

## **Instructions to Fill Out Industrial Sewer Discharge Permit Application**

All questions must be answered. **Do Not Leave Blanks.** If you answer "no" to question E.1. you may skip to Section I. Otherwise, if a question is not applicable, indicate so on the form. Instructions to some questions on the permit application are given below.

General instructions for completing the Industrial Sewer Discharge Permit Application are written here. Many of the items in the application are self-explanatory and therefore are not provided any further explanation. If there are questions about completing this form, contact the Pretreatment Coordinator at (605) 367-8280.

If your company is classified as a Categorical Industrial User (CIU) you must submit a Baseline Report (BMR) as per 40 CFR Part 403.12. This report must contain the following information: (1) Identifying information, (2) Permits, (3) Description of operations, (4) Flow Measurement, (5) Measurement of pollutants, (6) Certification, and (7) Compliance Schedule. Existing Source CIU's must provide information on items 1-7; New Source CIU's must provide information on items 1-5. Completion of this WDP application form in its entirety may meet these requirements but it is your responsibility to meet reporting requirements.

### **Section A—Instructions (Organizational Information)**

Enter the company's official or legal name. Do not use a common name.

Provide the physical location or premise address of the facility that is applying for a discharge permit.

Provide the mailing address where correspondence from the Control Authority may be sent.

### **Section B—Instructions (Activity Information)**

1. Check off all operations that occur or will occur at your facility. If you have any questions regarding how to categorize your business activity, contact the Control Authority for technical guidance.

For all processes found on the premises, indicate the Standard Industrial Classification (SIC) Code Number, as found in the most recent Edition of Standard Industrial Classification Manual prepared by the Executive Office of the President, Office of Management and Budget. This document is available from the Government Printing Office in Washington, D.C., or in San Francisco, California. **Do not use previous editions of the manual.** Copies of the manual are also available at most public libraries.

- List the types of products, giving the common or brand name and the proper or scientific name. Enter from your records the average and maximum amounts produced daily for each operation for the previous calendar year, and the estimated total daily production for this calendar year. Be sure to specify the daily units of production. Attach additional pages as necessary.

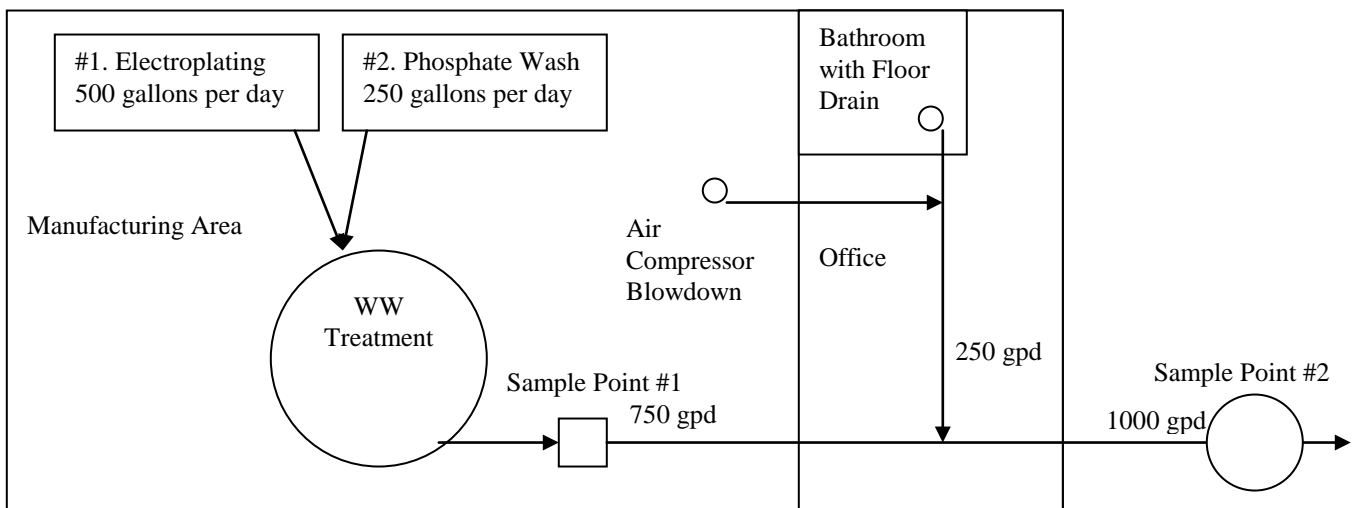
### Section C—Instructions (Water Supply)

