CHARLOTTE

GUIDANCE DOCUMENT FOR COMPLETING THE
INDUSTRIAL USER WASTEWATER SURVEY AND DISCHARGE PERMIT APPLICATION

How to fill out the permit application:
Please answer all questions. DO NOT LEAVE BLANKS. If a question is not applicable, indicate so on the form (enter N/A or "not applicable"). Please attach additional pages or information if insufficient space is provided for your answer. CMU fully understands that some questions may appear to have multiple answers; if you are experiencing challenges, please contact us and we will be more than happy to assist you.

One of the following conditions **MUST** be checked:

- **New Permit for Proposed Discharge**

This facility is a new facility that has never discharged wastewater to the sanitary sewer system. Be aware that some of the information required in this application may not yet be available. Should that be the case, there are several appropriate options: 1) answer "not yet available" with a date indicating when the information may become available, 2) provide estimates based on best professional judgment, or 3) provide estimates based on operations at a similar facility. In either of the last two options, be sure to note the origin of the information, such as "tentative", "BPJ" or "based upon similar operations at {city, state}. Enter the projected date of the first discharge of wastewater generated by the manufacturing, production or service operation conducted at this facility.

- **Existing Unpermitted Discharge**

This facility is an existing facility that is currently discharging wastewater to the sanitary sewer system but has never been issued a SIU Permit. This facility may be responding to a request from the POTW to complete an industrial user wastewater survey.

- **Permit Renewal for Existing SIU Permit**

This facility currently has a valid SIU Permit and wishes to renew the permit. If this application requests an increase in any previously assigned permit limit OR addresses any change in the manufacturing, production, or service conducted at this site, indicate yes and describe.

Signature of Representative
The statement appearing at the bottom of the page must be signed by an authorized representative of the company identified in Section A question 1. The definition of authorized representative may be found online in 40 CFR 403.12(l). ***PLEASE review the definition carefully*** before selecting your authorized representative.

Signatory authority may also be delegated by a primary authority to another representative satisfying the requirements under the following two statements:

1. The individuals described in 40 CFR 403.12(l) may designate another authorized representative if the authorization is in writing and it specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company and the written authorization is submitted to the Control Authority.

2. If the designation of an authorized representative is no longer accurate 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 this section must be submitted to the Environmental Compliance Manager prior to or together with any reports to be signed by an authorized representative.

To delegate the signatory authority to another individual, a letter from the authorized representative must be submitted to the POTW on company letterhead identifying the name and title of the person to whom this authority is delegated and documenting that this individual meets the criteria listed in paragraphs 1 and 2 above.

Section A – General Information
List the Standard Industrial Classification (SIC) or the North American Industry Classification System (NAICS) codes for your facility. These codes may be found on tax documents, some Human Resources documents, or in publications at the POTW's offices.

Section B – Flow Diagram/Schematics and Site Layout
Examples of the Plant Site Layout, Wastewater Pretreatment System Flow Diagram, and Production/Process Schematic Flow Diagram are attached.

