



INSTRUCTIONS TO COMPLETE WASTEWATER DISCHARGE PERMIT APPLICATION

Guidance provided below corresponds to the specific section and associated question number(s). Many permit application questions are self-explanatory; not all permit application questions have corresponding guidance instructions listed below. If a question is not applicable, indicate so on the form. This guidance document cites references promulgated in the Janesville Sewer Use Ordinance. To reference the sewer use ordinance please access from the online ordinance feature located on the City of Janesville website at www.ci.janesville.wi.us.

SECTION A – INSTRUCTIONS (GENERAL INFORMATION)

1. Enter the facility's official or legal name. Do not use a colloquial name.
 - a. Operator Name: 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.
 - b. Indicate whether the entity which operates the facility also owns it by marking the appropriate box:
 - c. If the response is "No," indicate the owner/proprietor contact information and submit a copy of the contract and/or other documents indicating the operator's scope of responsibility for the facility.
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.
4. Provide all the names of the authorized signatories for this facility for the purposes of signing all reports. Refer to Janesville Sewer Use Ordinance Ch.13.16.060.C. The designated signatory is defined as:
 - a. A responsible corporate officer, if the industrial user submitting the report 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 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.
 - b. A general partner or proprietor if the Industrial User submitting the reports is a partnership or sole proprietorship respectively.

- c. The principal executive officer or director having responsibility for the overall operation of the discharging facility if the Industrial User submitting the reports is a Not-For-Profit entity; Federal, State, or local governmental entity, or their agents.
 - d. A duly authorized representative of the individual designated in paragraph (a), (b), or (c) of this section if:
 - (i) the authorization is made in writing by the individual described in paragraph (a), (b), or (c);
 - (ii) the authorization specifies either an individual or 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 City.
 - e. If an authorization under paragraph (d) of this section is no longer accurate (from past permit applications) 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 (d) of this section must be submitted to the City of Janesville Wastewater Utility prior to or together with any reports to be signed by an authorized representative.
6. At this time, no general permit user groups have been established. All approved applications will be issued as individual wastewater discharge permits.

SECTION B – INSTRUCTIONS (BUSINESS OPERATIONS)

1. Place a check mark on all operations that occur or will occur at your facility. The processes listed have established categorical pretreatment standards specific to wastewaters associated with that particular industrial category. The three digit number listed prior to the description is the code of Federal Regulations that describes each categorical process in greater detail. To investigate if any categorical pretreatment standards apply to your situation perform a search from the EPA website, www.epa.gov, using 40 CFR Part XXX whereas XXX is the three (3) digit numerical code listed before the categorical description. Please note not all facility operations will have a corresponding EPA categorical pretreatment standard. If you have any questions regarding how to categorize your business activity, contact the Industrial Pretreatment Coordinator for technical guidance.
3. For all processes found on the premises, indicate the NAICS (North America Industry Classification System) code which replaces the Standard Industrial Classification (SIC) system. To determine the NAICS code for a facility see *North American Industry Classification System--United States, 2002* which includes definitions for each industry, tables showing correspondence between 2002 NAICS and 1997 NAICS for codes that changed, and a comprehensive index--features also available on this web site. To order the 1400-page *2002 Manual*, in print, call NTIS at (800) 553-6847 or (703) 605-6000, or check the [NTIS web site](#). The 1250-page *1997 Manual*, showing correspondence between 1997 NAICS and 1987 SIC, is also available. The 2002 and 1997 versions of NAICS are available on CD-ROMs, which can be ordered at NTIS. See <http://www.census.gov/epcd/www/naics.html> which lists NAICS codes and definitions for each industry.

SECTION B – INSTRUCTIONS (BUSINESS OPERATIONS) CONTINUED

4. List the types of products, giving 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 pages as necessary.
5. Some EPA industrial categories require compliance monitoring criteria derived from production based limitations. Provide the facility's long-term average production value for the past 5 years if your facility has a categorical process in which production based compliance monitoring is required.

