

DISCHARGE AUTHORIZATION REQUEST (DAR) INSTRUCTIONS

The following are instructions on how to complete the Metropolitan Water Reclamation District of Greater Chicago's (District) Discharge Authorization Request (DAR). This form is a required submittal for all Industrial Users under the District's [Sewage and Waste Control Ordinance \(SWCO\)](#) and the [Title 40, Chapter I, Subchapter N of the EPA's Code of Federal Regulations](#).

Additional Guidance. Hyperlinks are provided where additional guidance may be necessary. You can also find the [EPA's Introduction to the National Pretreatment Program](#) on its website at www.epa.gov. You can also contact the District at (312) 751-3000 or at mwr-d-u-cts@mwr-d.org if you wish to speak to one of the permitting engineers. When you call, please specify your facility's name and that you are asking for assistance in filling out the DAR form.

Submitting Completed Documents. After you have completed the DAR, mail an original, hard copy to:

Metropolitan Water Reclamation District of Greater Chicago
ATTN: Industrial Waste Division, Pretreatment and Cost Recovery Section
111 East Erie Street, Chicago, IL 60611

You may also email a copy of the completed DAR to mwr-d-u-cts@mwr-d.org. Please note that the electronic copy will not be considered a valid DAR, only original hard copy submissions.

Confidentiality. In the event you wish to request any or all parts of the DAR to be treated as confidential, you must complete the District's [Request for Confidentiality form](#), located on the District's website.

SECTION A - GENERAL INFORMATION

- 1. Facility Details.** Give the complete name and physical address of the facility producing the discharge. List the Federal Tax I.D. Number (used on Internal Revenue Service tax accounts) and Illinois Secretary of State File Number (used on State of Illinois tax corporation registration). Provide the Cook County Real Estate Parcel Identification Number(s) (PIN) for your facility.

A facility is defined as land, buildings, structures and improvements other than buildings, and permanent fixed equipment attached to or incorporated in any such buildings, that are used as part of a single business establishment and located within a single block. Noncontiguous lands, including lands separated from one another by any public right-of-way, are not considered the same Facility unless physically and permanently connected to one another by central utilities.

- 2. Mailing Address.** If the facility has a parent company or business office at a location other than the facility producing discharge, but which is responsible for the daily business activities of the facility, give the legal name, and the complete mailing address of the Industrial User's business office. This may not be the same address used to designate the location of the facility. List the Federal Tax I.D. Number (used on Internal Revenue Service tax accounts) and Illinois Secretary of State File Number (used on State of Illinois tax corporation registration).
- 3. Contact Information.** List the primary contact(s) (who the District should be in regular communication with), officers, and principal owners. If the company is a partnership, the names of all partners must be furnished. If the owners or officers named are not involved with the day-to-day operation of the facility, the name of the person who manages the facility must also be furnished, as well as the person authorized to legally bind the Industrial User in all negotiations and agreements. If the company is owned by a large number of people, list only those with an interest of 20% or greater.

SECTION B - BUSINESS ACTIVITY

1. **Categorical Processes.** Identify the categorical pretreatment standards, if any, that apply to your facility's operations. A detailed description of each category can be found on the EPA's website under [Title 40, Chapter I, Subchapter N of the Code of Federal Regulations](#). A summary of the categories can also be found in [Appendix G of the EPA's Introduction to the National Pretreatment Program](#).

2. **Mass/Production-Based Limits.** If your facility is regulated under 40 CFR [414](#), [420](#), [421](#), [426](#), [428](#), [430](#), [455](#), [461](#), [464](#), [465](#), [466](#), [467](#), [468](#), or [471](#), check 'Yes'.

For applicable Categorical Pretreatment Standards which establish mass-based or production-based limits, the facility must report results or analytical sampling in both concentration and mass loading.

3. **North American Industry Classification System (NAICS) or Standard Industrial Classification (SIC) Codes.** Provide the industry classification codes for your operations. These can be found online at <https://www.naics.com/search/>.

4. **Facility Operations, Products, Services, Raw Materials, and Chemicals Used.** Describe all operations at the facility. This includes processes which may or may not use water. A complete description is required. A generic description of processes which are "trade secrets" is acceptable. List all products produced and services performed at the facility. A list of all raw materials and chemicals used must be furnished. Give the technical and common name for the chemicals and raw materials used. It is not necessary to list names of proprietary compounds. However, a description of the components of the compounds is required (e.g. Nitric acid cleaning solution).

5. **Number of Employees.** Provide the average number of employees at your facility on a yearly basis. If vast differences occur due to seasonal work, list the average number during peak production and the average number during off-peak production.

SECTION C – WATER/WASTEWATER MONITORING

1. **Water Sources.** Attach copies of water bills and documentation for all water sources to show total water consumption at the facility for one year. If "Other" is checked, give a description.

