INSTRUCTIONS

Form L

This form shall accompany all NJPDES-SIU permit applications for discharge of industrial wastewater to a local agency's treatment works.

Item 1 - Provide the name of the facility as it appears in Item 3 of the NJPDES - 1 form.

Item 2 - Provide the NJPDES No. for renewal or major modification permits. New applicants, leave this item blank.

Item 3A -Attach to this application a facility diagram drawn to a standard scale showing the facility and the location of the discharge point(s) to the local agency's treatment works as well as all sites where solid or liquid waste is stored at the facility. The diagram should also depict the facility's intake and discharge structures; residual treatment, storage or disposal facilities; underground injection wells and drinking water wells listed or otherwise known by the applicant. Provide a specific listing of any and all building floor drains and their ultimate discharge point(s). Large buildings with numerous floor drains (greater than 10) all connected to a common discharge point or sewer may show a common discharge point in lieu of the individual floor drains. Similar techniques may be used by facilities having more than one building.

Item 3B - Attach a line drawing showing the water flow through the facility. Indicate sources of intake water, operations contributing wastewater to the effluent, and treatment units or systems labeled to correspond to the more detailed descriptions in Item 5 below. Construct a water balance on the line drawing by showing average flows between intakes, operations, treatment systems, and outfalls. Show all significant losses of water to products, atmosphere, and discharge. You should use actual measurements whenever available; otherwise use your best estimate. If a water balance cannot be determined, you may provide a description instead which indicates the nature and amount of any sources of water. An example of a line drawing appears in Figure 1 below.

LINE DRAWING

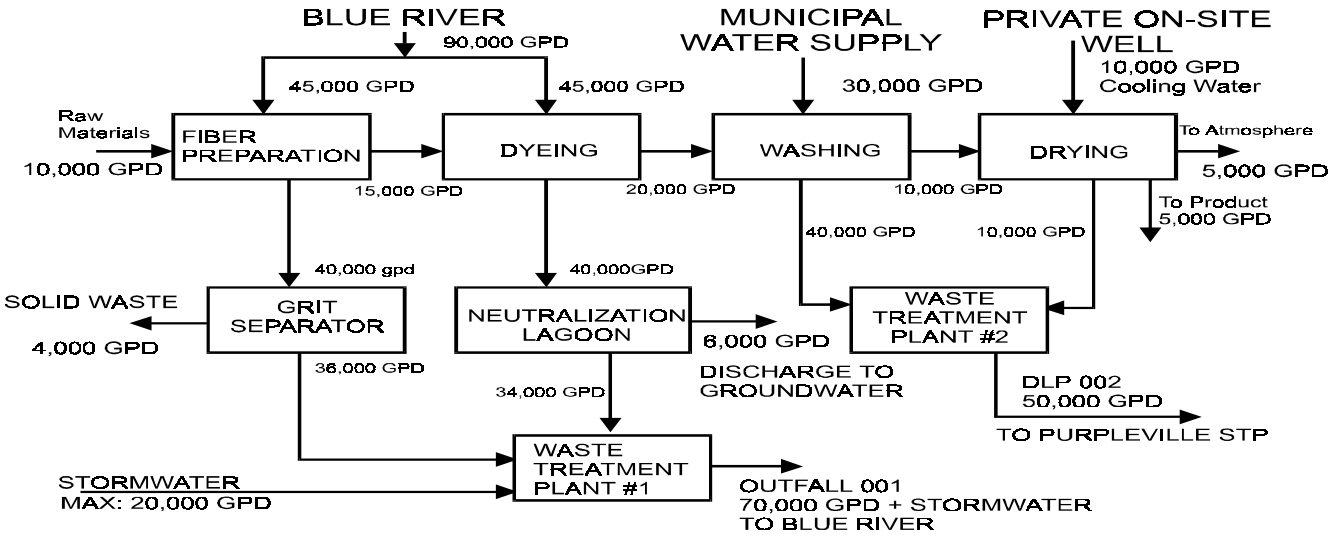

FIGURE 1

Item 3C - Attach a copy of the portion of the U.S. Geological Survey Topographic Map, 7.5 minute Quadrangle Series (provide the quadrangle name on the copy) extending one mile beyond the property boundaries of the facility. Outline or circle the facility location on the map.

