



CWA-NPDES
electronic reporting

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**.

CDX Registration: Additional Verification

Contact Us
Logged in as TESTPERMSIG ([Log out](#))

1. Identity Verification > 2. ESA

The program you are registering for requires additional proof of identity. Your options are to use LexisNexis®, an independent 3rd-Party electronic identity proofing service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency.

Note: By clicking [Proceed to Verification] you understand the service is voluntary and that you are validating personally identifying information including the last 4 digits of SSN against a 3rd-Party service LexisNexis®, which will return evidence of validation of your personally identifying information back to the U.S. Environmental Protection Agency. The U.S. EPA will not collect or retain sensitive, personally identifying information such as your Social Security Number (SSN); however, EPA will receive evidence of identity validation which may be used to identify you for legal purposes.

You may [sign the paper form](#) if you do not want to use the automatic verification process.

Note: You will receive a limited number of attempts to complete identity verification. Please review all personal information carefully prior to submitting. If you need to modify the personal information listed below, please contact the [CDX Help Desk](#).

First Name: test
Last Name: perm sig

I have reviewed the name presented above and I would like to proceed with LexisNexis. [Additional LexisNexis Identity Proofing Guidance](#)

[Exit](#) [Proceed to Verification](#) [Cancel](#)

- 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.

LexisNexis® | Verification for EPA

* Required Fields

Authorized Representative

Last Name *	First Name *	Middle Name	SSN (Last 4) *
perm sig	test		

Home Address *

Home City * Home State * Home Zip *

Home Phone Date of Birth *

[Submit](#) [Cancel](#)

- 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.

CDX Central Data Exchange

Contact Us
Logged in as TESTPERMSIG ([Log out](#))

CDX Registration: Additional Verification

You are registered for a program that requires signature question verification. Please select five (5) signature questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

Select 5 Signature Questions and Answers

▼	
▼	
▼	
▼	
▼	

[Save Answers](#)

- 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.

Organization Name	AVANTI TESTER
Address	TESTER
City, State, Zip	TEST, DC 11111
Province	
Country	US
Phone Number	(703) 765-0060
E-mail Address	no@avanticorporation.com
Registrant's Name	Mr test permig

- 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.

Sewage Sludge (Biosolids) Annual Report

EPA Regulations – 503.18, 503.28, 503.48

EPA's sewage sludge regulations require certain publicly owned treatment works (POTWs) and Class I sewage sludge management facilities to submit to a Sewage Sludge (Biosolids) Annual Report (see 40 CFR 503.18, 503.28, 503.48). Facilities that must submit a Sewage Sludge (Biosolids) Annual Report include POTWs with a design flow rate equal to or greater than one million gallons per day, POTWs that serve 10,000 people or more, Class I Sludge Management Facilities (as defined by 40 CFR 503.9), and facilities otherwise required to file this report (e.g., permit condition, enforcement action, state law). This is the electronic form for Sewage Sludge (Biosolids) Annual Report filers to use if they are located in one of the states, tribes, or territories where EPA administers the Federal biosolids program.

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.

You must first obtain access to a facility's record in order to access, view, edit, sign, or manage a Sewage Sludge (Biosolids) Annual Report. Please contact us if you cannot find your facility as we may need to create a facility record for your facility. Please call 877-227-8965 or email NPDESeReporting@epa.gov for assistance.

Request Facility

Request Permissions for Existing Facility

My Facilities

NPDES ID	Facility Name	City	State	Zip Code	Region	Noncompliance	Facility Status	Permissions	Actions
----------	---------------	------	-------	----------	--------	---------------	-----------------	-------------	---------

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.

Use this screen to search for existing Facilities to request permission to access. Enter search criteria in at least one of the following fields and then click the Search button. All Facilities meeting the criteria will be displayed, even ones to which you may already have access. When the results are displayed, select the Facility you want to request permission to access and the permissions screen will be displayed.

Search Facilities

Facility Name	NPDES ID
<input type="text"/>	<input type="text"/>
Address	
<input type="text"/>	
City	State
<input type="text"/>	Select a State
Zip	
<input type="text"/>	
Return	Search

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

Facility Search Results

Click Select for the Facility you want to request access to

NPDES ID	Facility ID	Facility Name	Address	Facility Status	
GAL024333	9922	FULTON COUNTY (BIG CREEK)	141 PRYOR STREET ATLANTA, GA 30303	Active	Select
GAL033251	9997	FULTON COUNTY (LITTLE RIVER)	141 PRYOR STREET ATLANTA, GA 30303	Active	Select
GAL038831	10021	FULTON COUNTY JOHNS CREEK ENVIRON CAMPUS	141 PRYOR STREET ATLANTA, GA 30303	Active	Select

Showing 1 to 3 of 3 entries

Show entries

[Previous](#) **1** [Next](#)

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.

Below is a list of permissions available for this Facility. The Status column will show whether a permission is available for request or the request has already been approved. If you want to request a permission, click the 'Request' button in the Actions column. If you want to remove your existing permission, click the 'Cancel' button in the Actions column. Click the 'Done' button when you are finished or click the 'Return to Search Page' link at the bottom to return to the Facility Search Results window and request permissions to other facilities.

Role	Status	Actions
Form Access	Available for Request	Request
View	Available for Request	Request
Manage	Available for Request	Request

[Return to Search Page](#)

[Done](#)

- 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.

Request Permissions for FULTON COUNTY (BIG CREEK)

Role	Status	Actions
Form Access	Request Pending	Cancel
View	Request Pending	Cancel
Manage	Request Pending	Cancel

[Return to Search Page](#)

[Done](#)

- 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

Net NPDES eReporting Tool

Sewage Sludge (Biosolids) Annual Report

EPA Regulations – 503.18, 503.28, 503.48

EPA's sewage sludge regulations require certain publicly owned treatment works (POTWs) and Class I sewage sludge management facilities to submit to a Sewage Sludge (Biosolids) Annual Report (see 40 CFR 503.18, 503.28, 503.48). Facilities that must submit a Sewage Sludge (Biosolids) Annual Report include POTWs with a design flow rate equal to or greater than one million gallons per day, POTWs that serve 10,000 people or more, Class I Sludge Management Facilities (as defined by 40 CFR 503.9), and facilities otherwise required to file this report (e.g., permit condition, enforcement action, state law). This is the electronic form for Sewage Sludge (Biosolids) Annual Report filers to use if they are located in one of the states, tribes, or territories where EPA administers the Federal biosolids program.

