

INDUSTRIAL PRETREATMENT
WASTEWATER DISCHARGE PERMIT APPLICATION

City of Wilsonville
Public Works Department
Environmental Services Division
682-4092

COMPLETE APPLICATION MUST INCLUDE;

- Discharge Permit Fee: \$594.00
- Updated Environmental Survey Form

**CITY OF WILSONVILLE
INDUSTRIAL WASTEWATER DISCHARGE
PERMIT APPLICATION**

GENERAL INFORMATION

Complete all applicable sections. Information must be typewritten or clearly printed. Attach requested information as needed. Signing official must have authorization to provide such information on behalf of the company, corporation, or partnership.

1. Company Name/Telephone Number: _____

A. Division name (if applicable): _____

2. Mailing Address:

A. Street or P.O. Box _____

B. City, State, Zip Code _____

1. Facility Address (if different from mailing address):

A. Street or P.O. Box _____

B. City, State, Zip Code _____

2. Person to be contacted about this form:

A. Name: _____

B. Address: _____

C. City, State, Zip Code: _____

D. Title: _____

E. Phone Number: _____

5. Person to be contacted in case of an emergency:

A. Name: _____

B. Address: _____

C. City, State, Zip Code: _____

D. Title: _____

E. Phone Number: _____

Confidentiality

Please indicate those sections of this questionnaire that you wish to remain confidential and your basis for requiring confidentiality. (Wastewater characteristics cannot be confidential.)

Qualified Professional Certification

I hereby certify under penalty of law that the information contained on the following pages was obtained in accordance with the applicable procedures and requirements as specific in the Federal General Pretreatment Regulations and amendments thereto, and the City's Sewer Use Ordinance. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Name (print)

Signature Title Date Phone

Authorized Representative Statement

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information the information submitted is, to the beset of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Name (print)

Signature Title Date Phone

General Information Instructions

Information must be typewritten or clearly printed. Attach additional sheets keyed to section and item number if needed to provide complete information. Signing official must have authorization to provide such information on behalf of the company, corporation, or partnership (see CFR 403.12). Please complete a form for each facility that discharges to the City sanitary sewer system. Additional copies can be obtained by photocopying or by contacting the City.

Please forward the completed form to the address shown below. If you have further questions, contact the City of Wilsonville Public Works Department at 682-4092.

City of Wilsonville
Public Works Department
Environmental Services Division
30000 Town Center Loop East
Wilsonville, OR 97070
Phone: (503) 682-4092 fax: (503) 682-8816

1. & 2. Enter the name or title of your business and mailing address.
3. Enter facility address where discharge occurs, if different than No. 2.
4. Give the name of the person who is thoroughly familiar with the facts reported on this form and who can be contacted by the City staff.

Confidentiality: In accordance with Title 40 of the Code of Federal Regulations Part 403 Section 403.14, information and data provided in this questionnaire which identifies the nature and frequency of discharge shall be available to the public without restriction. Requests for confidential treatment of other information shall be governed by procedures specified in 40 CFR part 2. Should a discharge permit be required by your facility, the information in this questionnaire will be used to issue the permit.

The Qualified Certification pertains to the actual preparer of the report if different from the authorized representative.

The Authorized Representative

- (a) If the industrial user is a corporation, authorized representative shall mean:
 - 1) The president, secretary, or a 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
 - 2) The manager of one of more manufacturing, production, or operation facilities, if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- (b) If the industrial user is a partnership, association, or sole proprietorship, an authorized representative shall mean a general partner or the proprietor.
- (c) If the individual user is representing Federal, State or local governments, or an agent thereof, an authorized representative shall mean a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility.
- (d) The individuals described in paragraphs (a)-(c) above may designate another authorized representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company, and the authorization is submitted to the City.

4. Variation of Operation

Is the business or proposed activity:

Continuous through the year []

Seasonal [] -- Circle the months of the year during which the discharge occurs:

J F M A M J J A S O N D

Section 1 -- Water/Wastewater Data Instructions

PROVIDES CALCULATIONS TO SUPPORT ALL FIGURES IN TABLE 1.

1. Water Use and Distribution – Provide the daily average flows of water received and wastewater discharged in gallons per day for the last 12 months by dividing the total flows by the number of days that a discharge of water occurred (or operating day). For the water that is received from other than City Water services or discharged to other than City sewers, enter the location in the column headed “Source” or “Discharge To.” Other source locations can include wells and rivers. Other discharge locations can include dry wells and receiving streams. Hourly and daily water supply meter readings may be used, provided the filling and discharge of storage tanks, process vats, etc., are taken into consideration.

- For estimating sanitary flow, use 35 gallons for each employee.
- Categorical users: complete item U for providing flows for each of the regulated processes (process lines).

2. Discharge period:

(a) Enter the hours of the day for each day during which waste from this Business Activity will be discharged to the sewer: e.g.,
from 6 a.m. to 5 p.m.

(b) Enter the time duration of discharge other than continuous flows (15 minutes every hour).

3. Variation in Operation:

Indicate whether the business activity is continuous throughout the year or if it is seasonal. If the activity is seasonal, circle 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.

4. List existing or proposed plant sewer outlets, size, and flow (provide as-builts, assign sequential reference number to each sewer starting with No. 1, see Attachment A and B).

