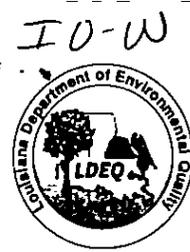




State of Louisiana
Department of Environmental Quality



M. J. "MIKE" FOSTER, JR.
GOVERNOR

JUL 30 2003

L. HALL BOHLINGER
SECRETARY

Certified Mail Number: 7003 0500 0004 7591 1345
EPA Cert. Mail.# 7003 0500 0004 7591 1314

LPDES FILE NUMBER: LA0040185
AGENCY INTEREST NUMBER: AI 19244
PER20010001

St. Bernard Parish Government
Riverbend Oxidation Pond/Poydras-Verret Wetland
Post Office Box 1278
Chalmette, Louisiana 70044

MAIN FILE COPY

Attention: Mr. Stephen W. Price, Chief Administrative Officer

Subject: Louisiana Pollutant Discharge Elimination System (LPDES) permit to discharge treated sanitary wastewater by force main directly into the Poydras-Verret Wetlands; thence into the Violet Canal; thence into the Mississippi River Gulf Outlet (MRGO) from a publicly owned treatment works serving the Poydras area.

Gentlemen:

This Office has not received comments from either the general public or the St. Bernard Parish Government in response to the public notice published in the ST. BERNARD VOICE of St. Bernard on May 23, 2003 and the Department of Environmental Quality Public Notice Mailing List on May 15, 2003.

Pursuant to the Clean Water Act (33 U.S.C. 1251 et seq.), and the Louisiana Environmental Quality Act (La. R.S. 30:2001, et seq.), the attached LPDES permit has been issued. Provisions of this permit may be appealed in writing pursuant to La. R.S. 2024 (A) within 30 days of receipt of this permit. Only those provisions specifically appealed will be suspended by a request for a hearing unless the secretary or the assistant secretary elects to suspend other permit conditions as well. All other provisions of this permit will remain in effect. A request for a hearing must be sent to the following:

Louisiana Department of Environmental Quality
Office of the Secretary
Attention: Hearings Clerk, Legal Affairs Division
Post Office Box 82282
Baton Rouge, Louisiana 70884-2282

Please reference your Agency Interest Number, AI19244, and your Louisiana Pollutant Discharge Elimination System Number, LA0040185 on all future correspondence to the Department.

In accordance with Part II, Section A, Paragraph 10 of the permit, monitoring results should be reported on a Discharge Monitoring Report (DMR) form as per the schedule specified. A copy of the form to be used is attached for your convenience.

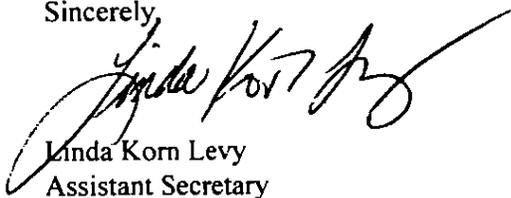


St. Bernard Parish Government  
LA0040185. AI 19244. PER20010001  
Page Two

A Municipal Water Pollution Prevention Environmental Audit Report Form has been enclosed. Please consult Part II, Section B of the permit for instructions regarding this audit.

Should you have any questions concerning any part of the permit, please contact Ms. Gwendolyn Berthelot, Environmental Scientist 3, Office of Environmental Services, Permits Division, Minor Industrial & Municipal Section, Post Office Box 4313, Baton Rouge, Louisiana 70821-4313 or (225) 219-3057.

Sincerely,



Linda Korn Levy  
Assistant Secretary

glb

Attachments

c: cover letter and permit

BY CERTIFIED MAIL  
Ms. Evelyn Rosborough  
6WQ-CA  
U.S. Environmental Protection Agency  
Region VI

Mr. Christopher J. Gregus  
Post Office Box 1278  
Alexandria, Louisiana 71309-0089

Mr. Mitch Mitchell  
Permit Compliance Unit  
Office of Environmental Compliance

Ms. Gwendolyn Berthelot  
Permits Division  
Minor Industrial & Municipal Section



LPDES PERMIT  
NUMBER: LA0040185  
AGENCY INTEREST  
NUMBER: AI 19244  
PER20010001

OFFICE OF ENVIRONMENTAL SERVICES  
**Water Discharge Permit**

Pursuant to the Clean Water Act, as amended (33 U.S.C. 1251 et seq.), and the Louisiana Environmental Quality Act, as amended (La. R. S. 30:2001 et seq.), rules and regulations effective or promulgated under the authority of said Acts, and in reliance on statements and representations heretofore made in the application, a Louisiana Pollutant Discharge Elimination System permit is issued authorizing

St. Bernard Parish Government  
Riverbend Oxidation Pond/Poydras-Verret Wetland  
Post Office Box 1278  
Chalmette, Louisiana 70044

**Type Facility:** existing publicly owned treatment works serving the Poydras area

**Location:** Riverbend Drive and Judge Perez Drive at 40 Arpent Canal in Chalmette, St. Bernard Parish

**Receiving Waters:** Poydras-Verret Wetlands; thence into the Violet Canal; thence into Bayou Dupree; thence into the Mississippi River Gulf Outlet (MRGO)

to discharge in accordance with effluent limitations, monitoring requirements, and other conditions set forth in Parts I, II, and III attached hereto.

This permit shall become effective on *September 1, 2003*

This permit and the authorization to discharge shall expire five (5) years from the effective date of the permit.

Issued on *July 24, 2003*

*Linda Korn Levy*  
Linda Korn Levy  
Assistant Secretary

**INTERIM EFFLUENT LIMITATIONS AND MONITORING REQUIREMENTS**

During the period **beginning** the effective date of the permit and lasting **until the completion of construction to upgrade, July 1, 2005**<sup>†</sup>, but **NO LATER THAN** September 1, 2005 the permittee is authorized to discharge from:

**Outfall 001** (Forty Arpent Canal) treated sanitary wastewater, **Design Capacity** is 0.47 MGD

Such discharges shall be limited and monitored by the permittee as specified below:

<u>Effluent Characteristic</u>	<u>Storet Code</u>	<u>Discharge Limitations</u>			<u>Monitoring Requirements</u>	
		(lbs/day)	other units (specify)		Measurement Frequency	Sample Type
		<u>Monthly Avg.</u>	<u>Monthly Avg.</u>	<u>Weekly Avg.</u>		
Flow-MGD	50050	---	Report	Report	Continuous	Recorder
CBOD <sub>5</sub>	80082	39	10 mg/l	15 mg/l	2/month	Grab
TSS	00530	59	15 mg/l	23 mg/l	2/month	Grab
Ammonia-Nitrogen	00610	39	10 mg/l	15 mg/l	2/month	Grab
Dissolved Oxygen**	00300	N/A	3 mg/l (minimum)	N/A	2/month	Grab
Fecal Coliform colonies/100ml †	74055	---	200	400	2/month	Grab
pH (Standard Units)*	00400	---	---	---	2/month	Grab

\*\* The Dissolved Oxygen limit is a minimum monthly average value. When monitoring is conducted, the Dissolved Oxygen shall be analyzed immediately, as per 40 CFR 136.3.

† See Part II, Section A, Paragraph # 8.

† See Part II, Section A, Paragraph # 9.

\* The pH shall not be less than 6.0 standard units nor greater than 9.0 standard units. The permittee shall report on the Discharge Monitoring Reports both the minimum and maximum instantaneous pH values measured.

There shall be no discharge of floating solids or visible foam in other than trace amounts.

Samples taken in compliance with the monitoring requirements specified above shall be taken at the following location:

Outfall 001 (Forty Arpent Canal), at the point of discharge from the last treatment unit prior to mixing with other waters.

**FINAL EFFLUENT LIMITATIONS AND MONITORING REQUIREMENTS**

During the period **upon** completion of construction to upgrade, July 1, 2005<sup>†</sup> but **NO LATER THAN** September 1, 2005 and **lasting** through the expiration date of the permit the permittee is authorized to discharge from:

**Outfall 002-007** (Podras-Verret Wetlands) treated sanitary wastewater, **Design Capacity** is 0.90 MGD

Such discharges shall be limited and monitored by the permittee as specified below:

<b><u>Effluent Characteristic</u></b>	<b><u>Storet Code</u></b>	<b><u>Discharge Limitations</u></b>			<b><u>Monitoring Requirements</u></b>	
		(lbs/day)	other units (specify)		<b><u>Measurement Frequency</u></b>	<b><u>Sample Type</u></b>
		<b><u>Monthly Avg.</u></b>	<b><u>Monthly Avg.</u></b>	<b><u>Weekly Avg.</u></b>		
Flow-MGD	50050	---	Report	Report	Continuous	Recorder
BOD <sub>5</sub>	00310	225	30 mg/l	45 mg/l	2/month	Grab
TSS	00530	676	90 mg/l	135 mg/l	2/month	Grab
Total Residual Chlorine (TRC) †	50060	---	NO MEASURABLE		2/month	Grab
Fecal Coliform colonies/100ml †	74055	---	1000	2000	2/month	Grab
pH (Standard Units)*	00400	---	---	---	2/month	Grab
Priority Pollutants **	51168	---	---	Report	1/year	24-hr composite
Wetland Monitoring***		---	---	---	N/A	N/A

‡ See Part II, Section A, Paragraph # 8.

† See Part II, Section A, Paragraph # 9.

‡ Prior to final disposal, the effluent shall contain NO MEASURABLE Total Residual Chlorine at any one time monitored by grab sample. Given the current constraints pertaining to chlorine analytical methods, NO MEASURABLE will be defined as less than 0.1 mg/l of chlorine. If any individual analytical test results is less than 0.1 mg/l, a value of zero (0) may be used for that individual result for the Discharge Monitoring Report (DMR) calculations and reporting requirements.

\* The pH shall not be less than 6.0 standard units nor greater than 9.0 standard units. The permittee shall report on the Discharge Monitoring Reports both the minimum and maximum instantaneous pH values measured.

\*\* See Appendix I, Priority Pollutants

\*\*\* See Part II, Section D, Wetland System Monitoring Requirements.

There shall be no discharge of floating solids or visible foam in other than trace amounts.

Samples taken in compliance with the monitoring requirements specified above shall be taken at the following location:

**PART I**

**Page 4 of 4**

**LA0040185, AI 19244, PER20010001**

Outfalls 002 – 007, at the point of discharge from the last treatment unit prior to discharge into the natural wetlands.

Outfalls shall be numbered starting from the northern most outfall going south and then southeast, ending with the eastern most outfall.

**Discharge location must be staggered every three months, in the following order: Outfall 002, 006, 004, 007, 003, 005 then repeat the order.**

## PART II

### OTHER REQUIREMENTS

In addition to the standard conditions required in all permits and listed in Part III, the office has established the following additional requirements in accordance with the Louisiana Water Quality Regulations.

#### SECTION A. GENERAL STATEMENTS

1. The Department of Environmental Quality reserves the right to re-open and impose more stringent discharge limitations and/or additional restrictions in the future to maintain the water quality integrity and the designated uses of the receiving water bodies based upon water quality studies. These studies may indicate the need for advanced wastewater treatment. Therefore, prior to upgrading or expanding this facility, the permittee should contact the Department to determine the status of the work being done to establish future effluent limitations and additional permit conditions.
2. This permit does not in any way authorize the permittee to discharge a pollutant not listed or quantified in the application or limited or monitored for in the permit.
3. Authorization to discharge pursuant to the conditions of this permit does not relieve the permittee of any liability for damages to state waters or private property. For discharges to private land, this permit does not relieve the permittee from obtaining proper approval from the landowner for appropriate easements and rights of way.
4. For definitions of monitoring and sampling terminology see Part III, Section F.
5. 24-hour Oral Reporting: Daily Maximum Limitation Violations

Under the provisions of Part III Section D.6.e (3) of this permit, violations of daily maximum limitations for the following pollutants shall be reported orally to the Office of Environmental Compliance within 24 hours from the time the permittee became aware of the violation followed by a written report in five days.

