
P.O. Box 1087
Griffin, GA 30224



Dick Morrow
Chairman

Joseph Johnson, PE
General Manager

Water & Sewer Availability Letter Request Form

Availability letters are required for rezoning(s), conditional use/exception, variance, and modifications to Zoning Conditions of properties that are heard by the Spalding County Planning and Zoning Commission Board and/or the Spalding County Board of Commissioners.

The Spalding County Water and Sewerage Facilities Authority (SCWSFA) will verify that water and sewer service is, or will be, available to serve a particular development. The requested information in this packet is used for determining the existing water/sewerage system capacity, planning for future water and sewerage system needs, and for the protection of the water sources within Spalding County.

The SCWSFA charges an application fee for the preparation of a WATER/SEWER availability letter. A deposit and additional costs may be required for proposed larger developments, industrial projects, or unusual cases that require a feasibility/basin study.

Payment of the fee(s) is due at the time of the submittal of the application for a WATER/SEWER availability letter. Please note that this fee is non-refundable even if it is determined that water and/or sewer service is not available.

WATER/SEWER availability letters are valid for twelve (12) months.

NOTE: All applicants must comply with all the terms and provisions of the SCWSFA Standards and Specifications.

Application Fee Due: \$275

(Paid at Spalding County Water and Sewerage Facilities Authority Office – 119 East Solomon Street, Griffin, GA 30223)

*Online payment currently not accepted. Payment must be completed in-person at SCWA Office or mailed check.

As a condition of authorizing the addition of water flow into the Spalding County Water and Sewerage Facilities Authority System, SCWSFA engineer must:

- Certify availability of adequate capacity to provide required treatment for increased water and/or sewage flow or,
- Require the completion of offsetting water and sewer improvements to the Spalding County Water and Sewerage Authority System and/or,
- Assure that the applicant has received all required approvals for alternative sewer disposal techniques where adequate capacity is not available.

Should adequate capacity require the completion of offsetting water and/or sewer improvements, approval of applications for building permits and/or Certificates of Occupancy shall not be given until the offsetting water and/or sewer improvements are completed.

If the project scope and/or calculation of water and/or sewage flows referenced herein are revised, the Applicant must amend this Application and any pending application for the proposed project in a timely manner.

Building permits will not be issued until all necessary fees are paid and all other requirements are met.

P.O. Box 1087
Griffin, GA 30224



Dick Morrow
Chairman

Joseph Johnson, PE
General Manager

WATER/SEWER AVAILABILITY LETTER CHECKLIST/SUMMARY

Please complete this form when requesting WATER/SEWER availability letters. Attach the checklist to the application and sign. *This does not apply to existing service verification letters or letters for conditional use/exception and some variances.*

ALL DOCUMENTS ARE REQUIRED IN ORDER TO CONSIDER AVAILABILITY.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

<u>REQUIRED ITEMS</u>	<u>COPIES</u>	<u>PROCEDURE</u>	<u>INITIAL</u>
Application Form (<i>Originals only. No photocopies will be accepted.</i>)	One (1)	1. Signed by owner and notarized. OR 2. Signed by owner's agent and notarized.	
Letter of Intent	One (1)	The letter must clearly state the proposed use, development intent, and estimated period for construction.	
Preliminary Site/Plan Layout (24" x 36" max)	One (1)	Preliminary Site/Plan Layout must be drawn to scale and clearly presents the following minimum details: • Location of the Proposed Development (identify all adjacent roads used to access development) • Overall size of the proposed development • Land Lot(s) and District(s) of the proposed development • Current and Proposed Zoning Classifications • Proposed improvements for the development, for subdivisions, show the proposed lot layout, identifying the total number of lots • Topography – clearly label contour information • Existing water and sewer line's locations including size. If a water/sewer system extension is required, the Preliminary Site/Plan Layout must be accompanied with a preliminary routing of the off-site extension. <i>Note, for sewer extensions preliminary profiles of the proposed routing may be required.</i> • Estimated sanitary sewer flow along with method of calculation • Detailed flow calculations for proposed development project: average annual daily flow (gpm), peak flow (gpm) for all commercial, and mixed-use projects, instantaneous peak flow (gpm) for all	

P.O. Box 1087
Griffin, GA 30224



Dick Morrow
Chairman

Joseph Johnson, PE
General Manager

		industrial projects, batch discharges from processing facilities, and private pump station flow rates. • If applicable, past 24-month water bills from equivalent use and sized building, estimated employee count, and floor plans. • Buildings, road frontage, north arrow • The Preliminary Site Plan must be dated and correspond with the submittal to Spalding County • All Preliminary Site/Plan Layouts must include a statement of whether or not the property is within a protected watershed district.	
Additional Site Plan/Layout Requirements	One (1)	If the proposed development lies within a protected watershed, include the proposed minimum lot sizes, estimate of impervious surface, required stream buffers, and a statement of whether or not the property is within the Water Quality Critical Area.	
Complete IPP Application Review IPP Policy Review Sewer Use Ordinance		SCWA's Industrial Pretreatment Program (IPP) Application shall be completed, and SCWA's IPP Policy and Sewer Use Ordinance shall be reviewed.	
Payment \$275.00		Cash or Check may be payable to the Spalding County Water and Sewerage Facilities Authority for \$275.00 for WATER/SEWER availability letters. A deposit and additional costs will be required for developments requiring a feasibility/basin study.	
Letter from the Health Department (<i>only if the property is not on sewer and located within a protected watershed district</i>)	One (1)	This letter is required ONLY if the development lies within a protected watershed district and the proposed minimum lot size is less than the requirements set forth in the Watershed Protection Ordinance. Letter must indicate that septic systems will be adequate for proposed lots and houses/building sizes.	

The SCWSFA Engineer or authorized representative may require additional information different from the above depending on the type of development and/or system requirements. The terms and conditions of an availability letter are subject to all rules and regulations of Spalding County Water and Sewerage Facilities Authority. This application is valid only for the real property referenced in this application. This application is not transferable or assignable to any party. The SCWSFA reserves the right to discontinue processing applications at any time without prior notice for any reason, including limited, diminished, or lack of supply and/or demand considerations.

