



**Warwick Sewer Authority (WSA) – Industrial Pretreatment Program (IPP)
Food Service Establishments (FSE)
Application for Wastewater Discharge Permit**

On January 8th, 1984, a Resolution was adopted by the City of Warwick providing the Warwick Sewer Authority's (WSA) Industrial Pretreatment Program (IPP) with the authority to require that our City's commercial and industrial facilities complete a Wastewater Discharge Permit Application. The Food Service Establishment (FSE) application provided for your completion contains a series of questions developed to obtain critical information for characterizing your FSE's wastestream profile and potential to impact our collection system and/or treatment plant. This application must be filled out as completely and accurately as possible. Once our characterization is complete our IPP issues your FSE a site-specific, non-transferable FSE Wastewater Discharge Permit.

Please refer to the guidance information that follows each section when completing the application form. The guidance information provides answers to the most frequently asked questions we have received from our permittees when completing the form. Pretreatment personnel contact information, including phone numbers and email addresses, are provided at the end of the application if you require additional assistance.

Please know that timely receipt of the forms and application fee is required in order for the WSA to sign off on the Certificate of Occupancy for your facility. Late submittal will delay our sign off and perhaps the grand opening of your business. Delinquent submittal will result in enforcement action including but not limited to violation notices and fines (\$50.00/day the form remains delinquent).

When the application has been completed, please retain a **COPY for your records** and **mail the ORIGINAL** document, complete with signatures and attachments (where required) along with your application fee (see page 9, check made payable to the *Warwick Sewer Authority*) to:

**Edward Mathias, Pretreatment Coordinator
Warwick Sewer Authority
125 Arthur W. Devine Boulevard, Suite B
Warwick, RI 02886**

On behalf of our Pretreatment Program, we thank you in advance for your cooperation in ensuring we receive the completed forms/fee and for your steadfast commitment to environmental protection through pretreatment compliance.

Section 1 – General Facility Information

Name of Company or Corporation:	
“Doing Business As” (DBA) if different from Company/Corp. Name:	
Local Business Address:	
Local Business Phone Number:	

Please check appropriate box to indicate where the Wastewater Discharge Permit should be mailed.

Local Address
(Section 1)

Corporate Address
(Section 2A, 2B or 2C)

Section 2 – Company Organization

Please check the appropriate box and only complete the Section chosen.

Sole Proprietorship/
Partnership
(Complete Section 2A)

LLC
(Complete Section 2B)

Corporation
(Complete Section 2C)

Please include a copy of your company’s RI Business Registration or recent Annual Report with your application submittal if your business is an LLC or a Corporation:

<http://business.sos.ri.gov/CorpWeb/CorpSearch/CorpSearch.aspx>

Section 2A – Organization: Sole-Proprietorship or Partnership - Authorized Agent

If the Company is a **Sole-Proprietorship or Partnership** an authorized agent shall mean a **general partner or the proprietor**. The City of Warwick, Warwick Sewer Authority will accept the person named below as the company’s Authorized Agent until notified otherwise. It is the responsibility of the applicant to notify the Warwick Sewer Authority immediately upon any change in the designated Authorized Agent. **Please attach additional sheets if necessary.**

Company Owner’s Name:	
Company Owner’s Title:	
Mailing Address:	
Work Phone Number:	
Fax Number:	
Email Address:	
Cell Phone Number:	
Owner’s Signature & Date:	

Section 2B – Organization: LLC - Authorized Agent

If the Company is an **LLC** an authorized agent shall mean a **member or manager of the LLC**. The City of Warwick, Warwick Sewer Authority will accept the person named below as the company’s Authorized Agent until notified otherwise. It is the responsibility of the applicant to notify the Warwick Sewer Authority immediately upon any change in the designated Authorized Agent. **Please attach additional sheets if necessary.**

LLC Business Name:	
LLC Representative’s Name:	
LLC Representative’s Title:	
Mailing Address:	
Work Phone Number:	
Fax Number:	
Email Address:	
Cell Phone Number:	
Representative’s Signature & Date:	