Reference No.	Sewer Size (inches)	Descriptive location of sewer connection or discharge point	Avg. flow (gal/day)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Section 1 – Water/Wastewater Data Instructions (continued)

5. General characteristics of wastewater or proposed wastewater discharge: (provide specific values for a., b., d., e., and f. if known)

- (a) Temperature: _____ °F
- (b) pH range _____
- (c) Flammable or explosive materials: Yes [] No [] Flashpoint _____ °
- (d) Fats, oils, and grease (mg/L): _____
- (e) BOD (mg/L): _____
- (f) TSS (mg/L): _____
- (g) Solid or viscous material: Yes [] No [] Describe _____
- (h) Priority Pollutants: Yes [] No [] Don't know [] SEE Section "A" OF COMPLETED ENVIRONMENTAL SURVEY FORM
- (i) Solvents: Yes [] No [] Don't know []

6. For categorical facilities, provide the following flows for each of your regulated processes or proposed regulated process (i.e. manufacturing process line covered by categorical pretreatment standards).

(a) Total Plant Flow in gallons per day (gpd) discharged to the sewer system:

Average _____ Maximum _____

(b) Individual Process Flows (GPD)

EPA Categorical No.		Regulated Process	Average flowrate (gpd)	Maximum flowrate (gpd)	Type of Discharge (batch, continuous, none)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

7. Is an inspection and sampling manhole structure available on your discharge pipe? Yes [] No []

- If yes, provide location below and indicate on the as-built
- Location Description:
- If no, is one planned? Yes [] No []

8. Do you have automatic sampling equipment or continuous wastewater flow metering equipment currently in use of included in future plans?

Current: Flow Metering Yes [] No [] N/A [] Sampling Equipment: Yes [] No [] N/A []
 Planned: Flow Metering Yes [] No [] N/A [] Sampling Equipment: Yes [] No [] N/A []

If so, please indicate the present of future location of this equipment on the sewer schematic and describe the equipment:

5. Process flow schematic: draw appropriate diagram using the form in Attachment A.

Go to Attachment A for form, instructions, and examples.

Building Layout: Draw Layout of building using Attachment B.

Go to Attachment B for form, instructions, and examples.

6. General Discharge Characteristics:

In (a) thru (f), indicate the presence of wastewater characteristics using numerical values. Please contact the City for assistance in obtaining measurements.

In (g), indicate the presence of materials which are resistant to flow by indicating either (yes) or (no). If yes, please provide a brief description of the material (attach MSDS Sheet, if applicable).

In (h), please contact the City for assistance in identifying priority pollutant information. Section "A" of the Environmental Survey form will provide information about the manufacturing or service activity (SIC Code) and will assist in identifying the presence of 130 different priority pollutants.

In (i), indicate whether or not solvents are discharged from the facility.

7. Categorical Facilities:

In (a) and (b), provide wastewater flow measurements for process water pertaining only to the regulated activity. For assistance in identifying the EPA category no. for each process, please contact the City.

8. Inspection and Sampling Manhole:

Indicate whether or not a monitoring manhole with access to process wastewater (a separate sewer line for domestic wastewater) is available.

9. Monitoring Equipment

Indicate whether or not sampling or flow measuring equipment is currently in use or is in the planning stages. If so, describe the equipment (manufacturer, make and model) and indicate on Attachment "A" (flow schematic) where the monitoring equipment is (or planned to be) in relation to the process waste stream.

Section II – Business/Facility Description

PURPOSE – The business description is primarily used to determine the substances which may enter into the wastewater discharge from the business activity. Give detailed descriptions.

1. Business activity – (Complete a separate sheet for each major or proposed business activity or product line on premises.)

Activity: _____ SIC Nos: _____

(a) Raw materials used or planned for use:

(b) Chemicals used or planned for use:

(c) Product (new businesses: provide best estimates):

Type of Product (Brand Names)	Past Calendar Year		Estimate This Calendar Year	
	Amounts Per Day (Daily Units)		Amounts Per Day (Daily Units)	
	Average	Maximum	Average	Maximum

(d) Description – Describe each wastewater generating or proposed operations or manufacturing process. Indicate variations in production and operations during the year. (Use additional sheets if necessary)

(e) Substances Discharged – Give common and technical names of each major raw material and product that may be discharged to the sewer. Briefly describe the physical and chemical properties of each substance and products. (Use additional sheets if necessary).

NAME	DESCRIPTION
_____	_____
_____	_____
_____	_____

Section II – Business/Facility Description Instructions

1. **Business Activity**—Describe the principal activity on the premises. For the purpose of completing this Part, an activity is a major class of manufacturing. Enter the Standard Industrial Classification (SIC) Code Number, as found in the 1987 Edition of Standard Industrial Classification Manual prepared by the Executive Office of the President, Office of Management and Budget, which is available from the Government Printing Office at Washington, D.C., or at San Francisco, California. **DO NOT USE PREVIOUS EDITIONS OF THE MANUAL.** Copies are also available for examination at most public libraries. If you do not know, leave SIC No. blank.
 - (a) & (b) If not already provided in Attachment C of Section B, Environmental Survey, list all primary raw materials and chemicals used in the facility's operations. Avoid use of trade names of chemicals. If trade names are used, provide information regarding the active ingredients.
 - (c) **Product**—List the types of products, giving the common brand name and the proper or scientific name. Enter from your records the average and maximum amounts produced daily for the activity for the previous calendar year, and the estimated daily production for this calendar year. Attach additional pages if necessary.
 - (d) **Description**—Describe the wastewater generating process occurring on the premises, including any seasonal variation in wastewater discharge volumes, plan operations, raw materials, and chemicals used in process and/or production.
 - (e) **Substances discharged**—Give common (brand names) and technical names (chemical, scientific or proper names) of each raw material and product that may be discharged to the sewer. Briefly describe the physical (e.g., color) and chemical (e.g., reacts with water), properties of each substance.

Instructions for Completing Sections III through V

The remaining three sections will facilitate the collection of the necessary quantitative wastewater information to assist the City in establishing applicable pretreatment limits and requirements. Existing NONCATEGORICAL FACILITIES are required to complete Section III while EXISTING CATEGORICAL FACILITIES covered by federal categorical pretreatment standards (“categorical users”) are required to complete Sections IV and V.

