

**APPENDIX E**  
**Sample Permit Fact Sheet and Industrial User**  
**Permit**

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## **Disclaimer**

The U.S. Environmental Protection Agency (EPA), Office of Wastewater Management, Water Permits Division has prepared this sample fact sheet and industrial user permit for use as guides for Control Authorities in developing fact sheets and permits. The Control Authority may choose to develop its own fact sheet and permit or choose to modify the sample fact sheet and permit to reflect specific conditions at the publicly owned treatment works (POTW). If the Control Authority chooses to use a modified version of the sample fact sheet and permit, the EPA sample fact sheet and permit contains, as an aid to the Control Authority, blank spaces or brackets in a number of places throughout the fact sheet and permit. These identified areas in which additions and changes to the sample fact sheet and permit might be needed to address the circumstances at a POTW and industrial user. Additional bracketed notes further explain issues the Control Authority might wish to consider when developing its fact sheets and permits.

Some provisions in the sample permit are not strictly required by the General Pretreatment Regulations (40 CFR Part 403); however, they have been included because they might be useful in ensuring that the Control Authority is effectively implementing its local pretreatment program.

**APPENDIX E.  
SAMPLE PERMIT FACT SHEET**

[Enter **Issuance Date, Renewal Date, or Amendment Date** of permit]: [*Today's date*]

**[Note: This sample permit fact sheet was developed to accompany the sample permit.]**

**A. INDUSTRIAL USER INFORMATION**

[Name of facility]

[Facility location address]

[City, State, ZIP Code]

[Contact person's name], [Title]

[Telephone number]

[Permit number]

**B. DESCRIPTION OF FACILITY OPERATIONS**

[Name of facility] is engaged primarily in specialty precious metal plating (silver and gold), NAICS Code 332813. The core operation(s) performed at the facility are gold and silver electroplating. Ancillary operations include cleaning, grinding, polishing, and tumbling.

The facility has two small electroplating lines. It conducts specialty jewelry plating. Before any electroplating, all jewelry pieces are cleaned using a mild acid bath; polished; and, if necessary, ground and tumbled. The basis materials for plating are zinc alloys, nickel alloys, copper, silver, or brass.

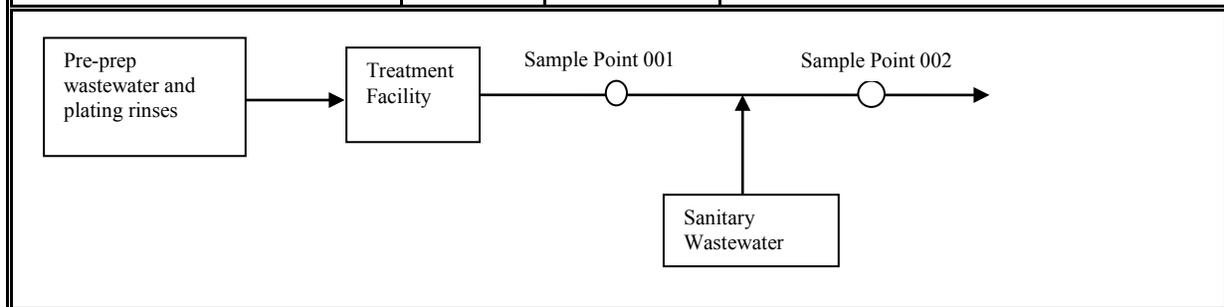
The gold electroplating line consists of three different heated (about 140 degrees Fahrenheit), cyanide-free gold baths—14K, 18K, and 24K. The pieces to be plated are placed in the desired gold bath for 15 to 30 seconds. The plated pieces are then rinsed in a hot water bath. The hot water rinse bath is in continuous overflow when in use, and the rinse overflow is discharged to the POTW. The gold baths are never discharged to the POTW. When the liquid level of the gold baths drops below a designated point (from evaporation), the facility adds hot water from the gold rinse tanks to the gold baths to bring the volume back up to the original level.

The silver electroplating line consists on one cyanide-free silver bath, which is not heated. Pieces are plated in the silver bath at 15-second intervals. The pieces are checked between plating operations to ensure that the desired result is achieved. Some pieces might require several repetitive dips. Once a piece is plated, it is rinsed under running hot water. All the rinse water is discharged to the POTW. The silver bath is never discharged to the POTW.

[Name of facility] began operations at the facility on October 15, 1985. [Name of facility] employs six personnel and operates 5 days a week (Monday through Friday), 10 a.m. to 6:30 p.m.

**C. SAMPLE POINT DESCRIPTION/FACILITY FLOW INFORMATION**

INDUSTRIAL WASTEWATER PERMIT	SAMPLE POINT	FLOW PER OPERATIONAL DAY (gpd)		DESCRIPTION
		TOTAL	PROCESS	
[Number]	001	160 gpd	160 gpd	<p>Sample point 001 is at the Parshall flume, which is after the facility's wastewater treatment system. It is in the southeast corner of Building A. The wastewaters discharged through the sampling point include pre-prep wastewater (from cleaning, polishing, and grinding) and plating rinse waters. Sampling point 001 is considered the end-of-process sampling point.</p> <p>Pollutants expected to be present include cadmium, copper, lead, nickel, silver, zinc, and gold.</p>
	002	450 gpd	160 gpd	<p>Sample point 002 is at the manhole in the southwest parking lot. The wastewater discharged through this sampling point includes all the wastewater from sampling point 001, sanitary wastewater from the facility's bathrooms, and wastewater from the facility's break room. Sampling point 002 is downstream from sampling point 001. Sampling point 002 is considered the end-of-pipe sampling point.</p> <p>Pollutants expected to be present include cadmium, copper, lead, nickel, silver, zinc, gold, BOD, TSS, and oil and grease.</p>
<b>TOTAL</b>		450	160	



**D. PROCESS UNIT OPERATION/FLOW INFORMATION**

Process wastewater is generated from the mild acid cleaning, polishing, grinding, and electroplating rinses.

