



INSTRUCTIONS FOR COMPLETING THE WASTEWATER DISCHARGE PERMIT RENEWAL APPLICATION

Purpose

These instructions are to assist you in completing a Wastewater Discharge Permit Renewal Application (application) for the Sacramento Regional County Sanitation District (**SRCS D**). This application is required for reissuance of your permit. You must complete it if requested to do so by SRCS D.

General Instructions

- Type or print clearly all required information. If you need more space you may attach additional sheets for any section of the application. Type or print the business name and date at the top of any attachments and at the top of each application page.
- Please call your inspector or the Wastewater Source Control Section at (916) 875-6470, if you have any questions or have left some blanks.

Section A – Applicant Information

- **Business Name** – Enter the name or title of your business.
- **Date** – Enter date the application is completed.
- **Facility Address** – Enter the full street address of the building or business that is or will be discharging the wastewater.
- **City** – Enter the city of the building or business that is or will be discharging the wastewater.
- **Zip** – Enter the zip code of the building or business that is or will be discharging the wastewater.
- **Assessor Parcel Number(s) (APNs)** – Enter the APN(s) of the building or business that is or will be discharging the wastewater. APN(s) can be obtained from the County of Sacramento Assessor's Office or online at <http://www.assessor.saccounty.net/accessibility/gis-accessibility-disclaimer.html>.
- **Mailing Address** – Enter the full mailing address for the business.
- **City** – Enter the city for the mailing address of the business.
- **State** – Enter the State for the mailing address of the business.
- **Zip** – Enter the zip code for the mailing address of the business.
- **Permit Number** – Enter current permit number.
- **Date of Last Application** – Enter date of last application submitted to WSCS.
- **Type of Business Entity** – Circle or specify the type of business entity that applies (Corporation, Limited Liability Company, Limited Partnership).
- **Person to Contact About This Application** – Provide name of person who filled out the application and whom WSCS staff can contact.
- **Title** – Provide the job title for the person to contact regarding the application.

- **Contact Information** – Provide phone number, fax number, and e-mail address for the person to contact regarding the application.
- **Person to Contact About Facility Operations** – If a person, other than the contact for application, is familiar with process details, please provide name, title, and contact information.
- **Title** – Provide the job title for the person to contact regarding the facility operations.
- **Contact Information** – Provide phone number, fax number, and e-mail address for the person to contact regarding the facility operations.
- **Number of Employees at this Facility** – State the number of full-time equivalent employees employed at this facility.
- **Days of Operation** – State days of the week facility is typically operating.
- **Hours of Operation** – State hours facility is typically operating.

Section B – Business Description

- **List Manufacturing or Service Activities** – Briefly describe the primary and secondary business activities at this location. (for example, tomato processing, metal fabrication, hard chrome plating)

Section C – Permit Allocations

- **Existing Allocations** – Enter the flow in gallons, Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS) in pounds stated in existing Wastewater Discharge Permit. For existing allocations, refer to Part 1 Allocated Flow and Loading of your Wastewater Discharge Permit
- **Additional Allocations Requested** – If requesting additional allocation(s) for flow, BOD, or TSS, enter the amount in gallons or pounds, as appropriate. Note, requesting additional allocation(s) is not a guarantee allocation will be granted and may result in assessment of a Sewer Impact Fee.
- **New Allocations Requested** – Enter the total amount (existing plus additional, if requested) of allocations for flow, BOD, and TSS.

Section D – Wastewater Characterization and Pretreatment Information

- **TABLE 1: Sewer Discharge Characteristics for Process Wastewater** – Please enter wastewater characteristics for each process outfall.
 - State the average volume of wastewater in gallons discharged daily for each process outfall.
 - Provide actual measurements of the minimum and maximum pH and temperatures (Fahrenheit) of wastewaters discharged for each process outfall.
 - State yes or no to indicate if the process outfall is discharged in batches.
 - State the number of discharges and the frequency of discharges for each process outfall. For example, 1/week.
 - State the maximum flow rate in gallons per minute for each process outfall discharge.
- **TABLE 2: Process Wastewaters and Pretreatment** – Identify *all* wastestreams that contain water and are generated from production or process, *regardless* if it enters the sewer.

