



MASSACHUSETTS WATER RESOURCES AUTHORITY
SEWER USE DISCHARGE PERMIT APPLICATION

INSTRUCTION SHEET FOR LOW FLOW/LOW
POLLUTANT ADDENDUM

In accordance with Massachusetts Water Resources Authority (MWRA) Sewer Use Regulations, 360 C.M.R. §§ 10.007, 10.052, 10.072, and 10.092, users must complete and file a Sewer Use Discharge Permit Application. The Application must be filed with the MWRA and the Municipality in which the sewer user's discharge is located. Failure to submit a copy of the application to the Municipality is a violation of 360 C.M.R. 10.052 and may delay the processing of the permit. In addition, if your facility is either a treatment, storage, or disposal facility (TSDF) or Level III recycler under the Massachusetts hazardous waste regulations, a third copy must be sent to the Massachusetts Department of Environmental Protection. Please read the following instructions before completing the form. If you have any questions, please call the Toxic Reduction and Control at (617)305-5627 and ask to speak to the Industrial Coordinator for the city or town in which the facility to be permitted is located.

1. Answer all questions carefully.
2. The application is designed to apply to a wide range of users. It consists of a "standard application," sections A-J, which every user must complete, and three addenda. The tables which you must complete may not entirely reflect your operations. You may slightly alter the tables to better suit your needs so long as you do not significantly change the question by doing so. You must complete the first and second addenda if the facility to be permitted engages in one or more of the operations described in them (or answer N/A as appropriate). If you would like to be covered by the MWRA's General Permit for Low Flow and Low Pollutant Dischargers, you must complete the third addendum.
3. For the questions which do not apply, please write "N/A" or "not applicable" in the space provided. Please do not leave the question blank, because we may assume you missed the question and send the application back to you.
4. If more space is needed, please attach additional pages.
5. If you have previously submitted information required by this application and that information is unchanged, you must resubmit the information. If there are only minor changes, you may resubmit the information and on a separate sheet indicate the changes that have occurred with page references for each change.
6. If you have not already done so, submit to the Massachusetts Department of Environmental Protection (MADEP) a classification of your pretreatment system

by completing the attached pretreatment facility grading report form. Include a process flow diagram of the pretreatment system and send to:

Board of Certification
DEP Training Center
Route 20
Milbury, MA 01527

7. The form must be signed and dated by an authorized representative of the user to be valid. The MWRA has adopted the EPA's definition of an Authorized Representative, 40 CFR 403.12., as follows:

- (A) For a corporation, its (i) president, secretary, treasurer, or vice-president 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 (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) For a partnership or sole proprietorship, a general partner or proprietor.

By a duly authorized representative of an individual designated in paragraph (A) or (B) if: (i) the authorization is made in writing by the individual described in paragraph (A) or (B); (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 or a position of equivalent responsibility, or having overall responsibility for environmental matters for the company; and (iii) the written authorization is submitted with this form.

8. Submit the completed application in the following manner, please keep a copy for your own records:

- Please submit two copies of the application, one hard copy and one electronic copy to the TRAC office.

- The hard copy of the application should contain a “wet” signature and be mailed to the TRAC office address listed on the top page of page 1 of this application.
 - The electronic copy of the application should be a **single** pdf document that is a compilation of the permit application document and all supporting information. The electronic copy of the application should be emailed to TRACApplications@mwra.com.
 - In the subject line of the email submittal, please identify the submittal as follows: PERMIT APPLICATION, Permit Number, Company Name.
 - Because of file size limitations with the MWRA email server, please scan the permit application and all supporting information at the lowest scan setting. Most scanners will default to a very high photo realistic DPI (dots per inch) setting. Please use the lowest DPI setting to obtain a readable document, yet compressed file size.
 - After scanning, if the pdf file is slightly larger than 5 MB, try compressing a zip file. There may be enough compression with the zip file to get below the 5 MB server limitation. If the file is too large to email, please send an email to TRACApplications@mwra.com requesting a link to the MWRA Share File server.
9. You must submit a completed application no later than sixty (60) days before your current permit expires in order for your current permit to remain in effect pending a decision on your new application.

