



An application consists of the following forms and documents in this file. Each of the forms listed below must be completed when applying for a wastewater discharge permit for industrial facilities. The instructions follow each form where applicable.

- Applicant Information – name of applicant, facility address, mailing address, contact information.
- Process Description – description of wastewater generating processes, pretreatment facilities and type of waste generated.
- Schematic Flow Diagram – flow diagram of major processes and pretreatment facilities listed in Process Description.
- Building Layout – site layout showing building outline, property lines, water lines, sewer lines, sample point, etc.
- Strength Summary – wastewater flow rate, discharge frequency, and wastewater strength determination.
- Water Source and Use - incoming and outgoing water/wastewater flow calculations.

Please send the application to:

EBMUD
Environmental Services Division
P. O. Box 24055, MS#702
Oakland, CA 94623-1055

Questions? Please call the Environmental Services Division information line at (510) 287-1651.



WASTEWATER DISCHARGE PERMIT

Terms and Conditions

APPLICANT INFORMATION

APPLICANT BUSINESS NAME		PERMIT NUMBER
ADDRESS OF SITE DISCHARGING WASTEWATER		
_____ STREET ADDRESS	_____ CITY	_____ ZIP CODE
PERSON TO BE CONTACTED REGARDING THIS APPLICATION		
_____ NAME	_____ ELECTRONIC MAIL ADDRESS	_____ TELEPHONE NUMBER
PERSON(S) TO RECEIVE PERMIT AND CORRESPONDENCE IF DIFFERENT THAN PERSON SIGNING APPLICATION		
_____ NAME	_____ MAILING ADDRESS	
_____ NAME	_____ MAILING ADDRESS	
PERSON TO BE CONTACTED IN THE EVENT OF AN EMERGENCY		
_____ NAME	_____ DAYTIME TELEPHONE NUMBER	_____ NIGHTTIME TELEPHONE NUMBER
AUTHORIZATION		
_____ NAME & TITLE		
<i>is authorized to sign reports, documents, and other correspondence required by this Permit.</i>		
CERTIFICATION		
<i>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>		
<i>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 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.</i>		
_____ NAME	_____ TITLE	
_____ SIGNATURE	_____ DATE	
(TO BE SIGNED BY CHIEF EXECUTIVE OFFICER OR DULY AUTHORIZED REPRESENTATIVE. SEE CERTIFICATION REQUIREMENTS ON REVERSE)		
_____ MAILING ADDRESS	_____ PHONE NUMBER	

INSTRUCTIONS FOR COMPLETING APPLICANT INFORMATION

Please Type or Print the Requested Information

Applicant's Business Name – Enter the name of the business that has legal responsibility for wastewater discharge, including responsibility for any enforcement actions or penalties imposed by the District.

Permit Number – The permit number will be provided by EBMUD.

Address of Site Discharging Wastewater – Enter the street address of the premises discharging the wastewater.

Application Contact – Enter the name, electronic mail address, telephone number, and facsimile number of the person to be contacted regarding the information reported in this application.

Permit and Correspondence 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, daytime and nighttime telephone 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 (l). Persons meeting these 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 gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars). The person must have 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.

Return the Signed Original Application to:

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



WASTEWATER DISCHARGE PERMIT

Terms and Conditions

PROCESS DESCRIPTION

APPLICANT BUSINESS NAME _____

The information on this form provides a description of wastewater generating processes, characteristics of the wastewater, and waste management activities. Instructions are on the back of this form.

Permit Number _____

BUSINESS ACTIVITY	Standard Industrial Classification	Business Classification Code
--------------------------	------------------------------------	------------------------------

PROCESSES

Process Description	Wastewater Characteristics	Schematic Process Number

POLLUTION PREVENTION TECHNIQUES / BEST MANAGEMENT PRACTICES (BMPs)

PRETREATMENT

Pretreatment System	Design Capacity	Loading Rate	Size	Side Sewer Number
<input type="checkbox"/> filtration				
<input type="checkbox"/> grease trap/oil and 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				

PROCESS GENERATED WASTE

Waste / Disposal Method	Annual Waste Generation	
	Quantity	Unit

INSTRUCTIONS FOR COMPLETING THE PROCESS DESCRIPTION

(Attach an additional page if more space is required)

Applicant Business Name: Enter the complete business name, including site-specific identification.

Permit Number: The District will provide a permit number for new applicants. Current permit holders, enter existing permit number.

Business Activity: Describe the major activities conducted on the premises.