- Provide daily average water usage within the facility. Contact cooling water is cooling 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. Plant and equipment washdown includes floor washdown. If sanitary flow is not metered, provide an estimate based on 15 gallons per day (gpd) for each employee.

### Section E—Instructions (Wastewater Discharge Information)

- If you answer "no" to this question, skip to Section I; otherwise complete the remainder of the application.
- Completion of a schematic flow diagram is required. Assign a sequential reference number to each process starting with No. 1. An example of a drawing 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.

**Figure 1. Schematic Flow Diagram**



5. Non-categorical users should report average daily and maximum daily wastewater flows from each process, operation, or activity present at the facility. Categorical users should skip to question 6.
6. Categorical users should report average daily and maximum daily wastewater flows from every regulated, unregulated, and dilution process. A regulated wastestream is defined as wastewater from an industrial process that is regulated for a particular pollutant by a categorical pretreatment standard. Unregulated wastestreams are wastestreams from an industrial process that are not regulated by a categorical pretreatment standard and are not defined as a dilution wastestream. Dilution wastestreams include sanitary wastewater, boiler blowdown, noncontact cooling water or blowdown, stormwater streams, demineralizer backwash streams and process wastestreams from certain industrial subcategories exempted by EPA from categorical pretreatment standards. (For further details see 40 CFR 403.6 (e).)
7. Total Toxic Organics (TTO) means the sum of the masses or concentrations of specific toxic organic compounds found in the industrial user's process discharge. The individual organic compounds that make up the TTO value and the minimum reportable quantities differ according to the particular industrial category (see applicable categorical pretreatment standards, 40 CFR Parts 405-471).

#### **Section H—Instructions (Facility Operational Characteristics)**

2. 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 the discharge occurs. Make any comments you feel are required to describe the variation in operation of your business activity.
4. Indicate any shut downs in operation that may occur during the year and indicate the reasons for shutdown.
5. Provide a listing of all primary raw materials used (or planned) in the facility's operations. Indicate amount of raw material used in daily units.
6. Provide a listing of all chemicals used (or planned) in the facility's operations. Indicate the amount used or planned in daily units. Avoid the use of trade names of chemicals. If trade names are used, also provide chemical compounds. Provide copies of all available manufacturers' material safety data sheets for all chemicals identified.

### **Section I—Instructions (Spill Prevention)**

5. Describe how the spill occurred, what was spilled, when the spill happened, where it occurred, how much was spilled, and whether or not the spill reached the sewer. Also explain what measures have been taken to prevent a reoccurrence or what measures have been taken to limit damage if another spill occurs.

### **Section J—Instructions (Non-Discharged Wastes)**

1. For wastes not discharged to the Control Authority's sewer, indicate types of waste generated, amount generated, the way in which the waste is disposed (e.g., incinerated, hauled, etc.), and the location of disposal.
2. On-site disposal system could be a septic system, lagoon, holding pond (evaporative-type), etc.
3. Types of permits could be: air, hazardous waste, underground injection, solid waste, NPDES (for discharges to surface water), etc.

### **Section K—Instructions (Authorized Signatures)**

See instructions for question 4 in Section A, for a definition of an authorized representative.

### **Miscellaneous**

Please send a copy of the official corporate charter, or other appropriate documentation, that indicates specifically the legal name and corporate officers for the facility covered by this permit questionnaire. If this is not a corporation, then please send the appropriate documents that indicate a legal name for the facility and a listing of the directors or other individuals responsible for business operations.

Submit the original to the following address:

**Industrial Pretreatment Program  
Environmental Division  
1017 E Chambers St.  
Sioux Falls, SD 57104**