

GENERAL INSTRUCTIONS
NATIONAL POLLUTANT DISCHARGE ELIMINATION
SYSTEM APPLICATION FOR PERMIT TO DISCHARGE (SHORT FORM)

The Federal Water Pollution Control Act, as amended by Public Law 92-500 enacted October 18, 1972, prohibits any person from discharging pollutants into a waterway from a point source (see definitions below), unless his discharge is authorized by a permit issued either by the U.W. Environmental Protection Agency or by an approved State Agency. (See “Procedures for Filing”)

REQUIREMENTS

If you have a discharge or discharges, such as that described in the first paragraph of these instructions, you must complete one of the following forms to apply for a discharge permit. The forms differ by types of discharges as indicated below:

Short Form A – Municipal Wastewater Discharges

Short Form B – Agriculture

Short Form C – Manufacturing Establishments and Mining

Short Form D – Services, Wholesale and Retail Trade, and All Other Commercial Establishments, Including Vessels, Not Engaged in Manufacturing or Agriculture.

If your business or activity involves production of both raw products and ready-for-market products you may be required to complete two of the above forms. For example, if you produce a raw product such as milk and, on the same site, process the raw milk into cheese, you must complete Form B – Agriculture, and Form C – Manufacturing and Mining.

If the discharge is from a Federal Facility’s treatment plant receiving more than 50% domestic waste (based on the dry weather flow rate) complete Form A.

If the discharge is from a sewage treatment process which is not from a municipal, agricultural, or industrial facility (e.g., housing subdivision, school) complete and submit Form D.

EXCLUSIONS

You are not required to obtain a permit for the following types of waste discharges:

- (1) Sewage discharged from vessels (e.g., ships); or
- (2) “Water, gas, and other materials injected into a well to facilitate production of oil or gas, or water derived in association with oil or gas production and disposed of in a well” where authorized by the State in which the well is located; or
- (3) Dredged or fill material; or
- (4) Discharge from properly functioning marine engines; or
- (5) Those discharges conveyed directly to publicly or privately owned waste treatment facility (however, discharges originating from publicly or privately owned waste treatment facilities are not excluded); or

Note: Municipal and manufacturing dischargers that believe they are exempt due to Item 5, are requested to complete certain items and return the form (see “Procedures for Filing”)

- (6) Most discharges from separate storm sewers, Discharges from storm sewers which receive industrial, municipal, and/or agricultural wastes or which are considered by EPA or a State to be significant contributors to pollution are not excluded.

PROCEDURES FOR FILING

Copies of all forms are available at State water pollution control agencies and at all Environmental Protection Agency Regional Offices (see attached table).

Data submitted on these forms are to be used as a basis for issuing discharge permits. Depending on the adequacy and nature of the data submitted, you may be called upon for additional information before a permit is granted.

If you have any questions as to whether or not you need a permit under this program contact your State water pollution control agency or the nearest Regional Office of the U.S. Environmental Protection Agency. A list of EPA Regional Offices is in the attached table.

Complete the appropriate form(s) for your operation, being sure that each item is considered, and the required data submitted. Check the items which most nearly apply to you and your operation. If an item does apply, please enter in the appropriate place "Not Applicable" or "NA" to show that the item was given consideration. Most of the items on the form require the checking of one or more of several possible answers.

If the application is to be sent to the Environmental Protection Agency, there is an application fee of \$10. This fee, in the form of a check or money order made payable to the Environmental Protection Agency, should be mailed with the original of the application form to the EPA Regional Office having jurisdiction over the State in which the discharge is located.

If the State in which the discharge is located has a Federally-approved permit program, the application should instead be sent to the State agency administering the program, you will be informed as to the amount of the application fee. If any and the address to which the application and fee should be sent.

Agencies and instrumentalities or Federal, State or local governments will not be required to pay an application fee.

Applications pertaining to "existing discharges, i.e., those which were in operation on or before October 18, 1972, must be filed with the EPA Regional Office or approved State agency by April 16, 1973. The exception is that anyone who applied to the Corps of Engineers for a discharge permit under the Refuse Act of 1899 need not reapply for a permit for the same discharge, unless it is substantially changed in nature, volume or frequency; application must also be made for any other discharges not covered by the Refuse Act.

Applications for "new" discharges beginning between October 18, 1972, and or before July 15, 1973, must apply at least 60 days before the date the discharge is due to begin, unless a delay is granted by the approved State agency or by EPA.

Applications for "new" discharges beginning on or after July 16, 1973, must apply at least 180 days before the date the discharge is due to begin, unless a delay is granted by the approved State agency or EPA.

SIGNATURE ON APPLICATION

The person who signs the application form will often be the applicant himself; when another person signs on behalf of the applicant, his title or relationship to the applicant should be shown in the space provided. In all cases, the person signing the form should be authorized to do so by the applicant. An application

submitted by a corporation must be signed by a principal executive officer of at least the level of vice president or his duly authorized representative. If such representative is responsible for the overall operation of the facility from which the discharge(s) described in the form originate. In the case of a partnership or a sole proprietorship, the application must be signed by a general partner or the proprietor, respectively. In the case of a municipal, State, Federal or other public facility, the application must be signed by either a principal executive officer, ranking elected official or other duly authorized employee.