Item 4 - For each discharge location point (DLP) discharging from your facility, list the latitude and longitude to the nearest second and the name and NJPDES number of the receiving local agency's treatment plant. Also, provide the name of the municipality or sewerage entity, which owns and/or operates the sewer collection system.

Provide the date on which the discharge from the operations at the facility began or will commence.

Item 5 - For each DLP, provide a description of: (a) All operations contributing wastewater to the effluent, including process wastewater, sanitary wastewater, cooling water, and stormwater runoff. Operations may be described in general terms. (b) The average flow contributed by each operation. You may estimate the flow contributed by each source if no data is available. The average flow of sources composed of stormwater may be estimated. The method of estimation and the basis for the total estimated rainfall must be described. If the discharge is partly due to stormwater, for each DLP, the application must either quantify the contributing drainage area and the runoff coefficient(s) applicable, or provide the other data used to estimate the average flow of stormwater. (c) The treatment received by the wastewater. For each treatment unit, indicate its size, flow rate, and retention time, and describe the ultimate disposal of any solid, hazardous or liquid wastes not discharged. (d) Treatment units should be listed in order and the proper code from Table 1 (page 6 of these instructions) should be obtained for each treatment unit. Insert "XX" into the column if no code corresponds to a treatment unit you list. Continue on additional sheets if necessary.

Item 6 - A discharge is intermittent unless it occurs without interruption during the operating hours of the facility, except for infrequent shutdowns for maintenance, process changes, or other similar activities. A discharge is seasonal if it occurs only during certain parts of the year. Fill in every column for each source of intermittent or seasonal discharges. Base answers on actual data whenever available; otherwise provide a best estimate. Report the highest daily value for flow rate in the "MAXIMUM DAILY FLOW" column. Report the average of all daily values measured during days when the discharge occurred within the last year in the "AVERAGE DAILY FLOW" column.

Item 7A - All pretreatment standards promulgated by USEPA appear in the Federal Register and are published annually in 40 CFR Subchapter N. A pretreatment standard applies to your discharge if that discharge contains operations contributing process wastewater in any subcategory covered by pretreatment standards promulgated under Section 307 of the Federal Act. If you are unsure whether you are covered by a promulgated pretreatment standard, contact the Department.

Item 7B - This item must be completed only if you checked "YES" to Item 7A. A pretreatment standard is expressed in terms of production (or other measure of operation) if the limitations are expressed as mass of pollutant per operational parameter; for example, "pounds of zinc per million aluminum cans manufactured," or "pounds of copper per million pounds of metals poured in molding or casting operation." An example of a pretreatment standard not expressed in terms of a measure of operation is one which limits the concentration of pollutants.

Item 7C - This item must be completed only if you checked "YES" to Item 7B. The production information requested here is necessary to apply pretreatment standards to your facility and cannot be claimed as confidential. However, you do not have to indicate how the reported information was calculated. Report quantities in the units of measurement used in the applicable pretreatment standard. The production figures provided must be based on a reasonable estimate or measure of yourtual maximum and average production. For new sources or new discharges, provide estimates expressed in terms of production.

Item 8 - Identify any administrative orders (AO), administrative consent orders (ACO), judicial consent orders (JCO), notice of violations (NOV), complaints filed (COMP), or other (OT) corrective or enforcement action required by any governmental agency (i.e., NJDEP, USEPA, etc.) concerning water pollution issues at this facility within the last 5 years or any other open action still in effect. Provide a summary of these action(s).

Item 9 - List any improvements required to be made to your facility. Complete all parts of the table or attach a copy of any previous submission you have made to USEPA or the Department containing the same information.

Item 10 - This section requires you to collect and report data on the pollutants discharged from each of your DLPs. Complete one table for each DLP. Each part of this item addresses a different set of pollutants and must be completed in accordance with the specific instructions for that part. The following general instructions apply to all sections of Item 10. The Chemical Abstracts Service (CAS) numbers are provided where available.

