



Water Reclamation Division

INDUSTRIAL WASTE DISCHARGE PERMIT APPLICATION BASELINE MONITORING REPORT (BMR) INSTRUCTIONS

The information requested in this application/BMR will be used to determine the effect of any wastewater discharge from the applicant's facility on the Regional Water Reclamation Facility (RWRF) and tributary wastewater collection systems. For facilities that may be subject to Categorical Pretreatment Standards, the application form will be considered a significant part of the required Baseline Monitoring Report.

It is the responsibility of the applicant to complete the application as thoroughly as possible. **Leave no question blank.** If a question does not apply write "NA".

Information requested that is deemed confidential by the applicant can be indicated by the use of a "confidential" stamp, or noting such in writing in the appropriate area. The information will be held in the strictest confidence in accordance with provisions in the Industrial Waste Pretreatment ordinances of the City of Medford and Rogue Valley Sewer Services.

Where signatures are required, the application submitted to the RWRF shall contain the original "wet-ink" signatures. Blue colored pens are preferred.

The Industrial Waste Discharge Permit Application/BMR is comprised of six parts:

- A. Application/BMR
- B. Business Description
- C. Schematic Flow Diagram
- D. Building Layout
- E. Water Resource and Use
- F. Side Sewer Discharge

Attached are general instructions for each part. The Water Reclamation Division (WRD) Manager shall evaluate the information furnished in the application/BMR and may require additional information be provided. If required, Industrial Waste Discharge Permits shall be issued or denied by the WRD Manager within ninety (90) days after a completed application is received.

If assistance is needed in completing the application, please contact the Source Control Supervisor at (541) 774-2756. Send the completed document to:

City of Medford RWRF
Source Control
1100 Kirtland Rd.
Central Point, OR 97502

INSTRUCTIONS

PART A – APPLICATION

Most information requested in this section is self-explanatory.

- (3) The Standard Industrial Classification is a Federal designation of business establishments based on the activity in which they are engaged. A number is assigned to each activity. This number, if unknown can be obtained by calling the RWRF.
- (8) Please indicate the type of application or BMR, from the list. A Baseline Monitoring Report (BMR) is to be selected if the RWRF has requested detailed information regarding your facility's process operations, even if your facility is not currently discharging wastewater to the sanitary sewer. A completed BMR is required in order for the RWRF to determine if your facility may be subject to Categorical Pretreatment Standards. Form submittal is not necessarily a precursor to the issuance of an Industrial Waste Discharge Permit, but gives the RWRF the information necessary to determine what kind of control mechanism, if any, might be required.
- 10) If a BMR is being completed and "Type of Discharge" in #9 selected was "None", check "Yes" for applicable pretreatment standards being met on a consistent basis.
- 11) Certification that pretreatment standards are being met must be signed by a Qualified Professional per definitions, page 5.
- 12) Application certification must be signed by an Authorized Representative, i.e. Responsible Corporate Officer per definitions, page 5.

PART B - BUSINESS DESCRIPTION

The Business Description is primarily used to determine the substances that may enter into the wastewater discharge from the business activity. Please be as descriptive as possible.

A separate Part B must be completed for each major business activity on the premises. For example, a timber industry manufacturing lumber and plywood would complete two Part B's because the activities are different. A soft drink bottler, though producing different brands of soft drinks, would complete only one Part B because the activity is the same. Other dissimilar activities from the same industry are processing milk and making cheese; making pear jam and pear packing; anodizing and plating.

- (1)(a) Listings in this section should describe the final product(s) being produced at your facility, not the materials or components used in creating the final product. Example, i.e. "boat anchor".
- (5) A Spill Prevention, Control, and Countermeasure Plan (SPCC Plan, USEPA) ensures that facilities develop and implement oil spill prevention, control, and countermeasures that would prevent oil spills from reaching navigable waters. This is separate from a Spill Prevention/Slug Control Plan (SP/SCP) designed to keep spills and slug loads from being discharged to the sanitary sewer.
- (7) If this is a permit renewal, this will typically be the discharge limitations listed in your existing permit. If this is a new permit application, list any known discharge limitations to the unit process described. Indicate whether the listed standard is a Federal, State or Local Limit. If unsure of discharge limitations, contact the RWRF for assistance.

The remainder of Part B is self-explanatory.

