

ROCK RIVER WATER RECLAMATION DISTRICT

Wastewater Discharge Permit Application Instructions

**INSTRUCTIONS TO FILL OUT THE
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 (NAICS) for all processes.
- 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. Provide the maximum daily flow and the annual daily average flow for the facility in gallons per day. To determine your average daily volume and maximum daily volume of wastewater flow, you may have to read water meters, sewer meters, or make estimate of volumes that are not directly measurable.
- B. Report the average daily water use from each process, operation, or activity present at the facility. Also indicate the wastewater 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.

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

If the facility is applying for a permit renewal and all sample data is already on file at the District, please indicate in the table, "Data already on file at the District".

For new facilities and first time permits, using an analysis of the wastewater discharged from this facility, complete the table indicating if the pollutant is present and its concentration in the wastewater discharge. The analysis shall, at a minimum, include compatible pollutants (i.e. pH, BOD, COD, TSS), heavy metals, and cyanide. The analysis shall also include any pollutant listed that is known to be present as a constituent of the process performed. All applicants are required to provide analytical data on all pollutants that are regulated specific to District Ordinances and Federal and State Regulations. 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.

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
WASTEWATER DISCHARGE INFORMATION

A-E. Complete information giving a description of the process(es) conducted and the nature of the wastewater discharge from this facility in terms of times of discharge and whether the discharge is batch or continuous flow.

- F. Complete this section by listing the Categorical, Local Limit and unregulated dilution processes that discharge wastewater to the sanitary sewer.

Non-Categorical users should report the average and maximum flow and disposal in the Local Limit Process portion of the table. Categorical users should report the average daily and maximum flow and disposal in the appropriate portions of this table, for categorical processes and non-categorical processes, respectively.

NOTE: SECTION II B FLOW VOLUMES MUST AGREE WITH FLOW DATA PROVIDED IN SECTION V F.

- G-H. Discuss any plans for future process changes or expansions. Future changes may result in an amendment to your Wastewater Discharge Permit.
- I. Discuss the use of any water recycling or re-use systems in use or planned.
- J. A Discharge Flow Diagram shall be provided with the application. This diagram should include the volume of water supplied, as well as the volume of water used in each area. For example, if you have 10,000 gpd of incoming water to the building, how much supplies how much is used by each facet of the business such as restrooms, process, boiler, etc. An example of a Discharge Flow Diagram is attached as Figure 1.
- K. Discuss the use of any waste minimization/recycling conducted at your facility.
- L. Describe, briefly, the process of waste minimization/recycling that is used.

SECTION VI **WASTEWATER TREATMENT**

For those facilities that have any treatment of their wastewater prior to discharge, complete this section. Treatment includes, but is not limited to, grease traps, oil skimmers, filtration, ion exchange, metal precipitation, pH adjustment, etc. An example Process Flow Diagram For Waste Treatment is attached as Figure 2.

SECTION VII **FACILITIES OPERATIONAL CHARACTERISTICS**

- A. Complete this section to describe the operating schedule for your facility.
- B. Complete this section to describe current or proposed spill prevention capabilities for your facility. As part of an accidental spill prevention plan and for industrial users subject to the National Categorical Pretreatment Standards (NCPS), an Organic Solvent Management Plan (OSMP) may be required.
- C. A plant diagram of the building layout (Site Plan as indicated in Figure 3 of the Wastewater Discharge Permit Application Instructions) must be provided on paper no larger than 8.5 by

11 inches. The location of sanitary and storm sewers, sampling locations and building water meters or sewage flow meters needs to be included in the plant diagram.

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. List all other environmental permits and generator ID numbers held by this facility.

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, pretreatment may be required. A compliance schedule, by which the IU shall provide this pretreatment, shall be submitted with this application.

