CITY OF Riverside
DEPARTMENT OF PUBLIC WORKS
Wastewater Division
Environmental Compliance Section

CITY OF RIVERSIDE
City of Arts & Innovation
PUBLIC WORKS DEPARTMENT

ENVIRONMENTAL COMPLIANCE SECTION

INSTRUCTIONS FOR PERMIT APPLICATION

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 to some questions on the permit application are given below.

Section A - INSTRUCTIONS (GENERAL INFORMATION)

1. Enter the facility's official or legal name.

   a. Operator Name: Give the name, as it is legally referred to, of the person, firm, public organization, or any other entity which operated the facility described in this application. This may or may not be the same name as the facility.

   b. Indicate whether the entity that operates the facility also owns it by marking the appropriate box:

      1. If the response is "No", clearly indicate the operators name and address and submit a copy of the contract and/or other documents indicating the operator's scope of responsibility for the facility.

2. Provide the physical location of the facility that is applying for a discharge permit.

3. Provide the mailing address where correspondence from the City may be sent.

4. Provide all the names of the authorized signatories for this facility for the purpose of signing all reports. The designated signatory is defined as:

   a. A responsible corporate officer, if the Industrial User submitting the reports is a corporation. For the purposes of signing all reports, the designated signatory is defined as:

      (i) A president, secretary, treasurer, or vice-president of corporation in charge of principal business function, or any other person who performs similar policy or decision-making functions for the corporation, or

(ii) The manager of one or more manufacturing, production, or operation 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.

b. A general partner or proprietor if the Industrial User submitting the reports is a partnership or sole proprietorship respectively.

c. The principal executive officer or director having responsibility for the overall operation of the discharging facility if the Industrial User submitting the reports is a Federal, State, or local governmental entity, or their agents.

d. A duly authorized representative of the individual designated in paragraph (a), (b), or (c) of this section if:

(i) The authorization is made in writing by the individual described in paragraph (a), (b), or (c);

(ii) 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, operator of a well, or well field superintendent, or a position of equivalent responsibility or having overall responsibility for environmental matters for the company; and;

(iii) 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 operation of the facility, or 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.

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 City (e.g., the plant manager).

SECTION B - INSTRUCTIONS (BUSINESS OPERATIONS)

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) Code Number, as found in the most recent Edition of North American Industrial Classification System Manual prepared by the Executive Office of the President, Office of Management and Budget. This document is available from the Government Printing Office in Washington D.C., or in San Francisco, California. DO NOT USE PREVIOUS EDITIONS OF THE MANUAL. Copies of the manual are also available at most public libraries.

4. List the types of products, giving the common or brand name and the proper or 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 - 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 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 15 gallons per day (gpd) for each employee.

SECTION E - INSTRUCTIONS (WASTEWATER DISCHARGE INFORMATION)

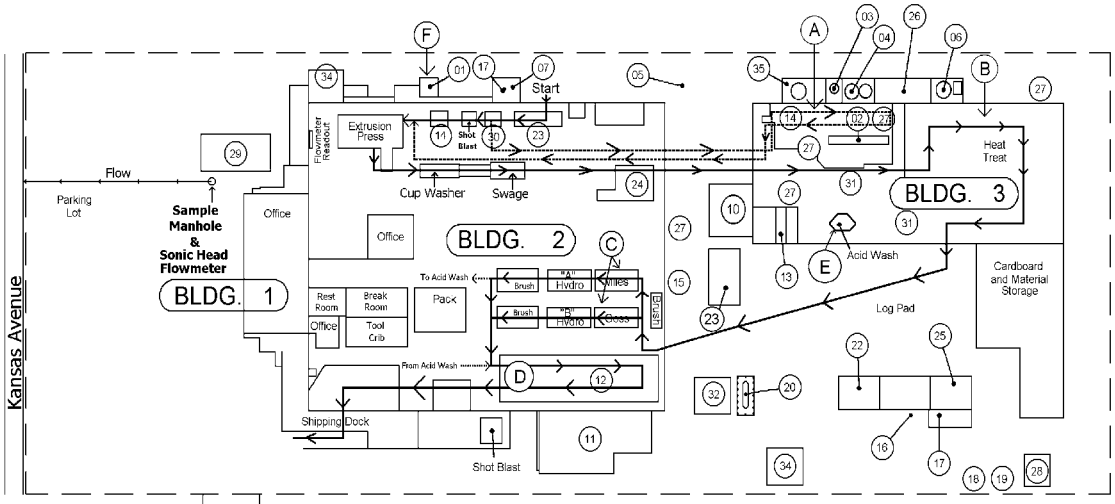
1. If you answer "no" to this question, skip to Section H, otherwise complete the remainder of the application.

