

United States  
Environmental Protection  
Agency

Office of Water Enforcement  
and Permits  
Washington, DC 20460

September 1989



# **Pretreatment Compliance Monitoring and Enforcement Software**

**User's Guide  
Version 2.0**



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**PRETREATMENT COMPLIANCE MONITORING AND ENFORCEMENT TRACKING SYSTEM  
FOR PUBLICLY OWNED TREATMENT WORKS  
USER GUIDE**

**1.0 INTRODUCTION**

The Pretreatment Compliance Monitoring and Enforcement System (PCME System) is designed to assist Publicly Owned Treatment Works (POTWs) and other Control Authorities in tracking an industrial user's (IU's) compliance with applicable pretreatment standards. The menu-driven PCME System provides an automated means for maintaining an inventory of all significant industrial users, recording the analytical sampling information; submittal of required reports (e.g., Baseline Monitoring Reports), inspections, and enforcement actions; and determining significant noncompliance as recommended in EPA's "Pretreatment Compliance Monitoring and Enforcement Guidance" issued by the Office of Water Enforcement and Permits, July 1986. The guidance document recommends a definition of significant noncompliance to be applied in evaluating industrial user performance in complying with effluent limits, reporting requirements, and compliance schedules. The guidance document also provides a report format (titled the Pretreatment Performance Summary report) for Control Authorities to use to report their compliance monitoring and enforcement actions to States and EPA. This PCME automated tracking system uses EPA's definition of significant noncompliance and generates a Pretreatment Performance Summary report. The reader should be familiar with the concepts contained in EPA's "Pretreatment Compliance Monitoring and Enforcement Guidance" document in order to understand how this tracking system identifies industrial users in significant noncompliance.

This PCME System User Guide provides step-by-step procedures to assist anyone in operating the system (entering and updating information and generating reports). The PCME System does not require any special hardware other than an IBM or Compatible Personal Computer (PC), a hard disk, and at least 384K of RAM. The PCME System also assumes that you are running a disk operating system (DOS).

## **2.0 THE PCME SYSTEM COMPONENTS**

The PCME System is a user-friendly, menu-driven system that does not require familiarity with any other computer program. While familiarity with other computer programs is not required, knowledge of database concepts and familiarity with the operation of a personnel computer will help you work with the system. Each screen prompts you to enter the appropriate information by displaying menu selections and specific on-screen instructions. Using these menus, you can enter or update data and generate reports. The PCME System enables the Control Authority to input the information on the facility in a data-specific screen.

The PCME System is divided into four major functions. Figure 1 presents a chart illustrating the flow of information through the system and the interrelationships among the four major functions. They include:

- o Entering and/or updating industrial user inventory information and selecting pollutant parameters to be regulated
- o Entering and/or updating pretreatment standards and effluent sampling information
- o Entering and/or updating submittal of reports, control mechanism, inspections, tracking of enforcement actions, and penalties
- o Generating reports to determine compliance and track enforcement actions and penalties.

The major types of information are tracked on the screens described below:

### **INDUSTRIAL USER DATA ENTRY SCREEN (industrial user identification information)**

- o Name
- o Outfall
- o Identification/User Code Number
- o Address
- o Contact name
- o Phone number
- o Categorical or non-categorical industrial user.

**PARAMETERS SELECTION SCREEN** (parameters specified in the industrial user's permit)

- o Conventional and nonconventional parameters selection screen (one screen)
- o Metal, cyanide, and total toxic organic parameters selection screen (one screen)
- o Toxic organics parameters selection screen (five screens)
- o POTW defined parameters selection screen (one screen)

**EFFLUENT LIMITS DATA ENTRY SCREEN** (effluent limits for parameters contained in the industrial user's permit)

- o Type of Average (i.e., monthly or 4-day)
- o Units for each selected parameter
- o Maximum and average limits

**SAMPLING RESULTS DATA ENTRY SCREEN** (obtained during each sampling episode)

- o Date sample was obtained
- o Type of sample (i.e., self, scheduled, unscheduled, or demand)
- o Analytical results

**INDUSTRIAL USER REPORTING AND ENFORCEMENT ACTIONS** (reports submitted by industrial users and actions taken by the Control Authority to ensure compliance)

- o Baseline monitoring, 90-day compliance, and periodic reports
- o Control mechanisms issued and inspections conducted
- o Reasons for significant noncompliance
- o Enforcement actions issued
- o Penalties collected

The following sections outline the steps necessary to perform each function and include examples of menus, screens, and reports.

## **2.1 INSTALLING PCME SOFTWARE**

The following steps must be followed in order to properly install the PCME Version 2.0 Software on your hard disk. It is important that you copy the PCME Software onto your hard disk and put the floppy diskette away for

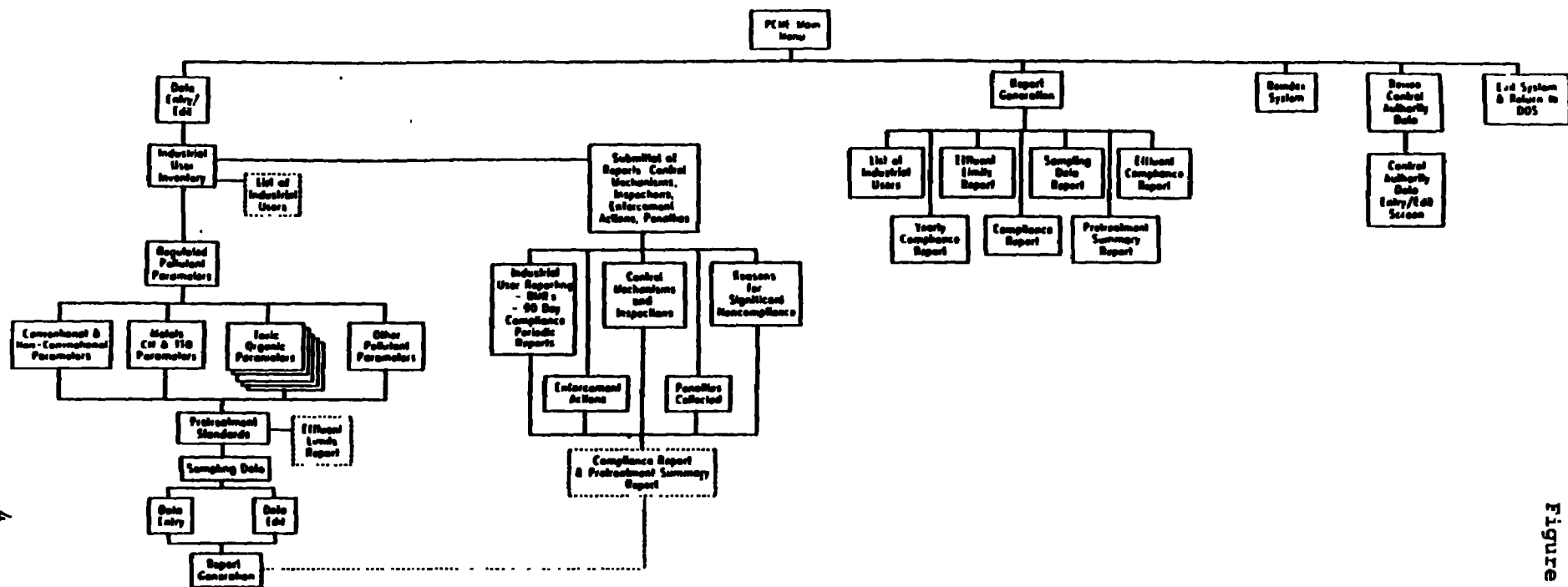


Figure 1



safe keeping. Otherwise, it will not be possible for you to reinstall the software if you run into any problems.

### 2.1.1 CONFIGURATION

Before installing PCME Version 2.0 you will need to check that your computer is configured to handle this software. This can be done by examining your CONFIG.SYS file.

You can find your CONFIG.SYS file in your root directory. (See your DOS manual for more information). The CONFIG.SYS file should have the following two commands:

```
FILES=25
BUFFERS=10
```

If your CONFIG.SYS has numbers higher than these, this is fine also. If you have no CONFIG.SYS, you must create one. The following directions will illustrate one way to do this. Type the following:

**Note:** When describing a user action, capital letters that are underlined denote pressing a certain key (i.e. ENTER mean press the Enter key, CTRL means press the Ctrl key, etc.)

**CAUTION!** If you already have a CONFIG.SYS file, the following steps will erase it...

C> <u>ENTER</u>	[Change to the C: drive]
C> <u>cd\</u> <u>ENTER</u>	[Move to the root directory]
C> <u>copy con config.sys</u> <u>ENTER</u>	[Invoke the copy command]
C> <u>FILES=25</u> <u>ENTER</u>	[Set maximum open files to 25]
C> <u>BUFFERS=10</u> <u>ENTER</u>	
C> <F6>	[Press F6]

Now re-boot your computer by pressing the CTRL, ALT, and DEL keys simultaneously or turn it off, wait 10 seconds and turn it back on. This activates the CONFIG.SYS.

### 2.1.2 INSTALLATION PROGRAM

An installation program has been included on your PCME diskette (Version 2.0). This installation can be utilized by first-time PCME users and users that have been using PCME Version 1.1.

If you have been using PCME Version 1.1, you can replace it with Version 2.0 while keeping all your previous data intact using the install program.

To use the install program:

- Step 1: Insert the PCME Version 2.0 diskette into Drive A:
- Step 2: Switch DOS to the A: prompt
- Step 3: From the A: prompt type:  
A> pcme ENTER

The PCME tracking system will recognize that you are not running the software from the hard disk drive as required and will ask you whether or not you wish to install PCME on your hard disk (Figure 2).

<p>You have your PCME diskette in Drive A: Do you wish to install PCME on your hard disk?</p>
---

Figure 2

To continue installation, type [Y] and press ENTER and the program will prompt you for either the DOS subdirectory you wish to copy the PCME software into or the DOS subdirectory where your PCME Version 1.1 files are located (Figure 3). If you are going to convert your Version 1.1 files to Version 2.0, you must specify the subdirectory where your PCME Version 1.1 files are located. You must use the following format:

<drive>:<path of subdirectory>

Note: See definitions for directory and path in the glossary or see the DOS manual for help.

