

ROCK RIVER WATER RECLAMATION DISTRICT

Non-Significant Categorical Industrial User (NSCIU) Wastewater Discharge Permit Application Instructions

**INSTRUCTIONS TO FILL OUT THE NSCIU
WASTEWATER DISCHARGE PERMIT APPLICATION**

All questions must be answered. Do not leave blanks. If a question is not applicable, indicate so on the form. Instructions to the sections on the Permit Application are given below.

**SECTION I
GENERAL INFORMATION**

- A. Enter the company's official or legal name. (Do not use colloquial name). Indicate the company's North American Industrial Classification System Code #
- B. Indicate the organization of the business as to whether it is a sole proprietorship, partnership or corporation.
- C. Provide the mailing address where correspondence from the District may be sent.
- D. Provide the physical location of the facility which is applying for a discharge permit.
- E. Provide the name of the person completing this application.
- F. Provide the name of the person who is thoroughly familiar with the facts reported on this application and whom the District can contact.

**SECTION II
WASTEWATER FLOW RATES**

- A. Report the average daily water use from each process, operation or activity present at the facility. Also indicate the source and the discharge point for each process, operation or activity present at the facility.

Cooling water is either contact or non-contact. Contact cooling water is 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/showers. If sanitary flow is not metered, provide an estimate based on 17 gallons per day for each employee.

Process wastewater that is regulated by the District's Local Limits is water that is generated from a process that is not subject to the categorical standards. This water may be discharged to sewer and is subject to the District's Local Limits. Categorical process wastewater is water that is generated from a process that is regulated under the applicable categorical pretreatment standard. The categorical process wastewater must be less than 100 gallons per day (gpd) to qualify for a NSCIU Permit.

SECTION III
RAW MATERIALS AND CHEMICALS

A. Raw Materials and Chemicals

Provide a listing of all chemicals used (or planned) in the facility's operations. Indicate the amount used, or planned, in quantity with the appropriate units. Avoid the use of trade names of chemicals. MSDS sheets for all chemicals identified in this section must be available for District review upon request. For expanded list, add additional sheets.

B. Nature and Concentration of Pollutants in Wastewater Discharge

1. If there is a discharge of process wastewater regulated by District Local Limits or less than 100 gpd of categorical wastewater, from an analysis of the wastewater discharged from this facility, complete the table indicating if the pollutant is present and it's concentration in the wastewater discharge. The analysis shall, at a minimum, compatible pollutants (i.e. pH, BOD, COD, TSS), heavy metals and cyanide. NSCIU Wastewater Discharge Permit applicants are required to provide analytical data on all pollutants that are regulated specific to District Code of Ordinances. Analytical methods shall conform to 40 CFR Part 136.

Attach a copy of an analytical report to the permit application for non-pesticide organic compounds using Methods 624 and 625.

2. If there is no discharge of regulated process wastewater, mark this Section Not Applicable (NA).

SECTION IV
PROCESS ACTIVITIES

Complete this section by placing a check in front of those process activities, which occur at the facility for which this permit application is submitted. Those process activities that are labeled with a 40 CFR number indicate that the discharge is subject to the National Categorical Pretreatment Standards (NCPS) in addition to District's Code of Ordinance. For new applicants, a baseline monitoring report (BMR) shall be required for process activities, which are regulated by the NCPS.

SECTION V
PROCESS ACTIVITY DESCRIPTION

- A. Provide a narrative description of the process activity that generates the wastewater that is subject to the National Categorical Pretreatment Standard (NCPS). Also describe the process or procedures used that results in less than 100 gallons per day (gpd) being discharged to sewer.

- B-C. Provide the frequency and volume of any NCPS wastewater hauled off-site.

- D. Does (or will) this facility use any of the toxic organics that are listed under the TTO definition of the applicable categorical pretreatment standards published by EPA or the toxic organic pollutants listed in District Code of Ordinances, Title 2? Section III B of this permit application includes the list of the organic compounds. The applicable NCPS needs to be referenced to determine the current categorical TTO compounds.

If Section V.D a. is marked yes, an Organic Solvent Management Plan needs to be on file at the District or submitted with this application.

SECTION VI **WASTEWATER TREATMENT**

For those facilities that have any treatment of their wastewater prior to discharge or hauling for off-site disposal, complete this section. Treatment includes, but is not limited to, grease traps, oil skimmers, filtration, ion exchange, metals precipitation, etc.

SECTION VII **FACILITIES OPERATIONAL CHARACTERISTICS**

- A. In this section, indicate whether the business activity is continuous throughout the year or if it is seasonal. If the activity is seasonal, indicate 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.
- B. Complete this section to describe current or proposed spill prevention capabilities for your facility. As part of an accidental organic spill prevention plan and for industrial users subject to the National Categorical Pretreatment Standards (NCPS), an Organic Solvent Management Plan (OSMP) is required. A written Slug Control Plan may also be required based on the enclosed SCP evaluation questionnaire.
- C. Attach a plant diagram and a process flow diagram to this application. The plant diagram must be provided on paper no larger than 8-1/2 by 11 inches. The location of sanitary and storm sewers, manholes and building water meters or sewage flow meters needs to be included in the plant diagram (See attached sample site plan).

SECTION VIII **WASTE DISPOSAL**

- A. For wastes not discharged to the District's sewer, indicate the types of waste generated, amount generated and the way in which the waste is disposed as to whether the disposal occurs on-site or off-site on an annual basis.

SECTION IX
COMPLIANCE CERTIFICATION

The applicant is required to certify whether all applicable Federal, State or local pretreatment standards and requirements are being met. If the pretreatment standards are not being met, a compliance schedule shall be submitted with the application.

SECTION X
CERTIFICATION

The application is required to be signed as given below:

1. By a responsible corporate officer, if the Industrial User submitting the application is a corporation. For the purpose of this section, a responsible corporate officer means:
 - 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 function for the corporation, or
 - The manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operations of the 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 this application is a partnership, or sole proprietorship respectively.
3. By a duly authorized representative of the individual designated in paragraphs 1 or 2 of this section if:
 - The authorization is made in writing by the individual described in paragraphs 1 or 2;
 - 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, or a position of equivalent responsibility, or having overall responsibility for environmental matter for the company; and
 - The written authorization is submitted to the RRWRD.
4. If an authorization under paragraph 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 in paragraph 3 of this section must be submitted to the District.

DP/bal word/forms/permit application instructions – nsciu
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