Section III-Wastewater Characterization

Section III is to be completed by noncategorical type facilities.

Section IV-Baseline Monitoring Report (BMR)

Within 180 days after the effective date of a categorical Pretreatment Standard, existing categorical Industrial Users subject to such categorical Pretreatment Standards and currently discharging to or schedule to discharge to the City must submit a BMR. New categorical IU’s must submit a BMR 90 days prior to the commencement of discharge.

Section V—Final Compliance Report

Section V provides for the results of the analysis that show that the affected facility is under compliance.

Note:

New Facilities (categorical and noncategorical: new businesses moving into existing facilities and new businesses proposing to construct a new building).

Because no discharge of process wastewaters has occurred, Sections III and IV must contain estimates of pollutant concentrations.

Retain Sections and complete when the facility begins operation and commences discharging. A new facility should be in compliance with applicable pretreatment standards upon commencement of discharge and is required to sample and submit the final compliance report within 90 days of commencement of discharge.

Contact the City if there are any questions on what limits apply to the discharge, what pollutants to sample, sampling requirements, and where to take samples. The general instructions on the back of the form provide general information in sampling.

Section III—Wastewater Characterization (not required for New Facilities)

Note: Samples should be taken of the final effluent prior to discharge to the City’s collection system. If there is more than one discharge of process wastewater to the City’s sewer system, photocopy this page and supply the analytical results for multiple discharges.

1. For Noncategorical Facility Only (report results in concentrations (mg/L) or mass (lbs)). If a new source, and not yet in production, provide estimates.
 - a) Each noncategorical facility will sample, have analyzed, and report on all pollutants as specified by the City. Where mass limits apply, the facility must report results on a mass limit basis (concentration \times regulated process flow = mass). Attach all calculations.

Samples collected must be representative and taken during peak production and peak cleaning or highest strength periods. Three 24-hour composite samples must be collected and analyzed separately for each day unless otherwise noted. Further instructions are provided on back.

ANALYTICAL RESULTS OF PROCESS WASTEWATER DISCHARGES

Pollutant									
Units									
Monthly Average Limit									
Reported Average									

1. Specify units used (mg/L or lb): _____
2. Sample type (grab/composite): _____
3. Number of samples collected (explain): _____
4. Dates and times samples collected: _____
5. Sample collection location: _____
6. Where samples analyzed: _____
7. Methods of analysis: _____
8. Flash point test: _____
9. Provide name and address of commercial labs who are performing analysis:

Name: _____ Address: _____

Name: _____ Address: _____

Note: The City may require that a Professional Engineer perform a treatability study, which will be submitted with the application.

Section III—Wastewater Characterization Instructions

To be completed by noncategorical users (existing and new facilities that have not begun to operate and/or discharge). Attach additional sheets if needed. Contact the City before sampling, if not sure of pretreatment standards, sampling protocols.

1 (a) Pollutants—List across the top of specific pollutants (use abbreviations) regulated in the City Code. Example: Copper – Cu.

- Monthly Average – Monthly averages shall be reported.

Example: Monthly average (Copper – Cu = 2 mg/L)
 Monthly average (Zinc – An = 4 mg/L)

You would enter 2 under Cu and 4 under An.

- Reported average: Average all individual results and report the average in the spaces provided for each of the appropriate pollutants listed.
- Indicate type of samples (i.e., grab, flow proportioned composite, etc.) analytical methods, and number of samples taken. The industrial user must ascertain whether it can meet the pollutant standards. The type of discharge, ie., batch, continuous, routine historical information (e.g., existing data pollutant discharge) etc., is a factor that should guide the industrial user regarding the number of samples to be taken to ascertain compliance. Additionally, the time, date of sampling, and methods of analysis must be reported. Analytical methods must be performed in accordance with 40 CFR part 136 and any amendments thereto. It is important that the samples be representative and taken during full production.

Each daily composite shall be analyzed separately.

(b) Compliance certification

Are all applicable pretreatment standards being met on a consistent basis?

Yes [] No []

If not, what additional operations and maintenance procedures are being considered for compliance? Also, list additional pretreatment being considered to meet standards.

(c) Provide a proposed schedule for meeting standards. Specify the major events along with corresponding dates. Note that this schedule will require comment by the City and will be subject to changes.

Section III—Wastewater Characterization (continued)

2. Qualified Professional Certification:

I hereby certify under penalty of law that this information was obtained in accordance with the applicable procedures and requirements as specified in the General Pretreatment Regulations and amendments thereto and the City’s sewer use ordinance. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Name (Print)

Signature Title Date Phone

Authorized Representative Statement

“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.”

Name (Print)

Signature Title Date Phone

Section III—Wastewater Characterization Instructions (continued)

1. (a) Compare the sample results against local pretreatment standards provided by the City (contained in City code).

- Describe any additional O&M pretreatment and provide compliance schedule. Specify the major events needed to achieve compliance, as well as the dates for completion of each event (i.e., hiring and engineer, completing preliminary plans, completing final plans, executing contracts, commencing construction, completing construction, etc.) The shortest possible schedule should be provided.

2. The Qualified Certification pertains to the actual preparer of the report if different from the authorized representative.

The Authorized Representative may be either

- (a) If the industrial user is a corporation, authorized representative shall mean:
 - 1) The president, secretary, or a 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
 - 2) The manager or one or more manufacturing, production, or operation facilities, if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- (b) If the individual user is a partnership, association, or sole proprietorship, an authorized representative shall mean a general partner or the proprietor.
- (c) If the individual user is a representing federal, state or local government, or an agent thereof, an authorized representative shall mean a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility.
- (d) If the individual described in paragraphs (a)-(c) above may designate another representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company, and the authorization is submitted to the City.

