



# MWRA Submittal Form

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Permit Number: \_\_\_\_\_

## Type of Submittal

## Due Date

## Sampling Location#

Month Day Year

01 01 22

0101

### REPORTS

- (a) Self Monitoring Report \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_
- (b) Pretreatment Report \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_
- (c) Servicing Invoice/Report Type: \_\_\_\_\_      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_
- (d) Plans/Schematics \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_
- (e) Filter Backwash/RO Reject Report \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_
- (f) Spill/Slug Control Plan \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_
- (g) Photo Processing/Printing Report \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_

### SCHEDULES

- (h) SRU Maintenance \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_
- (i) Trap/Separator Maintenance \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_
- (j) Non-Contact Cooling Water Removal \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_

### LOGS

- (k) Flow Logs \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_
- (l) pH Logs \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_
- (m) Pretreatment System Log \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_

### CERTIFICATIONS

- (n) Category 4 Certification \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_
- (o) TOMP Certification \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_
- (p) Lab Certification \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_
- a. Notice of Location not Discharging During Sampling Period \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_
- b. Other \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_  
(please specify)

Comments: \_\_\_\_\_  
\_\_\_\_\_

PLEASE FOLLOW INSTRUCTIONS ON THE REVERSE

# Instructions for Completing MWRA Submittal Form

This form has been developed to help route information submitted directly by a permitted industrial user to the appropriate MWRA department. Laboratories submitting data on behalf of an industry need not use this form. Its intent is to ensure that the information affecting more than one department, but submitted in one package, reaches all of the people who need to see it. You can help by including this form with each submittal to the MWRA.

**Each submittal to the MWRA must be identified on this form.**

## Using the Form

Check the appropriate box in the appropriate category, or select *Other*, and identify exactly what it is you are including.

## Multiple Submittals

You may check off as many boxes as you have submittals. If what you are submitting has no box to check off, use the box marked *Other*, and clearly identify what you are submitting. Each item you are submitting must be identified so that it can be routed to the appropriate person.

## Due Date

It is important that the due date be included so that you can be credited for making your submittal on time. Refer to your permit to determine when your reports are due.

## Sampling Location

Many submittals will be reporting on a specific Sampling Location. Please include this information in the second column marked *Sampling Location #*. Refer to your permit to obtain the correct Sample Location number.

**Important!** If you are submitting *Notice of Location not Discharging*, you **MUST**:

- Indicate the Sampling Location #
- Include a letter clarifying when and why the location was/is not discharging - Checking off the box on the Submittal Form will **NOT** be considered adequate notice; A letter **MUST** be included
- State whether or not the situation is permanent

**YOU MUST INCLUDE YOUR PERMIT NUMBER ON THE FIRST PAGE OF EACH ITEM THAT YOU ARE SUBMITTING. MWRA MAY RETURN TO A COMPANY WITH MULTIPLE FACILITIES, ANY REPORT SUBMITTED WITHOUT A PERMIT NUMBER.**

**Please make copies of this form and attach a completed form to each submittal.**