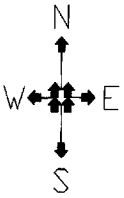
6. Indicate whether the business activity is continuous throughout the year or if it is seasonal. If the activity is seasonal, circle the months of the year during which the discharge occurs. Make any comments you feel are required to describe the variation in operation or your business activity.

7. Indicate any shut downs in operation which may occur during the year and indicate the reasons for shutdown.

8. A schematic flow diagram is required to be completed. Assign a sequential reference 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





01 Oil/Water Seperator
02 Clean Line
03 Nitric Acid
04 Acid Waste
05 Brine Water Sump
06 Caustic Soda
07 Steam Clean Area
08 Eye Wash
09 Telephone
10 Maintenance Shop
11 Devlopment Shop
12 Paint Line
13 Chemical Lab
14 Lube Line
15 Aluminum Fines
16 Empty Barrels
17 Used Oil/Hazardous Waste Storage
18 Waste Wood and Cardboard
19 Trailer (Cardboard Transport)
20 Propane
21 Fire Hydrant
22 Paint Shed
23 Saw
24 Swage
25 Oil Cage, Oil Use, Chemical and Aluminum Fines Storage
26 Chemical Storage and Mix Area
27 Chemical Storage
28 Trash Storage
29 Human Relations
30 Radius Machine
31 Slug Machine
32 Scrap Aluminum Chip Bin
33 Scrap Aluminum Solids Bin
34 Scrap Steel Solids Bin
35 Non-Hazardous Waste Tank

FLOW OF PRODUCT
Industrial for Acid Wash
20% of Product
80% of Product

Water & Wastewater

A Lube Line/ Cup Clean:	70,690 gpd
B Heat Treat Quench:	840 gpd
C Hydro Test:	10,000 gpd
D Paint Line:	No Wastewater
Estimate (make-up)	200 gpd
E Acid Wash:	8,505 gpd
F Oil/Water Separation:	315 gpd

9. 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.

10. 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 from 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 blowdown, stormwater streams, demineralize backwash streams and process wastestreams from certain industrial subcategories exempted by EPA from categorical pretreatment standards. [For further details see 40 CFR 403.6 (e).]

11. Total Toxic Organics (TTO) means the sum of the masses or concentrations or 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 H - INSTRUCTIONS (FACILITY OPERATIONAL CHARACTERISTICS)

1. Provide a listing of all primary raw materials used (or planned) in the facility's operations. Indicate amount of raw material used in daily units.

2. 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.

3. 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 below

FIGURE 2. BUILDING LAYOUT

SECTION I - INSTRUCTIONS (SPILL PREVENTION)

4. Describe how the spill occurred, what was spilled, when the spill happened, where it occurred, how much was spilled, and whether or not the spill reached the sewer. Also explain what measures have been taken to prevent a reoccurrence or what measures have been taken to limit damage if another spill occurs.

SECTION K - INSTRUCTIONS (NON-DISCHARGED WASTES)

1. For wastes not discharged to the City's sewer, indicate types of waste generated, amount generated, and the way in which the waste is disposed (e.g. hauled off-site or onsite disposal system could be a septic system, lagoon, holding pond (evaporative-type), incinerated, etc.).

4. Types of permits could be: air, hazardous waste, underground injection, solid waste, NPDES (for discharges to surface water), etc.

SECTION M - INSTRUCTIONS (AUTHORIZED SIGNATURES)

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

Mail completed application to:

City of Riverside
Water Quality Control Plant
5950 Acorn Street
Riverside, CA 92504-1036
Attention: Al Pielin

Phone: (951)351-6145