

# City of Bryan

## Industrial Waste Survey and Permit Application Instructions

All questions must be answered. DO NOT LEAVE BLANKS. If you answer “NO” to question E. 1., you may skip to Section I. Otherwise, if a question is not applicable, indicate so on the form. Instructions to some question on the permit application are given below.

### SECTION A - GENERAL INFORMATION

1. Enter the facility's official or legal name. Do not use a colloquial name.
  - a. SIC Code(s). Enter all SIC Codes that apply to the facility.
  - b. Operator Name: Give the name, as it is legally referred to, or the person, firm, public organization, or any other entity which operates the facility.
  - c. Indicate whether the entity which operates the facility also owns it by marking the appropriate box:-
2. Provide the physical location of the facility that is applying for a discharge permit.
3. Provide the mailing address where correspondence from the Control Authority may be sent.
4. Provide all the name of the authorized representative for this facility responsible for execution of the permit. The authorized representative shall serve as the official signatory for facility. For this permit an authorized representative shall mean:
  - a. Responsible Corporate Officer. A responsible corporate officer means 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 employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures. Corporate procedures governing authority to sign permit or post-closure order applications may provide for assignment or delegation to applicable corporate positions rather than to specific individuals.
  - b. Partnerships or Sole Proprietorship. Documents shall be signed by a general partner or the proprietor, respectively.
  - c. Municipality, State, Federal, or Other Public Agency. Documents shall be signed by either a principal executive officer or a ranking elected official. For purposes of this

paragraph, a principal executive officer of a federal agency includes the chief executive officer of the agency, or a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., regional administrator of the EPA).

An Authorized Representative may choose to delegate signatory authority to duly authorized representative granting signatory privilege for certification of records required by this permit. A person is a duly authorized representative only if:

- a. The authorization is made in writing by a person described in Section 4(a);
  - b. The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity or for environmental matters for the applicant, such as the position of plant manager, operator of a well or well field, environmental manager, or a position of equivalent responsibility. (A duly authorized representative may thus be either a named individual or any individual occupying a named position); and
  - c. The written authorization is submitted to the Control Authority.
  - d. If an authorization under this section is no longer accurate because of a change in individuals or position, a new authorization satisfying the requirements of this section must be submitted to the executive director prior to or together with any reports, information, or applications 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 can be contacted by the Control Authority (e.g., the plant manager).

## **SECTION B - BUSINESS ACTIVITY**

1. Check off all operations that occur or will occur at your facility. If you have any questions regarding how to categorize your business activity, contact the Control Authority for technical guidance.
3. For all processes found on the premises, indicate the North American Industrial Classification System (NAICS) Number. Please visit the official US Government Web site (<https://www.census.gov/eos/www/naics/>) for the latest NAISC revision.
4. List the types of products, giving the common or brand name and the proper scientific name. Enter from your records the average and maximum amounts produced daily for each operation for the previous calendar year, and the estimated total daily production for this calendar year. Be sure to specify the daily units of production. Attach additional pages as necessary.

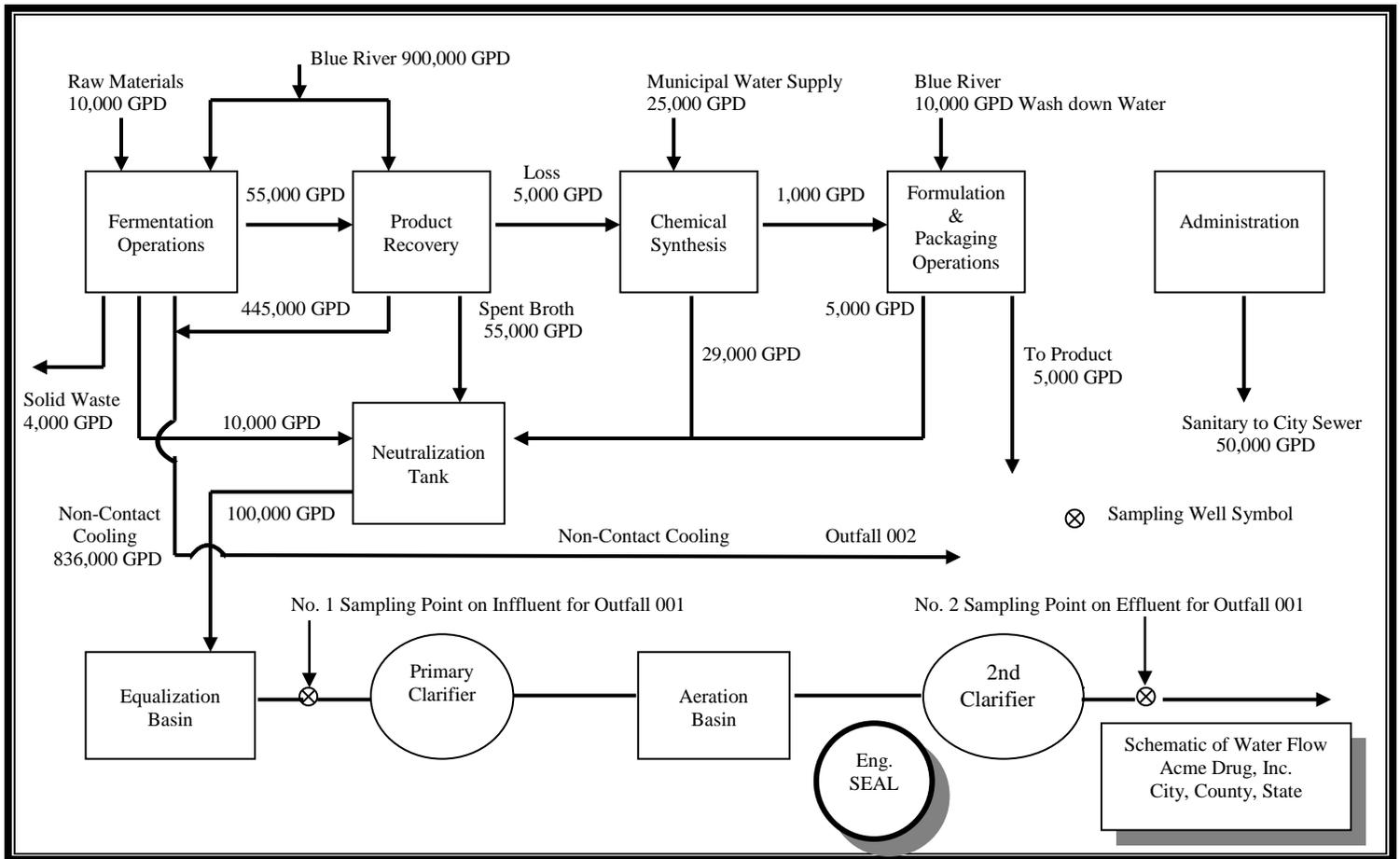
## **SECTION C - WATER SUPPLY INFORMATION**

- Provide daily average water usage within the facility. Contact cooling water is cooling water that during the process comes into contact with process materials, thereby becoming contaminated. Non-contact cooling water does not come into contact with process materials. Sanitary water includes only water used in restrooms. Plant and equipment wash down includes floor wash down. If sanitary flow is not metered, provide an estimate based on 15 gallons per day (gpd) for each employee.

## SECTION E - WASTEWATER DISCHARGE INFORMATION

- If you answer "NO" to this question, skip to Section I, otherwise, complete the remainder of the application.
- A schematic flow diagram is required to be completed and certified for accuracy by a State registered professional engineer. Assign a sequential number to each process starting with No. 1. An example of a drawing is shown below in Figure 1. To determine your average daily volume and maximum daily volume of wastewater flow, you may have to read water meters, sewer meters, or make estimates of volumes that are not directly measurable.

