KC WATER
REGULATORY COMPLIANCE DIVISION
2 NE 32nd St ● Kansas City, MO 64116
P: 816-513-0600 ● www.KCWater.us

SIU Wastewater Discharge Permit Application

For Significant Industrial Users, categorical and non-categorical, under Chapter 60 and 40 CFR Part 403

1. Instructions and How to Use This Application

1.1 Who Must Complete This Application

Every Significant Industrial User (SIU) must obtain a wastewater discharge permit before connecting to or contributing wastewater to the KC Water Publicly Owned Treatment Works (POTW). Under Chapter 60, Significant industrial user means any industrial user which:

- Is subject to categorical pretreatment standards; or
- Purchases, uses, or discharges an average of 25,000 gallons per day or more of water; or
- Discharges a process wastestream which makes up five percent or more of the average dry weather hydraulic or organic capacity of the wastewater treatment plant serving the said industrial user; or
- Accepts waste from another location outside the facility's boundaries for treatment, storage or disposal; or
- Is designated as significant by the director on the basis that the industrial user has a reasonable potential for adversely affecting the POTW's operations, for violating this article or for violating pretreatment standards or requirements.

For non-SIU ongoing discharges, use the General Wastewater Discharge Permit Application. An existing IU, including an SIU, may also use that application for a separate short-term or other discharge outside normal permitted operations.

1.2 When to Submit

Submit this application:

- For new sources and sources becoming Industrial Users after an applicable categorical standard is promulgated, submit the BMR information at least 90 days before beginning discharge; obtain discharge authorization before discharge begins.
- For existing categorical users, submit the BMR within 180 days after the applicable categorical standard becomes effective or a category determination is made, whichever is later.
- At least 180 days before the expiration of an existing wastewater discharge permit (for renewal);
- When requested in writing by KC Water's Regulatory Compliance Division;
- When facility changes require a new or modified permit (see Notice of Change Form).

1.3 How to Complete This Application

- Answer every question. Do not leave blanks. If a question does not apply, mark it "N/A" or "Not applicable"; do not leave the field empty.
- If the space provided is insufficient, attach additional sheets clearly referenced to the applicable section.
- Complete Section G (Categorical Supplement) only if the facility is or may be a Categorical Industrial User. Non-categorical SIUs should mark Section G as N/A but complete every other section.
- Attach all documents identified in Section L (Required Attachments).
- The Authorized Representative must sign the Certification (Section M).

1.4 Fees

A non-refundable permit application review fee applies, and an ongoing permit maintenance fee applies when a permit is granted. Applicable fees are billed to the associated City water utility account unless a different payment arrangement has been made with RCD. For current rates or billing assistance, contact (816) 513-0600 or water.ipp@kcmo.org.

1.5 Where to Submit

Submittal

Submit through the KC Water reporting platform when available for your facility. Otherwise, mail the signed original and attachments to:

KC Water Regulatory Compliance Division

2 NE 32nd St

Kansas City, MO 64116

Email courtesy copies to water.ipp@kcmo.org to expedite review; email does not replace the signed submittal.

A. Company Identification

Facility name (as legally registered):	
Doing-business-as (DBA) name, if different:	
Facility physical address:	
Facility city, state, ZIP:	
Mailing address (if different):	
Mailing city, state, ZIP:	
Federal tax ID / EIN:	
Missouri sales tax registration:	
State-approved corporate registration name:	

Legal entity type

☐ Corporation

☐ Limited liability company (LLC)

☐ Partnership

☐ Sole proprietorship

☐ Governmental entity (Federal, State, or local)

☐ Non-profit / other

B. Contacts

B.1 Primary facility contact

Name:	
Title:	
Phone (office):	
Phone (cell / after-hours):	
Email:	

B.2 Environmental / compliance contact (if different)

Name:	
Title:	
Phone:	
Email:	

B.3 Billing contact

Name:	
Title:	
Phone:	
Email:	

B.4 24-hour emergency contact

Name:	
Title:	
Phone (must be reachable 24/7):	
Backup name:	
Backup phone:	

C. Authorized Representative Delegation

Use this section to identify the Authorized Representative. For a delegated representative, attach written authorization meeting the requirements below. If the Authorized Representative changes between permit cycles, submit a Notice of Change with the Signatory Authority Delegation Form.

