



## Industrial Wastewater Discharge Application (and Baseline Monitoring Report)

**Clean Water Services**  
**Source Control Division**  
2550 SW Hillsboro Highway  
Hillsboro, OR 97123-9379  
**503.681.5175**  
503.681.5138 Fax

**Please complete all portions of this application unless instructed otherwise below: (if blank, complete all)**


**District Use Only:** Company Name: \_\_\_\_\_

PACS ID: \_\_\_\_\_ Loccode: \_\_\_\_\_ Due Date: \_\_\_\_\_

## INSTRUCTIONS

*Instructions for completing the Industrial Wastewater Permit Application form:*

*If you have any questions regarding completion of this form, please contact Clean Water Services, Source Control Division at 503-681-5175.*

### I. **Site/Administrative Information**

- A. Please provide the date this Application is submitted to the District by the applicant.
- B. Include Company Legal Name (as located on business license), Facility Name or dba, Owner, and Operators if they are different, and any d.b.a. (Doing-Business-As) names.
- C. Include the applicable city in which the facility is physically located.
- D. The business Standard Industrial Classification (SIC) code is typically found on the business license. This is the single primary SIC code for the business at the site address. If the SIC code is not known, call Source Control Division for assistance.

#### E. **Contact Person(s) Role**

**Environmental Contact:** Person to contact for inspections and answer permit questions  
**Pretreatment System Operator:** Person who operates the pretreatment system  
**Emergency Contact:** Person to contact in case of an emergency, including after hours  
**Signatory Official:** See Appendix A for requirements under 40 CFR 403.12 (1)  
*Provide office, cell and fax phone numbers and email address for each, as applicable.*

*If the person who is best able to answer the questions regarding this application is not a contact person listed above, please provide the applicable name, company affiliation and phone number(s).*

- F. Please provide the complete Mailing Address, including applicable city, state and zip code.
- G. If the County Assessor's tax information is not known, please contact Source Control.
- H. Please provide the Billing Contact name and address, phone number(s) (voice, fax, etc) and e-mail, if applicable. Include the person or office responsible for receiving invoices.
- I. Site Diagram (Physical layout of facility site)  
See Appendix B on pages III and IV of this document for an example.

**Industrial Wastewater Discharge Application**

**Site/Administrative Information**

Survey Information

A. Date submitted: \_\_\_\_\_

B. Name of industry: \_\_\_\_\_

Facility Name (if different)	Facility Owner Name	Facility Operator (if different)

C. Site address of facility discharging the wastewater: \_\_\_\_\_  
 \_\_\_\_\_

D. Primary business activity and corresponding Standard Industrial Classification.  
 (SIC) code: \_\_\_\_\_ - \_\_\_\_\_

E. Contact person(s) and job title, contact phone number(s)  
 (Include emergency/night phone numbers and consultant information as applicable)

Contact Name	Job Title	Contact Role	Phone Number	Phone Type	E-Mail Address

F. Mailing address, if different than item C: \_\_\_\_\_  
 \_\_\_\_\_

G. County tax map and lot information: \_\_\_\_\_ - \_\_\_\_\_

H. Contact information for billing correspondence (if different than above):  
 \_\_\_\_\_

I.  Site Diagram (physical layout) attached as Attachment number \_\_\_\_.

J. Additional Comments: \_\_\_\_\_

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## INSTRUCTIONS

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### II. **Production/Services Information**

#### A. Description of Operations:

1. The total number of employees includes office, production, warehouse and management staff on this particular site.
2. Indicate the number of days per week that employees work on site.
3. Indicate the number of shifts per day which employees work in any operations. Include the typical starting and ending times of each shift and the average number of employees who work each of the shifts.
4. Use this space for listing, in detail, the products or services provided by this site. *Attach additional sheets as appropriate.* List any additional process/service SIC (Standard Industrial Code) number(s). Contact Source Control Division for further assistance.
5. Please describe the various production or manufacturing processes or services performed on site, whether the process is federally regulated with each corresponding applicable pretreatment standard *This information is required by 40 CFR 403.12(b)(5)(i).* List the rate of production for each. Include start and end times and average number of employees per shift.

#### B. Manufacturing Floor Plan

The Manufacturing Floor Plan is a physical map of the water and wastewater plumbing within the applicable production area.

*See appendix C on pages V and VI of this document for an example.*

#### C. Production Flow Diagram (Workflow of Products or Services)

An example is located in appendix D on pages VII and VIII of this document.

*Ensure that labels or titles used in the Manufacturing Floor Plan match the titles or labels used in the Production Flow Diagram. Include all process steps in the Production Flow Diagram.*

**Industrial Wastewater Discharge Application**

**II. Production/Services Information**

A. Description Of Operations:

1. Total average number of employees for site: \_\_\_\_\_
2. Number of days worked per week: \_\_\_\_\_
3. Number and hours of work shifts per day:

Shift	Shift Start Time	Shift End Time	Avg Number of Employees

4. Nature and type of process/service operations (describe in detail).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Include any additional SIC numbers: \_\_\_\_\_

5. Product names or services provided and description of each type.

Process Name/ Service Provided	Description	Average Rate of Production			Seas- onal?	Federal Pretreatment Category <i>(As Applicable)</i>
		Rate	Units	Time Period		

B.  Manufacturing floor plan attached as Attachment number \_\_\_\_.

C.  Production flow diagram attached as Attachment number \_\_\_\_.

**D. Full Disclosure of Chemicals (FDC) of all Chemicals used on Site**

In the table provided, or a similar table, fully disclose all chemicals used (or planned to be used) in:

- The production processes
- Auxiliary operations including, but not limited to HVAC systems, air scrubbers, container washing water, water purification systems, production area cleanup/maintenance and pretreatment systems.
- **Not** materials or cleaners used in routine office operations.
- *(Exclude non-hazardous chemicals with a total volume of less than 1 gallon)*

Provide all the information requested in each of the columns in the table, to the best of your knowledge. As part of the Chemical Disclosure Inventory describe how all chemicals are managed in regards to use, storage, spill containment, disposal, reclaim, and recycle.

More detailed information in the form of a Chemical Management Plan (CMP) may be required at a later date.

