

**ALBANY COUNTY SEWER DISTRICT
INDUSTRIAL PRETREATMENT PROGRAM
INDUSTRIAL AND COMMERCIAL DISCHARGER WASTE QUESTIONNAIRE**

General Information

1. Company Name: _____
- 2a. Mailing Address: _____

- 2b. Premises Address:
(if different) _____

3. Standard Industrial
Classification (SIC) Code: _____
4. Name of Contact Official: _____
5. Title of Contact Official: _____
6. Telephone Number: _____
7. Fax Number: _____

Instructions

Begin this questionnaire by completing # 8 below. Then proceed to # 9, following the directions as they are provided. Depending upon your responses, you may be directed to either submit the first two pages of the questionnaire only or complete the entire form. In either case, you must endorse the Certification on page 2 for your response to be valid.

8. Provide a brief description of the firm's activities on the premises:

9. Does your facility generate any wastewater other than sanitary (sanitary wastewater is defined as wastewater from sanitary conveniences, personal washing and/or from cooking, serving and clean-up from food prepared for on-site consumption only)? _____ If no, proceed directly to the Certification and Validation section on page two and complete that section. Then return pages 1 and 2 only to the address provided. If yes, proceed to 10.

10. Provide (or estimate) the amount of wastewater generated daily by your facility: _____ gal.
Is this [] measured [] estimated? Then proceed to 11.

11. Do you treat incoming waters before use? _____ If you do, describe the handling and disposal of any treatment skimmings or sludges. _____

_____ Regardless of your answer, proceed to 12.

DO NOT LEAVE ANY AREA BLANK. USE N/A (NOT APPLICABLE) WHERE NECESSARY

12. Do your operations fall into any of the industrial categories listed in attached Table 2? _____
If yes, you must complete the entire form. Go directly to page 3 and begin. If no, proceed to 13.
13. Do your operations use or discharge any of the chemicals listed in attached Table 1? _____
If yes, you must complete the entire form. Go directly to page 3 and begin. If no, proceed to 14.
14. Do your operations result in the collection and disposal of any hazardous wastes? _____
If yes, you must complete the entire form. Go directly to page 3 and begin. If no, proceed to 15.
15. Do you use biocides, fungicides or any other spoilage prevention additives? _____ If yes,
you must complete the entire form. Go directly to page 3 and begin. If no, proceed to 16.
16. Do you treat your wastewaters in any fashion? _____ With the exception of animal
or vegetable-based grease and oil removal (grease traps), if you answered yes, you must
complete the entire form. Go directly to page 3 and begin. Otherwise, proceed to 17.
17. Are wastewaters generated by operations at your facility likely to contain any substances that are
not routinely associated with domestic (household) activities? _____ If yes, you must
complete the entire form. Proceed to page 3 and begin. If no, proceed to 18.
18. If you have not previously been directed to complete the entire form, you need only complete the
Certification and Validation section below and return pages 1 and 2 of this form to the address
provided.

CERTIFICATION AND VALIDATION

The Certification below must be endorsed for this Questionnaire to be valid and complete. All users should carefully read the Certification and have a clear understanding of the provisions and penalties set forth for knowingly submitting false or incomplete information. If you will be completing the entire form that follows, endorse the statement below only after fully completing and reviewing the entire Questionnaire.

CERTIFICATION STATEMENT

I certify under penalty of law that I have personally examined and am familiar with the information submitted herein; and that based upon my inquiry of those individuals immediately responsible for obtaining the information, I believe the information submitted is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

Name of Signing Official (Print)

Title of Signing Official

Signature of Company Official

Date

Please direct all completed Questionnaires to:

Permit Compliance Manager
Albany County Sewer District
PO Box 4187
Albany, NY 12204

PRODUCTION INFORMATION

1. List the company's principal products or services on the premises with the appropriate Standard Industrial Classification (SIC) codes and briefly describe the specific production or process activities that take place. Attach additional sheets, if necessary. Additional sheets attached? [] Yes [] No