C.1 Designated Authorized Representative

Name:	
Title:	
Company / employer:	
Company street address:	
Company city, state, ZIP:	
Phone (office):	
Phone (cell):	
Email:	
Begin date of delegation:	
End date (or "until superseded"):	

C.2 Basis for Signatory Authority (check one)

☐ Responsible corporate officer (president, secretary, treasurer, vice-president in charge of a principal business function, or person of similar policy or decision-making authority)

☐ Qualified manager of the regulated facility

A facility manager qualifies when authorized to make management decisions governing the regulated facility, make major capital investment recommendations, and direct measures for long-term environmental compliance; able to ensure systems gather complete and accurate permit information; and assigned or delegated signature authority under corporate procedures.

☐ General partner or proprietor (partnership or sole proprietorship)

☐ Duly authorized principal executive officer or ranking elected official (governmental facility)

☐ Duly authorized representative of a qualifying officer, partner, proprietor, or governmental signatory (attach written authorization)

Written delegation must identify an individual or position responsible for overall facility operation or overall environmental matters for the company and must be submitted to KC Water before or with reports signed by that representative.

D. Facility Description

D.1 Description of operations

Describe operations at this facility, including services provided and final products manufactured or delivered:

D.2 NAICS and SIC codes

NAICS code(s) for all facility processes:	
SIC code(s) for categorical/BMR reporting:	

D.3 Classification

Source classification (RCD evaluates the complete federal criteria):

☐ Existing source — does not meet the federal New Source criteria

☐ New source — meets the federal construction timing and applicability tests; attach the basis for this classification

☐ Not subject to a categorical standard

A source meeting the construction timing and applicability tests in 40 CFR Part 403: construction begins after publication of proposed pretreatment standards that are later promulgated, and the source is at a previously unused site, totally replaces the relevant process or production equipment, or has substantially independent production or wastewater-generating processes. The federal rule also defines commencement of construction and distinguishes modifications to existing sources. RCD evaluates the complete criteria.

D.4 Hours and Employees

Hours of operation (per day):	
Number of shifts:	
Hours per shift:	
Number of employees (total):	
Number of employees per shift:	
Days of operation per week:	
Days closed (including holidays):	

D.5 Raw materials and intermediate products

List the principal raw materials used at the facility (including process chemicals):

List any intermediate products produced:

D.6 Final products and production rates

For each process, list the final product(s) and/or activity(s) produced and the corresponding daily production rates. Use additional pages if necessary.

Process	Final product / activity	Daily production rate	Units

E. Water Supply, Use, and Wastewater Description

E.1 Water supply

Check all sources supplying the facility:

- ☐ KC Water (municipal supply)
- ☐ Private well
- ☐ Reused / recycled water
- ☐ Water hauled onto the site
- ☐ Other (specify)

If other, describe:	

E.2 Water use

Category	Average daily use (gpd)	Maximum daily use (gpd)
Process water		
Non-contact cooling water		
Boiler water		
Sanitary / domestic		
Wash-down / cleaning		
Landscape / irrigation		
Other		
Total		

E.3 Wastewater description

Describe the nature of wastewater discharged to the KC Water sewer:

E.4 Wastewater volume

Average daily wastewater discharge (gpd):	
Maximum daily wastewater discharge (gpd):	
Peak instantaneous rate (gpm):	
Hours per day discharge occurs:	
Days per week discharge occurs:	

E.5 Discharge points and sampling locations

List each point at which wastewater is discharged to the KC Water sewer system. Include the sampling location for each.

