

**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY  
INDUSTRIAL PRETREATMENT PROGRAM**

**INDUSTRIAL WASTEWATER DISCHARGE PERMIT APPLICATION**

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*The following information must be reported. Incomplete Applications will be returned. Please print clearly or type on space provided. If additional space is required, attach a separate sheet and reference accordingly.*

**A. GENERAL INFORMATION**

Facility Name : \_\_\_\_\_

Street Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mailing Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Facility Representative : \_\_\_\_\_  
Title : \_\_\_\_\_  
Phone Number : \_\_\_\_\_

Primary SIC Code : \_\_\_\_\_ Description : \_\_\_\_\_

Secondary SIC Code : \_\_\_\_\_ Description : \_\_\_\_\_

Please describe the nature of the business and the various processes or operations incorporated which produce wastewater. : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this facility subject to any Categorical Pretreatment Standards ?  
\_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, list all industrial categorical classifications and any subcategories applicable :  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. FACILITY OPERATIONAL CHARACTERISTICS**

Discharge Status : \_\_\_\_\_ Proposed  
 \_\_\_\_\_ Existing \_\_\_\_\_ Date Operation Commenced  
 \_\_\_\_\_ Modified \_\_\_\_\_ Date of Process Modification

If proposed, estimate the date when the industrial user desires to commence operation :  
 \_\_\_\_\_

Describe briefly the product(s) manufactured, or the service(s) provided :  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Number of Employees - Full Time : \_\_\_\_\_ Part Time : \_\_\_\_\_

Average number of employees per shift : \_\_\_\_\_ 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup>  
 Shift start times : \_\_\_\_\_ 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup>

Shifts normally worked each day :

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 <sup>st</sup>							
2 <sup>nd</sup>							
3 <sup>rd</sup>							

**C. WATER DATA**

1. Raw Water Source(s) :

Is meter reading available ? Units of Measure

Public \_\_\_\_\_  
 Private Well \_\_\_\_\_  
 Surface Water \_\_\_\_\_  
 Other \_\_\_\_\_

2. Water Received : Year \_\_\_\_\_

	Public Supply	Well Water	Surface Water	Other Source	Total Water
1 <sup>st</sup> Quarter					
2 <sup>nd</sup> Quarter					
3 <sup>rd</sup> Quarter					
4 <sup>th</sup> Quarter					
Totals					

If the water source is not metered, indicate the method used for determining volume or rate of consumption. \_\_\_\_\_

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3. WATER DISTRIBUTION : YEAR \_\_\_\_\_  
(REPORT VOLUME IN GALLONS PER YEAR)

a. Sanitary (Domestic) Use \_\_\_\_\_

b. Process Operation \_\_\_\_\_

c. Groundwater Treatment System \_\_\_\_\_

d. Storm Sewer \_\_\_\_\_

e. Water Contained in Product \_\_\_\_\_

f. Evaporation \_\_\_\_\_

g. Waste Haulers \_\_\_\_\_

h. Sprinkler System \_\_\_\_\_

i. Other \_\_\_\_\_

**TOTAL** \_\_\_\_\_

**D. PROCESS WASTEWATER DISCHARGE**

Type of Discharge : \_\_\_\_\_ Continuous  
 \_\_\_\_\_ Batch

If Continuous Discharge :

Average Daily Discharge \_\_\_\_\_ Gallons Per Day  
 Maximum Daily Discharge \_\_\_\_\_ Gallons Per Day  
 Instantaneous Peak Discharge \_\_\_\_\_ Gallons Per Day

If Batch Discharge :

Average Number of Batch Discharges Per Day \_\_\_\_\_  
 Average Volume of Discharge Per Batch \_\_\_\_\_ Gallons  
 Total Process Wastewater Volume Per Day \_\_\_\_\_ Gallons

Is there a scheduled facility shutdown ? \_\_\_\_\_ YES \_\_\_\_\_ NO

If Yes, When ? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Attach a site plan and floor plan indicating all existing or proposed sewer and drain lines, outlets to a storm sewer, river, or other. Detail all points of connection to the municipal or NBCUA collection system and the representative sampling point for each discharge.***

