

NONDOMESTIC WASTE DISCHARGE APPLICATION INSTRUCTIONS

Use the information on the following pages to fill out the permit application.

If you have any questions about completing this form, please contact Environmental Services at ESCaseManagers@cleanwaterservices.org or 503.681.5175.

Attachment A: Facility Map

Include the following as they pertain to the facility:

- Property boundary
- Facility entrances
- Access control points
- Parking areas
- Buildings footprints
- Building entrances
- Warehouse locations
- Offices
- Production areas
- Sanitary sewer lines at this facility and connection to the public sanitary sewage conveyance system
- Industrial wastewater sample site locations

Attachment B: Manufacturing Floor Plan

The manufacturing floor plan is a map of the water and wastewater plumbing within the applicable production area. Include the following as they pertain to the facility:

- Location of floor drains
- Location of pretreatment system
- Wastewater piping from production area to pretreatment system
- Location of wastewater pH and flow meters

Attachment C: Production Flow Diagram

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

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

Ensure that titles or labels 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.

Attachment D: Full Disclosure of Chemicals

Using the format provided, fully disclose all chemicals onsite as an Excel spreadsheet. 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 regard to use and ultimate disposition.

- Exclude materials or cleaners used in routine office operations.
- Exclude nonhazardous chemicals with a total volume of less than one gallon.
- A Chemical Management Plan with more detailed information may be required at a later date.

D. Full Disclosure of Chemicals

Disposition (check all that apply)

Attachment E: Water Balance Flowchart

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

Attachment F: Discharge Curve

Provide a discharge curve if daily flow rate is equal to or exceeds GPD > 15000 or batch dischargers for requirement as indicated in the application. The discharge curve must include data on the discharge rate (GPM) or volume (gallon) every 15 minutes.

Attachment G: Pretreatment System Diagram

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

Attachment H: Sample Vault Diagram

Provide a diagram of an industrial sampling vault to be approved by Clean Water Services.

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 waste stream discharged during that calendar month, and an estimation of the mass of constituents in the waste stream 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.

Legal Certification

Print the page for Legal Certification. Sign, date, and submit with the application.

A. Full disclosure of chemicals used at this facility (including pretreatment chemicals)

B. Compliance certification

Check the box as it applies to the facility. A compliance schedule (Item 2) is a plan by the applicant detailing events and milestones to install an adequate pretreatment system to achieve applicable pretreatment standards (discharge limits).

C. Certification statement

Be sure to include printed name, job title and date signed. See Certification Signature section below for descriptions of who may sign this document.

Certification Signature

Federal regulation 40 CFR 403.12(l) requires the person signing the Certification Statement in this application to be:

- (1) By a responsible corporate officer, if the Industrial User submitting the reports required by paragraphs (b), (d), and (e) of this section is a corporation. For the purpose of this paragraph, a responsible corporate officer means:
 - (i) 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
 - (ii) 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.
- (2) By a general partner or proprietor if the Industrial User submitting the reports required by paragraphs (b), (d), and (e) of this section is a partnership, or sole proprietorship respectively.
- (3) By a duly authorized representative of the individual designated in paragraph (l)(1) or (l)(2) of this section if:
 - (i) The authorization is made in writing by the individual described in paragraph (l)(1) or (l)(2);
 - (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 a well, or 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 Control Authority.
- (4) If an authorization under paragraph (l)(3) of this section is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, or overall responsibility for environmental matters for the company, a new authorization satisfying the requirements of paragraph (l)(3) of this section must be submitted to the Control Authority prior to or together with any reports to be signed by an authorized representative.