



Public Works and Natural Resources
Water Resources and Environmental Technical Services
Industrial Pretreatment Program

Compliance Schedule Progress Report

A **Compliance Schedule** is an administrative enforcement tool that is used to bring a facility into compliance. It may be detailed in the permit under section VI. In response to a violation, it may be included in a Notice of Violation with an Administrative Order. In either case, the compliance schedule will include “due dates” (aka “milestone dates”). These are the dates that the plans or portions of the plans must be completed.

A **Compliance Schedule Progress Report** tracks the progress of the compliance schedule and is a requirement of 40 CFR 403.12 (c)(1-3). Not submitting the Report is a violation of the City of Longmont’s Municipal Code and the discharge permit.

The Compliance Schedule Report is to be submitted within 14 days after every due date detailed in the Compliance Schedule.

Report Contents

- If the schedule was completed by the due date, the report shall include a statement that the compliance schedule (or that portion that was to be completed) was completed.
- Upon receipt of the report, the City will inspect the facility to ensure that the schedule was completed.
- If the Schedule was NOT completed by the due date, the report shall include the reasons for not completing the schedule and the expected date of completion.
- The City will then determine the course of action to be taken on a case by case basis. The Compliance Schedule may be amended and/or further enforcement actions may be taken (including civil penalties, criminal enforcement actions by the City Attorney’s Office).
- If the Compliance Schedule is not expected to be completed by the due date, communicate this information to the Industrial Pretreatment Program as soon as possible.

The existence of a compliance schedule report does not relieve the discharger from fines, civil penalties or other liabilities which may be imposed in the event of violations of the code or other applicable ordinances or laws.