GUIDANCE DOCUMENT FOR COMPLETING THE INDUSTRIAL / NON-DOMESTIC WASTEWATER SURVEY

How to fill out the industrial wastewater survey:
Please answer all questions. DO NOT LEAVE BLANKS. If a question is not applicable, indicate so on the form (enter N/A or "not applicable"). Please attach additional pages if necessary. Spartanburg Water fully understands that some questions may appear to have multiple answers; if you are experiencing challenges, please contact us and we will be more than happy to assist you.

*Please note that all industrial user information submitted to Spartanburg Water is public information and can be reviewed upon request at any time. Please mark pages within the document with sensitive information "Confidential" or submit all confidential information on a separate piece of paper marked with "Confidential".

All permit renewals, revisions or modifications will become effective on the first (1st) of each month. Please plan and schedule accordingly.

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One of the following conditions MUST be checked:

- New Permit for Proposed Discharge
  This facility is a new facility that has never discharged wastewater to the sanitary sewer system. Be aware that some of the information required in this application may not yet be available. Should that be the case, there are several appropriate options: 1) answer "not yet available" with a date indicating when the information may become available, 2) provide estimates based on best professional judgment, or 3) provide estimates based on operations at a similar facility. In either of the last two options, be sure to note the origin of the information, such as "tentative", "best professional judgment, BPJ" or "based upon similar operations at {city, state}. Enter the projected date of the first discharge of wastewater generated by the manufacturing, production or service operation conducted at this facility.
- Existing Unpermitted Discharge
  This facility is an existing facility that is currently discharging wastewater to the sanitary sewer system but has never been issued a SIU Permit or Authorization. This facility may be responding to a request from Spartanburg Water to complete an industrial user wastewater survey.
- Permit Renewal for Existing Permit
  This facility currently has a valid SIU Permit or Authorization and wishes to renew the permit. If this application requests an increase in any previously assigned permit limit OR addresses any change in the manufacturing, production, or service conducted at this site, indicate yes and describe.

Signature or Authorized Representative

The statement appearing at the bottom of the page must be signed by an authorized representative of the company identified in Section A. See the definition of authorized representative below:

(1) If the user is a corporation:

(a) The president, secretary, treasurer, or a vice-present 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

(b) The manager of one 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 or implicit duty to make major capital investment recommendations and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit requirements; and where authority to sign documents has been assigned to the manager in accordance with corporate procedures.

(2) If the use is a partnership or sole proprietorship; a general partner or proprietor, respectively.

(3) 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 governmental facility.

(4) The individuals described in paragraphs 1 through 3 above may designate a duly authorized representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company and the written authorization is submitted to Spartanburg Water.

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Question 8 - SIC Information

List the Standard Industrial Classification (SIC) or the North American Classification System (NAICS) codes for your facility. These codes may be found on tax documents, some Human Resources documents, or in publications with Spartanburg Water.

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Section B – Facility Operation Characteristics

For specific shift activities, describe in general terms the type(s) of activities (administrative/office, full manufacturing, limited manufacturing, clean-up of manufacturing areas, equipment maintenance, janitorial, etc.) that are conducted on each shift on each workday. Please complete each row.

Example of facility that operates two twelve hour shifts for production.

Office/Administrative Staff

Work Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
# Employees	24	24	24	24	24	0	0
Start/End Time	8 – 5	8 – 5	8 – 5	8 – 5	8 – 5		

Production Staff

Work Day		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
List Shifts/Day								
# Employees	1st Shift	12	12	12	12	12	6	6

# Employees	2nd Shift	6	6	6	6	6	6	6
# Employees	3rd Shift							
Start/EndTime		7am-7pm	7am-7pm	7am-7pm	7am-7pm	7am-7pm	7am-7pm	7am-7pm
Start/EndTime		7pm-7am	7pm-7am	7pm-7am	7pm-7am	7pm-7am	7pm-7am	7pm-7am
Start/EndTime								

Shift Activities

WORK DAY	**SHIFT**	**DESCRIPTION OF SHIFT ACTIVITIES**
Monday	1st Shift	Full Production, Lab, Maintenance, Shipping/Rec.
	2nd Shift	Limited Production
	3rd Shift	
Tuesday	1st Shift	Full Production, Lab, Maintenance, Shipping/Rec.
	2nd Shift	Limited Production
	3rd Shift	
Wednesday	1st Shift	Full Production, Lab, Maintenance, Shipping/Rec.
	2nd Shift	Limited Production
	3rd Shift	
Thursday	1st Shift	Full Production, Lab, Maintenance, Shipping/Rec.
	2nd Shift	Limited Production
	3rd Shift	
Friday	1st Shift	Full Production, Lab, Maintenance, Shipping/Rec.
	2nd Shift	Limited Production
	3rd Shift	
Saturday	1st Shift	Limited Production
	2nd Shift	Equipment Clean-up
	3rd Shift	
Sunday	1st Shift	Limited Production
	2nd Shift	Equipment Clean-up
	3rd Shift	

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Section C – Process Information

Information revealed in this section may be held confidential or proprietary under 40 CFR 403.14 at the request of the industrial user and the approval of Spartanburg Water. The request for confidentiality must be made at the time of the initial submission of the application. Please mark confidential only on the pages that it applies to. The entire application cannot be considered confidential.