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.

You must first obtain access to a facility's record in order to access, view, edit, sign, or manage a Sewage Sludge (Biosolids) Annual Report. Please contact us if you cannot find your facility as we may need to create a facility record for your facility. Please call 877-227-8965 or email NPDESeReporting@epa.gov for assistance.

Request Facility

Request Permissions for Existing Facility

My Facilities

NPDES ID	Facility Name	City	State	Zip Code	Region	Noncompliance	Facility Status	Permissions	Actions

Search:

- 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.

Use this screen to search for existing Facilities to request permission to access. Enter search criteria in at least one of the following fields and then click the Search button. All Facilities meeting the criteria will be displayed, even ones to which you may already have access. When the results are displayed, select the Facility you want to request permission to access and the permissions screen will be displayed.

Search Facilities

Facility Name	NPDES ID
<input type="text"/>	<input type="text"/>
Address	
<input type="text"/>	
City	State
<input type="text"/>	<input type="button" value="Select a State"/>
Zip	
<input type="text"/>	
<input type="button" value="Return"/> <input type="button" value="Search"/>	

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

Facility Search Results

Click Select for the Facility you want to request access to

NPDES ID	Facility ID	Facility Name	Address	Facility Status	
GAL024333	9922	FULTON COUNTY (BIG CREEK)	141 PRYOR STREET ATLANTA, GA 30303	Active	<input type="button" value="Select"/>
GAL033251	9997	FULTON COUNTY (LITTLE RIVER)	141 PRYOR STREET ATLANTA, GA 30303	Active	<input type="button" value="Select"/>
GAL038831	10021	FULTON COUNTY JOHNS CREEK ENVIRON CAMPUS	141 PRYOR STREET ATLANTA, GA 30303	Active	<input type="button" value="Select"/>

Showing 1 to 3 of 3 entries

Show entries

Previous Next

- 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.

Below is a list of permissions available for this Facility. The Status column will show whether a permission is available for request or the request has already been approved. If you want to request a permission, click the 'Request' button in the Actions column. If you want to remove your existing permission, click the 'Cancel' button in the Actions column. Click the 'Done' button when you are finished or click the 'Return to Search Page' link at the bottom to return to the Facility Search Results window and request permissions to other facilities.

Form Access: ability to create, edit, or delete Annual Reports for the facility

View: read-only access to the facility and annual reports

Manage: permission to manage others' access to the facility

Request Permissions for FULTON COUNTY (BIG CREEK)

Role	Status	Actions
Form Access	Available for Request	Request
View	Available for Request	Request
Manage	Unavailable	Request

[Return to Search Page](#)

[Done](#)

- 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

The screenshot shows the NeT Sewage Sludge (Biosolids) Annual Report interface. The top navigation bar includes links for Home, Action Center (which is highlighted with a red box), My Pending Requests, Resources, and Tour. The user is logged in as JULIEBRODSTRUP. The main content area displays the 'Request Facility' section, specifically the 'Request Permissions for Existing Facility' tab. Below this is a table titled 'My Facilities' showing two entries: 'FULTON COUNTY (BIG CREEK)' and 'TEST FACILITY'. Each entry has 'Actions' buttons for 'View' and 'Manage'. At the bottom of the table, there are buttons for 'Show 10 entries' and 'Previous'/'Next' navigation.

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.

The screenshot shows the 'Action Center' section titled 'User Permission Requests'. It displays a table for 'Facility Users Pending Approval' with three entries. The first entry for 'TEST2HENSON' has a blue plus sign icon next to it, indicating it can be expanded. The 'Actions' column for this entry contains 'Approve All' and 'Reject All' buttons, which are both highlighted with red boxes. Below this table is another table showing detailed permission requests for each user, with 'Approve' and 'Reject' buttons for each row.

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.

The screenshot shows the 'NETBIO: NeT - Biosolids Annual Program Report' interface. At the top, there is a placeholder icon for a user profile. To its right, the text 'NETBIO: NeT - Biosolids Annual Program Report' is displayed, followed by a red box highlighting the word 'Signatory' in the 'Actions' column.

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.

My Facilities

Facility Details										Permissions	Actions
NPDES ID	Facility Name	City	State	Zip Code	Region	Noncompliance	Biosolids Status	Issuer			
AKL022543	ANCHORAGE, MUNICIPALITY OF	ANCHORAGE	AK	99503-3898	10	No	Active	EPA	Form Access	<input type="checkbox"/> Annual Reports	

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.

NPDES ID: AKL022543
 Biosolids Status: Active
 Facility Name: ANCHORAGE, MUNICIPALITY OF
 3000 ARCTIC BLVD ANCHORAGE, AK 99503-3898

Facility	Annual Reports
<input type="checkbox"/> Column Visibility	+ Add Report
<input type="checkbox"/> Column Visibility + Add Report	Search: <input type="text"/> Clear

Shortcuts Form Set ID Form ID Report Start Date Report End Date Status Cert. Date Noncompliance Last Revision Permissions

Actions	451895	451896	01/01/2020	12/31/2020	Active	05/18/2021	No	05/18/2021	View, Edit, Sign
Showing 1 to 1 of 1 entries	Show	10	entries	Previous	1	Next			

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

NPDES ID: AKL022543
 Biosolids Status: Active
 Facility Name: ANCHORAGE, MUNICIPALITY OF
 3000 ARCTIC BLVD ANCHORAGE, AK 99503-3898