Submit 1 digital copy and 1 hard copy completed, signed, sealed form, and documents to:

Emails (1 digital copy) – development@scwa.us

Mailed (1 hard copy): ATTN: SCWSFA

119 E. Solomon St.

Griffin, GA 30223

P.O. Box 1087
Griffin, GA 30224



Dick Morrow
Chairman

Joseph Johnson, PE
General Manager

PLEASE ALLOW A MINIMUM OF 10 BUSINESS DAYS FOR PROCESSING

APPLICATION FOR WATER/SEWER AVAILABILITY LETTER

DATE: _____

Applicant Agreement: the filing of this form by the Applicant, in the capacity of legal representative of the Owner and Developer of the parcel or property, places no obligation on Spalding County Water and Sewerage Facilities Authority, its officers, employees, agents and assigns, to issue a building permit, conditional or otherwise. Any misrepresentations in this application, failure to provide new, revised, or updated information regarding the estimated water flow, or subsequent violation of the conditions of the capacity certification process, will result in revocation of the building permit and other remedies available in equity and law for the improper filing of legal documents. I (the applicant) further acknowledge and agree to comply with all the terms and provisions of the SCWSFA Standards and Specifications (as amended from time to time).

Full Name of Applicant: _____ Phone: _____ Mobile: _____

Address of Applicant: _____ Fax: _____

City: _____ State: _____ Zip: _____ E-mail: _____

Full Name of Agent: _____ Phone: _____ Mobile: _____

Address of Agent: _____ Fax: _____

City: _____ State: _____ Zip: _____ E-mail: _____

THE APPLICANT NAMED ABOVE AFFIRMS THAT THEY ARE THE OWNER OR AGENT FOR THE OWNER OF THE PROPERTY DESCRIBED BELOW AND REQUESTS: (Please check the purpose of the letter request and fill in ALL APPLICABLE INFORMATION LEGIBLY AND COMPLETELY)

VERIFICATION OF SERVICE:

☐ Conditional Use/Exception ☐ Variance ☐ In-law Suite/Addition ☐ Bank Loan

AVAILABILITY:

☐ General Availability ☐ Rezoning

Availability letters will require a **minimum** of four (4) weeks from the date of payment and application submittal.

Request from _____ to _____
(Present Zoning) (Requested Zoning)

P.O. Box 1087
Griffin, GA 30224



Dick Morrow
Chairman
Joseph Johnson, PE
General Manager

For the Purpose of _____
(Type of Development)

Address of Property: _____
(Street Address, if Applicable, Nearest Intersection, etc)

Size of Tract (acres): _____ Land Lot Number(s): _____ District(s): _____

Water: Est. Avg. Daily Flow (GPD): _____ Max Hourly (GPM): _____ Peak (GPD): _____

Sewer: Est. Avg. Daily Flow (GPD): _____ Max Hourly (GPM): _____ Peak (GPD): _____

Max Instantaneous Flow: [**Water** GPM] _____ [**Sewer** GPM] _____ Duration (mins): _____

Fire Flow Required (Fire Dept: 770-228-2129): [**Water** GPM] _____ Duration (mins): _____

Hours of Operation (Days of week & timeframes) _____ Water Storage Tank On-Site? Y N

Property Tax Parcel #s: _____ Sewer Type? Domestic Commercial Industrial Pre-Treatment Req'd

Proposed number of lots: _____ Est. Rezoning Dates: _____ Begin Construction: _____

☐ Any required capacity for amenity center? Projected Completion Date: _____

Information beyond this point is not required for service verifications.

(Below: For properties within protected watershed districts only)

Gross Density: _____ units per acre Net Density: _____ units per acre

Estimated amount of impervious surface: _____ Minimum Lot Size: _____

Application Fee Due: \$275 Date Fee Paid: _____

Receipt # _____ Check # _____

Witness

Printed Name of Witness

Printed Name of Owner(s)/Agent(s)

Notary

Signature of Owner(s)/Agent(s)

Industrial Discharge Permits and Requirements Policy

Contents

SECTION 1 POLICIES AND PROCEDURES	3
1.1 GENERAL PROVISIONS	3
1.1.1 AUTHORITY AND TITLE	3
1.1.2 PURPOSE AND INTENT	3
1.1.3 VARIANCE	3
1.1.4 AMENDMENTS AND REVISIONS	3
1.1.5 RELATED ORDINANCES AND STANDARDS	3
1.2 DEFINITIONS	3
1.3 ABBREVIATIONS	4
SECTION 2 REQUIREMENT OF PERMIT	5
2.1 SEWER USE LOCAL LIMITS	5
SECTION 3 APPLICATION FOR PERMIT	8
3.1 APPLICATION REQUIREMENTS	8
3.2 PERMIT APPEALS	8
3.3 PERMIT MODIFICATIONS	9
3.4 PERMIT TERM	9
3.5 USER RESPONSIBILITIES	9
3.6 PERMIT SPECIFICITY	10
SECTION 4 PRETREATMENT FACILITIES	11
SECTION 5 REPORTING REQUIREMENTS	12
5.1 PERIODIC REPORTING	12
5.2 ADDITIONAL REQUIREMENTS	12
5.3 REPORTS OF CHANGED CONDITIONS	13
5.4 CONFIDENTIALITY	13
SECTION 6 SAMPLING AND ANALYTICAL REQUIREMENTS	14
6.1 MONITORING FACILITIES AND FLOW MEASUREMENT	14
6.2 NEW STANDARDS NOTIFICATION	14
6.3 NATIONAL CATEGORICAL PRETREATMENT STANDARDS	14
6.4 BASELINE MONITORING REPORTS	15
SECTION 7 COMPLIANCE	17

7.1 COMPLIANCE SCHEDULE PROGRESS REPORTS	17
7.2 REPORTS ON COMPLIANCE WITH CATEGORICAL PRETREATMENT STANDARD DEADLINE..	17
7.3 PERIODIC COMPLIANCE REPORTS.....	17
7.4 NOTICE OF VIOLATION; REPEAT SAMPLING AND REPORTING.....	18
SECTION 8 ACCIDENTAL DISCHARGE	19

SECTION 1 POLICIES AND PROCEDURES

1.1 GENERAL PROVISIONS

1.1.1 AUTHORITY AND TITLE

The Industrial Pretreatment Program is adopted by the Spalding County Water Authority (SCWA) under the authority of HB1139 (2026). These regulations shall be known as “Spalding County Water Authority Industrial Pretreatment Program” and may be referred to generally as “Industrial Pretreatment Program.”

