PRIVATE SYSTEM INFORMATIONAL PACKAGE

1. Instructional *(pgs. 2 – 6)*

2. Private System Submittal Minimum Requirements Checklist *(pgs. 7 – 15)*
   (*Project Engineer to check all items and submit with initial review)*

3. Notice of Intent to Discharge Instructions *(pgs. 16 – 18)*

USEFUL TELEPHONE NUMBERS

Field Services / Permits…….. 564-2762

Private System Coordinator…….786-5645

Step 1 Application

A. Complete the **Private System** application in its entirety. The form is available from AWWU Field Services or on our website at www.awwu.biz.

B. AWWU requires the owner to submit a "**Notice of Intent to Discharge Industrial Wastewater**" form to the Customer Service Division prior to approval of plans. A determination of the necessity of control manhole will be made based on information provided on the form (see AMC Section 26.50.120, or Anchorage Ordinance No. 86-118). The form is available from AWWU Field Services or on our website at www.awwu.biz.

C. Submit one copy of preliminary plat, if applicable. Service **will not** be provided until the plat has been recorded. S-Case number must be included in the titleblock on the plan set.

D. If the Developer is a corporation or partnership, the president or general partner must sign the Private System Plan in the owners signature block, the Notice of Intent for Discharge, and for any pending assessments. In the event the president or general partner cannot sign, attach a notarized corporate letter authorizing another officer of the corporation or partnership to sign documents in lieu of the president or general partner. If property ownership has recently changed, recorded proof of ownership is required.

E. Plan submittals for lease lots will have the lessee sign as the owner. A copy of the lease will be required with plan submittal.

F. The Private System Plan review fees and Construction Permit Deposits are due at submittal. Please contact AWWU Field Services for a quote.

G. **Plan Review Fees:**

Small Plan:	**Deposit Amounts:**
Does Not Include Fire Hydrants	Water……$215.00 (Deposit)
May Include One Manhole	Sewer……$123.00 (Deposit)
One Water Service Line	
One Sewer Service Line	
Involves One Structure ***only***	

Large Plan:	**Deposit Amounts:**
All that are not in Small Category	Water……$580.00 (Deposit)
	Sewer……$217.00 (Deposit)

H. **Construction / Permit Inspection Fees and Deposits:**

NOTE: These are minimum deposits. Any overages will be billed to payee.

Permit Fee:

Water or Sewer Permit - $77 + RCC (Regulatory Cost Charge)

Water Inspection for Private Systems:

Small Private System Deposit for Inspection - $1,121
Large Private System Deposit for Inspection - $1,905

Sewer Inspection for Private Systems:

Small Private System Deposit for Inspection - $170
Large Private System Deposit for Inspection - $509

AWWU Live Tap (Right of Way Permit to be obtained by Contractor):

Large taps can only be performed by AWWU Tapping Crew. AWWU does not allow option of cutting in a tee in lieu of live tap in order to minimize fees.

6" Deposit for Tapping Crew and Materials	$2,700
8" Deposit for Tapping Crew and Materials	$3,600
Over 8"	Deposit to be determined by Systems Maintenance Foreman in charge of Live Taps

**Please Note:* *Deposits are calculated based on taps performed during regular business hours. Taps performed on overtime may exceed deposit; any and all overages will be billed to the permittee.*
Labor and material required for vertical hydrant raises performed by O&M are not included in the deposits for construction. The permittee will be billed for this service on a reimbursable account basis.

Step 2 Plan Review & Approval

A. For the Initial Review submit two (2) sets of Preliminary Plans (22" X 34") and one (1) half size set (11"X17").

B. Plan submittals with water and sewer services crossing lot lines will have to satisfy AWWU Tariff. Please coordinate with the AWWU Planning Department.

C. For all water extension projects, concurrence and written approval from Municipality of Anchorage Fire Inspectors for fire hydrant location must be provided. This can be on a half size water or site plan sheet that shows proposed construction and the hydrant location.

D. For soil test hole data and corrosivity reporting requirements see the latest version of AWWU Design and Construction Practices Manual (Section 20.10). If contaminated soils are present, use of NBR gaskets (PVC) or coated ductile will be required for construction.

