

## INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR A WASTEWATER DISCHARGE PERMIT

The Lewiston-Auburn Water Pollution Control Authority (the Authority) operates a municipal wastewater treatment plant for the cities of Lewiston and Auburn, Maine. It is the Authority's duty and desire to provide services to our customers that protect the natural environment. We are only able to do so if our customers discharge to the Authority wastes which our facilities are designed to treat.

The Authority, under authority from its legislative charter and its Rules and Regulations Governing the Discharge of Water and Wastes, requires Significant Industrial Users to obtain a permit to discharge water and wastes into the public sewer system and ultimately the Authority's treatment plant. The Authority identifies Significant Industrial Users based on criteria established by the United States Environmental Protection Agency in 40 CFR 403.3 (t). It is also the legal responsibility of any Industrial User for whom the United States Environmental Protection Agency has established categorical pretreatment standards to report its categorical industry status to the Authority.

An application to discharge issued by the Authority must be returned by the deadline established in the accompanying letter of transmittal. Inability or refusal to complete the Application by the deadline may result in enforcement action, including termination of sewer service to the Industrial User. If there are circumstances which reasonably require the deadline to be extended, the applicant may request an extension. To avoid a finding of noncompliance, the applicant must provide the Superintendent with the request before the established deadline date.

All questions must be answered. DO NOT LEAVE BLANKS. If a particular question is Not Applicable to a facility, indicate "N/A" on the form. Specific Instructions for questions on the Application are given below.

**CLAIM OF CONFIDENTIALITY:** In accordance with 40 CFR Part 2, any information submitted pursuant to the Authority's rules and regulations, including information submitted in an application to discharge, may be claimed as confidential by the submitter, except that information and data provided which is effluent data shall be available to the public without restriction. Any such claim must be asserted at the time of submission by writing or stamping the words "confidential business information" on each page containing such information. If no claim is made at the time of submission, the Authority may make the information available to the public without further notice. If a claim is asserted, the information will be treated in accordance with the procedures in 40 CFR Part 2 (Public Information).

If you need assistance in completing this application, please contact:

Vivian Matkivich, Pretreatment/Safety Coordinator  
LAWPCA  
P. O. Box 1928, Lewiston, Maine 04241-1928  
Telephone: (207) 782-0917 FAX: (207) 782-9877 e-mail: vmatkivich@lawpca.org

**SUBMIT THE COMPLETED APPLICATION WITH ORIGINAL SIGNATURES and 3 COPIES TO:**

Clayton M. Richardson, P.E., Superintendent  
Lewiston-Auburn Water Pollution Control Authority  
P.O. Box 1928, 535 Lincoln Street  
Lewiston ME 04240

## SECTION A - GENERAL INFORMATION

1. Enter the facility's legal name. Please do not use an acronym, colloquial name, or n abbreviation.

- a. Operator name: Give the legal name of the person, firm, public organization, or any other entity which owns the facility described in this application. This may or may not be the same name as the facility.
  - b. Indicate whether the entity that operates the facility also owns it by marking the appropriate box.. If the response is "No," indicate the operator's name and address 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 (street and street number) of the facility that is applying for a discharge permit.
  3. Provide the mailing address where correspondence from the Authority may be sent.
  4. Provide the name and/or title of the authorized signatory for this facility for signing all reports to the Authority. The designated signatory is defined as:

If the user is a corporation:

(a) The president, secretary, treasurer, or a 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

(b) The manager of one or more manufacturing, production, or operation facilities employing more than two hundred fifty (250) persons or having gross annual sales or expenditures exceeding twenty-five (25) million dollars (in second-quarter 1980 dollars), 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 necessary systems are established or actions taken to gather complete and accurate information for control mechanism requirements ; and where if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

(2) If the user is a partnership or sole proprietorship: a general partner or proprietor, respectively.

(3) If the user is a Federal, State, or local governmental facility: a director or highest official elected or appointed or designated to oversee the operation and performance of the activities of the government facility, or their designee.

(4) The individuals described in paragraphs 1 through 3, above, may designate another authorized representative if the authorization is in writing, the authorization 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 Authority prior to or at the time of report submittal. If an authorization is no longer accurate because a different person 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 paragraphs 1, 2 or 3 of this section must be submitted to the Authority prior or together with reports to be signed by an authorized representative.

5. Provide the name of a person who is thoroughly familiar with the facts reported on this form and who will be the primary contact with the Authority (e.g. the plant manager).

## **SECTION B - BUSINESS ACTIVITY**

1. Check off all types of services, business activities and/or manufacturing operations performed at the facility. If you have any questions regarding how to categorize your business activity, contact the Authority's Pretreatment/Safety Coordinator for technical guidance.

2. Operations may include listed categorical processes (such as the 40+ in Metal Finishing), and all other industrial processes (washing, rinsing, textile finishing, dining facilities, etc.).

3. While the United States has gone to a new classification system, some EPA pretreatment guidance documents still refer to SIC codes. For all processes described in number 1 or 2, provide 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 San Francisco, California. Copies of the manual may be available at federal repositories (such as Ladd Library, Bates College, Lewiston, Maine) and public libraries.