Pollutants: None

In addition, enforcement authority has been retained by EPA. Therefore, EPA must also be notified according to the provisions above until notification that enforcement authority has been assumed by LDEQ. The written report shall be submitted to the following address:

U.S. Environmental Protection Agency, Region 6  
Water Enforcement Branch, 6 EN-WC  
1445 Ross Ave.  
Dallas, Texas 75202

6. As an exception to Part III Section D.6.e (1), the permittee shall report all overflows in the collection system with the Discharge Monitoring Report submittal. These reports shall be summarized and reported in tabular format. The summaries shall include: the date, time, duration, location, estimated volume, and cause of the overflow; observed environmental impacts from the overflow; actions taken to address the overflow; and the ultimate discharge location if not contained (e.g., storm sewer system, ditch, tributary). All other overflows and overflows which endanger human health or the environment must be reported in the manner described in Part III, Section D.6 of the permit.

**OTHER REQUIREMENTS (Continued)**

7. In accordance with La.R.S.40:1149, it shall be unlawful for any person, firm, or corporation, both municipal and private, operating a water supply system or sewerage system to operate same unless the competency of the operator is duly certified by the State Health Officer. Furthermore, it shall be unlawful for any person to perform the duties of an operator without being duly certified. Therefore, the St. Bernard Parish Government should take whatever action is necessary to comply with La.R.S. 40:1149.

**8. CONSTRUCTION COMPLIANCE SCHEDULE**

ACTIVITY	DATE
Began the process of obtaining funds and specification development	Funds have been allocated
Began Construction	<b>NO LATER THAN</b> January 1, 2005
End Construction	<b>NO LATER THAN</b> July 1, 2005
Achieve Final Effluent Limitations and Monitoring Requirements	<b>NO LATER THAN</b> September 1, 2005

The permittee shall achieve compliance with the FINAL EFFLUENT LIMITATIONS and MONITORING REQUIREMENTS specified in accordance with the following schedule:

The above listed activities must be achieved on or before the deadline date. Additionally, the Permittee shall submit a progress report outlining the status of all facility improvements on an annual basis until compliance is achieved.

Within 14 days of completion of the new facility or facility upgrade and/or expansion, the Permittee shall notify the Department of Environmental Quality - Office of Environmental Compliance and EPA Region VI, in writing, that construction has been completed.

Within 14 days of completion of the new facility or facility upgrade and/or expansion, the Permittee shall notify the Department of Environmental Quality - Office of Environmental Compliance, in writing, that construction has been completed.

The Permittee shall achieve sustained compliance with Final Effluent Limitations.

The permittee shall efficiently operate and maintain the existing treatment facility so as to discharge effluent which does not exceed the INTERIM EFFLUENT LIMITATIONS and MONITORING REQUIREMENTS.

Where the percent project completion reported is less than would be required to assure completion of construction by the required date, the report of progress shall also include an explanation for this delay and proposed remedial actions.

**OTHER REQUIREMENTS (Continued)**

No later than 14 calendar days following a date for a specific action (as opposed to a report of progress) identified in the above schedule of compliance, the permittee shall submit a written notice of compliance or noncompliance.

9. Please be aware, concentrations of Total Residual Chlorine above 0.01 mg/L can cause or contribute to significant toxicity in receiving streams and biomonitoring testing. It is the permittee's responsibility to assure that no Total Residual Chlorine remains in the effluent after dechlorination in order to prevent toxicity in the receiving stream and in whole effluent toxicity testing.
10. Monitoring results must be reported on a Discharge Monitoring Report (DMR) form (EPA No. 3320-1 or an approved substitute). All monitoring reports must be retained for a period of at least three (3) years from the date of the sample measurement. The permittee shall make available to this Department, upon request, copies of all monitoring data required by this permit.

If there is a no discharge event at any of the monitored outfall(s) during the sampling period, place an X in the NO DISCHARGE box located in the upper right corner of the Discharge Monitoring Report.

Monitoring results for each month shall be summarized on a Discharge Monitoring Report (DMR) Form (one DMR Form per month) and submitted to the Office of Environmental Compliance on a quarterly basis. The schedule for quarterly DMR submission is as follows:

<u>Monitoring Period</u>	<u>DMR Due Date</u>
January, February, March	April 28 <sup>th</sup>
April, May, June	July 28 <sup>th</sup>
July, August, September	October 28 <sup>th</sup>
October, November, December	January 28 <sup>th</sup>

A copy of the DMR signed and certified as required by LAC 33:IX.2333.B, and all other reports required by this permit shall be submitted to the Permits Compliance Unit, and shall also be submitted to the appropriate LDEQ regional office at the following addresses:

Department of Environmental Quality  
Office of Environmental Compliance  
Enforcement Division  
Post Office Box 82215  
Baton Rouge, Louisiana 70884-2215  
Attention: Permit Compliance Unit

Southeast Regional Office  
Office of Environmental Compliance  
Surveillance Division  
3501 Chateau Boulevard - West Wing  
Kenner, Louisiana 70065

**OTHER REQUIREMENTS (Continued)**

In addition, enforcement authority has been retained by EPA. Therefore, the original and a copy of the DMRs must also be submitted to the following address until notification that enforcement authority has been assumed by LDEQ:

U.S. Environmental Protection Agency, Region 6  
Water Enforcement Branch, 6 EN-WC  
1445 Ross Ave.  
Dallas, Texas 75202

11. The permittee shall monitor the effluent for the Priority Pollutants listed in Table 1 of this permit. All testing methods and procedures shall conform with the instructions stated in Table 1.

The results of the testing and accompanying laboratory certification shall be submitted to the addresses indicated and as instructed in Part II, Section A, Paragraph 10. The results of the first test are to be submitted one year from the effective date of the permit. Subsequent testing results are to be submitted on a yearly basis, thereafter.

If results of the Priority Pollutant Scan indicate potential toxicity to the natural wetland, the Department of Environmental Quality reserves the right to reopen this permit to include appropriate limitations and conditions to ensure protection of water quality standards.

**OTHER REQUIREMENTS (Continued)**

Southeast Regional Office  
Office of Environmental Compliance  
Surveillance Division  
3501 Chateau Boulevard - West Wing  
Kenner, Louisiana 70065

In addition, enforcement authority has been retained by EPA. Therefore, the original and a copy of the DMRs must also be submitted to the following address until notification that enforcement authority has been assumed by LDEQ:

U.S. Environmental Protection Agency, Region 6  
Water Enforcement Branch, 6 EN-WC  
1445 Ross Ave.  
Dallas, Texas 75202

11. The permittee shall monitor the effluent for the Priority Pollutants listed in Table 1 of this permit. All testing methods and procedures shall conform with the instructions stated in Table 1.

The results of the testing and accompanying laboratory certification shall be submitted to the addresses indicated and as instructed in Part II, Section A, Paragraph 10. The results of the first test are to be submitted one year from the effective date of the permit. Subsequent testing results are to be submitted on a yearly basis, thereafter.

If results of the Priority Pollutant Scan indicate potential toxicity to the natural wetland, the Department of Environmental Quality reserves the right to reopen this permit to include appropriate limitations and conditions to ensure protection of water quality standards.

**OTHER REQUIREMENTS (Continued)**

**SECTION B. MUNICIPAL WATER POLLUTION PREVENTION**

**Pollution Prevention Requirements**

1. The permittee shall institute or continue programs directed towards pollution prevention. The permittee shall institute or continue programs to improve the operating efficiency and extend the useful life of the facility. The permittee will complete an annual Environmental Audit Report **each year** for the life of this permit according to the schedule below. A copy of the Environmental Audit Form has been attached to this permit. Please make additional copies to be utilized for each year of this permit. Additional copies can be obtained upon request.

The audit evaluation period is as follows:

<b>Audit Period Begins</b>	<b>Audit Period Ends</b>	<b>Audit Report Completion Date</b>
Effective Date of Permit	12 Months from Audit Period Beginning Date	3 Months from Audit Period Ending Date

These reports shall discuss the following items:

- a. The influent loading, flow, and design capacity of the facility;
- b. The effluent quality and plant performance;
- c. The age of the wastewater treatment facility;
- d. Bypasses and overflows of the tributary sewerage system and treatment works;
- e. The ultimate disposition of the sewage sludge;
- f. Landfilling of sewage sludge and potential alternatives (if applicable);
- g. New developments at the facility;
- h. Operator certification and training;
- i. The financial status of the facility; and
- j. A subjective evaluation of conditions at the facility.

**OTHER REQUIREMENTS (Continued)**

2. A resolution from the permittee's governing body shall be obtained as part of the Environmental Audit Report. This resolution shall include, at a minimum, the following:
  - a. An acknowledgement that the governing body has reviewed the Environmental Audit Report;
  - b. A description of actions that the permittee will take to maintain compliance with the permit conditions, and if necessary, include a schedule outlining major projects to be accomplished.
  
3. The Environmental Audit Report and the governing body's resolution must be signed by a duly authorized representative of the permittee and shall be maintained with the permit and permit related records (i.e. lab data, DMRs), and made available upon request by duly authorized regional inspectors and/or DEQ Headquarters representatives.

**OTHER REQUIREMENTS (Continued)**

**SECTION C. CONTRIBUTING INDUSTRIES AND PRETREATMENT REQUIREMENTS**

1. The following pollutants may not be introduced into the treatment facility.
  - a. Pollutants which create a fire or explosion hazard in the publicly owned treatment works (POTW), including, but not limited to, wastestreams with a closed cup flashpoint of less than 140 degrees Fahrenheit or 60 degrees Centigrade using the test methods specified in 40 CFR 261.21;
  - b. Pollutants which will cause corrosive structural damage to the POTW, but in no case discharges with pH lower than 5.0, unless the works are specifically designed to accommodate such discharges;
  - c. Solid or viscous pollutants in amounts which will cause obstruction to the flow in the POTW, resulting in Interference;
  - d. Any pollutant, including oxygen demanding pollutants (BOD, etc.), released in a discharge at a flow rate and/or pollutant concentration which will cause Interference with the POTW;
  - e. Heat in amounts which will inhibit biological activity in the POTW resulting in Interference, but in no case heat in such quantities that the temperature at the POTW treatment plant exceeds 40 degrees Centigrade (104 degrees Fahrenheit) unless the Approval Authority, upon request of the POTW, approves the alternate temperature limit;
  - f. Petroleum oil, nonbiodegradable cutting oil, or products of mineral origin in amounts that will cause interference of pass through;
  - g. Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems; and
  - h. Any trucked or hauled pollutants, except at discharge points designated by the POTW.
2. The permittee shall require any indirect discharger to the treatment works to comply with the reporting requirements of Sections 204(b), 307, and 308 of the Clean Water Act, including any requirements established under LAC 33:IX.Chapter 23.Subchapter T.
3. The permittee shall provide adequate notice of the following:
  - a. Any new introduction of pollutants into the treatment works from an indirect discharger which would be subject to Sections 301 and 306 of the Clean Water Act if it were directly discharging those pollutants; and
  - b. Any substantial change in the volume or character of pollutants being introduced into the treatment works by a source introducing pollutants into the treatment works at the time of issuance of the permit.

**OTHER REQUIREMENTS (Continued)**

- c. Any notice shall include information on (1) the quality and quantity of effluent to be introduced into the treatment works, and (2) any anticipated impact of the change on the quality or quantity of effluent to be discharged from the POTW.

OTHER REQUIREMENTS (Continued)

SECTION D. WETLAND SYSTEM MONITORING REQUIREMENTS

1. MONITORING AND REPORTING shall apply to both wastewater management area and control area.

PARAMETER	WETLAND COMPONENT		
	FLORA	SEDIMENT	SURFACE WATER
Species Classification	P		
Percentage of Whole Cover (for each species)	P		
Growth Studies	A <sub>1</sub>		
Water Stage			M
Metals Analysis: Mg, Pb, Cd, Cr, Cu, Zn, Fe, Ni, Ag, Se	P <sub>1</sub>	P <sub>1</sub>	S
Nutrient Analysis I: TKN, TP	P <sub>1</sub>	P <sub>1</sub>	S
Nutrient Analysis II: NH <sub>3</sub> N, NO <sub>2</sub> N, NO <sub>3</sub> N, PO <sub>4</sub>		P <sub>1</sub>	S
Others: BOD <sub>5</sub> , TSS, pH, Dissolved Oxygen			S

Water quality will be monitored by taking water samples along the path of flow of the effluent in the treatment site and from one or more control sites.

Sampling in the WASTEWATER MANAGEMENT AREA must be sampled as follows:

Collection of a minimum of three samples per site in each of three sites: 1) 100 meters from the discharge point, 2) midway, and 3) at the point where water discharges into a receiving waterbody.

