



INDUSTRIAL USER (IU) PRETREATMENT COMPLIANCE INSPECTION REPORT

Facility Information		
Permit:	Name of Facility:	
Permit Effective Date:	Permit Expiration Date:	
Location of Facility:		
Federal category (if applicable) primary manufacturing product:		
Inspector(s):	Sampler(s):	
Start Date of Inspection:	Entry Time:	
End Date of Inspection:	Exit Time:	
Sampling Date(s):		
Previous Inspection Date:	Previous Inspection Rating:	
Facility Representative Information		
Name	Title	Telephone Number

N/A=Not Applicable, N/E= Not Evaluated

Section I		
1	Is the IU in significant noncompliance?	
2	Is the IU currently under any compliance schedules, consent orders, or administrative orders?	
3	Is the IU meeting the compliance schedule, administrative order, or consent order? (if applicable)	
4	Have there been any process changes that would impact the IU's discharge since the last inspection? (if yes, briefly describe below)	
5	Was the City notified of any process changes?	
6	Are there any planned changes to the IU's process that would impact the discharge?	
7	Does the IU have a pretreatment facility?	
8	Are there any pending or planned upgrades to the pretreatment facility? (if yes, briefly describe below)	
9	Does the IU have an operator of proper grade?	
10	Is the operator performing and documenting inspections as required by the permit?	

Comments (reference the applicable line item above)
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Section II – File / Data Review		
1	Are all pretreatment files readily accessible?	
2	Do files contain all records pertinent to program?	
3	Are facility inspection and monitoring records and results maintained for the required period of three (3) years?	
4	Is the current IU permit available for review?	
5	If the current IU permit is within 180 days of expiration, has a permit renewal application been submitted to the City?	
6	Are SCDES construction permits and approvals to operate for the treatment system maintained? (if applicable)	
7	Does the IU sample for all parameters at the frequency required in the permit?	
8	If the IU monitors more frequently than required are all results reported on the DMRs?	
9	If sampling performed by the IU indicated a violation was repeat sampling performed as specified in the permit?	
10	Are DMRs submitted to the City according to the schedule specified in the permit?	
11	Does the IU have an onsite SCDES certified laboratory that performs any analysis required by the permit? If yes, parameters analyzed:	
12	Does the IU use an outside laboratory to perform any sampling/analysis? (if yes, indicate laboratory(s) below)	
13	Are sample chain-of-custody records maintained?	
14	Have any non-compliance events (i.e., permit limit exceedances, slug discharge, discharge of toxic pollutant, upset, bypass, spills, treatment system malfunction, etc.) been reported to the City?	
15	Has the IU notified the City of any correspondence with SCDES as required by the permit?	

Outside Laboratory		
Laboratory Name:	Parameters:	SCDES Certified Lab:
Laboratory Name:	Parameters:	SCDES Certified Lab:
Laboratory Name:	Parameters:	SCDES Certified Lab:

Comments (reference the applicable line item above)
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Section III – Facility Tour		
1	Is the general housekeeping satisfactory?	
2	Are all portions of the pretreatment facility in operation or capable of being in operation?	
3	Are there any specific or unusual conditions and/or hazards noted on site?	
4	Are production and storage areas in satisfactory condition?	
5	Are there any floor drains in any manufacturing, storage, or treatment areas? If so, where do they discharge?	
6	Are there any storm drains in manufacturing, storage, or treatment areas? If so, where do they discharge?	
7	What is the IU discharge type?	
8	If the IU discharges in batches, how many batches per week?	
9	Are all batch discharges subject to flow equalization prior to discharge to the City?	
10	Did the IU notify the City prior to any discharges? (if applicable)	
11	Are there appropriate containment structures / devices in manufacturing and chemical storage areas to prevent slug loads? If so, briefly describe:	
12	Are all containment structures / devices properly maintained?	
13	Does the IU have an inventory list of all chemicals that are stored or used at the facility?	
14	Does the IU have on-site spill containment equipment? If yes, briefly describe:	
15	Does the IU practice a spill containment program? If yes, frequency of drills:	
16	Are there any bypass lines around the IU treatment facility?	
17	Are any hazardous wastes stored on site?	
18	Are hazardous waste containers properly labeled? (if applicable)	
19	Is the IU aware of its responsibility to notify the POTW, SCDES, and EPA of any hazardous waste discharge?	
20	Does the IU have a slug discharge control plan?	
21	If the IU has a slug discharge control plan what is the date it was approved by the City?	
22	Does the IU have a toxic organic management plan (TOMP)?	
23	Are preventative measures sufficient to maintain compliance with the approved TOMP?	
24	Does the facility process or pretreatment system generate sludge?	
25	If sludge is generated is it disposed of properly? (not discharged to the City)	
26	Does the IU have any groundwater wells that discharge to the City?	
27	Are the groundwater wells secured?	
28	Do the groundwater wells have any surface damage? (this may indicate a potential for surface water infiltration)	

Comments (reference the applicable line item above)
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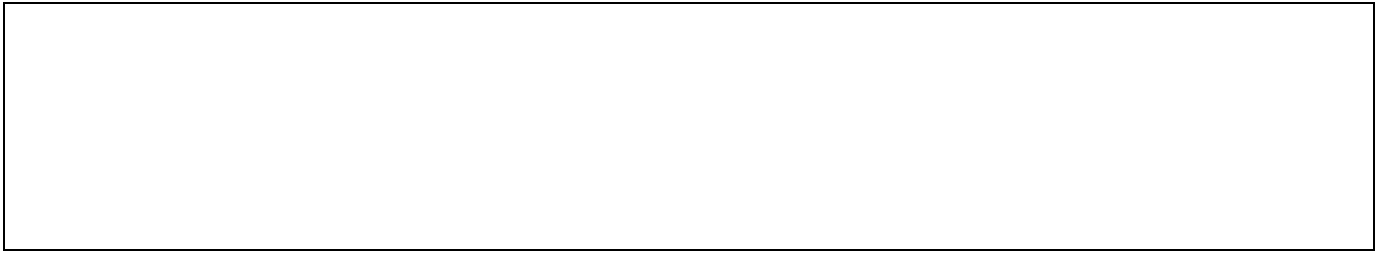
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Sampling / Flow Monitoring				
Flow meter calibration frequency:			Date of last calibration:	
Routine calibration check frequency:			Type of flow meter:	
Actual Flow:	MGD	Recorded Flow:	MGD	Error: %
1	Is the flow measuring equipment located in a confined space?			
2	Is the flow measuring equipment operational?			
3	Are sharp changes in flow rates noted?			
4	Is the primary flow structure (weir/flume) maintained to allow free flow conditions?			
5	Are flow records properly maintained?			
6	Is sampling performed at the location(s) specified in the permit?			
7	Is the sampling location(s) accessible and in good condition?			
8	Are samples collected proportional to flow, or has approval been granted by the City for an alternate collection method?			

Comments (reference the applicable line item above)				

Closing Conference				
1	Has the IU representative been notified of deficiencies discovered during the inspection?			
2	Do any of the deficiencies require immediate corrective action?			
3	Is the IU required to provide any follow-up information?			
4	If a slug discharge control plan is not in place, should one be implemented by the IU?			
5	Have noted deficiencies from the previous inspection been corrected by the IU?			

Comments (reference the applicable line item above)				
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Sampling Results:

Based on the findings discovered during the facility inspection and the results of the sampling event(s), this inspection results in an overall rating of:

Inspection performed by:

Pretreatment Inspector

Date