The total amount of process wastewater generated from the above operations is 160 gallons per day (gpd), based on 5 operational days per week.

PERMIT NUMBER	SAMPLING POINT	PROCESS UNIT OPERATION CODE	PROCESS DESCRIPTION
[Number]	001	Gold rinse bath	Continuous overflow gold rinse bath (about 90 gpd)
	001	Silver rinse	Single hot tap rinse (about 60 gpd)
	001	Prep cleaning	All prep-cleaning wastewaters from the cleaning, polishing, and grinding are captured in a 10-gallon container. The container is discharged to the wastewater system at the end of each day.

**E. DILUTION/AUXILIARY OPERATION/FLOW INFORMATION**

No dilution wastestreams combine with process wastewater before or at sampling point 001.

**F. FLOW-MEASURING DEVICE**

[Name of facility] has installed a parshall flume and an ultrasonic flow transmitter to monitor the wastewater flow discharged to the sewer system.

**G. PRETREATMENT UNIT OPERATIONS**

All the silver rinse wastewater is first pretreated using silver recovery canister systems (two canisters in series). The effluent from the silver canisters is then discharged into a holding tank (#1 tank) along with the gold rinse wastewater and prep-cleaning wastewaters. All the wastewater in the holding tank is treated in a batch process. The pH is measured, and then soda ash is added manually until the pH is around 10 standard units, at which point a flocculent is added to promote settling. The wastewater is allowed to settle, and then the treated effluent is siphoned into another holding tank (#2 tank). The pH is adjusted by adding hydrochloric acid until it is about 6.5–7.5 standard units. Once the pH is lowered to the desired level, the treated effluent is discharged to the POTW. This treatment is a batch process, and the facility typically discharges two batches per workweek.

The solids from #1 tank are sent to a filter press. The liquid from the filter press is sent back to #1 tank, and the filter cake is sent off-site for disposal or recycling.

**H. POLLUTION PREVENTION/BEST MANAGEMENT PRACTICES**

[Name of facility] has implemented the following pollution prevention practice(s) and/or best management practice(s):

The facility has installed two silver recovery canisters in series to pretreat silver-laden waste before it is discharged to the wastewater treatment system. The exhausted or used canisters are sent off-site for processing.

In addition, the facility has changed its silver rinse procedures from a continuous overflow rinse to a single-pass rinse that is in operation only when silver plating rinsing is needed.

**I. RATIONALE FOR MONITORING LOCATIONS/SAMPLING POINTS**

Two sets of concentration-based limits apply to this facility's discharge to the [name of Control Authority] sewerage system: categorical Pretreatment Standards and the [name of Control Authority]'s local limits. Sampling point 001 is at the end of the regulated process. Therefore, it qualifies as a representative point to determine compliance with applicable federal Pretreatment Standards.

[Name of facility] also has a second sampling point, sampling point 002, which is at the end of the pipe before discharge to the POTW sewer (a different location from sampling point 001). Therefore, sampling point 002 qualifies as a point to determine compliance with the [name of Control Authority]'s local limits.

**J. RATIONALE FOR MONITORING FREQUENCY REQUIREMENTS****Rationale for Reduced Monitoring**

According to 40 CFR 403.12(e)(3) and the [name of Control Authority]'s sewer use ordinance section [SUO section number], the [name of Control Authority] may reduce [name of facility]'s self-monitoring requirement to once a year (unless required more frequently in the Pretreatment Standard or by the Approval Authority). Reduced monitoring for cadmium, copper, nickel, and silver is not granted because of the basis materials used in the plating process and plating solutions. The POTW has approved the permittee's request for reduced lead monitoring. Lead is not expected to be present, even though there were instances of minor lead excursions. Such minor lead excursions did not cause the permittee to be in significant noncompliance with the categorical Pretreatment Standards for lead.

[Name of facility]'s categorical wastewater flow does not exceed any of the following:

5,000 gpd, as measured by a continuous effluent flow monitoring device

20.85 pounds per day of biochemical oxygen demand (BOD) and 20.85 pounds per day of total suspended solids (TSS)

0.015 pounds per day of lead

Currently, [name of facility]'s categorical wastewater flow is at 160 gpd, and the organic loading from the facility's categorical wastewater is 0.024 pound per day of BOD (average BOD concentration at sampling point 001 is 15 mg/L) and 0.0168 pound per day of TSS (average TSS concentration at sampling point 001 is 30 mg/L). Furthermore (as shown in the table below, comparing the facility's lead loading with the maximum allowable headworks loading (MAHL) for pollutants with local limits), the facility's loadings is less than 0.01 percent of the MAHLs for any pollutant regulated by the applicable categorical Pretreatment

Standard for which approved local limits were developed. Therefore, the facility is granted reduced monitoring requirements for lead to once per calendar year.

Pollutant name	Facility loading value (lb/day)	Maximum allowable headworks loading (MAHL) (lb/day)	0.01 Percent of MAHL (lb/day)
Lead	0.00053	1.5	0.015

In addition, **[name of facility]** has not been in significant noncompliance, as defined at 40 CFR 403.8(f)(2)(viii), for any time in the past 2 years. Nor does **[name of facility]** have daily flow rates, production levels, and pollutant levels that vary so significantly that decreasing the reporting requirement for the facility would result in data that are not representative of conditions occurring during the report period.

#### **Rationale for Any Monitoring Waivers**

According to 40 CFR 403.12(e)(2) and the **[name of Control Authority]**'s sewer use ordinance section **[SUO section number]**, the **[name of Control Authority]** may authorize **[name of facility]** to forego sampling of a pollutant regulated by a categorical Pretreatment Standard if **[name of facility]** has demonstrated through sampling and other technical factors that the pollutant is neither present nor expected to be present in the discharge, or is present only at background levels from intake water and without increase in the pollutant due to activities at **[name of facility]**.