Section IV—Baseline Monitoring Report BMR

1. For Categorical User Only

(a) A Baseline Monitoring Report (BMR) _____ was _____ was not submitted. If not submitted, complete parts 2 through 6 of Section IV.

(b) The BMR was submitted to:

_____ Local Municipality on: _____

_____ State Agency on: _____

_____ USEPA, Region 10 on: _____

_____ Most recent updated progress report is attached.

(c) Compliance Progress Reports (CPR) _____ were _____ were not submitted. If not submitted, complete parts d, e, f, g, as appropriate.

(d) The reports were submitted to:

_____ Local Municipality on: _____

_____ State Agency on: _____

_____ USEPA, Region 10 on: _____

_____ Most recent updated progress report is attached.

(e) Compliance Schedule:

<u>Action Items</u>	<u>Completion Dates</u>
_____	_____
_____	_____
_____	_____
_____	_____

(f) I have not complied with each action item described in my compliance schedule or have not achieved final compliance. My reasons for delay as well as the necessary steps being taken to return to schedule are shown below.

Section IV—Baseline Monitoring Report BMR

(g) My revised schedule for achieving compliance is as follows:

<u>Action Items</u>	<u>Completion Dates</u>
_____	_____
_____	_____
_____	_____
_____	_____

Comments:

Section IV—Baseline Monitoring Report BMR Instructions

To be completed by categorical users.

1. a. If a BMR has already been submitted, please indicate.
 - b. If more than one report was submitted, specify how many, as well as the submitted dates of each and to what agency. Attach the most recent updated report submitted if not submitted to the USEPA Region Office or state.
 - c. Facilities who submitted an original BMR and were out of compliance with the pretreatment standards are required to submit periodic compliance reports. The discharger should complete Item (d) if reports were submitted to one of the agencies. If a schedule was not developed but construction has occurred, complete Item (e) and indicate completion dates. If the facility submitted a BMR, but not the necessary compliance schedule or progress reports, complete Section (f&g) with projected completion dates.
2. Summarize Each Regulated Process:

Process Description	Production Rate	Pretreatment Standard Category	Subpart	SIC	Flow

Total plant flow: _____

3. Nature and Concentration of Pollutants (report concentrations in mg/L or mass in lbs):

a. Analysis of Regulated Flows

The industrial user must perform sampling and analysis of the effluent from all regulated process (after treatment, if applicable). Provide the analytical data for the regulated processes in the space provided below. Attach additional sheets if necessary (simply Xerox the table and questions below). Only those pollutants specifically regulated by the applicable category need to be reported. Refer to backside for further instructions on where to take samples and how many samples to take. If the effluent samples were taken at one combined point, indicate alongside the regulated process line what process flows are commingled at this point.

Regulated Process Line(s):

Section IV—Baseline Monitoring Report (continued)

Process Flow(s) (Daily Avg. in mgd): _____

ANALYTICAL RESULTS OF PROCESS WASTEWATER DISCHARGES

Pollutant										
Units										
Monthly Average Limit										
Reported Average										
Daily Max. Limit										
Reported Maximum										

b. Sample type (grab, composite):

c. Number of samples collected (explain):

d. Dates and times samples collected:

e. Sample collection location:

f. Where samples analyzed:

g. Methods of analyses:

h. Provide name and address of commercial lab preparing analyses:

Name: _____ Address: _____

Name: _____ Address: _____

Section IV—Baseline Monitoring Report Instructions (continued)

2. List each regulated process, the production rate (i.e., 10,000 lbs. of (product name/unit time-week, month, year), the category, and subpart of the applicable Categorical Pretreatment Standard as well as the SIC code for each process).
3. Each industrial user will sample, analyze, and report on all pollutants regulated specific to each process (refer to appropriate subcategory in regulations for regulated pollutants). Where mass limits exist, the facility will have to report results in mass limits (concentration x regulated process flow in million gallons/day x 8.24). The BAT pretreatment standards are process related. That is, a facility must comply with the standard at the end of the regulated process. However, EPA recognizes that many facilities combine their wastewater process lines, cooling H₂O and sanitary discharge prior to treatment and discharge to municipal sewers. Hence, a facility can sample at a combined point, but will need to adjust the categorical limit it must meet by (i.e., calculate adjusted limits) employing the Combined Wastestream Formula that is contained in Section 403.6(e) of the General Pretreatment Regulations (Federal Register January 28, 1981). If this is the case with your facility, you must employ the formula and provide additional data for calculations. Contact the City for more guidance. Insert in the table the regulated pollutant (use abbreviations), the published average and maximum numerical limit for the particular pollutant found in the regulation, or adjusted limits as calculated by use of the combined wastestream formula, and the results of the sampling (average and maximum values). **REVIEW THE INSTRUCTIONS FOR SECTION III ON HOW TO REPORT THESE VALUES.**

Indicate type of samples (i.e. grab, flow proportioned composite, etc.), analytical method, and number of samples taken. Indicate whether samples (i.e., grab, flow, proportional composite, etc.), analytical method, and number of samples taken. Indicate whether samples were taken of combined wastestreams. The industrial user must ascertain whether it can meet the 30-day average, calculated average, daily maximum or calculated maximum limit. The tpe of discharge, i.e. batch, continuous, routine historical information (e.g., existing data pollutant discharge) etc., is a factor that should guide the industrial user regarding the number of samples to be taken to ascertain compliance. Samples for pH, cyanide, total phenols, oil and grease, sulfides, and volatile organics analysis must be a minimum of four grab samples collected for each pollutant. Other sampling may be done on a flow or time proportional basis.

