**WASTEWATER DISCHARGE PERMIT APPLICATION**

**INSTRUCTIONS**

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| **PERMIT SECTIONS** |

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| **COVER SHEET SIGNATORY REQUIREMENTS** |

Pursuant to EPA regulations as described in 40 CFR Section 403.12, all applications, reports, report cover sheets, or information submitted to the District must be signed:

A) By a responsible corporate officer, if the Industrial User submitting the reports is a corporation. For the purpose of this paragraph, a responsible corporate officer means:

1. a president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision making functions for the corporation, or;
2. the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for control mechanism requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

b) By a general partner or proprietor if the Industrial User submitting the reports is a partnership or sole proprietorship respectively.

c) By a duly authorized representative of the individual designated in paragraph (a) or (b);

 (i) the authorization is made in writing by the individual described in paragraph (a) or (b);

 (ii) the authorization specifies either an individual or a position having responsibility for the overall operation of the facility from which the Industrial Discharge originates, such as the position of plant manager, operator of well, or a well field superintendent, or a position of equivalent responsibility, or having overall responsibility for environmental matters for the company; and

 (iii) the written authorization is submitted to the Sanitary District.

d) If an authorization under paragraph (c) of the section is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, or overall responsibility for the environmental matters for the company, a new authorization satisfying the requirements of paragraph (c) of this section must be submitted to the Sanitary District prior to or together with any reports to be signed by an authorized representative.

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| **PART A – Section 1 Application** |

Type or print the information requested.

1. Applicant Business Name — Enter the name or title of your business.

2. Address of Premises Discharging Wastewater — Enter the full street address of the building or premises which is producing the wastewater pertinent to this Application.

3. Business Address — Enter the business street address and the full mailing address.

4. Mailing Address – Enter a mailing address if different from the business address in A3. This is the address where all mailings such as PRCC, BMR and 90-Day Report forms as well as general correspondence should be sent. Give the name of the person who should be receiving these mailings.

5. Chief Executive Officer — Enter the name, title and full mailing address of the Applicant's Chief Executive Officer in the home office. (This is often not the same address as given in A3.)

6. Person to be contacted about this application — Give name of the person who is thoroughly familiar with the facts reported on these forms and who can be contacted by the Agency staff.

7. Person to be contacted on routine inspections – Give the name of primary contact for inspections and other visits.

 Person to be contacted in case of an **emergency** — Give the name, title and telephone number(s) of the responsible person who can be contacted in case of an emergency (e.g., spilling of a prohibited substance.)

8. Certification — The Application must be signed and dated by an officer, employee, or other agent of the business who has legal authority to bind the Applicant business. Also print or type the name and title of the person signing the Application.

RETURN THE APPLICATION AND REQUIRED PART(S) TO THE AGENCY'S

ADDRESS SHOWNAT THE TOP OF PART A.

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| **PART B – Business Description** |

General Instructions — Type or print the information. A separate Part B is to be completed for each major business activity. Examples of major business activities are: paint manufacturing, metal plating, food canning, et cetera.

1. Business Activity — Describe the principal activity on the premises. For the purpose of completing this Part, an activity is a major business class of manufacture (see Examples above). Enter the standard Industrial Classification (SIC) Code Number, as found in the latest edition of the Standard Industrial Classification Manual prepared by the Executive Office of the President, Office of Management and Budget.

 (a) Product — List the types of products, giving the common or brand name and the proper or scientific name. Enter from your calendar year, and the estimated production for this calendar year. Attach additional pages if necessary.

 (b) Description — Describe the wastewater generating process occurring on the premises, including any seasonal variation in wastewater discharge volumes, plant operations, raw materials, and chemicals used in process and/or production.

 EXAMPLE: At the location, we manufacture paints by a dispersion process in which pigments (magnesium silicates, iron oxides, titanium dioxide and organic pigments) are incorporated into a liquid media consisting of binders (alkyd, phenolic vinyl, acrylate and polyether) and thinners (acetate, aliphatic and/or aromatic hydrocarbons as well as water). All raw materials are purchased from an outside supplier. Production is uniform throughout the year. Wastewater is generated for discharge to the community sewer from the washing of the mixing vats. Consequently, all raw materials and products can find their way into the community sewers.

(c) Substance Proposed to be Discharged — Give common (brand names) and technical names (chemical, scientific or proper names) of any material and product proposed to be discharged to the sewer. Under "description," briefly describe the physical and chemical properties of each substance.

1. Discharge Period:

 (a) Enter the hours of the day during which waste from this Business Activity will be discharged to the sewer, e.g.: from 0600 to 1700 hours (not 6 am to 5 pm).

 (b) Circle the days of the week that the wastewater discharge from this activity occurs.

1. Variation in Operation: Indicate whether the business activity is continuous through the year or if it is seasonal. If the activity is seasonal, circle the months of the year during which discharge occurs. Make any comments you feel are required to describe the variation in operation of your business activity.
2. Other Liquid Wastes: List the type and volume of liquid wastes removed from the premises other than by the community sewer. Under description, indicate the type of materials (scientific and common name) in the waste. Also, in the column headed "REMOVED BY," write the name and address of the company who hauls this material. If you do your own removal and disposal, indicate by writing your "Business Name."