**[Name of facility]** has demonstrated that chromium and cyanide is neither present nor expected to be present by the previous periodic compliance reports (from January 2005 through July 2008), a certification statement from the facility indicating that there are no chromium- or cyanide-laden plating solutions on-site, and copies of raw material order invoices (from January 2005 through July 2008).

Therefore, the **[name of Control Authority]** is granting a monitoring waiver for chromium and cyanide in permit **[permit number]** issued on **[Issuance Date]**. This monitoring waiver is valid only for the term of this permit. **[Name of facility]** is required to submit a new request for any monitoring waivers for subsequent permits.

#### **Rationale for TTO Monitoring Waiver**

**[Name of facility]** has an approved Toxic Organic Management Plan (TOMP). Therefore, TTO monitoring is not necessary unless the facility fails to submit its certified TTO statement at a frequency of once every 6 months.

### **K. RATIONALE FOR REPORTING REQUIREMENTS**

#### **TTO Certification Requirements**

**[Name of facility]** has an approved TOMP. Therefore, **[name of facility]** must submit the TTO certification statement at 40 CFR 433.12 at a frequency of once every 6 months.

**Signatory Requirements**

According to 40 CFR 403.12(l), periodic compliance reports must be signed by an authorized facility representative. **[Name of facility]** has designated the following person(s) as authorized facility representative(s).

Name	Title
<b>[Name]</b>	<b>[Title]</b>

**Reduced Monitoring Reporting Requirements**

According to 40 CFR 403.12(e)(3) and the **[Name of Control Authority]**'s sewer use ordinance section **[SUO section number]**, the **[name of Control Authority]** has reduced **[name of facility]**'s self-monitoring requirement for lead to once a year. Therefore, **[name of facility]** must notify the **[name of Control Authority]** if the permittee's categorical wastewater flow exceeds any of the following conditions:

1. 5,000 gpd, as measured by a continuous effluent flow monitoring device
2. 20.85 pounds per day of BOD or 20.85 pounds of TSS
3. 0.015 pound per day of lead

**Monitoring Waiver Reporting Requirements**

According to 40 CFR 403.12(e)(2) and the **[name of Control Authority]**'s sewer use ordinance section **[SUO section number]**, the **[name of Control Authority]** has authorized **[name of facility]** to forego sampling of chromium and cyanide regulated by a categorical Pretreatment Standard. Therefore, **[name of facility]** must submit, once every 6 months, the certification at 40 CFR 403.12(e)(2)(v).

In addition, if a waived pollutant is found to be present or is expected to be present because of changes that occur in **[name of facility]**'s operations, **[name of facility]** must immediately notify the **[name of Control Authority]**.

**L. RATIONALE FOR SPECIAL CONDITIONS**

Not applicable.

**M. RATIONALE FOR EFFLUENT LIMITATIONS**

**[Name of facility]** is engaged primarily in specialty precious metal plating (silver and gold), NAICS Code 332813. The core operation(s) performed at the facility are gold and silver electroplating. Ancillary operations include cleaning, grinding, polishing, and tumbling.

New sources are facilities that started operations after the August 31, 1982, publication date of the proposed Metal Finishing Point Source Category. Job shops are facilities that own 50 percent or less of the materials undergoing metal finishing. **[Name of facility]** started operations October 15, 1985. **[Name of facility]** owns less than 50 percent of the materials that undergo metal finishing. Therefore, **[name of facility]** qualifies as a new source job shop metal finisher subject to the federal categorical Pretreatment Standards set at 40 CFR Part 433, Subpart A (Metal Finishing – Pretreatment Standard for New Sources).

According to 40 CFR 403.6(e), the combined wastestream formula (CWF) is applicable where a regulated wastestream combines with one or more unregulated or dilute wastestreams. **[Name of facility]** has no dilution wastestreams or other regulated wastestreams that combine with the process wastewater. Therefore, use of the CWF is not required.

According to 40 CFR 433.12(a), facilities subject to the Metal Finishing Regulations must analyze for reasonably expected toxic organics or submit a TOMP certification in lieu of monitoring. The list of expected toxic organics is as follows:

Naphthalene  
Ethylbenzene

This determination of reasonably expected toxic organics is based on the evaluation of POTW and periodic compliance sampling data reported between October 1985 and January 2008.

**[Name of facility]** has submitted a TOMP for review which the **[name of Control Authority]** has approved. The TOMP satisfies the above requirement and **[name of facility]** will be exempt from monitoring total toxic organics.

According to 40 CFR 433.12(a), facilities subject to the Metal Finishing Regulations must analyze for reasonably expected toxic organics or submit a TOMP certification in lieu of monitoring. On January 15, 2008, **[name of facility]** submitted a TOMP for the **[name of Control Authority]**'s approval. Upon review and evaluation, the TOMP was approved on March 1, 2008. Pursuant to this approval, **[name of facility]** is exempt from toxic organics monitoring. **[Name of facility]** must submit a TOMP certification statement at least once every 6 months.

#### N. EXAMPLE CALCULATIONS

Not applicable.

#### O. SLUG DISCHARGE EVALUATION

**[Name of POTW]** conducted a slug discharge evaluation of **[name of facility]** on November 20, 1985; September 3, 1987; July 27, 1989; December 13, 1990; April 6, 1992; March 30, 1994; January 24, 1996; August 15, 1997; August 14, 1999; June 1, 2001; and May 31, 2003.

The **[name of POTW]** has determined that **[name of facility]** is required to develop and implement a slug discharge control plan.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

**SAMPLE INDUSTRIAL USER PERMIT**

## TRANSMITTAL LETTER

(Control Authority Letterhead with Address Should Be Used)

CERTIFIED MAIL  
RETURN RECEIPT REQUESTED

**[Name of responsible official at industry]**

**[Title]**

**[Industrial user's name]**

**[Facility's mailing address]**

RE: Issuance of Industrial User Permit to **[name of industrial user]** by the **[name of Control Authority]**.  
Permit No. **[cite permit number]**.

Dear **[name of responsible official at industry]**:

Your application for an industrial user pretreatment permit has been reviewed and processed in accordance with **[cite specific section of ordinance]**.

The enclosed permit number **[cite permit number]** covers the wastewater discharged from the facility at **[facility address]** into the **[name of Control Authority]** sewer system. All discharges from this facility and actions and reports relating to them must be in accordance with the terms and conditions of this permit.

If you wish to appeal or challenge any conditions imposed in this permit, you must file a petition for modification or reissuance of this permit in accordance with the requirements of **[cite specific section of ordinance]** within 30 days of your receipt of this correspondence. Pursuant to **[cite specific section of ordinance]**, failure to petition for reconsideration of the permit within the allotted time is deemed a waiver by the permittee of its right to challenge the terms of this permit.

**[Official seal of Control Authority]**

By: **[Signature of Control Authority representative]**

\_\_\_\_\_  
**[Name and title of Control Authority representative]**

Issued this **[date]** day of **[month]**, 20\_\_

## PERMIT COVER PAGE

Permit No. [cite permit number]

## INDUSTRIAL USER PERMIT

In accordance with the provisions of [cite specific section of ordinance]

[Industrial user's name]  
 [Facility address]

[Mailing address (optional)]

is hereby authorized to discharge industrial wastewater from the above-identified facility and through the outfalls identified herein into the [name of Control Authority] sewer system in accordance with the conditions set forth in this permit. Compliance with this permit does not relieve the permittee of its obligation to comply with any or all applicable pretreatment regulations, standards, or requirements under local, state, and federal laws, including any such regulations, standards, requirements, or laws that might become effective during the term of this permit. *(Note to the permit writer: For this sample permit, the IU is a Significant Industrial User subject to 40 CFR Part 433.)*

Noncompliance with any term or condition of this permit will constitute a violation of the [name of Control Authority] sewer use ordinance.

*(Note to the permit writer: The term of the permit must not exceed more than 5 years. For example, if a permit becomes effective July 1, 2007, and has a 5-year duration, the permit expires June 30, 2012.)*

This permit will become effective [date] and will expire at midnight [date].

If the permittee wishes to continue to discharge after the expiration date of this permit, an application must be filed for a renewal permit in accordance with the requirements of [cite specific section of ordinance], a minimum of [insert the number of days as defined by ordinance or legal authority] days before the expiration date.

[Official seal of Control Authority]

By: [Signature of Control Authority representative]

\_\_\_\_\_  
 [Name and title of Control Authority representative]

Issued this [date] day of [month], 20\_\_

**PART 1 – EFFLUENT LIMITATIONS**

- A. During the period of [effective date of permit] to [expiration date of permit], the permittee is authorized to discharge process, non-process, and sanitary wastewater to the [name of Control Authority] sewer system from the outfalls listed below.

Description of outfalls:

<u>Outfall</u>	<u>Description</u>
001	<p><i>(Note to the permit writer: The permit writer must clearly identify the outfalls using brief, detailed narrative descriptions and diagrams as necessary. For this sample permit, only categorical process wastewater is discharged through outfall 001. Outfall 001 is considered an end-of-process sampling location.)</i></p> <p>Outfall 001 is also considered sampling point 001. Sampling point 001 is at the Parshall flume after the facility's wastewater treatment system in the southeast corner of Building A.</p>
002	<p><i>(Note to the permit writer: For this sample permit, categorical and noncategorical process wastewater and sanitary wastewater are discharged through outfall 002. Outfall 002 is considered an end-of-pipe sampling location.)</i></p> <p>Outfall 002 is also considered sampling point 002. Sampling point 002 is at the manhole in the southwest parking lot.</p>

- B. (Note to the permit writer: The permit writer should provide a description of the categorical process discharges that are combined at this sampling location.)

During the period of [date] to [date], the discharge from outfall 001 must not exceed the following effluent limitations. Effluent from this outfall consists of plating rinse waters from the facility's gold and silver plating lines. The facility is considered a new source subject to the pretreatment standards for new sources (PSNS) at Title 40 of the *Code of Federal Regulations* (CFR) Part 433, subpart A.

#### CATEGORICAL EFFLUENT LIMITATIONS

<u>Parameter</u>	<u>Daily maximum (mg/L)</u>	<u>Monthly average (mg/L)</u>
Cadmium (Total)	0.11	0.07
Chromium (Total)	2.77	1.71
Copper (Total)	3.38	2.07
Lead (Total)	0.69	0.43
Nickel (Total)	3.98	2.38
Silver (Total)	0.43	0.24
Zinc (Total)	2.61	1.48
Cyanide (Total)	1.20	0.65
Total Toxic Organics (TTO)*	2.13	

- \* The abbreviation *TTO* means total toxic organics, which is the summation of all quantifiable values greater than 0.01 milligram per liter (mg/L) for the following toxic organics:

Acenaphthene	Bis (2-chloroethoxy) methane	Toluene
Acrolein	Methylene chloride	Trichloroethylene
Acrylonitrile	Methyl chloride	Vinyl chloride
Benzene	Methyl bromide	Aldrin
Benzidine	Bromoform	Dieldrin
Carbon tetrachloride	Dichlorobromomethane	Chlordane
Chlorobenzene	Chlorodibromomethane	4,4-DDT
1,2,4-Trichlorobenzene	Hexachlorobutadiene	4,4-DDE (p,p-DDX)
Hexachlorobenzene	Hexachlorocyclopentadiene	4,4-DDD (p,p-TDE)
1,2-Dichloroethane	Isophorone	Alpha-endosulfan
1,1,1-Trichloroethane	Naphthalene	Beta-endosulfan
Hexachloroethane	Nitrobenzene	Endosulfan sulfate
1,1-Dichloroethane	2-Nitrophenol	Endrin
1,1,2-Trichloroethane	4-Nitrophenol	Endrin aldehyde
1,1,2,2-Tetrachloroethane	2,4-Dinitrophenol	Heptachlor
Chloroethane	4,6-Dinitro-o-cresol	Heptachlor epoxide
Bis (2-chloroethyl) ether	N-nitrosodimethylamine	Alpha-BHC
2-Chloroethyl vinyl ether	N-nitrosodiphenylamine	Beta-BHC
2-Chloronaphthalene	N-nitrosodi-n-propylamine	Gamma-BHC
2,4,6-Trichlorophenol	Pentachlorophenol	Delta-BHC
Parachlorometa cresol	Phenol	PCB-1242 (Arochlor 1242)
Chloroform	Bis (2-ethylhexyl) phthalate	PCB-1254 (Arochlor 1254)
2-Chlorophenol	Butyl benzyl phthalate	PCB-1221 (Arochlor 1221)
1,2-Dichlorobenzene	Di-n-butyl phthalate	PCB-1232 (Arochlor 1232)
1,3-Dichlorobenzene	Di-n-octyl phthalate	PCB-1248 (Arochlor 1248)
1,4-Dichlorobenzene	Diethyl phthalate	PCB-1260 (Arochlor 1260)
3,3-Dichlorobenzidine	Dimethyl phthalate	PCB-1016 (Arochlor 1016)
1,1-Dichloroethylene	Benzo(a)Anthracene	Toxaphene
1,2-Trans-dichloroethylene	Benzo(a)pyrene	2,3,7,8-Tetrachlorodibenzo-p-dioxin
2,4-Dichlorophenol	Benzo(b)fluoranthene	
1,2-Dichloropropane	Benzo(k)fluoranthene	

1,3-Dichloropropylene	Chrysene
2,4-Dimethylphenol	Acenaphthylene
2,4-Dinitrotoluene	Anthracene
2,6-Dinitrotoluene	Benzo(ghi)perylene
1,2-Diphenylhydrazine	Fluorene
Ethylbenzene	Phenanthrene
Fluoranthene	Dibenzo(a,h)anthracene
4-Chlorophenyl phenyl ether	Indeno(1,2,3-cd) pyrene
4-Bromophenyl phenyl ether	Pyrene
Bis (2-chloroisopropyl) ether	Tetrachloroethylene

- C. During the period of [date] to [date], the effluent from outfall 002 will be of domestic, categorical, and noncategorical wastewaters and must comply with the local limits listed below [cite specific section of ordinance containing prohibited discharges and local limits].

#### LOCAL EFFLUENT LIMITATIONS

Parameter	Daily maximum (mg/L)	Monthly average (mg/L)
BOD	--	500
TSS	--	350
Arsenic (T)	2.0	
Cadmium (T)	1.25	
Chromium (T)	0.9	
Copper (T)	1.0	
Cyanide (T)	0.10	
Lead (T)	2.5	
Mercury (T)	0.005	
Nickel (T)	1.1	
Zinc	2.75	
pH	5-[ ] s.u.	

*(Note to the permit writer: The permit writer must include the local limits established by the ordinance even if the IU is not required to monitor for all the pollutants with local limits. Including all the local limits in the permit, even if the IU is not required to monitor for all of them ensures that the IU is aware of all the discharge requirements. The permit writer may include an additional table outlining which pollutants of concern are required to be monitored; see Part 2 of the sample permit.)*

- D. In addition to the local effluent limits, the permittee is required to implement the following best management practices (BMPs) to control its discharge of silver into the publicly owned treatment works (POTW). *(Note to the permit writer: The use of BMPs in lieu of local limits or in conjunction with local limits is allowable only if the POTW's pretreatment program has adequate legal authority to implement this option.)*
1. The facility has a silver recovery system (two silver recovery canisters). The silver recovery canisters must be connected in series to optimize silver removal.
  2. Maintain the canister system to prevent breakthrough.
  3. Document when each canister is serviced or changed.
  4. Document the quantity of silver recovered.
  5. The permittee is prohibited from discharging any untreated silver waste chemicals to the POTW.

- E. *(Note to the permit writer: The following specific discharge prohibitions may appear in the Effluent Limits section or in the Standard Conditions section of the permit).* The permittee must not discharge wastewater containing any of the following substances from any of the outfalls:
- a. Fats, oil, or greases of animal or vegetable origin in concentrations greater than **[numeric limit established by Control Authority]** mg/L
  - b. Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin, in amounts that will cause interference or pass through
  - c. Pollutants that create a fire or explosive hazard in the POTW, including but not limited to wastestreams with a closed-cup flashpoint of less than 140 degrees Fahrenheit (60 degrees Centigrade) using the methods specified at 40 CFR 261.21
  - d. Wastewater that has a temperature greater than **[temperature limit established by Control Authority]**, or will inhibit biological activity in the treatment plant resulting in interference, but in no case wastewater that causes the temperature at the introduction into the treatment plant to exceed 104 degrees Fahrenheit (40 degrees Celsius)
  - e. Solids or viscous substances in amounts that will cause obstruction of flow in the POTW, resulting in interference [but in no case solids greater than **[ ]** inch(es) (**[ ]**”) or **[ ]** centimeter(s) (**[ ]** cm) in any dimension]
  - f. Pollutants, including oxygen-demanding pollutants (e.g., BOD), released in a discharge at a flow rate and/or concentration that, singly or by interaction with other pollutants, will cause interference with the POTW. For the purpose of this section, the term *interference* has the same definition as that in the **[name of Control Authority’s]** ordinance **[cite specific section of ordinance]**;
  - g. Wastewater having a pH of less than 5.0 or more than **[the upper pH limit established by the POTW]**, or otherwise causing corrosive structural damage to the POTW or equipment
  - h. Pollutants that result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that might cause acute worker health and safety problems.
- F. All discharges must comply with all other applicable laws, regulations, standards, and requirements contained in **[cite specific section of ordinance]** and any applicable state and federal pretreatment laws, regulations, standards, and requirements, including any such laws, regulations, standards, or requirements that might become effective during the term of this permit.

**PART 2 – MONITORING REQUIREMENTS**

- A. All samples must be collected, preserved, and analyzed in accordance with the procedures established in 40 CFR Part 136, and amendments.
- B. ***(Note to the permit writer: The following parameters are an example of what might be included in this section of the permit. The permit writer must include all parameters identified in Part 1B unless the Control Authority has granted the user the right to waive monitoring of pollutants not present or expected to be present.)***

From the period beginning on the effective date of the permit until **[date]**, the permittee must monitor outfalls 001 and 002 for the following parameters, at the indicated frequency:

<u>Sample Parameter (units)</u>	<u>Measurement Location</u>	<u>Frequency</u>	<u>Sample Type</u>
Flow (gpd)	001, 002	Continuous	Meter <sup>a</sup>
TTO (mg/L)	See note b	1/6 months	Grab <sup>c</sup>
BOD (mg/L)	002	1/year	Grab <sup>c</sup>
TSS (mg/L)	002	1/year	Grab <sup>c</sup>
Arsenic (mg/L)	002	1/6 months	24-hr composite <sup>d</sup>
Cadmium (mg/L)	001, 002	1/6 months	24-hr composite <sup>d</sup>
Chromium <sup>e</sup> (mg/L)	001, 002	Not Applicable	Not applicable <sup>e</sup>
Copper (mg/L)	001, 002	1/week	24-hr composite <sup>d</sup>
Cyanide <sup>e</sup> (mg/L)	001, 002	Not Applicable	Not applicable <sup>e</sup>
Lead <sup>f</sup> (mg/L)	001, 002	1/year	24-hr composite <sup>d</sup>
Mercury (mg/L)	002	1/6 months	24-hr composite <sup>d</sup>
Nickel (mg/L)	001, 002	1/month	24-hr composite <sup>d</sup>
Silver (mg/L)	001	1/6 months	24-hr composite <sup>d</sup>
Zinc (mg/L)	001, 002	1/6 months	24-hr composite <sup>d</sup>
pH (s.u.)	002	Continuous	Meter <sup>g</sup>

**Notes:**

<sup>a</sup> Daily flows are to be recorded from the permittee's flow meter.

<sup>b</sup> ***(Note to the permit writer: For this sample permit, the permittee has submitted a toxic organic management plan, TOMP, and the permit writer is allowing the permittee to submit the certification statement in lieu of monitoring for TTOs. If the permittee did not have a TOMP, the permittee would be required to monitor for the TTO pollutants.)***

The permittee has submitted a toxic organics management plan. Therefore, in lieu of monitoring for TTOs, the permittee may submit the certification statement as set forth in Part 3.C of this permit.

If the permittee fails to certify, sign, and submit the certification statement, the permittee will be required to conduct the required TTO monitoring at the frequency specified in the table above and submit the subsequent results.

<sup>c</sup> A minimum of four grab samples at equal intervals (but at least 1 hour apart) over a period of daily discharge.

<sup>d</sup> ***(Note to the permit writer: The permit writer must determine the type of composite sample (time-proportional or flow-proportioned) and the sampling duration (8-hour, 12-hour, or 24-hour) that is most appropriate for the industrial user and define it here or in the standard conditions.)***

Flow-proportional composite sample over daily duration of discharge.

<sup>e</sup> (Note to the permit writer: For this sample permit, the permit writer has waived monitoring requirements for chromium and cyanide. Before implementing this option, the permit writer must ensure that the pollutant is neither present nor expected to be present, or is present only at background levels from intake water and without any increase in the pollutant due to activities of the permittee.)

Monitoring for chromium and cyanide is not required because the permittee has demonstrated that chromium and cyanide are not present and are not expected to be present in the permittee's discharge.

<sup>f</sup> The monitoring frequency for lead has been reduced to once a year because the permittee's discharge complies with the conditions set forth at 40 CFR 403.12(e)(3).

<sup>g</sup> pH will be monitored and recorded continuously by the permittee's pH meter.

- B. (Note to the permit writer: The permit writer has the option to waive monitoring requirements for pollutants not expected to be present. Before using this option, the permit writer must ensure that the pretreatment program has adequate authority to waive monitoring requirements for pollutant not present or expected to be present and that the program has been modified in accordance with 40 CFR Part 403.)

During the period of [date] to [date] the [name of the POTW] is granting [industry name] a monitoring waiver for *chromium and cyanide*. If either chromium or cyanide is found to be present or is expected to be present because of changes that occur in the permittee's operations, the permittee must immediately begin monitoring for the pollutant as outlined below.

Sample Parameter (units)	Measurement Location	Frequency	Sample Type
Chromium (T)	001, 002	1/month	24-hour composite
Cyanide (T)	001 <sup>a</sup> , 002	1/month	Grab

<sup>a</sup> Monitoring for cyanide must be conducted after the cyanide treatment unit, before dilution with other wastestreams, and when cyanide is expected to be present at its maximum concentration.

