

BOROUGH OF CATASAUQUA

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WATERSHED PROTECTION PERMIT APPLICATION

PART I (Page 1 of 4)

***APPLICATION MUST BE SUBMITTED WITHIN 25 DAYS
INCOMPLETE APPLICATIONS WILL BE RETURNED
\$200 MINIMUM CIVIL PENALTY FOR NONCOMPLIANCE***

INSTRUCTIONS: U. S. Environmental Protection Agency and Pennsylvania Department of Environmental Protection regulations and Borough Ordinances require that non-domestic sewer users must submit a Part I application (and Part II as necessary) and obtain a permit prior to any discharge. Permit Levels I & II have varying fees and are for those that use and/or discharge non-domestic materials. Level III permits are for those sites that discharge only domestic wastewater, and there is no fee. (Even if only domestic wastes are discharged, the permit application must still be completed to assure that each business is aware of the Borough's requirements for wastewater discharge and is in compliance.) The management of a facility discharging to the Borough's Wastewater Treatment Plant (whether owner or tenant) is responsible for completing this application.

Existing permittees must submit a new application (Part I & Part II as applicable) when a change in discharge composition is planned and receive a new or amended permit prior to starting the changed discharge; or when a new application is sent by mail or hand delivered. Applications (only pages 3 & 4) should be sent to the above address: Attention Pretreatment Coordinator. Enforcement actions can be taken for noncompliance, such as failure to submit an application, incomplete applications, providing inaccurate information, denial of entry to inspect or sample. These can range from Letters Of Violation and monetary Civil Penalties up to Criminal Citations to appear before the District Magistrate and termination of service. State law requires that before a Civil Penalty can be assessed the violator must be given the appeal procedures (which are on page 2 and must be kept on file).

If there is anything you do not understand or need assistance with, please call the Borough Office at 610-264-0571 and leave a message for the Pretreatment Coordinator. Also to save money and better protect local and regional watersheds, sewer users are encouraged to reduce pollutant loadings by using a source control (P2) approach as pollutants that are not generated have no disposal costs or environmental impacts. Free or low cost technical assistance & mentoring for P2 is available.

Eugene L. Goldfeder
Borough Manager

James G. Houstoun
Pretreatment Coordinator

WATERSHED PROTECTION PERMIT APPLICATION - PART I (Page 2 of 4)

RULES AND REGULATIONS FOR SEWER USE - The management of each location discharging to the Borough's WWTP must:

- * Not discharge domestic and/or process wastewater without a permit
- * Immediately contact the Wastewater Treatment Plant Operator (610-264-0111) or the Borough Manager (610-264-0571) or after hours the Catasauqua Police (610-437-5252) when a spill or an unauthorized discharge to the sewer occurs.
- * Immediately notify the Pretreatment Coordinator in writing of any changes in operations that will generate non-domestic wastes, or when hazardous materials storage or use begins or when non-sewered wastes are produced, before discharges commence.
- * Comply with all applicable federal, state and Borough sewer use rules & regulations.
- * Provide all information necessary to determine the composition and quantity of wastewater discharged, hazardous materials onsite and non-sewered wastes generated. In cases where the MSDS or the product literature does not give complete information on product composition or toxicity especially aquatic toxicity, applicants are responsible for obtaining this information.
- * Allow Borough personnel to inspect the facility during normal business hours without notice and without undue delay (Undue delay is a waiting period exceeding fifteen (15) minutes) or at any time during an emergency situation or when investigating a pollution incident to take samples, review and copy all records, invoices and manifests pertaining to wastewater discharges and non-sewered wastes. Inspections and sampling may be required to determine permit level and the sewer user may be responsible for the cost of sampling and analysis.
- * When requested by the Borough, provide a suitable effluent sampling location accessible 24 hours a day and allow the Borough to conduct unannounced effluent sampling. Note the sewer user may be responsible for the cost of sampling and analysis.
- * Keep a copy of the Sewer Use Rules And Regulations and the submitted application on file for 5 years.
- * Submit a renewal application(s) 120 days prior to permit expiration. Form are on the Borough's Web Site. Discharge of any wastewater with an expired permit is subject to enforcement.

CIVIL PENALTY ASSESSMENT PROCEDURES - The Borough of Catasauqua, through its Pretreatment Officer (or in his absence, the Borough Manager), may assess a Civil Penalty in an amount not to exceed twenty-five thousand dollars (\$25,000.00) per day for each violation, regardless of jurisdiction boundaries.