**FIGURE 1. SCHEMATIC FLOW DIAGRAM**

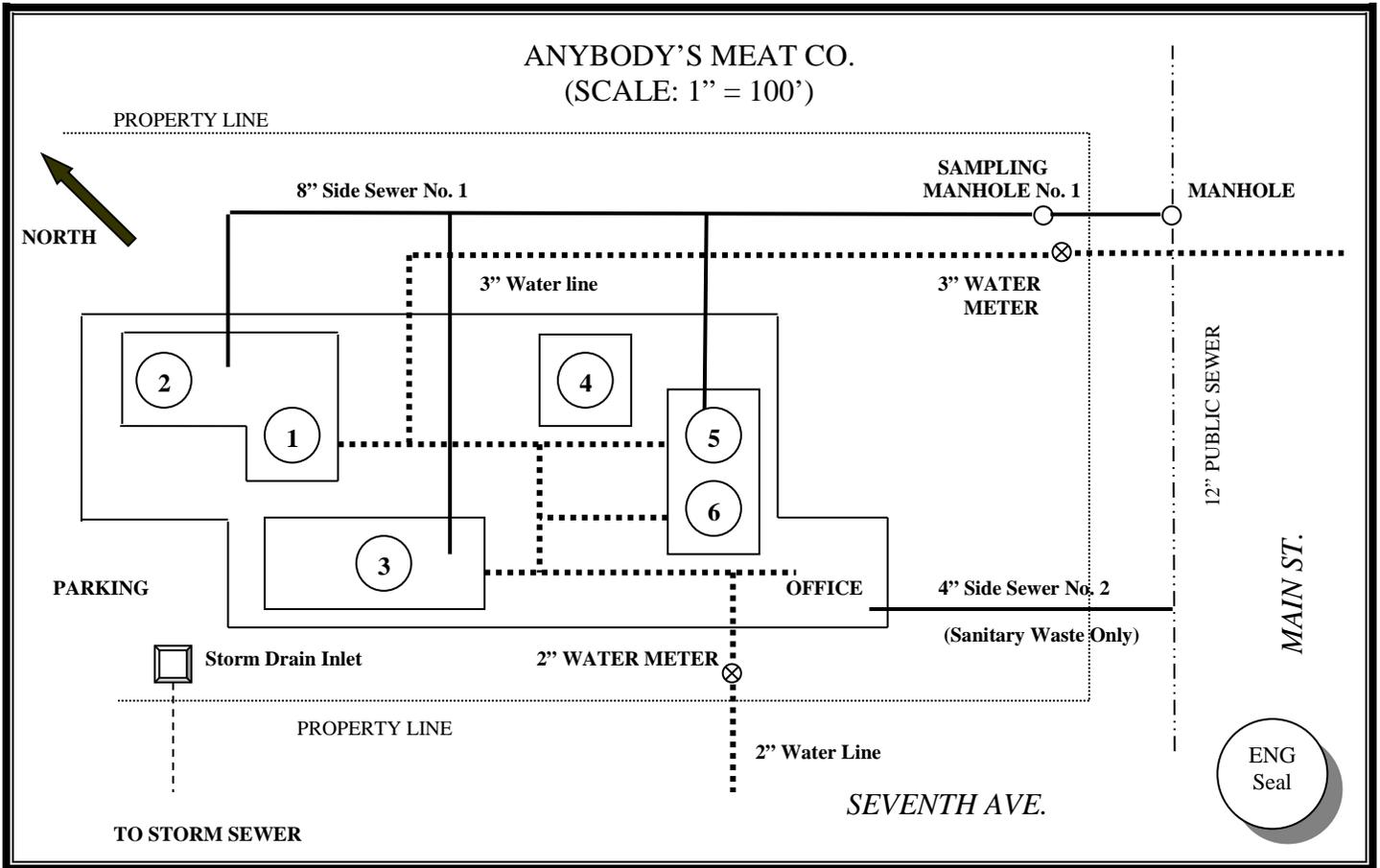


7. Non-categorical users should report average daily and maximum daily wastewater flows from each process, operation, or activity present at the facility. Categorical users should skip to question 6.
8. Categorical users should report average daily and maximum daily wastewater flows from every regulated, unregulated, and dilution process. A regulated waste stream is defined as wastewater from an industrial process that is regulated for a particular pollutant by a categorical pretreatment standard. Unregulated waste streams are waste streams from an industrial process that are not regulated by a categorical pretreatment standard and are not defined as a dilution waste stream. Dilution waste streams include sanitary wastewater, boiler blow down, non-contact cooling water or blow down, storm water streams, demineralizer backwash streams and process waste streams from certain industrial subcategories exempted by EPA from categorical pretreatment standards. [For further details see 40 CFR 403.6 (e),]
9. Total Toxic Organics (TTO) means the sum of the masses for concentrations of specific toxic organic compounds found in the industrial user's process discharge. The individual organic compounds that make up the TTO value and the minimum reportable quantities differ according to the particular industrial category [see applicable categorical pretreatment standards, 40 CFR Parts 404-471].

## **SECTION H - FACILITY OPERATIONAL CHARACTERISTICS**

2. Indicate whether the business activity is continuous throughout the year or if it is seasonal. If the activity is seasonal, circle the 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. Indicate any shut downs in operation which may occur during the year and indicate the reasons for shutdown.
5. Provide a listing of all primary raw materials used (or planned) in the facility's operations. Indicate amount of raw materials used in daily units.
6. Provide a listing of all chemicals used (or planned) in the facility's operations. Indicate the amount used or planned in daily units. Avoid the use of trade names of chemicals. If trade names are used, also provide chemical compounds. Provide copies of all available manufacturer's safety data sheets for all chemicals identified.
7. A building layout or plant site plan of the premises is required to be completed and certified for accuracy by a state registered professional engineer. Approved building plans may be substituted. An arrow showing north as well as the map scale must be shown. The location of each existing and proposed sampling location and facility sewer line must be clearly identified as well as all sanitary and wastewater drainage plumbing. Number each unit process discharging wastewater to the public sewer. Use the same numbering system shown in Figure 1, the schematic flow diagram. An example of the drawing required is shown on the following page.

**FIGURE 2. BUILDING LAYOUT**



**SECTION J - INSTRUCTIONS (NON-DISCHARGED WASTES)**

1. For wastes not discharged to the Control Authority's sewer, indicate types of waste generated, amount generated, the way in which the waste is disposed (e.g., incinerated, hauled, etc.), and the location of disposal.
2. Onsite disposal system could be a septic system, lagoon, holding pond (evaporative-type), etc.
5. Types of permits could be: air, hazardous waste, underground injection, solid wastes, stormwater, NPDES, TPDES, TCEQ, (for discharges to surface water), etc.

**SECTION K - (AUTHORIZED SIGNATURES)**

See instructions for question 4 in Section A, for a definition of an authorized representative.