

**SILICON VALLEY CLEAN WATER**  
 1400 Radio Road, Redwood City, CA 94065 (650) 591-7121  
**Application for Wastewater Discharge Permit**

**Part A – Sewer User Identification**

*This application must be printed or typewritten.*  
 See instructions on the reverse side for completing Part A.

SVCW Use:

Date Application Received

Date Complete

Return the completed application by:	Assessor Parcel Number:
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A1	APPLICANT BUSINESS NAME:
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A2	ADDRESS OF PREMISE DISCHARGING WASTEWATER
	Street:
	City: <span style="float: right;">Zip Code:</span>

A3	BUSINESS ADDRESS <i>(if different)</i>
	Street Address:
	City: <span style="float: right;">Zip Code:</span>
	Mailing Address: <i>(if different)</i>
	City: <span style="float: right;">Zip Code:</span>
	Phone: <span style="float: right;">Fax: <span style="float: right;">Email:</span></span>

A4	PRINCIPAL EXECUTIVE OFFICER
	Name: <span style="float: right;">Title:</span>
	Mailing Address:
	City: <span style="float: right;">State: <span style="float: right;">Zip Code: <span style="float: right;">Phone:</span></span></span>

A5	PERSON TO BE CONTACTED ABOUT THIS APPLICATION
	Name: <span style="float: right;">Title:</span>
	Phone: <span style="float: right;">Email:</span>

A6	PERSON TO BE CONTACTED IN CASE OF EMERGENCY
	Name: <span style="float: right;">Title:</span>
	Day Phone: <span style="float: right;">Email:</span>
	Night Phone: <span style="float: right;">Cell Phone:</span>

**A7. Certification:**  
 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 gathered and evaluated the information submitted. Based on my inquiry of the person or persons directly responsible for gathering the information or the person or persons who has or have knowledge of the substance of the information, the information 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 a fine and imprisonment for knowing violations.

Return this application by the date indicated above to:

Environmental Services Division  
 Silicon Valley Clean water  
 1400 Radio Road, Redwood City, CA 94065  
 (650) 591-7121

\_\_\_\_\_

Authorized Signature Date

\_\_\_\_\_

print Name Title

## INSTRUCTIONS FOR COMPLETING PART A

*Type or print the information requested.*

- A1. **Applicant Business Name** — Enter the name or title of the business.
- A2. **Address of Premise Discharging Wastewater** — Enter the full street address of the building or premise which is producing the wastewater pertinent to this application.
- A3. **Business Address** — If different, enter the business street address and the full mailing address.
- A4. **Principal Executive Officer** — Enter the name, title and full mailing address of the applicant's Principal Executive Officer in the home office. (This is often not the same address as given in #A3).
- A5. **Person to be contacted about this application** — Give the name of the person who is thoroughly familiar with the facts reported on these forms and who can be routinely contacted by SBSA staff.
- A6. **Person to be contacted in case of emergency** — Give the name, title and telephone number(s) of the responsible person who can be contacted in case of emergency (e.g. potential or actual spilling of a prohibited substance).
- A7. **Certification** — The application must be signed and dated by an authorized representative who may be (1) a principal executive officer of at least the level of vice president, if the industrial user, other user or other person submitting such report is a corporation; or (2) a general partner or proprietor if the industrial user, other user, or other person submitting such report is a partnership or sole proprietorship, respectively; or (3) a duly authorized representative of the individual designated in (1) or (2) above, if such representative is responsible for the overall operation of the facility. Print or type the name and title of the person signing the application.

**Note: If electronically submitted, this completed Part A must be signed by an authorized representative and mailed separately.**

**Return the completed application and required supplemental information to:**

Environmental Services Division  
Silicon Valley Clean Water  
1400 Radio Road  
Redwood City, CA 94065

## Part B – Business Description

### B1. Business Activity

Complete a separate Part B for each major business activity occurring on the premises.

See instructions on reverse side for completing Part B.

Activity:				
Applicable Standard Industrial Code(s)				

a. PRODUCT QUANTITIES  Type of Product (Brand Name)	Quantities					
	Past Calendar Year			Estimated this Calendar Year		
	Amount		Units	Amount		Units
	Avg.	Max.		Avg.	Max.	

