

Table 2: Operator’s Daily Log

Use this chart for recording daily flow, sample results, and meter calibration. Make additional copies as needed for each unit.

Month: _____, **20**_____

Date	Effluent Flow (MGD)	DO (mg/L)	pH (SU)	TSS (mg/L)	BOD ₅ (mg/L)	Cl ₂ (mg/L)	NH ₃ (mg/L)	Fecal/ <i>E. coli</i> (CFUs/100) (mL)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								

Table 3: Sludge-Disposal Record

Use this chart to track sludge-management activities. Make copies as needed.

Date	Passed paint filter test? (yes or no)	Amount disposed of (dry tons)	Disposal-site name and permit number	Transporter name and registration number	Land-application rates and area	TCLP test? (yes or no)

Records (including laboratory test results and quality assurance–quality control) must be maintained according to your permit.

Below are more tables you may choose to use to record your backup-power-supply tests, and your backflow-prevention-device annual testing and certification. We also encourage you to keep a daily log book at the plant to note any weather information, notes and instructions for other staff members or any process or equipment changes.

Table 4: Backup Power Tests

Backup power supplies should be tested regularly to ensure operation when needed. Remember to test under load for accurate operation in an emergency.

Date	Type of Supply	Location of Supply	Length of Test (min.)	Comments

Table 5: Backflow-Prevention Device: Annual Testing and Certification

Date	Device Location	Inspector's License No.	Notes	Initials

5. Domestic Reuse Monthly Effluent Report

Form TCEQ-20709 appears on the following pages. It can also be downloaded at www.tceq.texas.gov/assets/public/assistance/sblga/forms/domestic%20reuse%20MER.xlsx >.



Texas Commission on Environmental Quality

P.O. Box 13087 • Austin, TX 78711-3087

MONTHLY EFFLUENT REPORT

PERMIT NUMBER

SET

YEAR	MO
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EID

This report to be used for _____

Please retain a photocopy for your records.

Parameter Code/ Parameter	Effluent Condition		No. Ex	Frequency of Analysis	Sample Type
	Value	Units			
3101024 BOD ₅	Permitted			2/week	Grab
	Reported				
800821024 CBOD ₅	Permitted			2/week	Grab
	Reported				
820796624 Turbidity	Permitted			2/week	Grab
	Reported				
31643730 E. coli	Permitted			2/week	Grab
	Reported				
316403724 E. coli	Permitted			2/week	Grab
	Reported				
316393724 Enterococci	Permitted			2/week	Grab
	Reported				
316393730 Enterococci	Permitted			2/week	Grab
	Reported				
4006030 pH	Permitted			2/week	Grab
	Reported				
500507124 Flow	Permitted			2/week	Grab
	Reported				
	Permitted				
	Reported				

COMMENTS AND EXPLANATIONS (Reference all attachments here.)

I CERTIFY THAT I AM FAMILIAR WITH THE INFORMATION CONTAINED IN THIS REPORT AND THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF SUCH INFORMATION IS TRUE, COMPLETE AND ACCURATE.

PLANT OPERATOR NAME	PLANT OPERATOR SIGNATURE	MONTH	DAY	YEAR
EXECUTIVE OFFICER NAME	EXECUTIVE OFFICER SIGNATURE	MONTH	DAY	YEAR
Telephone Number				
		Area code	Number	

Texas Commission on Environmental Quality
Monthly Effluent Report Form
Completion Instructions

This Domestic Reuse Monthly Effluent Report is a self-reporting form that shows all the possible parameters that could be reported. Report those required by your permit. Extreme care should be taken to ensure that this report is used for only the plant or outfall described and for the year and month you specify on this the form. Measurements or test results must be reported in the following manner:

1. "Effluent Condition" column - Enter permitted limit in the shaded space and test results in the unshaded space under VALUE for each parameter using the units specified for that parameter in your permit. If the UNITS specifies MGD (million gallons per day), then a measured flow of 100,000 gallons per day should be reported as 0.100 MGD.

