JOINT MEETING
Of
ESSEX AND UNION COUNTIES
500 South First Street
Elizabeth, NJ 07202

INSTRUCTIONS TO FILL OUT WASTEWATER DISCHARGE PERMIT APPLICATION

All questions must be answered. DO NOT LEAVE BLANKS. If you answer "no" to question E.1., you may skip to Section I. Otherwise, if a question is not applicable, indicate so on the form. Instructions to some questions on the permit application are given below. Please attach additional sheets that may be required to complete any answer. Please feel free to use any computer run-offs or data tabulations that you may have available already (be sure that the submittal contains the information requested).

SECTION A – INSTRUCTIONS (GENERAL INFORMATION)

1. Enter the facility's official or legal name. Do not use a colloquial name.
   a. Operator Name: Give the name, as it is legally referred to, of the person, firm, public organization, or any other entity which operates the facility described in this application. This may or may not be the same name as the facility.
   b. Indicate whether the entity which operates the facility also owns it by marking the appropriate box:
      (i) If the response is "No", clearly indicate the operator's name and address and submit a copy of the contract and/or other documents indicating the operator's scope of responsibility for the facility.

2. Provide the physical location of the facility that is applying for a discharge permit.

3. Provide the mailing address where correspondence from the Joint Meeting may be sent.

4. Provide all the names of the authorized signatories for this facility for the purposes of signing all reports. The designated signatory is defined as:
   a. A responsible corporate officer, if the Industrial User submitting the reports is a corporation. For the purpose of this paragraph, a responsible corporate officer means:
      (i) a president, secretary, treasurer, or 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 operation facilities employing more than 250 persons or having gross annual sales or expenditures exceeding $25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
   b. A general partner or proprietor if the Industrial User submitting the reports is a partnership or sole proprietorship respectively.
   c. The principal executive officer or director having responsibility for the overall operation of the discharging facility if the Industrial User submitting the reports is a Federal, State, or local governmental entity, or their agents.

d. A duly authorized representative of the individual designated in paragraph (a), (b), or (c)of this section if:
   (i) the authorization is made in writing by the individual described in paragraph (a), (b), or (c).
   (ii) the authorization specifies either an individual or a position having responsibility for the overall operation of the facility from which the Industrial Discharge originates, such as the position of plant manager, or a position of equivalent responsibility, or having overall responsibility for environmental matters for the company; and
   (iii) the written authorization is submitted to the Joint Meeting.

e. If an authorization under paragraph (d) of this section is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, or overall responsibility for environmental matters for the company, a new authorization satisfying the requirements of paragraph (d) of this section must be submitted to the Joint Meeting prior to or together with any reports to be signed by an authorized representative.

5. Provide the name of a person who is thoroughly familiar with the facts reported on this form and who can be contacted by the Joint Meeting (e.g., the plant manager).

SECTION B – INSTRUCTIONS (BUSINESS ACTIVITY)

1. Check off all operations that occur or will occur at your facility. If you have any questions regarding how to categorize your business activity, contact the Joint Meeting Industrial Pretreatment Program Department for technical guidance.

3. For all processes found in the premises, indicate the Standard Industrial Classification (SIC) Code Number, as found in the most recent Edition of Standard Industrial Classification Manual. Copies of the manual are available at most public libraries.

4. List the types of products, giving the common or brand name and the proper or scientific name. Enter from your records the average and maximum amounts produced daily for each operation for the previous calendar year, and the estimated total daily production for this calendar year. Be sure to specify the daily units of production. Attach additional pages as necessary.

SECTION C – INSTRUCTIONS (WATER SUPPLY)

4. Provide daily average water usage within the facility and the discharge location. The discharge location refers to the type of sewer (sanitary sewer or storm sewer) that the effluent from the area of water usage referred to will be directed to. If the water usage for that area is recycled, indicate as such in the discharge location column.
   a. Contact cooling water is cooling water that during the process comes into contact with process materials, thereby becoming contaminated.
   b. Non-contact cooling water does not come into contact with process materials. Sanitary water includes only water used in restrooms.
   c. Boiler Feed.
   d. Process water is any water used during the production process.
   e. If sanitary flow is not metered, provide an estimate based on 20 gallons per day (gpd) for each employee.

