



City of Port Angeles Implementation Manual

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Definitions

- A. "Act" - The Clean Water Act (33 U.S.C. 1251 et seq), as amended.
- B. "Additive" - Any material put into a Grease Removal System (GRS) or any drain lines or appurtenances discharging to a GRS intended in any way to modify the operation of the GRS.
- C. "AKART" - All known available and reasonable treatment technology.
- D. "Applicable Pretreatment Standards" - For any specified pollutant, the City's prohibitive discharge standard, the City's specific limitations on discharge, the State of Washington pretreatment standards, or the National Categorical Pretreatment Standards (when effective), whichever standard is most stringent.
- E. "Authorized or Duly Authorized Representative of the User"
1. If the user is a corporation:
 - a. The president, secretary, treasurer, or a 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
 - 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. If the user is a partnership or sole proprietorship: a general partner or proprietor, respectively.
 3. If the user is a Federal, State, or local governmental facility: a director or highest official appointed or designated to oversee the operation and performance of the activities of the regulated facility, or their designee.
 4. The individuals described in paragraphs 1 through 3, above, may designate another authorized representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the company, and the written authorization is submitted to the City.
- F. "Automatic Grease Removal System (AGRS)" - A GRS that has provision to automatically remove separated FOG and/or settled solids from the tank and collect them for disposal.
- G. "Biochemical Oxygen Demand or BOD" - The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures for five (5) days at 20 degrees centigrade, usually expressed as a concentration (e.g., mg/l).
- H. "Best Management Practices or BMPs" - means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to implement the prohibitions listed in Section 13.06.030 A and B [40 CFR 403.5(a)(1) and (b)]. BMPs also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage.
- I. "Categorical Pretreatment Standard or Categorical Standard" - Any regulation containing pollutant discharge limits promulgated by EPA in accordance with Sections 307(b) and (c) of the

Act (33 U.S.C. Section 1317) which apply to a specific category of users and which appear in 40 CFR Chapter I, Subchapter N, Parts 405-471.

J. "Categorical Industrial User" - An Industrial User subject to a Categorical Pretreatment Standard or Categorical Standard.

K. "City" - City of Port Angeles, Washington.

L. "Composite Sample" - A composite of several samples taken throughout the period of a day when a regulated discharge is occurring. Several brands of electric samplers, some with a refrigerated sample collection area, may be used. Approvable composite samplers may either use a flow paced or time paced algorithm.

M. "Daily Limit or Daily Maximum Limit" - The maximum allowable discharge of a pollutant over a calendar day or equivalent representative 24-hour period.

N. "Director" - The City of Port Angeles' Public Works and Utilities Director. The term also means a duly authorized representative of the Director. Whenever in this Chapter the Director is given authority to establish limits, extend or shorten time, make a determination or finding, or make other decisions, he shall do so within the bounds of applicable local, state, and federal law and in accordance with BMPs.

O. "Discharge Authorization" - A wastewater discharge permit authorizing users to discharge wastewater to the Port Angeles POTW. These permits would be for users other than Minor Industrial Dischargers but still requiring a control mechanism.

P. "Discharger" - Any non-residential user who, by any means, discharges an effluent into a POTW.

Q. "Environmental Protection Agency" - The U.S. Environmental Protection Agency or, where appropriate, the Regional Water Management Division Director, the Regional Administrator, or other duly authorized official.

R. "Existing Source" - Any source of discharge subject to Categorical Standards that does not meet the definition of a "New Source."

S. "Fats, Oils, and Grease (FOG)" - The term fats, oils, and grease shall mean those components of wastewater amenable to measurement by the methods described in Standard Methods for the examination of Water and Wastewater, latest approved edition or other methods approved by 40 CFR136. For the purposes of this Chapter, the term Fats, Oils And Grease shall include polar fats, oils, and grease and other components extracted from wastewater by these methods, excluding the non-polar fraction.

T. "Food Service Establishment (FSE)" - Any establishment, commercial or noncommercial, primarily engaged in the preparing, serving, or otherwise making available for consumption foodstuffs in or on a receptacle that requires washing more than two (2) days per week and that discharges to the POTW.

U. "Grab Sample" - A sample which is taken from a wastestream without regard to the flow in the wastestream and over a period of time not to exceed fifteen (15) minutes.

V. "Grease Interceptor/Interceptor/Interceptor-style GRS" - Any relatively large in- ground or above-ground tank, generally, but not always, of precast concrete, with internal plumbing and baffling intended to act as a GRS or AGRS to serve one or more fixtures and that is remotely located.

W. "Grease Removal System (GRS)" - Any device designed for, and intended for, separating, collecting, and removing waterborne FOG and settleable solids prior to discharging to the POTW. This includes any AGRS.

X. "Grease Trap/Trap/Trap-style GRS" - Any relatively small appurtenance, generally, but

not always, of cast iron or fabricated steel, with internal configuration and internal or external flow control, intended to function as a GRS or AGRS. All trap-style grease removal systems must be PDI or IAPMO approved.

Y. "Indirect Discharge" - The discharge or the introduction of pollutants into the POTW from any non-domestic source regulated under Section 307(b) (c) or (d) of the Act.

Z. "Industrial Waste" - Solid, liquid or gaseous waste resulting from any industrial, manufacturing, trade or business process or from the development, recovery or processing of natural resources.

AA. "Instantaneous Maximum Discharge Limit" or "Instantaneous Limit" - The maximum concentration of a pollutant allowed to be discharged at any time, determined from the analysis of a discrete sample. Where a User is required to take a grab sample for purposes of determining compliance with Local Limits, this standard is the same as the Daily Maximum standard. For pollutants for which Users are required to take composite samples, (or for metals if no permit has been issued) the Instantaneous Limit shall be twice the Daily Limit.

BB. "Interference" - A discharge which causes (either by itself or in combination with other discharges) a violation of the City's NPDES permit or prevents the intended sewage sludge use or disposal by inhibiting or disrupting the POTW, including its collection systems, pump stations, and wastewater and sludge treatment processes. An example is a discharge from a User which causes a blockage resulting in a discharge at a point not authorized under the City's NPDES permit.

CC. "Local Limits" - Effluent limitation developed for Users by the Director to specifically protect the POTW from the potential of Pass Through, Interference, vapor toxicity, explosions, sewer corrosion, and contaminations of biosolids. Such limits shall be based on the POTW's site-specific flow and loading capacities, receiving water considerations, and reasonable treatment expectations for non-domestic wastewater.

DD. "May" - Is permissive (see "shall").

EE. "Medical Waste" - Isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes.

FF. "Minor Industrial User (MIU)" - A non-categorical industrial or commercial user of the POTW that does not qualify as a significant industrial user, but that operates facilities that:

1. Have some discharges of wastewater that could cause detectably elevated concentrations of metals or toxics in the pretreatment quarterly analysis; or
2. Have a discharge of small quantities of dangerous waste to the POTW which have been excluded from regulation under Chapter 173-303 WAC, or its successors, through the domestic sewage exclusion; or
3. Have a potential to discharge or spill chemicals to the POTW.

GG. "Monthly Average" - The arithmetic mean of the effluent samples collected during a calendar month or specified 30-day period. Where the Control Authority has taken a sample during the period, it must be included in the monthly average if provided in time. However, where composite samples are required, grab samples taken for process control or by the Control Authority are not to be included in a monthly average.

HH. "Monthly Average Limit" - The limit to be applied to the Monthly Average to determine compliance with the requirements of this Chapter (see section 13.06.045 for listing).

II. "Natural Outlet" - Any outlet, including storm sewer overflows, into a watercourse, pond, ditch, lake or other body of surface or ground water.

JJ. "New Source" -

1. Any building, structure, facility, or installation from which there is (or may be) a discharge of pollutants, the construction of which commenced after the publication of proposed pretreatment standards under Section 307(c), or its successors, of the Act which will be applicable to such source if such standards are thereafter promulgated in accordance with that section, provided that:

a. The building, structure, facility, or installation is constructed at a site at which no other source is located; or

b. The building, structure, facility, or installation totally replaces the process or production equipment that causes the discharge of pollutants at an existing source; or

c. The production or wastewater generating processes of the building, structure, facility, or installation are substantially independent of an existing source at the same site. In determining whether these are substantially independent, factors such as the extent to which the new facility is integrated with the existing plant, and the extent to which the new facility is engaged in the same general type of activity as the existing source, should be considered.

2. Construction on a site at which an existing source is located results in a modification rather than a new source if the construction does not create a new building, structure, facility, or installation meeting the criteria of Section (1)(b) or (c) above but otherwise alters, replaces, or adds to existing process or production equipment.

3. Construction of a New Source has commenced if the owner or operator has:

a. Begun, or caused to begin, as part of a continuous onsite construction program:

i. any placement, assembly, or installation of facilities or equipment; or

ii. significant site preparation work including clearing, excavation, or removal of existing buildings, structures, or facilities which is necessary for the placement, assembly, or installation of new source facilities or equipment; or

b. Entered into a binding contractual obligation for the purchase of facilities or equipment which are intended to be used in its operation within a reasonable time. Options to purchase or contracts that can be terminated or modified without substantial loss, and contracts for feasibility, engineering, and design studies do not constitute a contractual obligation under this paragraph.

KK. "Non-FSE FOG Discharger (NFD)" - Any establishment, such as a church, synagogue, worship hall, banquet facility, or meeting space, with a commercial-style kitchen that is used for preparing, serving, or otherwise making available for consumption foodstuffs in or on a receptacle that requires washing two days a week or less and that discharges to the POTW.

LL. "NPDES" - National Pollutant Discharge Elimination System Permit program as administered by the USEPA or State.

MM. "O and M" - Operation and Maintenance.

NN. "Other Wastes" - Decayed wood, sawdust, shavings, bark, lime, refuse, ashes, garbage, offal, oil, tar, chemicals and all other substances except sewage and industrial wastes.

OO. "Pass Through" - A discharge that exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the City's NPDES permit, including

an increase in the magnitude or duration of a violation.

PP. "Person" - Any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity, or any other legal entity; or their legal representatives, agents, or assigns. This definition includes all Federal, State, and local governmental entities.

QQ. "pH" - A measure of the acidity or alkalinity of a solution, expressed in standard units.

RR. "POTW (Public Owned Treatment Works)" - A treatment works, as defined by Section 212 of the Act (33 U.S.C. Section 1292), that is owned by the City. This definition includes any devices or systems used in the collection, storage, treatment, recycling, and reclamation of sewage or industrial wastes of a liquid nature and any conveyances, that convey wastewater to a treatment plant.

SS. "Pollutant" - Dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, medical wastes, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, municipal, agricultural and industrial wastes, and certain characteristics of wastewater (e.g., pH, temperature, TSS, turbidity, color, BOD, Carbonaceous Oxygen Demand, toxicity, or odor).

TT. "Pretreatment" - The reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater prior to, or in lieu of, introducing such pollutants into the POTW. This reduction or alteration can be obtained by physical, chemical, or biological processes; by process changes; or by other means, except by diluting the concentration of the pollutants unless allowed by an applicable pretreatment standard.

UU. "Sewage" – Water-carried human wastes or a combination of water-carried wastes from residence, business buildings, institutions and industrial establishments, together with such ground, surface, storm or other waters as may be present.

VV. "Sewer" - Any pipe, conduit, ditch or other device used to collect and transport sewage or storm water from the generating source.

WW. "Shall" Is mandatory.

XX. "Significant Industrial User (SIU)" - Except as provided in paragraph (3) below, a Significant Industrial User is:

1. A User subject to categorical pretreatment standards; or
2. A User that:
 - a. Discharges an average of twenty-five thousand (25,000) gpd or more of process wastewater to the POTW (excluding sanitary, noncontact cooling, and boiler blowdown wastewater);
 - b. Contributes a process wastestream which makes up five (5) percent or more of the average dry weather hydraulic or organic capacity of the POTW treatment plant; or
 - c. Is designated as such by the City on the basis that it has a reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement.
3. Upon a finding that a User meeting the criteria in paragraph (2) above has no reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement, the City may at any time, on its own initiative or in response to a petition received from a user, and in accordance with procedures in 40 CFR 403.8(f) (6), or its successors, determine that such User should not be considered a Significant Industrial User.

YY. "Slugload" or "Slug Discharge" - Any Discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch discharge, which has a reasonable potential to cause Interference or Pass Through, or in any other way violate the POTW's regulations, local limits or Permit conditions. This includes discharges at a flow rate or concentration that could cause a violation of the prohibited discharge standards of Section 13.06.030 of this Chapter.

ZZ. "Storm Water" - Any flow occurring during or following any form of natural precipitation, and resulting from such precipitation, including snowmelt.

AAA. "Suspended Solids" - The total suspended matter that floats on the surface of, or is suspended in, water, wastewater, or other liquid, and that is removable by laboratory filtering.

BBB. "Toxic Pollutants" - Those substances, and any other pollutant or combination of pollutants listed as toxic in regulations promulgated by the Administrator of the Environmental Protection Agency under Section 307, or its successors, of the Clean Water Act.

CCC. "Upset" - An exceptional incident in which a Discharger unintentionally and temporarily is in a state of noncompliance with the standards set forth in this Chapter due to factors beyond the reasonable control of the Discharger, and excluding noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation thereof.

DDD. "User or Industrial User" - A source of indirect discharge.

EEE. "Wastewater" - Industrial waste, or sewage or any other waste including that which may be combined with any ground water, surface water or storm water, that may be discharged to the POTW.

Abbreviations

AO	Administrative Order
AD/SDC	Accidental Discharge/Slug Control Plan
AGRS	Automatic Grease Removal System
BMP	Best Management Practice
BMR	Baseline Monitoring Report
BOD	Biochemical Oxygen Demand
CFR	Code of Federal Regulations
CIU	Categorical Industrial User
COD	Chemical Oxygen Demand
DOE	Washington Department of Ecology
EPA	U.S. Environmental Protection Agency
FOG	Fats, oils and greases
FSE	Food Service Establishment
gpd	Gallons Per Day
GRS	Grease Removal System
LC ₅₀	Lethal Concentration for Fifty Percent (50%) of the Test Organisms
l	Liter
mg	Milligrams
mg/l	Milligrams per liter
MIU	Minor Industrial User
NPDES	National Pollutant Discharge Elimination System
NFD	Non-FSE FOG Discharger
NDCIU	Non-Discharging Categorical Industrial User
NSIU	Non-Significant Industrial User
O&M	Operation and Maintenance

POTW	Publicly Owned Treatment Works
RCRA	Resource Conservation and Recovery Act
SIC	Standard Industrial Classification
SIU	Significant Industrial User
SNC	Significant Non-Compliance
su	Standard units
SUO	Sewer Use Ordinance
SWDA	Solid Waste Disposal Act (42 U.S.C. 6901, <u>et seq.</u>)
TSS	Total Suspended Solids
USC	United States Code

Chapter 1 Overview of Implementation Manual

1.1 Introduction

The following provides a general description for implementation of the City of Port Angeles Pretreatment Program. Since 1984 the City has undertaken a major effort to classify, obtain data, issue permits, monitor and inspect non-domestic sewer users. This manual discusses the procedures used to implement the above practices as well as a synopsis of other pretreatment implementation features.

The City is partially delegated by the state of Washington for its responsibility to implement the federally mandated industrial pretreatment program (IPP). This means, that in general, all significant industrial users (SIUs) will be identified and information obtained by the City will be submitted to the Washington Department of Ecology (DOE). DOE will issue all permits to SIUs, based on information submitted in the Industrial Questionnaire and Disclosure Form, Industrial Wastewater Discharge Permit Application and Baseline Monitoring Report (BMR). Non-domestic dischargers (Minor Industrial Users (MIUs)) will be managed by the City. MIUs will be made aware of the pretreatment requirements and may also be issued a discharge permit based on their specific discharge into the city's sewer system.

The City recently modified its industrial discharger regulations to comply with the revised rules from EPA. The revised regulations are called the Industrial Wastewater Pretreatment Ordinance (3397, published and effective April 25, 2010). The revised Ordinance resulted in an updated Chapter 13.06 of the Port Angeles Municipal Code, and amendments to Chapter 3.70.110 PAMC relating to charges and fees. All IUs will be required to comply with all the general and specific prohibitive discharge standards identified in the City's revised Ordinance and 40 CFR Part 403. IUs are responsible to take whatever steps are necessary to ensure discharge requirements are met.

The following is an overview of the City Implementation Manual for its Industrial Pretreatment Program.

1.2 Purpose

The purpose of this Implementation Manual is to meet compliance with the City's NPDES permit Section 6, Pretreatment, as well as provide written guidance to staff to ensure that the City meets or exceeds the minimum requirements of the federal and state Industrial Pretreatment Program. It is also intended to meet DOE requirements for implementation of an industrial pretreatment program for a partially delegated city. This document provides instructions for staff to supplement the city's Sewer Use Ordinance and to assist with enforcing local, state, and federal requirements for industries that discharge into a publicly owned treatment works (POTW), as well as to assist staff with details to address non-compliance by MIUs.

1.3 Background

This document provides an overview of the City's Industrial Pretreatment Program, which meets both the federal and State of Washington requirements. The City's program was approved in 1984.

This document defines the characteristics that identify a Significant Industrial User (SIU) and addresses the requirements of the City to notify DOE of the potential SIU. It also provides procedures for city staff to follow when locating, issuing permits, sampling and enforcing control mechanisms to MIUs.

1.4 Scope of Federal Requirements

This document provides an overview of the basis for the City's Industrial Pretreatment Program, which meets both the federal and DOE requirements. The City's Pretreatment Program was modified to meet these requirements, including the latest "Streamlining" revisions. As stated in the Code of Federal Regulations (CFR) 40 CFR 403.8(f)(1), in part, "a POTW shall operate pursuant to legal authority enforceable in Federal, State or local courts, which authorizes or enables the POTW to apply and enforce the requirements of sections 307(b) and (c), and 402(b)(8) of the Act and any regulations implementing those sections." The Act referred to is the Clean Water Act (CWA) also known as the Federal Water Pollution Control Act.

In summary, the federally mandated Industrial Pretreatment Program identifies the types of IUs to be regulated. The sections of 40 CFR 403, in conjunction with the appropriately referenced sections of the CWA, define the regulated IU types as those industrial dischargers that meet the criteria of an SIU. The State Department of Ecology regulates SIUs in the City as required in the City's NPDES permit.

The City's Pretreatment Program therefore regulates MIUs. All SIUs will be permitted and regulated by the DOE through IU permits and the City will be responsible for inspections, sampling and referral of the SIUs to DOE for non-compliance concerns. The City's Pretreatment staff will be timely in notifying affected users of pretreatment requirements; will require timely submittal of reports from all IUs, ensuring that thorough reviews of survey forms and permit applications and periodic compliance reports are accomplished; and will issue permits in a timely manner.

The City's local limits, developed in accordance with 40 CFR 403.5(c) apply to all regulated MIUs (40 CFR 403.5(d)).

1.5 Public Review Information

1.5.1 Release of Records

All records maintained by the City of Port Angeles (City) regarding the pretreatment program are available for public review except where such records are protected by law. Those wishing the information need only contact the Wastewater Treatment Plant offices and make a request in writing. The request must be specific as to the type and nature of the records to be reviewed. In cases where the request requires considerable staff time or costs, the City may charge a reasonable fee or such a fee may be required. The only exception to release of records is

information kept in a confidential file not available for public view due to the proprietary nature of the information.

1.5.2 Confidential Information

Information and data on an Industrial User (IU) obtained from reports, questionnaires, permit applications, permits, and monitoring programs, as well as from city inspection and sampling activities, shall be available to the public without restriction. However, if the IU specifically requests—and can demonstrate to the satisfaction of the City that the release of such information would divulge information, processes, or methods of production entitled to protection as trade secrets under applicable state laws—then that information will not be available to the public for review. However, the information shall be made available immediately upon request to governmental agencies for uses related to this document, the NPDES program, and in enforcement proceedings involving the person furnishing the report.

Wastewater constituents and characteristics and other “effluent data,” as defined by 40 CFR 2.302, will not be recognized as confidential information and will be available to the public without restriction. Information that is deemed confidential will be separated from the remainder of the permit file and kept in a locked security cabinet. Access will be limited to the Director, Source Control Coordinator and City Attorney. Access to the information by other parties will be upon approval of the city attorney.

1.5.3 Records Retention

The Source Control Coordinator and affected users will be required to retain all pretreatment records and reports in accordance with the State’s Archive Retention Schedule. This period may be extended if an enforcement action has been initiated, or by request of the City, the United States Environmental Protection Agency, or the Washington Department of Ecology at any time.

Chapter 2 EPA Designated Pretreatment Program Elements

The United States Environmental Protection Agency (USEPA) program requirements for minimum pretreatment program acceptability are established in 40 CFR 403.8(f)(1)-(6). The elements that must be present are listed below. For each item, federal citation from 40 CFR 403.8(f)(1)-(6) is included in parenthesis.

- Legal authority (1) (i) - (vii)
- Procedures (2) (i) - (vii)
- Funding (3)
- Local limits (4)
- Enforcement response plans (5) (i) - (iv)
- Identification and notification of SIUs (6)

The manner in which the City of Port Angeles has elected to develop its Implementation Manual for the Industrial Pretreatment Program to meet the above federal requirements is outlined in the remainder of this document, which explains in detail how these requirements are met.

2.1 State Requirements

Additional requirements are found in the State Waste Discharge Permit program (173-208, 173-216, 173-220 and 173-240), and city's National Pollutant Discharge Elimination System (NPDES) permits.

The state has partially delegated the responsibility for the city's industrial pretreatment program to the city. DOE still maintains responsibility for plan review, SIU permits and enforcement of SIUs. The industrial pretreatment program is approved and overseen by the Washington State Department of Ecology (Ecology) and administered by the city. Ecology requires each partially delegated industrial pretreatment program to demonstrate the following items:

- The legal authority to apply and enforce the requirements of the program.
- Procedures to ensure compliance with the requirements of a pretreatment program.
- Sufficient resources and qualified personnel to carry out the authorities and procedures of the program.
- A set of local limits that applies to the discharge of specified pollutants from non-domestic users.
- An enforcement response plan.
- Maintenance of a current listing of SIUs and MIUs.

2.1.1 State Waste Discharge Permit Program

Additional requirements, beyond the federal requirements, are found in the State Waste Discharge Permit program (Washington Administrative Code [WAC] 173-208, 173-216, 173-220, and 173-240). WAC 173-216 requirements include the following requirements:

- Identification of additional prohibited discharges into POTW; (WAC 173-216-060)
- Notice publications of applicants and comments from interested and potentially interested persons: (WAC 173-216-090)

- Permit conditions and terms that includes applying “all known, available, and reasonable methods of treatment” (AKART), pretreatment requirements, and requirements pursuant to other laws to the extent that they pertain to the prevention or control of waste discharges into surface waters (WAC 173-216-110)
- Use of registered or accredited laboratories per (WAC 173-50, WAC 173-216-125)

2.1.2 NPDES Permit

The State requirements are also included in the city’s NPDES permits. An excerpt from Section 6. - Pretreatment follows.

S6. PRETREATMENT

A. General Requirements

1. The Permittee must implement the Industrial Pretreatment Program in accordance with the legal authorities, policies, procedures, and financial provisions described in the Permittee's approved pretreatment program submittal entitled "Industrial Pretreatment Program" dated March 1984; and any approved revisions thereto; and the General Pretreatment Regulations (40 CFR Part 403). Significant Industrial Users [SIUs, as defined in 40 CFR 403.3(t)(i)(ii)] will be permitted by the Department. At a minimum, the Permittee must undertake the following pretreatment implementation activities:

- a. Enforce local limitations specified in Section 13.06.040 of Ordinance Title 13.06, or state standards, or federal standards, which ever are most stringent or apply at the time of issuance or modification of a local minor industrial waste discharge permit. Locally derived limitations are defined as pretreatment standards under Section 307(d) of the Federal Clean Water Act (hereinafter, the Act) and are not limited to categorical industrial facilities.
- b. Issue industrial waste discharge permits to all minor industrial users (MIUs) contributing to the treatment system, including those from other jurisdictions. Industrial waste discharge permits must contain as a minimum, all the requirements of 40 CFR 403.8 (f)(l)(iii). The Permittee must coordinate the permitting process with the Department regarding any industrial facility.
- c. Identify MIUs which subsequently become SIUs and the Department will permit the SIUs. Once issued, a state issued industrial waste discharge permit will take precedence over a MIU waste discharge permit issued by the Permittee.
- d. Contact the Department immediately if any new or proposed SIUs and potential significant industrial users (PSIUs) are to commence discharge to the Permittee's sewer system.

e. Maintain and update, as necessary, records identifying the nature, character, and volume of pollutants contributed by industrial users to the POTW. The Permittee must maintain records for at least a three-year period.

f. Perform inspections, surveillance, and monitoring activities on minor industrial users to determine or confirm compliance with pretreatment standards and requirements. The Permittee must conduct a thorough inspection of MIUs annually. The Permittee must conduct regular local monitoring of MIU wastewaters commensurate with the character and volume of the wastewater but not less than once per year. The Permittee must collect and analyze samples in accordance with 40 CFR Part 403.12(b)(5)(ii)-(v) and 40 CFR Part 136.

g. Assist the Department in performing inspections and monitoring activities on all SIUs as agreeable to both the Permittee and the Department. These duties may include, but are not limited to the following:

i. Performing inspections;

ii. Assisting in compliance monitoring including sampling;

iii. Responding to emergency situations when wastewater discharge violations are suspected; and

iv. Assistance in gathering information on industrial operation and maintenance procedures as well as discharge and sampling practices.

h. Enforce and obtain remedies for noncompliance by any minor industrial users with applicable pretreatment standards and requirements. Once violations have been identified, the Permittee must take timely and appropriate enforcement action to address the noncompliance. The Permittee's action must follow its enforcement response procedures and any amendments, thereof.

i. Publish, at least annually in the largest daily newspaper in the Permittee's service area, a list of all non-domestic users which, at any time in the previous 12 months, were in significant noncompliance as defined in 40 CFR 403.8(f)(2)(vii).

j. If the Permittee elects to conduct sampling of an user's discharge in lieu of the user self-monitoring, it must sample and analyze for all regulated pollutants in accordance with 40 CFR Part 403.12(b)(5)(ii)-(v), 40 CFR 403.12(g) and 40 CFR Part 136. The character and volume of the samples must be representative and must provide adequate data to determine compliance.

- k. Develop and maintain a data management system designed to track the status of the Permittee's industrial user inventory, industrial user discharge characteristics, and compliance status.
 - l. Maintain adequate staff, funds, and equipment to implement its pretreatment program.
 - m. Establish, where necessary, contracts or legally binding agreements with contributing jurisdictions to ensure compliance with applicable pretreatment requirements by commercial or industrial users within these jurisdictions. These contracts or agreements must identify the agency responsible for the various implementation and enforcement activities to be performed in the contributing jurisdiction. In addition, the Permittee must develop a Memorandum of Understanding (or Inter-local Agreement) that outlines the specific roles, responsibilities, and pretreatment activities of each jurisdiction.
2. The Permittee must implement the Accidental Spill Prevention Program described in the approved Industrial Pretreatment Program dated August 7, 1990.
3. The Permittee must evaluate, at least once every two years, whether each Industrial User needs a plan to control slug discharges. For purposes of this subsection, a slug discharge is any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or non-customary batch discharge. The Permittee must make the results of this evaluation available to the Department upon request. If the Permittee decides that a slug control plan is needed, the plan must contain, at a minimum, the following elements:
- a. Description of discharge practices, including non-routine batch discharges.
 - b. Description of stored chemicals.
 - c. Procedures for immediately notifying the Permittee 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 five days.
 - d. If necessary, 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 run-off, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants (including solvents), and/or measures and equipment necessary for emergency response.
4. Whenever the Department determines that any waste source contributes pollutants to the Permittee's treatment works in violation of Subsection (b), (c), or

(d) of Section 307 of the Act, and the Permittee has not taken adequate corrective action, the Department will notify the Permittee of this determination. If the Permittee fails to take appropriate enforcement action within 30 days of this notification, the Department may take appropriate enforcement action against the source or the Permittee.

5. Pretreatment Report

The Permittee must provide to the Department an annual report that briefly describes its program activities during the previous calendar year. This report must be submitted by **April 15, 2009**, and **annually** thereafter to: Washington Department of Ecology, Southwest Regional Office, P.O. Box 47775, Olympia, Washington 98504-7775.

The report must include the following information:

- a. An updated nondomestic inventory.
- b. Results of wastewater sampling at the treatment plant as specified in S6.B. The Permittee must calculate removal rates for each pollutant and evaluate the adequacy of the existing local limitations in Section 13.06.040 of Ordinance Title 13.06 in prevention of treatment plant interference, pass through of pollutants that could affect receiving water quality, and sludge contamination.
- c. Status of program implementation, including:
 - i. Any substantial modifications to the pretreatment program as originally approved by the Department, including staffing and funding levels.
 - ii. Any interference, upset, or permit violations experienced at the POTW that are directly attributable to wastes from industrial users.
 - iii. Listing of industrial users inspected and/or monitored, and a summary of the results.
 - iv. Listing of industrial users scheduled for inspection and/or monitoring for the next year, and expected frequencies.
 - v. Listing of industrial users notified of promulgated pretreatment standards and/or local standards as required in 40 CFR 403.8(f)(2)(iii). The list must indicate which industrial users are on compliance schedules and the final date of compliance for each.
 - vi. Listing of industrial users issued industrial waste discharge permits.
 - vii. Planned changes in the pretreatment program implementation plan. (See subsection A.6. below.)

d. Status of compliance activities, including:

i. Listing of industrial users that failed to submit baseline monitoring reports or any other reports required under 40 CFR 403.12 and in the Permittee's pretreatment program.

ii. Listing of industrial users that were at any time during the reporting period not complying with federal, state, or local pretreatment standards or with applicable compliance schedules for achieving those standards, and the duration of such noncompliance.

iii. Summary of enforcement activities and other corrective actions taken or planned against non-complying industrial users. The Permittee must supply to the Department a copy of the public notice of facilities that were in significant noncompliance.

