



WASTEWATER DISCHARGE PERMIT APPLICATION

INSTRUCTIONS FOR COMPLETING APPLICATION

PERMIT NUMBER: The permit number will be provided by EBMUD.

APPLICANT'S BUSINESS NAME: Enter the name of the business that has the legal responsibility for wastewater discharge, including responsibility for any enforcement actions or penalties imposed by the District.

ADDRESS OF SITE DISCHARGING WASTEWATER: Enter the street address, side sewer, or manhole location of the site discharging the wastewater.

APPLICATION CONTACT: Enter the name, email, phone number and fax of the person to be contacted regarding the information reported in this application.

PERMIT AND CORRESPONDANCE CONTACT(S): Enter the name and mailing address of the person(s) who should receive a copy of this permit and respective correspondence.

EMERGENCY CONTACT: Enter the name and daytime and nighttime phone numbers of the person to be contacted in case of an emergency regarding discharges/spills to the sanitary sewer system.

AUTHORIZATION: Enter the name and title of the person authorized to sign all correspondence pertaining to this permit.

CERTIFICATION: Enter the name and title of the person signing the application, and their mailing address and phone number. The person signing the application must meet the signatory criteria of 40 CFR 403.12(1). Persons meeting this criteria include:

1. A responsible corporate officer, such as:
 - a. a president, vice president, secretary, treasurer, or other person performing similar policy or decision making functions, or;
 - b. a manager of one or more manufacturing, production or operating facilities. The facility must employ more than 250 persons or have a gross annual sales or expenditures exceeding \$25 million (in second quarter 1980 dollars). The person must have the authority to sign documents.
2. A general partner or sole proprietor.
3. A duly authorized representative. The duly authorized representative must be:
 - a. an individual having responsibility for the overall operation of the facility from which the wastewater discharge originates. Examples include plant manager, field superintendent, or environmental manager;
 - b. authorized in writing by a person described in paragraph 1. or 2. The written authorization must be submitted to the District.

REQUIRED ATTACHMENTS:

1. Site Diagram (See Appendix A for examples)
2. Schematic Flow Diagram (See Appendix B for examples)

RETURN THE SIGNED ORIGINAL APPLICATION TO:

East Bay Municipal Utility District
Environmental Services Division, MS 702
P.O. Box 24055
Oakland, CA 94623-1055

Questions? Call the Environmental Services Division Hotline at 510-287-1651 or email us at cleanbay@ebmud.com

APPLICANT INFORMATION

PERMIT NUMBER TO BE COMPLETED BY EBMUD

APPLICANT BUSINESS NAME

ADDRESSES

ADDRESS FOR SITE DISCHARGING WASTEWATER

STREET

CITY

ZIP

CONTACTS

PERSON TO BE CONTACTED REGARDING THIS APPLICATION

NAME

EMAIL

PHONE

FAX

PERSON(S) TO RECEIVE PERMIT AND CORRESPONDENCE IF DIFFERENT THAN PERSON SIGNING APPLICATION

NAME

MAILING ADDRESS

CITY

ZIP

NAME

MAILING ADDRESS

CITY

ZIP

EMERGENCY CONTACT

NAME

DAY PHONE

NIGHT PHONE

AUTHORIZATION (Is authorized to sign reports, documents, and other correspondence required by this Permit)

NAME

TITLE

CERTIFICATION

I understand that I am legally responsible for discharge of wastewater from the facility and for complying with the Terms and Conditions of this Wastewater Discharge Permit.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that the qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

NAME

TITLE

SIGNATURE

DATE

ADDRESS

PHONE

(To be signed by chief Executive Officer or Duly Authorized Representative)

PROCESS DESCRIPTION

PERMIT NUMBER TO BE COMPLETED BY EBMUD

APPLICANT BUSINESS NAME

BUSINESS ACTIVITY

PROCESSES

PROCESS DESCRIPTION: Describe each water-using and wastewater generating process.

WASTEWATER CHARACTERISTICS: List the characteristics of the wastewater that may be discharged from each process to the sanitary sewer.

SCHEMATIC PROCESS NUMBER: List the process number that corresponds to the number on the Schematic Flow Diagram. (For example, see Appendix B)

PROCESS DESCRIPTION	WASTEWATER CHARACTERISTICS	SCHEMATIC PROCESS NO.