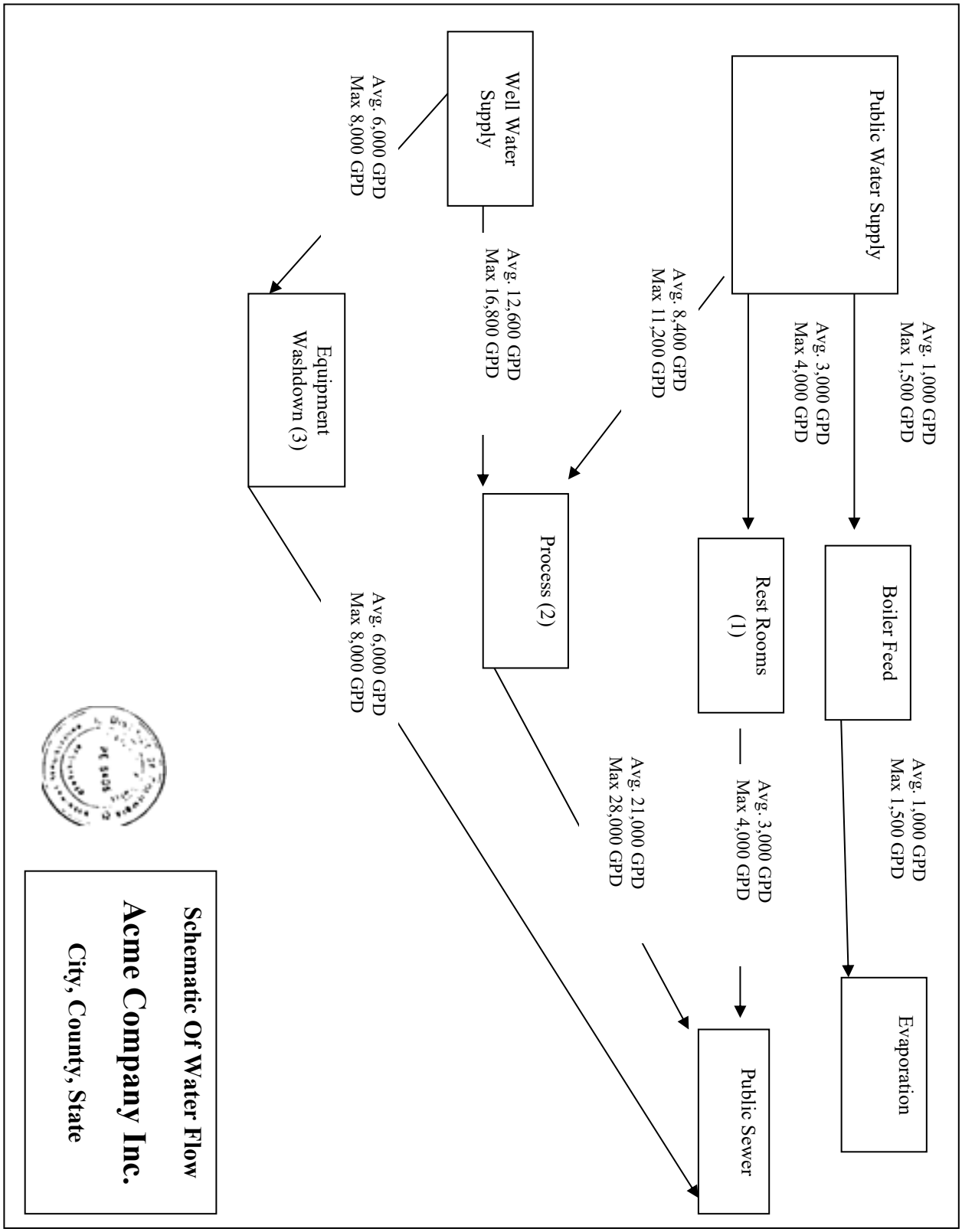
f. Water used in air pollution control.
g. Water contained in product.
h. Plant and equipment washdown includes floor washdown.
i. Water used for irrigation and lawn maintenance.
j. Any other water usage that does not fall under one of the categories above.
k. Total of all water usage.

SECTION E – INSTRUCTIONS (WASTEWATER. DISCHRGE INFORMATION)

1. If you answer "no" to this question, skip to Section I, otherwise complete the remainder of the application.

4. A schematic flow diagram is required to be completed and certified for accuracy by a State registered professional engineer. Assign a sequential reference number to each process starting with No. l. An example of a drawing is shown on the next page in Figure l. 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 measurable.

FIGURE l. EXAMPLE SCHEMATIC FLOW DIAGRAM (WATER BALANCED)



SECTION E – INSTRUCTIONS (CON'T)

5. Non-categorical users should report average daily and maximum daily wastewater flows from each process, operation, or activity present at the facility. Categorical users should skip to question 6.