Full Disclosure of Chemicals completed or \_\_\_\_\_ will be submitted by: \_\_\_\_\_

D. Full Disclosure of Chemicals					Disposition <i>Check all that apply)</i>					
					Page 1					
Chemical or Product Name	Chemical Constituents	CAS Number	Process and Location Used	Usage Rate/ Volume Stored	Solid Waste	Reclaim/ Recycle	Air	Product	Sewer	Other
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**D. Full Disclosure of Chemicals (FDC) of all Chemicals used on Site (Continued)**

In the table provided, or a similar table, fully disclose all chemicals used (or planned to be used) in:

- The production processes
- Auxiliary operations including, but not limited to HVAC systems, air scrubbers, container washing water, water purification systems, production area cleanup/maintenance and pretreatment systems.
- Not materials or cleaners used in routine office operations.
- *(Exclude non-hazardous chemicals with a total volume of less than 1 gallon)*

Provide all the information requested in each of the table columns, to the best of your knowledge. As part of the Chemical Disclosure Inventory describe how all chemicals are managed in regards to use, storage, spill containment, disposal, reclaim, and recycle.

More detailed information in the form of a Chemical Management Plan (CMP) may be required at a later date.



Full Disclosure of Chemicals (Continued)					Page 2		Disposition (Check all that apply)					
Chemical or Product Name	Chemical Constituents	CAS Number	Process and Location Used	Usage Rate/ Volume Stored	Solid Waste	Reclaim/ Recycle	Air	Product	Sewer	Other		
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
		' '			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**INSTRUCTIONS (Continued)**

**III. Water & Wastewater Measurement Information**

- A. Wastewater flow monitoring means any metering of the wastewater volume, usually by in-line water meters or open channel wastewater meters.
- B. Wastewater sampling is defined as collected samples which are analyzed for wastewater pollutants. They may be either composite or grab samples.
- C. The water purveyor is the fresh water supplier, such as the city water department or an independent water district.

**D. 1. Water Balance Worksheet**

*and*

**2. Flowchart**

The water balance worksheet and flowchart track the amount of water entering a facility and the amounts used in each process and auxiliary process and the final disposition of the water (i.e. sanitary sewer, pretreatment system, storm system). An example of a water balance flowchart is in appendix E, located on pages IX and X of this document.

On Worksheet  
↓

List the average and maximum daily flows. (Indicate the number of days per month used to calculate the average flows)

Please check off all processes which consume incoming water or have some type of discharge.

Be sure to include any of the following:

- Sanitary wastestreams (*domestic, non-process related uses such as restrooms, lunchrooms, drinking fountains*)
- All process streams
- Non-contact cooling/chiller makeup/blowdown water
- Water lost to evaporation
- Boiler makeup/blowdown water
- High purity water discharge
- Reverse osmosis/de-ionized/de-mineralizer backwash process & reject water
- Fire suppression/sprinkler makeup water
- Air scrubber water
- Irrigation/landscape water
- Water lost or used up in product
- Any other water uses \_\_\_\_\_

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**III. Water & Wastewater Measurement Information**

- A. Is wastewater flow monitoring currently in use (or planned for the facility if new)?  
Yes No
- B. Is wastewater sampling currently in use (or planned for the facility if new)?Yes  
No
- C. Source of drinking and process water: Water Purveyor: \_\_\_\_\_

Account Number: \_\_\_\_\_

D. Water Balance Worksheet and Flowchart

**1. Water/Wastewater Balance Worksheet**

Average flow calculations based on \_\_\_\_ days per month

**Water/Wastewater Used**

**Units: Gal/Day or Gal/Month (Circle one)**

* Boiler Makeup/Blowdown Discharge Avg _____ Max _____	* Domestic Wastewater (Restrooms, kitchens, lunchrooms) Avg _____ Max _____
* RO/DI/Demineralizer Backwash & Reject Wastewater Avg _____ Max _____	* Process Wastewater Avg _____ Max _____
Irrigation/Landscape Water Avg _____ Max _____	Water Lost in Product Avg _____ Max _____
Fire Suppression/Sprinkler Makeup Water Avg _____ Max _____	* Air Scrubber Wastewater Avg _____ Max _____

\*Denotes Discharges to Sewer

**a. Total Used Water/Wastewater** Avg \_\_\_\_\_ Max \_\_\_\_\_  
 (Add all items from above table)

----- VS. -----

<p><b>b. Total Incoming City/Well Water Meter Volume</b>                  (from water usage records)                  _____ Avg _____ Max _____</p>
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**2. Water balance flowchart** attached  as Attachment \_\_\_\_.

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## *INSTRUCTIONS (Continued)*

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### **IV. Pretreatment Information**

- A. If a pretreatment system is in operation or planned to be in operation, describe the pretreatment system including designed capacity. Also state whether the pretreatment of the discharge is batch or continuous.
- B. Wastewater Testing for Anticipated Pollutants
1. Wastewater sampling specifics:
    - a. If one or more of the constituents requested to be analyzed are: pH, cyanide, total phenols, oil and grease, sulfide, or volatile organics, then grab samples shall be used for analysis. Grab samples for cyanide and oil and grease shall be a composite of at least four discrete samples, taken over an operating day (not less than 15 minutes apart).
    - b. All other constituents sampling shall be conducted in the following manner:
      - (1) For continuous dischargers 24-hour flow-proportional sampling is the preferred method, however time proportional sampling will be accepted if flow proportional sampling is not possible.
      - (2) Batch dischargers shall use at least four grab samples collected no less than 15 minutes apart. The grab samples are then composited for analysis.
    - c. In all cases sampling shall be representative of the daily operations of the facility.
  2. All sampling and analysis shall be done in accordance with 40 CFR Part 136.
  3. Chain of custody for the samples shall contain at least the following:
    - a. Time and date sample was taken
    - b. Name of person conducting the sampling
    - c. Place of sampling
    - d. Type of sample (i.e. grab, flow proportional etc.)
    - e. Analytical method used

⇒ *For existing industries: calculate the daily maximum and monthly average pollutant concentrations for each constituent analyzed. Sampling and testing shall be representative of each regulated process.*
- C. Pretreatment system diagram: Show source of each wastestream, various pretreatment areas and cyanide sampling location, if applicable. See Appendix F on pages XI and XII of this document for an example.
- D. Sample site diagram: Include both plan and cross-section views of the sampling vault. See Appendix G on pages XIII and XIV of this document for an example. Also show the exact location within the sampling vault where samples are taken.

