



INSTRUCTIONS FOR COMPLETION OF INDUSTRIAL USER WASTEWATER DISCHARGE PERMIT APPLICATION FORM

Complete all sections. If a question is not applicable, indicate so. Clearly type or print the information required and return the signed original, addressed to your assigned inspector.

SECTION A – INSTRUCTIONS (GENERAL INFORMATION)

1. Enter the official business or legal name. Do not use a colloquial name.
2. For “Site Address” provide the address of the actual location of the facility.
3. Provide the mailing address where correspondence from the Wastewater Enterprise/Collection System Division (WWE) may be sent.
4. Indicate the date (month/day/year, if possible) that the facility started operations at the current location.
5. **YOU MAY LEAVE “Standard Industrial Classification” BLANK.** The Standard Industrial Classification (SIC) was developed for use in the classification of establishments by the type of activity in which they are engaged. The applicable code number can be found in the most recent (1987) edition of the Standard Industrial Classification Manual.
6. Provide information on the person(s) who can be contacted by WWE personnel concerning any waste-generating operations of the facility (e.g. President, Environmental Manager etc.).
7. Provide the start and finish times of each shift during which the facility is operated, as well as the number of employees during each shift.

SECTION B – INSTRUCTIONS (BUSINESS ACTIVITY)

1. List the principal raw materials and chemicals used in the production or service operations.
2. Also include additional chemicals used for preparing or cleaning process equipment or floors, or for treating wastewater. Brand names may be used where applicable.
3. Briefly describe in general terms the steps in the production or service operations. In particular, describe each process that generates wastewater.
4. Identify the final product(s) or service(s) by type, common, or brand name.
5. Indicate average and maximum daily production rates as recorded over the past calendar year. Use whatever units of production are appropriate for your operation (e.g. prints/day, gallons/day, 1-lb packages /day).

SECTION C – INSTRUCTIONS (FACILITY DRAWINGS)

Drawings must be attached. Drawings on 8½ x 11 sheets are preferred, but larger sizes, including blueprints may be submitted to satisfy the requirements of this section.

1. The "Building Layout" (not necessarily drawn to scale) must show a plan of each floor of the facility. The location of each production process or service operation must be indicated. One way to do this (see example in Appendix A1) is to number the locations and use a legend to identify the numbers. Also required are the locations of all side-sewers which discharge from the facility, any storms drains in the yard, San Francisco Water Department (or other supply agency, e.g. City of Brisbane) meters, and water supply wells.
2. A "Process Schematic" flow diagram is required to show the various production or service operations, the raw materials used and the wastes/wastewater generated by each unit operation. Examples of two different ways of displaying the information are shown in Appendix B1 and B2.
3. The "Wastewater/Sludge Treatment Schematic" (if applicable) should include a flow diagram for all existing and proposed wastewater and/or sludge treatment processes. It is important to indicate the disposal method for each wastestream. Appendix C1 shows an example of a wastewater treatment schematic for a food processing operation. Appendix C2 shows a photoprocessing operation with four main process streams, combining the Process Schematic and Wastewater Treatment Schematic.

SECTION D – INSTRUCTIONS (WATER USAGE)

1. Provide daily average water usage for various purposes within the facility. Use the actual number of working days in a typical operating month to determine the amounts, in gallons per day.

Sanitary usage (i.e. water used in toilets, showers, washrooms and cafeterias) may be estimated based on 15 gallons per day for each employee.

Process water comes into contact with process equipment and materials and may be used in rinsing, conveying, separating or other operations.

Boiler feed water is used for generating steam, which may be used for heating purposes or power generation

Cooling water may come into contact with process materials, possibly becoming contaminated.

Equipment/facility washdown water used for cleaning and maintenance operations may constitute the highest percentage of water used by the facility.

Irrigation could represent a significant percentage of water used by the facility.

Water that is **contained in product** is typically used as an ingredient in the production process, or included in the package with the product.

2. Check the appropriate box to indicate whether the water usage for each purpose has been estimated or measured.
3. The supply of water to most facilities is from the San Francisco Water Department (SFWD) or from an outside District, such as the City of Brisbane. Provide the corresponding water account numbers (as indicated on the facility's water bills). A few facilities may also obtain some of their water supplies from private wells or from the San Francisco Bay (usually for non-contact cooling).