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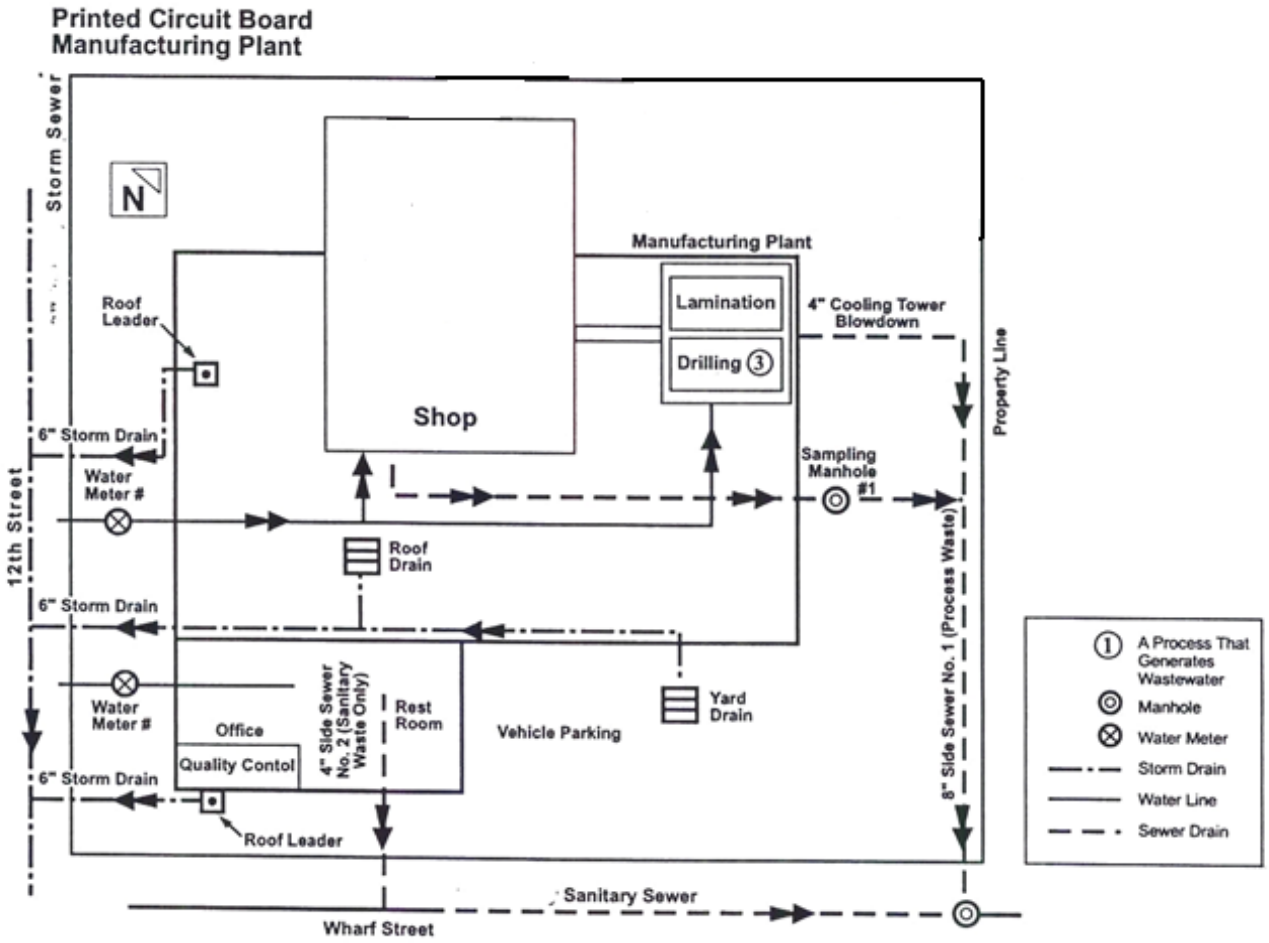
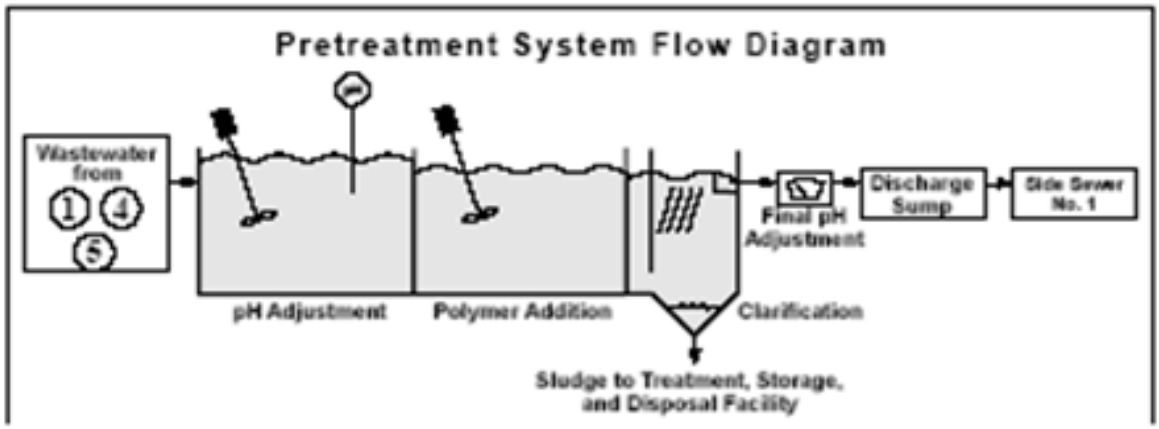
EXAMPLE PLANT SITE LAYOUT



