

ROCK RIVER WATER RECLAMATION DISTRICT

Zero Wastewater Discharge Permit Application Instructions

INSTRUCTIONS TO FILL OUT
ZERO 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) 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 shall be hauled off-site for disposal in order to receive a Zero Wastewater Discharge 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, from 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 total organic priority pollutants of concern (TOPPOCs) and Toxic Reactive Organic Pollutants (TROPs), compatible pollutants (i.e. pH, BOD, COD, TSS), heavy metals and cyanide. Zero 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.
2. If there is no discharge of process wastewater regulated by District Local Limits, 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).

- B-C. Provide the frequency and volume of 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 TROP/TOPPOC compounds listed in District Code of Ordinances, Title 2. Section III B of this permit application includes the list of the TROP/TOPPOC 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, 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 by the qualified professional and the principal executive officer. The principal executive officer is defined as:

- a. The 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
- b. The Manager of one or more manufacturing, production, or operation facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25,000,000, if authority to sign documents has been assigned or delegated to the Manager in accordance with corporate procedures.
- c. A general partner or proprietor if the industrial user submitting the reports is a partnership or sole proprietorship respectively.

- d. A Principal Executive Officer or Director having responsibility for the overall operation of the discharging facility if the industrial user submitting the reports is a Federal, State or local governmental entity or it's agent.
- e. A duly authorized representative of the individual designated in paragraph a, b, c or d of this section if:
 - i. The authorization is made in writing by the individual described in paragraph a, b, c or d;
 - 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, 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 District.

The qualified professional must be a person who is thoroughly familiar with the facts reported on this form and can be contacted by the District.

Bal word/forms/permit application instructions – zero discharger
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