SECTION E – INSTRUCTIONS (WASTEWATER DISPOSAL)

1. Again, use the actual number of working days in a typical operating month to determine the amounts, in gallons per day.
2. Most wastewater will be discharged to the San Francisco sewerage system, in some cases via an outside District's system (e.g. Bayshore Sanitary District). Non-contact cooling water from the S.F. Bay will be returned to that source. Some facilities may discharge small quantities of wastewater (e.g. **boiler blowdown**) to unpaved areas of the yard (i.e. "Ground"). Some facilities may choose to have wastewater, which contains non-compliant concentrations of regulated pollutants, hauled offsite (with proper manifests or other documentation).
3. Check whether your facility accumulates and then releases wastewater in batches.
4. "Batch Wastewater Discharges" to the sewerage system usually result from the draining of storage tanks or process tanks.

SECTION F – INSTRUCTIONS (WASTEWATER/SLUDGE TREATMENT)

1. Indicate all wastewater or sludge treatment processes performed at the facility, or check the "None" box.
2. Answer the questions regarding the treatment system operation. (Check the "Not applicable" boxes if you checked "None" above.)

SECTION G – INSTRUCTIONS (NON-DISCHARGED WASTES)

1. List any wastes (such as spent processing chemicals, waste solvents, sludges, filtered solids etc.), which are not discharged to the sewerage system. For each such waste, indicate the quantity generated per year, and provide the name and address of the waste hauler.
2. A "hazardous waste reduction plan" is an organized, comprehensive, and continual effort to systematically reduce hazardous waste generation.
3. A "hazardous waste reduction audit" is an accounting system to track the types, amounts, and hazardous constituents of wastes, and the dates they are generated. An audit also includes a review of individual processes or facilities to identify opportunities to reduce or eliminate waste generation.

4. Environmental control permits are issued by agencies such as the City and County of San Francisco's Department of Public Health and the Bay Area Air Quality Management District.

SECTION H – INSTRUCTIONS (SPILL PREVENTION)

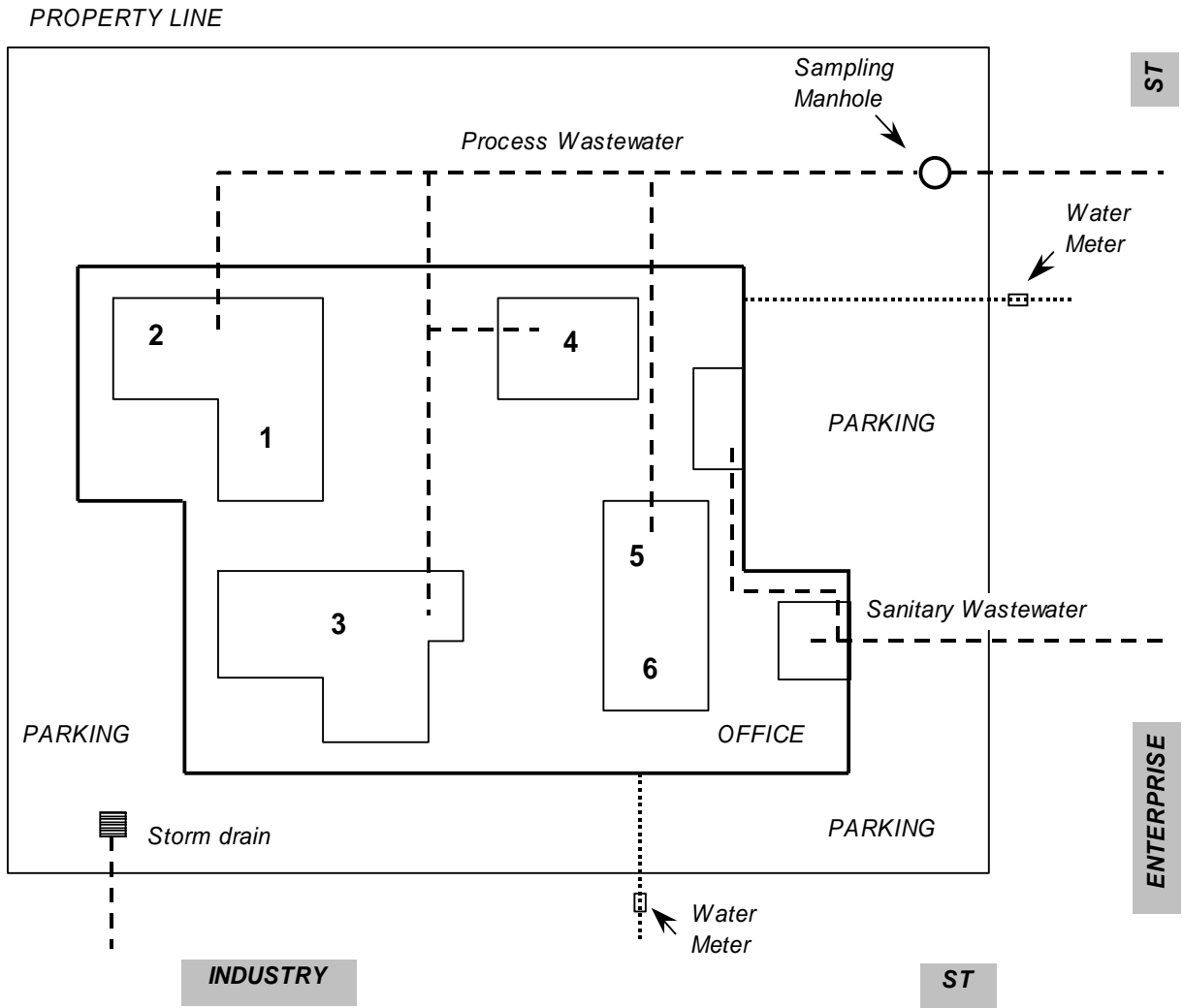
The objective of this section is to determine the potential for chemicals to be unintentionally conveyed to the sewerage system, either during wet weather, or as a result of an accidental spill. The questions should be self-explanatory.

