NeT-Biosolids User's Guide
Version 9 – Updated 08/20/2021

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1. Introduction to the NPDES eRule and Biosolids Annual Reporting

EPA published the National Pollutant Discharge Elimination System (NPDES) Electronic Reporting Rule ("NPDES eRule") on October 22, 2015. This rule is modernizing Clean Water Act (CWA) reporting for municipalities, industries and other facilities. The rule replaces most paper-based NPDES reporting requirements with electronic reporting.

Specifically, the rule requires regulated entities to report information electronically, instead of filing written paper reports. These reports include:

- Discharge Monitoring Reports (DMRs)
- Notices of Intent to discharge in compliance with a general permit
- Other specified program reports (including the biosolids annual report).

In accordance with EPA regulations (40 CFR part 503), biosolids pollutant monitoring and biosolids management information is summarized in a report and submitted to the agency authorized to administer the Federal NPDES biosolids program each year (usually due February 19). This annual report documents measures taken to protect public health and the environment from any reasonably anticipated adverse effects of certain pollutants and pathogens that might be present in sewage sludge and biosolids.[1] EPA regulations specify that representative samples of sewage sludge that is applied to the land, placed on a surface disposal site, or fired in a sewage sludge incinerator must be collected and analyzed. NPDES regulated entities that need to submit this report include:

- Class I sludge management facilities;
- Publicly Owned Treatment Works (POTW), as defined in 40 CFR 501.2, with a design flow rate equal to or greater than one million gallons per day; and
- POTWs that serve 10,000 people or more.

EPA has authorized nine states to administer some or all of the Federal biosolids program.[2] EPA administers the Federal biosolids program for all other 41 states as well as all tribes and territories. EPA also retains regulatory authority over biosolids managed on all tribal lands (regardless of state authorization). EPA Region 7 (Lenexa, KS) is designated as EPA's Biosolids Center of Excellence and is the lead office for reviewing the annual reports and ensuring compliance with EPA's biosolids regulations for facilities in the 41 states and all tribes and territories.

EPA developed the NPDES eReporting Tool (NeT) so that facilities can electronically submit the Federal Biosolids Annual Report. NeT is accessed via EPA's Central Data Exchange (CDX), which is located at https://cdx.epa.gov. This guide will help you use NeT to electronically prepare and sign a Biosolids Annual Report. All facilities that are regulated by EPA for the Federal biosolids program (40 CFR part 503) must use NeT to electronically submit this annual report. Facilities that are managing biosolids where the state is the regulatory authority should not use NeT. These facilities should contact their state on how to submit their annual report. Please see Appendix A to identify facilities that must use NeT to submit the Federal Biosolids Annual Report.

For a sample annual report to make note of what information is required prior to submission please see (https://epanet.zendesk.com/hc/en-us/articles/115000626107-Sample-Biosolids-Form).

[1] For the purposes of this form, the term 'sewage sludge' also refers to the material that is commonly referred to as 'biosolids'. EPA does not have a regulatory definition for biosolids, but this material is commonly referred to as sewage sludge that is placed on, or applied to the land to use the beneficial properties of the material as a soil amendment, conditioner, or fertilizer. EPA's use of the term 'biosolids' in this form is to confirm that information about beneficially used sewage sludge (a.k.a. biosolids) should be reported on this form.

[2] The nine states authorized to administer some or all of the Federal biosolids program are: Arizona, Idaho, Michigan, Ohio, Oklahoma, South Dakota, Texas, Utah, and Wisconsin. See: https://www.epa.gov/npdes/npdes-state-program-information.

If you need assistance on using NeT, contact EPA's NPDES eReporting Help Desk at 1-877-227-8965 or via email at NPDESeReporting@epa.gov.

2. System Requirements and Eligibility for Waivers

You will need access to the internet and a current internet browser such as Google Chrome or Mozilla Firefox to complete the Annual Report using NeT.

Please contact the NPDES eReporting Helpdesk if you would like to see a waiver from electronic reporting. This waiver request will be reviewed and either approved or denied by EPA's Biosolids Center of Excellence.

3. Relevant Terms and Acronyms

The following table explains terms and acronyms (if applicable) that are used throughout this guide.

Term	Acronym	Definition
Central Data Exchange	CDX	Point of entry on the Environmental Information Exchange Network for environmental data exchanges to the Agency. A CDX account is required to access NeT.
NPDES eReporting Tool	NeT	An internet-based system for submitting Notices of Intent (NOIs) for coverage and other forms for NPDES general permits, as well as some NPDES program reports (including the Federal biosolids annual report). EPA manages this system for the general permits and program reports that it issues as well as for states that elect to use NeT.
Signatory	None	Can prepare, sign, and submit all forms in NeT. In accordance with EPA's regulations (at 40 CFR 503.17(a), 503.27(a), 503.47(a)), a person with the Signatory role is the person who prepares or handles the sewage sludge for land application, surface disposal, or incineration. This is the person who will certify, under penalty of law, that the information submitted in the biosolids annual report was prepared under his or her direction and supervision in accordance with the system designed to ensure that qualified personnel properly gathered and evaluated the submitted information. The Signatory will electronically sign the annual report, which EPA will use to determine compliance with Part 503. This role cannot be delegated.
Preparer	None	Can prepare all forms in NeT on behalf of the Signatory at the facility but is not authorized by EPA's regulations to sign and submit any forms.
Facility	None	The generator of the biosolids or sewage sludge for which you are reporting.
Sewage Sludge Unique Identifier	SSUID	Term used to identify one biosolids management option from another

4. How to Access the Biosolids Annual Program Report Electronically

In order to submit your Annual Program Report, you must first create or log in to your CDX account and add the NETBIO: NeT – Biosolids Annual Program Report.

4.1 Determine Your Role

A **Preparer** can prepare an Annual Program Report for a designated Signatory to review and certify.
A **Signatory** can prepare, certify, and submit an Annual Program Report to EPA. This role cannot be delegated.

4.2 Log into CDX and Add Program Service

The NeT - EPA Biosolids Program can only be accessed through EPA's Central Data Exchange (CDX).

4.2.1 Visit https://cdx.epa.gov/. If you have an existing CDX account enter your **User ID** and **password,** click the Log In button.
Note: If you do not already have a CDX account established, click on the **Register with CDX** button. If you need assistance registering, please follow the instructions found at https://cdx.epa.gov/About/UserGuide. Note: In the list of active program services select "NeT: NPDES eReporting Tool" then "NETBIO: NeT – Biosolids Annual Program Report"

4.2.2 Use the instructions below to add the "NETBIO: NeT – Biosolids Annual Program Report" and your role to your existing CDX account:

- 4.2.2.1 Click "Add Program Service"
- 4.2.2.2 Select "NeT: NPDES eReporting Tool" from the list of active program services
- 4.2.2.3 Select "NETBIO: NeT – Biosolids Annual Program Report"
- 4.2.2.4 Select your Role from the drop-down menu (i.e. Preparer or Signatory)
- 4.2.2.5 Click "Request Role Access"
- 4.2.2.6 Select the appropriate Organization from the drop-down list or add a new Organization as necessary and click "Submit Request for Access." Note: If you selected the Signatory role, you will be prompted to enter your Job Title and complete the identity verification steps. Skip to Section 4.3.
- 4.2.2.7 If you selected the Preparer role the NETBIO program is now added on your CDX account and can be accessed from the MyCDX tab.

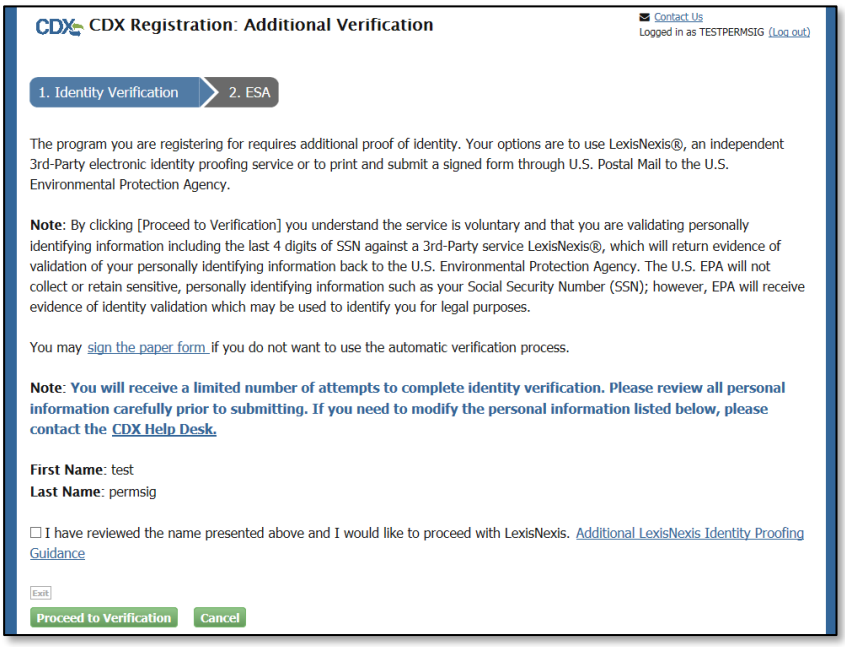
4.3 Additional Identity Verification – Signatory Role

The following steps are only for the Signatory. Skip to Section 5.2 if you have the Preparer role.

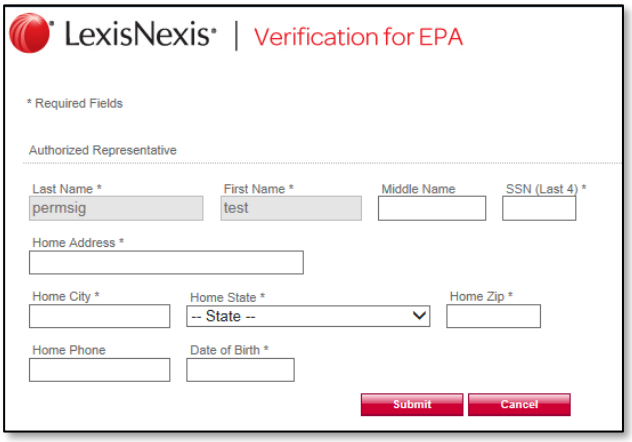
4.3.1 As the Signatory, you must complete the following additional security steps for identity verification.

4.3.2 Enter your Job Title, then you will be taken to the CDX Registration: Additional Verification screen. Here you will have the choice to complete the identity verification by either LexisNexis®, an independent 3rd-party electronic identity proofing service, or by printing and mailing a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency.

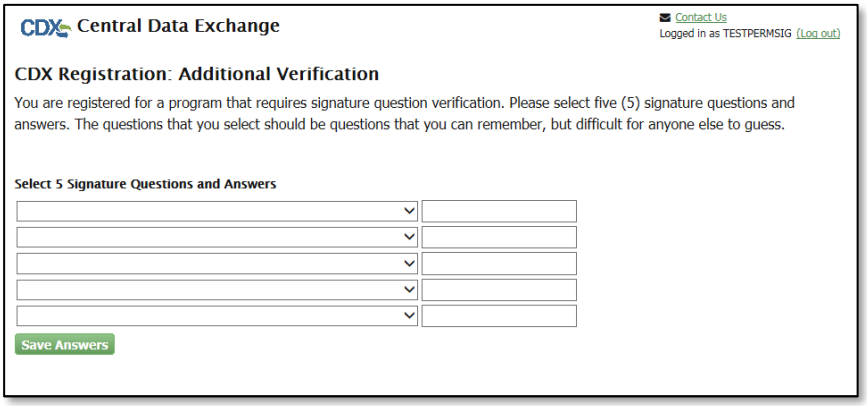
4.3.3 To proceed with LexisNexis online identity verification, select **Proceed to Verification**.



4.3.4 Fill out the required verification information and click submit. Note: You should use your personal information in the requested fields, not your company information.



4.3.5 If identity verification is successful, you will be prompted to select five (5) additional signature questions and answers. When signing a document in CDX, you will be asked to provide an answer to one of these questions. These answers are case sensitive. Click Save Answers when completed. Note: If you fail LexisNexis or opt to print and mail a paper ESA, you will be prompted to select these signature questions upon first entry into your NETBIO Signatory role.

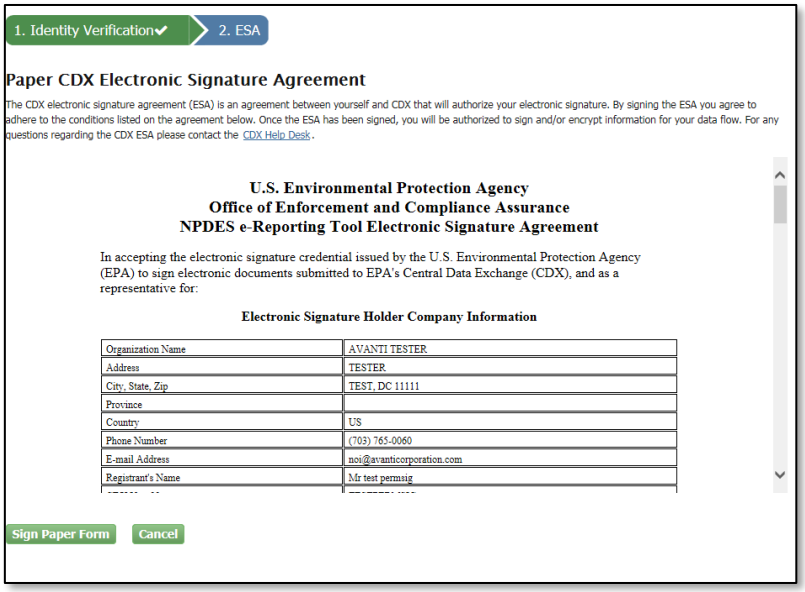


4.3.6 You will be redirected to the Electronic Signature Agreement page. Scroll down through the document, review the conditions, and click Sign Electronically, then click Accept.

4.3.7 Enter your CDX password and click Login. You will then be prompted to provide an answer to one of the five signature questions you created above. Note: Signature question answers are case sensitive.

4.3.8 Sign the ESA by clicking Sign. You should receive the message "Program Service successfully added."

4.3.9 If you are unable to complete the electronic LexisNexis identity verification, you must print and complete a paper Electronic Signature Agreement (ESA). Click on "Sign Paper Form" to print out the paper ESA. Sign and mail the original to the address found at the bottom of the ESA. The ESA must be approved by the Regulatory Authority (RA) before your Signatory role will become active.



4.3.10 You will receive an email when the ESA is approved, and your role is active.

If you need assistance, contact EPA's NPDES eReporting Help Desk at 1-877-227-8965 or via email at NPDESeReporting@epa.gov.

5. Gaining Access to your Facility

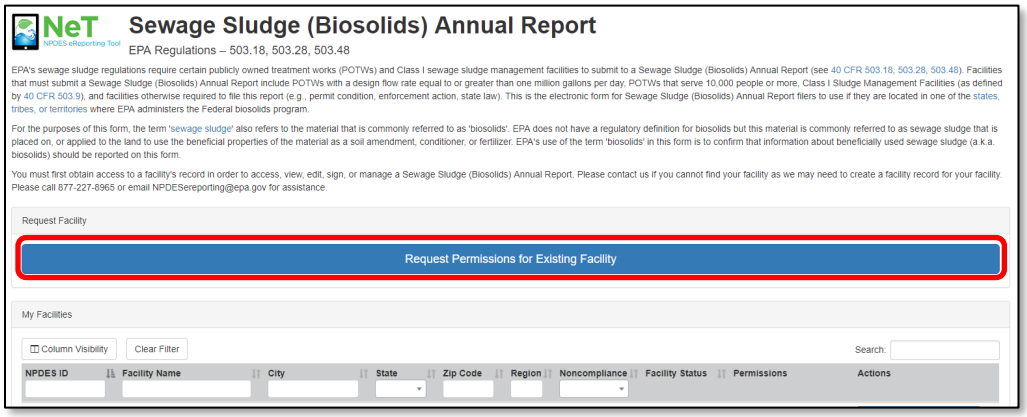
Before you can create a Biosolids Annual Program Report, a Signatory user must request access to your facility in the NeT program. The Signatory can then grant others access to the facility information. The following steps show how to request and gain access to the facility.

Note: A unique "biosolids" NPDES ID was created for each biosolids generator (except for facilities in Texas). This "biosolids" NPDES ID has "L" in the third character (e.g., VAL025143) and is intended to be used solely for reporting your Federal Biosolids Annual Program Report. For facilities in Texas, please use your "wastewater" NPDES ID, which has "0" in the third character. If you do not have a NPDES ID for NeT-Biosolids usage, please contact the NPDES eReporting Help Desk at 1-877-227-8965 or via email at NPDESeReporting@epa.gov.

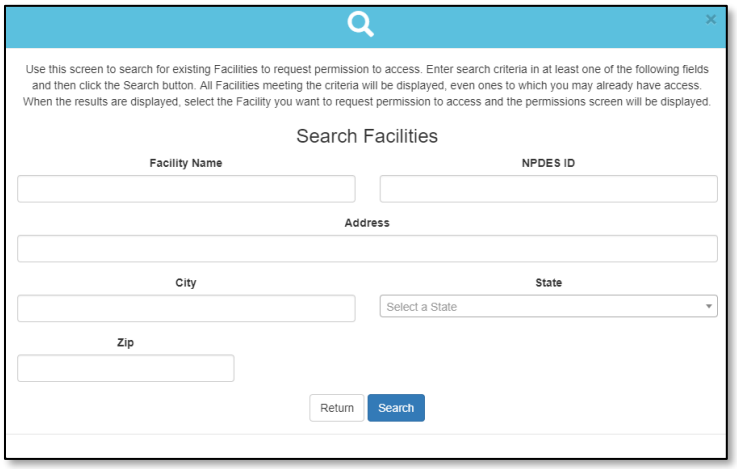
5.1 Requesting Permission to an Existing Facility – Signatory Role

5.1.1 Once you are logged into CDX, click on **Signatory** for NETBIO: NeT – Biosolids Annual Program Report on the MyCDX homepage.

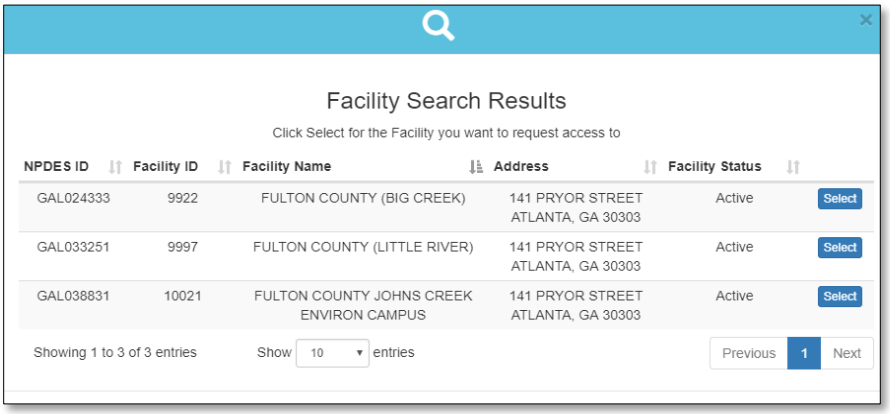
5.1.2 Click on Request Permissions for an Existing Facility.



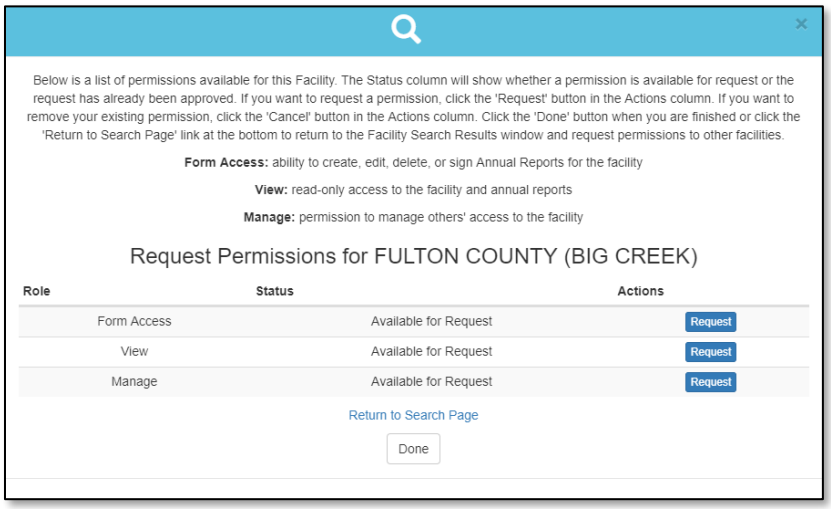
5.1.3 Search for your facility by the NPDES ID, Facility Name, or Address and click Search. Note: You do not need to use all search criteria. If your facility is not found, contact the NPDES eReporting Help Desk at 1-877-227-8965 or NPDESeReporting@epa.gov.



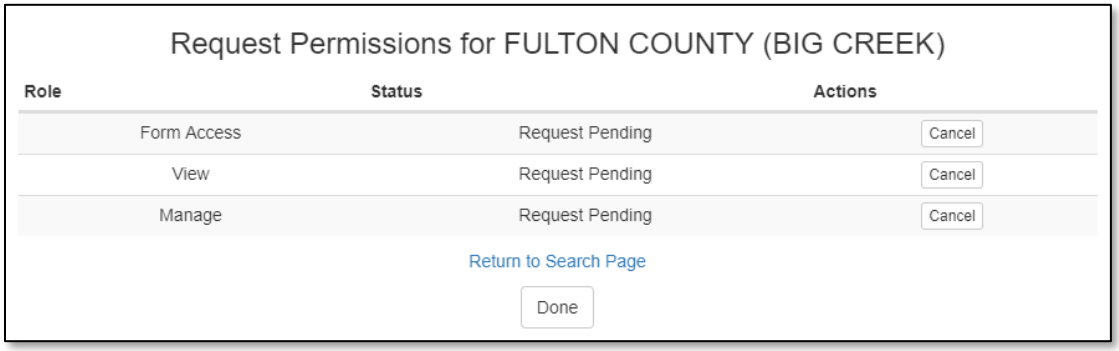
5.1.4 Click **Select** next to your Facility.