### b. WASTEWATER GENERATING OPERATIONS

List all operations that generate wastewater. Indicate variations in production and operations during the year. (Use additional sheets as necessary.)

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### c. DISCHARGED MATERIALS

Give common and technical names of any materials discharged or proposed to be discharged to the sewer. Briefly describe the physical and chemical properties of each substance and product.

Common or Technical Name	Description / Characteristics

### B2. Discharge Period(s)

Discharge occurs daily: **from** \_\_\_\_\_ **to** \_\_\_\_\_

*Days of the week that the discharge occurs:*

### B3. Variation of Operation

Indicate whether the business activity is:  
 Continuous throughout the year, or  
 Seasonal. *Months of the year in which discharge occurs:*

### B4. Offsite Disposal

List the type and expected quantity of wastes removed from the premises by means other than community sewers.

Description	Volume (gal./mo.)	Removed by (name and address)	Disposal Site

### B5. EPA Generator Number:

## INSTRUCTIONS FOR COMPLETING PART B

**General Instructions** — Type or print the information. A separate Part B is to be completed for each major business activity. Examples of major business activities are: paint manufacturing, metal finishing, food canning, etc.

**B1. Business Activity** — Describe the principal activity on the premise. An activity is a major business class of manufacturer (see examples above). Enter the Standard Industrial Classification (SIC) Code Number(s), as found in the latest edition of the Standard Industrial Classification Manual published by the Executive Office of the President, Office of Management and Budget, which is available from the Government Printing Office at Washinton D.C. or San Francisco, California—DO NOT USE PREVIOUS EDITIONS OF THIS MANUAL. Copies are available for use at most public libraries.

(a) **Product Quantities** — List the types of products, giving the common or brand names and the proper, technical or scientific names. Enter from business records, the average and maximum daily amounts produced for this activity for the previous calendar year, and the estimated production for this calendar year. Attach additional pages if necessary.

(b) **Wastewater Generating Operations** — Describe the wastewater generating process occurring on the premises, including any seasonal variation in wastewater discharge volumes, plant operations, raw materials use, and chemicals used in the processes and/or production.

**EXAMPLE:** At this location metal parts are anodized. The process starts with a series of cleaning steps which produce a wastestream of spent degreaser and a wastestream of caustic etch that is hauled off-site for treatment. The remaining process wastestreams from the rinsing of parts after each bath flow to the treatment system, and are combined there to form a single liquid wastestream that is released to the sanitary sewer. The treatment system also produces a solid filtercake which is hauled off-site for disposal. All raw materials are purchased from an outside supplier. Production is uniform throughout the year.

(c) **Discharged Materials** — Give common (brand names) and technical names (chemical, scientific or proper names) of any materials and products proposed to be discharged to the sewer. Under "description/characteristics," briefly describe the physical and chemical properties of each substance.

**B2. Discharge Period**

(a) Enter the hours of the day during which waste from this Business Activity will be discharged to the sewer: e.g. from 0600 to 1700 hours (not 6 am to 5 pm).

(b) Indicate the days of the week that the wastewater is discharged from this activity.

**B3. Variation in Operation** — Indicate whether the business activity is continuous throughout the year or if it is seasonal. If the activity is seasonal, indicate the months of the year during which discharges occur. Make any comments that further characterize any variation in the operation of the business activity.

**B4. Offsite Disposal** — List the type and volume of liquid and solid wastes removed from the premises other than by the community sewer. Under description, indicate the type of materials (scientific & common names) in the waste. Also, in the column headed "REMOVED BY", write the name and address of the company that hauls this material. If the company does its own removal and disposal, indicate this by writing the name of the business.

**B5. EPA Generator Number** — Enter the number issued by the EPA to hazardous waste generators. This number is required on hazardous waste manifests.

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## **Part C- Schematic Flow Diagram**

See instructions on the reverse side to complete Part C.

**Purpose** — The Schematic Flow Diagram shows the flow pattern of products through the facility and the various sources of wastewater. This information will enable the Authority to assess the quality, volume and peak flows of the discharge.

