RESOLUTION NO. 25- 41

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PINELLAS COUNTY, FLORIDA, ADOPTING AN ENFORCEMENT RESPONSE PLAN FOR THE INDUSTRIAL PRETREATMENT PROGRAM.

WHEREAS, Pinellas County Utilities (PCU) is required by the Florida Department of Environmental Protection (FDEP) to administer an Industrial Pretreatment Program, pursuant to Sections 307(b), 307(c), 307(d) and 402(b) of the Clean Water Act, Chapter 62-625, Florida Administrative Code and Sections 126-308, 126-312, 126-326 through 332 and 126-351 through 367, Pinellas County Code; and

WHEREAS, PCU's Industrial Pretreatment Program oversees the wastewater flows from industries in its service area to ensure that the discharge does not adversely affect PCU's wastewater collection/transmission system, its water reclamation facilities, or the environment; and

WHEREAS, this oversight is comprised of permitting, inspecting, sampling, self-monitoring requirements and implementing the necessary legal authority to require compliance with applicable pretreatment standards; and

WHEREAS, as part of the necessary legal authority to require compliance, PCU is required to develop and implement an Enforcement Response Plan (ERP), pursuant to Rule 62-625.500(2)(d), Florida Administrative Code and approved by FDEP; and

WHEREAS, PCU updated the ERP to reflect current rules and regulations, updated forms, templates and tracking tools used to administer the program, updated laboratory procedures and documentation, updated enforcement remedies to provide greater flexibility in considering good faith efforts and compliance histories, and updated the penalty schedule; and

WHEREAS, FDEP has given conditional approval of the draft ERP, contingent upon approval by the Pinellas County Board of County Commissioners;

NOW THEREFORE, be it resolved by the Board of County Commissioners of Pinellas County, Florida, at a duly assembled meeting held on this 6th day of May, 2025, as follows:

Section 1. The document entitled "Pinellas County Utilities Industrial Pretreatment Program Enforcement Response Plan" and attached hereto and incorporated herein by reference as "Exhibit A" is hereby adopted by the Board of County Commissioners.

Section 2. This Resolution shall take effect immediately upon its adoption.

Commissioner Eggers offered the foregoing Resolution and moved its adoption, which was seconded by Commissioner Peters, and upon roll call the vote was:

Ayes: Scott, Eggers, Flowers, Latvala, Nowicki, and Peters.

Nays: None.

Absent not voting: Scherer.

APPROVED AS TO FORM
By: *Miles Belknap*
Office of the County Attorney

PCAO 512017

Exhibit A

PINELLAS COUNTY UTILITIES
INDUSTRIAL PRETREATMENT PROGRAM
ENFORCEMENT RESPONSE PLAN

Approval Date: April 22, 2025

Pinellas County's Industrial Pretreatment Program (IPP) has developed ~~the fol~~lowing Enforcement Response Plan (ERP) to meet the requirements of Chapter 62-625, Florida Administrative Code (FAC). This document describes how the Pinellas County, as the control authority will investigate instances of noncompliance, including sampling procedures, data review, enforcement activities, and inspections, in order to enforce all applicable pretreatment requirements and standards as they relate to Chronic and Technical Review Criteria (TRC) as described in Rules 62-625.500 (2) (a) and (b), FAC. Greater or lesser enforcement actions than what is described in this plan may be implemented depending on the severity and nature of the non-compliance.

LIST OF ABBREVIATIONS

AGENCIES

PCU	Pinellas County Utilities
IPP	Industrial Pretreatment Program
EPA	US Environmental Protection Agency
FDEP	Florida Department of Environmental Protection

POSITIONS

WQMM	Water Quality Monitoring Manager
PC	Project Coordinator
WQDD	Water Quality Division Director
ACA	Assistant County Attorney
WQMS	Water Quality Management Specialist
QAO	Quality Assurance Officer

FORMS AND DOCUMENTS

COC	Chain of Custody
ERP	Enforcement Response Plan
FDEP SOP	FDEP Standard Operating Procedures Manual
FDR	Field Data Record
FAC	Florida Administrative Code
IUS	Industrial User Survey
IWP	Industrial Wastewater Permit
IWPA	Industrial Wastewater Permit Application
PCC	Pinellas County Code
TOMP	Toxic Organic Management Plan

ENFORCEMENT CODES

NOV	Notice of Violation
NOV/PA	Notice of Violation with Penalty Assessment
NOV/EP	Notice of Violation with Escalating Penalties
C	Citation
CA	Consent Agreement
CO	Consent Order
PR	Permit Revocation
CDO	Cease and Desist Order
TOS	Termination of Service
CS	Compliance Schedule
SNC	Significant Non-Compliance

OTHER TERMS

BOD	Biochemical Oxygen Demand
CIU	Categorical Industrial User
IU	Industrial User
S/M	Self-Monitoring
SIU	Significant Industrial User
TSS	Total Suspended Solids
TTO	Total Toxic Organics
WRF	Water Reclamation Facility
VOC	Volatile Organic Compound

1.0 SAMPLING PROCEDURES

Sampling programs for the IPP were established in accordance with the FDEP SOP. As required by Chapter 62-625, FAC (General Pretreatment Regulations), all sampling and analysis performed to collect data for compliance evaluation or reporting under the IPP must be performed in accordance with the FDEP SOP; contract laboratories used by the IU or the IPP must be certified by the Florida Department of Health. This ERP includes specific procedures used by the IPP; these procedures comply with the FDEP SOP. More information regarding general considerations and procedures are contained in the FDEP SOP, separate from here.

The sampling program has several components. Sampling must be scheduled with the PCU laboratory or outside laboratory in advance, and bottles must be ordered. Once the schedule has been finalized, equipment and containers must be cleaned according to the proper procedures to analyze the parameters. Additional sampling preparation includes obtaining and labeling containers, stocking the vehicle, and preparing paperwork. Actual field sampling then occurs, followed by sample preservation and custody transfer. Sample collection, chain of custody, and sample preservation are discussed in this section. Cleaning, field instrument calibration, and equipment maintenance are discussed in the IPP SOP.

The IPP samples the wastewater discharge of IUs to gather data to evaluate compliance with local and/or Federal discharge standards. Additional sampling activities include:

- Sampling to screen facilities being reviewed as possible SIUs
- Investigative sampling in the collection system or WRF
- Sampling associated with routine WRF studies

1.1 SAMPLING CAPABILITIES

Samples collected by the IPP are brought into the laboratory for analysis. Sample sources include the IU, the collection system, and the WRF. The IPP may occasionally collect surface water or reuse water samples in response to suspected illegal discharges or during other special investigations. The only parameters routinely tested in the field at this time are pH and temperature. Screening for conductivity, metals, sulfides, toxicity or other parameters may occur during special investigations. Screening for chlorine residual and sulfides is performed to determine the need for sample pretreatment when collecting samples for cyanide or organics analyses. Composite samples are routinely collected for BOD, TSS, and metals analyses. Cyanide and phenol grab samples are also routinely collected. Additional parameters are required during WRF studies or special investigations within the collection system or at IUs.

1.2 SAMPLING PROCEDURES

1.2.1 Sample Site Location

The selection of the appropriate sampling location is normally determined by the WQMS responsible for the sampling event. Samples should always be taken at points of high turbulent flow to ensure good mixing and prevent the deposition of any solids. When collecting samples from a flume, the tubing should be placed in an area away from standing water (or any area where standing water can accumulate). The preferred sampling location in a flume is just downstream of the flume's "neck." When sampling from the collection system, the tubing should be positioned so that the intake is in mid-stream, not on the bottom of the pipe or surface of the flow. Collecting representative samples from tanks is difficult and should be avoided if possible. If tank sampling is required and the tank is not actively mixed, samples should be collected from various locations and depths throughout the tank and composited.

When sampling a permitted IU, samples should be taken from the sampling point specified in the permit. The WQMS will select this sample point in cooperation with the IU representative. For CIUs, the sample location will ideally contain all regulated (and unregulated) industrial process discharges from the facility but no sanitary or other dilution flow. Some parameters are designated to be collected by the Categorical standard at the end of the treatment process. Individual process streams may be sampled during the permitting and site selection process. For non-categorical SIUs, the sample location will generally be at the end of pipe (containing all facility flow). The sample site location should be in a location accessible to both IPP and industry representatives. For more detail on sample site criteria and sample point selection, reference the IPP SOP.

WRF influent samples should be collected prior to combination with any recirculation streams. Samples should be collected flow-proportionally when feasible. WRF effluent samples should be

collected after final treatment but prior to mixing with the receiving stream. When sampling from re-use plants, effluent samples may be taken before or after dechlorination; the sample site description should clearly specify this information. Sludge samples should be collected from the line/chute discharging to the sludge hauling truck. If more than one press/belt is used in dewatering cake sludge, each belt should be sampled independently unless flows are uniformly provided to each press from the same source. In-plant sampling may be performed at various stages of the treatment process. Sample sites should be clearly identified; the description should include all flows at that sample point.

1.2.2 Types of Samples

There are two basic types of samples: grabs and composites. The collection method is determined by flow, sampling location, the purpose of the sampling, and analyses to be performed. In addition, samples may be collected for quality control purposes, including split samples, duplicate samples, and equipment blanks.

Every sample collected, regardless of type, should be handled in the same manner. When contamination levels are known, samples are collected first from the least contaminated site, followed by sites with increasing contamination.

Grab Samples

A grab sample is defined as "an individual sample collected over a period of time not exceeding 15 minutes." A grab sample can be taken either manually or with an automatic sampler. A grab sample is collected when:

- Setting up a composite sampler is not feasible due to flow or site arrangement
- There is unusual flow of short duration
- The flow is not continuous (batch discharge)
- Waste characteristics are relatively constant
- Analytical parameters require grab sample techniques due to short holding times or other considerations
- Screening of newly identified IU
- Performing special investigations (time-delayed or sequential sampling)

Field measurements for pH and temperature must be taken on grab samples for compliance purposes, although composite samples may be checked to assess characteristics during the entire discharge period. Cyanide, oil and grease, phenol, volatile organic, sulfide, microbiological, and surfactant samples must also be collected as grab samples. Ideally, grab samples are collected directly into the sample container. Intermediate containers may be used where pre-preserved bottles are used or where sample pretreatment is required. The intermediate container material should be appropriate for the sample being collected. The type and identification number of any intermediate container used are documented on the FDR. Intermediate vessels may not be used to collect samples for oil and grease analysis. Automatic samplers may not be used to collect samples for oil and grease, volatile organics, or microbiological samples unless site conditions do not allow for any other collection method. The data will be appropriately qualified when automatic samplers are used for collecting these samples.