SAMPLING - The collection of the samples for the reported analyses should be supervised by a person experienced in performing sampling of industrial wastewater. You may contact the Office of Quality Assurance at (609) 292-3950 for detailed guidance on sampling techniques and for answers to specific questions. Any specific requirements contained in the applicable analytical methods should be followed for sample containers, sample preservation, holding times, the collection of duplicate samples, etc. The time when you sample should be representative of your normal operation to the extent feasible with all processes which contribute wastewater in normal operation and with your treatment system operating properly with no system upsets. Samples should be collected from the center of a flow channel, where turbulence is maximum, at a site specified in your present permit or at any site adequate for the collection of a representative sample. Grab and composite samples are defined as follows:

GRAB SAMPLE - An individual sample collected over a time period of less than 15 minutes.

COMPOSITE SAMPLE - A sample composed of several discrete samples combined in a known proportion. The sample can be composed of several discrete samples collected at equal time intervals, or proportionally to the flow rate of the discharge.

ANALYSIS - A New Jersey certified laboratory must perform the analysis. You must use test methods promulgated in 40 CFR Part 136 or N.J.A.C. 7:18; however if none have been promulgated for a particular pollutant, you may propose to use any suitable method for measuring the level of the pollutant in your discharge. You must submit a description of the proposed methodology to the Department for approval for the specific pollutant prior to initiation of sampling. Your description shall include the sample holding times, preservation techniques and the quality control measures used. Where no certification program in accordance with N.J.A.C. 7:18 is available for a specific parameter, the permittee shall utilize a laboratory certified for a similar parameter or analytical procedure.

REPORTING - All levels must be reported as concentration (mg/L) and loading (kg) or as indicated. Use the following abbreviations in the columns labeled Units.

CONCENTRATION		**LOADING**			
ppm	parts per million	lbs	pounds	T	tons (Metric)
mg/L	milligrams per liter	ton	tons (English)	nCi	nanocuries
ppb	parts per billion	mg	milligrams	uCi	microcuries
ug/L	micrograms per liter	g	grams		
pCi/L	picocuries per liter	kg	kilograms		

If you measured only one daily value, insert "1" into the Number of Samples Column. The Department may require you to conduct additional analyses to further characterize your discharges.

If you have two or more substantially identical effluents, the Department will allow you to analyze and report quantitative data from testing only one DLP and indicate that the result applies to the other substantially identical DLP(s).

For new sources or new discharges, when you are unable to provide sampling data, you must include estimates for the new sources or new discharges of pollutants or parameters listed in Item 10A. You shall also report estimated monthly average, and the source of information for each pollutant in Item 10C you know or have reason to believe to be present.

Item 10A - Part A requires you to report at least one analysis per DLP for each parameter listed. However, at your request the Department may waive the requirements to test for one or more of these parameters upon a determination that testing for the parameter(s) is not appropriate for your effluent. Use composite samples for all parameters in this Part, except use grab samples for lower explosive limit, pH and temperature.

Item 10B - For each DLP you must indicate whether you know or have reason to believe that any of the pollutants in Table 3 of the instruction are discharged from your facility. For every pollutant expected to be discharged, briefly describe the reasons the pollutant is expected to be discharged and report any quantitative data you have for that pollutant. No analysis is required but, if you have analytical data, you must report it. Attach additional sheets if necessary.

Item 10C - For each DLP you must indicate (by marking "believed present" or "believed absent" for each pollutant) if you know or have reason to believe that any of the pollutants listed in this section are discharged from your facility and provide at least one analysis for each pollutant that is believed to be present in a concentration of 10 ug/L or greater. Use composite samples for all pollutants in this Part, except use grab samples for total residual chlorine, oil and grease, and petroleum hydrocarbons.