E. Documentation of fixture counts with maximum consumption calculations per current edition of the Uniformed Plumbing Code (UPC) signed by a State of Alaska licensed engineer to be submitted with Plans for review. (This is required for all commercial structures). This information allows us to size the water meter required for all commercial structures.

F. Upon submittal of the preliminary plans for the Private System review, pay the appropriate plan review deposits as provided by AWWU Field Services. All fees and deposits shall be paid prior to preliminary plan review. Accounts for the project will be set up under the name of person or company paying.

G. AWWU will review preliminary plans and notify the Engineer of any redline comments. Redlines will be provided electronically via PDF. (Average review time is 3 weeks.)

H. At this point in the plan review process, it will be required by the engineer, to add any and/or all of the following before submittal for final approval of plans.

- ADOT Right of Way Permit Numbers
- Corps of Engineers Wetlands Permit Number
- Easement Document Numbers

I. Upon resolution of AWWU plan review comments, submit three (3) full sets and one half-size set (11x17) of final plans for approval.

J. The design approval is effective for only the calendar year for which the plans have been reviewed, stamped "approved for construction", signed and dated by the AWWU review authority designee. If the construction has not begun before October 15th of the approval

year, the design must be resubmitted for approval. You may request a one-year extension in writing to the Field Service Permit Office Supervisor (Private System Coordinator).

Step 3 Supporting Documentation

The Owner or designee must provide AWWU Field Services the following support documents prior to AWWU issuing any permits.

A. A copy of the contractor's MOA Right Of Way permit (for projects requiring work in the ROW).
B. A copy of all required Federal, State and Municipal permits/waivers (i.e., wetlands, well encroachments, Fish & Game, etc.)
C. To eliminate delays in the issuance of permits, the Owner or Engineer shall notify AWWU Field Services 2 business days in advance of the date permits are required.

Step 4 ADOT Right-of-Way (State)

A. Engineer's Quality Control Program.
B. Contractor's Construction Schedule.
C. Stormwater Pollution Prevention Plan (electronic copy)
D. AWWU will require a pre-construction meeting for any projects that require an ADOT Right-of-Way Permit. AWWU reserves the right to waive this requirement. The following people should attend this meeting:

AWWU Private System Coordinator (Permit Office Supervisor)
AWWU Field Service Engineering Technician
AWWU Inspector
Developer (optional)
Developer's Engineer
Developer's Excavation Contractor
Paving Contractor (case by case, depending on roadway)

Acceptance under Warranty

A. The Developer or their Engineer shall request a final inspection by AWWU of the sanitary sewer and water facilities prior to project being placed under warranty by AWWU. The State must notify AWWU of the project status change prior to being placed under warranty.

Warranty Inspection

A. AWWU will schedule a Warranty Inspection with the State of Alaska, Department of Transportation Utility Inspector prior to the expiration of the two (2) year warranty period.

Step 5 Inspection

A. Following completion of construction, AWWU will inspect the project for conformance with the most current edition of the DCPM and the Municipality of Anchorage Standard Specifications.

Water:

1", 1 ½", 2" Services

- Mainline tap, visual inspection of pipe, unions (if any), thaw wire, depth of bury, approved and bagged keybox assembly, anodes, denso wrap (1 ½" and 2" services), pipe bedding
- Flush of service
- Check service under line pressure, special attention given to unions and curb stop
- Keybox will be left in the OFF position following inspection

4" and Larger Services

- Visual inspection of pipe, trace wire, depth of bury, anodes and jumper connections, pipe bedding, riser (metallic), insulation, restraints, scare tape on site
- Pre-chlorination
- Open bore flush (must be done prior to service connections, if applicable)
- Service connections (if applicable)
- Pressure test (2 hour, 200lb test for fire lines, ½ hour, 150lb test for main line)
- Chlorination
- De-chlorination
- Bac-T Testing
- Continuity (Ductile only)
- Line pressure service connections (if applicable)
- Hydrant
    - Leg insulation
    - Barrel plug
    - Barrel pressure test from bung

Sewer (all service sizes):

- Mainline tap, visual inspection of pipe, depth of bury, pipe bedding, alignment, slope, insulation, trace wire (force mains only), restrained clean out, shrink tape on manhole joints, triple bagged cleanout/manhole, scare tape on site, manhole inverts
- Service connections
- Pneumatic pressure test per MASS
- Lamping (multiple manhole project)

Plans shall be complete and in accordance with the most current edition of the AWWU Design and Construction Practices Manual (DCPM) and Municipality of Anchorage Standard Specifications (MASS). This checklist is intended to consolidate fundamental DCPM and MASS design requirements and is ***not intended to ensure a complete design.***

General Requirements:

- All plans and documents stipulating construction requirements shall be sealed and signed by a registered professional engineer licensed to practice in the State of Alaska.