USE OF INFORMATION

All information contained in this application will, upon request, be made available to the public for inspection and copying. A separate sheet entitled "Confidential Answers" must be used to set out information which is considered by the applicant to constitute trade secrets. The information must clearly indicate the item number to which it applies. Confidential treatment can be considered only for that information for which a specific written request of confidentiality has been made on the attached sheet. However, in no event will identification of the contents, volume, and frequency of a discharge be recognized as confidential or privileged information, except in certain cases involving the national security.

DEFINITIONS

1. A "person" is an individual, partnership, corporation, association, State, municipality, commission, other political subdivision of a State, and any interstate body.
2. A "pollutant" includes solid waste, incinerator residue, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, and industrial, municipal and agricultural waste discharged into water.
3. A "point source" is any discernible, confined and discrete conveyance including but not limited to a pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, or vessel or other floating craft from which pollutants are or may be discharged.
4. A "discharge of pollutant" or a "discharge of pollutants" means any addition of any pollutant to the waters of the United States from any point source; any addition of any pollutant to the water of the contiguous zone or the ocean from any point source other than a vessel or other floating craft.
5. A "discharge" when used without qualification includes a "discharge of pollutant" and a "discharge of pollutants." (See above.)
6. The term "municipality" means a city, town, borough, county, parish, district, association, or other public body created by or pursuant to State law and having jurisdiction over disposal of sewage, industrial wastes, or other wastes, or an Indian tribe or an authorized Indian tribal organization, or a designated and approved areawide waste treatment management agency.

SHORT FORM D – SPECIFIC INSTRUCTIONS

SERVICES, WHOLESALE AND RETAIL TRADE AND OTHER COMMERCIAL ESTABLISHMENTS, INCLUDING VESSELS

Item 1. Provide the official, legal name of the facility and the address where the facility is located. If the mailing address is different from the location, supply this information in remarks.

Item 2. Leave this line blank. The SIC code will be supplied by the reviewing office.

Item 3. Specify the average number of employees working in the facility.

Item 4. Briefly state the nature of your business or service.

Item 5. If you discharge wastes all year, check the box provided in (a). Otherwise check the box beside the month(s) listed under (b) to show when wastes are usually discharged. Also, check one box under (c) to show how many days out of the week the wastes are usually discharged.

Item 6. This item applies to wastes ultimately discharged to surface waters only (e.g., a lake, stream, creek, ocean, etc.). Types of discharged waste water are classified in the table as follows:

A. "Sanitary" – Consisting only of used water from bathrooms, toilets, showers, and similar sanitary or comfort facilities.

B. "Cooling water, condensed steam, etc." – Spent water from air-conditioning system, heating plants, etc.

C. "Other" – Water used for purposes other than the two named above to which something is added during its use (e.g., detergents in laundries, disinfectants in hospitals, remains of food in restaurants, etc.).

For each type of waste discharged, check one box (1-5) to show the average (annual) flow per operating day (lines A-C). This average should be based only on the number of days the discharge is occurring and not the entire calendar year. For example, 300,000 gallons of cooling water is discharged in the course of a year. The discharge occurs for 100 days of that year. The average daily flow is $300,000/100 = 3,000$ gallons (box B-2 should be checked) and not $300,000/365 = 820$ gallons.

If treatment (such as chemical addition, aeration, "packaged" treatment plants, etc.) before discharging the wastes is practiced, check the appropriate box (6-10) under the heading "Amount Treated Before Discharging, Percent", to show the percentage of total wastes of a given type (lines A-C) which is treated. If no pretreatment is used check the box labeled "None". On line D, check the box (1-5) to indicate the maximum combined flow (of all types of discharges together) observed for any one day in the last full year of operation. For new facilities, this should reflect the best engineering estimates.

Item 7. Check the appropriate box(es) to indicate daily average flow of wastes, if these wastes are discharged ultimately to places other than surface waters. If a box on line E is checked, write in the place of discharge in the space provided.

Item 8. Check the box beside the number(s) to show the number of separate discharge points. A separate discharge point is defined as a completely or partly enclosed container or channel through which the waste is discharged into a body of water; for example, a pipe, ditch, culvert, refuse container, barge, boat, etc.

Item 9. Give the name(s) of the waterway(s) into which all or a major portion of the wastewater is discharged. Whenever possible, use the name(s) of the waterway(s) as shown on published maps. If the discharge is into an unnamed tributary, give the name of the water body fed by the tributary and identify as tributary to (name of water body).

Item 10. If any of the listed substances are used in your processes or are likely to enter your discharge as a result of your activities or operations, you should check the box marked yes. If any of the listed

substances are present in your discharge only because such substances are present in your intake waters (including drinking waters), you should check the box marked no.