

**PICKENS COUNTY PUBLIC SERVICE COMMISSION
Industrial Pretreatment Inspection**

PRE-INSPECTION CHECKLIST FOR: _____

		Yes	No	N/A
1	Reviewed General Wastewater Discharge Permit and Application?			
2	Have you noted raw materials list in Questionnaire?			
3	Reviewed copy of approved Slug Control Plan			
4	Reviewed SMR Sampling Results for the past 12 months?			
5	RCRA info signed/received from I.U. as req'd by 40 CFR 403?			
6	Are all pollutants as required by permit being analyzed?			
7	Reviewed NOV/Enforcement history?			
8	Reviewed Plans and Specifications of the pretreatment system?			
9	Reviewed Plans and Specifications of monitoring facility?			
10	Flow rating of pretrt system consistent with permit limits?			
11	Take copy of Sewer Use Regulation			
12	Take copy of applicable Categorical Point Source Standard			
13	Take copy of General Pretreatment Regulations (40 CFR 403)			
14	Do you have keys, camera, safety equipment?			
15	Industry has a current billing status?			

Comments:

Inspection Date: _____

PRETREATMENT INSPECTION FORM

(pretforms

63)

INDUSTRY NAME _____ PERMIT _____

ADDRESS _____
(mail or location) _____ PHONE# _____

POTW REPRESENTATIVE: _____ TITLE _____

IU REPRESENTATIVE(S) : _____ TITLE _____

FEDERAL CATEGORICAL
OR PRIMARY MFG. PRODUCT: _____

DATE PREVIOUS INSPECTION _____

INSPECTION: SATISFACTORY / UNSATISFACTORY
(Questions written in upper case are Level-I criteria Q's. Failure of any Level-I Q constitutes Unsatisfactory Inspection. Q's written in italics are Level-II criteria Q. Failure of three or more Level-II criteria Q's constitutes Unsatisfactory Inspection.)

SECTION I - User Snapshot

		Yes	No	N/A
1	IS THE IU IN SIGNIFICANT NONCOMPLIANCE			
2	IS THE IU CURRENTLY UNDER ANY COMPLIANCE SCHEDULES			
3	IS THE IU ADHERING TO ALL CONDITIONS OF COMPLIANCE			
4	Process changes since the last inspection, describe below			
5	<i>Was the POTW notified of any process changes</i>			
6	Does the IU have a pretreatment facility, describe below			
7	All pretreatment facilities approved by DHEC/POTW			
8	Any pending upgrades to the treatment facility			
9	IU OPERATOR OF PROPER GRADE (SEE DHEC CONSTR. PERMIT)			
10	Deficiencies from previous inspection been corrected by IU			

Comments:

SECTION II – Files Review

		Yes	No	N/A
1	<i>Files: SUO, 40CFR403, Quest, Permit, SMR, NOV, HazNtf, Engr Appr, Corresp.</i>			
2	<i>Are all pretreatment files readily accessible and available</i>			
3	<i>Are records maintained for at least 3 years</i>			
4	IU use contract lab? Lab name:			
5	HAS THE CHAIN-OF-CUSTODY BEEN MAINTAINED			
6	Does IU report all SMR data correctly			
7	PARAMETERS SAMPLED AT FREQUENCY SPECIFIED IN PERMIT			
8	Are any process wastes hauled for disposal (list below)			
9	Are hauled waste manifests available			
10	Who has Signatory Authority (403.121)?	See Comments		
11	<i>Do all SMRs have authorized signatures for past 12 months?</i>			

Comments:

Question #10: See attachment for definition and application.

SECTION III – Facility Tour

		Yes	No	N/A
1	<i>Is the general housekeeping satisfactory</i>			
2	<i>Are all treatment components operational</i>			
3	<i>Any specific or unusual hazards noted on site</i>			
4	<i>Production/storage areas in satisfactory condition</i>			
5	Are all contained wastes properly labeled			
6	Are there raw materials not listed on Questionnaire			
7	Does log book exist for pretreatment operations			
8	Do pretreatment processes meet industry standards			
9	IU have engineering review for pretreatment equipment			
10	Engineering review needed to substantiate that pretreat system achieves desired removal objectives			

Comments:

SECTION IV – Sampling Location/Flow Measurement

		Yes	No	N/A
1	SAMPLING PERFORMED AT LOCATION IN PERMIT			
2	<i>Sampling location accessible & in good condition</i>			
3	<i>Is flow equipment operational</i>			
4	<i>Flow meter calibrated at least annually</i>			
5	<i>Flow meter accuracy checked regularly</i>			
6	<i>Flow records properly maintained</i>			
7	Daily monitoring records current. _____ ttlzr			
8	Gallons-per-pulse posted on meter? _____ gals/pulse			
9	Meter Type:			
10	Last Calibration Date:			

Comments:

SECTION V – Slug Control & Management

		Yes	No	N/A
1	If floor drains present, give discharge point below			
2	Process wastewater released in batches. Describe			
3	Batch discharges subject to flow equalization			
4	CONTAINMENT DEVICES IN MFG/CHEMICAL STORAGE AREAS. DESCRIBE			
5	<i>Containment structures in good operating condition</i>			
6	IU HAVE ON-SITE SPILL CONTAINMENT EQUIPMENT. DESCRIBE			
7	IU practice a spill containment program. Describe below			
8	Any bypass lines around the IU treatment facility			
9	Hazardous raw materials on site (Potential?)			
10	Hazardous waste on site (Potential?)			
11	Are Hazardous wastes in properly labeled containment			
12	IU aware of Hazardous Waste Notification to POTW, DHEC, EPA			
13	Does IU have a Slug Discharge Control Plan			
14	If yes, Plan: describes all discharge practices			
	describes all stored chemicals at facility			
	immediate notification to POTW of Slug			
	provide procedures to control spill impacts			
15	Have IU changes occurred to require need for SLUG Plan mod			
16	Does IU need a Slug Discharge Control Plan or revision			
17	Can another Regulatory Plan be modified to meet SDCP			
18	Does IU have a toxic organic management plan (TOMP in lieu of TTO: Electro, Met Fin, Electr. Comp)			
19	Does IU need a TOMP			
20	Are preventative measures sufficient in order to maintain Compliance with the approved TOMP			
21	Existing procedures and control measures (listed below?) make a SDCP unnecessary in judgment of inspector:			

Comments:

SIGNATORY AUTHORITY ON REPORTING REQUIREMENTS

Federal Industrial Pretreatment Regulations (40 CFR 403.12(1)) require monitoring reports (characterizing the nature, concentration, and flow of pollutants) to have a certification statement signed by a "responsible corporate officer." Specifically, the rule requires,

1) **A corporate officer** (if the Industrial User submitting the reports is a corporation). A responsible corporate officer means:

- a) A president, secretary, treasurer, or vice-president of the corporation in charge of a principle business function, or any other person who performs similar policy- or decision-making functions for the corporation, or
- b) The manager of one or more manufacturing, production, or operation facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second -quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures,

A representative of the corporate officer may be designated to sign the documents if:

- a) Authorization is made in writing by the corporate officer to the Pickens County Pretreatment office.
- b) Authorization specifies either an individual or a position having responsibility for the overall operation of the facility from which the Industrial Discharge originates (e.g., plant manager or equivalent responsibility or individual with overall responsibility for environmental matters for company).

Any new representative must have written authorization from the corporate officer submitted to the Pickens County Pretreatment Office before or with any reports requiring a representative's signature. OR

2) **A general partner or proprietor** (if the Industrial User submitting the reports is a partnership or sole proprietorship).

A representative of the general partner or proprietor may be designated to sign the documents if:

- a) Authorization is made in writing by the general partner or proprietor to the Pickens County Pretreatment office.
- b) Authorization specifies either an individual or a position having responsibility for the overall operation of the facility from which the Industrial Discharge originates (e.g., plant manager or equivalent responsibility or individual with overall responsibility for environmental matters for company).

Any new representative must have written authorization from the general partner or proprietor submitted to the Pickens County Pretreatment Office before or with any reports requiring a representative's signature.

SIGNATORY AUTHORITY

Business Name: _____

Circle One: Corporation, Partnership, Sole Proprietorship

Names of Corporate Officers, (Partners, or Sole Proprietor):

Name	Title/Position

I, _____ (officer), as an official of
_____ (company name), name
_____ (individual) as a company

representative authorized to sign documents for the Pickens County Industrial Pretreatment Program. The individual named above meets the criteria of having responsibility for the overall operation of the company facility from which the Industrial Discharge originates.

Company Officer

Date

Future updating of individuals with Signatory Authority can be completed either with the submission of this form, or during the Industrial Inspection process.