Describe any seasonal variations including dates, flow volumes, hours of operation etc. Include any variations which affect the characteristics of the wastewater :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any wastewater pretreatment systems planned or in use :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Provide schematic diagram of wastewater treatment system. Include a copy of the treatment system Standard Operating Procedures (SOP) including all maintenance schedules, residuals management plans, Licensed Operator requirements, or other relative information.***

***Provide a listing of all material known to be present or suspected to be present in the wastewater prior to treatment along with the known or estimated concentration(s).***

## **E. ANALYSIS OF WASTEWATER DISCHARGE**

### **SAMPLING -**

The collection of samples for laboratory analysis should be supervised by a person experienced in the collection of industrial wastewater samples. Any specific requirements contained in the applicable analytical methods should be followed for sample containers, sample preservation, holding times, collection of duplicate samples, etc. The time of sampling should be representative of normal operation, to the extent feasible, with all processes which contribute wastewater in normal operation. Samples shall be taken immediately downstream from pretreatment facilities or regulated process wastestream(s) prior to connection with domestic waste sources.

Grab and Composite Samples are defined as follows :

1. GRAB SAMPLE - An individual sample of at least 100 milliliters collected over no more than any fifteen (15) minute period.
2. COMPOSITE SAMPLE - A combination of no less than eight (8) individual sample aliquots of at least 100 milliliters, collected at periodic intervals during the normal operation of the processes intended to be monitored.

**ANALYSIS -**

All sampling and analysis shall be performed in accordance with the techniques prescribed in 40 CFR part 136 and amendments thereto. Where 40 CFR part 136 does not contain sampling and analytical techniques for the pollutant in question, sampling and analysis shall be performed using validated analytical methods or any other applicable sampling and analytical procedures approved by the NBCUA.

For proposed (new) discharges, in which the actual wastestream is unavailable for sampling, estimated concentration for all pollutants anticipated to be discharged shall be provided. The estimated values must be verified by sampling and analysis of the wastestream(s) no later than ten (10) days following commencement of discharge.

**All wastestreams are required to be analyzed for the parameters checked off in Table 1. Composite samples shall be used for all analysis except for pH, Temperature, Cyanide, Phenol, Oil & Grease, and Volatile Organic Compounds, all of which shall be collected as discrete grab samples.**

Samples Collected By : \_\_\_\_\_ Date : \_\_\_\_\_

Samples Analyzed By : \_\_\_\_\_ Date : \_\_\_\_\_

Laboratory Name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

N.J. Certification # : \_\_\_\_\_

List all processes in operation at the time of sample collection :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## F. PREPARER INFORMATION

In consideration of the granting of this permit, the undersigned agrees with the following :

1. To furnish any additional information relating to the installation or use of the sewer for which this permit is sought as may be requested by the NBCUA.
2. To accept and abide by all of the provisions of the Title 40 Code of Federal Regulations part 403 et. seq., The New Jersey Clean Water Enforcement Act, the NBCUA Rules, Regulations, and Standards, and any other pertinent Rules and Regulations, ordinances, or requirements that may be adopted in the future.
3. To operate and maintain any waste pretreatment facilities, as may be required as a condition of the acceptance into the public sewer of the industrial waste involved, in an efficient manner at all times and at no expense to the NBCUA.
4. To cooperate at all time with the NBCUA and its representatives in their inspecting, sampling, and study of the industrial wastes, pretreatment facilities, process areas, and relevant records.
5. To notify the NBCUA immediately in the event of any accident caused by negligence or any other occurrence that occasions discharge to the public sewer of any wastes or process waters which are inconsistent with the normal operating procedures or wastewater composition.
6. To notify the NBCUA of any changes to the use of the facility or to the process operations including all changes of occupancy, process wastewater discharge, wastewater constituents, flow volumes, or any other change of information which is covered by this application or the Industrial Wastewater Discharge Permit.
7. To be responsible for all costs incurred by the NBCUA in the review of this application, any engineering fees, legal fees, or any other costs incurred to correct or remedy the violation of any provision of the NBCUA Industrial Wastewater Discharge Permit, Rules and Regulations, or other ordinance.
8. Agree with the following certification statement :

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that these are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations"

***Failure to abide by any of the above requirements or for any other reason including, but not limited to the following : Falsifying self-monitoring reports; Tampering with monitoring equipment; Refusing to allow timely access to the facility premises and records; Failure to meet effluent Discharge Limitations; Failure to pay fines; Failure to pay Sewer charges; Failure to meet compliance schedules; Obtaining a permit by misrepresentation or failure to disclose relevant facts; or Failure to abide by the Rules, Regulations, And Standards of the NBCUA will be cause for the revocation of the Industrial Wastewater Discharge Permit at the sole discretion of the Authority.***

Signature of Official : \_\_\_\_\_

Date : \_\_\_\_\_

Type or Print Name and Title : \_\_\_\_\_

Notary Seal :

**G. MUNICIPALITY ACKNOWLEDGMENT**

The Municipality of : \_\_\_\_\_

hereby acknowledges that \_\_\_\_\_

is applying for a permit to use or install and Industrial Sewer Connection to discharge wastewater to the municipal collection system and the Northwest Bergen County Utilities Authority Wastewater Treatment Facility.

Property located at : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Lot/Block # - Address)

Name of owner or official responsible at said location is : \_\_\_\_\_

The type of business is : \_\_\_\_\_

The municipality understands its obligation, and agrees to notify the NBCUA of any changes to in the Certificate of Occupancy, use, or ownership of the above property.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Borough Clerk or Administrator

**NOTE :**      ***This application will not be processed without an Acknowledgment from the respective Municipality.***

Return completed Application and all other correspondence to :

Northwest Bergen County Utilities Authority  
30 Wyckoff Avenue at Authority Drive  
P. O. Box 255  
Waldwick, NJ 07463  
Attn.: Industrial Pretreatment Coordinator



TABLE I

RESULTS

Parameter (Units in mg/L unless otherwise noted)	Analysis Required	Discharge Point #	Discharge Point #	Discharge Point #
BOD - Biochemical Oxygen Demand	X			
COD - Chemical Oxygen Demand				
TOC - Total Organic Carbon				
TSS - Total Suspended Solids	X			
TDS - Total Dissolved Solids				
Ammonia (as Nitrogen)	X			
TKN - Total Kjeldahl Nitrogen	X			
Temperature (°C)				
pH	X			
Color (Standard Units)				
Oil & Grease - Petroleum Hydrocarbons	X			
Oil & Grease - Non-Petroleum Origin	X			
Phosphorus, Total (as P)	X			
Sulfide, Total				
Cyanide, Total	X			
Phenol, Total	X			
Antimony, Total				
Arsenic, Total	X			
Beryllium, Total				
Boron, Total				
Cadmium, Total	X			
Chromium, Total	X			
Copper, Total	X			
Iron, Total				
Lead, Total	X			
Manganese, Total				
Mercury, Total	X			
Nickel, Total	X			
Selenium, Total				
Silver, Total	X			
Thallium, Total				
Zinc, Total	X			
<i>Attach a separate listing for the following :</i>				
Total Volatile Organics - EPA Method 624				
Semi-Volatile Organics - EPA Method 625				
Pesticides - EPA Method 608				
PCB's - EPA Method 608				

# **NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

30 Wyckoff Avenue at Authority Drive  
P.O. Box 255  
Waldwick, N.J. 07463

## **INDUSTRIAL PRETREATMENT PROGRAM FEE SCHEDULE**

### **INITIAL APPLICATION FEE**

<u>Flow Range</u>	<u>Non-Categorical</u>	<u>Categorical</u>
< 499 gpd	\$ 400.00	\$ 750.00
500 - 4,999 gpd	\$ 500.00	\$ 1,000.00
5,000-24,999 gpd	\$ 750.00	\$ 1,250.00
> 25,000 gpd	\$ 1,000.00	\$ 1,500.00

### **INDUSTRIAL WASTEWATER DISCHARGE PERMIT ANNUAL FEE**

<u>Flow Range</u>	<u>Non-Categorical</u>	<u>Categorical</u>
< 99 gpd	\$ 300.00	\$ 2,750.00
100-499 gpd	\$ 400.00	\$ 3,450.00
500-999 gpd	\$ 500.00	\$ 4,150.00
1,000-1,999 gpd	\$ 750.00	\$ 4,850.00
2,000-4,999 gpd	\$ 1,000.00	\$ 5,540.00
5,000-9,999 gpd	\$ 1,250.00	\$ 6,230.00
10,000-24,999 gpd	\$ 1,500.00	\$ 6,930.00
> 25,000 gpd	\$ 2,000.00	\$ 7,620.00