



<i>For MCES Use Only</i>			
Permit No: _____	Received: _____		
Facility ID: _____	Exp. Date: _____		
Staff: _____	SAC: YES	NO	

INDUSTRIAL DISCHARGE PERMIT RENEWAL APPLICATION

STANDARD INDUSTRIAL DISCHARGE PERMITS

All Industries needing to renew their MCES Standard Industrial Discharge Permit are required to fill out this form and submit it to MCES offices 60 days prior to current permit expiration.

A. General Information

1. Facility Name: _____
2. Facility Address: _____

3. Facility County: _____
4. Mailing Address: _____

5. Contact Information: (Please fill in the information below and indicate where there is a change.)

Change	Contact Name and Title	Address	Phone	Email
	(Primary contact)			
	(Billing contact)			
	(Field contact)			
	(Alternate contact)			

6. Does your facility have any other facilities in the seven-county metropolitan area that have a discharge other than domestic waste which have not applied for a permit?

Yes No If Yes, indicate address: _____

B. Operations

1. Shift Information:

	1st	2nd	3rd
Shift hours:			
Number of employees per shift:			

2. Hours of operation:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

C. Production

1. NAICS Codes and descriptions of operations:

NAICS Code	Description of Operation	Primary?

2. Information on raw material used:

You may request that information regarding raw materials be classified as confidential if you consider the specific information to be "trade secret information" as defined by the Minnesota Government Data Practices Act (Minnesota Statutes § 13.37). To make this request, check the following box and contact your MCES permit engineer to complete the request process.

Yes, the raw materials should be classified as trade secret information.

Principal Raw Materials	Daily Quantity	Units

3. Information on principal products produced:

Principal Products	Daily Quantity	Units

4. Are there seasonal changes at this facility in the volume of water used, rate of production, services rendered, and/or industrial waste generated? Yes No If Yes, please describe below:

5. Were there significant changes in production, manufacturing, or pretreatment at this facility in the past three years? Yes No If Yes, please describe below:

6. Are there any planned significant changes in production, manufacturing, or pretreatment at this facility in the next three years? Yes No If Yes, please describe below:

7. Were there significant changes or are there planned changes at this facility in the occupied square footage? Yes No If Yes, please describe below:

D. Industrial Wastewater

1. Please indicate any incoming water treatment (check all that apply):
 None Water Softener Reverse Osmosis De-ionization Other: _____
 Total quantity of water treated: _____ gallons/year

2. Is there a reject waste stream from any of these processes that is discharged to the sanitary sewer?
 Yes No If Yes, total quantity discharged: _____ gallons/year

3. Please list any chemicals added to re-circulating cooling water and/or boiler makeup water:

Chemical Added	System Being Treated	Chemical Make-Up	Quantity Used per Year

(Use a separate sheet if necessary)

4. Please list the sources of all industrial waste discharges to the sanitary sewer and their estimated percent of the total facility wastewater discharge:

Source	% of Total Facility

(Use a separate sheet if necessary)

5. Is your facility's industrial waste pretreated prior to discharge to the sanitary sewer?

Yes No If Yes, please list the treatment method(s) used:

Method of Treatment	Year Installed	Waste Streams Treated	Parameter(s) Treated	Discharge Rate*	Discharge Frequency*	Byproduct Disposal Method

(Use a separate sheet if necessary)

*Note: Discharge rate and frequency should provide enough information to determine whether discharge from this pretreatment process is continuous or intermittent.

6. Does your facility have batch discharges* to the sanitary sewer?

Yes No If Yes, please list in table below:

Source	Characteristics	Quantity (gallons)	Discharge Frequency	Pretreatment Method

(Use a separate sheet if necessary)

*Note: A batch discharge is defined as an infrequent or periodic discharge of industrial waste which includes, but is not limited to the following: spent acid or caustic solutions, spent process solutions, machining coolants, concentrated dead rinses, etc.

7. Does your facility have industrial process waste that is hauled off-site for treatment and disposal?

Yes No If Yes, please list in table below:

Waste Streams Shipped	Characteristics	Quantity (gallons)	Shipping Frequency	Transported By/To

(Use separate sheet if necessary)

E. Permits and Licenses

1. Federal Tax ID Number: ___ - _____
2. Does this facility have an NPDES/SDS permit for the discharge of non-contact cooling water, contaminated ground water, or other wastewater to a storm sewer or receiving water?
 Yes No If Yes, please indicate the permit number: _____
3. Does this facility have a license or permit for the generation, treatment, storage, or disposal of hazardous waste?
 Yes No If Yes, please indicate the type of license and complete the table below:
 VSQG SQG LQG Other: _____

Permit/License Number	Issued By

4. Does this facility discharge to the sanitary sewer any wastes that could be considered hazardous under Minnesota Rules Chapter 7045? Yes No If Yes, complete the table below:

Hazardous Waste Discharge	Quantity (gallons)	Discharge Frequency

F. Public Information Policy

Under Section 221.00 of the MCES Waste Discharge Rules, Industrial Discharge Permit applications and accompanying documents required by MCES are public information. If, however, the applicant considers specific information submitted to MCES via permit applications to be "trade secret information," as defined by the Minnesota Government Data Practices Act (Minnesota Statutes § 13.37) the applicant may mark items on these documents as trade secret information. If MCES determines the marked items are trade secret information, then MCES will treat the marked items as nonpublic data in accordance with the Minnesota Government Data Practices Act.