Discharge point ID	Description / process served	Sampling location	Access (business hours / 24-hour / special)	Est. daily flow (gpd)

E.6 Batch discharges

☐ The facility does not discharge on a batch or infrequent basis. Skip to Section F.

☐ The facility conducts batch or infrequent discharges. Complete the fields below.

Description of batch discharges:	
Frequency:	
Volume per batch:	
Discharge rate:	
Pre-discharge testing performed (yes / no; describe):	

F. Facility Diagrams and Schematics

Attach the following diagrams to the application. Reference each attachment by number in the space provided.

☐ F.1 — Facility site plan showing property boundaries, buildings, chemical and waste storage areas, loading/unloading areas, floor drains, sewer connections, sample points, and stormwater drainage.

Attachment number:	

☐ F.2 — Process schematic showing each major activity in which wastewater is or will be generated, unit operations, and the direction and quantity of flow.

Attachment number:	

☐ F.3 — Water balance diagram showing water supply sources, uses, discharges, and any recycling.

Attachment number:	

☐ F.4 — Pretreatment system schematic (if any pretreatment is provided; see Section H).

Attachment number:	

G. Categorical Supplement (Baseline Monitoring Report)

The SIU application, categorical supplement, laboratory records, and required certifications together provide the BMR information. Complete Section G if the facility is or may be categorical; otherwise mark G.0.c and proceed to Section H. For a new source that has not begun discharge, identify projected flows, pollutant levels, and planned pretreatment and the basis for those estimates.

☐ G.0.a — The facility is subject to one or more categorical pretreatment standards. Complete Sections G.1 through G.9.

☐ G.0.b — The facility may be subject to a categorical standard; RCD determination requested. Complete Sections G.1 through G.9 to the extent applicable.

☐ G.0.c — Not applicable. The facility is not subject to a categorical standard. Skip to Section H.

G.1 Applicable categorical standard(s)

Categorical standard (40 CFR Part / Subpart)	Title	Regulated process(es) at this facility	Effective date	Final compliance date

G.2 New source or existing source

☐ New source. Attach construction dates and information supporting the federal New Source applicability tests.

☐ Existing source.

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G.3 Regulated process wastewater

Identify each regulated process at the facility and the associated wastewater. Reference the schematic in Section F.

Regulated process	Description	Sampling point	Average flow (gpd)	Max flow (gpd)

G.4 Combined Wastestream Formula (CWF)

Complete only if the regulated process wastewater is combined with unregulated or dilute wastestreams before the sampling point. See 40 CFR Part 403.

☐ CWF applies. Attach the calculation showing regulated, unregulated, and dilute flows and the derived alternative limits.

☐ CWF does not apply. The categorical limits apply directly at the sampling point.

G.5 Basis for measurement of flow

Method used to measure or estimate flow through the regulated process:	

G.6 Measured pollutant levels

Provide representative sampling data for normal operating conditions and attach complete laboratory reports, chain of custody, and QA/QC records. Identify the date, time, exact location, collection method, and sample collector; provide daily maximum and average pollutant results, applicable limits, and flow information. Explain the basis for representative sampling or identify new-source estimates. Use grab samples for pH, cyanide, total phenols, oil and grease, sulfide, and volatile organic compounds. Use 24-hour flow-proportional composites for other pollutants unless KC Water authorizes another representative method. For a BMR or 90-Day Compliance Report, collect at least four grabs for the listed grab parameters when historical sampling data do not exist; KC Water may authorize a lower minimum where historical data are available. For TTO, apply the collection and preservation requirements appropriate to each constituent group. Use approved analytical methods under 40 CFR Part 136.

Pollutant	Sample date	Sample type (grab / composite)	Method	Result	Units	Applicable limit	In compliance? (Y/N)

G.7 Compliance status

☐ The facility currently complies with all applicable categorical standards.

☐ The facility does not currently comply with all applicable categorical standards. Attach a proposed compliance schedule per 40 CFR Part 403.