- C. (Note to the permit writer: The permit writer has the option to reduce the monitoring and reporting requirements for a CIU if it complies with the conditions set forth at 40 CFR 403.12(e)(3). Before using this option, the permit writer must ensure that the pretreatment program has adequate authority to reduce monitoring and reporting requirements and the program has been modified in accordance with 40 CFR Part 403)

During the period of [date] to [date], [industry name] has a reduced monitoring and reporting requirement for *lead*. If the permittee no longer meets the conditions listed at 40 CFR 403.12(e)(3)(i) or (ii), the permittee must immediately begin monitoring for the pollutant as outlined below.

Sample Parameter (units)	Measurement Location	Frequency	Sample Type
Lead (T)	001, 002	1/6 month	24-hour composite

**PART 3 – REPORTING REQUIREMENTS**

## A. Monitoring Reports

Monitoring results obtained must be summarized and reported on an Industrial User Monitoring Report Form.

Reports for parameters with a continuous monitoring frequency must be submitted monthly. The reports are due within 15 days after the end of each calendar month. The first monthly report is due **[date]**.

Reports for parameters with a 1/6 months monitoring frequency must be submitted within 15 days after each reporting period. The reporting periods are January–June and July–December. The first 1/6 month report is due **[date]**.

Reports for parameters with a 1/year monitoring frequency must be submitted within 15 days after each reporting period. The reporting period is January–December (calendar year). The first 1/year report is due **[date]**.

All monitoring reports must indicate the nature and concentration of all pollutants in the effluent for which sampling and analysis were performed during the reporting period preceding the submission of each report, including measured maximum and average daily flows.

## B. Silver BMP Reports

Report once every 6 months (January–June and July–December) the information regarding the frequency of maintenance (date of each maintenance service) of the silver recovery canisters and the quantity of silver recovered during the previous 6 months. Each report is due within 15 days after the end of the reporting period. The first silver BMP report is due **[date]**.

Each report required by the BMP must be certified and signed by an appropriate, authorized person.

## C. Certification Statements

The permittee is required to sign and submit the following certification statements with each 1/6 months monitoring report:

***(Note to the permit writer: This certification submittal is required only if the permit writer has granted a monitoring waiver for a pollutant not present or expected to be present.)***

Based on my inquiry of the person directly responsible for managing compliance with the pretreatment standard for 40 CFR Part 433, I certify that, to the best of my knowledge and belief, there has been no increase in the level of *chromium and cyanide* in the wastewaters due to the activities at the facility since filing of the last periodic report under 40 CFR 403.12(e)(1).

***(Note to the permit writer: This certification submittal is required only if the permit writer has granted the use of a TOMP and TTO certification in lieu of monitoring for TTOs.)***

Based on my inquiry of the permit or persons directly responsible for managing compliance with the pretreatment standard for total toxic organics (TTO), I certify that, to the best of my knowledge and belief, no dumping of concentrated toxic organics into the wastewaters has occurred since filing of the last discharge monitoring report. I further certify that this facility is implementing the toxic organic management plan submitted to the Control Authority.

The permittee is required to sign and submit the following certification statement with all monitoring reports:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified

personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

D. *(Note to the permit writer: This reporting requirement is required only if the permit writer has granted a monitoring waiver for pollutant not present or expected to be present.)*

If either the *chromium* or *cyanide* is found to be present or is expected to be present because of changes that occur in the permittee's operations, the permittee must immediately notify the **[name of Control Authority]**.

E. *(Note to the permit writer: This reporting requirement is required only if the permit writer has granted a reduced monitoring and reporting frequency.)*

The permittee is required to notify the **[name of Control Authority]** immediately if the permittee's categorical wastewater flow exceeds the following conditions:

1. 5,000 gallons per day **[0.01 percent of the POTW's design dry weather flow or 5,000 gallons per day, whichever is smaller]** as measured by a continuous effluent flow monitoring device
  2. 20.85 pounds per day of biochemical oxygen demand (BOD) or 20.85 pounds per day of total suspended solids (TSS) **[0.01 percent of the design dry weather organic treatment capacity]** of the POTW
  3. 0.015 pound per day of lead **[0.01 percent of the maximum allowable headworks loading for any pollutant regulated by the applicable categorical pretreatment standard for which approved local limits were developed]**.
- F. If the permittee monitors any pollutant more frequently than required by this permit, using test procedures prescribed in 40 CFR Part 136 or amendments thereto, or otherwise approved by the U.S. Environmental Protection Agency (EPA) or as specified in this permit, the results of such monitoring must be included in any calculations of actual daily maximum or monthly average pollutant discharge, and results must be reported in the monthly report submitted to the **[name of Control Authority]**. Such an increased monitoring frequency must also be indicated in the monthly report. *(Note to the permit writer: As an alternative, this requirement may be put in the standard conditions section.)*

G. Automatic Resampling

If the results of the permittee's wastewater analysis indicate that a violation of this permit has occurred, the permittee must do the following:

1. Inform the **[name of Control Authority]** of the violation within 24 hours, and
2. Repeat the sampling and pollutant analysis and submit, in writing, the results of this second analysis within 30 days of becoming aware of the first violation.

H. Accidental Discharge Report

1. The permittee must notify the **[name of Control Authority]** immediately upon the occurrence of spills, including accidental discharges, discharges of a nonroutine, episodic nature, a noncustomary batch discharge, slug loads or slug discharges that might cause potential problems for the POTW or spills that might enter the public sewer. During normal business hours the **[name of Control Authority]** should be notified by telephone at **[telephone number]**. At all other times, the **[name of Control Authority]** should

be notified by telephone at **[telephone number]** or **[telephone number]**. The notification must include location of discharge; date and time of discharge; type of waste, including concentration and volume; and corrective actions taken. The permittee's notification of accidental releases in accordance with this section does not relieve it of other reporting requirements that arise under local, state, or federal laws.

