

City of Wilsonville
Department of Public Works
Industrial Pretreatment Program
29799 SW Town Center Loop E,
Wilsonville, OR 97070
(503) 570-1551



Industrial Pretreatment Program

Wastewater Discharge Permit Application

The following attachments and signatures must be included with each application. Please submit one electronic copy and one paper copy.

- Permit application fee: \$594.00 can be submitted to Wilsonville City Hall, second floor
- Environmental Survey Form
- Map of facility
- Manufacturing floor plan
- Production flow diagram
- Pretreatment system diagram

Received by:

Date received:

Application Instructions

Use the information on this page to fill out the permit application on the next page. If you have questions regarding completion of this form, please contact the City of Wilsonville, Public Works Industrial Pretreatment Program at 503-570-1551.

I. Facility/Administrative Information

- A. Please provide the date this application is submitted to the City of Wilsonville by the applicant.
- B. Provide the name of the facility that will be discharging wastewater, the facility operator and facility owner. The facility operator is the legal name of who is responsible for day-to-day operations; it is usually the owner of the business and the name of the applicant seeking the permit. The facility owner is the legal name of the person or company that owns the facility. If the facility is leased or is located on leased land, include the names of all owners and lessees.
- C. Include the address in which the facility is physically located.
- D. The business Standard Industrial Classification (SIC) code is typically found on the business license. This is the single primary SIC code for the business at the facility address. If the SIC code is not known, call the City for assistance.
- E. List additional process or service NAICS identification
- F. Contact Person's Role

Environmental Contact: person to contact for inspections and permit questions

Pretreatment System Operator: person who operates the pretreatment system

Emergency Contact: person to contact in case of an emergency, including after hours

Signatory Official: see appendix A for requirements under 40 CFR 403.12(I)

Provide a phone number and email address for each, as applicable. If the person who is best able to answer the questions regarding this application is not a contact person listed above, please provide the applicable name, company affiliation and phone number on one of the additional blank lines.

- G. Please provide the complete mailing address.
- H. Please provide the billing contact name and address, phone number(s) and email, if applicable. Include the person or office responsible for receiving invoices.
- I. Please provide a map of the facility as detailed in Appendix B.

I. Facility/Administrative Information

A. Date Submitted:

B. Facility Name:

Facility Operator:

Facility Owner:

C. Address of facility discharging the wastewater:

D. Primary business activity and corresponding Standard Industrial Classification code:

E. Additional processes or NAICS code:

F. Contact person(s):

Contact Role	Contact Name	Job Title	Phone Number	Email address
Environmental Contact				
Pretreatment System Operator				
Emergency Contact				
Signatory Official				

G. Mailing address, if different than address of facility discharging wastewater:

H. Contact information for billing correspondence:

Application Instructions

Use the information on this page to fill out the permit application on the next page.

II. Production/Services Information

A. Description of Operations:

- a. The total number of employees includes office, production, warehouse, and management staff at this facility.
- b. Indicate the number of days per week that employees work at this facility.
- c. Indicate the number of shifts per day employees work in any operation. Include the typical starting and ending times of each shift and the average number of employees working each shift.
- d. Use this space for listing, in detail, the products or services provided at this facility. Attach additional sheets as needed. Contact the Pretreatment Coordinator for further assistance.
- e. Please name the production or manufacturing process or services performed at this facility, and whether the process is federally regulated with each corresponding applicable pretreatment standard. This information is required by 40 CFR 403.12(b)(5)(i). List the rate of production for each process or service, including units and time period.

B. Manufacturing Floor Plan

- a. Provide a paper and electronic map of the water and wastewater plumbing within the applicable production area.
- b. See Appenxic C for an example.

C. Production Flow Diagram (workflow of products or services)

- a. Ensure that titles or labels used in the manufacturing floor plan match the titles or labels used in the production flow diagram. Include all process steps in the diagram.
- b. An example is located in Appendix D.