Composite Samples

A composite sample comprises several individual grab samples, which are combined based on either time or flow. A time composite sample consists of equal volume grab samples collected at equal time intervals. A flow composite sample may consist of equal-volume grab samples taken at varying time intervals, samples of variable volume (in proportion to flow) collected at equal time intervals, or one sample continuously collected proportionally to the flow. In accordance with the sample point protocol, flow proportional samples must be collected unless technically or economically infeasible or otherwise exempted (reference the IPP SOP). A composite sample is taken when:

- Determining average pollutant concentrations during the compositing period
- Calculating mass/unit time loadings

Using an automatic sampler with a composite base simplifies implementing this type of collection. The sampler can be programmed in a timed composite with the desired time interval. A flow meter is used in conjunction with the sampler for a flow-proportional composite. An actuator shall be used in the event of industrial batch discharges at varying time intervals. If an automatic sampler is not available, grab samples can be collected and manually composited.

Split Samples

Split samples are obtained as subsamples from the same sample for analysis in separate laboratories to allow for the comparison of analytical results. A split sample is collected by thoroughly mixing (shaking) a composite or grab sample and then pouring the sample into two identical containers. Enough volume must be collected to fill both sample bottles for grab samples. Volume is not normally a problem for composites since the entire composite sample is available. Split samples cannot be collected for oil and grease, since transfer containers may not be used for this parameter. When requested by the FDEP or the IU being sampled, a split sample will be provided directly to them or to the laboratory they designate (i.e., government or commercial laboratory) at their expense. As necessary, split samples will be handled and preserved identically to the IPP samples. The IPP will collect the samples in containers from the same batch used for internal samples and preserve the sample with acid or caustic from the same source. The IU is responsible for maintaining custody of the sample in the appropriate conditions (chilled, dark, etc.) until the transport of the sample to the analytical laboratory.

Equipment Blanks

Equipment blanks are collected to verify the cleanliness of the equipment being used for sample collection. The equipment blank is collected following all procedures used for sample collection and preservation, including the use of transfer containers, where necessary. The amount of preservative added to the blank for preservation will be equivalent to the greatest amount added at any site during the sampling event. If pretreatment of the samples is required (cyanide, organics), the blank will receive the same pretreatment. An equipment blank is collected at the first site during the sample event. Additional equipment blanks are collected at a rate of 5% of the samples for sample events with more than twenty sample sites.

1.2.3 Sample Preservation and Pretreatment

All sample preservation shall be in accordance with the procedures provided in the FDEP SOP. Preservation for the parameters routinely collected by the IPP follow. The FDEP SOP should be consulted for specific details on the procedures summarized below.

Parameter	Preservation	Pretreatment
VOC	HCl	Sodium Thiosulfate if Cl_2R is present
Extractable organics	Chilled, pH 5-9	Sodium Thiosulfate if Cl_2R is present
Oil and Grease	H_2SO_4 or HCl, pH < 2	NA
Phenols	H_2SO_4, pH < 2	NA
Metals	HNO_3, pH < 2	NA
Microbiological	Chilled	Sodium Thiosulfate if Cl_2R is present
BOD and TSS	Chilled	NA
Nutrients	Chilled and/or H_2SO_4	NA
Cyanide	NaOH, pH > 12	Cadmium Carbonate if sulfide present; Sodium Thiosulfate, if Cl_2R is present

1.3 PRELIMINARY PREPARATION

The following items are checked before a sampling event:

1. Notification of incoming samples is given to the laboratory, as discussed in Section 1.3.1.

2. All necessary equipment, including back-up equipment, is inspected to ensure the proper working order and loaded onto the vehicle.

3. Instruments are calibrated (reference the IPP SOP for proper calibration procedures).

4. Appropriate quantity and type of sample containers are obtained and labeled, as discussed in Section 1.8.2.

5. A sampling preparation checklist is completed.

1.3.1 Scheduling Sampling

All sampling is scheduled with the PCU laboratory to assure that samples are analyzed within the holding times. Sample schedules and container requests are submitted to the PCU laboratory a **minimum** of two weeks prior to the sampling event to allow time for container shipment and receipt prior to the event. The schedule and container requests list's the number of samples to be collected, the parameters requested and the sampling date(s). The schedule also includes any special notes or considerations that the laboratory needs to know.

If changes occur after the monthly schedule is submitted to the PCU laboratory, it is the WQMS's responsibility to update the schedule. Schedule changes are submitted to the laboratory as soon as possible. In cases where samples are not collected due to equipment failures or a business not having any discharge, the schedule change form will be submitted upon return to the laboratory and re-samples may be collected the following.

As required by the FDEP, permitted businesses (CIU and SIU) are sampled for all parameters for which there is a Local or Federal discharge standard on at least an annual basis. The IPP normally samples permitted IUs more frequently than this for regulated parameters. Actual IU sampling frequency is based on IU compliance; businesses with consistent compliance may have a reduced monitoring frequency and those with compliance problems or surcharges may be sampled more often.

1.3.2 Field Preparation

All vehicles are kept in fully stocked condition with equipment that is routinely used for sampling or other field activities. Vehicle inventories are checked every month (reference the IPP SOP). However, a sampling preparation checklist will be completed before each sampling run to identify all general and specific equipment needed during the run. Equipment that must be loaded will include the appropriate number of automatic samplers and tubing. The sampling vehicle is checked for general equipment and loaded with any special site-specific equipment (to open cleanouts, position tubing, etc.) necessary to collect a sample. Each sampling vehicle contains a copy of the Sample Site Manual, which specifies information for each IU monitored by the IPP.

Immediately before leaving to collect samples, the pH meter, camera, gas detector, autosampler batteries, and coolers with ice are loaded into the vehicle. Fresh preservatives, and analyte-free water are also obtained at this time.

1.4 FIELD DATA RECORD

The FDR is a permanent record of the information gathered during the sampling run. All FDRs must be completed using a waterproof pen. If errors are made, corrections shall be made by drawing a single horizontal line through the error and entering the correct information. Such corrections must be initialed and dated. Under no circumstances shall a statement be crossed out or white out used so that the information is not legible. The sheet shall be accurate, legible and complete. If a space is not used, draw one horizontal line through it (or a large X for entire sections that are not applicable). A few points to consider:

1. When identifying the facility sampled, record the legal name of the IU and street address. This line also includes the Industry Login Code.

2. The description of the sample site location (point where sample is taken) is concise and identical to that listed in the IU Permit.

3. Each person from IPP participating actively in the sampling run event signs his/her first initial and last name for the day they sampled.

4. Monitoring is considered unscheduled unless the IU is notified of a specific date and time they will be sampled, in which case it would be a scheduled event. Surcharge sampling is marked as such. A sample would be considered a demand sample if taken in response to a complaint or an emergency. A sample will be a grab, composite, or sequential.

5. Each sample receives a laboratory number upon delivery to the laboratory. This number is a sequential number for all samples tested by the laboratory.

6. Record the sampler and composite container ID number. If there is any question about the cleaning procedure used or the cleanliness of the equipment, it can easily be traced back to the Sampler and Container Cleaning Log.

7. Sampler settings must be recorded completely. Gallons are used for flow composites. Time or Flow must be indicated. If any settings are not applicable, they should be marked as such. "Volume of Measured Grab" is the actual volume collected when using the recorded sampler settings.

8. The actuator number is indicated on the FDR if an actuator is used. Otherwise, the [no] box should be checked.

9. Indicate the time of sampling. On a regular monitoring basis, 24-hour composite samples are collected after the last sample interval and before the 24th hour. Example: Sample interval is every 15 minutes, and the initial sample is at 9:00 am. The sampler is to be pulled after the 8:45 am sample is collected. Note: This also applies to an 8-hour, 12-hour, 16-hour, etc. composite. Composite samples may be collected and composited over any time or flow interval, depending upon the purpose of the sampling. For 24-hour samples, samples may not be collected more than one hour before or after the starting time. The sample collection time should be recorded under initial time for grab samples.

10. Volume collected should be the volume of the composite sample or in the case of grab samples, the total volume required to fill all sample containers.

11. The number of containers filled includes all containers, both those to be turned into the PCU or contract laboratory and those provided to the IU as splits. Split samples are indicated by a " / " between the number of in-house and split containers filled (i.e., 2 / 1 indicates two containers for PCU and 1 for the industry split).

12. When samples are collected for the initial or final pH grab, the time the grab sample was collected is indicated. Data values from analyses performed in the field are to be recorded accurately and neatly, and initialed after test completion. Record pH to the 0.01 and temperature to the 0.1. If there is no flow for a pH grab, note the time and date and indicate no flow, but do not initial the sections for measured by or collected by.

13. The sample container ID number is assigned according to the required fill order. Samples are numbered “A1 of 4", “A2 of 4", etc. The sample container ID number is listed inside the brackets for samples of each preservative/container type. If the preservative/parameter is not listed, it should be specified on the "Other" line. The person checking the pH of preserved

samples should initial the verification line. It is noted here if additional preservative is required for any sample. All in-house or purchased containers must also include the container batch or lot numbers. The contract laboratory name is indicated as bottle source for sample containers provided by the contract laboratory.

14. If a business requests a split sample, the IU representative must sign and date the FDR. The IU must report the split sample analytical results to the IPP for all parameters analyzed.

15. Any unusual occurrences (sample color, particulate in sample, etc.) should be recorded under the Comments section, along with the date, time, and duration.

16. Any conversations with industry personnel that would be of interest are documented in the Comments section. Ambient field conditions are also noted in this section.

17. Any visitors to the site are recorded in the Visitors section of the FDR.

18. At least one analyte-free water equipment blank is collected per twenty samples to confirm that the equipment was not contaminated at setup. A separate FDR is completed for the equipment blank, and the location of the equipment blank collection is indicated at the bottom of all FDRs for that sampling run.

