

INSTRUCTIONS FOR COMPLETING A DISCHARGE APPLICATION

The Lewiston-Auburn Water Pollution Control Authority (LAWPCA) operates a municipal wastewater treatment plant for the cities of Lewiston and Auburn, Maine. It is LAWPCA'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 LAWPCA wastes which our facilities are designed to treat.

LAWPCA, under authority from its legislative charter and its Rules and Regulations Governing the Discharge of Water and Wastes into the POTW (Rules and Regulations), requires Significant Industrial Users to obtain a permit to discharge water and wastes into the public sewer system and ultimately LAWPCA's treatment plant. LAWPCA identifies Significant Industrial Users based on criteria established by the United States Environmental Protection Agency in 40 CFR 403.3 (v). 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 LAWPCA.

An application to discharge must be submitted and approved by LAWPCA prior to discharging to the sewer system or by the deadline established in the Rules and Regs and/or the existing permit if this is a renewal application. 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.

Please answer all questions. If a particular question is Not Applicable to a facility, indicate "N/A" on the form. If more room is required than is provided on the application, attach additional information on a separate sheet(s) of paper and use "see attached" on the application. Specific Instructions for questions on the Application are given below on pages 2 thru 8. The application is a fillable PDF (**Tab may not bring you to the next line**) or it can be printed and completed by hand or a combination of both. Please use an ink pen for portions that are done by hand. All application signatures must be signed by hand, electronic signatures are not acceptable. Be sure to read all instructions before completing the application and attach additional documentation and pages as necessary.

CLAIM OF CONFIDENTIALITY: In accordance with 40 CFR Part 2, any information submitted pursuant to LAWPCA'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:

Edwin Woods, Pretreatment/Safety Coordinator
LAWPCA
P. O. Box 1928, Lewiston, Maine 04241-1928
Telephone: (207) 782-0917 Ext: 25, FAX: (207) 782-9877, e-mail: ewoods@lawpca.org

SUBMIT THE COMPLETED APPLICATION WITH ORIGINAL SIGNATURES TO:

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

INSTRUCTIONS FOR COMPLETING A DISCHARGE APPLICATION

In the box at the top of page 2 of 6, put an X indicating if this is an application for a new permit, renewal of a permit or a modification of an existing permit.

SECTION I - GENERAL INFORMATION

1. Enter current permitting information. (If requesting renewal or modification.)
- 2 -6. Enter detailed contact information.

Indicate who the Authorized representative will be as defined by law. An Authorized Representative definition is listed on page 3 in the Authority's Rules and Regulations Governing Discharge of Water and Wastes into the POTW which may be found at www.lawpca.org

Section II - Industrial Category Information

1. The United States currently uses the NAICS system for manufacturing and service facilities, but some EPA pretreatment guidance for determination of category may refer to SIC codes. Where possible, provide the Standard Industrial Classification (SIC) Code Numbers for all industrial processes at your facility. SIC codes can be found in the Standard Industrial Classification Manual, prepared by the Executive Office of the President, Office of Management and Budget.

2. List your facility's applicable industrial categories, as established by the EPA. Generally if there are no applicable Pretreatment Standards (PSES, PSNS) for the category, your facility will not be regarded by the Authority as a categorical user. However, there may be exceptions. All categories, limitations and standards shall be as listed in 40 CFR subchapter N.

Industry Category	Existing Effluent Guidelines		
	40 CFR Part	First Promulgated	Limitations and Standards
Airport Deicing	449	2012	BAT, NSPS
Aluminum Forming	467	1983	BPT, BAT, NSPS, PSES, PSNS
Asbestos Manufacturing	427	1974	BPT, BCT, BAT, NSPS
Battery Manufacturing	461	1984	BPT, BAT, NSPS, PSES, PSNS
Canned and Preserved Fruits and Vegetable Processing	407	1974	BPT, BCT, NSPS, PSES, PSNS
Canned and Preserved Seafood (Seafood Processing)	408	1974	BPT, BCT, NSPS
Carbon Black Manufacturing	458	1978	BPT, BAT, NSPS, PSNS
Cement Manufacturing	411	1974	BPT, BCT, BAT, NSPS
Centralized Waste Treatment	437	2000	BPT, BCT, BAT, NSPS, PSES, PSNS
Coal Mining	434	1985	BPT, BAT, NSPS
Coil Coating	465	1983	BPT, BAT, NSPS, PSES, PSNS