- For projects that require a State of Alaska/Department of Transportation Utility Permit please provide an application from the State of Alaska, Department of Transportation (ADOT/PF) for all ADOT/PF controlled roads or streets. The application shall be required to be completed and ready for concurrence signature by an AWWU authorized representative when the plan design reaches 65%. The Engineer is responsible for coordinating with and securing permits from ADOT/PF. If there is a 2-year warranty requirement by the ADOT/PF in its utility permit, a warranty guarantee will be required by AWWU.

Drawing Standards

- The standard plan sheet size shall be 22" x 34".

- Scales in order of preference shall be 1"= 50' horizontal and 1"= 5' or 10' vertical. For small congested areas, a scale of 1"= 20' horizontal may be used. Use of an alternate scale requires approval of the AWWU plan reviewer.

- All drawings shall be accurate, legible, clear, and properly detailed (suitable for scanning). The plans shall be legible when reduced to 11” x 17”.

- All plan sheets shall contain a north arrow; arrange plans so that the north arrow is orientated toward the top or to the right edge of the page. (DCPM 20.05.08)

- Stationing is not to be duplicated anywhere on the plan set, i.e. there should only be one 30+00. Stationing is to start at the beginning of improvements. (DCPM 20.05.08)

- AWWU Title block is available on our website in .dwg format. Title block must include: (DCPM20.05.03)
    - Sheet title with legal description
    - Sheet number
    - Total number of sheets
    - S-case number (if in replat status)

- Horizontal and vertical scale with scale bar
- Engineering firm's name, address, and telephone number
- Engineer stamp with signature and date
- Date of drawing
- MOA Grid Number
- AWWU PS Number
- Record Drawing Block
- AWWU Plan Set Number should be shown on each sheet. The plan set number is to be placed as close to the upper right hand corner of the drawing as possible, *inside of the border*.

o How many sheets are in the plan set? If more than two (2), a cover sheet is required per DCPM 20.05.04. A cover sheet should include:

- Vicinity map showing project location (legible)
- Project Name
- Sheet index
- Engineering firm's name, address, and telephone number
- Drawing date
- AWWU PS Number and Plan Set Number
- Owner's name, address, phone number, and signature
- Record drawing block

***If cover sheet is not necessary, make sure all information required is located on the front sheet of the plans.

o Information sheet is required (DCPM 20.05.05) and should include:

- General Legend - The legend shall conform to the AWWU Design and Construction Practice Manual. The legend is to correlate with the plan and profile views. See DCPM 60.01 for Standard Symbols.
- Abbreviations List with definitions
- General Construction, Sanitary Sewer, Water, and Survey notes (DCPM 60.04). Maintain the published sequence of applicable notes followed by project specific notes. (DCPM 20.05.05)
- Key Maps - include individual water and sewer key maps showing all proposed and existing utilities within five hundred (500') feet of the proposed development. At a minimum, the key maps must include; subdivision names, tract names, lot and block numbers, street names, water mains, water main valves, fire hydrants, sanitary sewer mains, manholes, sanitary sewer drainage boundaries, pressure zone boundaries and municipal grid boundaries. Scale of 1"=300' or label 'NTS'.

