

TOWN OF HUDSON, NEW HAMPSHIRE
INSTRUCTIONS FOR
INDUSTRIAL DISCHARGE AGREEMENT (IDA) APPLICATION

The owner or operator of any industrial or commercial establishment, publicly or privately owned, which discharges or intends to discharge wastewater within the Town of Hudson, must complete the enclosed application. The application is to be completed in duplicate and returned to the Town Engineer within ninety (90) days of the date of issuance. Upon initial submission of the application, the Town Engineer shall establish an estimated fee, sufficient to cover all anticipated costs incurred by the Town for administration, consultant review and/or testing. Applicants must maintain sufficient escrow funds to cover all costs incurred by the Town. At the conclusion of the review, the applicant may receive any surplus. A minimum of \$25.00 will be required. The application submission is not considered complete until all fees are paid.

The Industrial Discharge Agreement is required by the United States Environmental Protection Agency in accordance with Public Law 92-500 and 40 CFR and by the Town of Hudson in accordance with the municipal Sewer Use Ordinance.

If wastewater is other than domestic wastewater as defined in the Sewer Use Ordinance, data must be obtained and the application prepared by a Sanitary Engineer registered as a Professional Engineer in the State of New Hampshire; and all analysis must be completed by a laboratory approved by the Environmental Protection Agency. The authorized agent must sign Page 13.

GENERAL INSTRUCTIONS

All applicants must complete the entire application. Two copies shall be returned with original signatures/stamps. The applicant should make a copy for their records prior to submitting to the Town. Where necessary, separate sheets, referenced to the appropriate item number, should be added for additional information.

The application shall be accompanied by a site plan(s) of a suitable size; not greater than 24" x 36." The plan should contain the applicant's name, the address of the applicant, and the date. The plan should show buildings from which wastewater is being discharged and all points of discharge; existing and proposed discharge connections to the municipal sewerage system; or to a private sewerage disposal system, whichever is applicable; type size and slope of discharge conduits; approximate inverts, location and method of private sewerage disposal, if applicable; location of sampling stations, ground and building elevations; stormwater drains and other appurtenant utilities; adjacent street and waterways and a north arrow. The plan should be drawn at a scale not greater than 50 feet to the inch, unless otherwise approved by the Town Engineer.

SPECIFIC INSTRUCTIONS

ITEM 7 – Provide a concise description of the business description. A job shop is defined as a facility which owns not more than 50% (annual area basis) of the materials undergoing metal finishing.

ITEM 12 – The applicable Standard Industrial Classifications (SIC) numeric code and description can be found in the “Standard Industrial Classifications Manual,” latest edition, prepared by the Executive Office of the President, Office of Management and Budget. A complete listing of SIC Codes can be found on the internet at <http://www.census.gov/eos/www/naics/concordances/concordances.html>.

The applicable North American Industry Classification System (NAICS) numeric code and description can be found in the North American Industry Classification System Manual,” latest edition, prepared by the Executive Office of the President, Office of Management and Budget. A complete listing of NAICS Codes can be found on the internet at <http://www.census.gov/eos/www/naics/>. Both manuals are available at the Reference Desk of the NH State Library and are available for purchase from the U.S. Government Printing Office, Washington, D.C.

The “Industrial Group” blank should show a written description of the numeric code.

ITEM 14 – Provide a list of any or all environmental permits related to the facility. This list should include, but not be limited to, any Small or Large Quantity Generator Permits, Air Permits, and Water Permits, including NPDES Permits.

ITEM 16 – The applicable Federal Categorical Pretreatment Category can be found in the Code of Federal Regulations, 40 CFR, Parts 403 through 699. A complete listing of Federal Categorical Pretreatment Categories can be found on the internet at <http://cfr.regstoday.com/40cfr.aspx>. If not applicable, the applicant must confirm that none of the categories applies to the facility.

ITEM 17 – The applicant must briefly describe the proposed process and required equipment. This description is required whether water is used to manufacture or assemble or perform Research & Development. If any equipment uses fluids (discharged to the sewer or not), they should be identified in this response. Also, the applicant should note whether any equipment or product will be exposed to stormwater at any time.

ITEM 18 - Discharge locations are all points at which the wastewater is discharged into the municipal sewerage system or into any private sewerage disposal system. Those points should be numbered and cross-referenced to the site plan.

ITEM 19 - Wastewater categories include sanitary (domestic), process and other (such as non-contact cooling). Values for process and other discharges should be determined by using existing water source information or existing meters. If data does not yet exist, the applicant should make a best guess for both estimated average daily values and estimated maximum daily flows.

Sanitary (domestic) wastewater shall include only that wastewater which is discharged from normal water-carried household and toilet wastes and waste from sanitary conveniences. This does not include wastewater from commercial laundries, commercial kitchens, cleaning establishments or car-washing establishments, and ground, surface, or stormwater. Estimated maximum flow figures are based upon the State of New Hampshire Department of Environmental Services, Subdivision and Individual Sewage Disposal System Design Rules (Env-Ws 1000), Table 1008-I, Unit Design Flow Figures, but must be monitored to set/determine actual flows.

Process wastewater includes all wastewater from industrial processes, trade or business as distinct from domestic wastes, stormwater or non-contact cooling water.

Other wastewater includes stormwater and any other wastewaters which cannot be defined in the two aforementioned categories.