1.1.2 PURPOSE AND INTENT

The purpose of this document is to set forth the policies, procedures, applications and compliance requirements of the SCWA for industrial pretreatment required under the sewer use ordinance. It is intended that the Industrial Pretreatment Program (IPP) will guide industrial users (IUs) discharging to the Public Owned Treatment Works (POTW) to protect and promote the health, safety, and welfare of the general public regarding sanitary sewerage systems.

1.1.3 VARIANCE

Any variance from the Industrial Pretreatment Program must be approved in writing by the SCWA.

1.1.4 AMENDMENTS AND REVISIONS

The SCWA will amend or revise the “Industrial Pretreatment Program” whenever it is determined to be necessary to improve the performance and integrity of the publicly owned treatment works (POTW).

1.1.5 RELATED ORDINANCES AND STANDARDS

The SCWA IPP is complemented by the SCWA Sewer Use Ordinance (SUO) and the SCWA Standards and Specifications. All users shall comply with the ordinances and standards referenced in the SUO and the standards and specifications, including, but not limited to, all related sewer-use fees and surcharge fees.

1.2 DEFINITIONS

(a) Notwithstanding anything herein contained to the contrary, the following terms and phrases, as used in this article, shall have the meanings hereinafter designated and be construed and interpreted herein as follows:

- (1) The word "applicant" or "permittee" means the corporation, municipality, body politic, political subdivision, agency, commission, authority, partnership, individual or individuals named in the permit and the officials, agents, employees or representatives thereof.
- (2) The word “county” means the County of Spalding, a political subdivision of the State of Georgia.
- (3) The term “Industrial Pretreatment Permit” means the permit as set forth in this program.
- (4) "Operator in responsible charge" means any operator who has direct general charge of the day-to-day field operation of a wastewater treatment plant, wastewater collection system,

water distribution system, or public water supply system, and who is responsible for the quality of the treated water or wastewater effluent.

- (5) The term “properly shredded garbage” refers to the waste from the preparation of cooking and dispensing of food that has been shredded to such a degree that all particles will be carried freely under the flow conditions normally prevailing in public sewers with no particle greater than one-half inch in any dimension.
- (6) The term “public sewer” refers to a sewer in which all owners of abutting properties have equal rights, and which is controlled by a public authority.
- (7) The term “Industrial Pretreatment Permit” has the meaning as set forth in Section 2 through Section 3 of this policy.
- (8) "Wastewater treatment" means biological, physical/chemical, or settling processes which remove pollutants from industrial or domestic wastewaters prior to discharge to a stream, sewer, or land. It includes only those processes permitted by the authority and specifically excludes those processes that consist solely of screening, pH adjustment, sedimentation processes without mechanical solids removal, septic tanks, grease traps, or oil-water separators.
- (9) The word “watercourse” refers to a channel in which flow of water occurs, either continuously or intermittently.

1.3 ABBREVIATIONS

(a) Notwithstanding anything herein contained to the contrary, the following abbreviations shall have the designated meanings:

- BOD – Biochemical Oxygen Demand
- CBOD – Carbonaceous Biochemical Oxygen Demand
- CFR – Code of Federal Regulations
- CWA – Clean Water Act
- EPA – Environmental Protection Agency
- IPP – Industrial Pretreatment Program
- IU – Industrial User
- mg/L – Milligrams per Liter
- NPDES – National Pollution Discharge Elimination System
- O&M – Operation and Maintenance
- POTW – Publicly Owned Treatment Works
- SUO – Sewer Use Ordinance
- WEF – Water Environment Federation

All words and abbreviations shall be construed as having the meaning defined by the Water Environment Federation (WEF) or by the United States Environmental Protection Agency (US EPA) if not defined herein. If undefined by both the WEF and the US EPA, they shall be defined by their general usage.

SECTION 2 REQUIREMENT OF PERMIT

2.1 SEWER USE LOCAL LIMITS

- (a) All sewer users must comply with the SCWA Sewer Use Ordinance.
- (b) Local limits are described in this Industrial Pretreatment Program Policy.
- (c) This Industrial Pretreatment Program establishes local pretreatment standards and requirements through the implementation of local limits for all users and person(s) discharging water in the service area.
- (d) The objectives of setting local limits are:
 - a. To address the specific needs and concerns of the SCWA's POTW, its sludge, and its' receiving waters
 - b. To protect POTWs from receiving wastes that pass through or interfere with operations, including but not limited to, sludge management.
 - c. To protect the SCWA's POTW, receiving waters, workers' health and safety, and sludge disposal practices
- (e) This Industrial Pretreatment Program regulates the discharge of wastewater from industrial users to publicly owned sewer and POTW.
- (f) The following technically based local limits apply for industrial discharges into the SCWA's wastewater treatment systems:

Pollutant	Local Limits (mg/L)
BOD ₅	270
COD	350
TSS	200
TKN	25
NH ₃ -N	20
Phosphorous	5

Local Discharge Limits for all of SCWA (Maximum Daily Concentration)

- (a) All samples are to be taken based on 24-hour composites, excluding total cyanide and phenol, which should be grab samples.