MWRA ADDRESS:
2 Griffin Way
Chelsea, MA 02150-3334
Attention: TRAC

Note: The MWRA has special applications for certain facility types. If your facility engages solely in a) photo processing and/or printing operations or b) food processing operations, you should call MWRA as directed on Page 1 of these instructions and request the Notice of Intent to Discharge for your type of discharge. Special applications are also required for Colleges and Universities, Landfills, Publicly Owned Drinking Water Treatment Plants, Septage Haulers, and Municipalities. In addition, a separate addendum is required for applicants seeking to discharge from construction site dewatering activities. If you believe you need one of these, please call as directed on Page 1 of these instructions and speak with your Industrial Coordinator.



MASSACHUSETTS WATER RESOURCES AUTHORITY

Low Flow/Low Pollutant Discharge General Permit Application Addendum

1. What is this packet and why is it necessary?

This packet supplements the Sewer Use Discharge Permit Application. Companies seeking coverage by the MWRA Low Flow/Low Pollutant General Permit must complete the enclosed forms in addition to the Sewer Use Discharge Permit Application. The packet contains an addendum to the Sewer Use Discharge Permit Application for low flow/low pollutant dischargers; information about federal categories; instructions for proposed discharges; and information on sample collection, analysis, and submittal. The forms, when completed and submitted, request the MWRA to issue a low flow/low pollutant general permit to a facility. This form helps determine whether you need a permit, are eligible for a permit and the type of permit you need. If you are eligible, the MWRA will send you a General Permit for Low Flow/Low Pollutant Dischargers or a Sewer Use Discharge Permit. If the MWRA denies your request for a permit, it will inform you in writing. Submitting this packet is not an authorization to discharge to the sewer system.

2. Who may complete this form?

You may complete and submit this form to the MWRA to apply for the MWRA Low Flow/Low Pollutant general permit if:

- You discharge less than 300 gallons per day; and have no reasonable potential to violate MWRA sewer use discharge limits; or
- You discharge less than 25,000 gallons per day, but your discharge contains no pollutants regulated by the MWRA.

3. Who must not use this addendum?

Do NOT use this addendum, but instead obtain a Notice of Intent to Discharge, if:

- You are a photo processor or printer; or
- You are a dental facility.

Complete only the MWRA Sewer Use Discharge Permit Application, if:

- You discharge from a federally regulated process, excluding dental office facilities (see attachment 3); or
- You discharge pollutants regulated by the MWRA and have a daily discharge greater than 300 gallons per day; or
- You discharge greater than 25,000 gallons per day.

4. How to complete and submit the following forms:

Please print legibly in black or dark blue ink or type your answers. Follow the instructions listed on the MWRA Sewer Use Discharge Permit Application Instruction Sheet.

5. What is the application fee?

There is no fee to apply for a permit. If this is the first permit for your facility or you will be covered by the General Permit, you will be invoiced and required to pay a charge before you receive your permit. The amount of your charge depends on the type of permit. The amount of charge for each type of permit is found in 360C.M.R. 10.101-10.103 and will be on your invoice.

6. Questions and answers:

For answers to questions about this form or MWRA permits, contact the MWRA Toxic Reduction and Control Department at 617-242-6000.

**MASSACHUSETTS WATER RESOURCES AUTHORITY
TOXIC REDUCTION AND CONTROL
2 GRIFFIN WAY
CHELSEA, MASSACHUSETTS 02150-3334**

SEWER DISCHARGE PERMIT APPLICATION

SECTION A – GENERAL INFORMATION

1. Business Name of Applicant:

2. Facility Address: _____

3. Facility Representative to Contact Concerning Information Provided Herein:
Name: _____ Title: _____
Telephone No.: _____ Facsimile No: _____
e-mail Address: _____

4. Name and Title of Authorized Representative:
Name: _____ Title: _____
Telephone No.: _____ Facsimile No: _____
e-mail Address: _____
Mailing Address (If different from Facility Address): _____

5. Name of Person to Receive Permit (If different from (4) above)
Name: _____ Title: _____
Telephone No.: _____ Facsimile No: _____
e-mail Address: _____
Mailing Address (If different from Facility Address): _____

6. Name of Person to Receive Permit Bill (If different from (4) above)
Name: _____ Title: _____
Telephone No.: _____ Facsimile No: _____
e-mail Address: _____
Mailing Address (If different from Facility Address): _____

*e-mail Address – required if you want the MWRA to send you e-mail when it receives analytical data from your laboratory via the SMART Program

7. Check One: Existing Discharge Proposed Discharge, anticipated date of initial discharge: _____

Note to Authorized Representative: In accordance with Title 40 of the Code of Federal Regulations Part 403, Section 403.14 and M.G.L. c.21 and 27, information and data provided in this questionnaire which identified the nature and frequency of discharge shall be available to the public without restriction. Requests for confidential treatment of other information shall be governed by procedures specified in 40 C.F.R. part 2 and 360 C.M.R. §10.011. Should a discharge permit be required for your facility, the information in this questionnaire will be used to issue the permit.