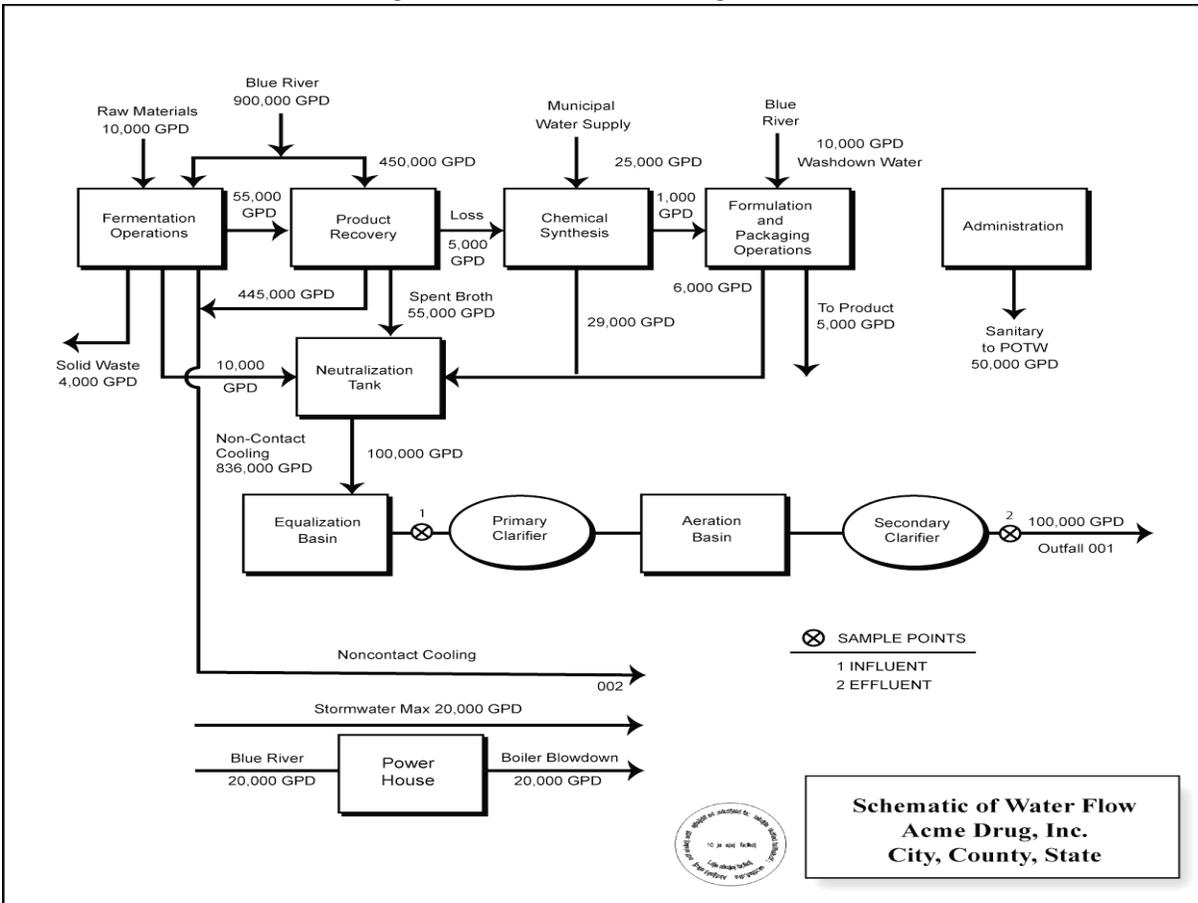
SECTION C – INSTRUCTION (WATER SUPPLY)

3. 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 process materials. Sanitary water includes only water used in restrooms. Plant and equipment wash down includes floor wash down. If sanitary flow is not metered, provide an estimate based on 15 gallons per day (gpd) for each employee.

