

ENFORCEMENT ACTIONS

Failure to complete this report in its entirety and return an original copy with a “wet-ink” signature by the due date may result in one or more of the following enforcement actions by the City of Houston.

1. FINES

Reporting, Notification, or Milestone Violation Fine Schedule

Degree of Violation	Amount per Violation
1. 1-15 days late	\$200
2. 16-30 days late	\$500
3. 31-60 days late	\$1,000
4. Greater than 60 days late	\$2,000
<i>Plus \$50 per day for each day over 61 days late</i>	
5. Unacceptable reporting (e.g., deficient, improperly certified)	\$250

2. SHOW CAUSE HEARING

A mandatory hearing with investigators from the City of Houston’s Public Works office to address the facility’s non-compliance.

Should a Show Cause Hearing be necessary, your facility will still be subject to the fines listed above.

3. INSPECTION

An in-person inspection by City investigators to evaluate on-site activities and enforce the Houston Code of Ordinances.

The facility will continue to accrue fines for every day the facility is non-compliant.

4. TERMINATION NOTICE

A decision by investigators that water and sewer access be cut off for the facility due to non-compliance.

The facility will continue to accrue fines for every day the facility is non-compliant.



Industrial Wastewater Service

INDUSTRIAL WASTEWATER REPORT

Please complete every line item with a response or indicate "None" or "NA" as needed.

This report is due back to the City of Houston 45 days from the issue date. Please keep a copy for your records and mail the original form with a "wet-ink" signature on Section F - Certification to the following address:

Industrial Wastewater Service
10500 Bellaire Blvd
Houston, TX 77072

A completed form is required, even if this facility does not discharge any nondomestic wastewater. To meet the deadline, the form must be postmarked by the due date. Please also scan and email the completed form to pretreatment@houstontx.gov.

For assistance, please contact Sean Massie at (832)-395-5863 or pretreatment@houstontx.gov.

SECTION A - GENERAL INFORMATION

1. Company Information:

Facility Name:
Date of Establishment: / /
Hours of Operation: Days of Operation:
Number of Employees: Number of Shifts:
Website:

2. Facility Address:

Street:
City: State: Zip:

3. Business Mailing Address: (Write "Same as above" if mailing and facility address are the same)

Street or PO Box:
City: State: Zip:

4. Primary Contact: On-site responsible person, authorized to represent the company in official dealings with the City of Houston.

Name:
Title:
Phone: Mobile Phone:
Email:

5. Secondary Contact: Alternate on-site person familiar with the day-to-day operations, environmental permitting requirements, monitoring, record keeping, data management, etc.

Name:
Title:
Phone: Mobile Phone:
Email:

SECTION B – BUSINESS ACTIVITY (CONTINUED)

3. Chemical Inventory:

List chemicals used for all service or manufacturing activities (attach additional pages if needed):

4. Business Identification Codes:

Find your 4-digit SIC code(s) at www.siccode.com/ and 6-digit NAICS code(s) at www.census.gov/naics/

	Code(s)	Description of Code(s)
SIC Code(s)		
NAICS Code(s)		

5. Are per-and polyfluoroalkyl substances (PFAS) contained in any raw material, byproduct or final product used/manufactured at the facility?

YES NO

6. Are per-and polyfluoroalkyl substances (PFAS) believed to be present in wastewater discharged to the sanitary sewer system?

YES NO

SECTION C – BUILDING AND UTILITIES

1. Building Information:

a) Is the building leased or owned? Leased Owned

b) Please provide the Property Owner’s contact information:

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

If the building is leased, the following information may need to be obtained from the Property Owner/Manager

2. Water source (check all that apply):

Municipal Water Utility (Specify Municipality): _____

Private Well

Surface Water

Other (Specify): _____

3. Name/Address on the water bill:

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

4. Water service account number(s) from utility bill(s):

5. New Establishment:

a) Is this a new business? Yes No (If “No,” skip questions 5b-5d and move on to question 6)

b) Will you be occupying an existing vacant building? Yes No

- c) Have you applied for appropriate building permits? Yes No
- d) Will you be connected to the public sanitary sewer system? Yes No

6. Existing Establishment:

- a) Is this an existing business? Yes No
- b) Is the building presently connected to the public sanitary sewer system? Yes No
- c) Is the building presently connected to a septic system? Yes No

SECTION D – WASTEWATER DISCHARGE INFORMATION

1. What is the total monthly water usage for the facility (in gallons)? _____
Note: consumption on City of Houston water bills is shown in thousand-gallon units. Please convert to gallons when answering the question.

