

OHIO EPA INDIRECT DISCHARGE PERMIT  
APPLICATION FOR A NEW OR RENEWED PERMIT

GENERAL INSTRUCTIONS

Rule 3745-36-03 of the Ohio Administrative Code requires any significant industrial user, as defined in rule 3745-36-02 of the Ohio Administrative Code, to apply for and to obtain an individual indirect discharge permit. If you have any questions concerning the applicability of the Indirect Discharge Permit program to your facility, please contact the Ohio EPA, Division of Surface Water, Pretreatment Unit, at (614) 644-2001 or your Ohio EPA district representative. For a list of central office and district office pretreatment contacts, please visit the website:  
<http://www.epa.ohio.gov/dsw/pretreatment/district.aspx>.

**Procedures for filing:** Completed applications should be submitted to Ohio EPA 180 days prior to commencement of discharge for new facilities, or 180 days prior to the expiration date if you have an existing permit. Applications should be submitted to Ohio EPA at either of the following addresses:

FOR U.S. MAIL:     Ohio EPA  
                          Fiscal Administration  
                          P.O. Box 1049  
                          Columbus, Ohio 43216-1049

FOR ALL OTHER DELIVERY METHODS:  
                          Ohio EPA - Lazarus Government Center  
                          Fiscal Administration  
                          50 West Town Street, Suite 700  
                          Columbus, Ohio 43215

**The following items are required with the application:**

- A.     **Permit Fees:** *an application fee of \$200*, in the form of a check or money order, payable to the "Treasurer of the State of Ohio", is required. You will receive a bill for this amount if you submit your application electronically. A discharge fee, based on the design discharge flow of your facility, will be billed when your permit is issued.
  
- B.     **POTW authorization to discharge:** a written statement from the POTW authorizing the discharge to the POTW and containing any special conditions the POTW wishes to have placed on the discharge is required with an application for a new permit. This statement is not required with an application for permit renewal.
  
- C.     **A list of other environmental control permits held by the facility** (such as air

permits, NPDES permits, or RCRA permits) is required.

- D. **A site plan** showing property lines, buildings, material storage areas, treatment facilities, and major areas of the plant, particularly those areas where wastewaters are generated, is required. All sewers, floor drains, and manholes should be shown. Also show the location(s) of connections to the public sewers and sampling locations.
- E. **A process flow schematic diagram** showing: all production processes; water flow including process, sanitary, and cooling water flow; and wastewater treatment units.
- F. **Sampling results:** results of effluent sampling performed as described on the attached form EPA 4224 may be required. Please contact Ohio EPA, Central Office at (614) 644-2001 or your Ohio EPA district representative before sampling to discuss sampling requirements.
- G. **The application must be signed by:**
  - 1. For a corporation, a principle executive officer of at least the level of vice-president, or his duly authorized representative, if such representative is responsible for the overall operation of the facility from which the discharge originates;
  - 2. For a partnership, by a general partner;
  - 3. For a sole proprietorship, by the proprietor.

**Confidentiality:** The information contained in the application will be considered public records of the Ohio EPA. If you believe trade secrets are included with the application, you should request confidentiality at the time of submission, in accordance with the procedures of rule 3745-3-07 of the Ohio Administrative Code. Amounts of pollutants in effluent discharges cannot be considered confidential.

#### **ITEMIZED INSTRUCTIONS**

- 1. **Permit action:** specify whether this application is for a new permit or a renewed permit.
- 2. **Waste water source:** indicate whether discharge is proposed or existing.
- 3. **Company name:** give the legal name of the entity responsible for the facility producing the discharge (if applicable).
- 4. **Contact name:** give the name and title of the contact for the company.

