RIVANNA WATER & SEWER AUTHORITY
695 Moores Creek Lane • Charlottesville, VA 22902-9016
Tel: 434.977.2970, Fax: 434.293.8858, www.rivanna.org

COMMERCIAL/INDUSTRIAL PROCESS WASTEWATER DISPOSAL PERMIT APPLICATION AND BASELINE MONITORING REPORT FOR (1) DISCHARGE TO THE SANITARY SEWER, OR (2) HAULED WASTEWATER DISPOSAL AT THE MOORES CREEK AWRRF

Instructions: All sections must be completed and all questions must be answered. Complete the form in as much detail as possible, and include additional information on attached sheets as necessary. If a question is not applicable, indicate "N/A" on the form, but do not leave a blank space. Definitions of selected terms are in the RWSA Sewer Users Regulations.

If this application is for waste is to be hauled by truck for discharge to the Moores Creek Advanced Water Resource Recovery Facility (AWRRF), complete all sections except for Sections 3 and 5B. If proposed discharge of hauled wastewater is from multiple facility locations, a separate application must be completed for each facility.

Return the completed form to:

Laboratory Director
Rivanna Water & Sewer Authority
695 Moores Creek Lane
Charlottesville, Virginia 22902

SECTION 1 – COMPANY INFORMATION

Business and Facility Name: _____

Tax ID or Business License No.: _____ Years in Business: _____

Physical Address: _____

Mailing Address: _____

Phone No.: ( ) - _____ Fax No.: ( ) - _____ Cell No.: ( ) - _____

Email: _____ Website: _____

Name of Owner(s): _____

Facility Operator: _____

Name, title, office telephone number, cell phone number and email address of the person authorized to represent this firm in official dealings with RWSA:

_____

SECTION 2 – NATURE OF OPERATIONS

A. Type of industry or service: _____

B. Describe the manufacturing or service activities conducted and the final products: _____

_____

_____

_____

C. Date the current operation was begun on-site: _____

D. Number of employees per shift and shift hours: _____

_____

E. Does operation shut down for vacation, maintenance, or other reasons? If so, when? _____

_____

F. List types and quantities of raw materials and chemicals used (attach separate list if necessary):

_____

_____

_____

G. Summarize each operation that occurs at the facility (attach separate list if necessary), including a process description, NAICS code, SIC code, average wastewater production rate, and for discharges to the sewer system the applicable Pretreatment Standard Category and CFR Subpart if applicable.

_____

_____

_____

H. Describe all environmental control permits held by or for the facility, including NPDES/VPDES discharge permits:

Title of Permit	Permit Number	Issuing Agency	Date Expires

SECTION 3 – PRETREATMENT REQUIREMENTS AND COMPLIANCE CERTIFICATION

(for dischargers to the sewer system only)

A. Is the applicant aware of any Federal Pretreatment Standards applicable to this Industry? ☐ **YES** ☐ **NO**

B. Is the industry considered a Categorical Industry as defined in 40 CFR Chapter I, Subchapter N, Parts 405-471? ☐ **YES** ☐ **NO**

If "YES" please describe:

_____

_____

_____

C. Is the facility meeting applicable pretreatment standards on a consistent basis? ☐ **YES** ☐ **NO**

If no, does the facility require:

1) additional operation and maintenance (O&M) to achieve compliance? ☐ **YES** ☐ **NO**

2) new or additional pretreatment facilities to achieve compliance? ☐ **YES** ☐ **NO**

D. If additional O&M or new or additional pretreatment will be required to meet categorical pretreatment standards on a consistent basis, attach a schedule on a separate sheet projecting increments of progress indicating dates of commencement and completion of major events leading to compliance with the standards. Note: The final compliance date in this schedule shall not be later than the compliance date for the applicable pretreatment standard. Written progress reports are required within 14 days of each of the compliance dates as specified in the compliance schedule.

SECTION 4 – WATER USAGE AND WASTEWATER FLOW VOLUMES

A. Total water usage at plant (gpd) **Average:** _____ **Maximum:** _____

B. Total wastewater generated at facility (gpd) **Average:** _____ **Maximum:** _____

C. Provide on a separate sheet:

1) A schematic drawing (or flow chart) of each industrial process that generates wastewater; and,

2) A schematic facility layout clearly showing all wastewater flows and sludges (regulated and unregulated), location of any pretreatment or treatment systems, location of all points of discharge (e.g., to public sewerage systems, loading to waste haulers, septage systems, etc.), and all sampling locations.

D. In the table below titled "WASTESTREAM FLOW CHARACTERIZATION", list the average water usage (gpd) and wastewater discharged (gpd) on the premises, and whether the flow was measured or estimated. Identify the discharge location of each wastewater stream and sludge (public sewer, storm sewer, surface water (include name of receiving stream and NPDES/VPDES permit number), groundwater discharge, septage hauler, septic system, etc.), and whether the flow is batch (intermittent) or continuous. Estimates should be provided for new waste streams and new facilities.

E. Name all treatment facilities (include facilities' addresses) which have previously or are currently receiving the wastewater described in this application, include for each facility the time period, estimated volume per week, and describe the reason for each change to a different facility, including why the applicant desires to stop using current treatment facility and apply for disposal with RWSA.

