

Self-Monitoring Report Frequently Asked Questions
Municipal Industrial Pretreatment Program (MIPP), York, PA

If you have a question, please do not hesitate to call 717-854-0358 or
email shoh@yorkcity.org or vchavez@yorkcity.org.

- 1. How do I know which Self-Monitoring Report (SMR) template to download?**
Most industries will use the “SMR Standard Form”. If your company is a metal finisher, use the “SMR Metal Finishers” form. If your industry has a monthly self-monitoring report or other special requirement, please use the SMR form included in your permit packet.
- 2. Should I download the SMR template every quarter?**
Yes, please download the SMR template every quarter in case the form was modified.
- 3. What are the reporting quarters for the year?**
The first reporting quarter of the year is January, February, and March.
The second reporting quarter of the year is April, May, and June.
The third reporting quarter of the year is July, August, and September.
The fourth reporting quarter of the year is October, November, and December.
- 4. If I already mailed analytical results to MIPP, do I need to resend them with the quarterly report?**
If, during the quarter, you already submitted your analytical results to MIPP, you do not need to resend them. However, be aware that it is very important to submit all analytical reports. Failure to do so is a permit violation. When attaching analytical reports, please attach the entire report, including the chain of custody.
- 5. How do I know if my independent laboratory is compliant with the sampling and analysis techniques of 40 CFR Part 136?**
Contact your contract laboratory and ask. The laboratory should be able to provide laboratory certification documentation and information regarding specific analytical methods.
- 6. What is the difference between a grab sample and a composite sample?**
A grab sample is a portion of wastewater collected in less than fifteen minutes. A composite sample is a mixture of grab samples collected over the course of more than 15 minutes.
- 7. My wastewater is sampled from multiple points. Should I list them all?**
Yes. If your samples come from multiple sampling points, please label each sample accordingly and have each analytical report labeled to identify from which location the samples were obtained. Please be as specific as possible. For example, instead of using “sampling port” as a descriptor, use “sampling port on the wall behind the equalization pit”.
- 8. Do I have to list my principal raw materials and products using any particular units?**
No, it does not matter what type of units you use: it could be pounds of widgets, number of widgets, or pallets of widgets. However your company tracks production is fine.

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9. Why do you ask if there have been changes in production?

We ask this so we can better interpret and understand the data, and ensure that federal reporting requirements are met.

10. How do I know if the pretreatment standards and limits contained in my permit are being met?

If your company has met all of its reporting requirements and analytical reports do not show violations, your pretreatment standards and limits are being met. Also, If a permit requirement is not met, you will receive a Notice of Violation (NOV).

11. Why do you ask if there have been changes in the quality or quantity of wastewater?

We ask this so we can better interpret and understand the data, and ensure that federal reporting requirements are met.