Section 2C – Organization: Corporation - Authorized Agent

If the Company is a **Corporation**, authorized representative shall mean the **president, vice-president, secretary or treasurer 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**. The City of Warwick, Warwick Sewer Authority will accept the person named below as the company’s Authorized Agent until notified otherwise. It is the responsibility of the applicant to notify the Warwick Sewer Authority immediately upon any change in the designated Authorized Agent. **Please attach additional sheets if necessary.**

Corporate Business Name:	
Corporate Representative’s Name:	
Corporate Representative’s Title:	
Mailing Address:	
Work Phone Number:	
Fax Number:	
Email Address:	
Cell Phone Number:	
Representative’s Signature & Date:	

Section 2D – Additional Authorized Agent(s) of the Company or Corporation

The individual identified in **Section 2A, 2B or 2C** may designate other authorized representative(s) by completing the enclosed **Designation of Authorized Agent Form** located at the end of this permit application form. For example, local facility manager(s) of one or more operating facilities may be appointed provided they are 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.

Section 3 – Accounting and Billing Office Information

Pretreatment invoices, where applicable, *will be mailed to the local facility address unless otherwise specified*. If an alternate corporate billing office or contracted utility billing management company is desired, please complete the information below.

Billing Company Name (if different):	
Billing Mailing Address:	
Billing Representative’s Name:	
Work Phone Number:	
FAX Number:	
Email Address:	

Section 4 – Facility Operations

Please indicate below which days of the week and hours of the day your company will be operating:

	SUN	MON	TUE	WED	THUR	FRI	SAT
Hours of Operation:							

What is your Total Seating Capacity including dining room, bar and lounge seats?

Does your food service establishment (FSE) have a takeout menu? Yes No

Approximately what percentage of your weekly sales accounts for take-out only? %

In the space provided below, briefly describe the services and operations that occur at your facility. Please provide an attachment if you require more space than provided. Please attach a copy of your company's menu and/or products list to this application form.

Please choose the response which most closely describes your business operations:

Kitchen Operations: Restaurants & Cafeterias

- All food is prepared from scratch in-house.
- Most food is prepared from scratch in-house. Some prepared off-site and heated or fried prior to serving.
- All food is prepared off-site and then heated or fried prior to serving.

Wholesale and Retail Operations: Food Processing Plants, Supermarkets, Delis, Bakeries

- All food is prepared and/or processed on-site at the facility prior to sale or distribution.
- Most food is prepared and/or processed on-site. Some items are prepared or processed off-site and then heated, fried and/or packaged prior to sale or distribution.
- All food is prepared and/or processed on-site and then heated, fried and/or packaged prior to sale or distribution.

Please choose the responses which most closely describe your business operations:

- All dishes, glassware, utensils, pots, pans, trays, etc. are washed on-site.
- Disposable plates, cups and cutlery are used. Only pots, pans, trays, utensils are washed on-site.
- Prep and cooking areas are hosed down/mopped regularly and wash water flows to floor drains.
- Prep and cooking areas are mopped regularly and wash water is dumped to a mop sink.
- Other (please describe): _____

Please check the items that are found in your kitchen/facility operations:

<input type="checkbox"/> 3-Bay Sink	<input type="checkbox"/> Pre-Rinse Station	<input type="checkbox"/> Dishwasher
<input type="checkbox"/> Mop Sink	<input type="checkbox"/> Soup Sink	<input type="checkbox"/> Vegetable Wash Sinks
<input type="checkbox"/> Hand Sinks	<input type="checkbox"/> Fryer	<input type="checkbox"/> Wok Line
<input type="checkbox"/> Floor Drains	<input type="checkbox"/> Garbage Disposal Unit(s)	<input type="checkbox"/> Other (please specify)

Section 5 – Grease Removal System

Please choose the grease removal system(s) in place at your facility which services the kitchen operations:

Type of Grease Removal System	Number of Units	Size of Unit(s)
Internal Passive Grease Trap(s)		GPM
Internal Automatic Grease Trap(s)		GPM
External In-ground Interceptor(s)		GAL

Will products be added to the grease removal system to aid in grease breakdown?