Item 10D - For each DLP you must indicate (by marking "believed present" or "believed absent" for each pollutant) if you know or have reason to believe that any of the pollutants listed in this section are discharged from your facility and , provide at least one analysis for each pollutant that is believed to be present in a concentration of 10 ug/L or greater. For acrolein, acrylonitrile, 2,4-dinitrophenol and 4,6-dinitro-o-cresol, where any of these pollutants are expected to be discharged in concentrations of 100 ug/L or greater, you shall submit quantitative data. For pollutants expected to be less than 10 ug/L (for acrolein, acrylonitrile, 2,4-dinitrophenol and 4,6-dinitro-o-cresol, where any of these pollutants are expected to be discharged in concentrations of 100 ug/L) you must submit quantitative data or briefly describe the reasons the pollutants are expected to be discharged. Table 2 lists the 34 "primary" industry categories. If any of your processes which contribute wastewater fall into one of these categories, you must mark an 'X' in the testing required column and test for 1) all of the toxic metals, cyanide, and total phenols and 2) the organic toxic pollutants contained in Table 2 as applicable to your category, unless you qualify as a small business (see below). Use composite samples for all pollutants in this Part, except use grab samples for total phenols, volatile compounds and cyanide.

You are required to mark "Testing Required" for dioxin if you use or manufacture one or more of the following compounds:

a) 2,4,5-trichlorophenoxy acetic acid, (2,4,5-T)
b) 2,4,5,-trichlorophenol, (TCP)
c) 2-(2,4,5-trichlorophenoxy) propanoic acid, (Silvex, 2,4,5-TP)
d) hexachlorophene, (HCP)
e) 2-(2,4,5-trichlorophenoxy) ethyl 2,2-dichloropropionate, (Erbon)
f) O,O-dimethyl O-(2,4,5-trichlorophenyl) phosphorothioate, (Ronnel)

If you marked "Testing Required" or "Believed Present", you must perform a screening analysis for dioxins, using gas chromatography with an electron capture detector.

Item 11 - List any toxic pollutant in Item 10B or 10D above which you currently use or manufacture as an intermediate or final product or byproduct. The Department will waive or modify this requirement if you demonstrate that it would be unduly burdensome to identify each toxic pollutant and the Department has adequate information to issue the permit.

You may not claim this information as confidential; however, you do not have to distinguish between use or production of the pollutants or list the amounts.

Item 12 - If your operations are such that your raw materials, processes or products can reasonably be expected to vary so that your discharges of pollutants may, during the next 5 years, exceed two times the values reported in Item 10, attach an explanation and detailed description of the sources and expected levels of such pollutants.

For this Item consider only those variations which may result in concentrations of pollutants in effluents which may exceed two times the values you reported in Item 10. Do not include variations due to fluctuation as part of your routine operations or part of your regular cleaning cycles.

Under NJPDES regulations, your permit may contain tiered limits in response to this Item or your permit may be modified at that time if necessary to control the pollutant.

Do not consider variations which are the result of bypasses or upsets. Increased levels of pollutants which are discharged as a result of bypasses or upsets are regulated separately under the NJPDES regulations.

Examples of the types of variations to be described here include:

- Changes in raw or intermediate materials,
- Changes in process equipment or materials,
- Changes in product lines,
- Significant chemical reactions between pollutants in waste streams, and
- Significant variation in removal efficiencies of pollution control equipment.

You may indicate other types of variations as well, except those which are the result of bypasses or upsets. The Department may require you to further investigate or document variations you report here. Base your prediction of expected levels of these pollutants upon your knowledge of your processes, raw materials (past and projected), product ranges, or upon any testing which indicates the range of variability that can be expected in your effluent over the next five years.

EXAMPLE. DLP 001 discharges water used to clean six 500 gallon tanks. These tanks are used for formulating synthetic resin dispersions in water (adhesives). Use of toxic pollutants which can reasonably be expected in the next five years is:

1. Copper acetate inhibitor; 1/2 lb. per tank

2. Dibutyl phthalate; 50 lbs. per tank

3. Toluene; 5 lbs per tank and

4. Antimony oxide; 1 lb. per tank

Based on normal cleaning, an average of 1% and a maximum of 3% of the contents of each tank is collected and discharged once every two weeks in 150 gallons of water used for cleaning. Treatment (pH adjustment, flocculation, filtration) removes 85% of metals and 50% of organic compounds.

Item 13 - All analyses must be performed by a N.J. certified laboratory. Provide the name, telephone number, certification number, and the pollutant(s) or pollutant category (ies) analyzed by each certified laboratory.