2. List the principal process materials (raw materials, catalysts, intermediates, clean-up materials) associated with the activities in 1. above. Also, indicate if your company accepts its used finished product shipping containers back for recycle, and if so describe the cleaning process for these containers. Attach additional sheets, if necessary. Additional sheets attached? [] Yes [] No

3. Number of separate production buildings on the site: _____

4a. Indicate the number of separate sewer connections (to public sewers) from your production or operations: _____ or _____

4b. Do your operations share a connection to the public sewers with another entity (Example: multi-tenant building)? _____

5. Average number of employees per shift: 1st _____ 2nd _____ 3rd _____

6. Days of operation: Sun. _____ Mon. _____ Tue. _____ Wed. _____ Thur. _____ Fri. _____ Sat. _____

7. Is there a scheduled shutdown? _____ If so, when? _____

8. Does the facility have:

- a. a Spill Prevention, Control and Countermeasure (SPCC) Plan? _____
- b. a Toxics Management Plan? _____
- c. a Slug Control Plan? _____
- d. a Best Management Practices Program? _____

ACSD may, in the future, request copies of any of the above Plans that are currently in effect.

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WATER AND WASTEWATER

9a. Indicate water sources and consumption:

Consumption (gal)

<u>Source:</u>	<u>Annual</u>	<u>Avg/Day*</u>
Municipal Water Supply	_____	_____
Well	_____	_____
Surface Water (river, lake, pond)	_____	_____
Other: _____	_____	_____

* Divide annual consumption by number of actual working or process days.

9b. Describe any raw water treatment processes undertaken on site. Include the means of disposal of any residuals generated by those processes.

10. Indicate below water uses (by % or by actual usage) and means of disposal:

	<u>%</u>	<u>Usage (gal/day)</u>	<u>Disposal Means*</u>
Cooling Water (contact with process)	_____	_____	_____
Cooling Water (non-contact)	_____	_____	_____
Boiler Feed	_____	_____	_____
Process Water	_____	_____	_____
Sanitary Usage	_____	_____	_____
Air Pollution Control	_____	_____	_____
Plant and Equipment Washdown	_____	_____	_____
Contained In Product	_____	_____	_____
Other (indicate): _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

* e.g. sanitary sewers, combined sewers, storm sewers, direct to stream or river, subsurface injection, septic system, waste hauler, evaporation, other (indicate specifics)

11. Are wastewater discharges to the sanitary or combined sewer system:

- a. Discharged during actual production? _____
If yes: Intermittent? _____ or Continuous? _____
- b. Discharged after production? _____
If yes: Batch Process Wastewater Discharge? _____ or Clean-Up (i.e. floor washings, tank rinses)? _____

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12. Turn to attached Table 2, which lists industrial categories for which USEPA has established federal discharge regulations and limitations. Do any of the operations at your facility fall within any of these categories? Yes _____ No _____ If yes, complete 12 (a) - 12 (d).

12a. Under which federally regulated category(s) do operations at your facility fall? _____

12b. Has a Baseline Monitoring Report been submitted to ACSD? _____ If so, when? _____

12c. Have Periodic Compliance Reports been submitted to ACSD? _____ If so, dates of last two reports: _____ and _____.

12d. Has final compliance been achieved? _____ If no, explain: _____

13. If wastewater discharges from the company have been analyzed to determine pollutant concentrations, and if this data has not already been submitted to ACSD, attach a copy of the latest laboratory report. Report attached? [] Yes [] No

14. Turn to Table 1 (two pages). Circle the name of any of the substances on the Table that might be used, stored or generated on the premises or that might be contained in the facility's wastewater discharged.

