

INSTRUCTIONS FOR COMPLETING SPECIAL DISCHARGE AUTHORIZATION REQUEST FORM SDA-100

SECTION A General Information

Item 1: Give the name, as it is legally referred to, address, telephone number and Federal Tax I.D. number (used on Internal Revenue Service tax accounts) of the person, firm, or any other entity which owns or is directly responsible for the environmental remediation wastewater (ERW) site. This may or may not be the same as the ERW site for which a Special Discharge Authorization is being requested.

Item 2: Give the name, address, telephone number and Federal Tax I.D. number of the ERW site. Indicate "SAME AS ABOVE" if identical to Item No. 1.

Items 3 through 5: Self-explanatory.

SECTION B Business Activities

Item 1: Briefly describe all operations at the ERW site including primary products or services, raw materials used and process additives. Attach additional sheets if necessary.

Item 2: Four digit standard industrial classification codes and descriptions may be found in the Standard Industrial Classification Manual, 1987 edition, prepared by the Executive Office of the President, Office of Management and Budget, which is available from the Government Printing Office, Washington, D.C. and may be found in the reference section of most public libraries.

SECTION C Regulatory Compliance Status

Item 1: Provide the date(s) of all notice(s) of enforcement action issued by the Metropolitan Water Reclamation District of Greater Chicago to the person and/or ERW site identified under Section A of the SDAR form. Briefly describe the nature of the enforcement action(s); e.g., Notice of Noncompliance No. 12345, dated July 1, 1994, for discharging excessive concentrations of lead.

Items 2 and 3: Self-explanatory.

Item 4: Provide six digit Illinois Emergency Management Agency (IEMA) Incident Number provided by the IEPA upon initial notification of materials released to the environment. If the ERW site has not been issued an IEMA Number, explain why.

SECTION D Site History

Item 1: Attach a copy of the Property Environmental Site Assessment. If no such assessment has been performed,

include the material release detection date, type and quantity of material(s) released, preliminary containment actions, and regulatory agencies notified.

SECTION E ERW Site Drainage and Flow Characterization

Items 1 through 3: Self-explanatory.

Item 4: Each such manhole must be outside of any building and located at or near the ERW site property boundary. All ERW site remediation waters must pass through a manhole without capability of bypassing any such manhole. Each manhole must be constructed to allow for the locked installation of District sampling and flow measurement equipment. Access to each manhole must be unrestricted at all times. If the manhole is located within a fenced or secured area, unrestricted access must be guaranteed and a key to any locked gate must be provided for use by District personnel. Each manhole must be free of all physical, chemical and atmospheric safety hazards.

Proposals for the installation of a control manhole/sampling chamber (manhole) must include site and design drawings and be certified by a professional engineer registered in the state of Illinois.

Items 5 through 7: Self-explanatory.

Item 8: Responses to Questions 8(a) through (e) may be estimated based on anticipated operations at the ERW site.

Item 9: Batch discharges are those discharges which are intermittent or noncontinuous and which occur less frequently than once per hour.

Responses to Questions 9(c) through (e) may be estimated based on anticipated operations at the ERW site.

Item 10: Sampling point designations (e.g., Sampling Point 1) must correspond with control manhole/sampling chamber designations found on site layout/flow diagrams submitted under Section E, Item No. 11. Descriptive location of ERW site sampling points may be designated by property compass points and adjacent street (e.g., Northeast corner at 31st Street).

Item 11: ERW site layout/flow diagrams must be certified by a professional engineer registered in the state of Illinois.

ERW site layout diagrams must be oriented to the North and clearly identify, to scale, property boundaries, entrances/exits, adjoining streets, groundwater remediation zone, wastewater pretreatment area, waste handling/storage area and hazardous material storage area.

ERW site flow diagrams must be oriented to the North and clearly identify the size and direction of flow of all sewers, drains and drainage channels; the location of all final discharge control manholes/sampling chambers; the location of all underground utility lines and vaults; and, the direction of above ground run-off.

Item 12: The discharge control proposal must be certified by a professional engineer registered in the state of Illinois.

Item 13: Each Spill Prevention, Control and Countermeasure (SPCC) Plan must be certified by a professional engineer registered in the state of Illinois and indicate that the plan will provide adequate protection from spills and slug loadings when used and maintained properly, and that the plan and containment facilities conform with all applicable federal, state, county and municipal regulations.

Each SPCC plan must be certified by an officer of the company and indicate that the plan has been implemented.

Enclosed is an outline entitled "Elements of a Spill Prevention Control and Countermeasure Plan." Each and every listed topic may not be applicable to your operation. However, we strongly recommend that you consider each listed element since this is the criteria by which the District will evaluate your SPCC Plan.

SECTION F ERW Site Wastewater Characterization

Item 1: Complete the Raw Wastewater Priority Pollutant Report (Form SDA-202) according to the instructions attached thereto.

SECTION G ERW Site Wastewater Pretreatment Description

Item 1: Environmental wastewater pretreatment unit processes and equipment must be based on Best Available Technology.

