



State of Ohio Environmental Protection Agency

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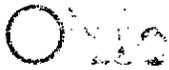
P.O. Box 1049  
Columbus, OH 43216-1049



\*1PA0002920100830\*

HIGHLAND HIGHLAND CO SOUTHWEST WWTP

JACKSON, JOSHUA : 2010/08/30



**Environmental  
Protection Agency**

Ted Strickland, Governor  
Lee Fisher, Lt. Governor  
Chris Korleski, Director

August 30, 2010

Highland County Board of Commissioners  
119 Governor Foraker Place, Suite 211  
Hillsboro, OH 45133

*Correct*

**RE: Highland County Southwest WWTW/Reconnaissance Inspection  
NPDES Permit No. OH0137499/OEPA PERMIT NO. 1PA00029\*AD**

Gentlemen:

On August 25, 2010, Ron Ware and I conducted a NPDES Compliance Evaluation Inspection at the Highland County Southwest wastewater treatment works (WWTW). Ernie Stickler with Environmental Engineering Services (contract wastewater operator) represented the county during the inspection. The purpose of the inspection was to evaluate compliance with the terms and conditions of the NPDES Permit. A copy of the report is provided within.

As indicated in the attached report, all evaluated areas received "Satisfactory" ratings; however, there are some items for correction shown in **bold type**. Please pay special attention to these items as there are compliance schedules associated with them.

Thank you for your time extended during the inspection process. If you have any questions, please feel free to contact me by phone at (937) 285-6029 or by e-mail at [joshua.jackson@epa.state.oh.us](mailto:joshua.jackson@epa.state.oh.us).

Respectfully,

Joshua Jackson  
Environmental Specialist II  
Division of Surface Water

CC: Steve Canter, EES

Enclosures





State of Ohio Environmental Protection Agency  
Southwest District Office

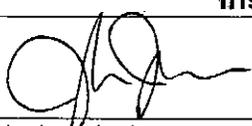
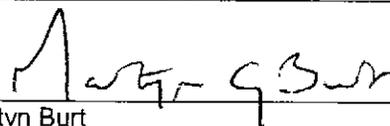
NPDES Compliance Inspection Report

Section A: National Data System Coding					
Permit #	NPDES#	Month/Day/Year	Inspection Type	Inspector	Facility Type
1PA00029*AD	OH0137499	8/25/2010	C	S	1

Section B: Facility Data		
Name and Location of Facility Inspected	Entry Time	Permit Effective Date
Highland County Southwest WWTW Fenwick Road Mowrystown, Highland County		5/1/2006
	Exit Time	Permit Expiration Date
		4/30/2011
Name(s) and Title(s) of On-Site Representatives		Phone Number(s)
Ernie Stickler, Operator (EES)		513-937-1512
Name, Address and Title of Responsible Official		Phone Number
Highland County Commissioners 119 Governor Foraker Place, Suite 211 Hillsboro, OH 45133		937-393-1911

Section C: Areas Evaluated During Inspection					
(S = Satisfactory, M = Marginal, U = Unsatisfactory, N = Not Evaluated)					
S	Permit	S	Flow Measurement	S	Pretreatment
S	Records/Reports	*	Laboratory	S	Compliance Schedule
S	Operations & Maintenance	S	Effluent/Receiving Waters	S	Self-Monitoring Program
S	Facility Site Review	S	Sludge Storage/Disposal	S	Other
S	Collection System				

\*Laboratory evaluated but not rated.

Section D: Summary of Findings (Attach additional sheets if necessary)			
See attached report.			
Inspector		Reviewer	
			
Joshua Jackson		Martyn Burt	
Division of Surface Water		Compliance & Enforcement Supervisor	
Southwest District Office		Division of Surface Water	
Southwest District Office		Southwest District Office	
Date		Date	
8-30-10		8/30/10	

Sections E thru K: Complete on all inspections as appropriate  
Y – Yes, N – No, N/A – Not Applicable, N/E – Not Evaluated

**Section E: Permit Verification**

Inspection observations verify the permit

- (a) Correct name and mailing address of permittee ..... Y
- (b) Flows and loadings conform with NPDES permit..... Y
- (c) Treatment processes are as described in permit application... Y
- (d) All discharges are permitted..... Y
- (e) Number and location of discharge points are as described  
in permit..... Y
- (f) Storm water discharges properly permitted..... N

Comments/Status:

**Section F: Compliance**

- (a) Any significant violations since the last inspection..... N
- (b) Appropriate Non-compliance notification of violations..... Y
- (c) Permittee is taking actions to resolve violations..... N/A
- (d) Permittee has a compliance schedule..... N
- (e) Compliance schedule contained in...N/A
- (f) Permittee is in compliance with schedule..... N/A
- (g) Has biomonitoring shown toxicity in discharge since last inspection Y

Comments/Status:

**Section G: Operation & Maintenance**

**Treatment Works:**

Treatment facility properly operated and maintained

(a) Standby power available.....generator  or dual feed ..... Y

i. What does the back-up power source operate.....