G.8 Compliance schedule (if not in compliance)

If the facility is not yet in compliance, provide the shortest schedule by which the facility will provide additional pretreatment and/or O&M as will be necessary to meet the applicable standards.

Increment of progress	Description of major event	Scheduled completion date
Final compliance		

No increment of progress may exceed nine months. Progress reports are due within 14 days after each milestone and the final compliance date; no more than nine months may elapse between progress reports. See 40 CFR Part 403.

G.9 Certification of Compliance / Non-Compliance

The BMR must include a compliance statement reviewed by the Authorized Representative and certified by a qualified professional. Complete Section M.2 and attach any supporting evaluation and necessary compliance schedule.

H. Pretreatment Systems

H.1 Is pretreatment provided?

☐ No pretreatment is provided. Skip to Section I.

☐ Pretreatment is provided (complete the remainder of Section H).

H.2 Description of pretreatment system(s)

Describe each pretreatment system, including unit operations (equalization, neutralization, precipitation, ion exchange, activated carbon, biological, oil/water separator, other), design flow, and design pollutant removal:

H.3 Operation and maintenance

Describe routine operation, monitoring, and maintenance practices used to maintain compliance:

H.4 Sludge and residual management

Description of sludge or residuals generated:	
Volume / mass per month:	
Disposal method:	
Waste hauler name and address:	

I. Chemicals, Materials, and Storage Areas

I.1 Chemical inventory

List chemicals, raw materials, products, and wastes used or stored on site that could enter the sewer during a release or washdown. Identify actual chemical names and any applicable trade or product names. Trade names alone are not sufficient; use Safety Data Sheets or supplier information to identify chemical constituents. Attach Safety Data Sheets under Attachment E.

Chemical / material	Use / process	Storage location	Maximum quantity on site	Container type / size

I.2 Waste generation and disposal

List all wastes generated at the facility that are not discharged to the sewer, and the disposal method for each.

Waste	Quantity / month	Disposal method	Hauler / disposal facility

I.3 Hazardous waste

EPA Hazardous Waste Identification Number (if any):	
RCRA generator status (VSQG / SQG / LQG / N/A):	

I.4 Regular discharge of hazardous-waste-like materials

Is anything routinely discharged to the sewer that would be classified as a hazardous waste under 40 CFR Part 261 if it went to a landfill, incinerator, or similar location?

☐ No

☐ Yes: describe below (a Hazardous Waste Discharge Notification Form may be required per 40 CFR Part 403)

Description:

J. Sampling and Monitoring

J.1 Prior self-monitoring

☐ Self-monitoring has been conducted at this facility. Attach results as Attachment F.

☐ Self-monitoring has not been conducted.

J.2 Access to sampling locations

☐ Access during normal business hours

☐ 24-hour access

☐ Special clearance required (describe below)

If special clearance is required, describe:

J.3 Personal protective equipment (PPE)

Identify PPE required to access all areas of the facility for inspection:

PPE required:

K. Required Plans and Notifications

K.1 Accidental / Slug Discharge Control Plan (ASDCP)

☐ The ASDCP has been reviewed and updated for this application or current permit renewal and is attached. Review date: ___________________

☐ The ASDCP reviewed and updated for this application or current permit renewal was submitted separately. Date: ___________________

K.2 Toxic Organic Management Plan (TOMP)

☐ A TOMP reviewed and updated for this application or current permit renewal is attached or was submitted separately. Date: ___________________

☐ A signed letter explaining why a TOMP is not applicable is attached or was submitted for this application or current permit renewal. Date: ___________________

Every industry with a five-year permit must submit a TOMP or a signed letter explaining why a TOMP is not applicable. Identify the facility's toxic-organic use and applicable TTO requirements. A letter does not itself waive required monitoring; any monitoring alternative requires KC Water approval.

K.3 Prior slug or spill discharges

☐ No slug or spill discharges to the POTW have occurred in the last three years.