Item 2: ERW site wastewater pretreatment diagrams must be certified by a professional engineer registered in the state of Illinois.

Label each unit process, indicate maximum/minimum hydraulic capacities, direction of flow, recycle lines, bypass lines, shut-off valves, tank sizes, sludge processing/storage areas, sewer connections and final discharge sampling points.

Item 3: Self-explanatory.

Item 4: Volatile alarm/shutdown device proposal must be certified by a professional engineer registered in the state of Illinois.

SECTION H Fees

Item 1: Persons requesting authorization for the discharge of environmental remediation wastewater into the sewerage system under the jurisdiction of the District are subject to fees and charges as provided under Article VII of the Ordinance. The fees shall be paid by certified check prior to the issuance or renewal of an SDA or review of an SDAR.

Item 1(a): A nonrefundable fee of \$1,000.00 is required for the initial review of an SDAR form. SDAR forms may be returned to the applicant for correction of deficiencies, errors or omissions.

Item 1(b): Each resubmittal of a corrected SDAR form requires an additional \$250.00 for follow-up review and processing.

Item 2: Failure to attach a certified check for the amount shown under Item 1(a) or Item 1(b) will result in a denial of your Special Discharge Authorization Request and Form SDA-100 will be returned to you unreviewed.

Certification Forms

The **Professional Engineer's Certification, Authorized Representative Statement and Certification of Acceptance by Local Authority** forms must be completed, witnessed by a Notary Public (where so required) and included with your Form SDA-100 submittal.

Attachments Required with Form SDA-100

<u>Section/Item No.</u>	<u>Description</u>
Section E, Item 4	Manhole Proposal
Section E, Item 11	ERW Site Layout/Flow Diagrams
Section E, Item 12	Discharge Control Proposal
Section E, Item 13	ERW Site SPCC Plan
Section F, Item 1	Form SDA-202 & Sample Analyses
Section G, Item 2	Wastewater Pretreatment Diagram(s)
Section G, Item 4(c)	Volatile Alarm/Shutdown Proposal
Section H, Item 2	Certified check equal to the payment computed under Section H, Item 1

Your Special Discharge Authorization Request will be denied and Form SDA-100 will be returned unreviewed unless all applicable attachments and supporting documentation are properly completed and included with your submittal.

Mail your completed Form SDA-100 with attachments to:

**Metropolitan Water Reclamation
District of Greater Chicago
Enforcement Section
P.O. Box 10654
Chicago, IL 60610**

SPECIAL DISCHARGE AUTHORIZATION REQUEST (SDAR)

SECTION A - GENERAL INFORMATION

1. Person seeking a Special Discharge Authorization (SDA):

Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Telephone: _____ FID Number: _____

2. Name and location of environmental remediation wastewater (ERW) site, if different from person noted above:

Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Telephone: _____ FID Number: _____

3. Identify all officers or principle owners of the person seeking an SDA, use additional sheets if necessary:

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

4. Designated ERW Site contact:

Name: _____ Title: _____

Company: _____

Address: _____ Telephone: _____

5. Emergency contact:

Name: _____ Title: _____

Company: _____

Address: _____ 24-Hour Telephone: _____

SECTION B - BUSINESS ACTIVITIES

1. Describe all operations at the ERW Site.

2. List all applicable Standard Industrial Classification (SIC) codes for all processes. If more than one applies, list in descending order of importance.

a. _____ b. _____ c. _____ d. _____

SECTION C - REGULATORY COMPLIANCE STATUS

1. Has the ERW Site or its parent company ever been subject to enforcement actions initiated by the Metropolitan Water Reclamation District of Greater Chicago (e.g., Notice of Noncompliance, Cease and Desist Order, Show Cause action or legal action)?

YES _____ NO _____

(Describe actions taken.) _____

2. Does the ERW Site or its parent company currently hold a Special Discharge Authorization (SDA) or Discharge Authorization (DA) issued by the Metropolitan Water Reclamation District of Greater Chicago?

YES _____ NO _____

(List SDA and/or DA issued.) _____

3. Is the ERW Site a designated remediation site pursuant to the Comprehensive Environmental Response, Compensation and Liability Act, commonly known as the Superfund Act?

YES _____ NO _____

4. Were the events which led to the current remediation project reported pursuant to the Release Response and Corrective Action regulations found in the Illinois Administrative Code under Title 35 Subtitle G, Part 731?

YES _____ NO _____

(If YES, provide Illinois Emergency Management Agency Incident Number. If NO, explain why the environmental release was not reported.) _____

SECTION D - SITE HISTORY

1. Describe the events which led to the current groundwater remediation project.

SECTION E - ERW SITE DRAINAGE AND FLOW CHARACTERIZATION

- 1. Does the ERW Site have access for direct discharge to surface waters. YES _____ NO _____
- 2. Is the ERW Site located within a separate sanitary/storm sewer system service area. YES _____ NO _____
- 3. Is the ERW Site located within a combined sanitary/storm sewer system service area. YES _____ NO _____
- 4. Is the ERW Site equipped with a control manhole/sampling chamber for each separate discharge? (If your response is NO, attach manhole/sampling chamber installation proposal.) YES _____ NO _____
- 5. Does the ERW Site have any blind ties to the sewer system through which wastewaters may be discharged? YES _____ NO _____
- 6. Are there any bypasses in the ERW Site sewer system which will permit the discharge of wastewaters to the public sewer without flowing through a control manhole/sampling chamber? YES _____ NO _____
- 7. Will the ERW Site discharge waters other than environmental remediation wastewaters? (If your response is YES, describe the source of these flows and indicate volume in gallons per day.) YES _____ NO _____

8. Provide the following information on remediation wastewater flow rates.

a. Hours per day of discharge (e.g., 8 hrs./day).

