



NH DES WATER DIVISION
29 Hazen Drive - PO Box 95
Concord, New Hampshire 03302-0095
(603) 271-3908 FAX (603) 271-4128



INDUSTRIAL WASTEWATER INDIRECT DISCHARGE REQUEST (IDR) APPLICATION

PART I: MUNICIPAL

The **Town/City** of _____ proposes to accept to its publicly owned treatment works, a

New Discharge or **Modified Discharge**

of industrial wastewater from:

Applicant: _____
(Name of Indirect Discharger)

Flow: Average Process Wastewater Volume (gallons/day):

Previous Permitted Total:	_____
This Request:	* _____
TOTAL:	_____

* This value is the average daily process flow requested by the Applicant on Page 2

Certification:

This proposal meets with the approval of all local authorities having jurisdiction over the request.

Authorized Municipal Official:

Print or Type Name and Title: _____

Signature: _____ Date: _____

----- ✧ -----

Notes:

- ✧ By signing this discharge request form, the municipal official certifies that the municipality has evaluated and approves the proposed discharge and the ability of the POTW to take the discharge based on the information submitted by the industrial user, and that the application is complete.
- ✧ The proposed discharge shall meet the requirements of state and federal pretreatment standards, and local pretreatment programs / sewer use ordinances.
- ✧ No treatment plant shall allocate or accept for treatment more than 90 percent of the headworks or loading limit.

PART II: APPLICANT ♦

(a) DISCHARGER NAME & ADDRESS

Name:	
Street Address:	
Mailing Address:	

(b) RESPONSIBLE OFFICIAL

Name:	
Position Title:	
Daytime Phone #:	

(c) INDUSTRY TYPE

Product(s) / Description:			
NAICS Code(s):		SIC Code(s) (if available):	

(d) SIU or CATEGORICAL STANDARDS Yes No

CIU Category(ies):	40 CFR Part:	Subpart:
SIU Description:**		

(e) FLOW INFORMATION

This IDR - Ave. Process (gpd):	# Connections to Sewer**	# Employees:**	# Shifts**
*			

FLOW SUMMARY	Source	Average (gpd)	Minimum (gpd)	Maximum (gpd)	Time/Duration
Previous	Sanitary				
	Process				
	TOTAL				
<u>Change - This IDR:</u>	Sanitary				
	Process	*			
	TOTAL				
TOTAL :	Sanitary				
	Process				
	TOTAL				

* This value to match the value of "This Request" on Page 1

** This information is requested but optional

♦ Attach additional pages as needed

PART II: APPLICANT (CONTINUED)

(g) ENGINEER FOR TREATMENT SYSTEM PLANS & SPECS (\$1,000 Review Fee Required)

Engineer:	
Company:	
NH P.E. #:	

ATTACHMENTS CHECK LIST (letters correspond to paragraphs in Env-Wq 305.13):

	Attached	Remarks/Explanation
(f) Treatment Process Schematic	<input type="checkbox"/>	
(h) Plans, Specs, O & M Procedures	<input type="checkbox"/>	
(i) Production Process Diagram	<input type="checkbox"/>	
(j) Waste Stream Pollutants List	<input type="checkbox"/>	
(k) Toxicity/Treatability Information	<input type="checkbox"/>	
(l) Location Map	<input type="checkbox"/>	
(m) Chemical List	<input type="checkbox"/>	
(n) Sampling Location	<input type="checkbox"/>	
(o) H ₂ O Reduction / P2 Narrative	<input type="checkbox"/>	
(p) Environmental Permits List	<input type="checkbox"/>	

CERTIFICATION:

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 true, accurate, and complete to the best of my knowledge and belief.

I am aware that there are significant penalties for submitting false information, including the possibility of criminal prosecution under RSA 641:3 for knowing violations.

Name: _____
Print or type

Title: _____
Print or type

Signature: _____

Date: _____

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INDUSTRIAL WASTEWATER INDIRECT DISCHARGE REQUEST APPLICATION

INSTRUCTIONS (Page 1 of 2)

This form does not apply to discharges within the area served by the Winnepesaukee River Basin Program wastewater treatment facility in Franklin, New Hampshire.

