

SANITARY DISTRICT OF DECATUR, ILLINOIS

501 DIPPER LANE * DECATUR * ILLINOIS * 62522

INSTRUCTIONS FOR INDUSTRIAL DISCHARGE PERMIT RENEWAL

- A. Complete the entire application, including supplement forms, listing each discharge connection and process that causes wastewater to enter the sanitary sewer from your industrial site. Make sure the application is completely filled out, and is signed by a properly authorized representative. Attach an explanation for any spaces left blank.
- B. Complete a supplemental information form for each unique process that comprises your business. Include all processes, and indicate whether or not there is a discharge to the sanitary sewers from each process. (Dry processes are important for category determinations).
- C. The application should include accurate accounts of maximum and average flow rates for all discharge flows. Any monthly or seasonal flow variations, if any, should be noted. All flows should be measured, where feasible.
- D. Submit a site plan(s) of your facility locating:
 - 1. Major processes and wastewater sources,
 - 2. Liquid storage site(s) (for chemicals, oils, fuel, etc.),
 - 3. Sanitary sewers and drains (include pipe sizes),
 - 4. Proposed or existing sampling location(s) (show manholes),
 - 5. Paved surfaces (show driveways),
 - 6. Location of tap(s) to sanitary sewer,
 - 7. Storm sewers and drains (include pipe sizes).The site plan may consist of separate pages where necessary. (This requirement may be waived by the SDD if we determine that the site plan on file is still current).
- E. Submit a narrative outlining and explaining changes that would affect section “D” (above) since your permit was issued or last renewed.
- F. Submit two (2) copies of any applications submitted to Illinois Environmental Protection Agency, Department of Water Pollution Control, and a complete list of all environmental permits held by your company. Include expiration dates for all permits.
- G. Submit two (2) copies of all application materials required by the SDD (i.e. the completed application form, supplements, environmental permits, etc.). Be sure page three of the application form is included.
- H. Industrial users that meet the criteria defined in Sanitary District of Decatur Ordinance 94-01 Section 300.135 shall submit an approved spill prevention plan, if an up-to-date plan is not on file.
- I. Identified confidential materials will be treated as such in accordance with Section 400.140 of Sanitary District of Decatur Ordinance 94-01.
- J. All requirements are governed by Ordinance 94-01 and by the Sanitary District of Decatur Industrial Pretreatment Program as approved by the United States Environmental Protection Agency.