Contaminant*	IU Discharge Limit (mg/L)	Cabin Creek Local Limits for Industries (mg/L)
Aluminum	22.000	
Antimony	0.660	
Arsenic	0.133	0.251
Barium	216.941	
Beryllium	0.440	
Cadmium	0.006	0.096

Contaminant*	IU Discharge Limit (mg/L)	Cabin Creek Local Limits for Industries (mg/L)
Chromium	0.760	0.808
Copper	0.109	0.109
Cyanide	0.082	0.139
Fluoride	433.217	
Iron	6.693	
Lead	0.116	0.116
Manganese	3.186	
Mercury	0.002	0.0020
Molybdenum	0.113	0.203
Nickel	0.053	0.727
Nitrate	1100.000	
Nitrite	110.000	
Total NO3 + NO2	1100.000	
Selenium	0.060	0.263
Silver	0.797	0.849
Sulfate	27500.000	
TDS	55000.000	
Thallium	0.220	
Zinc	0.212	0.212
Chloroform	8.530	
Ethylbenzene	15.835	
Methyl Chloride	25.162	
Phenol		24.987

*SCWA may provide local limits for contaminants not listed here through the application process (Section 3).

- (g) The general manager may issue permits specifying concentration limits greater than the local limits in the IPP based on special agreements with the SCWA, provided that all applicable state and/or federal categorical pretreatment requirements are met and if treatment plant headworks loadings are not violated. The permission to exceed concentration limits will be revoked if local treatment plant mass loadings are exceeded. SCWA may levy surcharge for the treatment of such waste. Additional testing requirements will be necessary for an industry which seeks permission to exceed concentration limits and may include testing of the waste treatment plant influent and effluent as well as the user's own effluent. The costs associated with such testing will be paid by the user for the parameters they seek permission to exceed.
- (h) SCWA reserves the right to modify the industrial discharge limits and conditions at the time of the permit renewal. IUs requesting a permit variance must do so at least sixty (60) days prior to the expiration of their discharge permit.
- (i) Any person, upon written application to the authority, who shows, in the case of the activity being conducted or operated, that compliance with a section of these rules should either be impossible or would constitute an undue hardship because of time limitations may be granted a variance. If SCWA

grants a variance, it shall be only for such reasonable period of time as determined by the authority under the specified conditions set by the authority. In the event that the person to whom the variance is granted fails to comply with the specifications of the authority within the time set, the authority shall have the right to revoke the variance granted and terminate all service (water and sewer) to the customer until all requirements of the authority have been met. A variance will not be granted under the provisions of this section where the person applying, therefore, is causing a nuisance or other injury to the public as determined by the SCWA upon investigation. Any variance granted under the provisions of this section shall not relieve the person receiving the variance from any liability or penalties imposed by law for the commission or maintenance of a public nuisance.

- (j) Should a customer (user) be found to be in violation of the restrictions on public sewer use as provided in this article, the SCWA may take appropriate action to terminate the customer's water and sewer service until such time as the violation is abated and payment is made to the authority for any damages caused thereby to the sewerage system.
- (k) Should any person who is not a customer of the SCWA be found in violation of the restrictions on public sewer use as provided in this article, the SCWA may take appropriate action to have civil and/or criminal action taken against said person for violation of the terms of this article.

2.2 SIGNIFICANT INDUSTRIAL USERS

- (a) It shall be unlawful for any significant industrial user to discharge industrial wastes to the sewer or the POTW except as authorized by the general manager pursuant to a permit to discharge issued by the SCWA. All significant industrial users proposing to connect to or contribute to the sewer collection system or POTW must first obtain an Industrial pretreatment permit before connecting or contributing wastewater. All existing significant industrial users must apply for an industrial pretreatment permit within ninety (90) days after the effective date of this policy and all proposed new significant industrial users must apply at least ninety (90) days prior to connecting or contributing wastewater to the wastewater system.
- (b) All industrial pretreatment permit applications and user reports must be signed by an authorized representative of the user and contain the following 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 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."

SECTION 3 APPLICATION FOR PERMIT

3.1 APPLICATION REQUIREMENTS

- (a) Users required to obtain an industrial pretreatment permit must complete and file an application form prescribed by SCWA. In support of the application, the user must submit, in units and terms appropriate for evaluation, the following information:
- (1) Name, address, and location (if different from the address).
 - (2) SIC number according to the Standard Industrial Classification Manual, Office of Management and Budget, 1972, as amended.
 - (3) Wastewater constituents and characteristics including, but not limited to, those mentioned in Sec.3-5-268 as determined by a reliable analytical laboratory. (Sampling and analyses shall be performed in accordance with procedures established by the EPA pursuant to section 304(g) of the act and contained in 40 CFR part 136, as amended. Results collected within the previous year are acceptable).
 - (4) Time and duration of contribution.
 - (5) Average daily and peak wastewater flow rates, including daily, monthly, and seasonal variations, if any.
 - (6) Site plans, floor plans, mechanical and plumbing plans, and details to show all sewers, sewer connections and appurtenances by the size, location, and elevation.
 - (7) Description of activities, facilities and plant processes on the premises including all materials which are or could be discharged.
 - (8) Where known, the nature and concentration of any pollutants in the discharge which are limited by county, state, or federal pretreatment standards, and a statement regarding whether or not the pretreatment standards are being met on a consistent basis and if not, whether additional operation and maintenance and/or additional pretreatment is required for the user to meet applicable pretreatment standards.
 - (9) If additional pretreatment and/or operation and maintenance are required to meet the pretreatment standards, the shortest schedule by which the user will provide such additional pretreatment should be provided. The completion date in this schedule shall not be later than the compliance date established for the applicable pretreatment standard.

3.2 PERMIT APPEALS

(a) The general manager will provide public notice of the issuance of an industrial pretreatment permit. Any person, including the user, may petition the general manager to reconsider the terms of an industrial pretreatment permit within thirty (30) days of its issuance. The following conditions apply to the appeal process:

- (1) Failure to submit a timely petition for review shall be deemed to be a waiver of the administrative appeal.

- (2) In its petition, the appealing party must indicate the wastewater discharge permit provisions objected to, the reasons for the objection, and the alternative condition, if any, it seeks to place in the wastewater discharge permit.
- (3) The effectiveness of the wastewater discharge permit shall not be stayed, pending the appeal.
- (4) If the general manager fails to act within thirty (30) days, a request for reconsideration will be deemed denied. Decisions not to reconsider a wastewater discharge permit, not to issue a wastewater discharge permit, or not to modify a wastewater discharge permit is considered as a final administrative action.
- (5) Aggrieved parties seeking judicial review of the final administrative wastewater discharge permit decision may do so by filing a complaint with the Superior Court of Spalding County.

