



Instructions for Completing and Submitting an Annual Sewage Sludge Report

1. Annual Sewage Sludge Report (Ohio EPA 4229)

A complete annual sewage sludge report (Ohio EPA 4229) shall consist of a two hard copies mailed in accordance within Section 11 of these instructions that includes the following information:

- A. Facilities that have not removed sewage sludge:
 - i. Form 1
- B. Facilities that have beneficially used Class B biosolids:
 - i. Forms 1, 2, 5, 6, and 8;
 - ii. Form 7, if applicable;
 - iii. Appendices A and C;
 - iv. Appendices D and E if applicable;
 - v. Pathogen reduction and vector attraction reduction monitoring results; and
 - vi. A summary of complaints received and implemented corrective actions.
- C. Facilities that have land applied or distributed exceptional quality sewage sludge:
 - i. Forms 1, 3, 5, and 6;
 - ii. Appendix B;
 - iii. Pathogen reduction and vector attraction reduction monitoring results; and
 - iv. A summary of complaints received and implemented corrective actions.
- D. Facilities that incinerate, landfill, transfer to PPG Lime Lakes, or transfer to another NPDES permittee:
 - i. Forms 1 and 4; and
 - ii. A summary of complaints received and implemented corrective actions.

2. Form 1 - General Information

Complete the requested information. The Ohio NPDES permit No. refers to the National Pollutant Discharge Elimination System (NPDES) permit for the treatment works. The number begins with 0, 1, 2, 3 or 4 followed by a P, and would look like 0PA00000*AD (for out of state facilities this is your 5INXXXXX number). **All permittees submitting an Annual Sewage Sludge Report (Ohio EPA 4229) must complete Form 1. If no sewage sludge was removed from the treatment works, only Form 1 of the Annual Sewage Sludge Report (Ohio EPA 4229) is required to be mailed to Ohio EPA in accordance with instruction item Nos. 1.A.**

3. Form 2 - Station 581: Beneficial Use of Class B Biosolids

This form must be completed by the authorized representative if the treatment works is generating a Class B biosolid that has been beneficially used in accordance with the treatment work's NPDES permit via Station 581. The authorized representative must mark Table 1 with an "X" at the location where the Pathogen Reduction (PR) Alternative and Vector Attraction Reduction (VAR) Option the treatment works is performing intersect. If the treatment works is performing multiple PR alternatives and VAR options, then multiple "X"s will be marked on the grid. For each row where an "X" is marked, the DMR Reporting Code 70316 sewage sludge weight (sewage sludge weight is the dry tons of biosolids, **including any admixtures**, removed from the treatment plant and beneficially used during the calendar year) and the DMR Reporting Code 51129 sewage sludge fee weight (sewage sludge fee weight is the dry tons of biosolids, **excluding admixtures**, beneficially used during the calendar year) associated with the PR

Division of Surface Water
2014 Annual Sewage Sludge Report

alternative and VAR option intersection must be provided. This is to ensure a generator of sewage sludge **is not** invoiced an Annual Sewage Sludge Fee for material other than biosolids. Only dry tons of Class B biosolids actually removed from the treatment works during the calendar year shall be reported.

4. Form 3 - Station 584: Beneficial Use of Exceptional Quality Biosolids

This form must be completed by the authorized representative if the treatment works is generating an Exceptional Quality biosolid in accordance with the treatment work's NPDES permit via Station 584. The authorized representative must mark Table 2 with an "X" at the location where the PR Alternative and VAR Option the treatment works is performing intersect. If the treatment works is performing multiple PR alternatives and VAR options, then multiple "X"s will be marked on the grid. For each row where an "X" is marked, the DMR Reporting Code 70316 sewage sludge weight (dry tons) and the DMR Reporting Code 51129 sewage sludge fee weight (dry tons) associated with the PR alternative and VAR option intersection must be provided. Only dry tons of exceptional quality biosolids actually removed from the treatment works during the calendar year shall be reported.

5. Form 4 - Stations 585, 586, 588, and transfer to PPG Lime Lakes: Sewage Sludge/Biosolids Disposal Alternatives

Table 3 of this form must be completed by the authorized representative if the facility has transferred or disposed of sewage sludge and/or biosolids in accordance with the facility's NPDES permit via reporting stations 585, 586, 588, or by transfer to PPG Lime Lakes. For reporting station 585 (Incineration), reporting station 586 (Landfill), and transfer to PPG Lime Lakes, fill in the DMR Reporting Code 51129 sewage sludge fee weight (dry tons). For Station 588, fill in DMR Reporting Code 70316 sewage sludge weight or DMR Reporting Code 80991 Sludge Volume in Gallons.

Table 4 of this form must be completed by the authorized representative and must detail the name of each NPDES permittee or licensed municipal solid waste landfill where sewage sludge and/or biosolids were disposed of or transferred. The total quantity of sewage sludge and/or biosolids transferred to each named receiving facility (i.e. NPDES permittee or municipal solid waste landfill) must be included. If the receiving facility that you are disposing of or transferring your sewage sludge and/or biosolids to is located out of the State of Ohio, provide the USEPA NPDES number for the receiving facility in the space provided.

