General Instructions

Who Must Complete this Application?

Any industrial user who has the potential to be classified as a Significant Industrial User shall complete this application and submit it to the Green Bay Metropolitan Sewerage District (GBMSD).

Where to File Your Completed Form

Submit your completed application package to:

Green Bay Metropolitan Sewerage District ATTN: Pretreatment Coordinator 2231 N. Quincy Street Green Bay, WI 54302

The original hardcopy with the "wet ink" signature of the certification page must be submitted. The package may be mailed or hand delivered.

Completion of Application

Print or type in the specified areas only. (If viewing electronically using Adobe, these areas are fillable. If viewing a printed hardcopy, these areas are white.) If you do not have enough space on the form to answer a question, you may continue on additional sheets, as necessary, using a format consistent with the form.

Do not leave any response areas blank unless the form directs you to skip them. If the form directs you to respond to an item that does not apply to your facility or activity, enter "NA" for not applicable to show that you considered the item and determined that a response was not necessary for your facility.

Definitions

Many of the terms found in this document are defined in GBMSD's Sewer Use Ordinance, which is available on GBMSD's website, hyperlinked <u>here</u>, or by typing https://www.newwater.us/about/permits-ordinances into your web browser. Definitions can also be found in Wis. Admin. Code Chapter NR 211 and 40 C.F.R. Part 403. Some of the terms are clarified in these instructions. Search for the instructions that pertain to the specific question where the term is used.

Question-Specific Instructions

Part 1. Facility General Information

Q1. If your facility does not currently have an Industrial Wastewater Discharge Permit from the Green Bay Metropolitan Sewerage District (GBMSD), then mark the box for "new application." If your facility currently has an Industrial Wastewater Discharge Permit and you are seeking to renew the permit, then mark the box for "renewal" and list the permit number of the current permit.

Q2. If known at the time of application, indicate whether or not you intend to apply for a pH Variance. If your facility currently has a pH Variance and intends to maintain the Variance, then you must complete and submit the pH Variance Application at least 180 days prior to the expiration of the existing pH Variance. Contact GBMSD to obtain a pH Variance Application or for more information about the terms of a pH Variance.

Q3. List the full legal name of your facility as it should show on legal documents.

Q4. List both the physical location address of the facility that's completing the application and the mailing address (if it's different from the physical address).

Q5. List of the owner/operator of the facility or activity that's subject to regulation under the NPDES program. An "owner or operator" means any individual, owner, operator, corporation, limited liability company, partnership, associate, municipality, interstate agency, state agency, or federal agency.

Q6. List the authorized signatory for the facility. The authorized signatory must meet the criteria in Wis. Admin. Code Chapter NR 211.15(10) and 40 C.F.R. Part 403.

Q7. List the contact person for the facility, who can answer questions related to this application.

Part 2. Business Activity

Q1. Provide a narrative description of the products that are manufactured at this facility or the service that this facility provides. If your company has multiple facilities that make different products, then limit your answer to activities relevant to the facility that's applying for a permit.

Q2. Provide the NAICS code for your facility, using <u>https://www.census.gov/naics/</u>. Provide the SIC code for your facility, using <u>https://www.osha.gov/data/sic-manual</u>.

Q3. Provide the estimated or exact number of employees at this facility. Provide the schedule for industrial operations; the schedule for office operations is not needed. Note the facility's holiday/shutdown schedule; for simplicity, you may put "major holidays" if applicable.

Q4. List other environmental permits that are held by this facility, including stormwater and air emissions permit exemptions. The Control Authority is the regulating agency that issued the permit, such as the EPA or WDNR.

Part 3. Pollution / Spill Prevention.

Q1. Note whether or not each type of chemical is currently used at the your facility and whether or not it routinely comes into contact with wastewater. A spill would not be considered "routine" contact with wastewater. For PFAS, answer the questions, based on historical and current practices and provide further information to describe the chemicals used that contain PFAS and how they're used in the facility's industrial process.

Q2. If the facility generates hazardous waste, describe the waste streams and how and where they're disposed of. If the facility does not generate hazardous waste, then check the box.

Q3. Mark whether or not the facility has prepared and maintains any of the listed plans. GBMSD may request a copy of the plans. A Slug Discharge Control Plan and a Mercury Best Management Practices Plan

are plans that GBMSD may require facilities to develop, and they would become part of the facility's Industrial Wastewater Discharge Permit.

Part 4. Total Flow Balance.

Q1. List the maximum and average amounts of water that are taken from each source. Review data from the previous 12 months. Water bills can be a helpful resource. Use actual metered figures where possible. If metered figures are not available, reasonably estimated figures may be substituted.

Q2. List all processes that use water or generate wastewater at the facility and note the average and maximum amounts for each. Use actual metered figures where possible. If metered figures are not available, reasonably estimated figures may be substituted. If the amount of wastewater flow from a certain process is negligible, such as evaporation, then you may enter "0." Guidance for sewer discharge frequency is provided in the footnotes.

Q3. Draw or attach a simple box flow diagram, showing the expected water flow through the facility, from intake to discharge. Indicate sources of intake water (e.g. municipal, well, etc.), all processes that use water or generate wastewater (including, but not limited to: process and production areas, sanitary flows, cooling water, and boiler blowdown water), byproducts/wastes produced, evaporation, and water that's added to finished goods. If the facility is renewing its permit, then also note the location of sample points listed in the permit.

Part 5. Process Wastewater. This part must be filled out separately for each source of process wastewater that's listed in Part 4.2.d-I. "Process wastewater" means any water which, during manufacturing or processing, comes into direct contact with or results from the production or use of any raw material, intermediate product, finished product, byproduct, or waste product, and is likely to contain in solution or suspension various components of such raw materials or products. Do not fill out Part 5 for nonprocess sources already listed in Part 4.2.a-e or other non-process sources that are added by the applicant, such as lawn watering. **Q1.** Indicate the name of the industrial process as it appears in Part 4.2.

