

MORRISTOWN UTILITIES COMMISSION
Industrial User Permit Application Form

The following application packet is to be completed by industries required to apply for, or renew, an Industrial User permit to discharge into the Publicly Owned Treatment Works (POTW). Please read all instructions (pages 1-8) prior to completing the application (pages 9-38). Industrial Users currently permitted to discharge into the POTW may use information obtained from previous surveys, monitoring events, and inspection reports on file in accordance with the Morristown Utilities Commission's (MUC) Industrial Pretreatment Policy complete the application.

INSTRUCTIONS TO COMPLETE INDUSTRIAL USER PERMIT APPLICATION

It is important that the application be completed in full, for unanswered questions may delay the processing of the application. If a question is not applicable to your process, indicate N/A on the application. Should additional assistance be required, please contact the MUC Pretreatment Coordinator at (423) 317-6331 or 317-6335.

SECTION A, Instructions for General Information

1. Enter the Industry's official or legal name. Do not use a colloquial (informal) name.
 - a. Industry Representative: Give the name, as it is legally referred to, of the person, firm, public organization, or any other entity which operates the facility described in this application. This may or may not be the same name as the industry.
 - b. Indicate whether the entity which operates the facility also owns it by marking the appropriate box:
 - (i) If the response is "no", clearly indicate the individual's scope of responsibility for the industry. If the person named is a contract operator for the industry, please provide the name and address of the individual, and submit a copy of the contract and / or documents indicating the individual's scope of responsibility for the industry.
2. Provide the physical location of the facility that is applying for a discharge permit.
3. Provide the mailing address where correspondence from the Control Authority may be sent. **Please, verify that zip codes are accurate.** The term Control Authority as it is used in this application refers to the Publicly Owned Treatment Works (POTW).
4. Provide all names of the authorized signatories for the facility for the purposes of signing all reports. The designated signatory is defined as:
 - a. A responsible corporate officer, if the Industrial User (IU) submitting the reports is a corporation. For the purpose of this paragraph, a responsible corporate officer means:
 - (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 operation facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
 - b. A general partner or proprietor if the Industrial User submitting the reports is a partnership or sole proprietorship respectively.
 - c. A duly authorized representative of the individual designated in paragraph (a) or (b) of this section if:
 - (i) 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 plant 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 Control Authority.
5. Provide the name of the person who is thoroughly familiar with the facts reported on this form and who can be contacted by the Control Authority (e.g., the plant manager).

SECTION B, Instructions for Business Activities

1. Check 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.
2. 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 THIS MANUAL.** Copies of the manual are also available at most public libraries.
3. Self explanatory.
4. List the types of products produced, give 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 sheets as necessary.
5. Provide a listing of all primary raw materials used (or planned to be used) in the facility's operation. Indicate the amount of raw material used in daily units.
6. List types and quantity of chemicals used, or stored at the facility. Avoid the use of trade names of chemicals. **Include copies of manufacturer's Material Safety Data Sheets (MSDS) for all chemicals indentified.**

7. Self explanatory.
8. 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 activity occurs. Make any additional comments you feel are required to describe the variation in operation of your business activity.
9. Indicate whether the facility's wastewater discharge is continuous throughout the year, or if it is seasonal. If the discharge is seasonal, circle the months of the year during which the discharge occurs. Make any additional comments you feel are required to describe the variation in discharge of your business.
10. Indicate any shut downs in operation which may occur during the year, and indicate the reasons for shutdown.

11. A building layout or plant site plan of the premises is required. This drawing may have to be certified for accuracy by a State registered professional engineer, if requested by the Control Authority. Approved building plans may be substituted. An arrow showing North as well as the map scale must be shown. The location of each existing and proposed sampling locations and facility sewer lines must be clearly identified as well as all sanitary and wastewater drainage plumbing. Assign a sequential reference number to each unit process discharging wastewater to the sewer collection system. If discharges to stormwater conveyance systems or natural drainage ways are made, note the location and estimated daily volume disposed of in this manner. An example of the drawing required is shown below.

BUILDING LAYOUT

SECTION C, Instructions for Water Supply

1. Self explanatory.
2. Self explanatory.
3. Self explanatory.
4. 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 the process materials. Sanitary water includes only water used in restrooms. Plant and equipment washdown includes floor washdown. If the sanitary flow is not metered, provide an estimate based on 20 gallons per day (gpd) for each employee. Other water uses may include those associated with a cafeteria, laboratory, or other such activity (please be specific).

SECTION D, Instructions for Sewer Information

1. If the answer to question 1(a) is “no,” indicate when connection is expected, and proceed to question 1(b).
2. Self explanatory.

SECTION E – Instructions for Wastewater Discharge Information

1. If the answer to question 1 is “no,” skip to **Section H**. Otherwise, complete the remainder of Section E.
2. (GPM), gallons per minute.
(GPD), gallons per day.
3. Self explanatory.

4. A schematic flow diagram is required to be completed. This drawing must be certified for accuracy by a State registered professional engineer, if so requested by the City. Assign a sequential reference number to each process starting with No. 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. (See below for example drawing)

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 report average daily and maximum 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 is not regulated by a categorical pretreatment standard and are not defined as a dilution wastestream.

Dilution wastestreams include sanitary wastewater, boiler blowdown, non-contact cooling water or blowdown, stormwater streams, demineralized backwash, and process wastestreams from certain industrial subcategories exempted by EPA from categorical pretreatment standards. [For further details see 40 CFR 403.6 (e).]

6. 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]
7. Self explanatory.
8. Self explanatory.
9. Self explanatory.
10. Self explanatory.
11. Self explanatory.

SECTION F, Instructions for Characteristics of Discharge

Industrial Users currently permitted to discharge into the POTW may submit the most recent semiannual analysis for each monitored outfall in lieu of completing Section F. Complete Section F for new facilities, or processes, which will generate wastewater that will be discharged into the POTW. Indicate by placing the appropriate letter in the column whether the pollutant is known to be present (P), suspected to be present (S), or known not to be present (N). Also, indicate at the top of each column, or on a separate sheet if necessary, the sample location and the analytical method performed. All analytical methods should be in accordance with 40 CFR Part 136; if no, indicate the analytical method used to identify the pollutant.

SECTION G, Instructions for Treatment (Existing or Proposed)

Questions in this section are self explanatory.

SECTION H, Instructions for Spill Prevention

Questions in this section are self explanatory.

SECTION I, Instructions for Non-Discharged Wastes

1. For each type of waste not discharged to the City's sewer collection system, indicate the types of waste generated, amount generated, the way in which the waste is disposed (e.g. incinerated, buried, hauled, etc.), and the if the disposal method occurs on-site or off-site.
2. Self explanatory.
3. Self explanatory.
4. Types of permits include: air, hazardous waste, underground injection, solid waste, NPDES (for discharges to surface water), etc. Should the facility be exempted (e.g. small quantity hazardous waste generator) from obtaining such a permit as those mentioned, please indicate that fact as well.

SECTION J, Instructions for Compliance Certification

Questions in this section are self explanatory.