

SANITARY DISTRICT OF DECATUR, ILLINOIS

501 DIPPER LANE * DECATUR * ILLINOIS * 62522

INSTRUCTIONS FOR INDUSTRIAL DISCHARGE PERMIT APPLICATION

- A. Complete the entire application, including supplement forms for each individual process, 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 the appropriate administrative official or a properly authorized representative as defined in Ordinance 21-05 Section 2.2.
- B. Complete all blanks on the form or attach an explanation for any spaces left blank.
- C. The application should include accurate accounts of maximum and average flow rates for all discharge flows. Any monthly or seasonal flow variations should be noted. All flows should be measured where feasible. Indicate if flow had to be estimated and the reason.
- D. Complete a supplemental information form for each unique process that comprises your business. Include all processes and indicate whether there is a discharge to the sewer from each process. Total average daily flows on the supplemental forms should approximately match the average daily wastewater discharge from the facility as listed on page one of the application form. If they do not, please explain why. Dry processes are important for category determinations.
- E. Submit a laboratory analysis of typical wastewater discharges from the facility including, but not limited to, all pollutant parameters set forth in Part 3, Section 3.3 of Ordinance 21-05.
- F. 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.
- G. Submit copies of any permit applications submitted to US or Illinois Environmental Protection Agency, or the Illinois Pollution Control Board, and a complete list of all environmental permits held by your company. Include expiration dates for all permits.
- H. 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 signed and included.
- I. Industrial users that meet the criteria defined in Sanitary District of Decatur Ordinance 21-05 Section 3.7 shall submit a spill prevention plan or a slug control plan or both.
- J. If there is confidential material in the application, please mark it as confidential. Identified confidential materials will be treated as such in accordance with Section 4.8 of Sanitary District of Decatur Ordinance 21-05.
- K. All requirements are governed by Ordinance 21-05 as amended and by the Sanitary District of Decatur Industrial Pretreatment Program as approved by the United States Environmental Protection Agency.