- Trench Section for ROW work
- List of MASS details applicable to project

- Provide survey control for each project, showing the specific legal location of the project based on record plat information and legal descriptions such as aliquot parts, or in some cases, metes and bounds descriptions. The control sheet is to include the record monumentation on which the survey location and proposed improvement are based. Provide on the survey control sheet the basis of bearing and how the basis of bearing was derived. Include a list of the record document information as reference for future work on the project. (DCPM 20.05.06)

- Plan view and profile view must be on the same sheet. If multiple sheets are needed, use match lines. (DCPM 20.05.07)

- Anode location table—include labeled columns to record constructed location of each anode by pipe station and right or left side of main. (DCPM 20.05.07)

- Service connection chart—(applies where there are multiple services) include a table with columns for the following design and record drawing information on each water and sewer sheet: Unit and building numbers; pipe station of the connection at the main; invert/bottom of pipe (BOP) elevation of the service connection at the main; invert/BOP elevation of the service connection at property line; lineal footage of the service connection; finish grade, slopes and service offset measured from the nearest property corner. The service connection chart must be filled out with design information and changed with redline information if additional columns are not provided on the drawing. The revision is to be noted at the chart and in the title block. (DCPM 20.05.07)

- Plan View Requirements (DCPM 20.05.07):
  - Show all proposed and existing water, sanitary sewer, and storm drains labeled with type, class, diameter, length, and bearing of pipes in the plan view.
  - Show all other existing utilities (i.e., CCTV, gas, electric, telephone, etc.) in the plan and profile views.
  - Show all existing and proposed lot lines, easements and rights-of-way in the plan views.
  - Label the intended use of proposed and/or existing building(s) within plan view. Name of building, type of building and if residential, list number of units per building.
  - Legal description with subdivision name, lot and block numbers
  - Street names
  - Show streetlights, to verify separation.

- Plan view pipe lengths break at all horizontal deflections; horizontal bends, tees and crosses.
- Dimensions for the following:
  - ◊ ROW lines (center and edges, existing and proposed)
  - ◊ Service connection to nearest property corner
  - ◊ Easements (existing and proposed)
  - ◊ Temporary construction easements
  - ◊ Property lines; section lines and corners
  - ◊ Horizontal dimensions from utilities to street center lines, edge of easement, edge of ROW
  - ◊ Separation of proposed utility to adjacent utilities (i.e. electric vaults)
- Show wells labeled with class and required separation distances
- If there is a well on the parcel that is being replaced by connection to the Municipal Water System please add the following note: "Wells shall be decommissioned by a certified well driller or a certified pump installer in accordance with methods described in AMC 15.55.060.L. Please call the Onsite Water and Wastewater Program at 343-7904 with any questions." ***Note:** any parcel connecting to city water shall be required to abandon the existing well; parcels with auxiliary sources of water shall not be served by city water, see AWWU Water Tariff 6.16.
- Show the minimum separation distance (radii) for sanitary sewer pipe-to-well and sanitary sewer manhole/cleanout-to-well for each well within 200' of the project
- Show septic systems; call out as existing or to be removed. For septic systems that will remain in service, call out separation distance from the new city water connection.
- Existing and proposed building foot prints with finish floor elevation
- Finish grades in easement are to be accurately depicted with the uses of proposed and existing contours or methods acceptable to AWWU
- Cross sections at a minimum of fifty foot (50') intervals must be included where cross slopes exceed ten (10%) percent grade
- Labeled contours at an appropriate interval, preferably at two foot (2') intervals
- Match lines at breaks of streets or on multiple sheets
- Show the following if located within thirty (30') feet of utilities:
  - ◊ trees two (2") inches in diameter and larger
  - ◊ fences
  - ◊ retaining walls
  - ◊ planters and other landscaping improvements

o Profile View Requirements (DCPM 20.05.07):

- Existing and proposed water, sanitary sewer and storm drains labeled with type, class, diameter, length and slope of pipe
- Existing and finish grade lines (and surface elevations at fifty (50') foot intervals for irregular surfaces and at any abrupt change or break in elevation)
- Vertical separation at all utility crossings
- Soil test pits, borings and soil log information
- Basement elevations of existing structures for sanitary sewer projects
- Other utilities and underground obstructions
- Sewer elevations reflect invert elevation (INV) and water elevations reflect bottom of pipe elevation (BOP)
- Profile pipe lengths break at all grade breaks; vertical bends, tees, and crosses

o Water Requirements:

- Commercial and industrial service connections and extensions: The minimum size service for commercial and industrial connects is to be based on the planned and future use of the site. On-site fire hydrants and building fire protection systems should be included in calculating the size of the water service. (DCPM 40.02.06.02)
- Residential service connections and extensions: The minimum size of residential service connections and extensions is one (1) inch. All service connections must be sized in accordance with the latest edition of the Uniform Plumbing Code (UPC) . Supporting information used to determine the size of the service may be required for plan approval. (DCPM 40.02.06.03)
- The following guideline for service connections and extensions should be used:
    - 1 - 2 living units: one (1") inch service connect
    - 3 - 4 living units: one and one-half (1 ½") inch service connect
    - 5 or more living units, industrial, commercial, or business serving twenty-five (25) or more employees or the general public at a minimum is to be sized based on the submitted engineering recommendation. AWWU may require a larger service based upon potential lot development.
    - ***This guideline is based upon typical development needs. Larger than average structures, fire suppression systems, large building setback from water main and other needs may require an increase in service size.***

- Water Services (DCPM 40.03.01):
    - The service connections must be laid in straight runs, perpendicular to the property line.
    - Copper pipe within the ROW and/or easement must be continuous. Use of three (3) part unions is prohibited unless otherwise approved by the AWWU representative.
    - The lines must be set at a uniform grade except where grade changes are necessary to maintain minimum/maximum cover, maximum depth of keybox and/or to avoid other underground utilities.
    - Extend copper services a minimum of five feet (5') inside the footings at ten feet (10') of depth. Four inch and larger services may terminate closer than five feet (5') with arctic protection.
    - One-inch (1") copper service lines are to have an anode connected to the curb stop and have electrical continuity to the copper pipe and curb stop.
    - Larger than one inch (1") copper service lines are have an anode connected to the copper service extension within 1' of the keybox with the use of a bronze ground clamp listed for direct bury.
    - Services constructed of material other than copper, such as Ductile Iron Pipe (DIP), must be cathodically protected.
    - 1" copper services must be labeled as Type K Coated.
    - 1 ½" and 2" copper services must be labeled as Type K Wrapped. (Denso tape or approved equivalent.)
- All single-pumper hydrant leads are to be six (6") inches in diameter and installed on both eight (8") and ten (10") inch water mains. (DCPM 40.02.08.01)
- All double-pumper hydrant leads are to be eight (8") inches in diameter and installed on mains twelve (12") inches and larger. Exception may be granted in residential areas where fire flows do not require double pumper and the main has been oversized for distribution. (DCPM 40.02.08.01)
- Guard posts or equivalent protection must be installed around each fire hydrant in accordance with MASS Details. The only exception will be in a residential development where the fire hydrant is placed behind the curb and sidewalk areas and the location is approved by AWWU. (DCPM 40.02.08.03)
- A minimum of two (2) valves must be installed at tees and a minimum of three (3) valves at crosses, with one valve on the downstream side of the fitting. (DCPM 40.02.10)

- On water service connection live taps (4" and above) call out the following in the plan/profile view "Connect to existing ___" DIP/CIP/PVC/AC/etc. with ___" Live Tap by AWWU with ___" GV & VB to grade.", (**Example:** *Connect to existing 12" DIP w/8" Live Tap by AWWU. 8" GV & VB to grade.*) 4" water services require 6" Live Tap with Reducer and should be called out as such.
- Engineer is required to call out exactly where restraints are required in both water notes and in profile view of plan set. *If using RJIB, restraints do not need to be called out, as the entire pipe would be restrained.*
- Fire riser must be shown as Ductile Iron pipe, ductile iron 90-degree bend with anode.
- Provide a minimum ten (10) feet of cover over the water mains. (DCPM 40.02.07)
- Water disconnects must be called out to be done according to DCPM 40.03.08.

o Sewer Requirements:

- Private sewer line sizing (DCPM 30.02.01.06):

  Connect to Main -- Living Units
  - 4" service connect -- 0-4
  - 6" service connect -- 5-29

  Connect to Public Manhole -- Living Units
  - 8" service connect -- 30-106
  - 10" service connect -- 107-187
  - 12" service connect -- 188 -328

