INDUSTRIAL PRETREATMENT PROGRAM INSTRUCTIONS TO COMPLETE THE INDUSTRIAL WASTEWATER DISCHARGE PERMIT APPLICATION

GENERAL INSTRUCTIONS

1. All questions must be answered. **DO NOT LEAVE BLANKS**. If a question is not applicable, indicate "N/A" on the form.
2. If additional sheets are necessary to provide a complete written answer, specify the Section and the Question number at the top of the sheet (e.g. "Section J, Question 1a").
    a. If additional space is necessary to complete a table, the same table format from the application should be used on the additional sheets.
    b. If additional documentation and/or specifications are requested and do not already have an assigned reference title (e.g. "ATTACHMENT B"), please list the Section and Question Number at the top of the documents.
3. The numbers in the Specific Section Instructions below correspond to the Question Number in the permit application (e.g. the instruction written below under Section E, 1, "If you answer..(etc.)" corresponds to the permit application question located in Section E, Question 1. There are not instructions below for each question in the permit application.
4. For any questions regarding this application, please email: IPP@waterandsewer.org
5. Retain a copy of this application for at least five years.

DEFINITIONS

- **Authorized Signatory:** Is defined in 40 CFR 403.12(l) as one of the following:
    1. A responsible corporate officer if the industrial user is a corporation; or
    2. A general partner or proprietor if the Industrial User is a partnership or sole proprietorship, respectively; or
    3. A duly authorized representative of the individual designated in 1 or 2 if the representative is responsible for the overall operation of the facility from which the Industrial Discharge originates or has the overall responsibility for environmental matters for the company.

- **Batch Discharge:** The controlled discharge of a discrete, contained volume of wastewater to the sewer system.

- **Categorical Pretreatment Standards:** Limitations on pollutant discharges to POTWs from specific types of new or existing industrial users. These standards are promulgated by the EPA in accordance with Sections 307 (b) and (c) of the Clean Water Act. This term includes prohibitive limitations established pursuant to 40 CFR 403.5

- **Industrial User:** Any facility or person that discharges industrial or commercial wastewater to the system connected to the SRWTF.

- **Industrial Wastewater:** Any discharge resulting from, or used in connection with, any process of industry, manufacturing, commercial food processing, business, agriculture, trade or research. Industrial wastewater includes, but is not limited to, the development, recovery or processing of natural resources and leachate from landfills or other disposal sites.
- **Pollutant:** any type of industrial, municipal, and agricultural waste discharged into water

- **Wastewater Treatment Technologies:** Equipment, processes, etc., that reduce the amount of pollutants, eliminate pollutants, or alter the nature of pollutant properties in wastewater in accordance with federal, state, and local laws, regulations and permits prior to or in lieu of discharging or otherwise introducing such pollutants to the sewer system.

SPECIFIC SECTION INSTRUCTIONS

SECTION A – GENERAL FACILITY INFORMATION

1. Business Information:
   - Enter the facility's official or legal name. Do not use a colloquial name.
   - Provide the physical location of the facility that is applying for a discharge permit.
   - Provide the mailing address where correspondence from the Control Authority may be sent.
   - Enter the Business/Operator Name and indicate whether the entity which operates the facility also owns it: Give the name, as it is legally referred to, of the person, firm, public organization, or any other entity which operates the facility described in this application. This may or may not be the same name as the facility.
     - if the response is "No", submit a copy of the contract and/or other documents indicating the operator's scope of responsibility for the facility.
2. Contact Information:
   - Provide the name of the authorized signatory for this facility for the purpose of signing all reports. The definition of an authorized signatory is found on Page 1 of these instructions.
   - Provide the name, if applicable, of the Designated Authorized Representative as defined within Authorized Signatory on Page 1 of these instructions.
   - Provide the Billing contact information where IPP will send the annual bill and whom should be contacted if billing questions arise.
   - Provide the name(s) of the Designated Facility Contact – this should be a person who is thoroughly familiar with the facts reported on this form and who can be contacted by the Control Authority (e.g., the plant manager). An alternative facility contact may also be listed.

SECTION B – FACILITY OPERATIONS AND BUSINESS ACTIVITIES

1. Check off all operations that occur or will occur at your facility. If you have any questions regarding how to categorize your business activity, contact the Control Authority for technical guidance.

3. For all processes found on the premises, indicate both the North American Industry Classification System (NAICS) Code number(s) and the Standard Industrial Classification (SIC) Code Number. Use the most current versions of each manual.