6. The Permittee must request and obtain approval from the Department before making any significant changes to the approved local pretreatment program. The Permittee must follow the procedure in 40 CFR 403.18 (b) and (c).

B. Monitoring Requirements

The Permittee must monitor its influent, effluent, and sludge for the priority pollutants identified in Tables II and III of Appendix D of 40 CFR Part 122 as amended, any compounds identified as a result of Condition S6.B.4, and any other pollutants expected from nondomestic sources using U.S. EPA-approved procedures for collection, preservation, storage, and analysis. The Permittee must test influent, effluent, and sludge samples for the priority pollutant metals (Table III, 40 CFR 122, Appendix D) on a quarterly basis throughout the term of this permit. The Permittee must test influent, effluent, and sludge samples for the organic priority pollutants (Table II, 40 CFR 122, Appendix D) on an annual basis.

1. The Permittee must sample POTW influent and effluent on a day when industrial discharges are occurring at normal to maximum levels. The Permittee must obtain 24-hour composite samples* for the analysis of acid and base/neutral extractable compounds and metals except for mercury. The Permittee must follow the U.S. EPA method 1669 - *Sampling Ambient Water for Trace Metals at EPA Water Quality Criteria Levels (U.S. EPA 1996)* – to obtain clean samples for mercury. The Permittee must collect samples for the analysis of volatile organic compounds and samples must be collected using grab sampling techniques at equal intervals for a total of four grab samples per day.

The laboratory may run a single analysis for volatile pollutants (Method 624) for each monitoring day by compositing equal volumes of each grab sample directly in

the GC purge and trap apparatus in the laboratory, with no less than 1 ml of each grab included in the composite.

Unless otherwise indicated, all reported test data for metals must represent the total amount of the constituent present in all phases, whether solid, suspended, or dissolved, elemental or combined including all oxidation states.

The Permittee must handle, prepare, and analyze all wastewater samples taken for GC/MS analysis in accordance with the U.S. EPA Methods 624 and 625 (October 26, 1984).

2. The Permittee must collect a sludge sample concurrently with a wastewater sample as a single grab of residual sludge. Sampling and analysis must conform to U.S. EPA Methods 624 and 625 unless the Permittee requests an alternate method and the Department has approved.

3. The Permittee must take cyanide, phenols, and oils as grab samples. Oils must be hexane soluble or equivalent, and should be measured in the influent and effluent only.

4. In addition to quantifying pH, oil and grease, and all priority pollutants, the Permittee must make a reasonable attempt to identify all other substances and quantify all pollutants shown to be present by gas chromatograph/mass spectrometer (GC/MS) analysis per 40 CFR 136, Appendix A, Methods 624 and 625. The Permittee should attempt to make determinations of pollutants for each fraction, which produces identifiable spectra on total ion plots (reconstructed gas chromatograms). The Permittee should attempt to make determinations from all peaks with responses five percent or greater than the nearest internal standard. The five percent value is based on internal standard concentrations of 30 µg/L and must be adjusted downward if higher internal standard concentrations are used or adjusted upward if lower internal standard concentrations are used. The Permittee may express results for non-substituted aliphatic compounds as total hydrocarbon content. The Permittee must use a laboratory whose computer data processing programs are capable of comparing sample mass spectra to a computerized library of mass spectra, with visual confirmation by an experienced analyst. For all detected substances which are determined to be pollutants, the Permittee must conduct additional sampling and appropriate testing to determine concentration and variability, and to evaluate trends.

Grab samples may be taken when clean sampling techniques as per U.S. EPA method 1669 are employed.

C. Reporting of Monitoring Results

The Permittee must include a summary of monitoring results in the Annual Pretreatment Report.

D. Local Limit Development

As sufficient data become available, the Permittee must, in consultation with the Department, reevaluate their local limits in order to prevent pass through or interference. If the Department determines that any pollutant present causes pass through or interference, or exceeds established sludge standards, the Permittee must establish new local limits or revise existing local limits as required by 40 CFR 403.5. The Department may also require the Permittee to revise or establish local limits for any pollutant discharged from the POTW that has a reasonable potential to exceed the Water Quality Standards, Sediment Standards, or established effluent limits, or causes whole effluent toxicity. The Department makes this determination in the form of an Administrative Order.

The Department may modify this permit to incorporate additional requirements relating to the establishment and enforcement of local limits for pollutants of concern. Any permit modification is subject to formal due process procedures under state and federal law and regulation.

Chapter 3 Legal Authority

The citation 40 CFR 403.8(f)(1) requires the City of Port Angeles (City) to adopt legal enforcement authority to ensure that the aspects of the pretreatment program requirements, as defined in Sections 307(b) and (c), and 402(b)(8) of the Clean Water Act (CWA), can be undertaken. The City of Port Angeles Sewer Use Ordinance, provided in Appendix A of this document enables the City to implement the pretreatment requirements.

3.1 Federal Requirement

A publicly owned treatment works (POTW) pretreatment program must be based on the following legal authority and include the following procedures. These authorities and procedures shall at all times be fully and effectively exercised and implemented.

According to 40 CFR 403.8 (f)(1), the POTW shall operate pursuant to legal authority enforceable in federal, state, or local courts, which authorizes or enables the POTW to apply and to enforce the requirements of Sections 307 (b) and (c), and 402(b)(8) of the CWA and any regulations implementing those sections. Such authority may be contained in a statute, ordinance, or series of contracts or joint powers agreements, which the POTW is authorized to enact, enter into, or implement, and which are authorized by state law. At a minimum, this legal authority shall enable the POTW to:

- i. Deny or condition new or increased contributions of pollutants, or changes in the nature of pollutants, to the POTW by IUs where such contributions do not meet applicable Pretreatment Standards and Requirements or where such contributions would cause the POTW to violate its NPDES permit;
- ii. Require compliance with applicable Pretreatment Standards and Requirements by IUs;
- iii. Control through permit, order, or similar means, the contribution to the POTW by each IU to ensure compliance with applicable Pretreatment Standards and Requirements. In the case of IUs identified as significant under 40 CFR 403.3(v), this control shall be achieved through individual permits or equivalent individual control mechanisms issued to each such user, except as further identified in Chapter 4, Section 4.10, of this manual. Such control mechanisms must be enforceable and contain, at a minimum, the conditions more clearly identified in Chapter 4, Section 4.10.3.1;
- iv. Require (A) the development of a compliance schedule by each IU for the installation of technology required to meet applicable Pretreatment Standards and Requirements and (B) the submission of all notices and self-monitoring reports from IUs as are necessary to assess and assure compliance by IUs with Pretreatment Standards and Requirements, including but not limited to the reports required in Section 403.12;
- v. Carry out all inspection, surveillance, and monitoring procedures necessary to determine, independent of information supplied by IUs, compliance or non-compliance with applicable Pretreatment Standards and Requirements by IUs. Representatives of the POTW shall be authorized to enter any premises of any IU in which a discharge source or treatment system is located or in which records are required to be kept under 40 CFR 403.12(o) to assure compliance with Pretreatment Standards. Such authority shall be at least as extensive as the authority provided under Section 308 of the CWA;
- vi. Obtain remedies for non-compliance by any IU with any Pretreatment Standard and Requirement. All POTWs shall be able to seek injunctive relief for non-compliance by

IUs with Pretreatment Standards and Requirements. All POTWs shall also have (A) authority to seek or assess civil or criminal penalties in at least the amount of \$1,000 a day for each violation by IUs of Pretreatment Standards and (B) Pretreatment requirements which will be enforced through the remedies set forth in 40 CFR 403.8(f)(1)(iv)(A), will include but not be limited to, the duty to allow or carry out inspection, entry or monitoring activities; any rules, regulations, or orders issued by the POTW; any requirements set forth in individual control mechanisms issued by the POTW; or any reporting requirements imposed by the POTW or these regulations.

vii. Comply with the confidentiality requirements set forth in 40 CFR 403.14.

The City of Port Angeles Sewer Use Ordinance provides the legal authority for the City to perform its pretreatment responsibilities as required by 40 CFR 403.8(f) (1).

3.2 State Requirements

The state pretreatment requirements are found in the State Waste Discharge Permit program (WAC 173-208, 173-216, 173-220 and 173-240), as well as in the city's National Pollutant Discharge Elimination System (NPDES) Permits. The state requirements include the federal requirements, as well as additional requirements defined further in Chapter 2.

It is the city's intent that all dischargers of non-domestic wastewater into the POTW adhere to applicable federal, state, and local requirements, including the following:

- Completing and signing wastewater surveys and when requested, industrial wastewater discharge applications (WAC 173-216-070);.
- Ensuring IU is aware of submittal of all engineering plans and specifications to DOE before construction of wastewater pretreatment systems (WAC 173-216-040(2));
- Meeting all known, available, and reasonable methods of prevention, control, and treatment (AKART) requirements for all systems installed for non-domestic discharges (WAC 173-216-050(3));
- If wastewater sampling is required, all samples will be analyzed by a state certified laboratory (WAC 173-216-125);
- Discharge restrictions and prohibitions of dangerous waste will be applied as required by WAC 173-303 (WAC 173-216-060);
- Prohibited discharges of wastewater into a POTW will also be applied;
- Local limits will apply to all IUs;
- The city will publish wastewater discharge permits and seek comments from interested and potentially interested persons (WAC 173-216-090).

3.3 Program Modifications

Either the City or DOE may initiate program modifications at any time to reflect changing conditions. Program modifications are necessary whenever there is a significant change in the situation or operation of the City's pretreatment program that differs from the information in the

City's submission as approved. Both substantial and non-substantial program modifications must be submitted to DOE for approval.

These submissions must include at least the following:

1. A detailed description of the proposed modification and rationale for the change.
2. A local determination whether the proposed modification is substantial or non-substantial.
3. A copy of revised legal authority that shows deletions (as strike-throughs) and additions (as underlined text), as well as a copy of the revised legal authority in its final format.
4. A copy of the new forms/procedures affected by the modification.
5. Any additional documentation required by DOE after its initial review of the package.
6. A copy of the public notice and an affidavit of publication.
7. A concise description of the substantive issues that were raised during the public comment process, together with a brief explanation regarding how these issues were resolved or avoided in the final proposal.

As the program is required by the City's NPDES permit, any request to modify the program is subject to signatory statement requirements of NPDES permit submittals as described in section G.1 of the City's NPDES permit). The submittal should be sent by certified mail to ensure DOE receipt and to document the start of the review period.

As described in the next sections, program modifications are handled differently depending on whether they meet the definition of a substantial program modification or not. Once a (substantial) proposed modification has been approved by DOE, DOE will (follow the procedures of section 3.3.2, and) notify the City of final approval to the changes after a public review process (either DOE's or the City's). Section 3.3.4 describes the approval process for non-substantial modifications to the City's pretreatment program, and section 3.3.5 describes the impact to the City's NPDES permit.

3.3.1 Substantial Modifications

Substantial modifications include any of the following:

1. Modifications that relax POTW legal authorities (as described in 40 CFR 403.8(f)(1)), except for modifications that directly reflect a revision to 40 CFR Part 403 or to 40 CFR Chapter I, subchapter N – *Effluent Guidelines and Standards*, and are reported pursuant to 40 CFR 403.18(d) – *Modification of POTW pretreatment programs*.
2. Modifications that relax local limits, except for the modifications to local limits for pH and reallocations of the Maximum Allowable Industrial Loading of a pollutant that do not increase the total industrial loadings for the pollutant, which are reported pursuant to 40 CFR 403.18(d).
3. Changes to the City's control mechanism, as described in 40 CFR 403.8(f)(1)(iii).
4. A decrease in the frequency of self-monitoring or reporting required of Industrial Users.
5. A decrease in the frequency of industrial user inspections or sampling required by the City.
6. Changes to the City's confidentiality procedures.
7. Other modifications designated as substantial modifications by DOE on the basis that the modification could have a significant impact the operation of the City's Local

Pretreatment Program; could result in an increase in pollutant loadings at the POTW; or could result in less stringent requirements being imposed on IUs of the POTW.

3.3.2 Approval Procedures for Substantial Modifications

The City shall submit to DOE a statement of the basis for the desired program modification, a modified program description pursuant to 40 CFR 403.9(b) – *Contents of POTW Program Submission*, or such other documents Ecology determines to be necessary under the circumstances. This is referred to as a Submission. The City shall submit to DOE, three copies of the Submission.

Within 60 days after receiving the Submission, DOE shall make a preliminary decision of whether the Submission meets the requirement of 40 CFR 403.9(b) – *Contents of POTW program submission*. If DOE makes the preliminary decision that the Submission meets the requirements, they shall:

- Notify the City that the Submission has been received and is under review; and
- Commence the public notice and evaluation activities set forth in 40 CFR 403.11 – *Approval procedures for POTW pretreatment programs and POTW granting of removal credits* (see below).

DOE shall approve or disapprove the modification based on the pretreatment program requirements of 40 CFR 403.8(f) – *POTW Pretreatment Requirements* and using the following procedures cited in 40 CFR 403.11(b) through (f) – *Approval Procedures for POTW Pretreatment Programs and POTW Granting of Removal Credits*, except as provided by the following:

- DOE shall have 90 days from the date of public notice of any Submission that Ecology determined meets the requirements of 40 CFR 403.9(b) – *Contents of POTW Program Submission* to review the Submission. DOE may have up to an additional 90 days to complete the evaluation of the Submission if the public comment period is extended beyond 30 days or if a public hearing. In no event, however, shall the time for evaluation for the Submission meeting the requirements of 40 CFR 403.9(b) exceed a total of 180 days from the date of public notice of the Submission meeting the requirements of 40 CFR 403.9(b).
- Within 20 work days after making a determination that the Submission meets the requirements of 40 CFR 403.9(b), DOE shall issue a public notice of request for approval of the Submission pursuant to the requirements in 40 CFR 403.11(b). Notices required by 40 CFR 403.11 may be performed by the City provided that DOE finds that the POTW notice otherwise satisfies the requirements of 40 CFR 403.11.
- At the end of the 30 day (or extended) comment period and within the 90 day (or extended) period, DOE shall approve or deny the Submission based on the evaluation and taking into consideration comments submitted during the comment period and the record of the public hearing, if held.
- Where DOE denies the request, DOE shall notify the City and each person who has requested individual notice. The notification shall include suggested modifications. DOE may allow the City additional time to bring the Submission into compliance with applicable requirements.

- The City’s pretreatment program may not be approved by Ecology if following the 30 day (or extended) evaluation period and any hearings the EPA Region 10 Administrator submits in writing objections to the approval of the Submission. A copy of the EPA Region 10 Administrator’s objections shall be provided to the City, and each person who requested individual notice.
- Ecology shall cause to be published a notice of approval or disapproval of the Submission in the same newspaper as the original notice of request for approval of the Submission was published. Ecology need not publish a notice of decision provided:
 - The notice of request for approval under states that the request will be approved if no comments are received by a date specified in the notice;
 - no substantive comments are received; and
 - The request is approved without change.

3.3.3 Non-Substantial Modifications

Non-Substantial modifications include changes to the Pretreatment Program documents, including the Procedures, ERP and Appendices, that do not qualify as substantial modifications described in Section 3.3.1. Examples of Non-Substantial modifications include, but not limited to, the following:

- Corrections to spelling or grammatical errors
- Contact information updates, such as telephone numbers,, City and other agency addresses
- Updates to City of other logos on forms and other documents
- Formatting of documents , provided that it does not affect the substantive content
- Questions, statement or items that are added to forms

3.3.4 Approval Procedures for Non-Substantial Modifications

The City shall notify Ecology of any non-substantial modification at least 45 days prior to implementation. The notification should include the basis for the desired program modification, a modified program description, or such other documents the Department of Ecology determines to be necessary under the circumstances.

Within 45 days after the City’s notification, Ecology shall notify the City of its decision to approve or disapprove the non-substantial modification.

If Ecology does not notify the City within 45 days of the City’s notification of its decision to approve or disapprove, or to treat the modification as substantial, the City may implement the modification.

3.3.5 Modifications and City’s NPDES Permits

All substantial modifications shall be incorporated into the City’s NPDES permit in accordance with 40 CFR 122.63(g) – *Minor modification of permits*.

3.3.6 Modification of IU Permits

It may be necessary for the City to modify IU permit(s) if changes in the program or Ordinance change what permit conditions are appropriate. The City will provide prompt notice of the intended change and proceed to make the appropriate permit modifications within 90 days of the changes to their program. Any current City issued permit will remain in effect under the old Rules/Regulations, Ordinance until such time as the permit is changed to make it effective under the latest revision of the Pretreatment Program or Ordinance.

Chapter 4 Procedures

This Chapter presents the specific procedures for City staff to implement the requirements of the Industrial Pretreatment Program (IPP), as required in its NPDES Permit Section 6 – Pretreatment A.1. The following information is summarized from the United States Environmental Protection Agency (EPA) requirements for a Publicly-Owned Treatment Works (POTW) to develop procedures based on 40 CFR 403.8. At a minimum, these procedures will describe the tasks necessary to:

- 4.1 Identify and locate all possible Industrial Users, which might be subject to the POTW Pretreatment Program. Any compilation, index or inventory of Industrial Users made under this paragraph shall be made available to the Regional Administrator or Director upon request: 40 CFR 403.8(f)(2)(i).
- 4.2 Identify the character and volume of pollutants contributed to the POTW by the Industrial Users identified under paragraph 4.1 above. This information shall be made available to the Regional Administrator or Director upon request: 40 CFR 403.8(f)(2)(ii).
- 4.3 Notify Industrial Users identified under paragraph 4.1 above, of applicable Pretreatment Standards and any applicable requirements under sections 204(b) and 405 of the Act and subtitles C and D of the Resource Conservation and Recovery Act. Within 30 days of approval pursuant to 40 CFR 403.8(f)(6), of a list of significant industrial users, notify each significant industrial user of its status as such and of all requirements applicable to it as a result of such status: 40 CFR 403.8(f)(2)(iii).
- 4.4 Receive and analyze self-monitoring reports and other notices submitted by Industrial Users in accordance with self-monitoring requirements in 40 CFR 403.12: 40 CFR 403.8(f)(2)(iv).
- 4.5 Randomly sample and analyze the effluent from Industrial Users and conduct surveillance activities in order to identify, independent of information supplied by industrial users, occasional and continuing non-compliance with pretreatment standards. Inspect and sample the effluent from each Minor Industrial User at least once a year, except as specified otherwise: 40 CFR 403.8 (f)(2)(v).
- 4.6 Evaluate whether each such Minor Industrial User needs a plan or other action to control slug discharges. A slug discharge is any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch discharge, which has a reasonable potential to cause interference or pass through, or in any other way violate the POTW's regulations, local limits or permit conditions. The results of such activities shall be available to the Approval Authority upon request. 40 CFR 403.8 (f)(2)(vi).
- 4.7 Investigate instances of non-compliance with Pretreatment Standards and Requirements, as indicated in the reports and notices required under 40 CFR 403.12, or indicated by analysis, inspection, and surveillance activities described in paragraph 4.5 above. Sample taking, analysis, and the collection of other information shall be performed with sufficient care to produce evidence admissible in enforcement proceedings or in judicial actions: 40 CFR 403.8(f)(2)(vii).
- 4.8 Comply with the public participation requirements of 40 CFR Part 25 in the enforcement of national pretreatment standards. These procedures shall include provision for at least

- annual public notification, in a newspaper(s) of general circulation that provides meaningful public notice within the jurisdiction(s) served by the POTW, of Industrial Users which, at anytime during the previous 12 months, were in significant non-compliance (SNC) with applicable pretreatment requirements: 40 CFR 403.8(f)(2)(viii).
- 4.9 The POTW shall develop and implement an enforcement response plan. This plan shall contain detailed procedures indicating how a POTW will investigate and respond to instances of Industrial User non-compliance: 40 CFR 403.8(f)(5).
- 4.10 Control through permit, order, or similar means, the contribution to the POTW by each Industrial User to ensure compliance with applicable Pretreatment Standards and Requirements. 40 CFR 403.8(f)(iii).

The procedures for conducting the above tasks are defined in more detail in the following sections. Specific Forms and additional language to assist staff with specific detail may not be in this document, but may be in specific procedural documents maintained at staff level.

The City has improved its efforts to maintain compliance with its IUs and its NPDES permit. The following is the current procedure used to manage its industrial user base.

4.1 Industrial User Survey

In 1984 all users were issued an Industrial Waste Acceptance form (IWA) or a general notification letter and were required to notify the City of changes in its operation or wastewater characteristics. New users were added to the original user survey. Survey updates were sent to DOE in the Annual Report submittal. Identification of new users that occupied new structures was provided by the Planning Department, which reviews building permits to new facilities. The facility name was then provided to the pretreatment staff. The pretreatment staff then contacted the company directly to set up a meeting to discuss the Data Disclosure Form and the City's pretreatment program. If the review warranted, an IWA was issued and the user was then evaluated through inspections, sampling and periodic surveys for continued compliance with the standards.

4.1.2 Requirement

To meet this requirement, the City must identify and locate all possible IUs, which might be subject to the POTW Pretreatment Program. Any compilation, index or inventory of IUs made under this paragraph shall be made available to the Regional Administrator or Director upon request; 40 CFR 403.8(f)(2)(i).

4.1.3 Purpose and Overview

The purpose of the industrial survey is stated in 40 CFR 403.8(f)(2)(i): to identify and locate all possible IUs, which might be subject to the POTW Pretreatment Program. The City uses an Industrial Questionnaire and Disclosure form (IQDF) as a survey to obtain information from potential Industrial Users. Besides the survey being required by the pretreatment program regulations, the survey also allows staff to provide information to the users (or potential users) about what can or cannot enter the sewer system, treated or untreated, from a non-residential source. An example of the Industrial Questionnaire and Disclosure form is in Appendix B.

The City will utilize all avenues of its current policies relating to business license and land use permits as well as observations obtained by staff and/or the public to identify potential IUs that might be subject to the City's Pretreatment Program. City of Port Angeles will review construction standards annually, updating necessary changes if needed. Wastewater Division Management will provide necessary changes needed to assist in pretreatment, conveyance and treatment of wastes received.

Staff are able to review City building permits electronically and add comments accordingly that might impact a discharge to the sanitary sewer system. The Clallam County Department of Community Development (DCD) will also be issuing building permits after the City has approved the "Application of Sanitary Service Permit". These City of Port Angeles permits are routed through Permitting and Engineering and also recorded in the H.T.E. software program. These Permits will also be forwarded to the Source Control Coordinator. In addition, the County DCD will notify the Source Control Coordinator of this impending application for sanitary sewer service. This is part of the standard plan review process used by the city. This becomes a permanent part of the plan review process and allows for few items to be overlooked. Water usage reports listing water users over 1000 units per month (24,930 gpd); will be accessible to pretreatment staff through the Utility Systems Main Menu, Customer inquiry and demand reports menu in H.T.E. Any new users meeting this criteria, or existing users that have a significant increase in water usage, will promptly be evaluated for pretreatment concerns. New business license applicants must check whether or not they will be discharging any waste other than domestic household waste. If this is answered "yes", pretreatment staff will be notified to further inquire about the nature of the proposed business by City of Port Angeles, Community and Economic Development Department/Building Division through the use of the "Certificate of Occupancy Application".

In addition, non-domestic users that discharge pollutants in violation of the City's Code may be required to submit information to determine whether that source will become an MIU or SIU.

Figure 4-1 illustrates a flow chart of the Survey Process. All new non-residential users shall receive and complete an Industrial Questionnaire and Disclosure document, even though they may not be inspected. The Industrial Questionnaire and Disclosure information may be obtained during other site inspections, or when staff is in the field. Some surveyed non-residential users will be required to complete an Application for a Wastewater Discharge Permit while others will not, and of the surveyed non-residential users required to complete an Application for an Industrial Wastewater Discharge Permit, some will need a permit while others will not.

All potential industrial users will be evaluated under the mandated program. This entails screening each business for potential non-domestic discharge using the Industrial Questionnaire and Disclosure document. Initial efforts will review the type of wastewater discharged.

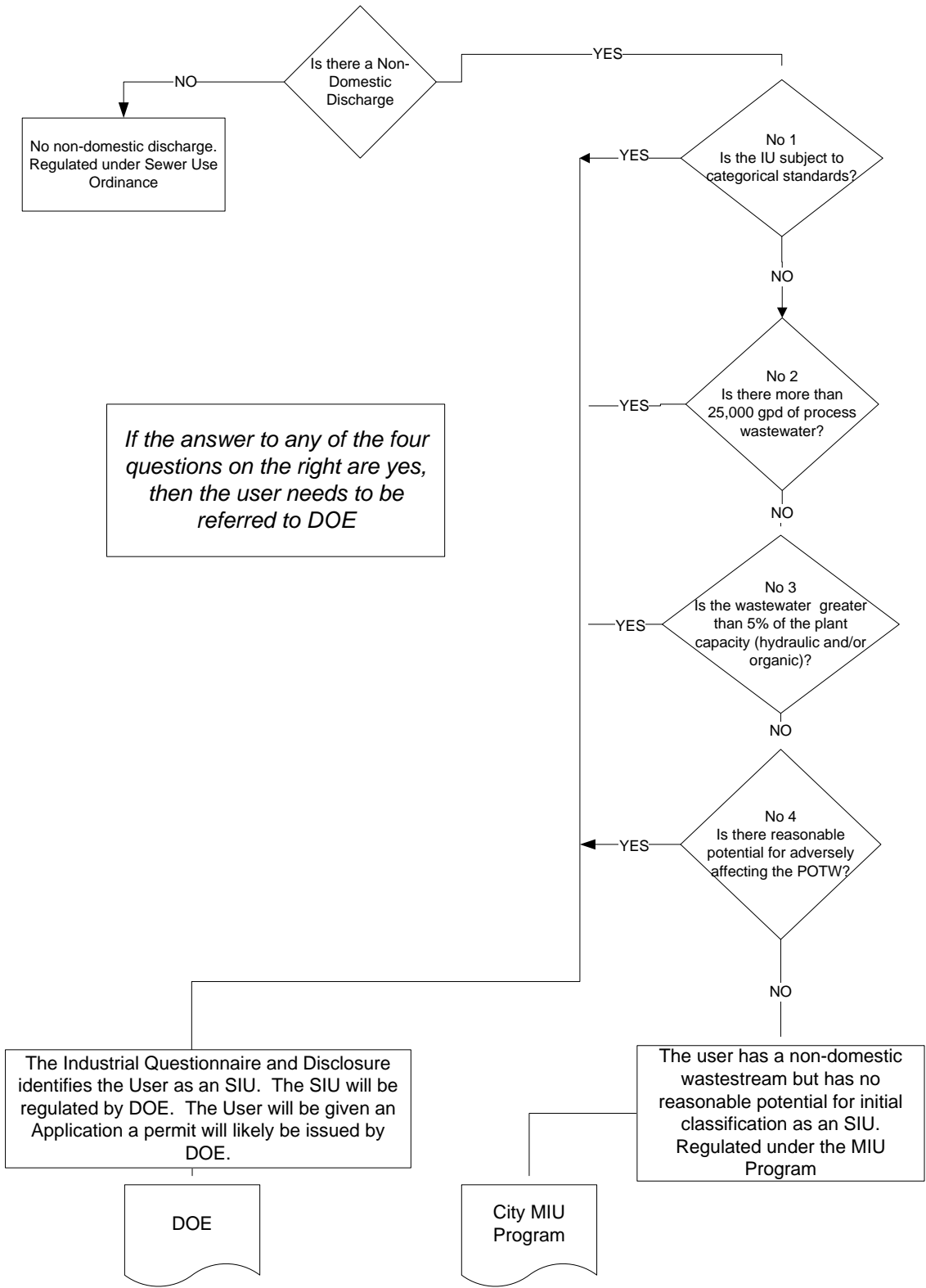


Figure 4-1 Industrial User Determination Process Flow Chart

4.1.4 Procedure

This section describes the procedures for completing an industrial survey. These procedures include:

- Identification of potential Industrial Users
- Industrial User Survey list
- Survey Review and Follow-up

4.1.4.1 Identification of Potential Industrial Users

The City of Port Angeles requires all businesses operating within the city to obtain a “Certificate of Occupancy” license. This is good until ownership changes or a significant change of use occurs. On the “Certificate of Occupancy” form applicants must check whether or not they will be discharging any wastewater other than domestic household wastewater. If this is answered “yes”, community development personnel will perform one of the following actions;

- a. A Industrial Questionnaire and Disclosure (PW-804_02) form (See Appendix B) will be handed out to the applicant to be filled out and sent to pretreatment staff or,
- b. Pretreatment staff will be notified to further inquire about the nature of the proposed business.

Those businesses requiring plans to be reviewed for building modifications or using a facility for a potential process that the facility was not originally intended will also be reviewed by COPA/Public Works and Utility Engineering Division. This review will include an Industrial Questionnaire and Disclosure form (PW-804_02) to be given to the applicant to be filled out and then forwarded to pretreatment staff.

New businesses and businesses that have moved or modified their facility and/or are identified by the above means are sent an Industrial Questionnaire and Disclosure document. The information collected from the Industrial Questionnaire and Disclosure document is entered into a survey database of non-residential sewer users. All new businesses are added to the database using the information retrieved from the Industrial Questionnaire and Disclosure document.

4.1.4.2 SIU Determination

After reviewing the Industrial Questionnaire and Disclosure document and any additional information gathered, and identifying the character and type of industry, the Source Control Coordinator will determine if the industry meets, or may meet, the definition of a Significant Industrial User as defined in 40 CFR 403.3(v).

Industries that are determined to be an SIU, or that may have the potential to be an SIU, will be referred to DOE. The City will maintain this survey list and submit it as part of the DOE Annual Report requirement, as required in its NPDES permit.

4.1.4.3 Retention of Survey Forms

All returned survey forms will be filed in the Source Control Coordinator's office and retained in accordance with the State's Archive Retention Schedule.