INSTRUCTIONS FOR COMPLETING A DISCHARGE APPLICATION

Concentrated Animal Feeding Operations (CAFO)	412	1974	BPT, BCT, BAT, NSPS, PSNS
Concentrated Aquatic Animal Production (Aquaculture)	451	2004	BPT, BAT, BCT, NSPS
Construction and Development	450	2009	BCT, BCT, BAT, NSPS
Copper Forming	468	1983	BPT, BAT, NSPS, PSES, PSNS
Dairy Products Processing	405	1974	BPT, BCT, NSPS
Electrical and Electronic Components	469	1983	BPT, BCT, BAT, NSPS, PSES, PSNS
Electroplating	413	1981	PSES
Explosives Manufacturing	457	1976	BPT
Ferrous Alloy Manufacturing	424	1974	BPT, BCT, BAT, NSPS
Fertilizer Manufacturing	418	1974	BPT, BCT, BAT, NSPS, PSNS
Glass Manufacturing	426	1974	BPT, BCT, BAT, NSPS, PSNS
Grain Mills Manufacturing	406	1974	BPT, BCT, NSPS, PSNS
Gum and Wood Chemicals	454	1976	BPT
Hospitals	460	1976	BPT
Ink Formulating	447	1975	BPT, BAT, NSPS, PSNS
Inorganic Chemicals	415	1982	BPT, BCT, BAT, NSPS, PSES, PSNS
Iron and Steel Manufacturing	420	1982	BPT, BCT, BAT, NSPS, PSES, PSNS
Landfills	445	2000	BPT, BCT, BAT, NSPS
Leather Tanning and Finishing	425	1982	BPT, BCT, BAT, NSPS, PSES, PSNS
Meat and Poultry Products	432	1974	BPT, BCT, BAT, NSPS,
Metal Finishing	433	1983	BPT, BAT, NSPS, PSES, PSNS
Metal Molding and Casting (Foundries)	464	1985	BPT, BAT, NSPS, PSES, PSNS
Metal Products and Machinery	438	2003	BPT, BCT, NSPS
Mineral Mining and Processing	436	1975	BPT, NSPS
Nonferrous Metals Forming and Metal Powders	471	1985	BPT, BAT, NSPS, PSES, PSNS
Nonferrous Metals Manufacturing	421	1984	BPT, BAT, NSPS, PSES, PSNS
Oil and Gas Extraction	435	1979	BPT, BCT, BAT, NSPS, PSES, PSNS
Ore Mining and Dressing (Hard Rock Mining)	440	1982	BPT, BAT, NSPS, BMP
Organic Chemicals, Plastics and Synthetic Fibers (OCPSF)	414	1987	BPT, BAT, NSPS, PSES, PSNS
Paint Formulating	446	1975	BPT, BAT, NSPS, PSNS
Paving and Roofing Materials (Tars and Asphalt)	443	1975	BPT, BAT, NSPS, PSNS

