

# Due Dates and Monitoring Tip Sheet for TPDES Domestic Wastewater Permittees

Wastewater		Storm Water <sup>1</sup>	
<b>January</b>	- Complete sampling by Jan. 31 - Submit DMR for December by Jan. 20 - Submit Biomonitring DMR by Jan. 20 if applicable	- Do quarterly visual monitoring <sup>2</sup> before March 31 - Check rain gauge weekly or daily during storm events <sup>3</sup> - File the appropriate DMR with your annual metal numeric effluent results for the previous year with your SWP3 by March 31	Collect benchmark monitoring sample for first half by June 30
<b>February</b>	- Complete sampling by Feb. 28 - Submit DMR for January by Feb. 20	- Submit benchmark results for previous year by March 31	
<b>March</b>	- Complete sampling by March 31 - Submit DMR for February by March 20	- Conduct periodic or annual inspection as required in your SWP3 by March 31	
<b>April</b>	- Complete sampling by April 30 - Submit DMR for March by April 20 - Submit Biomonitring DMR by April 20 if applicable	- Do quarterly visual monitoring <sup>2</sup> before June 30 - Check rain gauge weekly or daily during storm events <sup>3</sup> - Conduct periodic or annual inspection as required in your SWP3 by June 30	
<b>May</b>	- Complete sampling by May 31 - Submit DMR for April by May 20		
<b>June</b>	- Complete sampling by June 30 - Submit DMR for May by June 20		
<b>July</b>	- Complete sampling by July 31 - Submit DMR for June by July 20 - Submit Biomonitring DMR by July 20 if applicable		Collect benchmark monitoring sample for second half by Dec. 31
<b>August</b>	- Complete sampling by Aug. 31 - Submit DMR for July by Aug. 20	- Do quarterly visual monitoring <sup>2</sup> before Sept. 30 - Check rain gauge weekly or daily during storm events <sup>3</sup> - Conduct periodic or annual inspection as required in your SWP3 by Sept. 30	
<b>September</b>	- Complete sampling by Sept. 30 - Submit DMR for August by Sept. 20 - Submit annual sludge report by Sept. 1, including addendums	- Do quarterly visual monitoring <sup>2</sup> before Dec. 31 - Check rain gauge weekly or daily during storm events <sup>3</sup> - Collect annual metal numeric effluent limitation sample by Dec. 31 - Conduct periodic or annual inspection as required in your SWP3 by Dec. 31	
<b>October</b>	- Complete sampling by Oct. 31 - Submit DMR for September by Oct. 20 - Submit Biomonitring DMR by Oct. 20 if applicable		
<b>November</b>	- Complete sampling by Nov. 31 - Submit DMR for October by Nov. 20		
<b>December</b>	- Complete sampling by Dec. 31 - Submit DMR for November by Dec. 20		

## Equipment

**CALIBRATE:**  
Flow measuring device: annually, or more often as needed to keep it accurate.

Dissolved oxygen (DO) meter: for each day that you analyze samples, conduct at least one blank and one standard test. Perform duplicate analyses on 10% of samples each day.

pH meters: Calibrate each day that you analyze samples using a minimum of two fresh buffer solutions (standards) which bracket the pH value(s) of the sample(s).

Colorimeter: For chlorine total or free analysis, analyze standard tests on a 10% basis daily. (10% basis means that for every 10 samples, you would do one standard.) You may analyze duplicates in lieu of standards (30 TAC § 319.9 Table 3).

**INSPECT AND TEST:**  
The approved backflow-prevention device on the potable water supply to the WWTP annually.

**FILE:**  
Lab analyzer calibration records, equipment records, operational logs, and lab analysis results for 3 years.

Laboratories shall routinely use and document quality control practices. (30 TAC 319.11(e))

Sludge manifests, disposal records, and analysis results for 5 years.

DMRs for at least 3 years.

### Mailing Addresses:

TCEQ  
Enforcement Division, MC 224 [or Water Quality Division, MC 148]  
P.O. Box 13087  
Austin TX 78711-3087

See list of TCEQ Regional Office mailing addresses at <[www.tceq.state.tx.us/about/directory/region/reglist.html](http://www.tceq.state.tx.us/about/directory/region/reglist.html)>.



### When to notify TCEQ or take action:

- If **75% of the permitted daily/annual average flow** occurs for three consecutive months – **initiate** engineering and financial planning for expansion and/or upgrading **or obtain a waiver**. (30 TAC § 305.126(a))
- If **90% of the permitted daily/annual average flow** occurs for three consecutive months – **obtain authorization** from the TCEQ to commence construction of the necessary additions. You may also seek a variance at this time, if necessary. (30 TAC § 305.126(a))
- **At least 180 days prior to your wastewater permit expiration date, you must submit a renewal application** to the TCEQ for coverage to be administratively extended while the renewal is processed. (30 TAC § 305.63)
- If you have **any noncompliance which may be an endangerment, NOTIFY** the TCEQ Regional Office **orally or by fax within 24 hours and send a written report within 5 working days** to both your TCEQ Regional Office and the Enforcement Division (see mailing addresses below). Violations that must be reported under this requirement **include discharge from an unauthorized location, sanitary sewer overflows, an unanticipated bypass at your plant that exceeds any effluent limitation in the permit, and a violation of a daily maximum permit limit for a toxic or organic parameter**. TCEQ Form 0501 is available if you need a guide, but is not required. (30 TAC 305.125(9))
- If you deviate 40% or more from any permitted effluent limitation, report it in writing to the TCEQ Regional Office and the Enforcement Division (see mailing addresses below) within 5 working days of becoming aware of the noncompliance.
- Report any corrections, missing data, or omissions promptly to the Enforcement Division (see mailing address below).
- If signatory authority for DMRs or other reports is delegated to someone other than the principal executive officer, notify TCEQ in writing or through the e-DMR system.
- Pretreatment: If you find any **new industrial users**, or a change in the quality or quantity of industrial pollutants, or if there is a new introduction of pollutants into the plant from an indirect discharger subject to pretreatment rules, notify the Water Quality Division (see mailing address below).
- Facilities with an approved pretreatment program should check their permit requirements.
- Make sure to check the Other Requirements Section of your TPDES wastewater permit and submit any required reports, notification, or other information as required.
- **Before any change to treatment, equipment, or disposal of effluent or sludge, consult with the Water Quality Division and/or the TCEQ Regional Office (see mailing addresses below) as it may require a permit amendment.**

### Texas Commission on Environmental Quality

The TCEQ is an equal opportunity/affirmative action employer. The agency does not allow discrimination on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation or veteran status. In compliance with the Americans with Disabilities Act, this document may be requested in alternate formats by contacting the TCEQ at 512-239-0028, Fax 239-4488, or 1-800-RELAY-TX (TDD), or by writing P.O. Box 13087, Austin, TX 78711-3087.

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<sup>1</sup> You must have storm water coverage if your design flow is greater than 1 million gallons per day (MGD) or have an approved pretreatment program.

<sup>2</sup> A representative storm event as defined in Part III, Section C.1. of TPDES General Permit TXR050000.

<sup>3</sup> Rain gauge monitoring and record keeping may be suspended temporarily during a given monitoring period if a representative storm event has occurred and the required sampling and analyses have been conducted.