SECTION X
CERTIFICATION

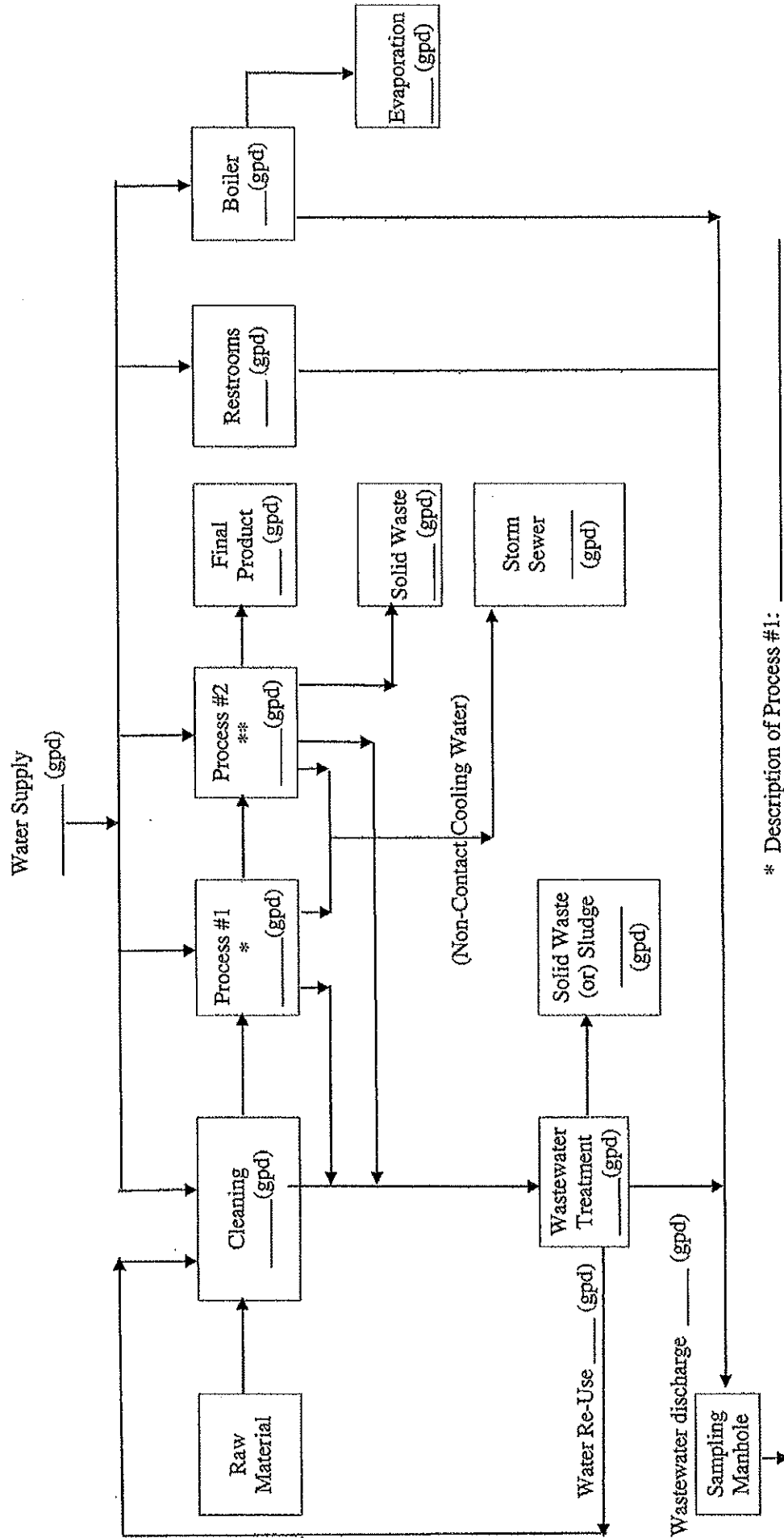
The application is required to be signed as given below:

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.

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FIGURE 1
 ROCK RIVER WATER RECLAMATION DISTRICT
 Discharge Flow Diagram
 (Example)