Sampling for the CONTROL AREA must be sampled as follows:

Collection of a minimum of three samples per site in each of the three sites: All three samples will be taken from a site or sites similar to the wastewater management area in the same geographic area.

**A: ANNUALLY.** Sample once per year at all three (3) WASTEWATER MANAGEMENT AREA SITES and all three (3) CONTROL AREA SITES and included in the yearly report. A<sub>1</sub> – Stem growth and litter fall

**M: MONTHLY.** Samples should be taken at all three (3) WASTEWATER MANAGEMENT AREA SITES and all three (3) CONTROL AREA SITES and included in the yearly report.

**P: PERIODICALLY.** Sampling must be made once during March through May, and once during September through November in the fourth year of the permit period for all three (3) WASTEWATER MANAGEMENT AREA SITES and all three (3) CONTROL AREA SITES.

P<sub>1</sub> – Sample preservation, handling, and analysis must meet the specifications of the Test Methods for Evaluating Solid Waste Physical/Chemical Methods, third edition (EPA Publication Number SW-846, 1986, or most recent revision) or an equivalent substitute as approved by the administrative authority.

**S: SEMI-ANNUALLY.** Sample twice per year: once during September through February, and once during March through August for all three (3) WASTEWATER MANAGEMENT AREA SITES and all three (3) CONTROL AREA SITES and included in the yearly report.

**OTHER REQUIREMENTS (Continued)**

All results obtained from the wetland monitoring shall be in report form. The first report shall be submitted one year from the effective date of the permit and subsequent reports shall be submitted on a yearly basis, thereafter. The reports shall be submitted to the addresses indicated and as instructed in Part II, Section A, Paragraph 9. All metals and nutrients analysis should be reported as total.

2. If wetland monitoring shows that there is:
  - a. more than 50% reduction in the wetlands faunal assemblage total abundance, total abundance of dominant species, or the species richness of fish and macro invertebrates, greater than five replicate samples per site; or
  - b. more than 20% reduction in the total above-ground wetland productivity as measured by tree, shrub, and/or marsh grass productivity.

then the permittee shall conduct such studies and tests to determine if the impact to the natural wetland was caused by the effluent. If so, then the permittee shall submit the following with the Discharge Monitoring Report in the months of January, April, July and October:

- i. any data and/or substantiating documentation which identifies the pollutant(s) and/or source(s) of effluent toxicity;
- ii. any studies/evaluations and results on the treatability of the facility's effluent toxicity;
- iii. any data which identifies effluent toxicity control mechanisms or measures that could be installed or implemented which would reduce or remove the effluent toxicity; and
- iv. steps taken or proposed to be taken to prevent such violation(s) from recurring.

In addition, if studies and tests indicate that the impact to the natural wetland was caused by the effluent, then this permit may be reopened to include appropriate limitations and conditions to ensure protection of water quality standards.

Suggestions for sampling during the wetland monitoring phase. These suggestions are from *The Use of Louisiana Swamp Forests for Application of Treated Municipal Wastewater: Standard Operating Procedures for Monitoring the Effects of Effluent Discharge*. John W. Day, Jr., Joel Lindsey, Jason N. Day, and Robert R. Lane, Comite Resources, Inc. (Used with the permission of Dr. John W. Day, Jr., March 14, 2003)

**WATER QUALITY**

1. **Dissolved oxygen and water temperature:** is measured using a Yellow Springs Instrument Co. meter or an ORION Model 820 Dissolved Oxygen meter or equivalent. The probe will be calibrated within four hours of use with a known standard (100% air saturation).
2. **pH & TDS:** Measurements of pH and TDS (Total Dissolved Solids) are made in the field using a Corning Checkmate M90 Field System or equivalent. Water samples will be collected in 500 ml polyethylene bottles and returned to the laboratory where pH will again be measured in the lab using a Jenco Markson pH meter, Model 6100.

**OTHER REQUIREMENTS (Continued)**

3. **Nutrients:** Discrete water samples will be taken 5 to 10 cm below the water surface with effort taken not to stir bottom sediments or include any film that may be present on water surface. Samples are collected in 500 ml acid washed polyethylene bottles. The samples will be immediately stored at 4°C, on ice, for preservation. The samples will be transported to an analytical laboratory, and within 24 hours filtered and subsampled. Samples analyzed for NO<sub>2</sub> + NO<sub>3</sub>, NH<sub>4</sub> and PO<sub>4</sub> will be filtered in the laboratory using 0.45 um Whatman GF/F glass fiber filters, and unfiltered samples will be subsampled into 125 mL bottles. Both filtered and unfiltered samples will be frozen until analysis. The samples will be analyzed for nitrite + nitrate (NO<sub>2</sub>+NO<sub>3</sub>-N), ammonium (NH<sub>4</sub>-N), total nitrogen (TN), total phosphorus (TP), and phosphate (PO<sub>4</sub>-P) by an EPA and DEQ approved analytical laboratory using Standard Methods (1992).
4. **Total Suspended Solids:** TSS will be determined by filtering 100-200 mL of sample water through re-rinsed, dried and weighed 47 mm 0.45 um Whatman GF/F glass fiber filters. Filters will then be dried for 1 hr at 105°C, weighed, dried for another 15 minutes, and reweighed for quality assurance (Standard Methods 1992).
5. **Biological Oxygen Demand:** BOD samples will be collected in standard 300 ml glass BOD bottles. BOD<sub>5</sub> analysis will be from water samples collected in 500ml polyethylene bottles, stored on ice and taken to the laboratory for analysis. Initial D.O. will be measured within 24 hours. Final D.O. will be measured after 5 days of incubation at 20°C. Measurement of BOD is the responsibility of the facility.
6. **ICAP Analysis:** Water samples will be collected from the effluent pipe and surface water in the treatment and control area for ICAP and IC analysis. The following will be measured: Mg, K, S, Na, Ca, B, P, Pb, Zn, Cr, Si, Co, Fe, Mn, Ni, Al, Cd, Cu, F, Cl, Br, NO<sub>3</sub>, NO<sub>2</sub>, PO<sub>4</sub>, SO<sub>4</sub>.
7. **Coliform Analysis:** Fecal coliform (i.e. *Escherichia coli*) will be tested using membrane filtration as a field preparation, and then sent to an EPA certified laboratory for analysis. Ten ml of sample water will be passed through a 0.45 micron filter. The filter will be stored in a sterile petri dish and brought with 8 hrs to an EPA certified laboratory for analysis.
8. **Statistical Analysis:** One-way analysis of variance analysis will be carried out to compare treatment and control area parameters using SAS statistical software (SAS Institute Inc. 1999). An alpha probability level of <0.05 will be used to define a significant difference. Comparisons of means with significant ANOVA tests will be made using Tukey-Kramer Honestly Significant Difference (HSD) test (Sall and Lehman 1996). Other statistical tests may be used as appropriate.

**SOILS**

1. **Sediment Cores:** At least one sediment core will be taken from each study site (Treatment & Control) with a 7.5 cm stainless steel corer. Following the removal of large litter debris, the top 10 to 20 cm of the samples will be separated by horizon, dried, ground and analyzed. Parameters measured will include: pH, electrical conductivity (EC), and Mg, Pb, Cd, Cr, Cu, Zn, Fe, Ni, Ag, Se, NH<sub>3</sub>-N, NO<sub>2</sub>-NO<sub>3</sub>-N, PO<sub>4</sub>-P, TKN, and TP. All elemental analyses will be done using an Applied Research Laboratory inductively coupled argon plasma quantometer (ICP). Results will be reported as the average of duplicate analyses that are within a 10% confidence interval. The results will be based on oven dry weight.

OTHER REQUIREMENTS (Continued)

VEGETATION

To sample forest vegetation, three or more 20 m x 20 m (or equivalent size) subplot should be established at each main plot. Normally, main plots will be established at a near, mid, and outlet locations in the Treatment site, and another main plot established at a Control site. The plots will be orientated perpendicular to the hydrological gradient. All trees >10 cm in diameter at breast height (dbh) within each plot will be tagged with an identification number.

1. **Tree Species Composition:** The relative importance of each major tree species in both the treatment and control areas will be based on the density (total number), dominance (basal area), and frequency of occurrence in each of the plots using equations 1-4 (Barbour et al. 1987).

$$\text{Relative density} = (\text{individuals of a species})/(\text{total individuals of all species}) \quad (1)$$

$$\text{Relative dominance} = (\text{total basal area of a species})/(\text{total basal area of all species}) \quad (2)$$

$$\text{Relative frequency} = (\text{frequency of species})/(\text{total frequency of all species in area}) \quad (3)$$

$$\text{Importance Value} = \text{Relative density} + \text{Relative dominance} + \text{Relative Frequency} \quad (4)$$

2. **Above Ground Biomass:** Biomass production of a forested wetland is defined as the sum of the leaf and fruit fall (ephemeral productivity) and aboveground wood production (perennial productivity, Newbould 1967).

- A. **Ephemeral or litter fall Productivity:** To estimate ephemeral productivity, litter fall should be collected using 0.25 m<sup>2</sup> boxes with 1 mm mesh bottoms. At least 2 leaf litter boxes should be installed in each subplot (a minimum of 6 boxes at each main plot). The boxes will be placed randomly in each plot. The baskets will be elevated to prevent inundation during high water periods. Litter fall should be collected bimonthly or monthly, depending on the season (litter fall is highest during Fall and Winter). We use the term 'leaf litter' in reference to all non-woody litter including flowers, fruits, and seeds that typically account for <10% of the non-woody litter fall total (Megonigal and Day 1988). Leaf litter will be separated from woody litter, dried to constant mass at 65°C, and weighed. Leaf litter weights throughout any given year will be summed and extrapolated to g m<sup>-2</sup>yr<sup>-1</sup> units.

- B. **Perennial Productivity:** Stem biomass will be estimated from annual changes in wood biomass calculated using allometric equations based on stem diameter at breast height (dbh ~ 0.3m) as the independent variable (Table 1). The diameter at breast height (dbh) of all tagged trees will be measured above and below (~5 cm) the identification tag during the winter dormant period. This method allows measurement a safe distance from the tag's nail, which often caused the trunk to swell. Diameter will be measured above the butt swell on large cypress trees. Woody production will be calculated using regression equations (Scott et al. 1985; megonigal et al. 1997, Table 1) based on the diameter for each species as the independent variable. We assume that the contribution of wood and stems <10 cm dbh and herbs will be a relatively small fraction of above-ground net primary production (megonigal et al. 1997). The change in biomass from one winter's measurement to the next represents woody production for the year and will be extrapolated to g m<sup>-2</sup>yr<sup>-1</sup> units.

OTHER REQUIREMENTS (Continued)

- C. **Net Primary Production:** Aboveground net primary production (NPP) will be calculated as the sum of leaf litter and wood production, and will be given in  $\text{g m}^{-2}\text{yr}^{-1}$  units.

Table 1. Regression equations used to convert diameter at breast height (DBH) measurements to overall perennial biomass. All equations are in the form: Biomass = f(DBH), where biomass is in kg, DBH is in cm and f is the parameterized function.

Species	Biomass	f(D)	DBH Range	Reference
<i>Fraxinus spp.</i>	Biomass (kg) =	$((2.669 * ((\text{DBHcm} * 0.394)^{1.16332})) * 0.454)$	>10 cm	Megonigal et al. '97
<i>Taxodium distichum</i>	Biomass (kg) =	$10^{(-.97 + 2.34 * \text{LOG}10(\text{DBHcm}))}$	>10 cm	Megonigal et al. '97
<i>Nyssa aquatica</i>	Biomass (kg) =	$10^{(-919 + 2.291 * \text{LOG}10(\text{DBHcm}))}$	>10 cm	Megonigal et al. '97
<i>Acer rubrum</i>	Biomass (kg) =	$((2.39959 * ((\text{DBHcm} * 0.394)^2)^{1.2003})) * 0.454$	10-28 cm	Megonigal et al. '97
<i>Quercus nigra</i>	Biomass (kg) =	$((3.15067 * ((\text{DBHcm} * 0.394)^2)^{1.21955})) * 0.45$	10-28 cm	Megonigal et al. '97
	Biomass (kg) =	$((5.99898 * ((\text{DBHcm} * 0.394)^2)^{1.08527})) * 0.45$	>28 cm	Megonigal et al. '97
<i>Salix spp.</i>	Biomass (kg) =	$10^{(-1.5 + 2.78 * \text{LOG}10(\text{DBHcm}))}$	n.a.	Scott et al. 1985
Other Species	Biomass (kg) =	$((2.54671 * ((\text{DBHcm} * 0.394)^2)^{1.20138})) * 0.45$	10-28 cm	Megonigal et al. '97
	Biomass (kg) =	$((1.80526 * ((\text{DBHcm} * 0.394)^2)^{1.27313})) * 0.45$	>28 cm	Megonigal et al. '97

3. **Understory Vegetation:** Shrubs, saplings (individuals <10cm dbh but >2.5 cm dbh), and seedlings (individuals <2.5 cm dbh) will be tabulated by species in a 5m X 5m subplot established in each 20m X 20m plot. From the data, density and basal area will be calculated for trees and density will be calculated for sapling and seedling species.