5.1.5 Click **Request** next to the permission you would like. You must click the View permission first, then you may request other permissions. Note: Only Signatory users can request Manage access. It is recommended that you request access to all roles available to you. This will give you the most flexibility in preparing, managing, and submitting the form.



5.1.6 Once you click Request, you will see the status change to "Request Pending." You will receive an email confirming that your request was sent. Click Cancel to remove the request.



5.1.7 The Regulatory Authority (EPA or the state) will approve or deny the initial Manage access request. You will be notified via email when such action is taken. Please note, this process is not instantaneous and may take up to 1-2 business days to process.

5.1.8 Once your Manage access is approved, you will be able to manage other users' access to your facility and forms by approving or revoking their access in NeT. Signatory users will be in control of which Preparers can prepare forms for that NPDES ID.

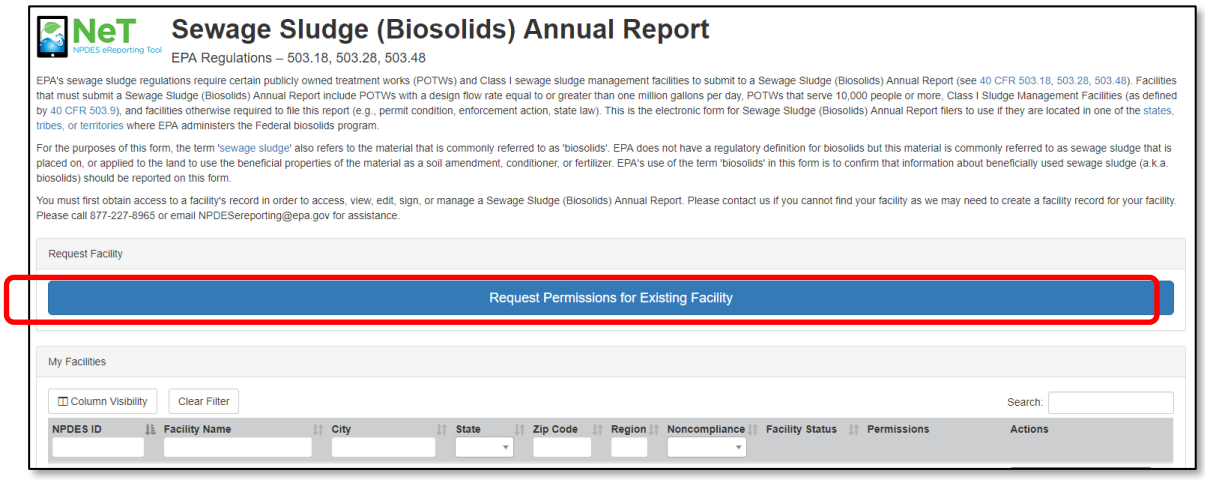
5.1.9 If you are the Signatory preparing the Annual Report form, skip to Section 6.

5.2 Facility Permission Request – Preparer Role

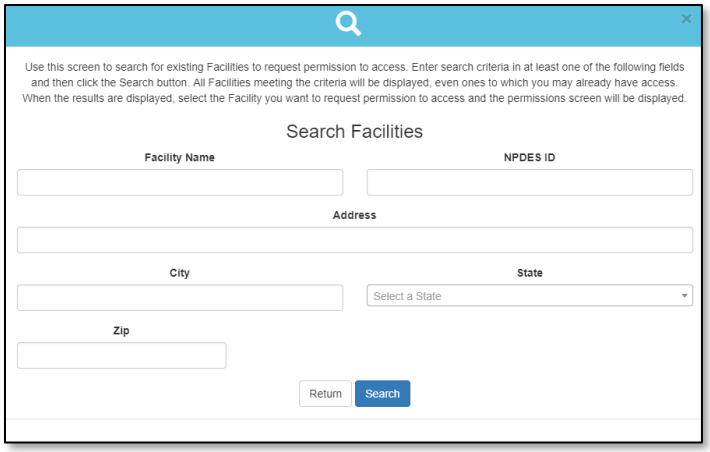
Once a Signatory has been granted Manage access to the Facility, a Preparer can request permission to the facility's NPDES ID to complete an Annual Report.

5.2.1 Once you are logged into CDX, click on **Preparer** for the NETBIO: NeT - Biosolids Annual Program Report on the MyCDX homepage.

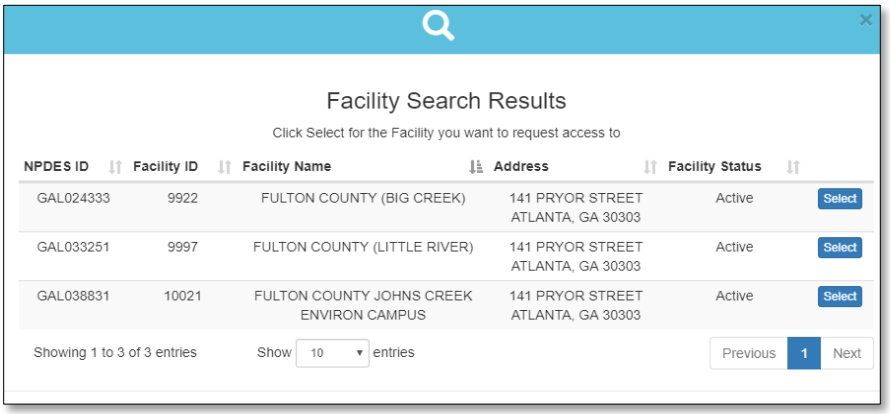
5.2.2 Click on Request Permissions for Existing Facility



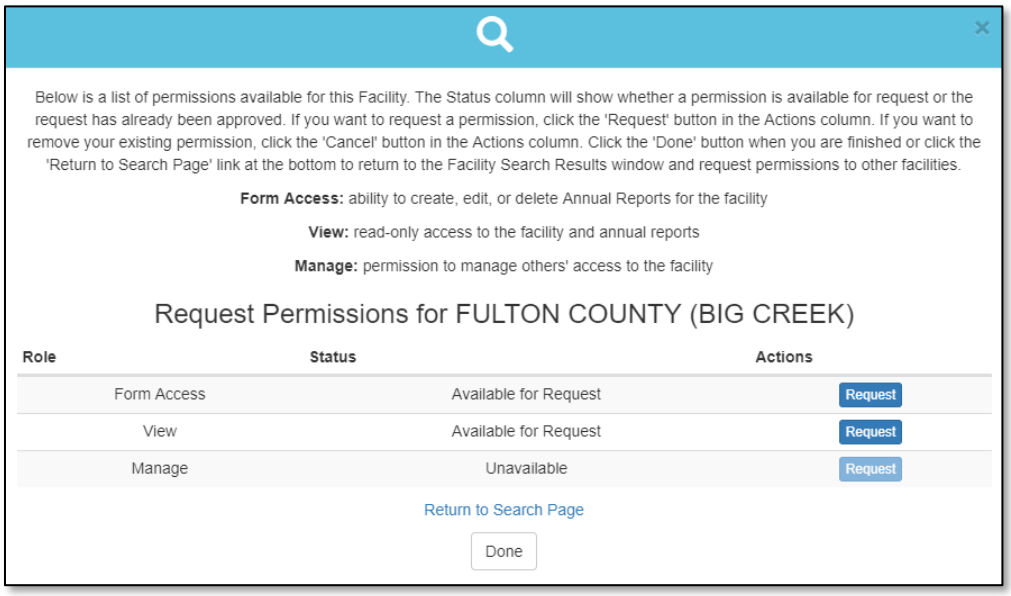
5.2.3 Search for your facility by the NPDES ID, Facility Name, or Address and click Search. Note: You do not need to use all search criteria. If your facility is not found, contact the NPDES eReporting Help Desk at 1-877-227-8965 or NPDESeReporting@epa.gov.



5.2.4 Click **Select** next to your Facility.



5.2.5 Click **Request** next to the permission you would like. If you will be preparing the Annual Report, you should request View and Form Access. Note, Preparers cannot request Manage access. It is recommended that you request access to all roles available to you. This will give you the most flexibility in preparing the form.



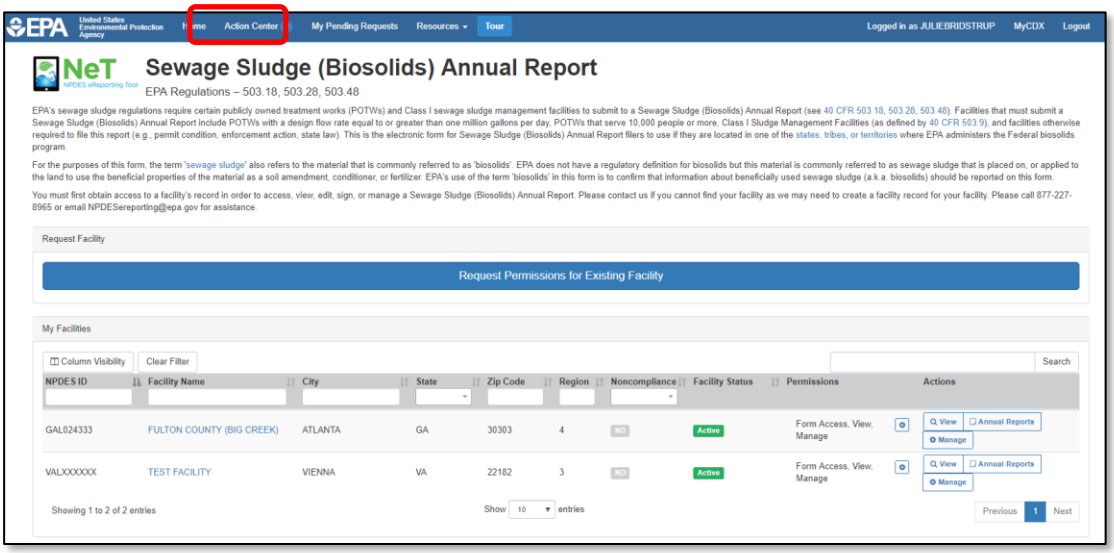
5.2.6 A NeT user with Manage access will receive a notification email and will need to log into CDX, access their NeT Signatory role and approve or reject your request. This person is likely someone affiliated with your facility that can approve facility access requests, which link a NeT user to a facility (by NPDES ID).

5.3 Approving a Facility Permission Request – Signatory

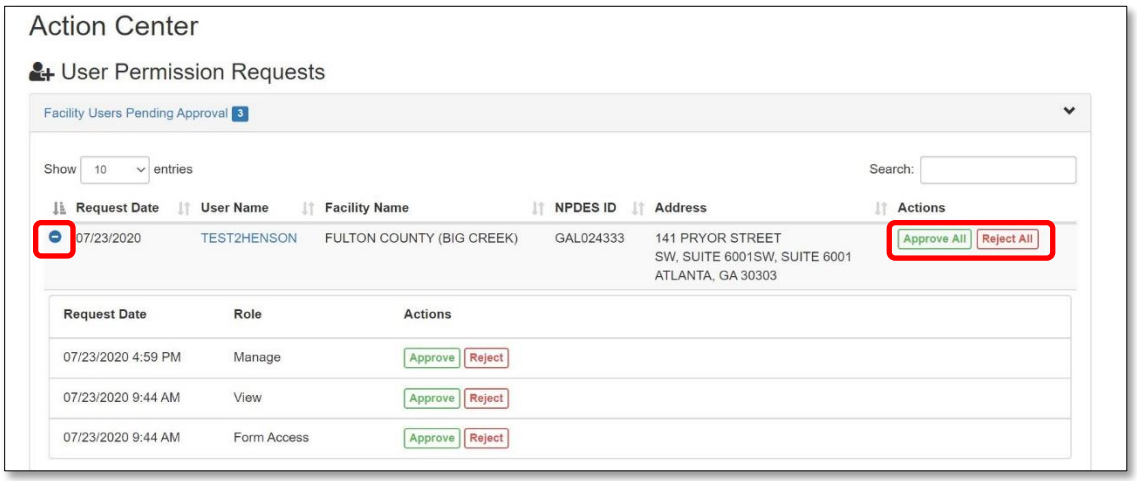
NeT users with Manage access will receive an email informing them that a facility access request was submitted for approval. The NeT user with Manage access must log into their account and approve or deny this request.

5.3.1 Log into CDX and click on the Signatory role for the NETBIO: NeT – Biosolids Annual Program Report.

5.3.2 Click on Action Center to see your outstanding tasks



5.3.3 You can see all NeT users who are awaiting approval under Facility Users Pending Approval. Click the blue plus to expand your view and approve or deny the individual role request(s) or click Approve All or Reject All to address all permission requests at once.



5.3.4 The requester will receive an email that their access status has been updated.

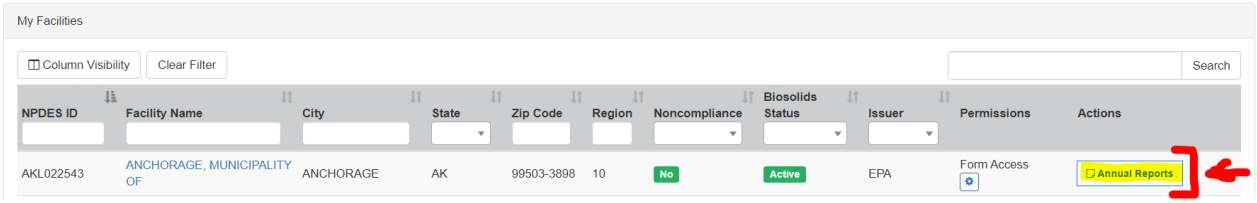
6. Creating a Biosolids Annual Program Report

Once you have Form Access for your facility, you can create a Biosolids Annual Program Report in NeT.

6.1 Access the Annual Program Report Form

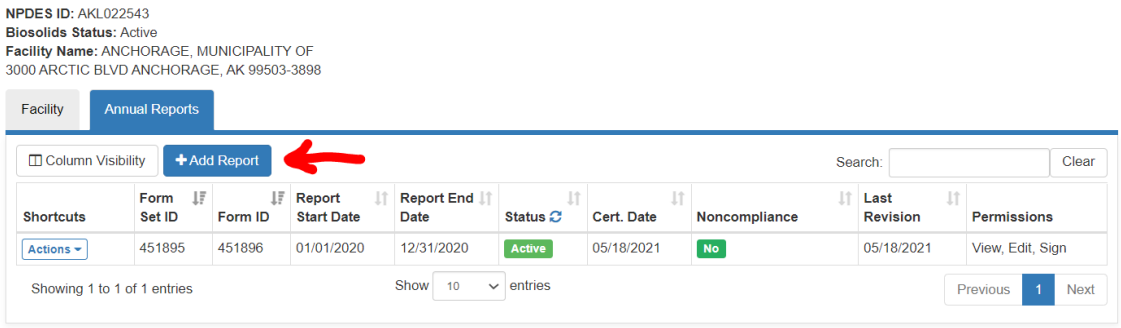
6.1.1 Log into CDX and click on your **role** (Preparer or Signatory) for the "NETBIO: NeT – Biosolids Annual Program Report" program service.

6.1.2 Click on the **Annual Reports** button in the Actions column to access the annual report landing page for the facility of interest.



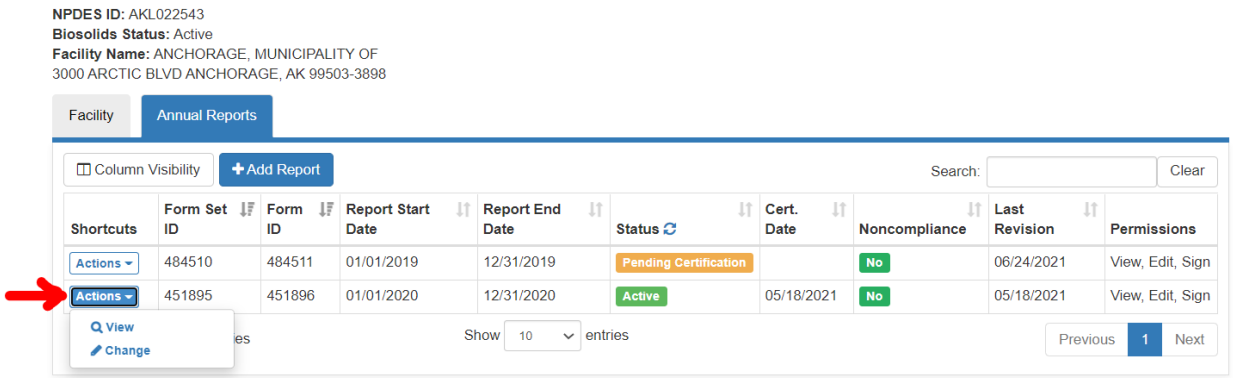
6.1.3 From here you can find a list of all annual reports associated with your facility.

6.1.4 Select the **Add Report** button to begin a new Annual Biosolids Program Report.

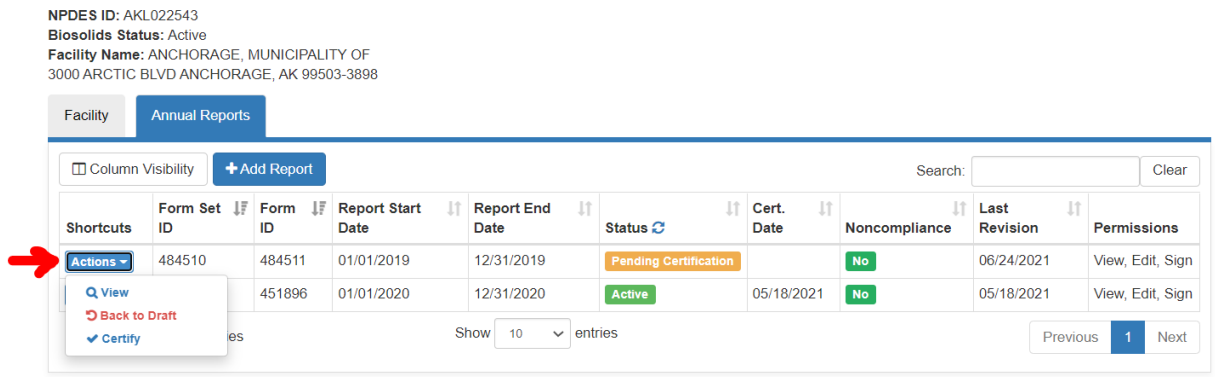


6.1.5 You can use the "Actions" button (under "Shortcuts") to View or Change previously signed and certified annual reports (first screenshot below) or View, Edit, or Certify reports that are in the status of "Pending Certification" (second screenshot below).

How to View or Change previously signed and certified annual reports



How to View, Edit, or Certify reports that are in the status of "Pending Certification"

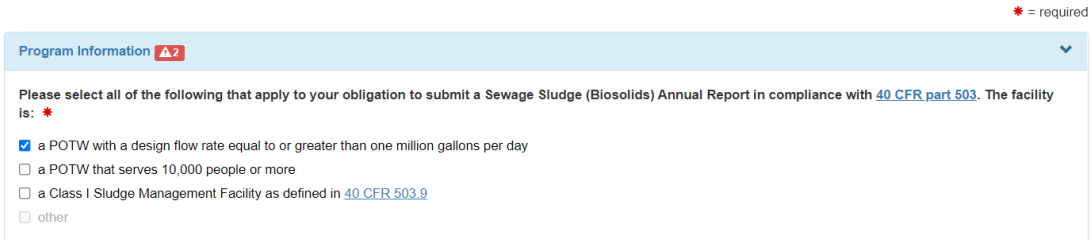


7. Completing Your Annual Program Report

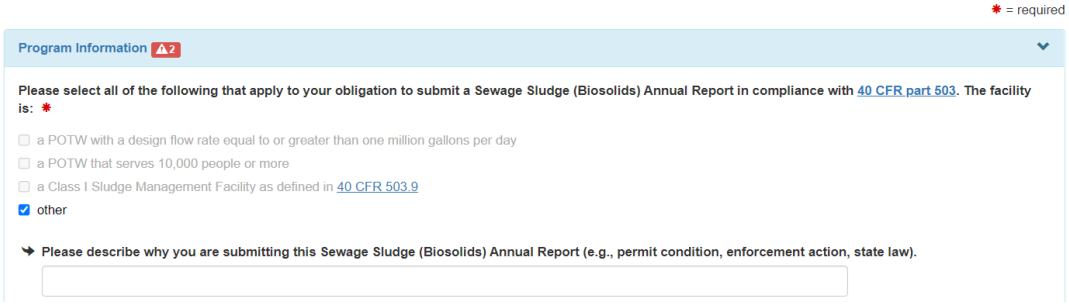
The Annual Program Report is a responsive form, meaning questions/sections will appear as the previous questions/sections are completed. Please see the appendices for different scenarios and how facilities will report under each scenario. Note: You can click "Save as Draft" at any time to save your progress and come back to the form later. You will be able to find the form in your Annual Reports menu.

7.1 Program Information

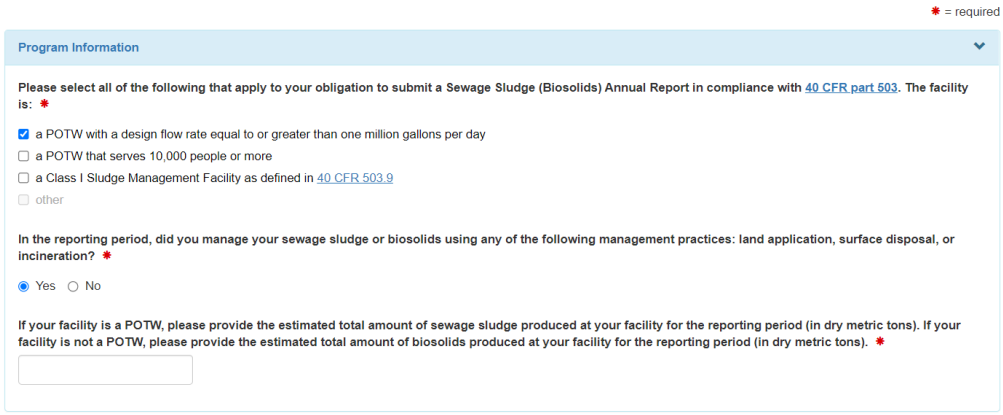
7.1.1 In this section, you will confirm your obligation to submit a Sewage Sludge (Biosolids) Annual Report in compliance with 40 CFR 503. Check one or more that apply. Please also see Appendix A to see if you are required to use this electronic form.