- Identify outfall for each process wastewater, if applicable.
- Identify the source or process generating wastewater.
- List the physical or chemical pollutants and characteristics which could reasonably be expected in this wastestream. The pollutants listed may be based on laboratory analysis of wastewater samples or your knowledge of the process.
- State type of pretreatment system used.

NOTE: Hazardous waste treatment may also require a separate permit from the Environmental Management Department.

- **TABLE 3: Disposal of Non-sewered Wastes** – List all hazardous and non-hazardous wastes at your facility disposed by means other than discharge to the sewer system.
 - State type of waste generated at site but not discharged to the sewer system, such as waste oil, solid waste, and hazardous waste.
 - State if waste is hazardous or non-hazardous.
 - State amount of waste disposed at the frequency indicated in following column.
 - State frequency waste is disposed.
 - State the name of the company transporting the waste.

NOTE: Wastes from sumps, sand-oil interceptors, grease interceptors, and grease traps must be listed here. Such wastes may be associated with vehicle maintenance, food processing, or food preparation operations and are often pumped-out by non-hazardous liquid waste haulers (septic tank/grease trap service companies).

Section E – Chemical Use and Storage

- **TABLE 4: Onsite Chemical Use and Storage** – Identify all chemicals, raw materials, products, and gases used or stored onsite, *regardless* if it enters the sewer.
 - List the product and common name of all chemicals present at the facility and their hazardous ingredients. If too numerous to list, please categorize as best as possible or attach additional sheets as necessary. This information can be found in the Material Safety Data Sheet (MSDS) for the chemical and may be available on your Sacramento County Hazardous Materials Business Plan, if applicable.

Suggested Chemical/Product Groupings		
Acid Solutions (> 5% acid)	Flammable Liquids	Chlorinated Solvents
Solid or Liquid Caustics (> 10% caustic)	Finely Divided Heavy Metals or Sludges	Cyanide solutions (>1g/L)
Ammonia	Heavy Metals in Solution (>5g/L)	

- State the name of the primary listed hazardous constituents, so that WSCS can identify what the product is. You do not need to submit MSDSs for these chemicals/materials unless specifically requested.

Example:

Chemical/ Product Name	Process in Which Chemical Is Used	Hazardous Ingredient from MSDS	Maximum Amount Stored	Amount Used Annually	Pretreatment Type
K Brand Inhibitor 12 (rust inhibitor)	Cooling equipment	Cyclohexylamine	50 gal	100 gal	
Sodium hydroxide	Rinse storage tank	Sodium hydroxide	1000 gal	12,000 gal	pH Adjustment
Yankee Oil #5	Pumps	Petroleum distillates	55 gal	200 gal	

Section F – Significant Changes

List any significant process, operation, or facility changes since last application. If significant changes have occurred, an updated site plan and process flow diagram must be attached with the application. If you have questions regarding what is considered a significant change, please contact your inspector.

Section G – Certification and Signature

- **Name and Title** - Type or print the name and title of the person signing the application.

Permitted User (PU) signatures on applications, reports, and other information must fulfill the signatory requirements of the SRCSD Consolidated Ordinance, which are based on 40 CFR 403.12(l), summarized below:

1. If PU is a Corporation (“Inc.”)
 - a. Corporate Officer (President, Secretary, Treasurer, VP 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 having authority 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 action 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 PU is a Partnership or Proprietorship (“LLP”, “LLC”, “LTD”)
 - a. General Partner
 - b. Proprietor
3. If PU is a Government Entity
 - a. Principal Executive Officer or Director with responsibility for the discharging facility
4. Any Authorized or Duly Authorized Representative (or *Position*) given written authorization by a person in one of the above three categories. The representative usually includes plant manager, operator, superintendent, environmental personnel, etc.

If a specific person or position is named in #4 above and that person leaves or the position is eliminated, SRCSD must be provided with a new authorization.

- **Signature and Date** – An application will not be accepted if it is not signed as specified above and dated. Any written authorization for another's signature must accompany the application if not already on file with SRCSD.