SECTION E – INSTRUCTION (WASTEWATER DISCHARGE INFORMATION)

1. If you answer "no" to this question, skip to Section H, otherwise continue completing the remainder of the application.
4. A schematic flow diagram is required to be completed. Assign a sequential reference number to each process starting with No. 1. An example of a drawing is shown below in Figure 1. To determine your average daily volume and maximum daily volume of wastewater flow, you may have to read water meters; sewer meters; flow meters; utility bill statement breakdown or make estimates of volumes that are not directly measurable. Any flow values estimated must be labeled with an "E" for estimate.
- 5 & 6 Report average daily and daily maximum wastewater flows from each regulated, unregulated, and dilution process, operation, or activity present at the facility.
 - Regulated waste stream are defined as wastewater from an industrial process that is regulated for a particular pollutant by a categorical pretreatment standard.
 - Unregulated waste streams are waste streams from an industrial process that are not regulated by a categorical pretreatment standard and are not defined as a dilution waste stream.
 - Dilution waste streams include sanitary wastewater, boiler blowdown, noncontact cooling water or blowdown, storm water streams, demineralized backwash streams and process waste streams from certain industrial subcategories exempted by EPA from categorical pretreatment standards.
10. Indicate whether or not the facility anticipates requesting for equivalent mass limits. Please refer to the City of Janesville Sewer Use Ordinance ch.13.16.080.C for more details.

Figure 1. Schematic Flow Diagram



SECTION F – INSTRUCTION (CHARACTERISTICS OF DISCHARGE)

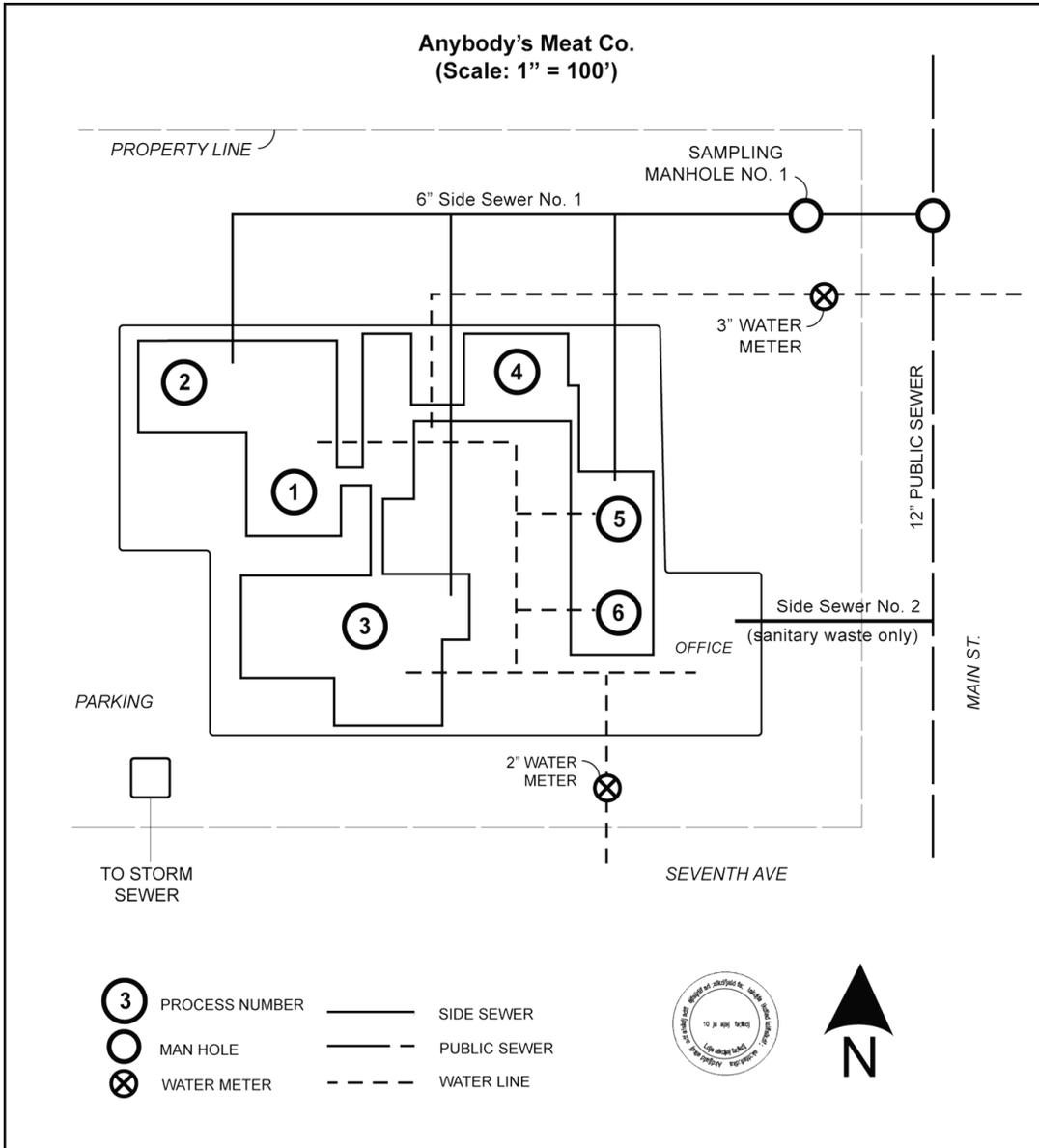
1. Provide the results of sampling and analysis identifying the nature and concentration (or mass, if required) or regulated pollutants in the discharge from each regulated process. Report both daily maximum and average concentration values (or mass values, if required). The sample must be representative of daily operations and performed in accordance with the techniques and analytical methods described in Janesville Sewer Use Ordinance ch.13.16.420 and ch.13.16.430.
 - If the applicant is subject to categorical effluent limits, the applicant must take a minimum of one representative sample to compile the necessary data. Samples should be taken immediately downstream from pretreatment facilities if such exists or immediately downstream from the regulated process if no pretreatment exists. If other wastewaters are mixed with the regulated wastewater prior to pretreatment, the applicant should measure the flows and concentrations.
 - Historical data may be used if the data provides sufficient information to determine the need for industrial pretreatment measures.
2. Indicate whether or not the facility anticipates requesting a monitoring waiver for regulated pollutants which are believed to not be present in the process wastestream(s). Please refer to the City of Janesville Sewer Use Ordinance ch.13.16.370.B for more details.

