



Directions for Completing Self-Monitoring Report Forms

GENERAL RULES

A separate self-monitoring form must be used for each locator or sample site.

Submitted reports must be legible.

You only need to deliver your report to us once, using either fax, U.S. mail, or scanned and sent via e-mail. For example, if sending via fax, there is no need to also send via U.S. mail.

A laboratory certified by Washington State Department of Ecology (DOE) must perform analysis for all parameters. Check the following Web page for a list of certified laboratories and the analytes for which they are certified at www.ecy.wa.gov/programs/eap/labs/labs_main.html.

Refer to your Permit or Discharge Authorization (Self-Monitoring Requirements Section) to determine your self-monitoring requirements. Contact your investigator if you have questions regarding the requirements.

Report is due no later than January 15 if you are an annual reporter, January 15 and July 15 if you are a semi-annual (semester) reporter, April 15, July 15, October 15, and January 15 if you are a quarterly reporter, and the 15th of the following month of sampling if you are a monthly reporter.

All forms must be in the format provided by the King County Industrial Waste Program (KCIW) and must be kept to one page unless otherwise approved by a KCIW investigator. Self-Monitoring forms are available in Microsoft Word and Adobe PDF files and can be downloaded at www.kingcounty.gov/industrialwaste. If you would like to customize a self-monitoring form for your company, please contact your Industrial Waste compliance investigator.

Certification language must remain on the page, and the forms must be signed and dated by a Principle Executive or an Authorized Agent.

Do not submit laboratory reports with the self-monitoring form unless otherwise requested by KCIW. Keep all original laboratory reports on file and available for inspection for at least three years.

SPECIFIC INSTRUCTIONS

Company Name: Fill in company, agency, or project name.

Sample Site Number: Sample site number is a unique number assigned to each discharge point and must be filled in as provided in the permit.

Permit or Discharge Authorization Number (Permit/DA No.): Indicate permit or DA numbers on each form submitted.

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Month and Year: For monthly reporters, fill in appropriate sample month and year in the space provided on top of the form. All other reporters please specify the appropriate reporting period and year.

Sample Date: This must be the date sample was collected, **NOT** the date of laboratory analysis unless the sample was collected on the same day as the date analyzed. Fill in sample results on the lines corresponding to the dates provided to the left of **Sample Type** column. **Note:** Dates are provided on the monthly form. All other reporting periods must have sample dates filled in next to the corresponding months provided on the forms.

Sample Type: Specify if sample collected was a composite, grab or batch (Write “C” for composite, “G” for grab, or “BC” for batch).

Parameters: Refer to your laboratory reports and copy the sample results into the correct parameters columns. If values are not in mg/L, please specify the unit of measure used. Fill in the name of the parameter as required by your permit if it has not already been specified on the form, along with the appropriate results.

Fats, Oils, and Grease (Non-Polar FOG): Fill in **average** value for the three grab samples only.

Polar (free-floating) FOG: For food processors that report this parameter, if free-floating FOG is detected, a measurement of the depth (in inches) of the FOG layer should be recorded on the self-monitoring report. If no free-floating FOG is present, mark the report “no visible free-floating FOG present” or “non-detectable.”

Monthly Minimum and Maximum pH and Dates: If you are required to report this, please record the minimum and maximum pH values along with the dates in which they occurred in the spaces provided at the bottom of the page. **Note:** If minimum or maximum value occurred more than one time, please select only one of those dates. Do not record series of dates in which they occurred.

Total Monthly Flow: The flow must be recorded in total gallons. Refer to your logbook to determine each month’s total flow and write the value in the space(s) provided on the form.

Maximum Daily Flow: If you are required to record Maximum Daily Flow for each month, determine what that value is and write it in the appropriate column or space provided on the form (as gallons per day (GPD)). **Note:** Remember to fill in the date it occurred in the space provided and choose only one date if there is more than one date on which the maximum result occurred.