II. Production/Services Information

A. Description of Operations

- a. Total number of employees at this facility:
- b. Number of days worked per week:
- c. Number and hours of work shifts per day:

Shift	Shift Start Time	Shift End Time	Average # of Employees

- d. Describe in detail your process or service operations:

- e. Product Names or services provided and rate of production:

Process Name/Service Provided	Federal Pretreatment Category (as applicable)	Average Rate of Production		
		Rate	Units	Time Period

Are these processes or services seasonal? Yes No

Application Instructions

Use the information on this page to fill out the permit application on the next page.

II. Production/Services Information

D. Full Disclosure of Chemicals should include all chemicals used at this facility.

In the table provided, or a similar table, fully disclose all chemicals used (or planned to be used) in:

- The production processes
- Auxiliary operations including, but not limited to HVAC systems, air scrubbers, container washing water, water purification systems, production area cleanup/maintenance and pretreatment systems

Exclude materials or cleaners used in routine office operations. Exclude non-hazardous chemicals with a total volume of less than one gallon.

Provide all the information requested in each of the columns in the table, to the best of your knowledge. As part of the chemical disclosure inventory describe how all chemicals are managed in regard to use, storage, spill containment, disposal, reclamation and recycling.

A Chemical Management Plan with more detailed information may be required at a later date.

Contact the City's Industrial Pretreatment Program if you need more room to list chemicals or prefer to submit the chemical list as an electronic spreadsheet.

Application Instructions

Use the information on this page to fill out the permit application on the next page.

III. Water and Wastewater Measurement Information

- A. Wastewater flow monitoring means any metering of the wastewater volume, usually by in-line water meters or open channel wastewater meters.
- B. Wastewater sampling is defined as collected samples which are analyzed for wastewater pollutants. They may be composite or grab samples.
- C. The water purveyor is the fresh water supplier, such as the city water department or an independent water district.
- D. Water Balance Worksheet and Flowchart
 - a) The water balance worksheet and flowchart track the amount of water entering a facility, the amounts used in each process and auxiliary process and the final disposition of the water (i.e. sanitary sewer, pretreatment system, storm system).

List the average and maximum daily flows based on peak calendar month.

Please account for all processes that consume incoming water or have some type of discharge. Be sure to include all of the following:

- Sanitary waste streams (domestic, non-process related uses such as restrooms, lunchrooms, drinking fountains, etc.)
 - All process streams
 - Non-contact cooling/chiller makeup/blowdown water
 - Water lost to evaporation
 - Boiler makeup/blowdown water
 - High purity water discharge
 - Reverse osmosis/de-ionized/demineralizer backwash process and reject water
 - Fire suppression/sprinkler makeup water
 - Air scrubber water
 - Irrigation/landscape water
 - Water lost or used up in product
 - Other water uses
- b) An example of a water balance flowchart is located in Appendix E on page 21.

III. Water and Wastewater Measurement Information

A. Is the wastewater flow monitoring currently in use (or planned for the facility, if new)?
 Yes No

B. Is wastewater sampling currently in use (or planned for the facility, if new)?
 Yes No

C. Source of drinking and process water:

Water provider:

Account number:

D. Water Balance Worksheet and Flowchart

a. Water balance worksheet: average flow calculations are based on peak month

	Average	Max
Boiler makeup/blowdown discharge*		
Domestic wastewater*		
RO/DI/demineralizer backwash and reject wastewater*		
Process Water*		
Irrigation/landscape water		
Water lost in product		
Air scrubber wastewater*		

i. Total used water/wastewater (add all items from above table)

Average: Max:

ii. Total incoming city water meter volume (from water usage records)

Average: Max:

Application Instructions

Use the information on this page to fill out the permit application on the next page.

IV. Pretreatment Information

For new industries, print the next page for Pretreatment Information. Sign, date and submit with the application.

- A. If a pretreatment system is in operation or planned to be in operation, describe the pretreatment system including design capacity. Also, state whether the pretreatment of the discharge is batch or continuous.
- B. Wastewater testing for anticipated parameters

For new industries:

- 1. In all cases sampling shall be representative of the daily operations of the facility. Check the parameters expected to be present in wastewater. Contact the City's Pretreatment Coordinator for assistance.
- 2. All sampling and analysis shall be done in accordance with 40 CFR Part 136.
- 3. Chain of custody for the samples shall contain at least the following:
 - a. Time and date sample was taken
 - b. Name of person conducting the sampling
 - c. Place of sampling
 - d. Type of sample (i.e. grab, flow proportional)
 - e. Analytical method used
- C. Pretreatment system diagram: show source of each waste stream, all pretreatment areas and cyanide sampling location, if applicable. See Appendix F for an example.
- D. Sample facility diagram: include both plan and cross-section views of the sampling vault. See Appendix G for an example. Show the exact location within the sampling vault where samples are taken.