Standard Industrial Classification: Include the Standard Industrial Classification (SIC) code for the facility (reference the most recent edition of the federal Standard Industrial Classification Manual).

Business Classification Code: The District will provide new applicants with a Business Classification Code (BCC) number (District code system adapted from the federal SIC system). Current permit holders, use existing BCC number.

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.

Example for Printed Circuit Board Manufacturing

Process Description	Wastewater Characteristics/Pollutants	Schematic Process Number
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

Pollution Prevention Techniques / Best Management Practices (BMPs)

- Describe all pollution prevention techniques and BMPs in use.

Pretreatment

- Check applicable boxes for wastewater pretreatment.
- For each type of treatment, provide the capacity of the system, the rate of treatment, the size of the system, and the side sewer through which the treated wastewater flows.

Process Generated Waste

Waste / Disposal Method

- List all process generated waste not discharged to the sanitary sewer. Examples: spent solvents, process solutions, waste containing heavy metals, and recycled waste. List disposal method (e.g. manifested hazardous waste disposal).

Annual Waste Generation

- Enter the quantity, including units, offhauled and/or recycled.

INSTRUCTIONS FOR COMPLETING SCHEMATIC FLOW DIAGRAM

Submit an 8-1/2" by 11" schematic flow diagram. A larger size 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 Name

- Include the facility name.

Permit Number

- Include the permit number. The District provides a permit number to new applicants. Current permit holders, enter existing permit number.

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 with those shown on the *Process Description* form.
- Show the % 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 the wastewater flow.

Side Sewers

- Show each process sampling point and side sewer in relation to the wastewater flow.
- Show the wastewater flow in gallons per day through each process sampling point or side sewer.

Other

- Identify any sludge offhaul or recycling.

Legend

- Include a legend for product and wastewater flow.

Date

- Include the diagram date.