19. The pH meter is calibrated prior to the event. Calibration information is recorded in the monitoring laboratory bench book. The meter thermistor is also checked at this time for accuracy. The pH meter and thermistor are rechecked at the end of the day and documented in the monitoring laboratory bench book. More details on pH meter calibration and checks are provided in the IPP SOP.

20. When a flow meter is used, flow meter settings are recorded along with calibration information on the FDR. The time of flow meter readings and total flow are recorded along with the flow meter identification.

21. After each use, the pH meter probe and the graduated cylinder must be cleaned. The pH probe is always rinsed with analyte-free water, and is cleaned with a 1% Liquinox/water mixture, if necessary. The graduated cylinder is always washed with 1% Liquinox and rinsed with analyte-free water.

FDRs are submitted to the WQMS in charge of the sampling project upon completion of the sampling event. The WQMS reviews the FDR for completeness, accuracy, and any violations or comments that would be of concern. The WQMS signs the FDR, and then forwards it to another WQMS for review.

1.5 EQUIPMENT SET UP AND USE

1.5.1 Sampler Set Up and Equipment Blank Collection

Automatic samplers are used for both composite and sequential sampling. Extra tubing is also carried on the vehicle for new sites, QC samples, or in case of damage to the tubing being used

on site. Extra pre-cut pumphouse tubing is also stored in the vehicle. In the field, protective gloves are worn during all sampling activities, and a new pair is used at each site.

1.5.2 Grab Sampling

As discussed in Section 1.2.2, grab samples may be collected either manually or with an automatic sampler. To obtain a manual grab sample, a sample container and a grab sampler are required. A piece of PVC pipe is normally used for the grab sampler, and the sample container is attached using duct tape. An intermediate or transfer container may also be used depending on the parameters to be analyzed. The intermediate or transfer container must be made of the appropriate material and properly cleaned for the parameter to be tested.

1. The sample or transfer container is attached to the grab sampler and lowered into the waste stream (facing upstream).

2. If used, the transfer container is seeded one time with the effluent to be sampled before filling the sample container. The sample container is also seeded, except for oil and grease, phenols, volatile organics, cyanide, or any pre-preserved sample container. Rinse water is discarded downstream from the collection point. Transfer containers may not be used for oil and grease.

3. The sample container is then filled with effluent.

It is important to remember that for a sample to be considered a grab, it must be collected within a 15-minute time frame. Seeding can be omitted if a slug or short batch discharge occurs, and seeding may prevent sample collection of the desired stream. When collecting grab samples from a mixed holding tank (as opposed to a stream-flow), follow the same procedures as above, except that the collection container should be dipped in upside down and then turned to collect sample from below the surface.

An automatic sampler is used to obtain a grab sample where the sampling site configuration prevents easy access to the flow, allowing only a tube to be placed into the flow (i.e., cleanouts); when grab samples are being collected in conjunction with composite sampling; or during investigations when time delayed, actuated, or sequential (discrete) samples are being collected.

1.5.3 Actuator

To obtain flow proportional samples, an actuator is used.

1.6 SAMPLE COLLECTION

Once a sample is collected, the following procedures must be used. Any deviations from this procedure must be noted on the FDR. Sample preservation and pretreatment are described in Section 1.6.1.

1. Sample containers are flushed one time with a portion of the sample before filling. In the case of containers which contain preservatives (i.e., cyanide, VOC, etc.), this step is omitted.

2. The total volume of the composite samples must be at least two liters. The volume should be approximately 10 liters for facilities with continuous flow and 24-hour operations. If the volume of the composite is more or less than is expected, an evaluation is done of the possible causes (check grab volume, check for obstructions, verify discharge hours). If there is any doubt as to whether the sample is representative of the discharge, it is noted on the FDR.

3. Sample should be well agitated (to prevent settling) and then poured into the sample container, filling to about 2 inches from the top (except for VOC and alkalinity, which must be filled to the top of the container with no head space). If filling more than one sample container from a composite jug, shake the jug before each pour to prevent settling.

4. Field tests on a 24-hour composite sample are taken from the remaining sample after all sample containers are filled. At least 100 ml of sample must remain for the field tests. If collecting a grab sample for laboratory analysis, field tests are taken on a separate portion of the same grab. The sample container is filled to the top, and then a small portion is poured into a separate container for field analysis.

5. Field tests on grab samples are collected when conducting 24-hour composite sampling.

6. Sample testing, pretreatment and preservation are performed as described below. After preservation and/or pretreatment, samples are placed on wet ice in insulated coolers to maintain a temperature of four degrees Celsius during transport to the laboratory. The sample containers must be covered entirely with ice. If multiple layers of sample containers are stored in the same cooler, preserved samples are placed below chilled samples.

7. VOC samples are transported in a separate cooler from other samples. VOC samples are transported with a trip blank in the same insulated cooler. The VOC vials are stored in the cooler before and after sample collection. The vials for each site are kept together in bubble wrap envelopes to keep the vials for each site together.

1.6.1 Sample Preservation

Add approximately 2 ml of preservative per liter of sample to preserve samples. An exception are VOC samples, in which four drops of hydrochloric acid are added per vial. Some samples require pretreatment or testing before preservation. These procedures are discussed below.

After preservation, a very small portion of the preserved and mixed sample is poured onto narrow range pH indicator paper over a waste bucket. If necessary, this procedure is repeated after subsequent additions of the appropriate preservative from the same source until the pH is less than 2 or greater than 12, depending upon the sample requirements. The amount of additional preservative required for the sample is documented on the FDR and the COC in the Comments section. The same amount of additional preservative is added to the equipment blank. Verification of sample pH is performed on every preserved sample container at each sample site, except for VOC samples. The testing laboratory verifies the preservation of VOC samples after all analyses have been completed.

1.6.2 Volatile Organic Compounds

VOC are always collected as grab samples. Due to the volatility of the parameters to be tested, it is important to minimize agitation of the sample during collection. Grab samples are collected by dipping an appropriately cleaned beaker into the waste stream to be sampled. The beaker is seeded one time before collecting the sample for analysis. Sample is poured slowly from the beaker down the side of the VOC vials to minimize volatilization during sample transfer. Where the waste stream is known (or suspected) to contain chlorine residual, the vials will be obtained with sodium thiosulfate already in the vial or treated in the field with ascorbic acid in an intermediate container to remove the chlorine prior to filling the vials. The vial is filled approximately 2/3 full, swirled gently to dissolve and mix the sodium thiosulfate, then four drops of hydrochloric acid are added. The vial is then filled to the top, with the meniscus extending over the top of the vial. The teflon-lined cap is carefully placed on the vial and screwed shut.

VOC vials are checked to ensure no air bubbles in the vial by holding them upside down and tapping the side of the vial. If any air bubbles are present, the vial is opened, and some additional sample is added. This procedure may be performed three times. If there are still air bubbles, the sample should be discarded, a new sample should be collected, and the procedure repeated. If it is known that there will be no chlorine residual at the site, the vials may be obtained with the hydrochloric acid already added. The vial is filled about halfway, swirled gently to mix the acid, and then filled to the top. Any time VOC samples are collected, the waste stream must be tested for chlorine residual, and the results must be documented on the FDR.

1.6.3 Cyanide Samples

Cyanide samples are always collected as grab samples. Cyanide samples must be tested for the presence of sulfides and chlorine residual before preservation. Samples may be collected directly into an appropriately cleaned intermediate container or by using a sampler to pump the sample into the intermediate container. The sample is first tested for the presence of sulfides by pouring a small portion of sample over lead acetate paper. If the paper turns black, there are sulfides present. The sample must then be treated with cadmium carbonate and filtered before testing and pretreatment. Make a note on the FDR that sulfides were found to be present. The specific procedures and methodology for sulfide pretreatment are described in detail in the FDEP SOP. The sample is then tested for chlorine residual using a Total Chlorine Reagent. If chlorine residual is present, a small amount (a few grains) of ascorbic acid is added to the sample, and the sample is retested. Once a negative test result for chlorine is obtained, the sample is then poured into the sample container. Sample containers are normally obtained from a contract laboratory and already contain preservative. However, if in-house bottles are used, approximately 2 ml of sodium hydroxide is added to the container, and preservation checked as in Section 1.6.1.

1.6.4 Microbiological Samples

Microbiological samples are always collected as grab samples and are collected directly into the sterile “fecal” bag. The bag is moved gently through the waste stream in the direction opposite of the flow. Floating surface materials are avoided if at all possible. Fecal bags may be obtained already containing sodium thiosulfate when the waste stream is known to contain chlorine residual.

Samples must be returned to the laboratory within 6 hours of collection for analysis within the holding time. The chlorine residual and pH of the sample must be recorded on the sample container, as well as the FDR and COC.

1.6.5 Sludge Sampling Procedures

Sludge samples are collected to evaluate the quality of the sludge being sent to disposal; therefore, samples should normally be collected from the line/chute discharging to the sludge hauling truck. South Cross Bayou WRF and W.E. Dunn WRF dispose of all sludge as cake. Cake sludge samples at South Cross Bayou WRF and W.E. Dunn WRF are collected from the chute feeding into the disposal truck. When sludge samples are going to be collected, actual press/centrifuge operating hours and/or sludge hauling schedules are reviewed with the WRF during the project planning and scheduling phase.

1.7 FIELD ANALYSES

Two measurements are routinely performed in the field: pH and temperature. These tests are done in conjunction with one another on the grabs and the composite sample for the 24-hour composite sampling event. The pH and temperature are also measured on a portion of the grab sample during a grab sampling event. Screening tests are performed for chlorine residual and/or sulfide when sampling for cyanide, volatile organics, or microbiological parameters. Other analyses, such as metals, conductivity, or toxicity, may be conducted in the field or laboratory for special investigations.

1.7.1 pH Analysis

The pH meter is calibrated prior to the event. Calibration and slope of the pH meter are checked, adjusted as necessary, and recorded. The temperature readings of the pH meter are checked against a calibrated thermometer, and the results are recorded along with the temperature of the buffer. The pH meter and thermometer are rechecked at the end of the day and recorded. All calibration documentation is recorded in the monitoring laboratory bench book. For continuous monitoring, the probes are calibrated at the first site before installing the probes at the site. The calibration must be checked every 24 hours if the data is to be used for compliance purposes, otherwise weekly calibration checks and recalibration, as necessary, are acceptable. Procedures for calibrating the pH meter and checking the calibration are provided in the IPP SOP.

