Message

From: Green, Margaret [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BF88FE211E344A94B322C29A7755D44C-MGREEN10]
Sent: 12/30/2019 8:44:45 PM
To: Linda French (linda.french@mottmac.com) [linda.french@mottmac.com]
Subject: 2019 Annual Report and Monitoring Data
Attachments: New Kensington.xls; Instructions for Completing the Pretreatment Monitoring Data Spreadsheet.docx; 2019 Annual Report.docx

Attached is an electronic copy of the annual report guidance for calendar year 2019. Note that paper copies of the guidance will not be mailed, but if you would like a paper copy of the guidance, or if you cannot read this electronic copy for some reason, please let me know. As in previous years, while the annual report guidance has not changed significantly, any changes from the 2018 report guidance are highlighted in **bold**.

Also attached is the spreadsheet for reporting influent, effluent, and sludge monitoring data that has been tailored for your facility, along with instructions for its use. For 2019 we have not made any basic changes to the spreadsheet, so this spreadsheet should be essentially the same as the one that I sent you for the 2018 reporting year. If you believe that any of the goals or other information on the spreadsheet are not correct, please let me know.

As noted in the instructions, the spreadsheet has a separate worksheet for reporting the influent, effluent, and sludge monitoring data. Each worksheet lists the pollutants to be reported for your system along with the pollutant goals and required monitoring frequency for each monitoring point. Note that there may be pollutants that have a listed monitoring frequency of "0". For these pollutants, no monitoring is required, although if data is available for toxic pollutants that are listed in the spreadsheet it should be reported.

For BOD, TSS, ammonia, phosphorus, and total nitrogen, influent data should be reported as monthly averages, including all data that is collected. These pollutants need not be included in the effluent or sludge data even where they are included in the spreadsheet.

To use the spreadsheet, the data for each monitoring point should be entered in the appropriate worksheet and the spreadsheet either e-mailed back to your contact or saved to a CD and submitted with the paper copy of the annual report. As discussed in the spreadsheet instructions, when entering data reported by your lab as non-detectable, please enter the data as"<" the detection level (e.g., <0.001) and not as "ND" or some other non-numeric indicator. The "<" sign should be typed into the spreadsheet and not entered as formatting in the cell since the cell formatting will not carry over to our database.

Please note that at this time a paper copy of the monitoring data must also be printed and submitted to EPA with the paper copy of the annual report, and the priority pollutant scans will need to be included with the paper copy of the report as well. Use of this spreadsheet is voluntary, but would be greatly appreciated.

Best,

Margaret Green
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