To convert from gallons of liquid sludge to dry tons of sludge:

dry tons = Gallons x 8.34 (lb/gallon) x 0.0005 (tons/lb) x Decimal Fraction Solids

Form 4 Example:

Village A treatment works has Ohio NPDES permit #0PA00000*AD and generated 1,200 dry tons of sewage sludge. Village A treatment works transferred 400 dry tons of sewage sludge to City B treatment works, Ohio NPDES permit #0PB00000*AD, and 600 dry tons of sewage sludge to City C treatment works, Ohio NPDES permit #0PC00000*AD. In addition, Village A treatment works also disposed of 200 dry tons of sewage sludge within Landfill D, municipal solid waste license MSWL000000. Using this scenario, Form 4 should be completed as follows:

Division of Surface Water
2014 Annual Sewage Sludge Report

Facility name: Village A	Ohio NPDES permit #: 0PA00000*AD
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Table 3 – Sewage Sludge/Biosolids Disposal Methods

Disposal Method	Sewage Sludge Fee Weight (Dry Tons) DMR Reporting Code 51129	Total Sewage Sludge Weight (Dry Tons) DMR Reporting Code 70316	Total Sewage Sludge Volume (Gallons) DMR Reporting Code 80991
Incineration (Station 585)	-		
Landfill (Station 586)	200		
Transferred to Another NPDES Permit Holder (Station 588)		1,000	-
Transferred to PPG Lime Lakes	-		

Table 4 – Sewage Sludge Transfer Summary

Name of NPDES permittee or landfill that received sewage sludge:	NPDES permit No. or Landfill License No. that received sewage sludge:	Quantity of Sewage Sludge Transferred (provide weight or volume)	
		Weight (Dry Tons)	Volume (Gallons)
City B	0PB00000*AD	400	-
City C	0PC00000*AD	600	-
Landfill D	MSWL000000	200	-

6. Form 5 - Sewage Sludge Monitoring

This form must be completed by the authorized representative if Forms 2 and 3 have been utilized.

- A. Table 5 is used to report the metal pollutant analyses of the sewage sludge conducted over the course of the previous calendar year if biosolids were beneficially used under reporting stations 581 or 584. If no analysis was done during a month, leave all rows blank.

If one analysis was done during a month, put the result in the “Max” and “Avg” rows for that month. If the result was below the detection limit put “AA” in the “Max” and “Avg” rows for that month.

If more than one sewage sludge analysis was done in a month, put the highest result in the “Max” row. Calculate the arithmetic average of all analyses and put the result in the “Avg” row. Use the detection limit reported by the laboratory when calculating an “Avg” that includes results that were below the detection limit. If all of the results for a month were below the detection limit put “AA” in the “Max” and “Avg” row for that month.

Division of Surface Water 2014 Annual Sewage Sludge Report

In the "Highest Reported Maximum Value for Year" row, insert the single largest value appearing in the "Max" rows of the individual months. In the "Highest Reported Monthly Average for Year" row, insert the highest reported value that appears in the "Avg" row out of all of the months.

- B. **Table 6** is used to report additional sewage sludge monitoring parameters. For each individual month, insert the analysis results for all parameters required to be monitored by your Ohio NPDES permit.

If only one monitoring event was performed during a month, insert that value into the "Max" row for each month.

If more than one monitoring event was performed during a month, insert the highest reported value into the "Max" row; insert the lowest reported value in the "Min" row. Calculate the arithmetic average of all analyses and put the result in the "Avg" row. Use the detection limit reported by the laboratory when calculating an "Avg" that includes results that were below the detection limit. If all of the results for a month were below the detection limit put "AA" in the "Max" and "Avg" row for that month.

7. Form 6 - Cumulative Pollutant Loading Rate

This form must be completed by the authorized representative only for authorized beneficial use sites where biosolids exceeding pollutant monthly average concentrations has been beneficially used. This summary must include the running total of metals in lb/acre for the beneficial use sites where biosolids subject to the cumulative pollutant loading rates have been beneficially used up to December 31, 2014. The summary must include the Ohio EPA Site #, county where site is located, township where site is located, and latitude/longitude of the site. **Only submit this form for CPLR sites on which biosolids were beneficially used during calendar year 2014. If CPLR biosolids have never been beneficially used on any authorized beneficial use sites, it is not necessary to fill out this table.**

8. Form 7 – Class B Agronomic Rates

This form summarizes the agronomic rate information utilized to perform the beneficial use of biosolids during the 2014 calendar year. Information regarding each beneficial use site must be entered including the Ohio EPA Site # of the beneficial use site, the calculated agronomic rate in dry tons per acre for the beneficial use site, the date the soil phosphorus sample was collected for analysis, the soil phosphorus analytical result in parts per million (ppm), the type of analysis performed (i.e. Bray-Kurtz P1 or Mehlich 3), and the agronomic rate utilized on the beneficial use site. Note: Divide soil phosphorus in lb/acre by 2 to convert to ppm. **Please note that only one agronomic rate must be checked for each Ohio EPA Site #.**