PRETREATMENT

PRETREATMENT SYSTEM	DESIGN CAPACITY	LOADING RATE	SIZE	SIDE SEWER NUMBER
<input type="checkbox"/> FILTRATION				
<input type="checkbox"/> GREASE TRAP/OIL & WATER SEPARATOR				
<input type="checkbox"/> GRANULAR ACTIVATED CARBON				
<input type="checkbox"/> SEDIMENTATION				
<input type="checkbox"/> PH ADJUSTMENT				
<input type="checkbox"/> CHLORINATION				
<input type="checkbox"/> CHEMICAL PRECIPITATION				
<input type="checkbox"/> OTHER (DESCRIBE)				
<input type="checkbox"/> NONE (IF NO PRE-TREATMENT, EXPLAIN)				

PROCESS GENERATED WASTE LIST ANY OTHER WASTES THAT ARE OFF-HAULED

WASTE/DISPOSAL METHOD	QUANTITY OF WASTE GENERATED UNITS

WATER BALANCE/STRENGTH SUMMARY

SIDE SEWER DISCHARGE FREQUENCY

	SS NO.	SS NO.	SS NO.	SS NO.	SS NO.
DAYS OF WEEK					
TIME OF DAY (START AND STOP TIME)					
VOLUME (IF BATCH DISCHARGE)					

SIDE SEWER LOCATION PHYSICAL ADDRESS OR GEOGRAPHICAL LOCATION

SIDE SEWER NO.

SIDE SEWER NO.

SIDE SEWER NO.

SIDE SEWER NO.

SIDE SEWER NO.

STORMWATER SURFACE AREA

TOTAL SQUARE-FOOT AREA EXPOSED TO STORMWATER THAT DRAINS TO THE SANITARY SEWER

INSTRUCTIONS FOR COMPLETING APPENDIX A – FACILITY LAYOUT

Submit an 8½" x 11" facility layout. A larger sized drawing or a blueprint may be substituted. The facility layout is part of the Wastewater Discharge Permit. District inspections may be conducted to verify accuracy of the Facility Layout.

FACILITY INFORMATION: Add facility name, permit number and date of drawing.

FACILITY OUTLINE: show facility property lines, building outline and streets adjoining the facility.

NORTH ARROW: Show the north arrow

LEGEND: Describe the symbols/lines used in the drawing

PROCESSES: Identify all wastewater generating processes. Include the process numbers, which correlate to those shown on the Process Description Form (page 3). Show all the floor drains in these areas.

PRETREATMENT SYSTEM: Show the location of all pretreatment systems described in the Process Description Form (page 3). Designate each system with a letter.

LIQUID STORAGE: Show the location of all major liquid product and chemical storage areas. Show the location of all floor drains in these areas.

WATER METERS: Show the location of all meters and serial numbers. Differentiate between EBMUD and private meters. Label private meters according to use. For example, "Well", "Cooling Tower," "Boiler," or "Production".

FACILITY WATER LINES: Show the location of all water lines from each source meter to where they enter the building.

FACILITY SEWER LINES: Show the location of all sanitary sewer lines from each wastewater generating process to where they join the sewer. Show the location of all sanitary sewer lines from restrooms and wash areas to where they join the sewer. Storm sewer lines are not required to be shown.

SIDE SEWERS: Identify all side sewers. The side sewer numbers must correlate to those shown on the Water Balance/Strength Summary. (pages 4 & 5).

SAMPLING LOCATIONS: Identify all District approved side sewer sampling locations, using the label "SAMPLING LOCATION". Identify all district approved processing sampling points, using the label "PROCESS SAMPLING POINT".

FACILITY WATER LINES: Show the location of all water lines from each source meter to where they enter the building.

