



Overview

The owner/operator shall complete this Annual Report Form by answering the following questions, describing the status of the treatment system with regards to maintenance and operation, and signing the certification at the end of this form. This completed report is to be submitted each calendar year by February 1st to report on the previous calendar year:

This report must be sent to your regional water engineer (see page three to determine which DEC office to send it to). Please contact your Regional DEC office with any questions about this form or your permit.

Section I: Facility Information

Permit (SPDES) I.D. No: Reporting Year:
Owner Name: Facility Name:
Contact Phone Number: Contact Email:

Section II: Questions

1. Is the facility information listed above the same as last year? Yes No
a. If no, have you notified the DEC of the changes? Yes No
2. Date of last visual inspection:
a. Was a discharge observed during this inspection? Yes No
3. For septic systems, when was the last time your septic tank was pumped out?
4. Has your system been the subject of any complaints (odors, leaks, etc.), or has there been evidence of the system not operating properly (ponding, sewage backups, blockages)? Yes No
a. If yes, please explain:
5. Have there been changes to your system (including methods of collection, treatment or disposal) or the volume of flow it receives in the past year? Yes No
a. If yes please explain:

b. Have you notified the DEC of this change? Yes No

* Failure to notify and have proposed changes approved by DEC is a violation of your SPDES permit.
6. Please identify the person who is responsible for the daily operation and maintenance of the system
 - a. Name & Title:
 - b. Affiliated Organization (if different from permittee):
 - c. Address:
 - d. Phone:
 - e. Email:
7. Additional Comments (optional):



Section III: Wastewater Monitoring Report

For each parameter, enter the limit for the monitoring period(monthly, quarterly, bi-annually, or annually) as identified in your permit. For each effluent sampling performed, provide the result of the laboratory or on-site analysis. For any required samplings that were not performed, enter NS under date and result. Enter NA for any parameter(s) or months in the table that are not required in your SPDES permit. Add in any parameters listed in your permit that are not in the table in the empty rows. If you cannot fit your sampling data into the provided table, please attach a spreadsheet of your data.

Parameter	Permit Limit	Effluent Sample Result											
		Jan.	Feb.	Mar.	Apr.	May	June	July	Aug	Sept.	Oct.	Nov.	Dec.
Flow (GPD)													
BOD ₅ (mg/L)													
DO (mg/L)													
Solids, Suspended (mg/L)													
Solids, Settleable (mL/L)													
pH (SU)													
Ammonia (as N)													

CERTIFICATION

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

Owner/Operator Signature:

Date



DEC Regions and Regional Water Engineer Offices



Region 1

(631) 444-0405
Regional Water Engineer
SUNY @ Stony Brook
50 Circle Road
Stony Brook, NY 11790-3409
(Nassau and Suffolk counties)

Region 2

(718) 482-4933
Regional Water Engineer
1 Hunter's Point Plaza
47-40 21st Street
Long Island City, NY 11101-5401
(New York City)

Region 3

(845) 256-3000
Regional Water Engineer
21 South Putt Corners Road New Paltz, NY 12561-1696
(Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster and Westchester counties)

Region 4

(518) 357-2045
Regional Water Engineer
1130 North Westcott Rd.
Schenectady, NY 12306-2014
(Albany, Columbia, Delaware, Greene, Montgomery, Otsego, Rensselaer, Schenectady and Schoharie counties)

Region 9

(716) 851-7070
Regional Water Engineer
270 Michigan Ave.
Buffalo NY 14203-2915
(Allegany, Cattaraugus, Chautauqua, Erie, Niagara and Wyoming counties)

Region 5

(518) 623-1200
Regional Water Engineer
232 Golf Course Road
Warrensburg, NY 12885
(Clinton, Essex, Franklin, Fulton, Hamilton, Saratoga, Warren and Washington counties)

Region 6

(315) 785-2513
Regional Water Engineer
317 Washington St.
Watertown, NY 13601-3787
(Herkimer, Jefferson, Lewis, Oneida and St. Lawrence counties)

Region 7

(315) 426-7500
Regional Water Engineer
615 Erie Blvd. West
Syracuse, NY 13204-2400
(Broome, Cayuga, Chenango, Cortland, Madison, Onondaga, Oswego, Tioga and Tompkins counties)

Region 8

(585) 226-5450
Regional Water Engineer
6274 E. Avon-Lima Rd.
Avon, NY 14414-9519
(Chemung, Genesee, Livingston, Monroe, Ontario, Orleans, Schuyler, Seneca, Steuben, Wayne and Yates counties)