If flow proportional composite sampling or time proportional composite sampling is infeasible, the industrial user may obtain four (4) grab samples if the user can demonstrate that the samples will be representative of the discharge.

Additionally, in order to complete the information required for item 3, the industrial user must provide the following:

- a. Identification of regulated process discharge line and process flow rate (average MGD). If the combined wastestream formula is to be applied, identify the other contributing wastewater streams in average daily and maximum daily flow rates.
- b. Sample type (flow proportional, time proportional, grab).
- c. Number of samples (aliquots and production days) collected.
- d. Dates and times of sample collection.
- e. Sample collection location.
- f. Where samples are analyzed (Chain-of-Custody form must be attached to the lab report).
- g. Methods of analysis (reference 40 CFR Part 136 and any amendments thereto).
- h. Name and address of the commercial lab performing the analysis.

The sampling must be representative of the daily operations, normal work cycles and expected pollutant discharges of the industrial user.

Section IV—Baseline Monitoring Report (continued)

4. Total Toxicant Organics (TTOs): To be filled out if you do metal finishing.

Facilities who use toxic organics listed by EPA in its published categorical pretreatment standards are required to meet TTO pretreatment standards and must initially sample for TTO and determine compliance. Facilities found to be in compliance with TTO standards can develop a solvent management plan in lieu of having to periodically sample for toxic organics. If you do not use toxic organics in your manufacturing process, you will not be required to sample for TTO but you must answer question “A” below.

- (a) We presently do not use or plan to use any of the toxic organics that are listed under the TTO standard located in the applicable categorical pretreatment standards published by the EPA. []
- (b) We presently use or plan to use organic toxicants listed in the categorical pretreatment standards. []
Complete Parts c and d.
- (c) A BMR has been previously submitted which contains TTO information.
Yes [] No []
- (d) A solvent management plan has been developed and is attached.
Yes [] No []

5. Compliance Certification

- (a) Is the facility meeting the applicable categorical pretreatment standards on a consistent basis?
Yes [] No []
- (b) If no, do you require:
 - (1) Additional operation and maintenance (O&M) to achieve compliance?
Yes [] No []
 - (2) New or additional pretreatment facilities to achieve compliance?
Yes [] No []
- (c) If additional O&M or new or additional pretreatment will be required to meet categorical pretreatment standards on a consistent basis, attach a description of it and a schedule on separate sheets. Project increments of progress indicating dates for the commencement and completion of major events leading to compliance with the standards. Note: The final compliance date in this schedule shall not be later than the compliance date for the applicable pretreatment standard or as specified by the City. Written progress reports are required within 14 days of each of the compliance dates specified in the compliance schedule as specified by the City.
- (d) _____ I have provided a proposed compliance schedule.

Section IV—Baseline Monitoring Report (continued)

Qualified Professional Certification

I hereby certify under penalty of law that the information contained on the following pages was obtained in accordance with the applicable procedures and requirements as specified in the Federal General Pretreatment Regulations and amendments thereto, and the City’s Sewer Use Ordinance. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Name (Print)

Signature

Title

Date

Phone

Authorized Representative Statement

“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name (Print)

Signature

Title

Date

Phone

Section IV—Baseline Monitoring Report Instructions (continued)

4. Facilities covered by a TTO pretreatment standards must initially sample for TTO and determine compliance. Analyses only have to be performed on toxic organics present at the facility. Contact City for list of toxics applicable to your operations.
 - (a) Facilities that utilized none of the toxic organics can provide a certification statement in lieu of having to monitor for toxics.
 - (b) Facilities whose sampling results indicate compliance with TTO standards can develop a solvent management plan in lieu of having to periodically sample for toxic organics. Contact the City for guidance.

5.
 - (a) In order to determine compliance with published or calculated mass-based categorical standards, a facility will need to compare its allowable mass limit (e.g., Pb + .00261 lbs x 200 lbs of steel produced = 0.533 lb) against the actual mass.
 - (b) Loading derived from sampling (i.e., conc. X regulated process flows x 8.34 = lbs discharged). If categorical standards are published in concentration, then a facility only needs to compare the concentration of its effluent against the regulated standards for the particular pollutant.
 - (c) Describe any additional O&M or pretreatment and attach a proposed compliance schedule. Specify the major events needed to achieve compliance, as well as the dates for completion of each event (i.e., hiring an engineer, completing preliminary plans, completing final plans, executing contracts, commencing construction, completing construction, etc.). The shortest possible schedule should be provided. Include schedule in Section V.

The Qualified Certification pertains to the actual preparer of the report if different from the authorized representative.

The Authorized Representative may be either

- (a) If the industrial user is a corporation, authorized representative shall mean:
 - 1) The president, secretary, or a 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
 - 2) The manager of one of more manufacturing, production or operation facilities; if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- (b) If the industrial user is a partnership, association, or sole proprietorship, an authorized representative shall mean a general partner or the proprietor.
- (c) If the individual user is representing Federal, State, or local governments, or an agent thereof, an authorized representative shall mean a director of highest official appointed or designated to oversee the operation and performance of the activities of the government facility.
- (d) The individuals described in paragraphs (a)-(c) above may designate another authorized representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having the overall responsibility for environmental matters for the company, and the authorization is submitted to the City.

Section V—Final Compliance Report (FCR)

1. (a) A Final Compliance Report (FCR) _____ was _____ was not submitted. If not submitted, complete parts 2 through 5.

(b) The FCR was submitted to:

_____ Local Municipality on: _____

_____ State Agency on: _____

_____ USEPA, Region X on _____

(c) If a FCR has previously been submitted, was your facility in compliance with the applicable standards?

Yes [] No []

- If no, you must perform additional sampling and complete parts 2 through 5.
- If yes, simply submit a copy of your previous FCR that indicates compliance. You will not be required to complete the rest of this section.