4. List all types of products made at your facility, giving both the common and brand name and or the chemical name. Using the previous year's records, report the average and maximum amounts produced daily for each operation. Using current knowledge and schedules, estimate average and maximum daily production for this calendar year. Be sure to specify the daily units of production. Attach additional pages as necessary, clearly labeled as to section letter and question number (e.g. B-4).

## **SECTION C - WATER SUPPLY**

For water and sewer account information, refer to water and sewer bills or contact the appropriate utility (such as Lewiston Sewer Division or Auburn Sewerage District).

C. 4. This section is intended to assist in calculating a water usage and wastewater discharged mass balance. Provide daily average water usage within the facility.

- Contact cooling water is cooling water that comes into contact with process materials during the process.
- Non-contact cooling water does not come into contact with any process materials (such as

cooling water passed through cooling drums).

- Sanitary water is defined as water used in restrooms (including sinks in employee dining rooms, employee showers, etc.)
- A batch discharge occurs on a routine basis, but does not occur continuously during the production day (e.g. cleaning a vat, or emptying a boiler for service).
- Plant and equipment wash down includes floor wash down, rinsing of solvents or other detergents from machinery clean-up, steam cleaning and other cleaning processes.
- If sanitary flow is not metered, provide an estimate based on 15 gallons per day (gpd) for plants without employee showering facilities, and 20 gpd for plants with employee showering facilities.
- Boiler blowdown is the release of excess treatment chemicals and water, may be discharged on a batch or continuous basis.

## **SECTION E - WASTEWATER DISCHARGE INFORMATION**

1. If you answer "No" to this question, you must still complete all items that apply in the remainder of the application.
2. a. is for the total hours of each day when industrial wastewater is discharged.  
b. is for the period of each day when discharge occurs.  
c. peak flow is measured in gallons per minute, and should be estimated for each separate discharge point.  
d. annual average is the average daily discharge rate in gallons per day and should be reported for each discharge point. In most cases, this number should agree with information provided on the plant schematic and in Section D.2.
3. A batch discharge occurs on a routine basis, but does not occur continuously during the production day, week or year (e.g. cleaning a vat after the day's run or emptying a boiler for service.)
4. A schematic flow diagram is required to be completed and certified for accuracy by a Maine Registered Professional Engineer.
  - show each industrial process listed in either Section 5 or 6.
  - Assign a sequential reference number to each process starting with No. 1. An example of such a drawing is shown in Figure 1.
  - Show the average daily water use and wastewater discharge from each process or production line or activity.
  - identify the discharge point to the public sewer system, using the current sampling point name when applicable, for each process or activity.
4. Non-categorical users must provide flow information for each process shown in the schematic flow diagram both daily average and maximum daily wastewater flows from each industrial process, operation, or activity at the facility. Categorical users must answer question 6. If you are unsure of your facility's status, complete questions 5 and 6, and make a note that categorical status is still under investigation.
  - To determine average daily volume and maximum daily volume of wastewater flow, refer to water meter records, sewer meters or records, or make estimates of volumes that are not

directly measurable, using valid engineering methods. [Note: 1 cubic foot equals 7.48 gallons. 100 cubic feet equals 748 gallons].

5. A categorical user is an Industrial User that has been identified by the EPA and has category specific pretreatment standards and requirements. An industrial user may be subject to pretreatment standards for more than one industrial category, and may have non-categorical processes. Categorical industrial users must report average daily and maximum daily wastewater flows from every regulated, unregulated, and dilution process.
- A regulated process wastestream is defined as wastewater from an industrial process that is regulated by a categorical pretreatment standard. [See applicable categorical pretreatment standards, 40 CFR Parts 405-471].
  - An unregulated process wastestream is a wastestream from an industrial process that is not regulated by a categorical pretreatment standard and does not meet the definition of a dilution wastestream.
  - A dilution wastestream is defined as sanitary wastewater, certain types of noncontact cooling waters or boiler blowdown, stormwater streams, demineralizer backwash streams, and process wastestreams from certain industrial subcategories exempted by EPA from categorical pretreatment standards [see applicable categorical pretreatment standards, 40 CFR Parts 405-471].

7. (a-c). Toxic and reactive gases and vapors are listed in the Authority's Rules and Regulations Governing Discharge of Water and Wastes, and all industrial users must perform baseline monitoring for these pollutants.

(d) All new categorical dischargers subject to TTO reporting must complete a baseline monitoring, or must have an approved solvent management plan.

8. This question refers to wastewater discharge flow measurement devices and sampling equipment, including continuous pH monitors.

9 and 10. Any planned process changes and plant expansions should be considered for their effect on the increase or decrease in water consumption, their usage of new raw materials or maintenance chemicals, etc. Including a description of planned production and wastewater discharge changes addressed in this application may preclude a facility from being required to re-apply before the changes are implemented.

11. Examples of recycled wastes include: waste produce sold to pig farmers, non-contact cooling water that is recycled through a chiller, waste cardboard sent to a paper recycling facility, sludge from a wastewater pretreatment system that sent to a metals reclaimer.