2. "NO EX" column - In the unshaded spaces, enter the exact number of times during the month that the given permitted limit was exceeded. If an effluent value reported as daily average is found to exceed the permitted daily average, enter a "1" in the box regardless of the number of single readings above the permitted limit

3. "Frequency of Analysis" and "Sample Type" columns - These columns reflect your permit requirements for the sampling of each parameter. This form includes many possible permit requirements. Use the frequency of analysis and sample type for each parameter as specified in your permit.

4. If no discharge is made during the reporting month enter a "0" under VALUE and enter the PARAMETER as "Discharge Days/Month." Leave the remainder of the form blank, except for reporting requirements under number 5 below.

5. Each form must contain two original signatures, the dates the forms were signed and the telephone number of the executive officer. Send the completed form to the Water Compliance Monitoring Team (MC 224), Enforcement Division, Texas Commission on Environmental Quality, PO Box 13087, Austin, Texas 78711-3087.

PLEASE RETAIN A PHOTOCOPY OF THE REPORT FOR YOUR RECORDS.

The following are definitions of terms and abbreviations used on the report:

DLY. AVG.	Daily Average will be the arithmetic average of all test or measurement results obtained during the reporting period
DLY. MAX.	Daily Maximum will be the largest of all the test or measurement results obtained during the reporting period.
IND. GRAB	Individual Grab will be the largest test or measurement result obtained during the reporting period from a grab sample.
DLY. MIN.	Daily Minimum will be the smallest test or measurement result obtained during the reporting period.
GRAB	A sample collected in less than 15 minutes.
GRAB PKLOAD	Grab sample collected at peak loading.
3 PRT COMP	3-part composite
6 PRT COMP	6-part composite
12 PRT COMP	12-part composite
Parameter	A physical property whose values determine the characteristics or behavior of something (i.e. temperature, BOD, pH)

If you have questions on how to fill out this form or about the self-reporting program, please contact us at 512/239-2545. Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact us at 512/239-3282.

Parameter Name	Parameter Code	Sample Type/Units
pH	4006030	Ind Grab
Turbidity	820796624	Daily Average
BOD5	3101024	Daily Average
CBOD5	800821024	Daily Average
E. coli	316403730	Ind Grab
E. coli	316403724	Daily Average
Enterococci	316393724	Daily Average
Enterococci	316393730	Ind Grab

6. Soil Monthly Effluent Report

Form TCEQ-20710 appears on the following pages. It can also be downloaded at www.tceq.texas.gov/assets/public/assistance/sblga/forms/Soil%20MER.xlsx.



Texas Commission on Environmental Quality

P.O. Box 13087 • Austin, TX 78711-3087
MONTHLY EFFLUENT REPORT

PERMIT NUMBER

SET

YEAR	MO

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This report to be used for SOIL MON 101 ANN 0-6

Please retain a photocopy for your records.

Parameter Code/ Parameter	Effluent Condition			No. Ex	Frequency of Analysis	Sample Type
		Value	Units			
<i>EXAMPLE</i> 4006080 pH Maximum	Permitted	<i>permitted #</i>	<i>Std Units</i>		<i>1/year</i>	<i>24-hour comp</i>
	Reported	<i>result</i>	<i>units</i>	#		
	Permitted					
	Reported					
	Permitted					
	Reported					
	Permitted					
	Reported					
	Permitted					
	Reported					
	Permitted					
	Reported					
	Permitted					
	Reported					
	Permitted					
	Reported					
	Permitted					
	Reported					

COMMENTS AND EXPLANATIONS (Reference all attachments here.)