4.2 Minor Industrial User (MIU) Application

4.2.1 Requirement

To meet this requirement, the City must identify the character and volume of pollutants contributed to the POTW by the IUs identified under 40 CFR 403.8(f)(2)(i) of this section. This information shall be made available to the Regional Administrator or Director upon request, 40 CFR 403.8(f)(2)(ii).

4.2.2 Purpose and Background

The purpose is to identify the character and volume of pollutants contributed to the POTW by MIUs.

4.2.3 Procedure

The requirement to identify the character and volume of pollutants from MIUs is met through the use of an Industrial Wastewater Discharge Permit Application. Completion and submission of the Industrial Wastewater Discharge Permit Application shall meet the requirements of submitting a Baseline Monitoring Report (BMR); in case the user is determined to be an SIU. The actual form and format are available for review in Appendix D. The procedure outlined below will focus only on MIUs.

First verify that the user is not an SIU. Do that by checking the data filed by the IU:

- Does the IU have any processes that are identified in 40 CFR Chapter I, Subchapter N listing as a categorical by EPA standards;
- Does the industry discharge an average of 25,000 gallons per day or more to the POTW (excluding sanitary, non-contact cooling water, boiler blow down wastewater);
- Does the industry contribute a process wastestream, which makes up 5 percent or more of the average dry weather hydraulic or organic capacity of the wastewater treatment plant based on plant capacity; or;
- Does the Source Control Coordinator find that the IU has a reasonable potential for adversely affecting the POTW operations or for violating any pretreatment standard or requirement.

If any of these criteria are met, the IU is considered a SIU and will be referred to DOE for further action and determination. Permits will be issued to SIUs by DOE only. The pretreatment staff will inform any user classified as Categorical/Significant that the application has been referred to DOE.

4.2.3.1 MIU Application Review Process

The following steps should be completed as part of the application review process:

1. Check for completeness and that all spaces are filled in. Instructions shall provide that all items must be completed and the term “not applicable – N/A” is used to show that the item was considered but is not pertinent to the facility.
2. If the permit application is incomplete, use one of the following methods to obtain the needed information:
 - Telephone the person in charge to go over the application.
 - Meet with the person on-site and go over the application.
 - Return the application by mail (certified) to be completed.
3. Inspect the facility to verify information provided. City of Port Angeles inspectors will use the Industrial Inspection Checklist form (Appendix E) when conducting inspections.
4. If there are extensive corrections, require a new application to be completed.
5. Determine if sewer piping layout and process diagram for the facility exist, and are correctly shown on the application as requested.
6. Identify where samples will be taken and verify compliance with pretreatment standards.

4.2.3.1.1 Effluent Data

A new facility without actual flow or pollutant information shall provide estimates based on best professional judgment. Existing facilities shall have the necessary background effluent data. If effluent data is insufficient or non-existent, waste characterization by sampling and analysis of individual wastestreams will be necessary.

1. If facility final effluent appears to be diluted, collect data on internal wastestream characteristics. Try to collect a sample at the following locations or points:
 - Before the wastestream enters the facility treatment plant
 - After it leaves the treatment plant at facility
 - As the effluent enters POTW
 - Any other supplementary information needed to develop the permit

4.2.3.1.2 Authorized Signatory Official

Signatories must be of sufficient stature to hold the facility legally responsible for the representations made on the permit applications, BMRs, Permits and subsequent compliance reports.

An industrial user permit applications must be signed by an Authorized Representative of the Industrial User as defined in the Definition Section of this document.

If an authorization under this section (as defined in the Definition section) 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 company, a new authorization satisfying the requirements of an Authorized Signatory Official must be submitted to the City prior to or together with any reports to be signed by an authorized representative.

4.2.4 Measurement of Pollutants

- a). The completed Industrial Wastewater Discharge Permit Application (also meeting the requirements of a BMR) shall be based upon data obtained through appropriate sampling and analysis performed or if a new facility based on an engineers estimate, which data is representative of conditions. Unless otherwise specified in this section, sampling for all pollutants must be made by using 24-hour composite samples obtained through flow-

proportional composite sampling techniques, unless time-proportional composite sampling or grab sampling is authorized by the City. Where time-proportional composite sampling or grab sampling is authorized by the City, the samples must be representative of the discharge and the decision to allow the alternative sampling must be documented in the Industrial User file for that facility or facilities.

Grab samples must be used for pH, cyanide, total phenols, oil and grease, sulfide, and volatile organic compounds. Using protocols (including appropriate preservation) specified in 40 CFR Part 136 and appropriate EPA guidance, multiple grab samples collected during a 24-hour period may be composited prior to the analysis as follows: For cyanide, total phenols, and sulfides the samples may be composited in the laboratory or in the field; for volatile organics and oil & grease the samples may be composited in the laboratory. Composite samples for other parameters unaffected by the compositing procedures as documented in approved EPA methodologies may be authorized by the City, as appropriate. In addition grab samples may be required to show compliance with instantaneous limits.

- b.) For sampling required in support of baseline monitoring and 90-day compliance reports a minimum of four (4) grab samples must be used for pH, cyanide, total phenols, oil and grease, sulfide and volatile organic compounds for facilities for which historical sampling data do not exist; for facilities for which historical sampling data are available, the City may authorize a lower minimum. The industrial user is required to collect the number of grab samples necessary to assess and assure compliance with applicable pretreatment standards and requirements.
- c.) All analyses shall be performed in accordance with procedures established by the Administrator pursuant to section 304(h) of the Act and contained in 40 CFR part 136 and amendments thereto or with any other test procedures approved by the Administrator. (See, 40 CFR 36.4 and 136.5.) Sampling shall be performed in accordance with the techniques approved by the Administrator. Where 40 CFR part 136 does not include sampling or analytical techniques for the pollutants in question, or where the Administrator determines that the part 136 sampling and analytical techniques are inappropriate for the pollutant in question, sampling and analyses shall be performed using validated analytical methods or any other sampling and analytical procedures, including procedures suggested by the POTW or other parties, approved by the Administrator.
- d.) If an Industrial User subject to Periodic Reports on Continued Compliance and for Reporting Requirements for Industrial Users not Subject to Categorical Pretreatment Standards, monitors any regulated pollutant at the appropriate sampling location more frequently than required by the City, using the procedures prescribed in paragraph a.) of this section, the results of this monitoring shall be included in the report.

4.2.4.1 Accuracy

The Industrial Wastewater Discharge Permit Application must be accurate, all necessary information must be provided, and all information must be accurate. When reviewing an application for accuracy the same procedures to correct inaccurate information as were used to obtain missing information will be used.

1. In verifying the IU's information, particular attention shall be given to:
 - Information on the use, production, and discharge of toxic or hazardous substances;

- Information on all wastestreams (including schematic flow diagram(s) and waste characterization of individual wastestreams); and,
 - Information on hazardous waste being discharged into the sanitary sewer either treated or untreated.
2. Accurate information on the use or production of toxic or non-conventional pollutants at a facility and adequate sampling data on these pollutants in the facility's effluent are essential for preparing appropriate permit limits. IUs shall provide a comprehensive list of toxic substances used, produced (as products, by-products, or intermediates), and stored, and identify those toxic substances known or suspected to be present in the waste stream. If the IU lists toxic substances but does not indicate their potential presence in the wastestream, an explanation for this absence from the wastestream shall be provided. Specific organic constituents of trade name products or compounds shall be obtained from manufacturers. Facility inspections shall be conducted by city staff to verify this information by inspecting all storage areas and reviewing material safety data sheets.
 3. Schematic diagrams of facility operations and internal wastewater streams shall also be verified by inspecting the facility. If the facility is subject to categorical pretreatment standards, particular attention shall be paid to classifying regulated, unregulated, and dilution wastestreams. Proper classification of the various wastestreams and accurate flow data on the individual wastestreams are critical to the calculation of correct effluent limits.
 4. Facility inspections may include dye testing as a method of verifying piping diagrams or identifying where piping diagrams do not exist. Developing a water balance using the water and wastewater flow data provided by the IU, can determine whether all wastestreams have been accounted for and whether flow data are accurate. If discrepancies exist, actual flow measurements shall be employed to gather more accurate data.
 5. Information about sampling points, sampling methods, and analytical techniques is needed to define needed changes and to evaluate the quality of both the Control Authority and IU sampling data.

4.2.4.2 Verifying Industrial Wastewater Discharge Permit Application Data

The following lists the steps necessary to verify permit application data.

1. Background information review—To assist in evaluating the completeness and accuracy of the application, the permit writer shall consider any additional background information on the facility, which may be relevant.
2. Current permit and rationale for the current permit (if one was prepared)—The permit writer shall be aware of the parameters regulated, the basis for setting effluent limits, and any management practices required of the discharger. This information will alert the permit writer of pollutants previously thought to be of concern and the monitoring requirements deemed appropriate. In addition to reviewing the IU background information, the permit writer shall also consider whether changes in the treatment plant operation, its NPDES permit conditions and/or its sludge disposal practices and limitations could affect the industry permit conditions. If the conditions under which specific discharge were permitted have not changed since the last permit application, little reason exists for drastic changes to the conditions for that discharge, assuming the

previous permit was developed properly. Exceptions to this include cases where a record of problems or non-compliance exists at the facility, as discussed below.

3. Old permit application, baseline-monitoring report, fact sheets, and industrial waste surveys—information in these documents can be used:
 - To establish past operating practices and conditions;
 - As a baseline for evaluating the new application; and
 - To identify changes.
4. Compliance inspection reports, sampling data, and self-monitoring reports—These reports may provide the permit writer with information regarding possible causes for any permit violations, indicate how well wastewater treatment units are operated, and provide insight as to the discharger’s attitude toward environmental compliance. Information gathered from these reports such as evidence of spills or poor operation and maintenance of a pretreatment system will also provide a basis for the requirement of IU management practices as a permit condition. If these reports reveal any changes in the facility operations (compared to the previous permit application), these differences shall be noted and verified on the latest application. Any discrepancies shall be resolved to the permit writer’s satisfaction before a permit is issued.
5. Review and evaluation of sampling data - This is important because the data can indicate how consistently the permit limits have been met (this information will be relevant in establishing monitoring frequencies required in the new permit). Changes in monitoring data, analytical methods or detection limits by the laboratory, or compliance history can also indicate possible changes at the facility.
6. Correspondence concerning compliance or enforcement actions—This information can alert the permit writer to the occurrence and/or resolution of compliance problems and can be used to assist the permit writer in determining monitoring frequencies and/or special conditions.

4.2.4.3. Facility Inspection

To conduct an adequate inspection of a facility may require a full day. Complex plants with several treatment systems, numerous sewer connections, and extensive ancillary activities may require more than one day inspecting.

1. As mentioned earlier, a facility inspection is necessary to verify application information and to gain an understanding of the IU facilities. The inspection shall encompass a review of the following:
 - Production processes - this will assist the permit writer in identifying:
 - Applicable categorical pretreatment standards;
 - Toxic or hazardous substances that may be present in raw materials, products, and by-products that have the potential to be present in the industry discharge;
 - Water uses and resulting wastewater streams;
 - Existing in-process pollution controls; and/or
 - Potential for spills and leaks
 - Performance history such as self-monitoring reports, data from City.

From this information, the permit writer can select pollutants to be limited and/or require development of additional in-process controls.

2. The permit writer needs to review the sewer plan thoroughly to determine the course and destination of each sewer line. The exact source of, and the point at which each waste

stream enters the sewer needs to be identified. The existing monitoring point or any potential location for monitoring shall also be located. Where sewer plans do not exist, smoke or dye testing shall be performed in order to locate all points of discharge to the sewer system. This information will be used to determine the appropriate sampling points, to ensure that all points of discharge to the sewer system will be identified in the permit, and to evaluate the need for application of the combined waste stream formula (CWF).

3. Wastewater treatment facilities, including treatment performance and operation and maintenance practices. This information can be used to evaluate the adequacy of existing treatment, to assess the feasibility of improvements, and to evaluate performance data.
4. Type of batch discharges that occur at the facility. This information could affect the design of the monitoring requirements. Clean-up operations usually result in batch discharge of washdown water. Information about clean-up times and water volumes will be sought.
5. Raw material and product storage and loading areas, sludge storage and disposal areas, hazardous waste management facilities (if applicable) including onsite disposal areas, and all process areas and the proximity of these areas to sewer discharge points. This review will help to identify potential pollutants and potential or known problems with spills or leaks. This information is then used to determine the need for additional controls through the establishment of specific IU management practices (e.g., slug control plans/accidental spill prevention plans, toxic organic management plans, and good housekeeping practices).
6. Sampling points, sampling methods, and analytical techniques. This information is needed to define any needed changes and to evaluate the quality of both the Control Authority and IU sampling data.

4.2.4.4 Public Access to Information

Certain information collected through a permit application and industrial-monitoring reports must be made available to the general public upon request [40 CFR 403.14(b)]. The following information is considered “effluent data” under 40 CFR Part 2.302 and must always be available to the public:

- General description of the location and nature of the source to the extent necessary to identify the source and distinguish it from other sources (including, to the extent necessary for such purposes, a description of the device, installation, or operation constituting the source).
- Information necessary to determine the identity, amount, frequency, concentration, temperature, or other characteristics (to the extent related to water quality) of the pollutants, which, under an applicable standard or limitation, the source was authorized to discharge (including, to the extent necessary for such purpose, a description of the manner or rate of operation of the source).

Those wanting record information pertaining to the pretreatment program need only contact the city pretreatment office and make the request in writing. The request must be specific as to the type and nature of the records to be reviewed. Where the request requires considerable staff time or costs, the City will charge a reasonable fee. The only exception to release of records is information kept in a confidential file not available for public view due to the proprietary nature of the information.

4.3 MIU Notification

4.3.1 Purpose

The City must notify IUs of applicable Pretreatment Standards and any applicable requirements under sections 204(b) and 405 of the Clean Water Act and subtitles C and D of the Resource Conservation and Recovery Act. Within 30 days of approval pursuant to 40 CFR 403.8(f)(6), of a list of IUs, notify each MIU of its status as such and of all requirements applicable to it as a result of such status: 40 CFR 403.8(f)(2)(iii)

4.3.2 Procedure

All MIUs will receive a pretreatment permit package, which will consist of a cover letter including information explaining the classification of the user, applicable pretreatment standards, a pretreatment permit, which will provide details on discharge limitations, all applicable requirements, and conditions and a copy of the current Sewer Use Ordinance. In addition, all IUs will receive notification of all applicable requirements under section 204(b) and 405 of the CWA and subtitles C and D of the Resource Conservation and Recovery Act, an example of the letter addressing these responsibilities is provided in Appendix C.

4.4 Receive and Analyze Reports

4.4.1 Requirement

The City must receive and analyze self-monitoring reports and other notices submitted by IUs in accordance with the self-monitoring requirements in 40 CFR 403.12.

4.4.2 Purpose

To ensure that reports are reviewed on a consistent and uniform basis. This section is also intended to be the standard for receiving, reviewing and analyzing all other reports submitted by the IU (BMRs, 90-day Compliance Reports, Notice of Accidental Spills, etc.). SIUs subject to categorical Pretreatment Standards are required to submit a BMR, Compliance Schedule for Meeting categorical Pretreatment Standards, 90 Day Compliance Report, Periodic Reports on Continued Compliance, Monitoring and Analysis Reports to Demonstrate Continued Compliance and MIUs/SIUs not subject to categorical Pretreatment Standards are also required to submit reports such as Reports for industrial users not subject to categorical Pretreatment Standards, Annual Certification Reports. All SIUs are required to submit reports and Notification of Changed Discharge to DOE and the City, The specifics of the reports are identified in more detail in 40 CFR 403.12 (b) through (q).

4.4.3 Procedure

This section of the requirements is met through the use of reviewing industrial wastewater reports required by the Industrial Waste Discharge Permit and 40 CFR 403.12. This formal program requirement will focus on MIUs.

1. The Source Control Coordinator will review the IU self-monitoring reports, lab results, and other reports required by the IU permitting system, including all reports as required in 40 CFR Part 403.12. Violators will be identified and notified within five days of

receipt of their report, or if the report was not submitted on time, when the report should have been received.

2. Within 5 days after the self-monitoring, or other reports, are received they will be examined to see that all federal, state, and local requirements required of the reporting IU by the pretreatment permit issued to them have been addressed:
 - Is the report on time?
Compare the lab reports with pollutant limitations.
 - Does the IU meet the reporting requirements?
 - Are all of the pollutants covered in the report?
 - Is the report signed by the appropriate signatory requirement?
3. If the report indicates non-compliance, the Industrial User is responsible to notify the City within 24 hours once becoming aware of the violation. If the City identifies non-compliance in the report, the IU will be notified by one of the methods listed, using the enforcement response plan (ERP).
4. If the affected user fails to submit the necessary reports within 45 days, the Source Control Coordinator will initiate appropriate follow-up activities including enforcement activities as identified in the ERP.

4.5 Sample, Analyze and Inspect IUs

4.5.1 Requirement

The City must randomly sample and analyze effluent from MIUs and SIUs and conduct surveillance activities in order to identify, independent of information supplied by MIUs and SIUs, occasional and continuing non-compliance with pretreatment standards. Inspections and effluent sampling will be obtained and analyzed at least once a year as required in the City's NPDES permit. The procedure described is consistent with the requirement in the City's NPDES Permit and 40 CFR 403.8 (f)(2)(v)

4.5.2 Purpose

The purpose is to verify that the industrial user monitoring results reflect actual discharge. Benefits of an inspection will be verification of data, assisting the MIU and SIU in meeting the goals of the Pretreatment Program, and increased compliance efforts resulting from visibility of the City at the permitted industrial user facility. For the purposes of this section, the industrial user may need to submit sampling and reports to both the Department of Ecology (DOE) and/or the City.

4.5.3 Procedure

This section of the requirements is met through the use of inspecting, sampling, and analyzing results collected from those events. An inspection provides an opportunity for the pretreatment staff to review a permitted facility and determine if activities are in compliance with the permit. The results of the inspection shall provide the basis for which compliance and enforcement activities are generated. The Source Control Coordinator will oversee all inspections and sampling of all IUs.

4.5.3.1 Sampling

POTW Staff are responsible to arrange sampling events, inform contract lab to order sample bottles, and ensure there will be no time conflict with sample collection and analysis of samples. Upon collection of samples clean sampling techniques will be implemented, chain of custody documentation filled out, samples packed on ice and sent next day air to contract lab.

Contract lab staff will pick up samples (if not delivered to facility), analyze samples in accordance with 40 CFR 136 and within the dejection limits identified by POTW staff, and send results back to staff in a specified time period (Usually 10 – 15 days, unless otherwise specified). The contract lab also e-mails a receipt confirmation with analytical requirements as well as an indication as to whether they are acceptable or not (example found in Appendix J), Included in the data packet is also a Cooler Receipt and Preservation Form, highlighting any detailed notes, Discrepancies, & Resolutions of received samples

A. Periodic Reports on Continued Compliance.

- (1) Any Industrial User subject to a categorical Pretreatment Standard, after the compliance date of such Pretreatment Standard, or, in the case of a New Source, after commencement of the discharge into the POTW, shall submit to the City/DOE during the months of June and December, unless required more frequently in the Pretreatment Standard or by the City/DOE, a report indicating the nature and concentration of pollutants in the effluent which are limited by such categorical Pretreatment Standards. In addition, this report shall include a record of measured or estimated average and maximum daily flows for the reporting period for the Discharge reported in the BMR/Industrial Waste Permit Application except that the City/DOE may require more detailed reporting of flows. In cases where the Pretreatment Standard requires compliance with a Best Management Practice (or pollution prevention alternative), the User shall submit documentation required by the City/DOE or the Pretreatment Standard necessary to determine the compliance status of the User. At the discretion of the City and in consideration of such factors as local high or low flow rates, holidays, budget cycles, etc., the City/DOE may modify the months during which the above reports are to be submitted.
- (2) The City/DOE may authorize the Industrial User subject to a categorical Pretreatment Standard to forego sampling of a pollutant regulated by a categorical Pretreatment Standard if the Industrial User 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 any increase in the pollutant due to activities of the Industrial User. This authorization is subject to the following conditions:
 - (i) The City/DOE may authorize a waiver where a pollutant is determined to be present solely due to sanitary wastewater discharged from the facility provided that the sanitary wastewater is not regulated by an applicable categorical Standard and otherwise includes no process wastewater.
 - (ii) The monitoring waiver is valid only for the duration of the effective period of the Permit or other equivalent individual control mechanism, but in no case longer than 5 years. The User must submit a new request for the

waiver before the waiver can be granted for each subsequent control mechanism.

- (iii) In making a demonstration that a pollutant is not present, the Industrial User must provide data from at least one sampling of the facility's process wastewater prior to any treatment present at the facility that is representative of all wastewater from all processes. The request for a monitoring waiver must be signed in accordance with paragraph (l) of this section, and include the certification statement in 40 CFR 403.6(a)(2)(ii). Non-detectable sample results may only be used as a demonstration that a pollutant is not present if the EPA approved method from 40 CFR Part 136 with the lowest minimum detection level for that pollutant was used in the analysis.
 - (iv) Any grant of the monitoring waiver by the City/DOE must be included as a condition in the User's control mechanism. The reasons supporting the waiver and any information submitted by the User in its request for the waiver must be maintained by the City/DOE for 3 years after expiration of the waiver.
 - (v) Upon approval of the monitoring waiver and revision of the User's control mechanism by the City/DOE, the Industrial User must certify on each report with the statement below, that there has been no increase in the pollutant in its wastestream due to activities of the Industrial User:

Based on my inquiry of the person or persons directly responsible for managing compliance with the Pretreatment Standard for 40 CFR [specify applicable National Pretreatment Standard part(s)], I certify that, to the best of my knowledge and belief, there has been no increase in the level of [list pollutant(s)] in the wastewaters due to the activities at the facility since filing of the last periodic report under 40 CFR 403.12(e)(1).
 - (vi) In the event that a waived pollutant is found to be present or is expected to be present based on changes that occur in the User's operations, the User must immediately: Comply with the monitoring requirements of paragraph 4.5.3.1.(A)(1) of this section or other more frequent monitoring requirements imposed by the City/DOE, and notify the City/DOE.
 - (vii) This provision does not supersede certification processes and requirements established in categorical Pretreatment Standards, except as otherwise specified in the categorical Pretreatment Standard.
- (3) Where the City/DOE has imposed mass limitations on Industrial Users as provided by 40 CFR 403.6(d), the report required by paragraph 4.5.3.1.(A)(1) of this section shall indicate the mass of pollutants regulated by Pretreatment Standards in the Discharge from the Industrial User.
- (4) For Industrial Users subject to equivalent mass or concentration limits established by the City/DOE in accordance with the procedures in 40 CFR 403.6(c), the report required by paragraph 4.5.3.1.(A)(1) shall contain a reasonable measure of the User's long term production rate. For all other Industrial Users subject to

categorical Pretreatment Standards expressed only in terms of allowable pollutant discharge per unit of production (or other measure of operation), the report required by paragraph 4.5.3.1.(A)(1) shall include the User's actual average production rate for the reporting period.

B. Monitoring and Analysis to Demonstrate Continued Compliance.

- (1) Except in the case of Non-Significant Categorical Users, the reports (BMR, 90 Day Compliance Report, Report on Continued Compliance and Reporting Requirements for Industrial Users Not Subject to Categorical Pretreatment Standards) shall contain the results of sampling and analysis of the Discharge, including the flow and the nature and concentration, or production and mass where requested by the City/DOE, of pollutants contained therein which are limited by the applicable Pretreatment Standards.
- (2) If sampling performed by an Industrial User indicates a violation, the user shall notify the City/DOE within 24 hours of becoming aware of the violation. The User shall also repeat the sampling and analysis and submit the results of the repeat analysis to the City/DOE within 30 days after becoming aware of the violation. Resampling is not required if:
 - (i) The City performs sampling at the Industrial User at a frequency of at least once per month, or
 - (ii) The City performs sampling at the User between the time when the initial sampling was conducted and the time when the User or the City receives the results of this sampling.
- (3) The following reports (Baseline Monitoring, 90-day Compliance Reports, Periodic Report on Continued Compliance and Reporting Requirements for Industrial Users Not Subject to Categorical Pretreatment Standards) shall be based upon data obtained through appropriate sampling and analysis performed during the period covered by the report, which is also representative of conditions occurring during the reporting period.

The City/DOE shall require that frequency of monitoring necessary to assess and assure compliance by Industrial Users with applicable Pretreatment Standards and Requirements. Grab samples must be used for pH, cyanide, total phenols, oil and grease, sulfide, and volatile organic compounds. For all other pollutants, 24-hour composite samples must be obtained through flow-proportional composite sampling techniques, unless time-proportional composite sampling or grab sampling is authorized by the City/DOE. Where time-proportional composite sampling or grab sampling is authorized by the City/DOE, the samples must be representative of the discharge and the decision to allow the alternative sampling must be documented in the Industrial User file for that facility or facilities. Using protocols (including appropriate preservation) specified in 40 CFR Part 136 and appropriate EPA guidance, multiple grab samples collected during a 24-hour period may be composited prior to the analysis as follows: For cyanide, total phenols, and sulfides the samples may be composited in the laboratory or in the field; for volatile organics and oil & grease the samples may be composited in the laboratory. Composite samples for other parameters unaffected by the compositing procedures as documented in approved EPA methodologies may be authorized by the City, as appropriate.

- (4) For sampling required in support of Baseline Monitoring and 90-day Compliance Reports required in paragraphs 4.4.2, a minimum of four (4) grab samples must be used for pH, cyanide, total phenols, oil and grease, sulfide and volatile organic compounds for facilities for which historical sampling data do not exist; for facilities for which historical sampling data are available, the City/DOE may authorize a lower minimum. For the Report on Continued Compliance and Reporting Requirements for Industrial Users Not Subject to Categorical Pretreatment Standards reports the City/DOE shall require the number of grab samples necessary to assess and assure compliance by Industrial Users with Applicable Pretreatment Standards and Requirements.
- (5) All analyses shall be performed in accordance with procedures established by the Administrator pursuant to section 304(h) of the Act and contained in 40 CFR Part 136 and amendments thereto or with any other test procedures approved by DOE. (See, 40 CFR 136.4 and 136.5.) Sampling shall be performed in accordance with the techniques approved by the Administrator and DOE. Where 40 CFR Part 136 does not include sampling or analytical techniques for the pollutants in question, or where the Administrator and/or DOE determines that 40 CFR Part 136 sampling and analytical techniques are inappropriate for the pollutant in question, sampling and analyses shall be performed using validated analytical methods or any other sampling and analytical procedures, including procedures suggested by the POTW or other parties, approved by DOE.
- (6) If an Industrial User subject to Report on Continued Compliance and Reporting Requirements for Industrial Users Not Subject to Categorical Pretreatment Standards reporting requirements monitors any regulated pollutant at the appropriate sampling location more frequently than required by the City/DOE, using the procedures prescribed in paragraph 4.5.3(B)(5) of this section, the results of this monitoring shall be included in the report.

4.5.3.2 Inspections

An Industrial Inspection checklist is contained in Appendix E and the details of performing an industrial inspection are summarized in this section. Additional forms are also found in Appendix E related to sampling and inspections of MIUs.

Inspections will be performed at a minimum of once per year as required in the City's NPDES permit, and commensurate with the discharge of the MIU/SIU. The City may elect to inspect, and/or sample the MIU/SIU more frequent than required in the NPDES permit when the pretreatment staff determines it necessary. For MIUs/SIUs, there will be a minimum of 1 (one) annual inspection and, as stated above, the sampling events will also be at a minimum of once per year and commensurate with the discharge of the IU, but in no case less than what is required in the City's NPDES permit.

1. An inspection will be conducted upon receipt of an Industrial Wastewater Discharge Permit Application and prior to issuing the permit.
2. Prior to conducting an inspection, the pretreatment staff will review the files of the IU, and the following items, at a minimum, shall be reviewed:
 - The IU's permit
 - The IUs permit Fact Sheet
 - BMP documentation and report if required by permit

- The status of any compliance schedule
 - Compliance history and status
 - Results of recent sampling and inspection
 - Accidental Discharge/Slug Discharge Control Plan(AD/SDCP) document
 - Hazardous Waste Notification submittals
 - Completeness of permit file
 - Name of authorized representative or other contact
 - Required safety and security measures
 - The IU's pretreatment requirements
 - Performance Data
3. An inspection of any type will be well recorded. Documentation may include collection of samples, photographic evidence (if the IU will allow), or written documentation in the form of copies of operating records, flow data, etc.
 4. Sampling, analysis, and collection of other information must be performed so that evidence is admissible in court (40 CFR 403.8 (f)(2)(vi)). All sampling and analysis conducted by either the City, contract laboratory or the IU will be done in accordance with 40 CFR Part 136. In addition, all analysis will be performed in accordance with the City's Quality Assurance and Quality Control program (QA/QC). The QA/QC program is on file in the laboratory office at the wastewater treatment plant.
 5. The Source Control Coordinator must compile the evidence and data that is collected and summarize the results in a written report to the Permit File that is maintained for that IU.
 6. The inspection will be documented using a standard form. An example of an inspection record is included in Appendix E (Industrial Inspection Checklist) of this document for comprehensive inspections.
 7. Investigation of non-compliance is necessary if non-compliance is determined during or as a result of the inspection.
 8. The pretreatment staff must practice safety while conducting inspections.
 9. The pretreatment staff will practice and encourage positive communication with IUs during the inspections. An example of this type of communication is suggesting to the IU that meeting requirements may save it money or that pollution prevention measures and practices may reduce the level of pretreatment that is needed. Recommendation of specific methods or devices for treatment is inappropriate. However, providing the IU with sources of reference for particular problems may help to create a more positive working relationship between the IU and the City.

4.5.3.3 Inspection Types

The type of inspection that is conducted will depend on the reason for the inspection, the classification of the IU, and the complexity of the operation or permitted facility. The three types of inspection are scheduled, unscheduled, and on demand.