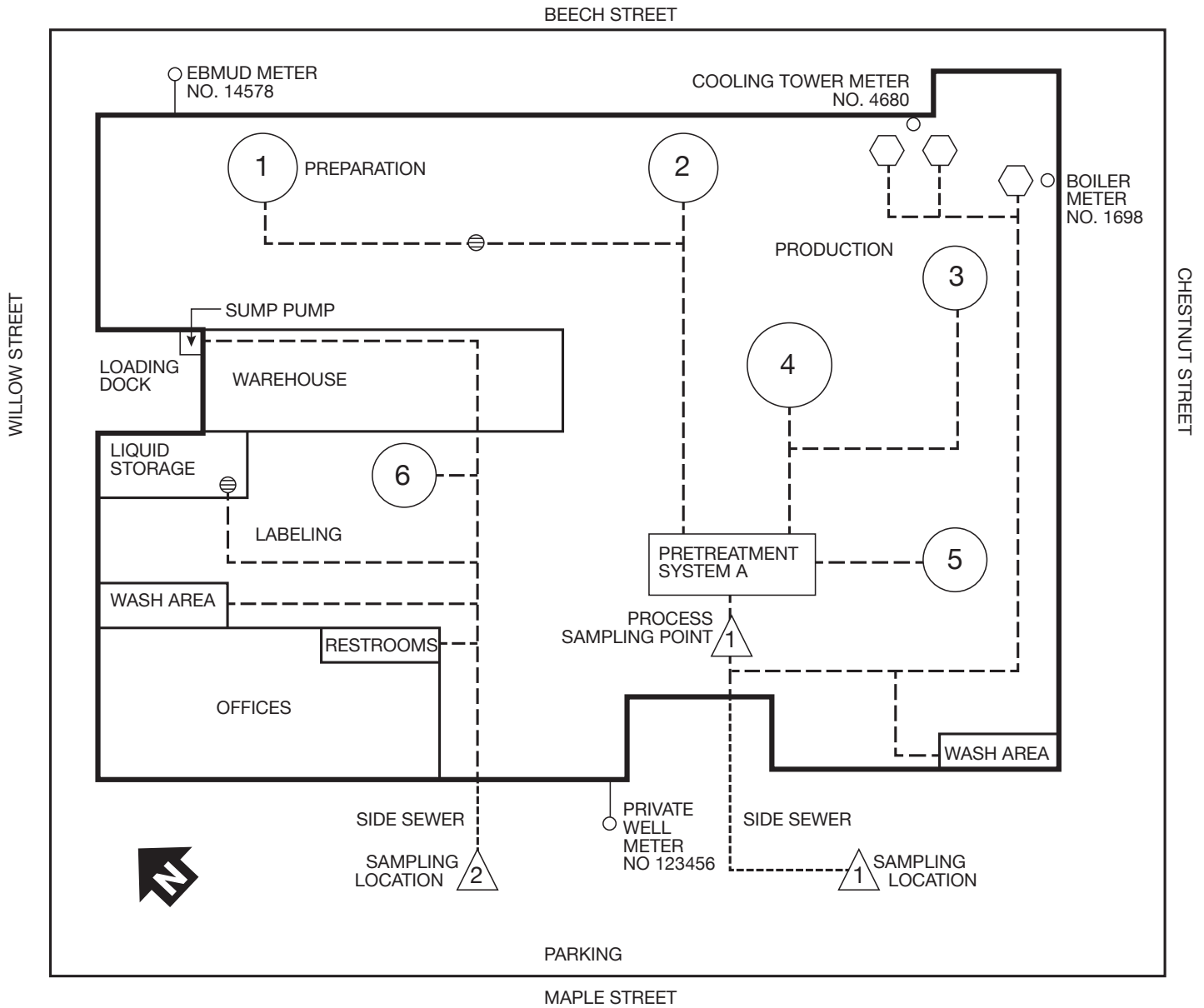
OTHER: Show the following required items:

APPENDIX A – FACILITY LAYOUT EXAMPLE









PERMIT NUMBER TO BE COMPLETED BY EBMUD 12345678

FACILITY BUSINESS NAME *Jane Doe's Printed Circuit Board Company*

DATE OF DRAWING *January 1, 2018*



LEGEND

- | | | | | | |
|---|-----------------|---|----------------------|---|-------------------|
|  | WATER LINE |  | PROCESS |  | SAMPLING LOCATION |
|  | WASTEWATER LINE |  | BOILER COOLING TOWER |  | FLOOR DRAIN |
|  | SIDE SEWER |  | PRETREATMENT SYSTEM | | |

INSTRUCTIONS FOR COMPLETING APPENDIX B – SCHEMATIC FLOW DIAGRAM

Submit an 8½" x 11" schematic flow diagram. A larger sized drawing may be substituted. The schematic flow diagram is part of the Wastewater Discharge Permit. District inspections may be conducted to verify accuracy of the schematic flow diagram.

FACILITY INFORMATION: Add facility name, permit number and date of drawing. The District provides a permit number to new applicants. Current permit holders, enter existing permit number

FACILITY OUTLINE: show facility property lines, building outline and streets adjoining the facility.

NORTH ARROW: Show the north arrow

LEGEND: Describe the symbols/lines used in the drawing

PROCESSES: Identify all product or production related processes. Show the PRODUCT flow from process to process. Identify all wastewater generating processes. Show the WASTEWATER flow from each process. Include the process numbers which correlate to those shown on the PROCESS DESCRIPTION form (page 3. See example below) Show the percent of total daily wastewater flow for each wastewater generating process.

PRETREATMENT SYSTEM: Show the flow of wastewater through each step of the pretreatment system. Number and briefly describe each step.

DISCHARGE METERS: Show each discharge meter in relation to wastewater flow.

SIDE SEWERS: Show each process sampling point and side sewer in relation to the wastewater flow.

OTHER: Identify any sludge offhaul or recycling

EXAMPLE OF PROCESSES EXAMPLE FOR PRINTED CIRCUIT BOARD MANUFACTURING

PROCESS DESCRIPTION	WASTEWATER CHARACTERISTICS	SCHEMATIC PROCESS NO.
Surface preparation	acidic, alkaline, metal oxides	1
Electroless plating rinse	acidic, alkaline, copper, formaldehyde	2
Pattern printing and mask cleaning	complex organic solutions	3
Electroplating clean and rinse	acidic, alkaline, copper, tin, nickel, cyanide	4
Final clean and rinse	acidic, copper, ammonia	5
Labeling washdown	copper, chromium, zinc, solvents	6

APPENDIX B - SCHEMATIC FLOW DIAGRAM EXAMPLE

PERMIT NUMBER TO BE COMPLETED BY EBMUD 12345678

FACILITY BUSINESS NAME *Jane Doe's Printed Circuit Board Company*

DATE OF DRAWING *January 1, 2018*