Enter the subdirectory in which you wish to copy PCME  
\*\*\* OR \*\*\*  
Enter the subdirectory in which your Version 1.1 are located  
(Use the format C:\PCME):

Figure 3

For instance, if you wish to install PCME on your C: drive in the PCME subdirectory, you would enter:

C:\PCME ENTER

NOTE: The installation program assumes that the A: drive is a floppy disk drive.

The program will copy the necessary files into the specified directory and you are now ready to use the PCME Version 2.0 software.

### 2.1.3 MANUAL INSTALLATION

To install PCME manually without the install program:

#### FIRST TIME INSTALLATION

Step 1: Make a directory on the hard disk. For example:

```
C> ENTER [change to the C: drive]
C> cd\ ENTER [move to the root directory]
C> md pcme ENTER [make a PCME directory]
C> cd pcme ENTER [move to the PCME directory]
```

Step 2: Copy the files from the floppy disk into the subdirectory you just created (C:\PCME) on the hard disk:

Place the floppy disk into the A: drive, then type

```
C> copy a:*.*/v ENTER
```

**\*\*\*WARNING\*\*\* THIS INSTALLATION WILL ERASE EXISTING DATA!!**

#### TO REPLACE PCME VERSION 1.1 WITH VERSION 2.0

Step 1: Move into the subdirectory of the hard disk that contains PCME and its data files

Step 2: Copy only these files from the floppy disk to your subdirectory:

```
C> copy a:pcme.exe c: ENTER [replace PCME 1.1 with PCME 2.0]
C> copy a:indsamp.dbf c: ENTER
C> copy a:esample.dbf c: ENTER
```

**\*\*\*WARNING\*\*\* COPYING OTHER FILES MAY ERASE EXISTING DATA!!**

### 2.2 ACCESSING THE PCME SYSTEM

The following procedure describes the steps to follow each time you want to access the system:

Step 1: Turn the computer and monitor ON

Step 2: Turn the printer ON

Step 3: When the screen displays the C: prompt, move to the directory you copied the PCME files into and type [pcme ENTER] to initiate the System and to display the MAIN MENU.

```
C:> cd\pcme ENTER [change to C:\PCME subdirectory]
C:> pcme ENTER [access PCME]
```

**NOTE:** This manual assumes you are using a computer with a hard drive. If your system has a MENU that allows you to select different software packages, enter the PCME System as a selection from this menu or exit the menu to the DOS operating system C: prompt and proceed by accessing the required subdirectory and typing [pcme ENTER].

**Step 4:** (Optional) "Initializing the PCME System"

The Control Authority official should "initialize" the PCME System the first time it is used. When you access the system for the first time, the "Pretreatment Control Authority Information" screen will come up. You should then type in the appropriate information for Control Authority name, address, contact person, and phone number, and the NPDES permit number. This only needs to be done once. Thereafter, the name of the Control Authority will appear automatically at the top of all appropriate screens and reports. This information can always be edited by using Option 4 on the Main Menu Selection.

### **2.3 CONVERSION INQUIRY SCREEN**

When you run PCME Version 2.0 for the first time, a conversion inquiry screen will appear (Figure 4).

**PCME Version 2.0 Conversion Inquiry**

<p>Please answer appropriately:</p> <p>This is the first time I've used PCME.....1 I want to convert data from PCME 1.1 to PCME 2.0.....2 I have already converted my files to PCME 2.0.....3</p> <p>Enter Selection:</p>
---

**Figure 4**

If you have never used PCME before, simply enter [1] and continue with the program.

If you are a PCME Version 1.1 user, you will need to convert your data files from Version 1.1 to Version 2.0. To do the conversion enter [2] and the program will automatically convert your data files to Version 2.0, reindex the data files and put you at the PCME Main Menu.

If you have already converted your files to Version 2.0, enter [3].

If you wish to exit PCME to DOS enter [0].

**NOTE:** The conversion inquiry screen will only appear the first time you run PCME Version 2.0. If you make a mistake and wish to get the conversion inquiry screen again, you will have to exit PCME to DOS. Move to the directory you copied the PCME files into and erase a file called: VER2.MEM. Then reaccess PCME by typing [pcme ENTER] and the conversion inquiry screen will reappear.

```
C:> cd\pcme ENTER [move to PCME directory]
C:> erase VER2.MEM ENTER [erase VER2.MEM file]
C:> pcme ENTER [reaccess PCME]
```

## 2.4 THE MAIN MENU SELECTION - MOVING THROUGH THE PCME SYSTEM

A standard set of procedures has been developed to help you move through the menu and data entry screens. Each menu screen prompts you to "Choose Desired Activity." At this prompt, enter the number associated with the desired menu selection and press the Enter Key [↵] to process the selection.

The MAIN MENU SELECTION (Figure 5) allows the user to select the following options:

M A I N M E N U S E L E C T I O N	
Data Entry Menu.....	1
Report Generation Menu.....	2
Reindex System .....	3
Revise Control Authority Data...	4
Exit System and Return to DOS...	0
Choose Desired Activity:	

Figure 5

1. Data Entry Menu (enter or update information)
2. Report Generation Menu (generate reports that determine compliance, significant noncompliance, or list enforcement actions, penalties, etc.)
3. Reindex system (reindex data files edited outside of the PCME system)
4. Revise Control Authority data
5. Exit system and return to DOS

Select one of the five options above, from the MAIN MENU SELECTION as follows:

Step 1: At the prompt "Choose Desired Activity:" enter the number corresponding to the selected option.

Step 2: After choosing an option, Press ENTER and continue to follow instructions on the new Menu screens.

If option 1 or 2 is selected, a more detailed menu will be displayed.

If option 3 is selected, each data file name (e.g., parameter, industry) will be displayed in the lower right-hand corner of the screen as it is reindexed.

If option 4 is selected, the Control Authority information screen will be displayed and you may edit any appropriate information.

If option 0 is selected, DOS C: prompt will be displayed and you may:

- a) Turn off the computer.
- b) Enter [PCME] to reaccess the PCME System.
- c) Enter any other DOS command.

### 3.0 THE DATA ENTRY MENU - OPTION 1 ON THE MAIN MENU SELECTION SCREEN

Select Option 1 from the MAIN MENU SELECTION to display the DATA ENTRY MENU (Figure 6). The DATA ENTRY MENU allows you to enter, edit, and examine information on the following:

D A T A   E N T R Y   M E N U	
Industrial User (add, edit, or delete).....	1
Regulated Pollutants (select pollutants).....	2
Pretreatment Standards (enter pollutant limits).....	3
Industrial User Sampling Data.....	4
Industrial User Reporting.....	5
Control Mechanism and Inspections.....	6
Reasons for Significant Noncompliance.....	7
Enforcement Actions.....	8
Penalties Collected.....	9
Return to Main Menu.....	0
Choose Desired Activity: 0	

Figure 6

- o Industrial User
- o Regulated Pollutants
- o Pretreatment Standards
- o Industrial User Sampling Data
- o Industrial User Reporting
- o Control Mechanism and Inspections
- o Reasons for Significant Noncompliance
- o Enforcement Actions
- o Penalties Collected.



To use the Data Entry Menu, the following steps are taken:

Step 1: At "Choose Desired Activity", select one of nine options from the DATA ENTRY MENU.

Step 2: Press ENTER.

Step 3: For all options except Option 0, Return to Main Menu, you must enter the industrial user identification code<sup>1</sup> at the "Enter User Code" prompt.

Step 4: Press ENTER.

If the industrial user code is already in the system, press ENTER and go to Step 6.

If the industrial user code is not already in the system, the system will prompt:

"User code number not found.  
Do you wish to continue with new code number? Y/N?"

Step 5: Type [Y] to enter new industrial user code and press ENTER.

OR

Press ENTER (default is set for "N") to return to the "Choose Desired Activity" prompt.

Step 6: At the "Outfall" prompt, press ENTER when desired outfall setting is displayed.<sup>2</sup>

This is done by pressing the spacebar to toggle between FAC, 001, and 002. Any other outfall type may be typed over the default setting.

---

<sup>1</sup>Each industrial user entered into the PCME System must be assigned a unique code or identification number; up to 9-digits or characters may be entered. This code will be used throughout the system to identify the industrial user. A report can be generated which lists all industrial users and their corresponding user code (see Section 4.1).

### 3.1 INDUSTRIAL USER

CHOOSE OPTION 1 to display the INDUSTRIAL USER entry screen (Figure 7).

INDUSTRIAL MONITORING SYSTEM  
Anytown WWTP

INDUSTRIAL DISCHARGER DATA ENTRY SCREEN

INDUSTRIAL USER NAME: [Industry 001 ]

OUTFALL: [FAC] INDUSTRIAL USER CODE: [001 ]

STREET ADDRESS: [1st Street ]

CITY: [Anywhere ] STATE: [ZZ]

ZIP: [12345- ]

Enter "C" for Categorical or "N" for Noncategorical [C]

Add [M]etals, [O]rganics, [C]onventionals/Nonconventionals, [A]dd Others  
[Q]uit - no data saved - return to Menu [S]ave - return to Menu  
[R]edo the above entries (M,O,C,A,Q,S or R)?

Figure 7

<sup>2</sup>Each industrial user is also assigned one or more outfall(s). More than one outfall can be assigned to an individual industrial user where several connections to the sanitary sewer exist. The outfall corresponds to the number of unique discharges for which the industrial user has a permit. The default (one outfall) is set equal to "FAC" which equates to facility. A Control Authority may choose to designate more than one outfall for an industrial user. If, for example, the industrial user has seasonal effluent limits, Outfall 001 could be equal to the limits associated with the period August to November, and Outfall 002 equal to the limits associated with December to July. In another case, multiple outfalls could be assigned to an industrial user if the industrial user had two different categorical processes: Outfall 001 could be used to identify the first categorical process, and Outfall 002 used to identify the other categorical process. The specific way in which the outfall is established is left to the discretion of the Control Authority.

### 3.1.1 EXISTING INDUSTRIAL USER

If data are for an existing Industrial User, an industry options screen will appear after you have entered the user code and outfall (Figure 8).

D A T A   E N T R Y   M E N U	
Industrial User (add, edit, or delete).....1	
Regulated Pollu	
Pretreatment St	
Industrial User	
Industrial User	
Control Mechan	
Reasons for Sig	
Enforcement Act	
Penalties Colle	
	<div><div>Industrial User</div><div><div>Edit Industrial User.....1</div><div>Delete Industrial User.....2</div><div>Edit User Code.....3</div><div>Return to Data Entry Menu.....0</div></div></div>
	Choose Desired Activity:    1
ENTER USER CODE 001                      OUTFALL FAC	
Press Space Bar to Toggle Outfall -or- Type in Code	

Figure 8

CHOOSE OPTION 1 to edit existing information about an industrial user.

