

**Appendix D - Pre-Inspection Records Request - Completed by  
Suncor June 3, 2021**

## **Suncor Energy (USA) Inc. CDPS Permit No. CO0001147 (Industrial Wastewater Treatment Facility) Records Request**

### **Permit**

- Current Waste Discharge Requirements including the following:
  - Any permit amendments  
*Permit Document(s) Provided*
  - Compliance Schedules or Time Schedule Orders (TSOs)  
*See Permit Document(s)*
  - Monitoring and Reporting Program Requirements  
*See Permit Document(s)*
  - Permit Standard Provisions (CWA)  
*See Permit Document(s)*
- Permit renewal application: including, but not limited to, Report of Waste Discharge (ROWD)  
*Renewal application dated 5/4/2017 Document(s) provided*

### **Routine Reporting**

- Discharge Monitoring Reports (DMRs) and/or Self-Monitoring Reports (SMRs) (at least the last twelve monthly reports (including weekly monitoring) and the most recent quarterly and semi-annual reports)  
*Document(s) provided*
- Annual Report (most recent)  
*Not Applicable*
- Annual Biosolids Report (most recent biosolids monitoring and management reports, as applicable)  
*Not Applicable*
- Chronic WET Testing  
*Document(s) provided*
- Toxicity Identification Evaluations (TIE) or Toxicity Reduction Evaluations (TRE)  
*Document(s) provided (2014)*
- Compliance scheduled reports, actions taken, pending items:  
*Document(s) provided*
  - Zone Implementation Guidance Study Results (**due January 1, 2017**)
  - Facility Evaluation Plan (Activities to Meet Total Recoverable Arsenic, Total Recoverable Iron, Potentially Dissolved Silver and Potentially Dissolved Zinc Final Limits) and latest Implementation Schedule/Study Results (**due December 31, 2017**)
  - Total Mercury Implementation Schedule and Study Results (**due December 31, 2017**)
  - Dissolved Selenium latest Status/Progress Report
- Per – and polyfluoroalkyl substances (PFAS) monitoring reports (last twelve months)  
*Document(s) provided*
- Noncompliance notification records  
*Document(s) provided*
- Spill records – Sewage, chemical, and otherwise  
*Document(s) provided*

### **Plans**

- Operations and Maintenance Plan  
*Document(s) provided*
- Solids, sludges, other pollutant/wts disposal practices and records
- Spill Prevention Control and Countermeasures (SPCC) plan  
*Document(s) provided*

- Special Monitoring Plans (i.e., benthic, outfall, and groundwater) (if applicable)  
*Not Applicable*
- Processes and wastewater treatment system flow diagrams or schematics  
*Available in the Permit Renewal application dated 5/4/2017*

### **Laboratory**

- Laboratory certification – On-site lab and contract labs  
*Document(s) Provided (DMR-QA)*
- Laboratory Quality Assurance (QA) / Quality Control (QC) Program  
*Document(s) Provided*
- Standard operating procedures (SOP) (\*)
- DMR QA  
*Document(s) Provided*
- Sample chain-of-custodies (COCs) and corresponding laboratory analytical data (at least 3 most recent months of reporting to the CDPHE)  
*Documents Provided for Labs:*
  - Technology Laboratory (March, April, May 2021)*
  - Seacrest Group (3Q2020, 4Q2020,*
  - Suncor (03-03-2020, 05-7-2021)*
- Equipment calibration logs (\*)
- Equipment manuals (\*)
- Refrigeration log (\*)
- Laboratory bench sheets or raw data sheets (at least 3 most recent months of reporting to the CDPHE)

### **Operations and Maintenance (\*)**

- Operator(s) qualifications/certifications
- Operations and maintenance logs (all areas of plant/facility)
- Operations daily rounds sheets
- Critical parts list and inventory
- Preventative maintenance program records including SOPs and pending maintenance records/outstanding maintenance needs
- Temperature measurement – type of meter, meter calibration records for all meters used for compliance with NPDES Permit (i.e., effluent meters)
- Flow measurement – type of meter, meter calibration records for all meters used for compliance with NPDES Permit (i.e., influent and effluent meters)
- Auxiliary power operation (testing, and maintenance logs or records)

### **Other**

- Special studies or other reports  
*Document(s) Provided*
- Reports, evaluations, and corrective measures associated with past hydrocarbons releases to Sand Creek

\* - Ensure these records requested are available for onsite review and evaluation at the time of the inspection.

**NOTE: This is a list of documentation that is typically requested at the time of inspection. Your permit may have special reporting provisions specific to your facility or facilities; those records may not be included on this list but should be available at the time of the onsite inspection.**