

II. Plant and Process Data

A. Plant Operation

1. Is this business subject to seasonal variations? Yes No

If yes, please describe the variations:

2. Number of work days per week: _____

3. Total number of employees: _____

	First Shift	Second Shift	Third Shift
Start/end time of shifts:	_____	_____	_____
Number of employees per shift	_____	_____	_____

4. Months of peak operation: _____

5. Scheduled shutdown periods: _____

6. Are the manufacturing processes (check) Batch? Continuous? Both?

7. Plans for expansion? Yes No

B. Process Activities

1. List each separate production or process activity that takes place in your facility.
Examples: cooking, equipment washing, metal forming, chemical formulations, painting, etc:

7. Will your facility pretreat any wastewater prior to discharge to the sanitary sewer? Yes No

If yes, describe the pretreatment method, equipment and location(s):

III. Chemical Storage and Spill Procedures

A. Facility Layout Diagram

You will need to submit a layout of the facility, drawn to scale, with this application.

Your submittal must include: The facility boundaries (including building walls, entrances, exits, streets, alleys, north arrow and other pertinent physical structures); The location of municipal sewer lines (including manholes and cleanouts) and stormwater catch basins, location of all floor drains, sewer lines and other points of discharge to the municipal sewer system, location and identification of process discharges. Processes may be identified by number as long as they correspond with those shown on the Process Schematic Diagrams in Section III.B of this application. For reference and field application, include a North arrow. Professionally prepared drawings may be required by the County.

1. List all principle materials, including any raw materials, cleaning agents, solvents, plating solutions, catalysts, photo compounds, process chemicals, etc., that are regularly used or stored in your facility in the table below. The name may be obtained from the labels attached to the containers of the materials. Also list the quantity used and what the material is being used for at the facility. The location(s) must be shown on the facility diagram in Section III.A above.

	Brand Name	Generic Name	Principle Chemical Constituents	Annual Usage	Facility Use
ex.	<i>Nogrease</i>	<i>Degreaser</i>	<i>Trichloroethylene</i>	<i>100 gallons</i>	<i>Cleaning</i>
a.					
b.					
c.					
d.					
e.					
f.					
g.					
h.					
i.					
j.					
k.					
l.					
m.					
n.					

III. Chemical Storage and Spill Procedures (cont.):

- List any other hazardous, flammable or corrosive materials, products and or wastes that will be used or stored on site in the table below. The location(s) of the materials must be shown on the facility layout diagram in Section III.A above.

Type of Material	Volume	Where is it stored on site?

- Submit all Safety Data Sheets (SDS) for materials that will be discharged to or have the potential to be discharged to the sanitary or storm sewers.
- Does your facility have an EPA Generator No. or State ID No.? _____

B. Process Schematic Diagram

You will need to submit a schematic process diagram of your facility showing locations of all process sites, sewer connections, and possible spill pathways, drawn to scale, with this application. The diagram must also show directions of flow and locations of possible sampling points. For reference and field orientation, include a North arrow and show location of buildings, alleys, streets and other pertinent landmarks. Professionally prepared drawings may be required by the County.

- List all sewer connections, size and flow in the table below. Assign sewer reference numbers and show on the schematic diagram as described in Section III.B above.

Sewer Number	Sewer Size (inches)	Description of Sewer Connection Location	Average Flow (gallons per day)
1.			
2.			
3.			
4.			
5.			
6.			

III. Chemical Storage and Spill Procedures (cont.):

C. Description of Spill Prevention and Response Procedures

1. Describe all existing or proposed equipment for spill prevention detection and containment.

2. Describe your facility's procedure for spill response, containment, and ultimate disposal.

3. Describe your facility's spill reporting procedures to Emergency and Regulatory agencies:

Contact the Sewer Division immediately:

- M–F, 7:00 a.m.–3:30 p.m.: (253) 798-3013
- 24-hour plant operator: (253) 798-3007
- 24-hour answering service: (253) 565-3440