

NOTICE OF INTENT TO DISCHARGE INDUSTRIAL WASTEWATER

General Instructions

The following instructions are designed to assist you in completing the Notice of Intent Form. These instructions should answer most questions concerning the information required. However, if you have a question about a particular item, please contact the Utility at 564-2705 or 564-2762 and someone will assist you.

INSTRUCTIONS FOR COMPLETING THE FORM

Please complete all items even though the answer may be “zero,” “none,” or “not applicable.” To minimize errors, type or clearly print all information. If additional space is required to provide complete information for a particular item, please attach additional sheets keyed to the item number, and indicate “continued on additional sheet” in the appropriate blank on the form. Following are line-by-line instructions.

- ITEM 1. Provide the official company name.
- ITEM 2. Provide the division name, if applicable.
- ITEM 3. Provide the address where the facility is located.
- ITEM 4. Provide the address to which correspondence may be sent.
- ITEM 5. Provide a brief description of the business that is conducted at this facility.
- ITEM 6. Provide the name, title, and telephone number of the person at the facility who may be contacted to answer questions about this form.
- ITEM 7. Provide the date the discharge is expected to begin.
- ITEM 8. Provide the NAICS (SIC) code that best describes your facility. SIC codes may be found in the Standard Industrial Classification Manual as prepared by the Office of Management and Budget, Executive Office of the President, Washington, D.C. (Current NAICS available online at <http://www.census.gov/epcd/www/naics.html>)
- ITEM 9. Check the appropriate reason for filling the **Notice of Intent**.

If you checked 9a, 9b, or 9c as your reason for filing a **Notice of Intent**, enter the volume of your discharge in the appropriate category under ITEM 10 as “proposed discharge”.

If you checked 9d as your reason for filing a **Notice of Intent**, provide dates on your existing discharges and your proposed additional discharge in the appropriate category of ITEM 10.
- ITEM 10. Provide the volume of process wastewater, domestic wastewater, and cooling water in your discharge.
- ITEM 11. Provide a description of the process that will result in the discharge of a process wastewater. For facilities filing the **Notice of Intent** because of a change in the existing discharge, provide information on the process responsible for the change in discharge.
- ITEM 12. Provide a list of all chemicals/pollutants that may be reasonably expected to be present in the proposed discharge. If trade name chemicals are listed, provide a list of their significant chemical constituents.

ITEM 13. Provide a description of any wastewater pretreatment methods and facilities to be used to reduce the pollutants and facilities to be used to reduce the pollutant concentrations of the proposed discharge. Also indicate the status of this pretreatment; i.e., existing, to be installed before start of discharge, etc.

ITEM 14. This **Notice of Intent** must be signed and dated by a principal executive officer or designee.

WHO MUST FILE A NOTICE OF INTENT?

The following users must submit a **Notice of Intent**:

- a. Users purchasing an existing facility from which a discharge of industrial wastewater into the MOA sewage system is proposed.
- b. Users constructing a new facility from which a discharge of industrial wastewater into the MOA sewage system is proposed.
- c. Users proposing to discharge an industrial wastewater into the MOA sewage system from a facility which currently does not discharge an industrial wastewater.
- d. Users planning to alter or change the activity at the user's facility that will significantly increase or decrease the volume or alter the content of any existing source of industrial wastewater discharge into the MOA sewer system. This does not include changes in volume or content resulting from shifts in existing production levels at the users facility. A "significant increase or decrease" is defined as a 50% increase or decrease in the volume of industrial wastewater currently being discharged by a user whose daily average volume of industrial wastewater discharged into the MOA sewage system is 100,000 gallons per day or less. For users whose daily average volume of industrial wastewater discharged into the MOA sewage system is greater than 100,000 gallons per day, "a significant increase or decrease" is defined as a 10% increase or decrease in the volume of industrial wastewater currently being discharged. An "alteration" is defined as any change in chemicals utilized within a process which will significantly alter the characteristics of the industrial waste discharge.

WHEN MUST THE NOTICE OF INTENT BE FILED?

Users required to file a **Notice of Intent** must do so at least 30 days before commencing discharge into the MOA sewage system. Please note that you must receive written approval of the notice of intent from the Utility before commencing discharge to the MOA sewer system. Based upon the Utility's evaluation of the notice of intent, you may be issued a wastewater discharge permit or a permit modification, as appropriate, in accordance with Section 26.50.040 of the [Anchorage Municipal Code](#).