Facility	Annual Reports
<input type="checkbox"/> Column Visibility	+ Add Report
<input type="checkbox"/> Column Visibility + Add Report	Search: <input type="text"/> Clear

Shortcuts Form Set ID Form ID Report Start Date Report End Date Status Cert. Date Noncompliance Last Revision Permissions

Actions	484510	484511	01/01/2019	12/31/2019	Pending Certification		No	06/24/2021	View, Edit, Sign
Actions	451895	451896	01/01/2020	12/31/2020	Active	05/18/2021	No	05/18/2021	View, Edit, Sign

Actions Show 10 entries Previous 1 Next

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

NPDES ID: AKL022543
 Biosolids Status: Active
 Facility Name: ANCHORAGE, MUNICIPALITY OF
 3000 ARCTIC BLVD ANCHORAGE, AK 99503-3898

Facility	Annual Reports
<input type="checkbox"/> Column Visibility	+ Add Report
<input type="checkbox"/> Column Visibility + Add Report	Search: <input type="text"/> Clear

Shortcuts Form Set ID Form ID Report Start Date Report End Date Status Cert. Date Noncompliance Last Revision Permissions

Actions	484510	484511	01/01/2019	12/31/2019	Pending Certification		No	06/24/2021	View, Edit, Sign
Actions	451895	451896	01/01/2020	12/31/2020	Active	05/18/2021	No	05/18/2021	View, Edit, Sign

Actions Show 10 entries Previous 1 Next

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.

* = required

Program Information ▾2

Please select all of the following that apply to your obligation to submit a Sewage Sludge (Biosolids) Annual Report in compliance with [40 CFR part 503](#). The facility is: *

a POTW with a design flow rate equal to or greater than one million gallons per day
 a POTW that serves 10,000 people or more
 a Class I Sludge Management Facility as defined in [40 CFR 503.9](#)
 other

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

* = required

Program Information ▾2

Please select all of the following that apply to your obligation to submit a Sewage Sludge (Biosolids) Annual Report in compliance with [40 CFR part 503](#). The facility is: *

a POTW with a design flow rate equal to or greater than one million gallons per day
 a POTW that serves 10,000 people or more
 a Class I Sludge Management Facility as defined in [40 CFR 503.9](#)
 other

→ Please describe why you are submitting this Sewage Sludge (Biosolids) Annual Report (e.g., permit condition, enforcement action, state law).

- 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).

* = required

Program Information

Please select all of the following that apply to your obligation to submit a Sewage Sludge (Biosolids) Annual Report in compliance with [40 CFR part 503](#). The facility is: *

a POTW with a design flow rate equal to or greater than one million gallons per day
 a POTW that serves 10,000 people or more
 a Class I Sludge Management Facility as defined in [40 CFR 503.9](#)
 other

In the reporting period, did you manage your sewage sludge or biosolids using any of the following management practices: land application, surface disposal, or incineration? *

Yes No

If your facility is a POTW, please provide the estimated total amount of sewage sludge produced at your facility for the reporting period (in dry metric tons). If your facility is not a POTW, please provide the estimated total amount of biosolids produced at your facility for the reporting period (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.

* = required

Program Information	
<p>Please select all of the following that apply to your obligation to submit a Sewage Sludge (Biosolids) Annual Report in compliance with 40 CFR part 503. The facility is: *</p> <p><input checked="" type="checkbox"/> a POTW with a design flow rate equal to or greater than one million gallons per day</p> <p><input type="checkbox"/> a POTW that serves 10,000 people or more</p> <p><input type="checkbox"/> a Class I Sludge Management Facility as defined in 40 CFR 503.9</p> <p><input type="checkbox"/> other</p> <p>In the reporting period, did you manage your sewage sludge or biosolids using any of the following management practices: land application, surface disposal, or incineration? *</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Unless otherwise required to report (e.g., permit condition, enforcement action, state law), this facility is not required to submit a Sewage Sludge (Biosolids) Annual Report. If you are required to submit this report please select "Yes" below. If you are not required to submit this report, please select "Yes" or "No" to indicate whether you wish to voluntarily complete and submit this report. Please note that all Sewage Sludge (Biosolids) Annual Report submissions are made public by EPA through its web pages:</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	

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.



Warning

Clicking on “Continue” will lock down your answers in this section of the report. You must start a new report form if you click on “Continue” and then later identify a need to make changes to answers in this section of the form. Please select “Cancel” if you wish to review your answers in this section.

[Cancel](#) [Continue](#)

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.

Reporting Period Start Date *

01/01/2020

Reporting Period End Date *

12/31/2020

[Next Section](#)

- 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.

Program Information

Please select all of the following that apply to your obligation to submit a Sewage Sludge (Biosolids) Annual Report in compliance with [40 CFR part 503](#). The facility is: *

a POTW with a design flow rate equal to or greater than one million gallons per day
 a POTW that serves 10,000 people or more
 a Class I Sludge Management Facility as defined in [40 CFR 503.9](#)
 other

If your facility is a POTW, please provide the estimated total amount of sewage sludge produced at your facility for the reporting period (in dry metric tons). If your facility is not a POTW, please provide the estimated total amount of biosolids produced at your facility for the reporting period (in dry metric tons). *

Reporting Period Start Date *

Reporting Period End Date *

[Next Section](#)

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.

Treatment Processes

Please check the box next to the following sewage sludge or biosolids treatment processes that you used on the sewage sludge or biosolids generated or produced at your facility during the reporting period (check one or more that apply for each section). *

Pathogen Reduction Operations (see Appendix B to Part 503)	
Processes to Significantly Reduce Pathogens (PSRP)	Processes to Further Reduce Pathogens (PFRP)
<input type="checkbox"/> Aerobic Digestion <input type="checkbox"/> Air Drying (or sludge drying beds) <input type="checkbox"/> Anaerobic Digestion <input type="checkbox"/> Lower Temperature Composting <input type="checkbox"/> Lime Stabilization	<input type="checkbox"/> Higher Temperature Composting <input type="checkbox"/> Heat Drying (e.g., flash dryer, spray dryer, rotary dryer) <input type="checkbox"/> Heat Treatment (liquid sewage sludge is heated to temp. of 356°F (or 180°C) or higher for 30 min.) <input type="checkbox"/> Thermophilic Aerobic Digestion <input type="checkbox"/> Beta Ray Irradiation <input type="checkbox"/> Gamma Ray Irradiation <input type="checkbox"/> Pasteurization
Physical Treatment Operations	
<input type="checkbox"/> Preliminary Operations (e.g., sludge grinding, degritting, blending) <input type="checkbox"/> Thickening (e.g., gravity and/or flotation thickening, centrifugation, belt filter press, vacuum filter) <input type="checkbox"/> Sludge Lagoon	
Other Processes to Manage Sewage Sludge	
<input type="checkbox"/> Temporary Sludge Storage (sewage sludge stored on land 2 years or less, not in sewage sludge unit) <input type="checkbox"/> Long-Term Sludge Storage (sewage sludge stored on land 2 years or more, not in sewage sludge unit) <input type="checkbox"/> Methane or Biogas Capture and Recovery <input type="checkbox"/> Other Treatment Process	

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.

Did you or your facility collect sewage sludge or biosolids samples for laboratory analysis? *

Yes No Analytical Methods Used

EPA regulations specify that representative samples of sewage sludge or biosolids must be collected from sewage sludge or biosolids that are ultimately applied to the land, placed on a surface disposal site, or fired in a sewage sludge incinerator. These regulations also specify the analytical methods that must be used to analyze these representative samples of sewage sludge or biosolids. For example, EPA requires facilities to monitor for the certain parameters, which are 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. Please use the selections below to identify the analytic methods that were used on the sewage sludge or biosolids generated or produced by you or your facility during the reporting period. *

Analytical Methods	Selected
5 selected	EPA Method 7000 - Nickel (FAAS) x EPA Method 6010 - Zinc (ICP-OES) x EPA Method 6020 - Molybdenum (ICP-MS) x EPA Method 7010 - Selenium (GF-AAS) x EPA Method 7061 - Arsenic (AA-GH) x
<input type="checkbox"/> EPA Method 6010 - Zinc (ICP-OES)	
<input type="checkbox"/> EPA Method 6020 - Molybdenum (ICP-MS)	
<input type="checkbox"/> EPA Method 7000 - Zinc (FAAS)	
<input checked="" type="checkbox"/> EPA Method 7061 - Arsenic (AA-GH)	
<input type="checkbox"/> EPA Method 6010 - Beryllium (ICP-OES)	
<input type="checkbox"/> EPA Method 6020 - Beryllium (ICP-MS)	
<input type="checkbox"/> EPA Method 7000 - Beryllium (FAAS)	
<input type="checkbox"/> EPA Method 7010 - Beryllium (GF-AAS)	
<input type="checkbox"/> EPA Method 7131 - Cadmium (GF-AAS)	
<input type="checkbox"/> EPA Method 7191 - Chromium (AA-FT)	
<input type="checkbox"/> EPA Method 7010 - Copper (GF-AAS)	
<input type="checkbox"/> EPA Method 7421 - Lead (AA-FT)	
<input type="checkbox"/> EPA Method 7481 - Molybdenum (AA-FT)	

- 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.

Description of Biosolids/Sewage Sludge Management

Management Practice Type:	Total Volume:	Total Sewage Sludge Unique Identifier:
Land Application	0 Dry Metric Tons	0
Surface Disposal	0 Dry Metric Tons	0
Incineration	0 Dry Metric Tons	0
Other Management Practice	0 Dry Metric Tons	0

Add Land Application
Add Surface Disposal
Add Incineration
Add Other Management Practice
Next Section

- 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.

Management Practice Type:		Total Volume: 100	Total Sewage Sludge Unique Identifier: 1										
Land Application		Dry Metric Tons											
<p>To enter Monitoring Data, click the in the Monitoring Data Info column corresponding with each SUID.</p> <table border="1"> <thead> <tr> <th>Handler, Preparer, or Applier Type</th> <th>Pathogen Class</th> <th>Monitoring Data Info</th> <th>Volume Amount</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>001 On-Site Owner or Operator</td> <td>Class B</td> <td></td> <td>100</td> <td></td> </tr> </tbody> </table> <p>Showing 1 to 1 of 1 entries Show 10 entries Previous 1 Next</p> <p>Add Land Application</p>				Handler, Preparer, or Applier Type	Pathogen Class	Monitoring Data Info	Volume Amount	Actions	001 On-Site Owner or Operator	Class B		100	
Handler, Preparer, or Applier Type	Pathogen Class	Monitoring Data Info	Volume Amount	Actions									
001 On-Site Owner or Operator	Class B		100										

- 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 SUID (40 CFR 503.26).

Management Practice Type: Surface Disposal		Total Volume: 500 Dry Metric Tons	Total Sewage Sludge Unique Identifier: 1																											
<p>To enter Monitoring Data, click the in the Monitoring Data Info column corresponding with each SUID.</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Handler, Preparer, or Applier Type</th> <th>Pathogen Class</th> <th>Monitoring Data Info</th> <th>Volume Amount</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>004</td> <td>On-Site Owner or Operator</td> <td>Class A</td> <td></td> <td>500</td> <td></td> </tr> </tbody> </table> <p>INSTRUCTIONS: Pollutants, pathogen densities, and vector attraction reduction must be monitored when sewage sludge is placed on an active sewage sludge unit. Please use the following section to report monitoring data for the surface disposal conducted by you or your facility in the reporting period for this SUID. These monitoring data should be representative of the biosolids or sewage sludge that was placed on an active sewage sludge unit during the compliance monitoring period for this SUID (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 surface disposal requirements (40 CFR 503.26).</p> <p>Compliance Monitoring Periods</p> <p>SUID 004 - Surface Disposal / On-Site Owner or Operator / Class A / 500 Dry Metric Tons</p> <p>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 placed on an active sewage sludge unit in the reporting period for this SUID (40 CFR 503.26).</p> <p>To enter Monitoring Data, click the corresponding with each Compliance Monitoring Period.</p> <table border="1"> <thead> <tr> <th>Compliance Monitoring Period</th> <th>Compliance Monitoring Period Start Date</th> <th>Compliance Monitoring Period End Date</th> </tr> </thead> <tbody> <tr> <td>Compliance Monitoring Event No. 1</td> <td> 01/01/2017</td> <td>03/31/2017</td> </tr> <tr> <td>Compliance Monitoring Event No. 2</td> <td> 04/01/2017</td> <td>06/30/2017</td> </tr> <tr> <td>Compliance Monitoring Event No. 3</td> <td> 07/01/2017</td> <td>09/30/2017</td> </tr> <tr> <td>Compliance Monitoring Event No. 4</td> <td> 10/01/2017</td> <td>12/31/2017</td> </tr> </tbody> </table>				ID	Handler, Preparer, or Applier Type	Pathogen Class	Monitoring Data Info	Volume Amount	Actions	004	On-Site Owner or Operator	Class A		500		Compliance Monitoring Period	Compliance Monitoring Period Start Date	Compliance Monitoring Period End Date	Compliance Monitoring Event No. 1	01/01/2017	03/31/2017	Compliance Monitoring Event No. 2	04/01/2017	06/30/2017	Compliance Monitoring Event No. 3	07/01/2017	09/30/2017	Compliance Monitoring Event No. 4	10/01/2017	12/31/2017
ID	Handler, Preparer, or Applier Type	Pathogen Class	Monitoring Data Info	Volume Amount	Actions																									
004	On-Site Owner or Operator	Class A		500																										
Compliance Monitoring Period	Compliance Monitoring Period Start Date	Compliance Monitoring Period End Date																												
Compliance Monitoring Event No. 1	01/01/2017	03/31/2017																												
Compliance Monitoring Event No. 2	04/01/2017	06/30/2017																												
Compliance Monitoring Event No. 3	07/01/2017	09/30/2017																												
Compliance Monitoring Event No. 4	10/01/2017	12/31/2017																												

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 addition 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.

The screenshot shows a vertical list of five sections, each with a green checkmark icon and an upward arrow icon to its right. The sections are: Program Information, Treatment Processes, Analytical Methods, Biosolids/Sewage Sludge Management, and Additional Information. At the bottom of the list are two buttons: 'Save as Draft' and '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.

The screenshot shows a dialog box titled "Certification Information". It contains the question "What would you like to do now?" followed by three radio button options:

- Save and Flag Biosolids Annual Report for Certification
- Select Facility Users to be Notified
- Notify All Facility Users

At the bottom are two buttons: "Next" and "Cancel".

- 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.

* = required

Program Information	<input checked="" type="checkbox"/>	^
Treatment Processes	<input checked="" type="checkbox"/>	^
Analytical Methods	<input checked="" type="checkbox"/>	^
Biosolids/Sewage Sludge Management	<input checked="" type="checkbox"/>	^
Additional Information	<input checked="" type="checkbox"/>	^
Certification Information		
What would you like to do now?		
<input type="radio"/> Certify and Submit Biosolids Annual Report		
<input type="radio"/> Save and Flag Biosolids Annual Report for Certification		
<input type="button" value="Next"/>	<input type="button" value="Cancel"/>	

- 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.



Please Read and Respond to the Following Statement

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. 40 CFR 122.22(d)

Signatory: [Redacted]
Date: 06/24/2021

Please note that only the individuals described in [40 CFR §122.22\(b\)](#) are authorized to sign 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.

The screenshot shows the eSignature Widget interface. It has three main sections:

- 1. Authentication:** Log into CDX User: ZHERSTEKTEST Password: (masked) Show Password Welcome Zachary Herstek
- 2. Verification:** Question: What is the name of the hospital where you were born? Answer: (masked) Show Answer Correct Answer
- 3. Sign File:** Sign

- 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

Noncompliance

The Noncompliance column shows whether the individual Annual Report contains values selected for Noncompliance Reporting.

- **ND** : Noncompliance reporting cannot be determined for the legacy Annual Report
- **No** : Noncompliance values have not been reported for the Annual Report
- **Yes** : At least one noncompliance value has been reported in the Annual Report's Biosolids/Sewage Sludge Management section

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 to 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 to 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').

Biosolids/Sewage Sludge Management

SSUID Section

Management Practice Type
Other Management Practice

Amount (dry metric tons) *

Management Practice Detail *

Disposal in a Municipal Landfill (under 40 CFR 258)

Handler, Preparer, or Applier Type *

Select an Option

Pathogen Class *

Select an Option

Do you have any deficiencies to report for this SSUID? *

Yes No

Done & Add Another Done Cancel

Biosolids/Sewage Sludge Management

SSUID Section

Management Practice Type
Other Management Practice

Amount (dry metric tons) *

Management Practice Detail *

Use as Daily Cover for Municipal Landfill (under 40 CFR 258)

Handler, Preparer, or Applier Type *

Select an Option

Pathogen Class *

Select an Option

Do you have any deficiencies to report for this SSUID? *

Yes No

Done & Add Another Done Cancel

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.

This screenshot shows the initial configuration for Scenario #2. The 'Management Practice Type' is set to 'Land Application'. Under 'Management Practice Detail', 'Agricultural Land Application' is selected. Under 'Handler, Preparer, or Applier Type', 'Off-Site Third-Party Preparer' is selected. A red box highlights the 'Management Practice Detail' dropdown, and another red box highlights the 'Handler, Preparer, or Applier Type' dropdown.

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').

