



North Shore Sanitary District Industrial Waste Control Department

Change Notification

This form must be completed by all industrial users and returned to the District prior to any substantial change in the volume or characteristic of pollutants in processing, including addition or deletion changes, with or without discharge. Written notification of a substantial change is a requirement of Section 6.01 (f) of AN ORDINANCE RELATING TO SEWERS AND SEWER SYSTEMS. Completion and submittal of this form does not relieve the user of liabilities resulting from the failure to report changes in a timely manner. The District will make the determination whether the change constitutes a substantial change. Lack of notification is subject to potentially significant penalties.

Company Name: _____

Address: _____

Telephone: _____ Class: I00 I01 I02 I03 I04 I05 (circle one)

Person completing this form: _____ Date: _____

Title: _____

Signature: _____

Substantial change is scheduled to take effect: Started: _____(date) or

Stopped: _____(date).

CHECK ALL ITEMS THAT APPLY:

I. DELETIONS (if notification within 30 days is not possible, notification required within 7 calendar days of determination):

_____ Shutdown process (no removal from site): Name _____

_____ Eliminate process (removed from site): Name _____

_____ Eliminate equipment (indicate type of equipment and, size/volume) _____

_____ Facility closure (all or any portion of the facility) _____

II. REPLACEMENTS (notification required 30 days prior to change):

_____ "Like for like" equipment change: Type of equipment/location: _____

_____ Different sized equipment change: Currently have: _____
(indicate type/size/location)

Replacing with: _____

III. ADDITIONS (notification required 30 calendar days prior to change):

_____ Addition of Process: With Discharge or (circle one) Volume: _____ gpd peak
Without Discharge capacity discharge

_____ Addition of Product: - Name: _____

_____ Batch Number batches produced per week = _____

_____ Continuous

_____ Attach chemical contents/raw materials

DESCRIPTION AND USE OF PRODUCT: _____

_____ Addition of Production Equipment: With discharge or (circle one)
Without discharge

_____ Addition of Chemical previously unused: - Name: _____

Used in (process): _____

_____ Change in wastewater characteristic (describe) _____

_____ Increase in flow discharge:

_____ Production flow - amount gpd: _____

Production flow discharges to pretreatment system: yes or no (circle one)

Pretreatment equipment: existing _____ or will be installed _____
(date) _____

_____ Utility flow (e.g. boiler blowdown, cooling water discharge, etc.) - amount gpd: _____

_____ Addition of production shift which has not been defined in most recent Annual Survey or DCD
application (no additional employees): temporary or permanent (circle one)

_____ Addition of employee shift - # of employees: _____ temporary or permanent (circle one)

_____ Addition of chemical storage > 250 gallons

_____ location _____

_____ dike present? (yes or no)

_____ floor drain present? (yes or no)

IV. PRETREATMENT

_____ New Equipment (state type/size/capacity gpd/description, flow discharge, etc.)

_____ Modification to existing equipment (describe equipment change, change in flow discharge, change in capacity to handle wastewater to be pretreated, changes in wastewater characteristics)

_____ Change in chemicals (i.e. flocculation and settling compounds, neutralizers, etc.)

Location: _____

Currently using: _____

Replacing with: _____

V. OTHER

_____ Relocation of equipment which causes: shift of wastewater or wastes to different discharge location(s) and/or outfall or requires containment (circle one).

_____ Change in chemical use which affects toxicity of waste on-site. Indicate whether the chemical is: discharged or not discharged (circle one).

_____ Addition of hazardous waste discharge (HWD): (Request and complete HWD Notification form).

_____ Other _____