2. Describe how water is used in the process operations of the facility (attach extra pages if needed):

3. Does (or will) this facility discharge any stormwater to the City sanitary sewer system?
 Yes No
 If “yes,” what is the estimated volume discharged in gallons per day? _____

4. Does (or will) this facility discharge any wastewater to the City sanitary sewer system, other than domestic wastewater from restrooms and employee breakrooms?
 Yes No

5. Wastewater Discharges:

Based on the total monthly water usage shown in Question 1 above, please use the following table to break-down how many gallons of water per day (GPD) are discharged to the sanitary sewer system for each process in the facility. Gallons Per Day (GPD) can be calculated by the total amount of water used that month (the number given for Question 1 of this section) divided by the number of operating days that month.

Water Discharged	Gallons per Day	Water Discharged	Gallons Per Day
a. Air pollution control		g. Boiler feed/blow-down	
b. Non-contact cooling water		h. Condensate	
c. Contact cooling water		i. Process	
d. Contained in product		j. Domestic (restrooms, etc.)	
e. Irrigation & lawn watering		k. Laboratory	
f. Facility & equipment washdown		l. Other (describe below):	
Total GPD for a. through l. _____			

If the answer given for “**Total GPD for a. through l.**” does not closely resemble the answer given in Question 1 above, please explain how, and where, the rest of the water is being used, discharged, and/or stored (attach extra pages if needed). Provide a list of companies and/or locations used for off-site disposal, if applicable.

a) Does the facility conduct regular (annual, biannual, quarterly, etc.) maintenance that requires increased water usage and discharge? Yes No

If "yes" please explain: _____

If "yes" what is the estimated volume discharged, in gallons per day? _____

SECTION D – WASTEWATER DISCHARGE INFORMATION (continued)

b) Does the facility discharge any substance, which, if otherwise disposed of, would be a hazardous waste under 40 CFR Part 261? (See Section E, below) Yes No

c) Check applicable waste discharge type (select one):

Continuous Discharge Only

Batch Discharge Only

Continuous and Batch Discharges

No Industrial Discharge to Sanitary Sewer System

If there are batch discharges to the sanitary sewer, complete the following:

Batch Discharge Source	Approximate Volume (Gal)	Expected Frequency	Duration (Hours)

6. Are there any wastewater treatment systems in use at this facility? (e.g. pH Neutralization, Equalization, Grease/Grit/Lint Traps or Interceptors, Oil/Water Separators, Coagulation/Precipitation/Flocculation Systems, Dissolved Air Flotation Units, Clarifiers, etc.) Yes No (If "yes," please list below)

Treatment Unit/System

Cleaning and/or Removal Process

_____	_____
_____	_____
_____	_____
_____	_____

7. Do you anticipate significant changes in business activity that could impact characteristics of wastewater discharge during the next 3 years? Yes No

If "Yes," provide details: _____

8. If any wastewater analyses have been performed on the wastewater discharges from this or another facility with similar process operations, **attach a copy of the most recent laboratory analytical report** to this form.

9. **Attach a facility drawing.** Show sampling location(s) (if present), and location(s) of operations contributing to the wastewater discharge.

10. Attached to this form is a list of the City of Houston local discharge limits. **Please review it and verify that the wastewater discharges from the facility complies with these limits.** *See Also: Section 47-188 Standard of Quality of the City of Houston Code of Ordinances.*

SECTION E – HAZARDOUS WASTE NOTIFICATION REQUIREMENTS OF 40 CFR §403.12 (p)

The Industrial User shall notify the POTW, the EPA Regional Waste Management Division Director, and State hazardous waste authorities in writing of any discharge into the POTW of a substance, which, if otherwise disposed of, would be a hazardous waste under 40 CFR part 261. See 47-192(j) of the City of Houston Code of Ordinances for additional instructions about this notification.



LOCAL DISCHARGE LIMITS SUMMARY

The following pollutant limits are established to protect against pass through and interference:

No person shall discharge wastewater containing more than the following daily maximum limits:

Pollutant Parameter	Local Limit, mg/L (Industrial Discharge Flow)
Arsenic*	1.5 (Flow <1 MGD)
	0.08 (Flow ≥1 MGD)
Cadmium	0.2
Chromium	1.0
Copper	2.0
Cyanide, Total*	1.4 (Flow <1 MGD)
	0.5 (Flow ≥1 MGD)
Lead	1.0
Mercury	0.01
Molybdenum*	3.7 (Flow <1 MGD)
	0.9 (Flow ≥1 MGD)
Nickel*	2.0 (Flow <1 MGD)
	0.08 (Flow ≥1 MGD)
Silver	1.0
Zinc	3.3

*The limits for Arsenic, Cyanide, Molybdenum, and Nickel are tiered based on the discharge flow rate of the user; specifically, discharges of 1 MGD or greater are subject to a lower concentration-based limit. MGD = million gallons per day.