3.3 PERMIT MODIFICATIONS

(a) The general manager may modify an Industrial Pretreatment Permit for good cause, including, but not limited to, the following reasons:

- (1) To incorporate any new or revised federal, state, or local pretreatment standards or requirements.
- (2) To address significant alterations or additions to the user's operation, processes, or wastewater volume or character since the time of wastewater discharge permit issuance.
- (3) A change in the sewer or POTW that requires either a temporary or permanent reduction or elimination of the authorized discharge.
- (4) Information indicating that the permitted discharge poses a threat to the sewer or POTW, personnel, or the receiving waters.
- (5) Violation of any terms or conditions of the wastewater discharge permit.
- (6) Misrepresentations or failure to fully disclose all relevant facts in the industrial pretreatment permit application or in any required reporting.
- (7) Revision of or a grant of variance from categorical pretreatment standards pursuant to 40 CFR 403.13.
- (8) To correct typographical or other errors in the wastewater discharge permit.
- (9) To reflect a transfer of the facility ownership or operation to a new owner or operator.

3.4 PERMIT TERM

Industrial Pretreatment Permits will be issued for a term or duration not to exceed five (5) years. The user must reapply for the permit renewal a minimum of ninety (90) days prior to permit expiration. SCWA retains the right to modify allowable discharge limits for specific pollutants if federal or state standards are changed in the interim or for other just cause.

3.5 USER RESPONSIBILITIES

- (a) The permit will specify the user's responsibilities that shall be required of the user. Failure of the user to comply with the permit requirements will result in penalties and/or discontinuance of sewerage service. Permits will provide the following information:
- (1) Statement of permit duration (in no case more than five (5) years).

- (2) Statement of non-transferability without, at a minimum, prior notification to SCWA and provision of a copy of the existing control mechanism to the new owner or operator.
- (3) Effluent limits based on applicable general pretreatment standards, federal categorical pretreatment standards, local limits, and state and federal law.
- (4) Self-monitoring, sampling, reporting, notification, and record-keeping requirements, including an identification of the pollutants to be monitored, sampling location, sampling frequency, and sample type, based on applicable general pretreatment standards, federal categorical pretreatment standards, local limits, and state and federal law.
- (5) Statement of applicable civil and criminal penalties for violation of pretreatment standards and requirements, and any applicable compliance schedule. Such schedules may not extend beyond applicable federal deadlines.

In addition, the Industrial Pretreatment Permit may also contain the following information:

- a. The unit charge or schedule of user's charges and fees for the wastewater to be discharged to a community sewer.
- b. Limits on the average and maximum wastewater constituents and characteristics.
- c. Limits on average and maximum rate and time of discharge or requirements for flow regulations and equalization.
- d. Requirements for installation and maintenance of inspection and sampling facilities.
- e. Specifications for monitoring programs, which may include sampling locations, frequency of sampling, number, types, and standards for tests, and reporting schedule.
- f. Requirements for submission of technical reports or discharge reports.
- g. Requirements for maintaining and retaining plant records relating to wastewater discharge as specified by SCWA, and affording authority access thereto.
- h. Requirements for notification of the authority of any new introduction of wastewater constituents or any substantial change in the volume or character of the wastewater constituent being introduced into the wastewater treatment system.
- i. Requirements for notification of slug discharges.
- j. Other conditions as deemed appropriate by SCWA to ensure compliance with this article.

3.6 PERMIT SPECIFICITY

Industrial Pretreatment Permits are issued to a specific user for a specific operation. An Industrial Pretreatment Permit shall not be reassigned or transferred or sold to a new owner, new user, different premises, or a new or changed operation without prior notification (at a minimum) to SCWA and provision of a copy of the existing control mechanism to the new owner or operator. Any succeeding owner or user must also comply with the terms and conditions of the existing permit.

SECTION 4 PRETREATMENT FACILITIES

- (a) Industrial users may be required by SCWA to install, in their effluent waste system immediately prior to entrance into the SCWA sewer, a stainless steel automatic mechanically cleaned screen of either a vibration or brush type. If required it is the responsibility of the owner to maintain the screening facility in proper working condition at all times.
- (b) Users shall provide necessary wastewater treatment as required to comply with this policy and with all federal categorical pretreatment standards within the time limitations as specified by the federal pretreatment regulations. Any facilities required to pretreat wastewater to a level acceptable to SCWA shall be provided, operated, and maintained at the user's expense.
- (c) Detailed plans showing the pretreatment facilities and operating procedures must be prepared by a registered professional engineer and submitted to SCWA for approval before construction of the facility.
- (d) The approval of such plans and operating procedures will in no way relieve the user from the responsibility of modifying the facility as necessary to produce an effluent acceptable to SCWA under the provisions of this policy.
- (e) Any subsequent changes in the pretreatment facilities or method of operation shall be reported to SCWA prior to the user's initiation of the changes. SCWA, in no way, shall be responsible for the design or operation of the user pretreatment facilities; the review is intended only to ensure compatibility of the pretreatment system with this article or policy.

The industrial user must appoint a State of Georgia certified industrial operator to be the operator in responsible charge of its pretreatment system. The operator should have a Class III or higher industrial operator license.