Q2. Indicate the installation date of this process.

Q3. Provide a narrative description of how the process is performed and how wastewater is generated by the process.

Q4. List all raw materials and chemicals that are used in the process and whether or not they would routinely come into contact with wastewater. A spill would not be considered "routine" contact with wastewater. If a chemical doesn't come into contact with wastewater during production/manufacturing, but does come into contact with wastewater during routine clean-up, then mark 'yes.'

Q5. Note whether or not the process is subject to categorical pretreatment standards. Categorical standards can be found in 40 CFR Parts 405-471. The applicability of each standard is category-specific. Refer to the applicability section of each category to determine if it applies to your facility. If an applicable category has subparts, note which subparts apply to your facility.

Q6. Only answer this question if your facility is subject to Electroplating (40 CFR 413) or Metal Finishing (40 CFR 433) standards. If you elect to submit a TOMP, it must be submitted at least 180 days prior to the expiration of an existing permit OR submitted with the application for new applicants.

Q7. Skip this question if: 1) your facility is not subject to categorical pretreatment standards, or 2) your facility is subject to categorical pretreatment standards, but the standards do not have production-based or mass-based limitations. If the categorical standard that's applicable to your facility has production-based or mass-based limits, then provide production information. The unit of measure that's used to quantify the product being produced should align with units specified in the applicable categorical pretreatment standard. Production data that's provided should be from a recent 12-month period.

Q8. Provide a narrative description of any wastes and by-products produced by the industrial process and

describe how they're disposed of. The answer shall include both hazardous and non-hazardous wastes.

Q9. Provide a narrative description of the equipment/system that's used to physically, chemically, or biologically reduce the pollutants from this process's wastewater prior to discharge to the sewer. Include the names of any chemicals used. The narrative description should supplement the information in the box flow diagram in Part 4.3. Note whether or not the pretreatment system is operated by an operator that's certified by the Wisconsin Department of Natural Resources to operate one or more classifications of wastewater treatment plants.

Part 6. Metering and Sampling. This part must be filled out separately for each sample point.

Q1. Provide a narrative description of the location of the sample point. If this is an application to renew a permit, you may use the sample point description that's listed in the existing permit.

Q2. Provide a list of the industrial processes from Part 4.2 that discharge to this sample point.

Q3. Provide a narrative description of the location of the sewer lateral that connects the facility to the sewer main.

Q4. Describe the flow rate while water is being discharged. "Uniform" means that the flow rate is fairly consistent and doesn't fluctuate, and "variable" means that there are alternating times of high flow volume and low flow volume. Describe the duration of the discharge in terms of hours and minutes; a range is acceptable. Describe the time of day (or shift) when wastewater is typically discharged to the sewer.

Q5. Note the amount of each type of wastewater that is discharged to this sample point. "Treated" means that pollutants were physically, chemically, or biologically removed from the wastewater, and "untreated" means that pollutants were not removed. "Categorical" means wastewater that's subject to categorical pretreatment standards, and "unregulated" means wastewater that's not regulated by categorical pretreatment standards. "Sanitary" means wastewater from bathrooms and showers. "Non-contact cooling" means: 1) water that's used for cooling, which does

not come into contact with any raw material, intermediate or finished product, or 2) waste that has been used in heat exchangers, air or refrigeration compressors, or other cooling means where contamination with process waste is not normally expected. "Boiler blowdown" means the minimum discharge of recirculating water necessary to prevent the buildup of materials in the boiler water above the limits of best engineering practice. Use actual metered figures where possible. If metered figures are not available, reasonably estimated figures may be substituted.

Q6. Mark whether or not the facility has an automatic (mechanical) sampler, continuous pH monitoring equipment, and an effluent flow meter and note the model and calibration frequency of each.

Part 7. Monitoring Data. Complete this part only if you are a new applicant. Renewing applicants may skip this part.

Q1. Mark whether or not you have analytical results from a Wisconsin-certified laboratory for a wastewater sample that was collected at the sample point described in Part 6. If you answer "no," skip the remainder of this part. If you answer "yes," complete the remainder of this part and attached a copy of the lab report to this application.

Q2. Describe the location where the sample was collected, when the sample was collected, and the name of the person who collected the sample.

If the sample was collected during continuous discharge, note the amount of wastewater that was discharged while the sample was being collected. If the sample was collected from a batch discharge, note the total volume of wastewater from that batch. Report results for all parameters that were tested.

"24-hour flow composite" means a combination of individual samples such that either: 1) the volume of each individual sample is proportional to the rate of flow at the time it is taken, or 2) the volume of the individual samples is constant and taken at intervals such that there is a constant volume of discharge during each interval. "24-hour time composite" means a combination of individual samples of constant volume taken at a constant time interval.

"Grab" means a single sample taken at one moment of time or a combination of several smaller samples of equal volume taken in less than a 2 minute period.

Note whether or not each result is compliant with local limits and any applicable categorical limits.

Q3. Note whether or not the sample was collected during a time of normal operations at the facility. Examples of abnormal discharge (not representative samples) includes, but is not limited to: discharges containing slug loads or spills, samples collected during operational shutdowns, or samples collected from the wastewater stream such that they do not accurately characterize the quality or condition of the wastewater stream.

Part 8. Certification.

This part must be signed by a responsible corporate officer of the facility that meets one of the criteria in 40 C.F.R. 403.12(I):

- a president, secretary, treasurer, or 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
- The manager of one or more manufacturing, production, or 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 the necessary systems are established or actions taken to gather complete and accurate information for control mechanism requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures, or
- a general partner or proprietor, or
- a duly authorized representative.