In accordance with Title 40 of the Code of Federal Regulations 403.8(f)(2)(iv), it is the procedure of the Muskegon County Wastewater Management System (MCWMS) to require the results of any self-monitoring to be submitted in an Industrial User Self-Monitoring Report. That report is to be submitted to MCWMS on or before the 15th of the month following the sampling. A complete submission of that report shall meet the criteria outlined in the following checklist. That report is to be mailed to Pretreatment Coordinator, MCWMS, 698 N. Maple Island Road, Muskegon, Michigan, 49442-9414.

| Criteria | Done |
| --- | --- |
| 1. The Permit sample point designation. If there is no Permit sample point designation, then give the exact place of sample collection for each sample. |  |
| 2. Give the dates of each grab sample and the starting and ending dates of each 24-hour composite sample. |  |
| 3. The date of discharge if different from the sample date. |  |
| 4. The method of sampling used in the collection of each samples (i.e., time-proportional composite, flow-proportional composite, grab, etc.). |  |
| 5. If a sample taken was split into two or more samples for independent analyses (i.e., split sample), so indicate that circumstance. |  |
| 6. The preservation techniques used for each sample. |  |
| 7. The date/time of sampling. If a sample is a composite sample, include both a starting time and an ending time. |  |
| 8. If a sample is a composite sample, the interval between sample portions and the amount collected at each interval. |  |
| 9. If the sample is from a refrigerated 24-hour autosampler, provide the temperature in the unit at the time of sampling else indicate if un-melted ice was present in the autosampler at the time of sampling. |  |
| 10. The names of the person or persons taking the sample including the employer of the sampling personnel if that person or persons is not an employee of the Industrial User. |  |
| 11. For industrial users that are subject to mass limits, actual flow volumes are needed for the day and month of sampling. |  |
| 12. The dates each analysis was performed. |  |
| 13. The name of the person who performed the analysis including the employer of that person if he is not an employee of the Industrial User. |  |
| 14. The analytical technique/method used for each test. |  |
| 15. The parameter tested using the correct applicable federal and county terminology. |  |
| 16. The results of such analysis including the method detection limit and units of measure for both. |  |
| 17. If the analytical was performed by another laboratory, provide the date your facility received the results from that laboratory. |  |
| 18. For samples that are not split samples and if the results of the analysis are in noncompliance with a discharge limit, provide the date you notified MCWMS of this noncompliance. |  |
| 19. For samples that are not split samples and if the results of the analysis are in noncompliance with a discharge limit, provide the date you have or intend to resample the noncompliant pollutant. |  |
| 20. The name of the person preparing the self-monitoring report and the date that report was prepared. |  |

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