



COMPLIANCE SERVICES DIVISION

MANUFACTURING OPERATIONS INSTRUCTION SHEET

Any facility that discharges industrial waste to the sewer system is regulated by the Metropolitan Sewer District of Greater Cincinnati (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 MSD 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.
2. The Facility Description section of the form asks about the nature of business operations. Please check all processes and fill in all information applicable to your facility.
3. The Operation Description section of the form asks about the daily operational information about your facility.
4. The Water Usage and Sewer Information sections ask about water consumption and the location of all sewers at your facility.
5. 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.
6. The Wastewater Pretreatment section asks if pretreatment is practiced at your facility and if so, what type.
7. The Sewer Use Customer Application form 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.
8. The Manufacturing Operations Form, other applicable forms and other helpful resources, including Metropolitan Sewer District Rules and Regulations, as well as [FAQ](#) (Frequently Asked Questions), can be found at www.msdc.org, “**Customer Care**”, “**Industrial User Resources**” or use the QR code at the top of this page.
9. Return the completed form to the MSD. If you have questions concerning this application, please contact the Compliance Services Division at (513) 557-7000.

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

DEFINITIONS

"Authorized" or "Duly Authorized Representative" of the User.

(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 operating facilities, provided the manager is authorized to make management decisions that 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 individual wastewater or general discharge permit 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 their designee.

(4) The individuals described in paragraphs 1 through 3, above, may designate a Duly 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 District.

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.

Industrial Wastes - shall mean the wastes admissible to the wastewater treatment system from industrial manufacturing processes, trade or business; or from the development, recovery, or processing of natural resources, as distinct from sanitary sewage.

Pretreatment - The reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater prior to, or in lieu of, introducing such pollutants into the POTW. This reduction or alteration can be obtained by physical, chemical, or biological processes; by process changes; or by other means, except by diluting the concentration of the pollutants unless allowed by an applicable Pretreatment Standard.

Residential User - shall mean any single or two-family housing unit. Responsible

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