INSTRUCTIONS FOR THE SUBMISSION OF AN APPLICATION
FOR PERMIT TO INSTALL FOR INDUSTRIAL WASTEWATER SOURCES
AND PRETREATMENT FACILITIES DISCHARGING TO POTWs

GO TO Ohio EPA's Website For More Detailed Info
http://www.epa.state.oh.us/dsw

For Downloads of OEPA Forms
(http://www.epa.state.oh.us/dsw/formspubs.html)

Components of the PTI Submittal

Before review of plans can be initiated, all applicable fees, the required form (completely
filled out), engineering plans and report must be received by the appropriate district
office. The submittal package must contain:

1. Two copies of permit to install application (Ohio EPA Form A and Form B6).
2. The appropriate fees.
3. Two copies of approval letter from local sewer authority.
4. Three complete sets of detail plans. (NOTE: Prepared by a Professional
   Engineer registered in the state of Ohio)
5. Two copies of an engineering report.
6. Two copies of the Antidegradation Addendum

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1. Permit to Install Application (Ohio EPA Form A and Form B6)

   Complete all blanks and respond to all questions; and sign in the indicated area.
   Indicate N/A where appropriate. Questions can be answered in the engineering
   report but make sure to specifically reference where the answer can be found.
   NOTE: The flow rate listed in the application will be the flow rate the facility
   is limited to in the Permit to Install.

Instructions for the Completion of the Submittal's Components

For all parts of the forms the following apply:

- Except for the signatures, all entries in this application should be printed
  or typed.

- Where units are not provided, please indicate units used.
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- Place a check mark or an 'x' in the appropriate underlined spaces or boxes prior to 'yes' or 'no' or 'not applicable' (n/a) in response to questions.

- The signature on the B Forms should match the 'Application/Plans Prepared By' space in the first box of the B form.

- Attach additional sheets wherever there is not enough room provided on the form.

Form A - Detailed Instructions

Item 1 - Enter the name of the project, being as descriptive as possible.

Item 2 - Enter the name, address and phone number of the legal applicant for the permit. Where applicable, the name should be that of the company, partnership or municipality (not the individual they should be listed as the contact) and that name will be the one put on the approval letter.

Item 3 - Name, address, etc. of the person preparing the plans and/or application. Where applicable, the name should be that of the company or partnership. The individual person responsible for the project preparation should be listed as the contact person.

Item 4 - If any invoices should be sent to a different address than that of the applicant, enter the name, phone number, and address that the invoice should be sent to. If the invoice is to be sent to the applicant, leave this area blank or enter 'n/a'.

Item 5 - If the system to be installed will ultimately be owned by someone other than the applicant, enter the name, phone number and address of the ultimate owner. If the system will not change ownership, leave this area blank or enter 'n/a'.

Item 6 - If the project location has a mailing address, enter that into the project location. If it does not, enter a descriptive location (such as the southeast corner of the intersection of Main and Pine).

Item 7 - Briefly state what the proposal is. If it is an expansion or modification of an existing system, state that here along with an overview of what is proposed.

Item 8 - a. If you have discussed this project with the district office and it was determined that the best method of obtaining approval for the system was to submit an application to cover more than one aspect of the project (e.g. both air pollution sources and wastewater sources in one permit), check 'yes'. If the project is specific to water pollution control, check 'no'.

b. Check 'yes' if an application for a Class V injection well permit to install has been submitted to the Ohio EPA Division of Drinking and Ground Water and enter the date that it was submitted. If no application has been submitted, check 'no'.

Item 9 - Check the appropriate answer to the first question and answer the second question only if the first response is 'yes'. If the first response is 'no', leave the second area blank. Contact PUCO for assistance if needed.

Item 10-a. If the facility has already obtained a NPDES permit, check 'yes' and fill in the federal (OH#) and state (e.g. 4PR00215) permit numbers. If no NPDES permit has been obtained, check 'no'. If a permit has been applied for, but not yet obtained, check 'no'.

b. Check the appropriate answer and if 'yes', enter the effective date of the schedule signed by the Director or the Attorney General's Office.

Item 11- If pollution prevention concepts have been considered for this project, check 'yes' and describe both what was considered and what was actually incorporated into the design of the project. It may be necessary to attach additional sheets if any of these concepts have been investigated.

Item 12- Provide an estimate of the project schedule.

Item 13- The installation/construction cost should include engineering/design costs. If the operation/maintenance cost is not applicable (such as for sewer extensions), enter 'N/A' in the space provided.

Item 14- Enter the number of copies of each of the items included with the application package. Blanks will be assumed to be zero.

Item 15- Check that Form B6 is attached.

Item 16- Enter the installation/construction cost listed in item 13 multiplied by 0.0065 into line c. Add that to the two $100 fees and enter the total in line d.

Item 17- The signature here must be that of the official applicant in accordance with the Ohio Administrative Code, Chapter 3745-31 and must match the name of the applicant in the second box on the first page of the form.

Signatures - The application must be signed in accordance with the Ohio Administrative Code, Chapter 3745, Section 31, Paragraph 04 or it can not be accepted. The official applicant signature must be placed on Page 3 of Form A in the last box. Ohio Administrative Code mandates that a permit to install application shall be signed:

1) In the case of a corporation, by a principal executive officer of at least the level of vice-president, or his duly authorized representative (in writing), if such representative is responsible for the overall operation of the facility;

2) In the case of a partnership, by a general partner;

3) In the case of sole proprietorship, by the proprietor;
4) In the case of a municipal, state, federal or other government facility, by the principal executive officer, the highest ranking elected official, or other duly authorized employee.