4.5.3.3.1 Scheduled Inspections

Scheduled inspections take place when the authorized representative of the IU is contacted beforehand and the inspection is mutually scheduled. Notice will be provided to the authorized representative a minimum of 24 hours prior to the desired time of the scheduled inspection. This type of inspection will be conducted when a detailed and thorough review of the industry is necessary. It may be necessary for the authorized representative of the permittee to be present so

that the permittee's records may be reviewed and the inspector can be accompanied or assisted on the tour of the facility. If the authorized representative is not able to be present, the pretreatment contact person for the facility must be present.

1. The frequency of conducting scheduled inspections will be based on the specific needs of the City in determining compliance on permitted activities of each IU.
2. A scheduled inspection will be conducted commensurate with the City's NPDES permit and the MIU's/SIU's discharge. The purpose of this inspection will be, at a minimum, to:
 - Collect and analyze a sample of the discharge and evaluate the data and information necessary to determine the IU's compliance with federal, state, and local pretreatment requirements
 - Identify changes in materials used, operational processes, or treatment processes that may affect the nature or volume of the discharge(s)
 - Update the database and permit file at the City
 - Verify the self-monitoring reports submitted by the IU

4.5.3.3.2 **Unscheduled Inspections**

Unscheduled inspections take place usually when the pretreatment staff determines from the results of monitoring the IU, results of self-monitoring received from the IU, or information received from other sources that the permittee is approaching SNC or is in SNC or that there is some other need for a site visit. If the pretreatment staff has any reason to believe that the IU is not meeting the requirements of the discharge permit or pretreatment standards, or if the pretreatment staff determines that prior notice of the inspection to the authorized representative may interfere with obtaining the required information, an unscheduled inspection will be performed.

If a permittee is identified as being in SNC, the appropriate enforcement action, following the established enforcement response plan, will be taken and in addition an unscheduled inspection will be conducted as soon as the pretreatment staff becomes aware of this status but no later than 30 days after verification of the data that establishes this status. The inspection will be for the purpose of evaluating the permittee's recent efforts to reach compliance and may or may not include sampling.

The frequency of performing this type of inspection is unpredictable and will not be limited. It is not necessary to give notice of an unscheduled inspection and at no time will more than 2 hours' notice is given to the authorized representative of any industrial contact for this type of inspection.

4.5.3.3.3 **Inspections on Demand**

Demand inspections are usually performed in response to an emergency situation. When notification is made to the City of an accidental discharge, slug load, or spill, the pretreatment staff will conduct appropriate inspections and/or sampling. A member of plant staff will be available, on call, 24 hours a day. The on-call member, once notified, will assess the seriousness of the situation and if necessary will contact the Source Control Coordinator or other city staff member, for support; i.e., police, fire, and public works. This member will have access to the equipment typically needed for demand inspections and sampling (vehicle, safety equipment,

sampling devices and containers, etc.). Sampling and inspection will be followed as outlined in this operational manual.

A demand inspection may be used to retrieve information to assist in the following:

- A determination of the nature, duration, and hazard of the IU's discharge
- Collection of samples to verify the characteristics of the discharge
- Identification of required corrective actions
- Documentation of completion of corrective actions or compliance activities

4.5.3.4 Inspection Protocol

There are specific things that the inspector needs to keep in mind when performing any inspection of an industrial facility. He/she is there to ensure the safety of the POTW as well as the workers and to ensure the permitted IU is discharging constituents that they are permitted to dispose of into the POTW. The pretreatment inspector must comply with all safety regulations established by the industrial user.

4.5.3.4.1 Withholding Consent

Failure to give consent is a serious offense. The receptiveness of facility officials toward inspectors is likely to vary from facility to facility. Most inspections will proceed without difficulty. Because monitoring may be considered an adversarial proceeding to some industries, the inspector's legal authority, techniques, and competence may be challenged. If consent to enter is flatly denied, the inspector shall follow the denial of entry procedures outlined below. In other cases, officials may be reluctant to give consent for entry because of misunderstandings of responsibilities (e.g., officials may feel that the inspection is part of an enforcement proceeding against the company), inconvenience to the firm's schedule, or other reasons that may be resolved through diplomacy and explanation on the part of the inspector.

1. One of the typical obstacles encountered by the inspector is a receptionist refusing entry because the inspector does not have an appointment. In this case, remind the receptionist that you are not there to see a specific individual but to inspect the facility. If entry is still refused, ask to speak to the environmental manager or owner of the facility. If that does not work, follow the denial of entry procedure outlined below. Another common obstacle is the statement "There is nobody here who can authorize the inspection." In this instance, ask to speak to a supervisor, or show the receptionist the section of the Sewer Use Ordinance, which authorizes the inspector's access to the facility. Do not threaten legal action, but clearly state your intent to inspect. Be professional, assertive and persistent, but if you still cannot gain entry, follow the denial of entry procedure outlined below.
2. Whenever there is difficulty in gaining consent to enter, inspectors should tactfully probe the reasons and work with officials to overcome any problems. In any instance where there is a misunderstanding or conflict due to the inspection, the inspector must avoid threats, inflammatory discussions, or language, which would deepen the antagonism. The inspector should be aware of his/her personal safety during such confrontations and avoid actions, which may enrage an individual who is irrational. If the situation is beyond the ability or authority of the inspector to manage, the inspector should leave and consult with the City's attorney.

4.5.3.4.2 Denial of Consent to Enter

If an inspector is refused entry into a facility to conduct an inspection, the following procedural steps shall be taken:

1. Present credentials. Make sure that all credentials have been presented to the facility owner or agent in charge.
2. Tactfully discuss the reason for denial. If entry is not granted, courteously ask why. Diplomatically probe the reason for the denial to see if obstacles (such as misunderstandings) can be resolved. If the resolution of these conflicts is beyond the inspector's authority, he/she may suggest that the City Attorney is available to discuss with their attorneys any issues or questions that cannot be resolved by the inspector.
3. Avoid threatening or inflammatory statements. Under no circumstances shall the inspector discuss potential penalties or do or say anything that may be construed as coercive or threatening.
4. On the other hand, an inspector may inform the facility representative that he/she intends to seek a warrant to compel the inspection. However, the inspector should be careful how this statement is phrased. Do not state: "I will get a warrant." If the inspector decides to make a statement regarding a warrant, it should be phrased similar to: "I intend to consult with my supervisor about applying for a warrant."
5. Carefully record observations in the field logbook. All observations pertaining to the denial will be noted carefully in the inspector's field logbook. Specifically, note the following:
 - Facility name and exact address;
 - Name, title, and authority of the person who refused entry;
 - Name, address, and telephone number of the facility's attorney (if readily available);
 - Date and time of refusal;
 - Reason for the denial; and
 - Facility appearance (e.g., neat and orderly, or chaotic).All of this information will be helpful in case a warrant is sought.
6. Leave premises and contact supervisor. If entry is still denied after attempting to resolve the obstacles, the inspector should leave the premises after obtaining the information noted above in the field logbook. The inspector should contact his/her supervisor immediately after leaving the premises, and the supervisor should confer with the City's attorney.

4.5.3.4.3 Withdrawal of Consent During an Inspection

Occasionally, a facility may consent to an inspection and later withdraw the consent while the inspection is in progress. Consent for the inspection may be withdrawn at any time after entry has been made. A withdrawal of consent is tantamount to a refusal of entry. Therefore, the inspector should follow the procedures cited above under denial of consent unless the inspection has progressed far enough to accomplish its purposes. All activities and evidence obtained prior to the withdrawal of consent are valid and may be used in an enforcement proceeding against the facility.

4.5.3.4.4 Denial of Access to Parts of the Facility

If, during the course of the inspection, access to some parts of the facility is denied, the inspector shall make a note of the circumstances surrounding the denial of access and of the portion of the inspection that could not be completed. The inspector shall then proceed with the rest of the inspection and shall contact his/her supervisor after leaving the facility to determine whether a warrant should be obtained to complete the inspection. Refusal to allow entry is a violation of the City of Port Angeles Sewer Use Ordinance, and appropriate enforcement action will be taken.

4.5.3.4.5 Covert Sampling in Response to Denial of Entry

Whenever entry to a facility is denied, a sample shall be obtained at a manhole immediately downstream of the facility, if possible.

Note: The inspector should be aware of the potential difficulties with the sample, (i.e., are other facilities connected to that part of the sewer which discharge pollutants of concern)? This type of sampling, however, may help with any further enforcement actions or investigations, which the pretreatment staff may undertake at the facility by uncovering activities, which the industry is attempting to hide. This type of sample is also effective when a demand inspection is being conducted because the pretreatment personnel can then compare the results of sampling from inside and just outside the plant to see if they match. This can provide evidence of any batches being dumped prior to entry to the facility.

4.5.3.4.6 Obtaining a Search Warrant for an Inspection

The following are steps to follow in the event that a search warrant is required prior to inspection.

1. If the inspector has been refused access to a building, structure, or property or any part thereof, and if the inspector has probable cause to believe that there may be a violation of this ordinance, or that there is a need to inspect as part of a routine inspection program of the City designed to protect the overall public health, safety, and welfare of the community, a search warrant may be necessary.
2. The inspector will contact his/her supervisor and discuss the issue. The supervisor will contact the city attorney.
3. The pretreatment inspector will provide the city attorney with a list of specific requirements and locations. The city attorney will apply to the appropriate court for a search warrant describing therein the specific location subject to the warrant. The warrant shall specify what, if anything may be searched and/or seized on the property described.
4. The warrant shall be served at reasonable hours by the Source Control Coordinator/inspector in the company of a uniformed police officer of the City and the inspection will be performed as and to the extent permitted by the warrant.

4.6 Accidental Discharge/Slug Discharge Control Plan (AD/SDCP) Requirements

4.6.1 Requirements

To meet this requirement, the City must evaluate, at least once every two years, whether each Industrial User needs a plan to control slug discharges. Where the City requires an AD/SDCP from MIUs, the use of this section will apply. For purposes of this subsection, a slug discharge is any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch discharge, which has a reasonable potential to cause Interference or Pass Through, or in any other way violate the POTW's regulations, local limits or Permit conditions. The results of such activities shall be available to the Approval Authority upon request. Significant Industrial Users are required to notify the POTW immediately of any changes at its facility affecting potential for a Slug Discharge: 40 CFR 403.8(f)(2)(v).

4.6.2 Purpose

The AD/SDCP is designed to prevent the entry of materials that may injure or cause injury to city personnel, damage the treatment works or collection system, or cause pass through or interference with the operation of the treatment works or collection system.

4.6.3 Procedure

The City has determined the need for every SIU to have an approved AD/SDCP, as well as determining whether each MIU needs an AD/SDCP. Each AD/SDCP will be reviewed for effectiveness. As the industrial surveys are performed and new industries are identified, a AD/SDCP will be required as a part of each application for permit to discharge. Each AD/SDCP shall contain at least the following:

1. Each IU with the "potential" to discharge toxic or hazardous materials, any material capable of pass-through, interference or capable of causing acute worker health and safety problems, or any material in great quantities must be required to submit an AD/SDCP for approval. These IUs may be identified by performing an industrial survey, reviewing the permit application forms, conducting onsite inspection or sampling the discharges. General AD/SDCP plan requirements must contain at least the following elements:
 - Description of discharge practices, including non-routine batch Discharges;
 - Description of stored chemicals;
 - Procedures for immediately notifying the POTW 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 five days;
 - If necessary, 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 run-off, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants (including solvents), and/or measures and equipment for emergency response;
 - Specific preventative actions must also be listed if they are identified as necessary for spill prevention and slug control.

- The responsibilities of implementing an approved AD/SDCP and managing and reporting spills and upsets will be identified in each permit. Notification responsibilities will also be specified.
 - The IU will be required to draw up a plan of action describing the steps that its personnel will take in response to spills of material that may enter the sewer.
 - The IU will be required to provide training on this plan for all employees and ensure that they can respond as required.
 - The IU will be required to post, visibly throughout the plant, the list of individuals, including the POTW, to be contacted in the event of a spill or slug discharge.
 - Review of applications by previously permitted IUs must also be undertaken.
 - The IU will be issued a compliance schedule to complete and submit the AD/SDCP, by a specific date, to the City for approval. The compliance schedule will be monitored to determine if the IU is meeting compliance.
2. The City shall review each AD/SDCP and comment on the status of approval within 4 weeks of submission (Please see Appendix H for AD/SDCP checklist). Approved programs will be filed in the AD/SDCP section of the IU's file along with a copy of the acceptance letter that is sent to the IU. If an AD/SDCP is required, the requirement for and to maintain an AD/SDCP will be written in the Industrial Wastewater Discharge Permit.
 3. Rejected AD/SDCPs will be sent back to the IU along with an explanation of which portions of the program are acceptable, those that are not and why.
 4. The City will develop a response plan in the event that an accidental discharge occurs or reaches the POTW. This plan will incorporate the responses of the fire departments and sewer line crews for any contributing jurisdiction that the spill may pass through.

4.6.3.1 Spill Response

Responses to the spills will be documented and all spills and responses will be reported in the City's annual pretreatment reports to the approval authority.

1. The City will follow through on reported spills to ensure that cleanup and the disposal of waste generated by the spill is disposed of properly.
2. The City must determine that the IU has complied with the reporting requirements in accordance with 40 CFR Part 403.12(f).
3. If the spill causes the POTW to violate its permit, or causes damage to the POTW, recovery of damages from the IU will be pursued.

4.7 Investigate Instances of Non-compliance

4.7.1 Requirement

The City must investigate instances of non-compliance with Pretreatment Standards and Requirements, as indicated in the reports and notices required under 40 CFR 403.12, or indicated by analysis, inspection, and surveillance activities. Sample taking, analysis, and the collection of other information shall be performed with sufficient care to produce evidence admissible in enforcement proceedings or in judicial actions: 40 CFR 403.8(f)(2)(vi).

4.7.2 Purpose

The purpose is to ensure that SIUs and MIUs comply with their permit requirements.

4.7.3 Procedure

As outlined below, the Source Control Coordinator will be responsible for insuring that users comply with requirements contained in the respective permit. Priority will be tracking SIUs compliance with the permit. Sampling data, compliance schedules and reporting requirements will be routinely evaluated. Either a manual system or computer system will be utilized to track compliance with limits and reporting requirements. This system will enable the Source Control Coordinator to prepare routine summaries on compliance and any action taken by the City when non-compliance exists.

1. As an example an enforcement action can be initiated for the following:
 - Industry failure to submit a Industrial Questionnaire and Disclosure form;
 - Industry failure to submit appropriate reports;
 - Industry failure to comply with appropriate pretreatment standards by the appropriate compliance deadline date;
 - Industry failure to comply with appropriate pretreatment limits as determined from the review of self-monitoring reports or city sampling;
 - Industry failure to comply with any condition of its permit;
 - Industry falsifying of information; and
 - Any other violation of the Sewer Use Ordinance.
2. Enforcement activities will be of the escalating nature and will be commensurate with the type and severity of the violation (i.e., telephone call, notices of violation, meetings, revocation of the permit, show cause hearing, and issuance of order to include injunctive and judicial relief). Appropriate fines and penalties (administrative/civil/and criminal) will be levied as stipulated in the Sewer Use Ordinance. Depending on the severity of the violation or offense, the City will seek immediate penalties, orders, or injunctive relief.
3. The following is a general outline of the City's enforcement strategy, which is discussed in detail in the City's Enforcement Response Plan in a separate document and is also included in Chapter 7.
 - The Source Control Coordinator determines non-compliance.
 - The Source Control Coordinator will notify the affected user within 5 days and appropriate enforcement action within 30 days.
 - The affected user may be required to respond in writing within a time frame set by the Source Control Coordinator, which takes into consideration the type of non-compliance, regarding the nature of the violation(s) and corrective actions being undertaken.
 - The Source Control Coordinator will review the response (and may meet with the user) to determine the next step. The following scenarios may apply:
 - If the industry corrects the violation or the City determines that the response does not warrant escalating enforcement. No further action warranted.
 - The affected user fails to submit a response, fails to comply, or violation not corrected. The City initiates show-cause hearing. The affected user may appeal any order issued.

- The affected user fails to comply with the issued order. The City will pursue judicial and injunctive relief.

Further details are provided in Chapter 7 (such as defining what is a violation, SNC definition, and an enforcement response guide along with time frame for undertaking action and for the non-complying user to take action).

4.8 SNC Publication

4.8.1 Requirement

The City must comply with the public participation requirements of 40 CFR part 25 in the enforcement of national pretreatment standards. These procedures shall include provision for at least annual public notification in a newspaper(s) of general circulation that provides meaningful public notice within the jurisdiction(s) served by the POTW of Industrial Users which, at any time during the previous 12 months, were in significant noncompliance with applicable Pretreatment requirements. 40 CFR 403.8(f)(2)(vii)

4.8.2 Purpose

The purpose is to notify the public of significant non-compliance events.

4.8.3 Procedure

These procedures shall include provision for at least annual public notification in the largest daily a newspaper(s) of general circulation that provides meaningful public notice within the jurisdiction(s) served by the POTW published in the municipality in which the POTW is located, of Industrial Users which, at any time during the previous 12 twelve months, were in significant noncompliance with applicable Pretreatment requirements. For purposes of this section, the term significant noncompliance means:

1. Any violation of a pretreatment standard or requirement including numerical limits, narrative standards, and prohibitions, that the Director determines has caused, alone or in combination with other discharges, interference or pass through, including endangering the health of POTW personnel or the general public.
2. Any discharge of a pollutant that has caused imminent endangerment to the public or to the environment, or has resulted in the Director's exercise of its emergency authority to halt or prevent such a discharge.
3. Any violation(s), including of Best Management Practices, which the Director determines will adversely affect the operation or implementation of the local pretreatment program.
4. Chronic violations of wastewater discharge limits, defined here as those in which sixty-six percent (66%) or more of all of the measurements taken for the same pollutant parameter taken during a rolling six (6) month period exceed, by any magnitude, a numeric pretreatment standard or requirement, including instantaneous limits of Section 2.
5. Technical Review Criteria (TRC) violations, defined here as those in which thirty-three percent (33%) or more of wastewater measurements taken for each pollutant parameter during a rolling six (6) month period equal or exceed the product of the

- numeric pretreatment standard or requirement, (including instantaneous limits, as defined by Section 2), multiplied by the applicable criteria. Applicable criteria are 1.4 for BOD, TSS, fats, oils and grease, and 1.2 for all other pollutants except pH.
6. Failure to meet, within ninety (90) days of the scheduled date, a compliance schedule milestone contained in a wastewater discharge permit or enforcement order for starting construction, completing construction, or attaining final compliance.
 7. Failure to provide any required report within forty-five (45) calendar days after the due date. This includes initial and periodic monitoring reports, and reports on initial compliance and on meeting compliance schedules.
 8. Failure to accurately report noncompliance.

Applicability: The criteria in paragraphs 1-3 above are applicable to all Users, whereas the criteria in paragraphs 4-8 are only applicable to SIUs.

4.9 Enforcement Response Plan (ERP) Implementation

4.9.1 Requirement

The City must develop and implement an enforcement response plan for the POTW. This plan shall contain detailed procedures indicating how a POTW will investigate and respond to instances of IU non-compliance: 40 CFR 403.8(f)(5).

4.9.2 Purpose

The purpose is to document procedures indicating how the City will investigate and respond to instances of industrial user noncompliance for consistent enforcement response.

4.9.3 Procedure

The City's Enforcement Response Plan is contained in Chapter 6 of this document, but also is separate and is used accordingly from this Implementation Manual.

4.10 Fats Oils and Grease Program

4.10.1 Requirement

The City is required to maintain the collection system to prevent blockages and overflows as required in its NPDES permit.

4.10.2 Purpose

The current practices are not maintaining the collection system in a way to prevent blockages or overflows in a consistent manner. The revised City Code should provide additional assistance in this area, specifically Section 13.06.031 through 13.06.039 of the Code.

The focus of the City's FOG program is education. The goal of the education program is to educate food service establishments (FSEs) in the management of FOG. To identify for them how it adversely impacts their on-site drainage system as well as the City's overall collection

system. To also include how appropriate FOG management assists the City in meeting its NPDES permit as well as reducing overflow impacts in the community and for surface waters.

The City currently accepts all grease and cleaning sludges from restaurants trucked to the wastewater treatment plant. It is therefore necessary to begin a practice of more public education and in some cases requirements that commercial establishments and food service establishments (FSEs) install and maintain grease collection equipment and/or install larger grease interceptors.

4.10.3 Procedure

4.10.3.1 Education

The initial education campaign will be aimed at existing FSEs and explain to them the program that is based on a positive education experience versus strict enforcement and penalties. It is the plan to meet with every individual FSE individually and perform an inspection of their facility. The purpose of the inspection is to verify the current maintenance practices and then to identify what additional steps the FSE may take to improve its current plan.

A WEF brochure will be handed out to all FSEs as a matter of further education in how to handle FOG appropriately. See Appendix L for an example of WEF handout.

4.10.3.2 Inspection and Existing Construction

Each FSE will be inspected at least once a year for the first two years of the program. Once a baseline is established and FSEs are performing at a level that is reducing the FOG impact on the POTW, inspection schedules can be reduced to every other year or less frequent depending on the performance of the FSE. A FOG inspection checklist will be used on all inspections and maintained in the office for future reference and inspections. An example of the checklist can be found in Appendix K.

Every person owning or operating an FSE without a functional GRS shall be required to install a functional GRS. FSE's without a functioning GRS may have up to one year to install an appropriately sized and functioning GRS, upon approval from the Director. The Director will determine that appropriate time period to have a GRS installed and operating, taking into account (location, size, and cost). The type of GRS required will be determined by the Director, taking into account cost, available space and gradient, and any other pertinent information.

Where feasible, all kitchen drains and any other drains that may carry grease-laden waste shall be connected to the GRS. Dishwashers shall not be connected to trap-style Grease Removal Systems. If a trap-style GRS is installed, the kitchen may not have a garbage disposal/garbage grinder/macerator or similar unit installed. Any existing NFD without a functional GRS may be required to install one. The type of GRS required will be determined by the Director, taking into account cost, available space and gradient, whether the user is in a grease impact area, and any other pertinent information.

Where feasible, all kitchen drains and any other drains that may carry grease-laden waste shall be connected to this GRS (except the dishwasher if a trap-style GRS is installed.) If a trap-style GRS is installed, the kitchen may not have a garbage disposal/garbage grinder/macerator or similar unit installed.

If performance of the FSE reduces, or if there are sewer system overflows (SSOs) downstream of an FSE, then inspection frequency will increase appropriately.

4.10.3.3 Enforcement

If an FSE is not performing according to applicable standards or refuses to participate at an inappropriate level of FOG management, then appropriate enforcement action may be taken. The City has a FOG limit of 100 mg/L and it can be enforced with penalties and mandated FOG management practices if desired by the City.

4.11 Issuing Permits to IUs

4.11.1 Requirement

The City is required to issue Industrial Wastewater Discharge Permits (Permit), or other control mechanisms, to all minor industrial users (MIUs) contributing to the treatment system, including those from other jurisdictions. Industrial waste discharge permits must contain as a minimum, all the requirements of 40 CFR 403.8 (f)(1)(iii). The Permittee must coordinate the permitting process with the Department regarding any industrial facility.

4.11.2 Purpose

The purpose is to have a legal mechanism for controlling discharges to the POTW from sources of industrial discharges both significant (SIU) and minor (MIU) industrial users. This also includes a legal mechanism to control Food Service Establishments (FSE) and their discharges.

4.11.3 Procedure

Permits will be issued to MIUs and DOE will issue permits to SIUs. The Permit Application process identified in Section 4.2 will be followed and it will allow for the permits to be issued with the appropriate limitations and conditions. The issuance of discharge permits to industrial sources is a very important tool for the City to control, deny, or restrict what can be disposed of into the public sewer system and ultimately into the waters of the state. The IU may be required to install sampling and monitoring facilities and may also need to its wastewater in accordance with the permit.

4.11.3.1 Reporting Requirements

All MIUs will be issued a permit, which if their discharge requires may contain appropriate reporting requirements, e.g., construction progress reports, final compliance report upon commencement of discharge, and self-monitoring reports once discharge commences. Self-monitoring reports may be submitted to the City at least semi-annually. Larger, more complex dischargers may be required to submit more frequent reports. If the affected user fails to submit the necessary reports, the Source Control Coordinator may initiate appropriate follow-up activities including enforcement activities.

1. Fact sheets (Example in Appendix F) will be prepared by the City as part of its issuance of a permit to all IU to explain the facility and document the basis of the pretreatment requirements.

2. A permit will be issued to MIUs within 30 days of the City's determination that the Industrial Questionnaire and Disclosure Form and Industrial Wastewater Discharge Permit Application are complete and an inspection of the facility has been performed. The Source Control Coordinator will have the document signed by appropriate City personnel. An example of the Discharge Permit is located in Appendix G.
3. The permits shall include such conditions as are reasonably deemed necessary by the City to prevent pass through or interference and to implement the objectives of the City's SUO. Permits must contain the following conditions:
 - a) A statement that indicates the Wastewater Discharge permit issuance date, expiration date and effective date, which in no event shall exceed 5 years
 - b) A statement that the Wastewater Discharge permit is nontransferable without prior notification to the City in accordance with SUO Section 13.06.080(L), and provisions for furnishing the new owner or operator with a copy of the existing Wastewater Discharge permit;
 - c) Effluent limits, including Best Management Practices, based on applicable Pretreatment Standards;
 - d) Self monitoring, sampling, reporting, notification, and record-keeping requirements. These requirements shall include an identification of pollutants (or Best Management Practice) to be monitored, sampling location, sampling frequency, and sample type based on Federal, State, and local law.
 - e) The process for seeking a waiver from monitoring for a pollutant neither present nor expected to be present in the Discharge in accordance with the SUO.
 - f) A statement of applicable civil and criminal penalties for violation of Pretreatment Standards and Requirements, and any applicable compliance schedule. Such schedule may not extend the time for compliance beyond that required by applicable Federal, State, or local law.
 - g) Requirements to control Slug Discharge, if determined by the Director to be necessary.
 - h) Any grant of the monitoring waiver by the Director must be included as a condition in the User's permit.
4. Permits may contain, but need not be limited to, the following:
 - a) Limits on the average and/or maximum rate of discharge, time of Discharge, and/or requirements for flow regulation and equalization;
 - b) Requirements for the installation of pretreatment technology, pollution control, or construction of appropriate containment devices, designed to reduce, eliminate, or prevent the introduction of pollutants into the treatment works;
 - c) Requirements for the development and implementation of Spill Control Plans or other special conditions including management practices necessary to adequately prevent accidental, unanticipated, or nonroutine discharges;
 - d) Development and implementation of waste minimization plans to reduce the amount of Pollutants discharged to the POTW;
 - e) The unit charge or schedule of User charges and fees for the management of the wastewater discharged to the POTW;
 - f) Requirements for installation and maintenance of inspection and sampling facilities and equipment, including flow measurement devices;
 - g) A statement that compliance with the wastewater discharge permit does not

relieve the permittee of responsibility for compliance with all applicable Federal and State pretreatment standards, including those which become effective during the term of the individual wastewater discharge permit and

- h) Other conditions as deemed appropriate by the Director to ensure compliance with the City SUO, and State and Federal laws, rules, and regulations.
5. Effluent limitations-The determination of pollutants and/or hydraulic loading to be regulated will be based on information provided in the environmental survey form and permit application. Identify the most restrictive regulation (federal, State, and local) that will apply to the pollutant in question. The effluent limitations will include:
 - The description of the location where the limit applies;
 - The period of time the limits apply;
 - The specific parameters, the limit units (mg/L or ppm), and the duration for which the limits apply;
 - Determination of monitoring requirements:
 - List all discharge parameters specifying applicable units (i.e., federal effluent guidelines and local limits);
 - Designate the specific sampling location;
 - Determine the sampling frequency based on the best professional judgment of the significance of the discharge. Sample options:
 - Continuous monitoring
 - Grab
 - Composite sample
 - Flow or time proportional
6. Sample Collection Preservation and Analysis-All handling and preservation of collected samples and laboratory analyses of samples shall be performed in accordance with 40 CFR part 136 and amendments thereto unless specified otherwise in the monitoring conditions of the permit. Caution: Alternative methods of sampling and laboratory analysis of samples must be approved by EPA.
7. Reporting requirements to be included in the permit depend on the permit restrictions. The permit will identify specific information relative to the permit requirements.
 - What type of information is to be contained; i.e., analytical data, flow data, or production data.
 - When the report is to be submitted to the Source Control Coordinator (specify dates and frequency).
 - Who is responsible for signing (an authorized signatory official).
 - Where the reports are to be sent, including the City's address and the name of each person responsible for receipt of each report.
 - Date reports are due.
8. Determination of Special Conditions—All MIUs may be required to submit a Accidental Discharge/Slug Discharge Control Plan (AD/SDCP) as a requirement of the discharge permit. Note: Some facilities will not be issued a permit, but because of the nature of their operation or discharge, an Accidental Discharge/Slug Discharge Control Plan may be warranted.

Permits may contain special monitoring requirements as deemed necessary to reduce the quantity of pollutants currently discharged or to prevent discharge of new or additional

pollutants. Such requirements may be based on the permit writer's best professional judgment.

9. Permit Reissuance—Permits may be reissued to an MIU as necessary. The City may require an MIU to submit a completed permit application for each permit renewal period to maintain the most accurate account of what is being discharged into the City's sewer system. The process identified in Chapter 4.2 will be followed.
10. Continuation of Expired Permits—An expired permit will continue to be effective and enforceable until a new permit is reissued if:
 - The permittee has been requested to submit and has submitted a complete permit application at least ninety (90) days prior to the expiration date of the user's existing permit.
 - The failure to reissue the permit, prior to expiration of the previous permit, is not due to any act or failure to act on the part of the permittee.