_____

_____

_____

F. If an outside firm removes any of the above listed wastes, for each waste state the name, addresses, and permit numbers (if applicable) of all waste haulers:

_____

_____

WASTESTREAM FLOW CHARACTERIZATION								
	Water Usage (gpd)		Wastewater Discharged (gpd)		Measured (M) or Estimated (E)	Wastewater Discharged Location	Batch (B) Or Continuous (C)	Applicable Pretreatment Standard
Type	Average	Maximum	Average	Maximum				
A. Contact cooling water								
B. Non-contact cooling water								
C. Boiler feed								
D. Regulated processes*:								
E. Unregulated processes:								
F. Sanitary								
G. Air pollution control								
H. Contained in product								
I. Plant/equipment wash down								
J. Irrigation/lawn watering								
K. Other:								
Total of (A) through (K):								

** Regulated process = a Categorical Industry as defined in 40 CFR Chapter I, Subchapter N, Parts 405-471.*

SECTION 5 – CONCENTRATION OF POLLUTANTS

A. All applicants: At minimum, provide analytical results from a USEPA or Virginia DCLS (Division of Consolidated Laboratory Services) certified laboratory for one 24-hour composite (or the length of wastewater generation during the day) for the following parameters:

1) 5-day carbonaceous biochemical oxygen demand (CBOD5)

2) total suspended solids (TSS)

3) ammonia

4) total nitrogen

5) total phosphorus

6) sulfate and sulfide

In addition, a minimum of four grab samples spread approximately evenly throughout a work day must be obtained and analyzed for the following:

1) pH

2) oil and grease

Additional monitoring may be required by RWSA following submittal of this application.

B. Regulated Processes: Analysis of commercial/industrial process wastewater, as listed below, is required for first-time Permit applicants (not a renewal application) for regulated processes subject to categorical pretreatment standards and baseline monitoring (as defined in 40 CFR Chapter I, Subchapter N, Parts 405-471). For this Permit application, these sampling requirements apply whether the wastewater is being discharged directly to the sewer system or otherwise transported via other means to the RWSA treatment facilities (e.g., wastewater or sludge hauled to the RWSA treatment facility with or without pretreatment at the applicant's facility).

1) The applicant must submit the results of sampling and analysis identifying the nature and concentration (or mass, where required by the Standard or by RWSA) of regulated pollutants in the discharge from each regulated process.

2) A minimum of four grab samples must be used for pH, cyanide, total phenols, oil and grease, sulfide, and volatile organics. For all other pollutants, one 24-hour composite sample must be obtained through flow proportional composite sampling techniques where feasible; otherwise, samples may be obtained through time-proportional composite sampling techniques with samples of equal volume collected a minimum of hourly over the operating day.

3) Samples should be taken immediately downstream from pretreatment facilities if such exist or immediately downstream from the regulated process if no pretreatment exists.

4) Sampling and analysis must be performed in accordance with the techniques prescribed in 40 CFR Part 136 by a VELAP certified laboratory.

5) The monitoring report should indicate the time, date and place of sampling, the methods of analysis, and should certify that each sampling and analysis is representative of normal work cycles and expected pollutant concentrations.

SECTION 6 – WASTEWATER TREATMENT

A. Is any form of wastewater treatment practiced at this facility? ☐ **YES** ☐ **NO**

B. If yes, please provide a description of the treatment systems.

C. Attach a process flow schematic diagram for each existing treatment system. Include process equipment, design and operating conditions, by-products, and waste and by-product volumes and disposal methods.

D. Describe the pollutant loadings, flow rates, design capacity, physical size, and operating procedures of each treatment process.

1) List hours of operation of the treatment system(s):

2) Is there a manual of standard operating procedures on the correct operation of the treatment equipment? ☐ **YES** ☐ **NO**

3) Is there a written maintenance schedule for the treatment equipment? ☐ **YES** ☐ **NO**

E. Is any form of wastewater treatment (or changes to existing wastewater treatment) planned for this facility within the next three years? ☐ **YES** ☐ **NO** If yes, please describe, and include estimated completion dates.

SECTION 7 – SPILL PREVENTION

A. Describe the following related to storage of chemicals and wastes, and the potential for spills and releases:

1) List the type and quantity of chemicals, wastes, fluids, industrial sludges, or pollutants being stored or managed at this facility.

2) Briefly describe the storage facilities (container, drums, tanks, silos, lagoons, ponds, etc.), including their location, contents, size, type, and frequency and method of cleaning.

3) Indicate in a diagram, or comment on, the proximity of these containers to a sewer or storm drain.

4) Indicate if buried metal containers have cathodic protection.

5) For each storage facility, describe if an accidental spill lead to a discharge to an on-site disposal system, public sanitary sewer system (e.g., through a floor drain), storm drain, ground surface, surface water, groundwater, etc.), and list any measures taken to prevent the stored material from reaching those locations.

B. Are there any floor drains located in the manufacturing or chemical storage area(s)? ☐ **YES** ☐ **NO**

If yes, where do they discharge?

C. Are there any floor drains located in the manufacturing or chemical storage area(s)? ☐ **YES** ☐ **NO**

D. Describe below any previous spill events and remedial measures taken to prevent their reoccurrence.

SECTION 8 – 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 submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name (authorized representative) | Title

Signature | Date