INSTRUCTIONS FOR COMPLETING A DISCHARGE APPLICATION

Pesticide Chemicals Manufacturing, Formulating and Packaging	455	1978	BPT, BCT, BAT, NSPS, PSES, PSNS
Petroleum Refining	419	1982	BPT, BCT, BAT, NSPS, PSES, PSNS
Pharmaceutical Manufacturing	439	1983	BPT, BCT, BAT, NSPS, PSES, PSNS
Phosphate Manufacturing	422	1974	BPT, BCT, BAT, NSPS
Photographic	459	1976	BPT
Plastic Molding and Forming	463	1984	BPT, BCT, NSPS
Porcelain Enameling	466	1982	BPT, BAT, NSPS, PSES, PSNS
Pulp, Paper and Paperboard	430	1998	BPT, BCT, BAT, NSPS, PSES, PSNS, BMP
Rubber Manufacturing	428	1974	BPT, BAT, NSPS, PSNS
Soaps and Detergents Manufacturing	417	1974	BPT, BAT, NSPS, PSNS
Steam Electric Power Generating	423	1982	BPT, BAT, NSPS, PSES, PSNS
Sugar Processing	409	1974	BPT, BCT, BAT, NSPS
Textile Mills	410	1982	BPT, BAT, NSPS
Timber Products Processing	429	1981	BPT, BAT, NSPS
Transportation Equipment Cleaning	442	2000	BPT, BCT, BAT, NSPS, PSES, PSNS
Waste Combustors	444	2000	BPT, BCT, BAT, NSPS, PSES, PSNS

3. List the types of products made at your facility, by common and brand name, or the chemical name. Using the previous year's records, report the average and maximum amounts of product manufactured. Using current knowledge and schedules, estimate average and maximum daily production for this calendar year. Please specify the daily units of production. Attach additional pages as necessary.

SECTION III- Water Usage and Wastewater generation and discharge information

This section is intended to assist in calculating water usage and wastewater discharged mass balance. **Enter all data and enter N/A if something is Not Applicable.** At the bottom of each table, calculate the totals.

Table A. Is for listing source water information and water consumption/usage rates. This table should account for all water entering your facility. (Do not count bottled water used for personal consumption.)

Table B. Is for listing the volumes of process and non-process waters that are NOT discharged to sewer system. There are several items listed that would account for water that is not discharged to the sewer system. There is a line to add other uses if needed.

INSTRUCTIONS FOR COMPLETING A DISCHARGE APPLICATION

Table C. Is for listing industrial process wastewaters that are discharged to the sewer system. Enter all data including industrial processes your facility uses that discharge to the sewer system.

Table D. Is for listing non-industrial process wastewaters that are discharged to the sewer system. There are several possible sources listed with room to add other sources not listed.

***Below are some definitions that may be helpful in completing the tables.

- A batch discharge occurs on a routine basis, but does not occur continuously during the production day or production period (e.g. discharging from a holding tank, cleaning a vat, or emptying a boiler for service).
- A continuous discharge occurs continuously during the production day or production period.
- Industrial process water is water used for any manufacturing processes, including water used in the product, water used in pretreatment activities, 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, and contact cooling water (cooling water that comes into contact with process materials during the process). Air pollution control waste water is wastewater from wet scrubbers.
- If wastewater from one process is recycled into another, enter this process as a non-discharged wastewater (Table B).
- Non-contact cooling water is water that does not come into contact with any process materials. An example of non-contact cooling water is fresh water passed through cooling drums.
- Boiler feed water is water used to make-up for blowdown or the release of excess treatment chemicals and water.
- Sanitary water is defined as water used in restrooms, hand washing or drinking water sinks, employee kitchens, showers, etc.

Confirm Water Balance.

Enter the requested data. Enter the totals from the bottom of tables A & B and calculate the Average Daily Discharge to Sewer result. The total from table A minus the total from table B should equal the sum of the totals of tables C & D (if not please explain).

Average Daily Industrial Process Wastewater discharged to Sewer.

1. Enter sampling point(s) and average discharge in gallons per day (gpd) from the sampling point(s).

2.

a. Enter the number of days per week wastewater is discharged from your industrial process and enter the average gpd discharged for each day of the week.

b. Enter the hours of typical process operations in a single day. I may be entered as multiple times. (e.g. 8am-1pm & 4pm-9pm)

3. Make a brief entry of any wastes not discharged to the sewer system. This should be average amounts and how it is disposed of. (e.g. Sludge: 18 cubic yards/week WM landfill)

INSTRUCTIONS FOR COMPLETING A DISCHARGE APPLICATION

Categorical Industrial Users Only (This information is gathered to determine if the combined waste stream formula (CWF) could/should be used. The CWF is useful when sampling wastewater generated by a categorical process which can't be completely separated from other waste streams. In such instances the CWF may be used.)