(d) Total Toxicant Organics (TTOs):

Categorical users who use toxic organics listed by EPA in its published categorical pretreatment standards are required to meet TTO pretreatment standards and must initially sample for TTO and determine compliance. Facilities found to be in compliance with TTO standards can develop a solvent management plan in lieu of having to periodically sample for toxic organics. If you do not use toxic organics in your manufacturing process, you will not be required to sample for TTO but you must answer question No. 2 below.

1. I have already complied with the following requirements for TTO. A copy of the information is attached. [] If not, you must completed the appropriate questions and provide sampling results if your facility utilizes toxic organics.

2. We presently do not use or plan to use any of the toxic organics that are listed under the TTO standard located in the applicable categorical pretreatment standards published by EPA. []

3. Are any of the organic toxicants listed in the categorical pretreatment standards used at this facility?

Yes [] No []

4. A solvent management plan has been developed and is attached.

Yes [] No []

Section V—Final Compliance Report Instructions

Note: Contact the City before sampling if not sure of pretreatment standards, sampling protocols.

NEW FACILITIES

Retain this section, but complete all previous sections and return to the City. This section should be completed and returned to the City within 90 days of commencement of discharge.

The categorical user must perform sampling and analysis of the effluent from all regulated process (after treatment, if applicable). Provide the analytical data for the regulated processes in the space provided below. Attached additional sheets if necessary (simply Xerox the table and questions). If you are reporting adjusted limits, submit all appropriate calculations and flow data on additional sheets.

2. a. Nature of Wastewaters Discharged (report in concentrations (mg/L) or mass (lbs)):

Note: PLEASE READ THE ISNTRUCTIONS ON THE BACKSIDE BEFORE PROCEEDING

The categorical user must perform sampling and analysis of the effluent from all regulated process (after treatment if applicable). Provide the analytical data for the regulated processes in the space provided below. Attach additional sheets if necessary (simply Xerox the table and questions below). If you are reporting adjusted limits, submit all appropriate calculations and flow data on additional sheets. Refer to backside for further instructions on where to take samples and how many samples to take.

Only those pollutants specifically regulated by EPA’s applicable category standard or specified by the City need be reported. If the effluent examples were taken at one combined point indicate alongside the regulated process line what process flows are commingled at this point.

Regulated Process Line:

Process Flow(s) (Avg daily):

ANALYTICAL RESULTS OF PROCESS WASTEWATER DISCHARGES

Pollutant											
Units											
Monthly Average Limit											
Reported Average											
Daily Max Limit											
Reported Maximum											

- b. Sample type (grab, composite): _____
- c. Number of samples collected (explain): _____
- d. Dates and times samples collected: _____
- e. Sample collection location: _____

- f. Where samples analyzed: _____
- g. Methods of analyses: _____
- h. Provide name and address of commercial lab performing analyses:

Name: _____ Address: _____

2(a) List each regulated process line and process flow.

- Pollutants—List across the top specific pollutants (use abbreviations) regulated in the City code.
 - Example: Copper - Cu.
- Daily Maximum and Monthly Average – Refer to the City code for pretreatment standards for the specific pollutant.
- Most cities have daily maximum pretreatment standards.

Example: Daily maximum (Copper – Cu = 2 mg/L)
 Monthly average (Zinc – Zn = 4 mg/L)

- Reported maximum: Report the highest maximum concentration for the samples collected and analyzed.
- Reported average: If more than one sample was taken, average all the individual results and report the average in the spaces provided for each of the appropriate pollutants listed.
- For categorical users, samples, analyze, and report on all pollutants regulated specific to each process (refer to appropriate subcategory in regulations for regulated pollutants). Where mass limits exist, the facility will have to report results in mass limits (concentration x regulated process flow in million gallons/.day x 8.34). The BAT pretreatment standards are processed-related. That is, a facility must comply with the standard at the end-of-the regulated process. However, EPA recognizes that many facilities combine their wastewater process lines, cooling H₂O and sanitary discharge prior to treatment and discharge to municipal sewers. Hence, a facility can sample at a combined point, but will need to adjust the categorical limit it must meet by (i.e. calculate adjusted limits) employing the combined Wastestream Formula that is continued in Section 403.6(3) of the General Pretreatment Regulations (Federal Register January 28, 1981). If this is the case with your facility, you must employ the formula and provide additional data for calculations. Contact the City for more guidance. Where feasible, samples should be flow-proportional composites. Additionally, the time, date of sampling, and 40 CFR Part 136 and any amendments thereto. It is important that the samples be representative and taken during full production. Each daily composite shall be analyzed separately.
- Indicate type of samples (i.e., grab, flow proportioned composite, etc.) analytical methods, and number of samples taken. Indicate whether samples were taken of combined wastestreams. The industrial user must ascertain whether it can meet the applicable pretreatment standards. The type of discharge, i.e., bath, continuous, routine historical information (e.g. existing data pollutant discharge), etc., is a factor that should guide the industrial user regarding the number of samples to be taken to ascertain compliance.

3.(a) For categorical users, to determine compliance with published or calculated mass-based categorical standards, a facility will need to compare its allowable mass limit (e.g., Pb = $\frac{.00261 \text{ lbs} \times 200 \text{ lbs of steel produced}}{0.533 \text{ lb}}$) against the actual mass loading derived from sampling 1,000 lbs (i.e. conc. X regulated process flows x 8.34 = lbs discharged. If categorical standards are published in concentration then a facility only needs to compare the concentration of its effluent against the regulated standards for the particular pollutant.

3. Compliance Certification

(a) Is the facility meeting applicable pretreatment standards on a consistent basis?

