**Section 371.163 Records, Reports, and Laboratory Control**

This element of the PO must identify specific actions and related implementation schedules for establishing an adequate laboratory, record keeping, and reporting system which meets NPDES requirements, process control and maintenance needs for the facility. Personnel responsible for completing each of the actions listed must he identified by name and title. Reference must be made to the chapter of the O&M Manual where examples of daily log sheets, Discharge Monitoring Report forms, annual reports, etc., are located.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ACTION | | START  DATE | END  DATE | RESPONSIBLE  PERSONNEL |
|  | |  |  |  |
| a) | Determine the operations, laboratory, NPDES reporting and record keeping requirements for this facility. |  |  |  |
|  | |  |  |  |
| b) | Review the laboratory analytical and reporting requirements with the operators and laboratory staff. |  |  |  |
|  | |  |  |  |
| c) | Inventory the laboratory supplies and equipment. |  |  |  |
|  | |  |  |  |
| d) | Acquire laboratory records, calculation sheets, and report forms. |  |  |  |
|  | |  |  |  |
| e) | Conduct training in heavy metals sample collection and analysis with the laboratory staff. |  |  |  |
|  | |  |  |  |
| f) | Have on file the treatment facility design, construction and operations records, manufacturers' manuals and as-built drawings. |  |  |  |
|  | |  |  |  |
| g) | Move into the new laboratory. |  |  |  |
|  | |  |  |  |
| h) | Test new equipment to assure that it complies with the specifications and to demonstrate that the equipment is in working order. |  |  |  |
|  | |  |  |  |
| i) | Complete first annual facility operation and maintenance report. |  |  |  |