EXAMPLE WASTEWATER PRETREATMENT SYSTEM FLOW DIAGRAM



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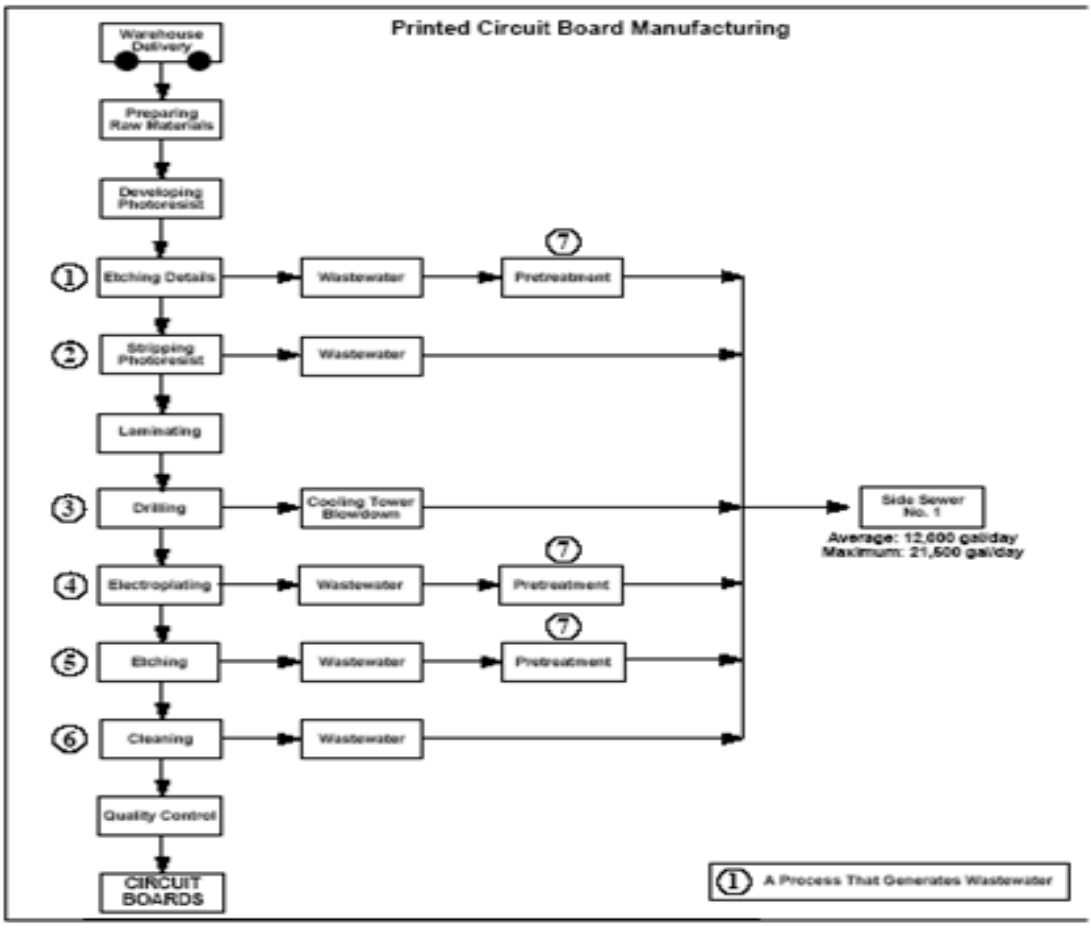
EXAMPLE PRODUCTION/PROCESS SCHEMATIC FLOW DIAGRAM



Section C – Facility Operation Characteristics

For specific shift activities, describe in general terms the type(s) of activities (administrative/office, full manufacturing, limited manufacturing, clean-up of manufacturing areas, equipment maintenance, janitorial, etc.) that are conducted on each shift on each workday. Please complete each row.

Section D – Process Information

Information revealed in this section may be held confidential or proprietary under 40 CFR 403.14 at the request of the Industrial User and the approval of the POTW. T**he request for confidentiality must be made at the time of the initial submission of the application.**

Section E – Water Use and Wastewater Discharge Information

Questions 3 and 4 require that you provide average water usage of the facility in gallons. If you do not have actual flow measurements, you may use past water bills to estimate the use and disposal volumes. Use the highest water bill from the previous 12-month period for the maximum volumes and the average of the 12-month period for the average volumes. Since your water bill is in the units of hundred cubic feet (CCF), you will need to convert this number to gallons. Simply multiply the unit used by 748. To determine the daily average, divide this number by the number of operating days.