SECTION I – INSTRUCTIONS (CERTIFICATION STATEMENT)

This statement certifies the accuracy of the information submitted in the permit application.

Building Layout (Not to Scale)

ABC SERVICE CO.

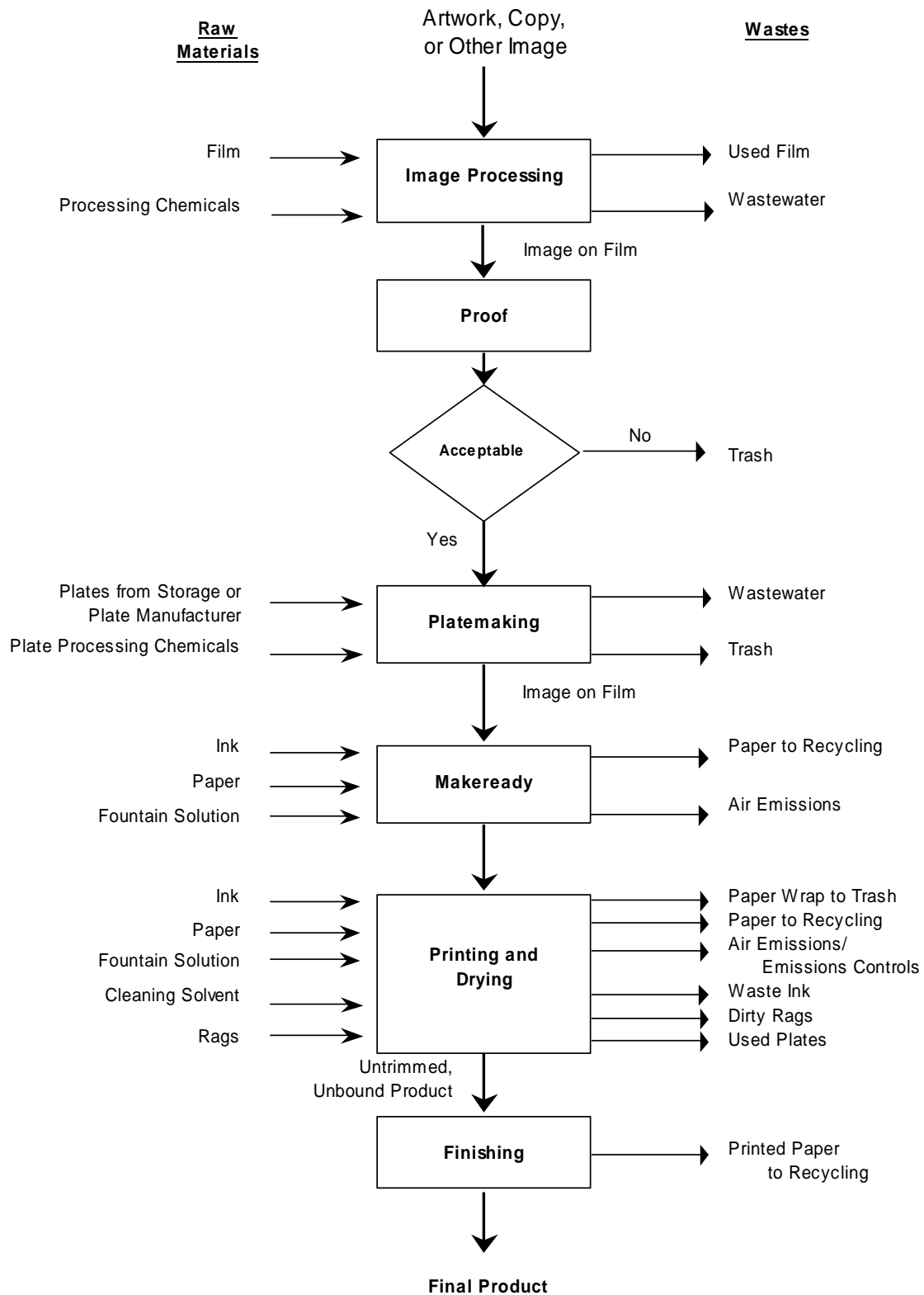


LEGEND

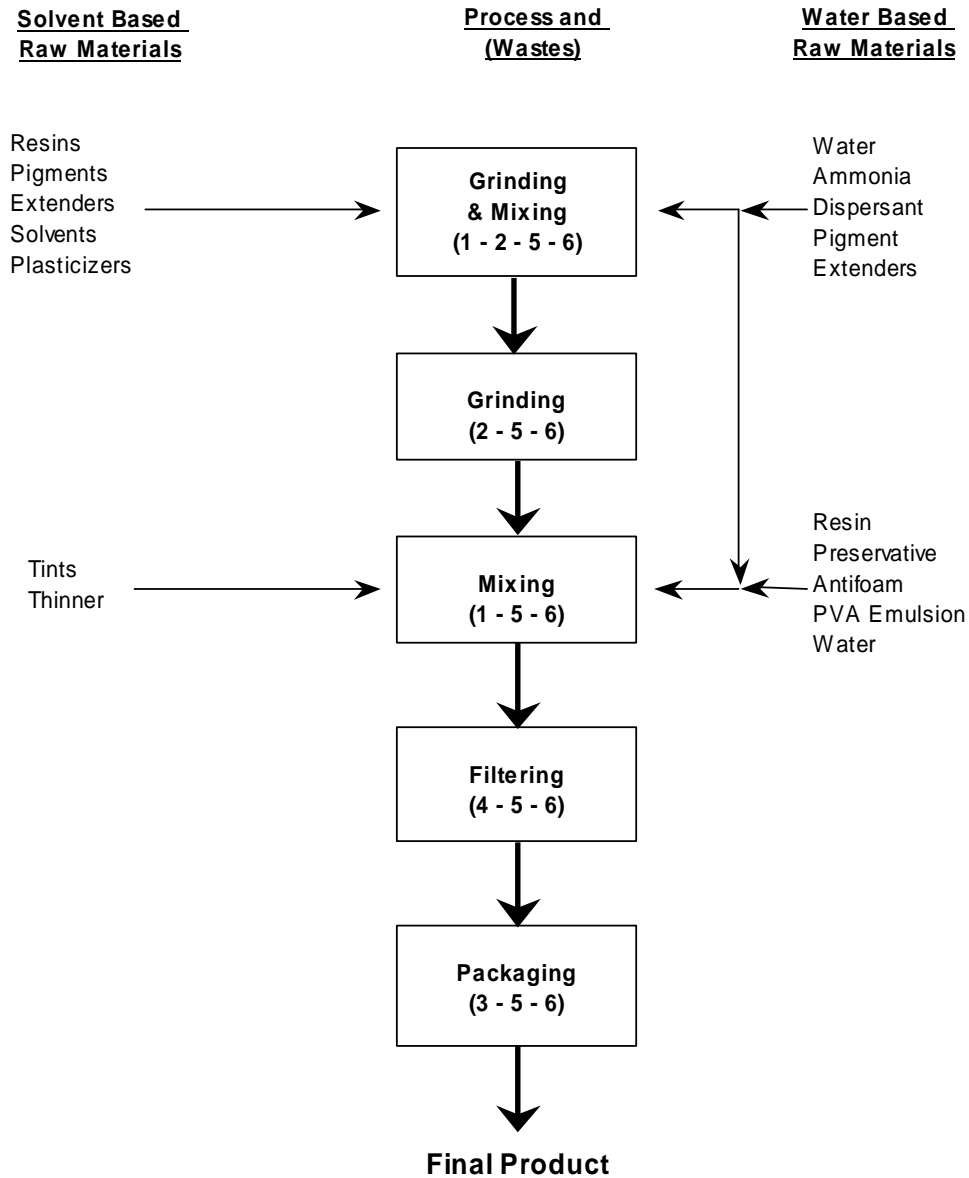
- 3** PROCESS OR SERVICE OPERATION (Describe)
- - - - DRAIN OR SIDE SEWER
- WATER SUPPLY LINE