2. **Wastewater Characteristics.** Select "Yes" if any wastewater from sources other than restrooms discharged.

3. **Monitoring of Wastewater.**

(a) Enter quantity of water meters used

(b-c) Select "Yes" if any of the equipment described in this section is installed at your facility.

(d) Select "Yes" if there is a sampling location where regulated process wastewater is combined with other wastewater including non-regulated process wastewater, cooling water, or sanitary water. Regulated process wastewater is process wastewater regulated under a categorical pretreatment standard.

4. **Flow Monitoring and Sampling Equipment.** Equipment for flow monitoring and sampling must be listed here. If no such equipment is currently installed and your facility is subject to a mass- or production-based standards, or a CWF calculation, you must attach a proposal for the installation of such equipment in accordance with Article IV, Section 6 of the [SWCO](#). For facilities that utilize a Primary Measurement Device (PMD) to measure direct discharge of wastewater, enter equipment information into the table in this section. See the example associated with this form for further clarification.

5. **Average Water Usage.** Include all uses of water at your facility. If more room is needed, attach a separate sheet. Calculation of water use shall be based on average annual number of production (or working) days, not calendar days.

(n-p) To calculate evaporative loss (boiler, cooling tower, noncontact cooling water), take makeup water (measured or estimate) and subtract blowdown (measured or estimate). The difference is water loss due to evaporation.
6. **Wastewater Flow Rate.** Provide the hours of operation when wastewater discharge from our facility occurs. Facilities which have great seasonal fluctuations should provide information for both low season and peak season. Note that discharge may not coincide with operations. Wastewater discharge may still occur when operations are shut down (e.g. pretreatment system). Peak hourly flow rate from the facility should be measured where practical. Engineering estimates will be accepted if measurement is not possible.
7. **Batch Discharge.** This only applies if wastewater discharges to the sewer system occur at your facility on a batch/infrequent basis. Batch/Infrequent discharges are those discharges which are intermittent or noncontinuous and which occur less frequently than once per hour. Do not include discharges from domestic sources (toilets, sinks, showers, etc.), boiler blowdown, cooling towers, or discharges which do not directly enter the sewer system, but are sent to treatment, recycle, etc.
8. **Connection(s) to the Local Sanitary Sewer System and Type of Discharge.** List information for each separate sewer line carrying wastewater from your facility. Flow volumes must correspond with values listed in Item 9 of this Section. These values will be used to establish your permitted discharge rates.

9. **Process Flow Discharge.** List both average and maximum daily wastewater discharge rates.

Regulated process flows are defined as process wastewater regulated under a categorical pretreatment standard.

Unregulated process flows are defined as process wastewater that is not regulated under a categorical pretreatment standard.

Dilutional flows are defined as domestic wastewater, noncontact cooling water, or boiler blowdown.

SECTION D – WASTEWATER PRETREATMENT

Do not include water-supply treatment systems.

1. **Wastewater Pretreatment/Air Pollution Control.** Select “Yes” if your facility has any wastewater pretreatment or air pollution control systems.
2. **Pretreatment System Discharges.** Select “Yes” if your facility has multiple pretreatment systems that discharge wastewater separately to the sewerage system.
3. **Type of Pretreatment.** Select all pretreatment systems used at your facility. If you do not see a pretreatment system that describes what is being used, select “Other” and describe the system in detail.
4. **Water Pollution Control Permit.** Select “Yes” (a) if your facility has an approved permit, or Select “Yes” (b) if a permit has been submitted to the IEPA. For more information on Water Pollution Control Permits, see the [Water Pollution Control page of the IEPA website](#).
5. **IEPA Certified Operator.** Article III, Section 9 of the SWCO requires every facility with a pretreatment system to have a certified pretreatment operator in direct and active field supervision of the system. Information concerning operator certification may be obtained on the [Wastewater Operator Certification page of the IEPA website](#). Attach copies of the certifications as proof that the operators are certified for the pretreatment system in place at your facility.

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6. **Liquid Wastes/Sludge.** If your facility produces any liquid wastes or sludge that is not discharged to the sanitary sewerage system, select “Yes”, and complete the next item.
7. **Control Plans.** As required under federal, state, or local regulations, select “Yes” for any control plans your facility currently has or is required to have in place.
 - (a) Select “Yes” if your facility has SPCC Plans, required for the prevention of oil pollution from above ground storage tanks ([40 CFR 112](#)).
 - (b) Select “Yes” if your facility has a Slug Control Plan as required for all Significant Industrial Users who may slug discharge to the sanitary sewerage system ([40 CFR 403.8\(f\)\(2\)](#)).
 - (c) Select “Yes” if your facility has any underground storage tanks/facilities, whether active or inactive.
 - (d) Select “Yes” if your facility does or will use or store any toxic organics ([40 CFR 413](#), [433](#), [464](#), [465](#), [467](#), [468](#), and [469](#)).
8. **Baseline Monitoring Report.** All Significant Industrial Users are required to have on file a baseline monitoring report for their facility. In this case, the report is the [Final Compliance Report \(RD-114\)](#) found on the District’s website. If your facility is subject to categorical pretreatment standards and is either a new facility or an existing facility whose standards are changing, you will be required to submit this report after the issuance of your Discharge Authorization.