SECTION 5 REPORTING REQUIREMENTS

5.1 PERIODIC REPORTING

- (a) The industrial pretreatment permit user will be required to submit to the general manager reports indicating the nature and concentration of effluents on a periodic basis. Specific reporting requirements will be indicated in the user's industrial pretreatment permit.
- (b) Analytical requirements: All pollutant analyses, including sampling techniques, to be submitted as part of a wastewater discharge permit application or report shall be performed in accordance with the techniques prescribed in 40 CFR Part 136 and procedures approved by EPA.
- (c) Sample collection:
 - a. Except as indicated in subsection b, below, the user must collect wastewater samples using flow proportional composite collection techniques. In the event that flow proportional sampling is not feasible, the general manager may authorize the use of time proportional sampling or a minimum of four (4) grab samples where the user demonstrates that this will provide a representative sample of the effluent being discharged. In addition, grab samples may be required to show compliance with instantaneous discharge limits.
 - b. Samples for oil and grease, temperature, pH, cyanide, phenols, sulfides, and volatile organic compounds must be obtained using grab collection techniques.
- (d) Timing: Written reports will be deemed to have been submitted on the date postmarked. For reports that are not mailed, postage prepaid, into a mail facility serviced by the United States Postal Service, the date of receipt of the report shall govern.
- (e) Record keeping: Users subject to the reporting requirements of this policy shall retain, and make available for inspection and copying by SCWA, all records of information obtained pursuant to monitoring activities required by this article and any additional records of information obtained pursuant to monitoring activities undertaken by the user independent of such requirements. Records shall include the date, exact place, method, and time of sampling, and the name of the person(s) taking the samples; the dates analyses were performed; who performed the analyses; the analytical techniques or methods used; and the results of such analyses. These records shall remain available for a period of at least three (3) years. This period shall be automatically extended for the duration of any litigation concerning the user or SCWA, or when the user has been specifically notified of a longer retention period by the general manager.

5.2 ADDITIONAL REQUIREMENTS

- (a) No industry will exceed the pretreatment limits as established by the EPA in accordance with sections 307(b) and (c) of the CWA (33 USC 1347) which applied to a specific category of industrial users.
- (b) No user shall ever increase the use of process water or in any other way dilute a discharge as a partial or complete substitute for adequate treatment to achieve compliance with a pretreatment standard or requirement. SCWA may impose mass limitations on industrial users who are using dilution to meet applicable pretreatment standards or requirements or in other cases where the imposition of mass limitations is appropriate.

5.3 REPORTS OF CHANGED CONDITIONS

- (a) Each user must notify the general manager of any planned significant changes as defined below to the user's operations or system which might alter the nature, quality, or volume of its wastewater at least ninety (90) days before the change.
- (b) The general manager may require the user to submit such information as they deems necessary to evaluate the changed condition, including the submission of an Industrial Pretreatment Permit application under section 3.
- (c) The general manager may issue an Industrial Pretreatment Permit under section 3 or modify an existing Industrial Pretreatment Permit in response to changed conditions or anticipated changed conditions.
- (d) For purposes of this requirement, significant changes include, but are not limited to, flow increases of twenty (20) percent or greater, and the discharge of any previously unreported pollutants.

5.4 CONFIDENTIALITY

- (a) Information and data on a user obtained from reports, questionnaires, permit applications, permits and monitoring programs, and inspections shall be available without restriction unless the user contends such information and data constitutes a trade secret, in which case the information may be withheld from the general public if allowed by the Georgia open records laws.
- (b) Effluent data will never be considered confidential information.
- (c) Information accepted by SCWA as confidential portions of a report which might disclose trade secrets or secret processes, shall be available for review by a governmental agency, when required to document compliance with the pretreatment program. In matters of judicial review or enforcement proceedings against an industrial user, the authority will provide all available information pertaining to that industry to the reviewing court or governmental agency.

SECTION 6 SAMPLING AND ANALYTICAL REQUIREMENTS

6.1 MONITORING FACILITIES AND FLOW MEASUREMENT

- (a) Monitoring facilities to allow inspection, sampling, and flow measurement of the building sewer and/or internal drainage systems must be provided and operated at the user's expense. The monitoring facility should be situated on the user's premises.
- (b) At its discretion, and upon application by the user, SCWA may allow provisions for alternate monitoring facilities to be developed when a user premise location would be impractical or cause undue hardship on the user.
- (c) There must be ample room in or near such sampling manhole or facility to allow accurate sampling and preparation of samples for analysis. The facility, sampling, and measuring equipment shall be maintained at all times in a safe and proper operating condition at the expense of the user.

6.2 NEW STANDARDS NOTIFICATION

- (a) Upon the promulgation of the federal categorical pretreatment standards for a particular industrial subcategory, the federal standard, if more stringent than limitations imposed under this article for sources in that subcategory, shall immediately supersede the limitations imposed under this article or policy. The general manager shall notify all affected users of the new standard and applicable reporting requirements.
- (b) When the authority's POTW achieves consistent removal of pollutants limited by federal pretreatment standards, the authority may apply to the state for modification of specific limits in the federal pretreatment standards. "Consistent removal" means reduction in the amount of a pollutant or alteration of the nature of the pollutant by the wastewater treatment system to a less toxic or harmless state in the effluent which is achieved by the system and ninety-five (95) percent of the samples taken when measured according to the procedures set forth in section 403.7(c)(2) (or title 40 of the CFR, part 403) "General Pretreatment Regulations for Existing and New Sources of Pollution" promulgated pursuant to the CWA. SCWA may then modify pollutant discharge limits in the federal pretreatment standards if the requirements contained in 40 CFR part 403, section 403.7, are fulfilled and prior approval from the authority is obtained.

6.3 NATIONAL CATEGORICAL PRETREATMENT STANDARDS

- (a) The categorical pretreatment standards found at 40 CFR chapter I, subchapter N, parts 405 through 471 are incorporated herein and made a part hereof.
 - a. When a categorical pretreatment standard is expressed only in terms of either the mass or the concentration of a pollutant in wastewater, the general manager may impose equivalent concentration or mass limits in accordance with 40 CFR Part 03.6(c).

- b. When wastewater subject to a categorical pretreatment standard is mixed with wastewater not regulated by the same standard, the general manager shall impose an alternate limit using the combined waste stream formula in 40 CFR Part 403.6(e).
- c. A user may obtain a variance from a categorical pretreatment standard if the user can prove, pursuant to the procedural and substantive provisions in 40 CFR Part 403.13, that factors relating to its discharge are fundamentally different from the factors considered by EPA when developing the categorical pretreatment standard.
- d. A user may obtain a net gross adjustment to a categorical standard in accordance with 40 CFR Part 403.15.