During composite sampling, the pH grabs are usually collected in a graduated cylinder at the beginning of the sampling event. The pH may also be measured directly from the flow where site access allows.

During grab sampling, the pH is either measured from a portion of the grab sample itself or an additional (pH) grab collected immediately after the sample. The sample container is filled to the top, and a portion is poured off into a separate container for pH measurement. For pre-preserved containers, a portion of sample may be saved in the transfer or intermediate container for pH measurement. Alternatively, a separate grab may be obtained from the waste stream immediately following sample collection for pH measurement. The graduated cylinder and pH probe are cleaned

between sites using a 1% soap (Liquinox) solution. A triple-rinse follows the cleaning with analyte-free water.

1.7.2 Sample Screening

Samples may be screened to determine required sample pretreatment, check preservation, determine the presence/absence of pollutants, or to track discharges during special investigation or tracing studies. Screening tests are **routinely** performed for chlorine residual when sampling for cyanide, volatile organics, or microbiological parameters. Cyanide samples are also screened for the presence of sulfides.

Proper sample preservation is checked using narrow-range pH indicator paper. The paper estimates the sample pH, which is used to verify that the pH is below or above the required concentration.

Chlorine residual is visually measured using a Total Chlorine Reagent. A test vial is filled with the appropriate sample volume and the reagent packet is added and allowed to develop for at least 30 seconds. The sample is visually inspected against a white background to ensure no color change.

Sulfide is measured using lead acetate paper. A drop of sample is poured onto the indicator paper over a waste bucket. The paper color will change to black if sulfides are present.

1.8 SAMPLE CUSTODY

The overall success of a monitoring program depends on its capability to produce valid data using accepted sampling procedures and protocol and its ability to substantiate such data through documentation. This begins with properly trained personnel and continues with sampling preparation, the sampling event, sample custody transfer, laboratory analyses, equipment cleaning and data management. The importance of this concept is realized when sampling data is used as evidence in court against a non-compliant IU. Details on sample custody procedures are provided in the following sections.

1.8.1 Sample Container Tracking

Sample containers can be obtained from the PCU laboratory or the contract laboratory. The proper sample container must be obtained based on the types of analyses to be performed.

The IPP places a bottle request with the PCU laboratory at least two weeks before the sampling event. The laboratory technician logs the batch number/case number and number of bottles taken on the transfer log, along with the date and their initials. The batch number should be noted on the FDR for tracking purposes to ensure that each sample container used in the field can be uniquely traced back to the cleaning and verification or purchasing/lot records.

Samples to be analyzed by a contract laboratory are normally collected in pre-cleaned bottles provided by the contract laboratory. All contract laboratories used by the IPP, or IU must be NELAC, and Florida Department of Health certified. Container transfer is documented by signature and date on the contract laboratory COC.

1.8.2 Standard Labeling and Codes

Accurate sample labels are essential for identifying all samples. Sample containers may be labeled before going into the field or in the field but must be labeled before filling. Sample containers are labeled using a waterproof pen with the following information:

- Date of collection
- Sample site code or description
- Sample type (grab or composite)
- Sample collection time (grab time or composite start and finish times)
- Analyte or Analyte group for which the container is used
- Preservation method
- pH of sample (after preservation where applicable)
- Initials of samplers

If more than one container is filled for a sample, the label must also include the specific container identification, i.e., container 1 of 2, container 2 of 2.

This information is listed on all containers in the following format:

	Container ID
Date	Group/Test
Site Code	Preservative
Sample Type	pH
Time	Initials

	1 of 2
960701	Metals
IE-1000	HNO3
24-Hr Comp	pH<2
0950-0935	KJO, MHM

Industrial site codes are based on the IU's geographic location and the type of facility being monitored. Letter codes are used to identify the type of industry production. A number code is given to each industry to indicate the WRF service area that receives the industrial waste. A standard letter "I" before the following letters indicates the source is from an IU. An example site identification code would be IA for the Source and 1001 for the site.

A) Abrasive, Asbestos, & Misc. Nonmetallic Mineral Products (Stone, Glass, Clay, Concrete, etc.)
B) Fiberglass – Boat / Spa - Manufacturing & Repairs
C) Misc. Chemical Products
D) Soaps, Cleaners, etc. Manufacturing
E) Electroplating/Metal Finishing, Circuit Board Manufacturing
F) Food & Kindred Products
G) Grease, Fats, Oils Processing/Recycling
H) Hospitals & Laboratories
I) Electronic & Electrical Equipment
J) Fertilizers
K) Pharmaceuticals, Vitamins - Production
L) Laundering Operations

M) Metal Working & Machinery/Casting & Molding
N) Fabricated Metal Products (Structural)
O) Ophthalmic Goods
P) Photo Finishing Labs
Q) Printing & Publishing
R) Hair Salons, Pet Grooming, Kennels
S) Rubber & Misc. Plastic Products, Injection Molding
T) Misc. Manufacturing Industries
U) Automotive Service, Repairs, Car Wash
V) Paints, Varnishes, Lacquers & Enamels
W) Wastewater, Solid Waste, Water Treatment Discharge
X) Other categories (GW Remediation)
Y) Battery Manufacturing
Z) Metal Forming
ZZ) Dentist, Orthodontist, Oral Surgeon

Number codes are categorized below:

SCB WRF/Pinellas Park -	# 1000 - 1999
SCB WRF/South Cross Bayou -	# 2000 - 2999
SCB WRF/Boca Ciega -	# 3000 - 3999
SCB WRF/Madeira Beach -	# 4000 - 4999
W. E. Dunn WRF -	# 5000 - 5999

1.8.3 Sample Transport

Once the samples are in the sampling vehicle, every precaution is taken to make sure that the samples are secure, and the sample integrity is protected. When away from the vehicle, it is kept locked. If away for an extended period, the cooler is taped shut and initialed so that tampering would be noted. The samples must be kept in sight, or a secure place, at all times. To ensure thermal preservation, samples must be stored with wet ice surrounding the containers during collection and transportation to the laboratory. The samples must be transported to the laboratory as soon as possible to avoid potential issues with short-hold analyses.

Any samples that need to go to an outside, commercial laboratory are stored in the secure PCU Laboratory walk-in cooler until the commercial laboratory's courier picks up the samples. The custody of the samples is then transferred to the commercial laboratory upon pickup and their courier's signature on their COC accepting the samples.

1.8.4 Chain of Custody

Samples must be delivered to the PCU Laboratory receiving area. The sample collector(s) must ensure that the COC(s) are filled out correctly and completely; ensuring that the COC information matches the samples' label information prior to relinquishing to the laboratory. After these checks, the collector(s) may initiate relinquishing the samples to the laboratory by filling out that portion of the COCs with their signature, date, and time.

The laboratory utilizes their SOP, LP1 Sample Handing and Acceptance to receive samples in accordance with their FDOH/TNI certification. The most recent version of this SOP is posted in the PCU Laboratory receiving room for reference and is also available upon request. Generally speaking, once the COC(s) and the samples' labels have been checked by both the sample collection and laboratory staff, any corrections have been made, and the samples show no observable signs of damage, a laboratory staff member signs the COC(s) in the acceptance area with their signature, date, and time. At this point, the custody of the samples has transferred to the laboratory.

If a commercial/contracted laboratory is needed for tests not performed by the PCU Laboratory, the commercial laboratory's COC(s) must also be submitted at the same time, utilizing the same processes.

COCs must include the following information at a minimum:

1. Client: The County Department or Utilities Division to which the samples belong; such as South Cross Bayou Water Reclamation Facility, W.E. Dunn Water Reclamation Facility, etc.

2. Submitter: Department/Division collecting the samples; Utilities Water Quality Monitoring, Utilities WQ Monitoring, or something similar.

3. Profile: This is the main "project" name, such as SCB – Ind Mon, WED – Ind Mon, etc.

4. Line Item: This is the "sub-project" that falls under the main project group, such as SCB – Ind Metals/Surcharge/TTO, WED – Ind Metals/Surcharge/TTO, etc.

5. Matrix: Record the nature of the sample being collected. Wastewater (WW) is the matrix routinely collected for the IPP. Other possible matrices may include: Surface Water (SW), Ground Water (GW).

6. Collection Type: Record whether the sample is a Grab or Composite.

7. Sampling Date/Time: Record the date and time for each sample collected. For composite samples, both the start and end dates and times must be recorded. Military time must be used.

8. Site ID: Record the IU identification code (see Section 1.8.2).

9. If there is a column on the COC for it, record the total number of containers delivered per site. Also record the number of containers per test method per site.

10. Preservation/Container: The COC must list the preservations for each container collected.

11. Method Codes: The COC must list the appropriate laboratory method number(s) and analysis name(s) for each test requested for each sample. For multi-analyte methods, the specific analytes must also be listed.

12. Field Measurements: The COC must list the field test method numbers and analysis names(s) along with the results obtained.

Note: For a PCU Laboratory COC, if there are any questions about the appropriate information to populate the Client, Profile, Line Item, or Laboratory Method Codes, please contact the PCU Laboratory.

1.8.5 Sample Receipt

After the laboratory receives the samples, the laboratory staff perform checks for preservation in accordance with their SOP, LP1 Sample Handling and Analysis. If the laboratory finds any issues related to the preservation checks or if any containers appear to be damaged or leaking, the PC or WQMS project lead will be notified. They may choose to proceed with testing (data may be qualified by the laboratory), resample, or modify requested tests, as applicable, depending upon the situation.

2.0 COMPLIANCE TRACKING

Compliance tracking is an integral part of the IPP. The WQMSs are responsible for tracking the timely submittal of data (i.e., self-monitoring reports), information, reports, and compliance schedule updates. Analytical data is evaluated for compliance with discharge standards and compliance with monitoring frequencies. Other reports and compliance schedule updates are evaluated for adherence to IWP reporting dates and information requirements. Through the compliance tracking activities, the WQMSs evaluate each business's compliance status and makes recommendations for enforcement actions as needed.

