

**Sewer Development Review Application For  
Accidental Spill Prevention Plan  
Review Application**



For applicants proposing to operate a business/commercial facility that meets these conditions:

1. The building is, or will be, connected to Pierce County sanitary sewers, AND
2. The building will have floor drains, catch basins, sumps or any other outlet to the sewer system located in the same area/room where chemicals, paints, dyes, solvents, cleaners, or fuels are used or stored.

**All sections of the application must be completed.** Attach any additional sheets as needed to provide necessary information on behalf of the company, corporation or partnership as required in the application.

- Submit all documents in PDF format at [piercescountywa.gov/permit](http://piercescountywa.gov/permit).
- If you have questions, please contact us at (253) 798-2737.

**I. General Information**

**A. Applicant Information**

1. Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street Suite/Tenant Space City Zip

Office or Cell Phone: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**B. Applicant Affidavit**

As the Applicant for the plan review described herein, I/we hereby state that all the information provided herein is true and correct. I/We further state that we are either the legal owner of the property described above, an authorized agent of the owner, and/or a tenant that has entered into a lease agreement with the property owner to operate the business and/or facility described herein on the owner's property.

\_\_\_\_\_  
Applicant's Signature Date

\_\_\_\_\_  
Company Name (if Applicant is a company) Title

**SEWER DIVISION USE ONLY**

Reviewer's Initials: \_\_\_\_\_ Date \_\_\_\_\_ SWDR Permit No(s): \_\_\_\_\_

**C. Property Information**

- 1. Parcel No(s): \_\_\_\_\_
- 2. Property Owner Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
                                Street                                Suite/Tenant Space                                City                                Zip
- Office or Cell Phone: \_\_\_\_\_ Alternate Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- 3. Building Permit Jurisdiction:           Dupont           Edgewood           Fife           Lakewood  
  Milton           Steilacoom           Tacoma           University Place

**D. Facility Information**

- 1. Facility Name: \_\_\_\_\_
- 2. Facility Address: \_\_\_\_\_  
                                Street                                Suite/Tenant Space                                City                                Zip
- 3. Is the Facility currently connected to the public sewer system?           Yes           No

**E. User Information**

Pierce County Code 13.16 states that the official who signs the Accidental Spill Prevention Plan must be:

- 1. If the user is a corporation:
  - a. The president, secretary, treasurer, or a vice-president 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; or
  - b. The manager of one or more manufacturing, production, or operation facilities provided the manager is 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 initiating and directing other comprehensive measures to assure long-term 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;
- 2. If the user is a partnership or sole proprietorship, a general partner or proprietor, respectively;
- 3. If the user is a federal, State, or local governmental facility, a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or designee;
- 4. The individuals described in paragraphs 1 through 3 above may designate another authorized representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates, or having overall responsibility for environmental matters for the company, and the written authorization is submitted to the County.



## II. Plant and Process Data

### A. Plant Operation

1. Is this business subject to seasonal variations?      Yes      No

If yes, please describe the variations:

2. Number of work days per week: \_\_\_\_\_

3. Total number of employees: \_\_\_\_\_

	First Shift	Second Shift	Third Shift
Start/end time of shifts:	_____	_____	_____
Number of employees per shift	_____	_____	_____

4. Months of peak operation: \_\_\_\_\_

5. Scheduled shutdown periods: \_\_\_\_\_

6. Are the manufacturing processes (check)      Batch?      Continuous?      Both?

7. Plans for expansion?      Yes      No

### B. Process Activities

1. List each separate production or process activity that takes place in your facility.  
*Examples: cooking, equipment washing, metal forming, chemical formulations, painting, etc:*

7. Will your facility pretreat any wastewater prior to discharge to the sanitary sewer?      Yes      No

If yes, describe the pretreatment method, equipment and location(s):

### III. Chemical Storage and Spill Procedures

#### A. Facility Layout Diagram

Submit a layout of the facility, drawn to scale, with this application.

**Your submittal must include:** The facility boundaries (including building walls, entrances, exits, streets, alleys, north arrow and other pertinent physical structures); the location of municipal sewer lines (including manholes and cleanouts) and stormwater catch basins, location of all floor drains, sewer lines and other points of discharge to the municipal sewer system, location and identification of process discharges. Processes may be identified by number as long as they correspond with those shown on the Process Schematic Diagrams in Section III.B of this application. For reference and field application, include a North arrow. Professionally prepared drawings may be required by the County.

1. List all principal materials, including any raw materials, cleaning agents, solvents, plating solutions, catalysts, photo compounds, process chemicals, etc., that are regularly used or stored in your facility in the table below. The name may be obtained from the labels attached to the containers of the materials. Also list the quantity used and what the material is being used for at the facility. The location(s) must be shown on the facility diagram in Section III.A above.

	Brand Name	Generic Name	Principle Chemical Constituents	Annual Usage	Facility Use
ex.	<i>Nogrease</i>	<i>Degreaser</i>	<i>Trichloroethylene</i>	<i>100 gallons</i>	<i>Cleaning</i>
a.					
b.					
c.					
d.					
e.					
f.					
g.					
h.					
i.					
j.					
k.					
l.					
m.					
n.					

**III. Chemical Storage and Spill Procedures (cont.):**

- List any other hazardous, flammable or corrosive materials, products and or wastes that will be used or stored on site in the table below. The location(s) of the materials must be shown on the facility layout diagram in Section III.A above.

Type of Material	Volume	Where is it stored on site?

- Submit all Safety Data Sheets (SDS) for materials that will be discharged to or have the potential to be discharged to the sanitary or storm sewers.
- Does your facility have an EPA Generator No. or State ID No.? \_\_\_\_\_

**B. Process Schematic Diagram**

Submit a schematic process diagram of your facility showing locations of all process sites, sewer connections, and possible spill pathways, drawn to scale, with this application. The diagram must also show directions of flow and locations of possible sampling points. For reference and field orientation, include a North arrow and show location of buildings, alleys, streets and other pertinent landmarks. Professionally prepared drawings may be required by the County.

- List all sewer connections, size and flow in the table below. Assign sewer reference numbers and show on the schematic diagram as described in Section III.B above.

Sewer Number	Sewer Size (inches)	Description of Sewer Connection Location	Average Flow (gallons per day)
1.			
2.			
3.			
4.			
5.			
6.			

### III. Chemical Storage and Spill Procedures (cont.):

#### C. Description of Spill Prevention and Response Procedures

1. Describe all existing or proposed equipment for spill prevention detection and containment.

2. Describe your facility's procedure for spill response, containment, and ultimate disposal.

3. Describe your facility's spill reporting procedures to Emergency and Regulatory agencies:

**Contact the Sewer Division immediately:**

- M–F, 7:00 a.m.–3:30 p.m.: (253) 798-3013
- 24-hour plant operator: (253) 798-3020
- 24-hour answering service: (253) 798-7000