All WWTW components.

ii. How often is the generator tested under load.....

1/week automatic start

(b) Which components have an alarm system available for power or equipment failures.....

When there is a pump failure or power outage, a signal is sent to the main Rocky Fork WWTW SCADA. Personnel are then called out.

(c) All treatment units in service other than backup units..... Y

(d) What method is used for scheduling routine & preventative maintenance (calendar, software, etc.).....

Maintenance supervisor (Dave Matthews) is creating a preventative maintenance schedule for all the EES WWTW.

(e) Any major equipment breakdown since last inspection..... N

(f) Operation and maintenance manual provided and maintained..... Y

(g) Any plant bypasses since last inspection..... N

(h) Any plant upsets since last inspection..... N

**Comments/Status:**

[Empty box for comments/status]

**Section G: Operation & Maintenance con't**

**Record Keeping/Operator of Record:**

- (a) Wastewater Treatment Works classification (OAC 3745-7)..... I
- (b) Operator of Record holds unexpired license of class required by Permit..... Y
- (c) Copy of certificate of Operator of Record displayed on-site..... N
- (d) Has the Operator of Record submitted an ORC Notification form.. N
- (e) Minimum operator staffing requirements fulfilled (OAC 3745-7).... Y
- (f) If a Staffing Reduction plan has been approved, are the stipulations of the plan being met..... Y
- (g) Operator of Record log book provided..... Y
- (h) Format of log book (e.g. computer log, hard bound book)
 

Hard bound
- (i) Log book kept onsite (in an area protected from weather)..... Y
- (j) Log book contains the following:
  - I. Identification of treatment works..... N
  - II. Date/times of arrival/departure for Operator of Record and any other operator required by OAC 3745-7..... Y
  - iii. Daily record of operator and maintenance activities (including preventative maintenance, repairs and request for repairs, process control test results, etc.)..... Y
  - iv. Laboratory results (unless documented on bench sheets)... Y
  - v. Identification of person making entries..... Y
- (k) Has the Operator of Record submitted written notifications to the permittee, Ohio EPA and, if applicable, any local environmental agencies when a collection system overflow, treatment plant bypass or effluent limit violation has occurred..... N/A

**Comments/Status:**

ID of the treatment works should be put on the cover of the log book.

**Section H: Sludge Management**

- (a) Method of Sludge Disposal...  Land Application  
 Haul to Another NPDES Permittee  
 Haul to a Mixed Solid Waste Landfill
- (b) Has amount of sludge generated changed significantly since the last inspection..... Y
- (c) How much sludge storage is provided at the plant.....  
28,500 gallons (digester)
- (d) Records kept in accordance with State and Federal law (5 years according to OAC 3745-40-06)..... N/E
- (e) Any complaints received in last year regarding sludge..... N
- (f) 5/8" screen at headworks for facilities that land apply sludge..... N/A
- (g) Are sludge application sites inspected to verify compliance with NPDES permit..... N/A
- (h) Is a contractor used for sludge disposal..... N/A  
If so, what is the name of the contractor.....

**Comments/Status:**

**Section I: Self-Monitoring Program**

**Flow Measurement:**

- (a) Primary/Secondary flow measuring devices (e.g. weir with ultrasonic level sensor):  
In-line magmeter for land application of final effluent, in-line paddle wheel for controlled discharge of final effluent to E. Fork Whiteoak Creek, portable velocity meter with stream profile dimensions for stream flows.
- (b) Flow meter calibrated annually ..... Y  
(Date of last calibration: 4/1/2010)
- (c) 24-hour recording instruments operated and maintained..... N
- (d) Flow measurement equipment adequate to handle full range of flows..... Y
- (e) All discharged flow is measured..... Y

**Comments/Status:**

No chart recorder provided for this facility.