Name of categorical sampling point(s): Describe each categorical process at your facility as defined by the EPA in the applicable categorical standard.

Combined Wastestream Formula (CWF)

List all wastewater streams entering Sampling Point: List each currently permitted unregulated process stream, and each dilution stream (such as non-contact cooling water) that is present at the sampling point where categorical wastewater is sampled for compliance purposes. No dilution stream is insignificant. Include such discharges as boiler blow down, hand wash sink wastewater, etc. that enters the sampling point.

Note: Categorical wastewater: Accuracy is especially important when determining categorical wastewater flows that will be used to determine compliance with mass standards, production based standards, etc. When flow metering is not feasible, be sure to document how estimates were determined.

Section IV Process Flow/Schematic Flow Diagrams

Schematic flow diagrams and process flow charts must be submitted and certified for accuracy by a Maine Registered Engineer. If this is a renewal application and no significant changes have occurred since the last application was filed and the drawings were submitted within the previous 10 years, the Significant Industrial User may certify these drawings again, by signing the included statement. Supply with the application a copy of the previously accepted Process Flow Diagram and Site Plan. If significant changes have occurred, the drawings must be updated and certified by a registered Maine Professional Engineer.

Section V – Characteristics of Discharge

Table 1: If your facility is subject to categorical standards, complete Table 1 for each industrial category. (Examples of categorical reporting units are: ug/L and ug/L * flow) (You may print additional copies of this table and attach as necessary)

Table 2: All applicants must complete Table 2. If your facility has more than one sampling point subject to local limits, complete one table for each sampling point. (You may print additional copies of this table and attach as necessary)

INSTRUCTIONS FOR COMPLETING A DISCHARGE APPLICATION

Toxic and Reactive Gases & Vapors (TRGV)

Toxic and Reactive Gases and Vapors are listed in Section 2.3 (A) (1) (d) and 3.4 (B) of the Authority's Rules and Regs. These pollutants have been identified as having the characteristic of explosivity or toxicity, and thereby creating a potential hazard to sewer workers.

Option A: If your facility has completed a baseline test in the past 10 years, and does not currently discharge or store any materials that may produce or emit toxic or reactive gas or vapor, you may make the provided certification statement.

Option B: If the user uses or stores or discharges any TRGV pollutant not previously reported or analyzed, or has changed its processes so that TRGV pollutants may be discharged, a baseline test for the pollutants must be performed and the results submitted with this application.

Option C: If your facility must periodically monitor for one or more toxic and/or reactive gases or vapors (such as formaldehyde) you must fill out Table 3 for each pollutant periodically monitored.

Table 3: TRGV Pollutants: TRGV Pollutants are listed on pages 15 & 16 in the Authority's Rules and Regulations Governing Discharge of Wastes.

Table 4: If the Authority has established special limits or pretreatment standards specific to your facility, list test results here. (This is not common.)

Section VI- Pretreatment Systems

1. The applicant must complete this section only if the facility pretreats to remove pollutants to meet local limits and/or categorical limits. Pretreatment processes include but are not limited to: pH adjustment, silver recovery, chemical precipitation, oil skimming, and evaporation.
2. Describe the person (s) whose job includes operation of your facility's pretreatment systems.
3. Indicate whether or not there is a manual for the proper operation of the applicant's pretreatment systems.
4. Indicate whether written maintenance records are kept on critical pretreatment equipment.

INSTRUCTIONS FOR COMPLETING A DISCHARGE APPLICATION

SECTION VII - Compliance Certifications

1. The facility must determine its compliance with the pretreatment standards and requirements.
2. If additional treatment or steps are/were necessary, and if a compliance schedule has been issued, include this information.
3. **Authorized Representative Statement:** Have an authorized representative review the entire application, type or print their name, sign and date the application. Include his or her job title. Refer to the instructions in Section I for finding a complete definition of an authorized representative.