IV. Pretreatment Information

A. Is wastewater pretreatment in use? Yes No
 If so, describe:

B. Wastewater testing for anticipated parameters:

a. Use best professional judgement in selecting wastewater sampling parameters.
 Check boxes of all anticipated parameters.

Wastewater Sampling Analysis Parameters

All metals listed below:

Cadmium – total	Cyanide – amenable to chlorination
Chrome – hexavalent (+6)	Chemical Oxygen Demand (COD)
Chrome – total	Total Suspended Solids (TSS)
Copper – total	Total Dissolved Solids (TDS)
Lead – total	Oil and Grease (non-polar)
Nickel – total	Oil and Grease (polar)
Silver – total	Fluoride - total
Zinc – total	Total Phenol*
Arsenic – total	Volatile toxic organics - 624*
Mercury – total	Semi-volatiles*
Molybdenum – total	Base/neutral/acid organics - 625*
Selenium – total	BTEX*
Manganese – total	Pesticides*
Cyanide – total	PCBs*
Grab pH	

*For the toxic organics list, consult 40 CFR Part 122, Appendix D

b. I hereby certify that sampling and analysis is conducted in accordance with 40 CFR 136 and is representative of normal work cycles and expected pollutant discharges to the public sanitary sewer.

Signature

Date

- c. Chain of custody of the sample is included in wastewater sampling analysis.

Historical or engineered data may be used in place of actual discharge data, upon approval of City of Wilsonville. If using, include all calculations or basis for doing so.

Application Instructions

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IV. Pretreatment Information (continued)

All plans for pretreatment facilities, interceptors, etc., required by this application must be approved by the City prior to implementation. Approval of pretreatment facilities, interceptors, etc., by the City, does not relieve the owner of the responsibility to install and operate equipment necessary to perform the required function and to meet all permit requirements.

Approval of plans means that the City has favorably reviewed the estimates, assumptions and the design presented in the specific project plans for reasonableness and practicality consistent with process technology and for the likelihood that the project may, if operated and maintained as proposed, achieve or maintain the desired result. Plan approval by the City does not warrant that the facility will meet wastewater discharge regulations.

E. Submit the seven items listed as attachments.

1. Plan approval does not negate the responsibility of the owner to provide additional facilities should the completed work fail to achieve design effluent parameters, unforeseen water quality violations occur, other operational problems develop or treatment standards or requirements change. Review of non-process related aspects of the plans will be cursory, if reviewed at all, and not meant to assure adequacy of non-process related aspects of the design.
2. List, either in a table or graphic, the estimated flow discharge pattern over the course of a typical production day.
3. Plan and specifications shall be complete to the extent that a qualified contractor could be reasonably expected to construct a pretreatment system with minimal direction by the engineer.

V. Pollution Management Information

Print the next page for Pollution Management Information. Sign, date and submit with the application.

- A. List hazardous wastes. Hazardous wastes include, but are not limited to, heavy metal sludges, spent solvents and still bottoms.
- B. Include federal, state and local environmental control permits and permit numbers for air, water and hazardous wastes, including the EPA (or DEQ) hazardous waste generator number.

IV. Pretreatment Information (continued)

E. The following items shall be submitted with plans for the pretreatment system, to the extent that these pertain to the particular pretreatment system that is being installed or modified:

1. The design flows and design effluent parameters
2. The hydraulic profile, if planning to discharge over 25,000 GPD process wastewater
3. Unit detention times, volumes, sizes, hydraulic loadings, organic loadings, solids loadings, chemical loadings, expected removal efficiencies
4. A schematic of the complete pretreatment system
5. An estimate of the personnel required to operate and maintain the completed pretreatment system
6. A written statement that an operation and maintenance manual for the pretreatment system acceptable to both the owner and City of Wilsonville will be completed prior to start-up of facilities
7. A detailed program for the satisfactory disposal and/or beneficial use of all collected grit, screenings, solids and sludges

V. Pollution Management Information

A. A list of hazardous wastes that are generated at this facility or submit as an electronic spreadsheet.

I have read and understand the federal requirement for hazardous waste notification found in Appendix A, Item B (40 CFR Part 261).

