any Industrial User that demonstrates that flow – proportional sampling is infeasible. In such cases, samples may be obtained through time-proportional composite sampling techniques or through a minimum of four (4) grab samples where the User demonstrates that this will provide a representative sample of the effluent being discharged.

The User shall take a minimum of one representative sample to compile that data necessary to comply with the requirements of this paragraph.

Samples should be taken immediately downstream from pretreatment facilities if such exist or immediately downstream from the regulated process if no pretreatment exists. If other wastewaters are mixed with the regulated wastewater prior to pretreatment the User should measure the flows and concentrations necessary to allow use of the combined waste stream formula of 403.6(e) in order to evaluate compliance with the Pretreatment Standards. Where an alternate concentration or mass limit has been calculated in accordance with 403.6(e) this adjusted limit along with supporting data shall be submitted to the Industrial Wastewater Control Program.

Sampling and analysis shall be performed in accordance with the techniques prescribed in 40 CFR Part 136 and amendments thereto. The Industrial User shall indicate the time, date and place, of sampling, and methods of analysis, and shall certify that such sampling and analysis is representative of normal work cycles and expected pollutant Discharges to the sewer.

The Control Authority may allow the submission of a Baseline Monitoring Report based on historical data so long as the data provides enough information to determine whether industrial pretreatment measures are needed. The use of historical data must be approved by the Control Authority.

### **Part VI. Certification**

This statement documents whether the facility is consistently meeting the applicable categorical pretreatment standards. Federal regulations require this statement to be certified by a qualified professional and reviewed by an authorized representative of the industry. Although these two people may be the same individual, both signature lines in this part must be completed.

"Authorized representative" - means a principal executive officer of the corporation, or his duly authorized representative; a general partner of a partnership; or the proprietor.

### **Part VII. Compliance Schedule**

The required compliance schedule must be the shortest schedule by which such additional pretreatment or O & M will be provided. The completion date in this schedule shall not be later than the compliance date established for the applicable pretreatment standard.

The schedule shall contain milestones dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment or to the O & M required for meeting the applicable pretreatment standards. These may include, but are not limited to, hiring an engineer, completing preliminary plans, completing final plans, executing contract for major components, starting construction, completing construction, etc. The length of time between milestone dates shall not exceed 9 months.

**Certification of Accuracy**

This certification must be signed by an authorized representative.

**TERMS TO KNOW**

Pretreatment - 1) treatment of wastewater prior to discharge to the sanitary sewer; and 2) the local, state or federal laws and regulatory programs which deal with industrial wastewater discharges to sanitary sewers.

Control Authority - the regulatory body which has authority over discharges to the sanitary sewer. It may be a municipality of the NDDEQ.

Industrial User - an industrial facility which discharges wastewater to a sanitary sewer.

Authorized representative - For BMR purposes, a principal executive officer of the corporation, or duly authorized representative; a general partner of a partnership; or the proprietor.

Pretreatment standards - regulations which apply to industrial users, which contain pollutant discharge limitations.

Categorical pretreatment standards - pretreatment standards which are based upon industry type.

New Source - any building, structure, facility or installation which is or may be an industrial user, where construction started after the publication of proposed pretreatment standard which will apply to it. See the state Pretreatment rules for more information.