15. Does the company utilize any specific water conservation methods? _____ If so, describe.

16. Describe any wastewater treatment equipment and processes currently in use, and attach a schematic of same. Facilities and processes designed for pollutant removal as well as those designed to equalize flow and pollutant loadings should be included. Be sure to indicate whether treatment is provided at the end of specific processes or post-process and previous to final discharge. Also, if any additional treatment facilities are planned, so indicate. Schematic attached? [] Yes [] no

17. Have provisions been made for discharge flow monitoring and wastewater sampling/analysis? If so, describe. With regard to wastewater monitoring, outline methods of sample collection and analysis, or indicate the name of the consultant or contractor providing such services.

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OTHER WASTES: MISCELLANEOUS

18. Describe any accepting, holding and storage facilities and practices for all raw materials, process and clean-up chemicals and finished products.

19. Was the company required to take part in USEPA's Toxic Release Inventory by submitting information under SARA Title 313? _____ If yes, attach a copy of the latest report to USEPA.

20. Has your company filed an EPA Form 8700-12 (Notification of Hazardous Waste Activity)? _____ If yes, attach a copy of the submitted form.

21. Are any sludges, solvents, thinners, oils, still bottoms, fly ash, fillers, etc. or residual materials generated by the processes on-site? _____ If yes, complete Table 3.

22. Are residuals (skimmings, sludges, backwashes, etc.) generated as a result of wastewater treatment (or pretreatment) processes prior to discharging the wastewater into the municipal system? _____ If yes, complete Table 4.

23. Do you store industrial wastes? _____ If yes, complete Tables 5a / 5b for on-site and Tables 6a / 6b for off-site wastes.

Please return to page 2 of this Questionnaire and, after carefully reading the Certification and Validation Section and the Certification Statement, complete the Certification section. Then transmit the completed form to Albany County Sewer District at the address provided.

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**Table 1
Substances of Concern**

Class A - Halogenated Hydrocarbons

- A01. Methyl chloride
- A02. Methylene Chloride
- A03. Chloroform
- A04. Carbon tetrachloride
- A05. Freon/Genatron
- A06. Other Halomethanes
- A09. Vinyl fluoride
- A10. Vinyl chloride
- A11. Dichloroethylene
- A12. Trichloroethylene
- A13. Tetrachloroethylene
- A14. Chlorinated propane
- A15. Chlorinated propene
- A16. Hexachlorobutadiene
- A17. Hexachlorocyclopentadiene
- A18. Chlorinated benzene
- A19. Chlorinated toluene
- A20. Fluorinated toluene
- A21. PCB
- A22. Chlorinated naphthalene
- A23. Dechlorane
- A24. Hexachlorocyclohexane
- A99. Halogenated hydrocarbons - nsa*

Class B - Halogenated Organics

- B01. Phosgene
- B02. Methyl chloromethyl ether
- B03. bis-chloromethyl ether
- B04. Other chloroalkyl ethers
- B05. Benzoyl chloride
- B06. Chloroform
- B07. Chlorinated phenol
- B08. Chlorinated cresols or xylenols
- B09. Chlorendic acid
- B10. Chloroaryl ethers
- B11. Dichlorophene or hexachlorophene
- B12. Chlorinated aniline
- B13. Dichlorobenzidine
- B14. Chlorinated diphenyl oxide
- B15. Chlorinated toluidine
- B16. Kepone
- B17. Dichlorovinyl sulfonyl pyridine
- B18. Chloropicrin
- B19. Trichloronethyl thio-phthalimide
- B20. Trichloro-propylsulfonyl pyridine
- B21. Tetrachloro-methylsulfonyl pyridine
- B22. Tetrachloro-isophthalonitrile
- B99. Halogenated organics - nsa*

Class C - Pesticides

- C01. Aldrin/Dieldrin
- C02. Chlordane and metabolites
- C03. DDT and metabolites
- C04. Endosulfan/Thiodan and metabolites
- C05. Endrin and metabolites
- C06. Heptachlor and metabolites
- C07. Malathion
- C08. Methoxychlor
- C09. Parathion
- C10. Toxaphene