Signature

Date

B. Environmental control permits held by or for the facility:

Application Instructions

Use the information on this page to fill out the permit application on the next page.

VI. Legal Certification

Print the next page for Legal Certification. Sign, date and submit with the application.

- A. Full Disclosure of Chemicals at this facility (including pretreatment chemicals)
- B. Compliance certification
 - Check either 1, 2 or 3 as it applied to the facility. A compliance schedule (Item 2) is a plan by the applicant detailing events and milestones to install an adequate pretreatment system to achieve applicable pretreatment standards (discharge limits).
- C. Certification Statement
 - Be sure to include printed name, job title and date signed. See Appendix A, Item A, on page 16 for descriptions of who may sign this document.
- D. Confidentiality Protection
 - The applicant may assert a claim of business confidentiality over information submitted as part of this application, except wastewater effluent data. Applicants should review the standards in 40 CFR Part 2 (specifically 40 CFR 2.207) that apply to determining whether information is confidential. If the applicant believes that information being submitted is confidential business information (CBI), this may be asserted by marking each page on which such information exists with the words “confidential business information.” The City will review the claim and, if it agrees that the information is CBI, take appropriate measures to properly safeguard such information and to protect against its improper disclosure. If no CBI claim is asserted at the time of submittal, the City will treat the information as available to the public. Please be aware that under Oregon public records law, the City does not make the final determination whether to release records to the public, so cannot guarantee that information claimed to be protected as CBI will be protected from disclosure.

VI. Legal Certification

A. I hereby certify that I have fully disclosed in the Full Disclosure of Chemicals on page 7, submitted under II. D, any and all chemicals used in production processes, operations processes or auxiliary operations described in II. A.

Printed Name	Job Title
Signature	Date

B. Compliance Certification (existing operations only):

1. I hereby certify that a pretreatment system is either planned (if the process being applied for is not in operation yet) or is in operation (if the process being applied for is in operation) that is adequate the achieve National Pretreatment Standards and federal, state and local pretreatment requirements on a consistent basis.
or
2. I have attached a compliance schedule as attachment
or
3. No pretreatment system is needed to achieve National Pretreatment Standards and federal, state and local pretreatment requirements on a consistent basis.

Printed Name	Job Title
Signature	Date

C. Certification 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 submitted false information, including the possibility of fine and imprisonment for knowing violations.

Printed Name	Job Title
Signature of Signatory Official	Date

Appendix A

A. Certification Signature

Federal regulation 40 CFR 403.12(I) requires the person signing the Certification Statement in this application to be:

1. If the applicant is a corporation, a responsible corporate officer, which means either
 - i. 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 functions for the corporation, or
 - ii. The manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated 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. If the applicant is a partnership or sole proprietorship, by a general partner or proprietor, respectively.
3. By a duly authorized representative of the individual designated in paragraph (A)(1) or (A)(2) of this section if:
 - i. The authorization is made in writing by the individual described in paragraph (A)(1) or (A)(2);
 - 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 plan manager, operator of a well, or well field 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 City of Wilsonville.
4. If an authorization under paragraph (A)(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 of paragraph (I)(3) of this section must be submitted to the City prior to or together with the application.