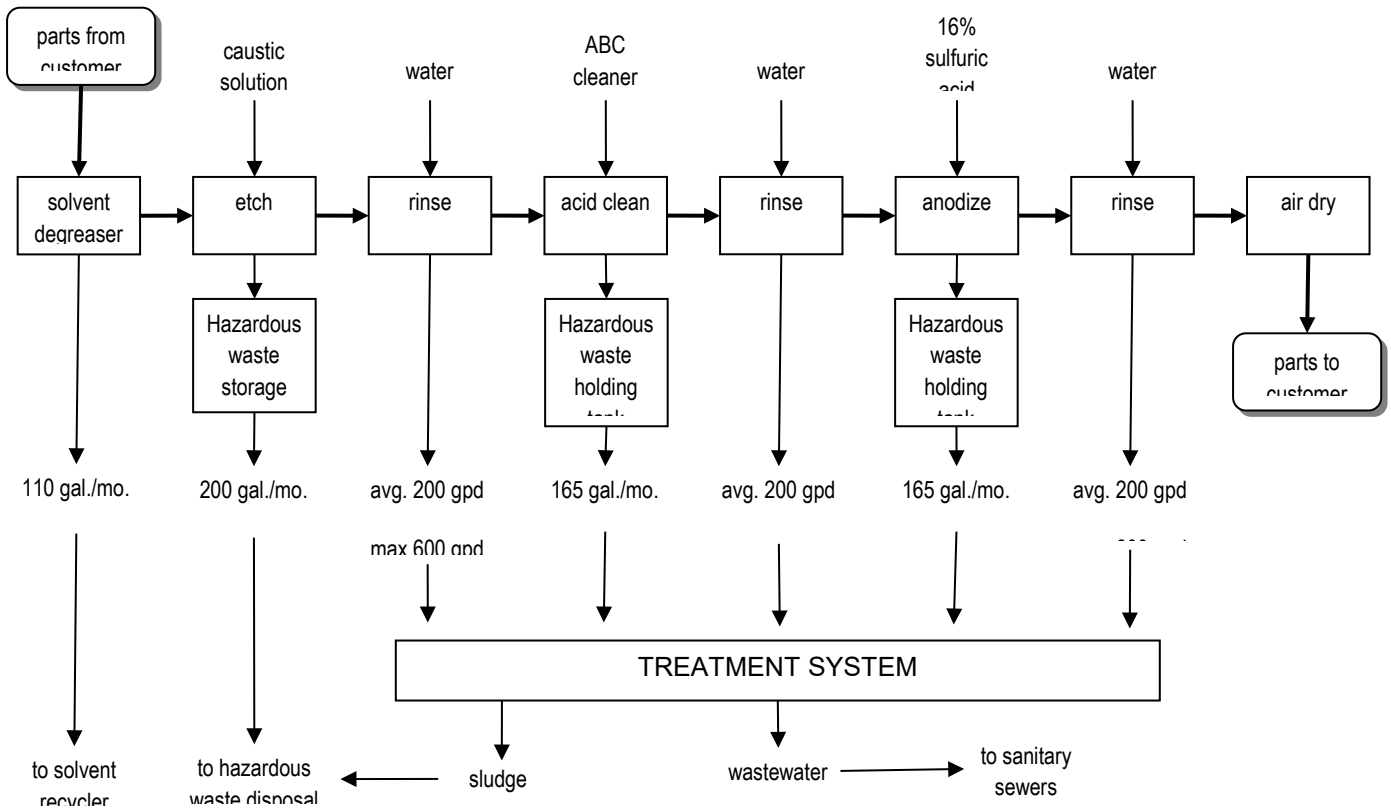
**Schematic Flow Diagram** — For each major activity in which wastewater is generated, draw, insert or attach a diagram of the flow of materials and water from start to completed product, showing all unit processes generating wastewater. If an attachment is used in lieu of drawing or inserting a diagram, indicate this by writing “See Attached” below.

# INSTRUCTIONS FOR COMPLETING PART C

**General Instructions** — Type or print the information. A separate Part C must be completed for each major business activity described in Part B.

A line drawing (schematic flow diagram) of each major business activity described in Part B is to be completed in the space below or drawn on an attached sheet of paper (all sheets should be letter-sized). To determine the average daily volume and maximum daily volume of wastewater flow, use water meter readings, sewer meters or make estimates of volumes that are not directly measurable.