4.11.3.2 Sampling/Monitoring Waiver

1. With the Department of Ecology (DOE) approval, any Significant Industrial Users subject to a Pretreatment Standard shall, at a frequency determined by the Director but in no case less than twice per year, (June and December unless otherwise specified) submit a report indicating the nature and concentration of Pollutants in the discharge which are limited to such Pretreatment Standards and the measured or estimated average and maximum daily flows for the reporting period. All periodic compliance reports must be signed and certified in accordance with the following statement:

Based on my inquiry of the person or persons directly responsible for managing compliance with the Pretreatment Standard for 40 CFR [specify applicable National Pretreatment Standard part(s)], I certify that, to the best of my knowledge and belief, there has been no increase in the level of [list pollutant(s)] in the wastewaters due to the activities at the facility since filing of the last periodic report under 40 CFR 403.12(e)(1).

In cases where the Pretreatment Standard requires compliance with a Best Management Practice (or pollution prevention alternative), the User shall submit documentation required by the City or the Pretreatment Standard necessary to determine the compliance status of the User.

All Wastewater samples must be representative of an industrial user's discharge.

Wastewater monitoring and flow measurement facilities shall be properly operated, kept clean, and maintained in good working order at all times. The failure of an Industrial User to keep its monitoring facility in good working order shall not be grounds for the Industrial User to claim that sample results are unrepresentative of its discharge.

- (a) If a User subject to the reporting requirement in this section monitors any regulated pollutant at the appropriate sampling location more frequently than required by the Director, the results of this monitoring shall be included in the report.
2. With DOE authorization the Industrial User subject to a categorical Pretreatment Standard to forego sampling of a pollutant regulated by a categorical Pretreatment Standard if the Industrial User 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 any increase in the pollutant due to activities of the Industrial User. This authorization is subject to the following conditions:

- (i) DOE, with City notification, may authorize a waiver where a pollutant is determined to be present solely due to sanitary wastewater discharged from the facility provided that the sanitary wastewater is not regulated by an applicable categorical Standard and otherwise includes no process wastewater.
 - (ii) The monitoring waiver is valid only for the duration of the effective period of the Permit or other equivalent individual control mechanism, but in no case longer than 5 years. The User must submit a new request for the waiver before the waiver can be granted for each subsequent control mechanism.
 - (iii) In making a demonstration that a pollutant is not present, the Industrial User must provide data from at least one sampling of the facility's process wastewater prior to any treatment present at the facility that is representative of all wastewater from all processes. Non-detectable sample results may only be used as a demonstration that a pollutant is not present if the EPA approved method from 40 CFR Part 136 with the lowest minimum detection level for that pollutant was used in the analysis.
 - (iv) Any grant of the monitoring waiver by the City must be included as a condition in the User's control mechanism. The reasons supporting the waiver and any information submitted by the User in its request for the waiver must be maintained by the City for 3 years after expiration of the waiver.
 - (v) Upon approval of the monitoring waiver and revision of the User's control mechanism by DOE, the Industrial User must certify on each report with the statement below, that there has been no increase in the pollutant in its wastestream due to activities of the Industrial User:
 - (vi) In the event that a waived pollutant is found to be present or is expected to be present based on changes that occur in the User's operations, the User must immediately: Comply with the monitoring requirements of paragraph 1 of this section or other more frequent monitoring requirements imposed by DOE and the City, and notify both DOE and the City.
 - (vii) This provision does not supersede certification processes and requirements established in categorical Pretreatment Standards, except as otherwise specified in the categorical Pretreatment Standard.
4. Where DOE has imposed mass limitations on Industrial Users as provided for by 40 CFR 403.6(d), the report required by paragraph 1 of this section shall indicate the mass of pollutants regulated by Pretreatment Standards in the Discharge from the Industrial User.
 5. For Industrial Users subject to equivalent mass or concentration limits established by DOE in accordance with the procedures in 40 CFR 403.6(c), the report required by paragraph 1 shall contain a reasonable measure of the User's long term production rate. For all other Industrial Users subject to categorical Pretreatment Standards expressed only in terms of allowable pollutant discharge per unit of production (or other measure of operation), the report required by paragraph 1 shall include the User's actual average production rate for the reporting period.

4.11.3.3 Modification of a Permit

The City may modify A MIU permit for good cause including, but not limited to, the following:

- To incorporate any new or revised federal, state, or local pretreatment standards or requirements.
- To address significant alterations or additions to the IU's operation, processes, or wastewater volume or character since the time of permit issuance.
- A change in the municipal wastewater system that requires either a temporary or permanent reduction or elimination of the authorized discharge.
- Information indicating that the permitted discharge poses a threat to the City's municipal wastewater system, city personnel, or the receiving waters.
- Violation of any terms or conditions of the wastewater permit.
- Misrepresentation or failure to disclose fully all-relevant facts in the permit application or in any required reporting.
- To correct typographical or other errors in the permit.
- To reflect a transfer of the facility ownership and/or operation to a new owner/operator.

4.11.3.4 Permit Appeal Process

Any person, including the IU, may petition to the City to reconsider the terms of an MIU permit within thirty (30) days of the issuance of the final permit. (See City Code section 13.06.080(J)(2))

1. Failure to submit a timely petition for review shall be deemed to be a waiver of the administrative appeal.
2. In its petition, the appealing party must indicate the permit provisions objected to, the reasons for this objection, and the alternative conditions, if any, it seeks to place in the permit.
3. The effectiveness of the permit shall not be stayed pending the appeal.
4. If the City fails to act within thirty (30) days, a request for reconsideration shall be deemed to be denied. Decisions not to reconsider a permit, not to issue a permit, or not to modify a permit shall be considered final administrative action for purposes of judicial review.
5. Aggrieved parties may seek judicial review of the final administrative permit decision.

4.12 Septage Waste Program

4.12.1 Purpose

To ensure that every facility that disposes of wastes into the public sewer system goes through a process to determine if the waste was being discharged has any possibility of damaging or creating an opportunity for the wastewater treatment facility to be harmed.

4.12.2 Procedure

All septic waste haulers that wish to discharge wastes into the City of Port Angeles's (City) system must be properly licensed and registered. A Septage Waste Hauler Permit Application (Appendix M) must first be completed and submitted to the Source Control Coordinator. The hauler must then receive a Septage Waste Hauler Permit from the City (see Appendix N). The haulers must also complete appropriate forms and paperwork as required. If the paperwork is not completed as required, future disposals at the facility may be suspended.

Septic tank waste haulers must abide by the following requirements, limitations, and conditions:

1. Only domestic sanitary and restaurant grease removal system waste will be accepted without prior City approval.
2. All loads to be disposed of in the City's system must submit, prior to discharge, a completed Septage Waste Discharge Sampling and Manifest (PW-802_01) (Appendix O).
3. All septic waste shall be disposed of at the designated facility provided by the City's wastewater treatment plant.
4. Disposal of septage waste must be completed during weekday hours from 7a.m. to 3:00 p.m., unless otherwise approved by the Source Control Coordinator. When a 24 hour/7 day a week septage receiving facility is provided, in the future, septage waste will be deliverable at all times.
5. Trucks must meet all DOE rules.
 - a. All septage waste must be declared on the Septage Waste Discharge Sampling and Manifest (PW-802_01) (Appendix O) form provided. Loads shall not contain prohibited discharges. Loads determined to contain prohibited materials may result in permit revocation.

The City will test for septage BOD and TSS every 10th truckload to calculate the average concentration on a given month.

4.12.3 Prohibited Discharges

1. Any pollutant that creates a fire or explosion or hazard at the Publicly Owned Treatment Works (POTWs).
2. Pollutants that will cause corrosive structural damage to the POTW, but in no case discharges with pH lower than 5.0 or higher than 9.0.
3. Any solid or viscous pollutants in amounts that will cause obstruction or interference to the flow in the POTW.
4. Industrial or commercial wastewater or sludge unless specifically approved.
5. Any type of pollutant that is not treatable by this facility or creates a pass through or interference to the wastewater treatment plant. This interference can impact plant effluent, sludge or causes operational problems such as, but not limited to, toxic, hazardous, or radioactive waste; grease and sand; rags or metal.
6. Other waste as outlined in the City's Sewer Use Ordinance.

*Note: Interference means a discharge, which alone or in conjunction with a discharge or discharges from other sources inhibits or disrupts the POTW, its processes, or operations.

Chapter 5 Program Funding and Organization

5.1 Introduction and Funding

Chapter 5 The staff members responsible for the City’s Industrial Pretreatment Program are employed by the City of Port Angeles (City), and work at the wastewater treatment & reclamation facilities. Coordination of the City’s Pretreatment Program is a primary assignment of the Wastewater Superintendent; however, all wastewater staff contribute to the effectiveness of the pretreatment program as needed. The City also has a full-time Public Works & Utilities Director, Operations Deputy Director, City Attorney, City Manager and administrative support. All are available to support the Pretreatment Program on an as-needed basis.

The City has long practiced setting rates to cover system costs, including mandated programs. The City is also required, by revenue bonds issued in 2000 and 2005, to maintain a minimum “debt coverage” ratio through the City rate structure. If the debt coverage ratio is not maintained, the City will raise rates sufficient to meet the ratio by the end of the year.

5.2 Organization

5.2.1 Mayor/City Council

The City Council is composed of seven elected officials who have general legal authority over all City business. The City Council has adopted a comprehensive sewer use ordinance (see Appendix A), has control and authority over a large publicly owned treatment works (POTW) facility and attendant collection system, and has general authority over all City staff, including Wastewater Division employees. The Council establishes all policy issues.

5.2.2 City Manager

The City Manager is appointed by the City Council and is responsible for administration of the City staff and carrying out the policies and directives set forth by the City Council. The City Manager directly supervises the City department heads, including the Public Works & Utilities Director.

5.2.3 Public Works & Utilities Director

The Public Works & Utilities Director is responsible for the Public Works & Utilities Department, which is composed of Engineering, Power Systems, Operations, and Recreation Divisions. The Operations Division operates and maintains the wastewater and water treatment systems, including wells, springs, storage reservoirs, water booster pump stations, wastewater pump stations, and wastewater treatment plant.

5.2.4 Wastewater Division Superintendent

This individual has general supervisory responsibility for the wastewater collections and wastewater treatment systems. The Wastewater Division Superintendent has responsibility for administration of the pretreatment program and implementation of the National Pollutant

Discharge Elimination System (NPDES) permit. The Superintendent assigns work as needed to Division staff to operate all aspects of the wastewater operations.

5.2.5 Source Control Coordinator

The Source Control Coordinator is responsible for the implementation and operations of the industrial pretreatment program for the City's Wastewater Division. Monitoring and regulation of industrial activities includes; commenting to the Planning Department about pretreatment concerns for new pre-construction, follow-up with facilities operations post construction, daily review and evaluation of collections system(s), plant operation, maintenance, laboratory data, and information pertaining to the Pretreatment Program. The Coordinator provides status reports and recommendations to the Division Superintendent; schedules and coordinates contract laboratory services; and coordinates the implementation of the City pretreatment program among users, other governmental agencies, and City staff.

5.2.6 Pretreatment Staff

The Wastewater Division Lab Technician assists the Source Control Coordinator in field operations to include inspections, sampling, and providing support to collections. All full-time, permanent employees have state certification(s) at various levels in wastewater treatment and/or collection. Other City staff may provide additional assistance if needed to assist in fulfilling pretreatment requirements.

5.2.7 City Support Staff

The City employs full time a Public Works & Utilities Director, Public Works & Utilities Deputy Director, City Attorney, Finance Director, and Community & Economic Development Director. They, and their respective staffs, are all available to assist with pretreatment issues as necessary. They provide support to the Wastewater Superintendent. A portion of their salaries comes from the sewer fund.

5.3 Program Resources

All equipment and personnel for the Pretreatment Program are currently funded by revenue brought in through sewer use. The sewer rates are updated as necessary, both domestic and extra strength rates. At this time there is one FTE assigned to Pretreatment, the Source Control Coordinator. Other Wastewater Treatment Personnel are available to assist as necessary.

The Laboratory Technician, along with the Source Control Coordinator, perform quarterly Pretreatment sample gathering and conduct all testing that the City's lab is certified to perform in house. The City is currently using Edge Analytical Laboratory for all other testing. This laboratory is certified by the state of Washington with the following certification # C1251.

Sampling and Inspection equipment used for industrial pretreatment:

5 – Portable ISCO Samplers

2 – Refrigerated ISCO Samplers

1 – Horiba U10 portable pH/Conductivity/Turbidity/Temperature Meter

1 – Kodak Digital Camera

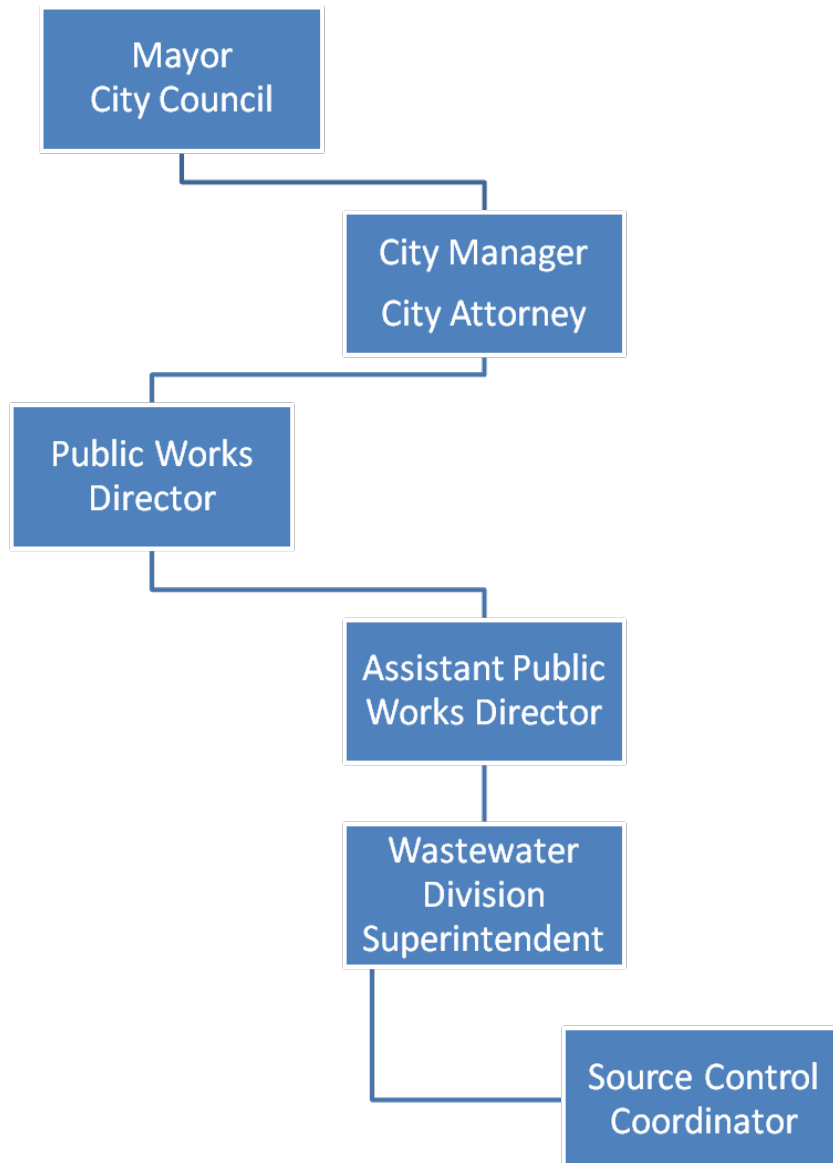
A vehicle includes a 2005 GMC pick-up truck dedicated for pretreatment use. Additional vehicles & equipment is readily available if required.

Safety equipment includes: Consistent training, fully stocked first aid kits (inspected monthly) city supplied safety boots, glasses, gloves, and clothing as needed.

Additional support is available from other City of Port Angeles resources such as Engineering, Planning/Community Development, Code Enforcement, and City Administration which includes Attorney services.

The contract Lab provides sample bottles, coolers, and COC documentation required. Staff is readily available if needed for guidance. Any inconsistencies noted by the lab are immediately reported to the City of Port Angeles either via e-mail or telephone, by the project chemist who normally handles the City of Port Angeles account.

5.4 Organization Chart



Chapter 6 Enforcement Response Plan (ERP)

6.1 Introduction

The City of Port Angeles (City) intends to carry out and enforce all federal, state, and local laws regarding the transportation, treatment, and disposal of wastewater within the City and to operate the sewer system in a manner that protects public health and the environment. When a non-compliance event occurs in regard to any permit, ordinance, state or federal law, the City will take appropriate action to deal with the incident of non-compliance and will take appropriate steps to ensure that such non-compliance is prevented in the future.

The policies and procedures set forth in this document are intended solely for the guidance of the City's employees. These policies and procedures are not intended to be, and do not constitute, rule making by the City, and they may not be relied upon to create a right or a benefit, substantive or procedural, enforceable at law or in equity, by any person.

6.2 Format

The format of the Enforcement Response Plan is set up to enable City staff to make recommendations to the City's legal counsel for appropriate enforcement action. The Source Control Coordinator and Superintendent take the first level of enforcement action, which is typically a telephone call to the IU. The purpose of this call is to inform the IU that it is in violation and must take immediate steps to stop the non-compliance event.

The Source Control Coordinator will use all information obtained by either inspections or submitted reports to verify compliance with appropriate permits and orders. The Source Control Coordinator may also use inspections and sampling to verify continued compliance with appropriate permits and orders. The Source Control Coordinator will immediately document all non-compliance events into the IU file. If the IU is and SIU and a non-compliance event is known, the Source Control Coordinator will immediately notify DOE.

All enforcement actions will be initiated by the Source Control Coordinator within 15 days of becoming aware of a non-compliance event. The following section outlines how the City determines which responses are appropriate for the level of non-compliance, identifies the personnel who will respond, discusses the time frames for taking such actions, and, by use of a matrix, describes general types of violations and the appropriate response that may be taken. The following Enforcement Response Guide defines the range of appropriate enforcement actions based on the nature, severity, and other relevant factors of the violation and promotes consistent and timely use of enforcement remedies.

6.3 Establishing an Enforcement Response Guide

The Enforcement Response Guide identifies many common discharge and non-discharge violations. Once City staff have identified such a situation, they then proceed to identify enforcement responses and make recommendations to the City's legal counsel that are appropriate for each violation. The Enforcement Response Guide allows the City to select from several alternative initial and follow-up actions. The City will initially rely on the first level of enforcement (e.g., documented telephone calls and/or direct contact) in cases where violations are non-significant or when the IU is cooperative in resolving its problems. The City will use

Notices of Violation as necessary. However, when the violation is significant or when the IU does not promptly undertake corrective action, the City must respond with more severe enforcement responses, including judicial proceedings. Similarly, when the user fails to return to compliance following the initial response, the City must escalate its enforcement response. The City will also evaluate the appropriate enforcement responses in the context of the user's prior violations. For example, if the non-compliant IU continues its non-compliance despite minor enforcement measures, the City will adopt a more stringent approach. Similarly, if a user has committed several types of noncompliance events, the City's response will address each violation, and the response may vary depending on additional factors. Pretreatment enforcement is a matter of strict liability. The knowledge, intent, or negligence of the IU will not be taken into consideration except when deciding to pursue criminal prosecution.

The intent of all enforcement responses are to prevent events of non-compliance from recurring. The City has the ability to create appropriate responses at various levels of non-compliance, including an Administrative Order (AO) for chronic violations. If the IU fails to comply with the AO, the City may assess administrative penalties or initiate judicial action. If any non-compliance event results in or has the ability to create serious harm to the publicly owned treatment works (POTW), the public, or worker health and safety, the City may immediately terminate service or obtain a court order to halt further violations as well as recover the costs of repairing any damage.

6.3.1 Response Criteria

The City will select the most appropriate response to the violation. The City will consider the following criteria when determining a proper response:

- Magnitude of the violation
- Duration of the violation
- Effect of the violation on the receiving water and/or POTW
- Compliance history of the IU
- Good faith of the IU

These criteria are described in detail below.

6.3.1.1 Magnitude of the Violation

Generally, an isolated instance of non-compliance can be met with a very minor response. However, since an isolated violation could threaten public health and the environment, damage public and private property, or threaten the integrity of the City's pretreatment program (e.g., falsifying a self-monitoring report), the City will respond to all documented incidents of "significant non-compliance" (SNC) with an increased level of enforcement action that requires a return to compliance by a specific deadline (i.e. Level I or Level II).

6.3.1.2 Duration of the Violation

Violations that continue over long periods of time will subject the IU to escalated enforcement actions. For example, an effluent violation which occurs in two out of three samples over a 6-month period, or a report that is more than 30 days overdue, is considered significant, while a report that is 2 days late would not be deemed significant and would be addressed differently.

6.3.1.3 Effect on the Receiving Water and/or POTW

One of the primary objectives of the national pretreatment program is to prevent pollutants from “passing through” the POTW and entering the receiving stream. Consequently, any violation that results in environmental harm will be met with a severe response. Environmental harm will be presumed whenever an industry discharges a pollutant into the sewerage system which:

- Causes pass-through
- Causes a violation of the POTW’s National Pollutant Discharge Elimination System (NPDES) permit (including water quality standards)
- Has the ability to cause interference with the POTW
- Has a toxic effect on the receiving waters (i.e., an example of but not limited to fish kill or fish harm)

At minimum, responses to these circumstances will include an AO and an administrative fine. In addition, the response should ensure the recovery from the non-compliant user of any NPDES fines and penalties paid by the City

Some violations may have negative effects on the POTW itself. For example, non-compliance events may result in significant increases in treatment costs; interfere or harm POTW personnel, equipment, and process operations; or cause sludge contamination resulting in increased disposal costs. These violations will be met with an administrative fine or civil penalty and an AO requiring the IU to correct the violation in addition to recover of additional costs and expenses to repair the POTW.

6.3.1.4 Compliance History of the User

A pattern of recurring violations (even of different program requirements—e.g., air, water, solid waste) may indicate either that the IU’s treatment system is inadequate or that the user has taken a casual approach to operating and maintaining its treatment system. Accordingly, users exhibiting recurring compliance problems will be strongly dealt with to ensure that consistent compliance is achieved. Compliance history is an important factor for deciding which of the two or three designated appropriate remedies to apply to a particular violator. For example, if the violator has a good compliance history, the City may decide to use a less severe penalty option.

6.3.1.5 Good Faith of the User

The user’s good faith in correcting its’ non-compliance is a factor in determining which enforcement response to invoke. Good faith is defined as the user’s honest intention to remedy its non-compliance coupled with actions that give support to this intention. Generally, a user’s demonstrated willingness to comply will predispose the City to select less stringent enforcement responses. However, good faith does not eliminate the necessity of an enforcement action. For example, if the POTW treatment process is upset, the City will recover its costs regardless of the IUs good faith. Good faith is typically demonstrated by cooperation and completion of corrective measures in a timely manner (although compliance with previous enforcement orders does not necessarily imply good faith). Further compliance examples may be needed to verify good faith is met.

6.4 Levels of Enforcement Response

Enforcement activities will be of an escalating nature, as described in the City's Sewer Use Ordinance. Enforcement will begin with administration. If necessary, civil/criminal penalties maybe sought, and/or emergency suspension of sewer service may be ordered. Appropriate fines and penalties (civil/criminal) will be sought as provided in the Sewer Use Ordinance. IU non-compliance events that are determined to be of a significant nature will receive an escalated response, regardless of their previous compliance history.

6.4.1 Administrative Fines Appeal

When the Director finds that a User has violated, or continues to violate, any provision of this chapter, a wastewater discharge permit or order issued hereunder, or any other pretreatment standard or requirement, the Director may fine such User in an amount not to exceed one-thousand dollars (\$1,000). Such fines shall be assessed on a per-violation, per-day basis. In the case of monthly or other long-term average discharge limits, fines shall be assessed for each day during the period of violation.

Users desiring to dispute such fines must file a written request for the Director to reconsider the fine along with full payment of the fine amount within fifteen (15) working days of being notified of the fine. Where a request has merit, the Director may convene a hearing on the matter. In the event the User's appeal is successful, the Director shall rebate the difference between the initial and final penalty amounts to the User.

Issuance of an administrative fine shall not be a bar against, or a prerequisite for, taking any other action against the User.

6.4.2 Enforcement Guide Action Levels

The enforcement guide uses a three-level approach to enforcement action toward any non-compliance event.

6.4.2.1 Level I

Level I responses represent the enforcement efforts used by the City to bring the MIU into compliance before a state of SNC may be reached. Level I responses will be handled immediately but no longer than 5 days of becoming aware of a violation. The following enforcement actions are typically utilized at this level of response:

- Telephone calls (documented)
- Direct contact, meeting

Telephone calls and direct contact with the MIU will be considered the City's first response to this level of violation.

Documented phone calls from the City to the MIU may occur when the City identifies a violation and needs to bring the violation to the MIU's attention. Direct contact to notify the MIU of a violation is also an option that the City may use. Initial follow-up to an enforcement action will be completed within 5 days after it is initiated.

City personnel: Source Control Coordinator or Wastewater Division Superintendent with legal counsel review and authorization.

6.4.2.2 LEVEL II

Level II responses are taken when the violation warrants such a response (see Figure 7-1. Penalty Matrix) from the City or an IU has reached a level of SNC. If a Level II enforcement action is being taken as an escalated action, it will be initiated within 15 days of becoming aware of the violation, or if it is an escalated violation, then it will be within 30 days of initial enforcement action. If a Level II enforcement action is being issued to an MIU who is in SNC, then it must include the issuance of an AO and may include fines. The IU has the right to request an administrative appeal hearing. The following enforcement actions are typically used at this level of response:

6.4.2.2.1 Administrative Order (AO)

An AO as set forth in Section 13.06.154 of the Sewer Use Ordinance consists of enforcement documents that direct IUs to undertake or cease specified activities and will be issued for all SNC events. The time frame for issuing an AO for SNC will be no later than 30 days after the SNC event has been identified. The terms of AOs may or may not be negotiated with IUs. The City needs to inform the IU that a state of SNC now exists and that failure to achieve compliance within the given time period may result in the initiation of further enforcement, including judicial action.

A compliance schedule devised by the City with specified due dates whereby certain levels of progress toward compliance with pretreatment regulations must be achieved will be included in the AO. A performance bond may be required.

6.4.2.2.2 Fines

Fines may be implemented in conjunction with an AO or as a separate response to a violation. Administrative fines differ from civil penalties, which are imposed through court proceedings. Fines are used to:

- Recover costs arising as a result of non-compliance, and;
- Act as an incentive to the IU to return to, and remain in, compliance with pretreatment standards

Fines and penalties will be implemented through consultation with the city attorney. Mitigating factors will be considered in determining whether to assess fines.

City personnel: Source Control Coordinator, Director, and City Attorney.

6.4.2.3 LEVEL III

This level of enforcement action is reserved for an extreme occasion of SNC or when the IU does not respond to an AO, does not adhere to compliance schedules, and when fines have not been effective in bringing the IU into compliance with pretreatment regulations. Level III enforcement may also be used for willful discharge of wastewater in amounts that cause pass-through or interference, and in cases of falsification. This level of enforcement requires the consultation of the city attorney to determine the appropriateness and legal basis for the action to be implemented. The following enforcement actions are used at this level of response:

6.4.2.3.1 Judicial Action

This may include civil litigation in the form of lawsuits against IUs, or criminal prosecution against individuals or organizations with violations of ordinance provisions that are punishable, upon conviction, by fines and/or imprisonment.

City personnel: City Attorney and Council authorization.

6.4.2.3.2 Show Cause

The City may order any IU with an unresolved violation to appear before the City or its duly authorized representative for a hearing to show cause why a proposed enforcement action that may include service termination shall not be taken. Notice will be given to the user according to the Sewer Use Ordinance.

This hearing is ordered by the City and differs from an administrative appeal hearing, which is requested by the IU to appeal an enforcement decision made by the City.

City personnel: Source Control Coordinator, Director, and City Attorney, authorized by city council.

6.4.2.3.3 Permit Revocation

Revoking an IU permit prohibits any discharge of process wastewater. This action is taken only if previous enforcement steps have failed to bring a return to compliance, or in instances of repeated willful discharge of wastewater that has caused interference, pass-through, or falsification. In most cases this enforcement would occur only after a show cause hearing.

City personnel: Director, as authorized by the City Attorney.

6.4.2.3.4 Water Supply Severance

The City may physically terminate water service where there are pass-through or interference problems with the POTW. Such action may be taken with a permit revocation or sewer disconnect.

City personnel: Authorization from City Attorney.

6.5 Responsibilities of Personnel

6.5.1 Source Control Coordinator

The City will have a Source Control Coordinator who will review and document IUs reports and report violations will also be responsible to notify DOE of any SIU potential non-compliance events. This individual is also responsible for tracking and documenting all actions of enforcement by establishing time lines and all necessary follow-ups and making recommendations to the City Attorney for enforcement action. He will work under the direction and control of the Superintendent.

6.5.2 Wastewater Division Superintendent

The Superintendent is responsible for the overall operation and maintenance of the POTW, including employee safety, and protection of the treatment plant. He is also responsible for the administration and implementation of the pretreatment program and compliance with the City's NPDES permit. He has authority to discontinue sewer service in emergency situations where an imminent endangerment or substantial endangerment to the health or welfare of persons appears to be present.

6.5.3 Public Works & Utilities Director

The person designated by the City to supervise the operation of the POTW, who is the City of Port Angeles' Public Works & Utilities Director and who is charged with certain duties and responsibilities by the Industrial Wastewater Pretreatment ordinance. The term also means a duly authorized representative of the Director.

6.5.4 City Attorney

The City Attorney will be responsible for advice to staff on pretreatment enforcement matters. He works under the direction and control of the City Manager and is also represents the City in judicial actions.

6.6 Time Frames for Enforcement Actions and Follow-Up

To be effective, an enforcement action must be timely. For an action to be timely, the violation must be detected and responded to promptly after its occurrence. Therefore, review and documentation of compliance reports (for both effluent violations and timeliness) will be a high priority at the time of their submission. The review of data should be completed within 5 business days after receipt of the information. Violations observed in the field will receive even swifter attention. All communications related to any enforcement action needs to be clearly documented in the IUs file by the Source Control Coordinator.

