



## Significant Industrial User and Industrial User Discharge Permit Application Instructions

### A. General Information

1. Company Name: Name of the company that will be in operation and any parent company.
2. Facility Address: Location of the facility that will be discharging to the Northfield wastewater treatment plant.
3. Facility County: County the facility is located in that will be discharging to the Northfield wastewater treatment plant.
4. Mailing Address: The address that the company that will be discharging to the Northfield wastewater treatment plant uses for US postal mail.
5. Contact Information: List the title, mailing address, phone number, fax number and email for the primary contact, billing contact and an alternate contact (if wanted). The alternate contact could be an engineer or consultant.
6. Is the application for an existing facility that leases or owns the building and what was the startup date? Or, is the application for a new facility that leases or owns the building and what is the anticipated startup date? Also, is this a multi-tenant facility that could have multiple occupants of the same building?

### B. Operations

1. Hours per day planned that the facility will be operating.
2. Hours per week planned that the facility will be operating.
3. Number of employees planned per shift for all shifts and shift hours.
4. Hours of planned operation per day of week.

### C. Production

1. Enter any North American Industry Classification System (NAICS) code that is applicable to the operations. If this does not apply to this specific industry, enter Not Applicable. Information can be found at [www.census.gov/eos/www/naics](http://www.census.gov/eos/www/naics). Enter a brief description of operation for each NAICS code. If multiple NAICS codes, designate which is the primary operation.
2. List principle raw materials to be used along with planned daily quantity and units.
3. List principle products to be produced along with planned daily quantity and units.
4. Describe if there is planned seasonal changes in the volume of water used, rate of production, services rendered, and/or industrial waste generated.

### D. Water Balance

1. List all sources of incoming water supply and planned gallons per year and the method of determining gallons.
2. List all water that will not be discharged to the sanitary sewer by gallons per year and the method of determining gallons.
3. List all water types that will be discharged to the sanitary sewer by gallons per year and determination method.

### E. Industrial Wastewater

1. Mark any types of incoming water treatment at the facility. More than one may be checked.

2. Mark if there is any reject water from any of the processes in E.1. that will be discharged to the sanitary sewer and the gallons per year.
3. List the sources of industrial waste that will be discharged to the sanitary sewer system and the estimated percentage of the total facility discharge.
4. Check the appropriate box if there will be any pretreatment prior to discharge to the sanitary sewer system. If no, go to number 5. If yes, complete the table.
5. Check the appropriate box if there will be batch discharges to the sanitary sewer system. If no, go to number 6. If yes, complete the table.
6. Check the appropriate box if the facility will have waste hauled off-site for treatment and disposal. If no, go to section F. If yes, complete the table.

**F. Analytical Data**

Check the appropriate box for if the facility has had any portion of the discharge monitored or analyzed in the past two years.

**G. Permits and Licenses**

1. Fill in the company's federal tax identification number.
2. Check the appropriate box if the facility has a NPDES (National Pollutant Discharge Elimination System) or SDS (State Disposal System) permit. If no, go to number 3. If yes, fill in the permit number.
3. Check the appropriate box if the facility has a license or permit for the generation, treatment, storage, or disposal of hazardous waste. If no, go to number 4. If yes, indicate the type of license or licenses. VSQG (Very Small Quantity Generator), SQG (Small Quantity Generator), LQG (Large Quantity Generator) or other and name. Also, fill out the table.
4. Check the appropriate box if the facility discharges waste that could be considered hazardous under Minnesota Rules Chapter 7045. Information can be found at <https://www.revisor.mn.gov/rules/?id=7045>. If no, go to section H. If yes, complete the table.

**H. Public Information Policy**

This section discusses items the applicant considers "trade secret information" and what the applicant needs to do to identify them.

**I. Facility/Site Diagram(s)**

Complete current, for a renewal, or proposed diagrams for each item 1 through 9 for the site. Identify each diagram.

Also provide information for non-contact cooling water and chemicals stored at the facility that have the potential to affect the characteristics of the wastewater discharge.

**J. Process Flow Schematic(s)**

Complete current, for a renewal, or proposed schematics for item 1 through 6 for the process flow. Identify each schematic.

**K. Certification of Information**

1. Complete the signatory section and submit the application to the City of Northfield, Public Works Division.