



City of Canby  
Industrial Pretreatment Department  
PO Box 930-Canby, Oregon 97013  
503-266-1248

# Environmental Survey

**Answer ALL questions**  
Enter N/A if the question does not apply to your company.

Company Name: \_\_\_\_\_

Facility Name: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

Business Address (Site/Location address): \_\_\_\_\_

\_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

\_\_\_\_\_

**Representative Completing this Form:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Title: \_\_\_\_\_

North American Industrial Classification System (NAICS No.) \_\_\_\_\_ Number of Employees: \_\_\_\_\_  
Primary Secondary

**Brief Description of Business Activities both inside and outside your Building:** Principal Activity, Product and/or Service.

Performed: Inside Bldg.  (Please be specific) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Performed: Outside Bldg.  (Please be specific) \_\_\_\_\_

\_\_\_\_\_

Days per week of operation:  Mon  Tues  Wed  Thur  Fri  Sat  Sun

Hours per day of operation:  8  10  12  16  24  Other \_\_\_\_\_

Enter date production began or will begin at this facility: (Month/Day/Year) \_\_\_\_\_

1. Does your facility generate any process wastewater excluding domestic wastewater? Yes  No

If yes, is the wastewater discharged to the City of Canby sanitary sewer system? Yes  No

Continuous discharge  Batch discharge

Sewer account number? \_\_\_\_\_

If yes, also, indicate types of wastewater created:

Industrial: Yes  No  Stormwater Runoff from Impervious Surfaces: Yes  No   
Combination--Domestic/Industrial: Yes  No   
Other: Yes  No

Explain: \_\_\_\_\_

\_\_\_\_\_

2. Do you discharge hazardous waste to Sanitary Sewer as defined by the EPA? Yes  No

Explain: \_\_\_\_\_

3. What is the quantity of wastewater discharged to the sanitary sewer in gallons per day (gpd)?

Less than 10,000 gpd  10,000 to 5,000 gpd  More than 5,000 gpd

4. What are the characteristics of the discharged wastewater (if other than domestic)?

N/A Domestic Only

- |                                   |   |                                     |  |  |
|-----------------------------------|---|-------------------------------------|--|--|
| Acid <input type="checkbox"/>     | Metallic <input type="checkbox"/>       | Color Dyes <input type="checkbox"/> | Soaps/Detergents <input type="checkbox"/>        | Amalgam Separator <input type="checkbox"/> |
| Alkaline <input type="checkbox"/> | Toxic Organics <input type="checkbox"/> | Oil/Grease <input type="checkbox"/> | Hot Water <input type="checkbox"/> _____ degrees | Medicine/Rx <input type="checkbox"/>       |

5. Do you or will you discharge detergents, oils, grease, or fats or other pollutants to the sanitary sewer? Yes  No

6. Is the wastewater treated before discharge to the sanitary sewer? Yes  No

A. Please describe the pretreatment devices used: \_\_\_\_\_

B. What is your normal frequency of cleaning/maintaining these devices? \_\_\_\_\_

C. How are the wastes generated from these devices disposed of? \_\_\_\_\_

7. A. Does your company use or handle any chemicals? Yes  No

B. Does your company generate any chemical waste? Yes  No

C. Does your company have any type of chemical storage at your facility? Yes  No

- |  |  |  |  |
|--|--|--|--|
| 25 gallon container or less <input type="checkbox"/> | 55 gallon drums <input type="checkbox"/> | Large totes (100-300 gallons) <input type="checkbox"/> | Large storage tanks <input type="checkbox"/> |
|--|--|--|--|

8. Do you or will you have any floor drains, catch basins, sumps, sinks or any other outlets to the sanitary sewer or storm system in your manufacturing/production or storage areas? Sanitary Sewer Yes  No  Storm System Yes  No

*This space is for your use for any additional information or for any comments you may wish to note.*

*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. [40 CFR 403.6(a)(2)(ii)]*

*This certification is to be signed only by the Responsible Corporate Official as per 40 CFR 403.12(l)(1) (e.g. the president, treasurer, vice-president, general partner, or sole proprietor of the facility).*

Signature

Title

Date

**COMPLETE and RETURN to the City of Canby**

## **Environmental Survey**

### **INSTRUCTIONS and DEFINITIONS**

**The City is required by federal regulations to survey its businesses and inform them of pretreatment standards and requirements.**

---

### ***The Wastewater Industrial Pretreatment Program***

The City's pretreatment program is responsible for preventing harmful pollutants from entering the sanitary sewer system. The purpose of the notification package is to familiarize new and existing industrial users with the City of Canby's Pretreatment Program implementation procedures and its Sewer Use Ordinance, Number 1413.