PART C - SCHEMATIC FLOW DIAGRAM

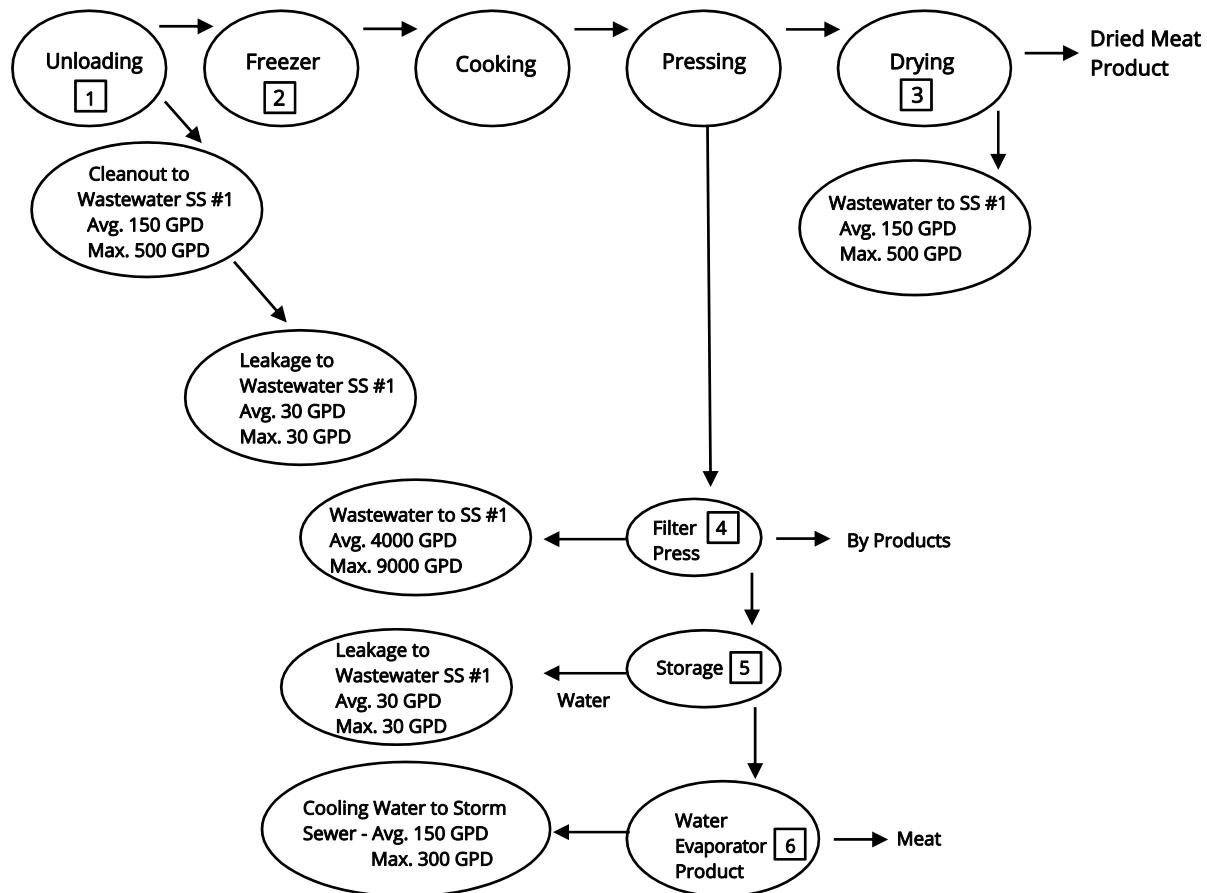
The Schematic Flow Diagram shows the flow pattern of products through the facility and the various sources of wastewater. Diagrams should be detailed enough to determine the flow pattern of all wastewater generating process, from start to finished product.

Complete a separate Part C for each activity on the premises as was done in Part B.

A line drawing (schematic flow diagram) of each major business activity described in Part B is to be completed in the space below or drawn on a an attached sheet of paper (all sheets should be letter size). Number each process which generates wastewater using the same numbering as in the building layout or plant site plan shown in Part D. An example drawing required is shown in Figure 1.