Appendix A

B. RCRA Hazardous Waste Notification Certification (from 40 CFR 403.12(p))

“(1) The Industrial User shall notify the POTW, the EPA Regional Waste Management Division Director, and State hazardous waste authorities in writing of any discharge into the POTW of a substance, which, if otherwise disposed of, would be a hazardous waste under 40 CFR part 261. Such notification must include the name of the hazardous waste as set forth in 40 CFR part 261, the EPA hazardous waste number, and the type of discharge (continuous, batch, or other). If the Industrial User discharges more than 100 kilograms of such waste per calendar month to the POTW, the notification shall also contain the following information to the extent such information is known and readily available to the Industrial User: An identification of the hazardous constituents contained in the wastes, an estimation of the mass and concentration of such constituents in the wastestream discharged during that calendar month, and an estimation of the mass of constituents in the wastestream expected to be discharged during the following twelve months. Industrial users shall provide the notification no later than 180 days after the discharge of the listed or characteristic hazardous waste. Any notification under this paragraph need be submitted only once for each hazardous waste discharged. However, notifications of changed discharges must be submitted under 40 CFR 403.12 (j). The notification requirement in this section does not apply to pollutants already reported under the self-monitoring requirements of 40 CFR 403.12 (b), (d), (e).

(2) Dischargers are exempt from the requirements of paragraph (p)(1) of this section during a calendar month in which they discharge no more than fifteen kilograms of hazardous wastes, unless the wastes are acute hazardous wastes as specified in 40 CFR 261.30 (d) and 261.33 (e). Discharge of more than fifteen kilograms of non-acute hazardous wastes in a calendar month, or of any quantity of acute hazardous wastes as specified in 40 CFR 261.30 (d) and 261.33 (e), requires a one-time notification. Subsequent months during which the Industrial User discharges more than such quantities of any hazardous waste do not require additional notification.

(3) In the case of any new regulations under section 3001 of RCRA identifying additional characteristics of hazardous waste or listing any additional substance as a hazardous waste, the Industrial User must notify the POTW, the EPA Regional Waste Management Division Director, and State hazardous waste authorities of the discharge of such substance within 90 days of the effective date of such regulations.

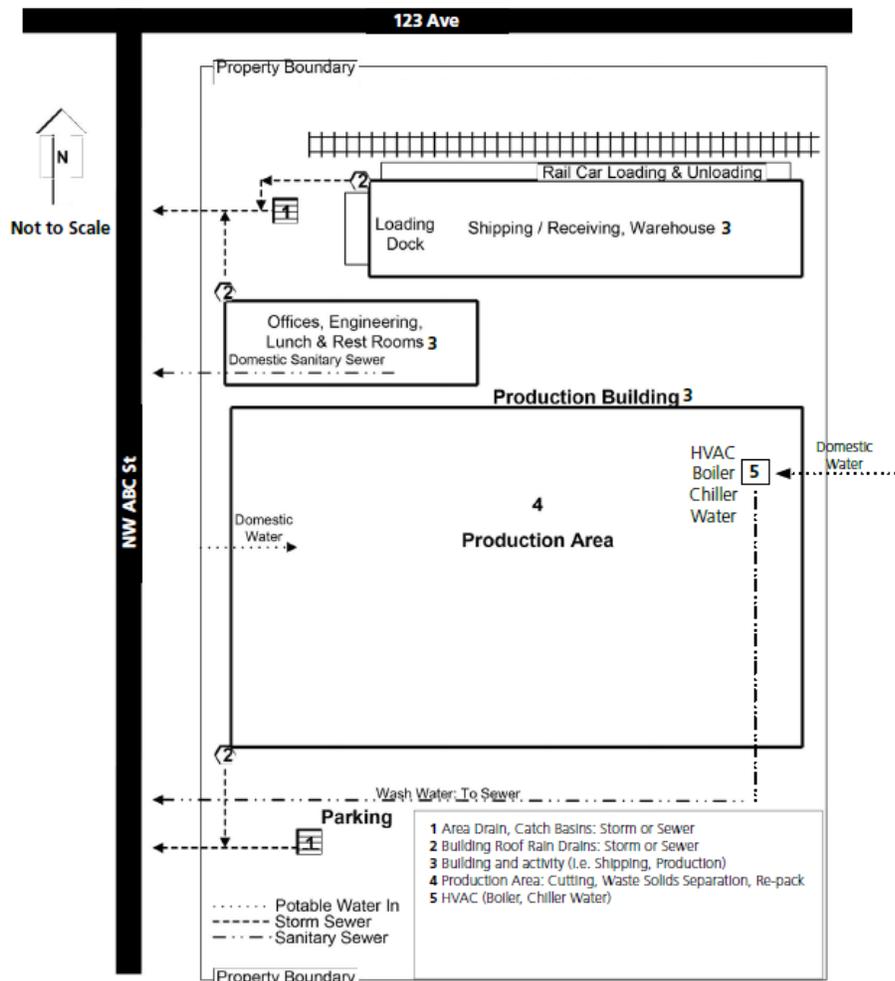
(4) In the case of any notification made under paragraph (p) of this section, the Industrial User shall certify that it has a program in place to reduce the volume and toxicity of hazardous wastes generated to the degree it has determined to be economically practical.”

