

## Survey Instructions

### Part I. General Company Information

**Company Business Name.** Enter the name of the company that is legally responsible for the business activities at this facility (for example, ABC Manufacturing Inc.). If your company has more than one facility, please copy and complete a survey for each facility.

**Facility Mailing Address.** Enter the facility's mailing address.

**Facility Physical Address.** Enter the full street address of the facility building or site if it is different from the mailing address. If the site does not have an address, describe its location.

**Contact Person.** Enter the name, title, address, telephone number, fax number, and e-mail address of a person who is thoroughly familiar with the information reported in this survey and who can be contacted by King County staff.

**SIC Code(s).** Enter the Standard Industrial Classification (SIC) code that appears on your business license and tax documents.

**Number of Daily Hours of Operation and Number of Employees.** Enter the typical number of hours that the facility operates during a normal day. Enter the total number of employees at the facility. An average for the calendar year is acceptable if there are seasonal fluctuations.

**Days of Operation.** Circle the days of the week that your facility conducts business during normal business operations.

**Business Description.** Describe the main business or activity at the site. Example activities include: metal finishing, battery manufacturing, photo processing, pharmaceutical manufacturing, dry cleaning, food processing, industrial laundries, and groundwater remediation.

**Discharge Authorization.** Check the appropriate box. If your company has previously been authorized to discharge industrial wastes into the sanitary sewer, make a copy of the discharge approval document and attach it to your survey. Also, list any other environmental permits.

**Year Business Established.** Enter the year this business was established at this site.

## Part II. Process Information

### Industrial Activities and Processes Using Water

Check boxes appropriate to your facility's industrial water uses. Also, indicate the disposal method for each industrial water use by checking the appropriate box. If wastewater is not discharged to the sanitary sewer, specify disposal method (for example, septic tank or trucked off site). Please list other industrial activities or processes.

### Water Utility, Account Number, and Water Consumption

Enter the name of the water utility and the account number(s) from your combined water and sewer bill (for example, City of Kent, Account No. 12345). If the facility has more than three accounts, list the three with the highest water usage.

To fully understand your water use and wastewater discharge practices, we recommend that you go through the water use calculations described below. This exercise may help you identify how much water is consumed daily, sources of water use, and potential water conservation measures. **While we recommend that you go through this exercise, you may opt to make photocopies of water utility billings for the most recent six-month period for each water account.**

For water consumption calculations, use all water billings for each account for the past six months. You may contact your water utility (refer to the phone number on your billings) to request this information. Water bills are generally in units of 100 cubic feet (ccf); 1 ccf = 748 gallons. Your water utility customer service agent can verify the units used in the billings. Use the following equation for calculating the average gallons per day (gpd) for each account:

$$\text{Average gpd} = \frac{\text{Total water usage in the last 6 months (in ccf)} \times 748}{\text{Total number of operating days during the 6-month period}}$$

**Example:** ABC Company operated 120 days in the 6-month period. The company has one water account and is billed bimonthly by its water utility. For the past six months, the company's water usage was:

January-February = 1,384 ccf

March-April = 940 ccf

May-June = 1,191 ccf

Total water usage for 6-month period = 3,515 ccf

$$\text{Average gpd} = \frac{3,515 \text{ ccf} \times 748 \text{ gallons/ccf}}{120 \text{ days of operation}} = \frac{2,629,220 \text{ gallons}}{120 \text{ days of operation}} = 21,910 \text{ gpd}$$

If your company does not directly receive a water bill (this may be the case for some companies located in business parks), you may estimate your facility's daily water usage. Add estimated water used for each industrial activity or process (Item 1 of Part II of this survey) and 25 gallons per day per employee for sanitary wastewater. These calculations may also be used for new facilities with no water consumption history.

### **Liquid Chemicals**

Check appropriate boxes. Specify names and uses of the top five chemicals (based on quantity) that are used, stored, or mixed at the facility.

### **Outlets to Sanitary Sewer**

Check the appropriate box and specify types and locations of outlets to the sanitary sewer.

### **Alternate Disposal Methods**

Check the appropriate box and specify types of liquid wastes recycled and/or disposed of by means other than the sanitary sewer system. Also indicate disposal method (for example, spent coolant – recycled by ABC Inc. or waste hydraulic oil – hauled off site by XYZ Inc.).

## **Part III. Certification Statement and Signatory Requirement**

This Industrial and Commercial Survey must be completed and signed by an authorized representative of the facility/business owner.

“Authorized representative of industrial user” is defined by King County Code 28.82.050 as follows:

- 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.
- B. The manager of one or more manufacturing, production, or operating facilities, but only if the manager:
  - 1. 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.

2. Can ensure that the necessary systems are established or actions taken to gather complete and accurate information for control mechanism requirements and knowledgeable of King County reporting requirements.
  3. Has been assigned or delegated the authority to sign documents, in accordance with corporate procedures.
- C. A general partner or proprietor if the industrial user is a partnership or proprietorship, respectively.
- D. A director or highest official appointed or designated to oversee the operation and performance of the industry if the industrial user is a government agency.

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To request this information in alternative formats for people with disabilities, call 206-477-5300 or TTY Relay: 711.