M _____ T _____ W _____ Th _____ F _____ Sat _____ Sun _____

b. Hours of discharge (e.g., 9a.m. to 5 p.m.).

M _____ T _____ W _____ Th _____ F _____ Sat _____ Sun _____

c. Maximum daily flow (gpd): _____

d. Average daily flow (gpd): _____

e. Peak hourly flow (gph): _____

9. Will the ERW Site batch discharge remediation waters to the sewer system? YES _____ NO _____

a. Number of batch discharges: _____ per day _____ per month _____ per year.

b. Average gallons discharged per batch: _____

c. Flow rate in gallons per minute (gpm): _____

10. List size, location and flow discharge rate for each ERW Site sewer which connects to the sanitary sewerage system.

Sampling Point	Sewer Size	Descriptive Location of ERW Site Sampling Point	Flow (gpd)	
			Average Daily	Maximum Daily
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

11. Attach Professional Engineer (PE) certified ERW Site layout/flow diagrams.

12. Attach proposal for the mandatory installation of a secure discharge control valve, pump electrical supply disconnect switch or similar device for the exclusive use by the Metropolitan Water Reclamation District of Greater Chicago as mandated under Article IV, Section 9(j) of the Environmental Remediation Wastewater Ordinance.

13. Attach a copy of the ERW Site's Spill Prevention, Control and Countermeasure (SPCC) Plan as mandated under Article VI, Section 4 of the Environmental Remediation Wastewater Ordinance.

SECTION F - ERW SITE RAW WASTEWATER CHARACTERIZATION

1. Provide sample analyses of the ERW Site contaminated waters. Attach Special Discharge Authorizatoin Priority Pollutant Report (Form SDA-202) and certified laboratory analyses.

PROFESSIONAL ENGINEER'S CERTIFICATION

I certify under penalty of law that I have reviewed this document and all attachments and that the reported analyses are representative of the Environmental Remediation Wastewater (ERW). I further certify that the ERW Site wastewater pretreatment system, as described in this document, has both the hydraulic capacities and treatment capabilities to provide continuous compliance with applicable provisions of the Environmental Remediation Wastewater Ordinance and that the remediation activities at the ERW Site pose no risk to human health or safety due to the presence or migration, through natural or manmade pathways, of materials in concentrations sufficient to harm human health and safety or cause explosions in basements, crawl spaces, utility conduits, vaults, sewers or other confined spaces.

Based on my inquiry of the person or persons who prepared this document, or those persons directly responsible for gathering the information contained in this document, the information submitted in this document is, to the best of my knowledge and belief, accurate and complete.

I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for known violations.

NAME OF PROFESSIONAL ENGINEER

TELEPHONE

TITLE

SIGNATURE

DATE

PROFESSIONAL ENGINEER'S REGISTRATION NUMBER

DATE OF EXPIRATION

PROFESSIONAL ENGINEER'S EMPLOYER

ADDRESS

TELEPHONE

CITY, STATE, ZIP CODE



AUTHORIZED REPRESENTATIVE 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 gathered and evaluated 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, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for known violation.

COMPANY

NAME

ADDRESS

TITLE

CITY, STATE, ZIP CODE

SIGNATURE

TELEPHONE

DATE

SUBSCRIBED AND SWORN BEFORE ME THIS _____ DAY OF _____ 19 _____

NOTARY
SEAL

NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

**SPECIAL DISCHARGE AUTHORIZATION REQUEST
CERTIFICATION OF ACCEPTANCE BY LOCAL AUTHORITY**

I certify that this Special Discharge Authorization Request with attached plans and specifications for the discharge of environmental remediation wastewaters into the local combined sewer system from the facility located at: _____

_____ *has been reviewed and found acceptable.*

I further certify that the local combined sewer system to which this project will be tributary has adequate reserve capacity to transport the wastewater that will be added and that the operation of the project, as so characterized by this Special Discharge Authorization Request, is in conformance with all regulatory requirements of the unit of local government, which I represent, which has jurisdictional authority over the aforementioned property.

MUNICIPALITY OR UNIT OF LOCAL GOVERNMENT

NAME

ADDRESS

TITLE

CITY, STATE, ZIP CODE

SIGNATURE

TELEPHONE

DATE

SUBSCRIBED AND SWORN BEFORE ME THIS _____ DAY OF _____ 19 _____



NOTARY PUBLIC

MY COMMISSION EXPIRES: _____