Instructions for Entering Data into the 2012 Electronic Biosolids Report 16 Items with an Asterisk (*) need not be filled in by Out-of-State Preparers

This is an Excel Spreadsheet. You may, of course, simply print out the blank and then fill it in by hand. You may find it much easier to enter the requested data via the keyboard with the spreadsheet loaded into Microsoft Excel.

Do not enter letters into any cells where numbers are expected (leave blank instead of entering "NA" or "None"). **If you need to explain a number, attach a comment (/Edit/comment) to that cell.** Please do not rename, reformat, resize, protect, or hide sheets, rows, columns, or cells. It interferes with our automated data extraction. It is acceptable if an entry does not display completely on the screen or on the printout; do not spread an entry over several rows. When we extract the data, it will be there even if it cannot be seen on the computer screen.

Use the uppermost row (2, 3, 8) first. If you make an entry error that you cannot extricate yourself from by /Edit/undo, just close without saving, and reload. Here's how to enter the data:

Date signed, into cell A2: Use the Excel format. February 19, 2012 would be entered as =date (02/19/2012).

NPDES/AZPDES Permit#, into cell B2: Just type in the number if you have a permit.

***APP #, into cell C2**: If the facility has an Aquifer Protection Permit, enter the number here.

The next five cells, D2 to H2, are self-explanatory, but **leave out "City of" or "Town of"** such that we can sort by place name. If the G2 entry does not turn blue, there is a typing error in the entry.

***FTE Residents served, into cell I2**: Approximate number of full-time residents served by this facility. For example, 3 residents of a trailer park staying 4 months each equal 1 FTE (Full Time Equivalent).

Preparer or Applicator, into cell J2: Enter P if you are a preparer (generator) of biosolids, A if you are an applicator, and AP if you do both.

Street or P.O. Box / City / Zip, into cell K2 or K3 and A5/6 – B5/6: Enter mailing address into K2, physical (Street) address into K3. Mailing City/Zip into A5/B5, physical City/Zip A6/B6. Do not write "same" if mailing address equals physical address; just copy it over. If you use a P.O. Box, enter the number in K2, "P.O. Box" in L2.

Phone, into C5/C6: Enter contact's land line into C5, cell phone if any into C6.

***Lagoons or LINED Drying Beds (Y/N), into cell D5**: If your sludge enters and **stays** in lagoons, or is treated (stored) in LINED drying beds, enter Y, otherwise N. Sludge in lagoons or drying beds is considered "in treatment", not "stored". Facultative ponds that are **cleaned out yearly or more frequently** are not considered lagoons.

***Dry Tons stored 01/01/12, into cell E5**: This is the amount of sludge in storage ON THE GROUND at the beginning of the reporting year. Make sure you report **dry** content of your sludge, determined by analysis, and if possible metric tons (2200 pounds). You may report short tons (2000 pounds), and then mark an "S" in cell G8. Either way, do not mix units. All weights need to be reported uniformly in either all metric or all short dry tons. Remember that sludge in lagoons is not considered "stored" and neither is sludge in drying beds though the latter amount needs to be reported. We suggest that you enter the amount in your lagoons, just to keep track of how much they contain. Our database will not count these numbers as storage as long as you entered "Y" in D5, above. **If you store both Class A and Class B biosolids, use line 5 and 8 for "A" and line 6 and 9 for "B".**

***Class (A/B/N), into cell F5**: Class of the stored biosolids. "N" means untreated and gets no entry in K5 and L5.

***Alternative #, into cell G5**: Treatment alternative used to achieve the quality of the stored biosolids. Do not enter the R18-9-1006 citation, just the digit (1-12), or leave blank (do not enter "NA") if untreated.

***VAR #, into H5**: Vector Attraction Reduction Method used for stored biosolids. Do not enter the R18-9-1010 citation, just the digit (1-10), or leave blank (do not enter "NA") if untreated.

***Dry Tons stored 12/31/12, into cell I5**: The amount of **dry** sludge in storage at the end of the reporting year. Remember that sludge in lagoons is not considered "stored" and neither is sludge in drying beds though the latter amount needs to be reported. We suggest that you enter the amount in your lagoons, just to keep track of how much they contain. Our database will not count these numbers as storage as long as you entered "Y" in D5, above.