SECTION H – INSTRUCTION (FACILITY OPERATIONAL CHARACTERISTICS)

2. 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 discharge occurs. Make any comments you feel are required to describe the variation in operation of your business activity.
4. Indicate any shut downs in operation which may occur during the year and indicate the reasons for shutdown.
5. Provide a listing of all primary raw materials used (or planned) in the facility's operations. Indicate amount of raw material used in daily units.
6. Provide a detailed list of all chemicals used (or planned) in the facility's operations. Avoid using chemical trade names; if trade names are used, also provide the chemical compounds. Copies of safety data sheets for all chemical identified must be furnished upon request.
7. Provide a building layout or facility site plan of the premises. Approved building plans may be submitted in lieu of submitting a drawing on the application. The submittal must include the following information:
 - An arrow showing North as well as the map scale must be shown.
 - The location of each existing and proposed sampling location and facility sewer line must be clearly identified as well as all sanitary and wastewater drainage plumbing.
 - Number each unit process discharging wastewater to the public sewer. Use the same corresponding number system shown in Figure 1-Schematic Flow Diagram to identify process location within the building layout.

An example of the drawing required is shown below.

Figure 2. Building Layout



SECTION I – INSTRUCTION (SPILL PREVENTION)

- 1-4. Section I provides necessary information to evaluate the applicant's potential risk impact from any accidental or slug discharge entering the Janesville sanitary sewer collection system. Please refer to Janesville Sewer Use Ordinance Ch.13.16.170 for all required control plan components.
5. Describe how the spill occurred, what was spilled, when the spill happened, where it occurred, how much was spilled, and whether or not the spill reached the sewer. Also explain what measures have been taken to prevent a reoccurrence or what measures have been taken to limit damage if another spill occurs.

SECTION K – INSTRUCTIONS (NON-DISCHARGED WASTES)

1. For wastes not discharged into the Janesville sanitary sewer collection system indicate types of waste generated; amount generated; the way in which the waste is disposed (e.g., central waste treatment, incinerated, hauled, etc.); the location of disposal and the off-site removal frequency.

SECTION L – INSTRUCTIONS (AUTHORIZED SIGNATURES)

2. Refer to Janesville Sewer Use Ordinance Ch.13.16.060.C, for the definition of an authorized representative or duly authorized representative of user. Only the authorized representative or duly authorized representative of the user, as identified in Section A.4 of the Wastewater Discharge Permit Application, can complete the signatory requirements of Section K. Please refer to Janesville Sewer Use Ordinance Ch.13.16.460 regarding permit application certification details.