Ordinance 1413, sets forth uniform requirements for users of Publicly Owned Treatment Works (POTW) for the City of Canby and enables the City to Comply with all applicable State and Federal laws including the Clean Water Act (Act 33 U.S.C. 1251 et seq.), the General Pretreatment Regulations (40 CFR Part 403) and Oregon Administrative Rules (OAR) Chapter 340. The objectives of this Ordinance are:

- To prevent the introduction of pollutants into the POTW that will interfere with the operation of the POTW;
- To prevent the introduction of pollutants into the POTW, which will pass through the POTW, inadequately treated, into receiving waters or otherwise be incompatible with the POTW;
- To ensure that the quality of the wastewater treatment plant sludge is maintained at a level which allows its use and disposal to be in compliance with applicable statutes and regulations;
- To protect POTW personnel who may be affected by wastewater and sludge in the course of their employment and to protect the general public; and
- To improve the opportunity to recycle and reclaim wastewater and sludge from the POTW;

Dischargers of non-domestic wastewater to the City's sanitary sewerage system need to know and meet applicable pretreatment standards and requirements. All non-domestic sewer dischargers in the City of Canby are mandated by federal, state and local requirements to meet the City of Canby's wastewater system pretreatment regulations and Sewer Use Ordinance 1413.

Sewer Use Ordinance 1413 shall apply to all users of the POTW. The Ordinance authorizes the issuance of wastewater discharge permits; authorizes monitoring, compliance, and enforcement activities; establishes administrative review procedures; requires users reporting; and provides for the setting of fees for the equitable distribution of costs resulting from the program. A copy of the City of Canby Sewer Use Ordinance will be given to interested parties by completing a request for information form at City Hall or you can print a copy from the City of Canby Web page.

[http://canbyoregon.gov/Departments/pw\\_operations/waste\\_water/documents/SewrUseOrdinance1413.pdf](http://canbyoregon.gov/Departments/pw_operations/waste_water/documents/SewrUseOrdinance1413.pdf)

---

### **COMPLETE ALL QUESTIONS: DO NOT LEAVE BLANKS**

If you need additional space to provide an adequate response to any of the questions, please attach additional pages.

**If you have any questions or comments regarding this survey, please contact the following City of Canby staff:**

**Wastewater/Sewer/Industrial Pretreatment questions:**

**Daryll Hughes– 503-266-1248**

### ***Definitions:***

**Chemicals** are “of or made from or using substances produced by or used in reactions involving atomic or molecular changes”. They may include detergents, bleach, cleaners/degreasers, alkaline cleaners, acid sanitizers, paint cleaners, auto/parts cleaners, boiler additives, drain cleaners (sulfuric acid), etc. Even common household cleaners may contain sodium hypochlorite or sodium hydroxide.

**Domestic or Sanitary** discharges (wastewater) are those that are derived from ordinary residential routines in our homes, such as the wastewaters discharged from our bathrooms, kitchens, or utility rooms and are free any special treatment or requirement before being discharged into the public sanitary sewer. “**Other**”, for example, could be wastewater generated from a manufacturing process or from steam cleaning vehicle engines, etc.

**Hazardous Material** includes substances that can be toxic (e.g. irritants, asphyxiates, systemic poisons, anesthetics and narcotics) or poisonous, corrosive, explosive, flammable, carcinogenic, biologically active or radioactive.

**Hazardous Waste** is a waste, or combination of wastes, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause or contribute to an increase in mortality or increase in serious, irreversible, or incapacitating reversible illness; or pose a substantial present or potential hazard to human health or environment when improperly treated, stored, transported or disposed of or otherwise managed; and normally not discharged into a sanitary sewer, subject to regulated disposal.

**Industrial Wastes** are solid, liquid, or gaseous waste resulting from any industrial, manufacturing, trade, or business process or from the development, recovery, or processing of natural resources.

**Industrial Discharger:** According the federal and local pretreatment regulations definitions, an “industrial” discharger is any sewer user who discharges any wastewater, to the public sewer, other than domestic wastewater.

**NAICS No.:** This number is referred to as the “North American Industrial Classification System” number (NAICS), can be found on your state quarterly tax report, on Form OQ. In the upper right portion of this form, next to the “Date Received” box, you'll find the “North American Industry Classification System” number. This is your company's NAICS number (formerly the SIC code). If you cannot determine your NAICS number, or if this is a new business, you can call the Employment Department. This agency can provide you with your company's NAICS number. The toll free phone number in Salem is 1-800-262-3912, Ext. 71249 or visit [www.naics.com](http://www.naics.com). **Please include all NAICS numbers that apply to your business.**

**Owner** is the legal owner of record as shown on the assessment and taxation records of Multnomah County, or if there is a recorded land sales contract in force, the purchaser.

**Signature:** This form should be signed by a responsible corporate officer, a general partner, or by a duly authorized representative. See 40 CFR 403.12(1) for full definition.

**Stormwater** is surface runoff and drainage associated with rainstorm events and snowmelt. Most stormwater ends up in groundwater or rivers without any treatment.

**Wash water** is water that has been used to clean cars, buildings, engines, pavement, or other objects. Wash water carries pollutants such as soap, detergents, heat, grease, oil, dissolved metals, nutrients, microbes, soil and other particulates.

**Wastewater** is waste carried by water from residences, commercial buildings, industrial plants, and through the sanitary sewer system to a wastewater treatment facility.

***KEEP This Portion For Reference***