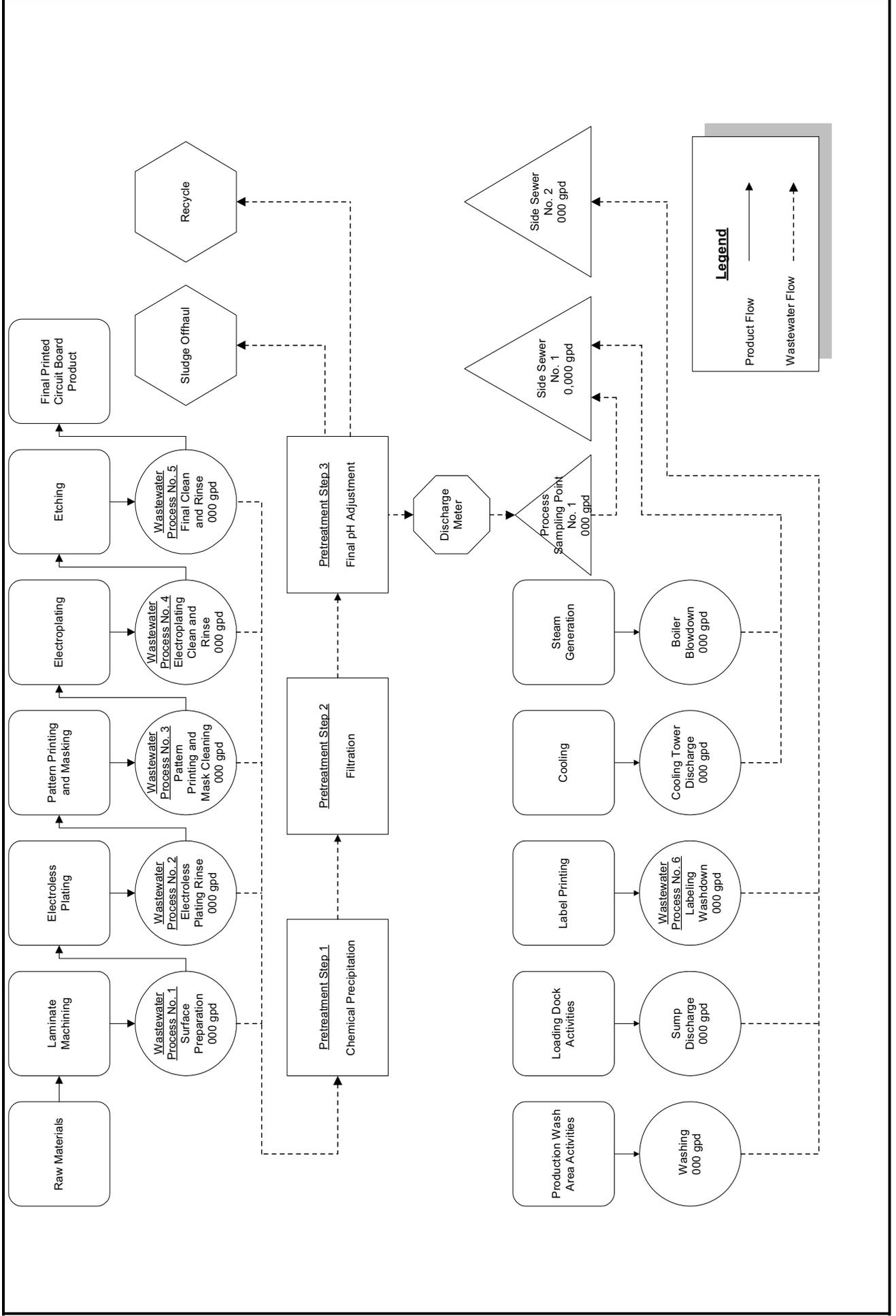


EXAMPLE

APPLICANT BUSINESS NAME *Printed Circuit Board Company*

Permit No. 1234567 8

**WASTEWATER DISCHARGE PERMIT
Terms and Conditions
SCHEMATIC FLOW DIAGRAM**



INSTRUCTIONS FOR COMPLETING FACILITY LAYOUT

Submit an 8-1/2" by 11" facility layout. A larger size 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.
- Show building outline.
- Show 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 with those shown on the *Process Description* form.
- Show the location of all floor drains in these areas.

Pretreatment System

- Show the location of all pretreatment systems described on the *Process Description* form. 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 their serial numbers. Differentiate between EBMUD and private meters.
- Label private meters according to use. For example, well, cooling tower, boiler, and 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 side sewer.
- Show the location of all sanitary sewer lines from restrooms and wash areas to where they join the side sewer.
- Storm sewer lines are not required to be shown.

Side Sewers

- Identify all side sewers. The side sewer numbers must correlate with those shown on the *Water Balance/Strength Summary*.

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."

Other

- Show the following required items:



EXAMPLE

APPLICANT BUSINESS NAME: Printed Circuit Board Company

Permit No. 1234567 8

January 1, 2003

WASTEWATER DISCHARGE PERMIT

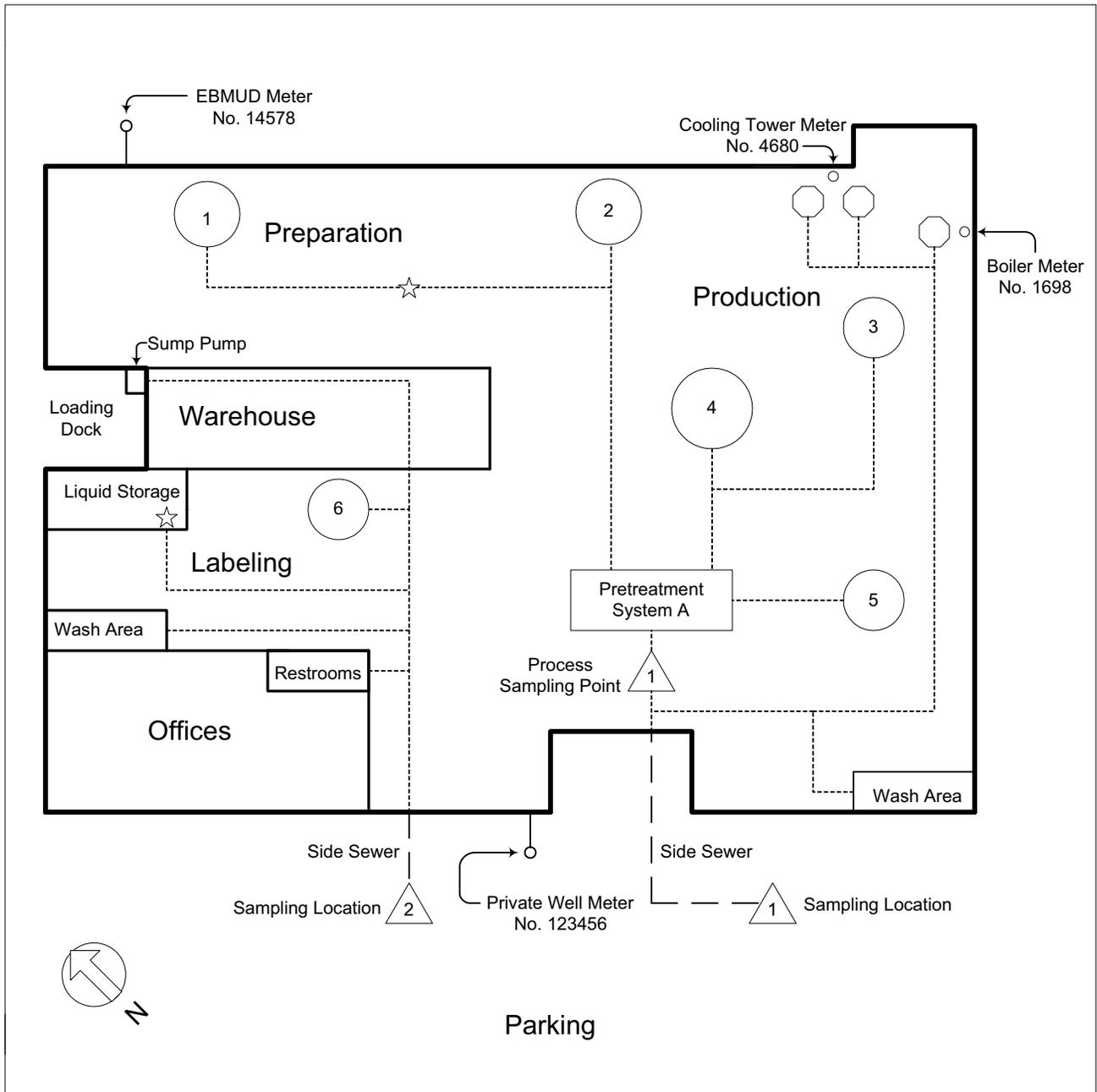
Terms and Conditions

FACILITY LAYOUT

Beech Street

Willow Street

Chestnut Street



Maple Street

Legend

- Water Line
- - - - - Wastewater Line
- - - Side Sewer
- Process
- ⬡ Boiler
- ⬡ Cooling Towers
- Pretreatment System
- △ Sampling Location
- ☆ Floor Drain



APPLICANT BUSINESS NAME _____

WASTEWATER DISCHARGE PERMIT

Terms and Conditions

WATER BALANCE/STRENGTH SUMMARY

The information on this form describes the volume, source, and strength of wastewater discharged to the community sewer. Instructions are on the back of this form.	Permit Number
---	---------------

WATER USE AND WASTEWATER DISCHARGE BALANCE

Units expressed in: gallons per calendar day or gallons per working day (Number of working days per year _____)

Water Use	Source			Wastewater Discharge to each Side Sewer					Water Diverted	Code ²
	EBMUD	Other	Code ¹	No.	No.	No.	No.	No.		
Sanitary										
Processes										
Product										
Boiler										
Cooling										
Washing										
Irrigation										
Sub-total										
Total	All Sources <input style="width: 50px;" type="text"/>			All Side Sewers _____			All Side Sewers + Water Diverted <input style="width: 50px;" type="text"/>			
Maximum Daily Discharge (gallons)										

METERED WATER

Water Meter Number	Code ³	Percent Discharge to each Side Sewer					Total % Discharge

¹Other / Code: Compute the average gallon per day water use from non-EBMUD sources and enter the value in the Other "Sub-total" box. Do not include sources that discharge only to the stormdrain. Allocate the subtotal value to each type of water use. Enter the code(s) that identifies the source water:

A= Well Water / Groundwater B= Stormwater C= Reclaimed Water D= Other (describe)

²Water Diverted/Code: Enter the diverted volume for each type of water use. Enter the code(s) that identifies the diversion:

A= Product B= Evaporation C= Irrigation D= Creek/Bay E= Rail, Truck, Vessel F= Other (describe)

³Metered Water Code(s): E= EBMUD Meter P= Private Meter



APPLICANT BUSINESS NAME _____

WASTEWATER DISCHARGE PERMIT

Terms and Conditions

WATER BALANCE/STRENGTH SUMMARY

WASTEWATER STRENGTH ESTIMATES		Wastewater Discharge to each Side Sewer				
		No.	No.	No.	No.	No.
Total Suspended Solids mg/L (TSS)	Average					
	Maximum					
Filtered Chemical Oxygen Demand mg/L (CODF)	Average					
	Maximum					

DISCHARGE FREQUENCY

Days of Week					
Time of Day (Start & Stop Time)					
Volume, if Batch Discharge					

SIDE SEWER LOCATION

No.