Form B6 must be signed by the person who prepares the detailed plans and/or the application. Typically, this would be the design engineer for the project. In most cases the design engineer should not be the applicant because they are not legally responsible for the operation of the facility.

2. Appropriate Fees

An application fee of $100.00 and a review fee of $100.00 plus 0.65% of the estimated construction cost of the project may be submitted in the form of a check made payable to the "Treasurer of the State of Ohio". The total maximum fee is $15,100.00. The application and plan review fees are non-refundable and due at the time of application.

3. Letter of Approval from the Sewer Authority

A letter of approval from the local sewer authority must be received before final processing can occur. The letter must indicate that the sewer authority is aware of the proposal and agrees to accept wastewater from the industrial facility. It is recommended that a concurrent review occur to save time in processing the submittal.

4. Detail Plans (NOTE: Prepared by a Professional Engineer registered in the state of Ohio)

A. Three sets of detail plans of the complete waste collection and treatment system must be submitted. These plans must show plan and profile views of all the unit processes within the treatment system. All views should be drawn to scale and clearly labeled.

The plans must include dimensions and relative elevations of structures; the location and outline of equipment; and the location, size, and ASTM designation of piping. A hydraulic profile of the waste through the unit processes must be included that indicates points of chemical addition, control instrumentation, alarm levels, spill containment devices and monitoring equipment. Also to be shown are: standby equipment, the number of each component, the capacity, locations, size and intended operation.

B. Three copies of a to-scale site plan must be included showing adjacent properties, storage areas, property lines, buildings, parking areas, drives, location of proposed and existing treatment facilities and areas of the plant where wastewater is generated. All building and site sewers that will collect and transport wastewater, including floor drains, must be shown. City sanitary and storm sewers, including manholes and pump stations, must be shown. Location of entry to the public sewer must be shown. The sampling location must be shown. Include a north arrow.
C. Three copies of schematic diagrams of the processes that generate, collect, treat and dispose of the wastes must be shown. Each major process unit must be clearly labeled and must be described in sufficient detail to allow the Agency to have a clear understanding of types and quantities of pollutants that may be generated. Average and maximum flow rates (expressed as GPD) must be shown for each major unit process that generates wastewater. Include the frequency and volume of spent chemical dumps, and the influent and effluent concentrations for the pretreatment facility.

If the plans are for a modification to an existing approved facility, the plans must distinguish between the existing facilities and the new facilities.

5. Engineering Report

The engineering report assembles basic information, presents criteria and assumptions, provides the basis of design, briefly discusses manufacturing or production processes that generate wastewater, outlines the disposal of residuals, and any other information necessary to allow the Ohio EPA to properly evaluate the project. Responses to questions in the permit to install application. The report must present the following information, preferably in the following outline:

A. Summary

This section should present, briefly but clearly, the objectives to be achieved, a general description of the means proposed to accomplish the objectives, and the anticipated results. If the proposed installation is for the purpose of fulfilling a court order or pretreatment standard, etc., this fact must be noted. Specify any applicable categorical standards or local effluent limitations.

B. A description of the manufacturing processes generating the waste stream including:

1. The types of processes occurring at the facility described in enough detail to allow the Agency to have a thorough understanding of the processes occurring;

2. Clear delineation of the process operations in the facility producing the waste streams with a clear explanation of the relationship between these operations and how the waste streams will be treated. Operating schedules must be indicated when relevant.

3. Characterization of each waste stream as to its average and maximum flow rate (expressed in GPM and GPD) and chemical and physical characteristics including the concentrations and mass of all pollutants of concern that may be present. Particular emphasis must be directed towards applicable categorical standards, toxic pollutants and pollutants that the wastewater pretreatment facilities were designed to remove.
C. A description of proposed and existing treatment facilities that will be used, as well as any standby and auxiliary equipment, for each treatment unit on the plans.

1. An overview of the proposed and existing treatment system describing what treatment processes will be used at the facility. This could be a written description following the information in the schematics.

2. The average and maximum flow rates (expressed in GPM and GPD) that each treatment unit will process, excluding standby and auxiliary equipment, must be included. Indicate the frequency and concentrations of all dumps on the process line. Please include information on the chemicals that will be used in the treatment of wastewater. **NOTE: MSDSs could be included.**

3. Include the chemical and physical characteristics of the waste stream that the treatment unit will receive. This must include the concentrations of all the pollutants that the unit is designed to remove or that may affect the operation of the unit. The applicable categorical pretreatment standards and/or local limit must be indicated.

4. Pertinent specifications of each treatment unit and each major equipment item including standby and auxiliary equipment must be included. This could include the manufacturer’s specification sheets.

5. Criteria used to design or size each treatment unit and the associated equipment must be provided.

6. Indicate whether any wastestreams can bypass the treatment unit. Indicate whether bypasses around specific unit processes of the treatment unit exist or are proposed.

7. Describe provisions for leak protection and detection for all in-ground tanks, including collection sumps.

8. Describe the quantity and quality of sludge and other waste or reclamation streams. Provide disposal or reclamation plans. If the waste will be regulated by RCRA, provide transporter name and final disposal destination.

9. Describe provisions for operation and maintenance of treatment unit. Describe arrangement for start-up period, and identify plan personnel responsible for O&M, sampling and analysis. Describe guarantees or agreements with design engineer and/or supplier regarding process performance specifications and requirements.
10. Describe contingency plan for treatment plant malfunctions.

6. Antidegradation Addendum

An Antidegradation Addendum must be completed and submitted with the PTI application. The same signatory requirements that apply to the Permit to Install Application apply to the Antidegradation Addendum.

If you have any questions on the preparation of your submittal, please contact your Ohio EPA district office representative for clarification.

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