

METROPOLITAN SEWER DISTRICT OF GREATER CINCINNATI

DIVISION OF INDUSTRIAL WASTE

WASTEWATER DISCHARGE PERMIT
SEWER USE CUSTOMER APPLICATION
INSTRUCTION SHEET

Facilities may be required to obtain and/or periodically renew a Wastewater Discharge Permit. Information from this application will be used to determine the type of operations performed at your facility and if additional information or an inspection is required for your facility. Instructions for completing this form are given below. Failure to file a Sewer Use Customer Application may be a violation of Article XV of the Metropolitan Sewer District Rules and Regulations and may subject the violator to enforcement action. Below you will find instructions about how to complete the registration form.

1. Please print or type the Sewer Use Customer Application form. This form can be found online at www.msdc.org under Industrial User Resources.
2. The Sewer Use Customer Application screens all Industrial and Commercial users. Answer all questions carefully. If there is doubt about the appropriate response to a question, write “unsure” or “information not available.” In some cases, the questions may be answered by a simple check mark.
3. Enclose any plans, drawings, detailed explanations, or analytical data which you believe are helpful or relevant. Please identify all additional sheets by labeling them with the section and item numbers they coordinate with (i.e. Section E, Item 1).
4. Be sure that the Application is signed by a Duly Authorized Representative of the firm with the authority as described in Metropolitan Sewer District Rules and Regulations, Article I (see definitions below).
5. The General Facility Information section of the application requires contact information for your facility. Please note that the “Legal Business Name” is the legal name of your business as registered with the Secretary of State of Ohio (www.sos.state.oh.us). Your “Facility Name” is the name that your facility does business as, such as the name used in signs, logos, and advertisements.
6. The Basic Facility Information section asks about the purpose of the application and the basic facility operations that are present at the facility. Please fill in all applicable information about your facility, and enclose a copy of your most recent water bill.

DEFINITIONS

- Commercial User - shall mean any and all users of the wastewater treatment system not otherwise classified.
- Industrial User - shall be any user which discharges industrial waste.
- Residential User - shall mean any single or two-family housing unit.
- Responsible Official / Duly Authorized Representative -
shall for a corporation be a responsible corporate officer, or the manager of facilities having more than 250 employees or gross annual sales or expenditures exceeding \$25 million in second-quarter 1980 dollars, provided signatory authority has been assigned to the manager; for a partnership, a general partner; for a sole proprietorship, the proprietor; or a duly authorized representative of the general partner or proprietor, provided that the authorization is in writing, the party authorized has overall responsibility for operations or environmental matters, and the written authorization has been submitted to the District.
- Sewer - shall mean any pipe or conduit for conveying wastewater or drainage water.
- User - shall mean any person that discharges, causes, or permits the discharge of wastewater into a public sewer.
- Wastewater - shall mean a combination of the liquid and water-carried wastes from premises together with any groundwater, surface water, or storm water that may be present.