9. Appendices A, B, C, D, and E - Certification Statements

All certification statements required by rule are provided as appendices to the Annual Sewage Sludge Report. The signatory requirements for signing all applicable certification statements shall be in accordance with Title 40 of the Code of Federal Regulations, Part 122.22, which include the following:

For a corporation by a corporate officer or their duly authorized representative;

For a partnership or sole proprietorship by a general partner or the proprietor or their duly authorized representative; or

For a municipality, State, Federal, or other public agency by either a principal executive officer or ranking elected official or their duly authorized representative.

Division of Surface Water
2014 Annual Sewage Sludge Report

- A. Form 1 - General Information – This certification must be signed by the authorized representative of all facilities that are required to submit an Annual Sewage Sludge Report (Ohio EPA 4229);
- B. Appendix A - This form must be completed by the **authorized representative of the treatment works** if the treatment works is generating Class B biosolids that have been beneficially used in accordance with the treatment works' NPDES permit via Station 581. The pathogen reduction certification statement must **always** be signed. The vector attraction reduction (VAR) certification statement must be signed if the treatment works relies on meeting one or more of VAR alternatives 1 through 8 prior to beneficial use or if the treatment works relies on VAR alternatives 9 (Injection) or 10 (Immediate Incorporation) and beneficially uses the biosolids themselves. If the treatment works relies on VAR alternatives 9 or 10 and utilizes a third party to beneficially use the biosolids, then the VAR statement in Appendix A shall not be signed; instead the third party shall sign Appendix D.
- C. Appendix B - This form must be completed by the **authorized representative of the treatment works** if the treatment works is generating an Exceptional Quality biosolid in accordance with the treatment works' NPDES permit via Station 584;
- D. Appendix C - This form must be completed by the **authorized representative of the beneficial user** if the treatment works has beneficially used Class B biosolids;
- E. Appendix D - This form must be completed by the **authorized representative of the beneficial user** if vector attraction reduction requirements for beneficially used Class B biosolids are satisfied through alternatives 9 and/or 10, injection and/or immediate incorporation, as identified in Table 1 of this annual report;
- F. Appendix E - This form must be completed by the **authorized representative of the treatment works** if biosolids exceeding pollutant monthly average concentrations (CPLR sewage sludge) have been beneficially used during the calendar year.

10. Supplemental Information

Additional information that must be attached to the Annual Sewage Sludge Report 2014 for biosolids that have been beneficially used (Station 581 and Station 584) includes the following:

- A. Pathogen Reduction and Vector Attraction Reduction Monitoring Results - To fulfill this requirement, submit copies of the information collected to show that pathogen reduction and vector attraction reduction has been completed. Examples would include copies of fecal coliform monitoring results, bench sheets showing the volatile solids reduction calculations, time and temperature records for aerobic digestion, etc.;
- B. Summary of Complaints - If your treatment works received a complaint regarding the beneficial use of your biosolids during the calendar year, submit a summary of the complaint and the actions taken by your treatment works to remedy the situation.

11. Submittal Procedure

Two copies of the Annual Sewage Sludge Report (Ohio EPA 4229) shall be submitted to Ohio EPA. Submit one copy of the Annual Sewage Sludge Report (Ohio EPA 4229) to the Ohio EPA Central Office in Columbus, Ohio at the applicable address below and the second copy to the appropriate district office as listed on the following page.

Division of Surface Water 2014 Annual Sewage Sludge Report

Please only submit the applicable forms that you were required to provide information on. You do not need to submit copies of Annual Sewage Sludge Report (Ohio EPA 4229) forms that you do not use, including these instruction sheets.

If by mail:

Ohio EPA
Division of Surface Water
Attn: Betsy VanWormer
P.O. Box 1049
Columbus, Ohio 43216-1049

If by courier:

Ohio EPA
Division of Surface Water
Attn: Betsy VanWormer
50 W. Town St., Suite 700
Columbus, Ohio 43215

Submit the other copy to the appropriate Ohio EPA District Office. A map and addresses are provided below (if you are in the Central District, you will only need to send one copy to the attention of Betsy VanWormer at the address above):

<p>Ohio EPA, Northeast District Office Attn: Chris Moody, Sewage Sludge Coordinator 2110 East Aurora Road Twinsburg, OH 44087</p>	<p>Ohio EPA, Southeast District Office Attn: Sewage Sludge Annual Report 2195 Front Street Logan, OH 43138</p>
<p>Ohio EPA, Northwest District Office Attn: Andrew Gall, Sewage Sludge Coordinator 347 North Dunbridge Road Bowling Green, OH 43402</p>	<p>Ohio EPA, Southwest District Office Attn: Sewage Sludge Annual Report 401 East Fifth Street Dayton, OH 45402-2911</p>

