

Wastewater Short Survey – Nonresidential



The survey form must be filled out for the business or organization that is or will be conducting activities at the listed physical address. If there is more than one facility, complete a survey for each.

Business/Organization Information

Business or Organization Name

Standard Industrial Classification (SIC) Code(s)

Unified Business Identification (UBI) Number

Business Mailing Address

City

State

Zip

Facility Physical Address *(if different from mailing address)*

City

State

Zip

Authorized Representative* Name

Authorized Representative Title

Authorized Representative Phone

Authorized Representative Email Address

Primary Contact Name *(if different from Authorized Representative)*

Primary Contact Title

Primary Contact Phone

Primary Contact Email Address

** An Authorized Representative is a president, secretary, treasurer, or vice-president of a corporation; a general manager or proprietor of a partnership or sole proprietorship; or a person designated in writing by a person described above if the written designation has been submitted to LOTT.*

Survey Questions

1. What are the principle products or services this facility provides?
2. If products are manufactured or produced at this facility, briefly describe the process used for production or manufacturing.

3. Hours of operation _____

Average number of employees per shift* 1st _____ 2nd _____ 3rd _____

** If there are seasonal fluctuations, provide an average for the calendar year.*

4. List the primary raw materials used for the service activities or manufacturing conducted at this facility.
Examples include meats, vegetables, dairy products, grains, soaps, waxes, degreasers, etc.

5. Briefly describe all processes that use water on the premises including domestic, irrigation, boiler use, and industrial processes.

6. List all liquids stored in quantities of 55 gallons or greater. Do not list one-gallon containers totaling more than 55 gallons. If you have a spill response plan detailing spill prevention and response procedures, please attach a copy to this survey.

7. List all devices that will be used to remove pollutants from wastewater before it is discharged. Examples include screens, grease interceptors, sand separators, silver recovery systems, mercury amalgam separators, etc. Include size(s), manufacturer(s), and any chemicals used in treatment.

8. Do you produce any material that must be hauled offsite, including hazardous or dangerous wastes?

☐ No

☐ Yes – List any solid, semi-solid, or liquid residues that are byproducts of the service or production that must be hauled offsite.

9. Do you perform any categorical process as defined in 40 CFR Chapter I, Subchapter N, Parts 405-471?

☐ No

☐ Yes

☐ I don't know

Certification Statement

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 gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering 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 fines and imprisonment for willful violations.

Authorized Representative Name (*type or print*)

Authorized Representative Title

Authorized Representative Signature

Date

Return Survey to:



LOTT Clean Water Alliance
500 Adams Street NE
Olympia, WA 98501

Questions? For additional information about the survey, or LOTT's Pretreatment Program, email the LOTT Alliance at pretreatment@lottcleanwater.org or call (360) 664-2333.



Frequently Asked Questions

Why are we conducting this survey?

LOTT is required by federal and state law to identify all businesses and organizations that may be subject to Sewer Ordinance Regulations and to characterize the nature and volume of any pollutants discharged to the sewer system. LOTT adheres to this regulation by requiring certain businesses and organizations that discharge (or may discharge) non-domestic wastewater to the system to complete a Nonresidential Wastewater Survey.

Who should take the survey?

Businesses and organizations that either discharge or have potential to discharge wastewater to the sewer system – other than from restrooms, showers, or washing machines – are required to take this survey. The answers will help determine whether or not additional authorization, such as a discharge permit, is needed.

What happens if I don't complete the survey?

Completion of the survey is a condition of initial and continued sewer service and failure to complete the survey is a violation of your city's municipal code. Violations are handled with progressive enforcement, ranging from informal warnings to discontinuation of water service.

What happens after I submit my survey?

LOTT will review completed surveys, and may contact you if additional information is needed. Businesses that need permits or formal authorization to send nonresidential wastewater to the sewer may also be required to complete a Wastewater Discharge Permit application. LOTT may also provide you with Best Management Practices (BMPs) that detail industry specific methods to manage your wastestream(s).

To help keep our environment clean, LOTT will continue to identify businesses and organizations that may be subject to federal, state, and local regulations. We appreciate your cooperation in completing this important survey.

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