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Section D – Water Use and Wastewater Discharge Information

Questions 4 and 5 require that you provide average and maximum water usage of the facility in gallons. If you do not have actual flow measurements, you may use past water bills to estimate the use and disposal volumes. Use the highest water bill from the previous 12-month period for the maximum volumes and the average of the 12-month period for the average volumes. Spartanburg Water bills are in 100 gallons. Simply multiply the unit used by 100 for the monthly total. To determine the daily average, divide this number by the number of operating days. If you have different Agency supplying water, please contact our office for assistance in converting units.

Contact cooling water is cooling water that comes into contact with process materials, thereby becoming contaminated. Non-contact cooling water does not come into contact with process materials and the only pollutant may be heat.

Domestic wastewater is water used only in restrooms or break room/lunchroom facilities. If domestic flow is not measured, provide an estimate based on 30 gallons per day per employee. This is if you have older toilets. If you have low flow toilets use 15 gallons per day per employee.

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Question 9 is for existing industries only. You may request an increase in parameter limits due to process changes, production increases, or other seemingly justifiable reasons. Approval will be granted or denied on a case-by-case basis, depending on the available allocation, the parameter and applicable regulations.

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Question 13 requests information on liquid storage tanks at your facility. Use the following codes for spill prevention and tank release.

Spill Prevention Codes for Storage Tanks

- 0 = No containment or spill prevention devices
- 1 = Tanks are self contained or double walled tanks
- 2 = Tanks are bermed or curbed
- 3 = Tanks are located in recessed area
- 4 = Tanks are equipped with high level indicator
- 5 = Tanks are equipped with leak detection system and alarm
- 6 = Other type of containment

Tank Release or Tank Failure Codes. If tank(s) were to rupture or malfunction where would contents drain?

- A = Floor
- B = Dead-end trench
- C = Dead-end sump
- D = Pit or sump with automatic pump to pretreatment system
- E = Pit or sump with automatic pump to sanitary sewer system
- F = Pit or sump with locked valve – no discharge to sewer without key
- G = Other

Example:

[I]nside or [O]utside	[A]bove or [B]elow Ground	Volume (in gallons)	Contents	A [P]rocess; [W]astewater treatment; [G]roundwater remediation;	Spill Prevention Code(s)	Tank Release Code(s)
I	A	2,000	Ammonia	A	2,4	C
O	A	10,000	Fuel Oil	A	1	N/A

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Question 19: Categorical Users ONLY

Check any activities that are **manufactured** at this facility. If you do not manufacture any of the activities, skip question 19 – 21.

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Question 21: Categorical Users ONLY

List all dilution streams that flow through the monitoring point. Dilution streams generally include but are not limited to streams such as domestic, boiler blowdown, cooling tower bleed-off, non-contact cooling or warming water and storm water runoff. Wastewater discharge classified as a dilution stream is virtually free of pollutants and contaminants found in wastewater generated by the production process and/or cleaning.

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Section E – Offsite Waste Disposal

Question 1. If the facility is a Hazardous Waste Generator determine the type based on the quantity of hazardous waste generated as defined in 40 CFR Part 260.10, refer to regulation for types and definitions. List the facility's EPA Hazardous Waste Generator ID#, if applicable.