I have personally examined and am familiar with the information submitted in this document and attachments. I believe that the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and/or imprisonment.

Date

Signature of Authorized Representative

Addendum to the Sewer Use Permit Application for Low Flow/Low Pollutant Discharges

Companies seeking coverage by the low flow\low pollutant General permit must complete this addendum in addition to the Sewer Use Discharge Permit Application.

Industry Information

Industry Name

MWRA Permit Number (if applicable)

Mailing Address (where you want the permit to be mailed)

Facility Address (where your facility is actually located)

Name of Authorized Representative

Title of Authorized Representative

Telephone#

Signature of Authorized Representative

Date

Discharge Information

1. Record the average daily volume of industrial wastewater discharged from your facility to the sanitary sewer in gallons per day (gpd). Do not include sanitary wastewater, non-contact cooling water, or boiler blowdown.

Flow Volume _____gpd

Please show your calculations. Record the volume of discharge in the space for the day during which the discharge occurred:

Sunday___ Monday _____ Tuesday ___ Wednesday ___ Thursday ___ Friday ___ Saturday ___

To determine the average daily industrial discharge amount from a facility, the amount of wastewater discharged on each calendar day in an ordinary week shall be totaled, then divided by the number of days in the week during which the discharge occurred, except: if a facility discharges a small amount on a weekend day relative to its discharge on other days, that weekend day shall not be considered; and, if a facility discharges on fewer than five days per week, the amount of wastewater discharged on each calendar day in an ordinary week shall be totaled and divided by five to determine the average discharge amount per day. The preceding twelve months of a facility's operations shall be used to determine a facility's ordinary week, except a more current time period shall be used if the facility's average amount of discharge changed within the past twelve months or began more recently.

Example:

Your facility discharges the following amounts on four days in one week

$(575 \text{ gallons} + 625 \text{ gallons} + 350 \text{ gallons} + 590 \text{ gallons}) \div 5 \text{ days} = 428 \text{ gallons average daily flow}$

1. If you have an existing discharge you must submit recent data from sampling analyses. If the wastewater at your facility has not been analyzed within the past 2 years, the wastewater must be sampled and analyzed by a DEP certified laboratory before submitting this addendum. Wastewater samples must represent the typical discharge at your facility and exclude sanitary sewage, uncontaminated cooling water, and uncontaminated process water. If you are proposing a discharge, refer to attachment **1** for instructions on required report submittal. Refer to attachment 2 for information regarding sample collection and analysis.

2. Describe the location from where samples were collected for submittal with this application.

3. Do you have a pH adjustment system?

Yes No

If yes, does the system have an automatic alarm and chart recorder or electronic memory?

Yes No

Does the facility discharge in batches, treating each batch if necessary to meet pH discharge requirements?

Yes No

Laboratories

* Must submit current chemical inventory lists including names and quantities of all chemicals on site at the facility. If you do not have a current list, one must be compiled and submitted with this application.

* Must submit a copy of current Chemical Management Plan. The Chemical Management Plan at a minimum shall include procedures to :

- A. Ensure that regulated materials do not spill or leak into the sewer system;
- B. Eliminate or minimize the disposal of regulated materials to the sewer so that MWRA discharge limits are met;
- C. Properly handle, store, collect, and dispose of laboratory chemicals and maintain disposal manifests;
- D. Train laboratory employees in proper laboratory chemical usage and disposal; and,
- E. Ensure that the laboratory chemical management plan is followed by, among other measures, posting appropriate notices of proper chemicals usage and disposal practices at sinks where laboratory chemicals are used.

Food Processing Companies

* Describe the size, type and location of the grease traps in use at your facility.

* List the name of the company contracted to service the trap(s).

*List any chemical or biological agents used in traps, if any (Any biological or chemical additives must be approved by the MWRA before use).

Attachment 1

Proposed dischargers are required to submit a report along with the application which estimates the following information:

Flow Information: Proposed dischargers shall estimate the average daily flow and maximum daily flow, in gallons per day, to the sewer from all process streams.