6. **Categorical users** should report average daily and maximum daily wastewater flows from every regulated, unregulated, and dilution process. A regulated wastestream is defined as wastewater from an industrial process that is regulated for a particular pollutant by a categorical pretreatment standard. Unregulated wastestreams are wastestreams from an industrial process that are not regulated by a categorical pretreatment standard and are not defined as a dilution wastestream. Dilution wastestreams include sanitary wastewater, boiler blowdown, noncontact cooling water or blowdown, stormwater streams, demineralizer backwash streams and process wastestreams from certain industrial subcategories exempted by EPA from categorical pretreatment standards. [For further details see 40 CFR 403.6 (e).]

7. Total Toxic Organics (TTO) means the sum of the masses of concentrations of specific toxic organic compounds found in the industrial users' process discharge. The individual organic compounds that make up the TTO value are shown in Appendix B of the Permit Application.

SECTION F – INSTRUCTIONS (CHARACTERISTICS OF DISCHARGE)

Each discharge point to the Local Sewer must be analyzed for all parameters listed in Appendices A, B and C of the application.

Analyses are to be performed by a laboratory certified in the State of New Jersey to perform wastewater analyses for the required parameters. Test methods promulgated in **40 CFR Part 136** must be used.

The collection of samples for laboratory analyses should be supervised by a person experienced in performing sampling of industrial wastewater in accordance with test methods promulgated in **40 CFR Part 136**. The time of sampling must be representative of normal operation and must be taken during times of actual discharge, to the extent feasible, with all processes which contribute wastewater in normal operation. Grab samples **must** be used for; pH, cyanide, total phenols, residual chlorine, oil and grease (HEM), petroleum hydrocarbons (SGT-HEM), fecal coliform, sulfite, volatile organic compounds and per- and polyfluoroalkyl substances (PFAS) compounds. For all other pollutants, 24-hour composite samples **must** be obtained through flow-proportional, composite sampling techniques, unless time proportional composite sampling is authorized by Joint Meeting. **If time proportional minimum sampling frequency is every 15 minutes.** Any specific requirements contained in the applicable analytical methods must be followed for sampling, sample containers, sample preservation, holding times, etc. Please contact the laboratory for specific information to ensure that all sampling protocols will be followed.

Please be sure that the laboratory report includes Joint Meeting reporting forms (JMI-02, JMI-03, JMI-04, and JMI-05), the chain-of-custody, a laboratory chronicle tabulation indicating method number and extraction and analysis dates, and a photocopy of the laboratory certification and certified parameters list. The report must clearly indicate the description of the sample location. Please note that sampling

and analysis that is reviewed and found not to be performed in accordance to the methods and requirements of **40 CFR Part 136** will be rejected by the Joint Meeting.

SECTION H – INSTRUCTIONS (FACILITY OPERATIONAL CHARACTERISTICS)

2. Indicate whether the business activity is continuous throughout the year or if it is seasonal. If the activity is seasonal, circle the months of the year during which the discharge occurs. Make any comments you feel are required to describe the variation in operation of your business activity.