* Description of Process #1: _____

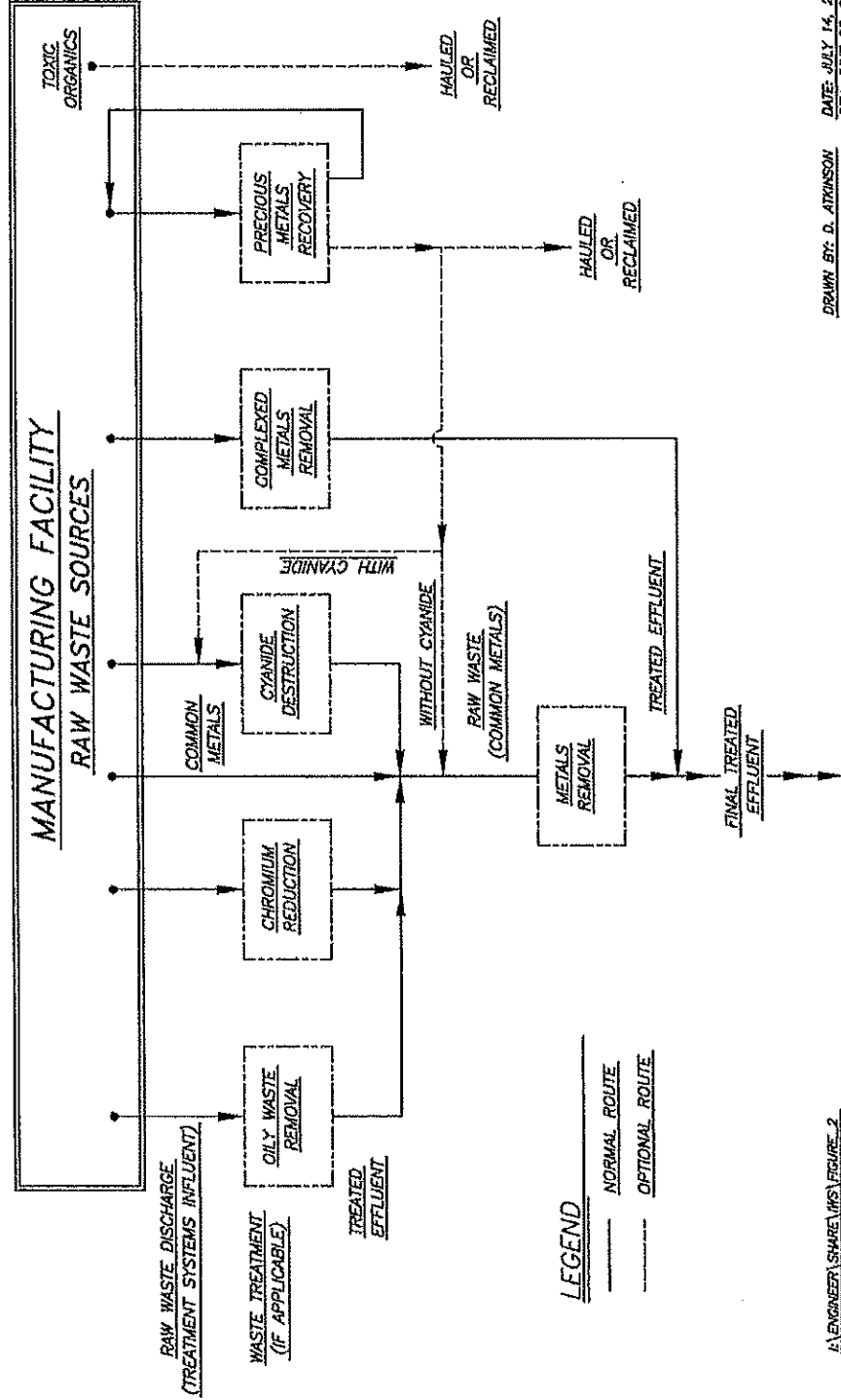
** Description of Process #2: _____

(RRWRD Discharge No.) _____

ROCK RIVER WATER RECLAMATION DISTRICT

DISCHARGE PERMIT APPLICATION WASTEWATER TREATMENT SCHEMATIC

FIGURE 2



DRAWN BY: D. ATKINSON DATE: JULY 14, 2008
REF: JUNE 26, 2010

E:\ENGINEER\SHARE\KFS\FIGURE-2

ROCK RIVER WATER RECLAMATION DISTRICT DISCHARGE PERMIT APPLICATION

SAMPLE OF SITE PLAN

FIGURE 3

COMPANY NAME
ADDRESS
CITY, STATE ZIP CODE

NOTES:

- 1.) INDICATE A NUMBER FOR EACH MONITORING OR SAMPLING MANHOLE.
- 2.) INDICATE SEWER SIZES (DIAMETERS).
- 3.) INDICATE LOCATION OF WATER METER OR SEWAGE FLOW METER.
- 4.) PROVIDE ANY OTHER DETAILS AS NECESSARY.
- 5.) SHOW SCALE OR DISTANCES.