4. List the types of products, giving the common or brand name and the proper or scientific name. Enter from your records the average and maximum amounts produced daily for each operation for the previous calendar year, and the estimated total daily production for this calendar year. Be sure to specify the daily units of production. Attach additional pages as necessary.

SECTION C – WATER SUPPLY

3. Incoming Water Usage: Provide the daily average water usage within the facility. Contact cooling water is cooling water that during the process comes into contact with process materials, thereby becoming contaminated. Non-contact cooling water does not come into contact with process materials. Sanitary water includes only water used in restrooms. Plant and equipment washdown includes floor washdown. Sanitary flow may be estimated at 15 gallons per day (GPD) for each employee.

SECTION E– WASTEWATER DISCHARGE INFORMATION

1. If you answer "no" to this question, skip to Section G, otherwise complete the remainder of the application.
2. A schematic flow diagram should be completed and certified for accuracy by a State registered professional engineer. Assign a sequential reference number to each process starting with No. 1. An example of a drawing is shown in Figure 1. To determine your average daily volume and maximum daily volume of wastewater flow, you may have to read water meters, sewer meters, or make estimates of volumes that are not directly measurable. If estimates are used, this must be identified on the Diagram.
4. Non-categorical users should report average daily and maximum daily wastewater flows from each process, operation, operation, or activity present at the facility.
5. Categorical users should report average daily and maximum daily wastewater flows from every regulated, unregulated, and dilution process. A regulated waste stream is defined as wastewater from an industrial process that is regulated for a particular pollutant by a categorical pretreatment standard. Unregulated waste streams are waste streams from and industrial processes that are not regulated by a categorical pretreatment standard and are not defined as dilution waste stream. Dilution waste streams include sanitary wastewater, boiler blowdown, non-contact cooling water or blowdown, stormwater streams, demineralizer backwash streams and process waste streams from certain industrial subcategories exempted by EPA from categorical pretreatment standards. [For further details see 40 CFR 403.6 (e).]
6. List the time frame of discharge that occurs or will occur each day, even if your facility batch discharges. Write "24hr" if your operation discharges continuously during that day of the week.
7. Question only applies to batch dischargers. See the definition above or contact IPP to determine if your facility qualifies as a batch discharger.
10. If you do not have continuous flow metering equipment and/or a totalizer that reads your wastewater discharge in gallons per day (GPD), you must complete this question to detail how your facility will arrive at the daily flow that is reported to IPP. If calculations are involved to arrive at your GPD, they must be listed here.

12. Total Toxic Organics (TTO) means the sum of the masses or concentrations of specific toxic organic compounds found in the industrial user's process discharge. The individual organic compounds that make up the TTO value and the minimum reportable quantities differ according to the particular industrial category (see applicable categorical pretreatment standards, 40 CFR Parts 405-471).

SECTION H – FACILITY OPERATIONAL CHARACTERISTICS

1a. Indicate whether business activity is continuous throughout the year or if it is seasonal. Make any comments you feel are required to describe the variation in operation of your business activity.

1c. Indicate any shutdowns in operation which may occur during the year and indicate the reasons for shutdown.

2. Provide a listing of all primary raw materials used (or planned) in the facility's operations. Indicate the amount of raw materials used in daily units.

3. Provide a list of all chemicals used (or planned) in the facility's operations. Indicate the amounts used or planned in daily units. Avoid the use of trade names of chemicals. If trade names are used, then also provide chemical compounds. Provide copies of all available manufacturers' safety data sheets for all identified chemicals.

4. A building layout or plant site plan of the premises is required and should be certified for accuracy by a State registered professional engineer. Approved building plans may be substituted. An arrow showing North as well as the map scale must be shown. The location of each existing and proposed sampling location and facility sewer line must be clearly identified as well as all sanitary and wastewater drainage plumbing. Number each unit process discharging wastewater to the public sewer. Use the same numbering system shown in Figure 2, the schematic flow diagram. See Figure 2 below.

SECTION I – BEST MANAGEMENT PRACTICES

6. Describe how the spill occurred, or what was spilled, when the spill happened, where it occurred, how much was spilled, and whether or not the spill reached the sewer. Also explain what measures have been taken to limit damage if another spill occurs.

SECTION J – NON-DISHCARGED WASTES

1. For wastes not discharged to the Control Authority's sewer, indicate types of waste generated, amount generated, the way in which the waste is disposed (e. g. incinerated, hauled, etc.), and the location of disposal.
   NOTE: Onsite disposal system could be a septic system, lagoon, holding pond (evaporative type), etc.
2. Types of permits could be: air, hazardous waste, underground injection, solid waste, NPDES, TPDES, TNRCC (for discharges to surface water), etc.