The WQMSs evaluate all data (IPP and self-monitoring) submitted for compliance with discharge standards. Sample results from PCU laboratory's analyses are generally reported within 14 days after collection of samples. Upon receipt, the laboratory data is matched up to the corresponding FDR. Samples sent to a contract laboratory usually require approximately three weeks for data to be reported. Self-monitoring (S/M) reports are due from the IU by the 15th of each month for the preceding month. The data is evaluated for compliance with discharge standards, as well as for compliance with IWP monitoring frequencies.

2.1 IPP DATA EVALUATION

The WQMSs are responsible for evaluation of IPP sample event findings. Equipment blank results are reviewed for the presence of contamination. If contamination is found in the blank samples, the status of sample validity is reviewed with the QAO. The site or the entire sampling event may be rescheduled, depending on contamination severity and the parameters included. If any were required, the QC sample results for the run are also reviewed for consistency with the sample results. If split samples were collected, both sets of data are compared and averaged before evaluation of compliance with discharge standards.

2.2 COMPLIANCE TRACKING TOOLS

The following list briefly describes tools used in the compliance tracking process to evaluate submittal dates, accuracy, completeness, and compliance with discharge standards. The actions taken in response to any instances of non-compliance are addressed in Section 3, Enforcement Activities.

A. Compliance Tracking Spreadsheet - A spreadsheet in which due dates and compliance milestones are entered and tracked.

B. Phone Log - A form that documents the time, date, contact person, and specific information discussed during phone contact with IUs and other agencies. E-mails and computer-generated notes may also be utilized to document phone calls. E-mails from an IU may be used as documented notifications.

C. Meeting Log – A form that documents the time, date, contact person, and specific information discussed during meetings with IUs and other agencies.

D. Hand Delivered Mail Form - A form used to document the delivery and acceptance date of hand delivered information.

E. Certified Mail Receipt - The receipt returned after a certified mail article has been delivered. This receipt documents the date the mailed article was delivered.

F. Data Evaluation Worksheet - A form used to document receipt and review of S/M data.

G. Sample Tracking Frequency Form - A form used to indicate the number of S/M samples collected each month.

H. Corrective Action/Information Request Form - A form generated during IU inspections or meetings to document specific corrective action requirements or to request information.

I. Enforcement Recommendation Form - A form used in processing violations, which includes a description of the violation and the recommended type and level of enforcement.

J. Compliance Schedule - A document incorporated as part of the IWP with specific due dates for compliance milestones and reporting.

K. Baseline Monitoring Report Checklist - A form used to document receipt and completeness of the BMR.

L. Permit Application Review Form - A form used to determine the accuracy and completeness of the permit application submittal.

M. Slug Control Plan Review Form - A form used to determine the completeness and accuracy of the SCP submittal.

N. Industrial Wastewater Permit - An IU permit which includes specific requirements for monitoring and reporting.

O. Notice of Violation, Notice of Violation with Penalty Assessment - A letter generated in response to IU violations which includes a requirement for a written response or other actions and may also require payment of a penalty.

The following chart lists specific required submittals, response time frames (calendar days unless otherwise specified), and the tools used to track compliance or verify completeness and accuracy:

Required Submittals/Activities	**Response Time Frames**	**Tracking Tools(s)**
S/M Report	Due the 15th of each month	A, F, G
S/M Violation Report	Notification within 24 hrs, written explanation within five days, resample within 30 days	B, A, F
Permit Application	Due within 30 days of request	A, D/E, L
Baseline Monitoring Report	As specified in CFR 403.12	A, B, C, D/E, K
NOV Response	Within 10 days of receipt, or as otherwise noted in NOV	A, D/E, I, O
Hazardous Waste Manifests	Due by January 15th	A, G
TTO monitoring/ certification statement	Twice a year, once in the first six months, once in second six months	A, F, G
TOMP	As specified in the IWP	A, G
SNC Notification Response	Within 10 days of receipt	A, D/E, I, O
Corrective Action/Information Request Form Response	As specified in form	A, B, C, H, I,
Accidental Spill Notification	Immediate notification, written explanation within five days	B, A, F
Operation/Pretreatment System Upset Notification	Notification within 24 hrs., written explanation within five days	B, A, F
Compliance Schedule Milestones	As specified in the IWP/CS	A, F, G, J
Compliance Schedule Report	Due every 30 days, unless otherwise specified in IWP/CS	A, F, G, J
Sample Point/Pretreatment System Installation	Compliance with milestones specified in the IWP/CS	A, F, G, J
Change In Wastewater Characteristics/Volume	Written explanation 30 days before change	F, H
Slug Control Plan	As specified in IWP	A, B, C, D/E, M
Miscellaneous Request	As deemed necessary	A, B, C, D, E, I

3.0 ENFORCEMENT ACTIVITY

IPP personnel engage in enforcement activity, including generation and issuance of NOV, civil penalties, citations, conducting compliance meetings, and other activities as outlined in this section and Appendix 1. Violations may be identified for both field and non-field analyses. Field analyses consist of pH and temperature grab samples. Other field violations include violations of permit and Code conditions identified during sampling and inspection activities, such as failure to calibrate instrumentation, dilution, blocking site access, etc. The IPP documents observations, conditions, or incidents encountered during sampling or inspections on the FDR, Meeting Log, Inspection Report and/or Corrective Action/Information Request Form. Any field observations that could result in enforcement action are reported to the Lead WQMS and/or PC immediately upon return to the office or by phone if the severity warrants. The IU contact person will also be notified of the problem. Depending on the nature of the field information, immediate action may be necessary, or documentation may be held for evaluation and processing with analytical data. The IU representative will be contacted, and corrective action will be required **immediately** when an IU's designated sample point (as per the IWP) is blocked and IPP personnel cannot gain access during an inspection or sampling activities.

Non-field violations can result from IPP data evaluation, S/M data evaluation, or combined split sample averages from IPP data and S/M data. Non-field violations may also occur related to improper reporting, failure to meet reporting or compliance schedule deadlines, or other permit requirements.

While enforcement will normally begin with the first level of action listed, the IPP reserves the right to initiate enforcement at a higher level depending upon the severity of the violation. The same is true with escalation; while fine amounts or level of enforcement will normally escalate in accordance with the ERP, more or less rapid escalation is permitted. In selecting the appropriate enforcement action from the ERP, several factors will be considered including:

1. The magnitude and duration of the violation.
2. Compliance history, success of previous enforcement actions against permittee, and good faith of the permittee
3. The potential impact of the violation on the collection and treatment systems, its workers, effluent quality and residuals, and harm to the environment.

3.1 DEFINITIONS OF ENFORCEMENT RESPONSES

The following actions are defined according to EPA's "Guidance for Developing Control Authority Enforcement Response Plans." In general, the Lead WQMS is responsible for making all enforcement recommendations, with oversight and approval by the PC. The WQMM must approve escalated enforcement, as indicated below. The ACA will be requested to review all supporting documentation before issuance of Administrative Orders, Cease and Desist Orders, Permit Revocation Orders, and Termination of Service Orders. The ACA will provide unbiased evaluation as to whether the nature of the violation(s) justifies the level of enforcement action. The ACA may also be requested to review escalated penalties before issuance, if the PC and WQMM deem it necessary.

Action	Responsible Personnel	Description
Warning (W)	WQMS, PC	A written or verbal (documented) warning that a violation of pretreatment or permit requirements has occurred. Warning can be an email or phone call to IU. A written explanation for correction needs to be submitted by IU.
Notice of Violation (NOV)	WQMS, PC	Written notice to an IU that a violation of Federal, State and/or local discharge standards or pretreatment requirements has occurred and that future violations may result in monetary penalties. Within 10 days a written explanation of the violation and plans for correction must be submitted by the IU to the IPP. The IU is still liable for any violation occurring before or after receipt of the NOV. NOVs are issued within 30 days of the IPP becoming aware of the violation.
Notice of Violation with Penalty Assessment (NOV/PA)	WQMS, PC, WQMM	Written notice to an IU that a violation of Federal, State and/or local standards or pretreatment requirements has occurred, that a civil penalty is being assessed, and the future violations may result in escalated penalties or other enforcement. A Consent Order (CO) for payment of the civil penalty (see below) shall be included with the NOV/PA. NOV/PAs shall be hand-delivered in duplicate, with both originals requiring signatures of the WQMM and the IU representative; both parties will keep an original. A written explanation of the violation, plans for corrective action, and the penalty payment must be submitted to the IPP within 10 days. NOV/PAs are issued within 30 days of the IPP becoming aware of the violation.
Notice of Escalating Penalties (NOV/EP)	WQMS, PC, WQMM	Written Notice as described above that a “repeated” violation has occurred and that escalated penalties are being assessed. Escalated penalties are issued within 30 days of the IPP becoming aware of the violation.
Citation (C)	WQMS, PC, WQMM, WQDD ACA	Criminal citations are issued where an IU refuses to pay a civil penalty or are issued independently of the IPP through the Sherriff’s Department. The IU is given 10 days to make payment. The IPP issues citations within 30 days of the date that a scheduled civil penalty is not paid.
Consent Order (CO)	WQMS, PC, WQMM	An agreement with a noncompliant IU that includes a specific action by which the noncompliance is to be corrected. The CO is usually a negotiated settlement. The CO includes a Compliance Schedule delineating time frames for required IU actions and reporting requirements. The IPP initiates negotiations for a CO upon request by the IU or at the time, determination is made that in-house corrections will not resolve the noncompliance issues. COs are also used to recover civil penalties and costs associated with noncompliance.

