

Interim* Industrial User Survey Guidance Document

**This interim guidance is intended to support Permittees conducting Industrial User Surveys voluntarily or by specific Department directive.*

I. Introduction

What is an IU Survey:

An Industrial User (IU) Survey is a list of sources that discharge non-domestic wastewater to a publicly owned treatment works (POTW), otherwise known as a municipally owned wastewater treatment facility (WWTF), with information about the character and volume of pollutants discharged. This includes commercial, industrial, and other non-residential users of the sewer system, and sources of hauled waste, other than domestic septage, discharged at the POTW's headworks or in the collection system. This does not include users discharging only domestic wastewater, such as residential homes and users discharging wastewater from bathrooms and kitchens only.

The purpose of an IU Survey is to identify and document the users discharging non-domestic wastewater and obtain information specific to each user's wastewater discharge characteristics. This information allows POTWs to understand the quality and volume of wastewater received from its users; enables the POTW and the Vermont Agency of Natural Resources, Department of Environmental Conservation (DEC) to evaluate how the user's discharge could affect the WWTF and receiving water and the potential applicability of a Pretreatment Permit for that user; and supports the POTW in managing its WWTF capacity, by identifying users that require allocations for flow, biochemical oxygen demand (BOD), or other pollutants of concern (POCs) established via technically based local limits.

When is an IU Survey Required:

Under the Clean Water Act's National Pollution Discharge Elimination System (NPDES) regulations, POTWs are required to submit information about industrial discharges to the POTW at the time of the POTW's application for permit or permit renewal (see Section II. Authority).

Currently, the requirement for a POTW to perform an IU Survey is applied through a NPDES Permit Condition, an inspection finding, or a regulatory directive in response to non-compliance. DEC is applying the requirement when the POTW is receiving pollutants at a strength or volume that results in the potential for:

- Interference with the proper operation of the POTW's WWTF and/or collection system; or
- Pass-through of pollutants to surface waters causing or contributing to a violation of the Vermont Water Quality Standards or NPDES permit, or both.

Based on the survey results, DEC may require the POTW to:

- Implement a pollutant minimization or source reduction plan to reduce specific POCs received by the WWTF. These are applicable in cases where sources of pollutants are largely domestic;
- Develop technically based local limits to determine the capacity of the WWTF to treat POCs and issue allocations to control the discharge of POCs from IUs;
- Instruct IUs to apply for coverage under State Pretreatment Permits.

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Benefits of an IU Survey:

Knowing the sources, character, and volume of pollutants being discharged to the sewer system is critical to properly operate, maintain, and manage the WWTF and collection system. The benefits to conducting an IU Survey are numerous, including:

- Knowing your collection system;
- Knowing the risks to your WWTF;
- Understanding the costs of treatment and how that is distributed among rate payers;
- Planning for future expansion / solids management;
- Meeting NPDES Permit requirements;
- Informing local limits development to protect both the WWTF and receiving water body; and
- Supporting Vermont's Pretreatment Program (help us help you).

The IU Survey is critical to support the successful implementation of DEC's Pretreatment Program, which provides support to POTWs through regulation of Significant Industrial Users (SIUs) and technical review of new or expanding discharges from industrial users. This information will assist DEC in the successful identification of new and expanding industrial users and support the state permitting of those users that meet the State's Pretreatment Permit criteria. Due to the proximity of a municipality or POTW to its WWTF and users, municipalities are in the best position to identify and contact users of the sewer system and characterize the wastewater received by the POTW. DEC intends to support POTWs in their administration of IU Surveys by providing technical assistance and regulatory support.

II. Authority:

The authority for DEC to require an IU Survey is contained in federal and state NPDES and Pretreatment Permit regulations for POTWs. The regulations require POTWs to identify and locate industrial users that might be subject to the pretreatment program. In addition, the regulations require the POTW to identify the quality and quantity of effluent discharged by these industrial users.