SECTION E – CERTIFIED FACILITY DIAGRAMS

1. **Building and Property Layout of Facility.** You are required to submit a sketch of your entire facility depicting process areas, wastewater pretreatment systems, internal sewer lines, sample points, and connections to the municipal sanitary sewerage system. Drains or sewer connections which are visible but have been permanently sealed must be shown on the drawing and indicated as such. The drawing should be simple but complete. For Industrial Users subject to [40 CFR 433 \(metal finishing\)](#), provide details for all process lines, show individual tanks and indicate which tanks use water and which tanks discharge wastewater. Generic descriptions of tank contents and function is acceptable, such as “nickel plating” or “alkaline dip”. Show the route of all sewer lines in process areas.

This diagram must be certified by a [Professional Engineer registered in the state of Illinois](#) in addition to the certification provided in Section F.
2. **Process Flow Diagram.** Include a flow diagram of each process which generates wastewater (discharging) and does not generate wastewater (non-discharging). Schematics should be simple block diagrams showing the various steps of the production process, points where water is used, and points where wastewater is generated. The average daily volume and maximum daily volume of each wastestream must be indicated on the schematic. Generic descriptions of process steps are acceptable. It is not necessary to provide detailed proprietary information.

This diagram must be certified by a [Professional Engineer registered in the state of Illinois](#) in addition to the certification provided in Section F.
3. **Pretreatment System Flow Diagram.** Include a flow diagram of the pretreatment system(s) used to treat process wastewater. This diagram must include all unit processes and equipment noted in Sections C and D.

This diagram must be certified by a [Professional Engineer registered in the state of Illinois](#) in addition to the certification provided in Section F.
4. **Additional Documents.** Provide any additional documents as required by this DAR based on answers to questions in all Sections. This includes, but is not limited to:
 - C.5 Water bills (12 months)
 - C.5 Documentation for All Water Sources (12 months)
 - C.4 [CWF calculations](#)
 - D.4 [IEPA Water Pollution Control Permit](#)
 - D.5.b [IEPA Class K Certificate\(s\)](#)
 - D.6.b Waste Manifests or Bills of Lading (180 days)

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- D.7.a [Spill Prevention, Control, and Countermeasure \(SPCC\) Plan](#)
- D.7.b [Slug Control Plan](#)
- D.7.c [Underground Storage Documentation](#)
- D.7.d [Toxic Organic Management Plan \(TOMP\)](#)
- D.8 [Final Compliance Report \(RD-114\)](#)
- F.2 [Compliance Schedule \(RD-112\)](#)

SECTION F – CERTIFICATION STATEMENTS

1. **Certification Questions.** Select “Yes” for all statements that describe how your facility connects to the sanitary sewerage system.
2. **SWCO/Federal Pretreatment Standards.** Select “Yes” if your facility is currently in compliance with all pretreatment standards. If it is not, select “No” and submit a [Compliance Schedule \(RD-112\)](#) which can be found on the District website. If your facility needs a pretreatment system but does not have one currently operating, submit this form detailing when the system will be operational.
3. **Environmental Control Permits.** List any environmental control permits held by your facility, such as [IEPA air emissions](#), [Resource Conservation and Recovery Act \(RCRA\)](#), [National Pollution Elimination System \(NPDES\)](#), and [Nuclear Regulatory Commission \(NRC\)](#) permits.
4. **Felony Convictions/Past Environmental Performance.** Provide all details regarding any past felony convictions or environmental performance issues at your facility.
5. **Authorized Representative’s Certification.** These forms must be certified by a corporate officer or official who is authorized to sign on behalf of the corporate officers. If the form is being certified by someone other than an officer or owner, the DAR must be accompanied by a written approval signed by an officer or owner designating the certifier as an Authorized Representative for the facility.
6. **Professional Engineer's Certifications.** These forms must be certified by a Professional Engineer registered in the state of Illinois.

AFTER COMPLETING AND SUBMITTING THE DAR FORM

Be prepared to escort a District inspector through your facility and address any questions or provide additional documentation as required. A District inspector shall be permitted access to your facility during normal business hours as stated under Article IV, Section 3 of the [SWCO](#).

Once your facility is issued a DA, you will be required to follow all general and special conditions as detailed therein. If at any time you have any questions, you may contact the District’s engineer named on the cover letter of your DA.

At anytime you can contact the District at (312) 751-3000, (312) 751-3044, or mwrdd-ucts@mwrdd.org. For additional information about the District, please visit our website at www.mwrdd.org.