Appendix B: Map of the Facility

Include the following in the map of the facility as they pertain to your facility:

- Property boundary
- Facility entrance(s)
- Access control points
- Parking area(s)
- Stormwater location of catch basins, outfalls, connection or discharge to public stormwater system or waters of the State
- Building(s) footprints, floor(s)
- Loading/unloading area(s)
- Building entrances
- Warehouse location(s)
- Office(s)
- Production area(s)
- Process sanitary sewer lines at this facility and connection to the public sanitary sewage conveyance system
- Industrial wastewater sample site location (if applicable)

Example:



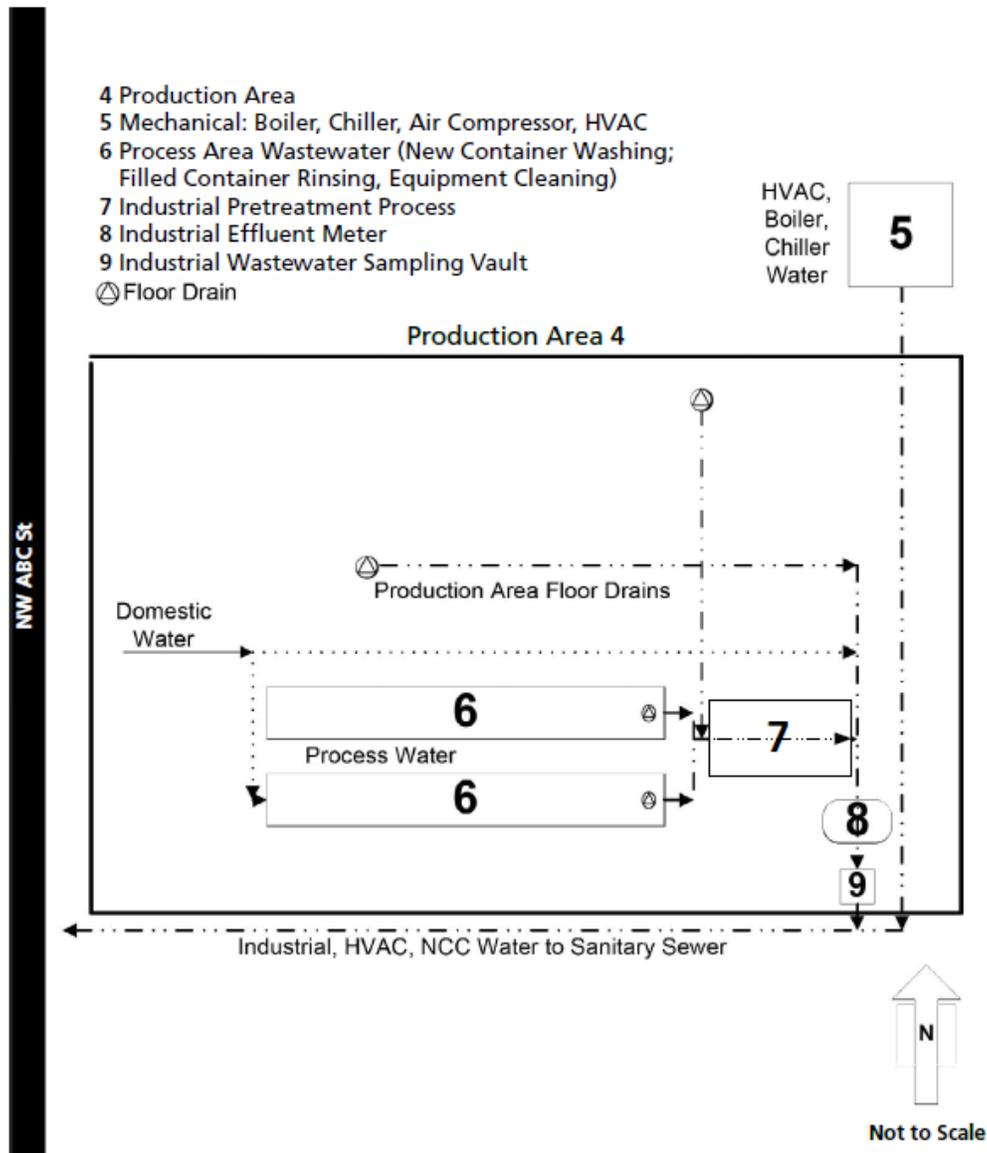
Appendix C: Manufacturing Floor Plan – Plumbing Plan