This screenshot shows the expanded list for the 'Management Practice Detail' selector. A red arrow points to the 'Agricultural Land Application' option, which is highlighted in blue. Other options listed include 'Reclamation Site Application', 'Distribution and Marketing - Compost', 'Distribution and Marketing - Other', 'Distribution and Marketing - Heat Dried Biosolids', and 'Distribution and Marketing - Advanced Alkaline Stabilized Biosolids'. A message at the bottom of the list states: 'Site Third-Party Handler, Preparer, or Applier for this Sewage Sludge Unique Identifier (SSUID). 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.' A red box highlights the 'Management Practice Detail' dropdown.

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).

The screenshot shows the 'Biosolids/Sewage Sludge Management' form. In the 'Management Practice Type' section, 'Land Application' is selected. In the 'Management Practice Detail' dropdown, 'Distribution and Marketing - Compost' is highlighted. In the 'Handler, Preparer, or Applier Type' dropdown, 'On-Site Owner or Operator' is selected. The 'Pathogen Class' dropdown shows 'Select an Option'. Below the form, a note asks if facility land applied bulk sewage sludge when pollutant concentrations exceeded monthly average concentrations in Table 3 of 40 CFR 503.13, with 'Yes' and 'No' radio buttons.

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

The screenshot shows the same form as above, but the 'Management Practice Detail' dropdown is expanded, revealing a list of options: Distribution and Marketing - Compost, Reclamation Site Application, Distribution and Marketing - Compost (which is currently selected), Distribution and Marketing - Other, Distribution and Marketing - Heat Dried Biosolids, Distribution and Marketing - Advanced Alkaline Stabilized Biosolids, and Other. A red bracket highlights the 'Distribution and Marketing - Compost' option. The rest of the form fields are identical to the previous screenshot.

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.

Did you or your facility collect sewage sludge or biosolids samples for laboratory analysis? *

Yes No Analytical Methods Used

EPA regulations specify that representative samples of sewage sludge or biosolids must be collected from sewage sludge or biosolids that are ultimately applied to the land, placed on a surface disposal site, or fired in a sewage sludge incinerator. These regulations also specify the analytical methods that must be used to analyze these representative samples of sewage sludge or biosolids. For example, EPA requires facilities to monitor for the certain parameters, which are 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. Please use the selections below to identify the analytic methods that were used on the sewage sludge or biosolids generated or produced by you or your facility during the reporting period. *

Analytical Methods	Selected
None selected	

Other Analytical Methods

[Add Other Analytical Method](#)

How to Use Data Qualifiers

The form shows the parameters that must be monitored and reported on the annual report. In addition 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... x ▾		
Cadmium	Select an Option	J (Below... x ▾	2.2
Copper	A (Failure to Conduct Sampling or Analysis) x ▾		
Lead	Select an Option	T (Too Nu... x ▾	
Mercury	Select an Option	E (Estimat... x ▾	.5
Molybdenum	Select an Option	= x ▾	1.3
Nickel	Select an Option	> x ▾	1.1
Selenium	Select an Option	< x ▾	2.2
Zinc	A (Failure to Conduct Sampling or Analysis) x ▾		

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.

EPA NPDES regulations at 40 CFR part 503 only require reporting for land application, surface disposal, or incineration. You have the option to select "Other Management Practice" if you wish to provide more information on how you manage your sewage sludge or biosolids.

Please use the selections below to identify how sewage sludge or biosolids generated or produced at your facility was managed, used, or disposed by you or your facility for the reporting period. You can use the “Done & Add Another” button below to add as many Sewage Sludge Unique Identifier (SSUID) sections as needed to describe how you manage your sewage sludge.

Please note that “Land Application” includes the distribution and marketing (sale or give away) of Class A EQ biosolids. The term “Off-Site Third-Party Handler or Applier” refers to third parties which do not change the quality of the sewage sludge or biosolids. The term “Off-Site Third-Party Preparer” refers to a third party which changes the quality of the sewage sludge or biosolids.

Description of Biosolids/Sewage Sludge Management

Management Practice Type: Land Application Total Volume: 123 Dry Metric Tons Total Sewage Sludge Unique Identifier: 1

[Download Land Application Batch Template](#) [Batch Upload](#)

To enter or make changes to Monitoring Data, click the icons (green checkmark or red exclamation mark) in the Monitoring Data Info column corresponding with each SSUID.

ID	Handler, Preparer, or Applier Type	Pathogen Class	Monitoring Data Info	Volume Amount	Actions
+ 002	On-Site Owner or Operator	Class A EQ	<input checked="" type="checkbox"/>	123	Edit Delete

Showing 1 to 1 of 1 entries

Show 10 entries

Previous 1 Next

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

Description of Biosolids/Sewage Sludge Management

Management Practice Type: Land Application Total Volume: 123 Dry Metric Tons Total Sewage Sludge Unique Identifier: 1

[Download Land Application Batch Template](#) [Batch Upload](#)

To enter or make changes to Monitoring Data, click the icons (green checkmark or red exclamation mark) in the Monitoring Data Info column corresponding with each SSUID.

Batch Upload of Land Application Monitoring Data

- Click on [Download Land Application Batch Template](#) to download the pre-populated Excel file.
- Please read the "Instructions" worksheet prior to filling out the monitoring data.
- Fill in the data for each worksheet and save.
- Click on [Batch Upload](#) in the Land Application section to upload land application monitoring data.
Note: Existing monitoring data will be overwritten if uploaded data passes validation.
- Verify uploaded data in the monitoring data section.