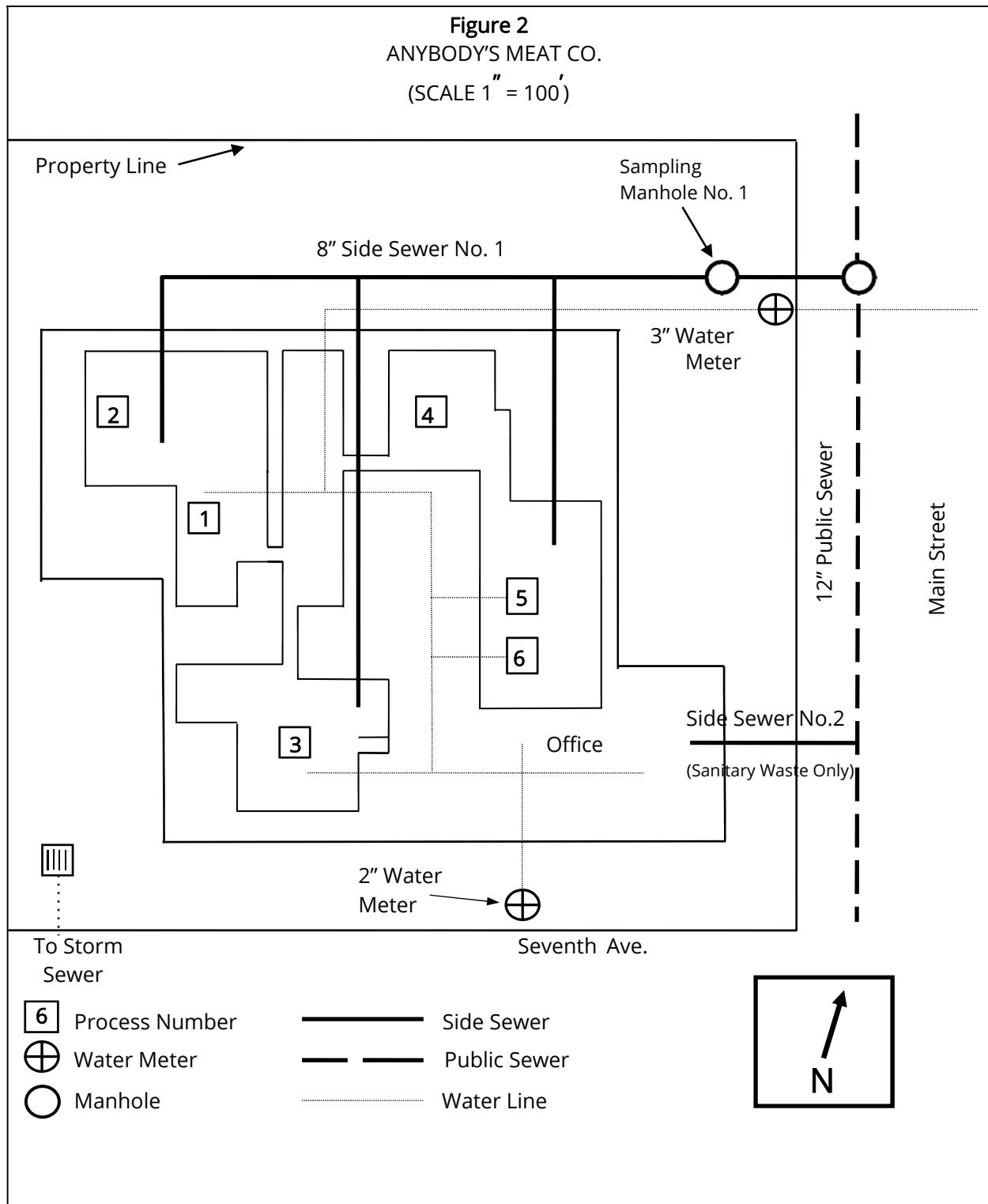
To determine your average daily volume and maximum daily volume of wastewater flow you may have to read water meters, sewer meters or make estimates of volumes that are not directly measureable.

Figure 1
Activity: Meat Processing



PART D - BUILDING LAYOUT

A building layout or plant site plan of the premise is required to complete Part D. An arrow showing North as well as the map scale must be shown. The location of each existing manhole and proposed sampling manhole and side sewer must be clearly identified as well as all sanitary wastewater drainage plumbing. Number each unit process discharging wastewater to the public sewer. Use the same numbering system shown in Part C. (Schematic Flow Diagram). An example of the drawing required is shown below in Figure 2.



PART E - WATER SOURCE AND USE

The Water Source and Use information will enable the RWRF to determine the volume and source of wastewater discharged to the public sewers.

- (1) The majority of water used in the region is through the Medford Water Commission. If another source, such as a well or private water system is used, it must be accounted for.

For each of the various items listed, estimate the quantity discharged and the point of discharge (i.e., storm sewer, public sewer, evaporation, etc.).