Process Schematic - Lithographic Printing



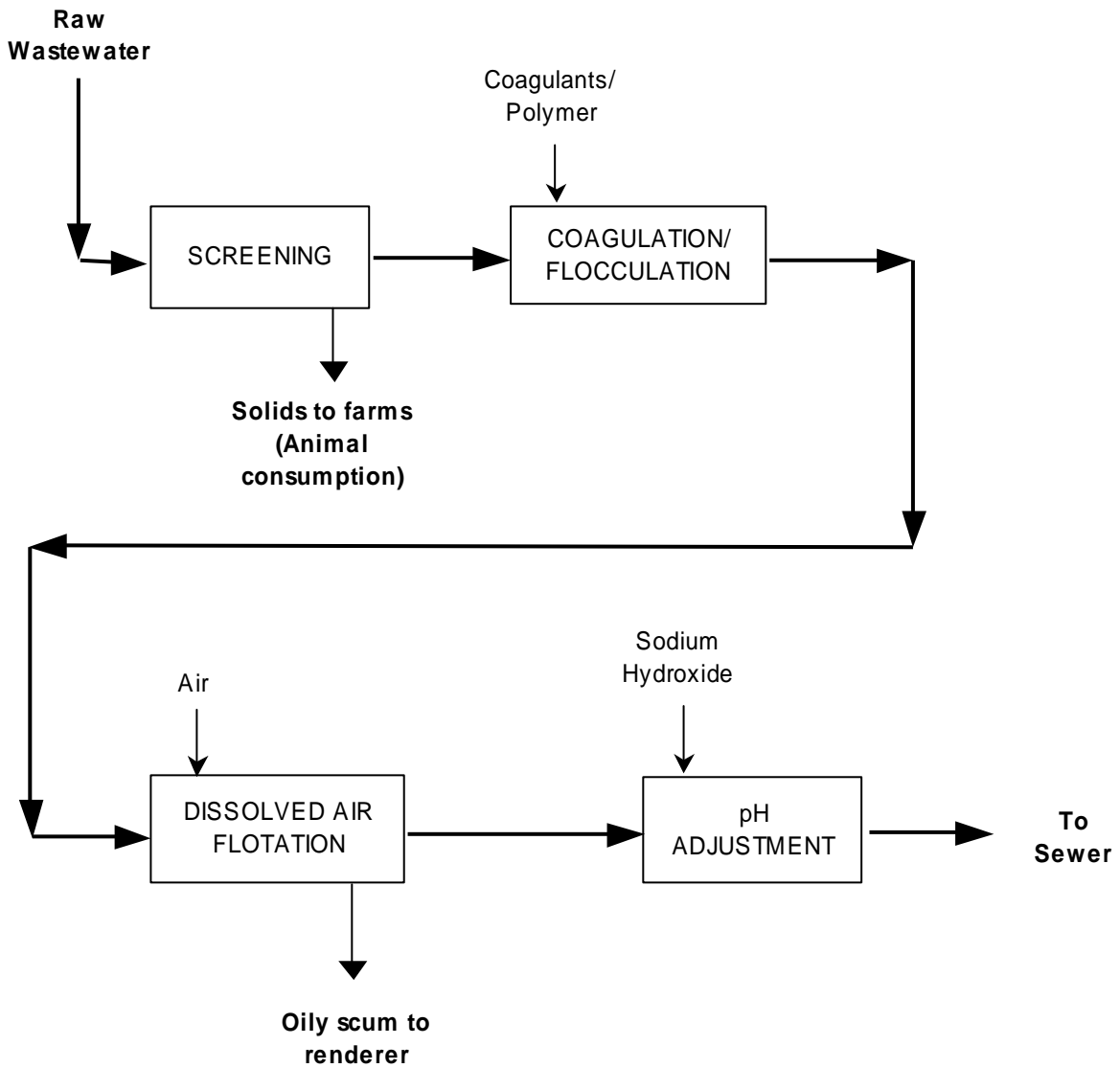
Process Schematic - Paint Manufacturing



Numbered Process Wastes

- 1 Discarded Raw Material Containers
- 2 Baghouse Pigment Dusts
- 3 Off-Specification Paint
- 4 Filter Cartridges
- 5 Equipment Cleaning Wastes
- 6 Air Emissions of Volatile Organic Compounds

Wastewater Treatment Schematic - Food Processing



Waste Treatment Schematic - Photoprocessing