Yes [] No []

(b) If no, do you require:

(1) Additional operation and maintenance (O&M) to achieve compliance?

Yes [] No []

(2) New or additional pretreatment facilities to achieve compliance?

Yes [] No []

4. If additional O&M or new or additional pretreatment will be required to meet pretreatment standards on a consistent basis, attach a description of it and a proposed schedule on separate sheets. Project increments of progress indicating dates for the commencement and completion of major events leading to compliance with the standard. Note: The final compliance date in this schedule shall not be later than the compliance date for the applicable pretreatment standard. Written progress reports are required within 14 days of each of the compliance dates specified in the compliance schedule.

5. Qualified Professional Certification

I hereby certify under penalty of law that the information contained on the following pages was obtained in accordance with applicable procedures and requirements as specified in the Federal General Pretreatment Regulations and amendments thereto, and the City's Sewer Use Ordinance. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Name (Print)

Signature Title Date Phone

Authorized Representative Statement

“I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name (Print)

Signature

Title

Date

Phone

4. Describe any additional O&M or pretreatment and provide compliance schedule. Specify the major events needed to achieve compliance, as well as the dates for completion of each event (i.e., hiring an engineer, completing preliminary plans, completing final plans, executing contracts, commencing instruction, completing construction, etc.). The shortest possible schedule should be provided.
5. The Qualified Certification pertains to the actual preparer of the report if different from the authorized representative.

The Authorized Representative may either

- (a) If the industrial user is a corporation, authorized representative shall mean:
 - 1) The president, secretary, or a 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
 - 2) The manager of one of more manufacturing, production, or operation facilities, if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- (b) If the industrial user is a partnership, association, or sole proprietorship, an authorized representative shall mean a general partner or the proprietor.
- (c) If the individual user is representing Federal, State or local governments, or an agent thereof, an authorized representative shall mean a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility.
- (d) The individuals described in paragraphs (a)-(c) above may designate another authorized representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company, and the authorization is submitted to the City.

ATTACHMENT A – SCHEMATIC FLOW DIAGRAM

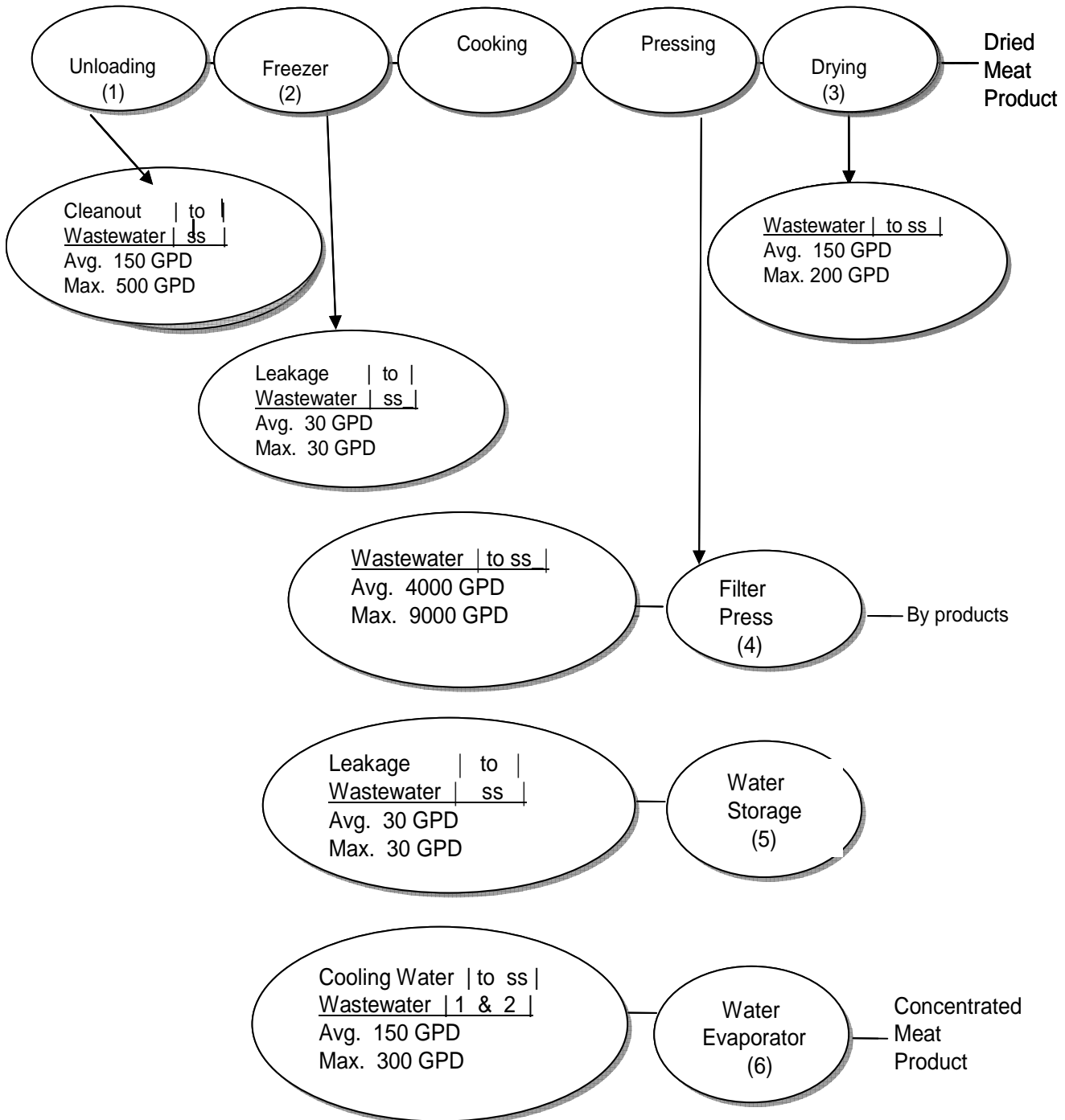
For each major activity in which wastewater is generated, draw a diagram of the flow of materials and water from start to completed activity, showing all unit processes generating wastewater. Number each unit process having wastewater discharges to the community sewer. Use these numbers when showing this unit process in the building layout in schematic. Use the space below or additional sheets of 8x11 paper. An example is provided on the backside.