Class C - continued

- C11. Sevin
- C12. Kelthane
- C13. Diazon
- C14. Dithane
- C15. Carbaryl
- C16. Silvex
- C17. Dithiocarbamates
- C18. Maneb
- C19. Dioxathion
- C20. Tandex/Karbutilate
- C21. Carbofurans
- C22. Pentac
- C23. Folpet
- C24. Dichlone
- C25. Rotenone
- C26. Lindane/Isotex
- C27. Simazine
- C28. Methoprene
- C99. Pesticides - nsa*

Class D - Aromatics

- D01. Benzene
- D02. Toluene
- D03. Xylene
- D04. Biphenyl
- D05. Naphthalene
- D06. Ethylbenzene
- D07. Styrene
- D08. Acenaphthene
- D09. Fluoranthene
- D99. Aromatic hydrocarbons - nsa*

Class E - Tars

- E01. Coal Tar
- E02. Petroleum tar
- E99. Tars - nsa*

Class F - Substituted Aromatics

- F01. Phenol, cresol or xylenol
- F02. Catechol, resorcinol or hydroquinone
- F03. Nitrophenols
- F04. Nitrobenzenes
- F05. Nitrotoluenes
- F06. Aniline
- F07. Toluidines
- F08. Nitroanilines
- F09. Nitroanisole
- F10. Toluene diisocyanate
- F11. Dimethylaminoazobenzene
- F12. Benzioc acid/Benzoate salts
- F13. Phthalic, isophthalic or terephthalic acid
- F14. Phthalic anhydride
- F15. Phthalate esters
- F16. Phenoxyacetic acid
- F17. Phenylphenols
- F18. Nitrobiphenyls
- F19. Aminobiphenyls (inc. benzidine)
- F20. Diphenylhydrazine
- F21. Naphthylamines

Class F continued

- F22. Carbazole
- F23. Acetylaminofluorene
- F24. Dyes and organic pigments
- F25. Pyridine
- F99. Substituted Aromatics - nsa*

Class G Miscellaneous

- G01. Asbestos
- G02. Acrolein
- G03. Acrylonitrile
- G04. Isophorone
- G05. Nitrosamines
- G06. Ethyleneimine
- G07. Propiolactone
- G08. Nitrosodimethylamine
- G09. Dimethyl hydrazine
- G10. Maleic anhydride
- G11. Methyl isocyanate
- G12. Epoxides
- G13. Nitrofurans
- G14. Cyanide

Class M - Metals and Their Compounds

- M01. Antimony
- M02. Arsenic
- M03. Beryllium
- M04. Cadmium
- M05. Chromium
- M06. Copper
- M07. Lead
- M08. Mercury
- M09. Nickel
- M10. Selenium
- M11. Silver
- M12. Thallium
- M13. Zinc
- M99. Metals - nsa*

*nsa - not specified above

Table 2: Categorically Regulated Industries and Processes

If your facility employs or will be employing processes or unit operations in any of the industrial categories or business activities listed below (regardless of whether or not they generate wastewater, waste sludge or hazardous waste), place a check beside that category of business activity (check all that apply) and answer 'Yes' to question 13 of the Questionnaire. If you are in doubt about any of the categories, place a question mark (?) in the space, instead of a check mark.

Industrial Categories

- Dairy Products Processing
- Grain Mills
- Canned and Preserved Fruits and Vegetables Processing
- Canned and Preserved Seafood Processing
- Sugar Processing
- Textile Mills
- Cement Manufacturing
- Feedlots
- Electroplating
- Organic Chemicals, Plastics and Synthetic Fibers
- Inorganic Chemicals Manufacturing
- Soap and Detergent Manufacturing
- Fertilizer Manufacturing
- Petroleum Refining
- Iron and Steel Manufacturing
- Nonferrous Metals Manufacturing
- Phosphate Manufacturing
- Steam Electric Power Generating
- Ferroalloy Manufacturing
- Leather Tanning and Finishing
- Glass Manufacturing
- Asbestos Manufacturing
- Rubber Manufacturing
- Timber Products
- Pulp, Paper and Paperboard
- Builders Paper and Board Mills
- Meat Products
- Metal Finishing
- Coal Mining
- Oil and Gas Extraction
- Mineral Mining and Processing
- Pharmaceutical Manufacturing
- Ore Mining and Dressing
- Paving and Roofing Materials (Tars and Asphalts)
- Paint Formulating
- Ink Formulating
- Gum and Wood Chemicals Manufacturing
- Pesticide Chemicals
- Explosives Manufacturing
- Carbon Black Manufacturing
- Photographics (Development and Printing)
- Hospitals
- Battery Manufacturing
- Plastics Molding and Forming
- Coil Coating
- Porcelain Enameling
- Aluminum Forming
- Copper Forming
- Electric and Electronic Components
- Nonferrous Metals Forming and Metal Powders