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**IV. Pretreatment Information**

Is Wastewater pretreatment in use?  No  Yes (Describe \_\_\_\_\_)

A. Wastewater testing for anticipated pollutants: *(To be specified by District staff)*

1.  Specifically, sampling and analysis shall include, but is not limited to:

Wastewater Sampling Analysis Parameters				
<b>All Metals listed below:</b>				
Cadmium - Total	Arsenic - Total	Chemical Oxygen Demand (COD)	Volatile Toxic Organics - 624	
Chrome - Hexavalent (+6)	Mercury - Total	Total Suspended Solids (TSS)	Semi-Volatiles -	
Chrome - Total	Molybdenum - Total	Total Dissolved Solids (TDS)	Base/Neutral/Acid Organics- 625	
Copper - Total	Selenium - Total		BTEX	
Lead - Total	Manganese - Total	Oil & Grease (Non-Polar)	Pesticides	
Nickel - Total	Cyanide - Total	Oil & Grease (Polar)	PCBs	
Silver - Total	Cyanide - Amenable to Chlorination	Fluoride - Total	Grab pH	
Zinc - Total		Total Phenol		

or  Use best professional judgment in selecting wastewater sampling parameters.  
*(See Parameters table above for reference.)*

2. I hereby certify that sampling and analysis is conducted in accordance with 40 CFR Part 136 and is representative of normal work cycles and expected pollutant discharges to the public sanitary sewer.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date

3. Chain of custody of the sample is included in wastewater sampling analysis:

*Historical or engineered data may be used in place of actual discharge data, upon approval of Source Control Division. (If using, include all calculations or basis for doing so.)*

B. Pretreatment system diagram attached  as Attachment \_\_\_\_\_.

C. Sample site diagram attached  as Attachment \_\_\_\_\_.

## INSTRUCTIONS (Continued)

### IV. Pretreatment Information (Continued)

- E. The following items shall be submitted with plans for the pretreatment system, to the extent that these pertain to the particular pretreatment system which is being installed or modified:

**NOTE:** Approval of plans means that the District has reviewed favorably the estimates, assumptions and the design presented in the specific project plans for reasonableness and practicality consistent with process technology and for the likelihood that the project may, if operated and maintained as proposed, achieve or maintain the desired result. **Plan approval by the District does not warrant that the facility will meet wastewater discharge regulations.**

- 1. Plan approval does not negate the responsibility of the owner to provide additional facilities should the completed work fail to achieve design effluent parameters, unforeseen water quality violations occur, other operational problems develop, or treatment standards or requirements change. Review of non-process related aspects of the plans will be cursory, if reviewed at all, and not meant to assure adequacy of non-process related aspects of the design.*
- 2. Hydraulic profile: list, either in a table or graphically displayed, the estimated flow discharge pattern over the course of a typical production day.*
- 3. Plans and specifications shall be complete to the extent that a contractor qualified in the type of work could be reasonably expected to construct it with minimal direction by the engineer.*

All plans for pretreatment facilities, interceptors, etc., required by this application shall be approved by the District prior to implementation. Approval of pretreatment facilities, interceptors, etc., by the District, does not relieve the owner of the responsibility to install and operate equipment necessary to perform the required function and to meet all permit requirements.

### V. Pollution Management Information

- A. Hazardous Waste Issues:

1. List hazardous wastes that are generated on site. Hazardous waste sources include, but are not limited to: heavy metal sludges, spent solvents, and still bottoms.

- B. Include Federal, State and Local environmental control permits and permit numbers for air, water and hazardous waste discharges, including the EPA (or DEQ) Hazardous Waste Generator number.

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**Pretreatment Information (Continued)**

- E. The following items shall be submitted with plans for the pretreatment system, to the extent that these pertain to the particular pretreatment system which is being installed or modified:
  - 1. The design flows and design effluent parameters;
  - 2. A hydraulic profile, if planning to discharge over 25,000 GPD process wastewater;
  - 3. Unit detention times, volumes, sizes, hydraulic loadings, organic loadings, solids loadings, chemical loadings, expected removal efficiencies, as appropriate;
  - 4. A schematic of the complete pretreatment system;
  - 5. An estimate of the personnel requirements to operate and maintain the completed pretreatment system;
  - 6. A written statement that an operation and maintenance (O & M) manual for the pretreatment system acceptable to the owner and the District will be completed prior to startup of facilities;
  - 7. A detailed program for the satisfactory disposal and/or beneficial use of all collected grit, screenings, solids and sludges.

**V. Pollution Management Information**

A. List hazardous wastes that are generated on site. \_\_\_\_\_

\_\_\_\_\_

- I have read and understand the Federal requirement for hazardous waste notification found in Appendix A, Item B (*40 CFR Part 261*).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

B. Environmental control permits held by or for the facility:  Air Permit: \_\_\_\_\_

Haz Waste Generator (ID): \_\_\_\_\_  Solid Waste: \_\_\_\_\_  NPDES: \_\_\_\_\_

\_\_\_\_\_: \_\_\_\_\_  \_\_\_\_\_: \_\_\_\_\_

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**INSTRUCTIONS (Continued)**

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**VI. Legal Certification**

- A. Full Disclosure of Chemicals used on Site (to include Pretreatment Chemicals)
- B. Compliance certification: Compliance schedule, if not meeting standards

Check either 1, 2 or 3 as it applies to the facility. A compliance schedule (item 2) is a plan by the applicant detailing events and milestones whereby the applicant will have an adequate pretreatment system in place to achieve applicable pretreatment standards (discharge limits).

- C. Certification Statement

Be sure to include Printed Name, Job Title, and Date Signed. See Appendix A, item A (located on page II of this document) for requirements on who may sign this Certification Statement.

- D. Confidentiality Protection

The District from time to time may have a need to review information that an Industrial User (IU) deems to be confidential. Any information submitted by an IU which is deemed “confidential” must be accompanied by a cover letter from an attorney representing the IU stating that the submitted information meets the definition of confidentiality per 40 CFR Part 403.14 and 40 CFR Part 2. Information received that is marked confidential and accompanied by an attorney’s letter will be reviewed and documented by the Source Control Manager for applicability to the confidentiality rules. If the information meets the confidentiality standards of 40 CFR Part 403.14 and 40 CFR Part 2, it will be sequestered in a locked drawer in either the District’s Archives Room or in the Source Control Manager’s office. If the information is determined not to meet the standards of confidentiality, the IU must resubmit the information and not mark it as confidential. An IU may not request that wastewater effluent data be kept confidential, as described in 40 CFR Part 403.14.



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**VI. Legal Certification**

- A. I hereby certify that I have fully disclosed in the **Full Disclosure of Chemicals**, submitted under **II. B.**, any and all chemicals used in production processes, operations processes or auxiliary operations described in **II. B.**

_____ Printed Name	_____ Job Title
_____ Signature	_____ Date

**B. Compliance Certification** (*Existing operations only*):

1.  I hereby certify that a pretreatment system is either **planned** (if the process being applied for is not in operation yet) or is **in operation** (if the process being applied for is in operation) that is adequate to achieve Federal and local Pretreatment Standards on a consistent basis.