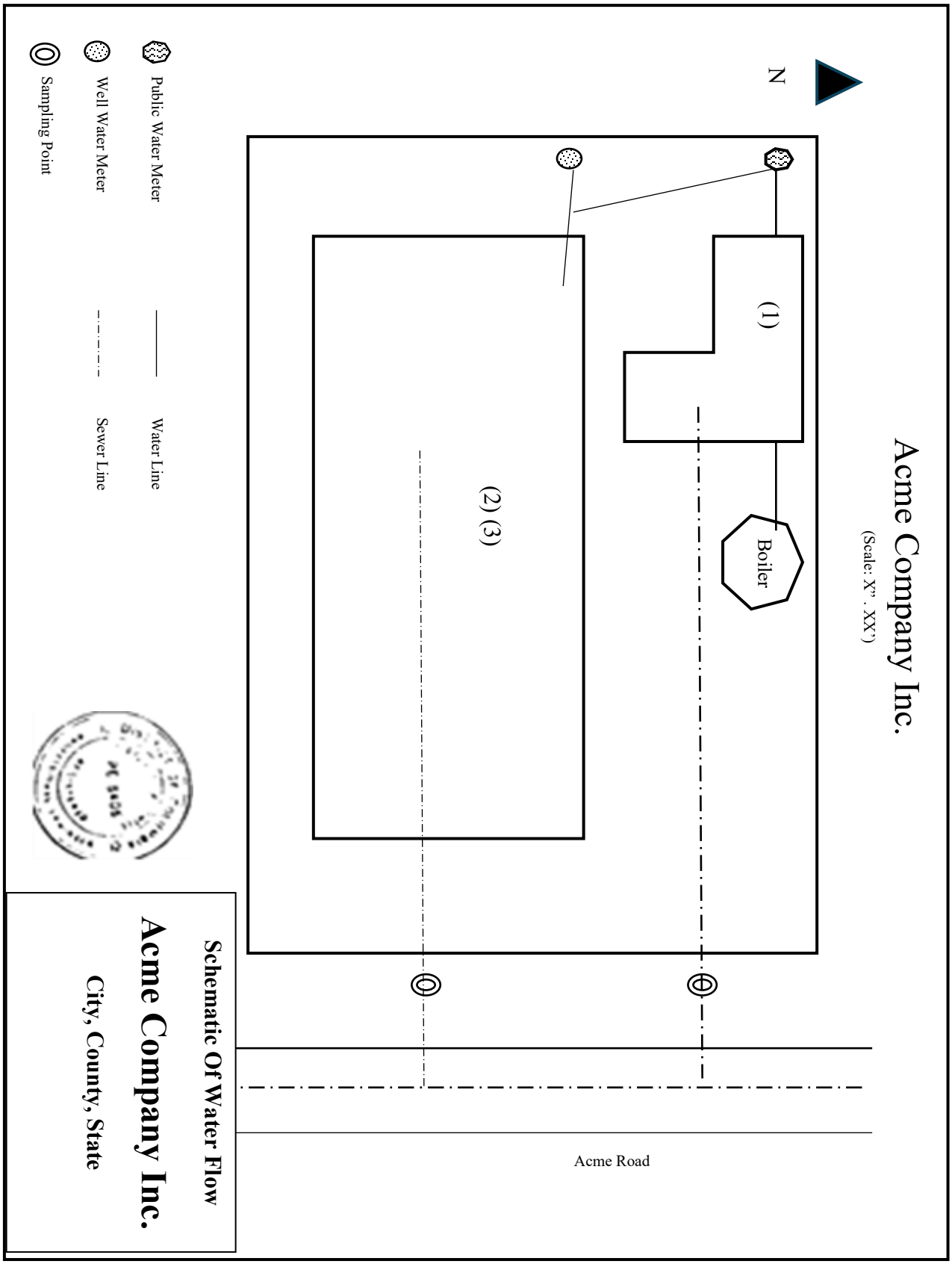
4. Indicate any shut downs in operation which may occur during the year and indicate the reasons for shutdown.

5. Provide a listing of all primary raw materials used (or planned) in the facility's operations. Indicate amount of raw material used in daily units.

6. Provide a listing of all chemicals used (or planned) in the facility's operations. Indicate the amount used or planned in daily units. Avoid the use of trade names of chemicals. If trade names are used, also provide chemical compounds. Provide copies of all available manufacturer's safety data sheets for all chemicals identified.

7. A building layout or plant site plan of the premises is required to be completed and certified for accuracy by a State registered professional engineer. Approved building plans may be substituted. An arrow showing North as well as the map scale must be shown. The location of each existing and proposed sampling location and facility sewer line must be clearly identified as well as all sanitary and wastewater drainage plumbing. Number each unit process discharging wastewater to the public sewer. Use the same numbering system shown in Fig. 1 Example Schematic Flow Diagram. An example of the drawing required is shown on the next page in Figure 2.

FIGURE 2. EXAMPLE BUILDING LAYOUT



SECTION I – INSTRUCTION (SPILL PREVENTION)

4. Describe how the spill occurred, what was spilled, when the spill happened, where it occurred, how much was spilled, and whether or not the spill reached the sewer. Also explain what measures have been taken to prevent a reoccurrence or what measures have been taken to limit damage if another spill occurs.

SECTION J – INSTRUCTIONS (NON-DISCHARGED WASTES)

1. For wastes not discharged to the Joint Meeting's sewer, indicate types of waste generated, amount generated, the way in which the waste is disposed (e.g. incinerated, hauled, etc.), and the location of disposal.

2. Onsite disposal system could be a septic system, lagoon, holding pond (evaporative-type), etc.

3. Types of permits could be: Joint Meeting (for discharges to sanitary sewer), air, hazardous waste, underground injection, solid waste, NJPDES (for discharges to surface water), etc.

SECTION K – INSTRUCTIONS (CERTIFICATION/AUTHORIZED SIGNATURES)

See instructions for question 4 in Section A, for a definition of an authorized representative. Please note that this section leaves room for more than one signature should an industry wish that more than one person sign off (i.e. duly authorized representative and company president, vice-president, etc.).

The Joint Meeting's records indicate your facility's Authorized Representative to be the person that this correspondence has been addressed to. If the signatory is classified as a "duly authorized representative" that is different from the authorized representative on file at Joint Meeting or if this is a new facility, then an authorization statement must be included with the application.