Federal NPDES Permit Regulations:

40 CFR 122.21(j)(6) – Application Requirements for new and existing POTWs. (6) Industrial discharges. Applicants must submit the following information about industrial discharges to the POTW: (i) Number of significant industrial users (SIUs) and non-significant categorical industrial users (NSCIUs), as defined at 40 CFR 403.3(v), including SIUs and NSCIUs that truck or haul waste, discharging to the POTW; and (ii) POTWs with one or more SIUs shall provide the following information for each SIU, as defined at 40 CFR 403.3(v), that discharges to the POTW: (A) Name and mailing address; (B) Description of all industrial processes that affect or contribute to the SIU's discharge; (C) Principal products and raw materials of the SIU that affect or contribute to the SIU's discharge; (D) Average daily volume of wastewater discharged, indicating the amount attributable to process flow and non-process flow; (E) Whether the SIU is subject to local limits; (F) Whether the SIU is subject to categorical standards, and if so, under which category(ies) and subcategory(ies); and (G) Whether any problems at the POTW (e.g., upsets, pass through, interference) have been attributed to the SIU in the past four and one-half years. (iii) The information required in paragraphs (j)(6)(i) and (ii) of this section may be waived by the Director for POTWs with pretreatment programs if the applicant has submitted either of the following that contain information substantially identical to that required in paragraphs (j)(6)(i) and (ii) of this section. (A) An annual report submitted within one year of the application; or (B) A pretreatment program;

40 CFR 122.21(j)(7) – Application Requirements for new and existing POTWs. (7) Discharges from hazardous waste generators and from waste cleanup or remediation sites. POTWs receiving Resource Conservation and Recovery Act (RCRA), Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), or RCRA Corrective Action wastes or wastes generated at another type of cleanup or remediation site must provide the following information: (i) If the POTW receives, or has been notified that it will receive, by truck, rail, or dedicated pipe any wastes that are regulated as RCRA hazardous wastes pursuant to 40 CFR part 261, the applicant must report the following: (A) The method by which the waste is received (i.e., whether by truck, rail, or dedicated pipe); and (B) The hazardous waste number and amount received annually of each hazardous waste; (ii) If the POTW receives, or has been notified that it will receive, wastewaters that originate from remedial activities, including those undertaken pursuant to CERCLA and sections 3004(u) or 3008(h) of RCRA, the applicant must report the following: (A) The identity and description of the site(s) or facility(ies) at which the wastewater originates; (B) The identities of the wastewater's hazardous constituents, as listed in appendix VIII of part 261 of this chapter; if known; and (C) The extent of treatment, if any, the wastewater receives or will receive before entering the POTW; (iii) Applicants are exempt from the requirements of paragraph (j)(7)(ii) of this section if they receive no more than fifteen kilograms per month of hazardous wastes, unless the wastes are acute hazardous wastes as specified in 40 CFR 261.30(d) and 261.33(e).

40 CFR 122.42(b) - Additional conditions applicable to specified categories of NPDES permits. (b) Publicly owned treatment works. All POTWs must provide adequate notice to the Director of the following: (1) Any new introduction of pollutants into the POTW from an indirect discharger which would be subject to section 301 or 306 of CWA if it were directly discharging those pollutants; and (2) Any substantial change in the volume or character of pollutants being introduced into that POTW by a source introducing pollutants into the POTW at the time of issuance of the permit. (3) For purposes of this paragraph, adequate notice shall include information on (i) the quality and quantity of effluent introduced into the POTW, and (ii) any anticipated impact of the change on the quantity or quality of effluent to be discharged from the POTW.

40 CFR 122.44(j) – Pretreatment program for POTWs. (j) Requirements for POTWs to: (1) Identify, in terms of character and volume of pollutants, any Significant Industrial Users discharging into the POTW subject to Pretreatment Standards under section 307(b) of CWA and 40 CFR part 403. (2) (i) Submit a local program when required by and in accordance with 40 CFR part 403 to assure compliance with pretreatment standards to the extent applicable under section 307(b). The local program shall be incorporated into the permit as described in 40 CFR part 403. The program must require all indirect dischargers to the POTW to comply with the reporting requirements of 40 CFR part 403. (ii) Provide a written technical evaluation of the need to revise local limits under 40 CFR 403.5(c)(1), following permit issuance or reissuance.