6.4 BASELINE MONITORING REPORTS

- (a) Within either 180 days after the effective date of a categorical pretreatment standard, or 180 days after the final administrative decision made upon a category determination submission under 40 CFR Part 403.6(a)(4), whichever is later, existing categorical users currently discharging to or scheduled to discharge to the POTW shall submit to the general manager a report which contains the information listed in paragraph (b) (1) – (5), below. At least ninety (90) days prior to commencement of their discharge, new sources and sources that become categorical users after the promulgation of an applicable categorical standard, shall submit to the general manager a report which contains the information listed in paragraph (b) (1) to (5), below. A new source shall report the method of pretreatment it intends to use to meet applicable categorical standards. A new source also must provide estimates of its anticipated flow and quantity of pollutants to be discharged to SCWA.
- (b) Users described above must submit the information set forth below to SCWA within the time provided.
 - 1. Identifying information: The name and address of the facility, including the name of the operator and owner.
 - 2. Environmental permits: A list of any environmental control permits held by or for the facility.
 - 3. Description of operations: A brief description of the nature, average rate of production, and standard industrial classifications of the operation(s) carried out by such user. This description must include a schematic process diagram which indicates points of discharge to the POTW from the regulated processes.
 - 4. Flow measurement: Information showing the measured average daily and maximum daily flow, in gallons per day, to the POTW from regulated process streams and other streams, as necessary, to allow use of the combined waste stream formula set out in 40 CFR 403.6(e).
 - 5. Measurement of pollutants:
 - i. The categorical pretreatment standards applicable to each regulated process.
 - ii. The results of sampling and analysis identifying the nature and concentration, and/or mass, when required by the standard or by the general manager, of regulated pollutants in the discharge from each regulated process. Instantaneous, daily maximum, and long-term average concentrations, or mass, when required, must be reported. The sample shall be representative of daily operations and be analyzed in accordance with accepted procedures.

- iii. Sampling must be performed in accordance with procedures provided in Section 4.1(2) of this policy.
- 6. Certification: A statement, reviewed by the user's authorized representative and certified by a qualified professional, indicating whether pretreatment standards are being met on a consistent basis, and, if not, whether additional operation and maintenance (O&M) and/or additional pretreatment is required to meet the pretreatment standards and requirements required hereby.
- 7. Compliance schedule: If additional pretreatment and/or O&M is required to meet the pretreatment standards, the shortest schedule by which the user will provide such additional pretreatment and/or O&M must be implemented. The completion date in this schedule cannot be later than the compliance date established for the applicable pretreatment standard. A compliance schedule pursuant to this section must meet the requirements set out herein.
- 8. Signature and certification: All baseline monitoring reports must be signed and certified.

SECTION 7 COMPLIANCE

7.1 COMPLIANCE SCHEDULE PROGRESS REPORTS

The following conditions apply to the compliance schedule:

- a. The schedule shall contain progress increments in the form of dates for the commencement and completion of major events leading to the construction and operation of additional pretreatment required for the user to meet the applicable pretreatment standards (such events include, but are not limited to, hiring an engineer, completing preliminary and final plans, executing contracts for major components, commencing and completing construction, and beginning and conducting routine operation).
- b. No increment referred to above shall exceed nine (9) months.
- c. The user shall submit a progress report to the general manager no later than fourteen (14) days following each date in the schedule and the final date of compliance including, as a minimum, whether or not it complied with the increment of progress, the reason for any delay, and, if appropriate, the steps being taken by the user to return to the established schedule.
- d. In no event shall more than four (4) months elapse between such progress reports to the general manager.

7.2 REPORTS ON COMPLIANCE WITH CATEGORICAL PRETREATMENT STANDARD DEADLINE

- (a) Within ninety (90) days following the date for final compliance with applicable categorical pretreatment standards, or in the case of a new source following commencement of the introduction of wastewater into the POTW, any user subject to such pretreatment standards and requirements shall submit to the general manager a report containing the information described in Section 5.4(4) through (6). For users subject to equivalent mass or concentration limits established in accordance with the procedures in 40 CFR Part 403.6(c), this report must contain a reasonable measure of the user's long-term production rate. For all other users subject to categorical pretreatment standards expressed in terms of allowable pollutant discharge per unit of production (or other measure of operation), this report must include the user's actual production during the appropriate sampling period. All compliance reports must be signed and certified by the authorized representative.

7.3 PERIODIC COMPLIANCE REPORTS

- (a) All significant industrial users are required to, at a frequency determined by the general manager but in no case less than two (2) times per year (in June and December), submit a report indicating the nature and concentration of pollutants in the discharge which are limited by pretreatment standards

and the measured or estimated average and maximum daily flows for the reporting period. All periodic compliance reports must be signed and certified in accordance with Section 3.1.

- (b) All wastewater samples must be representative of the user's discharge. Wastewater monitoring and flow measurement facilities must be properly operated, kept clean, and always maintained in good working order. The failure of a user to keep its monitoring facility in good working order is not grounds for the user to claim that sample results are unrepresentative of its discharge.
- (c) If a user subject to the reporting requirement in this section monitors any pollutant more frequently than required by the general manager, using the procedures prescribed in this article, the results of this monitoring must be included in the report.

7.4 NOTICE OF VIOLATION; REPEAT SAMPLING AND REPORTING

If sampling performed by a user indicates a violation of wastewater discharge limitation, the user must notify the general manager within twenty-four (24) hours of becoming aware of the violation. The user must also repeat the sampling and analysis and submit the results of the repeat analysis to SCWA within thirty (30) days after becoming aware of the violation. The user is not required to resample if the SCWA resamples between the user's initial sampling and when the user receives the results of this sampling or if SCWA performs sampling at the industrial user's facility at a frequency of at least once per month.