- (3) For each water meter identified in Part D, indicate what portion of the water provided by the meter is discharged to each side sewer also identified in Part D. For example, if only one side sewer is indicated, all discharge would occur there. If there is one water meter and three side sewers, what portion of the water provided by the meter is discharged to each of the side sewers? The water provided and water discharged are not necessarily the same. Keep in mind the water use and distribution (i.e., evaporation, water going out with the product).
- (4) A deduct meter is one that is read to deduct an amount of water known to not be going to the sewer from the total water supplied to the premises. Examples of deduct meters are those used to supply water for irrigation.

PART F – WASTEWATER DISCHARGE

The Wastewater Discharge information will identify the variation in flow rate, the type of constituents and the characteristics of the discharge for each side sewer.

A separate Part F must be completed for each side sewer identified in Part D.

- (4) List items in Part F Section 4 that could potentially enter the sewer system. Include items that could enter the sewer by various kinds of accidents such as puncture of a drum by a forklift, fire, or negligence. If there is even a remote possibility of such an accident resulting in the discharge of a sufficient quantity of such an item, indicate it along with the quantity. The effect of any of these items on the RWRF is contingent upon many factors including the quantity and proximity of the facility to the plant. A fifty five gallon drum could be disastrous in some instances whereas a thousand gallons in another instance would result in no effect. Use sound judgment when deciding what to indicate; if in doubt, include it.
- (5) The Department of Environmental Quality may be helpful in identifying substances that may be considered a hazardous waste. Additional information may be found here. <http://www.oregon.gov/deq/Hazards-and-Cleanup/hw/Pages/default.aspx>. If in doubt, list the substance.
- (6) Typical regulated pollutants may include: pH, oil and grease, cadmium, copper, cyanide, lead, mercury, nickel, silver, zinc, molybdenum and selenium. Excessive concentrations of total suspended solids and Biochemical Oxygen Demand (BOD) may be subject to extra strength charge assessments and System Development Charges. List the concentrations of all regulated pollutants that could potentially be present in the wastewater discharge.

A minimum of one representative sample shall be taken, but the RWRF may require additional sampling if deemed necessary. The samples should be taken immediately downstream from pretreatment facilities if such exist and sampling and analysis shall be performed in accordance with the techniques prescribed in 40 CFR Part 136 and amendments thereto. If applicable, a minimum of four (4) 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 or grab sampling is authorized by the RWRF.

The remainder of Part F is self-explanatory.

APPENDIX A – PRIORITY POLLUTANTS

For each Pollutant listed in Appendix A; check either "Yes" or "No" as to whether any quantities are kept on site or used in process at your facility. For each pollutant identified with a "yes", identify the quantity kept on site (column 4). If they can be present in your wastewater discharge as a result of your operations or accidental spill, indicate the estimated quantity (column 5). If on site, but with no potential to be in your wastewater discharge, indicate by checking no (column 6). (Example, chemical is stored in an area without access to sewer and is not used in any wastewater generating process areas.) Quantities kept on site might be expressed in pounds or gallons. Quantities that may be present in the facilities discharge might be expressed in pounds, gallons or concentration based in mg/L. Identifying some of the individual constituents on the list may require an evaluation of SDS's (Safety Data Sheets) for chemicals used or stored on site.

Definitions

Qualified Professional:

The person signing this section must be qualified to determine the compliance status of the process wastewater discharged. They must verify this determination is based on information gained using appropriate monitoring, sampling, and analytical techniques, as stated in 40CFR 136 and amendments thereto, and that testing data is accurately interpreted to certify if discharge parameters are met. Persons meeting this requirement could be a Plant Manager or Environmental Compliance Officer as long as they are familiar with the above listed sampling and reporting requirements. This person is not required to be a registered Professional Engineer.

Authorized Representative (Responsible Corporate Officer), per Sewer Use Ordinance:

- (1) If the industrial user is a corporation, authorized representative shall mean:
 - (i) The president, secretary, 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
 - (ii) The manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that 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 individual wastewater discharge permit requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
- (2) If the industrial user is a partnership, association, or sole proprietorship, an authorized representative shall mean a general partner or the proprietor.
- (3) If the individual user is representing Federal, State or local governments, or an agent thereof, an authorized representative shall mean a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility.
- (4) The individuals described in paragraphs 1-3 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 authorization is submitted to the WRD Manager.

If the Regional Water Reclamation Facility has a Designation of Authorized Representative (DOAR) form on file for your facility per item (4) above, that person would be authorized to sign Section 6 & 12 of the application.