5. **Mailing address:** list the company address.
6. **Billing address:** give the billing address and contact if different from above.
- 7-9. **Facility information:** give the name, address, etc. for the facility producing the discharge, and the latitude and longitude of the facility (if known).
- 10-13. **Self explanatory.**
14. **Wastewater treatment system:** list the wastewater treatment system units and method of operation, if applicable. Example language: "the treatment system includes a holding tank, pH adjustment, flocculation, and clarification. The system is electronically controlled and operated in batch. Final pH and flow are monitored continuously during discharge."
15. **Description of discharge location:** for each location of discharge to the sewer, describe the sewer connection and location. Example language: "all Finishing Line #2 waste water, #6 furnace blowdown, and south office sanitary waste flows to an 8 inch ductile iron pipe connected to the city sewer at the manhole located at the intersection of Fifth and Broad Streets." If there is more than one sewer connection, make copies of this page and report the information requested in this Item for each sewer connection.
  - A. **Manufacturing process:** list manufacturing process water source(s) tributary to the discharge location. For each source, list the average and maximum daily flow and specify whether the discharge is released continuously or in batch. If the discharge is in batch, give the frequency of the batch discharge. Example language: "2000 gallons approximately once per month." If the manufacturing process is subject to production based standards, report the average daily production rate for the process in the units specified by the standards, if known. Example language: "5000 pounds per day of aluminum poured." Finally, report the approximate date the manufacturing process began operation or is expected to begin operation.
  - B. **Dilute water sources:** list the dilute waste water sources tributary to the discharge location. For purposes of this application, dilute waste water sources include but are not limited to: non-contact cooling water; air compressor condensate; cooling tower, boiler or other blowdown; filter backwash; demineralizer backwash; reverse osmosis concentrate; storm water; ground water; and sanitary wastes. For each source, list the average and maximum daily flow and specify whether the discharge is released continuously or in batch. If the discharge is in batch, give the frequency of the batch discharge.

- C. A **site plan** and a **process and flow schematic diagram** should be attached to illustrate the information listed in Item 15 above. Attached **figures 1 and 2** are examples of a site plan and a process and flow schematic diagram, respectively.
16. **Sludges/Residuals:** if sludges or residuals are or will be generated from wastewater related activities, list the source, whether the sludge is considered a RCRA hazardous waste, the off site hauler, disposal method, disposal frequency, and amount generated for each type of residual or sludge.
  17. **Permit-To-Install:** indicate whether a Permit-To-Install application corresponding to this discharge permit application was submitted to Ohio EPA and give the Ohio EPA Permit-To-Install number.
  18. Leave this section blank.
  19. **Other environmental permits:** if your facility holds other environmental control permits (such as air permits, NPDES permits, or RCRA permits) list each of these here.

**The application must be signed** as described in **item G** of the General Instructions above. **A checklist of required elements** for the application is provided below to help you be sure your application is complete.

**Did you include:**

1.  **Correct application fee**
2.  **POTW authorization to discharge (for new discharge)**
3.  **Sampling results**
4.  **Site plan**
5.  **Process/flow schematic diagram**
6.  **Production rates, if applicable**
7.  **Flow rates**
8.  **Correct signature**