**or**

2.  I have attached a compliance schedule as Attachment \_\_\_\_.

**or**

3.  No pretreatment system needed to achieve Federal and local Pretreatment Standards on a consistent basis.

_____ Printed Name	_____ Job Title
_____ Signature	_____ Date

**C. Certification Statement**

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

_____ Printed Name	_____ Job Title
_____ Signature of Signatory Official	_____ Date

***INSTRUCTIONS (Continued)***

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**VII. Appendix A**

A. Certification Signature

This section lists the federal citation for which responsible individual within a company may sign the Discharge Application and similar required documents. Ensure that the individual signing this Discharge Application conforms to the federal requirements.

B. RCRA Hazardous Waste Notification Certification

This section is an extract of the federal requirement on the Industrial User to notify the applicable Publicly Owned Treatment Works or POTW (in this case Clean Water Services) of hazardous waste being discharged to the POTW.

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**VII. Appendix A**

**A. Certification Signature**

*Federal regulation 40 CFR Part 403.12(l) states that the official signing this application must be:*

1. A **responsible corporate officer**: 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 operation facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;  
**or**
3. A **general partner or proprietor** of a partnership or sole proprietorship respectively;  
**or**
4. A **duly authorized representative** of an individual designated in paragraphs 1 or 2 above, *so long as a written authorization is submitted to the Source Control Division, which specifies that the authorized individual has a) a position of responsibility for the overall operation of the facility which generates the wastewater discharge (such as the position of plant manager or equivalent responsibility), or b) having overall responsibility for environmental matters for the company.*

**B. RCRA Hazardous Waste Notification Certification (from 40 CFR 403.12 (p))**

*“(1) The Industrial User shall notify the POTW, the EPA Regional Waste Management Division Director, and State hazardous waste authorities in writing of any discharge into the POTW of a substance, which, if otherwise disposed of, would be a hazardous waste under 40 CFR part 261. Such notification must include the name of the hazardous waste as set forth in 40 CFR part 261, the EPA hazardous waste number, and the type of discharge (continuous, batch, or other). If the Industrial User discharges more than 100 kilograms of such waste per calendar month to the POTW, the notification shall also contain the following information to the extent such information is known and readily available to the Industrial User: An identification of the hazardous constituents contained in the wastes, an estimation of the mass and concentration of such constituents in the wastestream discharged during that calendar month, and an estimation of the mass of constituents in the wastestream expected to be discharged during the following twelve months. .... Industrial users shall provide the notification no later than 180 days after the discharge of the listed or characteristic hazardous waste. Any notification under this paragraph need be submitted only once for each hazardous waste discharged. However, notifications of changed discharges must be submitted under 40 CFR 403.12 (j). **The notification requirement in this section does not apply to pollutants already reported under the self-monitoring requirements of 40 CFR 403.12 (b), (d), (e).***

*(2) Dischargers are exempt from the requirements of paragraph (p)(1) of this section during a calendar month in which they discharge no more than fifteen kilograms of hazardous wastes, unless the wastes are acute hazardous wastes as specified in 40 CFR 261.30 (d) and 261.33 (e). Discharge of more than fifteen kilograms of non-acute hazardous wastes in a calendar month, or of any quantity of acute hazardous wastes as specified in 40 CFR 261.30 (d) and 261.33 (e), requires a one-time notification.*

*Subsequent months during which the Industrial User discharges more than such quantities of any hazardous waste do not require additional notification.*

*(3) In the case of any new regulations under section 3001 of RCRA identifying additional characteristics of hazardous waste or listing any additional substance as a hazardous waste, the Industrial User must notify the POTW, the EPA Regional Waste Management Division Director, and State hazardous waste authorities of the discharge of such substance within 90 days of the effective date of such regulations.*

*(4) In the case of any notification made under paragraph (p) of this section, the Industrial User shall certify that it has a program in place to reduce the volume and toxicity of hazardous wastes generated to the degree it has determined to be economically practical.”*

***INSTRUCTIONS (Continued)***

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**VIII. Appendix B**

**Site Diagram**  
(Physical Layout)

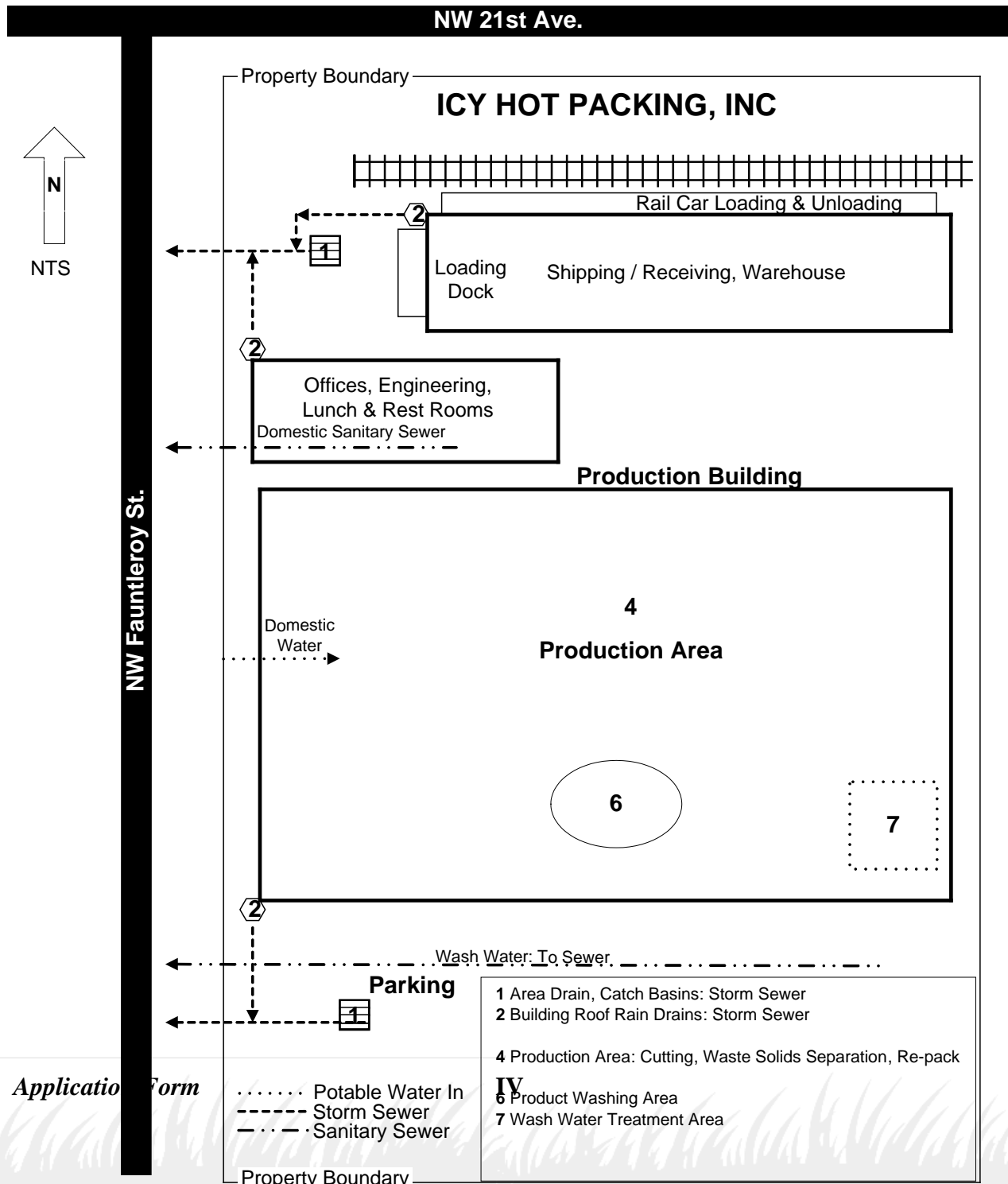
Include the following on the Site Diagram as they pertain to your facility:

- Property Boundary
- Site Entrance(s)
- Access Control Points
- Parking Area(s)
- Storm System, Location of Catch Basins, Outfalls, Entrance into Public Storm System
- Building(s) Footprints, Floor(s)
- Loading/Unloading Area(s)
- Building Entrances
- Warehouse Location(s)
- Office(s)
- Production Area(s)
- Process Sanitary Sewer Lines on Site & Entrance into Public Sanitary
- Industrial Wastewater Sample Site Location (if applicable)

Clean Water Services - Source Control Division  
Industrial Wastewater Discharge Application

VIII. Appendix B

Site Diagram (Physical Layout)



***INSTRUCTIONS (Continued)***

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**IX.**

**Appendix C**

**Manufacturing Floor Plan**

(Plumbing plan)

The Manufacturing Floor Plan is a physical map of the water and wastewater plumbing within the applicable production area.

Include the following on the Manufacturing Floor Plan, of the production area, as they pertain to the facility:

- Location of Floor Drains
- Location of Pretreatment System (if any)
- Wastewater Piping from Production Area to Pretreatment System
- Location of Water/Wastewater/pH/ORP Meters
- Process Wastewater Sample Site Location

**IX. Appendix C**

**Manufacturing Floor Plan**

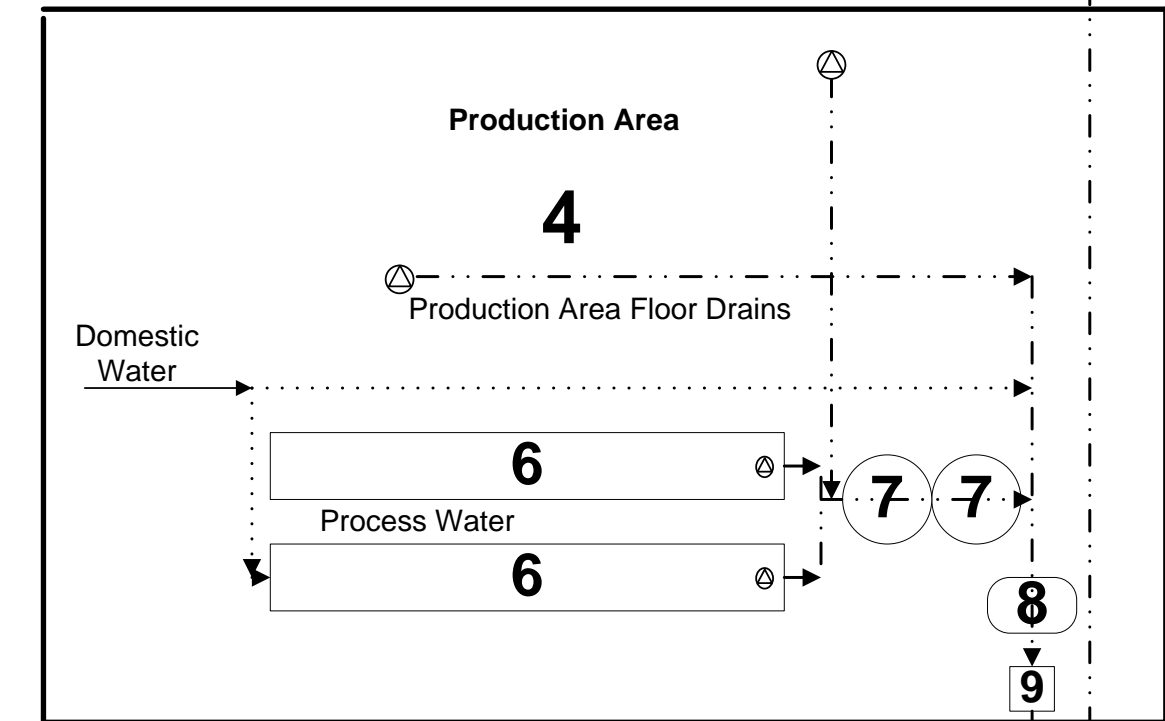
**ICY HOT PACKING, INC**

- 5 Mechanical: Boiler, Chiller, Air Compressor, HVAC
- 6 Product Washing; New Container Washing;  
Filled Container Rinsing, Equipment Cleaning
- 7 Industrial Pretreatment: Clarifier, pH Neutralization
- 8 Industrial Effluent Meter
- 9 Industrial Wastewater Sampling Vault
- ⊕ Floor Drain

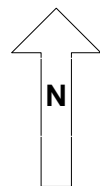
HVAC,  
Boiler,  
Chiller  
Water

**5**

NW Fauntleroy St.



Industrial, HVAC, NCC Water to Sanitary Sewer



NTS

**INSTRUCTIONS (Continued)**

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**X.**

**Appendix D**

**Production Flow Diagram**  
(Workflow of Products or Services)

The production flow diagram is a flow chart that illustrates the industrial processes from raw products coming in, through finished products going out. Include in the diagram the following as it pertains to the facility:

- General process steps
- General auxiliary processes such as air scrubbers, boilers and HVAC.
- Identify chemicals used in each process step
- Wastes generated by each step (liquid, solid or gas).