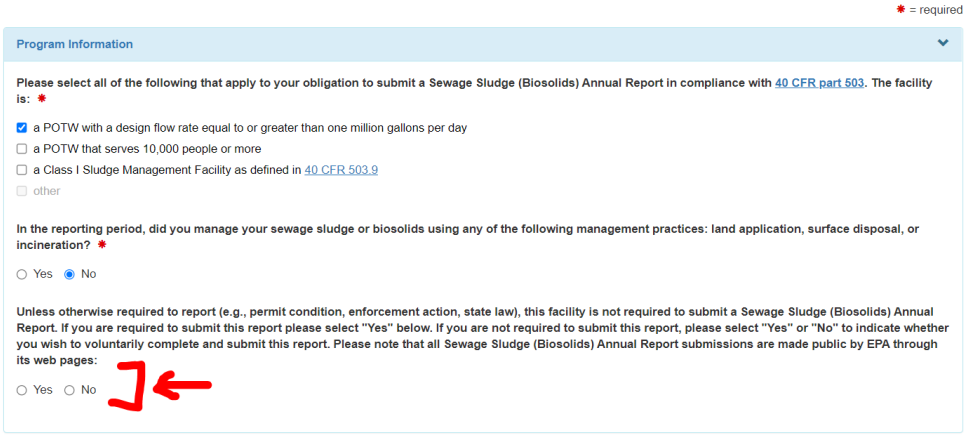
7.1.2 If you select "Other" you will be required to describe why are you are submitting this annual report.



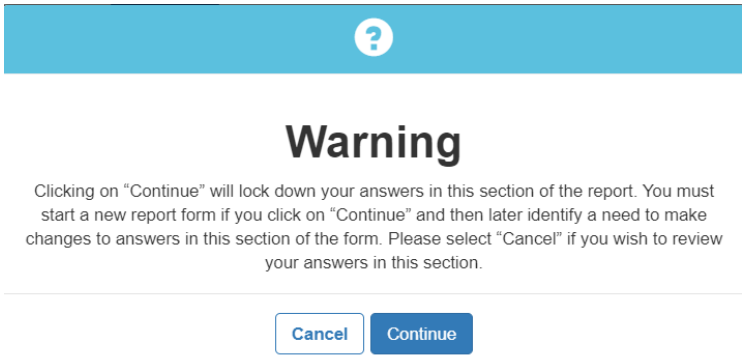
7.1.3 If your facility is regulated by EPA (see Appendix A), you will then be required to confirm whether or not you use land application, surface disposal, or incineration. If you select "Yes" (see below), you will be directed to provide the estimated total amount of sewage sludge produced at your facility for the reporting year (in dry metric tons).



If you select "No" (see question above), you will then be directed to confirm that you are required to submit the Federal biosolids annual report or that you wish to voluntarily submit this annual report. If you select "Yes" (see below), you will be directed to provide the estimated total amount of sewage sludge produced at your facility for the reporting year (in dry metric tons) and confirm the reporting period. If you select "No" (see below), no further action is needed from you at this time.

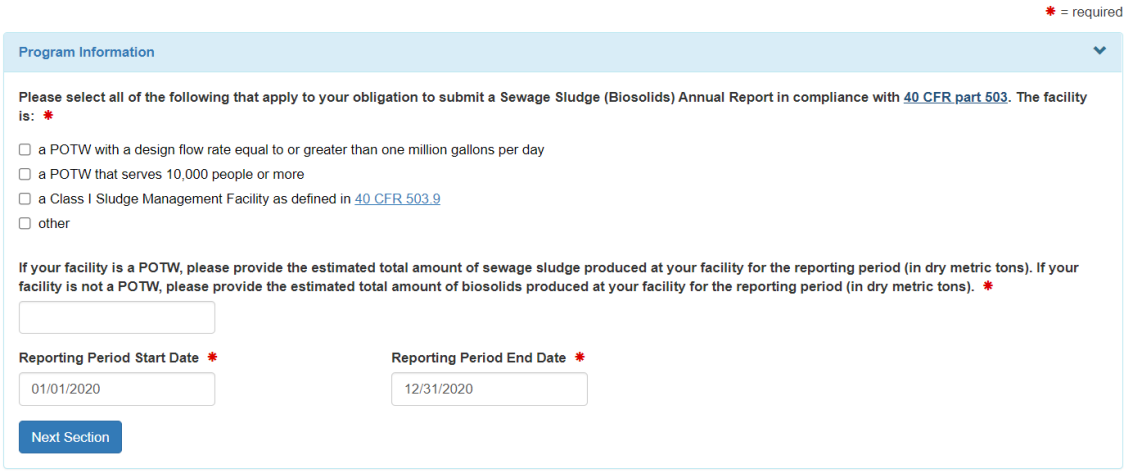


Please note that if you answer "Yes" to the second Yes/No question (see above), the form will ask you to confirm your answers (see below). Click on "Continue" in the pop-up screen to confirm your answers and make them uneditable. This is to prevent user data entry errors as you complete the form. Click on "Cancel" in the pop-up screen if you would like to re-evaluate your answers to the two Yes/No questions. If you click on "Continue" by mistake, you can delete the form and start over with a new form.



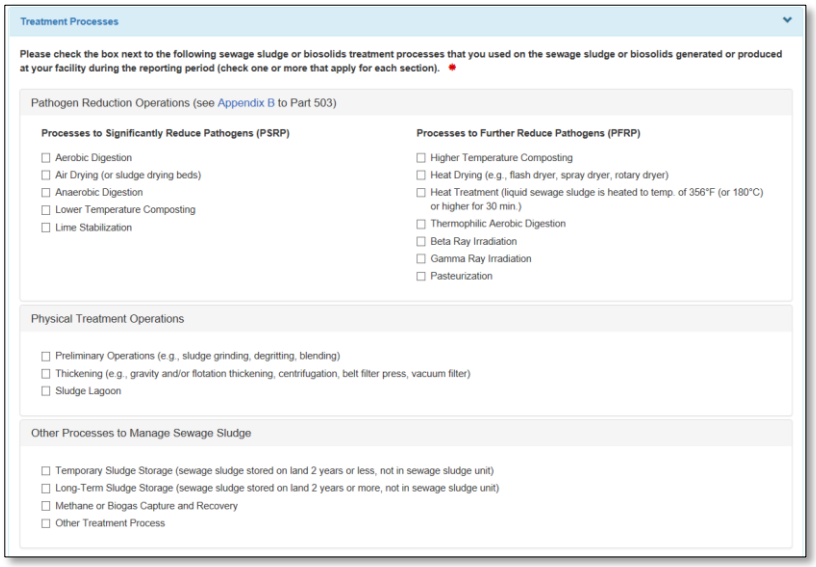
You can also the reporting period start and end dates as needed. In most cases the reporting period for annual reports where EPA is the regulatory authority is January 1st to December 31st. Click on the "Next Section" button.

7.1.4 If your facility is regulated by the state and your state has elected to use NeT (see Appendix A), you are required to complete and submit your Annual Program Report through NeT. This covers all facilities and sludge management practices. You will identify the reporting obligations (check all that apply), amount of sewer sludge produced (dry metric tons), and confirm the start and end date of the reporting period.



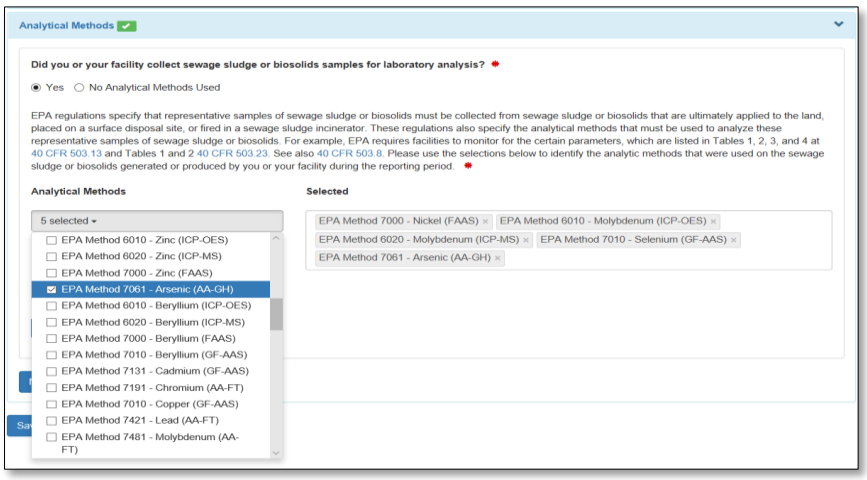
7.2 Treatment Processes

7.2.1 Check the box(es) next to the treatment processes used on the sewage sludge or biosolids generated/produced by you or your facility during the reporting period. Check all that apply.



7.3 Analytical Methods

7.3.1 Select if you or your facility collected samples for laboratory analysis. If yes, then select the analytical method(s) from the drop down list. Your selected methods will autopopulate in the adjacent box and can be deleted.

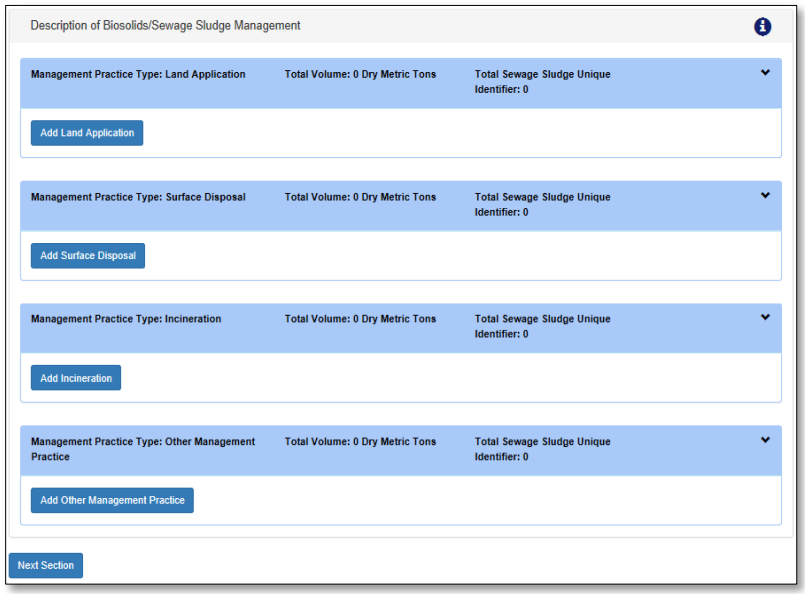


7.3.2 EPA regulations specify that representative samples of sewage sludge that is applied to the land, placed on a surface disposal site, or fired in a sewage sludge incinerator must be collected and analyzed. These regulations also specify the analytical methods that must be used to analyze samples of sewage sludge. EPA requires facilities to monitor for the certain parameters, (Listed in Tables 1, 2, 3, and 4 at 40 CFR 503.13 and Tables 1 and 2 40 CFR 503.23. See also 40 CFR 503.8).

7.4 Biosolids or Sewage Sludge Management

In this section, you will identify how sewage sludge or biosolids generated or produced by your facility was managed, used, or disposed by your facility for the reporting period. EPA NPDES regulations at 40 CFR part 503 only require reporting for land application, surface disposal, or incineration.

7.4.1 Click the Add button under the appropriate Management Practice Type that corresponds to how you manage your sewage sludge or biosolids.



7.4.2 You can add as many Sewage Sludge Unique Identifier (SSUID) sections as needed. For example, if you manage your biosolids through land application and surface disposal, then you will complete one “SSUID Section” for land application and another “SSUID Section” for surface disposal. Likewise, you will complete different SSUID Sections for each of the different methods that you managed, used, or disposed of your sewage sludge or biosolids. You have the option to select "Add Other Management Practice" if you wish to provide more information on how you manage your sewage sludge or biosolids.

7.4.3 When completing the SSUID section, use the following guidance when selecting the “Handler, Preparer, or Applier Type”

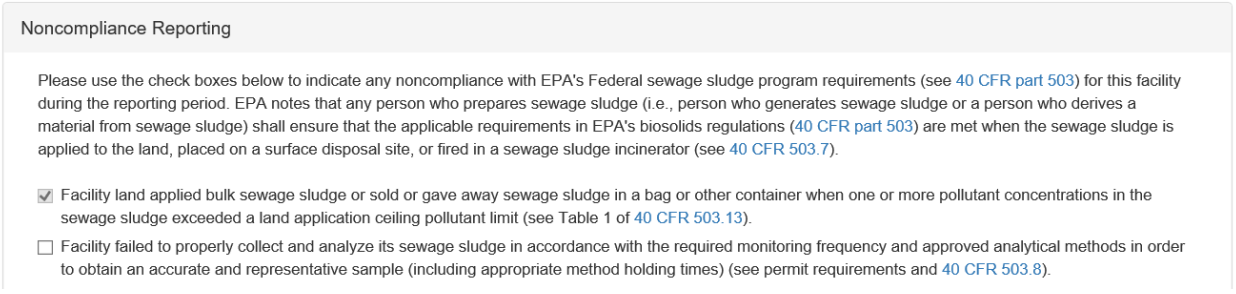
7.4.4 Select “Off-Site Third-Party Handler or Applier” or “Off-Site Third-Party Preparer” in scenarios where you generate sewage sludge, but another separate entity provides a service to handle or prepare your biosolids. This is often done by commercial enterprises offering services for sewage sludge handling and preparing. The third-party handler, preparer, or applier will take possession of the biosolids and manage the biosolids (e.g., composting) prior to ultimate disposition (e.g., land application). You will be asked to provide facility and contact information for each third-party handler, preparer, or applier for each SSUID.

7.4.5 If you are inputting multiple SSUID you can also use the batch upload feature. This feature allows you to input multiple SSUID in a single upload. Please refer to Appendix C ‘’How to use the Batch Upload Feature” for further guidance.

7.4.6 Select “On-site Owner or Operator” if you are handling or preparing the biosolids. For example, you would select “On-site Owner or Operator” if you or your contract hauler is disposing of sewage sludge or biosolids in a municipal solids waste landfill.

7.4.7 Identify the pathogen reduction options and vector attraction reduction options used by the facility for Surface Disposal and Land Application.

7.4.8 Use the checkboxes to indicate any noncompliance with EPA’s Federal sewage sludge program requirements (see 40 CFR part 503) for this facility during the reporting period. EPA notes that any person who prepares sewage sludge (i.e., person who generates sewage sludge or a person who derives a material from sewage sludge) shall ensure that the applicable requirements in EPA’s biosolids regulations (40 CFR part 503) are met when the sewage sludge is applied to the land, placed on a surface disposal site, or fired in a sewage sludge incinerator (see 40 CFR 503.7). The form provides checkboxes that are specific to land application, surface disposal, and incineration. You will need to provide additional information for any noncompliance reported on the form. Additionally, the form will use the biosolids monitoring data to automatically check the appropriate noncompliance checkbox. For example, if you are reporting one or more violations of EPA’s land application ceiling limits (see Table 1 of 40 CFR 503.13), the form will automatically check the following noncompliance checkbox. In this example you will not be able to “uncheck” this checkbox.

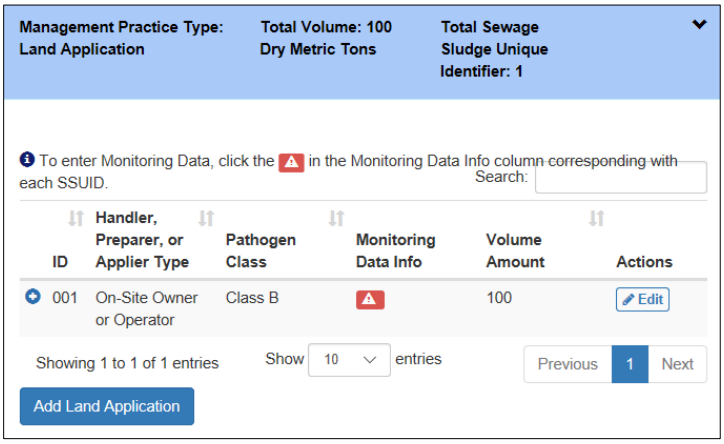

Noncompliance Reporting

Please use the check boxes below to indicate any noncompliance with EPA's Federal sewage sludge program requirements (see 40 CFR part 503) for this facility during the reporting period. EPA notes that any person who prepares sewage sludge (i.e., person who generates sewage sludge or a person who derives a material from sewage sludge) shall ensure that the applicable requirements in EPA's biosolids regulations (40 CFR part 503) are met when the sewage sludge is applied to the land, placed on a surface disposal site, or fired in a sewage sludge incinerator (see 40 CFR 503.7).

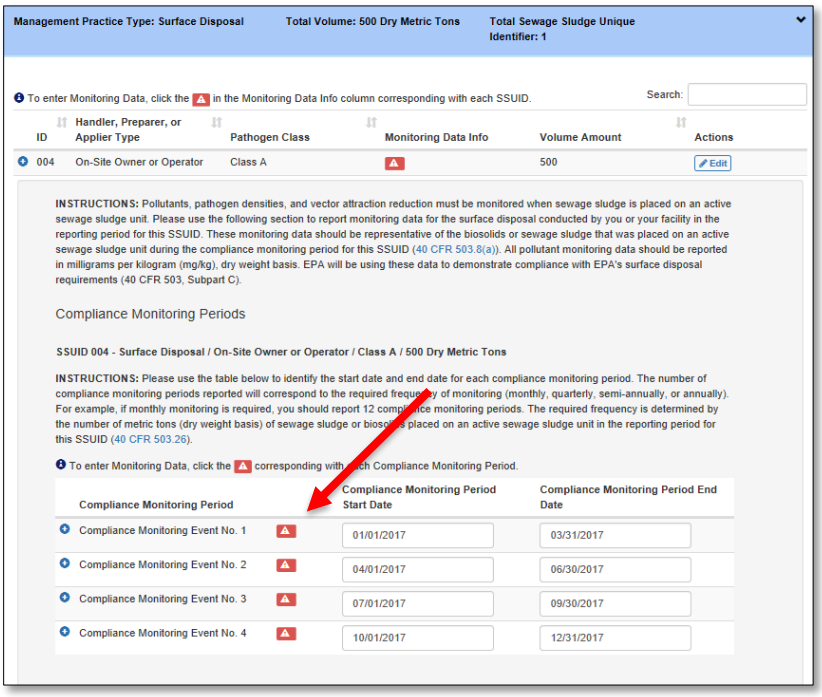
☑ Facility land applied bulk sewage sludge or sold or gave away sewage sludge in a bag or other container when one or more pollutant concentrations in the sewage sludge exceeded a land application ceiling pollutant limit (see Table 1 of 40 CFR 503.13).

☐ Facility failed to properly collect and analyze its sewage sludge in accordance with the required monitoring frequency and approved analytical methods in order to obtain an accurate and representative sample (including appropriate method holding times) (see permit requirements and 40 CFR 503.8).

7.4.9 Once Management Practice Type is added, you may notice an error marker ⚠ associated with your Management Practice Type when monitoring data is required. To enter Monitoring Data, click the ⚠ in the Monitoring Data Info column corresponding with each SSUID to view all Compliance Monitoring Periods for each SSUID.



7.4.10 Click the ⚠ associated with the Compliance Monitoring Event for which you would like to enter data. The number of compliance monitoring periods will correspond to the required frequency of monitoring (monthly, quarterly, semi-annually, or annually). For example, if monthly monitoring is required, you should report 12 compliance monitoring periods. Note: The required monitoring frequency is determined by the amount of metric tons (dry weight basis) of sewage sludge or biosolids for the reporting period for this SSUID (40 CFR 503.26).



7.5 Biosolids or Sewage Sludge Management

In this section, you will input your biosolids or sewage sludge monitoring data, which should be representative of the sewage sludge that was applied to land, placed on a surface disposal site, or incinerated during the reporting year. Unless otherwise noted, all pollutant monitoring data should be reported in milligrams per kilogram (mg/kg), dry weight basis. This section uses the frequency of monitoring requirements in 40 CFR 503.16 and 503.26. In additional to these mathematical operators (=, <, >), the following codes can be used as data qualifiers: T = Too Numerous to Count, E = Estimated, and J = Below RL (Reporting Limit) but Above MDL (Method Detection Limit). Refer to Appendix C for guidance and examples on how to complete this section. Also, Sample Forms are available on EPA's NeT Support Portal to provide examples of what your form may look like based on the management

practice type selected.

Once all your data is entered and errors are addressed, a ✅ will replace the ⚠ confirming your entry has been completed. If there are no errors and you do not wish to add another Management Practice Type Application, you can click “Next Section” to continue with the form.

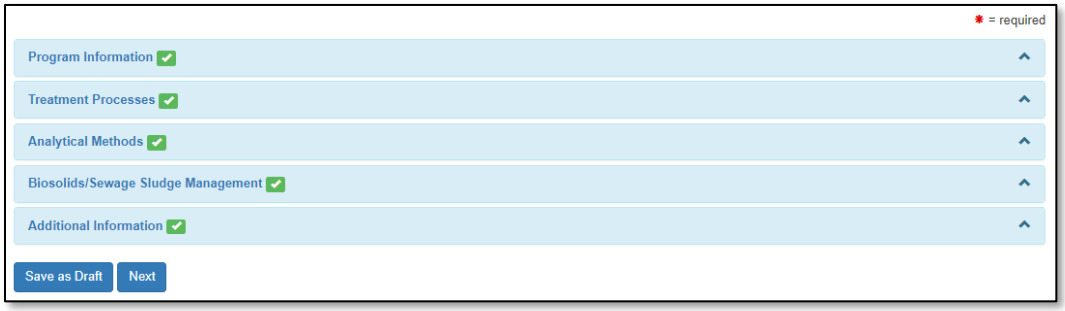
7.6 Additional Information

In this section, you can input any additional information that is relevant to the completion of your annual program report. You can provide additional explanatory details in the comment box (limit to 4,000 characters) or attach a file (maximum size 25 MB).

