

WASTEWATER DISCHARGE PERMIT INSTRUCTIONS
FORM B

A uniform wastewater discharge permit has been prepared for all regulated users. The types of users range from heavy manufacturing industries to restaurants and shops. Obviously, regulations applicable to each user will depend upon the type of user. Restaurants may only be regulated for grease and conventional pollutants while an electroplater will be examined for a multitude of exotic compounds. Therefore, the completion of the permit application form will be dependent upon your best judgment, common sense and cooperation. The following instructions are provided for your convenience.

1. All users must provide a plan showing all process lines, sewers and drains that discharge into the sanitary sewer system. Include location of tap into the City sewer, all traps or pretreatment devices including pertinent design data such as capacity, size, etc., and all manholes.
2. To be completed if applicable
3. Attach a schedule of all wastewater flows emanating from your building, with a break down of flow rates and character of each separate process line. Attach a copy of your Baseline Monitoring Report (BMR), analysis results and compliance status statement for applicable Federal Categorical Pretreatment Standards if your industry is a federal categorical industry (electroplating, metal finishing, etc.).
4. To be completed if applicable.
5. Attach the permit fee identified in the cover letter.
6. Attach the following information:
 - A. Name and address of the facility including the name of the operator and owners.
 - B. List of any environmental control permits held by or for the facility.
 - C. Brief description of the nature, average rate of production, and standard industrial classification of the operation(s) carried out by such user. This description shall include a schematic process diagram indicating points of discharge to the POTW from the regulated processes.
 - D. Information showing the measured average daily and maximum daily flow, in gallons per day, to the POTW from each of the following:
 - i. Regulated process streams, and
 - ii. Other streams as necessary to allow use of the combined waste stream formula of 40 CFR Section 403.6 (e).

- E. The industrial user shall identify the National Categorical Pretreatment Standard applicable to each regulated process, and shall:
- i. Submit the results of sampling and analysis identifying the nature and concentration of regulated pollutants in the discharge from each regulated process. Both daily maximum and average concentration shall be reported. The sample shall be representative of daily operations.
 - ii. Where feasible, obtain samples through the flow-proportional composite sampling techniques specified in the applicable National Categorical Pretreatment Standard. Where composite sampling is not feasible, a grab sample is acceptable.
 - iii. Sample based on the flow of the sampled stream, as follows:
 - a. Where the flow of the stream being sampled is less than or equal to 950,000 liters/day (approximately 250,000 gpd), the industrial user shall take a minimum of three samples within a two-week period.
 - b. Where the flow of the stream being sampled is greater than 950,000 liters/day (approximately 250,000 gpd) the industrial user shall take a minimum of six samples within a two-week period.
 - iv. Take the samples immediately downstream from pretreatment Facilities if such exist or immediately downstream from the regulated process if no pretreatment exists. If other wastewaters are mixed with the regulated wastewater prior to pretreatment, in order to evaluate compliance with the National Categorical Pretreatment Standards, the Industrial User shall measure the flows and concentrations necessary to allow use of the combined waste stream formula of 40 CFR Section 403.6 (e). Where an alternate concentration has been calculated in accordance with 40 CFR Section 403.6 (e), this adjusted limit along with supporting data shall be submitted to the City.
 - v. Perform sampling and analysis in accordance with 40 CFR Section 403.12 (b) (5) (vi), as amended from time to time.
 - vi. Submit, only with the City's authorization, a Baseline Report

Which utilizes only historical data, so long as the data provides information sufficient to determine the need for industrial pretreatment measures.

- vii. Provides, for each report the time, date, and place of sampling and methods of analysis and certification that such sampling and analysis is representative of normal work cycles and expected pollutant discharges to the POTW.

F) The Industrial User shall provide a statement, reviewed by an authorized representative of the Industrial User and certified by a qualified professional, indicating whether National Categorical Pretreatment Standards are being met on a consistent basis and, if not, whether additional operation and maintenance measures (O&M) or additional pretreatment is required for the Industrial User to meet the National Categorical Pretreatment Standards.

G) If additional pretreatment or O&M will be required to meet the National Categorical Pretreatment Standards, the Industrial User will provide the shortest schedule which will provide such additional pretreatment or O&M. The completion date in this schedule shall not be later than the compliance date established for the applicable National Categorical Pretreatment Standards.

- i. Where the Industrial User's National Categorical Pretreatment Standard has been modified by the combined waste stream formula (40 CFR Section 403.6 (e)), or net/gross calculations (40 CFR Section 403.15), at the time the Industrial User submits a Baseline Report the information required in Section 4.2.2 (a) (4) (F) and (G) shall pertain to the modified limits.

- ii. If the National Categorical Pretreatment Standard for the Industrial User is modified after the Baseline Report is submitted, the Industrial User shall make any necessary amendments to information provided as a response to Section 4.2.2 (a) (F) and (G) and submit them to the POTW within 60 days after the modified limit is approved.

H) The following conditions shall apply to any schedule submitted in Response to Section 4.2.2 (a) (4) (G):

- i. The schedule shall contain increments of progress in the form of dates for the commencement and completion of major events leading to the construction and operation of

additional pretreatment required for the User to meet the applicable National Categorical Pretreatment Standards (e.g., hiring an engineer, completing preliminary plans, completing final plans, executing contract for major components, commencing construction, completing construction, etc.)

- ii. No increment referred to in Section 4.2.2 (a) (H) (I) shall exceed nine months
- iii. Not later than 14 days following each date in the schedule and the final date for compliance, the User shall submit a progress report to the POTW including, at a minimum, whether or not it complied with the increment of progress to be met on such date and, if not, the date on which it expects to comply with this increment of progress, the reason for delay, and the steps being taken by the Industrial User to return the construction to the schedule established. In no event shall more than nine months elapse between such progress reports to the POTW.