Item 14 - This form must be certified by the applicant(s) for the NJPDES permit. The Water Pollution Control Act provides for severe penalties for submitting false information on this application form.

WHO MUST SIGN?

A Responsible Official is defined in N.J.A.C. 7:14A – 4.9 as follows:

For a corporation: A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision making functions for the corporation; or the manager of one or more manufacturing, production, or operating facilities, provided:
(1) The manager is authorized to make management decisions that govern the operation of the regulated facility, including having the explicit or implicit duty of recommending major capital investment, initiating and directing comprehensive measures to assure long term compliance with environmental laws and regulations, and ensuring that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; or
(2) The authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

For a partnership or sole proprietorship: A general partner or the proprietor.

For a government agency: A ranking elected official; or the chief executive officer of the agency; or a senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrator);

A duly authorized representative as defined in N.J.A.C. 7:14A – 4.9(b).

TABLE 1

CODES FOR TREATMENT UNITS

Physical Treatment Processes

1-A	Ammonia Stripping
1-B	Dialysis
1-C	Diatomaceous Earth Filtration
1-D	Distillation
1-E	Electrodialysis
1-F	Evaporation
1-G	Flocculation
1-H	Flotation
1-I	Foam Fractionation
1-J	Freezing
1-K	Gas-Phase Separation
1-L	Grinding (Comminutors)
1-M	Grit Removal
1-N	Microstraining
1-O	Mixing
1-P	Moving Bed Filters
1-Q	Multimedia Filtration
1-R	Rapid Sand Filtration
1-S	Reverse Osmosis (Hyperfiltration)
1-T	Screening
1-U	Sedimentation(Settling)
1-V	Slow Sand Filtration
1-W	Solvent Extraction
1-X	Sorption
1-Y	Equalization
4-H	Grease Removal
6-F	Oil-Water Separator

Chemical Treatment Processes

2-A	Carbon Adsorption
2-B	Chemical Oxidation
2-C	Chemical Precipitation
2-D	Coagulation/Flocculation
2-E	Dechlorination
2-F	Disinfection (Chlorine)
2-G	Disinfection (Ozone)
2-H	Disinfection (Other)
2-I	Electrochemical Treatment
2-J-	Ion Exchange
2-K	Neutralization (pH adjustment)
2-L	Reduction

Biological Treatment Processes

3-A	Activated Sludge
3-B	Aerated Lagoons
3-C	Anaerobic Treatment
3-D	Nitrification Denitrification
3-E	Pre-Aeration
3-F	Spray Irrigation/Land Application
3-G	Stabilization Ponds
3-H	Trickling Filtration
3-I	Rotating Biological Contactor

Sludge Treatment and Disposal Processes

5-A	Aerobic Digestion
5-B	Anaerobic Digestion
5-C	Belt Filtration
5-D	Centrifugation
5-E	Chemical Conditioning
5-F	Chlorine Treatment
5-G	Composting
5-H	Drying Beds
5-I	Elutriation
5-J	Flotation Thickening
5-K	Freezing
5-L	Gravity Thickening
5-M	Heat Drying
5-N	Heat Treatment
5.O	Incineration
5-P	Land Application
5-Q	Landfill
5-R	Pressure Filtration
5-S	Pyrolysis
5-T	Sludge Lagoons
5-U	Vacuum Filtration
5-V	Vibration
5-W	Wet Oxidation
5-X	Waste Disposal Contractor