The manufacturing floor plan is a map of the water and wastewater plumbing within the applicable production area.

Include the following on the manufacturing floor plan of the production area as they pertain to the facility:

- Location of floor drains
- Location of pretreatment system (if any)
- Wastewater piping from production area to pretreatment system
- Location of water/wastewater/pH/ORP meters
- Process wastewater sample site location

Example:



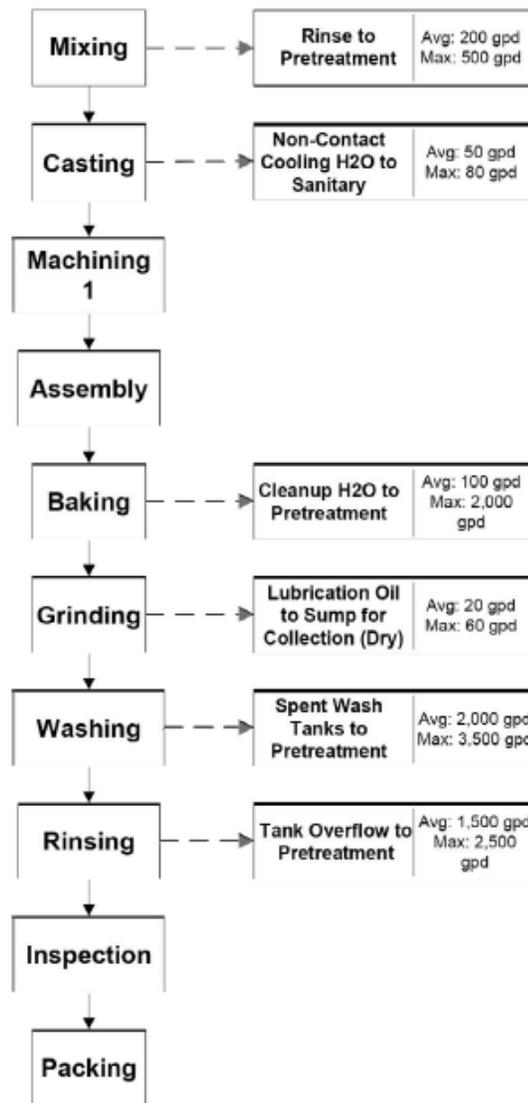
Appendix D: Production Flow Diagram – Workflow of Products or Services

The production flow diagram is a flowchart that illustrates the industrial processes from raw products coming in, through finished products going out. Include in the diagram the following as they pertain to the facility:

- General process steps
- General auxiliary processes such as air scrubbers, boilers and HVAC
- Chemicals used in each process step
- Wastes generated by each step (liquid, solid or gas)

Ensure that titles or labels used in the manufacturing floor plan match the titles or labels used in the production flow diagram. Include all process steps in the flow diagram.