Within 5 days following an accidental discharge, the permittee shall submit to the **[name of Control Authority]** a detailed written report. The report must specify the following:

- a. Description and cause of the upset, slug load, or accidental discharge; the cause thereof; and the impact on the permittee's compliance status. The description should also include location of discharge and type, concentration, and volume of waste.
- b. Duration of noncompliance, including exact dates and times of noncompliance and, if the noncompliance is continuing, the time by which compliance is reasonably expected to occur.
- c. All steps taken or to be taken to reduce, eliminate, and/or prevent recurrence of such an upset, slug load, accidental discharge, or other conditions of noncompliance.

*(Note to the permit writer: As an alternative, the above requirement may be put in the standard conditions section.)*

#### I. Notification of the Discharge of Hazardous Waste

*(Note to the permit writer: The municipality may choose to prohibit the discharge of hazardous wastes.)*

- a. Any permittee who begins discharging hazardous waste must notify, in writing, the POTW, the EPA Regional Waste Management Division Director, and state hazardous waste authorities of any discharge into the POTW of a substance that, if otherwise disposed of, would be a hazardous waste under 40 CFR Part 261. Such notification must include the name of the hazardous waste as set forth in 40 CFR Part 261, the EPA hazardous waste number, and the type of discharge (continuous, batch, or other). If the permittee discharges more than 100 kilograms of such waste per calendar month to the POTW, the notification also must contain the following information to the extent such information is known and readily available to the permittee: an identification of the hazardous constituents contained in the wastes, an estimation of the mass and concentration of such constituents in the wastestream discharged during that calendar month, and an estimation of the mass of constituents in the wastestream expected to be discharged during the following 12 months. All notifications must take place no later than 180 days after the discharge begins. Any notification under this paragraph must be submitted only once for each hazardous waste discharged. However, notifications of changed conditions must be submitted under **[cite specific section of ordinance]**. The notification requirement in this section does not apply to pollutants already reported by permittee subject to categorical pretreatment standards.
- b. Dischargers are exempt from the requirements of paragraph a above, during a calendar month in which they discharge no more than 15 kilograms of hazardous wastes, unless the wastes are acute hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(e). Discharge of more than 15 kilograms of nonacute hazardous wastes in a calendar month, or of any quantity of acute hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(e), requires a one-time notification. Subsequent months during which the permittee discharges more than such quantities of any hazardous waste do not require additional notification.
- c. If any new regulations are made under section 3001 of Resource Conservation and Recovery Act identifying additional characteristics of hazardous waste or listing any additional substance as a hazardous waste, the permittee must notify **[the Control Authority representative]**, the EPA Regional Waste Management Waste Division Director, and state hazardous waste authorities of the discharge of such substance within 90 days of the effective date of such regulations.

- d. If any notification is made under this section, the permittee must certify that it has a program in place to reduce the volume and toxicity of hazardous wastes generated to the degree it has determined to be economically practical.
  - e. This provision does not create a right to discharge any substance not otherwise permitted to be discharged by this ordinance, a permit issued under the ordinance, or any applicable federal or state law.
- J. All reports required by this permit must be submitted to the **[name of Control Authority]** at the following address:

**[Name of Control Authority]**  
Attention: **[Name of Pretreatment Coordinator]**  
Address: **[Address]**

#### **PART 4 – SLUG DISCHARGE CONTROL REQUIREMENTS**

The permittee is required to submit and implement a slug discharge control plan within **[time frame established by the permit writer]** days of the effective date of this permit. The slug discharge control plan must include, at a minimum, the following: *(Note to the permit writer: The permit must include requirements to control slug discharges if the Control Authority has determined it to be necessary. If the permittee has already developed and is implementing a slug discharge control plan before the issuance of this permit, the permit writer should include a statement indicating that the permittee is required to comply and implement its existing slug discharge control plan.)*

- a. Description of discharge practices, including nonroutine batch discharges
- b. Description of stored chemicals
- c. Procedures for immediately notifying the **[name of Control Authority]** of slug discharges, including any discharge that would violate a prohibition under 40 CFR 403.5(b), with procedures for follow-up, written notification within 5 days
- d. Procedures to prevent adverse impact from accidental spills, including inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants, and measures and equipment for emergency response.

#### **PART 5 – SPECIAL CONDITIONS**

##### **SECTION 1 – ADDITIONAL/SPECIAL MONITORING REQUIREMENTS.**

*(Note: The permit writer must include any additional or special monitoring requirements that are applicable to the permittee. Examples are provided below.)*

##### Examples:

- A. One-time monitoring for specific pollutants to verify absence (e.g., “The permittee must submit by **[date]** sampling data for pentachlorophenol and trichlorophenol”)
- B. Biomonitoring or other toxicity to determine the toxicity of the discharge
- C. Development of sludge disposal plan

D. Additional monitoring of pollutants that are limited in the permit in response to noncompliance

SECTION 2 - COMPLIANCE SCHEDULE [Example Compliance Schedule]

A. The permittee must accomplish the following tasks in the designated time period:

<u>Event</u>	<u>No Later Than</u>
1. Submit new wastewater pretreatment plant design submission	[Date]
2. Order equipment and materials	[Date]
3. Develop, and submit a copy to the [name of Control Authority], a slug discharge control plan to eliminate or minimize the accidental spill or slug discharge of pollutants into the sewer system	[Date]
4. Implement the slug loading control plan	[Date]
5. Complete installation of wastewater pretreatment plant	[Date]
6. Obtain full pretreatment plant operational status and achieve full compliance	[Date]

B. Compliance Schedule Reporting

No later than 14 days following each date in the above schedule, the permittee must submit to the [name of Control Authority] a report including, at a minimum, whether it complied with the increment of progress to be met on such date and, if not, the date on which it expects to comply with the increment of progress, the reasons for delay, and the steps being taken to return the project to the schedule established.

**PART 6 – STANDARD CONDITIONS**

[Note: For a list of standard conditions that may be placed in industrial user permits, see Appendix F.]

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