

Ohio EPA Policy	<b>Permits to Install; Procedures for Submittal of Plans for Pretreatment Systems</b>	
DSW-0200.002  <b>Removed</b>	Statutory reference: Rule reference:	Ohio EPA, Division of Surface Water Revision 0, August 1, 1988 Removed, April 30, 2003
<b>THIS POLICY DOES NOT HAVE THE FORCE OF LAW</b> Pursuant to Section 3745.30 of the Revised Code, this policy was reviewed and removed.		

This policy does not meet the definition of policy contained in Section 3745.30 of the Ohio Revised Code. Ohio EPA is removing this document from the Division of Surface Water Policy Manual and is considering addressing this topic in a future rulemaking.

**For more information contact:**

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## Permits to Install; Procedures for Submittal of Plans for Pretreatment Systems

PURPOSE: To develop guidelines for submittal of permit to install applications, plans, and engineering reports for proposed wastewater pretreatment facilities.

BACKGROUND: This policy has been developed based on requirements for submittal of public plan approval procedures. A wide variety of submittals have been received in the past for proposed wastewater pretreatment facilities.

POLICY: Prior to construction, detail plan approval of pretreatment systems must be obtained from the director of the Ohio Environmental Protection Agency. Such approval is also required for all collection, treatment, and disposal of all other liquid, semi-liquid, and sludge wastes. The system must be designed and the plans stamped by a registered professional engineer. The Ohio Environmental Protection Agency requires that the services of a professional engineer experienced in preparation of detailed plans for the size of system needed and familiar with Ohio EPA guidelines be obtained.

If the plans are properly prepared and in general conformance with Ohio EPA guidelines, review in the district office should be accomplished within 30 days and the submittal sent to the director for final action. Assuming there are no local objections to the project, final approval can be expected about four to six weeks following the date plans were sent out of the district office. Construction of the wastewater system cannot start until that final approval is received from the director.

PROCEDURE: Components of the Submittal

Before any review of the plans can be initiated, all applicable fees, the required form (completely filled out), and letter must be received by the district office. The submittal package must contain:

- A. The appropriate fees.
- B. Two copies of the permit to install or plan approval application (Ohio EPA Form 4309).
- C. Two copies of the approval letter from the local sewer authority.
- D. Three complete sets of detail plans.
- E. Two copies of the engineering report.

### Instructions for Completion of the Submittal's Components

A) Appropriate fees.

An application fee of \$15 and a review fee of \$100 plus 0.2 percent of the estimated construction cost of the project must be submitted in the form of a check made payable to "Treasurer, State of Ohio."

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The total maximum fee is \$5,000. The application and review fees are non-refundable. An additional fee based upon the ultimate design flow will be billed when the permit to install is issued.

B) Permit to install or plan approval application (Ohio EPA Form 4309), copy attached.

Complete all applicable blanks, questions 1 through 5 and 16 through 24, and sign in the indicated area. Indicate N/A where appropriate. Questions can be answered in the engineering report; specifically reference where the answer can be found.

C) Letter of approval from the sewer authority.

A letter of approval from the sewer authority must accompany the package. The letter must indicate that the sewer authority is aware of the proposal and agrees to accept treated wastewater from the facility.

D) Detail plans

Detail plans must be submitted on twenty-four inches by thirty-six inches engineering paper with a one inch margin and complete title blocks. The plans must have the name of the engineering preparing the plans and a professional engineer stamp. All drawings must be of sufficient quality for microfilming.

1) Detail plans

Three sets of detail plans of the complete waste treatment system must be submitted. Plans must show cross sections and plan and profile views of all the unit processes within the treatment system and their capacities. All views should be drawn to scale and clearly labeled.

The plans must include dimensions and relative elevations of structures, the location and outline of equipment, the location, size, and ASTM designation of piping. A hydraulic profile of the waste through the unit processes must be included the indicates points of chemical addition, control instrumentation, alarm levels, spill containment devices, and monitoring equipment. Model numbers and manufacturer names need to be included. The ultimate method of disposal of sludge must be shown. Also to be shown are: stand-by equipment, the number of each component, their capacity, location, size, and intended operation.

2) Site plan

A site plan showing adjacent properties, storage areas, property lines, existing and proposed buildings, parking areas, drives elevations, location of proposed and existing treatment facilities and major areas of the plant, particularly the areas that will generate wastewater. All sewers that will collect and transport wastewater must be shown, as well as floor drains. City sanitary, storm sewers, including manholes and pump stations must be shown. Location

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of entry to the public sewer must be shown. The sampling location must be shown. Include a north arrow.

3) Vicinity map

A vicinity map showing surrounding roadways, railroad tracks, and major water courses must be included.

4) Schematic diagrams

Schematic diagrams of the processes that generate, collect, treat, and dispose of the wastes must be shown. Each major process unit must be clearly labeled and must be described in sufficient detail to allow the agency to have a clear understanding to the types and quantities of pollutants that may be generated. Average and maximum flow rates (expressed as gallons per day) must be shown for each major unit process that generates wastewater. Include the frequency and volume of spent chemical dumps, and the influent and effluent concentrations for the pretreatment facility.

If the plans are for a modification to an existing, approved facility, the plans must distinguish between the existing facilities and the new facilities.

E) Engineering report

The engineering report assembles basic information, presents criteria and assumptions, provides the basis of design, briefly discusses manufacturing or production processes that generate wastewater, outlines the disposal of residuals, and any other information necessary to allow the Ohio EPA to properly evaluate the project. Responses to questions in the permit to install application can be answered in the report by a specific reference in the application. The report must present the following information, preferably according to the following outline.

1) Summary

This section should present, briefly but clearly, the objectives to be achieved, a general description of the means proposed to accomplish the objectives, and the anticipated results. If the proposed installation is for the purpose of fulfilling a court order or pretreatment standard, etc., this fact must be noted. Specify the appropriate categorical regulations and the appropriate local effluent limitations.

2) A brief description of the manufacturing process or unit process generating the waste stream.

a) The process unit operations in the facility producing the waste streams should be clearly delineated and the relationship between these operations and how the waste streams will be treated must be clearly explained. Operating schedules must be indicated.

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- b) Each waste stream must be characterized by its average and maximum flow rates (expressed in gallons per minute and gallons per day and chemical and physical characteristics including the concentrations and mass loadings of all pollutants of concern that may be present. Particular emphasis must be directed towards applicable standards, toxic pollutants, and pollutants that the wastewater pretreatment facilities were designed to remove.
- 3) A brief description of proposed and existing treatment facilities that will be used to treat the above described waste streams, as well as standby and auxiliary equipment for each treatment unit shown in the detail plans.
- a) The average and maximum flow rates (expressed in gallons per minute and gallons per day) that each treatment unit will process, excluding stand-by and auxiliary equipment, must be included. Indicate the frequency and concentrations of all dumps of the process line.
  - b) Indicate the chemical and physical characteristics of the waste stream that the treatment unit will receive. This must include the concentrations of all the pollutants that the unit is designed to remove or that may affect the operation of the unit. The applicable categorical pretreatment standards and/or local limits must be indicated.
  - c) The chemical and physical characteristics of the treated waste stream for each treatment unit must be included.
  - d) Pertinent specifications of each treatment unit and each major equipment item, including stand-by and auxiliary equipment, must be included.
  - e) Criteria used to design or size each treatment unit and the associated equipment must be provided.
  - f) Indicate the ultimate means of disposal of residuals, sludges, and collected wastewaters.