**Section I: Self-Monitoring Program (con't)**

**Sampling:**

- (a) Sampling location(s) are as specified by permit..... Y
- (b) Parameters and sampling frequency agree with permit..... Y
- (c) Permittee uses required sampling method..... Y  
(see GLC page)
- (d) Monitoring records (i.e., flow, pH, DO) maintained for a minimum of three years including all original strip chart recordings (i.e, continuous monitoring instrumentation, calibration and maintenance records)..... Y

**Comments/Status:**

**Section I: Self-Monitoring Program (con't)**

**Laboratory:**

*General*

- (a) Does the Quality Assurance Manual contain written Standard Operating Procedures (SOP's) for all analysis performed onsite..... N
- (b) Do SOP's include the following if applicable..... N
  - Title
  - Scope and Application
  - Summary
  - Sample Handling and Preservation
  - Interferences
  - Apparatus and Materials
  - Reagents
  - Procedure
  - Calculations
  - Quality Control
  - Maintenance
  - Corrective Action
  - Reference (Parent Method)

*Note: Standard Methods 1020A establishes that "Quality assurance (QA) is the definitive program for laboratory operation that specifies the measure required to produce defensible data of known precision and accuracy. Standard operating procedures are to be used in the laboratory in sufficient detail that a competent analyst unfamiliar with the method can conduct a reliable review and/or obtain acceptable results." SOPs should be developed for each analytical procedure.*

Permit # : 1PA00029\*AD  
NPDES # : OH0137499

- (c) EPA approved analytical testing procedures used (40 CFR 136.3).. Y
- (d) If alternate analytical procedures are used, proper approval  
has been obtained..... N/A
- (e) Analyses being performed more frequently than required by permit. N
- (f) If (e) is yes, are results in permittee's self-monitoring report..... Y
- (g) Satisfactory calibration and maintenance of instruments/equipment. N  
(see score from GLC page)
- (h) Commercial laboratory used..... Y  
Parameters analyzed by commercial lab: all parameters with the exception  
of pH, temperature, dissolved oxygen and chlorine residual.

Lab name: Rocky Fork WWTW and

**Comments/Status:**

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**Section J: Effluent/Receiving Water Observations**

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Outfall # 001

Outfall Description: could not access (vegetation overgrowth)

Receiving Stream: E. Fork Whiteoak Creek

Receiving Stream Description: could not access (vegetation overgrowth)

**Comments/Status:**

**Section K: Multimedia Observations**

- (a) Are there indications of sloppy housekeeping or poor maintenance in work and storage areas or laboratories..... N
- (b) Do you notice staining or discoloration of soils, pavement or floors.. N
- (c) Do you notice distressed (unhealthy, discolored, dead) vegetation.. N
- (d) Do you see unidentified dark smoke or dust clouds coming from sources other than smokestacks..... N
- (e) Do you notice any unusual odors or strong chemical smells..... N
- (f) Do you see any open or unmarked drums, unsecured liquids, or damaged containment facilities..... N

If any of the above are observed, ask the following questions:

- (1) What is the cause of the condition?
- (2) Is the observed condition or source a waste product?
- (3) Where is the suspected contaminant normally disposed?
- (4) Is this disposal permitted?
- (5) How long has the condition existed and when did it begin?

**Comments/Status:**

Inspection Findings  
("Items for Correction" in bold type)

The Highland County Southwest WWTW is designed to treat 95,000 gpd and discharge to the earthen storage pond. Treated effluent from the pond is either stored, discharged to the East Fork Whiteoak Creek or land applied to an adjacent farm field. The WWTW was designed to serve not only the adjacent Village of Mowrystown (which is currently tied in) but also the unincorporated community of Buford (which is not tied in) and other local development.

The Southwest WWTW has been receiving flow from the Village of Mowrystown since 2007. A review of the files show that the Village discharge a total of 16 days during this period of time and that no treated effluent was land applied to the adjacent farm field.

Effluent Limit Violations

(Period of Review: January 2009 – July 2010)

7D = Weekly    30D = Monthly    1D = Daily  
Conc. = Concentration (mg/l)    Qty. = Quantity (Kg/Day)

Reporting Period	Parameter	Limit Type	Limit	Reported Value
April 2010	pH	1D Conc	9.0	10.1
April 2010	pH	1D Conc	9.0	10.6
April 2010	pH	1D Conc	9.0	10.1

\*Mr. Stickler believes the effluent pH violations were caused by excessive algae in the storage pond.

