

# Madison Metropolitan Sewerage District



TO BE COMPLETED BY EXISTING INDUSTRIAL USERS PROPOSING  
NEW/CHANGED/EXPANDED OPERATIONS OR BY NEW USERS PROPOSING NEW WASTEWATER  
GENERATING PROCESSES

## DISTRICT INDUSTRIAL REQUEST TO DISCHARGE FORM (IRDF)

### A. TO BE COMPLETED BY INDUSTRIAL USER

1. Company Name: \_\_\_\_\_
2. Division Name (if applicable): \_\_\_\_\_
3. Facility Address:
  - a. Street Address: \_\_\_\_\_
  - b. City, State, Zip: \_\_\_\_\_
4. Mailing Address:
  - a. Street or P.O. Box: \_\_\_\_\_
  - b. City, State, Zip: \_\_\_\_\_
5. Provide a Brief Description of Business: \_\_\_\_\_
  
6. Date when discharge is expected to begin: \_\_\_\_\_
7. Four digit SIC (Standard Industrial Classification) code for facility: \_\_\_\_\_
8. Reason for filing notice of intent:  
 Purchase of an existing facility.  
 Construction of a new facility.  
 Proposing to discharge from a facility where there is currently no discharge.  
 Significantly altering the volume or characteristics of an existing discharge.

9. Wastewater	<u>Existing Discharge</u>	<u>Proposed Discharge</u>
Volume:	_____ gal/day process wastewater	_____
	_____ gal/day domestic wastewater	_____
	_____ gal/day cooling water	_____

10. Describe process(es) that will result in the discharge of an industrial process wastewater:

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11. List all chemicals/pollutants that might be present in your proposed discharge:

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12. Describe any wastewater pretreatment methods and facilities to be used:

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**B. INDUSTRIAL USER MAY ADD OR ATTACH COMMENTS:**

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**C. INDUSTRIAL USER CONTACT AND SIGNATORY INFORMATION**

1. Name, title, and contact info of person completing this form:

a. Name: \_\_\_\_\_  
b. Title: \_\_\_\_\_  
c. Tel Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

2. Name and title of a Responsible Officer of the industrial user:

*I, the undersigned, do hereby certify that I meet the definition of a Responsible Officer, as outlined below. I accept the responsibility for the overall operation of the facility and/or overall responsibility for compliance with all regulatory requirements for the facility from which the wastewater discharge originates.*

Name of Responsible Officer \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Per 40CFR403.12, A Responsible Officer is defined as follows:

1. For a corporation:
  - a. 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
  - b. The manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for control mechanism requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
2. For partnership or sole proprietorship, a general partner or proprietor, respectively.

**D. PLEASE RETURN THIS FORM TO**

Madison Metropolitan Sewerage  
District Attn: **Julie Maas**  
1610 Moorland Road  
Madison, WI 53713-3398  
juliem@madsewer.org  
(608)221-1201 ext. 309

**E. TO BE COMPLETED BY Madison Metropolitan Sewerage District**

Approval to commence proposed discharge is hereby

\_\_\_ granted.

\_\_\_ granted, subject to attached special conditions.

\_\_\_ rejected, for reasons as specified below / attached.

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Signature

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Date

## GENERAL INSTRUCTIONS

### INDUSTRIAL REQUEST TO DISCHARGE FORM

The following instructions are designed to assist industrial users in completing the Request to Discharge Form. If a question arises concerning a particular item, please contact the district at 222-1201 and ask for assistance in completing the form.

The completed form should be returned to the following address **at least 60 days prior** to the expected date of discharge into the District's system.

Madison Metropolitan Sewerage District  
1610 Moorland Road  
Madison, WI 53713

The following industrial users must submit an Industrial Request to Discharge Form.

1. Users purchasing an existing facility from which a discharge of industrial wastewater into the District sewerage system is proposed.
2. Users constructing a new facility from which a discharge of industrial wastewater into the District sewerage system is proposed.
3. Users proposing to discharge an industrial wastewater into the District sewerage system from a facility which currently does not discharge an industrial wastewater.
4. Users planning to alter or change the activity at the user's facility that would significantly increase or decrease the volume or alter the content of any existing source of industrial wastewater discharge into the District sewerage system.

Please ensure that all items on the Form are completed. If an answer is "zero" or "not applicable," record it as such. If an additional space is required to provide complete information for a particular item, please attach additional sheets keyed to the item number, and indicated "continued on additional sheet" in the appropriate blank on the form.

Please note that you must receive written approval of your Request to Discharge from the District prior to commencing discharge to the District sewerage system. Based on the District's evaluation of your Request to Discharge, you may be issued a wastewater discharge permit in accordance with Article 5 of the Madison Metropolitan Sewerage District Sewer Use Ordinance.

#### **Specific Instructions**

- A 1) Provide the official company name.
- A 2) Provide the division name, if applicable.
- A 3) Provide the address where the facility is located.
- A 4) Provide the address to which correspondence may be sent.

- A 5) Provide a brief description of the nature of the business at the facility address.
- A 6) Provide the date when the discharge is expected to begin.
- A 7) Provide the SIC code which best describes your facility. SIC codes may be found in the Standard Industrial Classification Manual (1972 edition) as prepared by the Office of Management and Budget, Executive Office of the President, Washington, D.C.
- A 8) Please check the appropriate reason for filing the request to discharge.
- A 9) Provide the volume of process wastewater, domestic wastewater, and cooling water in your discharge. If you checked 9a, 9b or 9c as your reason for filing a request to discharge, you should enter the volume of your proposed discharge in the column labeled "proposed discharge." If you checked 9d as your reason for filing a request to discharge, you should provide data on your existing discharges and your proposed additional discharge in the appropriate columns.
- A 10) Provide a description of the process(es) that will result in the discharge of a process wastewater. For facilities filing the request to discharge due to a change in the existing discharge, provide information on the process(es) responsible for the change in the discharge.
- A 11) Provide a list of all chemicals/pollutants that may be reasonably expected to be present in the proposed discharge. If trade name chemicals are listed, please provide a list of their significant chemical constituents.
- A 12) Provide a description of any wastewater pretreatment methods and facilities to be used to reduce the pollutant concentrations of the proposed discharge. Also indicate the status of this pretreatment, i.e. existing, to be installed prior to start of discharge, etc.
- B) Add any comments or attach any documents that will assist the district in assessing the information provided in the Industrial Request to Discharge Form.
- C 1) Provide the name, title, and telephone number of the person at the facility who may be contacted to answer questions regarding responses submitted on this form.
- C 2) This request to discharge must be signed by a responsible officer of the firm; a definition of a responsible officer is provided on the form.