CHOOSE OPTION 2 to delete an industrial user or an industrial user's outfall and all accompanying data completely from the PCME system.

**NOTE:** To delete an industrial user with multiple outfalls, each outfall must be deleted separately using the above procedure.

CHOOSE OPTION 3 to edit an industrial user code.

### 3.1.2 NEW INDUSTRIAL USER

If data are for a new Industrial User, enter the following information:

Step 1: At INDUSTRIAL USER NAME, type the name of the industrial user as it is contained in the permit. Press ENTER.

Step 2: At CONTACT NAME, type the name of your primary contact at the industry. Press ENTER.

Step 3: At PHONE #, type the phone number of your primary contact. Press ENTER.

Step 4: At STREET ADDRESS, type the street where the industrial user is located as contained in the permit. Press ENTER.

**Step 5:** At CITY, type city where the industrial user is located, unless system has been initialized. Press ENTER. [Note: If the system has been initialized, the City where the POTW is located will be displayed. You can enter the name of the city if it is different from the city where the POTW is located.]

**Step 6:** At STATE, type state where the industrial user is located (use 2 letter standard abbreviation), unless system has been initialized. Press ENTER.

**Step 7:** At ZIP, enter the 5-digit zip code for the industrial user, unless system has been initialized. Space is provided to enter the additional 4-digit zip code, if known.

**Step 8:** Identify industrial user by typing "N" for noncategorical or by pressing ENTER if industrial user is categorical (default is set for "C"). Since PCME separates categorical and noncategorical industries when generating Pretreatment Performance Summary reports, this is a critical distinction.

After typing in the appropriate address information on the Industrial Discharger Data Entry Screen, you have 2 options:

Press PgDn key to move directly into the first pollutant parameters selection screens. (These screens can also be accessed by choosing Option 2, Regulated Pollutants, on the Data Entry Menu, and are discussed in more detail in Section 3.2.)

OR,

Press ENTER when cursor is in the last field of the screen to display the Activity Options Prompt:

Add [C]onventionals/Nonconventionals, [M]etals, [O]rganics, [A]dd others, [Q]uit - no data saved - return to Menu, [S]ave - return to Menu, [R]edo the above entries

Enter the letter corresponding to the desired Option and Press ENTER. The choices are:

[M]etals - to select metals, cyanide, and total toxic organic parameters

[O]rganics - to select toxic organic parameters (first of 5 screens displayed)

[C]onventionals/nonconventionals - to select parameters

[A]dd others - to select POTW defined parameters

[Q]uit - no data saved - return to Menu - this command returns you to the data entry menu without saving any of the data that has been entered

[S]ave - return to Menu - this command returns you to the data entry menu and saves all data that have been entered

[R]edo the above entries - this command allows you to correct any of the data that have been entered and/or add more data before saving those which have already been entered.

### 3.2 REGULATED POLLUTANTS

SELECTING OPTION 2 from the DATA ENTRY MENU displays the Regulated Pollutants screen (Figure 9).<sup>3</sup> The Regulated Pollutants screen allows you to choose which pollutant parameter screen you wish to go to. The parameter selection screens are a series of screens that enable you to select the specific pollutant parameters that are included in the industrial user's permit:

DATA ENTRY MENU													
Industrial	<table border="1"> <thead> <tr> <th colspan="2">Regulated Pollutants</th> </tr> </thead> <tbody> <tr> <td>Select Conventional &amp; Non-Conventional Parameters.....</td> <td>1</td> </tr> <tr> <td>Select Metals, CN, and TTO Parameters.....</td> <td>2</td> </tr> <tr> <td>Select Toxic Organics Parameters.....</td> <td>3</td> </tr> <tr> <td>Select Other Pollutant Parameters.....</td> <td>4</td> </tr> <tr> <td>Return to Data Entry Menu.....</td> <td>0</td> </tr> </tbody> </table>	Regulated Pollutants		Select Conventional & Non-Conventional Parameters.....	1	Select Metals, CN, and TTO Parameters.....	2	Select Toxic Organics Parameters.....	3	Select Other Pollutant Parameters.....	4	Return to Data Entry Menu.....	0
Regulated Pollutants													
Select Conventional & Non-Conventional Parameters.....		1											
Select Metals, CN, and TTO Parameters.....		2											
Select Toxic Organics Parameters.....		3											
Select Other Pollutant Parameters.....		4											
Return to Data Entry Menu.....	0												
Regulated													
Pretreatme													
Industrial													
Industrial													
Control Me													
Reasons fo	Choose Desired Activity: 0												
Enforcemen													
Penalties													
ENTER USER CODE 001      OUTFALL FAC Press Space Bar to Toggle Outfall -or- Type in Code													

Figure 9

- (1) Conventionals/non-conventionals,
- (2) Metals,
- (3) Organics, (first of five screens)
- (4) Other pollutants,
- (0) Return to Data Entry Menu.

<sup>3</sup>The pollutant parameters screens are accessible from both Option 1 and Option 2 to make data entry easy and efficient. For example, after opening a new industrial user file, you can immediately select pollutant parameters by pressing the PgDn key after the Industrial Discharger Data Entry Screen data have been entered. On the other hand, Option 2 from the DATA ENTRY MENU offers you direct access to any of the pollutant parameter screens without first having to "page through" irrelevant screens.

Select the desired parameters selection screen by entering the corresponding option number. You can access all of the parameter screens, either by choosing the parameter options by the corresponding number, or by accessing any specific screen, and then moving to the next or previous screen by pressing PgDn and PgUp keys accordingly.

When the parameters selection screens are initially displayed, all parameters are in the non-selected mode ("N" in the SELECT column) (Figure 10.)

Anytown WWTP			
IU NAME: Industry 001		IU CODE: 001	
CONVENTIONAL AND NON-CONVENTIONAL PARAMETERS		OUTFALL: FAC	
PARAMETERS	SELECTED	PARAMETERS	SELECTED
Flow, total	[N]	Phosphorus	[N]
Flow, dilute	[N]	Sulfide	[N]
BOD5	[N]	Fluoride	[N]
COD	[N]	Chloride	[N]
TSS	[N]	Phenols (4AAP)	[N]
TS	[N]		
pH	[N]		
Oil and grease	[N]		
Ammonia	[N]		
Ammonia, nitrogen	[N]		
Nitrite	[N]		
Nitrate	[N]		
Temperature	[N]		

Enter "Y" to select pollutant. Press "PgDn" to go to next page, "PgUp" to go to previous page, and ← on last cell to continue.

Figure 10

A parameter can be selected by typing [Y] in the SELECT column.

A parameter can also be deselected by retyping [N] in the SELECT column.

**NOTE:** If a parameter is deselected and saved, all effluent limit data and sampling data for that parameter will remain intact and will still be reported.

After choosing Option 2, Regulated Pollutants, and entering the user code and outfall information, perform the following steps to select or deselect parameters.

**Step 1:** When "Choose Desired Activity" is prompted on the Regulated Pollutants screen, enter the number corresponding to the desired parameter category.

**Step 2:** Press ENTER.

The chosen **PARAMETER SELECTION SCREEN** will be displayed. Use the Down-Arrow key or Up-Arrow key to move through the parameters. To move immediately to the last parameter on a screen, press the CTRL and END keys simultaneously. To move immediately to the first parameter on the screen, press the CTRL and HOME keys simultaneously. See Figures 10, 11, 12, and 13 for examples of the parameters screens.

Anytown WTP		IU CODE: 001	
IU NAME: Industry 001		OUTFALL: FAC	
METALS, CN, AND TTO PARAMETERS			
PARAMETERS	SELECT	PARAMETERS	SELECT
Antimony	[N]	Gold	[N]
Arsenic	[N]	Iron	[N]
Asbestos	[N]	Lead	[Y]
Beryllium	[N]	Manganese	[N]
Boron	[N]	Mercury	[N]
Cadmium	[Y]	Molybdenum	[N]
Calcium	[N]	Nickel	[Y]
Chromium	[Y]	Platinum	[N]
Chromium,hex	[N]	Selenium	[N]
Cobalt	[N]	Silver	[Y]
Copper	[Y]	Tin	[N]
Cyanide	[Y]	Tungsten	[N]
Cyanide, A	[N]	Zinc	[Y]
PARAMETERS	SELECT	PARAMETERS	SELECT
Total metals		(Cu, Cr, Ni, Zn)	[N]
TTO			[Y]

Enter "Y" to select pollutant. Press "PgDn" to go to next page, "PgUp" to go to previous page, and ← on last cell to continue.

Figure 11

Anytown WWP		IU CODE: 001	
IU NAME: Industry 001		OUTFALL: FAC	
TOXIC ORGANICS PARAMETERS			
PARAMETERS		PARAMETERS	
SELECT		SELECT	
PESTICIDES,PCBs,& RELATED COMPOUNDS		Hexachlorocyclohexane	
Acrolein	[N]	(Lindane)	[N]
Aldrin	[N]	Isophorone	[N]
Chlordane	[N]	TCDD	[N]
DDD	[N]	Toxaphene	[N]
DDE	[N]	PCBs	[N]
DDT	[N]	2-Chloronaphthalene	[N]
Dieldrin	[N]	HALOGENATED ALIPHATIC HYDROCARBONS	
Endosulfan/endosulfan sulfate	[N]	Chloromethane	[N]
Heptachlor	[N]	Dichloromethane	[N]
Heptachlor epoxide	[N]	Chloroform	[N]
Hexachlorocyclohexane		Chloroethane	[N]
( $\alpha$ , $\beta$ , $\delta$ isomers)	[N]	1,1-Dichloroethane	[N]

Enter "Y" to select pollutant. Press "PgDn" to go to next page, "PgUp" to go to previous page, and ← on last cell to continue.

Figure 12

**IU CODE: 001**  
**OUTFALL: FAC**



### 3.3 - PRETREATMENT STANDARDS

CHOOSE OPTION 3, Pretreatment Standards, from the DATA ENTRY MENU to display the Pretreatment Standards Screen. (See Figure 14.)