Data Info Volume Amount Actions

	123	Edit Delete
--	-----	---

Showing 1 to 1 entries

Add Land Application

Management Practice Type: Land Application Total Volume: 123 Dry Metric Tons Total Sewage Sludge Unique Identifier: 1

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	C	D	E	F	G
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
<div style="border: 1px solid green; width: 100%; height: 100px;"></div>						

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

A	B	C	D	E	F	G
SSUID*	Compliance Monitoring Event No*	Data Type*	Sewage Sludge or Biosolids Parameter*	Value Qualifier	Parameter Value	No Data Code
1 [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]	[Valid Codes: A B C D E F, Cannot enter Value Qualifier, Parameter Value, and No Data Code together]	[Valid Codes: A B C D E F, Cannot enter Value Qualifier, Parameter Value, and No Data Code together]
2 002	1	Maximum Concentration Data	Arsenic	=	>	0
3 002	1	Maximum Concentration Data	Cadmium	=		4
4 002	1	Maximum Concentration Data	Copper	=		7
5 002	1	Maximum Concentration Data	Lead	=		7
6 002	1	Maximum Concentration Data	Mercury	=		5
7 002	1	Maximum Concentration Data	Molybdenum	=		5
8 002	1	Maximum Concentration Data	Nickel	=		8
9 002	1	Maximum Concentration Data	Selenium	=		9
10 002	1	Pathogen Data	Zinc	=		0
11 002	1	Pathogen Data	Fecal Coliform	=		5
12 002	1	Pathogen Data	Salmonella	=		7
13 002	1	Pathogen Data	Enteric Viruses	=		6
14 002	1	Pathogen Data	Helminth Ova	=		7
15 002	1	VAR Data	Solids, total volatile percent removal	=		8
16 002	1	VAR Data	Specific Oxygen Uptake Rate (SOUR)	=		4
17 002	1	Monthly Average Pollutant Data	Arsenic	=		7
18 002	1	Monthly Average Pollutant Data	Cadmium	=		6
19 002	1	Monthly Average Pollutant Data	Copper	=		6
20 002	1	Monthly Average Pollutant Data	Lead	=		8
21 002	1	Monthly Average Pollutant Data	Mercury	=		0
22 002	1	Monthly Average Pollutant Data	Nickel	=		5
23 002	1	Monthly Average Pollutant Data	Selenium	=		7
24 002	1	Monthly Average Pollutant Data	Zinc	=		0
25 002	1	Total Nitrogen Data	Total Nitrogen (TKN plus Nitrate-Nitrite)	=		0
26 002	1					
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						

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.

Management Practice Type: Surface Disposal		Total Volume: 5 Dry Metric Tons	Total Sewage Sludge Unique Identifier: 3																									
Surface Disposal Batch Template Batch Upload		Search:																										
<p>To enter or make changes to Monitoring Data, click the icons (green checkmark or red exclamation mark) in the Monitoring Data Info column corresponding with each SSUID.</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Handler, Preparer, or Applier Type</th> <th>Pathogen Class</th> <th>Monitoring Data Info</th> <th>Volume Amount</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>+ 001</td> <td>Off-Site Third-Party Handler or Applier</td> <td>Class A</td> <td></td> <td>5</td> <td>Edit Delete</td> </tr> <tr> <td>003</td> <td></td> <td></td> <td></td> <td></td> <td>Edit Delete</td> </tr> <tr> <td>004</td> <td></td> <td></td> <td></td> <td></td> <td>Edit Delete</td> </tr> </tbody> </table>					ID	Handler, Preparer, or Applier Type	Pathogen Class	Monitoring Data Info	Volume Amount	Actions	+ 001	Off-Site Third-Party Handler or Applier	Class A		5	Edit Delete	003					Edit Delete	004					Edit Delete
ID	Handler, Preparer, or Applier Type	Pathogen Class	Monitoring Data Info	Volume Amount	Actions																							
+ 001	Off-Site Third-Party Handler or Applier	Class A		5	Edit Delete																							
003					Edit Delete																							
004					Edit Delete																							
Showing 1 to 3 of 3 entries		Show 10 entries			Previous 1 Next																							
Add Surface Disposal																												

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.

Compliance Monitoring Event No. 1

Do you have analytical results to report for this monitoring period? *

Yes No

Please indicate the reason for reporting no data for this compliance monitoring period. *

Select an Option

A (Failure to Conduct Sampling or Analysis)
B (No Sampling or Analysis Conducted due to Laboratory Error)
C (No Sampling or Analysis Conducted due to Natural Disaster)
D (No Sampling or Analysis Conducted due to Operation Shutdown)
E (No Sampling or Analysis Conducted due to Frozen Land Conditions)
F (No Sampling or Analysis Conducted - Other Reason)

Max sewage sludge that was applied to land during 13(a), EPA's regulations prohibit land application of sewage sludge or other container when one or more sewage sludge pollutant limit (Table 1 of 40 CFR 503.13). Concentration limits in Table 1 of 40 CFR 503.13 to milligrams per kilogram (mg/kg), dry weight

Please only select a "No Data Indicator Code" if you are reporting no data for the sampling period or particular parameter.

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).

Compliance Monitoring Periods

SSUID 001 - Land Application / On-Site Owner or Operator / Agricultural Land Application / Bulk / Class A / 1 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 or make changes to Monitoring Data, click the icons (or) corresponding with each Compliance Monitoring Period.

Compliance Monitoring Period	Compliance Monitoring Period Start Date	Compliance Monitoring Period End Date
Compliance Monitoring Event No. 1	01/01/2018	12/31/2018

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.

Compliance Monitoring Periods

SSUID 001 - Land Application / On-Site Owner or Operator / Agricultural Land Application / Bulk / Class A / 291 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 or make changes to Monitoring Data, click the icons ( or ) corresponding with each Compliance Monitoring Period.

Compliance Monitoring Period	Compliance Monitoring Period Start Date	Compliance Monitoring Period End Date
Compliance Monitoring Event No. 1	 01/01/2018	03/31/2018
Compliance Monitoring Event No. 2	 04/01/2018	06/30/2018
Compliance Monitoring Event No. 3	 07/01/2018	09/30/2018
Compliance Monitoring Event No. 4	 10/01/2018	12/31/2018

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 SUID. For example, if a POTW utilizes land application on agricultural lands (SUID 002) and land application on reclamation lands (SUID 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 SUID.