## **SECTION F - CHARACTERISTICS**

Tables: Please read the table specific instructions provided in the Application. If your facility will have more than one discharge, provide a table for each separate discharge.

## **SECTION G - PRETREATMENT**

G.3. List all types of pretreatment in use or planned. Recycling of wastewaters may be considered a form of pretreatment, but should be described in Section E.11. ZERO DISCHARGE facilities should indicate any type of wastewater elimination (evaporation, incineration, etc.) under "Other."

G.4. Using process control information, or equipment specifications, or other information, explain why pretreatment is done and describe the efficiency of each pretreatment system.

G.5. If you have provided detailed information on pretreatment processes in the schematic flow diagram, you may refer to that diagram, rather than provide duplicate information. However, process such as "Oil Removal" on the schematic may not include details such as skimming device, or chemical addition details; so a detailed schematic is required here. These schematics may be from operation manuals or other non-certified sources.

G.7. Describe the person (s) whose job includes operation of pretreatment systems. Maine law does not require operator certification for indirect dischargers, however, training and State certification is available.

## **SECTION H - FACILITY OPERATING CHARACTERISTICS**

1. Briefly describe the type of work shifts (such as three production shifts plus one clerical & management shift). Then, provide details for each work shift. This information is used to determine the amount of non-industrial wastewater generated.

2. Indicate whether the business activity is continuous throughout the year or if it is seasonal. If the activity is seasonal, circle the letters that stand for the corresponding 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. Describe any scheduled shut downs in operation that may occur during the year, and indicate the reasons for each shutdown (e.g. Christmas Vacation, planned maintenance, etc.).

5. Provide a listing of primary raw materials (e.g. silk, flour, timber) used or planned in the facility's operations. Indicate amount of raw material used in units per day, month or year (depending on frequency of usage). Inventory lists or other readily available information may be substituted.

6. Provide a listing of all chemicals (e.g. acetic acid, Supra Red 141, sodium chloride, silver ingots, alcohol-based flavorings, etc.) used, or planned, in the facility's operations, including cleaning chemicals. Indicate the amount used, or planned, in the units specified. Inventory lists or other readily available information may be substituted.

The Authority may require submission of a Material Safety Data Sheet or a Chemical Abstract for any chemical identified.

7. **Both a building layout and a facility site plan** must be completed and certified for accuracy by a Maine Registered Professional Engineer. This may be one drawing or a group of drawings. Approved building plans may be substituted, if they meet the conditions of this section and are re-certified.
- An arrow showing magnetic North as well as the map scale must be shown.
  - Use the same numbering system used to complete the schematic flow diagram, number location of major processes on the building layout(s).
  - Show the location(s) of wastewater discharge and related piping for each industrial process in the schematic flow diagram, including piping for tank overflows, contact cooling water, recirculated water and chemical addition.
  - Show the location of sanitary sewer lines if they will mix with industrial process wastewater before any existing or proposed pretreatment program sampling location.
  - Detail any floor drains in industrial process and chemical storage areas.
  - The location of each existing and proposed sampling location, and the facility sewer line from the sampling point to the public sewer must be clearly identified. Details, such as clean-outs and manholes, must be included.
  - Stormwater flows into separated sewer systems must be shown, as well as stormwater discharge lines into a combined public sewer system. Stormwater drainage includes parking lot and pavement run-off, catch basin systems, detention ponds, roof leaders and foundation drains.

## **SECTION I - SPILL PREVENTION**

1. Describe all types of storage containers for chemicals and any secondary containment devices for substances that may spill or leak some or all of their contents to the sewer system or stormwater system. Examples include: wastewater treatment tanks, chemical tank farms, silos, underground storage tanks, above ground storage tanks, bermed areas intended to contain spills, and sumps.
2. Report all possible discharge points for industrial areas' floor drains or floor drain systems (e.g., sampling point 001, septic tank, etc.). Note the location of any floor drains that have been intentionally plugged or capped, but can be made functional.
6. 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 public sewer. Also, explain what measures have been taken to limit damage if another spill occurs.

## **SECTION J - NON-DISCHARGED WASTES**

1. For wastes not discharged to the Authority collection system and treatment plant, indicate types of wastes generated, amount generated, the way in which the waste is disposed (e.g. incinerated, hauled, etc.), and the location of disposal. If a waste is recycled in-house it needs to be reported in Section E.11. An onsite disposal system could be a septic system, lagoon, holding pond, boiler, etc. Any waste sent to a separate facility for recycling should be reported in question 2 below.
2. Describe the fate of chemical waste materials that are recycled or re-used.
5. List contract or in-house transporter information. Hazardous waste transporter identification names can be found on hazardous waste manifests. Haulers of special wastes, including septage and pretreatment sludges, receive permits from the Maine DEP.
4. Types of environmental permits include: air emissions, hazardous waste generator, underground injection, solid waste (e.g. land application), NPDES (for discharges to surface water), etc.

## **SECTION K - AUTHORIZED SIGNATURES**

Refer to instructions for Section A for a complete definition of an authorized representative.