Federal Pretreatment Regulations:

40 CFR 403.8(f)(2)(i-ii) – POTW pretreatment requirements. (2) Procedures. The POTW shall develop and implement procedures to ensure compliance with the requirements of a Pretreatment Program. At a minimum, these procedures shall enable the POTW to: (i) Identify and locate all possible Industrial Users which might be subject to the POTW Pretreatment Program. Any compilation, index or inventory of Industrial Users made under this paragraph shall be made available to the Regional Administrator or Director upon request; (ii) Identify the character and volume of pollutants contributed to the POTW by the Industrial Users identified under paragraph (f)(2)(i) of this section. This information shall be made available to the Regional Administrator or Director upon request;

40 CFR 403.8(f)(6) – POTW pretreatment requirements. (6) The POTW shall prepare and maintain a list of its Industrial Users meeting the criteria in § 403.3(v)(1). The list shall identify the criteria in § 403.3(v)(1) applicable to each Industrial User and, where applicable, shall also indicate whether the POTW has made a determination pursuant to § 403.3(v)(2) that such Industrial User should not be considered a Significant Industrial User. The initial list shall be submitted to the Approval Authority pursuant to § 403.9 or as a non-substantial modification pursuant to § 403.18(d). Modifications to the list shall be submitted to the Approval Authority pursuant to § 403.12(i)(1).

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State Water Pollution Control Regulations:

Vermont Water Pollution Control Regulations 13.4.e.(4)-(5) – Terms and Conditions of Permits. (4)

That, if the permit is for a discharge from a publicly owned treatment works, the permittee shall provide notice to the Secretary of the following: (a) Any new introduction of pollutants into such treatment works from a source which would be a new source as defined in section 306 of the Federal Act if such source were discharging pollutants; (b) Except as to such categories and classes of point sources or discharges specified by the Secretary, any new introducing of pollutants into such treatment works from a source which would be subject to section 301 of the Federal Act if such source were discharging pollutants; and, (c) Any substantial change in volume or character of pollutants being introduced into such treatment works by a source introducing pollutants into such works at the time of issuance of the permit. Such notice shall include information on (i) the quality and quantity of effluent to be introduced into such treatment works and (ii) any anticipated impact of such change in the quantity or quality of effluent to be discharged from such publicly owned treatment works. (5) That, if the permit is for a discharge from a publicly owned treatment works, the permittee shall require any industrial user of such treatment works to comply with the requirements of section 204(b), 307 and 308 of the Federal Act. As a means of insuring such compliance, the permittee shall require of each industrial user subject to the requirements of section 307 of the Federal Act, and shall forward a copy to the Secretary, periodic notice (over intervals not to exceed 9 months) of progress towards full compliance with section 307 requirements

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III. Conducting an IU Survey:

The primary steps to conducting an IU Survey are:

- Step 1. Compiling a master list of potential IUs
- Step 2. Issuing the Survey Questionnaire
- Step 3. Collecting Survey Results and Follow-up
- Step 4. Summarizing and Reporting to DEC

Step I: Compiling a master list of potential IUs.

The first step in conducting an IU Survey is to develop a list of potential IUs that discharge to the POTW. This list should be organized in a tabular format, and contain preliminary information on each industrial user, including business name, address, contact person (if known), and a description of their business. To establish this preliminary list of IUs, the POTW should consult available municipal and State resources, including:

- Collection system mapping;
- DEC's Wastewater System and Potable Water Supply (Regional Office) permit search. *Note: DEC's Regional Office permits may not cover all connections to a municipal collection system. These permits run with the property owner and may not be representative of current operations taking place at the business. Permit search portal is available here: <https://anrweb.vt.gov/DEC/WWDocs/default.aspx>
- State and town business registry records;
- Water/wastewater use and billing records;
- Zoning and public building permit records;
- Property tax records;
- Fire Department records;
- DEC Pretreatment Program determination records;
- Users identified from a windshield tour of the service area;
- Other State and municipal permit queries, and similar databases (e.g., the yellow pages).