STORMWATER AREA
 Total square-foot area exposed to stormwater that drains to the sanitary sewer: _____ sq. ft.

INSTRUCTIONS FOR COMPLETING WATER BALANCE/STRENGTH SUMMARY- PAGE 1 OF 2

(Attach an additional page if more space is required.)

Applicant Business Name: Enter the complete business name, including site-specific identification.

Permit Number: The District provides a permit number to new applicants. Current permit holders, enter existing permit number.

Water Use And Wastewater Discharge Balance: This section shows the facility's water use, wastewater discharge, and water diverted from the community sewer. The Water Use must balance with the Total Wastewater Discharge to all Side Sewers and Water Diverted (All Sources = All Side Sewers + Water Diverted). *The calculations used to arrive at the values submitted in the Water Balance Strength Summary must be included with the application.*

Units

- Check one of the boxes. The selected units must be used to express consumption and discharge rates. If using gallons per working day, provide the number of working days per year.

Source

- Compute the average gallon per day EBMUD water use and enter the value in the EBMUD "Subtotal" box. The "EBMUD Bill History File Inquiry", provided by the District, may be used to calculate the average daily use **if** projected water use is expected to be similar to the prior year. If not, estimate water use using best available data.

Example

ACCT 1234567		EBMUD BILL HISTORY FILE INQUIRY						
PER END	DAYS	CONS	GPD	WATER	SEWAGE	AGENCY	TOTAL CHGES	
05/23/01	58	500	6448	XXXX	XXXX	XXXX	XXXX	
03/26/01	62	300	3619	XXXX	XXXX	XXXX	XXXX	
01/23/01	63	100	1187	XXXX	XXXX	XXXX	XXXX	
11/21/00	60	400	4987	XXXX	XXXX	XXXX	XXXX	
09/22/00	59	800		XXXX	XXXX	XXXX	XXXX	
07/25/00	63	1000		XXXX	XXXX	XXXX	XXXX	
	365	3100						

CONS - Consumption in Hundred Cubic Feet (Ccf)

$3100 \text{ Ccf} \times \frac{7.48 \text{ gal}}{1 \text{ Ccf}} = 23188 \text{ gal}$

$\frac{23188 \text{ gal}}{365 \text{ days}} = 6353 \text{ gal/day}$

- Allocate the subtotal value to each type of water use. Sanitary water use may be determined using the following data from the Uniform Plumbing Code, 1997:

Field Service Employees: 5 gallons per employee per day Production Employees: 25 gallons per employee per day
Office Employees: 20 gallons per employee per day Production Employees with showers: 35 gallons per employee per day

Stormwater Discharge Calculation Example (Assume 18 inches of average annual rainfall.)

Sq ft area exposed to rainfall x 1.5 ft average annual rainfall x 7.48 gal/cubic foot = ___ gal ÷ 365 days = ___ gal/day

Note: Some water use may be hard to quantify. In this case, try subtracting the known rates from the "All Sources" total. The difference may be used to estimate the hard to quantify value.

Wastewater Discharge to each Side Sewer

- Enter the side sewer number at the top of each column. The number must correlate with the side sewer number shown on the Facility Layout.
- Enter the wastewater discharge rate for each type of water use. Enter the subtotal for each side sewer.
- Enter the water diverted and the subtotal.
- Enter maximum daily discharge rate for each side sewer.

Metered Water

- Enter meter number(s) for source water.
- Enter the percent of metered water that is discharged to each side sewer.
- For every meter, add the percent discharge for each side sewer and enter the total.

INSTRUCTIONS FOR COMPLETING WATER BALANCE/STRENGTH SUMMARY – PAGE 2 OF 2
(ATTACH AN ADDITIONAL PAGE IF MORE SPACE IS REQUIRED.)

Wastewater Strength Estimates

- Enter the annual average and maximum TSS and CODF concentrations for each side sewer. The average strength should approximate strength for the year.

Discharge Frequency

- Enter the days of the week that discharge is expected for each side sewer. Enter the estimated start and stop time of discharge for each side sewer. For batch discharge, enter the volume of the batch discharges to each side sewer.

Side Sewer Location

- Describe the precise location of each side sewer listed above.

Stormwater Area

- Enter the total square-foot area exposed to stormwater that drains to the sanitary sewer.