SECTION K – AUTHORIZED SIGNATURE AND CERTIFICATION

See Page 1 (Definitions) of these instructions for the definition of an authorized signatory.

FIGURE 1. SCHEMATIC FLOW DIAGRAM

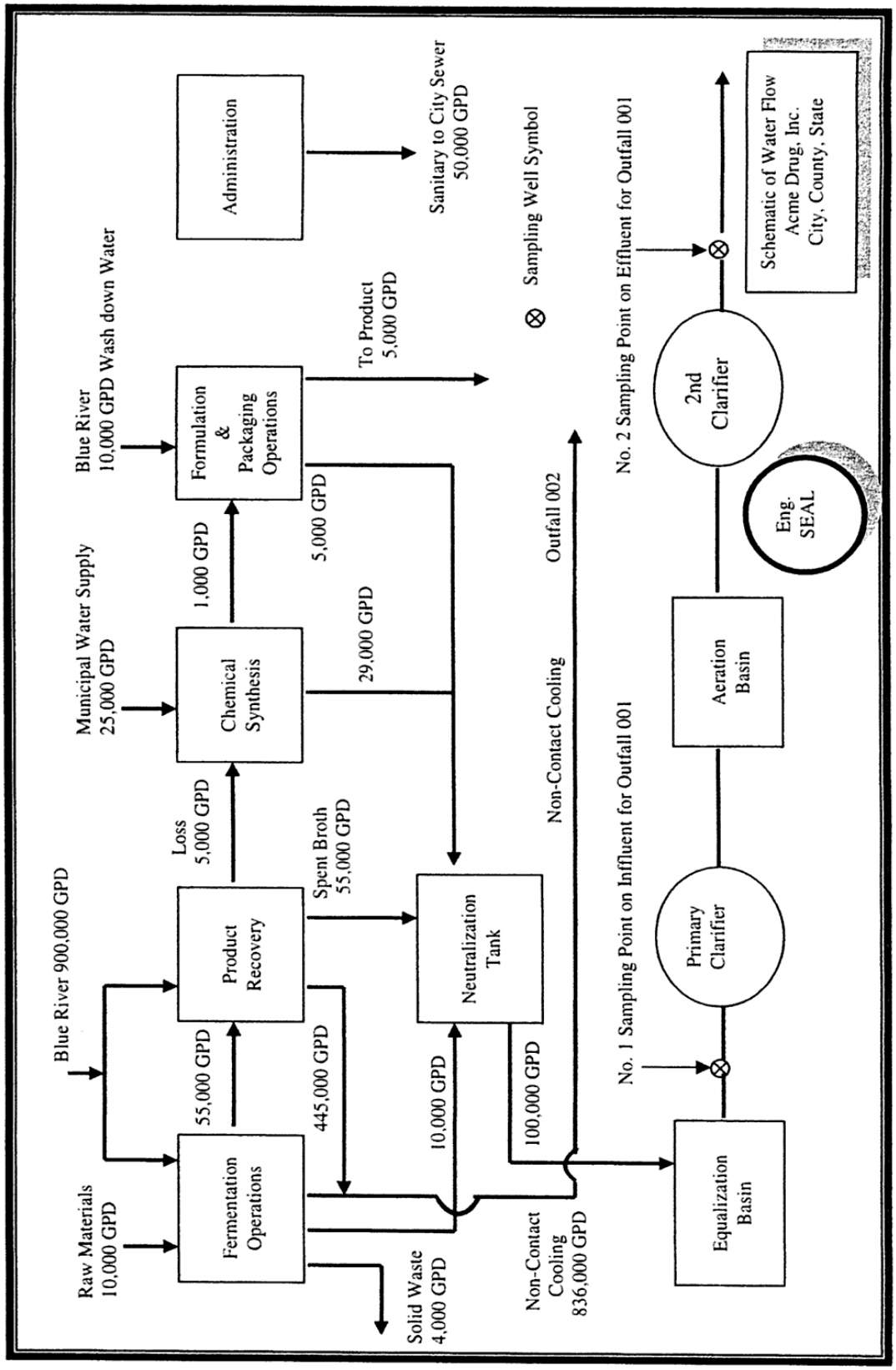

FIGURE 2. BUILDING LAYOUT