



WASTEWATER DISCHARGE PERMIT APPLICATION INSTRUCTIONS

The enclosed permit application requests information as required by the Code of Federal Regulations (40 CFR 403.12) and the City of Grand Prairie's Code of Ordinances. This application will be used by the Public Health & Environmental Quality (PHEQ) Department to determine any applicable federal pretreatment regulations. All questions must be answered. DO NOT LEAVE BLANKS. If you answer "no" to question E.1., you may skip to Section H. Otherwise, if a question is not applicable, indicate so on the form. Instructions for some questions on the permit application are given below. Please pay special attention to the signatory requirements. If you have any questions concerning the application, please contact the PHEQ Department at 972-237-8055.

SECTION A - INSTRUCTIONS (GENERAL INFORMATION)

- #1.** Provide the facility's official or legal name. Do not use a colloquial name.
- #3.** Provide the name, as it is legally referred to, of the person, firm, public organization, or any other entity which operates the facility described in this application. This may or may not be the same name as the facility.
- #4.** Indicate the physical location of the facility that is applying for a discharge permit.
- #5.** Indicate the mailing address where correspondence from the PHEQ Department may be sent.
- #6.** Provide all the names of the authorized representative of the user for this facility for the purposes of signing all reports. The authorized representative of the user is defined as:
 - a.** If the user is a corporation:
 - 1.** The president, secretary, treasurer, or a 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
 - 2.** The manager of one (1) or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that 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 individual wastewater discharge permit requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.



- b. If the user is a partnership or sole proprietorship: a general partner or proprietor, respectively.
 - c. If the user is a federal, state, or local governmental facility: a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designee.
 - d. The individuals described in a, b, or c of this section, may designate another authorized representative if:
 - 1. the authorization is made in writing by the individual described in paragraphs a, b, or c;
 - 2. the authorization specifies either an individual or a position having responsibility for the overall operation of the facility from which the Industrial Discharge originates, such as the position of plant manager, or a position of equivalent responsibility, or having overall responsibility for environmental matters for the company; and
 - 3. the written authorization is submitted to the City.
 - e. If an authorization under paragraph (d) of this section is no longer accurate because a different individual or position has responsibility for the overall responsibility for environmental matters for the company, a new authorization satisfying the requirements of paragraph (d) of this section must be submitted to the City prior to or together with any reports to be signed by an authorized representative.
- #7. Provide the name of the person who is thoroughly familiar with the facts reported on this form and who can be contacted by the PHEQ Department.
- #8. Provide the name of the facility's owner or contact person if different than the operator's contact person.

SECTION B - INSTRUCTIONS (INDUSTRIAL 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 PHEQ Dept. (972-237-8055) for technical guidance.
- #4. For all processes found on the premises, indicate the Standard Industrial Classification (SIC) Code Number, as found in the most recent Edition of Standard Industrial Classification Manual prepared by the Executive Office of the President, Office of Management and Budget. DO NOT USE PREVIOUS EDITIONS OF THE MANUAL. Copies of the manual are also available at most public libraries.

SECTION C - INSTRUCTIONS (WATER SUPPLY)

- #4. 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 direct contact with process

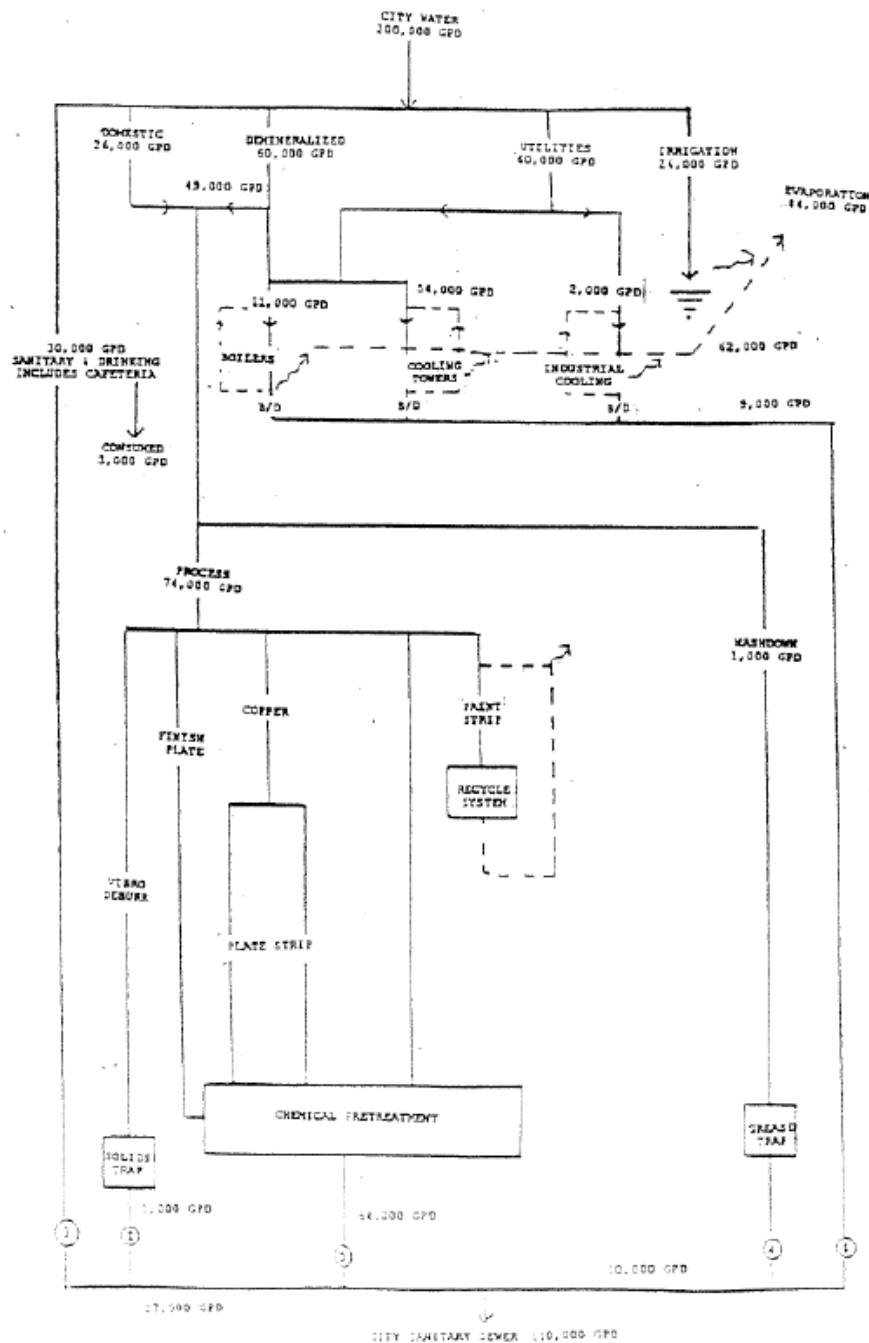


materials. Sanitary water includes only water used in restrooms. Plant and equipment washdown includes floor washdown. If sanitary flow is not metered, provide an estimate based on 35 gallons per day (gpd) for each employee.

SECTION E - INSTRUCTIONS (WASTEWATER DISCHARGE INFORMATION)

- #1.** If you answer "no" to this question, skip to Section H; otherwise complete the remainder of the application.
- #4.** Provide a complete schematic flow diagram. Assign a sequential reference number to each process starting with No. 1. To determine your average daily volume of wastewater flow, you may have to read water meters, sewer meters, or make estimates of volumes that are not directly measurable. Be sure that a building layout is included with your flow diagram. An example of a drawing is shown on the next page.

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- #5.** 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.
- #6.** Categorical users should report average daily and maximum daily wastewater flows from every regulated, unregulated, and dilution process. A regulated wastestream is defined as wastewater from an industrial process that is regulated for a particular pollutant by a



categorical pretreatment standard. Unregulated wastestreams are wastestreams for an industrial process that are not regulated by a categorical pretreatment standard and are not defined as a dilution wastestream. Dilution wastestreams include sanitary wastewater, boiler blowdown, non-contact cooling water or blowdown, storm water streams, demineralizer backwash streams and process wastestreams from certain industrial subcategories exempted by USEPA from categorical pretreatment standards. (For further details see 40 CFR 403.6(e).)

- #7.** Total Toxic Organics (TTO) means the sum of the masses or 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 405-471).

SECTION F - INSTRUCTIONS (CHARACTERISTICS OF DISCHARGE)

- #1.** Use only data that has been analyzed according to laboratory methods contained in 40 CFR Part 136. DO NOT LEAVE BLANKS. Contact the PHEQ Dept. if uncertain about testing requirements. If analytical data is not provided, the PHEQ Dept. will collect a sample from the facility effluent, resulting in a \$2,000 fee that will be billed to your company.
- #2.** All analytical methods must conform to 40 CFR 136. Sampling must consist of at a minimum: four grab samples collected at equal intervals during the daily process discharge (the grabs may be composited into one sample except for pH, cyanide, total phenol, oil and grease, sulfide and toxic organic). DO NOT LEAVE BLANKS. Contact PHEQ Department (972-237-8055) if uncertain about testing requirements.
- #3.** The City samples for all toxic organics and your facility should have these results on file. Do not leave or put absent for pesticides, herbicides, PCBs, or other volatile compounds. In order for the City to exempt sampling for compounds that are not found in your facility and for which the City does not sample for and for which you have not self-monitored, a letter must be attached to your application.

Existing users should use all data from the previous twelve (12) months to complete chart and the last Total Toxic Organic sample collected. If your facility conducts self-monitoring, you must include the analysis from the last twelve months. For example, if the City sampled for copper 2 times in the past twelve (12) months and your facility self-monitored 2 times during this period, then using the following data:



Date Sampled	Parameter	Result
June 1	Copper	2.10
September 22	Copper	1.34
February 11	Copper	0.41
April 4	Copper	0.15

Your row should look like this:

Laboratory Result	A	B	C	D	E	F
Copper (total)	0.006	2.10	mg/L	0.96625	mg/L	4

Where as:

A = Detection Level Used - The TRA or private lab provides this information. The TRA detection limits are on your chart.

B = Maximum Daily Level - The highest amount found.

C = Unit of Measurement - The City reports all of your results in Milligrams per liter.

D = Average of Analysis - Add the results together and divide by the number of analysis used.

E = Unit of Measurement - Milligrams per liter.

F = Number of Analysis - The number of samples taken in the past 12 months.

