

g. RECORDS RETENTION

1. The permittee shall retain records of:
 - a. All laboratory analyses performed including sample data, quality control data, and standard curves;
 - b. Calibration and maintenance records of laboratory instruments;
 - c. Calibration and maintenance records and recordings from continuous recording instruments;
 - d. Process control monitoring records;
 - e. Facility operation and maintenance records;
 - f. Copies of all reports required by this permit;
 - g. All data and information used to complete the permit application; and
 - h. All monitoring data related to sludge use and disposal.
2. All records and information resulting from the monitoring activities and record keeping requirements required by this permit and the Rules shall be retained by the permittee for a minimum of three (3) years, whereas records pertaining to sludge shall be retained for five (5) years, or longer if requested by EPD.

3. REPORTING

- a. Monitoring results obtained during the calendar month shall be summarized for each month and reported on the DMR. The results of each sampling event shall be reported on an OMR and submitted as an attachment to the DMR.
 1. The permittee shall submit the DMR, OMR and additional monitoring data to EPD. The required submittals shall be postmarked no later than the 15th day of the month following the reporting period.
 2. All other reports required herein, unless otherwise stated, shall be submitted to the EPD Office listed on the permit issuance letter signed by the Director of EPD.