



*City of Arts & Innovation*

**PUBLIC WORKS DEPARTMENT**

**ENVIRONMENTAL COMPLIANCE SECTION  
INSTRUCTIONS FOR SURVEY APPLICATION**

**All questions must be answered. Do not leave BLANKS. If a question is not applicable, indicate so on the Form.**

**SECTION A:**

1. **Company Name:** Enter the facility's official or legal name.
2. **Site Address:** Enter the street address where the facility is located. Information must provide a means to geographically locate the facility.
3. **Mailing Address:** Enter the mailing address. If the mailing address and the site address are the same, you can print "Same" on this line.
4. **Responsible Party:** A president, vice president, or CEO of the corporation in charge of a principal business function; or a duly authorized representative. (Authorization must be submitted in writing.)
5. **Contact:** Enter the name, title and business telephone number of the person who should be contacted regarding information submitted on this form.

**SECTION B:**

1. **Working Hours:** Circle days of operation. List hours and time of operation in one day. List the number of days operating in a year. List number of employees.
2. **Business Activity:** Describe the business activities performed on the premise. If business involves food preparation/service indicate in this section. Include washdown of equipment, floor, vehicles, etc. Attach additional sheets as necessary.

**SECTION C:**

1. **Products Produced:** List average amount of product produced, repaired, serviced or processed. Specify time period.
2. **Industrial Flows to Sewer:** List type of flows to the sewer, and amount of flow.
3. **Chemicals Used in Process and Products:** List chemicals used in business, amounts used per unit time (gal/day). Attach additional sheet as necessary.
4. **Pretreatment Methodology:** For seweraged wastewater, list types of pretreatment (e.g. interceptor, pH adjustment, silver recovery, etc.) used, if any.
5. **Hazardous Materials Stored:** List hazardous materials stored on site and quantity of each. Attach additional sheets as necessary.
6. **By-products going to Hazardous Waste Storage:**
  - ! List the different types of hazardous waste by-products stored at applicant's establishment and the number of gallons of each by-product.
  - ! Transportation company: Give the name(s) of the company(ies) that applicant uses to haul hazardous wastes to an approved disposal site.  
  
EPA generator number: Give the generator number assigned by the EPA for applicant's establishment.
  - ! Schedule of waste hauling: Give the proposed schedule of waste disposal for applicant's establishment. List the volume of waste hauled per pick-up.
7. **Spill Containment:** Describe measures taken to prevent accidental spills to sewer system. (See Spill Containment Memo)