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PLANT OPERATOR NAME	PLANT OPERATOR SIGNATURE	MONTH	DAY	YEAR
EXECUTIVE OFFICER NAME	EXECUTIVE OFFICER SIGNATURE	MONTH	DAY	YEAR
Telephone Number				
		Area code	Number	

Texas Commission on Environmental Quality
Monthly Effluent Report Form
Completion Instructions

This Soil Monthly Effluent Report is a self-reporting form for annual soil sampling from 0 to 6 inches. This form is blank, and the parameter names, codes, and sample types are provided in the accompanying spreadsheet file. Extreme care should be taken to ensure that this report is completed accurately. Measurements or test results must be reported in the following manner:

1. "Parameter Code/Parameter" column – Enter the parameter code and parameter name that is specified in your TLAP.
2. "Effluent Condition" column - Enter your permit limit in the shaded space and test results in the unshaded spaces under VALUE for the parameters using the units specified in your permit. If the UNITS specifies MGD (million gallons per day), then a measured flow of 100,000 gallons per day should be reported as 0.100 MGD.
3. "NO EX" column - Enter in the unshaded spaces, the exact number of times during the month that the given permitted limit was exceeded. If an effluent value reported as daily average is found to exceed the permitted daily average, enter a "1" in the box regardless of the number of single readings above the permitted limit
4. "Frequency of Analysis" and "Sample Type" columns - These columns reflect your permit requirements for the sampling of each parameter. If you have previous MER forms, transfer the frequency of analysis and sample type for each parameter.
5. If no discharge is made during the reporting month enter a "0" under VALUE and enter the PARAMETER "Discharge Days/Month." Leave the remainder of the form blank, except for reporting requirements under number 6 below.
6. Each form must contain two original signatures, the dates the forms were signed and the telephone number of the executive officer. Send the completed form to the Water Compliance Monitoring Team (MC 224), Enforcement Division, Texas Commission on Environmental Quality, PO Box 13087, Austin, Texas 78711-3087.

PLEASE RETAIN A PHOTOCOPY OF THE REPORT FOR YOUR RECORDS.

The following are definitions of terms and abbreviations used on the report:

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DLY. MIN.	Daily Minimum will be the smallest test or measurement result obtained during the reporting period.
GRAB	A sample collected in less than 15 minutes.
GRAB PKLOAD	Grab sample collected at peak loading.
3 PRT COMP	3-part composite
6 PRT COMP	6-part composite
12 PRT COMP	12-part composite
Parameter	A physical property whose values determine the characteristics or behavior of something (i.e. temperature, BOD, pH)

If you have questions on how to fill out this form or about the self-reporting program, please contact us at 512/239-2545. Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact us at 512/239-3282.



Texas Commission on Environmental Quality

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MONTHLY EFFLUENT REPORT

PERMIT NUMBER

SET

YEAR	MO

EID

This report to be used for SOIL MON 101 ANN 0-12

Please retain a photocopy for your records.

Parameter Code/ Parameter	Effluent Condition			No. Ex	Frequency of Analysis	Sample Type
	Permitted	Value	Units			
<i>EXAMPLE</i> 4006080 <i>pH Maximum</i>	Permitted	<i>permitted #</i>	<i>Std Units</i>		<i>1/year</i>	<i>24-hour comp</i>
	Reported	<i>result</i>	<i>units</i>	<i>#</i>		
	Permitted					
	Reported					
	Permitted					
	Reported					
	Permitted					
	Reported					
	Permitted					
	Reported					
	Permitted					
	Reported					
	Permitted					
	Reported					
	Permitted					
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	Permitted					
	Reported					
	Permitted					
	Reported					

COMMENTS AND EXPLANATIONS (Reference all attachments here.)