- The smallest service allowed to tap directly into a public manhole is 8".
- Minimum Depth of Cover - If the standard of eight feet (8') of burial is unattainable, AWWU will allow a depth of cover to five and one-half (5½) feet without insulation. From five and one-half (5½') feet to four and one-half (4½') feet, sanitary sewer must be installed with an arctic protection approved by the AWWU Engineering Division Project Manager. If this standard cannot be maintained, a lift station is required. The minimum depth of bury for all pressure sewer pipes is ten feet (10'). Connection to the gravity sewer system will be per MASS standard details. If minimum depth of bury for pressure sewer pipes cannot be maintained, then arctic type pipe, approved by the AWWU Engineering Division Project Manager, will be required. Approval for pressure pipe with less than five and one-half (5½') feet of cover will not be given. (DCPM 30.02.02.01)
- Maximum Depth of Cover - Pipe manufacturers supply the mathematical formulas for determining the necessary pipe thickness for a given combination of internal pressure and external load. They also supply graphs for the quick determination of

pipe thickness for various combinations of standard conditions. (DCPM 30.02.02.02)

- Deep service risers may be installed where the sanitary sewer is in excess of twelve (12') feet deep and eight (8') feet of cover can be maintained over the service and service riser (see MASS, Standard Details). Deep service risers are to be fully restrained. A maximum of two (2) sanitary sewer service connections per service riser will be allowed. Maintain a minimum of four feet (4') between the top of the sanitary sewer main and the first service wye connection. (DCPM 30.02.02.03)
- See DCPM and MASS requirements for Drop Connects (DCPM 30.02.03.05) and Beaver Slides (DCPM 30.02.03.06).
- Sewer Services (DCPM 30.03.03):
    - The contractor shall verify the alignment and grade of the existing stub out from the main. Contractor shall make sure the line is free and clear of any obstruction prior to connecting with the service extension. If the contractor notes any deficiencies, AWWU must be notified immediately.
    - The lines must be laid in straight runs between fittings.
    - Each run is to be laid at a uniform grade.
    - Sanitary sewer cleanout(s) are to be constructed (see cleanout section)
    - A control manhole may substitute for a building sanitary sewer cleanout if the control manhole is located within five (5') feet of the building.
    - Romac coupling (or equal) is to be used at any joint where the type of piping changes
    - There must be a minimum of five (5') feet of pipe upstream of the building cleanout and the next fitting.
- Show all invert and top elevations in the profile view.
- Indicate all slopes in the profile view. Each run of pipe is to be laid at a uniform grade between appurtenances. The minimum slope for a four (4") inch service is two (2%) percent from the structure to the service stub or main line. The minimum slope for a six (6") inch service is one (1%) percent. For larger sanitary sewer services, the minimum slope is equivalent to the requirements of mainlines. See DCPM 30.02.01.04-05 (page 33, 2012 DCPM)
- Specify class type of each manhole.
- Show all manholes and cleanouts by number and station with dimensions from property corners.
- Provide manholes at all changes in grade, size, alignment, intersections and ends of line where future extensions can be made.

- Show the proposed connection to the existing sanitary sewer with the angle of the proposed lateral of not less than ninety (90) degrees to the downstream flow of the existing sanitary sewer.
- Sanitary sewer services require a cleanout (DCPM 30.02.04):
    - Per one hundred feet (100') of constructed service line without a manhole
    - At grade breaks
    - At a single bend that is greater than 45 degrees (horizontal)
    - Combination of bends within an interval not greater than ten feet (10') that is greater than forty five degrees (45^{o}) (horizontal)
    - Within twenty-four inches (24") of the building structure
- For larger private systems, private manholes are required every 300' (DCPM 30.03.03.01). The manhole closest to the public mainline connection is considered, and should be labeled as, the control manhole.
- On-property control manholes are required for all commercial and industrial structures discharging sewage containing industrial waste into AWWU's system. The control manhole must be installed on existing or new sanitary sewer extensions to facilitate observation, sampling, and measurement of wastes. The manhole must be constructed in accordance with AMC 26.50.130 and private system plans approved by AWWU. The design plans, at a minimum, must include the horizontal location and vertical dimensions of the control manhole.
- Control manholes must be installed on the service extension by the owner(s) at the owner's expense and be maintained by them to ensure they are safe and accessible at all times.
- Control manholes must not be installed in easements, ROW's, or within a protective well radius.

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NOTICE OF INTENT TO DISCHARGE INDUSTRIAL WASTEWATER

General Instructions

The following instructions are designed to assist you in completing the Notice of Intent Form. These instructions should answer most questions concerning the information required. However, if you have a question about a particular item, please contact the Utility at 564-2705 or 564-2762 and someone will assist you.