The percent cover for herbaceous vegetation will be determined by a modified line-intercept technique patterned after that proposed by DS&N, Inc. (1988). The method consists of observations made of plant species occurring along a 1m X 10m transect located at the eastern edge of each 20m X 20m plot. East 10m section is divided into 1m X 1m intervals. Species cover will be determined on the basis of the percent cover occupied within each 1m X 10m unit. Herbaceous plots will be measured at least once during the study.

4. **Nutrient and Metals Analysis of Green Leaves:** Green leaf samples should be collected during the last year of the monitoring from the major species in the treatment and control areas, once during March through May and once during September through November. Samples will be oven-dried at 70°C for at least 48 hours, ground in a Wiley mill to pass a 40 mesh screen, and stored in whirl-pak bags. Samples will be analyzed in the laboratory for Mg, Pb, Cd, Cr, Cu, Zn, Fe, Ni, Ag, Se, TKN and TP. The tissue analyses should be done by a wet digestion method.
5. **Marsh Vegetation Production:** Net production in areas dominated by non-woody herbaceous vegetation will be determined by end of season live (EOSL) biomass analysis. Sampling should be conducted during the last week of September or the first week of October. At least five 0.06 m<sup>2</sup> clip plots will be taken at each location using randomly placed quadrants. Vegetation within the quadrant will be cut as close to the surface as possible, stored in labeled paper bags, brought back to the laboratory, and refrigerated until processing. Live material will be separated from dead, and dried at 60°C to a constant weight. All data will be presented on a live dry weight per square meter basis ( $\text{g dry wt m}^{-2}$ ).

PART III  
STANDARD CONDITIONS FOR LPDES PERMITS

**SECTION A. GENERAL CONDITIONS**

**1. Introduction**

In accordance with the provisions of LAC 33:IX.2355, et. seq., this permit incorporates either expressly or by reference ALL conditions and requirements applicable to Louisiana Pollutant Discharge Elimination System Permits (LPDES) set forth in the Louisiana Environmental Quality Act (LEQA), as amended, as well as ALL applicable regulations.

**2. Duty to Comply**

The permittee must comply with all conditions of this permit. Any permit noncompliance constitutes a violation of the Clean Water Act (CWA) and the Louisiana Environmental Quality Act and is grounds for enforcement action; for permit termination, revocation and reissuance, or modification; or for denial of a permit renewal application.

**3. Penalties for Violation of Permit Conditions**

a. LA. R. S. 30:2025 provides for civil penalties for violations of these regulations and the Louisiana Environmental Quality Act. LA. R. S. 30:2076.2 provides for criminal penalties for violation of any provisions of the LPDES or any order or any permit condition or limitation issued under or implementing any provisions of the LPDES program. (See Section E. Penalties for Violation of Permit Conditions for additional details).

b. Any person may be assessed an administrative penalty by the State Administrative Authority under LA. R. S. 30:2025 for violating a permit condition or limitation implementing any of the requirements of the LPDES program in a permit issued under the regulations or the Louisiana Environmental Quality Act.

**4. Toxic Pollutants**

a. Other effluent limitations and standards under Sections 301, 302, 303, 307, 318, and 405 of the Clean Water Act. If any applicable toxic effluent standard or prohibition (including any schedule of compliance specified in such effluent standard or prohibition) is promulgated under Section 307(a) of the Clean Water Act for a toxic pollutant and that standard or prohibition is more stringent than any limitation on the pollutant in this permit, the state administrative authority shall institute proceedings under these regulations to modify or revoke and reissue the permit to conform to the toxic effluent standard or prohibition.

b. The permittee shall comply with effluent standards or prohibitions established under Section 307(a) of the Clean Water Act for toxic pollutants and with standards for sewage sludge use or disposal established under Section 405(d) of the Clean Water Act within the time provided in the regulations that establish these standards or prohibitions, or standards for sewage sludge use or disposal even if the permit has not yet been modified to incorporate the requirement.

**5. Duty to Reapply**

If the permittee wishes to continue an activity regulated by this permit after the expiration date of this permit, the permittee must apply for and obtain a new permit. The new application shall be submitted at least 180 days before the expiration date of the existing permit, unless permission for a later date has been granted by the state administrative authority. (The state administrative authority shall not grant permission for applications to be submitted later than the expiration date of the existing permit.) Continuation of expiring permits shall be governed by regulations promulgated at LAC 33:IX.2321 and any subsequent amendments.

**6. Permit Action**

This permit may be modified, revoked and reissued, or terminated for cause in accordance with LAC 33:IX.2383, 2385, 2387, 2407 and 2769. The causes may include, but are not limited to, the following:

a. Noncompliance by the permittee with any condition of the permit,

- b. The permittee's failure in the application or during the permit issuance process to disclose fully all relevant acts, or the permittee's misrepresentation of any relevant facts at any time;
- c. A determination that the permitted activity endangers human health or the environment and can only be regulated to acceptable levels by permit modification or termination;
- d. A change in any condition that requires either a temporary or a permanent reduction or elimination of any discharge; or
- e. Failure to pay applicable fees under the provisions of LAC 33: IX. Chapter 13.

The filing of a request for a permit modification, revocation and reissuance, or termination, or a notification of planned changes or anticipated noncompliance, does not stay any permit condition.

**7. Property Rights**

This permit does not convey any property rights of any sort, or any exclusive privilege.

**8. Duty to Provide Information**

The permittee shall furnish to the state administrative authority, within a reasonable time, any information which the administrative authority may request to determine whether cause exists for modifying, revoking and reissuing, or terminating this permit, or to determine compliance with this permit. The permittee shall also furnish to the state administrative authority, upon request, copies of records required to be kept by this permit.

**9. Criminal and Civil Liability**

Except as provided in permit conditions on "Bypassing" and "Upsets", nothing in this permit shall be construed to relieve the permittee from civil or criminal penalties for noncompliance. Any false or materially misleading representation or concealment of information required to be reported by the provisions of the permit, the Act, or applicable regulations, which avoids or effectively defeats the regulatory purpose of the Permit may subject the Permittee to criminal enforcement pursuant to La. R.S. 30:2025.

**10. Oil and Hazardous Substance Liability**

Nothing in this permit shall be construed to preclude the institution of any legal action or relieve the permittee from any responsibilities, liabilities, or penalties to which the permittee is or may be subject under Section 311 of the Clean Water Act.

**11. State Laws**

Nothing in this permit shall be construed to preclude the institution of any legal action or relieve the permittee from any responsibilities, liabilities, or penalties established pursuant to any applicable State law or regulation under authority preserved by Section 510 of the Clean Water Act.

**12. Severability**

If any provision of these rules and regulations, or the application thereof, is held to be invalid, the remaining provisions of these rules and regulations shall not be affected, so long as they can be given effect without the invalid provision. To this end, the provisions of these rules and regulations are declared to be severable.

**13. Dilution**

A permittee shall not achieve any effluent concentration by dilution unless specifically authorized in the permit. A permittee shall not increase the use of process water or cooling water or otherwise attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve permit limitations or water quality.

**SECTION B. PROPER OPERATION AND MAINTENANCE**

**1. Need to Halt or Reduce not a Defense**

It shall not be a defense for a permittee in an enforcement action that it would have been necessary to halt or reduce the permitted activity in order to maintain compliance with the conditions of this permit.

**2. Duty to Mitigate**

The permittee shall take all reasonable steps to minimize or prevent any discharge in violation of this permit which has a reasonable likelihood of adversely affecting human health or the environment.

The permittee shall also take all reasonable steps to minimize or correct any adverse impact on the environment resulting from noncompliance with the permit, including such accelerated or additional monitoring as necessary to determine the nature and impact of the noncomplying discharge.

**3. Proper Operation and Maintenance**

a. The permittee shall at all times properly operate and maintain all facilities and systems of treatment and control (and related appurtenances) which are installed or used by the permittee to achieve compliance with the conditions of this permit. Proper operation and maintenance also includes adequate laboratory controls and appropriate quality assurance procedures. This provision requires the operation of back-up or auxiliary facilities or similar systems which are installed by a permittee only when the operation is necessary to achieve compliance with the conditions of the permit.

b. The permittee shall provide an adequate operating staff which is duly qualified to carry out operation, maintenance and other functions necessary to ensure compliance with the conditions of this permit.

**4. Bypass of Treatment Facilities**

a. **Bypass**. the intentional diversion of waste streams from any portion of a treatment facility.

b. **Bypass not exceeding limitations**. The permittee may allow any bypass to occur which does not cause effluent limitations to be exceeded, but only if it also is for essential maintenance to assure efficient operation. These bypasses are not subject to the provisions of Section B.4.c. and 4.d of these standard conditions.

**c. Notice**

(1) **Anticipated bypass**. If the permittee knows in advance of the need for a bypass, it shall submit prior notice to the Office of Environmental Services, Permits Division, if possible at least ten days before the date of the bypass.

(2) **Unanticipated bypass**. The permittee shall submit notice of an unanticipated bypass as required in LAC 33:IX.2355.L.6, (24-hour notice) and Section D.6.e. of these standard conditions.

**d. Prohibition of bypass**

(1) Bypass is prohibited, and the state administrative authority may take enforcement action against a permittee for bypass, unless:

(a) Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage;

- (b) There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventive maintenance; and,
  - (c) The permittee submitted notices as required by Section B.4.c of these standard conditions.
- (2) The state administrative authority may approve an anticipated bypass after considering its adverse effects, if the state administrative authority determines that it will meet the three conditions listed in Section B.4.d(1) of these standard conditions.

5. Upset Conditions

- a. Upset. an exceptional incident in which there is unintentional and temporary noncompliance with technology based permit effluent limitations because of factors beyond the reasonable control of the permittee. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.
- b. Effect of an upset. An upset constitutes an affirmative defense to an action brought for noncompliance with such technology-based permit effluent limitations if the requirements of Section B.5.c. are met. No determination made during administrative review of claims that noncompliance was caused by upset, and before an action for noncompliance, is final administrative action subject to judicial review.
- c. Conditions necessary for a demonstration of upset. A permittee who wishes to establish the affirmative defense of upset shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence that:
  - (1) An upset occurred and that the permittee can identify the cause(s) of the upset;
  - (2) The permitted facility was at the time being properly operated; and
  - (3) The permittee submitted notice of the upset as required by LAC 33:IX.2355.L.6.b.ii. and Section D.6.e.(2) of these standard conditions; and
  - (4) The permittee complied with any remedial measures required by Section B.2 of these standard conditions.
- d. Burden of proof. In any enforcement proceeding, the permittee seeking to establish the occurrence of an upset has the burden of proof.

6. Removed Substances

Solids, sewage sludges, filter backwash, or other pollutants removed in the course of treatment or wastewater control shall be disposed of in a manner such as to prevent any pollutant from such materials from entering waters of the state.

7. Percent Removal

For publicly owned treatment works, the 30-day average percent removal for Biochemical Oxygen Demand and Total Suspended Solids shall not be less than 85 percent in accordance with LAC 33:IX.2645.A.3. and B.3.

**SECTION C. MONITORING AND RECORDS**

**1. Inspection and Entry**

The permittee shall allow the state administrative authority, or an authorized representative (including an authorized contractor acting as a representative of the Administrator), upon the presentation of credentials and other documents as may be required by the law to:

- a. Enter upon the permittee's premises where a regulated facility or activity is located or conducted, or where records must be kept under the conditions of this permit.

Enter upon the permittee's premises where a discharge source is or might be located or in which monitoring equipment or records required by a permit are kept for inspection or sampling purposes. Most inspections will be unannounced and should be allowed to begin immediately, but in no case shall begin more than thirty (30) minutes after the time the inspector presents his/her credentials and announces the purpose(s) of the inspection. Delay in excess of thirty (30) minutes shall constitute a violation of these regulations. However, additional time can be granted if the inspector or the Administrative Authority determines that the circumstances warrant such action.