Anytown WWT  
IU NAME: Industry 001  
IU CODE: 001  
OUTFALL: FAC  
PRETREATMENT STANDARDS DATA ENTRY SCREEN

PARAMETERS	UNITS	LIMITS	
		DAILY MAX	MONTH AVG
► Cadmium	[mg/l]	[.69]	[.26]
Chromium	[mg/l]	[2.77]	[1.71]
Copper	[mg/l]	[3.38]	[2.07]
Cyanide	[mg/l]	[1.2]	[ ]
Lead	[mg/l]	[.69]	[.43]
Nickel	[mg/l]	[3.98]	[2.38]
Silver	[mg/l]	[.43]	[.24]
Zinc	[mg/l]	[2.61]	[.65]
TTO	[mg/l]	[2.13]	[ ]
	[ ]	[ ]	[ ]
	[ ]	[ ]	[ ]
	[ ]	[ ]	[ ]

PRESS '↑' OR '↓' TO MOVE POINTER AND ← TO ENTER DATA  
WHEN FINISHED, PRESS 'CTRL END' TO SAVE DATA OR 'CTRL Q' TO ABORT

Figure 14

The Pretreatment Standards Screen enables you to enter effluent limits or the appropriate unit of measure (e.g., temperature, pH) for each of the parameters previously selected from Option 2.

**NOTE:** If you have not previously selected regulated pollutants (Option 2), the system will prompt an error message on the screen when you attempt data entry and return you to the MAIN MENU.

The following information must then be entered for each of the selected parameters:

- o The type of average that should be determined for each parameter

The type of average should be obtained from the industrial user's permit. There are two types of averages which can be entered for each industry: monthly and 4-day. The type of average field will default to monthly. This can be changed to 4-day by pressing the spacebar. Pressing the spacebar again returns monthly to the field. The system will not allow any other type of average to be entered.

o The units of measure for the selected parameter

The system is designed to default to concentration in milligrams per liter (mg/l) for most parameters. Flow will default to gallons per day (gpd), temperature to degrees Celsius (C), and pH will not have units. The units may be changed by either pressing the spacebar or entering the desired units.

The following units will be displayed by pressing the spacebar:

- |                               |                           |
|-------------------------------|---------------------------|
| o milligrams per liter (mg/l) | o gallons per day (gpd)   |
| o micrograms per liter (ug/l) | o degrees in Celsius (C°) |
| o pounds per day (lb/d)       | o blank for pH            |
| o kilograms per day (Kg/d)    |                           |

**NOTE:** The system is not designed to convert units. You are expected to enter effluent limits information and sampling data in the units specified in this field. If you do not enter effluent and sampling data in the proper units, PCME will not calculate compliance correctly.

o The effluent limits present in the industrial user's permit

The daily maximum and average limits should be entered.

If more than one set of limits is to be entered for an individual parameter, for example, interim and final limits, then the industrial user should be assigned multiple outfalls, where each outfall corresponds to an individual set of limits (i.e., outfall 001 will represent the interim limits, while outfall 002 will represent the final limits. Sampling data should be entered for outfall 001 until final limits become effective; thereafter sampling data should be entered for outfall 002).

For pH, enter the upper limit in the Maximum Limit Field and the lower limit in the Average Limit Field.

If you want to track a parameter that does not have a daily or monthly limit you must blank out both the daily and monthly limit fields.

To display the Pretreatment Standards Screen:

Step 1: Select Option 3 from the DATA ENTRY MENU.

Step 2: Enter the industrial user code and press ENTER.

Step 3: Enter the Outfall. Press ENTER.

Step 4: Choose desired sample type by pressing the spacebar to toggle between the monthly and 4-day values. Press ENTER.

The selected parameter(s) will be displayed.

The screen can display only 12 parameters at one time. Pressing either the Down-Arrow or the Up-Arrow will:

- o Bring other parameters into view
- o Allow you to move through the list of parameters. (The Arrow in the left-hand column indicates which parameter will be illuminated when the ENTER key is pressed.)

Pressing ENTER will:

- o Illuminate a field
- o Activate a blinking cursor
- o Accept the entry and move to the next field

**Step 5:** Press either the Down-Arrow or Up-Arrow to move to the desired parameter.

**Step 6:** Press ENTER.

The Units field will illuminate.

Press the spacebar to toggle through the units or type in other units. When the units of choice are displayed or typed in,

**Step 7:** Press ENTER.

The Daily Maximum field will illuminate.

**Step 8:** Enter Daily Maximum Limits or upper limit for pH.

**Step 9:** Press ENTER.

The Average field will illuminate.

**Step 10:** Enter Average Limits or lower limit for pH. Press ENTER.

**NOTE:** If a parameter has only a daily maximum limit, do not enter a value for the Monthly Average Limit. Instead, use the spacebar or delete key to erase the 0 (zero) that is displayed in the field. This will cause the system to suppress the calculation of a monthly average for the parameter. Failure to do so will cause the system to calculate a monthly average for the parameter with a limit of 0 (zero).

When all effluent limits have been entered or updated,

**Step 11:** Press CTRL and END keys together to save the data.

**NOTE:** If a mistake has been made, you can press the CTRL and [0] keys together to abort the entry process and return to the DATA ENTRY MENU. No data will be saved.

**Step 12:** You will be prompted to enter the month and year that the saved limits became effective (Figure 15). All previous sampling data, before the specified month, will be reported with their old limits.

**NOTE:** Any new sampling event that is entered after the new limits have been saved, even if the sampling data is before the effective date of the new limits, will be saved with the new limits.

Enter the numeric month that new limits became effective.  
Press ENTER.

Enter the year that new limits became effective. Press ENTER and the data will be saved. You will be returned to the DATA ENTRY MENU.

IU NAME: Industry 001	Anytown WWT	IU CODE: 001
		OUTFALL: FAC
<b>PRETREATMENT STANDARDS DATA ENTRY SCREEN</b>		

PARAMETERS	UNITS	LIMITS	
		DAILY MAX	MONTH AVG
► Cadmium	[mg/l]	[.69 ]	[.26 ]
Chromium	[mg/l]	[2.77 ]	[1.71 ]
Copper	[mg/l]	[3.38 ]	[2.07 ]
Cyanide	[mg/l]	[1.2 ]	[ ]
Lead	[mg/l]	[.69 ]	[.43 ]
Nickel	[mg/l]	[3.98 ]	[2.38 ]
Silver	[mg/l]	[.43 ]	[.24 ]
Zinc			
TTO			

Month when limits are effective: 01 Year when limits are effective: 89
---

ENTER MONTH (01-12) AND YEAR (00-99) AND PRESS 'ENTER'

Figure 15

To enter limits for a second outfall for the same industrial user, or to enter effluent limits for a different industrial user, select Option 3 again and follow the same procedures (these procedures should also be followed to update effluent limits).

### 3.4 INDUSTRIAL USER SAMPLING DATA

CHOOSE OPTION 4 to display Industrial User Sampling Data Entry screen (Figure 16). In order to enter or edit sampling data, you must have first selected regulated pollutants (Option 2), or the system will return you to the MAIN MENU.

#### 3.4.1 ENTERING A NEW SAMPLING EVENT

To ENTER effluent sampling data for a new sampling event:

Step 1: Select Option 4 from the DATA ENTRY MENU.

Step 2: Enter the industrial user code and Press ENTER.

Step 3: Enter the Outfall. Press ENTER.

After you have entered the outfall, an auxiliary menu screen, Industrial User Sampling Data Editing Menu will be displayed that will enable you to choose between entering or editing sampling data (see Figure 16). If you select option one, the data entry screen will be displayed (see Figure 17). The system will display the list of parameters that have been selected for the industrial user, as well as the maximum and average limits, and the units of measure for each parameter. The following steps should be followed to complete entry of the sampling data.

DATA ENTRY MENU	
Industrial Regulated Pretreatme Industrial Industrial Control Me Reasons fo Enforcemen Penalties	<div>Industrial User Sampling Data</div> <div>Enter Industrial User Sampling Data.....1</div> <div>Edit Industrial User Sampling Data.....2</div> <div>Return to Data Entry Menu.....0</div> <div>Choose Desired Activity: 0</div>
<div>ENTER USER CODE 001      OUTFALL FAC</div> <div>Press Space Bar to Toggle Outfall -or- Type in Code</div>	

Figure 16

**Step 4:** Enter the date on which the samples were obtained. Press ENTER.

**NOTE:** Several sampling events are likely to occur for any given Industrial User. You must scrupulously record the date of each sampling event on each INDUSTRIAL USER SAMPLING DATA ENTRY SCREEN so that compliance for the reporting period can be determined correctly and so that the record for a particular sampling date can be found if updating or editing (Option 2) becomes necessary.

**Step 5:** Enter the type of samples by pressing the spacebar and toggling between the following four choices:

- o Self - sampling conducted by industrial user per Control Authority's request or required by permit.
- o Scheduled - inspection/sampling with prior notice to the industrial user (1 week to 1 month in advance)
- o Unscheduled - inspection/sampling not scheduled in advance with the industrial user (unannounced, no prior notice or only minimum notice where necessary to gain access)
- o Demand - inspection/sampling initiated in response to a known or suspected violation.

PCME has the ability to track up to 4 different sampling events for one day, provided that they are different types of sampling (i.e., self, scheduled, unscheduled, or demand). If you enter two or more sample events on the same day which are the same type, you will have trouble editing one or more of those sampling events.

**NOTE:** Once entered, the sample date and the type of sample taken cannot be changed from this screen. To edit this information, you must exit and then choose Option 2 from the Industrial User Sampling Data auxiliary screen. When the appropriate choice is displayed, press ENTER.

**Step 6:** Enter the appropriate sampling result for the first parameter.

If you want to represent missing values or a parameter not being sampled, enter blanks by pressing the spacebar. Press ENTER.

**NOTE:** Less than values are not accepted by the system. If the sample has been reported as below the detection limit then it is up to the Control Authority to enter an applicable value (zero, half the detection limit, detection limit).

**Step 7:** Press Down-Arrow to place the cursor in the sample space for the next parameter.

**Step 8:** Press ENTER.

Repeat Steps 6, 7, and 8 until all data have been entered.

The INDUSTRIAL USER SAMPLING DATA ENTRY SCREEN will display a maximum of nine parameters at a time. When the cursor is in the last field on the screen, press the Down-Arrow to display additional parameters and use the Down-Arrow or Up-Arrow keys to move through parameters.