Yes (Please provide MSDS or SDS for product with your application submittal) No

How frequently will the system be cleaned and maintained?

Frequency of Cleaning:	
-------------------------------	--

Cleaning and/or pumping of the grease removal units will be performed by:

In-House Personnel Outside Contractor (name) _____.

Section 6 – Floor Plan

Please provide a floor plan of your facility including plumbing and drains if not already provided directly to the WSA or with a building/plumbing permit. If you do not have a floor plan available, please submit (separate piece of paper) a sketch of your facility indicating where plumbing and drains are located.

Please make sure that your plan or sketch identifies the following if applicable:

- The location(s) of all plumbing and drains; please identify floor drains as “active” or “inactive”.
- The location(s) where wastewater exits the building; the facility may have more than one exiting line.
- The location(s) of your facility’s pretreatment system and/or equipment, i.e., external grease/solids interceptor tank(s), internal grease/solids trap(s), other.
- Chemical and waste storage location(s)
- Sampling location(s): if your current permit requires that your wastewater is periodically collected and analyzed, please indicate the sampling location on the plan.

Section 7 – Water Usage and Discharge Information

In the table provided, please complete the information requested regarding the wastewater generated by your facility. Start by reviewing your facility’s operations and identifying all locations where water is used. All businesses will have **sanitary wastewater** discharge from toilets and sinks. To estimate your sanitary waste, simply multiply the number of employees and guests by 15 gallons *per day per shift*. Other sources of wastewater may include the waters used to clean or rinse items as part of your kitchen operations; these wastewaters would be classified as **process wastewaters**. Your facility may also use water for **cooling** or **heating** operations; some or all of this water may be discharged to the sewer as wastewater. Some water purchased by your facility will not be discharged to the sewer, especially where it is consumed or evaporated in your facility’s operations (i.e., landscaping, irrigation, cooling and heating). The types and amounts of water used in these operations should also be included in the table below.

Source	Description	Volume (gallons/day)	Discharged to Sewer (Y or N)
Restrooms: Toilets & Sinks	Sanitary Wastewater		YES
Kitchen Fixtures/Floor Drains	Kitchen Process Flow		YES
Other:			
Other:			

Section 8 – Chemical Use and Wastes

The chemicals and materials that are used in your daily operations, as well as the wastes generated by your operations, are of great importance to the WSA. Some chemicals and wastes are strictly prohibited from directly entering the sewer system (spent cooking oils) and must be manifested off-site for proper disposal. Other chemicals and wastes may be discharged to the sewer collection system, but only when discharged at or below discharge limits (concentrations) specified by the WSA. The renewal permit issued to your company following completion and submittal of this application form will clearly identify those pollutants and concentrations that are acceptable to discharge down the drain. In the table provided below, please list all chemicals used and wastes generated in your daily operations and the method of disposal for the material. For example, your facility may be required to manifest the chemical/waste for off-site disposal or possibly the material may be consumed or evaporated in your facility’s daily operations. Please provide an attachment if you require more space than provided. MSDS and/or SDS may be requested by the WSA.

Chemical/Material Name	Disposal Method (Sewer, Manifest, Evaporated, Consumed)

Section 9 – Property Ownership Information & Certification

“I certify under penalty of law that I am the property owner or an agent for the property owner of the property identified in Section 1 of this permit renewal application form. I am aware of the operations conducted by the business located at this property. I understand that the Warwick Sewer Authority’s Pretreatment Program must issue a wastewater discharge permit to the business located at this property due to the nature of their operations and/or wastes generated by their operations. I acknowledge that Pretreatment Fees associated with the wastewater discharge permit are the responsibility of the permittee, i.e., the owner/operator of the business and that Sewer/Water utility charges are billed separately to me, the property owner. I am aware that unpaid/delinquent Pretreatment Fees will be associated with the property’s payment history in the City of Warwick’s utility billing software. Therefore, in order to ensure prompt payment of Pretreatment Fees owed by my tenants, I may request that a copy of my tenant’s Pretreatment bill be mailed to me at the address below, when these quarterly bills are generated and delivered to my tenant for payment.”