Once the preliminary list of IUs is established, the POTW should determine which users will receive an IU Survey questionnaire. The purpose of the questionnaire is to obtain information about the IU's operations and discharge to determine if the IU is a source of specific Pollutants of Concern (POCs). The POTW should issue questionnaires to IUs that conduct operations which have the potential to discharge non-domestic wastewater, prioritizing users that may discharge:

- High-strength wastewater and/or toxic wastewater;
- High concentrations of oil and grease from sources other than food service establishments (bars and restaurants);
- Wastewater with potential to cause or contribute to adverse impact to the WWTF and/or collection system;
- Wastewater with potential to cause harm or health risk to POTW workers (i.e. explosive or toxic inhalation properties);
- Wastewater that contains POCs regulated by the POTW's NPDES permit;

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- Wastewater that contains specific POCs as directed by DEC.

Examples of these IUs include those suspected of discharging POCs at levels above domestic strength or background levels; industrial and manufacturing facilities using chemicals or additives that are released in the wastewater discharge, including personal care product manufacturers, machining shops, plastic manufacturers, etc.; hauled wastes other than residential or domestic septage; industrial septage; food and beverage manufacturers; commercial kitchens; dairy facilities; textiles; dry cleaners; photo processors; meat processing; slaughterhouses; schools; and hospitals.

POTWs may elect to not survey specific IUs because they do not generate wastewater (i.e., dry manufacturing process), generate solely domestic wastewater, or generate wastewater that is similar in strength and volume to domestic wastewater. Examples of these users include offices, food service establishments, retail stores, hotels, motels, gas-stations, carwashes, auto-shops, and other commercial entities. These IUs should be documented on the master list of IUs and the POTW should document the reason for eliminating them from survey efforts. The POTW should have reliable, verifiable information in order to exempt an IU from being surveyed.

The POTW may elect to survey some of these users to support municipal wastewater initiatives or sewer use ordinance requirements. For example, the POTW may elect to survey food service establishments, hotels, car washes, auto-shops and other commercial entities that have the potential to discharge oil and grease to support a municipal FOG program.

DEC relies on POTWs to provide oversight of food service establishments and IUs that have little or no wastewater, but use and might discharge materials such as petroleum, oil, lubricants, solvents, or other chemicals in trace quantities. Examples of these facilities may be auto-shops, car washes, or other facilities that use/store these chemicals but are not introduced in the wastewater discharge. If an IU does, or has the potential to discharge these constituents routinely, or at a high volume or concentration, they should receive an IU Survey.

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Example table for organizing IU master list information. See full table in Attachment A:

Name	Address	Contact Person	Description of Operations	Type of Business	Receive IU Survey (Y/N)	Reason for Not Receiving IU Survey
<i>Brewery 1</i>	<i>123 Main St</i>	<i>John Smith</i>	<i>Brewing 12 BBL beer a month</i>	<i>Beer Brewery</i>	<i>Y</i>	
<i>Restaurant 1</i>	<i>321 Rt 123</i>	<i>Jane Doe</i>	<i>Year-round Diner</i>	<i>Food Service</i>	<i>N</i>	<i>Has grease trap serviced quarterly</i>
<i>Tattoo shop</i>	<i>456 Maple</i>	<i>Joe Brown</i>	<i>2 seat Tattoo parlor</i>	<i>Tattoo</i>	<i>N</i>	<i>No process wastewater discharge</i>
<i>Machine shop</i>	<i>54 East</i>	<i>Jess Jones</i>	<i>Job style shop machining custom parts for large motors</i>	<i>Metal working</i>	<i>Y</i>	

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Step II: Issuing the Survey Questionnaire

Once the POTW has determined which IUs should receive a survey questionnaire, the POTW should move forward with conducting the survey by:

- Issuing the survey questionnaire to all IUs identified on the master list;
- Reviewing and compiling the survey results;
- Following up with any necessary follow-up / clarifying questions; and
- Following up with any unresponsive IUs.