- b. Have access to and copy, at reasonable times, any records that the department or its authorized representative determines are necessary for the enforcement of these regulations. For records maintained in either a central or private office that is open only during normal office hours and is closed at the time of inspection, the records shall be made available as soon as the office is open, but in no case later than the close of business the next working day;
- c. Inspect at reasonable times any facilities, equipment (including monitoring and control equipment), practices or operations regulated or required under this permit; and
- d. Sample or monitor at reasonable times, for the purpose of assuring permit compliance or as otherwise authorized by the Clean Water Act or the Louisiana Environmental Quality Act, any substances or parameters at any location.

**e. Sample Collection**

- (1) When the inspector announces that samples will be collected, the permittee will be given an additional thirty (30) minutes to prepare containers in order to collect duplicates. If the permittee cannot obtain and prepare sample containers within this time, he is considered to have waived his right to collect duplicate samples and the sampling will proceed immediately. Further delay on the part of the permittee in allowing initiation of the sampling will constitute a violation of these regulations.

- (2) At the discretion of the administrative authority, sample collection shall proceed immediately (without the additional 30 minutes described in Section C.1.a. above) and the inspector shall supply the permittee with a duplicate sample.

- f. It shall be the responsibility of the permittee to ensure that a facility representative familiar with provision of its wastewater discharge permit, including any other conditions or limitations, be available either by phone or in person at the facility during all hours of operation. The absence of such personnel on-site who are familiar with the permit shall not be grounds for delaying the initiation of an inspection except in situations as described in Section C.1.b. of these standard conditions. The permittee shall be responsible for providing witnesses/escorts during inspections. Inspectors shall abide by all company safety rules and shall be equipped with standard safety equipment (hard hat, safety shoes, safety glasses) normally required by industrial facilities.

- g. Upon written request copies of field notes, drawings, etc., taken by department personnel during an inspection shall be provided to the permittee after the final inspection report has been completed.

**2. Representative Sampling**

Samples and measurements taken for the purpose of monitoring shall be representative of the monitored activity. All samples shall be taken at the outfall location(s) indicated in the permit. The state administrative authority shall be notified prior to any changes in the outfall location(s). Any changes in the outfall location(s) will be subject to modification, revocation and reissuance in accordance with LAC 33:IX.2383.

**3. Retention of Records**

Except for records of monitoring information required by this permit related to the permittee's sewage sludge use and disposal activities, which shall be retained for a period of at least five years (or longer as required by 40 CFR 503), the permittee shall retain records of all monitoring information, including all calibration and maintenance records and all original strip chart recordings for continuous monitoring instrumentation, copies of all reports required by this permit, and records of all data used to complete the application for this permit, for a period of at least 3 years from the date of the sample, measurement, report, or application. This period may be extended by request of the state administrative authority at any time.

**4. Record Contents**

Records of monitoring information shall include:

- a. The date, exact place, and time of sampling or measurements;
- b. The individual(s) who performed the sampling or measurements;
- c. The date(s) analyses were performed;
- d. The time(s) analyses were begun;
- e. The individual(s) who performed the analyses;
- f. The analytical techniques or methods used;
- g. The results of such analyses; and
- h. The results of all quality control procedures.

**5. Monitoring Procedures**

- a. Monitoring results must be conducted according to test procedures approved under 40 CFR Part 136 (See LAC 33:IX.2531) or, in the case of sludge use or disposal, approved under 40 CFR part 136 (See LAC 33:IX.2531) unless otherwise specified in 40 CFR part 503, unless other test procedures have been specified in this permit. This includes procedures contained in the latest EPA approved edition of the following publications:

(1) [Standard Methods for the Examination of Water and Waste Water]. This publication is available from the American Public Health Association, Publication Sales, P.O. Box 753, Waldorf, MD 20604-0573, Phone number (301) 893-1894, Fax number (301) 843-0159.

(2) [Annual Book of Standards, Vols 1101-1103, Water I, Water II, and Atmospheric Analysis]. This publication is available from the American Society for Testing Materials, 100 Barr Harbor Drive, West Conshohocken, PA 19428-2959, Phone number (610) 832-9500.

(3) [Methods for Chemical Analysis of Water and Wastes, Revised, March 1983.] U.S. Environmental Protection Agency, Analytical Quality Control Laboratory, Cincinnati, Ohio. This publication is available from the National Technical Information Service (NTIS), Springfield, VA 22161, Phone number (800) 553-6847. Order by NTIS publication number PB-84-128677.

- b. The permittee shall calibrate and perform maintenance procedures on all monitoring and analytical instruments at intervals frequent enough to insure accuracy of measurements and shall maintain appropriate records of such activities.

- c. An adequate analytical quality control program, including the analyses of sufficient standards, spikes, and duplicate samples to insure the accuracy of all required analytical results shall be maintained by the permittee or designated commercial laboratory. General sampling protocol shall follow guidelines established in the [Handbook for Sampling and Sample Preservation of Water and Wastewater, 1982] U.S. Environmental Protection Agency. This publication is available from the National Technical Information Service (NTIS), Springfield, VA 22161, Phone number (800) 553-6847. Order by NTIS publication number PB-83-124503. General laboratory procedures including glassware cleaning, etc. can be found in the [Handbook for Analytical Quality Control in Water and Wastewater Laboratories, 1979,] U.S. Environmental Protection Agency, Environmental Monitoring and Support Laboratory. This publication is available from the Environmental Protection Agency, Phone number (513) 569-7562. Order by EPA publication number EPA-600/4-79-019.

6. Flow Measurements

Appropriate flow measurement devices and methods consistent with accepted scientific practices shall be selected and used to ensure the accuracy and reliability of measurements of the volume of monitored discharges. The devices shall be installed, calibrated, and maintained to insure that the accuracy of the measurements are consistent with the accepted capability of that type of device. Devices selected shall be capable of measuring flows with a maximum deviation of less than 10% from true discharge rates throughout the range of expected discharge volumes. Guidance in selection, installation, calibration and operation of acceptable flow measurement devices can be obtained from the following references:

- a. [A Guide to Methods and Standards for the Measurement of Water Flow, 1975,] U.S. Department of Commerce, National Bureau of Standards. This publication is available from the National Technical Information Service (NTIS), Springfield, VA 22161, Phone number (800) 553-6847. Order by NTIS publication number COM-75-10683.
- b. [Flow Measurement in Open Channels and Closed Conduits, Volumes 1 and 2,] U.S. Department of Commerce, National Bureau of Standards. This publication is available from the National Technical Service (NTIS), Springfield, VA, 22161, Phone number (800) 553-6847. Order by NTIS publication number PB-273 535.
- c. [NPDES Compliance Flow Measurement Manual,] U.S. Environmental Protection Agency, Office of Water Enforcement. This publication is available from the National Technical Information Service (NTIS), Springfield, VA 22161, Phone number (800) 553-6847. Order by NTIS publication number PB-82-131178.

7. Prohibition for Tampering: Penalties

- a. LA R.S. 30:2025 provides for punishment of any person who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required to be maintained under this permit.
- b. LA R.S. 30:2076.2 provides for penalties for any person who knowingly makes any false statement, representation, or certification in any record or other document submitted or required to be maintained under this permit, including monitoring reports or reports of compliance or non compliance.

8. Additional Monitoring by the Permittee

If the Permittee monitors any pollutant more frequently than required by the permit using test procedures approved under 40 CFR Part 136 (See LAC 33:IX.2531) or, in the case of sludge use and disposal, approved under 40 CFR part 136 (See LAC 33:IX.2531) unless otherwise specified in 40 CFR part 503, or as specified in the permit, the results of this monitoring shall be included in the calculation and reporting of the data submitted in the DMR or sludge reporting form specified by the state administrative authority.

9. Averaging of Measurements

Calculations for all limitations which require averaging of measurements shall utilize an arithmetic mean unless otherwise specified by the state administrative authority in the permit.

**10. Laboratory Accreditation**

- a. LAC 33:I.Subpart 3, Chapters 45-59 provide requirements for an accreditation program specifically applicable to commercial laboratories, wherever located, that provide chemical analyses, analytical results, or other test data to the department, by contract or by agreement, and the data is:
- (1) Submitted on behalf of any facility, as defined in R.S.30:2004;
  - (2) Required as part of any permit application;
  - (3) Required by order of the department;
  - (4) Required to be included on any monitoring reports submitted to the department;
  - (5) Required to be submitted by contract; or
  - (6) Otherwise required by department regulations.
- b. The department laboratory accreditation program is designed to ensure the accuracy, precision, and reliability of the data generated, as well as the use of department-approved methodologies in generation of that data. Laboratory data generated by commercial environmental laboratories that are not accredited under these regulations will not be accepted by the department. Retesting of analysis will be required by an accredited commercial laboratory.

Where retesting of effluent is not possible (i.e. data reported on DMRs for prior month's sampling), the data generated will be considered invalid and in violation of the LPDES permit.

- c. Regulations on the Environmental Laboratory Accreditation Program and a list of labs that have applied for accreditation, are available on the department website located at:

**<http://www.deq.state.la.us/laboratory/index.htm>**

Questions concerning the program may be directed to (225) 765-0582.

**SECTION D. REPORTING REQUIREMENTS**

**1. Facility Changes**

The permittee shall give notice to the state administrative authority as soon as possible of any planned physical alterations or additions to the permitted facility. Notice is required only when:

- a. The alteration or addition to a permitted facility may meet one of the criteria for determining whether a facility is a new source in 40 CFR 122.29(b); or
- b. The alteration or addition could significantly change the nature or increase the quantity of pollutants discharged. This notification applies to pollutants which are subject neither to effluent limitations in the permit, nor to notification requirements under LAC 33:IX.2357.A.1.
- c. For Municipal Permits. Any new introduction of pollutants into the POTW from an indirect discharger which would be subject to Section 301, or 306 of the CWA if it were directly discharging those pollutants; and any substantial change in the volume or character of pollutants being introduced into that POTW by a source introducing pollutants into the POTW at the time of issuance of the permit. In no case are any new connections, increased flows, or significant changes in influent quality permitted that will cause violation of the effluent limitations specified herein.

**2. Anticipated Noncompliance**

The permittee shall give advance notice to the state administrative authority of any planned changes in the permitted facility or activity which may result in noncompliance with permit requirements.

**3. Transfers**

This permit is not transferable to any person except after notice to the state administrative authority. The state administrative authority may require modification or revocation and reissuance of the permit to change the name of the permittee and incorporate such other requirements as may be necessary under the Clean Water Act or the Louisiana Environmental Quality Act. (See LAC 33:IX.2381; in some cases, modification or revocation and reissuance is mandatory.)

- a. Transfers by modification. Except as provided in LAC 33: IX.2381.B, a permit may be transferred by the permittee to a new owner or operator only if the permit has been modified or revoked and reissued (under LAC 33:IX.2383.B.2), or a minor modification made (under LAC 33:IX.2385) to identify the new permittee and incorporate such other requirements as may be necessary under the Clean Water Act and the Louisiana Environmental Quality Act.
- b. Automatic transfers. As an alternative to transfers under LAC 33:IX.2381.A., any LPDES permit may be automatically transferred to a new permittee if:
  - (1) The current permittee notifies the administrative authority at least 30 days in advance of the proposed transfer date in Section D.3.b.(2) below;
  - (2) The notice includes a written agreement between the existing and new permittees containing a specific date for transfer of permit responsibility, coverage, and liability between them; and
  - (3) The state administrative authority does not notify the existing permittee and the proposed new permittee of his or her intent to modify or revoke and reissue the permit. A modification under this subsection may also be a minor modification under LAC 33:IX.2385. If this notice is not received, the transfer is effective on the date specified in the agreement mentioned in Section D.3.b.(2) of these standard conditions.

**4. Monitoring Reports**

Monitoring results shall be reported at the intervals and in the form specified in Part II.

5. Compliance Schedules

Reports of compliance or noncompliance with, or any progress reports on, interim and final requirements contained in any compliance schedule of this permit shall be submitted no later than 14 days following each schedule date.