**NOTE:** If a mistake has been made, for example, the wrong sampling data has been entered, you have two options: 1) press the CTRL and [Q] keys at the same time to abort the entry process and return to the DATA ENTRY MENU; no data will be saved; or, 2) press the Down-Arrow or Up-Arrow keys to move to the sampling data to be corrected.

After all sampling results data have been entered,

**Step 9:** Press CTRL and END at the same time to save the data. The screen will prompt: "Would you like to enter another sample? [Y]". You have the option of entering additional sampling data by hitting return, or by typing [N] to return to the DATA ENTRY MENU screen.

#### Anytown WWTTP

IU NAME: Industry 001

IU CODE:001

OUTFALL:FAC

PARAMETERS	EFFLUENT LIMITS		UNITS	SAMPLE 01/01/89 mo/day/yr SELF
	DAILY MAXIMUM	MONTH AVERAGE		
Cadmium	.69	.26	mg/l	.5
Chromium	2.77	1.71	mg/l	3.4
Copper	3.38	2.07	mg/l	4.5
Cyanide	1.2		mg/l	1
Lead	.69	.43	mg/l	.70
Nickel	3.98	2.38	mg/l	1.3
Silver	.43	.24	mg/l	.055
Zinc	2.61	.65	mg/l	.9
TTO	2.13		mg/l	

Enter Sample information and press ←.

Figure 17

### 3.4.2 EDITING A SAMPLING EVENT

To EDIT an existing sampling event, select Option 2 from the Industrial User Sampling Data entry menu. The system will ask for the date of the sampling event to be edited (date that was entered on the INDUSTRIAL USER SAMPLE DATA ENTRY SCREEN at the time of initial record), and the sample type of that date to be edited (Figure 18).

D A T A   E N T R Y   M E N U													
Industrial Regulated Pretreatme Industrial Industrial Control Me Reasons fo Enforcemen Penalties	<table border="1"><thead><tr><th colspan="2">Industrial User Sampling Data</th></tr></thead><tbody><tr><td>Enter Industrial User Sampling Data.....</td><td>1</td></tr><tr><td>Edit Industrial User Sampling Data.....</td><td>2</td></tr><tr><td colspan="2">Return to Data Entry Menu.....0</td></tr><tr><td colspan="2">Choose Desired Activity: 2</td></tr><tr><td colspan="2"><div>SELF</div></td></tr></tbody></table>	Industrial User Sampling Data		Enter Industrial User Sampling Data.....	1	Edit Industrial User Sampling Data.....	2	Return to Data Entry Menu.....0		Choose Desired Activity: 2		<div>SELF</div>	
Industrial User Sampling Data													
Enter Industrial User Sampling Data.....	1												
Edit Industrial User Sampling Data.....	2												
Return to Data Entry Menu.....0													
Choose Desired Activity: 2													
<div>SELF</div>													
Enter the date for the samples you wish to edit:01/01/89													

Enter sample type to be edited. Use SPACE BAR to toggle.

Figure 18

**Step 1:** Select Option 2 from the Industrial User Sampling Data auxiliary screen.

**Step 2:** Enter the date of the sampling event to be entered. Press ENTER.

The system will display the list of parameters that have been selected for the industrial user, the maximum and average limits, the units of measure, and the sample results for each parameter.

**Step 3:** Toggle which sample type for the specified sampling date, you wish to edit by pressing the spacebar. If only one sampling event occurred on that date, you will not need to toggle. After the appropriate sample type is shown, press ENTER.

**Step 4-8:** Same as for Option 1 (Enter Industrial User Sampling Data).



### 3.5 INDUSTRIAL USER REPORTING

CHOOSE OPTION 5, Industrial User Reporting, from the Data Entry Menu to track industrial user reporting requirements. You may enter due dates and the actual date of receipt for 3 types of reports -- baseline monitoring reports, 90-day compliance reports, and periodic reports.

To set up the reporting schedule for an Industrial User:

Step 1: Select Option 5, Industrial User Reporting. Press ENTER.

Step 2: Type in industrial user code and outfall. Press ENTER.

The Industrial User Reporting entry screen will be displayed (Figure 19).

```

                                Anytown WWTP
                                INDUSTRIAL USER REPORTING
ITEM          DATE DUE    DATE RECEIVED    IU CODE:001
Baseline Monitoring Report  02/24/84    02/12/84    OUTFALL:FAC
90-Day Compliance Report   09/30/84    10/15/84
Periodic Reports
TITLE         DATE DUE    DATE RECEIVED
Periodic      01/01/85    01/15/85
Periodic      07/01/85    07/12/85
Periodic      01/01/86    01/02/86
Periodic      /  /        /  /
```

Type in Date and Press [↵]

Figure 19

Step 3: Type in due dates and, if available, the actual date of receipt of the report. Press ENTER. Dates for the Baseline Monitoring Report or 90-day Compliance Report may be omitted by pressing ENTER. In order to enter a periodic report that has been received, a due date must be entered.

Step 4: Use commands on the screen to edit or save data, scroll through data, or abort the entry and return to the Data Entry Menu.

### 3.6 CONTROL MECHANISM AND INSPECTIONS

CHOOSE OPTION 6, Control Mechanism and Inspections, to track the issuance of control mechanisms and inspection data. You can enter the dates of issue and expiration for the control mechanism. You can also enter inspection information, including the type of inspection (sampling or nonsampling) and the date that the inspection was conducted.

To enter data:

Step 1: Select Option 6. Press ENTER.

Step 2: Enter industrial user code and outfall. Press ENTER.

The Control Mechanism and Inspection entry screen will be displayed. (Figure 20.)

	Anytown WWTP	IU CODE:001
	Control Mechanisms & Inspections	OUTFALL:FAC
CONTROL MECHANISM	DATE ISSUED	DATE EXPIRED
	01/01/89	01/01/91
INSPECTION CONDUCTED		
TYPE OF INSPECTION	DATE OF INSPECTION	
Sampling	01/01/89	
Sampling	01/15/89	
Non-Sampling	04/01/89	

[Space Bar] Toggles Types of Inspections  
[↓] Next Inspection [PgDn] Next page  
[↑] Previous Inspection [PgUp] Previous page  
[Ctrl-End] Saves Data [←] Confirms Choices  
[Ctl-Q] Aborts operation and returns to Data Entry Menu.

Figure 20

Step 3: Type in the appropriate dates for the Control Mechanism. Press ENTER.

Step 4: Press spacebar to toggle between sampling and nonsampling inspections. Press ENTER. [Note: A sampling inspection is one in which actual wastewater samples were collected for analysis by the POTW.]

Step 5: Enter the date on which the inspection was conducted. Press ENTER.

**Step 6:** Repeat Steps 4-5 to enter additional inspection information or save data and return to Data Entry Menu by following commands at the bottom of the screen.

**NOTE:** Although you have entered a sampling date in Option 4, Industrial User Sampling Data Entry, the system does not automatically enter this date in Option 6. You can use the date in Option 4 to record the data of sample analyses. Option 6 should be used to record the date the sample was collected.

### 3.7 REASONS FOR SIGNIFICANT NONCOMPLIANCE

**CHOOSE OPTION 7,** Reasons for Significant Noncompliance, to track other reasons for significant noncompliance. To enter data on compliance:

**Step 1:** Select Option 7. Press **ENTER**.

**Step 2:** Enter industrial user code and outfall. Press **ENTER**.

The Reasons for Significant Noncompliance entry section will be displayed. (Figure 21.)

Anytown WWTP			
Reasons for Significant Noncompliance			IU CODE:001
			OUTFALL:FAC
Reasons for SNC	Date	Comment	
Any other violation of effluent	03/12/88	Pass Through	
Failure to accurately report	08/01/88	Failure to submit 6 month rep	

[Space Bar] Toggles Other Reasons for SNC  
[←] Adds Reason for SNC [↓] Next Reason for SNC  
[Ctrl-F] Shows the full reason for SNC  
[Ctrl-End] Saves Data; Returns to Data Entry Menu  
[Ctrl-Q] Quits (No Save); Returns to Data Entry Menu

Figure 21

**Step 3:** Choose the reason(s) listed below for the industrial user's status of significant noncompliance (SNC) by toggling through the choices with the spacebar:

- o Any other violation of effluent limit that the Control Authority believes has caused interference, pass-through, or endangers health.

- o Any discharge that has caused imminent endangerment to human health, welfare, or the environment.
- o Failure to accurately report non-compliance.
- o Any other violation that the Control Authority considers to be significant.

You can read the full reason for significant noncompliance by pressing the CTRL and [F] keys together. Press ENTER at appropriate choice.

**NOTE:** If you are editing or entering additional information for an industrial user be careful to use the Down-Arrow key to place the cursor on the proper line to edit or on a blank line to enter additional information. Otherwise, you may change existing information.

Step 4: Enter date of industrial user's status of being in significant noncompliance and any additional comments, if desired. Comments can be up to 80 characters in length.

Step 5: Follow commands at the bottom of the screen to edit, save, or enter additional data.

### 3.8 ENFORCEMENT ACTIONS

CHOOSE OPTION 8, Enforcement Actions, to track the types of actions taken against an industrial user. Types of Enforcement Actions are listed below:

- o Notice of Violation
- o Administrative Order
- o Civil Suit
- o Criminal Suit
- o Significant Violators
- o Other Actions (sewer bans, etc.)
- o Compliance Schedule

Step 1: Select Option 8. Press ENTER.

Step 2: Enter industrial user code and outfall. Press ENTER.

The Enforcement Action entry screen will be displayed. (Figure 22.)

Anytown WWTP		IU CODE:001
ENFORCEMENT ACTIONS		OUTFALL:FAC
TYPE OF ENFORCEMENT ACTION		DATE OF ENFORCEMENT ACTION
•Notice of Violation		12/10/86
Other Actions (sewer bans, etc.)		09/01/88
Notice of Violation		01/17/89
Significant Violators		02/15/89

[Space Bar] Toggles Types of Enforcement Actions  
 [↓] Next Enforcement Action [PgDn] Next page  
 [↑] Previous Enforcement Action [PgUp] Previous page  
 [Ctrl-End] Save Data [↵] Confirms Choices  
 [Ctl-Q] Aborts operation and returns to Data Entry Menu.