***Class/Alternative/VAR, into cells J5/K5/L5**: See directions for F5/G5/H5

***Dry Tons stored 01/01/11, into cell A8**: This is the amount the facility had in storage at the beginning of the previous year, and has reported in its 2011 Annual Biosolids Report. Remember that sludge in lagoons is not considered "stored" and neither is sludge in drying beds though the latter amount needs to be reported. We suggest that you enter the amount in your lagoons, just to keep track of how much they contain. Our database will not count these numbers as storage as long as you entered "Y" in D5, above.

***Dry Tons in, from Daily Flow, into cell B8:** This is a crucial number. It represents the total amount in tons of dry matter received in your incoming wastewater, from your own clients. This number can be calculated from your average daily flow and the average TSS (Total Suspended Solids) in the incoming wastewater. ADEQ has made available an Excel

spreadsheet that will calculate this number for you. Please do not confuse this number with the biosolids received from other WWTP's which are to be listed in the next column.

***Dry Tons Sludge Received, into Column C(8-20), start with row 8:** This is the amount in tons of dry matter received from other facilities (such as satellite WWTP's) in the form of wastewater or sludge. It can be calculated exactly as above, from flow and TSS. Use a separate row for each facility that sends wastewater or sludge to you.

***From Facility (Name)**: Name of the plant from which you have received this wastewater or sludge.

***Dry Tons Sludge sent away, into column E**: If you are a satellite facility that does not process all of its own wastewater, list the amount sent away here. Use Flow and TSS to calculate the dry biosolids content. Use additional rows if there are several recipient facilities.

***To Facility (name), into column F:** Name of receiving facility or facilities.

Mark "S" if reporting Short, NOT Metric Tons, into cell G8: If all of your "Dry Tons" numbers represent Short Tons (@2,000 pounds), enter S into cell G8. If you are reporting metric tons (@2,200 pounds), leave this cell blank. **You must report all numbers as metric or short (US) tons. Please do not mix units.**

***Dry Tons Additions to Sludge, into cell H8**: This applies only to composting operations which add amendments to their biosolids as part of the composting process.

Disposition, in Column A, cells 22 to 43: These are predefined fields which need no entries. However, if your biosolids went to more surface units (2), landfills (3), composters (2) or application sites (15) than there are predefined rows, you can insert the required number of rows into the spreadsheet.

Dry Tons out, Weighed; into column B: These are the biosolids that you have shipped to their final destinations. If they have been weighed **wet**, either by you or by the receiving facility, you need to have the solids content determined by drying and calculate the dry amount in tons. This calculation must be determined by using, at a minimum, the self monitoring results from an ADHS certified lab. Testing requirements will vary depending on the amounts of biosolids produced. See R18-9-1012 or your AZPDES permit to determine the frequency of the self monitoring events required.

Class, Alternative, Vector Attraction Reduction, Fecal Coliform or Salmonella; columns C through F: Treatment and testing methods employed for the batch of outgoing biosolids in each row.

To (Recipient Name), into column G: Name of the Landfill, Composter, Applicator, etc. In the case of land application, use a separate row for each application site. Your applicator will supply this information.

Hauler Name, into column H: Name of the company that hauled the sludge to its destination. If you have used several haulers to move biosolids to the same destination, please attach a coded list of haulers and their phone numbers and list the codes here, such as, for instance, "A, F, G".

Hauler Phone, into Column I: No need for an entry if you attached a coded list.

Application Site, into column J: Name of the farm or reclamation site. This information will be supplied to you by the applicator. For each site (even if handled by the same applicator), use a separate row. There is, however, no need to list individual fields.

NOW YOU NEED TO PRINT OUT THE COMPLETED REPORT AND SIGN IT.
The way the spreadsheet has been formatted, it should print out on a two 8.5x11 sheets. You may need to experiment with print settings to achieve that result.
Once the report is printed out, please sign the certification and mail it to "Robert Phalen, Biosolids Coordinator, Arizona Department of Environmental Quality, 1110 W. Washington St., Phoenix AZ 85007. Do not forget to enclose the required laboratory reports. Please rename the filled-in spreadsheet by adding the year and city to the filename, such as "2012 {[Plant Name] Biosolids Annual Report Form for Preparers" and email it as an attachment to biosolids@azdeq.gov

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