Submitting Your Application

- Please make sure that the business name and date of the application is on the top of each page of any attachments.
- If you are unsure if you have filled out the application correctly, please contact your inspector. WSCS may require you to fill out another application if the reported values require adjustment. There are no application fees.
- Make a copy of the application and attachments for your records and submit the signed original application to:

**Sacramento Regional County Sanitation District
Wastewater Source Control Section
10060 Goethe Road
Sacramento, CA 95827**

**Phone: 916-875-6470
Fax: 916-875-6374**

Application Review and Permitting

- **Review** – WSCS staff will review your application within approximately 60 days and may contact you for additional information.

Instructions for Process Flow Diagram and Facility Layout Map

Prepare the Process Flow Diagram and Facility Layout Map, if required, according to the instructions on the following pages and attach them to the completed application.

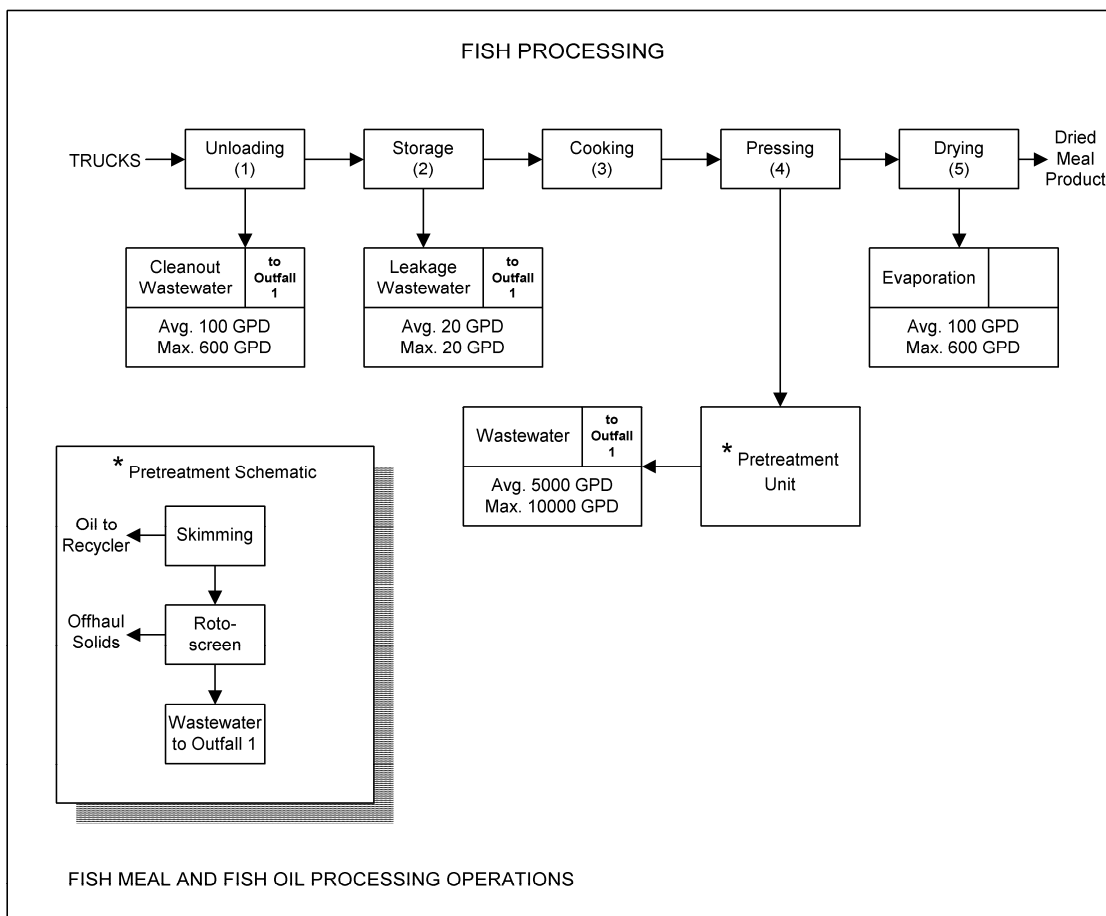
NOTE: Some of the information needed for the diagram and facility layout may be obtained from your Sacramento County Hazardous Materials Business Plan, if applicable.