Figure 22

**NOTE:** If you are editing or entering additional information for an industrial user be careful to use the Down-Arrow key to place the cursor on the proper line to edit or on a blank line to enter additional information. Otherwise, you may change existing information.

**Step 3:** Choose the type of enforcement action taken against the industrial user by pressing the spacebar to toggle through options. Press ENTER.

**Step 4:** Enter the date the enforcement action was taken. Press ENTER.

If "Compliance Schedule" has been chosen as the type of enforcement action, the compliance schedule of milestones will appear on the screen after the enforcement action information has been entered. This is the schedule set up by the Control Authority that requires the industrial user to meet certain milestones. This can involve submitting a report, coming into compliance on certain effluent limits, providing analytical data, etc.

You can describe the milestones (up to 66 characters in length) and set dates by which the industrial user must achieve them. You will also enter the dates by which the milestone was actually achieved and can also enter any appropriate comments (up to 80 characters in length).

Step 5: Follow commands at the bottom of the screen to add, edit, or save data.

### 3.9 PENALTIES COLLECTED

CHOOSE OPTION 9, Penalties Collected, to record the monies paid by the industrial user to the POTW (Figure 23).

Anytown WWTP Penalties Collected				IU CODE:001 OUTFALL:FAC
DATE COLLECTED	AMOUNT COLLECTED	COMMENT		
►10/15/88	1000.00	Fined for failure to report		

[↓] Next Date	[PgDn] Next page (if any)
[↑] Previous Date	[PgUp] Previous page
[Ctrl-End] Save Data	[←] Begin/Confirm Choice
[Ctl-Q] Aborts operation and returns to Data Entry Menu.	

Figure 23

Step 1: Select Option 9. Press ENTER.

Step 2: Enter industrial user code and outfall. Press ENTER.

The Penalties Collected entry section will be displayed.  
(Figure 23.)

Step 3: Type the date the money was collected, and not the date the penalty was levied. Press ENTER.

Step 4: Enter the dollar amount paid by the industrial user. Enter the actual amount of money collected, not the amount of the penalty. Press ENTER.

Step 5: Enter a comment, if desired, (up to 50 characters in length) concerning the penalty collected. Press ENTER.

Step 6: Follow commands at the bottom of the screen to add, edit, or save data.

### 3.10 EXITING THE DATA ENTRY MENU

CHOOSE OPTION 0 to return to the MAIN MENU.

### 4.0 THE REPORT GENERATION MENU - OPTION 2 ON THE MAIN MENU SELECTION SCREEN

Select the REPORT GENERATION MENU (Option 2) from the MAIN MENU to generate reports. The REPORT GENERATION MENU (Figure 24) provides the user with seven choices including the following information:

R E P O R T   G E N E R A T I O N   M E N U	
List of Industrial Users.....	1
Industrial Users Effluent Limits Report.....	2
Industrial Users Sampling Data Report.....	3
Industrial Users Effluent Compliance Report.....	4
Industrial Users Yearly Compliance List.....	5
Industrial Users Compliance Report.....	6
Pretreatment Performance Summary.....	7
Return to Main Menu.....	0

Choose    sired Activity: 0

Figure 24

1. List of Industrial Users - Presents a list of industrial users containing industry name, address, contact name, phone number, industrial user code, and outfalls.
2. Industrial Users Effluent Limits Report - Presents selected parameters and effluent limits (daily maximum and monthly average) for one, several, or all industrial users in the system.
3. Industrial Users Sampling Data Report - Presents the sampling data for one, several, or all industrial users in the system. The report presents the daily maximum, calculates a monthly or 4-day average, and indicates the samples that exceed their corresponding effluent limits.

4. **Industrial Users Effluent Compliance Report** - A report that lists whether each parameter for each industrial user is in consistent compliance, infrequent noncompliance, or significant noncompliance for a six-month reporting period. The report also presents an Industrial Compliance Summary for all industrial users with effluent sampling for the reporting period.
5. **Industrial Users Yearly Compliance List** - This report summarizes all the industries effluent sampling data and determines overall effluent compliance status for the year.
6. **Industrial Users Compliance Report** - This report summarizes the non-effluent compliance information entered about an industrial user, including information on the control mechanism, reports and inspections, compliance schedule milestones, enforcement actions, and penalties collected.
7. **Pretreatment Performance Summary** - This report generates a one-year compliance summary of all industrial users in the system, including data on monitoring, inspections, enforcement actions, and penalties.

Selecting Options 1, 2, 3, or 6 from the REPORT GENERATION MENU will display the REPORT SELECTION MENU (Figure 25) from which the user may choose:

R E P O R T   S E L E C T I O N   M E N U	
Report on an Individual User Code.....	1
Report on a Group of User Codes.....	2
Report on All Users.....	3
Return to Report Generation Menu.....	0

Choose Desired Activity: 0

Figure 25



- o A report on an individual user
- o A report on a group of users
- o A report on all users
- o Return to the Report Generation Menu

#### 4.1 LIST OF INDUSTRIAL USERS - OPTION 1

Select Option 1 from the REPORT GENERATION MENU to generate an inventory of Industrial User(s) (Industrial Users Report, Figure 26). This report provides information on the industrial user's location, contact name, phone number, user code, and outfall.

Page 1	INDUSTRIAL USERS REPORT	09/19/89
INDUSTRIAL USER NAME / ADDRESS	INDUSTRIAL USER CODE	OUTFALL
Industry 001 1st Street Anywhere, ZZ 12345 Contact: John One Phone: 111-1111	001	FAC
Industry 002 2nd Street Anywhere, ZZ 12345 Contact: John Two Phone: 222-2222	002	FAC
Industry 003 3rd Street Anywhere, ZZ 12345 Contact: John Three	003	FAC

Figure 26

#### 4.2 INDUSTRIAL USER EFFLUENT LIMIT REPORT - OPTION 2

Select Option 2 from the REPORT GENERATION MENU to generate a list of selected parameters and associated effluent limits for one industrial user, several industrial users, or all industrial users in the PCME System. The report will provide the following information (Figure 27):

- o Name, industrial user code, and outfalls for each industrial user
- o Selected parameters
- o Effluent units, the current daily maximum limit, and the current monthly or 4-day average for each of the selected parameters.

Page 1

**INDUSTRIAL USER EFFLUENT LIMIT REPORT**

09/12/89

USER NAME: Industry 001

USER CODE: 001

OUTFALL: FAC

P A R A M E T E R	UNIT	-----LIMIT-----	
		DAILY MAXIMUM	MONTH AVERAGE
Cadmium	mg/l	.69	.26
Chromium	mg/l	2.77	1.71
Copper	mg/l	3.38	2.07
Cyanide	mg/l	1.2	
Lead	mg/l	.69	.43
Nickel	mg/l	3.98	2.38
Silver	mg/l	.43	.24
Zinc	mg/l	2.61	.65
TTO	mg/l	2.13	

Figure 27

#### 4.3 INDUSTRIAL USERS SAMPLING DATA REPORT - OPTION 3

Select Option 3 from the REPORT GENERATION MENU to generate a report showing sampling results for each sampling event, the monthly or 4-day averages, limit type, sample type, sample date, and a determination as to whether the results are in compliance with the industrial user permit conditions (Figure 28). The report will show information for each parameter and for each industrial user. The report can be printed for either the first or second six-month reporting period.

Date: 09/12/89  
Page: 1

Industrial User Sample Data  
Period 1: 01/01/89 to 06/30/89

IU Name : Industry 001  
Address : 1st Street  
City : Anywhere  
State : ZZ

IU Code: 001

Outfall: FAC

Parameters	Units	Limits Max/Avg	Limit Type	Sample Type	Sample Date	Sample Results
Cadmium	mg/l	.69/.26	MONTH	SELF	01/01/89	.5
			MONTH	* SCHEDULED	01/15/89	.75
				Average * Month	01/01/89 01/31/89	0.625
Chromium	mg/l	2.77/1.71	MONTH	* SELF	01/01/89	3.4
			MONTH	* SCHEDULED	01/15/89	1
				Average * Month	01/01/89 01/31/89	2.200
Copper	mg/l	3.38/2.07	MONTH	* SELF	01/01/89	4.5
			MONTH	* SCHEDULED	01/15/89	3.4
				Average * Month	01/01/89 01/31/89	3.950
Cyanide	mg/l	1.2/	MONTH	SELF	01/01/89	1
			MONTH	SCHEDULED	01/15/89	1
Lead	mg/l	.69/.43	MONTH	* SELF	01/01/89	.70
			MONTH	* SCHEDULED	01/15/89	.21
				Average * Month	01/01/89 01/31/89	0.455
Nickel	mg/l	3.98/2.38	MONTH	SELF	01/01/89	1.3
			MONTH	SCHEDULED	01/15/89	.5
				Average Month	01/01/89 01/31/89	0.900
			MONTH	SELF	01/01/89	.055
			MONTH	SCHEDULED	01/15/89	.05
				Average Month	01/01/89 01/31/89	0.053

\* = Samples not in compliance with effluent limits.

Figure 28

#### 4.4 INDUSTRIAL USERS EFFLUENT COMPLIANCE REPORT - OPTION 4

Select Option 4 from the REPORT GENERATION MENU to generate a report that determines the compliance history for each industrial user in the system as well as overall compliance statistics for the Control Authority. The report can be run for either the first or second six months of the reporting period. For each industrial user, the industrial user Compliance Report indicates whether each parameter is in consistent compliance, infrequent noncompliance, or in significant noncompliance (SNC) with the effluent limit (Figure 29). The report also presents an Industrial Users Effluent Compliance Summary that determines the number of industrial users in consistent compliance, infrequent noncompliance, or in significant noncompliance with effluent limits. Industrial users without sampling data for the reporting period will only be listed at the end of the report as having no sampling data for the reporting period. An example of the summary is shown in Figure 30.