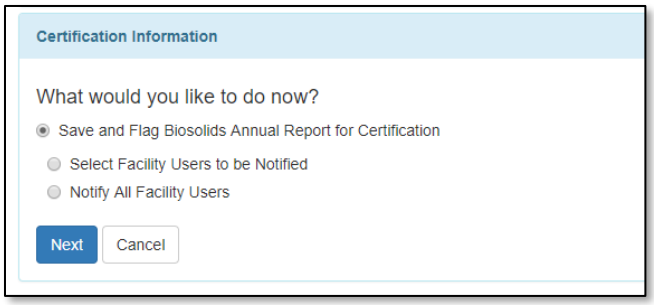
7.7 Submitting your Annual Program Report to a Signatory – Preparer Role

7.7.1 If you are a Signatory preparing the form, skip to Section 7.8.

7.7.2 When you have completed your Annual Report, you will see green check boxes associated with each section. Once all sections are completed, click Next.



7.7.3 When you have completed your Annual Report,Select “Save and Flag Biosolids Annual Report for Certification,” then you will be able to either select specific facility users to be notified or notify all NeT users associated with your facility.



7.7.4 If you choose “Select Facility Users to be Notified” and click “Next” a popup will appear allowing you to choose specific users to be notified of the report.

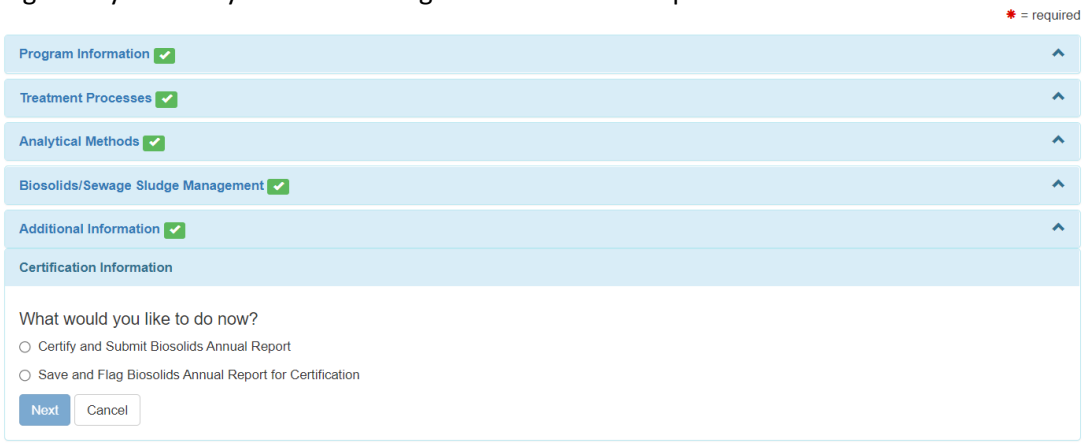
7.7.5 If you chose to “Notify All Facility Users”, a submission confirmation popup will appear and you will be redirected to the Annual Report Landing Page. All NeT users with access to the form that have a Signatory role will receive an email notifying them to complete the certification process.

7.7.6 If you need to submit another Biosolids Annual Report, return to Biosolids Annual Report Landing Page or home screen and either select the facility for which to submit a new report or refer to Section 5.2 to request permissions to another facility.

7.8 Submitting your Annual Program Report to a Signatory – Signatory Role

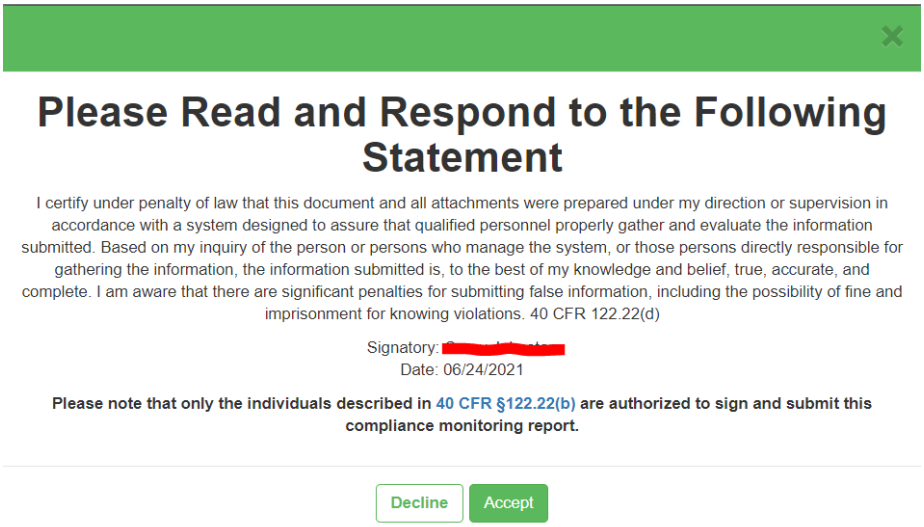
7.8.1 When you have completed your Annual Report, you will see green check boxes associated with each section. Once all sections are completed, click Next.

7.8.2 As the Signatory you will have the option to submit the Annual Program Report directly to your regulatory authority or save and flag Biosolids Annual Report for certification.



7.8.3 When ready to certify, click "Certify and Submit Biosolids Annual Report" at the bottom of the page, Click Next.

7.8.4 You will then read and certify (by clicking on "Accept") that you are authorized to sign this compliance monitoring report (see below). Please click on "Decline" and contact your regulatory authority if you are not sure you are authorized to certify and submit this compliance monitoring report.



7.8.5 You will be prompted through the CDX electronic signature process. Skip to Section 7.10.

7.9 Certifying Your Annual Program Report Prepared by Another User – Signatory Role

7.9.1 If another user has drafted the Biosolids Annual Report and upon flagging for certification selected to notify all NeT users or you specifically, you will receive an email notifying you that you have a report to sign.

7.9.2 Log into your CDX account and access the NETBIO: NeT – Biosolids Annual Program Report by clicking on Signatory.

7.9.3 Click on the annual reports button for the facility

7.9.4 The form should be available on your annual reports menu with the status "Pending Certification."

7.9.5 Click "Actions" drop down box and choose "View" to review the report.

7.9.6 Review the information within the Annual Report. If changes should made, go to the Annual Reports menu page and select “Back to Draft,” then “Edit.” If you wish for the Preparer to make any necessary revisions, you can select the “Back to Draft” option and contact the Preparer to make the revisions.

7.9.7 If the report is ready to submit after viewing the report, choose “Certify” from the Actions drop down box. Please note, only forms with the status “Pending Certification” will have the “Certify” option. If the status says “Draft,” but you are ready to certify, click “Edit” from the Actions drop down, scroll to the bottom and click Next, select radio button to “Certify and Submit Biosolids Annual Report,” click Next, and then read the statement and click “Accept.” If necessary, select users to be notified of your action, and click Continue.

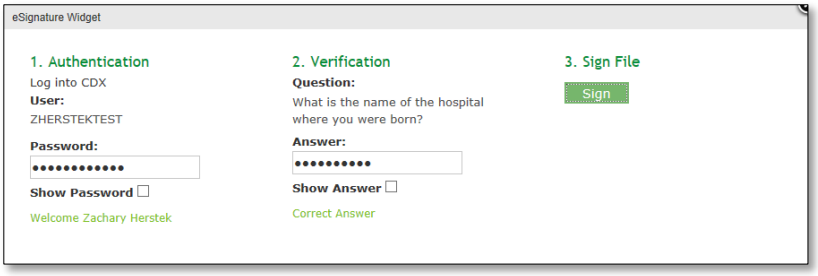
7.9.8 Read the certification statement, confirm that your name is listed as the Signatory, then click Accept (see Section . You will be taken to the Electronic Signature page. See next section.

7.10 CDX Electronic Signing Ceremony

7.10.1 Here you will complete your electronic signature to sign and submit the Annual Report. You will have to provide your CDX account password and an answer to one of your five (5) signature questions. Note: The signature questions were created during the identity verification step (see section 4.3 above) and are not the same as your CDX account security questions.

7.10.2 Provide your CDX account password and answer to a randomly selected signature questions. Note: The password and answers to the signature questions are case sensitive. If your account password or signature question answer is not accepted, or you are provided with a question you do not recognize, you may need to reset your signature questions from your CDX My Profile.

7.10.3 When you have completed the signing ceremony steps, click on “Sign” to submit your Annual Report to your regulatory authority.

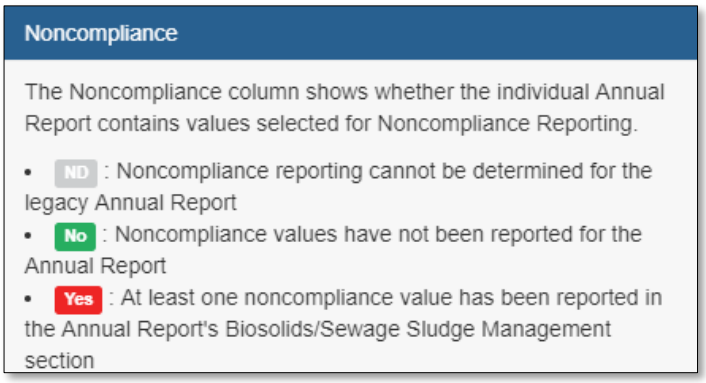


7.10.4 You will be redirected to a confirmation page once your submission is complete.

7.10.5 The Signatory and the Preparer should receive an email with an attached PDF copy of the submitted Annual Program Report.

8. How to Determine if Your Annual Report Contains Noncompliance Values

The NeT system will automatically determine if your report contains values selected for Noncompliance. From the



annual report landing page, a column is designed to alert you of noncompliance values. Below are the statuses that may appear to alert you of your facility's current compliance status.

If you have questions regarding noncompliance, please consult Appendix A and then contact your Regulatory Authority. A list of State and EPA Regional Biosolids Coordinators can be found here: https://www.epa.gov/biosolids/forms/contact-us-about-biosolids#Contacts.

9. How to View Past NeT Submissions

9.1 Access Your Annual Report History

9.1.1 Log into CDX and access the NETBIO: NeT – Biosolids Annual Program Report program service

9.1.2 Click on Annual Reports for the facility's reports you would like to view.

9.1.3 You will find a list of all annual reports associated with your facility.

Appendix A: NeT-Biosolids Eligibility & Help and Support

NeT-Biosolids Eligibility

In accordance with EPA regulations (40 CFR part 503), biosolids pollutant monitoring and biosolids management information is summarized in a report and submitted to the agency authorized to administer the Federal NPDES biosolids program each year (usually due February 19). This annual report documents measures taken to protect public health and the environment from any reasonably anticipated adverse effects of certain pollutants and pathogens that might be present in sewage sludge and biosolids. EPA regulations specify that representative samples of sewage sludge that is applied to the land, placed on a surface disposal site, or fired in a sewage sludge incinerator must be collected and analyzed. NPDES regulated entities that need to submit this report include:

- Class I sludge management facilities;
- Publicly Owned Treatment Works (POTW), as defined in 40 CFR 501.2, with a design flow rate equal to or greater than one million gallons per day; and
- POTWs that serve 10,000 people or more.

EPA has authorized nine states to administer some or all of the Federal biosolids program. EPA administers the Federal biosolids program for all other 41 states as well as all tribes and territories. EPA also retains regulatory authority over biosolids managed on all tribal lands (regardless of state authorization). All facilities that are regulated by EPA for the Federal biosolids program (40 CFR part 503) must use NeT to electronically submit this annual report. Facilities that are managing biosolids where the state is the regulatory authority should not use NeT. These facilities should contact their state on how to submit their annual report. Below is a summary of the nine states that are authorized to administer some or all of the Federal biosolids program.

State	EPA Region	NPDES Program Authorization Status (Part 503)			Electronic Reporting Tool
		Subpart B — Land Application	Subpart C — Surface Disposal	Subpart E — Incineration	
Arizona	9	Yes	Yes	Yes	Contact your state regulatory authority.
Idaho	10	Yes	Yes	Yes	Contact your state regulatory authority.
Michigan	5	Yes	No	No	Contact your state regulatory authority for land application. NeT-Biosolids for surface disposal & incineration.
Ohio	5	Yes	Yes	No	Contact your state regulatory authority for land application & surface disposal. NeT-Biosolids for incineration.
Oklahoma	6	Yes	Yes	Yes	Contact your state regulatory authority.
South Dakota	8	Yes	Yes	Yes	NeT-Biosolids
Texas	6	Yes	Yes	Yes	NeT-Biosolids
Utah	8	Yes	Yes	Yes	NeT-Biosolids
Wisconsin	5	Yes	Yes	No	Contact your state regulatory authority for land application & surface disposal. NeT-Biosolids for incineration.

NPDES Program Authorization Status:

- **Yes:** State is authorized the run the Federal biosolids program for this sludge management practice. However, EPA always retains regulatory oversight of biosolids management practices on tribal lands.
- **No:** State is not authorized the run the Federal biosolids program for this sludge management practice. EPA is the Regulatory Authority for this management practice for facilities in this state. This also means that facilities in this state are required to use NeT-Biosolids for this management practice (even if the state has elected to not use NeT-Biosolids for other management practices).

For example, facilities in Ohio only need to use NeT-Biosolids to report on their management of sewage sludge by incineration. As noted in the above table, EPA remains the regulatory authority for this management practice under 40 CFR part 503, Subpart E.

NeT-Biosolids Help and Support

If you need further assistance with the Biosolids Annual Program Report, please call EPA's NPDES eReporting Helpdesk at 1-877-227-8965 (toll-free) or send an email to NPDESeReporting@epa.gov.

If you are locked out of your account, call CDX at 888-890-1995 (toll-free) or (970) 494-5500 for International callers. You may also visit the CDX help webpage at https://cdx.epa.gov/Help or send an email to Technical Support at helpdesk@epacdx.net. If you do not know your CDX password, please go to the following link to reset your password: https://cdx.epa.gov/PasswordReset/GetResetCode.

If you need further guidance on how best to fill out your annual report or your monitoring requirements, please contact your Regulatory Authority. A list of State and Regional Biosolids Coordinators can be found here: https://www.epa.gov/biosolids/forms/contact-us-about-biosolids#Contacts.

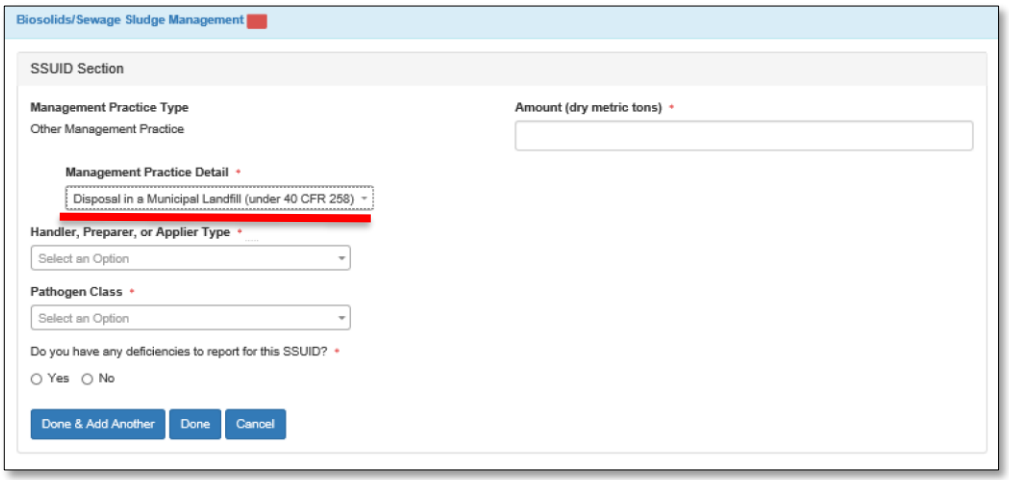
Appendix B: Examples of How to Complete the Biosolids Annual Report

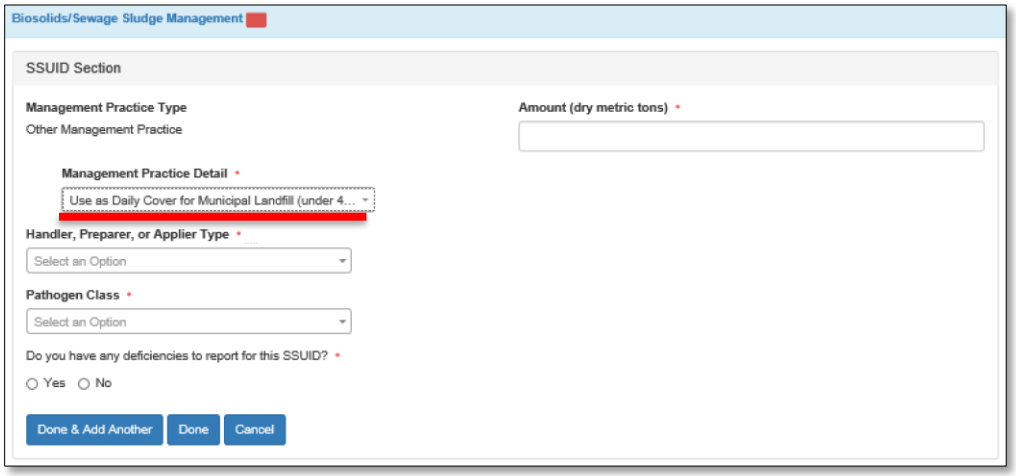
The following are different scenarios showing how the Annual Report can be completed.

Scenario #1 – A POTW sends all its Sewage Sludge to a Municipal Landfill

It is important to note that EPA NPDES regulations at 40 CFR 503 only require reporting for land application, surface disposal, or incineration. These Federal reporting requirements do not include sewage sludge that is disposed in a municipal landfill. However, some states use the Federal Biosolids Annual Report form to satisfy state reporting requirements that are more comprehensive. NPDES permits may also require facilities to use the Federal Biosolids Annual Report form to include information on sewage sludge sent to a municipal landfill. The POTW will select "Other Management Practice" if it is required information on sewage sludge sent to a municipal landfill for the reporting period. POTWs that are not subject to more comprehensive state or NPDES reporting requirements have the option to select "Other Management Practice" to voluntarily provide information on sewage sludge sent to a municipal landfill for the reporting period.

As necessary, the POTW will use the selections below to identify sewage sludge or biosolids generated or produced at the facility sent to a municipal landfill. The POTW will choose 'Other Management Practice' from the list of Management Practice Types and will then choose between 'Disposal in a Municipal Landfill (under 40 CFR 258)' or 'Use as Daily Cover for Municipal Landfill (under 40 CFR 258)' in the first selector ('Management Practice Detail').

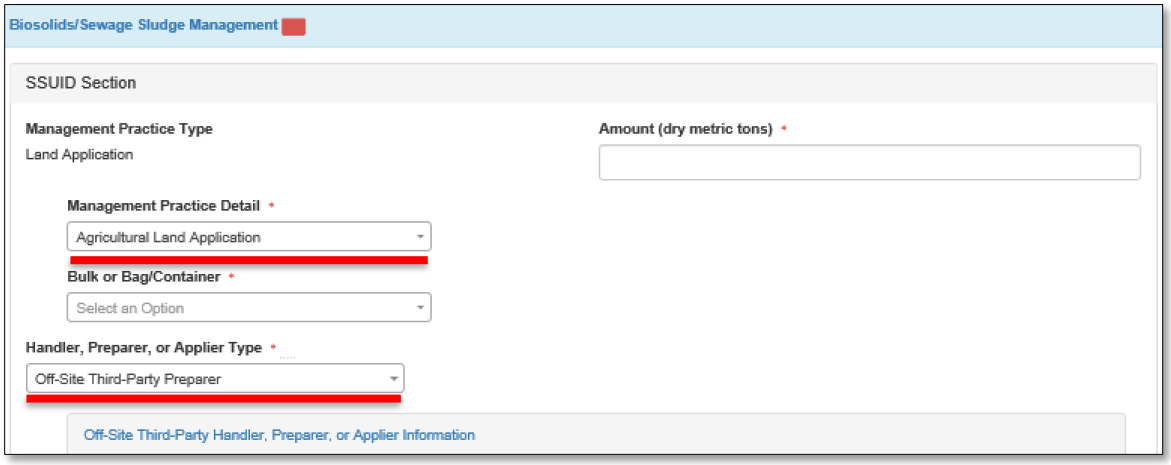




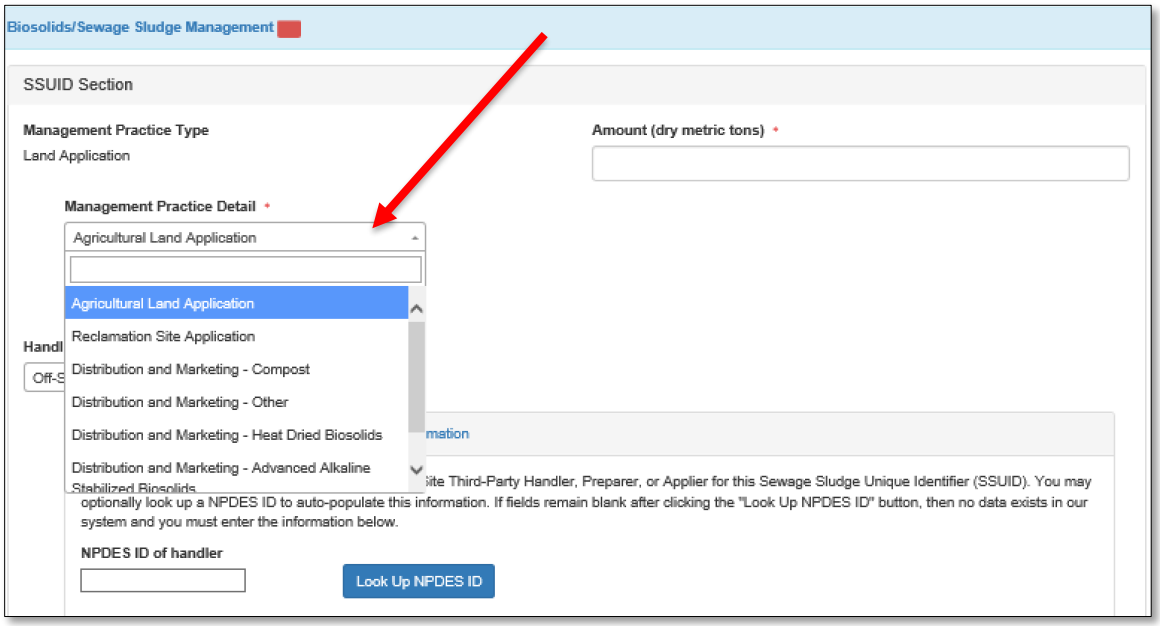
Scenario #2 – A POTW sends all its Sewage Sludge to an Off-Site Third-Party Preparer (Land Application)

In this scenario, the POTW sends all its sewage sludge to an off-site third-party preparer who then treats the biosolids for land application.