TABLE 2

Testing Requirements for Organic Toxic Pollutants by Industrial Category

Industrial Category	Volatile	Acid	Base/Neutral	Pesticide
Adhesives and Sealants	(*)	(*)	(*)	---
Aluminum Forming	(*)	(*)	(*)	---
Auto and Other Laundries	(*)	(*)	(*)	(*)
Battery Manufacturing	(*)	---	(*)	---
Coal Mining	(*)	(*)	(*)	(*)
Coil Coating	(*)	(*)	(*)	---
Copper Forming	(*)	(*)	(*)	---
Electric & Electronic Components	(*)	(*)	(*)	(*)
Electroplating	(*)	(*)	(*)	---
Explosives Manufacturing	---	(*)	(*)	---
Foundries	(*)	(*)	(*)	---
Gum & Wood Chem. (all subparts except D and F)	(*)	(*)	---	---
Subpart D	(*)	(*)	(*)	---
Subpart F	(*)	(*)	(*)	---
Inorganic Chemicals Manufacturing.	(*)	(*)	(*)	---
Iron & Steel Manufacturing	(*)	(*)	(*)	---
Leather Tanning & Finishing	(*)	(*)	(*)	---
Mechanical Products Manufacturing	(*)	(*)	(*)	---
Nonferrous Metals Manufacturing	(*)	(*)	(*)	(*)
Ore Mining (base and precious metals/Subpart B)	---	(*)	---	---
Organic Chemicals Manufacturing	(*)	(*)	(*)	(*)
Paint and Ink Formulation	(*)	(*)	(*)	---
Pesticides	(*)	(*)	(*)	(*)
Petroleum Refining	(*)	---	---	---
Pharmaceutical Preparation	(*)	(*)	(*)	---
Photographic Equipment & Supplies	(*)	(*)	(*)	---
Plastic & Synthetic Material Manufacturing	(*)	(*)	(*)	(*)
Plastic Processing	(*)	---	---	---
Porcelain Enameling	---	---	---	---
Printing & Publishing	(*)	(*)	(*)	(*)
Pulp & Paper Mills				
Subpart A	(**)	(*)	(**)	(*)
Subparts B, C and D	(**)	(*)	(**)	(**)
Subpart E	(*)	(*)	(**)	(*)
Subparts F, G, H and I	(*)	(*)	(**)	(**)
Subpart J	(*)	(*)	(*)	(**)
Subparts K, L, M, N, O and P	(*)	(*)	(**)	(**)
Subpart Q	(*)	(*)	(**)	(*)
Subpart R	(**)	(*)	(**)	(**)
Subpart S and T	(*)	(*)	(**)	(*)
Subpart U	(*)	(*)	(*)	(**)
Rubber Processing	(*)	(*)	(*)	---
Soap & Detergent Manufacturing	(*)	(*)	(*)	---
Steam Electric Power Plants	(*)	(*)	---	---
Textile Mills	(*)	(*)	(*)	---
Timber Products Processing	(*)	(*)	(*)	(*)

*** Testing is required, ** Testing is required only if believed present in the discharge, --- Testing is not required**

Table 3

Toxic Pollutants and Hazardous Substance Required to be Identified if Expected to be Present

TOXIC POLLUTANTS

Asbestos

HAZARDOUS SUBSTANCES

Acetaldehyde	Isoprene
Ally Alcohol	Isopropanolamine
Ally Chloride	Kelthane
Amyl Acetate	Kepone
Aniline	Malathion
Benzonitrile	Mercaptodimethur
Benzyl Chloride	Methoxychlor
Butyl Acetate	Methanethiol (Methylmercaptan)
Butylamine	Methyl Methacrylate
Captan	Methyl Parathion
Carbaryl	Mevinphos
Carbofuran	Mexacarbate
Carbon Disulfide	Monoethyl Amine
Chlorpyrifos	Monomethyl Amine
Coumaphos	Naled
Cresol	Napthenic Acid
Crotonaldehyde	Nitrotoluene
Cyclohexane	Parathion
2,4-Dichlorophenoxy Acetic Acid	Phenolsulfanate
Diazinon	Phosgene
Dicamba	Propargite
Dichlobenil	Propylene Oxide
Dichlone	Pyrethrins
2,2-Dichloropropionic Acid	Quinoline
Dichlorvos	Resorcinol
Diethylamine	Strontium
Dimethylamine	Strychnine
Dinitrobenzene	Styrene
Diquat	2,4,5-Trichlorophenoxy Acetic Acid
Disulfoton	Tetrachlorodiphenylethane
Diuron	2,4,5-TP
Epichlorohydrin	Trichlorofon
Ethanolamine	Triethanolamine
Ethion	Triethylamine
Ethylenediamine	Uranium
Ethylene Dibromide	Vanadium
Formaldehyde	Vinyl Acetate
Furfural	Xylene
Guthion	Xylenol
	Zirconium