PROCESS FLOW SCHEMATIC INSTRUCTIONS

Separate drawing should be completed for each major business activity.

A line drawing (schematic flow diagram) of each major business activity is to be completed in the space below or drawn on an attached sheet of paper (all sheets should be letter size). Number each process which generates wastewater using the same numbering as in the building layout of plant site shown in the building layout schematic. An example of drawing required is shown below 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.



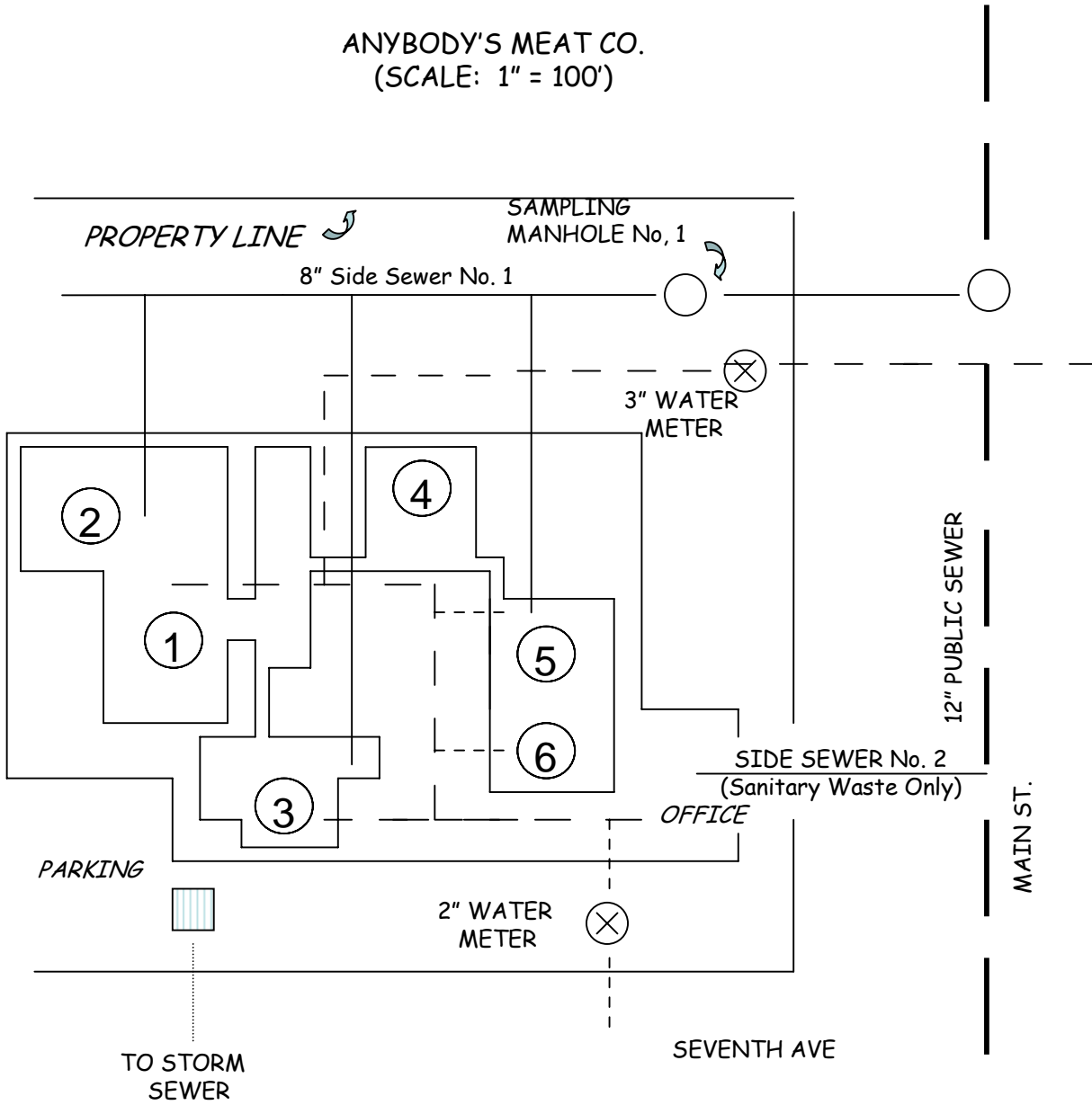
ATTACHMENT B – BUILDING LAYOUT

Draw to scale the location of each building on the premises. Show location of all water meters (current and planned); storm drains; numbered unit processes (from process schematic(s)); community sewers and each side sewer connected to the community sewers; automatic sampling equipment (current and planned); location of pretreatment processes; treated flows and untreated flows; and name and location of pertinent streets. Use flow schematic to indicate process and process discharge in gpd. Number each side sewer and show possible sampling locations (sampling manhole).

An attached blueprint or drawing of the facilities showing the above items may be submitted for a drawing on this sheet. See example on back.

BUILDING LAYOUT INSTRUCTIONS

See Example:



- | | | | |
|---|----------------|------------|--------------|
| ③ | PROCESS NUMBER | ————— | SIDE SEWER |
| ○ | MANHOLE | —— — — — — | PUBLIC SEWER |
| ⊗ | WATER METER | - - - - - | WATER LINE |