The POTW will choose 'Land Application' from the list of Management Practice Types and will then select Agricultural Land Application from the first selector (Management Practice Detail). From the second selector (Handler, Preparer, or Applier Type) 'Off-Site Third-Party Preparer' should be chosen. Please note, when an Off-Site Third-Party Preparer, Handler or Applier is used, the facility information and contact information is required. You may optionally look up a NPDES ID to auto-populate this information. If fields remain blank after clicking the "Look Up NPDES ID" button, then no data exists in our system and you must enter the information below.



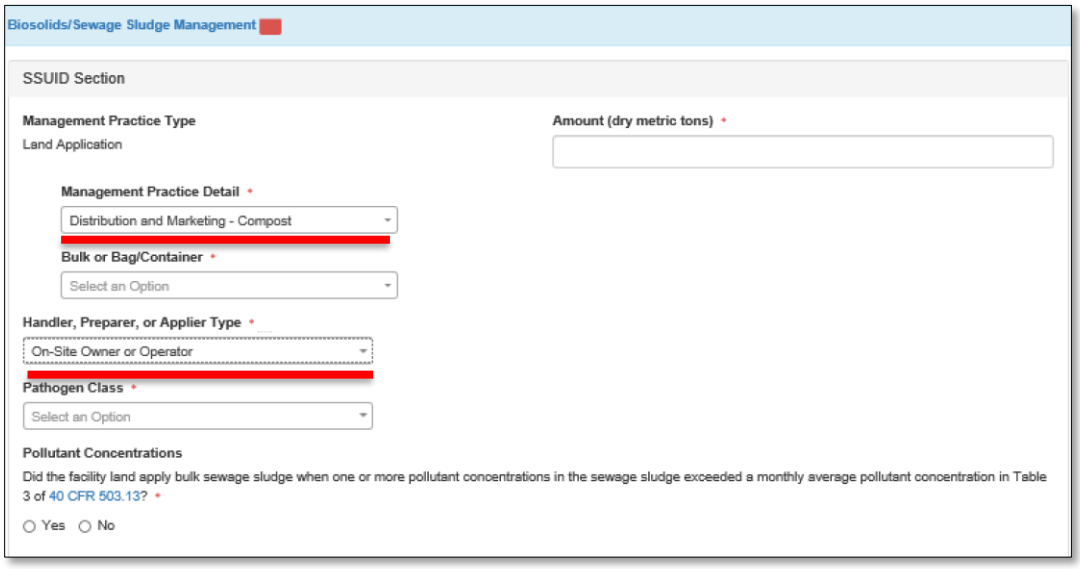
If the sewage sludge is managed through land application using another method (see below), the POTW will identify the land application method using the first selector ('Management Practice Detail').



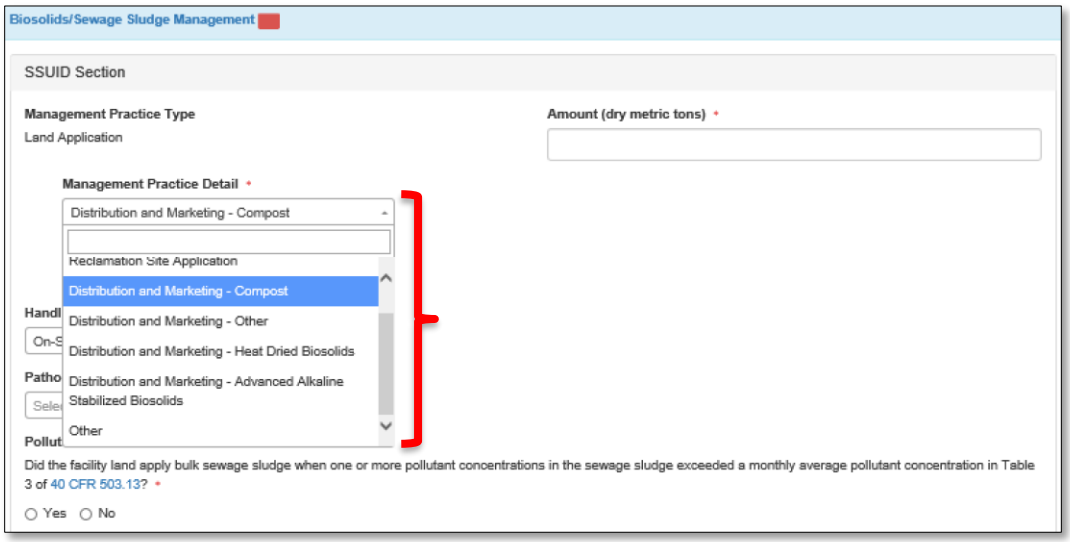
Scenario #3 – A POTW Treats its Sewage Sludge and Distributes and Markets its Biosolids

In this scenario, the POTW treats all its sewage sludge and then distributes and markets its biosolids.

The POTW will choose 'Land Application' from the list of Management Practice Types and will then select one of the distributions and marketing options in the first selector. Choose 'On-Site Owner or Operator' from the third selector (Handler, Preparer, or Applier Type).



Below is a listing of the distribution and marketing options in the first selector ('Management Practice Detail').



Scenario #4 – A POTW Treats its Sewage Sludge in Lagoon but Only Removes Once Every 10 – 20 Years

EPA's record-keeping and reporting requirements in EPA's biosolids land application and surface disposal regulations (40 CFR 503) are specific to persons who "prepares the sewage sludge." In this scenario, sewage sludge is still being treated in these lagoons. Consequently, facilities that do not remove sewage sludge from their facility in a given year (e.g., lagoons are only cleaned out once every 10 or 20 years) are not required to submit a Federal biosolids annual report in the years in which they do not remove sewage sludge.

Appendix C: Additional Guidance for Reporting Pollutant Monitoring Data

Introduction

EPA biosolids regulations require the following facilities to submit an annual report: (1) Class I sludge management facilities; (2) POTWs with a design flow rate equal to or greater than one million gallons per day; and (3) POTWs that serve 10,000 people or more (40 CFR 503.18, 503.28, 503.48). EPA regulations require these facilities to submit an annual report if they have their biosolids land applied, surface disposed, or incinerated (even if done so by a third-party handler, preparer, or applier). EPA regulations require that, "Any person who prepares sewage sludge shall ensure that the applicable requirements in this part are met when the sewage sludge is applied to the land, placed on a surface disposal site, or fired in a sewage sludge incinerator." See 40 CFR 503.7. EPA regulations define a "person who prepares sewage sludge" as "either the person who **generates sewage sludge during the treatment of domestic sewage in a treatment works** or the person who derives a material from sewage sludge." See 40 CFR 503.9. [emphasis added]

It is important to note that you should select “Off-Site Third-Party Handler or Applier” or “Off-Site Third-Party Preparer” in scenarios where you generate sewage sludge, but another separate entity provides a service to handle or prepare your sewage sludge. This is often done by commercial enterprises offering services for sewage sludge handling and preparing (e.g., composting) and/or management (e.g., land application, surface disposal, incineration, or other management practice such as disposal in municipal solid waste landfill). A key distinction used in the form is that the third-party handler or preparer is an entity that takes full possession of the sewage sludge from the POTW and makes decisions independent of the POTW regarding the handling, preparing, and ultimate management of the sewage sludge received from the POTW.

Facilities that use a third-party handler, preparer, or applier will need to obtain the reporting data to successfully complete the Annual Biosolids report. For example, if a POTW selects “Land Application / Agricultural Land Application / Bulk / Third-Party” it will be required to enter data for the compliance monitoring events. The POTW may need to contact the third-party handler, preparer, or applier to complete the report.

The POTW should select “On-Site Owner or Operator” if the POTW is directly handling, preparing, and managing its sewage sludge or is directing a contractor on how to handle, prepare, or manage its sewage sludge. For example, the POTW would select “On-Site Owner or Operator” if the POTW composts its sewage sludge and directly land applies the sewage sludge. The POTW would also select “On-Site Owner or Operator” if the POTW directs a contractor in the sewage sludge handling, preparing, or management (e.g., land application, surface disposal, incineration, or other management practice such as disposal in municipal solid waste landfill).

Representative Samples of Sewage Sludge – Land Applied, Surface Disposed, or Incinerated

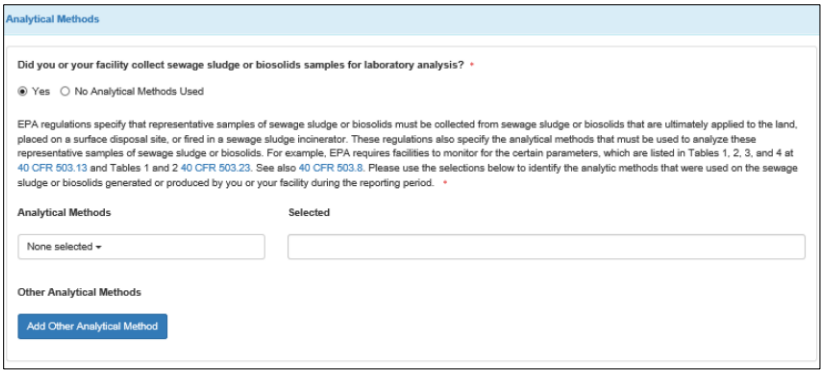
EPA regulations specify that representative samples of sewage sludge that is applied to the land, placed on a surface disposal site, or fired in a sewage sludge incinerator must be collected and analyzed. These regulations also specify the analytical methods that must be used to analyze samples of sewage sludge. These pollutant monitoring data must be reported on the Federal Biosolids Annual Report.

Due to historical practices prior to electronic reporting, POTWs that utilize a third-party handler, preparer, or applier may not have monitoring data for the sewage sludge that is applied to the land, placed on a surface disposal site, or fired in a sewage sludge incinerator. However, current electronic reporting requires a POTW that utilizes a third-party handler, preparer, or applier to report monitoring data. A POTW must collect the sewage sludge monitoring data from the third-party handler, preparer, or applier, which performed the handling, preparing, and ultimate disposition, and then include this data on the annual form. EPA requests that filers provide helpful explanatory information in the "Additional Information" section at the bottom of the form.

How to Report Analytical Methods

If you do not have information or cannot obtain information regarding the analytical method that were used on your sewage sludge, you can select “No Analytical Methods Used” in the Analytical Methods section.

If you selected Yes for the above question, in the Analytical Methods section please choose the analytical method(s) used on the sewage sludge or biosolids generated or produced by your facility during the reporting period (select all that apply). If your analytical method is not in the provided drop down, click “Add Other Analytical Method”. After selecting the other analytical method, a comment box will appear. Please also use the additional box to provide more details that might help EPA interpret your data.



How to Use Data Qualifiers

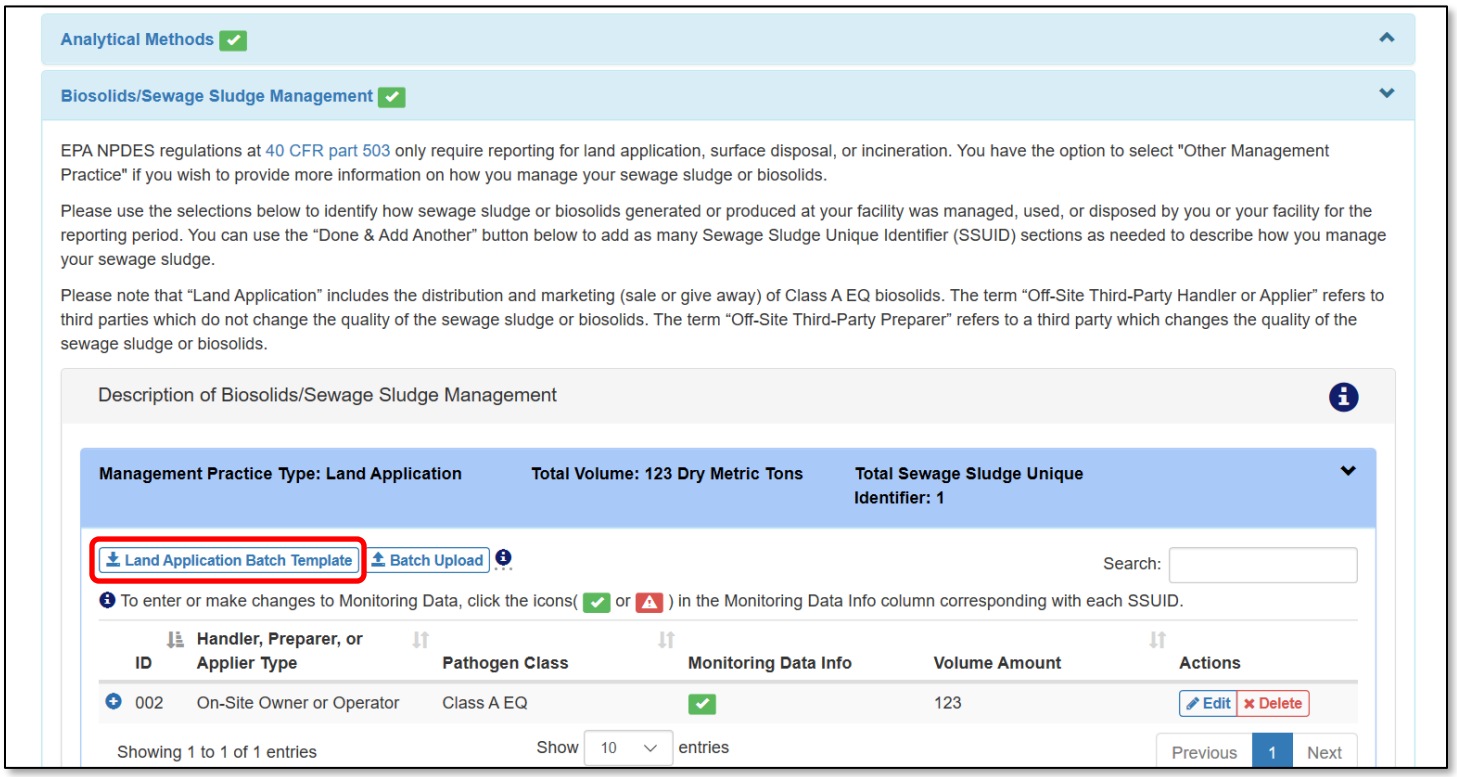
The form shows the parameters that must be monitored and reported on the annual report. In additional to these mathematical operators (=, <, >), the following codes can be used as data qualifiers: T = Too Numerous to Count, E = Estimated, J = Below RL but above MDL. If you do not have data for a monitoring event or parameter, please select the description that fits your situation from the drop-down box.

Sewage Sludge or Biosolids Parameter	If No Data, Select One Of The Following	Value Qualifier	Parameter Concentration (mg/kg, dry-weight basis)
Arsenic	B (No Sampling or Analysis Conducted due to Labora…		
Cadmium	Select an Option	J (Below…	2.2
Copper	A (Failure to Conduct Sampling or Analysis)		
Lead	Select an Option	T (Too Nu…	
Mercury	Select an Option	E (Estimat…	.5
Molybdenum	Select an Option	=	1.3
Nickel	Select an Option	>	1.1
Selenium	Select an Option	<	2.2
Zinc	A (Failure to Conduct Sampling or Analysis)		

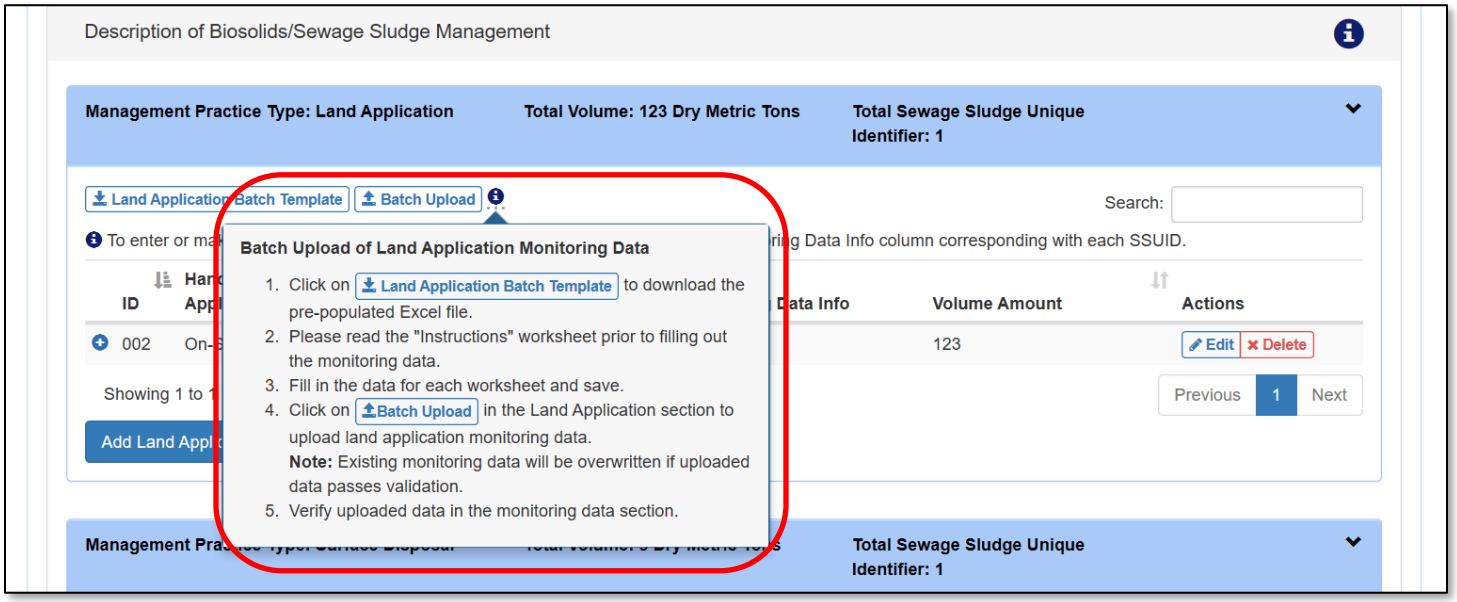
See the “How to Report Left-Censored Data” section below on how to report values below the method detection limit (or “MDL”) or the quantitation limit.

How to Use the Batch Upload Feature

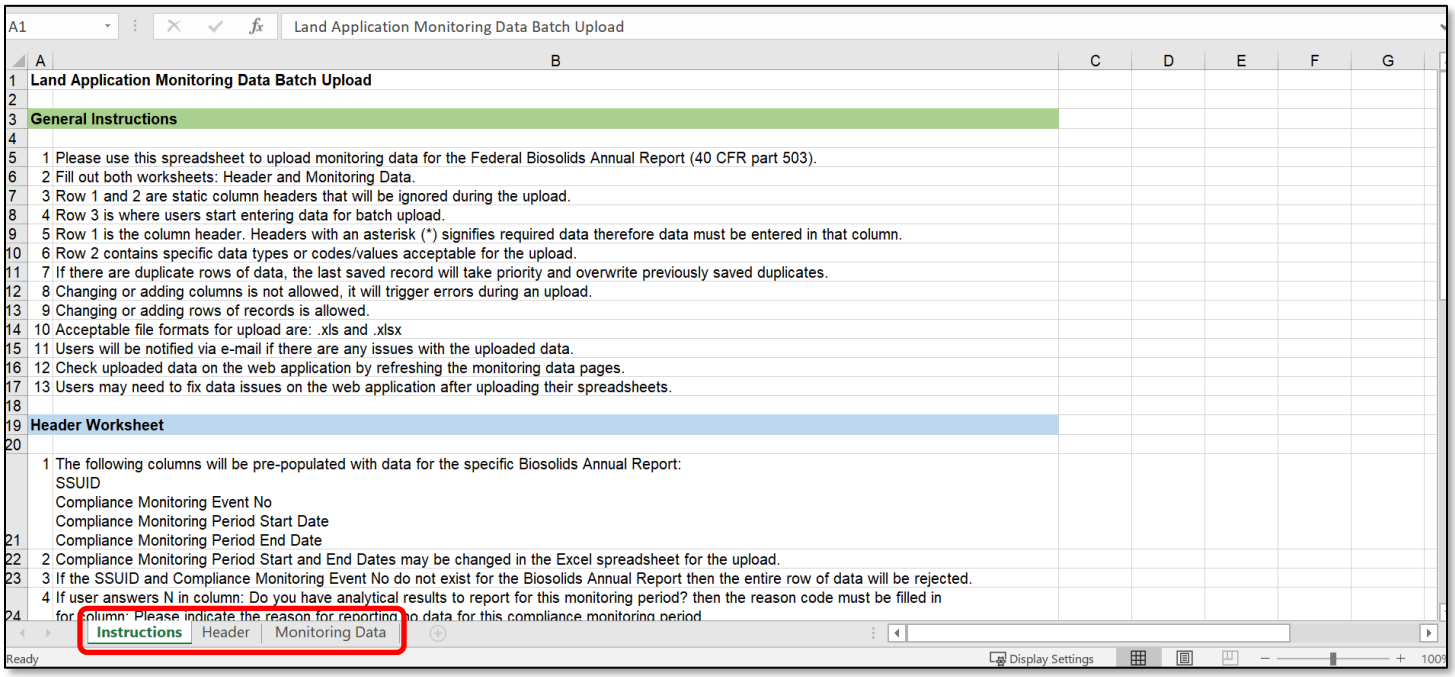
The batch upload feature allows you to upload multiple SSUID at once using an Excel Workbook template. Select “Batch Template” to download the Workbook to input your SSUID information and monitoring data.