G. Facility / Site Diagram(s)

Provide current diagrams and schematics on separate sheet(s) indicating the location of:

1. General areas, such as production, offices, warehouses, etc.;
2. Bulk chemical storage areas (such as: flammables, solvents, oils, acids, caustics, dyes, metal solutions, pesticides, ethylene glycol, or large volumes of foodstuff liquids);
3. Manufacturing or process areas where industrial waste is generated;
4. Main water supply lines to and wastewater lines from process/manufacturing areas;
5. Incoming and deduct water meters;
6. All connections to the sanitary and storm sewers, including the locations of any oil/water separators or flammable waste traps;
7. Existing sampling/monitoring point(s);
8. Wastewater pretreatment system(s), if present; and
9. Miscellaneous sources of industrial waste, such as cooling tower bleed-off and boiler blow-down.

Also, provide in list or table format the following information:

10. Equipment or processes using non-contact cooling water; and
11. Chemicals stored at this facility in quantities greater than 5 gallons that have the potential to affect the characteristics of the wastewater discharge if released.

Note: In the case of facilities with complex operations, more than one diagram, schematic or table may be necessary to provide the information requested above. Certain individual process operations or a pretreatment system may warrant a separate schematic.

H. Process Flow Schematic(s)

You may request that the process flow schematics be classified as confidential if you consider the specific information to be trade secret information as defined by the Minnesota Government Data Practices Act (Minnesota Statutes § 13.37). To make this request, check the following box and contact your MCES permit engineer to complete the request process.

Yes, the process flow schematic(s) should be classified as trade secret information.

Provide a process flow schematic for each industrial process with a sanitary sewer discharge. Each schematic must contain the following:

1. Incoming water addition point and volume determination method (meters, etc.);
2. Process chemical addition points;
3. Pretreatment systems;
4. Industrial waste streams, as well as the waste stream disposal options (e.g., on-site sanitary sewer, hauled liquid waste, storm sewer, hazardous waste management, etc.);
5. Wastewater sampling / monitoring point(s);
6. Wastewater volume determination methods (meters, etc.).

I. Certification of Information

"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 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 fines and imprisonment for known violations."

This form must be signed by a signatory authority or a designated signatory on file with MCES for this permit. If not on file with MCES, then the appropriate attached form(s), "Certificate of Signatory Authority" and "Option to Designate a Signatory" must be completed and submitted with this permit renewal application.

Name (Print): _____

Title: _____

Email: _____

Signature*: _____

Date: _____

Send completed application to: Metropolitan Council Environmental Services
Industrial Waste and Pollution Prevention Section
390 Robert Street North
St. Paul, MN 55101-1805



THIS IS MANDATORY
Complete and return this form.

CERTIFICATION OF SIGNATORY AUTHORITY

I, the undersigned, do hereby certify that I meet the definition of a signatory authority as outlined below:

Signatories must be one of the following as found in 40 CFR 403.12(l):

1. For a corporation:
 - (a) a president, secretary, treasurer, or vice-president of the corporation in charge of a principle 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 which govern the operation of the regulated facility, including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for control mechanism requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
2. For a partnership or sole proprietorship; a general partner or proprietor, respectively.
3. For a public agency: a general manager, department manager, or supervisor of a public agency who performs policy or decision making functions for the public agency.

I accept the responsibility for the operation of the facility and/or the compliance with all regulatory requirements for the facility from which the wastewater discharge originates.

Name of Signatory Authority: _____

Signature: _____

Title: _____ Date: _____

Facility Name: _____ Permit No: _____

All correspondence regarding permit, enforcement, and self-monitoring issues (e.g., renewal applications, notice of violations, and SMRs) shall be sent to the signatory authority or the designated signatory if properly authorized. If there is a change in the signatory authority or the designated signatory, MCES must be notified in writing and the appropriate form must be resubmitted.

For reporting via the Industrial Online Reporting System (IORS), the signatory authority and/or the designated signatory must complete the MCES Electronic Signature Agreement (ESA). Once the ESA is approved, the signatory authority and/or the designated signatory shall be the only people with "Responsible Official" accounts (authority to sign and submit) in the IORS.



THIS IS OPTIONAL

Complete this form only if the authorized signatory wants to designate a signatory.

OPTION TO DESIGNATE A SIGNATORY

This is to authorize the individual whose name and title appear below,

Designated Signatory's Name (print or type)

Title

to be the designated individual responsible for wastewater discharges who can be served with notices, and who is the designated signatory on my behalf for purposes of signing all reports. This individual has the responsibility for the overall operation of the facility and/or the compliance with all regulatory requirements for this facility from which the wastewater discharge originates. I understand that if these responsibilities change, MCES will be notified in writing to terminate designation of the above-named individual and to establish a new signatory.

Name of Signatory Authority: _____

Signature: _____

Title: _____ Date: _____

Facility Name: _____ Permit No: _____

As found in 40 CFR 403.12(l)(3), the following must occur to authorize a designated signatory:

1. The authorization is made in writing by the signatory authority.
2. The authorization specifies 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,
3. The written authorization is submitted to MCES.

I accept the responsibility for the overall operation of the facility and/or the compliance with all regulatory requirements for the facility from which the wastewater discharge originates. I understand that it is my responsibility to keep the signatory authority informed regarding all permit and enforcement issues.

Name of Designated Authority: _____

Signature: _____

Title: _____ Date: _____

Facility Name: _____ Permit No: _____

All correspondence regarding permit and enforcement issues shall be sent to the designated signatory. It is the designated signatory's responsibility to keep the signatory authority informed regarding permit and enforcement issues. The signatory authority remains legally responsible for all wastewater discharge to the sanitary sewer from this facility and for ensuring that he/she is duly informed by the designated signatory.

For reporting via the Industrial Online Reporting System (IORS), the signatory authority and/or the designated signatory must complete the MCES Electronic Signature Agreement (ESA). Once the ESA is approved, the signatory authority and/or the designated signatory shall be the only people with "Responsible Official" accounts (authority to sign and submit) in the IORS.