

METROPOLITAN SEWER DISTRICT OF GREATER CINCINNATI

DIVISION OF INDUSTRIAL WASTE

MANUFACTURING OPERATIONS

INSTRUCTION SHEET

Any facility that discharges industrial waste to the sewer system is regulated by the MSD Rules and Regulations, Article XV and must submit this form. Failure to comply with the registration process 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 for completing the registration form.

1. Please print or type the Manufacturing Operations form. The Manufacturing Operations form can be found online at www.msdc.org under "Industrial User Resources".
2. The Sewer Use Customer Application must be completed along with the Manufacturing Operations form. 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. This form may also be found under the "Industrial User Resources" heading.
3. The Facility Description section of the form asks about the nature of business operations. Please check all types of processes and fill in all information about your facility.
4. The Operation Description section of the form asks about the daily operational information about your facility.
5. The Water Usage and Sewer Information sections ask about water consumption and the location of all sewers at your facility.
6. The Waste Management (Non-Discharged Wastes) section asks how wastes are managed at your facility: type of waste, if hauled off site, by whom, and quantities of disposal.
7. The Wastewater Pretreatment section asks if pretreatment is practiced at your facility and if so, what type.
8. Please refer to the FAQ (Frequently Asked Questions) section online or contact the Division of Industrial Waste at (513) 557-7000 with questions.

9. Return the completed form to the Metropolitan Sewer District. Additional copies of the application form and Metropolitan Sewer District Rules and Regulations are available from the Metropolitan Sewer District. If you have questions concerning this application, please contact the Division of Industrial Waste at (513) 557-7000.

The completed application should be sent to: Division of Industrial Waste
Metropolitan Sewer District
1600 Gest Street
Cincinnati, Ohio 45204

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.