

Section 39 GA — submission pack.

The five documents the DWS inspector actually asks for, with templates for each. Effluent monitoring log, discharge volume record, sludge chain of custody, corrective-action log.

01 - GA registration acknowledgement

Required: original DWS confirmation of GA registration, reference number, registered discharge volume, registered discharge point coordinates. Keep the printed copy in the compliance binder. Without it the inspection starts with a 30-day compliance notice.

02 - Effluent monitoring log (12 months)

Monthly minimum: COD, ammonia, ortho-phosphate, suspended solids, faecal coliforms, free chlorine residual. SANAS-accredited laboratory. Field strips do not satisfy the GA. The log must show twelve consecutive months on the day of inspection.

03 - Discharge volume record

Daily flows from a flow meter. Not estimated from pump runtimes. Mechanical or electromagnetic flow meter installed on the effluent discharge line, totalised daily, logged. Retained three years.

04 - Sludge handling chain of custody

Volume generated per cycle, removal contractor name + permit, waste-receiving facility certificate + reference. Each disposal event documented with date and volume. Retained three years.

05 - Corrective-action log

Every out-of-spec sample must show: (a) the lab report, (b) the action taken, (c) the date of corrective action, (d) the resample that returned to spec. Missing the log is the single most common cause of compliance escalation.

06 - Annual self-assessment

Once per year, against the GA conditions: complete the template, sign as the responsible person, file in the binder. Inspectors increasingly ask for this even though the GA doesn't mandate it — it signals compliance discipline.

Reference: National Water Act 36 of 1998 §39; DWS General Authorisation Notice 665 of 2013 as amended; DWS Compliance Monitoring and Enforcement Strategy, 2020.