Hovering over the ‘i’ icon provides step-by-step detail on how to access and upload the batch upload template.

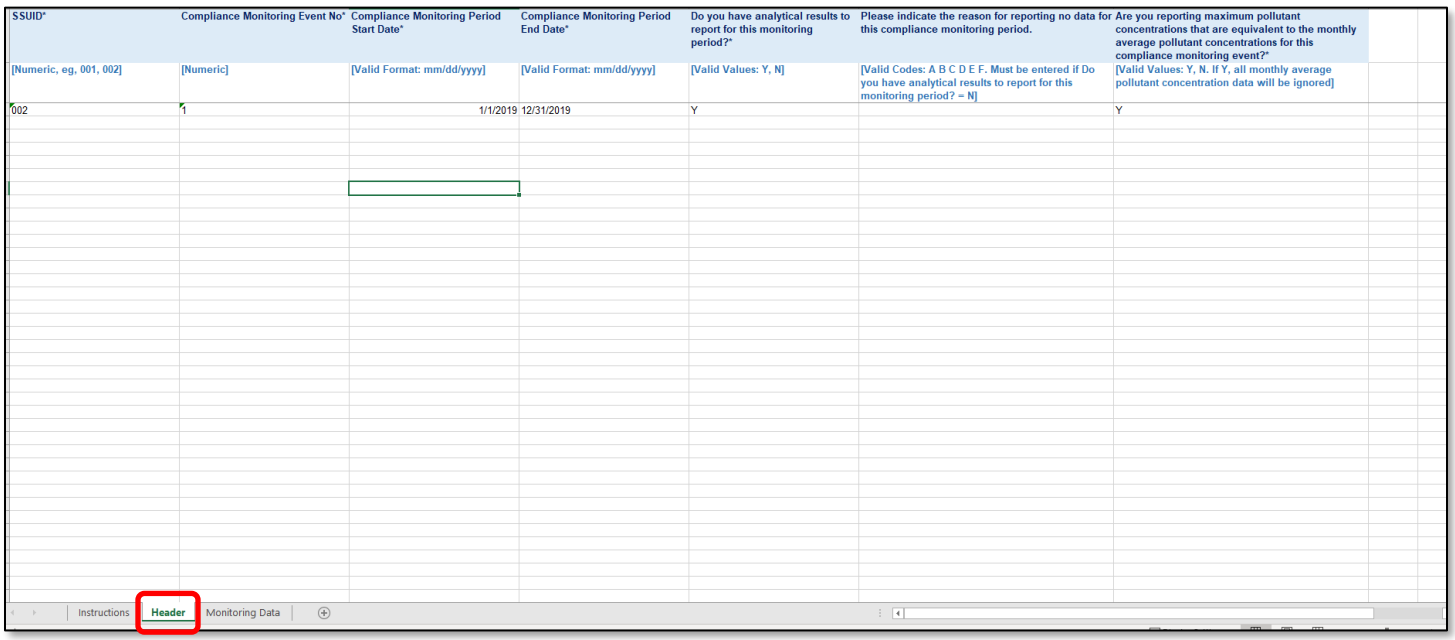


The batch template consists of three worksheets: “Instructions”, “Header”, and “Monitoring Data”. Follow the directions on the Instructions tab for step-by-step guidance on how to input your SSUID information to complete the Worksheets.



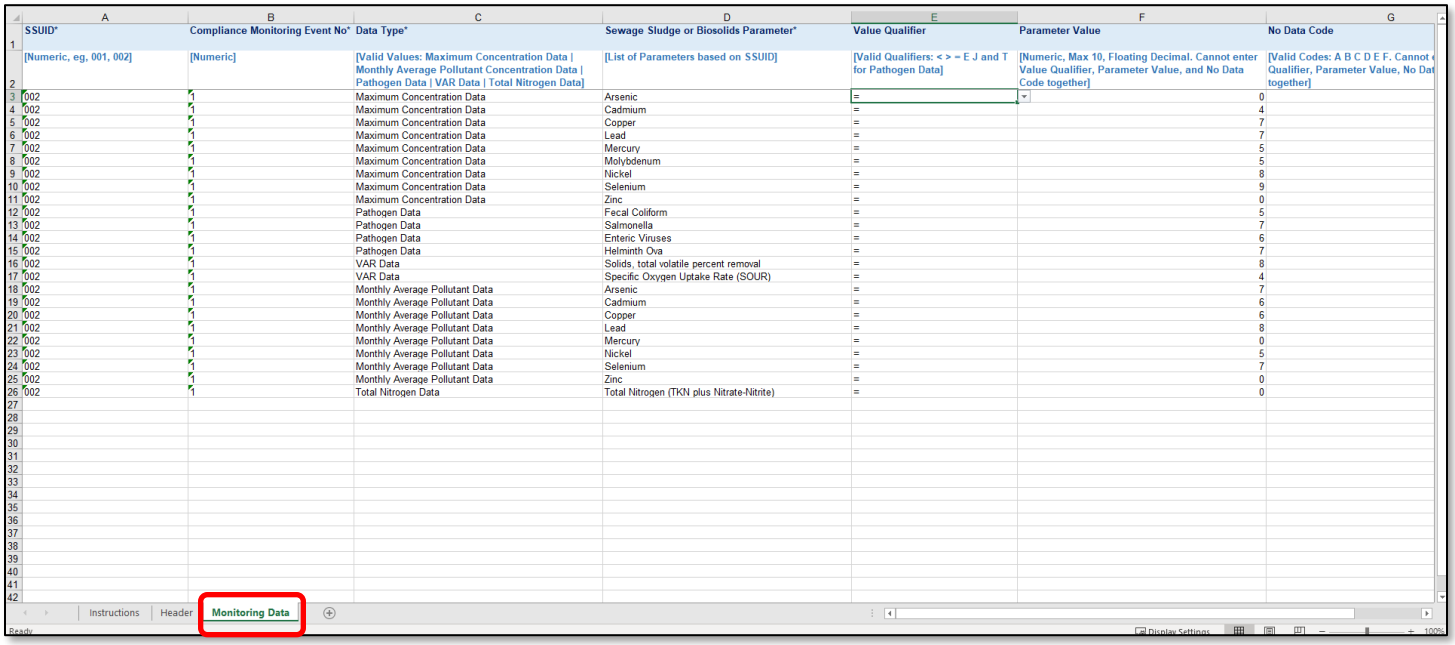
	A	B
1	**Land Application Monitoring Data Batch Upload**	
2		
3	**General Instructions**	
4		
5	1	Please use this spreadsheet to upload monitoring data for the Federal Biosolids Annual Report (40 CFR part 503).
6	2	Fill out both worksheets: Header and Monitoring Data.
7	3	Row 1 and 2 are static column headers that will be ignored during the upload.
8	4	Row 3 is where users start entering data for batch upload.
9	5	Row 1 is the column header. Headers with an asterisk (*) signifies required data therefore data must be entered in that column.
10	6	Row 2 contains specific data types or codes/values acceptable for the upload.
11	7	If there are duplicate rows of data, the last saved record will take priority and overwrite previously saved duplicates.
12	8	Changing or adding columns is not allowed, it will trigger errors during an upload.
13	9	Changing or adding rows of records is allowed.
14	10	Acceptable file formats for upload are: .xls and .xlsx
15	11	Users will be notified via e-mail if there are any issues with the uploaded data.
16	12	Check uploaded data on the web application by refreshing the monitoring data pages.
17	13	Users may need to fix data issues on the web application after uploading their spreadsheets.
18		
19	**Header Worksheet**	
20		
21	1	The following columns will be pre-populated with data for the specific Biosolids Annual Report: SSUID Compliance Monitoring Event No Compliance Monitoring Period Start Date Compliance Monitoring Period End Date
22	2	Compliance Monitoring Period Start and End Dates may be changed in the Excel spreadsheet for the upload.
23	3	If the SSUID and Compliance Monitoring Event No do not exist for the Biosolids Annual Report then the entire row of data will be rejected.
24	4	If user answers N in column: Do you have analytical results to report for this monitoring period? then the reason code must be filled in for column: Please indicate the reason for reporting no data for this compliance monitoring period

The Header Worksheet is where you will input the monitoring period timeframe.



SSUID*	Compliance Monitoring Event No*	Compliance Monitoring Period Start Date*	Compliance Monitoring Period End Date*	Do you have analytical results to report for this monitoring period?*	Please indicate the reason for reporting no data for this compliance monitoring period.	Are you reporting maximum pollutant concentrations that are equivalent to the monthly average pollutant concentrations for this compliance monitoring event?*
[Numeric, eg, 001, 002]	[Numeric]	[Valid Format: mm/dd/yyyy]	[Valid Format: mm/dd/yyyy]	[Valid Values: Y, N]	[Valid Codes: A B C D E F. Must be entered if Do you have analytical results to report for this monitoring period? = N]	[Valid Values: Y, N. If Y, all monthly average pollutant concentration data will be ignored]
002	1	1/1/2019	12/31/2019	Y		Y

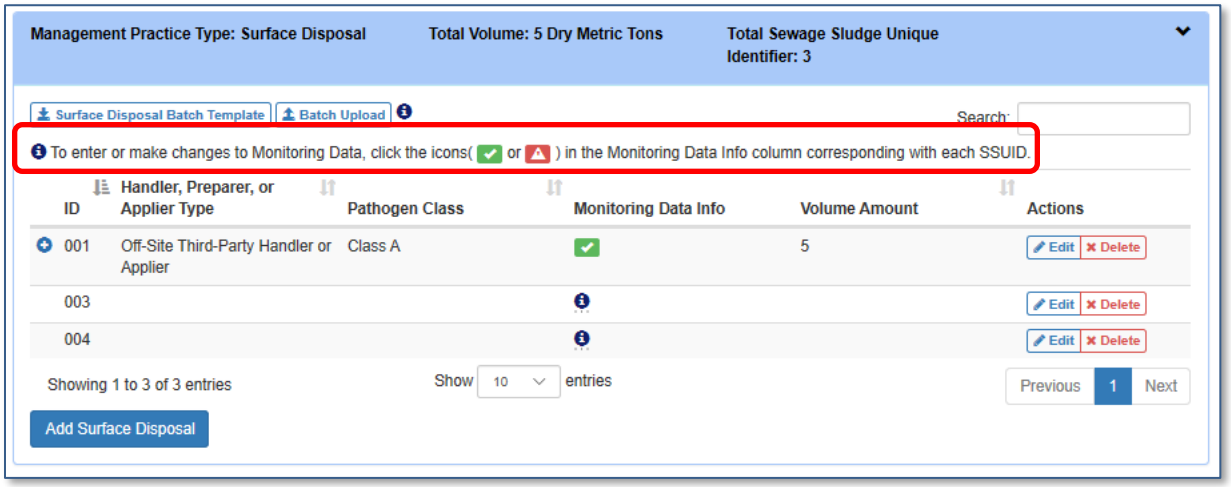
The Monitoring Data Worksheet will be where you input your SSUID values and parameters.



	A	B	C	D	E	F	G
1	SSUID*	Compliance Monitoring Event No*	Data Type*	Sewage Sludge or Biosolids Parameter*	Value Qualifier	Parameter Value	No Data Code
2	[Numeric, eg, 001, 002]	[Numeric]	[Valid Values: Maximum Concentration Data | Monthly Average Pollutant Concentration Data | Pathogen Data | VAR Data | Total Nitrogen Data]	[List of Parameters based on SSUID]	[Valid Qualifiers: < > = E J and T for Pathogen Data]	[Numeric, Max 10, Floating Decimal. Cannot enter Value Qualifier, Parameter Value, and No Data Code together]	[Valid Codes: A B C D E F. Cannot Qualifier, Parameter Value, No Dat together]
3	002	1	Maximum Concentration Data	Arsenic	=	0	
4	002	1	Maximum Concentration Data	Cadmium	=	4	
5	002	1	Maximum Concentration Data	Copper	=	7	
6	002	1	Maximum Concentration Data	Lead	=	7	
7	002	1	Maximum Concentration Data	Mercury	=	5	
8	002	1	Maximum Concentration Data	Molybdenum	=	5	
9	002	1	Maximum Concentration Data	Nickel	=	8	
10	002	1	Maximum Concentration Data	Selenium	=	9	
11	002	1	Maximum Concentration Data	Zinc	=	0	
12	002	1	Pathogen Data	Fecal Coliform	=	5	
13	002	1	Pathogen Data	Salmonella	=	7	
14	002	1	Pathogen Data	Enteric Viruses	=	6	
15	002	1	Pathogen Data	Helminth Ova	=	7	
16	002	1	VAR Data	Solids, total volatile percent removal	=	8	
17	002	1	VAR Data	Specific Oxygen Uptake Rate (SOUR)	=	4	
18	002	1	Monthly Average Pollutant Data	Arsenic	=	7	
19	002	1	Monthly Average Pollutant Data	Cadmium	=	6	
20	002	1	Monthly Average Pollutant Data	Copper	=	6	
21	002	1	Monthly Average Pollutant Data	Lead	=	8	
22	002	1	Monthly Average Pollutant Data	Mercury	=	0	
23	002	1	Monthly Average Pollutant Data	Nickel	=	5	
24	002	1	Monthly Average Pollutant Data	Selenium	=	7	
25	002	1	Monthly Average Pollutant Data	Zinc	=	0	
26	002	1	Total Nitrogen Data	Total Nitrogen (TKN plus Nitrate-Nitrite)	=	0	

Instructions | Header | Monitoring Data

Once you have completed inputting the SSUID data into the template, you may save the file for upload into the application. The Worksheet must be saved in .xls or .xlsx format. To upload the saved Workbook, select "Batch Upload" from the relevant Management Practice Type section and select the Workbook file. After the Workbook has been uploaded, it is advised to refresh your monitoring data page to review the reported data for errors. If no errors are present, you will see a green check. If errors are present, they will be shown as a red exclamation mark.

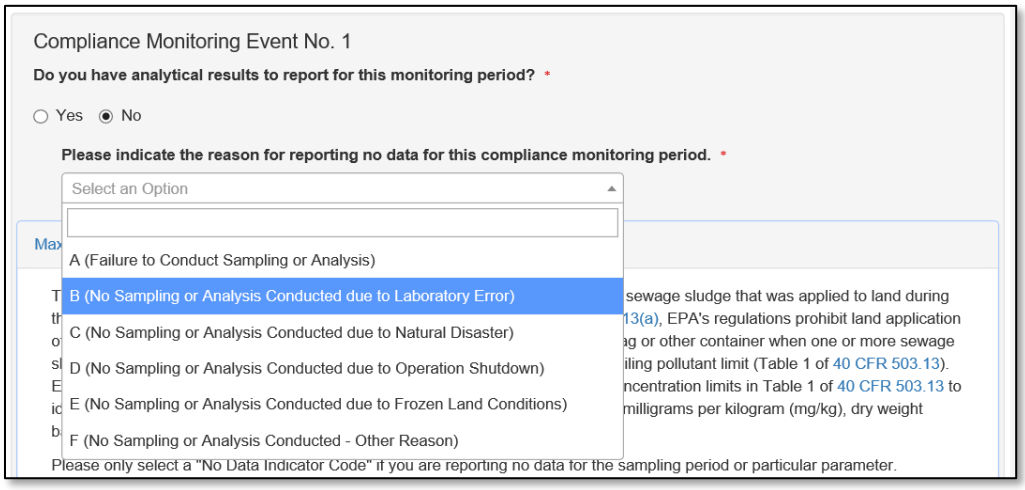


Monitoring Frequency

EPA regulations require facilities to monitor based on the amount of biosolids that are land applied, surface disposed, or incinerated (i.e., 40 CFR 503.16, 503.26, and 503.46). Facilities that use incineration to manage their biosolids also have additional monitoring (e.g., operating combustion temperature). The form provides data entry fields for these biosolids monitoring periods (e.g., annual, quarterly, six times per year, and monthly).

The form uses the frequency of monitoring requirements based on the volume of biosolids or sewage sludge entered in the Sewage Sludge Unique Identifier (SSUID) section(s). As noted above, the frequency of monitoring requirements is based on the total volume of biosolids or sewage sludge that is land applied, surface disposed, or incinerated in the

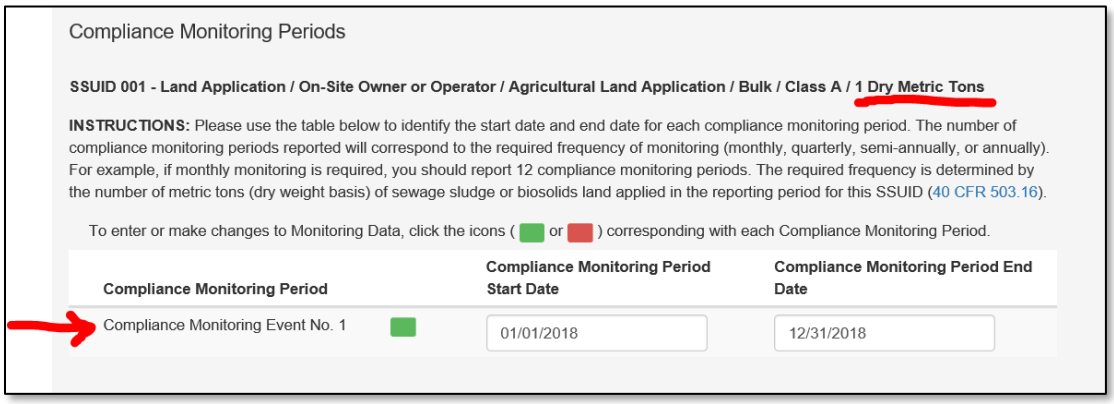
reporting period. If you don't have data for a reporting period, please select the "No" option and select a reason from the provided list.



The following is guidance on how to complete the Biosolids pollutant monitoring data in the annual report for land application, as referenced in Section 6.2.10.

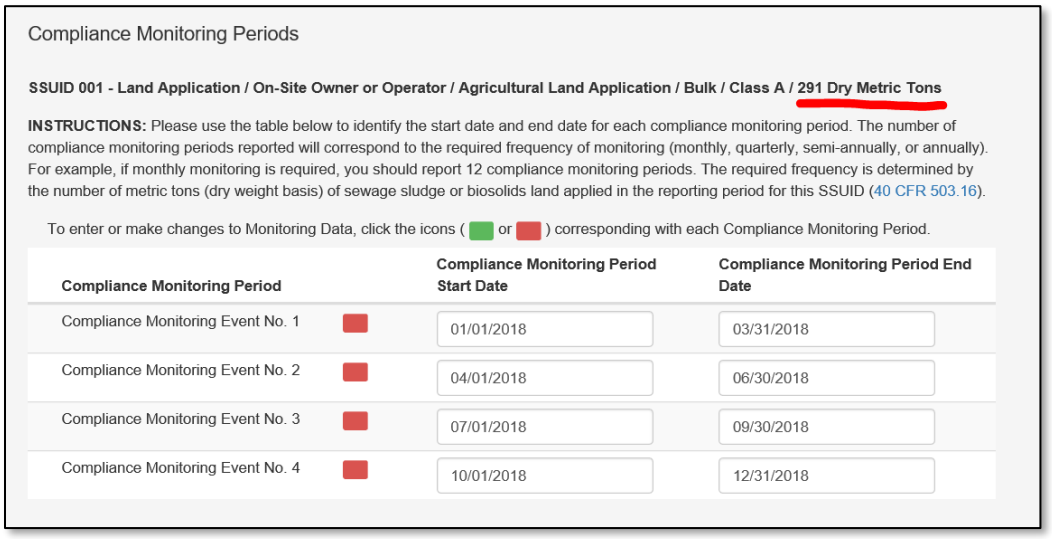
Scenario #1 - Facilities that land apply less than 290 dry metric tons per year

These facilities are required to monitor one time per year. Analyzes one time per year; the results are used to verify compliance with both Table 1 to 40 CFR 503.13 (maximum or ceiling pollutant concentrations) and Table 3 to 40 CFR 503.13 (monthly pollutant averages). The form will require the NeT user to report one set of maximum pollutant monitoring data and another set of monthly average pollutant monitoring data (see "Compliance Monitoring Event No. 1" in the screenshot below.



Scenario #2 - Facilities that land apply more than 290 but less than 1,500 dry metric tons per year

These facilities are required to monitor four times per year. The facility will analyze four times per year and the results are used to verify compliance with both Table 1 to 40 CFR 503.13 (maximum or ceiling pollutant concentrations) and Table 3 to 40 CFR 503.13 (monthly pollutant averages). The form will require the NeT user to report one set of maximum pollutant monitoring data and another set of monthly average pollutant monitoring data for each of the four "Compliance Monitoring Events." See screenshot below. You can adjust the start and end date for each compliance monitoring event.



Scenario #3 - Facilities that land apply more than 1,500 but less than 15,000 dry metric tons per year

These facilities are required to monitor six times per year. The facility will analyze six times per year and the results are used to verify compliance with both Table 1 to 40 CFR 503.13 (maximum or ceiling pollutant concentrations) and Table 3 to 40 CFR 503.13 (monthly pollutant averages). The form will require the NeT user to report one set of maximum pollutant monitoring data and another set of monthly average pollutant monitoring data for each of the six "Compliance Monitoring Events." You can adjust the start and end date for each compliance monitoring event.