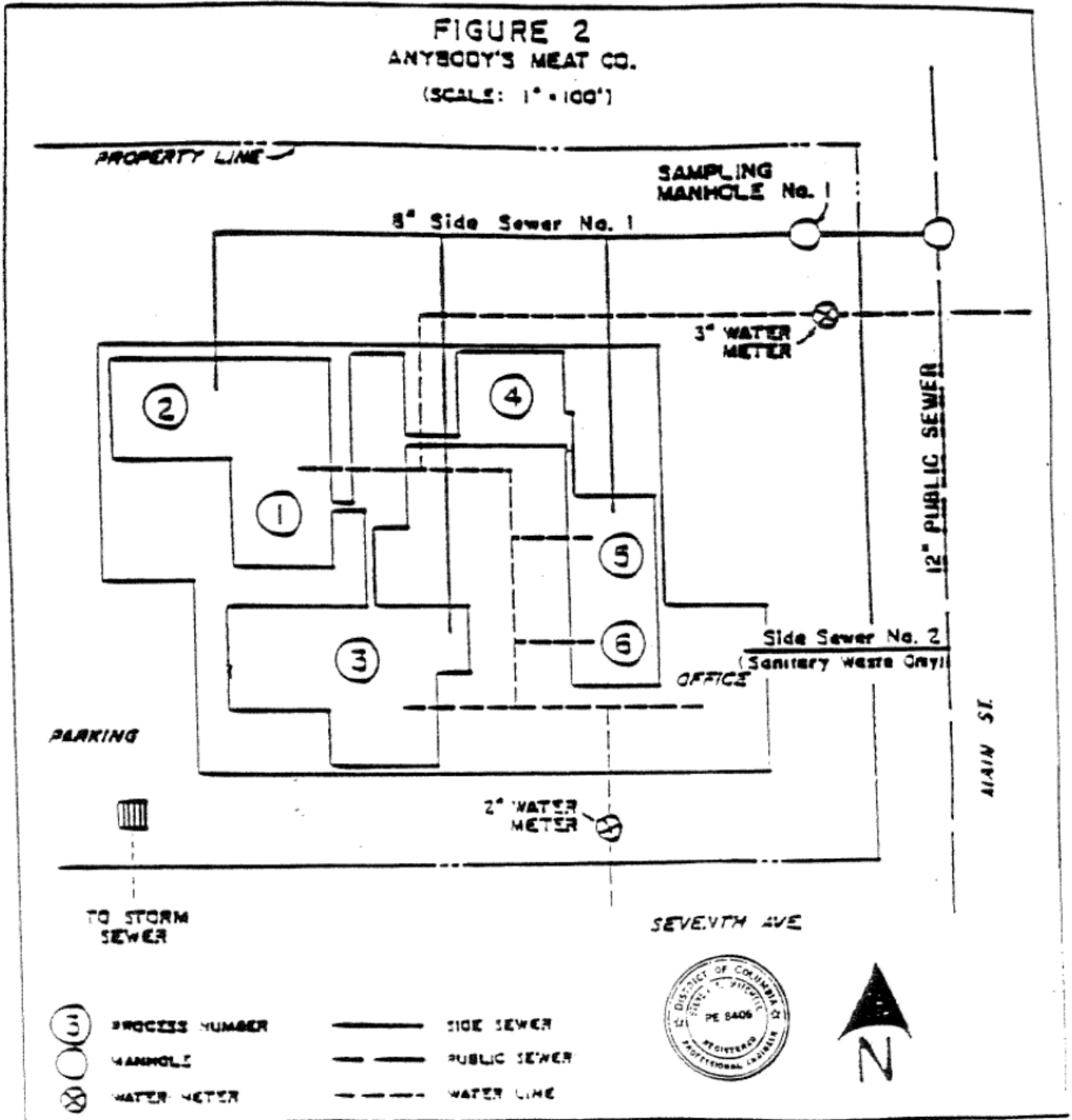
#4. This table is to include only one (1) outfall. If you have multiple outfalls, then you must make copies of the chart pages and fill in each one.

SECTION H - INSTRUCTIONS (FACILITY OPERATIONAL CHARACTERISTICS)

#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.

#8. Building Layout - Draw to scale the location of each building or submit a blueprint and include water meters, storm drains, above and below ground storage tanks, numbered unit processes (from schematic flow diagram), sanitary sewers, and each facility sewer line connected to the City's sanitary sewer system. Number each sewer and show existing and proposed sampling locations. An example is shown below.

FIGURE 2. BUILDING LAYOUT





SECTION L - GROUNDWATER MONITORING/REMEDATION

#1. The City's municipal groundwater wells are at the following locations:

Well Number	Location
20	1802 Avenue A
21	903 Hunter Ferrell
25	5210 Matthew Road

If you are unsure whether your facility is within the 1/4-mile wellhead protection zone, then please call the PHEQ Department at 972-237-8055.

#2. The City's Wellhead Protection Ordinance Article XIV prohibits the storage of regulated materials outside of a building containment structure that is not protected by secondary containment that can contain at least 110% in volume of the largest container (Compliance deadline August 10, 2005). The ordinance also requires that a permit application be submitted and fees paid prior to drilling a water or monitoring well on City or private property.