Non-contact cooling wastewater includes only water or wastewater, which is sufficiently clean and uncontaminated and is able to be discharged without treatment or purification into any natural stream or watercourse without causing offense. Non-contact cooling wastewaters include wastewater from air conditioners, industrial cooling, condensing and from hydraulically powered equipment. This wastewater generally is not accepted into the Town of Hudson Sanitary Sewerage collection system. The applicant should pursue other means of discharging the “clean” wastewater.

If domestic, uncontaminated, process and other wastewaters are combined in any way; the resulting wastewater shall be considered process wastewater.

ITEM 20 – Each process discharge must be described showing information required to calculate maximum gallons per day of discharge.

ITEM 21 – Is water part of the final product? Such as a liquid sold as product that uses water (such as juice for drinking).

ITEM 22 – If any wastewater, such as non-contact cooling water, is discharged other than to the sewer, describe the wastewater, discharge location, estimated volume, and list the permit information. If any wastewater is discharged to an alternate or private disposal system, please also describe system and list permit information.

ITEM 23 – Is a cafeteria provided on-site which involves on-site cooking or commercial-style dishwashing? This does not include lunchrooms provided for employees to “heat” previously cooked foods.

ITEM 24 – Are showers available to employees to use in non-emergency situations? This does not include emergency showers for use during an accident or chemical spill.

ITEM 25 – If any chemicals are used or stored on-site, potential exists for them to be discharged to the sewer. All chemicals used or stored on-site should be listed. If no chemicals are normally discharged to the sewer, the estimated % lost to sewer is 0%. Copies of SDS or MSDS sheets for all on-site chemicals or materials must be attached.

ITEM 26 – Each production line and process discharge must be described using a diagram showing information relevant to the production process and pretreatment system.

ITEM 27 - The principal products and maximum yearly quantities produced are to be stated in the units of measurement as specified in 40 CFR, 403 through 699. For other industries not described in the Federal Regulations, units of measurement should be those normally used within the industry. Materials used in process should include all raw materials used in the production process.

ITEM 29 – Copies of available water usage data for the last year should be attached. If the data is for a different facility, the applicant should note process and site differences. Key site differences to include are: on-site cafeteria (where food is cooked for purchase), showers available for employees, and water through cooling system proposed as closed looped, etc.

ITEM 30 – Attach a site map and floor plan whether the process proposes to discharge any process wastewater or not. At a minimum, the plan should show general piping, floor drains, and all chemical storage areas. See requirements on application form.

ITEM 31 – Each process discharge line should be equipped with a flow meter. Meter location should be clearly shown on the attached site/floor plan. If there is no process discharge proposed, simply state NONE.

ITEM 32 – A copy of a general site location map should be provided. The attached plan should be detailed enough to allow someone unfamiliar with the area to locate the facility.

ITEM 33 – The applicant should describe any water reduction techniques or pollution prevention measures proposed. It is in the applicant's best interest to identify some understanding of this concept.

ITEM 34 – Does the facility have an adopted Spill Prevention Control and Countermeasure Plan? If so, list the date last revised. If not, the facility should check with Federal and State Regulations to confirm that a plan is not required for the facility. Please provide information related to the Chemical Spill Plan. If any chemicals are on-site, a basic spill plan is required.

ITEM 35 – The facility should list all water sources. If the facility has an on-site well used only for lawn sprinkling or cooling water, the applicant should clearly note this information in the application.

ITEM 36 – If the facility has a water recycle system, please describe the system. If the system must be drained occasionally, this information should be included under Item 15 regarding proposed process water use.

ITEM 37 – List all waste (other than normal trash) that is hauled away for disposal or recycling.

ITEM 38 – List all information requested related to any process water that will be discharged to the municipal sewer system. Test and analysis shall be performed in accordance with methods outlined by 40 CFR, Part 136. This information can be found on the internet at: <http://cfr.regstoday.com/40cfr136.aspx>.

Whether or not the applicant has proposed a process water discharge, the applicant should note whether any of the listed items are known or not known to be in the facility.

If sampling results indicate non-compliance with Federal, State or local limits, the applicant should provide a schedule and information regarding how the applicant will comply with all of the applicable limits. The information should include:

- a. The schedule shall contain increments of progress for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the industrial user to meet the applicable categorical pretreatment standards (e.g., hiring an engineer, completing preliminary plans, completing final plans, executing a contract for major components, commencing construction, completing construction, etc.).
- b. No increment referred to in the previous paragraph shall exceed 9 months.
- c. Not later than 14 days following each date in the schedule and the final date for compliance, the industrial user shall submit a progress report to the Town Engineer including at a minimum, whether or not it complies with the increment or progress to be met on such date and, if not, the date on which it expects to comply with this increment of progress, the reason for delay, and the steps being taken by the industrial user to return the construction to the schedule established. In no event shall more than 9 months elapse between such progress reports to the Town Engineer.

The data must reflect the condition of the wastewater after any pretreatment process, but before entrance into the municipal sewerage system or any private sewerage disposal facility. A copy of the Laboratory Analysis Report shall accompany each copy of the application.

Analyses shall be performed by a laboratory certified in the State of New Hampshire.

ITEM 39 – If the business owner and landowner are different, both owners should sign the application. If the business owner and landowner are the same, the same person may sign representing both entities.