SECTION 8 ACCIDENTAL DISCHARGE

- (a) Each user shall provide protection from accidental discharge or slug loading of prohibited materials or other substances regulated by this division. A slug discharge is any discharge of a non-routine, episodic nature, including, but not limited to, an accidental spill or a non-customary batch discharge. Facilities to prevent accidental discharge or slug loading of prohibited materials must be provided and maintained at the owner's or user's cost and expense. Detailed plans showing facilities and operating procedures to provide this protection must be submitted to SCWA for review before construction of the facility. SCWA will evaluate all users for the need for developing a slug discharge plan at least every two (2) years. Users must complete such a plan within ninety (90) days after being notified by the authority. No user shall be permitted to introduce pollutants into the system until accidental discharge or slug control procedures have been approved by the authority. A slug control plan must contain the following elements:
- a. Description of discharge practices, including non-routine batch discharges.
 - b. Description of stored chemicals.
 - c. Procedures for immediately notifying the POTW of slug discharges, including any discharge that would violate a prohibition under Section 2.5 with procedures for follow-up written notification within five (5) days.
 - d. If necessary, procedures to prevent adverse impact from accidental spills, including inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, training of workers, building of containment structures or equipment, measures for containment of toxic organic pollutants (including solvents), and/or measures and equipment for emergency response.
- (b) Review of such plans and operating procedures shall not relieve the industrial user from the responsibility to modify the user's facility as necessary to meet the requirements of this article. In the case of an accidental discharge or slug loading, it is the responsibility of the user to immediately telephone and notify the authority of the incident. The notification must include location of discharge, type of waste, concentration and volume, and corrective actions.
- a. Written notice: Within five (5) days following an accidental discharge or slug loading, the user shall submit to the general manager a detailed written report describing the cause of the discharge and the measures to be taken by the user to prevent similar future occurrences. Such notification shall not relieve the user of any expense, loss, damage, or other liability which may be incurred as a result of damage to the wastewater system, fish kills, or any other damage to person or property; nor shall such notification relieve the user of any fines, civil penalties, or other liability which may be imposed by this article or other applicable law.
 - b. Notice to employees: A notice shall be permanently posted on the user's health and safety bulletin board or other prominent place advising employees whom to call in the event of a dangerous discharge. Employers shall ensure that all employees who may cause to occur or suffer such a dangerous discharge to occur are advised of the emergency notification procedure.
 - c. Accidental discharge:

1. For the purposes of this section, "accidental discharge" means an exceptional incident in which there is unintentional and temporary noncompliance with categorical pretreatment standards or the local limits because of factors beyond the reasonable control of the user. An accidental discharge does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, lack of preventive maintenance, or careless or improper operation.
2. An accidental discharge shall constitute an affirmative defense to an action brought for noncompliance with categorical pretreatment standards if the requirements of subsection 3c below are met.
3. A user who wishes to establish the affirmative defense of accidental discharge shall demonstrate, through properly signed, contemporaneous operating logs, or other relevant evidence, that:
 - a. An accidental discharge occurred and the user can identify the cause(s) of the discharge.
 - b. The facility was at the time being operated in a prudent manner and in compliance with applicable operation and maintenance procedures.
 - c. The user has submitted the following information to the general manager within twenty-four (24) hours of becoming aware of the accidental discharge (if this information is provided orally, a written submission must be provided within five (5) days).
 - i. A description of the indirect discharge and cause of the indirect discharge and cause of noncompliance.
 - ii. The period of noncompliance, including exact dates and times or, if not corrected, the anticipated time the noncompliance is expected to continue.
 - iii. Steps being taken and/or planned to reduce, eliminate, and prevent recurrence of the noncompliance.
4. In any enforcement proceeding, the user seeking to establish the occurrence of an accidental discharge shall have the burden of proof.
5. Users only means of obtaining a judicial determination on any claim of accidental discharge is by an enforcement action brought for noncompliance with categorical pretreatment standards.
6. Users shall control production of all discharges, to the extent necessary to maintain compliance with categorical pretreatment standards upon reduction, loss, or failure of its treatment facility until the facility is restored or an alternate method of treatment is provided. This requirement applies in the situation where, among other things, the primary source of power of the treatment facility is reduced, lost, or fails.
7. Prohibited discharge standards. A user shall have an affirmative defense to an enforcement action brought against it for noncompliance with the general

prohibitions of this article or policy or the specific prohibitions if it can prove that it did not know, or have reason to know, that its discharge, alone or in conjunction with discharges from other sources, would cause pass through or interference and that either:

- a. A local limit exists for each pollutant discharged and the user followed each limit directly prior to, and during, the pass through or interference; or
 - b. No local limit exists, but the discharge did not change substantially in nature or constituents from the user's prior discharge when the authority was regularly in compliance with its NPDES permit, and in the case of interference, was in compliance with applicable sludge use or disposal requirements.
8. Bypass:
 - a. For the purposes of this section:
 - i. "Bypass" means the intentional diversion of waste streams from any portion of a user's treatment facility.
 - ii. "Severe property damage" means substantial physical damage to property, damage to the treatment facilities which causes them to become inoperable, or substantial and permanent loss of natural resources which can reasonably be expected to occur in the absence of a bypass. Severe property damage does not mean economic loss caused by delays in production.
 1. A user may allow any bypass to occur which does not cause pretreatment standards or requirements to be violated, but only if it is also for essential maintenance to ensure efficient operation.
 - iii. If a user knows in advance of the need for a bypass, it must submit prior notice to the general manager, at least ten (10) days before the date of the bypass, if possible.
 - iv. A user must submit oral notice to the general manager of an unanticipated bypass that exceeds applicable pretreatment standards within twenty-four (24) hours from the time it becomes aware of the bypass. A written submission must also be provided within five (5) days of the time the user becomes aware of the bypass. The written submission must contain a description of the bypass and its cause; the duration of the bypass, including exact dates and times, and, if the bypass has not been corrected, the anticipated time it is expected to continue; and all steps taken or planned to reduce, eliminate, and prevent reoccurrence of the bypass. Solely within the discretion of the general

manager, they may waive the written report if the oral report was received within twenty-four (24) hours of the incident.

- v. The general manager may take enforcement action against a user for a bypass, unless:
 - 1. Bypass was unavoidable to prevent loss of life, personal injury, or severe property damage.
 - 2. There were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate backup equipment should have been installed in the exercise of reasonable engineering judgment.
 - 3. The industrial user submitted notices as required in subsection(5)b.2.