Civil Penalties may be assessed against any user of the system who violates any provision of Ordinance No. 852, as amended. And/or any pretreatment permit holder who violates any condition of their permit including, but not limited to, its effluent discharge limits. Each violation for each separate day shall constitute a separate and distinct offense. When a Civil Penalty is issued, the Penalty must be paid in thirty (30) days or appealed as follows:

1. Any person seeking to appeal the assessment of a Civil Penalty shall do so by filing a notice of appeal in writing with the Borough Manager within thirty (30) days after receipt or service of said notice.
2. The Borough Council shall hear all such appeals. A transcript shall be made of said hearing at the sole expense of the appellant.
3. Appellant shall pay the cost of appeal and the sum for estimate of stenographer bills at the time of filing said appeal. Failure to pay said sums at the time of filing shall make the appeal void. The charge for an appeal and the advancement of stenographer costs shall be established by the Borough Council in resolution for fees and charges.
4. After the hearing, any additional stenographer charges shall be billed to appellant and shall be paid in full within ten (10) days of receipt or appeal shall be null and void ab initio.
5. The Borough Council shall either affirm the decision of the Pretreatment Officer or reverse or modify the same as the substantial evidence indicates in accordance with the assessment policy adopted by the Borough.
6. Appeals from the decision of the Borough Council shall be in accordance with State law.

WATERSHED PROTECTION PERMIT APPLICATION - PART I (Page 3 of 4)

INFORMATION REQUIRED (Only pages 3 & 4 are to be submitted)

(Date Application Sent Or Hand Delivered _____)

Use additional sheets as necessary. Incomplete applications will be returned.

SEWER USER: _____

ADDRESS: _____

SITE CONTACT: _____

TITLE: _____

PHONE AND FAX: _____

E-MAIL: _____

Number Of Employees: _____ No. Of Days Worked & Shifts: _____

SIC or NAIC Classification (Mark "UNK" if unknown): _____

Briefly describe all of the activities on site, products manufactured & services provided:

Domestic Wastewater is from restrooms, household type cleaning, non-commercial food preparation. To estimate use 30 gallons per day for each employee and list the amount domestic wastewater discharged: _____gpd High strength domestic wastewater may be subject to other regulations.

Is any non-contact cooling water used: Y__ N__. If yes, please estimate volume: _____gpd (gallons per day)

Is there a trap or interceptor for food related fats, oils or greases? Y__ N__. If Yes, Date of last cleaning _____. By Whom: _____.

Non-Domestic Wastewater is all other discharges including the effluent from traps or separators or other process equipment and each material discharged must be listed below: After each non-domestic discharge listed, please estimate the volume in gpd. The Material Safety Data Sheets for each material discharged must be attached. **If non-domestic wastewater is not discharged, "NONE" must be written in the space below or the application will be returned**

Non-sewerable wastes are materials that are not allowed in the sewer and must be sent for legal off-site disposal. They can be hazardous or non-hazardous and can be liquids solids or semi-solids. For example: Waste oil and lubricants and part washing materials, fats, oils & grease from food preparation. Trash and garbage, which can be legally landfilled, are not classified as non-sewerable wastes. Are any non-sewerable wastes generated? Yes___ No___ If yes, please describe the materials generated, the estimated amounts and the method of disposal:

WATERSHED PROTECTION PERMIT APPLICATION - PART I (Page 4 of 4)

Are any toxic or hazardous materials used or stored on site? Yes _____ No _____ If yes, please list these materials and the quantities on site:

Important Note: If this question is not answered, the application will be returned

CERTIFICATION OF DOMESTIC ONLY DISCHARGES - If only domestic wastewater is discharged, non-sewerable wastes (except for food preparation) are not generated and no toxic or hazardous materials are used or stored on site, this application becomes a Level III (No Fee) permit. To request automatic Level III status, the individual completing this application must sign the following (and also the application below):

I hereby certify that non-domestic wastes are not discharged to the sewer and that non-sewerable wastes as described above are not generated and that hazardous materials are not used or stored on site:

_____ Name & Title

Application must also be signed and dated at the bottom

Confidential Information – Please circle the applicable areas with a red pen and mark as “Confidential Business Information”. Effluent composition is public information.

DETERMINATION OF PERMIT LEVEL – If the Domestic Certification is not applicable, the Borough will review this application and determine the permit level necessary. Level III status may be also be given to those sites with very limited amounts of non-sewerable or hazardous wastes. If this application indicates the discharge of non-domestic or process related materials, the generation of non-sewerable wastes or the use or storage of toxic or hazardous materials a higher-level permit is required. And a Part II Application must be submitted prior to discharge approval. Please call the Pretreatment Coordinator for the Part II form.

SIGNATURE - The owner, executive or manager with the overall responsibility for the operations at the address listed above must sign this application.

On (Date) _____, I hereby verify that the statements made in this document are true and correct to the best of my knowledge, information and belief, and I fully understand that false statements made within are subject the penalties of 18 P.A.C.S.A. relating to unsworn falsification to authorities.

Name and Title printed: _____

Signature: _____