Measurement of Pollutants: Proposed dischargers shall estimate the nature and concentrations of regulated pollutants in the discharge from each process.

Report Certification Form: The report shall contain the following certification statement:

"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 assure 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, and 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."

The Report Certification Form shall be signed and dated by an Authorized Representative of the proposed discharger.

An Authorized Representative is:

- a) Responsible corporate officer, if the permittee is a corporation. For the purpose of this requirement, a responsible corporate officer means a president, secretary, treasurer, or vice president 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 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) General partner or proprietor if the permittee is a partnership or sole proprietorship respectively.
- c) Duly authorized representative of the individual designated in (a) or (b) of this section if:
 - i) the authorization is made in writing by the individual described in (a) or (b);
 - 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;
 - iii) the written authorization is submitted to the MWRA

If an authorization 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 permittee, a new authorization satisfying the requirements of this section must be submitted to the MWRA prior to or together with the next report required of the permittee.

Attachment 2

Sampling Information /Requirements

WHAT TO SAMPLE FOR

Companies must sample for a full scan of parameters. A full scan includes the following:

Total Toxic Organics (ITO) including Volatile (VOA) and Acid/Base/Neutral Extractable (ABN) portions; PCB/Pesticides; Formaldehyde; Cyanide; Hexavalent Chromium; Petroleum Hydrocarbons (PHC); Fats, Oil and Grease (FOG); pH; Arsenic; Antimony; Cadmium; Chromium; Copper; Lead; Nickel; Selenium; Silver; Zinc; Mercury.

- ◆ Except, you can submit less than a full scan if a qualified professional (such as an environmental engineer with experience in wastewater) certifies that the pollutants not sampled are not expected to be present in the waste stream and why the pollutants are not expected to be present.
- ◆ You must sample at minimum for pH.

WHERE AND HOW TO SAMPLE

SAMPLING INFORMATION:

Samples must be collected and analyzed by a DEP certified laboratory. The laboratory must follow these procedures. 40 CFR, PART 136 lists pollutant parameters, preservation methods; collection bottle type, and holding times. This reference should be used when determining whether the sample should be collected as a Grab or Composite and the analytical method to use.

GRAB SAMPLING - An optimum Grab Sample should be collected over a period not to exceed 15 minutes.

COMPOSITE SAMPLING - A composite Sample shall mean a combination of a series of at least 12 aliquots taken on either a time or flow proportional basis over a period of time. A Composite Sample shall be taken at preselected intervals throughout the time in a day during which wastewater is discharged, except a shorter time period may be used if that shorter time period encompasses all or most of the wastewater discharge that day or if a shorter period is authorized by the Authority. A batch discharge may have a Composite Sample taken throughout the discharge of the batch. A flow proportioned Composite Sample shall be taken, except a time interval Composite Sample may be taken if it is not feasible or appropriate to take a flow proportioned Composite Sample.

Though many discharges provide enough water to insure collection of a representative sample, intermittent or trickle flows may make it difficult for adequate sample collection. A Grab Sample would be an acceptable sample for:

- (a) a batch discharge when the Grab Sample would be fairly representative of the discharge as a whole;
- (b) for pollutants that are not amenable to composite sampling of an industrial waste stream by use of an automatic wastewater sampler, such as hexavalent chromium and volatile organics; or,

(c) when it is not feasible or appropriate to take a Composite Sample, such as when the discharge is of too short duration for automatic composite sampling or the sampling location is inaccessible for an automatic wastewater sampler.

PROPER SAMPLING LOCATION:

All samples collected for analysis should be collected while the system is discharging, after all pretreatment (if any exists), and before it combines with other waste streams (i.e., sanitary waste, cooling tower waste). Access to effluent flow can be accomplished by installing a spigot or access port in the process discharge piping. Though not generally desirable, samples can be collected from tanks (i.e., chip tank or pH neutralization tank) just prior to effluent discharge. Again, this should be collected in front of the discharge pipe while the process is running.

Either of two methods may be used to collect samples using an autosampler:

1. the sample tubing may be connected to a spigot on the discharge line or;
2. the tubing may be connected to a strainer and the strainer placed in the mouth of the discharge pipe leading from the final pH adjustment tank.