No person shall discharge wastewater containing more than the following instantaneous limits:

200 mg/L oil and/or grease, except that existing sources that had a current and valid industrial waste permit on December 2, 2020, are eligible for a 3-year schedule to comply (i.e., no later than three years from December 2, 2020, an existing source must meet the 200 mg/L discharge limit). Existing sources must meet the limit of 400 mg/L during the compliance schedule period.

Limitations on discharges of the following pollutants are established in the TBLLs portion of the approved program, to be applied on an as-needed basis:

Ammonia

BTEX

Total toxic organics (TTOs)

The limits apply where the wastewater is discharged to the POTW and compliance may be determined at any sample point that captures all or a portion of the process wastewater flow as determined by the director. All concentrations for metallic substances are for total metal unless indicated otherwise.

SECTION F - CERTIFICATION

This report must be signed by a **principle executive officer, general partner, proprietor, or a duly authorized representative** if such a representative is responsible for the overall operation of the facility from which the industrial discharge originates.

Select one option:

- I am a responsible corporate officer**
- I am a general partner, or proprietor** (if the facility is a partnership, or sole proprietorship)
- I am a duly authorized representative**, and the delegation of authorization form is attached

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.

Name: _____

Title: _____

Date: _____

Signature: _____

*Examples of **Responsible Corporate Officers**: President, Vice President, CEO, CFO, etc.*

*Examples of **General Partner, or Proprietor**: Owner, Co-Owner, Partner, Managing Partner, etc.*

*Examples of **Duly Authorized Representatives** (signature is only acceptable if submitted with a signed Delegation of Authorization form): EHS Manager, Facility Engineer, Compliance Officer, Director of Safety, etc.*

DELEGATION OF AUTHORIZATION FORM

This delegation of authorization form must be completed by a person defined in 40 CFR Section 403.12 (attached) as having the power to delegate signatory authorization to another individual, or to a position.

To authorize **an individual** complete number 1 (1) below:

1. I hereby authorize the following individual to sign all reports or certifications required by 40 CFR Section 403.12:

Individual's Name: _____

Individual's Title: _____

To authorize **any employee with a specific position/title**, complete number 2 (2) below:

2. I hereby authorize any individual in the following position/title to sign all reports or certifications required by 40 CFR Section 403.12:

Position/Title: _____

The person authorizing the above individual or position to sign reports and certifications must be defined in 40 CFR Section 403.12 (attached) as a person that has the authority to delegate signatory authority. This may be an owner, CEO, president, or other corporate officer as defined in 403.12. That person is required to sign this signatory authorization form below.

COMPANY REPRESENTATIVE (Signature)

COMPANY REPRESENTATIVE (Print Name)

TITLE

COMPANY NAME

DATE

Signatory Requirements for Reports and Certifications Submitted to the City of Houston

All reports and certifications required by 40 CFR Section 403.12 shall be signed as follows:

(1) By a responsible corporate officer, if the user submitting the reports is a corporation. For the purpose of this paragraph, a responsible corporate officer means:

(i) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation, or

(ii) The manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for control mechanism requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

(2) By a general partner or proprietor, if the user submitting the reports required by paragraphs (b), (d), and (e) of this section is a partnership, or sole proprietorship respectively.

(3) By a duly authorized representative of the individual designated in paragraph (I)(1) or (I)(2) of this section if:

(i) The authorization is made in writing by the individual described in paragraph (I)(1) or (I)(2);

(ii) The authorization specifies either an individual or a position having responsibility for the overall operation of the facility from which the Industrial Discharge originates, such as the position of plant manager, operator of a well, or well field superintendent, or a position of equivalent responsibility, or having overall responsibility for environmental matters for the company; and

(iii) the written authorization is submitted to the Control Authority.

(4) If an authorization under paragraph (I)(3) of this section is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, or overall responsibility for environmental matters for the company, a new authorization satisfying the requirements of paragraph (I)(3) of this section must be submitted to the Control Authority prior to or together with any reports to be signed by an authorized representative.