6.6.1 Initial Compliance

After the City's initial enforcement response (within 15 days) , the Source Control Coordinator will closely track the user's progress toward compliance for the next 30 days The Source Control Coordinator will make a determination on or about the milestone date as to whether that has or has not been met.

6.6.2 Monitoring Continued Compliance

One method to ensure that user compliance is closely tracked is to increase the frequency of user self-monitoring reports and site inspections. For instance, an AO may increase self-monitoring from once per quarter to once a month. Similarly, the Source Control Coordinator's own inspections of the user's facility may be increased until consistent compliance is demonstrated.

6.6.3 Follow-Up Compliance Activities

Generally, these follow-up compliance activities may begin no later than 30 to 45 days after the initial enforcement response is taken. When follow-up activities indicate that the violation persists or that satisfactory progress is not being made, the Source Control Coordinator may escalate the enforcement response. These follow-up enforcement actions should be taken within 60 to 90 days of the initial enforcement action.

6.6.4 Return to Compliance

The “return to compliance” for exceedance of IU permit limits is defined as the IU demonstrating continued compliance for at least 2 months after an exceedance based on resampling results and all regular and additional City and industry sampling results during that period.

6.7 Enforcement Remedies

It is of mutual interest to the City and the IU to resolve compliance problems with a minimum of formal action. As an aid to the communication process surrounding potential enforcement action for non-compliance events, the pretreatment staff may use the following responses on a regular basis to facilitate permit compliance:

6.7.1 Telephone Calls.

A telephone call from the IU to the City is also recognized as a violation notification step for the IU and will be clearly documented. A telephone call to the IU from the City is one of the first steps to be taken by City staff. It is always done when there are minor violations and may be done for serious violations where the user has a good history of compliance with the City. A record of each call shall be kept, and such telephone logs will include purpose of call, time, date, summary of statements by City staff, and responses by the IU.

6.7.2 Compliance Meeting (Direct Contact)

A compliance meeting may be held from time to time with an IU to discuss violations that have occurred, violations that remain uncorrected, or violations of a magnitude that warrant more communication between the City and the industry. The compliance meeting is held specifically to include an authorized representative of the IU (e.g., vice president, general partner, or their duly authorized representative) to ensure that he/she is aware that the industry is in noncompliance.

If possible, the compliance meeting would normally be held before the IU reaches SNC. The IU should already be aware of the criteria for SNC, and the compliance meeting will reinforce that such an event includes enforcement measures mandated by federal regulations. The industry may in turn communicate any progress or measures it has taken to regain compliance.

6.7.3 Notice of Violation (NOV)

The NOV is an appropriate initial response to non- significant violations. In case of SNC, an NOV may also be issued prior to issuing an AO or pursuing judicial remedies. The purpose is to notify the IU of the violation. It may be the only response necessary in cases of infrequent and generally minor violations. The NOV will require the IU to submit an explanation of the violation and a plan for its satisfactory correction. If the user does not return to compliance or submit a plan of correction, the City will escalate to more stringent enforcement responses rather than repeatedly issuing notifications that do not result in a return to compliance.

6.7.4 Administrative Fines

An administrative fine is a monetary penalty assessed by the City for violations of pre-treatment standards and requirements. Administrative fines are punitive in nature and not related to a specific cost borne by the City. Instead, such fines are intended to recapture the full or partial

economic benefit of non-compliance and to deter future violations. The maximum amount of an administrative fine is \$1,000 for each day that the violation continues.

Administrative fines are recommended as an escalated enforcement response. Whether administrative fines are appropriate responses to non-compliance also depends greatly on the circumstances surrounding the violation. The City will consider the factors as set forth in Section 6.4.1 and 6.9.2 in determining the appropriate amount of the fine.

6.7.5 Administrative Orders (AOs)

AOs are enforcement documents that direct IUs either to undertake or to cease specified activities. The terms of AOs may or may not be negotiated with IUs. AOs are an immediate and expected response to SNC (unless judicial proceedings are more appropriate) and may incorporate compliance schedules, administrative penalties, and termination of service orders. The four types of AOs authorized by the Sewer Use Ordinance are:

6.7.6 Cease and Desist Orders

A cease and desist order directs a non-compliant user to cease illegal or unauthorized discharges immediately or to terminate its discharge altogether. A cease and desist order shall be used in situations where the discharge could cause interference or pass through, present worker health and safety concerns, or otherwise create an emergency situation. The order may be issued immediately upon discovery of the problem or following a hearing.

6.7.7 Consent Orders

The consent order combines the force of an AO with the flexibility of a negotiated settlement. The consent order is an agreement between the City and the IU normally containing three elements: compliance schedules, stipulated fines or remedial actions, and signatures of the City and industry representatives.

6.7.8 Show Cause Orders

An order to show cause directs the user to appear before the City, explain its non-compliance, and show cause why enforcement actions against the user shall not go forward. The order to show cause is typically issued after informal contacts or NOV's have failed to resolve the non-compliance. However, the show cause order/hearing can also be used for violations of previous orders.

6.7.9 Compliance Order

A compliance order directs the IU to achieve or restore compliance by a date specified in the order. It is issued unilaterally and its terms need not be discussed with the industry in advance. The compliance order is usually issued when non-compliance cannot be resolved without construction, repair, or process changes. Compliance orders also may be used to require IUs to develop management practices, spill prevention programs, and related City pretreatment program requirements.

6.8 Civil Litigation

Civil litigation is the formal process of filing lawsuits against IUs to secure court ordered action to correct violations and to secure penalties for violations, including the recovery of costs to the City of the non-compliance. It is normally pursued when the corrective action required is costly and complex, the penalty to be assessed exceeds that which the City can assess administratively, or when the IU is considered to be recalcitrant and unwilling to cooperate. Civil litigation also includes enforcement measures that require involvement or approval by the courts, such as injunctive relief and settlement agreements. Civil litigation is pursued by the city attorney and only initiated as authorized by the city council.

6.8.1 Criminal Prosecution

Criminal prosecution is the formal process of charging individuals and/or organizations with violations of ordinance provisions that are punishable, upon conviction, by fines and/or imprisonment. The purposes of criminal prosecution are to punish non-compliance established through court proceedings, and to deter future non-compliance. Criminal prosecutions are up to the discretion of the city attorney and may be filed in municipal court.

6.8.2 Termination

Suspension of service is the revocation of an IU's privilege to discharge industrial wastewater into the City's sewer system. Termination may be accomplished by physical severance of the industry's connection to the collection system, by issuance of an AO that compels the user to terminate its discharge, or by a court ruling. Termination of service is an appropriate response to industries that have not responded adequately to previous enforcement responses. When the City must act immediately to halt or prevent a discharge that presents a threat to human health, the environment, or the POTW, cease and desist orders and termination of service are the only appropriate responses. Unlike civil and criminal proceedings, termination of service is an administrative response that can be implemented directly by the City. However, the decision to terminate service requires careful consideration of legal and procedural consequences. Termination of service can only take place by action of the City Council unless there is an emergency, and then the Director can terminate service.

6.8.3 Supplemental Enforcement Responses

Supplemental or innovative enforcement responses are used to complement the more traditional enforcement responses already described. Normally, these responses will be used in conjunction with more traditional approaches. When considering supplemental enforcement responses, the City need not limit itself to those responses already discussed. Examples of such responses are water service termination, performance bond/liability insurance, and public nuisance.

6.9 The Enforcement Response Guide

6.9.1 Purpose

The Enforcement Response Guide designates several alternative enforcement options for each type (or pattern) of non-compliance. Once developed, City personnel who detect non-compliance need only select an appropriate response from the short list of enforcement options

indicated by the matrix. There are a number of factors to consider when selecting a response from among these options. Several of these factors are identical to those used in originally establishing the guide:

- Magnitude of the violation
- Duration of the violation
- Good faith of the user
- Compliance history of the user
- Violation's effect on the receiving waters
- Violation's effect on the POTW

Since the remedies designated in the matrix are all considered appropriate, the City must weigh each of the above factors in deciding whether to use a more or less stringent response. IU non-compliance events that are determined to be of a significant nature may receive an escalated response, regardless of the user's previous compliance history.

6.9.2 Procedure

The Enforcement Response Guide is used as follows:

1. Assess the type and frequency of the violation using the **Violation Matrix** table columns one through three. If the violation is a permit limit exceedance calculate the percentage above the limit. Select an appropriate score from the Level of Violation column.
2. Determine the level of enforcement action to be taken by using the five review criteria. First offenders or users demonstrating good faith efforts may merit a more lenient response. Similarly, repeat offenders or those demonstrating negligence may require a more stringent response.
3. Combine the score from the User Review Criteria and the Level of Violation score to determine an appropriate penalty amount using the **Penalty Matrix**.
4. Follow up with escalated enforcement action if the IU's response if not received or the violation continues.

Note: The Source Control Coordinator is responsible for maintaining all supporting documentation regarding the violation and its enforcement actions in the IU's file.

Violation Matrix Table

Pollutant Numerical Violation	Type of Violation		Level of Violation	
	Permit	Ordinance	Level	Score
1 percent up to 20 percent	Use matrix if no harm to POTW, worker health and safety, or environment	Use matrix if no harm to POTW, worker health and safety, or environment	I	10-14
21 percent up to 40 percent	If similar violation has occurred within last 6 months	If similar violation has occurred within last 6 months	II	15-26
41 percent and above	If same violation type has occurred within the last 3 months	If same violation type has occurred within the last 3 months	III	27-50

If the violation (regardless of type/score) creates a POTW, worker health and safety concern, or may be a threat to the environment, then the violation will automatically start at the highest score and/or a Level III. An immediate response from the IU is also expected.

User Review Criteria						
Rank from 1 to 5 with 5 being the worst and 1 being the best score.						Total
	Good faith	Compliance history	Magnitude of violation	Duration of violation	Effect on POTW or receiving waters	TOTAL Points
Score						

NOTE:

If multiple violations occur during a calendar month, then City may figure the score separately and end up with two types of penalties and enforcement actions.

Penalty Matrix		
Score	Type	Per violation per day
15-39	I	\$100 - \$200
20-51	II	\$300 - \$500
32-75	III	\$500 - \$1,000

NOTES:

City may also wish to capture all costs that may have been caused by the violation.

City may also wish to elevate the cost to a much higher number in case of extreme circumstances, which are already covered in its Enforcement Response Plan and Sewer Use Ordinance.

Violation Enforcement Guide

Violation	Action								
	Warning (Telephone Call, Letter, etc)	Notice of Violation	Administrative Order	Compliance Order	SNC Publish Name	Civil Penalties	Permit Revocation	Cease and Desist Order	Terminate Services
The City's Response Time After Identifying a Violation	Immediate	15 Days	30 Days	30 Days	Annually	30 Days	90 Days	Immediate	5 Days
Personnel Level To Initiate Enforcement Action	Source Control Coordinator	Source Control Coordinator	WD Super.	Director	WD Super.	WD Super.	WD Super.	Director	Director
Discharge Violations									
A. Discharging without a permit									
B. More than 33% of samples exceed TRC (SNC)									
C. More than 66% of samples exceed discharge limit (SNC)									
D. User meets specific SNC criteria other than that above									
Inspection Violations									
A. Entry denied to City personnel									
B. Illegal Discharge									
C. Failure to maintain records									
D. Failure to maintain equipment									
E. Failure to install required equipment									
F. Failure to correct cause of spill or slug discharge									

Violation	Action								
Fats, Oils and Grease Violations									
A. Failure to maintain GRE									
B. Failure to maintain GRE records									
C. Discharge Exceeded 100 mg/L									
Reporting Violations									
A. Intentional falsification of records or reports									
B. Failure to report slug discharges									
C. Failure to report spills									
D. Failure to meet report due dates									
E. Exceed report due dates by more than 30 days (SNC)									
F. Submit improperly signed or certified reports									
G. Failure to meet compliance schedule dates									
H. Exceed compliance schedule dates more than 90 days (SNC)									
I. Failure to renew a permit									

Violation	Action								
Other Violations									
A. Intentional tampering with discharge samples									
B. Intentional tampering with monitoring equipment									
C. Intentional altering of records or reports									

The shaded box indicates the first level of enforcement action for a given violation; enforcement action can escalate upwards from there.

The period of time before an enforcement action is taken after a violation is identified varies with the action. The following list is used to identify the intended time lines under ideal conditions, but longer periods may be necessary due to the amount of investigation and verification needed to determine a violation has occurred.

Warning	Notice of Violation	Administrative Order	SNC Publish	Civil Penalty	Criminal Penalty	Cease and Desist Order	Terminate Service
Immediate	5 days	30 days	Annually	30 days	90 days	Immediate	5 days

Appendices

- Appendix A City of Port Angeles, Sewer Use Ordinance**
- Appendix B Industrial Questionnaire and Disclosure Form**
- Appendix C RCRA Hazardous Waste Notification Requirements**
- Appendix D Industrial Wastewater Discharge Permit Application**
- Appendix E Industrial Inspection Checklist**
- Appendix F Permit Fact Sheet**
- Appendix G Minor Industrial User Permit**
- Appendix H Accidental Discharge/Slug Discharge Control Plan Checklist**
- Appendix I Example Accidental Discharge/Slug/Discharge Control Plan**
- Appendix J Chain-of-Custody Form**
- Appendix K FSE Checklist**
- Appendix L WEF Handout**
- Appendix M Septage Waste Hauler Permit Application**
- Appendix N Septage Waste Discharge Permit**
- Appendix O Septage Waste Discharge Sampling and Manifest PW-802_01**

Appendix A City of Port Angeles, Sewer Use Ordinance

Appendix B Industrial Questionnaire and Disclosure Form

**PORT ANGELES INDUSTRIAL WASTEWATER PRETREATMENT
QUESTIONNAIRE and DISCLOSURE FORM**

Complete all applicable sections. Information must be typewritten or clearly printed. Attach requested information as needed. Signing official must have the authorization to provide such information on behalf of the company, corporation, or partnership.

Company Name: _____
 Mailing Address: _____
 Address of facility in Port Angeles (if different than above): _____
 Contact Person: _____ Phone: _____

1. Type of Industry: _____ Standard Industrial Classification number (4 digit SIC code) _____
 2. Type of Product(s) or Service(s) produced; rate of production; process used:

Type of product	Rate of production	Process
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Product Volume: _____ 4. Number of Employees: _____

5. Operation Pattern: (hr/day) _____ (days/yr) _____ (mo/yr)

6. Water Usage (gpd): Average _____ Maximum

7. WASTEWATER DISCHARGE TO SEWERS: [List the principal materials (cleaning agents, solvents, plating solutions, catalysts, process chemical, etc) by their generic name and principal chemicals that are regularly used in your facility and that will or might be discharged to the City sewer system]

TYPE OF MATERIAL OR CHEMICAL	AVERAGE DISCHARGE			MAXIMUM DISCHARGE		
	GAL. PER DAY	TIME & DURATION	CONC. (MG/L)	GAL. PER DAY	DURATION	CONC. (MG/L)
a) Process						
b) Cooling						
c) Sanitary						
d) Others listed below:						
example: Degreaser (Trichloroethylene)	3	3PM; 30 min/day	0	3	10 AM; 10 min/day	0.001
Total Discharge						

9. Are there seasonal variation to the above discharges?

PORT ANGELES INDUSTRIAL WASTEWATER PRETREATMENT QUESTIONNAIRE and DISCLOSURE FORM (continued)

10. Does your company sample and analyze your wastewater? G Yes G No If yes, what is the nature of that sampling program?

11. **Discharge to sewerage system:** Attach as “Exhibit 1” a plan of your property showing accurately the site plan, floor plan, mechanical and plumbing plans and details showing all sewers, connections to the City systems, inspection manholes, sampling manholes, and appurtenances by size, location and elevation.

- a) How many wastewater discharge points does your company have that are connected to the City’s sewer collection system?
- b) Where are your discharge points located?

12. Does your company have any plans for expansion? G Yes G No If yes, when and how would expansion alter your industrial wastes?

13. Do you provide any pretreatment of wastewater streams that occurs prior to discharge to a sanitary sewer?
 Yes No

14. Do you have a spill prevention, containment and control plan (SPCC) for your company? Yes No

15. Does your company have or plan to provide a parking lot, with a drain system to collect run off?
 Yes No

16. Do you dispose of any chemicals, solvents or hazardous materials to other than the sewer? Yes No

17. If yes, provide a description of each material, giving the composition, solids content, annual quantity, means of disposal, and ultimate disposal location:

18. Does your company have the necessary Material Safety Data Sheets (MSDS) on file? Yes No

19. List any prohibited pollutants being discharged as regulated by the City’s Industrial Pretreatment Ordinance:

Pollutant	Daily Max. Conc. (mg/l)	Daily Avg. Conc. (mg/l)

20. List any environmental control permits that are held by or for your facility.

21. If additional pretreatment and/or operation and maintenance activities are required in order to comply with the City’s Industrial Pretreatment Ordinance, then the discharger shall provide a compliance schedule attached to this form which describes how the facility will conform to the requirements.

The information contained in this questionnaire and disclosure statement is familiar to me and to the best of my knowledge and belief, such information is true, complete and accurate.

“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, 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.”

DATE: _____ Signature: _____ Title: _____

NOTE: Attach additional pages, if needed.

RETURN TO:

City of Port Angeles Wastewater Treatment Plant
 Attn: Source Control Coordinator
 321 E. 5th Street
 P. O. Box 1150
 Port Angeles, WA 98362

Appendix C

RCRA Hazardous Waste Notification Requirements

RCRA Hazardous Waste Notification Requirements

On July 24, 1990, the US Environmental Protection Agency (EPA) promulgated in the Federal Register changes to the general pretreatment regulations (cf., 55 FR 30082). The changes affected both Publicly Owned Treatment Works (POTW) and Industrial Users (IUs) of POTWs. "Industrial Users" or "IUs" includes non-domestic users such as commercial users and businesses. One of the changes requires IUs to submit a notification of hazardous wastes discharged to POTW sewerage collection systems. It is a pretreatment program Resource Conservation and Recovery Act (RCRA) reporting requirement. This pretreatment program requirement is codified in the Code of Federal Regulations at 40 CFR 403.12(p).

The Department of Ecology (DOE) is the pretreatment program Approval Authority for the State of Washington. DOE and federal regulations (cf., 40 CFR 403.8(f)(2)(iii)), require us to notify you of this RCRA reporting requirement. It is one of the requirements of our approved pretreatment program. Pretreatment program RCRA reporting requirements are incorporated into our Municipal Code, The City of Port Angeles Sewer Use Ordinances. Following is a brief description of this requirement.

Who Must Notify:

All non-domestic users of the City of Port Angeles sewerage collection and treatment facilities that discharge listed or characteristic RCRA hazardous waste to the POTW (except as described below) must notify the City of Port Angeles and other regulatory agencies. RCRA listed and characteristic wastes are described in 40 CFR Part 261.

Notification Must be Sent to:

- The City of Port Angeles
- The EPA Regional Waste Management Division Director, and
- State of Washington Department of Ecology Hazardous Waste Department

This notification must be submitted in writing for any discharge into the City of Port Angeles of any substance, which, if otherwise disposed of, would be a hazardous waste under 40 CFR Part 261.

Wastes Covered by the Notification:

- Any discharge to the POTW of > 15 kilograms (kg) (33 lb.) per calendar month of a RCRA hazardous waste, or a discharge of any quantity of an acutely hazardous waste identified in 40 CFR 261.30(d) and 261.33(e), must be reported as a one-time notification.
- A discharge to the POTW of ≤ 15 kg (33 lb.) per calendar month of a RCRA hazardous waste need not be reported, except for acutely hazardous waste identified in 40 CFR 261.30(d) and 261.33(e).
- A subsequent discharge of > 15 kg (33 lb.) per calendar month, or of any quantity of an acutely hazardous waste, must be reported as a one-time notification.
- Pollutants already reported under reporting requirements for categorical industrial users in base line monitoring, final and periodic compliance reports are not subject to this notification requirement.

Notification Must Include:

- Name of the hazardous waste as set forth in 40 CFR Part 261.
- EPA hazardous waste number.
- Type of discharge to the sewer (continuous, batch, or other).
- A certification that you have in place a program to reduce the volume and toxicity of hazardous wastes generated to the degree you have determined to be economically practical.
- If you discharge more than 100 kilograms (220 lb.) of hazardous waste per calendar month to the POTW, the one-time notification shall also contain the following information to the extent such information is known or readily available:
- An identification of the hazardous constituents contained in the wastes.
- An estimation of the mass and concentration of such constituents in the waste stream discharged during the calendar month in which the one-time report is made.
- An estimation of the mass of constituents in the waste stream expected to be discharged during the 12 months following notification.

When the Notification Must be Submitted

- If you commenced discharging such wastes before August 23, 1990, you were required to have submitted this notification by no later than February 23, 1991. If you fall into that category and have not yet submitted the notification, do so right away.
- If you commence discharging after August 23, 1990, you must submit the notification no later than 180 days after the discharge of the listed or characteristic hazardous waste. In the event the USEPA identifies any additional characteristics of hazardous waste or listing of any additional substance as a hazardous waste pursuant to Section 3001 of Resource Conservation and Recovery Act of 1976 "Identification and Listing of Hazardous Wastes" (40 CFR § 261), you must notify the City of Medford RWRP, EPA and the State of Washington of the discharge of such substance within 90 days of the effective date of such regulations.
- The notification need be submitted only once for each hazardous waste discharged, except when there will be a substantial change in the volume or character of the hazardous waste discharged (generally because of a planned change in your facility operations). In this case, you must notify the City of Port Angeles in advance.

How to Count the Volume of Hazardous Waste Discharged

If a hazardous waste is mixed with a non-hazardous process or non-process waste stream and the entire mixture is then discharged to the sewer, the volume of the entire waste stream containing hazardous waste is considered hazardous according to the RCRA "mixture rule" in 40 CFR 261.3(a)(2)(iii). The effect of this rule is summarized as follows:

- **Characteristic Wastes:** These wastes are classified as hazardous because they exhibit one of the hazardous characteristics identified in 40 CFR 261.20 – 40 CFR 261.24 (i.e., they are ignitable, corrosive, reactive, or toxic). If these wastes are mixed with non-hazardous materials and the mixture is then discharged to the sewer, the notification must be submitted only if the entire mixture actually discharged is > 15 kg (33 lb.) per calendar month and if the entire mixture discharged still exhibits the characteristic(s).
- **Listed Wastes:** These are wastes that are classified as hazardous pursuant to being listed in 40 CFR 261.30 – 40 CFR 261.33. If these listed wastes are mixed with non-hazardous materials and then discharged to the sewer, the entire waste stream is considered hazardous and a notification must be submitted. Thus, only if the entire waste stream containing the hazardous waste amounted to ≤ 15 kg (33 lb.) per calendar month, would the above exemption apply.
- **Questionable Wastes:** If you have any doubt about whether a mixture discharged to the sewer is hazardous, or if you do not wish to perform any calculations which may be necessary under the mixture rule (cf., 40 CFR 261.3(a)(2)(iii)) you should submit the one-time notification.

If you have any questions, please call me at (360)417-4845 and/or:

USEPA Region 10

**Director
Office of Air, Waste & Toxics
USEPA Region 10 AWT-127
1200 6th Avenue
Seattle, WA 98102**

Washington Department of Ecology

**Headquarters
P O Box 47600
300 Desmond Drive.
Olympia, WA 98504-7600**

Sincerely,

Jeff Young
City of Port Angeles WWTF

Appendix D Industrial Wastewater Discharge Permit Application



APPLICATION TO DISCHARGE INDUSTRIAL WASTEWATER TO A PUBLICLY-OWNED TREATMENT WORKS (POTW)

This application is for a wastewater discharge permit for a discharge of industrial wastewater to the City of Port Angeles' wastewater treatment plant (POTW) as required by Chapter 13.06.085. It is designed to provide the City of Port Angeles with information on pollutants in the discharged wastestream, materials that may enter the waste stream, and the flow characteristics of the discharge.

Information previously submitted to the City that applies to this application should be referenced in the appropriate section. The City and the Washington State Department of Ecology may request additional information to clarify the conditions of this discharge.

SECTION A. GENERAL INFORMATION

1. Applicant Name: _____

2. Facility Name: _____
(if different from Applicant)

3. Applicant Mail Address: _____
Street

City/State Zip

4. Facility Location Address: _____
(if different from 3 above) Street

City/State Zip

5. Latitude/longitude of the facility: _____ 6. UBI Number _____
____° ____' ____" N ____° ____' ____" W

7. Latitude/longitude of the point of discharge to the municipal collection system, if greater than 100 feet from facility location ____° ____' ____" N ____° ____' ____" W

8. Contact person:
Name _____ Title _____
Telephone Number _____ Fax Number _____ E-Mail _____

Table with 4 columns: Date Application Received, Date Fee Paid, Application/Permit No., Date Application Accepted. Includes checkboxes for New/Renewal and Modification.

9. Check One:

Permit Renewal (including renewal of temporary permits)

Does this application request a greater amount of wastewater discharge, a greater amount of pollutant discharge, or a discharge of different pollutants than specified in the last permit application for this facility? YES NO

For permit renewals, the current permit is an attachment, by reference, to this application.

Permit Modification

Existing Unpermitted Discharge

Proposed Discharge

Anticipated date of discharge: _____

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, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of a fine and/or imprisonment for knowing violations.

Signature*

Date

Title

Printed Name

*Applications must be signed by an authorized or duly authorized representative as follows:

If the user is a corporation by a president, secretary, treasurer, or a 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 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.

If the user is a partnership or sole proprietorship: a general partner or proprietor, respectively.

If the user is a Federal, State, or local governmental facility: a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designee.

SECTION B. PRODUCT INFORMATION

1. Briefly describe all manufacturing processes and products, and/or commercial activities, at this facility. Provide the applicable Standard Industrial Classification (SIC) Code(s) for each activity (see *Standard Industrial Classification Manual*, 1987 ed.).

Description:

2. List raw materials and products used at his facility:

Type	RAW MATERIALS	Quantity
Type	PRODUCTS	Quantity

SECTION C. PLANT OPERATIONAL CHARACTERISTICS

1. For each process listed in B.1. that generates wastewater, list the process, assign the waste stream a name and an ID # and describe whether it is a batch or continuous flow.

Process	Waste Stream Name	Waste Stream ID#	Batch (B) or Continuous (C) Process

2. On a separate sheet, produce a schematic drawing showing production processes, water flow through the facility, wastewater treatment devices and waste streams as named above. The drawing should indicate the source of intake water and show the operations contributing wastewater to the effluent. The treatment units should be labeled. Construct a water balance by showing average flows between intakes, operations, treatment units, and points of discharge to the POTW. *(See the example on page 16 of this application form.)*

3. What is the maximum daily discharge flow? _____ gallons/day

What is the maximum average monthly discharge flow (daily flows averaged over a month)? _____ gallons/day

4. Describe any planned wastewater treatment improvements or changes in wastewater disposal methods, and the schedule for these improvements. *(Use additional sheets, if necessary and label as attachment C4.)*

5. If production processes are subject to seasonal variations, provide the following information. List discharge for each waste stream in gallons per day (GPD). The combined value for each month should equal the estimated total monthly flow.

Waste Stream ID#	MONTHS											
	J	F	M	A	M	J	J	A	S	O	N	D
Estimated Total Monthly Flow (GPD)												

6. How many hours a day does this facility typically operate? _____
 How many days a week does this facility typically operate? _____
 How many weeks per year does this facility typically operate? _____

7. List all incidental materials, such as oil, paint, grease, solvents, and cleaners, that are used or stored on site (*list only those with quantities greater than 10 gallons for liquids and 50 pounds for solids*). For solvents and solvent-based cleaners, include a copy of the material safety data sheet and estimate the quantity used. (*Use additional sheets, if necessary, and label as attachment C.7.*)

Materials/Quantity Stored:

8. Some types of facilities are required to have spill or waste control plans. Does this facility have:

- a. An Emergency Response Plan (per WAC 173-303-350)? YES NO
- b. A runoff, spillage, or leak control plan (per WAC 173-216-110(f))? YES NO
- c. Any spill or pollution prevention plan required by local, state or federal authorities? If yes, specify: _____ YES NO
- d. A Solid Waste Management Plan? YES NO
- e. An Accidental Discharge/Slug Discharge Control Plan (40 CFR 403.8(f)(2)(v)) and required by the City of Port Angeles? YES NO

SECTION E. WASTEWATER INFORMATION

1. How are the water intake and effluent flows measured?

Intake: _____

Effluent: _____

2. Provide measurements or range of measurements for treated wastewater prior to discharge to the POTW for the parameters with an “X” in the left column. Use the analytical methods given in the table unless an alternate method is approved by Ecology. All analyses (except pH) must be conducted by a laboratory registered or accredited by the Department of Ecology (WAC 173-216-125). If this is an application for permit renewal, provide data for the last year for parameters that are routinely measured. For parameters measured only for this application, place the values under “Maximum.”

X	Parameter	Concentrations Measured			Analytical Method Std. Methods 19th edition	Detection Limit
		Minimum	Maximum	Average		
	BOD (5 day)				5210	2 mg/l
	COD				5220 B, C, or D	5 mg/l
	Total Suspended Solids				2540D	1 mg/l
	Ammonia-N				4500-NH ₃ C	20 µg/l
	pH				4500-H	0.1 units
	Total Oil & Grease				5520 C	0.2 mg/l
	Total Petroleum Hydrocarbon				5520 D, F	
	Arsenic (total)				3114 B	2 µg/l
	Barium (total)				3500-Ba B	30 µg/l
	Cadmium (total)				3500-Cd B	5 µg/l
	Chromium (total)				3500-Cr B	50 µg/l
	Copper (total)				3500-Cu B	20 µg/l
	Lead (total)				3500-Pb B	100 µg/l
	Mercury				3500-Hg B	0.2 µg/l
	Molybdenum (total)				3500-Mo	1 µg/l
	Nickel (total)				3500-Ni	20 µg/l
	Selenium (total)				3500-Se C	2 µg/l
	Silver (total)				3500-Ag B	10 µg/l
	Zinc (total)				3500-Zn B	5 µg/l

3. Describe the collection method for the samples analyzed above (*i.e.*, grab, 24-hour composite, and flow proportional).