DEP CERTIFIED LABORATORY INFORMATION

To learn the status of a laboratory's certification:

1. Ask the laboratory for a copy of its last DEP certification results; or
2. Use the DEP's web page site on the Internet:

<https://www.mass.gov/certified-laboratories>

The MWRA does not accept analytical results for a parameter for which the laboratory that did the analysis has only provisional certification (or no certification), unless the laboratory has specific approval from the MWRA to submit with provisional certification.

Note: There are few parameters for which DEP does not provide certification for non-potable water. For those parameters, you may use any laboratory that is otherwise certified by DEP for non-potable water analyses. The list of parameters for which DEP provides certification is found in the DEP updates on the certification status of environmental laboratories.

RESULTS SUBMITTAL

You must submit sampling results to the MWRA on paper copy with the accompanying chain of custody forms.

FEDERALLY REGULATED PROCESSES

40 CFR 406 Grain Mills Point Source Category

40 CFR 413 Electroplating Point Source Category

Covers electroplating operations in which metal is electroplated on any basis material and related metal finishing operations

40 CFR 414 Organic Chemicals, Plastics, and Synthetic Fibers

Applies to all establishments or parts of establishments that manufacture organic chemicals, plastics, and synthetic fibers (OCPSF) products. Major SIC groups: 2821, 2823, 2824, 2865, and 2869.

40 CFR 415 Inorganic Chemicals Manufacturing Point Source Category

40 CFR 418 Fertilizer Manufacturing Point Source Category

40 CFR 419 Petroleum Refining Point Source Category

40 CFR 420 Iron and Steel Manufacturing Point Source Category

40 CFR 421 Nonferrous Metals Manufacturing Point Source Category

Applies to facilities producing primary metals from ore concentrates and recovering secondary metals from recycle wastes. Alloying and casting of nonferrous metals is limited to alloying or casting of hot metal directly from the nonferrous metals manufacturing process without cooling.

40 CFR 423 Steam Electric Power Generating Point Source Category

Applies to discharges resulting from the operation of a generating unit by an establishment engaged in the generation of electricity for distribution and sale, which results primarily from a process utilizing fossil-type fuel or nuclear fuel in conjunction with a thermal cycle employing the steam water system as the thermodynamic medium.

40 CFR 425 Leather Tanning and Finishing Point Source Category

40 CFR 426 Glass Manufacturing Point Source Category

40 CFR 428 Rubber Manufacturing Point source Category

40 CFR 429 Timber Products Processing Point Source Category

Applies to any timber products processing operation and any plant producing insulation board with wood as the major raw material.

40 CFR 430 Pulp, Paper, and Paperboard Point Source Category

Applies to any pulp, paper, or paperboard mill.

40 CFR 431 The Builders' Paper and Board Mills Point Source Category

Applies to the discharges resulting from the production of builders' paper and roofing felt from wastepaper.

40 CFR 433 Metal Finishing Point Source Category

Applies to plants which perform any of the following six metal finishing operations on any basis material: electroplating, electroless plating, anodizing, coating (chromating, phosphating, and coloring), chemical etching and milling, and printed circuit board manufacturer.

40 CFR 439 Pharmaceutical Manufacturing Point Source Category

Covers discharges resulting from the manufacture of pharmaceuticals

40 CFR 441 Dental Office Point Source Category

40 CFR 443 Effluent Limitations Guidelines for Existing Sources and Standards of Performance and Pretreatment Standards for New Sources for tile Paving and Roofing Materials (Tars and Asphalt) Point Source Category

Applies to discharges resulting from asphalt paving and roofing emulsions

40 CFR 455 Pesticide Chemicals

40 CFR 458 Carbon Black Manufacturing Point Source Category

40 CFR 461 Battery Manufacture Point Source Category

Applies to any battery manufacturing plant.

40 CFR 464 Metal Molding and Casting Point Source Category

Applies to metal molding and casting facilities.

40 CFR 465 Coil Coating Point Source Category

Applies to any coil coating facility or to any can making facility.

40 CFR 466 Porcelain Enameling Point Source Category

40 CFR 467 Aluminum Forming Point Source Category

40 CFR 468 Copper Forming Point Source Category

40 CFR 469 Electrical and Electronic Components Point Source Category

40 CFR 471 Nonferrous Metals Forming and Metal Powders Point Source Category

Applies to forming operations including rolling, extruding, forging, drawing, swaging, cladding, and tube reducing. Also to ancillary operations performed as an integral part of the forming.