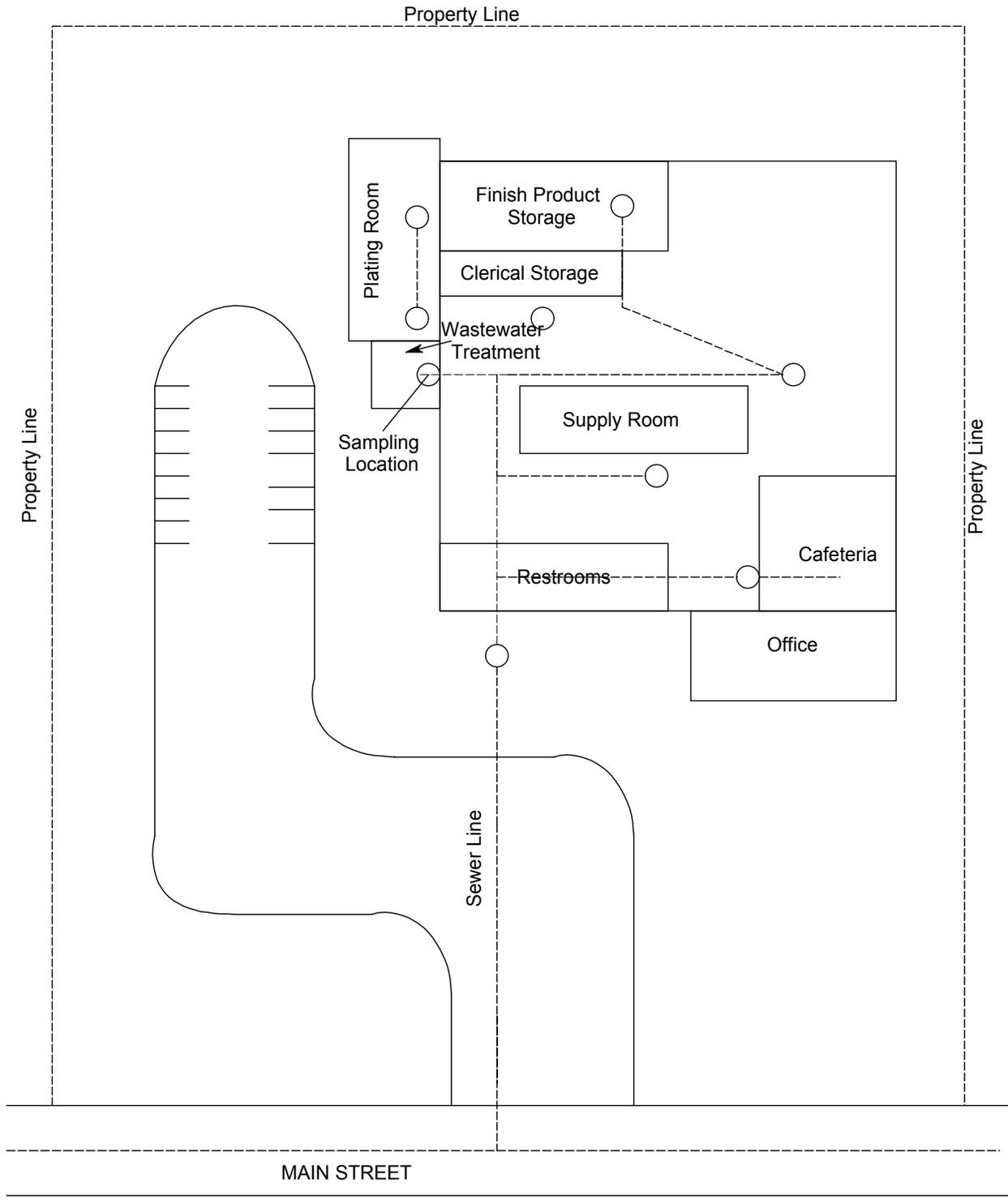


FIGURE 1: EXAMPLE SITE PLAN

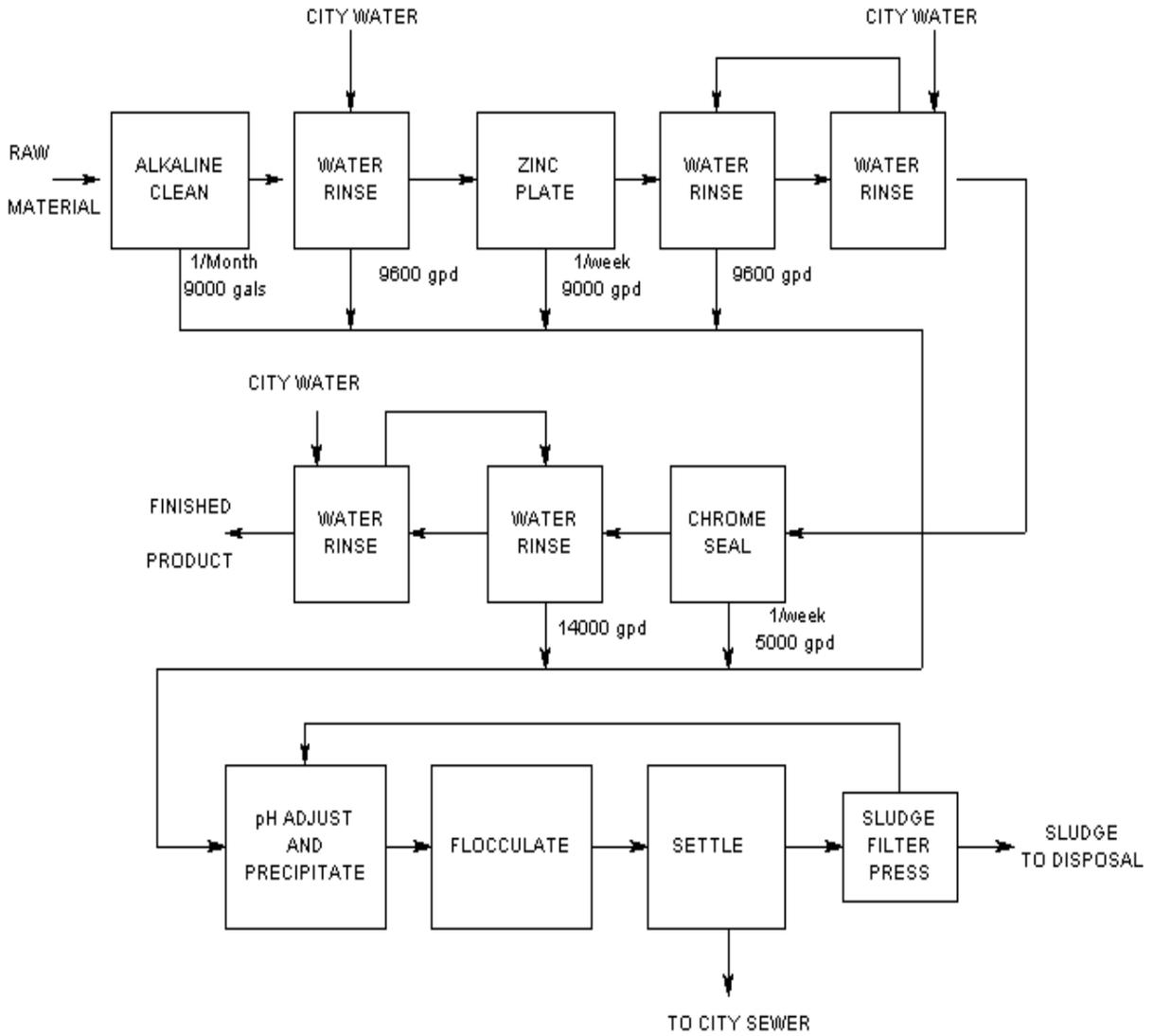


FIGURE 2: EXAMPLE PROCESS / FLOW SCHEMATIC DIAGRAM

## OHIO EPA INDIRECT DISCHARGE PERMIT APPLICATION FOR MODIFICATION

Rule 3745-36-03 of the Ohio Administrative Code (OAC) identifies requirements for modification of Indirect Discharge Permits. Facilities having an Indirect Discharge Permit must apply for a permit modification if there are alterations to the permitted facility or activity. A Permit-to-Install may be required in addition to an Indirect Discharge Permit modification if a wastewater disposal system will be added or modified. If you are not sure whether a modification to your Indirect Discharge Permit or a Permit-to-Install is needed, contact the Ohio EPA Central Office Pretreatment Unit at (614) 644-2001, or your Ohio EPA district representative. For a list of central office and district pretreatment contacts, please visit the website: <http://www.epa.ohio.gov/dsw/pretreatment/district.aspx>.

### Required Information and Instructions

The following items are required with the application:

- A. **Permit Fees: *an application fee of \$200***, in the form of a check or money order, payable to the “Treasurer of the State of Ohio”. You will receive a bill for this amount if you submit your application electronically. A discharge fee, based on the design discharge flow of your facility, will be billed when your modified permit is issued.
  
- B. **The application must be signed by:**
  - 1. For a corporation, a principle executive officer of at least the level of vice-president, or his duly authorized representative, if such representative is responsible for the overall operation of the facility from which the discharge originates;
  - 2. For a partnership, by a general partner;
  - 3. For a sole proprietorship, by the proprietor.
  
- C. **Items 1-9, and 17-18 must be completed.**
  - 1. **Permit action:** specify that this application is for a permit modification.
  - 2. **Waste water source:** indicate whether discharge is proposed or existing.