		Procedures for payment and appeal of the civil penalty are included in the CO.
Administrative Order (AO)	WQMS, PC, WQMM, WQDD, ACA	An AO requires a noncompliant IU to achieve compliance by a specified date, including specific corrective actions required to achieve compliance (install/upgrade pretreatment, haul wastewater, etc.). The AO may include other requirements, such as additional monitoring or reporting requirements. While the IU must sign the AO, the terms of the AO do not have to be agreed upon or discussed with the IU before issuance. An AO is issued within 30 days of when an IU refuses to enter into a CO, or when a CO has not been successful in the IU resolving compliance problems (not meeting Compliance Schedule dates, not providing information, not taking required actions, etc.). AOs include procedures for appeal within 14 days of receipt.
Permit Revocation (PR)	PC, WQMM, WQDD, ACA	A specific type of AO whereby the permit to discharge for a facility is revoked, and further discharges of process waters to the sewer system are prohibited. PRs include procedures for appeal within 14 days of receipt.
Cease and Desist Order (CDO)	PC, WQMM, WQDD, ACA	A specific type of AO which requires the IU to cease illegal or unauthorized discharges immediately. The CDO may include preventative action for a continuing violation. CDOs include procedures for appeal within 14 days of receipt.
Termination of Service (TOS)	PC, WQMM, WQDD, ACA	A specific type of AO which is a formal notice of termination, and which may be accompanied by physical blockage of an IU's sewer connection and/or discontinuation of water supply. TOSs include procedures for appeal within 14 days of receipt.
Compliance Schedule (CS)	WQMS, PC WQMM	A schedule of activities requiring an IU to achieve compliance with all Federal, State and/or local pretreatment regulation. This schedule is included as part of a CO or AO, and the terms of the schedule may or may not be negotiated with the IU.
Significant Noncompliance (SNC)	WQMS, PC, WQMM, WQDD, ACA	A status designated for an IU with serious violations or repeated noncompliance, based upon criteria provided by Federal and State regulations. IUs in SNC status are publicly noticed in the largest circulating local newspaper and receive an NOV/PA. PCU will publish annually a list of users which were in SNC during the previous 12 months.
Emergency Suspension	PC, WQMM, WQDD, ACA	An order requiring the IU to immediately cease discharge of wastes which present a substantial endangerment to the health or welfare of persons, threaten to interfere with the operations of the WRF, or present an endangerment to the environment.

3.2 VIOLATION PROCESSING

Violations may require enforcement actions ranging from a telephone call or email, to an NOV or an NOV/PA (issuing a civil penalty, or initiation of processing for a CO) in accordance with Tables 1 – 4 in Appendix 1. The IU is required to submit a response to enforcement within 10 calendar days of receipt, with an explanation of the violation and a plan for the satisfactory correction and prevention thereof, to include specific required actions. If a NOV/PA is assessed, penalty payment is also included with the response. If the violation results from S/M report review, no written response is required provided that the IU submitted an explanation with the S/M report. Subsequent violations will lead to escalating levels of enforcement, including escalated penalties, as provided in the ERP. Upon identification of a violation, the following procedure is followed:

1. The WQMS reviews the documentation (S/M report, FDR, Inspection Report, etc.), drafts an NOV and assigns a dollar amount to the penalty (where applicable) in accordance with the ERP. The WQMS records this information on the Enforcement Recommendation Form.

2. The WQMS gives the PC the draft NOV or NOV/PA with the CO for payment of a civil penalty, the Enforcement Recommendation Form, the PCU Laboratory and/or S/M Report, the FDR, and/or the Corrective Action/Information Request Form pertaining to the violation, as applicable.

3. The PC and WQMM (if applicable) reviews and approves the enforcement recommendations and returns all documentation to the WQMS for processing.

4. The WQMS schedules a delivery date and prints the final, dated NOV, or NOV/PA, for the PC or WQMM signature (respectively).

5. NOVs may be hand delivered or sent certified mail. Copies of NOVs without penalties are maintained by IPP, with the original being delivered or mailed to the IU. A WQMS hand delivers the original NOV/PA to the IU and the IPP maintains a copy on site.

6. The WQMS completes the Compliance Tracking Spreadsheet with due dates for the written response and the penalty payment. The WQMS also updates Section 6 of the Annual Report with the violation information.

7. Upon receipt of the response letter and penalty (if assessed), the WQMS will indicate receipt in the Compliance Tracking Spreadsheet. The WQMS forwards the IU check to the Utilities Finance Department for deposit in the Pollution Recovery Fund.

8. Should the IU contest the violation, or fail to respond to the violation, the following actions will be taken:

    a. Late Response (≤45 days late) - Responses (and payments) which are received after the due date are considered late, and any response received more than seven days after the due date will be enforced as a reporting violation, unless the IU contacts the IPP prior to the due date to make arrangements for an extension.

b. Late Response (>45 days late or no response) - Responses which are received more than 45 days after the due date are considered SNC violations. In addition to receiving enforcement for late reporting, the IU will also be subjected to SNC penalties. Penalties for late reports may continue to be assessed and escalated until a response is received. Citations may be issued through the court system for unpaid civil penalties as a separate violation.

c. Contest or Appeal - The IU always has the right to contest or appeal any enforcement action. The IU must submit the basis for their appeal, in writing, within the designated response time frame. The appropriate procedures for appealing specific enforcement actions are included in the PCC; available appeal mechanisms are summarized below.

- Written Appeal. An appeal may be submitted in writing, specifying the reasons why the recommended enforcement action should not be implemented.
- Meet with IU. Informal meeting attended by WQMS, PC, WQMM and IU representatives to discuss the violation, the basis for the recommended enforcement action, and the reason(s) why the IU feels this enforcement action should not be taken.
- Internal Show Cause Hearing. Formal meeting attended by the WQMS, PC, WQMM, WQDD, and ACA, to discuss the violation and the basis for the enforcement action. The IU is invited to Show Cause as to why the proposed enforcement action should not be taken.
- Show Cause Hearing with BCC. The IU may appeal certain enforcement actions (i.e., PR, TOS, CDO) to the Board of County Commissioners (BCC) for **final** determination. Normally, a BCC Hearing will not be requested unless internal meetings have been unsuccessful in resolving the disagreement as to the appropriate enforcement action to be taken.

3.3 POLLUTION RECOVERY FUND

Civil penalties paid by the IU in response to Federal, State and local discharge standards and pretreatment requirement violations will be deposited in the Pollution Recovery Fund (PRF). The PRF is authorized under the Pinellas County Environmental Enforcement Act, and funds may only be withdrawn and used in accordance with the provisions of that Act.

4.0 INSPECTIONS

A WQMS performs IU inspections. The initial walk-through inspection is used to identify IU that might be of concern to IPP. The Walk-Through Inspection Form includes specific information checked during the initial walk-through inspection. This form is also used for the annual (or bi-annual) inspections of “potential” IU. The majority of inspections are performed in teams of two. There are three types of inspections: scheduled, unscheduled, and demand. A scheduled inspection is one in which the IU is notified before arrival. An unscheduled inspection is one in which the IU has no prior knowledge of the visit. The IPP performs unscheduled inspections in many instances, enabling observation and evaluation of the IU during a more routine workday scenario. Demand inspections are usually performed in response to a specific occurrence or problem either scheduled or unscheduled, whichever is deemed more advantageous.

4.1 PRE-INSPECTION PREPARATION

Before the inspection, the inspectors familiarize themselves with site information and the industrial processes employed at the site. The inspector reviews the IUS, previous inspection notes, diagrams, IWPA, historical data, and other pertinent information.

An inspector must have the necessary equipment to perform an inspection thoroughly. In most instances, if sampling is to be performed in conjunction with an inspection, it is coordinated before the inspection. However, the inspector must be prepared to sample if circumstances arise in which unscheduled sampling must be performed. The vehicles are stocked with the items listed in the Inventory Checklist, enabling an inspector to respond to various sampling and/or inspection situations. Personal safety is of utmost importance when performing an inspection. All pertinent safety equipment is available and utilized during inspections.

4.2 FACILITY ENTRY PROCEDURES

Facility entry rights are assured by Section 126-281 of the PCC, as required by the General Pretreatment Regulations (Rule 62-625.500(4), FAC, and 40 CFR 403.8(f)(1)(v)). Upon arrival at the facility, the facility owner or agent is located and notified of the IPP's intent to inspect. Inspection personnel introduce themselves as inspectors from the PCU IPP and present proper County picture identification (ID) (or have the ID visible on their person). The inspection will begin once consent to inspect is given by the IU official.

If there is reluctance on the IU official's part to grant permission to inspect the facility, the inspector will inquire as to the reason for denial. Per the PCC, State and Federal regulations, the inspector will remind the IU of the Control Authority's right to enter the facility. Denial of entry is a violation of the PCC, and the IU is informed of potential penalties for violation. If these negotiations fail, the inspector leaves the premises and contacts the PC.

Search warrants may be utilized when an IU official has denied facility entry to PCU personnel. When it is determined that a search warrant is necessary, the ACA assigned to PCU will obtain the warrant as provided in the PCC, and in accordance with the protocol established in the Florida Statutes, Chapter 933.20 - 933.30.

IPP personnel will immediately remove themselves from any situation that could be potentially threatening. All events pertaining to the inspection and the refusal of entry are documented. Documentation includes: facility name; address; name and title of company official(s) approached; authority of the official(s) refusing entry; date and time of the denial; detailed reasons for the denial; facility appearance; and any additional pertinent information relating to the possible reason(s) for entry refusal.

4.3 TYPES OF INSPECTIONS

A facility inspection consists of various phases, dependent on the type of inspection. Scheduled, unscheduled or demand inspections can be broken down into subcategories: initial and annual walk-through inspections, initial permit inspections, interim inspections, and permit renewal inspections. All IU designated as either categorical or significant are inspected a minimum of once yearly. "Potential" IUs are also inspected annually. Additional inspections are performed during the year as necessity dictates.

1. Initial permit inspections. This inspection is a scheduled inspection. IPP personnel identify themselves and state their intent to inspect. The Annual/Permit Inspection Form is used. These forms are designed to confirm information submitted by the IU in their IWPA. During this inspection, the inspectors inspect and verify the following areas: general IU and facility information; the condition of the grounds around the IU; facility operational characteristics; water usage; characteristics of wastewater discharge; wastewater treatment (if applicable); spill prevention; non-discharged waste generation and disposal; and sampling/self-monitoring practices, techniques, and record keeping procedures (if applicable). Water and wastewater flow information is verified (where possible) through tracing pipes and drains. A meeting with the IU representative follows to go over the permit application in detail to make needed corrections and/or clarifications and to discuss any required submittal, follow-up action or problems noted.

2. Permit renewal inspections. This scheduled inspection follows the guidelines stated under the initial permit inspection scenario. The Annual/Permit Inspection Form is used.

3. Walk-through inspections. As discussed in Section 4, walk-through inspections are performed to verify information provided on the IUS and determine the appropriate IU classification. The Walk-through Inspection Form is used for these inspections. Initial walk-through inspections may be scheduled or unscheduled. Annual walk-through inspections will normally be scheduled. The main purpose for the annual follow-up inspections is to verify that there have been no process changes.