6. Requirements for Notification

a. Emergency Notification

As required by LAC 33:I.3915, in the event of an unauthorized discharge that does cause an emergency condition, the discharger shall notify the hotline (DPS 24-hour Louisiana Emergency Hazardous Materials Hotline) by telephone at (225) 925-6595 (collect calls accepted 24 hours a day) immediately (a reasonable period of time after taking prompt measures to determine the nature, quantity, and potential off-site impact of a release, considering the exigency of the circumstances), but in no case later than one hour after learning of the discharge. ( An emergency condition is any condition which could reasonably be expected to endanger the health and safety of the public, cause significant adverse impact to the land, water, or air environment, or cause severe damage to property.) Notification required by this section will be made regardless of the amount of discharge. Verbal Notification Procedures are listed in Section D.6.c. of these standard conditions.

A written report shall be provided within seven calendar days after the telephone notification. The report shall contain the information listed in Section D.6.d. of these standard conditions and any additional information in LAC 33:I.3925.B.

b. Prompt Notification

As required by LAC 33:I.3917, in the event of an unauthorized discharge which exceeds reportable quantity specified in LAC 33:I.Subchapter E, but does not cause an emergency condition, the discharger shall notify the Office of Environmental Compliance by e-mail utilizing the Incident Report Form and procedures found at [www.deq.state.la.us/surveillance](http://www.deq.state.la.us/surveillance) or by telephone within 24 hours after learning of the discharge. Otherwise, verbal notification should be made to the Office of Environmental Compliance at (225) 763-3908 during office hours or (225) 342-1234 after hours, weekends, and holidays.

c. Information for Verbal Notifications. The following guidelines will be utilized as appropriate, based on the conditions and circumstances surrounding any unauthorized discharge, to provide relevant information regarding the nature of the discharge:

- (1) name of person making the notification and telephone number where any return calls from response agencies can be placed;
- (2) name and location of facility or site where the unauthorized discharge is imminent or has occurred using common landmarks. In the event of an incident involving transport, include the name and address of transporter and generator;
- (3) date and time the incident began and ended, or estimated time of continuation if discharge is continuing;
- (4) extent of any injuries and identification of any known personnel hazards which response agencies may face;
- (5) common or scientific chemical name, U.S. Department of Transportation hazard classification, and best estimate of amounts of any and all discharged pollutants;
- (6) brief description of the incident sufficient to allow response agencies to formulate level and extent of response activity.

d. Written Notification Procedures. Written reports for any unauthorized discharge that requires verbal notification under Section D.6.a. or 6.b., or that requires written notification under LAC 33:I.3919, will be submitted by the discharger to the department in accordance with this section within seven calendar days after the telephone notification. Written notification reports will include, but are not limited to, the following information:

- (1) name of person, company, or other party who is filing the written report;
- (2) time and date of verbal notification, name of person making the notification, and identification of the site or facility, vessel, transport vehicle, or storage area from which the unauthorized discharge occurred;
- (3) date(s), time(s), and duration of the unauthorized discharge and, if not corrected, the anticipated time it is expected to continue;
- (4) details of the circumstances and events leading to any emergency condition, including incidents of loss of sources of radiation;
- (5) common or scientific chemical name, the CAS number, U.S. Department of Transportation hazard classification, and best estimate of amounts of any and all discharge pollutants, including methodology for calculations and estimates;
- (6) statement of actual or probable fate or disposition of the pollutant or source of radiation;
- (7) remedial actions taken, or to be taken, to stop unauthorized discharges or to recover pollutants or sources of radiation.

Please see LAC 33:I.3925.B for additional written notification procedures.

e. Twenty-four Hour Reporting. The permittee shall report any noncompliance which may endanger health or the environment. Any information shall be provided orally within 24 hours from the time the permittee becomes aware of the circumstances. A written submission shall also be provided within five days of the time the permittee becomes aware of the circumstances. The written submission shall contain a description of the noncompliance and its cause; the period of noncompliance, including exact dates and times, and if the noncompliance has not been corrected, the anticipated time it is expected to continue; and; steps being taken to reduce, eliminate, and prevent recurrence of the noncompliance. The following shall be included as information which must be reported within 24 hours:

- (1) Any unanticipated bypass which exceeds any effluent limitation in the permit (see LAC 33:IX.2355.M.3.b.);
- (2) Any upset which exceeds any effluent limitation in the permit;
- (3) Violation of a maximum daily discharge limitation for any of the pollutants listed by the administrative authority in Part II of the permit to be reported within 24 hours (LAC 33:IX.2361.G.).

7. Other Noncompliance

The permittee shall report all instances of noncompliance not reported under Section D.4., 5., and 6., at the time monitoring reports are submitted. The reports shall contain the information listed in Section D.6.e.

8. Other Information

Where the permittee becomes aware that it failed to submit any relevant facts in a permit application, or submitted incorrect information in a permit application or in any report to the state administrative authority, it shall promptly submit such facts or information.

**9. Discharges of Toxic Substances**

In addition to the reporting requirements under Section D.1-8, all existing manufacturing, commercial, mining, and silvicultural dischargers must notify the Office of Environmental Services, Permits Division as soon as they know or have reason to believe:

a. That any activity has occurred or will occur which would result in the discharge, on a routine or frequent basis, of any toxic pollutant:

i. listed at Chapter 23, Appendix D, Tables II and III (excluding Total Phenols) which is not limited in the permit, if that discharge will exceed the highest of the following notification levels:

- (1) One hundred micrograms per liter (100  $\mu\text{g/L}$ );
- (2) Two hundred micrograms per liter (200  $\mu\text{g/L}$ ) for acrolein and acrylonitrile; five hundred micro-grams per liter (500  $\mu\text{g/L}$ ) for 2,4 -dinitro-phenol and for 2-methyl-4,6-dinitrophenol; and one milligram per liter (1 mg/L) for antimony;
- (3) Five (5) times the maximum concentration value reported for that pollutant in the permit application in accordance with LAC33:IX.2331.G.7; or
- (4) The level established by the state administrative authority in accordance with LAC 33:IX.2361.F.; or

ii. which exceeds the reportable quantity levels for pollutants at LAC 33:I. Subchapter E.

b. That any activity has occurred or will occur which would result in any discharge, on a non-routine or infrequent basis, of a toxic pollutant:

i. listed at Chapter 23, Appendix D, Tables II and III (excluding Total Phenols) which is not limited in the permit, if that discharge will exceed the highest of the following "notification levels":

- (1) Five hundred micrograms per liter (500  $\mu\text{g/L}$ );
- (2) One milligram per liter (1 mg/L) for antimony;
- (3) Ten (10) times the maximum concentration value reported for that pollutant in the permit application in accordance with LAC 33:IX.2331.G.7; or
- (4) The level established by the state administrative authority in accordance with LAC 33:IX.2361.F.; or

ii. which exceeds the reportable quantity levels for pollutants at LAC 33:I. Subchapter E.

**10. Signatory Requirements**

All applications, reports, or information submitted to the state administrative authority shall be signed and certified.

a. All permit applications shall be signed as follows:

(1) For a corporation - by a responsible corporate officer. For the purpose of this section, a responsible corporate officer means:

(a) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision making functions for the corporation; or,

(b) The manager of one or more manufacturing, production, or operating facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

**NOTE:** DEQ does not require specific assignments or delegations of authority to responsible corporate officers identified in Section D.10.a.(1)(a). The agency will presume that these responsible corporate officers have the requisite authority to sign permit applications unless the corporation has notified the state administrative authority to the contrary. Corporate procedures governing authority to sign permit applications may provide for assignment or delegation to applicable corporate positions under Section D.10.a.(1)(b). rather than to specific individuals.

- (2) For a partnership or sole proprietorship - by a general partner or the proprietor, respectively; or
  - (3) For a municipality, state, federal, or other public agency - by either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a federal agency includes:
    - (a) The chief executive officer of the agency, or
    - (b) A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrators of EPA).
- b. All reports required by permits and other information requested by the state administrative authority shall be signed by a person described in Section D.10.a., or by a duly authorized representative of that person. A person is a duly authorized representative only if:
- (1) The authorization is made in writing by a person described in Section D.10.a. of these standard conditions;
  - (2) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual or position having overall responsibility for environmental matters for the company, (a duly authorized representative may thus be either a named individual or an individual occupying a named position; and,
  - (3) The written authorization is submitted to the state administrative authority.
- c. Changes to authorization. If an authorization under Section D.10.b. is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of Section D.10.b. must be submitted to the state administrative authority prior to or together with any reports, information, or applications to be signed by an authorized representative.
- d. Certification. Any person signing a document under Section D.10. a. or b. above, shall make the following certification:

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

#### 11. Availability of Reports

All recorded information (completed permit application forms, fact sheets, draft permits, or any public document) not classified as confidential information under R.S. 30:2030(A) and 30:2074(D) and designated as such in accordance with these regulations (LAC 33:IX.2323 and LAC 33:IX.2763) shall be made available to the public for inspection and copying during normal working hours in accordance with the Public Records Act, R.S. 44:1 et seq.

Claims of confidentiality for the following will be denied:

- a. The name and address of any permit applicant or permittee;
- b. Permit applications, permits, and effluent data.
- c. Information required by LPDES application forms provided by the state administrative authority under LAC 33:IX.2331 may not be claimed confidential. This includes information submitted on the forms themselves and any attachments used to supply information required by the forms.

**SECTION E. PENALTIES FOR VIOLATIONS OF PERMIT CONDITION**

**1. Criminal**

**a. Negligent Violations**

The Louisiana Revised Statutes LA. R. S. 30:2076.2 provides that any person who negligently violates any provision of the LPDES, or any order issued by the secretary under the LPDES, or any permit condition or limitation implementing any such provision in a permit issued under the LPDES by the secretary, or any requirement imposed in a pretreatment program approved under the LPDES is subject to a fine of not less than \$2,500 nor more than \$25,000 per day of violation, or by imprisonment for not more than 1 year, or both. If a conviction of a person is for a violation committed after a first conviction of such person, he shall be subject to a fine of not more than \$50,000 per day of violation, or imprisonment of not more than two years, or both.

**b. Knowing Violations**

The Louisiana Revised Statutes LA. R. S. 30:2076.2 provides that any person who knowingly violates any provision of the LPDES, or any permit condition or limitation implementing any such provisions in a permit issued under the LPDES, or any requirement imposed in a pretreatment program approved under the LPDES is subject to a fine of not less than \$5,000 nor more than \$50,000 per day of violation, or imprisonment for not more than 3 years, or both. If a conviction of a person is for a violation committed after a first conviction of such person, he shall be subject to a fine of not more than \$100,000 per day of violation, or imprisonment of not more than six years, or both.

**c. Knowing Endangerment**

The Louisiana Revised Statutes LA. R. S. 30:2076.2 provides that any person who knowingly violates any provision of the LPDES, or any order issued by the secretary under the LPDES, or any permit condition or limitation implementing any such provisions in a permit issued under the LPDES by the secretary, and who knows at that time that he thereby places another person in imminent danger of death or serious bodily injury, shall, upon conviction, be subject to a fine of not more than \$250,000, or by imprisonment for not more than 15 years, or both. A person which is an organization shall, upon conviction of violating this Paragraph, be subject to a fine of not more than one million dollars. If a conviction of a person is for a violation committed after a first conviction of such person under this Paragraph, the maximum punishment shall be doubled with respect to both fine and imprisonment.

**d. False Statements**

The Louisiana Revised Statutes LA. R. S. 30:2076.2 provides that any person who knowingly makes any false material statement, representation, or certification in any application, record, report, plan, or other document filed or required to be maintained under the LPDES or who knowingly falsifies, tampers with, or renders inaccurate, any monitoring device or method required to be maintained under the LPDES, shall, upon conviction, be subject to a fine of not more than \$10,000, or imprisonment for not more than 2 years, or both. If a conviction of a person is for a violation committed after a first conviction of such person under this Subsection, he shall be subject to a fine of not more than \$20,000 per day of violation, or by imprisonment of not more than 4 years, or both.

**2. Civil Penalties**

The Louisiana Revised Statutes LA. R. S. 30:2025 provides that any person found to be in violation of any requirement of this Subtitle may be liable for a civil penalty, to be assessed by the secretary, an assistant secretary, or the court, of not more than the cost to the state of any response action made necessary by such violation which is not voluntarily paid by the violator, and a penalty of not more than \$27,500 for each day of violation. However, when any such violation is done intentionally, willfully, or knowingly, or results in a discharge or disposal which causes irreparable or severe damage to the environment or if the substance discharge is one which endangers human life or health, such person may be liable for an additional penalty of not more than one million dollars.

