

## 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 (Rules and Regs), 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 Wastes which may be found at [www.lawpca.org](http://www.lawpca.org) (<http://www.lawpca.org/wp-content/uploads/2016/04/Rules-and-Regulations.pdf>).

### 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.

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

## INSTRUCTIONS FOR COMPLETING A DISCHARGE APPLICATION

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

## INSTRUCTIONS FOR COMPLETING A DISCHARGE APPLICATION

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

(\*See 40 CFR volumes 31 and 32 for the complete industry category listing)

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.