4. Interim inspections. These inspections are scheduled, unscheduled or demand, dependent on the situation. Inspections may be performed as a means of follow-up on noncompliance. Inspections are performed to ensure that the IU has corrected non-compliant situations identified during walk-through and initial or renewal permit inspections. The Scheduled/ Unscheduled/ Demand Inspection form is used for interim inspections. IPP personnel identify themselves and state their intent to inspect. A meeting with a business representative could precede or be subsequent to a facility inspection. The inspection would not necessarily encompass the entire facility; it may be specific only to an area of concern.

All information requested by the IPP from the IU is assigned a due date. All requests, submittal due dates, and non-compliance are documented on the Corrective Action/Information Request Form, the last page attached to all inspection reports. Any follow-up action required by IPP representatives is also documented on this page. IPP follow-up might include providing information, subsequent inspection, sampling, enforcement, or referral to other agencies. IPP and the IU representatives sign off on the Corrective Action/Information Request Form.

After an inspection, the findings are compiled and submitted to the PC for review and possible enforcement recommendations. Under routine circumstances, the inspection report is generated within one week from the date the inspection was performed. Required follow-up action is documented, and compliance is tracked in the Compliance Tracking Spreadsheet (refer to Compliance Tracking section for additional information).

APPENDIX 1
ENFORCEMENT RESPONSE TABLES

The following tables list the types of violations which may occur. The tables include the types of enforcement actions which would be applicable for each type of violation, the order in which these actions would be taken, and the civil penalty amounts for each type of violation, including escalating penalties for repeat violations (separate table page). The violation codes include codes taken from FDEP Annual Report Guidance materials, and are listed below:

FAI	Failure to Allow Inspection by control authority
FAC	Failure to Analyze Correctly (in accordance with DEP SOP)
FAS	Failure to Allow Sampling by control authority
FC	Failure to Correct (any deficiency or improvement required by control authority)
FCL	Failure to use Certified Lab (unless analysis is performed in-house)
FCPA	Failure to Complete Permit Application
FDA	Failure to Document Analysis (includes calibration, standards, and results)
FDS	Failure to Document Sampling (includes cleaning, field records, and chain of custody)
FM	Failure to Maintain equipment
FMCS	Failure to Meet Compliance Schedule due date
FMPC	Failure to Meet Permit Condition (special conditions not addressed by other codes)
FMNC	Failure to Mitigate Non-Compliance
FOP	Failure to Obtain a Permit
FPMR	Failure to Properly Maintain Records
FR	Failure to Respond (NOV, info. request, or other written directive)
FRP	Failure to Renew Permit (not renewed due to business - no fee, noncompliance)
FRSL	Failure to Report Slug Load or spill
FRSM	Failure to Report Self-Monitoring (did not include all available data)
FRSMV	Failure to Report Self-Monitoring Violation
FSPS	Failure to Sample at required frequency (Pollutant on Site)
FSPNS	Failure to Sample at required frequency (Pollutant Not on Site)
FSC	Failure to Sample Correctly
FSR	Failure to Submit Reports (all required reports, use for late reports also)
FSV	Failure to reSample for Violation (within required timeframe)
I	Interference
IS	Improper Signature (missing signature)
SMRI	Self-Monitoring Report Incomplete
SMRE	Self-Monitoring Report contains Errors
IT	Improper Treatment (dilution)
RF	Record Falsification
T	Tampering with equipment (PCU equipment)
VPS	Violation of Pretreatment Standard
VPST	Violation of Pretreatment Standard, TRC level

ENFORCEMENT RESPONSE PLAN
INSPECTION/MONITORING VIOLATIONS

Table 1 – Inspection and Monitoring Violations

Noncompliance Action	Reference Documents	Violation Codes	Response Ranges
Violation of discharge standards	➢ 40 CFR 136, 403.5, 403.8 (f)(4) ➢ PCC Section 126-328 & 329 ➢ FAC 62-625.400 ➢ IWP Section E	VPS VPST	NOV, NOV/PA, NOV/EP, SNC, CO, AO, PR, CDO, TOS
Failure to sample as required by IWP	➢ 40 CFR 403.12 (g) ➢ PCC Section 126-352 ➢ FAC 62-625.600(6) ➢ IWP Section B & E	FSPS FSPNS	W, NOV, NOV/PA, NOV/EP, SNC, PR, CDO, TOS
Use of dilution instead of treatment (Dilution)	➢ 40 CFR 403.6 (d) ➢ PCC Section 126-331 ➢ FAC 62-625.410(5)	IT	NOV/PA, NOV/EP, SNC, PR, CDO, TOS
Failure to report changed discharge • Late Notice • No Notice	➢ 40 CFR 403.12 (j) ➢ PCC Section 126-381 ➢ FAC 625.600(9) ➢ IWP Section C	FSR	NOV, NOV/PA, NOV/EP NOV/PA, NOV/EP
Bypass, upset, slug discharge • Reported • Not Reported	➢ 40 CFR 403.17 ➢ PCC Section 126-383 ➢ FAC 62-625.600(5) & 860 ➢ IWP Section C	VPS VPST FRSL	NOV, NOV/PA, NOV/EP, SNC, CO, AO SNC, NOV/EP, CO, AO
Illegal discharge	➢ 40 CFR 403.5, 403.17 ➢ PCC Section 126-327 ➢ FAC 62-625.400 ➢ IWP Section E	VPS VPST	NOV/PA, SNC, PR, CDO, TOS
Violation of other general or specific prohibition	➢ 40 CFR 403.8 (f)(1)(iii) ➢ PCC Section 126-352& 400 ➢ FAC 62-625.500(2)(a)2 ➢ IWP Section E	VPS	NOV, NOV/PA, NOV/EP, SNC, CO, AO, PR, CDO, TOS
Tampering w/ equipment	➢ PCC Section 126-282 ➢ IWP Section E	T	NOV/PA, SNC, NOV/EP, PR, CDO, TOS
Entry Denial	➢ 40 CFR 403.8(f)(1)(v) ➢ PCC Section 126-281 ➢ FAC 62-625.500(4) ➢ IWP Section A 10	FAI	WARRANT NOV/PA, NOV/EP, SNC PR, CDO, TOS
Failure to properly maintain or operate pretreatment system	➢ PCC Section 126-356 ➢ IWP Section E	FM IT	NOV, NOV/PA, NOV/EP, SNC, CO, AO, PR, CDO, TOS

Failure to provide sample point	➢ PCC Section 126-356 ➢ IWP Section B	FAS FM	NOV, NOV/PA, NOV/EP, SNC, CO, AO, PR, CDO, TOS
Failure to monitor at approved sample point	➢ PCC 126-356 ➢ IWP Section B	FSC	NOV, NOV/PA, NOV/EP, SNC, PR, CDO, TOS
Failure to sample at required frequency (pollutant on site and pollutant not on site)	➢ 40 CFR 403.12(g) ➢ PCC Section 126-356 ➢ FAC 62-625.600(6)(c) ➢ IWP Section B	FSPS FSPNS	NOV, NOV/PA, NOV/EP, SNC, PR, CDO, TOS W, NOV, NOV/PA, NOV/EP, SNC, PR, CDO, TOS
Failure to resample for a violation	➢ 40 CFR 403.12(g)(2) ➢ PCC Section 126-356 ➢ FAC 62-625.600((6)(b) ➢ IWP Section C	FSV	NOV, NOV/PA, NOV/EP, SNC, PR, CDO, TOS
Improper sample collection	➢ 40 CFR 403.12(g) ➢ PCC Section 126-330 ➢ FAC 62-625.600(5)(b) & (6)(a) ➢ IWP Section B (3)	FSC	W, NOV, NOV/PA, NOV/EP, SNC, PR, CDO, TOS
Improper sample analysis	➢ 40 CFR 136 ➢ PCC Section 126-330 ➢ FAC 62-625.600(5)(b) & (6)(a) ➢ IWP Section B (3)	FAC	W, NOV, NOV/PA, NOV/EP, SNC, PR, CDO, TOS
Failure to use a certified lab	➢ FAC 62-625.600(5)(b) & (6)(a) ➢ IWP Section B	FCL	W, NOV, NOV/PA, NOV/EP, SNC, PR, CDO, TOS
Failure to maintain sample point or equipment • Inaccessible • Unsafe	➢ PCC Section 126-312 ➢ IWP Section B	FM FAS	NOV, NOV/PA, NOV/EP, SNC, PR, CDO, TOS
Failure to properly clean equipment	➢ 40 CFR 403.12(g)(3) ➢ FAC 62-625.600(1)(e)6a	FSC	NOV, NOV/PA, NOV/EP, SNC, PR, CDO, TOS
Failure to calibrate equipment	➢ 40 CFR 403.12(g)(3) ➢ FAC 62.625.600(1)(e)6a	FSC FAC	NOV, NOV/PA, NOV/EP, SNC, PR, CDO, TOS
Failure to mitigate non-compliance (or halt production)	➢ PCC Section 126-401 ➢ PCC Section 126-406(a)(5) ➢ IWP Section E	FMNC	NOV/PA, NOV/EP, SNC, CO, AO, PR, CDO, TOS

ENFORCEMENT RESPONSE PLAN
INSPECTION/MONITORING VIOLATIONS

Table 2 – Inspection and Monitoring Violations Penalty Table

Violation	Occurrence			
	1-2	3-5*	6-9	10+
pH Violations *All IU*: pH ≤ 2.0 or ≥ 12.5	$250.00	$500.00	$1000.00	$2000.00
IU collecting grab samples: Up to 2 violations in a 24-hour period between 2.0 and the lower limit or between the upper limit and 12.5	$250.00	NA	NA	NA
3 or more violations in 24-hours between the lower limit and 2.0 or between the upper limit and 12.5	$250.00	$500.00	$1000.00	$2000.00
IU with continuous monitoring: Up to 2 excursions of > 15 minutes in a 24-hour period between the lower limit and 2.0 or between the upper limit and 12.5	$250.00	NA	NA	NA
3 or more excursions of > 15 minutes in a 24-hour period between the lower limit and 2.0 or between the upper limit and 12.5	$250.00	$500.00	$1000.00	$2000.00
All other Standard Violations				
>1 - 2 x limit	$250.00	$500.00	$1000.00	$1500.00
>2 - 5 x limit	$500.00	$1000.00	$1500.00	$3000.00
>5 - 10 x limit	$1000.00	$1500.00	$2500.00	$5000.00
>10 - 50 x limit	$1250.00	$2000.00	$3500.00	$6000.00
>50 x limit SNC	$1500.00	$3500.00	$6000.00	$8000.00

SNC = SNC Violation for any occurrence.