4. Has the effluent been analyzed for any other parameters than those identified in question E.2.? YES NO

If yes, attach results and label as attachment E.4. This data must clearly show the date, method and location of sampling. (*Note: The City and Ecology may require additional testing.*)

5. Does this facility use any of the following chemicals as raw materials or produce them as part of the manufacturing process, or are they present in the wastewater? (*The number following the chemical name is the Chemical Abstract Service (CAS) reference number to aid in identifying the compound.*) YES NO

If yes, specify how the chemical is used and the quantity used or produced:

VOLATILE COMPOUNDS

Acrolein (107-02-8)	1,1-Dichloroethylene (75-35-4)
Acrylonitrile (107-13-1)	1,2-Dichloropropane (78-87-5)
Benzene (71-43-2)	1,3-Dichloropropene (542-75-6)
Bis (<i>chloromethyl</i>) Ether (542-88-1)	Ethylbenzene (100-41-4)
Bromoform (75-25-2)	Methyl Bromide (74-83-9)
Carbon Tetrachloride (108-90-7)	Methyl Chloride (74-87-3)
Chlorobenzene (108-90-7)	Methylene Chloride (75-09-2)
Chlorodibromomethane (124-48-1)	1,1,2,2-Tetrachloroethane (79-34-5)
Chloroethane (75-00-3)	Tetrachloroethylene (127-18-4)
2-Chloroethylvinyl Ether (110-75-8)	Toluene (108-88-3)
Chloroform (67-66-3)	1,2-Trans-Dichloroethylene (156-60-5)
Dichlorobromomethane (75-27-4)	2. 1,1,1-Trichloroethane (71-55-6)
Dichlorodifluoromethane (75-71-8)	2. 1,1,2-Trichloroethane (79-00-5)
1,1-Dichloroethane (75-34-3)	2. Trichloroethylene (79-01-6)
1,2-Dichloroethane (107-06-2)	Trichlorofluoromethane (75-69-4)
Vinyl Chloride (75-01-4)	

ACID COMPOUNDS

2-Chlorophenol 95-57-8	4-Nitrophenol 100-02-7
2,4-Dichlorophenol 120-83-2	p-Chloro-M-cresol 59-50-7
2,4-Dimethylphenol 105-67-9	Pentachlorophenol 87-86-5
4,6-Dinitro-o-cresol 534-52-1	Phenol 108-95-2
2,4-Dinitrophenol 51-28-5	2,4,6-Trichlorophenol 88-06-2
2-Nitrophenol 88-75-5	

METALS

Antimony 7440-36-0	Mercury 7439-97-6
Arsenic 7440-38-2	Nickel 7440-02-0
Beryllium 7440-41-7	Selenium 7782-49-2
Cadmium 7440-43-9	Silver 7440-22-4
Chromium 7440-47-3	Thallium 7440-28-0
Copper 7440-50-8	Zinc 7440-66-6
Lead 7439-92-1	Cyanide 57-12-5

PESTICIDES

Aldrin 309-00-2	Endosulfan I 115-29-7
alpha-BHC 319-84-6	Endosulfan II 115-29-7
beta-BHC 319-85-7	Endosulfan Sulfate 1031-07-8
gamma-BHC 58-89-9	Endrin 72-20-8
delta-BHC 319-86-8	Endrin Aldehyde 7421-93-4
Chlordane 57-74-9	Heptachlor 76-44-8
4,4'-DDD 72-54-8	Heptachlor Epoxide 1024-57-3
4,4'-DDE 72-55-9	PCB (7 Aroclors)
4,4'-DDT 50-29-3	Toxaphene 8001-35-2
Dieldrin 60-57-1	

BASE/NEUTRAL COMPOUNDS

Acenaphthene 83-32-9	Hexachlorobutadiene 87-68-3
Acenaphthylene 208-96-8	Hexachlorocyclopentadiene 77-47-4
Anthracene 120-12-7	Hexachloroethane 67-72-1
Benidine 92-87-5	Indeno(1,2,3-cd)pyrene 193-39-5
Benzo(a)anthracene 56-55-3	Isophorone 78-59-1
Benzo(a)pyrene 50-32-8	Naphthalene 91-20-3
3,4 Benzofluoranthene 205-99-2	Nitrobenzene 98-95-3
Benzo(ghi)Perylene 191-24-2	N-nitrosodimethylamine 62-75-9
Benzo(k)fluoranthene 207-08-9	N-nitrosodi-n-propylamine 621-64-7
Bis(2-chloroethoxy) Methane 111-91-1	N-nitrosodiphenylamine 86-30-6
Bis(2-chloroethyl) Ether 111-44-4	Phenanthrene 85-01-8
Bis(2-chloroisopropyl) Ether 102-60-1	Pyrene 129-00-0
Bis(2-ethylhexyl) Phthalate 117-81-7	1,2,4-Trichlorobenzene 120-82-1
4-Bromophenyl Phenyl Ether 101-55-3	
Butyl Benzyl Phthalate 85-68-7	
2-Chloronaphthalene 91-58-7	
4-Chlorophenyl Phenyl Ether 7005-72-3	
Chrysene 218-01-9	
Dibenzo(a,h)anthracene 53-70-3	
1,2-Dichlorobenzene 95-50-1	
1,3-Dichlorobenzene 541-73-1	
1,4-Dichlorobenzene 106-46-7	
3,3- Dichlorobenzidine 91-94-1	
Diethyl Phthalate 84-66-2	
Dimethyl Phthalate 131-11-3	
Di-n-butyl Phthalate 84-74-2	
2,4-Dinitrotoluene 121-14-2	
2,6-Dinitrotoluene 606-20-2	
Di-n-octyl Phthalate 117-84-0	
1,2-Diphenylhydrazine 122-66-7	
Fluoranthene 206-44-0	
Fluorene 86-73-7	
Hexachlorobenzene 118-74-1	

6. Are any other pesticides, herbicides or fungicides used at this facility? YES NO
If yes, specify the material and quantity used:

7. Are there other pollutants that you know of or believe to be present? YES NO
If yes, specify the pollutants and their concentration if known
(attach laboratory analyses if available):

8. Is the wastewater being discharged, or proposed for discharge, to the POTW designated as a dangerous waste according to the procedures in Chapter 173-303 WAC ?
 YES NO DON'T KNOW

9. If the answer to question 8 above is yes, how did the waste designate as a dangerous waste (*check appropriate box*)?
For Listed and TCLP Characteristic Wastes only, also provide the Dangerous Waste Number(s).

Listed Waste Dangerous Waste Number(s) _____

Characteristic Wastes

Ignitable

Reactive

Corrosive

TCLP Dangerous Waste Number(s) _____

State Only Dangerous Wastes

Toxicity

Persistent

For questions about waste designation under the *Dangerous Waste Regulations*, Chapter 173-303 WAC, contact Ecology's Hazardous Waste and Toxics Program at:

Southwest Regional Office - Lacey

(360) 407-6300

SECTION F. SEWER INFORMATION

1. Is an inspection and sampling manhole or similar structure available on-site? YES NO
If yes, attach a map or hand drawing of the facility that shows the location of these structures (this may be combined with map in H8, if H8 is applicable to your facility.)

SECTION G. OTHER PERMITS

1. List all environmental control permits or approvals needed for this facility; for example, air emission permits.

SECTION H. STORMWATER

1. Do you have coverage under the Washington State Industrial Stormwater NPDES General Permit? YES NO

If yes, please list the permit number here. _____

- If no, have you applied for a Washington State Stormwater Baseline General Permit? YES NO

If you answered no to both questions above, complete the following questions 2 through 5.

2. Does your facility discharge stormwater: *(Check all that apply)*

To storm sewer system *(provide name of storm sewer system operator: _____)*

Directly to any surface waters of Washington State *(e.g., river, lake, creek, estuary, ocean).*

Specify waterbody name(s) _____

Indirectly to surface waters of Washington State *(i.e., flows over adjacent properties first).*

To a Sanitary Sewer

Directly to ground waters of Washington State via:

Dry well

Drainfield

Other

3. Areas with industrial activities at facility: *(check all that apply)*

Manufacturing Building

Material Handling

Material Storage

Hazardous Waste Treatment, Storage, or Disposal *(Refers to RCRA, Subtitle C Facilities Only)*

Waste Treatment, Storage, or Disposal

Application or Disposal of Wastewaters

Storage and Maintenance of Material Handling Equipment

- Vehicle Maintenance
- Areas Where Significant Materials Remain
- Access Roads and Rail Lines for Shipping and Receiving
- Other (please specify): _____

4. Material handling/management practices

a. Types of materials handled and/or stored outdoors: *(check all that apply)*

- | | |
|--|---|
| <input type="checkbox"/> Solvents | <input type="checkbox"/> Hazardous Wastes |
| <input type="checkbox"/> Scrap Metal | <input type="checkbox"/> Acids or Alkalies |
| <input type="checkbox"/> Petroleum or Petrochemical Products | <input type="checkbox"/> Paints/Coatings |
| <input type="checkbox"/> Plating Products | <input type="checkbox"/> Woodtreating Products |
| <input type="checkbox"/> Pesticides | <input type="checkbox"/> Other <i>(please list)</i> : _____ |

b. Identify existing management practices employed to reduce pollutants in industrial stormwater discharges: *(check all that apply)*

- | | |
|--|---|
| <input type="checkbox"/> Oil/Water Separator | <input type="checkbox"/> Detention Facilities |
| <input type="checkbox"/> Containment | <input type="checkbox"/> Infiltration Basins |
| <input type="checkbox"/> Spill Prevention | <input type="checkbox"/> Operational BMPs |
| <input type="checkbox"/> Surface Leachate Collection | <input type="checkbox"/> Vegetation Management |
| <input type="checkbox"/> Overhead Coverage | <input type="checkbox"/> Other <i>(please list)</i> : _____ |

5. Attach a facility site map showing stormwater drainage/collection areas, disposal areas and discharge points. This may be a hand-drawn map if no other site map is available *(See example on page 16 of this application)*. Label this as attachment H.8.

SECTION J. CERTIFICATIONS

1. Approval by Publicly-Owned Treatment Works [required by WAC 173-216-070(4)(b)]

I approve of the discharge as described in this application. The applicant is:

(Please check the appropriate box below.)

- A Significant Industrial User (see Definitions at the end of this Section)
- A Categorical Industrial User
- A Minor Industrial User (MIU)
- Neither of the above

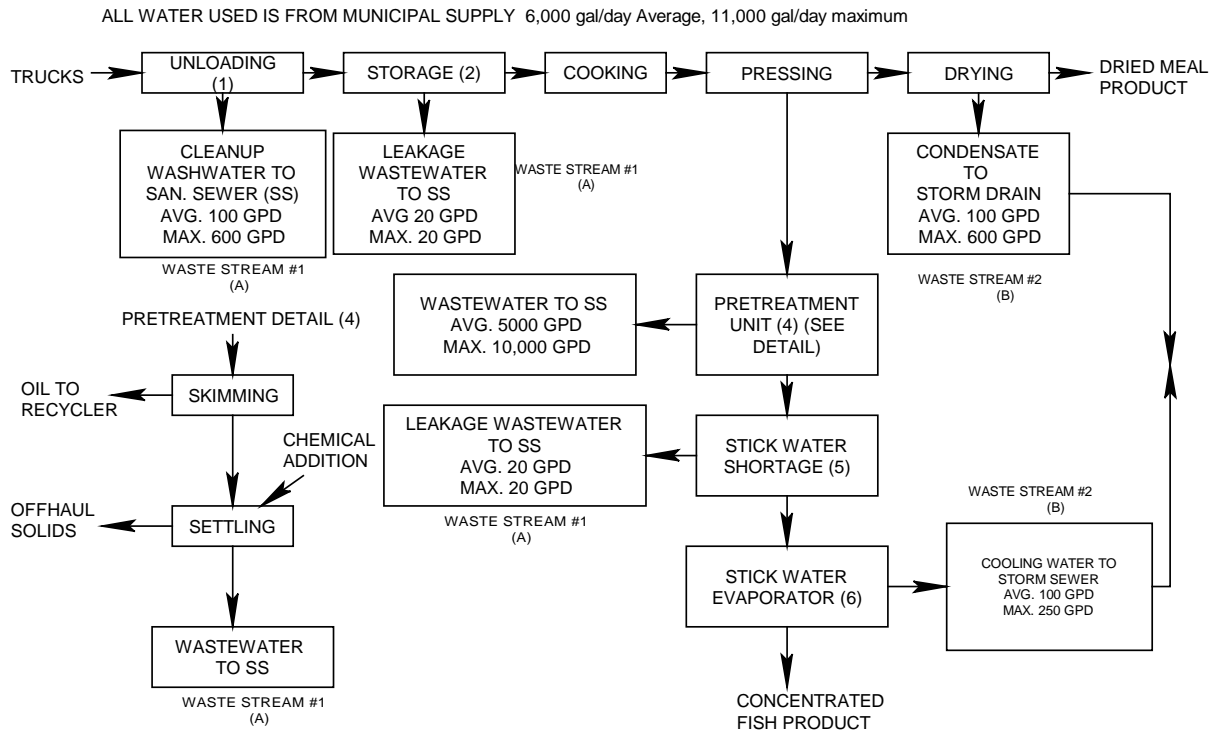
Name and location of sewer system to which this project will be tributary:

Treatment Works Owner: _____
Street: _____
City/State: _____ Zip: _____

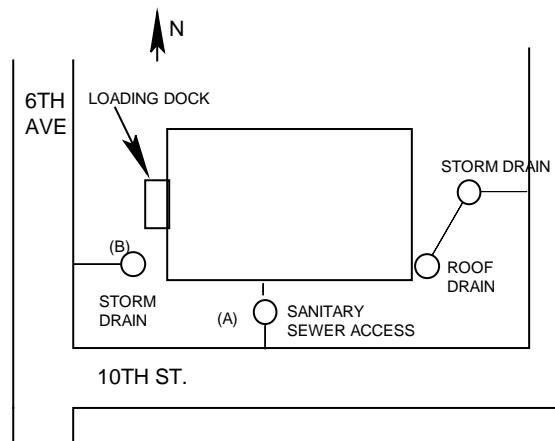
Signature of Treatment Works Authority Date Title

Printed Name

Example 1 for application section C.2. (SCHEMATIC DIAGRAM)



Example 2 for application section F1 or H8 (FACILITY SITE MAP)



DEFINITIONS

Significant Industrial User (SIU)--

- 1) All industrial users subject to Categorical Pretreatment Standards under 40 CFR 403.6 and 40 CFR Chapter I, Subchapter N; and
- 2) Any other industrial user that: discharges an average of 25,000 gallons per day or more of process wastewater to the POTW (excluding sanitary, noncontact cooling, and boiler blow-down wastewater); contributes a process wastestream that makes up 5 percent or more of the average dry weather hydraulic or organic capacity of the POTW treatment plant; or is designated as such by the Control Authority on the basis that the industrial user has a reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement (in accordance with 40 CFR 403.8(f)(6)).

Upon finding that the industrial user meeting the criteria in paragraph 2, above, has no reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement, the Control Authority may at any time, on its own initiative or in response to a petition received from an industrial user or POTW, and in accordance with 40 CFR 403.8(f)(6), determine that such industrial user is not a significant industrial user.

Minor Industrial Use (MIU)--A non-categorical industrial or commercial user of the POTW identified by the sewer facility that:

- 1) Have some discharges of wastewater that could cause elevated detection levels or metals or toxics in the pretreatment quarterly analysis; or
- 2) Have a discharge of small quantities of dangerous waste to the POTW which have been excluded from regulation under Chapter 173-303 WAC through the domestic sewage exclusion; or
- 3) Have a potential to discharge or spill chemicals to the POTW.

Control Authority - The Washington State Department of Ecology in the case of non-delegated POTWs.

Categorical Industrial User (CIU): An industrial user subject to national categorical pretreatment standards promulgated by EPA (40 CFR 403.6 and 40 CFR parts 405-471).

Summary of Attachments That May be Required for This Application:

(Please check those attachments that are included)

- C.1. Production schematic flow diagram and water balance
- C.4. Wastewater treatment improvements
- C.7. Additional incidental materials
- E.5. Additional results of effluent testing
- F.1. Facility site map
- H.8. Stormwater drainage map

**Appendix E
Forms**

Industrial Inspection Checklist and Related Inspection and Sampling

PW-808.01

CHECKLIST FOR POTW INSPECTORS

I GENERAL INSPECTION INFORMATION:

Date of Inspection:

Last Inspection Date:

Inspected by:

Last inspected by:

Type of Inspection: Demand Scheduled

Did the previous inspection identify areas which the IU was required to correct: Yes No

What areas were identified?

What progress has the IU made in correcting the identified deficiencies?

II GENERAL FACILITY INFORMATION:

Industry name:

SIC codes:

Permit on file?

Site Address:

Mailing Address:

Industry Contact:

Phone:

Fax:

Brief facility description:

Applicable categorical standards:
(e.g., 413, 433, 425, etc.)

Scheduled shutdown periods? Yes No

Pollutants covered by local limits: (e.g. Cd, Cr, Cu, Pb, Ni, Zn):
Are local limits technically based? Yes No

Number of employees:

Seasonal production? Yes No

Number of shifts per day:

Product(s) produced:

Hours of operation per day:

Amount of finished product:

Work days per week:

Raw materials used:

Manufacturing processes used:

Planned changes to the plant:

Changes since last inspection:

Production level:

Use of raw materials:

Amount of finished product:

Did the facility report any changes identified above to the POTW? Yes No n/a

Date the facility commenced discharge to the POTW:

Are O&M schedules available at the facility?

Current long-term average production rate:

Are there O&M policies and procedures?

Is the facility currently in compliance?	Is O&M training/certification adequate?
If not in compliance, what action has been taken?	
Comments:	

III WATER USAGE AND WASTEWATER PRODUCTION

Water Usage and Comments:

Average water flow (gpd)

Metered? Yes No

Wastewater Production:

Wastewater Generating Process	AVG. FLOW (gpd)	BATCH OR CONTINUOUS	BATCH FREQUENCY	MEASURED/ ESTIMATED	TREATED (Y/N)	REGULATED POLLUTANTS	OUTFALL #
A.							
B.							
C.							
D.							
E.							
F. Contact cooling water							
SUBTOTAL							
G. Boiler blowdown/Make up							
H. Evaporation (loss)					n/a		
I. Non-contact cooling							
J. Lawn maintenance/Irrigation (loss)					n/a		
K. Sanitary (loss)							
L. In product/Shipped (loss)					n/a		
M. Other							
TOTAL							
Number of outfalls to the POTW	Total	Number of outfalls to surface water:		Chemicals used in boiler blowdown:			
	Regulated	All outfalls accounted for? <input type="checkbox"/> Yes <input type="checkbox"/> No					

IV MONITORING, RECORD KEEPING AND REPORTING

MONITORING

Permit Sampling Location	Industry Sampling Location	Flow (gpd)	Permit Limit	Permit Sampling Frequency	Industry Sampling Frequency	Permit Sampling Method (metals)	Industry Sampling Method (metals)	Permit Sampling Method (CN, phenol, O&G, pH)	Industry Sampling Method (CH, phenol, O&G, pH)

Are there any significant I/I problems in the system?

What changes, if any, are needed in the permit:

Samples analyzed according to 40 CFR 136?
 Yes No

Are samples preserved according to Part 136?
 Yes No

Samples analyzed within required holding times?
 Yes No

Samples taken during periods of process discharge only?
 Yes No

Samples analyzed in-house or contract?

Is required analytical certification used?

RECORD KEEPING

All information kept for 3 years?
 Yes No

All required information available, current and complete?
 Yes No

Are all sample results included in the IU's report?
 Yes No

REPORTING

POTW notified of all violations within 24 hours?

Do sample results match what is reported by the industry?

Are there any violations which were not reported to the POTW?

V WASTEWATER TREATMENT SYSTEMS

Does the industry treat its process wastes prior to discharge to the POTW?

If treatment is in place, complete the following information: [If no treatment, go to the next section.]

Are any treatment units out of service? Yes No

Inadequate system in place to correct a problem? Yes No

Unauthorized discharge points in service? Yes No

Unauthorized bypasses in place? Yes No

Treatment type:

Date originally installed:

Modified since installation? Describe:

Design flow (gpd):

Treatment (batch or continuous)?

Actual flow (gpd):

Discharge (batch or continuous)?

Operating Schedule:

Hours per day:

Days per week:

Reagents used: (include usage rates if known)

Description of overall condition:

Has the system experienced operational/upset problems since the last inspection? If yes, describe:

VI SLUDGE GENERATION/WASTE DISPOSAL

If the facility generates sludge or hauls regulated wastes, please complete the following information. (If not go to next section)

Sludge dewatering method:

Amount generated (55 gal
bbl/mo):

Disposal method:

Sludge Storage (bbls):

Shipment frequency:

Manifests available?

Sludge hauler(s):

Disposal location(s):

Hazardous Sludge Generated? Yes No n/a

Hazardous Waste Discharged to the POTW?
 Yes No n/a

Manner of Hazardous Waste Disposal:

Are hazardous waste manifests available? If not, verify manner of hazardous waste disposal.	
VII COMBINED WASTESTREAM FORMULA/PERMIT LIMITS	
Can flow be measured at all sampling locations?	Are flows measured at each sampling location?
What type of measuring device is used:	
Are dilution wastestreams present at the sample location? <input type="checkbox"/> Yes <input type="checkbox"/> No	
How are the flows determined?	Is the facility using dilution to meet its effluent limits:
Should the facility be using the combined wastestream formula?	
Are there any new flows which need to be considered in the application of the combined wastestream formula?	
Are there any dilution flows which have not been accounted for?	
VIII CHEMICAL STORAGE	
What chemicals are used at the facility?	Can chemicals reach floor drains if spilled?
	Is chemical containment needed?
	How often are floors washed? What chemicals are used?
	How often is equipment washed? What chemicals are used?
	Does the facility have a slug control program?
Has the facility had any past slug discharges?	Amount of water used in wash downs (gals):
IX PRODUCTION/PROCESS AREAS OF THE INDUSTRIAL USER	
Are wastestreams separated at the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are incompatible materials separated? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do floor drains/troughs lead to the POTW? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are temporary hoses in place as part of production?
Are pipes labeled/color coded for easy identification?	Is a piping diagram available at the facility?
Are there any places in the Wastewater Collection System where slugs of hazardous material could be diverted if introduced into the system?	
Attach a schematic of production, water flow, wastewater production, and a stepwise description of the production process at the facility.	
Attach a stepwise description of the chemicals used and/or discharged during production.	
Overall Inspection Comments:	

Facility Field Sampling Form



City of Port Angeles Industrial Pretreatment Program

Facility Field Sampling Form

Facility: _____ Date: _____

Inspector/Sampler: _____ Arrival Time: _____

Observations (operational efficiency, oil or solids buildup, odor, contamination, etc):

Field analysis: For measurement of pH and temperature

pH Meter(ID No.): _____ Cal. Date/time: _____

pH Reading: _____ Temperature Reading: _____

Please check testing requested

Sample ID / Location	Date/Time Started	Date/Time Collected	Grab/Composite (Circle one)	TSS	COD	pH	Cyanide	Metals	FOG (Oil and Grease)		Field pH
			G / C								
			G / C								
			G / C								
			G / C								
			G / C								
			G / C								
			G / C								

Relinquished By: _____ Date: _____ Time: _____

Received By: _____ Date: _____ Time: _____

Laboratory Use only Work Order: _____

Reported Results Summary

TSS: _____ Analyst: _____ Date/Time Analyzed: _____
 COD: _____ Analyst: _____ Date/Time Analyzed: _____
 pH: _____ Analyst: _____ Date/Time Analyzed: _____
 FOG: _____ Analyst: _____ Date/Time Analyzed: _____

Appendix F` Permit Fact Sheet



Industry Fact Sheet

1. Brief description of industrial user:

Company Name: _____

Mailing Address: _____

Site Address (if different than mailing): _____

City, State, Zip: _____

Phone No: _____

Type of operation(s) in which the facility is engaged (e.g., manufacture of battery terminals)

Brief description of plant processes or sources of generated wastewater:

2. Quantity and type of wastewater discharge:

<u>Flow</u>	<u>Quantity (gpd)</u>	<u>Avg. daily</u>	<u>Maximum</u>
Continuous	Sanitary	_____	_____
Batch	Process	_____	_____
# of Connections	Other	_____	_____

List any pollutants present in significant quantities which may be subject to limitations or prohibition. (pH, BOD, metals, etc.)

3. Facility categorization discussion:

Cite permit application documents, analytical data, CFR 403, local limits: (attach or insert documentation as necessary)

Facility categorization discussion, continued:

Insert any additional documentation here:

Determination:

Categorical IU _____

Local Limits _____

Other _____

Discharge limitations:

BOD, TSS _____

Metals _____

pH _____

TTO _____

Other _____

4. Permit limit discussion:

Discuss any special conditions in the permit and the rationale for pollutant selection and limits development. Include any calculations for combined waste stream formula, equivalent mass or concentration based limits, or application of local limits.

Insert any additional documentation here:

5. Pretreatment facilities:

Describe any pretreatment facilities on site, including methods of pretreatment waste disposal. Include photos if available:

6. Reporting and Sampling

Provide discussion on how industrial user reporting requirements were determined. Document the industrial user's approved compliance sampling methods as required by 403.12 (g)(3).

Appendix G Minor Industrial User Permit



Industrial Wastewater Discharge Permit

Permit Number _____ Page YY of 184
Effective Date of Permit: _____
Expiration Date of :Permit: _____

In accordance with the provisions of the City of Port Angeles Sewer Use Ordinance, Industry Name: _____ (Herein known as Permittee), located at: _____, **Washington**, discharging to the City of Port Angeles, is hereby authorized to discharge wastewater from the above identified facility, and through the discharge points identified in Section 1.A., into the public sanitary sewer system in accordance with the conditions set forth in this permit. The Permittee is identified as a **Minor Industrial User with restrictions as described in Section 1. B**, and is responsible to comply with the conditions identified in the City’s most recently approved Sewer Use Ordinance.

This permit is effective on (**Day and Year**), and will expire on (**Day and Year**). This permit is issued based upon the information provided in the “Industrial Waste Discharge Permit Application”, submitted on (**Day and Year**),. Discharges not identified in the Application may be cause for enforcement as identified in the following paragraph.

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 may become effective during the term of this permit. Noncompliance with any term or condition of this permit, or any compliance schedule, shall constitute a violation of the City of Port Angeles Sewer Use Ordinance, and may be grounds for administrative action or enforcement proceedings including civil or criminal penalties (of up to \$10,000 per day per violation), injunctive relief, and summary abatement, as identified in the City of Port Angeles Sewer Use Ordinance.

Industrial Waste Discharge Permits are issued to a specific user for a specific operation. A wastewater discharge permit shall not be reassigned or transferred or sold to a new owner, new user, different premises, or a new or changed operation without the approval of the Director and provision of a copy of the existing permit to the new owner/user. If no changes are made to the operation by the new owner, the approval shall be completed in at least thirty (30) days. Certification by the new owner or new user that no significant changes in operation have occurred may be required. If modifications are made in the operation, or if a new use of the premises is planned by the new user, a permit modification or issuance of a new permit shall be required.

A Permittee may be required to re-apply for an Industrial Waste Discharge Permit at least 90 days prior to the expiration date, in accordance with the requirements of the City of Port Angeles Sewer Use Ordinance.

By: _____
Director

Issued this ____ day of _____, _____

Industry Representative
Acknowledge Receipt of Permit

Date: _____

**SECTION 1
MONITORING REQUIREMENTS/EFFLUENT LIMITATIONS**

1.A. During the effective period of this permit, the Permittee is authorized to discharge those **approved** process wastewaters from the outfall(s) listed in the Application:

Outfall Number : _____ **Description:** _____

Refer to sampling diagram(s) in Section 5 of this permit

1.B. Applicable Regulation(s): _____

The discharge(s) from the above-identified outfall(s) shall not exceed the following effluent limitations. The Permittee shall monitor and report the information from the above-identified outfall(s) for the following parameters, at the indicated frequency:

Parameter	Units	Outfall	Regulation S (CFR, LL BMP)	Effluent Limitations			Frequency	Sample Type
				Daily Min.	Daily Max.	Monthly Avg		
	mg/l	001					Monthly	Flow Propor Composite
	mg/l	001					Monthly	Flow Propor Composite
	mg/l	001					Monthly	Flow Propor Composite
	mg/l	001					Monthly	Flow Propor Composite
	mg/l	001					Monthly	Flow Propor Composite
	mg/l	001					Monthly	Flow Propor Composite
	mg/l	001					Monthly	Flow Propor Composite
	mg/l	001					Monthly	Flow Propor Composite
	mg/l	001					Monthly	Flow Propor Composite
	mg/l	001					Monthly	Flow Propor Composite
	mg/l	001					Monthly	Flow Propor Composite
	mg/l	001					Monthly	Flow Propor Composite
	mg/l	001					Monthly	Flow Propor Composite
	mg/l	001					Monthly	Flow Propor Composite
	mg/l	001					Monthly	Flow Propor Composite

Best Management Practices requirements (if applicable).

Monitoring Waiver Granted Yes _____ **NO:** _____ **Date:** _____
If granted, reason for granting waiver and which pollutants are granted a waiver (please list)

1.C. Additional Permit Conditions:
 The following additional permit conditions apply for purposes of this discharge permit. By accepting this permit, the user acknowledges that all known constituents that could be disposed of into the sanitary sewer system have been disclosed to the City. **For Monitoring Waivers (if applicable) see Section 4.J of this permit.**

Add additional items as required:
REGULATED MONITORING

NONREGULATED MONITORING
ADDITIONAL REPORTING REQUIREMENTS
SPECIAL CONDITIONS
SPECIFIC PROHIBITIONS

1.E. All collection, preservation, handling and laboratory analyses of samples for compliance monitoring shall be performed in accordance with 40 CFR Part 136, and amendments thereto, unless specified otherwise in this permit. All laboratories must be registered or accredited laboratories per (WAC 173-50, WAC 173-216-125).