Scenario #4 - Facilities that land apply more than 15,000 dry metric tons per year

These facilities are required to monitor twelve times per year. The facility will analyze twelve times per year and the results are used to verify compliance with both Table 1 to 40 CFR 503.13 (maximum or ceiling pollutant concentrations) and Table 3 to 40 CFR 503.13 (monthly pollutant averages). The form will require the NeT user to report one set of maximum pollutant monitoring data and another set of monthly average pollutant monitoring data for each of the twelve "Compliance Monitoring Events." You can adjust the start and end date for each compliance monitoring event.

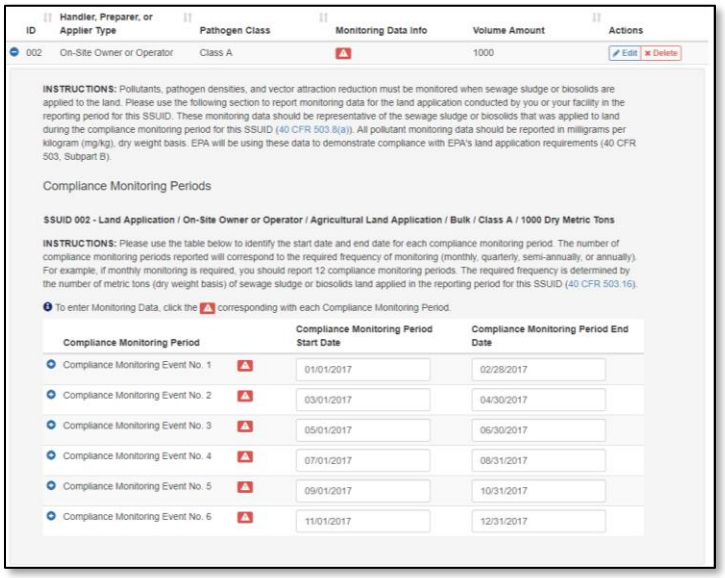
Scenario #5 – A POTW Generates and Stores Biosolids/Sewage Sludge in the Previous Year and Manages Them in the Reporting Year

EPA's biosolids regulations allow for limited storage of biosolids with proper documentation. Accordingly, some facilities might store biosolids from one year to the next. If this is your scenario, please include a note in the "Additional Information" text box at the bottom of the form to include any relevant information.

Summarizing Biosolids Monitoring Data on the Form

EPA's biosolids regulations are focused on the protection of public health and the environment. The biosolids sampling data should be representative of the biosolids that are land applied, surface disposed, or incinerated. See 40 CFR 503.8(a). Accordingly, you should report the pollutant monitoring data that immediately precedes sewage sludge management (land application, surface disposal, or incineration). This is particularly important if you are constantly changing the nature of your sewage sludge in your compost piles or storage units due to regular additions of new sewage sludge.

Filers should complete this form when they use land application, surface disposal, or incineration. Filers need to fill out this section of the form for each SSUID. For example, if a POTW utilizes land application on agricultural lands (SSUID 002) and land application on reclamation lands (SSUID 003) in Biosolids/Sewage Sludge Management section of the form (see below), the POTW will be required to complete the "Biosolids Monitoring Data" for each SSUID.



ID	Handler, Preparer, or Applier Type	Pathogen Class	Monitoring Data Info	Volume Amount	Actions
002	On-Site Owner or Operator	Class A		1000	Edit Delete

INSTRUCTIONS: Pollutants, pathogen densities, and vector attraction reduction must be monitored when sewage sludge or biosolids are applied to the land. Please use the following section to report monitoring data for the land application conducted by you or your facility in the reporting period for this SSUID. These monitoring data should be representative of the sewage sludge or biosolids that was applied to land during the compliance monitoring period for this SSUID (40 CFR 503.8(a)). All pollutant monitoring data should be reported in milligrams per kilogram (mg/kg), dry weight basis. EPA will be using these data to demonstrate compliance with EPA's land application requirements (40 CFR 503, Subpart B).

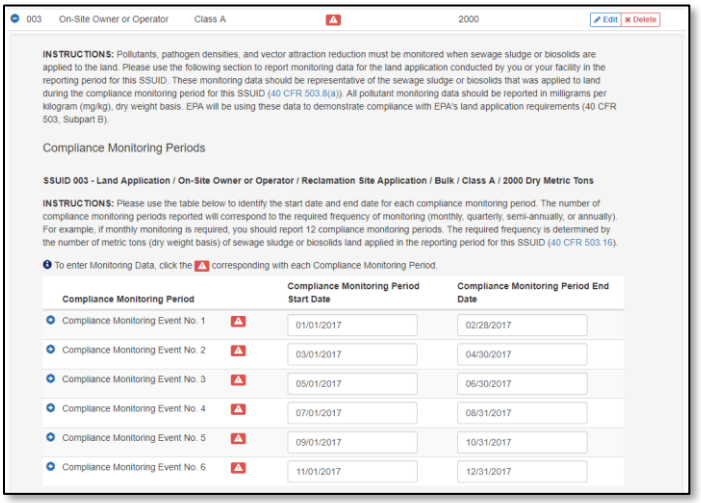
Compliance Monitoring Periods

SSUID 002 - Land Application / On-Site Owner or Operator / Agricultural Land Application / Bulk / Class A / 1000 Dry Metric Tons

INSTRUCTIONS: Please use the table below to identify the start date and end date for each compliance monitoring period. The number of compliance monitoring periods reported will correspond to the required frequency of monitoring (monthly, quarterly, semi-annually, or annually). For example, if monthly monitoring is required, you should report 12 compliance monitoring periods. The required frequency is determined by the number of metric tons (dry weight basis) of sewage sludge or biosolids land applied in the reporting period for this SSUID (40 CFR 503.16).

To enter Monitoring Data, click the corresponding with each Compliance Monitoring Period.

Compliance Monitoring Period	Compliance Monitoring Period Start Date	Compliance Monitoring Period End Date
Compliance Monitoring Event No. 1	01/01/2017	02/28/2017
Compliance Monitoring Event No. 2	03/01/2017	04/30/2017
Compliance Monitoring Event No. 3	05/01/2017	06/30/2017
Compliance Monitoring Event No. 4	07/01/2017	08/31/2017
Compliance Monitoring Event No. 5	09/01/2017	10/31/2017
Compliance Monitoring Event No. 6	11/01/2017	12/31/2017



003	On-Site Owner or Operator	Class A		2000	Edit Delete

INSTRUCTIONS: Pollutants, pathogen densities, and vector attraction reduction must be monitored when sewage sludge or biosolids are applied to the land. Please use the following section to report monitoring data for the land application conducted by you or your facility in the reporting period for this SSUID. These monitoring data should be representative of the sewage sludge or biosolids that was applied to land during the compliance monitoring period for this SSUID (40 CFR 503.8(a)). All pollutant monitoring data should be reported in milligrams per kilogram (mg/kg), dry weight basis. EPA will be using these data to demonstrate compliance with EPA's land application requirements (40 CFR 503, Subpart B).

Compliance Monitoring Periods

SSUID 003 - Land Application / On-Site Owner or Operator / Reclamation Site Application / Bulk / Class A / 2000 Dry Metric Tons

INSTRUCTIONS: Please use the table below to identify the start date and end date for each compliance monitoring period. The number of compliance monitoring periods reported will correspond to the required frequency of monitoring (monthly, quarterly, semi-annually, or annually). For example, if monthly monitoring is required, you should report 12 compliance monitoring periods. The required frequency is determined by the number of metric tons (dry weight basis) of sewage sludge or biosolids land applied in the reporting period for this SSUID (40 CFR 503.16).

To enter Monitoring Data, click the corresponding with each Compliance Monitoring Period.

Compliance Monitoring Period	Compliance Monitoring Period Start Date	Compliance Monitoring Period End Date
Compliance Monitoring Event No. 1	01/01/2017	02/28/2017
Compliance Monitoring Event No. 2	03/01/2017	04/30/2017
Compliance Monitoring Event No. 3	05/01/2017	06/30/2017
Compliance Monitoring Event No. 4	07/01/2017	08/31/2017
Compliance Monitoring Event No. 5	09/01/2017	10/31/2017
Compliance Monitoring Event No. 6	11/01/2017	12/31/2017

Biosolids Monitoring Data - Land Application

It is important to note that the form requires filers to report maximum and average pollutant concentrations for each monitoring-period. For each parameter listed on the form you should report the maximum values and the average of the values for each monitoring period (e.g., annual, quarterly, six times per year, and monthly) using a mass-weighted approach.

Below is an example of how a facility should report its biosolids monitoring data on the annual report form by using a mass-weighted approach. The facility is required to monitor its sewage sludge quarterly since the amount of sewage sludge that is land applied is equal to or greater than 290 but less than 1,500 dry metric tons (see 40 CFR 503.16). In this example, however, the facility sampled more frequently than quarterly (it sampled it sewage sludge once per month).

Biosolids Monitoring Data (Arsenic) - Quarterly Monitoring Data				
Monitoring Period Month	Sewage Sludge Land Applied (dry metric tons) (1)	Arsenic Concentration (mg/kg, dry weight basis)	Quarterly Monitoring-Period Maximum Concentration (mg/kg, dry weight)	Quarterly Monitoring-Period Average Concentration (2) (mg/kg, dry weight)
January	100	27	68	51.0
February	200	68		
March	100	41		
April	50	56	58	56.0
May	100	58		
June	200	55		
July	100	67	67	62.2
August	50	65		
September	100	56		
October	200	58	58	49.4
November	100	44		
December	50	26		
TOTAL:	1,350			
(1) Note: Amount of bulk sewage sludge applied to the land or the amount of sewage sludge prepared for sale or give-away in a bag or other container for application to the land (dry weight basis).				
(2) Note: The average for each quarter is averaged using a mass-weighted approach.				

The filer would report “68 mg/kg, dry weight” as the Arsenic maximum concentration and “51.0 mg/kg, dry-weight” as the Arsenic monthly average concentration for the first quarterly compliance monitoring event (Jan 1 – March 31). The NeT use would similarly use this approach to complete the other pollutant and compliance monitoring events.

It is important to note that the mass-weighted approach is calculated differently than a straight average. For example, the mass-weighted approach for the first quarter (51 mg/kg) is calculated as:

$$51.0 \text{ mg/kg} = \frac{[(100 \text{ tons})(27 \text{ mg/kg}) + (200 \text{ tons})(68 \text{ mg/kg}) + (100 \text{ tons})(41 \text{ mg/kg})]}{(100 \text{ tons} + 200 \text{ tons} + 100 \text{ tons})}$$

If the facility only sampled once per quarter (as shown below), the maximum and average values reported on the form are the same.

Biosolids Monitoring Data (Arsenic) - Quarterly Monitoring Data				
Monitoring Period Month	Sewage Sludge Land Applied (dry metric tons) (1)	Arsenic Concentration (mg/kg, dry weight basis)	Quarterly Monitoring-Period Maximum Concentration (mg/kg, dry weight)	Quarterly Monitoring-Period Average Concentration (2) (mg/kg, dry weight)
January	100		68	68
February	200	68		
March	100			
April	50		58	58
May	100	58		
June	200			
July	100		65	65
August	50	65		
September	100			
October	200		44	44
November	100	44		
December	50			
TOTAL:	1,350			
(1) Note: Amount of bulk sewage sludge applied to the land or the amount of sewage sludge prepared for sale or give-away in a bag or other container for application to the land (dry weight basis).				
(2) Note: The average for each quarter is averaged using a mass-weighted approach.				

In accordance with 40 CFR 503.13(a), EPA's sewage sludge regulations prohibit land application of bulk sewage sludge or sewage sludge sold or gave away sewage sludge in a bag or other container when one or more sewage sludge pollutant concentrations in the sewage sludge exceed a land application ceiling pollutant limit (see Table 1 of 40 CFR 503.13). To identify noncompliance, EPA will compare the pollutant concentrations in the "Maximum Pollutant Concentration Data for All Sewage Sludge Applied to Land" section against the ceiling concentration limits in Table 1 of 40 CFR 503.13.

Please also note that this form is likely different from the form you previously used to file your annual report. This form does not require the submission of site soil analysis, application rates, application areas, or Cumulative Pollutant Loading Rate Totals. The filer should check to see if such reporting is required by their permit or by state regulations. If so, please use the "Additional Information" or attachment feature at the bottom of the form to provide this data.

Biosolids Monitoring Data – Surface Disposal

EPA's biosolids regulations limit the maximum concentration of Arsenic, Chromium, and Nickel that can be surface disposed in an active sewage sludge unit without a liner and leachate collection system. Please note that surface disposal **does not** include disposal in a municipal solid waste landfill. There is no Federal requirement to report biosolids that are landfilled; however, some43 states use the Federal form to satisfy state reporting requirements that are more comprehensive. If you do not have a state or permit requirement to report information on landfilled sludge, then you do not need to file the Federal Annual Biosolids Report.

The filer should follow the same procedure as used in land application to identify the maximum pollutant concentration and report these concentrations in this section.

Sewage Sludge or Biosolids Parameter	If No Data, Select One Of The Following	Value Qualifier	Parameter Concentration (mg/kg, dry-weight basis)
Arsenic	Select an Option	=	
Chromium	Select an Option	=	
Nickel	Select an Option	=	

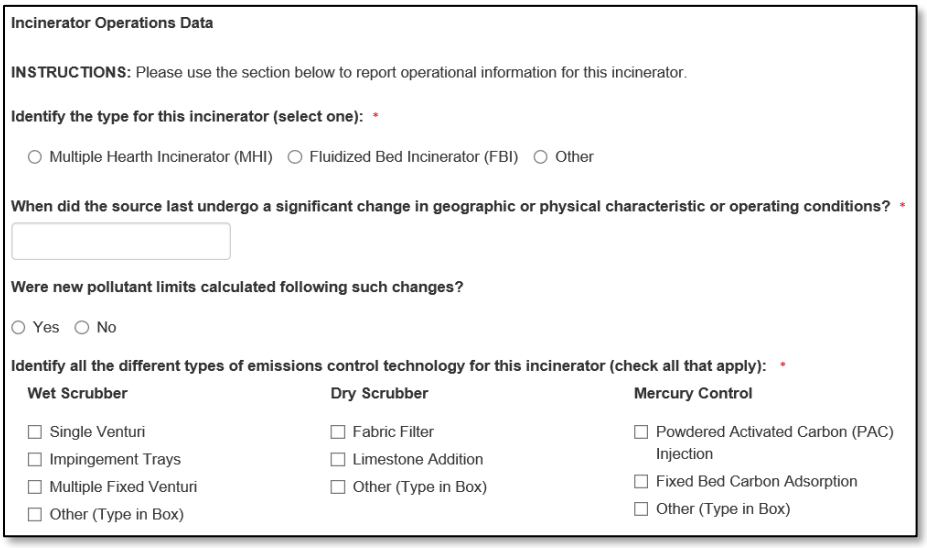
Use the section below to provide the site-specific limits for this active sewage sludge unit during the compliance monitoring period for this SSUID (in units of milligrams per kilogram (mg/kg), dry weight basis). Use one or more separate SSUIDs to record pollutant concentrations in the sewage sludge placed on different active sewage sludge units (each with no liner and leachate collection system). EPA will compare the pollutant concentrations in the above table with the corresponding limits in the table below to identify noncompliance events.

Sewage Sludge or Biosolids Parameter	Site-Specific Limits (mg/kg, dry-weight basis)
Arsenic	
Chromium	
Nickel	

Biosolids Monitoring Data – Incineration

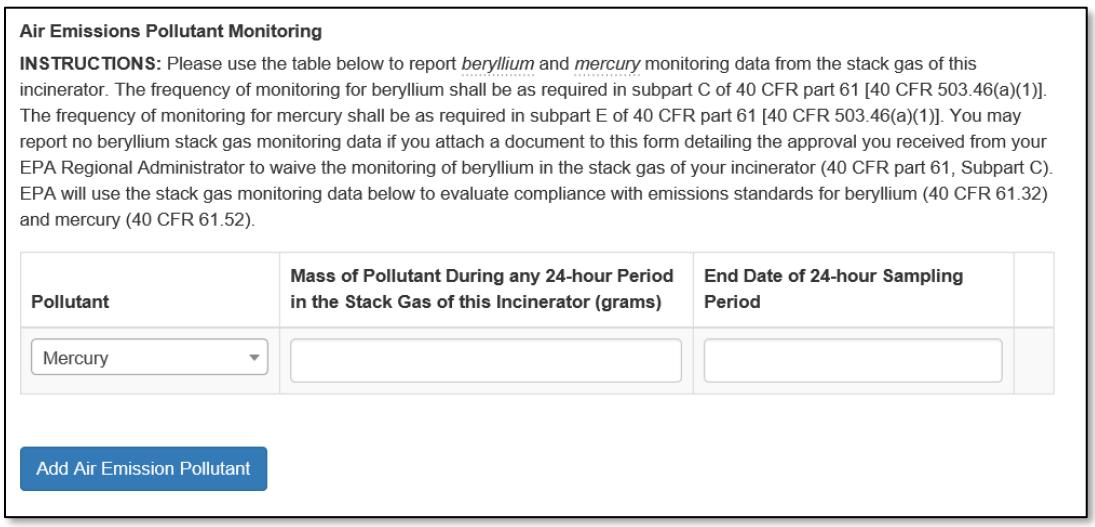
As noted in EPA regulations, you should collect and analyze representative samples of sewage sludge that is fired in your sewage sludge incinerator [see 40 CFR 503.8(a)]. The form requires you to provide operational data for each incinerator (see the screenshot below).

Incineration Operation Data



Mercury and Beryllium Emissions Data

The form also collects mercury and beryllium emissions monitoring data. Use the "Add Air Emission Pollutant" button to add as many rows of data as you need to report.



The NESHAP for beryllium separately limits the amount of beryllium emitted from each incinerator used at your facility. The NESHAP for mercury limits the collective amount of mercury emitted from all incinerators used at your facility.

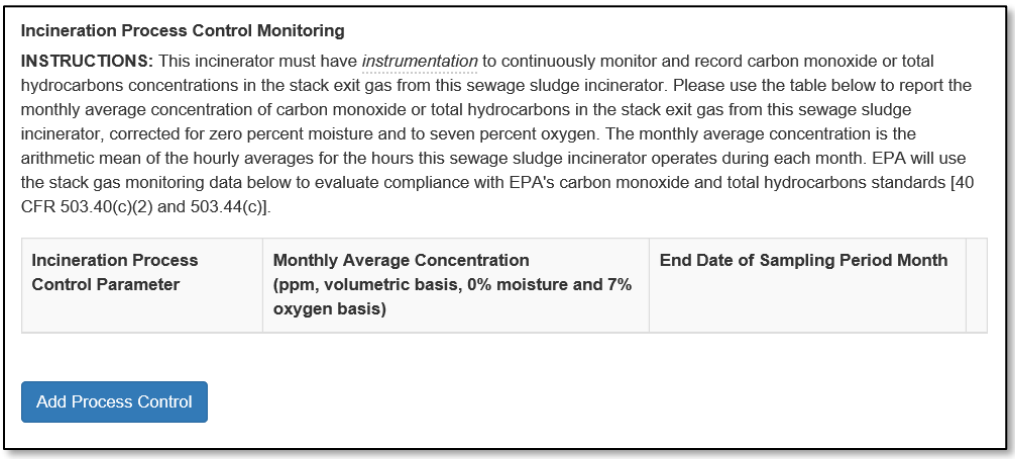
Beryllium - The NESHAP for beryllium (40 CFR 61.32) requires that the total quantity of beryllium emitted from each

incinerator does not exceed 10 grams during any 24-hour period. The requirement to meet this standard is also noted in EPA's biosolids regulations [40 CFR 503.43(a)]. Please report the maximum daily mass of beryllium in the stack gas for each your incinerators during the reporting period. Please also note that the NESHAP for beryllium does not apply if written approval has been obtained from the EPA Regional Administrator when: (1) the ambient concentration of beryllium in the proximity of the biosolids incinerator does not exceed 0.01 µg/m3 when averaged over a 30-day period; or (2) the biosolids incinerator operator can prove (with historical data) that the biosolids fired in the incinerator do not contain beryllium. If you do not have a beryllium limit, please do not include the beryllium as a pollutant, and attach a document to this form detailing the approval you received from your EPA Regional Administrator to waive the monitoring of beryllium in the stack gas of your incinerator.

Mercury - The NESHAP for mercury (40 CFR 61.52) requires that the total quantity of mercury emitted into the atmosphere from all incinerators at a given site does not exceed 3,200 grams during any 24-hour period. The requirement to meet this standard is also noted in EPA's biosolids regulations [40 CFR 503.43(b)]. Please report the maximum daily mass of mercury in the stack gas for each of the incinerators used at your facility during the reporting period.

