

CITY OF VILLA RICA
INSTRUCTIONS FOR THE
APPLICATION FOR INDUSTRIAL USER DISCHARGE PERMIT

All questions **must** be answered. **DO NOT LEAVE BLANKS**. You may skip sections where advised to. Otherwise, if a question is not applicable, indicate so on the form. Instructions for some questions which may be confusing are given below.

SECTION A – GENERAL INFORMATION

1. Enter the facility's official or legal name. Do not use a colloquial name.
2. 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 facility.
3. Give the physical address.
4. Give the mailing address if different from A-3 or indicate "same as A-3."
5. Give the name, title, business address and phone number of the authorized signatory. Although not required, it is normal practice, especially for those industries that will have a permit, to have more than one designated signatory authority. Examples of persons designated as authorized representatives include Executive Officers, Plant Managers, Facility Engineers, and Pretreatment Operators. The choice is yours. Remember, **ALL** documents submitted must be signed by an authorized signatory.
6. Give the name, title, business phone number, and after hours emergency phone number of the person in your organization who is thoroughly familiar with the contents of this document and the operation of the facility who can be contacted by the representatives of the City. If more than one, attach a separate page.
7. Indicate whether the entity which operates the facility is also the owner. If not, submit a copy of the contract and/or other documents indicating the operator's scope of responsibility for the facility.

SECTION B – SEWER CONNECTIONS

1. If you will not be connected to the city sewer system, indicate that here and skip to Section J. Complete Sections J & K, sign the application, and return it to the City.

2. Is this application for an existing or a proposed discharge. If it is for a proposed discharge, indicate the date you believe discharge will commence.
3. If you will only be discharging wastewater from rest rooms to the City sewer, skip to Section H. Complete Sections H, I, J, and K, sign the application, and return it to the City.
4. Most buildings to the west of downtown discharge to the West WPCP. Most buildings to the east of downtown discharge to the North WPCP. If you are unsure which plant your facility discharges to, you can find out by calling the Wastewater Department at 770-459-7015 or Public Works at 770-459-3656.
5. List size, descriptive location, and flow of each facility sewer which connects to the City's sewer system. This information should be in your plant's construction blueprints. Most facilities have only one building sewer that connects to the City sewer. If more than three, attach additional information on another sheet.

SECTION C – WATER SUPPLY

1. Where do you get your water from? Check all that apply.
2. Indicate the average amount of water that goes to each process given.

SECTION D – BUSINESS ACTIVITY

1. This is a list of the Standard Industrial Categories developed by the US EPA. If your company falls into one or more of these categories, indicate this by checking the appropriate box.
2. Give a brief description of what you do and what you make.
3. Most industry processes have a Standard Industrial Classification (SIC). If you don't know what your's is, your industry's professional association should be able to supply you with this information.
4. Indicate the volume of each product produced last year and expected production this year.

SECTION E – WASTEWATER DISCHARGE INFORMATION

1. Provide wastewater flow rate information as requested.

2. A good example of a batch process is a clothes washing machine. It washes the clothes then dumps the wastewater when the process is complete. If you have any batch processes, give the requested information. If not, write not applicable in 2a and skip to question 3.
3. Provide a schematic flow diagram of your facility from the point where clean water first comes in contact with your materials to the point where it begins pretreatment or joins the City sewer.
4. **YOU MUST ANSWER QUESTION 4 OR QUESTIONS 5 & 6. QUESTION 4 IS FOR INDUSTRIES THAT ARE NOT SUBJECT TO CATEGORICAL PRETREATMENT STANDARDS.** Provide the information requested. Make sure you cross reference these answers to your schematic flow diagram.
5. **YOU MUST ANSWER QUESTION 4 OR QUESTIONS 5 & 6. QUESTIONS 5 & 6 ARE FOR INDUSTRIES THAT ARE SUBJECT TO CATEGORICAL PRETREATMENT STANDARDS.** Provide the information requested. Make sure you cross reference these answers to your schematic flow diagram.
6. **YOU MUST ANSWER QUESTION 4 OR QUESTIONS 5 & 6. QUESTIONS 5 & 6 ARE FOR INDUSTRIES THAT ARE SUBJECT TO CATEGORICAL PRETREATMENT STANDARDS.** Provide the information requested.
7. Provide the information requested.
8. Process changes or expansions that could alter wastewater volumes or characteristics include changes/additions to the production process and changes/additions to pollution control systems for air or water. If changes or additions are expected in the next three years, provide the information requested.
9. The pollutants listed are often present in wastewater from different industrial processes. Check the appropriate column for each pollutant. The O answer should only be used if you are sure the pollutant is not present in your wastewater. For flash point, pH, BOD₅, COD, suspended solids, oil & grease, and temperature, indicate the average concentration of pollutants discharged to the sewer system.
10. Federal law requires you to know whether or not you discharge hazardous wastes and to provide proper notification. Provide the information requested.
11. Provide the information requested.
12. Provide the information requested.

SECTION F – TREATMENT

1. The major forms of wastewater treatment are listed under question 3. If you are using any of those, you are treating your waste.
2. Provide the information requested.
3. Provide the information requested. Check all that apply.
4. Provide the information requested.
5. These flow diagrams should begin where the diagrams required in E-3 (above) end.
6. Provide the information requested.
7. Provide the information requested.
8. Provide the information requested.

If you have more than one operator, provide the answers to questions 7 & 8 for each operator on a separate piece of paper.

SECTION G – FACILITY OPERATIONAL CHARACTERISTICS

1. Provide the information requested.
2. It is only necessary to indicate periods of shut down of at least seven days or more.
3. List all chemicals in use at your facility (including cleaning fluids).
4. Provide the information requested.

SECTION H – SPILL PREVENTION

1. Provide the information requested. This should contain a list of all bulk chemicals. Anything kept on site in quantities equal to or greater than five gallons or fifty pounds should be listed. Please indicate maximum quantities stored.
2. Provide the information requested.
3. Provide the information requested. Check all that apply. NOTE: If you answered anything other than “not applicable”, you must have an accidental spill prevention

plan (ASPP). If you do not have one already, the City will discuss how to develop one and provide you with an appropriate period of time in which to develop one.

4. Check only one box.

SECTION I – NON-DISCHARGED WASTES

1. Provide the information requested and attach any required information. If the answer is “no,” skip to question 5.
2. Provide the information requested.
3. Provide the information requested. Use a separate sheet if necessary.
4. Provide the information requested.
5. Provide the information requested. Attach complete copies of any environmental permits including all requirements.
6. Provide the information requested. Include any authenticating materials.

SECTION J – COMPLIANCE CERTIFICATION

1. Check only one box. “Not yet discharging” means that you haven’t started using water and producing wastewater yet.
2. Complete this item only if the answer to question J-1 is NO. Provide the information requested.

SECTION K – AUTHORIZED SIGNATURES

This is a legal document. Failure to complete it in good faith is a crime. Failure to include correct information, even in ignorance, is not a defense if it results in non-compliance with local, state, or federal regulations. The City of Villa Rica recommends you keep a copy of this document in your files. **This section may only be signed by an authorized signatory identified in A-5.**