**(PLEASE NOTE: These penalties are listed in their entirety in Subtitle II of Title 30 of the Louisiana Revised Statutes.)**

**SECTION F. DEFINITIONS**

All definitions contained in Section 502 of the Clean Water Act shall apply to this permit and are incorporated herein by reference. Unless otherwise specified in this permit, additional definitions of words or phrases used in this permit are as follows:

1. "Clean Water Act" means the Clean Water Act (formerly referred to as the Federal Water Pollution Control Act or the Federal Water Pollution Control Act Amendments of 1972) Pub.L.92-500, as amended by Pub.L. 95-217, Pub.L. 95-576, Pub.L. 96-483 and Pub.L. 97-117, 33 U.S.C. 1251 et. seq.).
2. [Accreditation] means the formal recognition by the department of a laboratory's competence wherein specific tests or types of tests can be accurately and successfully performed in compliance with all minimum requirements set forth in the regulations regarding laboratory accreditation.
3. "Administrator" means the Administrator of the U.S. Environmental Protection Agency, or an authorized representative.
4. "Applicable effluent standards and limitations" means all state and Federal effluent standards and limitations to which a discharge is subject under the Clean Water Act, including, but not limited to, effluent limitations, standards or performance, toxic effluent standards and prohibitions, and pretreatment standards.
5. "Applicable water quality standards" means all water quality standards to which a discharge is subject under the Clean Water Act.
6. "Bypass" means the intentional diversion of waste streams from any portion of a treatment facility.
7. [Commercial Laboratory] means any laboratory that performs analyses or tests for third parties for a fee or other compensation, except those commercial laboratories accredited by the Department of Health and Hospitals in accordance with R.S.49:1001 et seq.
8. "Daily Discharge" means the discharge of a pollutant measured during a calendar day or any 24-hour period that reasonably represents the calendar day for purposes of sampling. For pollutants with limitations expressed in terms of mass, the daily discharge is calculated as the total mass of the pollutant discharged over the sampling day. For pollutants with limitations expressed in other units of measurement, the daily discharge is calculated as the average measurement of the pollutant over the sampling day. Daily discharge determination of concentration made using a composite sample shall be the concentration of the composite sample. When grab samples are used, the daily discharge determination of concentration shall be arithmetic average (weighted by flow value) of all samples collected during that sampling day.
9. "Daily Maximum" discharge limitation means the highest allowable "daily discharge" during the calendar month.
10. "Director" means the U.S. Environmental Protection Agency Regional Administrator or an authorized representative.
11. "Environmental Protection Agency" means the U.S. Environmental Protection Agency.
12. "Grab sample" means an individual sample collected in less than 15 minutes.
13. "Industrial user" means a nondomestic discharger, as identified in 40 CFR 403, introducing pollutants to a publicly owned treatment works.
14. "LEQA" means the Louisiana Environmental Quality Act.

15. Louisiana Pollutant Discharge Elimination System (LPDES) means those portions of the Louisiana Environmental Quality Act and the Louisiana Water Control Law and all regulations promulgated under their authority which are deemed equivalent to the National Pollutant Discharge Elimination System (NPDES) under the Clean Water Act in accordance with Section 402 of the Clean Water Act and all applicable federal regulations.

16. "Monthly Average" (also known as Daily Average), other than for fecal coliform bacteria, discharge limitations means the highest allowable average of "daily discharge(s)" over a calendar month, calculated as the sum of all "daily discharge(s)" measured during a calendar month divided by the number of "daily discharge(s)" measured during that month. When the permit establishes monthly average concentration effluent limitations or conditions, the monthly average concentration means the arithmetic average (weighted by flow) of all "daily discharge(s)" of concentration determined during the calendar month where C = daily discharge concentration, F = daily flow and n = number of daily samples; monthly average discharge =

$$\frac{C_1F_1 + C_2F_2 + \dots + C_nF_n}{F_1 + F_2 + \dots + F_n}$$

The monthly average for fecal coliform bacteria is the geometric mean of the values for all effluent samples collected during a calendar month.

17. "National Pollutant Discharge Elimination System" means the national program for issuing, modifying, revoking and reissuing, terminating, monitoring and enforcing permits, and imposing and enforcing pretreatment requirements, under Sections 307, 318, 402, and 405 of the Clean Water Act.

18. "Severe property damage" means substantial physical damage to property, damage to the treatment facilities which causes them to become inoperable, or substantial and permanent loss of natural resources which can reasonably be expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.

19. "Sewage sludge" means the solids, residues, and precipitates separated from or created in sewage by the unit processes of a publicly owned treatment works. Sewage as used in this definition means any wastes, including wastes from humans, households, commercial establishments, industries, and storm water runoff, that are discharged to or otherwise enter a publicly owned treatment works.

20. "Treatment works" means any devices and systems used in the storage, treatment, recycling and reclamation of municipal sewage and industrial wastes of a liquid nature to implement Section 201 of the Clean Water Act, or necessary to recycle or reuse water at the most economical cost over the estimated life of the works, including intercepting sewers, sewage collection systems, pumping, power and other equipment, and their appurtenances, extension, improvement, remodeling, additions, and alterations thereof.

21. "Upset" means an exceptional incident in which there is unintentional and temporary noncompliance with technology-based permit effluent limitations because of factors beyond the reasonable control of the permittee. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.

22. For fecal coliform bacteria, a sample consists of one effluent grab portion collected during a 24-hour period at peak loads.

23. The term "MGD" shall mean million gallons per day.

24. The term "mg/L" shall mean milligrams per liter or parts per million (ppm).

25. The term "ug/L" shall mean micrograms per liter or parts per billion (ppb).

26. "Weekly average", other than for fecal coliform bacteria, is the highest allowable arithmetic mean of the daily discharges over a calendar week, calculated as the sum of all daily discharges measured during a calendar week divided by the number of daily discharges measured during that week. The weekly average for fecal coliform bacteria is the geometric mean of the daily discharges over a calendar week.
27. "12-hour composite sample" consists of 12 effluent portions collected no closer together than one hour and composited according to flow. The daily sampling intervals shall include the highest flow periods.
28. "6-hour composite sample" consists of six effluent portions collected no closer together than one hour (with the first portion collected no earlier than 10:00 a.m.) and composited according to flow.
29. "3-hour composite sample" consists of three effluent portions collected no closer together than one hour (with the first portion collected no earlier than 10:00 a.m.) and composited according to flow.
30. Sanitary Wastewater Term(s):
  - a. "24-hour composite sample" consists of a minimum of 12 effluent portions collected at equal time intervals over the 24-hour period and combined proportional to flow or a sample collected at frequent intervals proportional to flow over the 24-hour period.

# **MWPP FORM**

# LOUISIANA

## MUNICIPAL WATER POLLUTION PREVENTION

### MWPP



*Facility Name:*

ST. BERNARD PARISH  
GOVERNMENT

*LPDES Permit Number:*

LA0040185

*Agency Interest (AI) Number:*

AI 19244

*Address:*

POST OFFICE BOX 1278

CHALMETTE, LA 70044

*Parish:*

ST. BERNARD

*(Person Completing Form) Name:*

*Title:*

*Date Completed:*

# INSTRUCTIONS

1. Complete only the sections of the Environmental Audit which apply to your wastewater treatment system. Leave sections that do not apply blank and enter a "0" for the point value.
2. Parts 1 through 7 contain questions for which points may be generated. These points are intended to communicate to the department and the governing body or owner what actions will be necessary to prevent effluent violations. Place the point totals from parts 1 through 7 on the Point Calculation page.
3. Add up the point totals.
4. Submit the Environmental Audit to the governing body or owner for review and approval.
5. The governing body must pass a resolution which contains the following items:
  - a. The resolution or letter must acknowledge the governing body or owner has reviewed the Environmental Audit.
  - b. This resolution must indicate specific actions, if any, will be taken to maintain compliance and prevent effluent violations. Proposed actions should address the parts where maximum or close to maximum points were generated in the Environmental Audit.
  - c. The resolution should provide any other information the governing body deems appropriate.

**PART 1: INFLUENT FLOW/LOADINGS (all plants)**

A. List the average monthly volumetric flows and BOD loadings received at your facility during the last reporting year.

<b>Column 1</b> Average Monthly Flow (million gallons per day, MGD)		<b>Column 2</b> Average Monthly BOD5 Concentration (mg/l)		<b>Column 3</b> Average Monthly BOD5 Loading (pounds per day, lb/day)
	x		x 8.34 =	
	x		x 8.34 =	
	x		x 8.34 =	
	x		x 8.34 =	
	x		x 8.34 =	
	x		x 8.34 =	
	x		x 8.34 =	
	x		x 8.34 =	
	x		x 8.34 =	
	x		x 8.34 =	
	x		x 8.34 =	
	x		x 8.34 =	
	x		x 8.34 =	
	x		x 8.34 =	

BOD loading = Average Monthly Flow (in MGD) x Average Monthly BOD concentration (in mg/l) x 8.34

B. List the design flow and design BOD loading for your facility in the blanks below. If you are not aware of these design quantities, refer to your Operation and Maintenance (O&M) Manual or contact your consulting engineer.

Design Flow, MGD:		x 0.90 =	
Design BOD, lb/day:		x 0.90 =	

C. How many months did the monthly flow (Column 1) to the wastewater treatment facility (WWTF) exceed 90% of design flow? Circle the number of months and the corresponding point total. Write the point total in the box below at the right.

<i>months</i>	0	1	2	3	4	5	6	7	8	9	10	11	12
<i>points</i>	0	0	0	0	0	5	5	5	5	5	5	5	5

Write 0 or 5 in the C point total box  C Point Total

D. How many months did the monthly flow (Column 1) to the WWTF exceed the design flow? Circle the number of months and corresponding point total. Write the point total in the box below at the right.

<i>months</i>	0	1	2	3	4	5	6	7	8	9	10	11	12
<i>points</i>	0	5	5	10	10	15	15	15	15	15	15	15	15

Write 0, 5, 10 or 15 in the D point total box  D Point Total

E. How many months did the monthly BOD loading (Column 3) to the WWTF exceed 90% of the design loading? Circle the number of months and corresponding point total. Write the point total in the box below at the right.

<i>months</i>	0	1	2	3	4	5	6	7	8	9	10	11	12
<i>points</i>	0	0	5	5	5	10	10	10	10	10	10	10	10

Write 0, 5, or 10 in the E point total box  E Point Total

F. How many months did the monthly BOD loading (Column 3) to the WWTF exceed the design loading? Circle the number of months and corresponding point total. Write the point total in the box below at the right.

<i>months</i>	0	1	2	3	4	5	6	7	8	9	10	11	12
<i>points</i>	0	10	20	30	40	50	50	50	50	50	50	50	50

Write 0, 10, 20, 30, 40 or 50 in the F point total box  F Point Total

G. Add together each point total for C through F and place this sum in the box below at the right.

**TOTAL POINT VALUE FOR PART 1:**  (max = 80)

Also enter this value or 80, whichever is less, on the point calculation table on page 16.



**C. Continuous Discharge to Surface Water.**

**i.** How many months did the effluent BOD (Column 1) exceed 90% of the permit limits? Circle the number of months and the corresponding point total. Write the point total in the box below at the right.

<i>months</i>	0	1	2	3	4	5	6	7	8	9	10	11	12
<i>points</i>	0	0	10	20	30	40	40	40	40	40	40	40	40

Write 0, 10, 20, 30 or 40 in the i point total box  i Point Total

**ii.** How many months did the effluent BOD (Column 1) exceed permit limits? Circle the number of months and corresponding point total. Write the point total in the box below at the right.

<i>months</i>	0	1	2	3	4	5	6	7	8	9	10	11	12
<i>points</i>	0	5	5	10	10	10	10	10	10	10	10	10	10

Write 0, 5, or 10 in the ii point total box  ii Point Total

**iii.** How many months did the effluent TSS (Column 2) exceed 90% of the permit limits? Circle the number of months and the corresponding point total. Write the point total in the box below at the right.

<i>months</i>	0	1	2	3	4	5	6	7	8	9	10	11	12
<i>points</i>	0	0	10	20	30	40	40	40	40	40	40	40	40

Write 0, 10, 20, 30 or 40 in the iii point total box  iii Point Total

**iv.** How many months did the effluent TSS (Column 2) exceed permit limits? Circle the number of months and corresponding point total. Write the point total in the box below at the right.