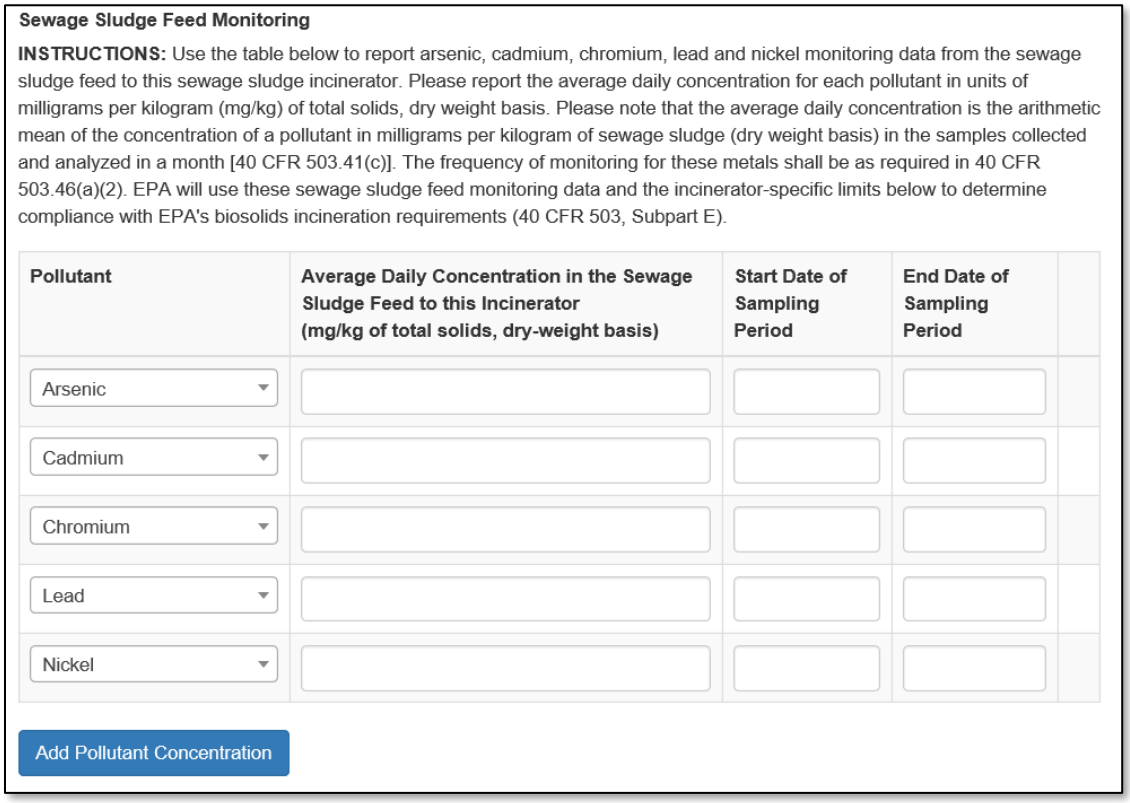
Incineration Process Control Data

The form will also allow you to provide incineration process control monitoring (Carbon Monoxide, Total Hydrocarbons). You can use the "Add Process Control" button to add as many rows of data as needed.



Sewage Sludge Feed Monitoring Data

The form allows you to report arsenic, cadmium, chromium, lead and nickel monitoring data from the sewage sludge feed to this sewage sludge incinerator. Please report the average daily concentration for each pollutant in units of milligrams per kilogram (mg/kg) of total solids, dry weight basis. Please note that the average daily concentration is the arithmetic mean of the concentration of a pollutant in milligrams per kilogram of sewage sludge (dry weight basis) in the samples collected and analyzed in a month [40 CFR 503.41(c)]. The frequency of monitoring for these metals shall be as required in 40 CFR 503.46(a)(2). EPA will use these sewage sludge feed monitoring data and the incinerator-specific limits below to determine compliance with EPA's biosolids incineration requirements (40 CFR 503, Subpart E). You can use the "Add Pollutant Concentration" button to add as many rows of data as needed.



Sewage Sludge Feed Monitoring

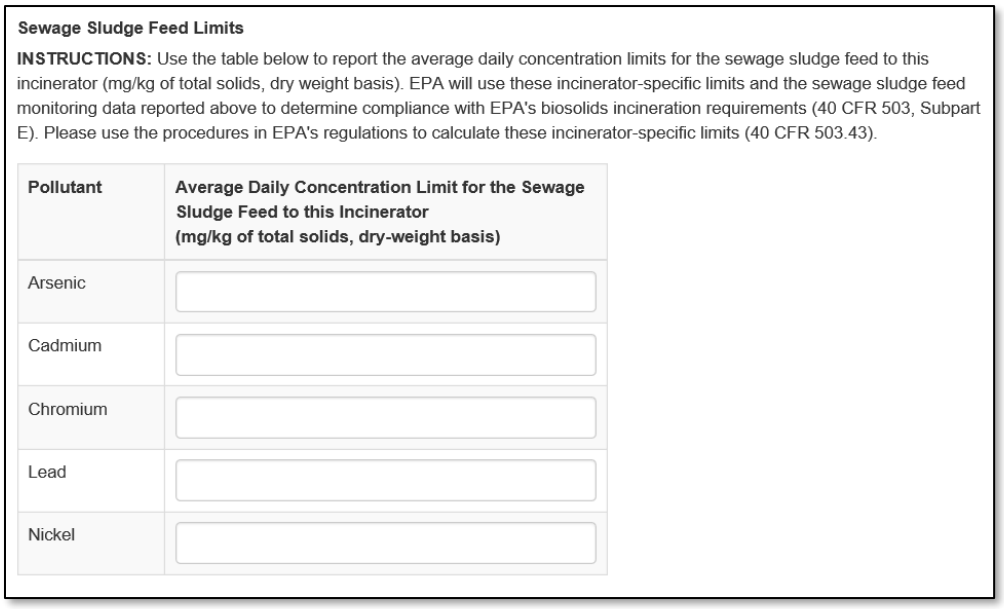
INSTRUCTIONS: Use the table below to report arsenic, cadmium, chromium, lead and nickel monitoring data from the sewage sludge feed to this sewage sludge incinerator. Please report the average daily concentration for each pollutant in units of milligrams per kilogram (mg/kg) of total solids, dry weight basis. Please note that the average daily concentration is the arithmetic mean of the concentration of a pollutant in milligrams per kilogram of sewage sludge (dry weight basis) in the samples collected and analyzed in a month [40 CFR 503.41(c)]. The frequency of monitoring for these metals shall be as required in 40 CFR 503.46(a)(2). EPA will use these sewage sludge feed monitoring data and the incinerator-specific limits below to determine compliance with EPA's biosolids incineration requirements (40 CFR 503, Subpart E).

Pollutant	Average Daily Concentration in the Sewage Sludge Feed to this Incinerator (mg/kg of total solids, dry-weight basis)	Start Date of Sampling Period	End Date of Sampling Period	
Arsenic				
Cadmium				
Chromium				
Lead				
Nickel				

Add Pollutant Concentration

Sewage Sludge Feed Limits Data

You will use the form to report the average daily concentration limits for the sewage sludge feed to this incinerator (mg/kg of total solids, dry weight basis). EPA will use these incinerator-specific limits and the sewage sludge feed monitoring data reported above to determine compliance with EPA's biosolids incineration requirements (40 CFR 503, Subpart E). Please use the procedures in EPA's regulations to calculate these incinerator-specific limits (40 CFR 503.43).



Sewage Sludge Feed Limits

INSTRUCTIONS: Use the table below to report the average daily concentration limits for the sewage sludge feed to this incinerator (mg/kg of total solids, dry weight basis). EPA will use these incinerator-specific limits and the sewage sludge feed monitoring data reported above to determine compliance with EPA's biosolids incineration requirements (40 CFR 503, Subpart E). Please use the procedures in EPA's regulations to calculate these incinerator-specific limits (40 CFR 503.43).

Pollutant	Average Daily Concentration Limit for the Sewage Sludge Feed to this Incinerator (mg/kg of total solids, dry-weight basis)
Arsenic	
Cadmium	
Chromium	
Lead	
Nickel	

Lead - The average daily concentration for lead in sewage sludge fed to a sewage sludge incinerator shall not exceed the concentration calculated using Equation 4. This calculation is found in 40 CFR 503.43.

$$C = \frac{0.1 \times NAAQS \times 86,400}{DF \times (1 - CE) \times SF} \qquad \text{Eq. (4)}$$

Where:

C = Average daily concentration of lead in sewage sludge.
NAAQS = National Ambient Air Quality Standard for lead in micrograms per cubic meter.
DF = Dispersion factor in micrograms per cubic meter per gram per second.
CE = Sewage sludge incinerator control efficiency for lead in hundredths.
SF = Sewage sludge feed rate in metric tons per day (dry weight basis).

The dispersion factor (DF) in equation (4) shall be determined from an air dispersion model in accordance with 503.43(e). When the sewage sludge stack height is 65 meters or less, the actual sewage sludge incinerator stack height shall be used in the air dispersion model to determine the dispersion factor (DF) for equation (4). When the sewage sludge incinerator stack height exceeds 65 meters, the creditable stack height shall be determined in accordance with 40 CFR 51.100(ii) and the creditable stack height shall be used in the air dispersion model to determine the dispersion factor (DF) for equation (4). The control efficiency (CE) for equation (4) shall be determined from a performance test of the sewage sludge incinerator in accordance with 503.43(e).

Arsenic, Cadmium, Chromium, and Nickel - The average daily concentration for arsenic, cadmium, chromium, and nickel in sewage sludge fed to a sewage sludge incinerator each shall not exceed the concentration calculated using Equation 5.

$$C = \frac{RSC \times 86,400}{DF \times (1 - CE) \times SF} \qquad \text{Eq. (5)}$$

Where:

C = Average daily concentration of arsenic, cadmium, chromium, or nickel in sewage sludge.
CE = Sewage sludge incinerator control efficiency for arsenic, cadmium, chromium, or nickel in hundredths.
DF = Dispersion factor in micrograms per cubic meter per gram per second.
RSC = Risk specific concentration for arsenic, cadmium, chromium, or nickel in micrograms per cubic meter.
SF = Sewage sludge feed rate in metric tons per day (dry weight basis).

Please see the following section of EPA's biosolids regulation for determining these limits. These limits have been part of the national standards on biosolids management since 1993.

See: http://www.ecfr.gov/cgi-bin/text-idx?SID=9d6ec9c38c19b6443dca59a9fdee6923&mc=true&node=pt40.32.503&rgn=div5#se40.32.503_143

Please also note that as specified in 40 CFR 503.41, the "Incinerator operating combustion temperature is the arithmetic mean of the temperature readings in the hottest zone of the furnace recorded in a day (24 hours) when the temperature is averaged and recorded at least hourly during the hours the incinerator operates in a day." Please report the daily minimum and maximum temperatures in the reporting period. Likewise, please report the daily min and max percent oxygen concentration in the sewage sludge incinerator stack exit gas (dry volume/dry volume) in the reporting period.

The form does not require other incineration-specific data (e.g., dispersion factor, correction factors) to be reported. However, the filer can add these as an attachment to the form or in the "Additional Information." The filer should include these data if required by their permit or by state regulations. Please also note that EPA's biosolids regulations do not require the reporting of the management of incinerator ash.

Converting Gallons of Sludge to Metric Tons

Some facilities need to convert the number of gallons of liquid sludge hauled to metric tons. Below are the equations used for this conversion and an example to help convert gallons of sludge hauled to metric tons. The metric ton is equal to 1000 kilograms (or approximately 2,204 pounds). You can use this conversion to convert pounds and short tons (each short ton is equal to 2,000 pounds) to metric tons.

$$\text{Dry Metric Tons} = \frac{\text{Gallons of Sludge Hauled x } 0.00417\ {}^{\text{tons}}/_{\text{gal}} \text{ x Percent Total Solids in Decimal Form}}{1.1\ {}^{\text{tons}}/_{\text{metric ton}}}$$

$$0.00417\ {}^{\text{tons}}/_{\text{gal}} = \frac{8.34\ {}^{\text{lbs}}/_{\text{gallon}}}{2000\ {}^{\text{lbs}}/_{\text{ton}}}$$

$$\text{Percent Total Solids in Decimal Form} = \frac{\text{\% Total Solids}}{100}$$

Example:

Sludge Hauled = 100,000 gallons

Total Solids Content of Sludge Hauled = 5.0%

$$\text{Percent Total Solids in Decimal Form} = \frac{5.0}{100} = 0.050$$

$$\text{Dry Metric Tons} = \frac{100000\ x\ 0.00417\ {}^{\text{tons}}/_{\text{gal}}\ x\ 0.050}{1.1\ {}^{\text{tons}}/_{\text{metric ton}}} = 18.9 \text{ metric tons}$$

Reporting Nitrogen

Filers should report the average concentration of “Total Nitrogen (based on N)” for each monitoring-period. If the filer does not have average Total Nitrogen concentration the filer should report the sum of Total Kjeldahl Nitrogen (TKN), nitrite, and nitrate concentrations (all based on N) from the same monitoring-period. If the filer does not have nitrite and/or nitrate, then the filer should report TKN and note this in the ‘Additional Information’ section at the bottom of the form. All measurements should be in dry-weight basis and in units of mg/kg. Please note that TKN is the unoxidized form of nitrogen and includes ammonia (NH_3).

Reporting Fecal Coliform

When demonstrating compliance with EPA biosolids regulations for Class A EQ biosolids [see 40 CFR 503.32(a)(3)] the facility has the option to monitor and report that the "density of fecal coliform in the sewage sludge shall be less than 1000 Most Probable Number per gram of total solids (dry weight basis), or the density of Salmonella sp. bacteria in the sewage sludge shall be less than three Most Probable Number per four grams of total solids (dry weight basis) at the time the sewage sludge is used or disposed." [emphasis added]. As required by EPA regulations, operators should report the maximum measured values for their fecal coliform or Salmonella sp. bacteria measurements in the reporting period.

How to Report Left-Censored Data

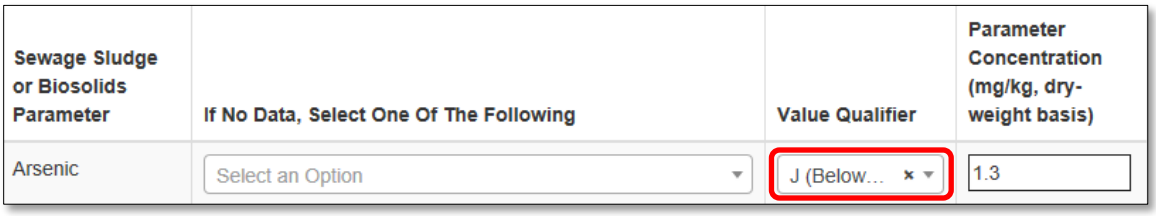
Each laboratory analysis result is associated with a method detection limit (usually the method detection limit or "MDL" defined by EPA as 40 CFR Part 136 Appendix B) and a quantitation limit or reporting limit (which may be specified in an analytical method or may be developed by the laboratory). Recognizing that numerical values below a quantitation or reporting limit may have greater uncertainty than values above those limits, three reporting scenarios exist.

1. If the result is greater than or equal to the quantitation or reporting limit, report the measured value.

2. If the result is less than the quantitation or reporting limit, but greater than or equal to the MDL, report the measured value, but apply a data qualifier (e.g., "J") to indicate that it falls between the two limits.

3. If the result is less than the method detection limit, report the result as "<X" where "X" is the method detection limit.

The "J" flag is very commonly used in the environmental lab industry. As shown below, Part 503 filers will use the "J" qualifier on the form to identify values that are below the MDL



When calculating and reporting average results for the biosolids annual report, the results in the three scenarios above are treated differently.

- For values above the MDL (e.g., #1 and #2 above), use the value as reported in calculating the average result.
- For values below the MDL (e.g., "non-detects" in #3), substitute one-half the MDL value for the parameter for the "less than MDL" value in calculating the average result.

It is important to note that this substitution scheme may not be used to avoid employing an analytical method that is sensitive enough to make measurements at the regulatory limit for the parameter, e.g., a method with a quantitation or reporting limit that is at least as low as the regulatory limit.

The following examples show how to average data for annual report purposes. As previously noted, the facility should report its biosolids monitoring data on the annual report form by using a mass-weighted approach. For simplification, the follow examples assume that the facility produces the same amount of sludge each week.

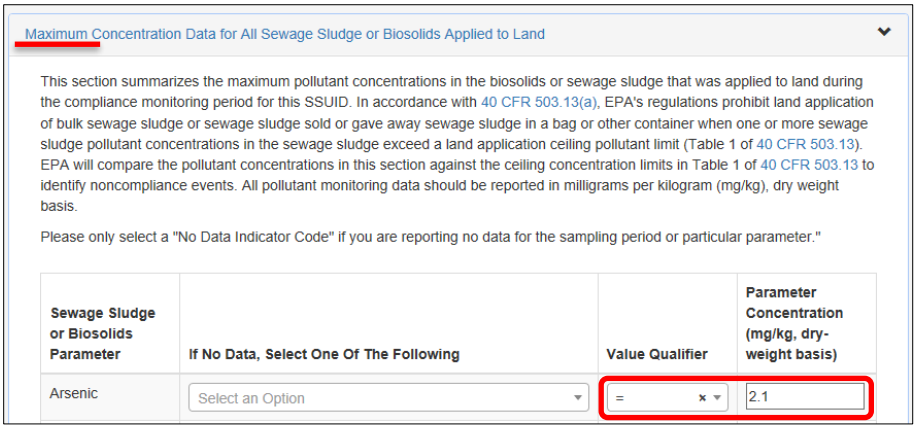
Example #1 - Below is an example of the average calculation using a mix of sampling data above and below the MDL:

The laboratory measured the concentration of Arsenic in the facility's sewage sludge each week for the month of January. The ceiling concentration limit for Arsenic is 75 mg/kg (see Table 1 of 40 CFR 503.13). The laboratory used a method that had a quantitation or reporting limit of 2 mg/kg and the MDL is 0.5 mg/kg. The laboratory obtained the following results (in units of mg/kg, dry weight basis).

Week 1 <0.5

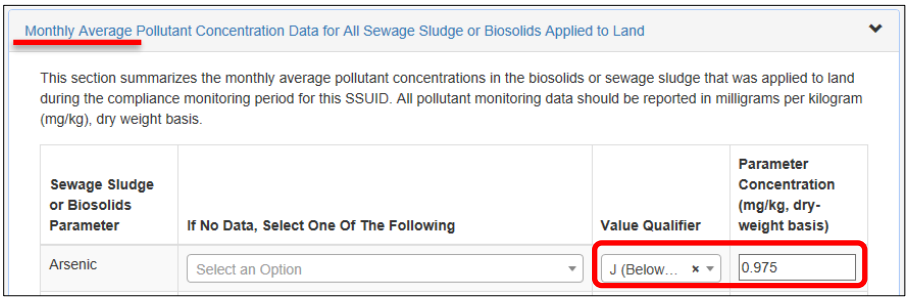
Week 2 1.3 J
Week 3 <0.5
Week 4 2.1

The maximum result for the month (January) should be reported on the form as 2.1 mg/kg (dry weight basis) with an "=" sign as the Value Qualifier.



The monthly average result for the month (January) should be reported on the form as 0.975 mg/kg (dry weight basis) with a "J" as the Value Qualifier as this calculated value falls above the laboratory's MDL (0.5 mg/kg) but below the laboratory's quantitation or reporting limit (2 mg/kg).

[(0.5/2) + 1.3 + (0.5/2) + 2.1] / 4 = 0.975 mg/kg (dry weight basis)

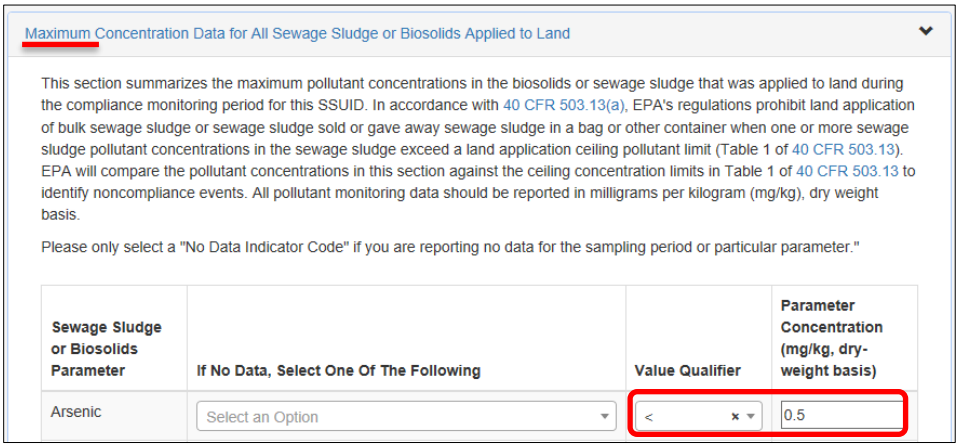


Example #2 - Below is an example of the average calculation where all the sampling data are below the MDL:

The laboratory measured the concentration of Arsenic in the facility's sewage sludge each week for the month of January. The ceiling concentration limit for Arsenic is 75 mg/kg (see Table 1 of 40 CFR 503.13). The laboratory used a method that had a quantitation or reporting limit of 2 mg/kg and the MDL varied from 0.2 to 0.5 mg/kg. The laboratory obtained the following results (in units of mg/kg, dry weight basis).

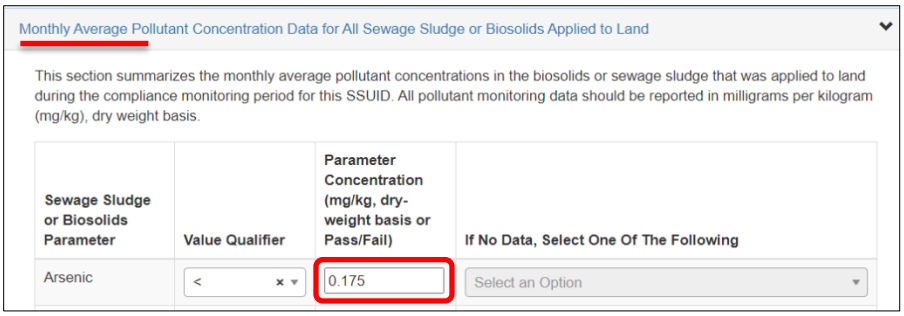
Week 1 <0.2
Week 2 <0.5
Week 3 <0.3
Week 4 <0.4

The maximum result for the month (January) should be reported on the form as 0.5 mg/kg (dry weight basis) with a "<" sign preceding this value. This is the highest reported MDL reported in the month.



The monthly average result for the month (January) should be reported on the form as 0.175 mg/kg (dry weight basis) with a "<" sign preceding this value. The values are divided by "2" as they are reported below the ML (e.g., < 0.2 mg/kg). This value is calculated as follows:

[(0.2/2) + (0.5/2) + (0.3/2) + (0.4/2)] / 4 = 0.175 mg/kg (dry weight basis)



Although other substitution schemes may exist, for the purposes of the Federal Biosolids Annual Report, the example above should be used to provide consistency across facilities nationwide.