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| **PART C – Schematic Flow Diagram(s)** |

General Instructions — Type or print the information. A separate Part C should be completed for each major business activity described in Part B.

A line drawing (schematic flow diagram) of each major business activity described in Part B is to be completed in the space provided or drawn in on an attached sheet of paper (all sheets should be letter size.) Number each process which generates wastewater using the same numbering as in the building layout or plant site plan shown in Part D. An example of the drawing required is shown below in Figure 1.

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| **PART D – Site Plan/Building Layout** |

General Instructions – Type or print the information

Building Layout – A building layout or plant site plan of the premises is required to complete Part D. An arrow showing north as well as the map scale must be shown. The location of each existing and proposed sampling manhole and building sewer must be clearly identified as well as all sanitary and wastewater drainage plumbing. Number each unit process discharging wastewater to the community sewer. Use the same numbering system shown in Part C (Schematic Flow Diagram). An example of the drawing required is shown below in Figure 2.

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| **PART E — Water Source & Use** |

General Instructions: Type or print the information. Part E is to be completed by all dischargers who require a permit.

E1. Water Use and Disposition — Indicate water received and wastewater discharged in gallons per day averaged for the preceding twelve month period. Specify in space provided the name of the agency providing primary water service.

 The total supply should be checked using recent water bills to verify the amounts shown. If supply is not metered, show detailed estimate on separate sheet.

 Domestic allowance is total number of employees multiplied by 20 gallons per employee per day.

E2. Number of Employees — Enter the average number of office and production employees at the premises daily during the preceding twelve month period. If there is more than one shift per day, enter the average number of employees per shift and the number of hours in each shift. Describe in space provided if necessary.

E3. Source of Wastewater Discharged — Item E3 shows the percentage of source water on each water meter used for computing the sewage disposal service charge.

 Step 1 Enter the number of each meter (municipal and private) serving the premise.

 Step 2 For each meter, enter the percentage of water discharged to each building sewer. If you have more than one building sewer, show on a separate page the method and calculations used to determine the proportioning to building sewers.

 Step 3 Enter the total percentage discharged to all building sewers for each water meter by adding the figures in each building sewer column.

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| **PART F — Building Sewer Discharge** |

General Instructions: Type or print the information. Part F is to be completed by all businesses that require wastewater Strength Determination. Use a separate sheet for each building sewer that discharges wastewater to a community sewer. (NOTE: A building sewer is a sewer conveying the wastewater of a discharger from a building or structure to a community sewer.)

F1. Building Sewer No. — Enter the building sewer number for which this sheet of Part F has been completed. Use the same number as shown on Part D.

F2. Wastewater Flow Rate — Estimate the peak hourly discharge rates from the premises (i.e., the quantity which might be discharged during any one hour). The maximum daily rate is the greatest flow which might be discharged in any one work day. The annual daily average is the flow for an average workday taken over one year of operation. A season is defined as a period of one month or longer. Hourly and daily water supply meter readings may be used, providing the filling and discharge of storage tanks, process vats, et cetera, are taken into consideration.

F3. Batch Discharge — A batch discharge is one which results from the draining of storage tanks or process tanks to the building sewer.

a. Enter the number of batch discharges per month during the operating season of maximum flow.

b. Enter the days of the week the discharge occurs and times of day the discharge usually occurs.

c. Enter the average gallons discharged during each batch discharge operation.

d. Enter the rate of flow in the building sewer from the batch discharges.

 (i.e., rate of flow from the batch discharge = No. of gallons in batch discharge)

 Duration for a single discharge

F4. Wastewater Constituents — Indicate, by checking the appropriate box, if your wastewater discharge contains any of the indicated constituents, characteristics, or substances as a result of the raw materials, processes or products used. Identify the algaecides, hydrocarbons, pesticides, solvents and radioactivity discharged, if any, in the wastewater, and show concentrations where known.

F5. Hazardous Material Business Plan – Attach a copy of the complete HMBP.

F6. Wastewater Strength Estimates — Enter the average and maximum concentration of each of the indicated elements of wastewater strength for this building sewer. The "Average Strength" should approximate the flow-composited strength during the preceding twelve-month period.

 (Flow composited strength = Total milligrams of substance discharged for a year)

 Total annual volume of water discharged in liters

 The "Maximum Strength" is the maximum concentration that would be measured in any grab sample taken at any time during the preceding twelve-month period from this building sewer.

 The "Chlorine Demand" of a wastewater is the amount of chlorine required to produce a free chlorine residual of 0.1 mg/L after a contact time of 15 minutes as measured by the Iodometric Method on a sample at a temperature of 20oC in conformance with the Standard Method.

F7. Pollution Abatement Practices

 a. Check the type of treatment, if any, given the wastewater from this building sewer before it is discharged to the community sewer.

 Description: The treatment facility should be described in sufficient detail to enable an estimation of the facility's effectiveness. This will require a description of the physical characteristics and size of the facility. (Attach sheet to show details of pretreatment process.)

 b. Planned Wastewater Treatment Improvements