



Instructions for MPCA Short Form P

Instructions for completing the Pretreatment State Disposal System Permit Application-Minnesota Pollution Control Agency (MPCA) Short Form P.

Complete this form, being sure that each item is considered and that all data required for your application is submitted. If an item does not apply, please enter "NA" or "Not Applicable" in the appropriate place to show that the item has been considered. Refer to the summary of the applicable categorical regulation, and to the specific instructions for an item, to determine whether that item is applicable.

Attachments will be necessary or desirable for a complete application. Please indicate what items are attached to the application on the checklist at the end of the application form.

1. Applicant and Facility Information

A Applicant (owner or operator of the facility) - The person, corporation, partnership or other entity which owns the facility with the regulated processes. If the facility is operated by someone other than the owner, listed above, please also provide the name of the operator. Enter the name of the applicant as it is officially or legally referred to; do not use colloquial names as a substitute for the official name. Use the complete mailing address of the applicant's main office.

(This will not necessarily be the same address as the location of the facility.) For "Type of entity" indicate whether the owner is a Federal, state, public, private or other entity. Use an attachment to the application if you need more space than is provided.

B. Facility Producing Discharge - Give the name and address of the facility producing the discharge. If the name or address is the same as for the owner or operator, already given above, you may indicate "same as owner above" or "same as operator above". Indicate the location of the facility producing the discharge using the legal description of the property, latitude and longitude, etc. Give all information that is known or readily available. If the same applicant operates more than one facility discharging to the same Publicly Owned Wastewater Treatment Works (POTW) and in the same U.S. Environmental Protection Agency (EPA) point source category, they may all be included in one application. In the space provided indicate "multiple facilities" and attach a listing of the names, addresses and locations of all facilities to be permitted.





- C. **Contact Person** - Please provide the name, address and telephone number of the person who prepared this application or some other person who can be contacted for clarification of information on the application. If more than one person should be contacted for clarification or additional information, please provide their name, address and telephone number in your cover letter or in an attachment. Please indicate if the contact persons are employed by the applicant. If the contacts listed are not employed by the applicant, please indicate the contact's employer.
 - 2. **Reason for Application** - Please check the appropriate box. Please be sure to enter the permit number of your existing permit if the application is for reissuance or modification of an existing permit. If the application is for a new permit, please indicate when the discharge from the facility began, or is expected to begin. If no date is provided it will be assumed that the facility will be subject to standards for new sources.
 - 3. **POTW Receiving Discharge** - Please provide the name of the POTW which receives the discharge from the facility.
 - 4. **Type of Facility** (product produced or service provided) - Please describe briefly the principal product produced or service provided at the facility. Provide the Standard Industrial Classification (SIC) code if known.
 - 5. **Pretreatment Point Source Category** - Please provide the name of the pretreatment point source category which you believe your facility is subject to. Please also list the subcategory or subcategories which your facility is subject to, if applicable. Refer to the summary of the category provided to determine your category.
 - 6. **Production** - If the Pretreatment Point Source Category which your facility is subject to uses production based limits, please provide the facility's average production for each regulated process. Please refer to the pretreatment category summary to determine whether your facility is subject to production based limits. The summary should also list the processes for which production is needed and the production basis and units in which production should be provided.
- The production provided should be an actual annual average production, not a facility capacity.
- 7. **Monitoring Point** - Your "monitoring point" is the point, following treatment, where wastewater being discharged can be monitored. It is the point at which pretreatment standards must be complied with. Please describe your monitoring point or monitoring points. Whenever possible you should select a single monitoring point that contains all the flow of regulated process and contains no dilution wastestreams.
 - 8. **Wastewater Flows** - List the separate wastewater streams at the facility and indicate the average and maximum flow rates for each wastestream. If wastewater from one process is subsequently used in another process, please note that fact and do not include it more than once in the total.
 - A. **Regulated Processes** - Please list individually each wastewater discharging process that is regulated by any pretreatment point source categories which your facility is subject to. Only wastewater from processes subject to National Categorical Pretreatment Standards should be listed here.
 - B. **Unregulated Processes** - List here processes which are not regulated by National Categorical Pretreatment standards, but which are present at your monitoring point(s), or which have the potential to be contaminated with the same pollutants, or pollutants similar to, those wastestreams which are regulated.
 - C. **Dilution Water** - List any other wastewater flows that are present at your monitoring point(s). Include cooling water and sanitary wastewaters here. Include only wastewaters present at your monitoring point(s).
 - D. **Total Wastewater Flow** - Total all wastewater flows present at the monitoring point(s).
 - 9. **Wastewater Quality** - Please identify the pollutants contained or potentially contained in your wastewater discharge. Be sure to include all pollutants potentially present at your facility which are regulated by the pretreatment point source category which your facility is subject to. Also include unregulated pollutants that may be present. Indicate the processes which result in the discharge of each pollutant, and summarize monitoring data for each pollutant.



If additional space is needed please attach a sheet containing all relevant data. All data submitted should be summarized unless you have been specifically instructed otherwise. Laboratory analysis sheets should not be submitted unless specifically requested. If your facility is required to submit a Baseline Monitoring Report (BMR), you may need to perform additional monitoring. For a summary of BMR requirements see the instructions for #12 below.

10. **Solvent Use** - If your facility is subject to a National Categorical Pretreatment standard which contains limits for Total Toxic Organics (TTO), please list all constituents of TTO for your category that are used or produced at your facility.

If you are subject to the Electroplating or Metal Finishing Categories, and if you want to utilize the certification option rather than monitoring please submit a Toxic Organic Management Plan as an attachment to this application. The Toxic Organic Management Plan should list all constituents of TTO that are used at your facility, how each is used, the approximate quantity of each used, how each is recovered or disposed of, how each is prevented from contaminating wastewater during normal use, how each is kept from spilling and how any spilled material is prevented from contaminating wastewater.

11. **Wastewater Treatment and Discharge** - Please describe the wastewater treatment given to each process wastewater stream. Where multiple wastewater streams are treated together list the streams that are treated together and describe that treatment that all are given. Indicate whether the discharge is continuous or a batch discharge. Attach a flow chart to this application if needed to describe the treatment provided and its relationship to processes that produce wastewater and discharge monitoring points.

12. **Certification** - Industrial users that are subject to National Categorical Pretreatment Standards are required to submit a baseline monitoring report. If this application is for new permit, either for a new or existing facility, and a Baseline Monitoring Report has not previously been submitted, the information required for a baseline monitoring report must be included in this application or submitted separately.
13. **Environmental Impact Statement** - Please indicate whether an Environmental Impact Statement (EIS), either draft or final, has ever been written for this facility, and attach a copy of the EIS to this application, if one has been written.
14. **Environmental Permits** - Please list the environmental control permits held by the facility. Include the title of the permit, the permit number and a brief description of what the permit is for.

Signature - An application submitted by a corporation must be signed by a principal executive officer of at least the level of vice president. In the case of a partnership or a sole proprietorship, the application must be signed by a general partner of the proprietor, respectively. In the case of a municipal, state, federal, or other public facility, the application must be signed by either a principal executive officer or ranking elected official. In some cases, a duly authorized representative of the individuals listed above may sign on behalf of the applicant if such representative is responsible for the overall operation of the facility.

Submittal of the application. Please submit the completed application forms with the application fee to the address listed on the second page of the transmittal form.

MPCA Web site: <http://www.pca.state.mn.us>