Outfall Accessibility

During the inspection, Ohio EPA staff was unable to access the WWTW outfall to Rocky Fork Creek due to thick, vegetative overgrowth between the cornfield and the stream. **In order to make the discharge accessible to WWTW staff and Ohio EPA, the county needs to adjust the current lawn maintenance program to provide a cut pathway in the field (from the cornfield to the discharge point).**

Operator of Record Notification Form

According to Part II, A.(2)(d) of the NPDES permit for Rocky Fork Lake WWTW, "Within 60 days of the effective date of this permit, the permittee shall notify the Director of Ohio EPA of the operators of record on a form acceptable to Ohio EPA."

**Attached is an Operator of Record (ORC) Notification Form. This form shall be completed and submitted to Ohio EPA as soon as possible but no later than September 8, 2010.**

Quality Assurance & Standard Operating Procedures

The foundation of the NPDES permitting program is the reliability of data "self-reported" by wastewater dischargers under permit. Part III, 3., of the Highland County's NPDES permit requires "All wastewater treatment works shall be operated in a manner consistent with the following: At all times, the permittee shall maintain in good working order and operate as efficiently as possible all treatment or control facilities or systems installed or used by the permittee necessary to achieve compliance with the terms and conditions of this permit. *Proper operation and maintenance also includes adequate laboratory controls and appropriate quality assurance procedures...*" Part III, 5., goes on to say, "Test procedures for the analysis of pollutants shall conform to regulation 40 CFR 136... The permittee shall periodically calibrate and perform maintenance procedures on all monitoring and analytical instrumentation at intervals to insure accuracy of measurements."

The federal regulatory benchmark for all water and wastewater sampling/laboratory procedures is 40 CFR 136. This rule lists acceptable sampling and laboratory procedures published in "Standard Methods for the Examination of Water and Wastewater" (Standard Methods) among other resources such as the American Society for Testing and Materials (ASTM). Standard Methods is a comprehensive reference widely used throughout the industry and is cooperatively published by the American Water Works Association, Water Environment Federation and the American Public Health Association.

Standard Methods 1020A establishes that "Quality assurance (QA) is the definitive program for laboratory operation that specifies the measure required to produce defensible data of known precision and accuracy". *Without a QA program, the City is without defensible data showing compliance with the NPDES permit.* Standard Methods goes on to require the inclusion of Standard Operating Procedures (SOP) for each analytical method within the QA manual. The SOP should include the following applicable categories:

- Title
- Scope and Application
- Summary
- Sample Handling and Preservation
- Interferences
- Apparatus and Materials
- Reagents
- Procedure
- Calculations
- Quality Control (calibration)
- Maintenance
- Corrective Action
- Reference (Parent Method)

Permit # : 1PA00029\*AD  
NPDES # : OH0137499

**It is expected that the Highland County develop complete SOPs for all analytical procedures performed in the laboratory at the Southwest WWTW (including an SOP for sampling protocol) by no later than December 1, 2010.**

During the inspection, Mr. Stickler stated that EES made a practice of storing records from all of the Highland County WWTWs at the Rocky Fork WWTW. They are in the process of relocating all records to their respective WWTWs. It is expected that all laboratory, DMR and sludge records will be at the WWTW and available for review during the next inspection.

# ● General Lab Criteria ●

Criteria	Standard Methods Requirement	Acceptable?	Rating
<b>pH Meter</b>			
• Calibration Frequency / Documentation	• Calibration verification required for testing over long period of time (e.g. 12 hrs.), or after a large number of samples (every 10 samples) <sup>3</sup>	NA	<b>NR</b>
	• Logbook maintained <sup>2</sup>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
• Minimum of 2 point calibration	• Calibration per manufacturer specification and calibration buffers must bracket anticipated result <sup>7</sup>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
• Slope Documentation / Acceptability	• Slope acceptable range indicated on benchsheet <sup>2</sup>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
• Buffer Expiration Date	• Buffers must not be expired	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
• Other	• Instrument manual available	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	• Teflon covered magnetic stirrer or equivalent for mixing <sup>8</sup>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<p>Comments: : Calibration was performed and stored on the pH meter, but it only stored 5 different events. Calibration was not noted on the bench sheets.</p>			
Criteria	Standard Methods Requirement	Acceptable?	Rating
<b>Dissolved Oxygen Meter</b>			
• Calibration Method	Could not be evaluated.		<b>NR</b>
• Calibration Frequency / Documentation			
• Other			
<p>Comments: Portable DO meter used (stored at Rocky Fork WWTW). Bench sheets must be kept at the laboratory for Highland County Southwest.</p>			