Any applicant having an existing or proposed discharge to the WRBP must comply with the applicable requirements of Env-Wq 1200.

New Hampshire law requires the owner of an indirect discharger from which industrial waste is or will be discharged to a POTW that has its wastewater treatment plant located in New Hampshire to apply for approval of the discharge in accordance with Env-Wq 305 **prior to** discharging any industrial waste, increasing the volume of the industrial wastewater flow, or changing any characteristics of the discharge, such as pollutant concentration or characteristics, if such discharge is from a significant indirect discharger or could:

- Cause interference with the POTW;
- Have an adverse affect on the receiving stream or otherwise endanger public or private safety or property; or
- Constitute a nuisance by affecting qualities not specifically regulated, such as odor or the color of the discharge.

Application fees:*

If plans and specifications are submitted relative to the construction or installation of treatment devices - \$1,000

If plans and specifications are not required - \$50

Make check or money order payable to Treasurer - State of New Hampshire.

* No fee required if the Applicant is a municipality, county, state agency, or school district.

Processing:

The applicant must:

- Obtain an indirect discharge request (IDR) form from DES or the municipality;
- Complete the IDR form by providing the information specified in the form and compiling the required attachments (also in Env-Wq 305.13, copy reprinted below);
- Sign the IDR form; and
- Submit the completed, signed application form, all attachments, and the required fee to the municipality.

The municipality must:

- Review the information provided by the applicant;
- Complete the first part of the IDR form by providing the information specified in the form (also in Env-Wq 305.12, copy reprinted below);
- Have the completed IDR form signed by the individual authorized by the governing body of the municipality to sign such forms; and
- Submit the complete application to:
Industrial Pretreatment Supervisor
NH DES Water Division
PO Box 95
Concord, NH 03302-0095
- If the POTW that will receive and treat the discharge (host POTW) is not owned and operated by the municipality in which the applicant is located (satellite municipality), the satellite municipality must forward a copy of an approved IDR to the host POTW at the same time the IDR is submitted to DES.

Relevant Rules:

Env-Wq 305.12 Discharge Request Form: Municipal Portion. The municipality shall complete the first part of the discharge request form by providing:

- (a) The name of the municipality;
- (b) The name of the applicant;
- (c) Whether the requested permit is for a new discharge or a modified discharge;
- (d) Prior flow volume, if any;
- (e) Proposed flow volume and total flow volume to be discharged; and
- (f) The printed or typed name and title of the individual authorized by the governing body of the municipality to sign discharge requests as specified in Env-Wq 305.14(a).

Env-Wq 305.13 Discharge Request Form: Applicant Portion. The applicant shall provide the following information on or with the applicant portion of the discharge request form:

- (a) The name, street address, and mailing address of the indirect discharger;
- (b) The name, position, and daytime telephone number of a responsible individual at the indirect discharger, such as a plant manager, plant engineer, president, or vice president of the company, who has been authorized by the indirect discharger to certify the permit application as specified in Env-Wq 305.14(b);
- (c) The North American Industry Classification System (NAICS) code of the indirect discharger and, if available, the SIC code(s);
- (d) Whether the indirect discharger is subject to national categorical standards, and if so, which standards;
- (e) Information on the proposed flow, including the estimated average, minimum, maximum and total daily flow for domestic discharges and each process discharge and the time and duration of those discharges;
- (f) A schematic of the proposed treatment process;
- (g) The name, company, and license number of the chemical, civil, sanitary, or environmental professional engineer (PE) authorized to work in New Hampshire under RSA 310-A who prepared the treatment system plans and specifications, if plans and specifications are being submitted for review;
- (h) If applicable, plans, specifications, and operation and maintenance procedures for new or modified treatment facilities at the indirect discharger, stamped by the PE identified pursuant to (g), above;
- (i) A schematic diagram showing the production process, including the origin of each waste stream;
- (j) A list of pollutants expected to be present in the discharge and the anticipated quantity of each, based on:
 - (1) Analyses of the waste stream(s) to be discharged, in which case test results shall be submitted with the discharge permit request; or
 - (2) Knowledge of the process that produces the wastewater;
- (k) Information on the toxicity and treatability of the pollutants proposed to be discharged, as available from manufacturer's testing, safety, and data publications;
- (l) A map showing the location within the municipality of the indirect discharger with respect to the POTW;
- (m) A listing of all chemicals used at the indirect discharger that will be or could be discharged, such as production chemicals, degreasers, and cleaning solvents;
- (n) A description and location diagram of all sampling locations at the indirect discharger;

(o) A brief narrative describing those measures taken or planned to reduce water usage and implement pollution prevention techniques, if any, such as:

- (1) Flow restrictors;
- (2) Countercurrent rinses;
- (3) Recycling of non-contact cooling water;
- (4) Chemical substitutions; and
- (5) Pollutant source reduction; and

(p) A list of all environmental permits held by or for the indirect discharger.

Env-Wq 305.14 Signatures and Certifications.

(a) The individual authorized by the governing body of the municipality to sign discharge requests shall sign and date the discharge application. Such signature shall constitute certification that the proposal meets with the approval of all local authorities having jurisdiction over the request.

(b) The responsible individual identified pursuant to Env-Wq 305.13(b) shall sign and date the discharge application. Such signature shall constitute certification that:

- (1) The application and all attachments were prepared under the responsible individual's direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted;
- (2) Based on inquiry by the responsible individual of the individual or individuals who manage the system, or those individuals directly responsible for gathering the information, the information submitted is true, accurate, and complete to the best of the responsible individual's knowledge and belief; and
- (3) The responsible individual is aware that there are significant penalties for submitting false information, including the possibility of criminal prosecution under RSA 641:3 for knowing violations.

Env-Wq 305.15 Discharge Request Submission: Local Treatment.

(a) This section shall apply to the processing of discharge requests where the municipality in which the applicant is located owns and operates the POTW that will receive and treat the discharge.

(b) The applicant shall submit the completed, signed discharge request to the municipality.

(c) Upon receipt of a discharge request, the municipality shall evaluate the proposed discharge and the ability of the POTW to accommodate the discharge based on information submitted by the applicant.

(d) No municipality shall allocate or accept for treatment more than 90 percent of the headworks loading limits of its POTW.

(e) The municipality shall not approve the discharge request unless the proposed discharge meets all applicable requirements of these rules and all applicable local pretreatment programs and sewer use ordinances.

(f) If the municipality approves the discharge request, an authorized official of the municipality shall:

- (1) Sign the discharge request as specified in Env-Wq 305.14(a); and
- (2) Forward the discharge request to the department.

Env-Wq 305.16 Discharge Request Submission: Remote Treatment.

(a) This section shall apply to the processing of discharge applications where the POTW that will receive and treat the discharge (host POTW) is not owned and operated by the municipality in which the applicant is located (satellite municipality), other than discharges that are subject to Env-Wq 305.11.

(b) The applicant shall submit the completed, signed discharge request to the satellite municipality. The satellite municipality may request the applicant to submit 2 copies of the completed discharge request form.

(c) Upon receipt of a discharge request, the satellite municipality shall:

- (1) Evaluate the proposed discharge for compliance with locally-applicable requirements; and
- (2) Approve the discharge request if the proposed discharge meets all locally-applicable requirements.

(d) If the municipality approves the discharge request, an authorized official of the municipality shall:

- (1) Sign the discharge request as specified in Env-Wq 305.14(a); and
- (2) Forward the discharge request to the department and to the host POTW.

(e) Upon receipt of a discharge request, the host POTW shall evaluate the proposed discharge and the ability of the POTW to accommodate the discharge based on information submitted by the applicant.

(f) No host POTW shall allocate or accept for treatment more than 90 percent of the headworks loading limits of its POTW.

(g) The host POTW shall not approve the discharge request unless the proposed discharge meets all applicable requirements of these rules and all applicable local pretreatment programs and sewer use ordinances.

(h) If the host POTW decides to accept the discharge, the host community shall submit a completed Host Community Acknowledgement, dated 05-28-13, as reprinted in Appendix C, to the department.