Survey Contents:

Cover Letter: The survey should include a cover letter that outlines the purpose of the survey and intended use of the information collected. Businesses will want to know why you are requesting this information. The name and telephone number of who can be contacted if the industries have questions about the survey should also be included. Be prepared to field questions and concerns from the community. An example cover letter is included in Attachment C and can be edited to fit the POTW's specific needs.

Phase I Questions: Data collected during the survey is intended to be qualitative. The survey should be easy to read and understand. At a minimum, the survey should request the following information. The POTW may omit questions from their survey if they have a reliable source of this information in their databases:

- a. Business name and address;
- b. Primary contact details (contact name, title, phone number and email address);
- c. Listing of environmental permits, if applicable;
- d. Wastewater allocations, if applicable;
- e. Process wastewater flow rate(s) in max and average gallons per day;
- f. Date the facility began discharging to the sewer;
- g. Number of employees and business operating hours, including number of days per week and shifts per day;
- h. SIC Codes(s) and NAICS Code(s) (available at <https://www.naics.com/search/>);
- i. Description of products manufactured, and services performed (e.g. electroplating, printing, painting, food and beverage manufacturing, warehousing, meat packing, machine shop, groundwater treatment, dairy products, septage receiving, anaerobic digestion, etc.);
- j. Qualitative and quantitative description of possible pollutants of concern associated with the discharge; and
- k. Description of wastewater management practices, such as wastewater treatment, waste management procedures, flow equalization, pH adjustment, pollution prevention practices, waste minimization practices, etc.

Phase II Questions: The following additional information may be useful and necessary for the POTW to collect. These questions are intended to identify more detailed information about the operations and wastewater quality of an IU. POTWs may choose to conduct a Phase I survey with the questions listed above and follow-up with targeted IUs by asking these Phase II questions:

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- a. Description of raw materials and process additives used;
- b. List the sources and associated volumes of process wastewater generated;
- c. Description of plant washdown procedures, if applicable;
- d. Average daily and max daily volume of process wastewater discharged in gallons per day. Specify the frequency of the discharge (i.e. discharges 8 hours per day, discharges three times per day for one hour, etc.);
- e. Description of any seasonal variation in production;
- f. In the next five years, does the business anticipate any major facility expansion or change in the activities performed?;
- g. Location of representative wastewater sampling locations;
- h. Description of slug/spill prevention procedures, including engineering and procedural controls;
- i. Description of hauled liquid wastes or sludges (e.g., acids, alkalis, heavy metal sludges, inks, dyes, oil, grease, organic compounds, paints, pesticides, plating wastes, pretreatment sludges, solvents, thinners, hazardous wastes, waste product, etc.) disposed of by means other than discharge to the collection system;
- j. Identify all products used at the facility that will or could enter the process wastewater discharge, such as production chemicals, additives, cleaning chemicals, degreasers, solvents, etc. Include volume of all hazardous chemicals on site and proximity of chemical storage to floor drains discharging to the sewer;
- k. Provide any known information about toxicity or treatability associated with constituents within the process wastewater discharge for non-conventional pollutants such as biocides, pesticides, toxic organics, etc.; and
- l. Results of any available wastewater monitoring data.

Return deadline: The survey should clearly state the deadline for completing and returning the survey, and the consequences for failing to submit a completed survey. A deadline of 30 days should be sufficient to receive a response. For IUs that do not respond by the deadline, the POTW may undertake follow-up activities such as reminder letters or postcards, telephone calls, or site visits.

An example survey is provided in Attachment D and can be edited to fit the POTW's specific needs.

Survey Distribution:

The survey can be distributed via mail, electronically, or be administered by telephone calls or during a site visit. It is recommended that the survey is made available in paper and electronic formats and be distributed through multiple platforms to maximize the response rate. If the POTW has a small service area, then in-person or phone call surveys may be most effective.

To increase the response rate of the survey, the following actions are recommended:

- Contact each facility before sending the survey form so they know it is a legitimate and important request;
- Include a stamped, pre-addressed envelope for returning the completed survey;
- Send the survey forms "address correction requested" in order to get the present location of any facility that has moved.

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The POTW should track the date the survey was sent, how it was sent, who it was sent to, date of survey completion, and the actions taken if a survey was not completed fully or in-part.

Example table for tracking survey response rate. See Attachment C for full table:

Survey Sent Date	Survey Sent To	Survey Completion Date	Method(s) of Distribution (email, mail, phone, site visit)	If Survey was not returned, actions taken

Step III: Collecting Survey Results and Follow-up

Survey responses should be reviewed for completeness and accuracy, and to determine if follow up is necessary. The POTW may request a site visit to gather further information, e.g. collect samples, to characterize the process wastewater and further evaluate the possible impact of the IU’s discharge on the WWTF.

DEC expects POTWs to make a good faith effort in reaching out to IUs. If an IU does not respond to emails or phone calls, the POTW may need to visit the IU in person. If after multiple attempts the POTW cannot reach an IU, coordinate with DEC to determine next steps for follow-up. DEC is willing to assist with outreach to IUs provided good faith effort was made by the POTW.

Completed survey forms should be filed electronically. A summary of the industrial survey data may be useful for the POTW in determining possible IU sampling and monitoring schedules to address treatment plant, biosolids, or collection system issues. At a minimum, the following survey response data should be tracked in a spreadsheet / table format:

- Business name;
- Narrative description of wastewater discharge;
- Average and max wastewater flows;
- Pollutants of concern associated with wastewater discharge; and
- Whether or not follow-up is required.

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Example table for tracking survey response data. See Attachment B for full table:

Name	Description of Wastewater Discharge	Avg. and Max Wastewater Flows	Pollutants of Concern Associated with Wastewater Discharge	Follow-up Required Y/N

Step IV: Summarizing and Reporting to DEC

Survey results should be compiled in a report and submitted to DEC with:

- Narrative report, including:
 - A description of methodology used to conduct the survey including:
 - The sources of information cited to compile the master list of IUs; and
 - Methods for obtaining survey information.
 - Discussion of the survey results, including the IUs identified that warrant follow-up action, the POTW’s reasoning, and what follow-up is suggested, such as development and issuance of an allocation to control the IU’s wastewater discharge, request for DEC to assess discharge to determine if a Pretreatment Permit is necessary, or a requirement for IU to install pretreatment.
- The master list of IUs as defined in Step 1 and Attachment A;
- The list of IUs not surveyed and rationale for not conducting a survey as described in Step 1 and Attachment A;
- The list of IUs surveyed, method of survey distribution, survey completion date, and follow-up actions taken for IUs that failed to participate in the survey, as described in Step II and Attachment A;
- IU Survey response data organized in a spreadsheet, including the following information at a minimum:
 - Business name;
 - Narrative description of wastewater discharge;
 - Average and max wastewater flows;
 - Pollutants of concern associated with wastewater discharge; and
 - Whether or not follow-up is required.
- Copy of cover letter and survey form(s) distributed to IUs;
- Copy of all completed IU Surveys.

DEC will review the report in accordance with federal and state regulations.

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Attachment A: IU and Survey Tracking Table:

See Excel sheet.

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Attachment B: Tracking Survey Data

See Excel sheet.

Attachment C: Example IU Survey Questionnaire

[Date]

[Industrial User Name]
[Industrial User
Address]

RE: Industrial User Survey
[Town/City Wastewater Treatment Facility Name]

The [Town/City Wastewater Treatment Facility Name] is conducting a survey of non-residential users connected to its sewer system to support the development and maintenance of a list of users that may contribute pollutants above the background level found in domestic wastewater. Your business's response to this form supports the wastewater treatment facility (WWTF) with one of several steps being taken to better understand the pollutants that can adversely impact the WWTF, sewer collection system, and the [receiving water].