  - 3. **Company name:** give the legal name of the entity responsible for the facility producing the discharge (if applicable).

4. **Contact name:** give the name and title of the contact for the responsible entity.
5. **Mailing address:** address of entity in item 3.
6. **Billing address:** give billing address and contact if different from above.
- 7-9. **Facility information:** give the name, address, etc. for the facility producing the discharge, and the latitude and longitude of the facility.
17. **Permit-To-Install:** state whether an application for a Permit-To-Install was submitted to Ohio EPA for this modification and the Ohio EPA Permit-To-Install number, if applicable.
18. **Modification description:** describe the requested modification in sufficient detail to allow Ohio EPA to process your request. You may complete any of the optional portions of the application (10-16 & item 19) if you think it will help in describing the modification. Attach extra sheets if needed.

**Procedures for filing:** Completed applications should be submitted to Ohio EPA as soon as practical before the changes to the facility are made to allow sufficient time for processing. Applications should be submitted to Ohio EPA at either of the following address:

FOR U.S. MAIL: Ohio EPA  
 Division of Surface Water/Pretreatment Unit  
 P.O. Box 1049  
 Columbus, Ohio 43216-1049

FOR ALL OTHER DELIVERY METHODS:  
 Ohio EPA  
 Division of Surface Water/Pretreatment Unit  
 Lazarus Government Center  
 50 West Town Street, Suite 700  
 Columbus, OH 43215

**Have you included the following required items?**

1.  **Correct application fee**
2.  **Correct signature**
3.  **Items 1-9 and 17-18 completed**

**Confidentiality:** The information contained in the application will be considered public records of the Ohio EPA. If you believe trade secrets are included with the application, you should request confidentiality at the time of submission, in accordance with the procedures

of rule 3745-3-07 of the Ohio Administrative Code. Amounts of pollutants in effluent discharges cannot be considered confidential.