If a commercial laboratory performs sampling and/or analysis on behalf of the Permittee, it is the Permittee's responsibility to ensure that all sampling & analyses are performed in accordance with 40 CFR Part 136, or as otherwise specified. All samples must be collected using a 24-hour flow-proportional sampler unless other sample methods are specifically approved the City and also in compliance with Section 1.F. of this permit and 40 CFR 403.12(g).

1.F. At least four (4) discrete grab samples shall be collected over an operating day for collecting samples for pH (unless using a strip chart recorder), cyanide, sulfide and total phenols, oil and grease and volatile organic compounds. Grab samples must be representative of the discharge.

1.G. Federal and Local General Discharge Prohibitions

Except as hereinafter provided, no person shall discharge any wastewater containing pollutants in sufficient quantity (flow or concentration), either singly or by interaction with other pollutants, to pass through or interfere with the wastewater system, to injure or interfere with any wastewater treatment process; to interfere with the use of or disposal of treatment plant sludge; to constitute a hazard to humans or animals; to create a toxic effect in the receiving waters of the sewer system; to exceed the limitation set forth in a National Pretreatment Standard; or to exceed a local limit established by the Director.

1.H. Specific Discharge Prohibitions

Per 40 CFR Part 403.5(b) and City of Port Angeles Sewer Use Ordinance, the Permittee shall not discharge wastewater containing any of the following prohibitions from any of their permitted outfalls:

- Pollutants which either alone or by interaction may create a fire or explosive hazard in the POTW, a public nuisance or hazard to life, or prevent entry into the sewers for their maintenance and repair or are in any way injurious to the operation of the system or operating personnel. This includes waste streams with a closed-cup flashpoint of less than 140 degrees F (60 degrees C) using the test methods specified in 40 CFR 261.21.
- Any soluble waste or wastes having a PH lower than 5.0 or higher than 10.0 or having any other corrosive property which reasonably could be hazardous to structures, equipment, or personnel of the City, such as, but not limited to, battery or plating acids and wastes, copper sulfate, chromium salts and compounds, or salt brine.
- Solid or viscous substances in amounts which may cause obstruction to the flow in the sewer or other interference with the operation of the system. In no case shall solids greater than 1/4 inch (0.64 cm) in any dimension be discharged.
- Pollutants, including oxygen-demanding pollutants (BOD, etc.), released in a discharge at a flow rate and/or pollutant concentration which, either singly or by interaction with other pollutants, will cause interference with the POTW.
- Wastewater having a temperature which will interfere with the biological activity in the system, has detrimental effects on the collection system, or prevents entry into the sewer. In no case shall wastewater be discharged which causes the wastewater temperature at the treatment plant to exceed 104 degrees F (40 C).
- Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin, in amounts that will cause Interference or Pass Through.

- Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems.
- Trucked or hauled pollutants, except at discharge points designated by the [Director] in accordance with Section 13.06.051 of this ordinance.
- The following are prohibited unless approved by the Director under extraordinary circumstances, such as lack of direct discharge alternatives due to combined sewer service or need to augment sewage flows due to septic conditions. (As required under WAC 173-216-050)
- Noncontact cooling water in significant volumes.
- Stormwater, or other direct inflow sources.
- Wastewaters significantly affecting system hydraulic loading, which do not require treatment or would not be afforded a significant degree of treatment by the system.
- Noxious or malodorous liquids, gases, solids, or other wastewater which, either singly or by interaction with other wastes, are sufficient to create a public nuisance or a hazard to life, or to prevent entry into the sewers for maintenance or repair.
- Wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts color to the treatment plant's effluent, thereby violating the [City]'s NPDES permit.
- Wastewater containing any radioactive wastes or isotopes except in compliance with applicable State or Federal regulations.
- Storm water, surface water, ground water, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, noncontact cooling water, and unpolluted wastewater, unless specifically authorized by the [Director].
- Sludges, screenings, or other residues from the pretreatment of industrial wastes;
- Medical wastes, except as specifically authorized by [the Director] in a wastewater discharge permit;
- Wastewater causing, alone or in conjunction with other sources, the treatment plant's effluent to fail toxicity test;
- Detergents, surface-active agents, or other substances which may cause excessive foaming in the POTW;
- Wastewater causing two readings on an explosion hazard meter at the point of discharge into the POTW, or at any point in the POTW, of more than ten percent (10%) or any single reading over twenty percent (20%) of the Lower Explosive Limit based on an explosivity meter reading.
- Pollutants, substances, or wastewater prohibited by this section shall not be processed or stored in such a manner that they could be discharged to the POTW.

SECTION 2

REPORTING REQUIREMENTS

2.A. Each industrial user is required to notify the Director of any planned significant changes to the industrial user's operations or pretreatment systems that might alter the nature, quality, or volume of its wastewater.

1. The Director may require the industrial user to submit such information as may be deemed necessary to evaluate the changed condition.
2. The Director may modify an existing wastewater permit to accommodate the change.
3. No industrial user shall implement the planned changed condition(s) until the Director has responded to the industrial user's notice.
4. For purposes of this requirement, flow increases of fifteen percent (15%) or greater, and the discharge of any previously unreported pollutant shall be deemed significant.

2.B. Any user which experiences an upset in operation which places the user in a temporary state of noncompliance with this Industrial Wastewater Discharge Permit shall inform the Director of the upset immediately of the first awareness of it. The user shall also submit, within 5 days of becoming aware of

the upset, a description of the discharge and its causes, the period of noncompliance (if not corrected, the time noncompliance is anticipated to end), and the steps being taken to reduce, eliminate and prevent recurrence of the noncompliance. Noncompliance caused by operational error, improperly designed pretreatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation does not constitute an upset.

2.C. Bypass: The intentional diversion of one or more wastestreams or processes from any portion of the Permittee's facility is prohibited, unless the Permittee has followed Section 13.06.182 specifically sub sections (B), (C) and (D).

2.D. Any Permittee subject to sampling, testing and reporting schedules set out in the permit shall submit Periodic Compliance Reports per 40 CFR Parts 403.12(e) and (h). The reports are due on the fifteenth (15th) day of the month following discharge and shall indicate the volume, nature and concentration of all pollutants in the effluent for which sampling and analyses were performed during the calendar month preceding the submission of each report. This includes the measured highest single daily value (Daily Maximum) and the 30 day average of total monthly flows (Monthly Average) flows. All reports shall be submitted to the City as requested. In cases where a permitted discharge requires compliance with a Best Management Practice (or pollution prevention alternative), the User shall submit documentation required by the City necessary to determine the compliance status. These reports must be based on sampling and analysis performed in the period covered by the report, and in accordance with the techniques described in 40 CFR part 136.

2.E. If the Permittee subject to reporting requirements in 40 CFR 403.12(e) (Periodic Compliance Reports) monitors any regulated pollutant more frequently than required by the City, using the procedures specified in 40 CFR Part 136, and from the location identified on the last page of this permit, the results of this monitoring shall be included in the compliance report.

2.F. If sampling performed by the Permittee indicates a permit violation, the Permittee shall notify the City within 24 hours once aware of the violation. The Permittee shall also repeat the sampling and analysis and submit the results of the repeat analysis to the City within 30 days after becoming aware of the violation per 40 CFR Part 403.12(g). The Permittee must continue the notification and re-sampling requirement until compliance is achieved. If the City performs sampling and a violation is noted, the Permittee may also be required to perform repeat sampling until the Permittee indicates they are consistently in compliance.

SECTION 3 NOTIFICATION AND RECORD KEEPING REQUIREMENTS

3.A Any Permittee subject to reporting requirements in 40 CFR Part 403.12 shall retain and preserve all records, books, documents, memoranda, reports, correspondence and any and all summaries thereof, relating to monitoring, sampling and chemical analyses made by or on behalf of the Permittee in connection with its discharge. Such records shall be subject to review by the City, and shall include for all samples:

- The date, exact place, time, and methods of sampling or measurements, and sampling preservation techniques;
- Who performed the sampling or measurements;
- The date(s) the analyses were performed;
- Who performed the analyses;
- The analytical techniques or methods used;
- The results of such analyses; and
- Any BMP requirements and records/logs related to BMP requirements.

3.B. The Permittee shall retain for a minimum of three years all such records defined in Section 3.A. above, and shall make such records available for inspection and copying by the City, the DOE Director and the EPA Regional Administrator. This period may be extended by the request of the City, the DOE Director or the EPA at any time. All records that pertain to matters which are the subject of special orders or any other enforcement or litigation activities brought by the City shall be retained and preserved by the permittee until all enforcement activities have concluded and all periods of limitation with respect to any and all appeals have expired.

3.C. For any information faxed to the City, the original shall be retained on the Permittee's premises for a minimum of three (3) years; or the original may be mailed to the City as a follow-up to the fax. This section does not supersede Section 3B above.

3.D. Representative Sampling: Samples and measurements taken as required by this permit shall be representative of the volume and nature of the monitored discharge. All samples shall be taken at the monitoring points specified in this permit, and unless otherwise specified, before the permitted discharge joins or is diluted by any other wastestreams, body of water or substance. Samples must also be taken in accordance with 40 CFR Part 136 methodology.

All equipment used for sampling and analyses must be routinely calibrated, inspected and maintained to ensure its accuracy. Monitoring points shall not be changed without notification to, and prior City approval.

SECTION 4 STANDARD CONDITIONS

4.A. Permit Modification: An Industrial Waste Discharge Permit may be modified for good and valid cause at the written request of the permittee or at the discretion of the Director. Copies of all permit modifications shall be sent to the Director. Examples of when a permit may be modified may be including, but not limited to the following reasons:

- To incorporate any new or revised Federal, State or local Pretreatment Standards or requirements;
- To address significant alterations or additions to the User's operation, processes, or wastewater volume or character since the time of the individual wastewater discharge permit issuance;
- A change in the POTW that requires either a temporary or permanent reduction or elimination of the authorized discharge;
- Information indicating that the permitted discharge poses a threat to the City's POTW City personnel or receiving waters;
- Violation of any terms or conditions of the individual wastewater discharge permit;
- **Misrepresentations or failure to fully disclose all relevant facts in the wastewater discharge permit application or in any required reporting;**
- Revision of, or a grant of variance from applicable categorical standards per 40 CFR Parts 403.13, 403.6(e) or 403.15;
- To correct typographical or other errors in the individual wastewater discharge permit;
- To reflect transfer of the facility ownership or operation to a new owner or operator;
- Permittee modification requests shall be submitted to the Director and shall contain a detailed description of all proposed changes in the discharge. The Director may deny a request for modification if the change will result in violations of Federal, State, or local laws or regulations; will overload or cause damage to any portion of the sewer system; or will create an imminent or potential hazard to personnel.

4.B. Dilution Prohibition: No user shall intentionally increase the use of process water or, in any way, attempt to dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with the limitations contained in the National Pretreatment Standards, or in any other pollutant limitation

developed by this Ordinance or the State. It is understood that an industry may vary water usage in the ordinary course of processing. This section is not intended to interfere with this flexibility. The City may impose mass limitations on dischargers, which in its judgment appear to be using dilution to meet applicable pretreatment standards or requirements of this section or in cases where the imposition of mass limitations is otherwise deemed appropriate by the City.

4.C. Inspection and Entry: The Director shall have the right to enter the premises of any User to determine whether the User is complying with all requirements of this ordinance and any individual wastewater discharge permit or order issued hereunder.

Users shall allow the Director ready access to all parts of the premises for the purposes of inspection, sampling, records examination and copying, and the performance of any additional duties.

The Director shall have the right to set up on the User's property, or require installation of, such devices as are necessary to conduct sampling and/or metering of the User's operations. Unreasonable delays in allowing the Director access to the User's premises shall be a violation of this permit.

4.D. Signatory Requirements/Certification Statement: The signed certification statement defined in 40 CFR Part 403.6(a)(2)(ii) shall accompany all reports and testing results submitted by any Permittee. All reports submitted by Significant Industrial Users shall be signed per the signatory requirements in 40 CFR Part 403.12(l), which states: 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, 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.

4.E. The Permittee shall notify the City, EPA Regional Waste Management Division Director, and Washington DOE Hazardous Waste Division in writing of any discharge into the POTW of a substance, which, if otherwise disposed of, would be a hazardous waste under 40 CFR part 261, in accordance with 40 CFR 403.12(p).

4.G. A Accidental Discharge/Slug Discharge Control Plan(AD/SDCP) is required for notification of potential problems. This plan, per the requirements in 40 CFR Parts 403.8(f)(2)(v) and 403.12(f) and (j), is necessary to assess the emergency planning of the Permittee in case of a slug load or chemical spill in the facility. The report must address the steps the Permittee will take to keep spilled or unused chemicals out of the sanitary/storm sewers, either by intentional or accidental release, and include notification procedures to the City. A Accidental Discharge/Slug Discharge Control Plan(AD/SDCP) is due no later than: _____.

A AD/SDCP has been received and approved by the City on: _____.

4.I. Compliance Schedules: If the Permittee is required to install additional pretreatment, or provide additional O&M, the Permittee may be required to submit a proposed compliance schedule per the provisions and regulations in the City's Sewer Use Ordinance, or as amended.

The Permittee shall accomplish the following tasks in the designated time period:

EVENT

DATE DUE

--	--

(i) This provision does not supersede certification processes and requirements established in Categorical Pretreatment Standards, except as otherwise specified in the Categorical Pretreatment Standards.

4.J Monitoring Waiver: The City may authorize the Industrial User subject to a Categorical Pretreatment Standard to forego sampling of a Pollutant regulated by a Categorical Pretreatment Standard if the Industrial User 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 any increase in the Pollutant due to activities of the Industrial User. This authorization is subject to the following conditions:

(a) The waiver may be authorized where a Pollutant is determined to be present solely due to sanitary Wastewater Discharged from the facility provided that the sanitary Wastewater is not regulated by an applicable Categorical Standard and otherwise includes no process Wastewater;

(b) The monitoring waiver is valid only for the duration of the effective period of the individual Wastewater Discharge Permit, but in no case longer than 5 years. The User must submit a new request for the waiver before the waiver can be granted for each subsequent individual Wastewater Discharge Permit.

(c) In making a demonstration that a Pollutant is not present, the Industrial User must provide data from at least one sampling of the facility's process Wastewater prior to any treatment present at the facility that is representative of all Wastewater from all processes.

(d) The request for a monitoring waiver must be signed by an Authorized Representative of the User in accordance with the City's SUO.

(e) Non-detectable sample results may be used only as a demonstration that a Pollutant is not present if the EPA approved method from 40 CFR Part 136 with the lowest minimum detection level for that Pollutant was used in the analysis.

(f) Any grant of the monitoring waiver by the Director must be included as a condition in the User's permit. The reasons supporting the waiver and any information submitted by the User in its request for the waiver must be maintained by the Director for 3 years after expiration of the waiver.

(g) Upon approval of the monitoring waiver and revision of the User's permit by the Director, the Industrial User must certify on each report with the statement in SUO, that there has been no increase in the Pollutant in its wastestream due to activities of the Industrial User.

(h) In the event that a waived Pollutant is found to be present or is expected to be present because of changes that occur in the User's operations, the User must immediately: Comply with the monitoring requirements of SUO, or other more frequent monitoring requirements imposed by the Director, and notify the Director.

(i) This provision does not supersede certification processes and requirements established in Categorical Pretreatment Standards, except as otherwise specified in the Categorical Pretreatment Standards.

SECTION 5

SAMPLE SITE LOCATION

The following Outfall sample sites are the official City and Permittee sample collection locations. If required, all samples collected for compliance monitoring must be obtained from these sites.

Outfall

Number Description

A representation or description should be contained in this area, small photo copy or reproduction for use by both parties.

**Appendix H
Checklist**

Accidental Discharge/Slug Discharge Control Plan



Accidental Discharge/Slug Discharge Control Plan Checklist

Evaluation of Spill Prevention/Slug Control

- All Significant Industrial Users (SIU's) will be evaluated at minimum once per permit cycle as to whether they need to submit a plan to control slug discharges, or other actions to control slug discharges, or update their existing one. Information is also reviewed at each SIU's annual inspection as to any changes to processes or procedures that would require a plan update, including an evaluation of potential failures in production or pretreatment equipment that could cause a violation. A slug discharge is any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or non-customary batch discharge.

IU Notification System

- Industrial users having a history of, or possessing the potential for accidental spills and/or slug discharges that could upset the treatment plant or cause a violation of the treatment plant's NPDES Permit shall submit and implement a Spill Prevention/Slug Control Program or take such other action that may be necessary to control Slug Discharges.
- The AD/SDCP must be submitted to the POTW within 90 days of notification, as per Sewer Use Ordinance, and implemented within six months.
- Any user who commences contribution to the treatment plant after the effective date of the SUO shall not be permitted to introduce pollutants into the system until accidental spill/slug discharge procedures have been submitted and approved by the WRD Director. Review and approval of such plans and operating procedures shall not relieve the user from the responsibility to modify the user's facility as necessary to meet the requirements of the SUO, or all other laws and regulations governing the use, storage, and transportation of hazardous substances.

IU AD/SDCP Minimum Requirements

The plan shall include at least the following elements and shall be available for inspection at the facility during normal business hours:

1. A description of discharge practices, including non routine batch discharges. _____
2. A description of process chemicals and stored chemicals. _____
3. Provision for immediate notification of the WRD Director of any accidental and/or slug discharge. _____
- 4. Provision for written report within 5 days of the description of the discharge and its causes, the period of noncompliance (if not corrected, the time noncompliance is anticipated to end), and the steps being taken to reduce, eliminate and prevent recurrence of the noncompliance.** _____
5. A description of the potential points of entry into the sewer system. _____
6. A description of the measures or other actions to be taken to prevent entry at the described points before a spill occurs. _____
7. Measures to be taken in the event of a spill of prohibited or restricted materials to contain them. _____
8. A description of employee training in the prevention and control of spills. _____

After review, follow up correspondence will be sent to the IU indicating approval or denial; inadequate submissions must be revised and resubmitted.

Per 40 CFR 403.8 (2)(f)(vi), IUs required to have an Accidental Discharge/Slug Discharge Control Plan must report to the POTW any process changes, facility modifications, or problems with the AD/SDCP, and any subsequent changes made in their AD/SDCPs.

Appendix I Example Accidental Discharge/Slug/Discharge Control Plan



Spill Prevention/Slug Control Plan

Industrial User Example Format

I. GENERAL INFORMATION

Facility Name _____

Address: _____

SCP/ASPP Plan contact _____ Title _____

Work phone No. _____ After hours phone No. _____

Emergency response contact _____ Title _____

Work phone No. _____ After hours phone No. _____

Secondary contact _____ Title _____

Work phone No. _____ After hours phone No. _____

Type of Business/Manufacturer _____

Operating Schedule _____

Number of employees: 1st shift ____ 2nd shift ____ 3rd shift ____

Average daily discharge of wastewater (Identify continuous and batch discharges): _____

Identify all categorical Pretreatment standards applicable to your facility:

Description of previous spill or slug discharge events and remedial measures taken to prevent their reoccurrence:

Description of security provisions and warning signs at the facility: _____

II. FACILITY LAYOUT AND FLOW DIAGRAMS

Attach drawings of the facility which show the following:

1. General layout of the facility
2. Property boundaries
3. Entrance and exit routes to facility
4. Areas occupied by manufacturing or commercial activities
5. Hazardous materials process and chemical storage areas
6. Waste handling, storage, and treatment facilities
7. Loading and unloading areas
8. Direction of drainage from hazardous material and waste handling, process, storage, and treatment areas.
9. Floor drains, pipes, and channels which lead away from potential leak or spill areas (identify where these drain e.g. sanitary sewer, holding tanks, storm drain, etc.)
10. Flow diagram(s) showing chemical and wastewater flow including piping and instrumentation, flow rates, tanks and capacities, treatment systems and final destinations of flows.

Please provide narrative discussions where needed to clarify any of the above items.

III. HAZARDOUS MATERIAL AND STORED CHEMICAL DATA

Chemical	Location in Plant	Maximum Volume	Container Volume	Type Container

Remarks:

Provide information on the type of container or tank used for chemical storage and handling and comments concerning the toxicity or hazards associated with any hazardous materials. The remarks should also include brief discussions of the compatibility of the materials of construction of the container or tank with its contents, the condition of the container, and whether it is open or closed top.

IV. SLUG, SPILL AND LEAK PREVENTION EQUIPMENT AND PROCEDURES

Equipment _____

Identify the location and provide a description of all slug and spill prevention structures and equipment employed (such as dikes, berms, sealed drains, alarms, leak detection equipment at the facility, diversionary structures, etc.) Reference to the location should be made with the layout drawings required in the previous section.

Procedures _____

Discuss all routine operation and maintenance procedures geared to minimize spills and leaks at the facility. Include descriptions of the type and frequency of inspections and monitoring for leaks or other conditions that could lead to spills.

V. EMERGENCY RESPONSE EQUIPMENT AND PROCEDURES

Equipment _____

Provide an up-to-date list of available emergency response equipment including its location (the location can be indicated on the facility layout) and a physical description. This list of equipment should include the following:

1. Communication equipment and alarms
2. Spill containment and control equipment and tools
3. Spilled material storage containers
4. Protective clothing and respirators
5. First aid kits
6. Decontamination equipment
7. Ventilation equipment

Procedures

Provide a detailed description of procedures to be followed in responding to a spill or slug discharge at the facility. This description should cover the following items:

1. Notification of facility personnel responsible for responding to spills or slug discharges
2. Chain of command for spill or slug discharge response
3. Evacuation procedures
4. Notification of response agencies and contractors

Appendix J Chain-of-Custody Form

City of Port Angeles

**Wastewater Treatment Plant
1509 East Columbia
Port Angeles, WA 98362**

(360) 417- 4845

**(360) 417- 4845
(FAX)**

Chain of Custody Record

TO:

Project Name:

Samplers: *(Signature)*

**Lab
I.D. NO.**

Sample I.D. Description

Date

Time

**Number of
Containers**

Analysis Requested

Relinquished by: *(Signature)*

Date/Time

Received by: *(Signature)*

Remarks:

Relinquished by: *(Signature)*

Date/Time

Received by: *(Signature)*

Relinquished by: *(Signature)*

Date/Time

Received for Laboratory by: *(Signature)*



Fats, Oil and Grease Management Food Service Assessment Checklist

This checklist will help food service owners/operators identify sources of fats, oil and grease and how they are being managed. By completing this checklist, the user will know if current practices are adequate to minimize FOG discharges to the municipal sewer system. Improper FOG disposal can result in costly and unhealthy sanitary sewer overflows and back-ups directly into the food service facility.

General Food Service Establishment Information

1. Facility Name: Date:
2. Facility Address:
3. Facility Owner: Facility Manager:
4. Type of food service operation (café, cafeteria): _____
5. Responsible person/organization: _____
6. Hours of operation: _____
7. Number of meals served/day: _____
8. Number of seats: _____

Fats, Oil and Grease Trap/Interceptor

1. Type (under the sink, in-ground, automatic): _____
2. Number of units: _____
3. Size: _____ gallons
4. Location: _____

Grease Trap/Interceptor Maintenance

1. Pump out schedule (monthly, weekly, etc): _____
2. Pumper/service provider: _____
3. Yes No Maintenance log available on-site
4. Yes No Is management observing pumping to ensure it is done properly?
5. Yes No Does service include complete pumping/cleaning of the trap and sample box, not just removing the grease layer?
6. Yes No Is the vault refilled with clean water, not with water already pumped out?
7. Yes No Are enzymes/bacteria used? If yes, vender name _____

Kitchen Equipment/Devices

Are the following kitchen devices plumbed to discharge to the grease trap/interceptor?

1. Yes No Dishwashers
2. Yes No Pot sinks, multi-compartment sinks, mop sinks, pre-rinse sinks
3. Yes No Floor drains
4. Yes No Food steamers
5. Yes No Food grinders/pulpers
6. Yes No Steam kettle(s)
7. Yes No Can washer(s)

Other: _____

Are the following cleaned or maintained periodically? Is the cleanup water discharged to the grease trap? If not, where is it discharged? _____

1. Yes No Exhaust hoods and filters
2. Yes No Floor mats, floors, and grill tops
3. Yes No Exterior of the grease traps/interceptors
4. Yes No Dumpsters/trash cans
5. Yes No Parking lots, sidewalks,
6. Other: _____

Dry Cleanup

1. Yes No Are serving wares, utensils or food preparation surfaces wiped clean before washing?
2. Yes No Do employees know not to allow FOG or food wastes into the drains? Are employees instructed to use dry methods before using water for cleanup?
3. Yes No Are employees provided the necessary training and tools (rubber scrapers, brooms, absorbent materials for spills) for dry cleanup?

Spill Cleanup and Prevention

1. Yes No Are cleanup kits in visible and accessible areas?
2. Yes No Are employees provided adequate conveyance methods/tools (ladles, containers with lids) to prevent oil and grease spills while transferring from inside the restaurant to the outside storage bin?
3. Yes No Is there a designated employee(s) to manage/monitor cleanup?

Employee Awareness Training

1. Yes No Have employees received training on BMPs for handling oil and grease (spill prevention, dry cleanup, etc.)?
2. Yes No Are employees involved in keeping FOG out of the drains?
3. Yes No Are signs posted in key areas that remind staff to keep oil and grease out of the drains?
4. Yes No Are new employees trained on FOG BMPs and existing employees trained on a routine basis (quarterly)?

Grease Disposal

1. Yes No Are the outside oil and grease storage bins kept covered?
2. Yes No Are the outside storage bins located away from storm drains and catch basins?
3. Yes No Are Dumpsters and grease recycling bins cleaned and checked for leaks often?
4. Yes No Is there a spill prevention plan and materials available in the event of a spill?

Grease Management Contractors

1. Yes No Does your hauler/renderer have the proper legal licenses and permits to handle the oil and grease waste?
2. Who do contact when there is a problem? _____
3. Yes No Do you know how and where the waste grease is sent for final disposal?

For further information on proper management of oil and grease from your food service operations, contact the City of Port Angeles Public Works and Utilities at (360) 417-4845.

Appendix L

WEF Handout

Appendix M Septic Waste Hauler Permit Application



SEPTIC WASTE HAULER PERMIT APPLICATION

Chapter 7

WASTEWATER DIVISION

Name of Company:

Address:

Telephone:

Contact person at company:

Vehicle Information	Vehicle #1	Vehicle #2	Vehicle #3	Vehicle #4
Vehicle Make/Model				
License Number				
Licensing State				
Tank Capacity				
Does vehicle transport wastes other than septic tank wastes? Yes or No If yes, list materials and point of origination. Waste Type: Name of origin: Address of origin:				

Attach a list of all other permits or authorizations for the disposal of any wastes listed above by permit type, number, issuing agency and expiration date.

I/we have personally examined and are familiar with the information contained in this application and believe that the submitted information is true, accurate, and complete. In addition, I/we are aware of the conditions and requirements of the Septic Waste Hauler Permit for the City of Port Angeles and agree to meet them at all times. Failure to comply with permit conditions may result in the immediate suspension of the permit and/or possible penalties as outlined in the Port Angeles Municipal Code. In addition, in compliance with the Port Angeles Municipal Code, and in consideration of the issuance of this Septic Waste Hauler Permit to the undersigned providing for the discharge of waste into the City of Port Angeles Wastewater Treatment Plant, the undersigned for himself/herself and for their successors and interest, hereby agrees to save and to defend the City from, and hold the City harmless against any claims or lawsuits for personal injury or property damage arising out of, or in any way connected with the Septic Waste Hauler Permit, except for injuries or damage caused by the sole negligence of the City of Port Angeles or its agents.

DATED this _____ day of _____, 19_____.

Title:
Signature of Owner or Authorized Official

Application is: Approved Denied if approved, Permit No. is: _____

If denied, reason for denial is:

Director of Public Works and Utilities

Date

Appendix N` Septic Waste Hauler Permit



SEPTIC WASTE HAULER PERMIT

Date Issued: _____ Permit No. _____

Term of this permit is one year commencing on _____ and expiring on December 31, 20

Permit is issued to:

Vehicle License No.(s): _____

Permit Fee Paid:

Treasurer's Receipt No.

Approved by: _____
Director of Public Works and Utilities Date

Comments:

NOTE: *This license must be carried in the vehicle discharging waste, and must be available for inspection. This permit is not transferrable or assignable without prior written approval from the City of Port Angeles Director of Public Works and Utilities.*

cc: Wastewater Treatment Plant

Appendix O Septic Waste Discharge Sampling and Manifest



SEPTIC WASTE DISCHARGE SAMPLING AND MANIFEST

WASTEWATER DIVISION

Date: _____ Waste Hauling Company Name: _____ Waste Hauling Permit No. _____

CUSTOMER DATA:

Address(es):

Street Address

Street Address

Street Address

Street Address

City

City

City

City

Type of waste (check one): Domestic Commercial Other

Estimated volume of waste in gallons: _____ (This volume must be equivalent to a full tank load.)

WASTE HAULER DATA:

This manifest form shall be collected at the time of discharge into the City system. The Wastewater Treatment Plant will be open to accept waste loads from 7 a.m. to 3 p.m., Monday through Friday. The Wastewater Treatment Plant will not accept wastes on City observed holidays. The City reserves the right to refuse non-domestic wastes. The City reserves the right to refuse wastes during peak hourly flow events.

I am aware of the conditions and requirements of the City of Port Angeles Waste Hauler Permit and understand that failure to comply with the permit may result in immediate suspension of the permit and/or penalties as may be allowed by law.

Permit Holder Signature

Date

FOR CITY USE ONLY:

Grab sample taken on _____ • pH between 6.0 and 9.0 yes or no

Billing Data: _____ gallons of septic waste at \$0.11 per gallon = \$

NOTE: Septic Waste has BOD₅ and/or suspended solids equal to or greater than 400 mg/l.