ENFORCEMENT RESPONSE PLAN
INSPECTION/MONITORING VIOLATIONS (cont'd)

Violation	Occurrence		
	1-2	3-5	6+
Violation of other general or specific prohibition	$125.00	$250.00	$500.00
Bypass, Upset, Slug Discharge: Reported Not reported	 $500.00 $1000.00	 $1000.00 $2500.00	 $2500.00 $5000.00
Dilution	$1000.00	$2500.00	$5000.00
Illegal discharge SNC	$2000.00	$3500.00	$5000.00
Tampering w/ equipment SNC	$1000.00	$2500.00	$5000.00
Entry denial	$500.00	$1000.00	$2500.00
Failure to maintain sample point (Includes inaccessible or unsafe conditions)	$500.00	$1000.00	$2000.00
Failure to monitor at approved sample point	$500.00	$1000.00	$2000.00
Failure to sample at required frequency (pollutant not on site)	$250.00	$500.00	$1000.00
Failure to sample at required frequency (pollutant on site)	$500.00	$1000.00	$2000.00
Failure to resample for a violation	$250.00	$500.00	$1000.00
Improper sample collection	$250.00	$500.00	$1000.00
Improper sample analysis	$250.00	$500.00	$1000.00
Failure to use a certified lab for outside analysis	$500.00	$1000.00	$2000.00
Failure to properly clean equipment	$500.00	$1000.00	$2000.00
Failure to properly calibrate equipment	$500.00	$1000.00	$2000.00
Failure to mitigate non-compliance (or halt production)	$500.00	$1000.00	$2000.00

SNC = SNC Violation for any occurrence.

ENFORCEMENT RESPONSE PLAN
REPORTING AND RECORD KEEPING

Table 3 – Reporting and Record Keeping Violations

Noncompliance Action	Reference Documents	Violation Codes	Response Ranges
Failure to submit reports (Late Reports) ≤ 45 days > 45 days	➢ 40 CFR 403.12 (b), (d), (e), (g), (h) ➢ PCC Sections 126-351, 377, 378, 379, 380, 381, 383, 385, 386 ➢ FAC 62-625.600 ➢ IWP Section C	FR FRSM FSR	NOV, NOV/PA, NOV/EP NOV/PA, NOV/EP, SNC, PR, CDO, TOS
Failure to submit permit renewal application or information request	➢ 40 CFR 403.8 (F)(1)(iii) ➢ PCC Section 126-352 ➢ FAC 62-625.500(2)(a)2 ➢ IWP Section A	FCPA	NOV, NOV/PA, NOV/EP, SNC, PR, CDO, TOS
Failure to submit Industrial User Survey	➢ FAC 62-625.500(2) ➢ PCC Section 126-351	FR	NOV, NOV/PA, NOV/EP
Incomplete reports	➢ 40 CFR 403.12 (b), (d), (e), (g), (h) ➢ PCC Sections 126-351, 126-377, 126-378, 126-379, 126-380, 126-381, 126-383, 126-385, 126-386 ➢ FAC 62-625.600 ➢ IWP Sections C	SMRI	W, NOV, NOV/PA, NOV/EP, SNC
Report errors	➢ 40 CFR 403.12 (b), (d), (e), (g), (h) ➢ PCC Sections 126-351, 126-377, 126-378, 126-379, 126-380, 126-381, 126-383, 126-385, 126-386 ➢ FAC 62-625.600 ➢ IWP Sections C	SMRE	W, NOV, NOV/PA, NOV/EP, SNC
Improper signature or certification	➢ 40 CFR 403.12 (l) ➢ PCC Section 126-364 ➢ FAC 62-625.600 (11) ➢ IWP Section C	IS	NOV, NOV/PA, NOV/EP
Failure to report violations	➢ 40 CFR 136 ➢ 40 CFR 403.12 (g)(2) ➢ PCC Section 126-385 ➢ FAC Section 62-625.600(6)(b) ➢ IWP Section C	FRSMV	W, NOV, NOV/PA, NOV/EP, SNC, PR, CDO, TOS
Failure to report additional monitoring	➢ 40 CFR 136 ➢ 40 CFR 403.12(g)(5) ➢ PCC Section 126-380	FRSM SMRI	NOV, NOV/PA, NOV/EP, SNC

	➢ FAC 62-625.600(6)(e) ➢ IWP Section D		
Record falsification	➢ 40 CFR 403.12 ➢ FAC 62-625.600(13) ➢ IWP Section E	RF	NOV/PA, NOV/EP, SNC, PR, CDO, TOS
Failure to properly maintain records	➢ 40 CFR 403.12(o) ➢ PCC Section 126-376 ➢ FAC 62-625.600(24)(a)(b)(c) ➢ IWP Section B	FPMR	NOV, NOV/PA, NOV/EP, SNC
Failure to document sampling/analysis	➢ 40 CFR 403.12(o) ➢ PCC Section 126-330 ➢ FAC 62-625.600(1)(e)(6)&(6)	FDS FDA	NOV, NOV/PA, NOV/EP, SNC
Records Denial	➢ 40 CFR 403.12(o) ➢ PCC Section 126-281 ➢ FAC 62-625.500(4) ➢ IWP Section B	FAI	NOV/PA, NOV/EP, SNC, PR, CDO, TOS
Improper notification of batch discharges: • Late notice • No notice	➢ PCC Section 126-356	FMPC	NOV, NOV/PA, NOV/EP, PR, CDO, TOS NOV/PA, NOV/EP, PR, CDO, TOS
Failure to obtain a permit	➢ 40 CFR(f)(1)(iii) ➢ PCC Section 126-352 ➢ FAC 62-625.500(2)(a)(2)	FOP	NOV/PA, NOV/EP, SNC, CDO, TOS
Failure to renew a permit	➢ 40 CFR(f)(1)(iii) ➢ PCC Section 126-352 ➢ FAC 62-625.500(2)(a)(2)	FRP	NOV/PA, NOV/EP, SNC, CDO, TOS
Failure to submit application newly identified SIU	➢ 40 CFR(f)(1)(iii) ➢ PCC Section 126-352 ➢ FAC 62-625.500(2)(a)(2)	FSA	NOV/EP, SNC, CDO, TOS
Failure to install/implement monitoring equipment and/or pretreatment	➢ 40 CFR(f)(1)(iii) ➢ PCC Section 126-352 ➢ FAC 62-625.500(2)(a)(2)	FM, FMCS, IT	NOV, NOV/PA, NOV/EP, CO, AO, PR, CDO, TOS
Failure to meet compliance schedule milestones (no affect or affecting final milestone): ≤ 90 days > 90 days	➢ 40 CFR 403.12(b)(7) ➢ PCC Section 126-356, 378, & 379 ➢ FAC 62-625.600(2) ➢ IWP Section E	FMCS	NOV/PA, NOV/EP, SNC, CO, AO, PR, CDO, TOS
Failure to attain final compliance ≤90 days	➢ 40 CFR 403.12(b)(7) ➢ 40 CFR 403.128 ➢ PCC Section 126-356	FMCS	NOV/PA, NOV/EP

>90 days	➢ FAC 62.625.500(2)(a)3 ➢ IWP Section E		SNC, CO, AO, PR, CDO, TOS
Failure to respond (NOV, info request or other written directive)	➢ PCC Section 126-400	FR	NOV, NOV/PA, NOV/EP
Failure to comply with conditions of an AO or CO	➢ 40 CFR 403.8(f)(1)(iii) ➢ PCC Section 126-401 ➢ FAC 26-625.500(2)(a)2	FMCS	NOV/EP, PR, CDO, TOS
Violate any other permit, County, State or EPA condition	➢ PCC Section 126-328 ➢ IWP Section B	ANY	NOV, NOV/PA, NOV/EP, CO, AO, PR, CDO, TOS

Table 4 – Reporting and Permit Violations Penalty Table

	Occurrence		
Violation	1-2	3-5	6+
Failure to obtain a permit	$1000.00	$2500.00	$5000.00
Failure to renew a permit	$1000.00	$2500.00	$5000.00
Failure to submit application	$1000.00	$2500.00	$5000.00
Failure to install/implement monitoring equipment and/or pretreatment	$1000.00	$2500.00	$5000.00
Failure to meet compliance schedule milestones (no affect or affecting final milestone): ≤90 days >90 days SNC	 $250.00 $500.00	 $500.00 $1000.00	 $1000.00 $2000.00
Failure to attain final compliance: ≤90 days >90 days SNC	 $250.00 $500.00	 $500.00 $1000.00	 $1000.00 $2000.00
Failure to respond (NOV, info request or other written directive)	$250.00	$500.00	$1000.00
Failure to comply with AO or CO conditions	$500.00	$1000.00	$2000.00
Violate any other permit, County, State or EPA condition	$250.00	$500.00	$1000.00
SNC (each instance and in addition to any other penalty assessed)	$500.00	N/A	N/A
Failure to submit reports (Late Report): ≤45 days >45 days SNC	 $125.00 $250.00	 $250.00 $500.00	 $500.00 $1000.00
Incomplete reports	$125.00	$250.00	$500.00
Report errors	$125.00	$250.00	$250.00
Improper signature or certification	$125.00	$250.00	$500.00
Failure to report monitoring	$125.00	$250.00	$500.00
Failure to report violations	$250.00	$500.00	$1000.00
Record falsification SNC	$1000.00	$2500.00	$5000.00
Failure to report changed discharge: • Late notice • No notice	 $250.00 $500.00	 $500.00 $1000.00	 $1000.00 $2000.00
Failure to property maintain records	$250.00	$500.00	$1000.00
Failure to document sampling/analysis	$250.00	$500.00	$1000.00
Records denial SNC	$500.00	$1000.00	$2000.00
Improper notification of batch discharges: • Late notice • No notice	 $250.00 $500.00	 $500.00 $1000.00	 $1000.00 $2000.00

SNC = SNC violation for any occurrence