Contact cooling water is cooling water that comes into contact with process materials, thereby becoming contaminated. Non-contact cooling water does not come into contact with process materials.

Domestic wastewater is water used only in restrooms or breakroom/lunchroom facilities. If domestic flow is not metered, provide an estimate based on 30 gallons per day per employee.

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NOTE TO NEW FACILITIES: North Carolina Law requires that plans for all wastewater treatment systems must be submitted to the POTW for the issuance of an "Authorization to Construct" (A to C). An Authorization to Construct Letter must be obtained from the POTW **prior to the initiation of construction**.

Question 8: New Industries: Based on question 4 (water discharge table), past water bills, historical data, etc. identify requested daily maximum and monthly average flow limits. Briefly explain how the requested flow limits were determined as well as differences between the actual flow (question 4) and the requested limit.

Existing Industries: You may request an increase in parameter limits due to process changes, production increases, or other seemingly justifiable reasons (Question 8). Approval will be granted or denied by Utilities on a case-by-case basis, depending on the available allocation, the parameter in question and applicable regulations.

Question 17: Categorical users ONLY
Check any activities listed below that are performed at this facility. This does not mean that the products are merely used; they must be **manufactured** at this site. For example, just because soap and detergents are used in a facility does not mean that Soap and Detergent Manufacturing (40 CFR 417) should be checked.

Question 22: List all dilution streams that flow through monitoring point
Dilution streams generally include but are not limited to streams such as domestic, boiler blowdown, cooling tower bleed-off, non-contact cooling or warming water and storm water runoff. Wastewater discharge classified as a dilution stream is virtually free of pollutants and contaminants found in wastewater generated by the production process and/or cleaning.

Section F – Offsite Waste Disposal
If the facility is a Hazardous Waste Generator, determine the type based on the quantity of hazardous waste generated as defined in 40 CFR 260.10, refer to regulation for types and definitions. List the facility's EPA Hazardous Waste Generator ID#, if applicable.

Section G – Other Permits and Waste Reduction Information
Be prepared to provide copies of all permits and plans mentioned in this section to the POTW, if applicable.

Upon request, the Division of Pollution Prevention and Environmental Assistance (DDPEA) can help your facility reduce its waste generation and waste management costs through personalized waste assessments. DPPEA may be reached at (919) 715-6500 or (800) 763-0136. Additional information is also available at www.p2pays.org.

State Pretreatment Rule 15A NCAC 2H.0916(c)(1)(M) requires Significant Industrial Users to include in the permit application a description of waste reduction (pollution prevention) activities being utilized. The codes listed in the chart are standard EPA codes found on Toxic Release Inventory and other environmental forms. Please check "current", "projected" or "N/A" for all codes below relating to this facility's wastewater discharge.

Section H – Priority, Conventional, Non-conventional and Other Pollutant Information
The United States Environmental Protection Agency published the following list of "Priority Pollutants". This list contains pollutants that this POTW considers to be generally incompatible with conventional wastewater treatment processes when discharged in certain quantities.

A review of Material Safety Data Sheets [MSDS] for chemicals purchased, stored on-site or used at your facility will assist you in the completion of this section. Usually Section 2 of the MSDS is called "Hazardous Ingredients" or "Composition/Information on Ingredients". This section lists the chemical ingredients [usually by percent (%)]. The Chemical Abstract Number [CAS#] will often be listed in addition to the name of the chemical. The same chemical may have more than one "brand name", but the CAS# is unique to a specific chemical formula regardless of the name.

This section MUST be completed with 2 check marks for each chemical.

If the chemical is not present at the facility [i.e. not purchased, not stored on-site, not used and not generated in any of the processes], check "Absent at Facility" and "Absent in Discharge to POTW".

If the chemical is purchased, stored on-site, used or generated at the facility BUT is not present in the wastewater discharged to the POTW, check "Present at Facility" and "Absent in Discharge to POTW". When "Present at Facility" is checked, you must also denote the volume on site under "Quantity Present". NOTE CONCERNING SMALL QUANTITIES OF CHEMICALS: If the chemical is purchased, stored on-site or used at the facility but is present only in laboratory quantities, please indicate by the use of an asterisk (*) in the "Quantity Present" column.