Table 3a - Description and On-Site Disposal of Industrial Wastes

Waste Type	Estimated Amount Generated	Waste Composition	On-Site Disposal Method				
			Land fill	Incineration	Lagoon	Land Appl.	Other

Table 3b - Description and Off-Site Disposal of Industrial Wastes

Waste Type	Estimated Amount Generated	Waste Composition	Off-Site Disposal	
			Hauler Name and Address	Final Disposal

Table 4a - Description and Disposal of Residual from Wastewater Treatment: On-site Disposal

Description of Wastewater Treatment Process	Estimated Amount Generated	Waste Composition	On-Site Disposal Method				
			Land fill	Incineration	Lagoon	Land Appl.	Other

Table 4b - Description and Disposal of Residual from Wastewater Treatment: Off-site Disposal

Description of Wastewater Treatment Process	Estimated Amount Generated	Waste Composition	Off-Site Disposal	
			Hauler Name and Address	Final Disposal

**Table 5a - Industrial Waste Storage, Impoundment or Disposal:
Sites Used and Owned or Controlled by Facility**

Type of Storage, Impoundment and Disposal Facilities	Waste Type*	Typical Storage Period (Days)	Total Typical Quantity Stored	Total Storage Capacity
Lagoon w/liner *			gal	gal
Lagoon w/o liner *			gal	gal
Above Ground Tanks			gal	gal
Below Ground Tanks			gal	gal
Landfills, Piles			cu.	cu.
Landspreading			yds.	yds.
Barrel or Drum Storage			No.	No.
Other (specify)				

* From Table 4

Table 5b - Storage, Impoundment or Disposal Facility Information

Answer Yes or No

Type of Storage, Impoundment and Disposal Facilities	Is area diked?	Is leachate or drainage collected?	Is facility covered or closed?	Are any facilities inactive?	Is any monitoring present?
Lagoon w/liner *					
Lagoon w/o liner *					
Above Ground Tanks					
Below Ground Tanks					
Landfills, Piles					
Landspreading					
Barrel or Drum Storage					
Other (specify)					

Table 6a - Off-site Industrial Waste Storage, Impoundment or Disposal

Off-site Address: _____
 Street or Route No.: _____
 City/State/Zip Code _____
 County: _____

Type of Storage, Impoundment and Disposal Facilities	Waste Type*	Typical Storage Period (Days)	Total Typical Quantity Stored	Total Storage Capacity
Lagoon w/liner *			gal	gal
Lagoon w/o liner *			gal	gal
Above Ground Tanks			gal	gal
Below Ground Tanks			gal	gal
Landfills, Piles			cu.	cu.
Landspreading			yds.	yds.
Barrel or Drum Storage			No.	No.
Other (specify)				

* From Table 4

Table 6b - Storage, Impoundment or Disposal Facility Information

Type of Storage, Impoundment and Disposal Facilities	Answer Yes or No				
	Is area diked?	Is leachate or drainage collected?	Is facility covered or closed?	Is any monitoring present?	Is facility active or inactive?
Lagoon w/liner					
Lagoon w/o liner					
Above Ground Tanks					
Below Ground Tanks					
Landfills, Piles					
Landspreading					
Barrel or Drum Storage					
Other (specify)					

