

NON-RESIDENTIAL QUESTIONNAIRE
Water Environment Services Industrial Pretreatment
9101 SE Sunnybrook Blvd., Suite 441
Clackamas, OR 97015
503-557-2833

1. Company Name: _____
2. a) Facility Address _____
City _____ State _____ Zip _____
b) Is this facility located in a tenant building or industrial park? Yes _____ No _____
3. Mailing Address: Street Address: _____
City _____ State _____ Zip _____
4. Provide name of person to contact regarding information contained in this questionnaire:
Name: _____ Telephone: _____
Title: _____ Fax: _____
5. a) Provide a brief description of manufacturing or service activities performed at this facility:

b) Enter Applicable SIC code(s): _____
6. Enter number of shifts daily: _____ Enter total number of employees: _____
Circle the days of operation: **S M T W T F S**
7. Is this facility connected to the District's sanitary sewer? Yes _____ No _____
If "No", are there plans to connect? Yes _____ No _____
If "Yes", indicate when: _____
8. Does this facility receive billing statements from Water Environment Services?
Yes _____ No _____
If "yes", please list your account number(s). If you have more than three accounts, list those
which have the highest water usage:

9. Quantity of wastewater discharged in gallons per day? An estimate may be obtained from your
monthly water bill: 400 units per month = 10,000 gpd.
Less than 10,000 ___ 10,000 to 25,000 ___ 25,000 to 100,000 ___ More than 100,000 ___
10. Do you use or store liquid chemicals in quantities of 55 gallons or more? Yes _____ No _____
Do you use or store dry chemicals in quantities of 500 pounds or more? Yes _____ No _____
Are you required to report under Oregon State Fire Marshall requirements? Yes _____ No _____
Do you store/use materials, chemicals, products, equipment, or waste
materials in outside areas? Yes _____ No _____

11. Does your facility have an oil and grease/water separator? Yes _____ No _____
If "Yes", what is its flow capacity? _____

12. Waste removed from premises:
Are there any solids, liquids, or other wastes removed by a septic service
or other chemical hauler? Yes _____ No _____

If "Yes", identify the materials, quantities and frequency of service: _____

Name, address and telephone number of hauler(s): _____

13. Does your facility generate process wastewater, not including
domestic wastewater? Yes _____ No _____

a) Is this wastewater discharged to the District's system? Yes _____ No _____

b) Does this process wastewater undergo any pretreatment? If so, please describe:

c) Describe process wastewater: _____

Volume estimate _____ Units _____

14. Does your facility discharge any substance, which, if otherwise disposed of would be a
hazardous waste as defined under 40 CFR part 261? Yes _____ No _____

*[If discharge is more than 15 kg (33 lbs.) per month of RCRA hazardous waste or a discharge of any quantity of acutely
hazardous waste, please complete form on the back of the attached Hazardous Waste Notification Notice.]*

15. Does stormwater come into contact with any process(es) at your facility? Yes _____ No _____

16. Do you clean equipment or vehicles at your facility? Yes _____ No _____

If "Yes", is the wash water or wastewater:

Discharged to the Sanitary Sewer _____ Discharge to the Storm Sewer _____ 100% Recycled _____

Removed Off-Site _____ Other _____

17. 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 ensure that qualified personnel properly gather and
evaluate the information submitted. Based on my inquiry of the persons directly responsible for gathering
the information, the information submitted is, to the best of my knowledge and belief, true, accurate and
complete. I am aware that there are significant penalties for submitting false information, including the
possibility of fine and imprisonment for knowing violations. [40 CFR 403.6(a)(2)(ii)]

Name (please print) _____ Title _____

Signature _____ Date _____

RCRA HAZARDOUS WASTE NOTIFICATION REQUIREMENTS

On July 24, 1990, the US Environmental Protection Agency (EPA) promulgated in the *Federal Register* changes to the general pretreatment regulations (cf., 55 FR 30082). The changes affected both publicly owned treatment works (POTWs) and industrial users (IUs) of POTWs. "Industrial users" or "IUs" includes non-domestic users such as commercial users and businesses. One of the changes requires IUs to submit a notification of hazardous wastes discharged to POTW sewerage collection systems. It is a pretreatment program Resource Conservation and Recovery Act (RCRA) reporting requirement. This pretreatment program requirement is codified in the Code of Federal Regulations at 40 CFR 403.12(p).

The Oregon Department of Environmental Quality (DEQ) is the pretreatment program Approval Authority for Oregon. The DEQ and federal regulations (cf., 40 CFR 403.8(f)(2)(iii)), require us to notify you of this RCRA reporting requirement. It is one of the requirements of our approved pretreatment program. Pretreatment program RCRA reporting requirements are incorporated into the District's Rules and Regulations Section 3.2.7. Following is a brief description of this requirement.

Who Must Notify:

All non-domestic users whose wastewater is treated at the District's treatment facilities and that discharge listed or characteristic RCRA hazardous waste to the POTW (except as described below) must notify the District and other regulatory agencies. RCRA listed and characteristic wastes are described in 40 CFR Part 261.