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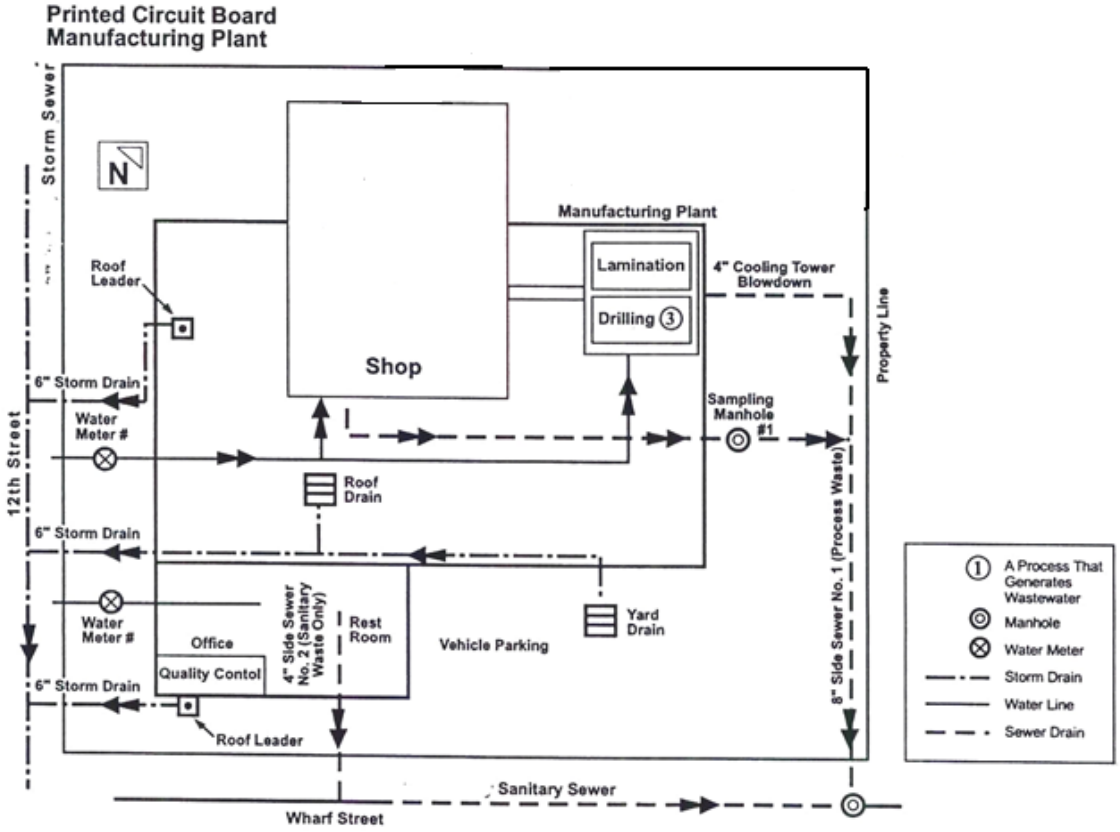
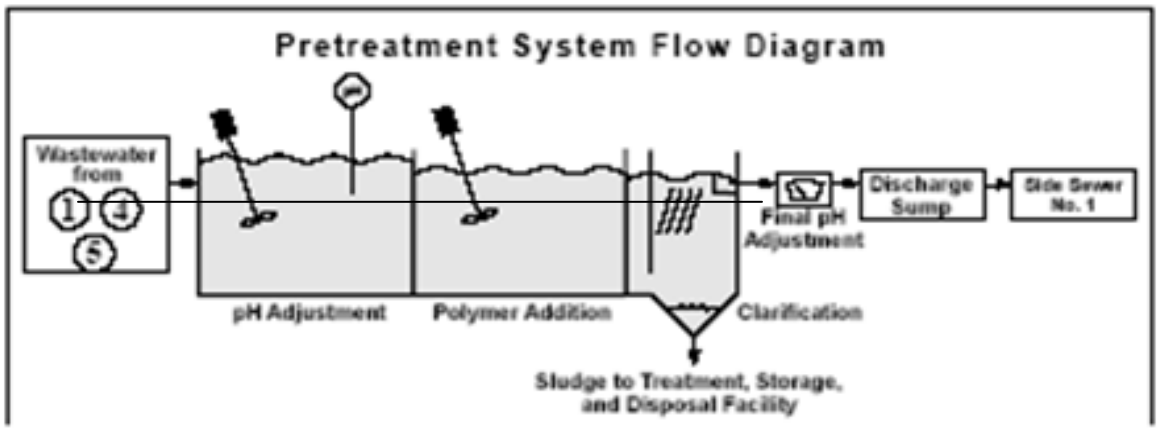
Flow Diagrams/Schematics and Site Layout

Examples of the Plant Site Layout, Wastewater Pretreatment System Flow, and Production/Process Schematic Flow Diagrams are attached.