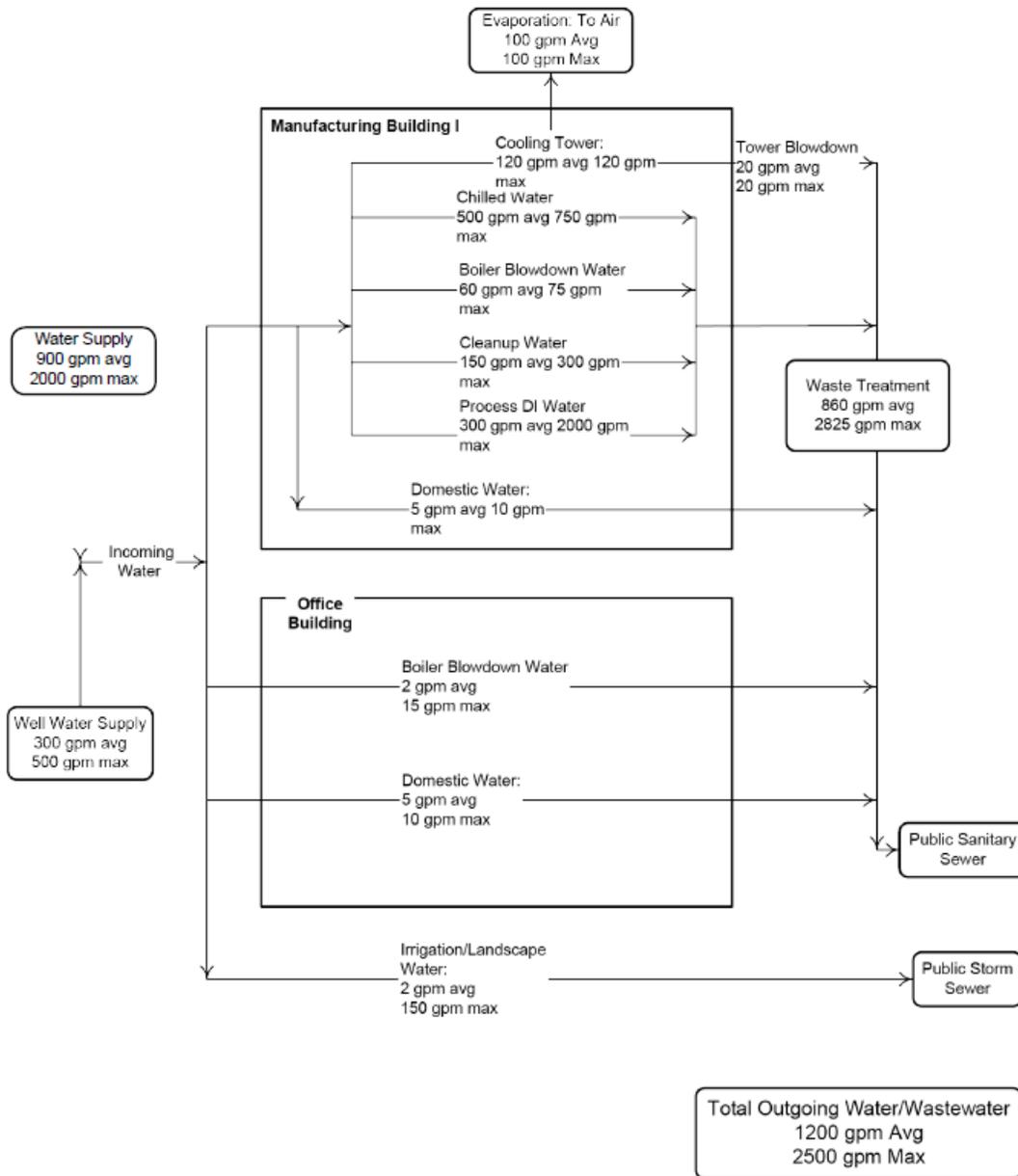
Example:



Appendix E: Water Balance Flowchart

The water balance worksheet and flowchart track the amount of water entering a facility, the amounts used in each process and auxiliary process and the final disposition of the water (i.e. sanitary sewer, pretreatment system, storm system).

Example:



Appendix F: Pretreatment System Diagram

Show all processes, with pertinent piping and equipment, that relate to the treatment of process or non-domestic wastewaters. Be sure to include relative location of pH monitoring and meters, wastewater effluent flow meters and the industrial wastewater sampling vault.

Example:

