**INSTRUCTIONS FOR COMPLETING THE INDUSTRIAL
WASTEWATER DISCHARGE PERMIT APPLICATION**

Spaces allow limited typed characters. Use page #10 of the application if addition space is required. In order to maintain correct pagination, do not type a return in the space provided.

Please note, if a sanitary sewer mainline extension is required to serve the proposed facility, an industrial wastewater discharge permit will not be issued until sanitary sewer plans have been approved by the City of Columbus and Ohio EPA. All other required City of Columbus permits and approvals must have been received as well. Please contact the Building and Zoning Services Site Engineering at 614-645-0032 or engineeringinfo@columbus.gov for detailed information and submittal instructions.

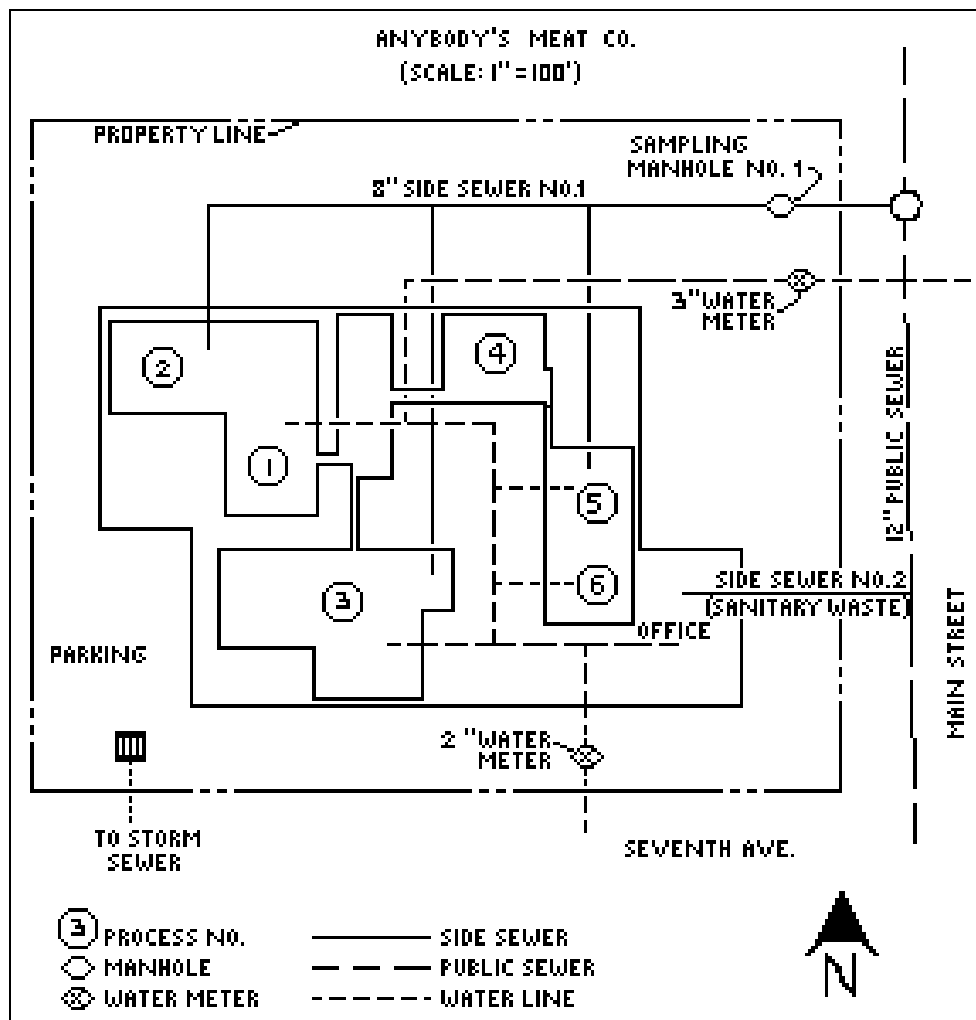<u>**SECTION A--IDENTIFICATION**</u>

1. Enter the Industrial User's legal name for the facility's address.

2. Ohio Secretary of State Charter/Registration Number of applicant. Available on Internet.

3. Provide the complete mailing address where correspondence from the City shall be sent.

4. Provide the street address of the facility that is applying for a Discharge Permit.

5. Provide the main facility phone and fax numbers.

6. Provide all the names, title and email address of the duly authorized representatives of the user, as required in accordance with 1145.02.003 of the Columbus City Code and 40 CFR 403.12 signatory requirements for industrial user reports.

7. Provide name that will be responsible for all correspondence sent to the Industrial User by the City. (If left blank, correspondence will be sent to the first designated signatory authority that is listed.)

8. Provide the name, title, phone number and email of a person who is thoroughly familiar with the facts reported on this Application and who will serve as the primary contact for verbal communications.

9 Date in which the facility started with its current business activity. (Month/Day/Year)

<u>**SECTION B--BUSINESS ACTIVITY and OPERATIONAL CHARACTERISTICS**</u>

1. Provide the number of process days worked per year, business office hours and indicate any shut-downs in operation which may occur during the year and indicate the reasons for shut-down. If there are shifts that do not fit, add them to the comments.

2. Self-explanatory

3. 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, Washington D.C., or in San Francisco, California. PLEASE DO NOT USE PREVIOUS EDITIONS OF THE MANUAL. Copies of the manual are also available at most public libraries.

4. List the types of products, giving the common or brand 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 appropriate unit/day. (attach additional list if needed)

5. Provide a listing of all primary raw materials used (or planned) in the facility's operations. Be sure to specify the appropriate unit (lbs, gal, etc)/day.

6. Provide a listing of chemicals used (or planned) in the facility's operations. Specify the appropriate units per day, month, quarter or year. Avoid the use of trade names of chemicals. If trade names are used, please list the primary chemical compounds. Manufacturer's Safety Data Sheets will be made available, if requested by the City.

7. For wastes not discharged to the City's sewer, indicate types of waste generated, amount generated, disposal method (e.g. incinerated, recycle, landfill, etc.) and waste hauler.

8. FACILITY LAYOUT – Example

ANYBODY'S MEAT CO.
(SCALE: 1"=100')

Legend:
- ③ PROCESS NO.
- ⬡ MANHOLE
- ⊛ WATER METER
- ———— SIDE SEWER
- — — — PUBLIC SEWER
- ------- WATER LINE

9. Mark all operations that occur, or will occur at your facility. If you have any questions regarding how to categorize your business activity, seek technical assistance through your trade organization, attorney or engineer/consulting firm.
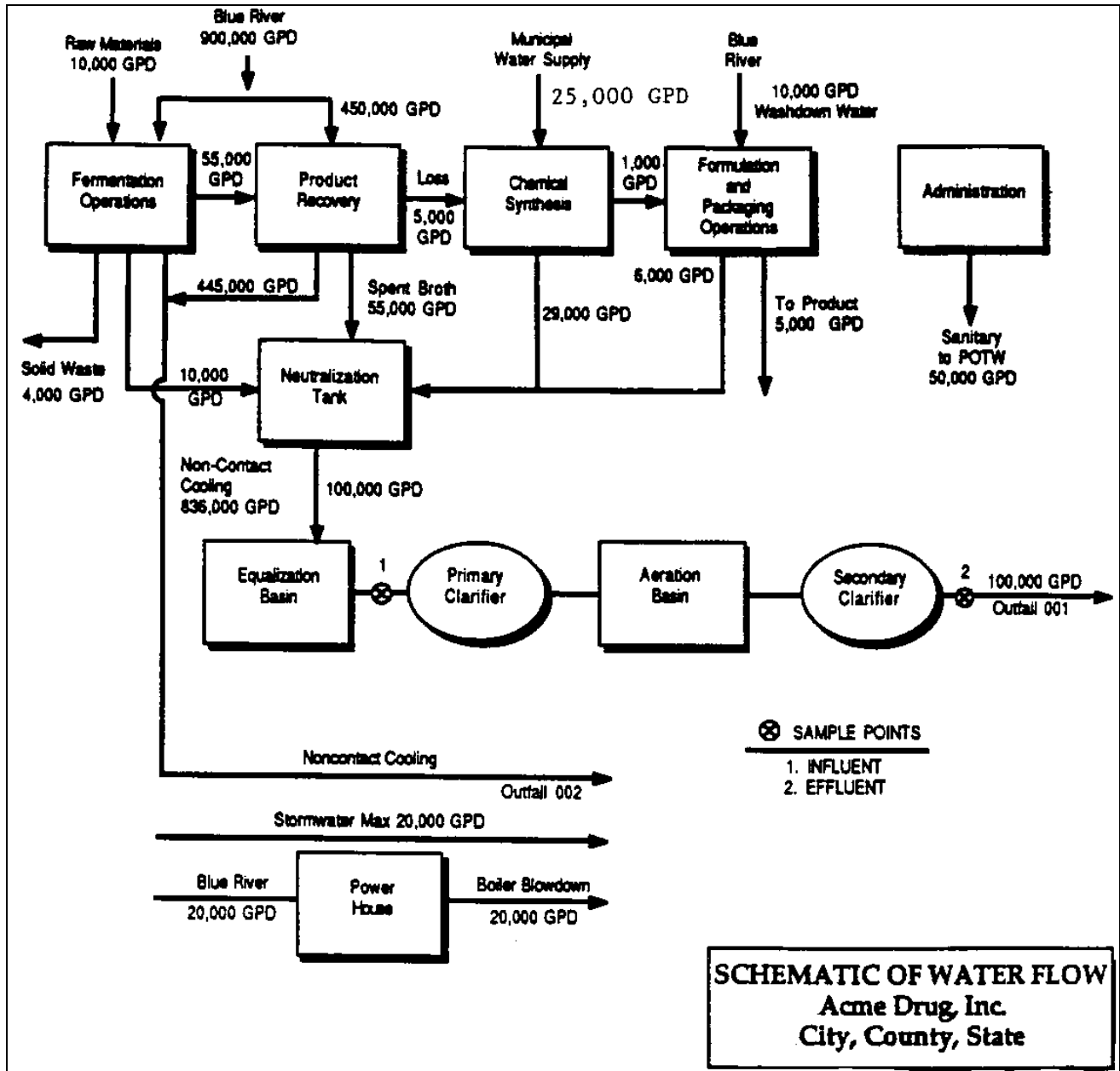
10. Self-explanatory

SECTION C—WATER/SEWER SERVICE

1. For water sources other than municipal, the type of usage is defined in question 4 of this section.

2. Review your water/sewer bills

3. Review your water/sewer bills

4. Provide daily average water usage within the facility and list the discharge method for the type of water usage. Contact cooling water is cooling water that comes into contact with process materials or product. Non-contact cooling water does not come into contact with process materials or product. Sanitary includes water used in restrooms, showers and other domestic uses. Plant and equipment wash-down includes floor wash-down.

SECTION D--SEWER INFORMATION

1. Self-explanatory

2. Self-explanatory

3. Provide times for process related wastewater discharge only. (not restrooms, showers or domestic uses)

4. A batch discharge is when the contents of a tank are discharged to the sewer at one time. Continuous discharge is on going discharges such as overflows or periodic pumping using level controls.
List the type of tank or process. List the frequency of batch discharges per day (e.g., 1/day, 10/day, 1/6 months, 1/year). Check the day of the week that applies for each type of batch. List hours of day (e.g., 8am to 4pm, 4 to 6 pm). (attach additional list if needed)

5. Use best professional judgment with the knowledge of the facility and analytical results.

6. Monitoring waiver is only applicable to categorical pretreatment standard pollutants. See Columbus City Code Chapter 1145.54 (B) for required documentation and 1145.59 (C) for required certification that must be attached.

7. FLOW DIAGRAM - The example below shows the facility as one process. This could be broken down into smaller processes, depending on the facility.

SCHEMATIC OF WATER FLOW
Acme Drug, Inc.
City, County, State

8. Self-explanatory

SECTION E--TREATMENT – Attach a pretreatment system flow diagram

SECTION F--AUTHORIZED SIGNATURES - Self-explanatory

Page 10 - Use page 10 if additional space is needed. Use the space provided for each page. Indicate the question number corresponding to the additional information.