Instructions for Completing a *Process Flow Diagram*

For each of the activities listed in Section D, Table 2 of the application:

- Identify the production flow at the facility using arrows and extend lines down to show where wastewater is generated and to which outfall it enters.
- Number each process [e.g., (1) through (5) below] and use the same number for identification on the Facility Layout.
- Label average daily flows.

EXAMPLE



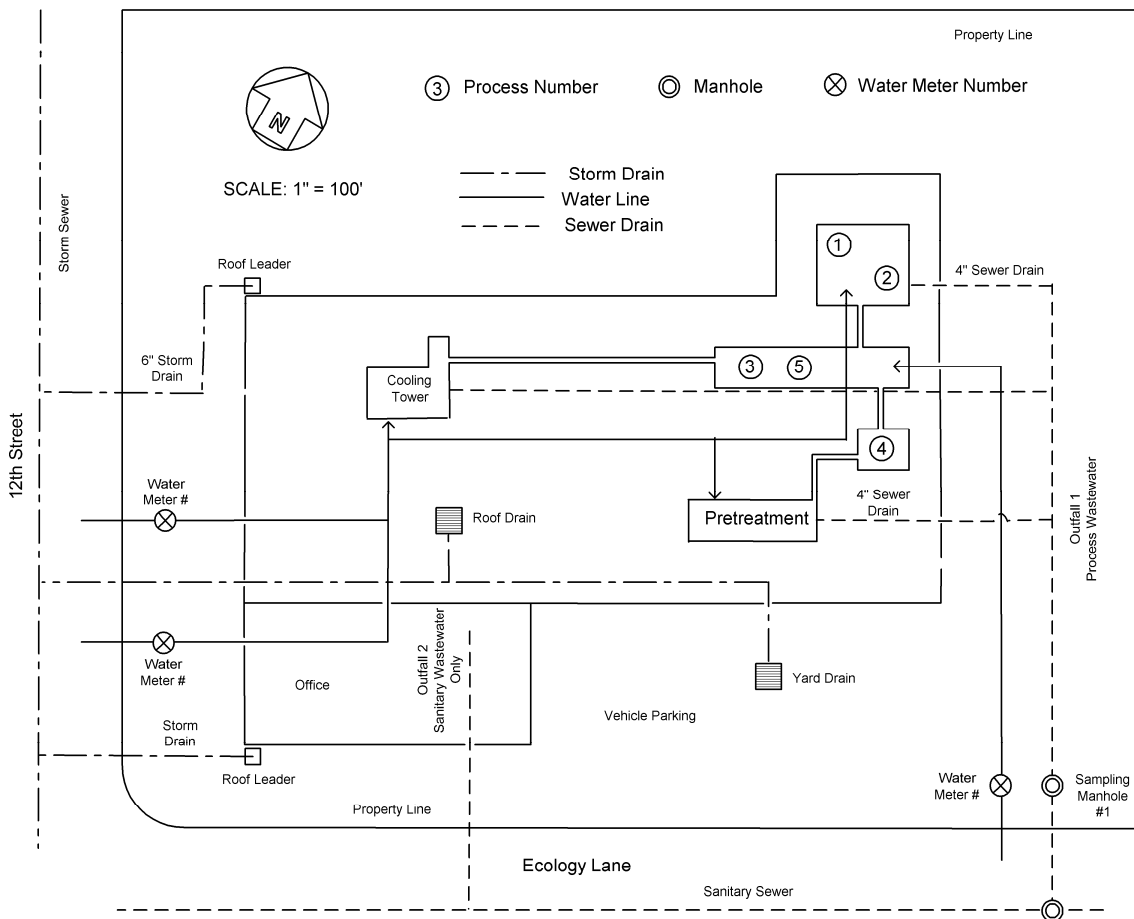
Instructions for Completing a *Facility Layout Map*

Clearly identify: building outline, property lines, a north arrow, scale of drawing, wastewater drainage plumbing, outfall sample points, sewer outfalls, sewer lines and effluent meters, water supply lines and meters, wastewater generating processes, and a legend for symbols.

Submission of facility blueprints in lieu of a Facility Layout Map as described above may not be accepted.

EXAMPLE

Mike's Fish Company
1234 Ecology Lane
Sacramento, CA



Legend