## EXAMPLE



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## **PART D – BUILDING LAYOUT**

See instructions on the reverse side for completing Part D.

**Purpose** — The Building Layout shows the wastewater generating operations which contribute to each building sewer. This building layout will also enable the Authority and the applicant to select a suitable sampling location(s) for determining and verifying wastewater strength.

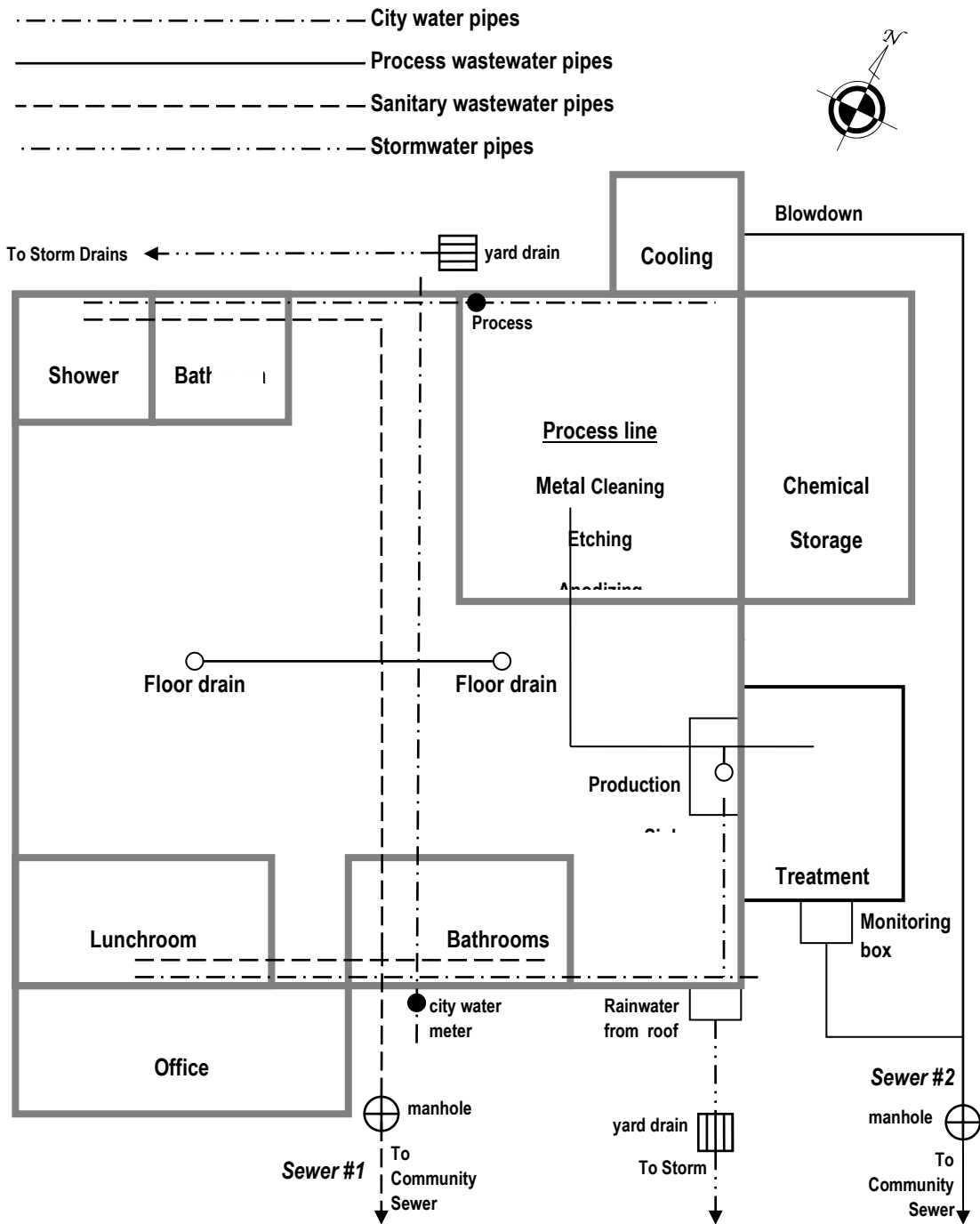
**Building Layout** — Draw, insert or attach, to scale, the location of each building on the premises. Show the locations of all water meters, storm drains, sewers and each building sewer lateral connected to the community sewer. Number each building sewer lateral and indicate possible or existing sampling locations. If an attachment is used in lieu of drawing or inserting a diagram, indicate this by writing “See Attached” below.