Tenant Company Owns Property

Tenant Company Rents/Leases Property

Property Address:	
Name of Property Owner:	
Property Owner Mailing Address:	
Property Owner Representative Name/Title:	
Phone Number:	
FAX Number:	
Email Address:	
Cell Phone Number:	
Signature of Property Owner & Date:	

Would you like a copy of your tenant’s Pretreatment Bills mailed to your attention at the property address identified above? **Yes** **No**

Important Note: This application **will not be accepted** without the **original signature** of the property owner. If the property owner is not located on site, then it is recommended that this page be emailed to them for their signature and mailed back. If the applicant **owns the property**, the applicant/property owner **must still complete this section**.

Section 10 – Application Certification

Only Authorized Agents identified in Sections 2A, 2B, 2C or 2D (completed **Designation of Authorized Agent Form** found on pages 10-11) may sign this official document.

“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 violation.”

--

Printed Name of Authorized Agent

--

Title of Authorized Agent

--	--

Signature of Authorized Agent

Date

Section 11 – Due Date and Application Fee

Application Due Date:	30 Days Upon Receipt
-----------------------	----------------------

Application Fee:	\$ <u> </u> check or money order made payable to the Warwick Sewer Authority
------------------	--

Section 12 - Pretreatment Personnel Contact Information

Contact Name & Title	Phone Number	Email Address
Maureen Mascoli, O&M Clerk	401-921-9779	maureen.mascoli@warwickri.gov
James Kyle Dorsey, Pretreatment Inspector	401-468-4723	james.k.dorsey@warwickri.gov
Daniel Ogilvie, Pretreatment Inspector	401-468-4726	daniel.b.ogilvie@warwickri.gov
Edward Mathias, Pretreatment Coordinator	401-468-4725	edward.f.mathias@warwickri.gov

**INDUSTRIAL PRETREATMENT PROGRAM
DESIGNATION OF AUTHORIZED AGENT FORM**

Section A: Registered Officer/Director

Company Name and Permit #:	
Local Facility Address:	
Registered Officer/Director:	
Title:	
Mailing Address:	
Work Phone Number:	
Email Address:	
*Cell Phone Number:	
**Signature and Date:	
**By signing this document the Registered Officer certifies under penalty of law the agents listed in Section B can act as Authorized Agents for the company.	

Section B: Authorized Agents As Designated by Registered Officer/Director

Name:	
Title:	
Work Phone Number:	
Fax Number:	
Email Address:	
*Cell Phone Number:	
Signature & Date:	

Name:	
Title:	
Work Phone Number:	
Fax Number:	
Email Address:	
*Cell Phone Number:	
Signature & Date:	

*CELL PHONE NUMBER REQUIRED TO CONTACT INDIVIDUAL IN CASE OF EMERGENCY (I.E., SPILL, PROCESS UPSET, FIRE, ETC)

Name:	
Title:	
Work Phone Number:	
Fax Number:	
Email Address:	
*Cell Phone Number:	
Signature & Date:	

Name:	
Title:	
Work Phone Number:	
Fax Number:	
Email Address:	
*Cell Phone Number:	
Signature & Date:	

Name:	
Title:	
Work Phone Number:	
Fax Number:	
Email Address:	
*Cell Phone Number:	
Signature & Date:	

Name:	
Title:	
Work Phone Number:	
Fax Number:	
Email Address:	
*Cell Phone Number:	
Signature & Date:	

*CELL PHONE NUMBER REQUIRED TO CONTACT INDIVIDUAL IN CASE OF EMERGENCY (I.E., SPILL, PROCESS UPSET, FIRE, ETC)