**Industrial Users Effluent Compliance Report**  
Reporting Period: 01/01/89 - 06/30/89

Industrial User: Industry 001      Industrial User Code: 001      Outfall: FAC

Parameters	Compliance Status
Cadmium	SNC
Chromium	SNC
Copper	SNC
Cyanide	C
Lead	SNC
Nickel	C
Silver	C
TTO	C
Zinc	SNC

Figure 29

**Industrial Users Effluent Compliance Summary**  
Reporting Period: 01/01/89 - 06/30/89

Consistent Compliance .....	1
Infrequent Noncompliance .....	0
Significant Noncompliance .....	2
	---
Total Industrial Users	3
(With Effluent Data In Reporting Period)	

#### INDUSTRIAL USERS WITH NO DATA IN THIS REPORTING PERIOD

INDUSTRIAL USER:	IU CODE/OUTFALL:
Industry 004	004      FAC
Industry 005	005      FAC

Figure 30

#### 4.5 INDUSTRIAL USERS YEARLY COMPLIANCE LIST - OPTION 5

A yearly compliance report can be generated by choosing Option 5 on the Report Generation Menu. This report will list all industrial users by name and user code, and any additional outfall codes, and indicate whether the industrial user was in consistent compliance (C), infrequent noncompliance (I), or significant noncompliance (SNC) with its effluent limits for the designated year. This report combines the information for each six month period and presents the industrial user's compliance status for the year. (Figure 31.)

Industrial Users Yearly Compliance Report			
Reporting Period: 01/01/89 - 12/31/89			
Industrial User	IU Code	Outfall	Compliance
Industry 001	001	FAC	SNC
Industry 002	002	FAC	C
Industry 003	003	FAC	SNC

-----  
Footnote: C =Consistent Compliance  
I =Infrequent Noncompliance  
SNC=Significant Noncompliance

Figure 31

#### 4.6 INDUSTRIAL USERS COMPLIANCE REPORT - OPTION 6

Select Option 6 from the REPORT GENERATION MENU to generate a report which presents the reports industrial users have submitted, inspections conducted, enforcement actions taken, and penalties collected. (Figure 32.) A report can be generated on an industrial user or group of industrial users. Option 6 will generate a compliance report on the industrial user's performance over one year.

**INDUSTRIAL USERS COMPLIANCE REPORT**  
01/01/89 TO 12/31/89

09/12/89

<b>IU NAME:Industry 001</b>		<b>CODE:001</b>	<b>OUTFALL:FAC</b>
<b>CONTROL MECHANISM ISSUED</b>	<b>DATE ISSUED</b> 01/01/89	<b>DATE EXPIRED</b> 01/01/91	
<b>INDUSTRIAL USER REPORTING</b>	<b>DATE DUE</b> No data in file.	<b>DATE RECEIVED</b>	
<b>INSPECTIONS CONDUCTED</b>	<b>DATE OF INSPECTION</b>		
Sampling	01/01/89		
Sampling	01/15/89		
Non-Sampling	04/01/89		
<b>ENFORCEMENT ACTIONS</b>	<b>DATE OF ACTION</b>		
Notice of Violation	01/17/89		
Significant Violators	02/15/89		
<b>COMPLIANCE SCHEDULE</b>	<b>DATE DUE</b>	<b>DATE COMPLETED</b>	
<b>MILESTONE</b>	No data in file.		
<b>PENALTIES COLLECTED</b>	<b>AMOUNT COLLECTED</b>		
<b>DATE PENALTY COLLECTED</b>	No data in file.		

**COMMENTS:**

Figure 32

#### 4.7 PRETREATMENT PERFORMANCE SUMMARY - OPTION 7

Select Option 7 from the REPORT GENERATION MENU to generate a one-year summary including significant noncompliance, reporting, permitting, compliance, and enforcement data. (Figure 33.) The report generates information on the categorical, noncategorical, and total industrial users in the system.

09/12/89

NPDES No.: ZZ0000000000

**Phone: 123-456-7890**

Significant Industrial Users		
Cate- gorical	Noncate- gorical	Total
3 1	1 0	4 1
2 2 0 0	0 0 0 0	2 2 0 0
1 1 1 2 1	0 0 0 0 0	1 1 1 2 1
1 1 1 0 0 0 0 0	0 0 0 0 0 0 0 0	1 1 1 0 0 0 0 0
0 0 0 0	0 0 0 0	0 0 0 0
0 0	0 0	0 0

**I certify that the information contained is complete and accurate to the best of my knowledge.**

**Date**

**Figure 33**

#### 4.8 STEP-BY-STEP (GENERATING REPORTS)

Step 1: If you will be sending output to the printer, turn printer on.

Step 2: Select [2] from the Main Menu to reach the Report Generation Menu.

Step 3: From the Report Generation Menu, select the report you wish to print.

Step 4: If you selected report 1, 2, 3, or 6, you will see the Report Selection Menu. The Report Selection Menu will allow you to choose whether you would like to report one, several, or all industrial users in the system.

If you selected reports 4, 5, or 7, skip to Step 6.

Step 5: At the Report Selection Menu, select:

- [1] To report a single user
- [2] To report a group of users

o enter the industrial user codes in the following format:

"001", "002", "003" ...

**NOTE:** Do not use spaces.

- [3] To report all users

Step 6: If you selected report 3, 4, 5, 6, or 7, you will see the Reporting Period Inquiry Screen at the bottom of your menu. The Reporting Period Inquiry Screen will allow you to specify which 6 month or yearly reporting period you wish to report on.

If you selected report 1 or 2, skip to Step 10.

Step 7: At the Reporting Period Inquiry Screen, specify the month in which your reporting year begins. Enter 99 to abort the reporting process. Press ENTER.

Step 8: Specify the year from which the report is to come. Press ENTER.

Step 9: If you selected report 5, 6, or 7, which are yearly reports, you will not have to specify which six-month reporting period you wish to report on.

If you selected report 3 or 4, choose the six-month period you wish to report on by entering [1] for the first six months of the specified reporting year, or [2] for the second six months of the specified reporting year.



Step 10: If you selected reports 1, 2, or 6, press [C] to generate the report in industrial user code order or [N] to generate the report in alphabetic order. Press ENTER.

Step 11: Press [S] if report is to be generated on the screen or [P] to direct report output to the printer. Press ENTER.

## 4.9 REPORTING CONVENTIONS

### 4.9.1 REPORT 3 - SAMPLING DATA REPORT

When you run a six-month sampling data report, 4-day averages will follow these rules:

1. 4-day average groups will start at the first sampling event ever recorded. Example; say you have 5 events with these dates:

09/13/66	} ← 4-day grouping
01/01/89	
01/02/89	
01/03/89	
01/04/89	← outlier

Even though you have 4 consecutive days in January 1989, PCME will start with 09/13/66. If you run a report for the first half of 1989, then a 4-day average will be calculated for the dates 09/13/66 through 01/03/89. The outlier 01/04/89 will be reported but no 4-day average for it will be calculated. A daily violation will be flagged for any date in the reporting period (01/01/89 through 01/04/89). A daily violation will not be flagged for a date outside the reporting period (09/13/66).

2. 4-day averages will not be calculated when there are less than 4 days of sampling data.
3. 4-day outliers will be used in calculating 4-day averages for the current six-month reporting period, provided that there is enough sampling data to obtain a 4-day grouping.
4. Zeros are included in the calculation of monthly and 4-day averages.

### 4.9.2 REPORT 7 - PRETREATMENT PERFORMANCE SUMMARY

1. Active control documents is the number of control documents that will remain unexpired by the end of the reporting period.
2. SNC for any reason - is a count of facilities that are noncompliant for any violation. Two or more violations at the same facility will be counted as one facility violation.

3. Facilities inspected - sampling or nonsampling is a count of the facilities that have been inspected at least once in the reporting period.
4. Facilities inspected - sampling - is a count of the facilities that had at least one sampling inspection conducted by the Control Authority during the reporting period.
5. Facilities inspected - nonsampling - is a count of the facilities that had at least one nonsampling inspection conducted by the Control Authority during the reporting period.

## 5.0 REINDEXING THE PCME SYSTEM

Indexing database files is the PCME system's way of sorting database files. The PCME tracking system uses several index files and updates them continuously while data is being saved or edited. Indexes are prone to damage, however, and must be rebuilt from the original database. When data appears scrambled, try using Option 3 from the MAIN MENU SELECTION to reindex files.

**NOTE:** All indexes are denoted by the .NTX file extension.

## 6.0 PCME DATA FILES

The PCME tracking system was written in the dBaseIII+ programming language and compiled into an executable program using the Clipper compiler software. The program utilizes dBaseIII+ database files to save its data. A list of the database files and a short description of what is contained in them follows:

C_SCH.DBF	This database keeps track of compliance schedules.
CMP.DBF	This database keeps track of industrial users' control mechanism and inspections.
EA.DBF	This database keeps track of all enforcement actions taken against industrial users.
ESAMPLE.DBF	This database is copied when new industrial users are added. It is basically an empty sampling data database.

<b>INDSAMP.DBF</b>	This database keeps track of where (what file) each industrial user's sampling data is located. (See SAMP*.DBF).
<b>INDUSTRY.DBF</b>	This database contains general information for each industry (user code, outfall, name, address, contact, phone number, etc.)
<b>INTERIM.DBF</b>	This database contains the list of selected parameters and their corresponding limits for each industrial user.
<b>OTHER.DBF</b>	This database records industrial noncompliance for other reasons (other than effluent noncompliance).
<b>PARAMETE.DBF</b>	This database helps PCME track parameter codes with their corresponding names. This is a static database and is not accessed directly by the user.
<b>PC.DBF</b>	This database records all penalties collected by the Control Authority.
<b>REASONS.DBF</b>	This database helps PCME keep track of a toggle for other reasons for SNC. This is a static database and is not accessed directly by the user.
<b>SAMP*.DBF</b>	The * indicates a number. These databases save industries' sampling data. The PCME system keeps track of which industry's sampling data is contained in which database using INDSAMP.DBF.
<b>SIU.DBF</b>	This database keeps track of industrial user reporting.

## 7.0 COMMON PROGRAM QUESTIONS

### 1. How do I save data to a floppy disk?

Save all files in your PCME directory that have a .DBF file extension to floppy disks. Fit as many as you can onto each disk. If you wish to archive old data, save the \*.DBF files to floppies, erase all the files in your PCME directory and reinstall PCME (you will have to re-enter industry information). To retrieve archived data, make a new directory on your hard disk, copy archived \*.DBF files to this directory, copy the PCME.EXE file from the original PCME software diskette, and run PCME.

### 2. How can I enter monitoring data without having PCME determine SNC?

If you wish to track an unregulated pollutant parameter, you must blank out (leave completely empty) both the maximum and average limit fields in the pretreatment standards screen.

3. What happens to two different sampling events entered for the same day?

PCME has the ability to track up to 4 different sampling events for one day, provided that they are different types of sampling (i.e., self, scheduled, unscheduled, or demand). If you enter two or more sample events on the same day which are the same type, you will have trouble editing one or more of those sampling events.