INSTRUCTIONS FOR COMPLETING THE FORM

Please complete all items even though the answer may be "zero," "none," or "not applicable." To minimize errors, type or clearly print all information. If additional space is required to provide complete information for a particular item, please attach additional sheets keyed to the item number, and indicate "continued on additional sheet" in the appropriate blank on the form. Following are line-by-line instructions.

ITEM 1. Provide the official company name.

ITEM 2. Provide the division name, if applicable.

ITEM 3. Provide the address where the facility is located.

ITEM 4. Provide the address to which correspondence may be sent.

ITEM 5. Provide a brief description of the business that is conducted at this facility.

ITEM 6. Provide the name, title, and telephone number of the person at the facility who may be contacted to answer questions about this form.

ITEM 7. Provide the date the discharge is expected to begin.

ITEM 8. Provide the NAICS (SIC) code that best describes your facility. SIC codes may be found in the Standard Industrial Classification Manual as prepared by the Office of Management and Budget, Executive Office of the President, Washington, D.C. (Current NAICS available online at (http://www.census.gov/epcd/www/naics.html)

ITEM 9. Check the appropriate reason for filling the **Notice of Intent**.

If you checked 9a, 9b, or 9c as your reason for filing a **Notice of Intent**, enter the volume of your discharge in the appropriate category under ITEM 10 as "proposed discharge".

If you checked 9d as your reason for filing a **Notice of Intent**, provide dates on your existing discharges and your proposed additional discharge in the appropriate catagory of ITEM 10.

ITEM 10. Provide the volume of process wastewater, domestic wastewater, and cooling water in your discharge.

ITEM 11. Provide a description of the process that will result in the discharge of a process wastewater. For facilities filing the **Notice of Intent** because of a change in the existing discharge, provide information on the process responsible for the change in discharge.

ITEM 12. Provide a list of all chemicals/pollutants that may be reasonably expected to be present in the proposed discharge. If trade name chemicals are listed, provide a list of their significant chemical constituents.

ITEM 13. Provide a description of any wastewater pretreatment methods and facilities to be used to reduce the pollutants and facilities to be used to reduce the pollutant concentrations of the proposed discharge. Also indicate the status of this pretreatment; i.e., existing, to be installed before start of discharge, etc.

ITEM 14. This **Notice of Intent** must be signed and dated by a principal executive officer or designee.

WHO MUST FILE A NOTICE OF INTENT?

The following users must submit a **Notice of Intent:**

a. Users purchasing an existing facility from which a discharge of industrial wastewater into the MOA sewage system is proposed.

b. Users constructing a new facility from which a discharge of industrial wastewater into the MOA sewage system is proposed.

c. Users proposing to discharge an industrial wastewater into the MOA sewage system from a facility which currently does not discharge an industrial wastewater.

d. Users planning to alter or change the activity at the user's facility that will significantly increase or decrease the volume or alter the content of any existing source of industrial wastewater discharge into the MOA sewer system. This does not include changes in volume or content resulting from shifts in existing production levels at the users facility. A "significant increase or decrease" is defined as a 50% increase or decrease in the volume of industrial wastewater currently being discharged by a user whose daily average volume of industrial wastewater discharged into the MOA sewage system is 100,000 gallons per day or less. For users whose daily average volume of industrial wastewater discharged into the MOA sewage system is greater than 100,000 gallons per day, "a significant increase or decrease" is defined as a 10% increase or decrease in the volume of industrial wastewater currently being discharged. An "alteration" is defined as any change in chemicals utilized within a process which will significantly alter the characteristics of the industrial waste discharge.

WHEN MUST THE NOTICE OF INTENT BE FILED?

Users required to file a **Notice of Intent** must do so at least 30 days before commencing discharge into the MOA sewage system. Please note that you must receive written approval of the notice of intent from the Utility before commencing discharge to the MOA sewer system. Based upon the Utility's evaluation of the notice of intent, you may be issued a wastewater discharge permit or a permit modification, as appropriate, in accordance with Section 26.50.040 of the Anchorage Municipal Code.

Revised April 2019

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