*Ensure that labels or titles used in the Manufacturing Floor Plan match the titles or labels used in the Production Flow Diagram. Include all process steps in the Flow Diagram.*

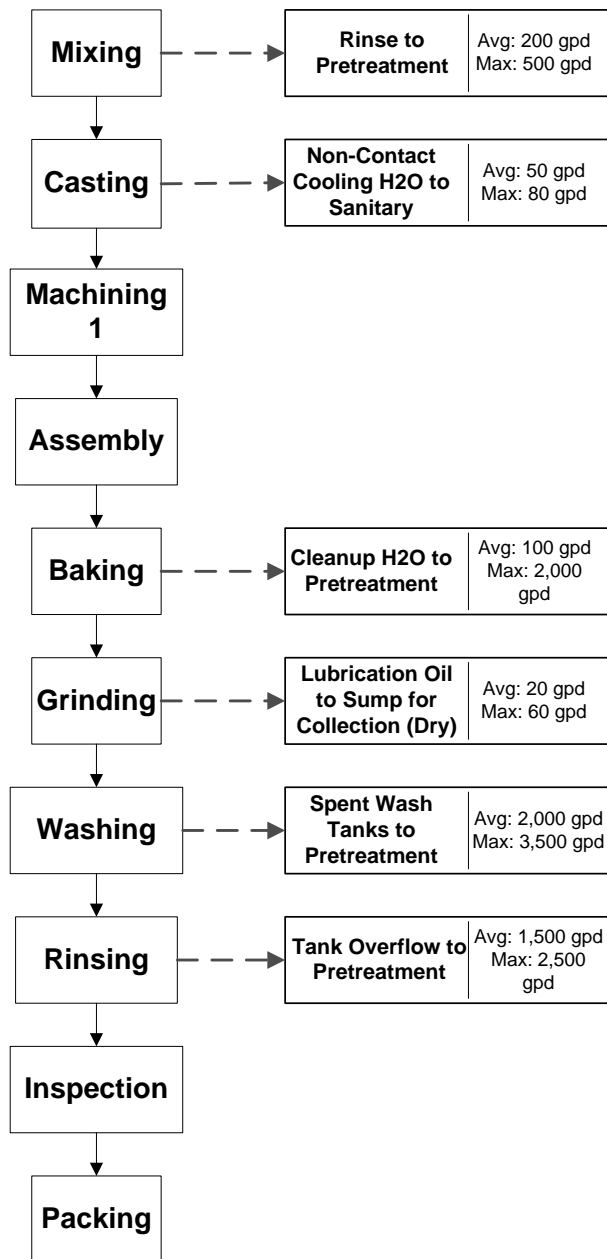


**X.**

**Appendix D**

**Production Flow Diagram**  
*with Discharge Points*

Slice 'n Dice Chip Manufacturing



**INSTRUCTIONS (Continued)**

**XI.**

**Appendix E**

**Water Balance Table/Diagram**

On Flowchart

**Water Balance Worksheet (Page 11) and Flowchart (Appendix E)**

The water balance worksheet and flowchart track the amount of water entering a facility and the amounts used in each process and auxiliary process and the final disposition of the water (i.e. sanitary sewer, pretreatment system, storm system). An example of a water balance flowchart is in appendix E.

List the average and maximum daily flows. (Indicate the number of days per month used to calculate the average flows.

Please check off all processes which consume incoming water or have some type of discharge.

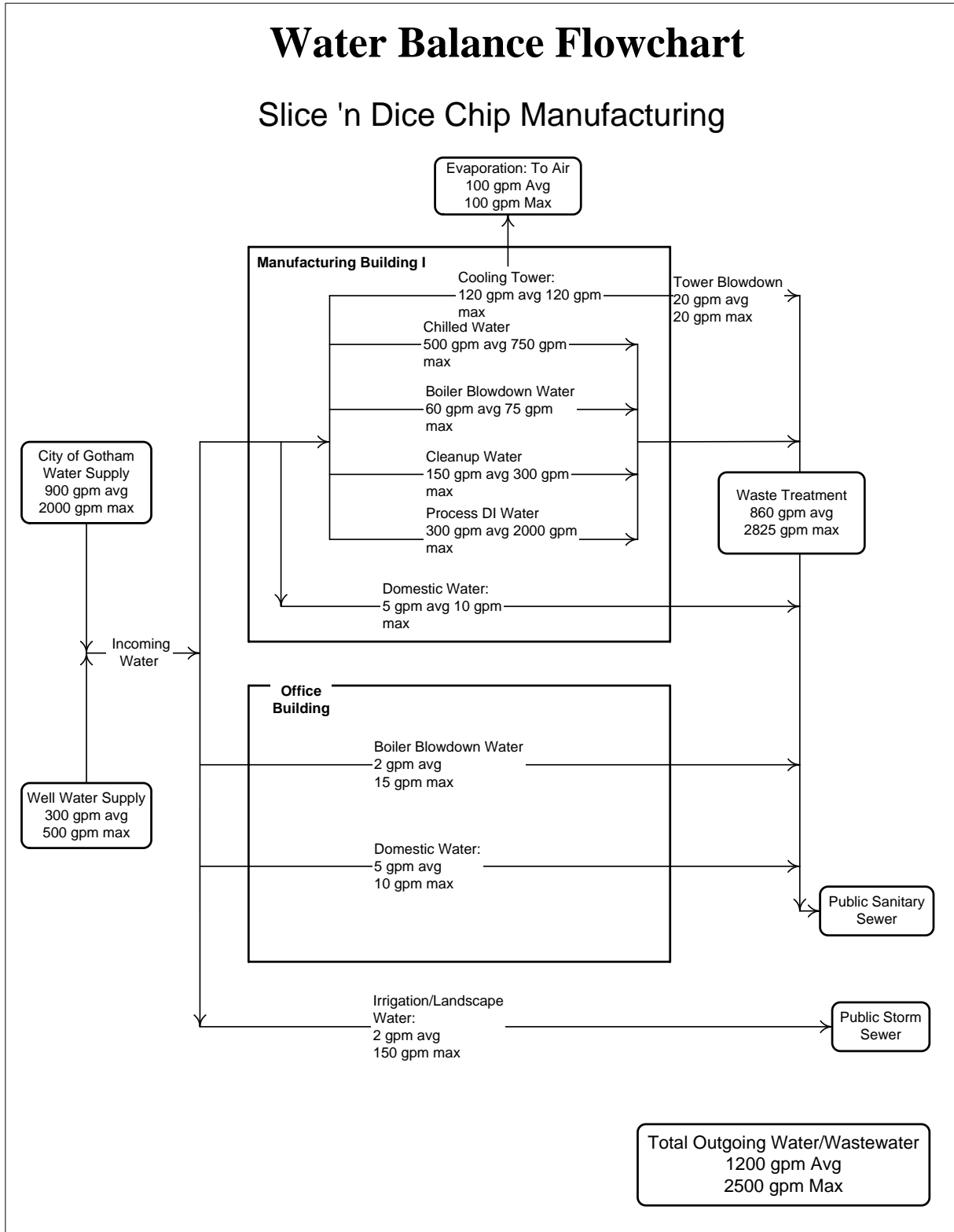


Be sure to include any of the following:

- Sanitary wastestreams (*domestic, non-process related uses such as restrooms, lunchrooms, drinking fountains*)
- All process streams
- Non-contact cooling/chiller makeup/blowdown water
- Water lost to evaporation
- Boiler makeup/blowdown water
- High purity water discharge
- Reverse osmosis/de-ionized/de-mineralizer backwash process & reject water
- Fire suppression/sprinkler makeup water
- Air scrubber water
- Irrigation/landscape water
- Water lost or used up in product
- Any other water uses \_\_\_\_\_

**Clean Water Services - Source Control Division**  
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**XI. Appendix E**



***INSTRUCTIONS (Continued)***

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**XII.**

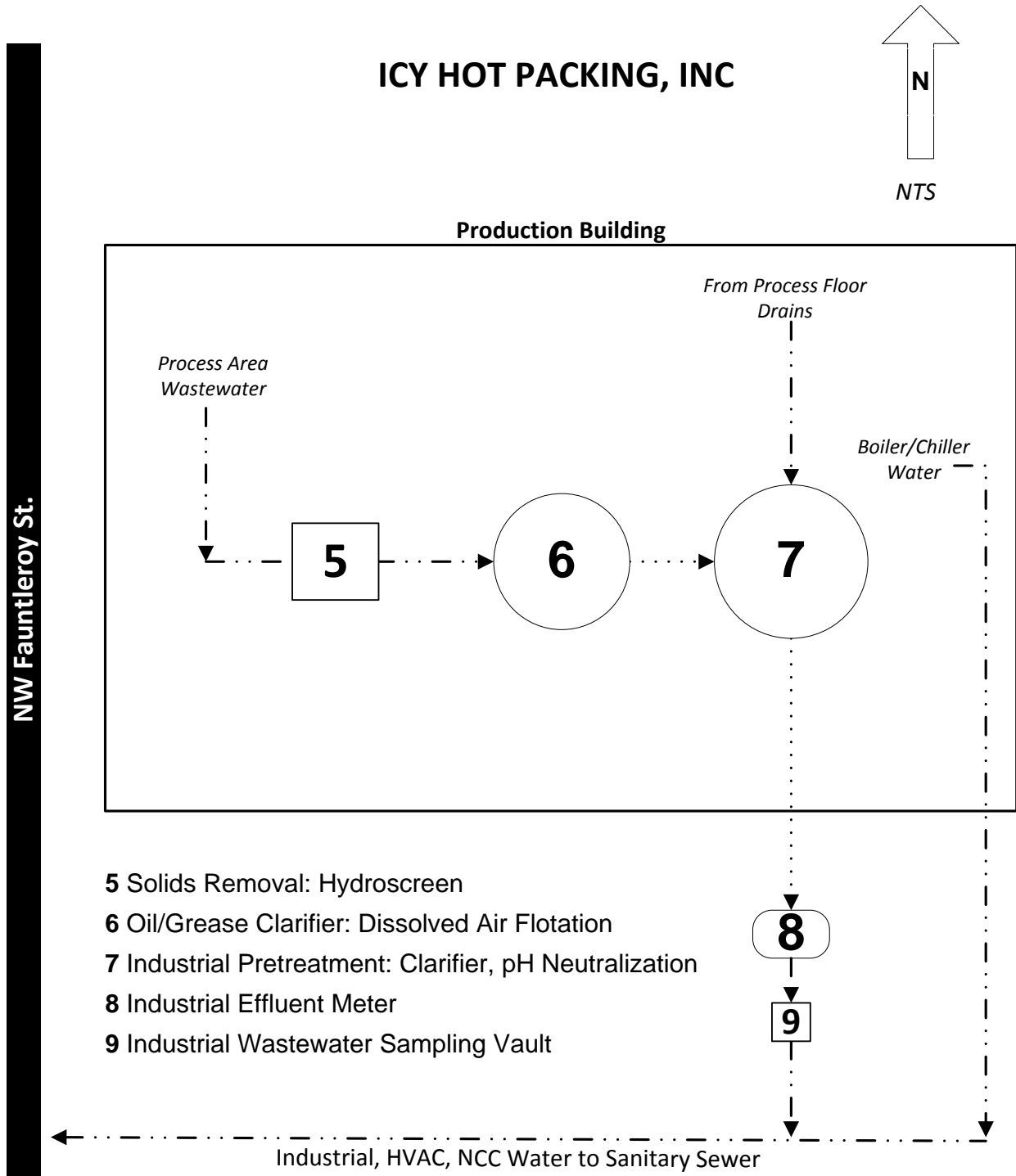
**Appendix F**

**Pretreatment System Diagram**

Show all processes, with pertinent piping and equipment, which relate to the treatment of process or non-domestic wastewaters. Be sure to include relative location of pH monitoring and meters, wastewater effluent flow meters and the industrial wastewater-sampling vault.