## **APPENDIX A**

### **GLOSSARY OF TERMS**

Administrative Action - (such as a fine, order, etc.) - Enforcement action authorized by the Control Authority's legal authority (enabling legislation and sewer use ordinance) which is taken without the involvement of a court of law.

Administrative Order - Enforcement document which orders the violator to perform an act or refrain from acting. Orders may require users to attend a show cause meeting, cease and desist discharging, or undertake activities pursuant to a compliance schedule.

Approval Authority - The Director of a State Agency with an approved State Pretreatment Program and the Administrator of the EPA in States without an approved State Pretreatment Program.

Baseline Monitoring Report (BMR) - A report submitted by categorical industrial users within 180 days after the effective date of a categorical standard which indicates the compliance status of the user with the applicable categorical standard [40 CFR 403.12(b)].

Biochemical Oxygen Demand (BOD) - A measurement of the amount of oxygen depletion over a specified time period (usually 5 days) in a wastewater sample: it is a measurement of non-toxic organic strength of a wastewater.

Buffer - An area of the computer's memory that DOS uses to store a segment of data.

Categorical Industrial User (CIU) - An industrial user subject to categorical pretreatment standards.

Civil Suit - Lawsuit filed in a civil court. If the court rules that the defendant industrial user violated the law, the court may impose civil penalties, injunctions or other equitable remedies, and/or cost recovery.

Compiler - A command processor that interprets lines of program code and combines them into an executable file.

Compliance Schedule - A schedule of required activities (also termed milestones) necessary for an industrial user to achieve compliance with all pretreatment program requirements.

Configuration System File - A configuration file that contains certain DOS commands to change system default configuration settings. This file is called from the root directory each time DOS starts.

Consistent Compliance - 100 percent compliance for all samples collected.

Control Authority - A POTW with an approved pretreatment program or the Approval Authority in the absence of a POTW pretreatment program.

Criminal Prosecution - Criminal charge brought by the Control Authority against an accused violator. Alleged criminal action may be either a misdemeanor or a felony and is defined as willful, negligent, knowing, and/or intentional violations.

CTRL ALT DEL - Restarts DOS.

Daily Maximum - The maximum allowable discharge of pollutant during a calendar day. Where daily maximum limitations are expressed in units of mass, the daily discharge is the total mass discharged over the course of the day. Where daily maximum limitations are expressed in terms of a concentration, the daily discharge is the arithmetic average measurement of the pollutant concentration derived from all measurements taken that day.

Data Files - Files where data is stored. PCME stores data in dBaseIII+ database files and can be denoted by their .DBF file extension.

Demand Sampling - Inspection/sampling initiated in response to a known or suspected violation.

Directory - A directory contains a list of files that are contained on a disk. A directory can be separated into subdirectories, each containing a list of different files or more subdirectories. The uppermost directory on a disk is called the root directory. The root directory can contain files and subdirectories. These subdirectories can contain more files and more subdirectories.

Disk Operating System (DOS) - It is the operating system which manages your files and runs your software applications from your PC.

File - Collection of related information stored on a disk.

Four Day Average - Implementation of 4 day average calls for comparison of the standard with independent results from 4 consecutive sampling days. For the sampling days to be independent, each calculated 4-day average should not include sampling data used in another 4-day average. For example, if there were 11 days of sampling, samples 1, 2, 3, and 4 constitute a 4-day average; samples 5, 6, 7, and 8 produce the next 4-day average; and samples 9, 10, and 11 will have to wait until an additional sample is taken so that the next 4-day average can be calculated. These sampling days are not necessarily calendar days, but reflect the sampling frequency; namely, weekly sampling produces a 4-day average every 4 weeks, and monthly sampling produces a 4-day average every 4 months.

Four Day Average Grouping - Group of four consecutive sampling events that compose a 4-day average for any given parameter.

Hard disk - Disk drive that is built into the computer. Sometimes called the fixed disk.

Hardware - Your computer equipment.

Index file - Files that are created when a dBaseIII+ database is sorted. PCME index files can be denoted by their .NTX file extension.

Infrequent noncompliance - Any measure of compliance less than 100 percent but less than a significant violation.

Industrial User (IU) - A source of nondomestic waste discharged to the POTW.

**Interference** - A discharge which, alone or in conjunction with a discharge or discharges from other sources, both:

- 1) Inhibits or disrupts the POTW, its treatment process or operations, or its sludge processes, use or disposal; and
- 2) Therefore, is a cause of a violation of any requirement of the POTW's NPDES permit (including an increase in the magnitude or duration of a violation) or of the prevention of sewage sludge use or disposal in compliance with the following statutory provisions and regulations or permits issued thereunder (or more stringent State or local regulations): Section 405 of the Clean Water Act, the Solid Waste Disposal Act (SWDA) (including Title II, more commonly referred to as the Resource Conservation and Recovery Act (RCRA), and including State regulations contained in any State sludge management plan prepared pursuant to Subtitle D of the SWDA), the Clean Air Act, the Toxic Substances Control Act, and the Marine Protection, Research and Sanctuaries Act (40 CFR 403.3).

**Monthly Average** - The arithmetic mean of the values for effluent samples collected during a calendar month or specified 30 day period (as opposed to a rolling 30 day window).

**Ninety-day Compliance Report** - Within 90 days following the date for final compliance with applicable categorical standards, the affected industrial user must submit to the Control Authority a report indicating the nature and concentration of all limited pollutants in the regulated discharges and the average and maximum daily flow for these discharges. The report also must indicate whether the pretreatment standards are being met consistently.

**Nondomestic User** - Any person who discharges, causes or permits the discharge of wastewater from any facility other than a residential unit.

**Notice of Violation (NOV)** - Control Authority document notifying an industrial user that it has violated pretreatment standards and requirements. This is issued when the Control Authority expects the violation to be corrected within a short period of time.

**Operating System** - System program which manages disks, files, application programs and peripheral devices (such as printers).

**Outfall** - Any effluent wastestream connection from an industrial user to the sanitary sewer.

**Outlier** - Referred to in section 4.9.1. An outlier is defined as a sample point in the current six month reporting period that has a 4-day average limit, but is not part of a 4-day average grouping. Each parameter may have up to three outliers in any given reporting period.

**Pass Through** - A discharge which exits the POTW into waters of the United States in quantities or concentrations which alone or in conjunction with a discharge from other sources, is a cause of a violation of any requirement of the POTW's NPDES permit (including an increase in the magnitude or duration of a violation) (40 CFR 403.3).



Path - A path is defined as the route to a particular subdirectory starting from the root directory. A path is a sequence of directory names separated with a backslash (\). A path of C:\TOOLS\PCME would be read as: Starting from the root directory in the C: drive (C:\) move to the subdirectory TOOLS (C:\TOOLS), and then move to a subdirectory contained within the TOOLS subdirectory called PCME (C:\TOOLS\PCME). (see directory)

Periodic Report on Continued Compliance - All significant industrial users must submit, at least twice per year, a description of the nature, concentration and flow of the pollutants required to be reported by the Control Authority. For categorical industrial users, these reports must be submitted during the months of June and December unless directed to do otherwise by the Control Authority.

RAM - RAM is an acronym for random access memory. This memory is used by your computer to run applications and store data temporarily to buffers before data gets stored to a disk.

Reindex - Updates an existing index file.

Root Directory - The uppermost directory of a disk (see directory).

Scheduled Sampling - POTW inspection/sampling with prior notice to the industrial user (1 week to 1 month in advance).

Self Monitoring - Sampling conducted by an industrial user per Control Authority requirement.

Significant Industrial User (SIU) - Defined by EPA as: (A) all categorical industrial users or (B) any noncategorical industrial user that (i) discharges 25,000 gallons per day or more of process wastewater ("process wastewater" excludes sanitary noncontract cooling, and boiling blowdown wastewaters or (ii) contributes a process wastestream which makes up five percent or more of the average dry weather hydraulic or organic (BOD, TSS, etc.) capacity of the treatment plant or (iii) has a reasonable potential, in the opinion of the Control or Approval Authority to adversely affect the POTW treatment plant (inhibition, pass through of pollutants, sludge contamination or endangerment of POTW workers).

Significant Noncompliance - Instances of significant noncompliance are industrial user violations which meet one or more of the following criteria:

1. Violations of wastewater discharge limits.
  - a. Chronic violations. Sixty-six percent or more of the measurements exceed the same daily maximum limit or the same average limit in a 6-month period (any magnitude of exceedance).
  - b. Technical Review Criteria (TRC) violations. Thirty-three percent or more of the measurements exceed the same daily maximum limit or the same average limit by more than the TRC in a 6-month period.

There are two groups of TRCs:

Group I for conventional pollutants  
(BOD, TSS, fats, oil, and grease)

TRC = 1.4

Group II for all other pollutants

TRC = 1.2

- c. Any other violation(s) of an effluent limit (average or daily maximum) that the Control Authority believes has caused, alone or in combination with other discharges, interference (e.g., slug loads) or pass-through; or endangered the health of the sewage treatment personnel or the public.
  - d. Any discharge of a pollutant that has caused imminent endangerment to human health/welfare or to the environment and has resulted in the POTWs exercise of its emergency authority to halt or prevent such a discharge.
2. Violations of compliance schedule milestones, contained in a local control mechanism or enforcement order, for starting construction, completing construction, and attaining final compliance by 90 days or more after the schedule date.
  3. Failure to provide reports for compliance schedules, self-monitoring reports, 90-day compliance reports, and periodic reports) within 30 days from the due date.
  4. Failure to accurately report noncompliance.
  5. Any other violation or group of violations that the Control Authority considers to be significant.

Significant Violation - Violation which remains uncorrected 45 days after notification on noncompliance; which is part of a pattern of noncompliance over a twelve month period; which involves a failure to accurately report noncompliance; or which resulted in the POTW exercising its emergency authority under 40 CFR Part 403.8(f)(2)(vi)(B). This definition is proposed to be changed to coincide with the definition of significant noncompliance.

Slug Load - Any pollutant (including Biochemical Oxygen Demand) released in a discharge at a flow rate or concentration which will cause interference with the operation of the treatment works.

Subdirectory - (see directory)

Unscheduled Sampling - Routine POTW inspection/sampling with little or no advance notice to the industrial user.