

INSTRUCTION SHEET FOR PERMIT APPLICATION

***I would suggest using your previous permit application to assist in filling out the new application. ***

SECTION I.

Please make sure that the person who will be signing this Permit is listed in this section as well as the person who will be submitting all self-monitoring reports.

SECTION II.

C. List both SIC and NAICS codes if you know them.

SECTION III.

We need the name on the water and sewer bills. If you have no sewer meter, estimate from your water bill. If you do not know the size and location of sewer pipes that will be okay since you have been in our system a number of years.

If you do not have multiple industrial process flows then simply record what the average and maximum flows are and whether the flow is continuous or of a batch-like nature.

Letter O. Everyone must fill out this section as well as letters P-S.

SECTION IV.

Use sample data (SMR Data, including resamples, and Compliance Data) from **the previous year** to complete this section.

Suggest that you go through and mark all of the pollutants that you have lab data for first. Mark these as being known to be present. Then go through and mark those that you suspect to be present. All of the remaining pollutants mark as known to be absent.

Detection level the lab used. This would be the RL on the lab report

If you have 2 sets of data, it would be the higher of the 2. If you have 16 sets of data, it would be the highest of all 16.

If you have 2 sets of data, average them. Example: SMR (Barium is 0.11mg/L) and Compliance (Barium is 0.22mg/L) → $0.11 + 0.22 / 2 = 0.165$

Pollutant	Detection Level Used	Maximum Daily Value	Average of Analyses	Number of Analyses	Units of Concentration	Method Used
[] Antimony*						
[] Arsenic *						
[] Aluminum*						
[] Barium*						
[] Beryllium*						
[] Boron*						
[] Cadmium*						
[] Chlorine						
[] Chromium*						
[] Cobalt*						
[] Copper*						
[] Iron*						
[] Lead*						
[] Manganese*						
[] Magnesium*						
[] Mercury*						
[] Molybdenum*						

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Industrial Treatment Program

The **TOTAL** number of analyses you are using to average the results. If you have 2 sets of lab data for the year, then the number would be 2. If you have 16 sets, it would be 16.

Units of concentration would be listed on the lab report. Most common is mg/L but sometimes the lab reports in ug/L.

The method can be found on the lab report. It is usually listed above the results. For example: Metals Analysis is EPA 200.7.

Please average **only one year's worth of lab data** and include the number of analyses, units of concentration and the method that the lab used. Do not forget to fill in the detection level the lab used for this will indicate compliance with the local limits contained in your Permit.

I have created a parameter average worksheet to assist with this section. Please make sure to read the parameter average worksheet directions which are listed in the pink box to the right of the parameter table.

NOTE: TTO Semi-Volatiles (EPA 625) and TTO Volatiles (EPA 624) are not included on the worksheet! These still need to be averaged!! There will be only 2 sets of lab data for these analyses (the annual SMR which takes place in January and the annual compliance sampling which takes place in October).

SECTION V.

Please look at list in C. before answering A. We need to also know if there is any plan for adding wastewater treatment in the near future. If you checked anything in C. then describe it in D.

SECTION VI.

Please provide us with workdays, shifts per day, etc. This assists us in knowing how much water per person is used per day. If your facility does not use raw materials to produce a product but processes other items then provide that information (i.e. pounds of clothes washed/day)

F. should have your cleaning products, laundry products, boiler treatment chemicals, cooling tower chemicals, etc.

If you have previously supplied us with a building layout drawing you do not need to include a certified drawing.

SECTION VII.

Fill this section out completely.

SECTION VIII.

If you produce any waste sludges or liquids that are not discharged to the sewer then you must list them here and provide name/s of who collects, stores, and disposes of them for you. For example: spent cooking oil from fryers.

FILL OUT ENTIRE SECTION!

SECTION IX.

This section must be filled out completely. Please read the note to signing official at the top of page 27.