**XII. Appendix F**

**Pretreatment System Diagram**



***INSTRUCTIONS (Continued)***

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**XIII. Appendix G**

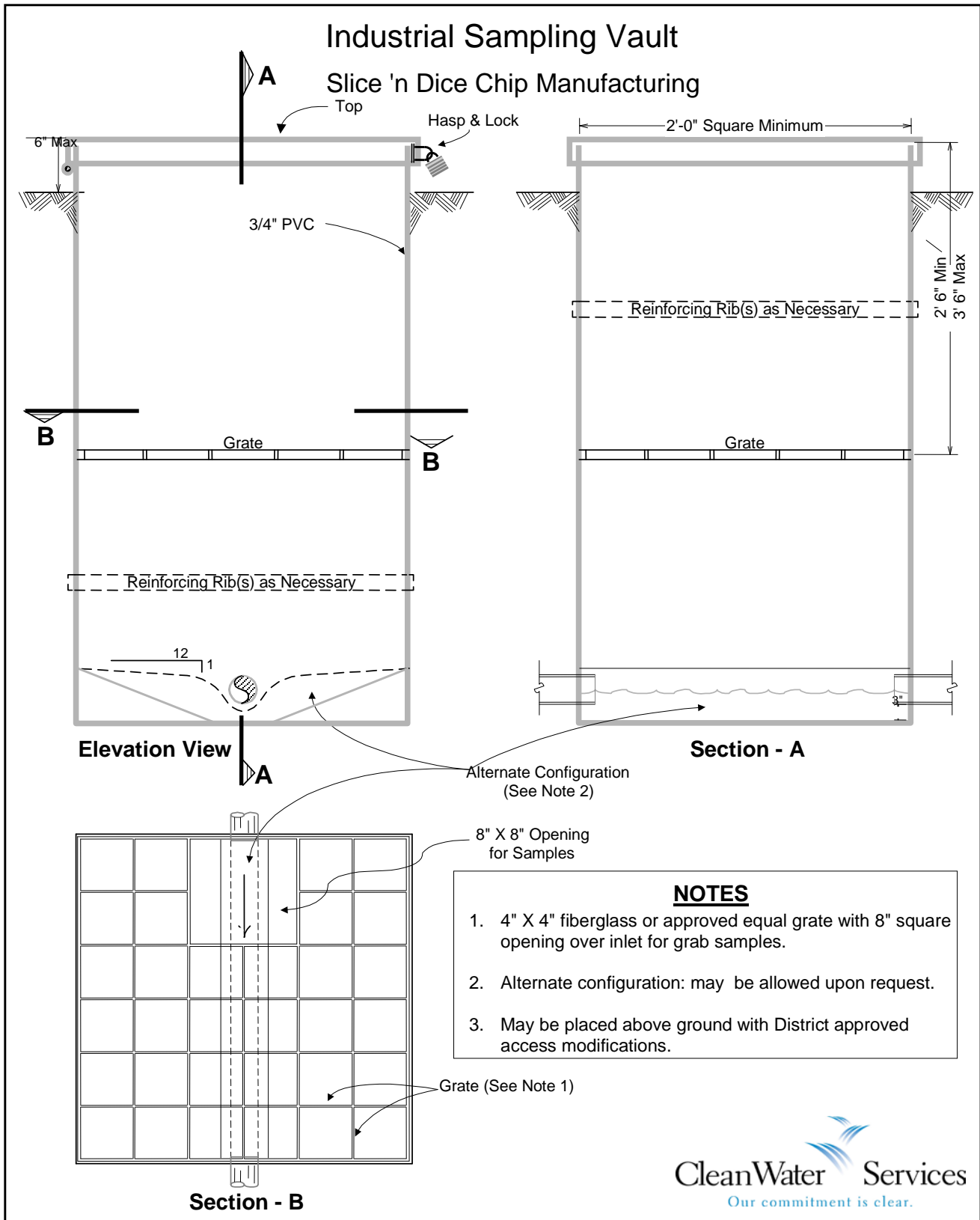
**Sample Vault Diagram**

Appendix G details a District approved industrial sampling vault. Note Section A showing the flow of process wastewater through the bottom of the vault. Section B features the off-center opening in the sampler grate for placement of the sampler probe in the wastewater stream.

Other sampling vault designs may be approved by Source Control staff, provided they meet appropriate design and dimension specifications.

**Clean Water Services - Source Control Division**  
**Industrial Wastewater Discharge Application**

**XIII. Appendix G**



**\* TOXIC ORGANICS LIST - 40 CFR PART 122, APPENDIX D**

**TABLE II - ORGANIC TOXIC POLLUTANTS IN EACH OF FOUR FRACTIONS IN ANALYSIS BY GAS CHROMATOGRAPHY/MASS SPECTROSCOPY (GS/MS)**

**Volatiles**

acrolein  
 acrylonitrile  
 benzene  
 bromoform  
 carbon tetrachloride  
 chlorobenzene  
 chlorodibromomethane  
 chloroethane  
 2-chloroethylvinyl ether  
 chloroform  
 dichlorobromomethane  
 1,1-dichloroethane  
 1,2-dichloroethane  
 1,1-dichloroethylene  
 1,2-dichloropropane  
 1,3-dichloropropylene  
 ethylbenzene  
 methyl bromide  
 methyl chloride  
 methylene chloride  
 1,1,2,2-tetrachloroethane  
 tetrachloroethylene  
 toluene  
 1,2-trans-dichloroethylene  
 1,1,1-trichloroethane  
 1,1,2-trichloroethane  
 trichloroethylene  
 vinyl chloride

**Acid Compounds**

2-chlorophenol  
 2,4-dichlorophenol  
 2,4-dimethylphenol  
 4,6-dinitro-o-cresol  
 2,4-dinitrophenol  
 2-nitrophenol  
 4-nitrophenol  
 p-chloro-m-cresol  
 pentachlorophenol  
 phenol  
 2,4,6-trichlorophenol

**Base/Neutral**

acenaphthene  
 acenaphthylene  
 anthracene  
 benzidine  
 benzo(a)anthracene  
 benzo(a)pyrene  
 3,4-benzofluoranthene  
 benzo(ghi)perylene  
 benzo(k)fluoranthene  
 bis(2-chloroethoxy)methane  
 bis(2-chloroethyl)ether  
 bis(2-chloroisopropyl)ether  
 bis(2-ethylhexyl)phthalate  
 4-bromophenyl phenyl ether  
 butylbenzyl phthalate  
 2-chloronaphthalene  
 4-chlorophenyl phenyl ether  
 chrysene  
 dibenzo(a,h)anthracene  
 1,2-dichlorobenzene  
 1,3-dichlorobenzene  
 1,4-dichlorobenzene  
 3,3'-dichlorobenzidine  
 diethyl phthalate  
 dimethyl phthalate  
 di-n-butyl phthalate  
 2,4-dinitrotoluene  
 2,6-dinitrotoluene  
 di-n-octyl phthalate  
 1,2-diphenylhydrazine -  
 (as azobenzene)  
 fluoranthene  
 fluorene  
 hexachlorobenzene  
 hexachlorobutadiene  
 hexachlorocyclopentadiene  
 hexachloroethane  
 indeno(1,2,3-cd)pyrene  
 isophorone  
 naphthalene  
 nitrobenzene  
 N-nitrosodimethylamine  
 N-nitrosodi-n-propylamine  
 N-nitrosodiphenylamine  
 phenanthrene  
 pyrene  
 1,2,4-trichlorobenzene

**Pesticides**

aldrin  
 alpha-BHC  
 beta-BHC  
 gamma-BHC  
 delta-BHC  
 chlordane  
 4,4'-DDT  
 4,4'-DDE  
 4,4'-DDD  
 dieldrin  
 alpha-endosulfan  
 beta-endosulfan  
 endosulfan sulfate  
 endrin  
 endrin aldehyde  
 heptachlor  
 heptachlor epoxide  
 PCB-1242  
 PCB-1254  
 PCB-1221  
 PCB-1232  
 PCB-1248  
 PCB-1260  
 PCB-1016  
 toxaphene  
 45B pyrene  
 46B 1,2,4-trichlorobenzene

*\* Provided for Reference Purposes Only*