# General Lab Criteria

Criteria	Standard Methods Requirement	Rating
<b>Sample Collection/Handling</b>		Acceptable?
• Sample Labeling	• Samples container labeled (description, date, time, preservative added, initialed). <sup>19</sup>	Could not be evaluated
• Chain of Custody	• Chain of custody (description, date, time, signature). <sup>19</sup>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
• Other	• Composite samples refrigerated during sample collection <sup>14</sup>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	• Equipment blanks utilized <sup>14</sup>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	• SOP for cleaning of sampling equipment	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	• Logbook being maintained <sup>2</sup>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Comments: Sample collection is taken by grab sample and stored in a cooler. Mr. Stickler couldn't say that the EES staff had a cooler for every sample taken. Chain of Custody forms must be used even if samples are being taken for lab testing in-house.		
Criteria	Standard Methods Requirement	Rating
<b>Bench sheets</b>		Acceptable?
• General criteria	• Date(s) <sup>2</sup>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	• Analyst initials <sup>2</sup>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	• Blue or black ink pen <sup>2</sup>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	• Calibration information <sup>2</sup>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	• Equations, calculations, units for all measurements, notations, and results present <sup>2</sup>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	• Corrections, single line through, initialed and dated <sup>2</sup>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Comments:		

NR

NR

# ● General Lab Criteria ●

Criteria	Standard Methods Requirement		Rating
<b>Final Effluent Temperature Monitoring</b>	Acceptable?		
• General Criteria	• Thermometer calibrated annually with NIST traceable thermometer <sup>1,2</sup>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	• Thermometer reads in increments of at least 0.1° C <sup>5</sup>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	• Log book being maintained <sup>2</sup>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Comments:			
<b>Number of Criteria Rated:</b>			
			Acceptable
			Marginal
			Unacceptable
			<b>Total Number of Areas Rated</b>
<p><b>Acceptable Ratings</b> – No action required (recommend SOP's written or updated, perform DMRQA's for all onsite analysis, recommend voluntary lab analyst certification, written response not required).</p>			
<p><b>Marginal Ratings</b> – Improvements required, written response required (recommend SOP's be written or updated, recommend they perform DMRQA's for all onsite analysis, recommend voluntary lab analyst certification, require deficiencies to be addressed in written response).</p>			
<p><b>Unsatisfactory Rating</b> - Improvements required, written response required, NOV issued (recommend SOP's be written or updated, recommend they perform DMRQA's for all onsite analysis, recommend voluntary lab analyst certification, require deficiencies to be addressed in written response to NOV).</p>			
Consider recommending PAI Audit from DES when:		>60% of ratings are Marginal >45% of ratings are a combination of Marginal or Unacceptable >30% of ratings are Unacceptable	

### Notation of Referenced Method

- |                            |                              |
|----------------------------|------------------------------|
| 1 Method 9020-B, Item 3    | 14 Method 1060A, Item 1      |
| 2 Method 1020-A, Item 1    | 15 Method 4500-CI I, Item 2  |
| 3 Method 1020-B, Item 10   | 16 Method 4500-CI I, Item 4  |
| 4 Method 2540-B, Item 2    | 17 Method 4500-NH3 D, Item 4 |
| 5 Method 2550-B, Item 1    | 18 Method 4500-NH3 D, Item 2 |
| 6 Method 1020-A, Item 1    | 19 Method 1060-B, Item 2     |
| 7 Method 4500-H B, Item 4  | 20 Method 1060-B, Item 1     |
| 8 Method 4500-H B, Item 2  | 21 Method 9222D, Item 1      |
| 9 Method 1020-B, Item 2    | 22 Method 9223 B, Item 2     |
| 10 Method 4500-O B, Item 3 | 23 Method 9223 B, Item 3     |
| 11 Method 4500-O G, Item 3 | 24 Method 1603, Item 2       |
| 12 Method 5210-B, Item 5   | 25 Method 9030-B, Item 3     |
| 13 CFR 136.3, Table II     | 26 Method 9020 B, Table IV   |

# General Lab Criteria

Equipment Logbook Content - all maintenance performed on a piece of equipment should be documented in the logbook. This should include parts replacement and routine maintenance activities. Entries should include date, maintenance performed and initials of person making entry.