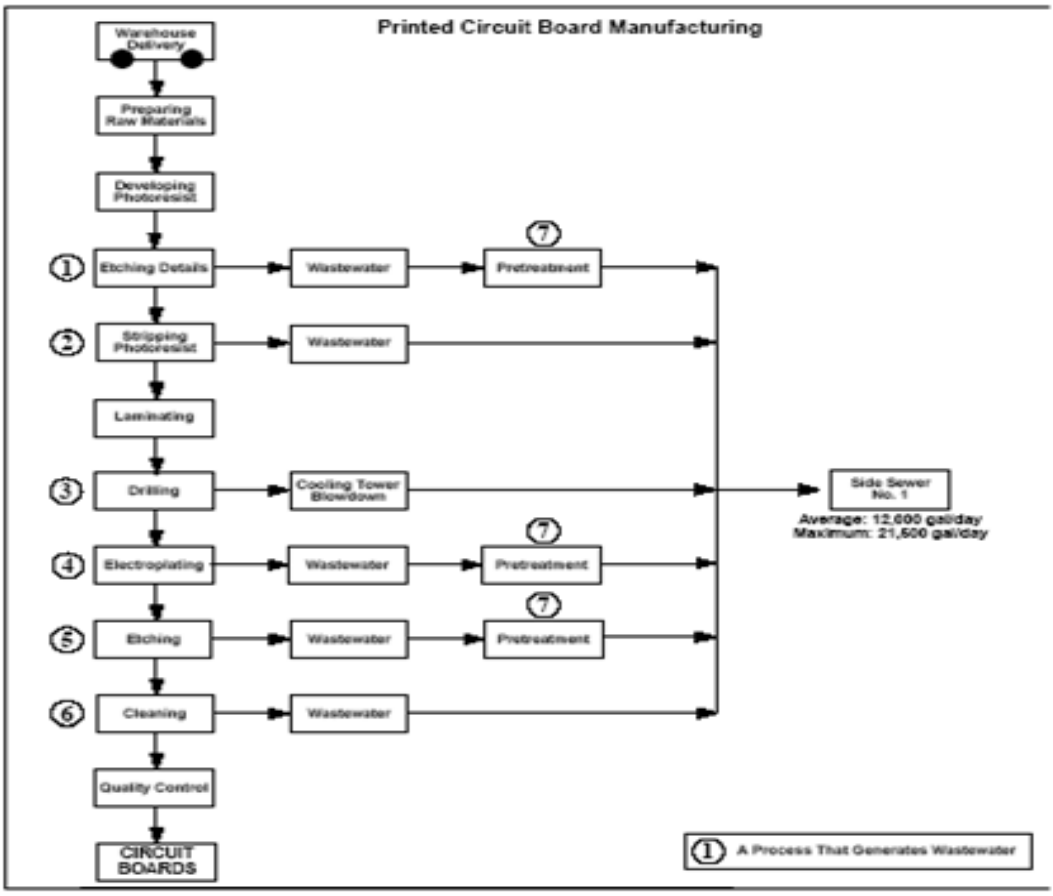
EXAMPLE PLANT SITE LAYOUT



EXAMPLE WASTEWATER PRETREATMENT SYSTEM FLOW DIAGRAM



EXAMPLE PRODUCTION/PROCESS SCHEMATIC FLOW DIAGRAM



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Section H – Priority, Conventional, Non-Conventional and Other Pollutant Information
The United States Environmental Protection Agency (EPA) published the list of "Priority Pollutants". This list contains pollutants that Spartanburg Water considers to be generally incompatible with conventional wastewater treatment processes when discharged in certain quantities.

A review of Safety Data Sheets (SDS) for chemicals purchased, stored on-site or used at your facility will assist you in completion of this section. Usually Section 2 of the SDS is called "Hazardous Ingredients" or "Composition/Information in Ingredients". This section lists the chemical ingredients [usually by percent (%)]. The Chemical Abstract Number [CAS#] will often be listed in addition to the name of the chemical. The same chemical may have more than one "brand name", but the CAS# is unique to a specific chemical formula regardless of the name.

This section MUST be completed with 2 check marks for each chemical.

If a chemical is <u>not present</u> at the facility [i.e. <u>not</u> purchased, <u>not</u> stored on-site, <u>not</u> used and <u>not</u> generated in any of the processes], check "Absent at Facility" and "Absent in Discharge to Spartanburg Water".

If the chemical is purchased, stored on-site, used or generated at the facility BUT is not present in the wastewater discharged to Spartanburg Water, check "Present at Facility" and "Absent in Discharge to Spartanburg Water". When "Present at Facility" is checked, you must also state the volume on site under "Quantity Present". NOTE CONCERNING SMALL QUANTITIES OF CHEMICALS: If the chemical is purchased, stored on-site or used at the facility but is present only in laboratory quantities, please indicate by the use of an asterisk (*) in the "Quantity Present" column.

NOTE TO NEW FACILITIES: South Carolina Law requires that plans for all wastewater treatment systems must be submitted to DHEC for the issuance of a "Wastewater Construction Permit". A Wastewater Construction Permit must be obtained from the State prior to the construction of pretreatment equipment.