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PLANT OPERATOR NAME	PLANT OPERATOR SIGNATURE	MONTH	DAY	YEAR
EXECUTIVE OFFICER NAME	EXECUTIVE OFFICER SIGNATURE	MONTH	DAY	YEAR
Telephone Number				
Area code		Number		

Texas Commission on Environmental Quality
Monthly Effluent Report Form
Completion Instructions

This Soil Monthly Effluent Report is a self-reporting form for annual soil sampling from 0 to 12 inches. This form is blank, and the parameter names, codes, and sample types are provided in the accompanying spreadsheet file. Extreme care should be taken to ensure that this report is completed accurately. Measurements or test results must be reported in the following manner:

1. "Parameter Code/Parameter" column – Enter the parameter code and parameter name that is specified in your TLAP.
2. "Effluent Condition" column - Enter your permit limit in the shaded space and test results in the unshaded spaces under VALUE for the parameters using the units specified in your permit. If the UNITS specifies MGD (million gallons per day), then a measured flow of 100,000 gallons per day should be reported as 0.100 MGD.
3. "NO EX" column - Enter in the unshaded spaces, the exact number of times during the month that the given permitted limit was exceeded. If an effluent value reported as daily average is found to exceed the permitted daily average, enter a "1" in the box regardless of the number of single readings above the permitted limit
4. "Frequency of Analysis" and "Sample Type" columns - These columns reflect your permit requirements for the sampling of each parameter. If you have previous MER forms, transfer the frequency of analysis and sample type for each parameter.
5. If no discharge is made during the reporting month enter a "0" under VALUE and enter the PARAMETER "Discharge Days/Month." Leave the remainder of the form blank, except for reporting requirements under number 6 below.
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12 PRT COMP	12-part composite
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Texas Commission on Environmental Quality

P.O. Box 13087 • Austin, TX 78711-3087
MONTHLY EFFLUENT REPORT

PERMIT NUMBER

SET

YEAR	MO

EID

This report to be used for SOIL MON 201 ANN 6-18

Please retain a photocopy for your records.

Parameter Code/ Parameter	Effluent Condition			No. Ex	Frequency of Analysis	Sample Type
		Value	Units			
<i>Example</i> 4006080 <i>pH Maximum</i>	Permitted	<i>permitted #</i>	<i>Std Units</i>		<i>1/year</i>	<i>24-hour comp</i>
	Reported	<i>result</i>	<i>units</i>	<i>#</i>		
	Permitted					
	Reported					
	Permitted					
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	Permitted					
	Reported					
	Permitted					
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	Reported					

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PLANT OPERATOR NAME	PLANT OPERATOR SIGNATURE	MONTH	DAY	YEAR
EXECUTIVE OFFICER NAME	EXECUTIVE OFFICER SIGNATURE	MONTH	DAY	YEAR
Telephone Number				
		Area code	Number	

Texas Commission on Environmental Quality
Monthly Effluent Report Form
Completion Instructions

This Soil Monthly Effluent Report is a self-reporting form for annual soil sampling from 6 to 18 inches. This form is blank, and the parameter names, codes, and sample types are provided in the accompanying spreadsheet file. Extreme care should be taken to ensure that this report is completed accurately. Measurements or test results must be reported in the following manner:

1. "Parameter Code/Parameter" column – Enter the parameter code and parameter name that is specified in your TLAP.
2. "Effluent Condition" column - Enter your permit limit in the shaded space and test results in the unshaded spaces under VALUE for the parameters using the units specified in your permit. If the UNITS specifies MGD (million gallons per day), then a measured flow of 100,000 gallons per day should be reported as 0.100 MGD.
3. "NO EX" column - Enter in the unshaded spaces, the exact number of times during the month that the given permitted limit was exceeded. If an effluent value reported as daily average is found to exceed the permitted daily average, enter a "1" in the box regardless of the number of single readings above the permitted limit
4. "Frequency of Analysis" and "Sample Type" columns - These columns reflect your permit requirements for the sampling of each parameter. If you have previous MER forms, transfer the frequency of analysis and sample type for each parameter.
5. If no discharge is made during the reporting month enter a "0" under VALUE and enter the PARAMETER "Discharge Days/Month." Leave the remainder of the form blank, except for reporting requirements under number 6 below.
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12 PRT COMP	12-part composite
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Texas Commission on Environmental Quality

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MONTHLY EFFLUENT REPORT

PERMIT NUMBER

SET

YEAR	MO
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EID

This report to be used for SOIL MON 201 ANN 12-24

Please retain a photocopy for your records.