Notification Must be Sent to:

- The District
- The EPA Regional Waste Management Division Director, and
- State of Oregon Hazardous Waste Authority

This notification must be submitted in writing for any discharge into the District's POTW of any substance, which, if otherwise disposed of, would be a hazardous waste under 40 CFR Part 261.

Wastes Covered by the Notification:

- Any discharge to the POTW of more than 15 kilograms (kg) (33 lb.) per calendar month of a RCRA hazardous waste, or a discharge of **any** quantity of an acutely hazardous waste identified in 40 CFR 261.30(d) and 261.33(e), must be reported as a **one-time** notification.
- A discharge to the POTW of 15 kg (33 lb.) or less per calendar month of a RCRA hazardous waste need **not** be reported, **except** for acutely hazardous waste identified in 40 CFR 261.30(d) and 261.33(e).
- A subsequent discharge of more than 15 kg (33 lb.) per calendar month, or of any quantity of an acutely hazardous waste, must be reported as a **one-time** notification.
- Pollutants already reported under reporting requirements for categorical industrial users in base line monitoring, final and periodic compliance reports are not subject to this notification requirement.

Notification Must Include:

- Name of the hazardous waste as set forth in 40 CFR Part 261.
- EPA hazardous waste number.
- Type of discharge to the sewer (continuous, batch, or other).
- A certification that you have in place a program to reduce the volume and toxicity of hazardous wastes generated to the degree you have determined to be economically practical.

If you discharge more than 100 kilograms (220 lb.) of hazardous waste per calendar month to the POTW, the one-time notification shall also contain the following information to the extent such information is known or readily available:

- An identification of the hazardous constituents contained in the wastes.
- An estimation of the mass and concentration of such constituents in the waste stream discharged during the calendar month in which the one-time report is made.
- An estimation of the mass of constituents in the waste stream expected to be discharged during the twelve months following the notification.

When the Notification Must be Submitted

- If you commenced discharging such wastes before August 23, 1990, you were required to have submitted this notification by **no later than February 23, 1991**. If you fall into that category and have not yet submitted the notification, do so right away.
- If you commence discharging after August 23, 1990, you must submit the notification no later than 180 days after the discharge of the listed or characteristic hazardous waste.
- In the case of any new regulations under Section 3001 of RCRA identifying additional characteristics of hazardous waste or listing any additional substance as a hazardous waste, you must notify the District, EPA and the State of Oregon of the discharge of such substance within 90 days of the effective date of such regulations.
- The notification need be submitted only once for each hazardous waste discharged, except when there will be a substantial change in the volume or character of the hazardous waste discharged (generally because of a planned change in your facility operations). In this case, you must notify the District in advance.

How to Count the Volume of Hazardous Waste Discharged

If a hazardous waste is mixed with a non-hazardous process or non-process waste stream and the entire mixture is then discharged to the sewer, the volume of the entire waste stream containing hazardous waste is considered hazardous according to the RCRA "mixture rule" in 40 CFR 261.3(a)(2)(iii). The effect of this rule is summarized as follows:

- **Characteristic Wastes:** These wastes are classified as hazardous because they exhibit one of the hazardous characteristics identified in 40 CFR 261.20 – 40 CFR 261.24 (i.e., they are ignitable, corrosive, reactive, or toxic). If these wastes are mixed with non-hazardous materials and the mixture is then discharged to the sewer, the notification must be submitted only if the **entire mixture actually discharged** is more than 15 kg (33 lb.) per calendar month and if the entire mixture discharged still exhibits the characteristic(s).
- **Listed Wastes:** These are wastes that are classified as hazardous pursuant to being listed in 40 CFR 261.30 – 40 CFR 261.33. If these listed wastes are mixed with non-hazardous materials and then discharged to the sewer, the entire waste stream is considered hazardous and a notification must be submitted. Thus, only if the entire waste stream containing the hazardous waste amounted to 15 kg (33 lb.) or less per calendar month, would the above exemption apply.
- **Questionable Wastes:** If you have any doubt about whether a mixture discharged to the sewer is hazardous, or if you do not wish to perform any calculations which may be necessary under the mixture rule (cf., 40 CFR 261.3(a)(2)(iii)) you should submit the one-time notification.

If you have any questions, please call the District's Industrial Pretreatment office at (503) 557-2833.

HAZARDOUS WASTE INFORMATION (use additional sheets if necessary)

Name of Waste: _____

EPA Hazardous Waste Number: _____

TYPE OF DISCHARGE:

_____ Continuous _____ Batch _____ Other _____

I certify that I have a program in place to reduce the volume and toxicity of hazardous wastes generated to the degree I have determined to be economically practical.

Signature of Company Representative Date

If more than 100 Kilograms (220 lbs) of any hazardous waste per calendar month is discharged to the sewer, please include the following items of information for each hazardous waste, to the extent such information is known and readily available:

Name of Constituent	Mass in Wastestream (this month)	Concentration in Wastestream (this month)