## Preservation and Holding Times

Parameter	Container	Min. Sample Size (mL)	Sample Type	Preservation	Maximum Storage Time	
					Recommended	Regulatory
BOD / CBOD	P, G	1000	G, C	Refrigerate $\leq 6^{\circ}\text{C}$	6h	48h
TSS	P, G	200	G, C	Refrigerate $\leq 6^{\circ}\text{C}$	7 d	7 d
pH	P, G	50	G	Analyze immediately	0.25h	0.25 h
NH3-N	P, G	500	G, C	Analyze as soon as possible or add $\text{H}_2\text{SO}_4$ to pH <2, Refrigerate $\leq 6^{\circ}\text{C}$	7 d	28 d
TRC	P, G	500	G	Analyze immediately	0.25h	0.25 h
DO (electrode)	G, BOD Bottle	300	G	Analyze immediately	0.25h	0.25 h
Temperature	P, G	--	G	Analyze immediately	0.25h	0.25 h
Metals, general	P, G	1000	G, C	For dissolved filter immediately and add $\text{HNO}_3$ to pH <2	6 months	6 months
Purgeables by purge and trap	G (PTFE lined lid)	40 (X2)	G	HCl to pH<2, Refrigerate $\leq 6^{\circ}\text{C}$	7 d	14 d
Base/Neutrals and acids	G (solvent rinsed or baked)	1000	C, G	Refrigerate $\leq 6^{\circ}\text{C}$	7 d	7 days until extraction 40 days after extraction
Pesticides	G (PTFE lined lid)	1000	C	Refrigerate $\leq 6^{\circ}\text{C}$	7 d	7 days until extraction 40 days after extraction
Fecal Coliform / E-Coli	G, P (Sterilized)	100	G	Refrigerate $\leq 10^{\circ}\text{C}$ If chlorine present, add sodium thiosulfate tablet	6 hrs transport Start analysis within 2 hrs of receipt in lab.	
Oil and Grease	G	1000	G	HCl or $\text{H}_2\text{SO}_4$ to pH <2, Refrigerate $\leq 6^{\circ}\text{C}$	28 d	28 d

## Approved Standard Methods

CBOD / BOD 5 Day	Std Methods 5210-B
Ammonia, Selective Electrode Method	Std Methods 4500-NH3 D
Total Residual Chlorine, DPD Colorimetric Method	Std Methods 4500-Cl G
Total Suspended Solids, Dried at 103-105 °C	Std Methods 2540-D
Dissolved Oxygen, Membrane Electrode Method	Std Method 4500-O G
pH, Electrometric Method	Std Methods 4500-H+ B
Fecal Coliform, Membrane Filter Procedure	Std Methods 9222D
Escherichia Coli, Enzyme Substrate Test	Std Method 9223B
Escherichia Coli Membrane Filtration Procedure	EPA Method 1603
Oil and Grease	USEPA 1664A or Std Methods 5520B
Metals, general	USEPA 200, Std Methods 3111B or C, or 3120B
Volatiles (Purgeables by purge and trap)	USEPA 6210, Std Methods 624
Semi-Volatiles (Base/Neutrals and acids)	USEPA 6410, Std Methods 625
Pesticides	USEPA 6410 and 6630, Std Methods 608



### Operator of Record (ORC) Notification Form

Ohio Environmental Protection Agency  
 Division of Drinking and Ground Waters  
 Operator Certification Unit  
 50 West Town St, Suite 700  
 P.O. Box 1049  
 Columbus, OH 43216-1049

Phone: (614) 644-2752  
 1- 866 - 411-OPCT (6728)  
 Fax: (614) 644-2909  
 email: opcert@epa.state.oh.us  
 website: www.epa.state.oh.us/ddagw/opcert.html

#### I. SYSTEM INFORMATION

Name of System: \_\_\_\_\_ Phone Number: \_\_\_\_\_

PWS ID/NPDES Permit #: \_\_\_\_\_ STU # \_\_\_\_\_ Classification: \_\_\_\_\_

Name of Facility Owner or Permittee, Title (Print) \_\_\_\_\_ Facility Owner or Permittee (Signature) \_\_\_\_\_

#### II. SYSTEM TYPE (Check only one of the following. Use additional sheets if necessary.)

Public Water System (PWS)	Distribution System	Treatment Works	Collection System
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### III. OPERATOR OF RECORD INFORMATION

Add Additional(A), New (N) or Remove(R)	Name of Operator of Record	Certification Number & Expiration Date	I verify that I am the onsite certified operator responsible for the technical operation of the above referenced facility. (Signature of certified operator)*

\* A signature by an operator of record who is being removed is not required.  
 (Attach additional sheets if necessary.)

Amount of time an ORC spends onsite at the Facility: \_\_\_\_\_

For Internal Use Only	
Reviewed by:	Date of SDWIS update:
Date of Compliance Status Letter:	