<i>months</i>	0	1	2	3	4	5	6	7	8	9	10	11	12
<i>points</i>	0	5	5	10	10	10	10	10	10	10	10	10	10

Write 0, 5, or 10 in the iv point total box  iv Point Total

**v.** Add together each point total for i through iv and place this sum in the box below at the right.

**TOTAL POINT VALUE FOR PART 2:**  (max = 100)

Also enter this value or 100, whichever is less, on the point calculation table on page 16.

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**D. Other Monitoring and Limitations**

- i. At any time in the past year was there an exceedance of a permit limit for other pollutants such as: ammonia-nitrogen, phosphorus, pH, total residual chlorine, or fecal coliform?

√ Check one box.       Yes       No      *If Yes, Please describe:*

- ii. At any time in the past year was there a "failure" of a Biomonitoring (Whole Effluent Toxicity) test of the effluent?

√ Check one box.       Yes       No      *If Yes, Please describe:*

- iii. At any time in the past year was there an exceedance of a permit limit for a toxic substance?

√ Check one box.       Yes       No      *If Yes, Please describe:*



**PART 4: OVERFLOWS AND BYPASSES**

**A.**

- i. List the number of times in the last year there was an overflow, bypass or unpermitted discharge of untreated or incompletely treated wastewater due to heavy rain:

\_\_\_\_\_ √ Check one box.     0 = 0 points                       3 = 15 points  
    1 = 5 points                       4 = 30 points  
    2 = 10 points                       5 or more = 50 points

- ii. List the number of bypasses, overflows or unpermitted discharges shown in A (i) that were within the collection system and the number at the treatment plant

Collection System: \_\_\_\_\_ Treatment Plant: \_\_\_\_\_

**B.**

- i. List the number of times in the last year there was an overflow, bypass or unpermitted discharge of untreated or incompletely treated wastewater due to equipment failure, either at the treatment plant or due to pumping problems in the collection system:

\_\_\_\_\_ √ Check one box.     0 = 0 points                       3 = 15 points  
    1 = 5 points                       4 = 30 points  
    2 = 10 points                       5 or more = 50 points

- ii. List the number of bypasses, overflows or unpermitted discharges shown in B (i) that were within the collection system and the number at the treatment plant

Collection System: \_\_\_\_\_ Treatment Plant: \_\_\_\_\_

- C. Specify whether the bypasses came from the city/village/town sewer system or from contract or tributary communities/sanitary districts, etc...

\_\_\_\_\_

- D. Add the point values checked for A and B and place the total in the box below.

**TOTAL POINT VALUE FOR PART 4:**  (max = 100)

Also enter this value or 100, whichever is less, on the point calculation table on page 16.

- E. List the person responsible (name and title) for reporting overflows, bypasses or unpermitted discharges to State and Federal authorities:

\_\_\_\_\_

Describe the procedure for gathering, compiling and reporting:

\_\_\_\_\_

## PART 5: SLUDGE STORAGE AND DISPOSAL SITES

### A. Sludge Storage

How many months of sludge storage capacity does your facility have available, either on-site or off-site?

Circle the number of months and the corresponding point total. Write the point total in the box below at the right.

<i>months</i>	<2	2	3	4-5	>6
<i>points</i>	50	30	20	10	0

Write 0, 10, 20, 30 or 40 in the A point total box  A Point Total

### B. For how many months does your facility have access to (and approval for) sufficient land disposal sites to provide proper land disposal?

Circle the number of months and the corresponding point total. Write the point total in the box below at the right.

<i>months</i>	<2	6-11	12-23	24-35	>36
<i>points</i>	50	30	20	10	0

Write 0, 10, 20, 30 or 40 in the B point total box  B Point Total

### C. Add together the A and B point values and place the sum in the box below at the right:

**TOTAL POINT VALUE FOR PART 5:**  (max = 100)

Also enter this value or 100, whichever is less, on the point calculation table on page 16.

**PART 6: NEW DEVELOPMENT**

A. Please provide the following information for the total of all sewer line extensions which were installed during the last year.

Design Population: \_\_\_\_\_  
Design Flow: \_\_\_\_\_ MGD  
Design BOD: \_\_\_\_\_ mg/l

B. Has an industry (or other development) moved into the community or expanded production in the past year, such that either flow or pollutant loadings to the sewerage system were significantly increased (5% or greater)?

√ Check one box.       Yes = 15 points       No = 0 points

*If Yes, Please describe:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any new pollutants:

\_\_\_\_\_  
\_\_\_\_\_

C. Is there any development (industrial, commercial or residential) anticipated in the next 2-3 years, such that either flow or pollutant loadings to the sewerage system could significantly increase?

√ Check one box.       Yes = 15 points       No = 0 points

*If Yes, Please describe:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any new pollutants you anticipate:

\_\_\_\_\_  
\_\_\_\_\_

D. Add together the point value checked in B and C and place the sum in the box below.

**TOTAL POINT VALUE FOR PART 6:**  (max = 30)

Also enter this value or 30, whichever is less, on the point calculation table on page 16.

PART 7: OPERATOR CERTIFICATION AND EDUCATION

A. What was the name of the operator-in-charge for the reporting year?

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

B. What is his or her certification number:

Cert. #: \_\_\_\_\_

C. What level of certification is the operator-in-charge required to have to operate the wastewater treatment facility?

Level Required: \_\_\_\_\_

D. What is the level of certification of the operator-in-charge?

Level Certified: \_\_\_\_\_

E. Was the operator-in-charge of the report year certified at least at the grade level required in order to operate this plant?

√ Check one box.  Yes = 0 points  No = 50 points

Write 0 or 50 in the E point total box  E Point Total

F. Has the operator-in-charge maintained recertification requirements during the reporting year?

√ Check one box.  Yes  No

G. How many hours of continuing education has the operator-in-charge completed over the last two calendar years?

√ Check one box.  > 12 hours = 0 points  < 12 hours = 50 points

Write 0 or 50 in the G point total box  G Point Total

H. Is there a written policy regarding continuing education an training for wastewater treatment plant employees?

√ Check one box.  Yes  No

Explain: \_\_\_\_\_

I. What percentage of the continuing education expenses of the operator-in-charge were paid for:

By the permittee? \_\_\_\_\_ By the operator? \_\_\_\_\_

J. Add together the E and G point vaules and place the sum in the box below at the right.

TOTAL POINT VALUE FOR PART 7:  (max = 100)

Also enter this value or 100, whichever is less, on the point calculation table on page 16.

**PART 8: FINANCIAL STATUS**

A. Are User-Charge Revenues sufficient to cover operation and maintenance expenses?

√ Check one box.       Yes       No      *If No, How are O&M costs financed?*

B. What financial resources do you have available to pay for your wastewater improvements and reconstruction needs?

**PART 9: SUBJECTIVE EVALUATION**

**A. Collection System Maintenance**

i. Describe what sewer system maintenance work has been done in the last year.

ii. Describe what lift station work has been done in the last year.

iii. What collection system improvements does the community have under construction for the next 5 years?

**B. If you have ponds please answer the following questions:**

√ Check one box.

- |   |   |                              |                             |                              |                             |                              |                             |                              |                             |                              |                             |                              |                             |                              |                             |
|---|---|------------------------------|-----------------------------|------------------------------|-----------------------------|------------------------------|-----------------------------|------------------------------|-----------------------------|------------------------------|-----------------------------|------------------------------|-----------------------------|------------------------------|-----------------------------|
| <p>i. <i>Do you have duckweed buildup in the ponds?</i></p> <p>ii. <i>Do you mow the dikes regularly (at least monthly), to the waters edge?</i></p> <p>iii. <i>Do you have bushes or trees growing on the dikes or in the ponds?</i></p> <p>iv. <i>Do you have excess sludge buildup (&gt; 1foot) on the bottom of any of your ponds?</i></p> <p>v. <i>Do you excersise all of your valves?</i></p> <p>vi. <i>Are your control manholes in good structural shape?</i></p> <p>vii. <i>Do you maintain at least 3 feet of freeboard in all of your ponds?</i></p> <p>viii. <i>Do you visit your pond system at least weekly?</i></p> | <table border="0"> <tr> <td><input type="checkbox"/> Yes</td> <td><input type="checkbox"/> No</td> </tr> </table> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> Yes  | <input type="checkbox"/> No   |                              |                             |                              |                             |                              |                             |                              |                             |                              |                             |                              |                             |                              |                             |
| <input type="checkbox"/> Yes  | <input type="checkbox"/> No   |                              |                             |                              |                             |                              |                             |                              |                             |                              |                             |                              |                             |                              |                             |
| <input type="checkbox"/> Yes  | <input type="checkbox"/> No   |                              |                             |                              |                             |                              |                             |                              |                             |                              |                             |                              |                             |                              |                             |
| <input type="checkbox"/> Yes  | <input type="checkbox"/> No   |                              |                             |                              |                             |                              |                             |                              |                             |                              |                             |                              |                             |                              |                             |
| <input type="checkbox"/> Yes  | <input type="checkbox"/> No   |                              |                             |                              |                             |                              |                             |                              |                             |                              |                             |                              |                             |                              |                             |
| <input type="checkbox"/> Yes  | <input type="checkbox"/> No   |                              |                             |                              |                             |                              |                             |                              |                             |                              |                             |                              |                             |                              |                             |
| <input type="checkbox"/> Yes  | <input type="checkbox"/> No   |                              |                             |                              |                             |                              |                             |                              |                             |                              |                             |                              |                             |                              |                             |

**C. Treatment Plants**

i. Have the influent and effluent flow meters been calibrated in the last year?

Yes     No    (✓ Check one box.)

Influent flow meter calibration date(s)

Effluent flow meter calibration date(s)

ii. What problems, if any, have been experienced over the last year that have threatened treatment?

iii. Is your community presently involved in formal planning for treatment facility upgrade?

✓ Check one box.     Yes     No    *If Yes, Please describe:*

**D. Preventive Maintenance**

i. Does your plant have a written plan for preventive maintenance on major equipment items?

√ Check one box.       Yes       No      *If Yes, Please describe:*

ii. Does this preventive maintenance program depict frequency of intervals, types of lubrication and other preventive maintenance tasks necessary for each piece of equipment?

Yes       No

iii. Are these preventive maintenance tasks, as well as equipment problems, being recorded and filed so future maintenance problems can be assured properly?

Yes       No

**E. Sewer Use Ordinance**

i. Does your community have a sewer use ordinance that limits or prohibits the discharge of excessive conventional pollutants (BOD, TSS or pH) or toxic substances to the sewer system from industries, commercial users and residences?

√ Check one box.       Yes       No      *If Yes, Please describe:*

ii. Has it been necessary to enforce?

√ Check one box.       Yes       No      *If Yes, Please describe:*

iii. Any additional comments about your treatment plant or collection system? (Attach additional sheets if necessary.)

Permit #: LA0040185

### POINT CALCULATION TABLE

	<b>Actual Values</b>	<b>Maximum</b>
Part 1: <i>Influent Flow/Loadings</i>	_____	80 points
Part 2: <i>Effluent Quality / Plant Performance</i>	_____	100 points
Part 3: <i>Age of WWTF</i>	_____	50 points
Part 4: <i>Overflows and Bypasses</i>	_____	100 points
Part 5: <i>Ultimate Disposition of Sludge</i>	_____	100 points
Part 6: <i>New Development</i>	_____	30 points
Part 7: <i>Operator Certification Training</i>	_____	100 points

TOTAL POINTS:

# ATTACHMENT 3

## SAMPLE MWPP RESOLUTION

Resolved that the village/town/city of \_\_\_\_\_ informs the Louisiana Department of Environmental Quality that the following actions were taken by \_\_\_\_\_ (governing body).

1. Resolved the Municipal Water Pollution Prevention Environmental Audit Report which is attached to this resolution.
2. Set forth the following actions necessary to maintain permit requirements contained in the Louisiana Pollution Discharge Elimination System (LPDES) permit, number LA \_\_\_\_\_ .

(Please be specific in listing the actions that will be taken to address the problems identified in the audit report.)

a.

b.

c.

d.

etc..

Passed by a majority/unanimous (circle one) vote of the \_\_\_\_\_  
on \_\_\_\_\_ (date).

\_\_\_\_\_  
\_\_\_\_\_  
CLERK

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