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

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 SUID. These monitoring data should be representative of the sewage sludge or biosolids that was applied to land during the compliance monitoring period for this SUID (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 SUID (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

ID	Handler, Preparer, or Applier Type	Pathogen Class	Monitoring Data Info	Volume Amount	Actions
003	On-Site Owner or Operator	Class A		2000	

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 SUID. These monitoring data should be representative of the sewage sludge or biosolids that was applied to land during the compliance monitoring period for this SUID (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 SUID (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 its 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			
May	100	58		
June	200			
July	100			
August	50	65		
September	100			
October	200			
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, some 43 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	= <input type="button" value="x"/>	<input type="text"/>
Chromium	Select an Option	= <input type="button" value="x"/>	<input type="text"/>
Nickel	Select an Option	= <input type="button" value="x"/>	<input type="text"/>

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	<input type="text"/>
Chromium	<input type="text"/>
Nickel	<input type="text"/>

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

Incinerator Operations Data

INSTRUCTIONS: Please use the section below to report operational information for this incinerator.

Identify the type for this incinerator (select one): *

Multiple Hearth Incinerator (MHI) Fluidized Bed Incinerator (FBI) Other

When did the source last undergo a significant change in geographic or physical characteristic or operating conditions? *

Were new pollutant limits calculated following such changes?

Yes No

Identify all the different types of emissions control technology for this incinerator (check all that apply): *

Wet Scrubber	Dry Scrubber	Mercury Control
<input type="checkbox"/> Single Venturi	<input type="checkbox"/> Fabric Filter	<input type="checkbox"/> Powdered Activated Carbon (PAC) Injection
<input type="checkbox"/> Impingement Trays	<input type="checkbox"/> Limestone Addition	<input type="checkbox"/> Fixed Bed Carbon Adsorption
<input type="checkbox"/> Multiple Fixed Venturi	<input type="checkbox"/> Other (Type in Box)	<input type="checkbox"/> Other (Type in Box)
<input type="checkbox"/> Other (Type in Box)		

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.

Air Emissions Pollutant Monitoring

INSTRUCTIONS: Please use the table below to report *beryllium* and *mercury* monitoring data from the stack gas of this incinerator. The frequency of monitoring for beryllium shall be as required in subpart C of 40 CFR part 61 [40 CFR 503.46(a)(1)]. The frequency of monitoring for mercury shall be as required in subpart E of 40 CFR part 61 [40 CFR 503.46(a)(1)]. You may report no beryllium stack gas monitoring data if you 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 (40 CFR part 61, Subpart C). EPA will use the stack gas monitoring data below to evaluate compliance with emissions standards for beryllium (40 CFR 61.32) and mercury (40 CFR 61.52).

Pollutant	Mass of Pollutant During any 24-hour Period in the Stack Gas of this Incinerator (grams)	End Date of 24-hour Sampling Period	
Mercury	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add Air Emission Pollutant

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.

Incineration Process Control Monitoring		
Incineration Process Control Parameter	Monthly Average Concentration (ppm, volumetric basis, 0% moisture and 7% oxygen basis)	End Date of Sampling Period Month
Add Process Control		

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				
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	
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.

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

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.

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

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.

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

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

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

Example:

Sludge Hauled = 100,000 gallons

Total Solids Content of Sludge Hauled = 5.0%

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

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

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

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	J (Below... x ▼)	1.3

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.

Maximum Concentration Data for All Sewage Sludge or Biosolids Applied to Land

This section summarizes the maximum pollutant concentrations in the biosolids or sewage sludge that was applied to land during the compliance monitoring period for this SSUID. In accordance with 40 CFR 503.13(a), EPA's 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 (Table 1 of 40 CFR 503.13). EPA will compare the pollutant concentrations in this section against the ceiling concentration limits in Table 1 of 40 CFR 503.13 to identify noncompliance events. All pollutant monitoring data should be reported in milligrams per kilogram (mg/kg), dry weight basis.

Please only select a "No Data Indicator Code" if you are reporting no data for the sampling period or particular parameter."

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	=	2.1

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).

$$[(0.5/2) + 1.3 + (0.5/2) + 2.1] / 4 = 0.975 \text{ mg/kg (dry weight basis)}$$

Monthly Average Pollutant Concentration Data for All Sewage Sludge or Biosolids Applied to Land

This section summarizes the monthly average pollutant concentrations in the biosolids or sewage sludge that was applied to land during the compliance monitoring period for this SSUID. All pollutant monitoring data should be reported in milligrams per kilogram (mg/kg), dry weight basis.

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	J (Below...)	0.975

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.

Maximum Concentration Data for All Sewage Sludge or Biosolids Applied to Land

This section summarizes the maximum pollutant concentrations in the biosolids or sewage sludge that was applied to land during the compliance monitoring period for this SSUID. In accordance with 40 CFR 503.13(a), EPA's 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 (Table 1 of 40 CFR 503.13). EPA will compare the pollutant concentrations in this section against the ceiling concentration limits in Table 1 of 40 CFR 503.13 to identify noncompliance events. All pollutant monitoring data should be reported in milligrams per kilogram (mg/kg), dry weight basis.

Please only select a "No Data Indicator Code" if you are reporting no data for the sampling period or particular parameter."

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	< x >	0.5

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:

$$[(0.2/2) + (0.5/2) + (0.3/2) + (0.4/2)] / 4 = 0.175 \text{ mg/kg (dry weight basis)}$$

Monthly Average Pollutant Concentration Data for All Sewage Sludge or Biosolids Applied to Land

This section summarizes the monthly average pollutant concentrations in the biosolids or sewage sludge that was applied to land during the compliance monitoring period for this SSUID. All pollutant monitoring data should be reported in milligrams per kilogram (mg/kg), dry weight basis.

Sewage Sludge or Biosolids Parameter	Value Qualifier	Parameter Concentration (mg/kg, dry-weight basis or Pass/Fail)	If No Data, Select One Of The Following
Arsenic	< x >	0.175	Select an Option

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.