Parameter Code/ Parameter	Effluent Condition			No. Ex	Frequency of Analysis	Sample Type
		Value	Units			
<i>Example</i> 4006080 <i>pH Maximum</i>	Permitted	<i>permitted #</i>	<i>Std Units</i>		<i>1/year</i>	<i>24-hour comp</i>
	Reported	<i>result</i>	<i>units</i>	<i>#</i>		
	Permitted					
	Reported					
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COMMENTS AND EXPLANATIONS (Reference all attachments here.)

I CERTIFY THAT I AM FAMILIAR WITH THE INFORMATION CONTAINED IN THIS REPORT AND THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF SUCH INFORMATION IS TRUE AND COMPLETE AND ACCURATE

PLANT OPERATOR NAME	PLANT OPERATOR SIGNATURE	MONTH	DAY	YEAR
EXECUTIVE OFFICER NAME	EXECUTIVE OFFICER SIGNATURE	MONTH	DAY	YEAR
Telephone Number		Area code Number		

Texas Commission on Environmental Quality
Monthly Effluent Report Form
Completion Instructions

This Soil Monthly Effluent Report is a self-reporting form for annual soil sampling from 12 to 24 inches. This form is blank, and the parameter names, codes, and sample types are provided in the accompanying spreadsheet file. Extreme care should be taken to ensure that this report is completed accurately. Measurements or test results must be reported in the following manner:

1. "Parameter Code/Parameter" column – Enter the parameter code and parameter name that is specified in your TLAP.
2. "Effluent Condition" column - Enter your permit limit in the shaded space and test results in the unshaded spaces under VALUE for the parameters using the units specified in your permit. If the UNITS specifies MGD (million gallons per day), then a measured flow of 100,000 gallons per day should be reported as 0.100 MGD.
3. "NO EX" column - Enter in the unshaded spaces, the exact number of times during the month that the given permitted limit was exceeded. If an effluent value reported as daily average is found to exceed the permitted daily average, enter a "1" in the box regardless of the number of single readings above the permitted limit
4. "Frequency of Analysis" and "Sample Type" columns - These columns reflect your permit requirements for the sampling of each parameter. If you have previous MER forms, transfer the frequency of analysis and sample type for each parameter.
5. If no discharge is made during the reporting month enter a "0" under VALUE and enter the PARAMETER "Discharge Days/Month." Leave the remainder of the form blank, except for reporting requirements under number 6 below.
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IND. GRAB	Individual Grab will be the largest test or measurement result obtained during the reporting period from a grab sample.
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GRAB PKLOAD	Grab sample collected at peak loading.
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Parameter	A physical property whose values determine the characteristics or behavior of something (i.e. temperature, BOD, pH.)

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Texas Commission on Environmental Quality

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SET

YEAR	MO

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This report to be used for SOIL MON 301 ANN 18-30

Please retain a photocopy for your records.

Parameter Code/ Parameter	Effluent Condition			No. Ex	Frequency of Analysis	Sample Type
		Value	Units			
<i>Example</i> 4006080 pH Maximum	Permitted	<i>permitted #</i>	<i>Std Units</i>		<i>1/year</i>	<i>24-hour comp</i>
	Reported	<i>result</i>	<i>units</i>	<i>#</i>		
	Permitted					
	Reported					
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	Permitted					
	Reported					
	Permitted					
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	Permitted					
	Reported					

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PLANT OPERATOR NAME PLANT OPERATOR SIGNATURE MONTH DAY YEAR

EXECUTIVE OFFICER NAME EXECUTIVE OFFICER SIGNATURE MONTH DAY YEAR

Telephone Number

Area code Number