☐ One or more slug or spill discharges have occurred in the last three years. List each below, and identify whether it was reported to KC Water:

Prior discharges:

L. Required Attachments

Check each attachment included with this application. Assign an attachment letter (A, B, C, etc.) and reference the attachment in the applicable section above.

☐ Attachment A — Signatory Authority Delegation (satisfied within Section C of this application, or attached as separate form)

☐ Attachment B — Facility site plan (Section F.1)

☐ Attachment C — Process schematic and wastewater flow diagram (Sections F.2 and F.3)

☐ Attachment D — Pretreatment system schematic (Section F.4, if applicable)

☐ Attachment E — Chemical inventory with Safety Data Sheets (Section I.1)

☐ Attachment F — Prior sampling and laboratory reports (Section J.1, if applicable)

☐ Attachment G — Combined Wastestream Formula calculation (Section G.4, if applicable)

☐ Attachment H — Proposed compliance schedule (Section G.8, if applicable)

☐ Attachment I — ASDCP reviewed and updated for this application or current renewal (Section K.1), or identify its separate submittal

☐ Attachment J — TOMP or signed letter reviewed and updated for this application or current renewal (Section K.2), or identify its separate submittal

☐ Attachment K — Other environmental permits held by the facility

☐ Attachment L — Alternative billing arrangement, if established with RCD (Section 1.4)

☐ Additional attachments (describe below)

Other attachments:

M. Certification

M.1 Reporting Certification Statement

This application must be signed by an Authorized Representative as defined in 40 CFR Part 403 and identified in Section C.

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 assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those 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.

M.2 Compliance Certification (Categorical Facilities)

Complete this certification only if the facility is subject to a categorical pretreatment standard. Non-categorical SIUs may skip Section M.2.

The statement below must be reviewed by the Authorized Representative and certified by a qualified professional. Check the applicable statement and provide both attestations:

☐ The pretreatment standards applicable to the regulated processes at this facility ARE being met on a consistent basis.

☐ The pretreatment standards applicable to the regulated processes at this facility ARE NOT being met on a consistent basis. Additional O&M and/or additional pretreatment is required to meet the standards. A proposed compliance schedule is attached (Attachment H) meeting the requirements of 40 CFR Part 403.

Authorized Representative review: Name ___________________ Signature ___________________ Date ___________

Qualified professional name and qualification: ___________________ Signature: ___________________ Date: ___________

M.3 Acknowledgement of Permit Conditions

In consideration of the granting of a wastewater discharge permit, the Applicant acknowledges and agrees:

1. To operate the facility in accordance with the terms and conditions of the wastewater discharge permit, Chapter 60, applicable state and federal pretreatment requirements, and any applicable orders or written directives of KC Water;
2. To provide KC Water and its authorized representatives access to the facility for inspection, monitoring, records review, and sampling as authorized by law and the wastewater discharge permit;

3. To provide notification of any planned or unplanned change that may affect discharge to the POTW, as required by the permit and 40 CFR Part 403;
4. To pay all applicable fees, surcharges, and cost-recovery charges established under the current Kansas City Rate Book;
5. That any material misstatement in this application or subsequent submittals may subject the facility to enforcement action under Chapter 60 and applicable law, and may result in permit modification, suspension, or revocation.

M.4 Signature

Name (typed or printed):	
Title:	
Signature:	
Date:	

Submittal

How to submit

Submit through the KC Water reporting platform when available for your facility. Otherwise, mail the signed original and attachments to:

KC Water Regulatory Compliance Division

2 NE 32nd St

Kansas City, MO 64116

Email courtesy copies to water.ipp@kcmo.org to expedite review; email does not replace the signed submittal.

Questions regarding the SIU Wastewater Discharge Permit Application should be directed to KC Water's Regulatory Compliance Division at water.ipp@kcmo.org or by phone at (816) 513-0600.