

FAQS on Sewage Sludge/Biosolids Annual Reporting

“Who is required to submit an Annual Sewage Sludge/Biosolids Report?”

If you are a publicly owned treatment works that meets the applicability requirements and your sewage sludge is land applied, surface disposed, or you operate a sewage sludge incinerator, you will need to submit an annual report by February 19 of each year covering the previous year. Your facility will meet the applicability requirements if your facility's design flow rate is equal to or greater than one million gallons per day, serves 10,000 people or more, or is required to have an approved pretreatment program (Class I Sludge Management Facility).

“When is the sewage sludge annual report due and where do I send it?”

The annual report is due February 19 of each year covering the previous calendar year. Most facilities should send it to:

EPA Biosolids Center
EPA Region 7
WWPD/WENF
11201 Renner Boulevard
Lenexa, Kansas 66219

Facilities located in states authorized for the 40 CFR Part 503 regulations (Michigan, Ohio, Wisconsin, Texas, Oklahoma, Arizona, Utah, and South Dakota) should submit their annual report to their state regulatory agency. Also, facilities in the states of Louisiana, Arkansas, New Mexico, California, Hawaii, and Nevada should continue to submit their annual report to their EPA Regional office.

“Why am I sending my sewage sludge annual report to EPA Region 7 located in Lenexa, Kansas?”

EPA consolidated its sewage sludge enforcement function to the Biosolids Center located in the Region 7 office at 11201 Renner Boulevard, Lenexa Kansas 66219.

“What changes have occurred to the biosolids/sewage sludge reporting requirements?”

None of the reporting requirements changed nor were there changes to who is required to report. The only change is regarding where to mail the annual sewage sludge reports.

“Where are the forms that I should fill out?”

There is no national set of forms that you are required to fill out to complete the annual sewage sludge reports. In the past, some states and EPA Regional offices sent out forms as a suggested way to report.

Unfortunately, the Biosolids Center is not able to send out such forms. You are free to use whatever format you like to submit your annual report.

Please note that a number of states have allowed the use of Discharge Monitoring Report (DMR) forms as a suggested form for annual sewage sludge reporting under 40 CFR Part 503. Although these forms contain some of the information required by 40 CFR Part 503, these forms generally do not meet the reporting requirements. Although the annual reporting has not changed since 1993, it has become apparent that a number of facilities have not been submitting reports that meet the reporting requirements. Please be sure that your annual report meets the annual reporting requirements of 40 CFR Part 503. If you need assistance in determining what to include in your annual report, a copy of the Part 503 regulations can be found at the website below. In addition, an annual report review guide (which is what we use to determine if an annual report is complete) can be found at the website indicated below.

If you want to see what is required to report, the sewage sludge reporting regulations are at 40 CFR Part 503.18, 503.28, and 503.48 depending upon the type of facility that you operate. You can view these regulations at <http://www.ecfr.gov/cgi-bin/text-idx?SID=490d55658e8b382bd3bbc80e99a46b65&node=40:31.0.1.2.42&rgn=div5>

EPA's Annual Report Review Guide can be found at:
<http://water.epa.gov/scitech/wastetech/biosolids/#links>

“Who needs to sign my facility’s report?”

Specific requirements can be found at the following link:

http://www.ecfr.gov/cgi-bin/text-idx?SID=593dd1d4effda13b80f68a89977ab68a&node=se40.22.122_122&rgn=div8

But in general a signature is required by an authorized representative of the NPDES holder; i.e. the Municipality, and not a contract operator hired by the City.

This signature also has to be included on the Certification which best matches the operation at your facility in accordance with 40 CFR 503.17 – Recordkeeping

http://www.ecfr.gov/cgi-bin/text-idx?SID=593dd1d4effda13b80f68a89977ab68a&node=se40.30.503_117&rgn=div8

“Can I submit my annual report electronically or via email?”

EPA's electronic reporting rule is not yet final. Until that regulation is final, electronic reporting of annual reports is limited to transmitting the report via email to Petruska.anthony@epa.gov. Please note that the file transmitting the annual report must be less than 25 mg to get through EPA's email

system and in a common format (such as a pdf file) so it can be opened. If this is a concern, then please send a paper copy via regular mail.

“I don’t know anything about sewage sludge/biosolids annual reporting or 40 CFR Part 503, what am I required to submit”

If you are a publicly owned treatment works that meets the applicability requirements and your sewage sludge is land applied, surface disposed, or you operate a sewage sludge incinerator, you will need to submit an annual report by February 19 of each year covering the previous year. Your facility will meet the applicability requirements if your facility’s design flow rate is equal to or greater than one million gallons per day, serves 10,000 people or more, or is required to have an approved pretreatment program (Class I Sludge Management Facility).

Here is a link to a Plain English Guide to the 503 biosolids rules.

http://water.epa.gov/scitech/wastetech/biosolids/503pe_index.cfm

The biosolids reporting regulations are at 40 CFR Part 503.18 (land application), 503.28 (surface disposal), and 503.48 (incineration). You can view these regulations at <http://www.ecfr.gov/cgi-bin/text-idx?SID=490d55658e8b382bd3bbc80e99a46b65&node=40:31.0.1.2.42&rgn=div5>

EPA’s Annual Report Review Guide can be found at:

<http://water.epa.gov/scitech/wastetech/biosolids/#links>

“My sludge is sent off to someone else that processes it into a fertilizer or compost. Am I required to send a report?”

Whether or not your facility is required to submit a sewage sludge annual report to EPA depends upon the classification of your facility and whether or not your sludge is land applied, surface disposed or incinerated.

If you are a publicly owned treatment works that meets the applicability requirements and your sewage sludge is land applied, surface disposed, or you operate a sewage sludge incinerator, you will need to submit an annual report by February 19 of each year covering the previous year. Your facility will meet the applicability requirements if your facility’s design flow rate is equal to or greater than one million gallons per day, serves 10,000 people or more, or is required to have an approved pretreatment program (Class I Sludge Management Facility).

If your facility meets the above applicability requirements and your sewage sludge is land applied, surface disposed, or you operate a sewage sludge incinerator, you will need to submit an annual report

whether or not someone else processes the sludge for you. You should obtain applicable information from the sludge processor in order to complete your report.

Note however, if all of your sludge is landfilled instead of being land applied, surface disposed, or incinerated, then the only reporting requirement is to tell EPA all of your sludge is landfilled.

See the above questions and answers for assistance regarding what to report and where to send it.

“Can I have an extension to file my annual report?”

The regulations at 40 CFR Part 503 includes no provisions to extend the due date of the annual sewage sludge report beyond February 19 of each year. If you cannot meet the due date, you should submit the report as soon as possible.