The [Town/City Wastewater Treatment Facility Name] is responsible for preventing harmful pollutants from entering its sanitary sewer system that could:

- Impair the sewerage and treatment systems or its operations;
- Pass through the sewer treatment plant and contaminate the receiving water;
- Impair the quality of municipal digested sludge (biosolids) or reclaimed effluent.

Enclosed is an *Industrial User Survey* as well as a self-addressed envelope. Please return the completed questionnaire by [Date]. If you have questions or need assistance in completing the questionnaire, please do not hesitate to contact us at [phone number or email address].

The information that you provide contributes to the success of our water treatment facility and protects the [receiving water]. Your help and cooperation with this industrial user survey is sincerely appreciated.

Sincerely,

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Attachment D: Example IU Survey Questionnaire

The [Town/City Wastewater Treatment Facility Name] (“WWTF”) is sending your business this Industrial User Survey Form to support the development and maintenance of a list of users of the wastewater collection system that may contribute pollutants above the background level found in domestic wastewater. Your business’s response to this form supports the WWTF with one of several steps being taken to better understand the pollutants that can adversely impact the WWTF, sewer collection system, and the [receiving water].

If you have any questions or concerns while completing the form, please contact [contact person name/title] using the information provided at the end of this form.

General Information

Name of Business:	
Address where discharge occurs:	
Mailing Address:	
Contact Person Name/Title:	
Phone:	
Email:	
Listing of Environmental Permits (if applicable):	

Description of Operations

Number of Employees:	
Business operating hours, including # days per week and shifts per day:	
SIC Codes/NAICS Code:	
Describe your business and the products manufactured and services performed:	

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Wastewater Discharge Information

Date facility began discharging to the sewer:	
Wastewater Flow Allocation from the Municipality:	
Other Wastewater Allocations from the Municipality:	
Does your facility generate wastewater from sources other than bathrooms and non-commercial kitchen use?	
If yes, describe the sources of wastewater generated at the facility. Include any wastewater that is generated from manufacturing or production processes and wastewater that is discharged from sources other than bathroom and non-commercial kitchen use (i.e. office kitchen):	
What is the average and max gallons of wastewater discharged per day from the sources described above?	
Describe wastewater management practices performed at your facility, such as wastewater treatment, waste management procedures, flow equalization, pH adjustment, pollution prevention practices, waste minimization practices, etc.	

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To the extent possible, provide a qualitative estimation and narrative description of the quality of the wastewater discharged. *This estimate can be based on measurements but testing the wastewater to answer this form is not required.*

To the extent possible, provide a quantitative estimation of the quality of the wastewater discharged. *This estimate can be based on measurements but testing the wastewater to answer this form is not required.* If constituent is present in unknown or uncertain amount enter “present”:

Biochemical and physical characteristics

Constituent	Concentration Range	Unit	Constituent	Concentration Range	Unit
Biochemical Oxygen Demand (BOD)		Mg/l	Chromium		Mg/l
Total Suspended Solids (TSS)		Mg/l	Copper		Mg/l
Turbidity		NTU	Cyanide		Mg/l
Oil and Grease		Mg/l	Iron		Mg/l
Total Phosphorus		Mg/l	Lead		Mg/l
Total Nitrogen		Mg/l	Manganese		Mg/l
Color			Mercury		Mg/l
pH Range		SU	Nickel		Mg/l
Aluminum		Mg/l	Selenium		Mg/l
Arsenic		Mg/l	Silver		Mg/l
Cadmium		Mg/l	Zinc		Mg/l

Other products or chemicals that will or could enter the process wastewater discharge, such as production chemicals, pesticides, biocides, corrosions inhibitors, additives, cleaning chemicals, degreasers, solvents, etc.

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Certification:

"To the best of my knowledge the information in this form is true and accurate".	
Signature:	
Name/Title:	
Date:	

Return this form with 30 days to:

Contact Name WWTF Street CityStateZip Email Phone
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As a reminder, if your facility expands or changes process in a way that may change your responses to the answers on this form, please reach out to the individual above.