# INSTRUCTIONS FOR COMPLETING PART D

General Instructions — Type or print information.

Building Layout — A Building Layout or plant site plan of the premise is required to complete Part D. Building plans approved by the Building Department may be substituted for Part D. An arrow showing north as well as the map scale must be shown. The location of each existing and proposed sampling manhole and building sewer lines must be clearly identified as well as all sanitary and wastewater drainage plumbing including water meters, storm drains and sewer flow meters, if any. An example of the drawing required is shown below. Drawings larger than 11" X 17" will not be accepted.

## EXAMPLE





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**PART E – WATER SOURCE AND USE**

*See reverse side for instructions on completing Part E.*

E1. Source(s) of Water <small>List Water Meter Number(s) and any other water sources</small>	gal/day	Percent (%) Discharged to Building Sewer			Total % Discharged To All Sewers
		Sewer No. 1	Sewer No. 2	Sewer No. 3	
Total Quantity					

E2. Number of Employees		OFFICE STAFF		PRODUCTION STAFF (number of employees per shift)					
				DAY SHIFT		SWING SHIFT		NIGHTSHIFT	
		No.	Hours	No.	Hours	No.	Hours	No.	Hours
WEEKDAY			to		to		to		to
SATURDAY			to		to		to		to
SUNDAY			to		to		to		to

Total average number of employees per day

E3. Water Balance: Supply vs. Disposition  charged daily.

*NOTE: Show these calculations on a separate sheet. The water supply and discharge totals should be equal minus other dispositions.*

	WATER SUPPLY FROM						DISPOSITION TO				
	Source	Alt. Source	Alt. Source	Alt. Source	Alt. Source	Alt. Source	Bldg. Sewer #1	Bldg. Sewer #2	Bldg. Sewer #3	Other Dispositions	
Type of water use:	(1) gal/day	(1) gal/day	(1) gal/day	(1) gal/day	(1) gal/day	gal/day	gal/day	gal/day	(2)	gal/day	
Sanitary											
Processes											
Boiler											
Cooling											
Washing/Rinsing											
Irrigation											
Product											
Other (3 below)											
SUB TOTAL											
Water Supply Total							Wastewater Discharge Total				

**NOTES:**

(1) Enter the appropriate code letter indicating the facility water source(s):  
*a. water purveyor    b. rain    c. reclaimed water    d. well    e. other (specify)*

(2) Enter the code letter and quantity of alternate dispositions other than to the sewer system:  
*a. stormdrain    b. rail, truck, barge    c. evaporation    d. product (e.g. paint, drinks, etc.)    e. irrigation    f. other*

Description/Comments:

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# INSTRUCTIONS FOR COMPLETING PART E

**General Instructions** — Type or print the information. Part E is to be completed by all dischargers who require a permit.

**E1. Sources of Water** — List all the sources of water used by the facility. This includes well water, trucked-in water, city water, etc.

List the number of gallons each source supplies the facility in one day.

**Note:** to compute a daily average, if the company works an ordinary 5 day working week, divide the average volume of water used in a month by 22 working days.

For each source (water meter, etc.) enter the proportional percentage of water discharged to each building sewer. If there is more than one building sewer, show on a separate page the method and calculations used to determine the proportioning to each sewer lateral. The total % discharged may not equal 100% if there are significant diversions such as landscape irrigation, cooling tower evaporation, or use as an ingredient in a product (e.g. paint, drinks, canned foods, etc.).

The total quantity of supply water used in an average day must be summarized. Find this quantity by checking recent water bills. Enter these results in the spaces provided. Attach copies of substantiating water bills to verify the volumes shown. If the water supply is not metered, show the computed estimate on a separate sheet.

For each source that is metered, such as city water, also show the meter number.

**E2. Number of Employees**

Enter the average number of office and production employees on the premises daily. Include support staff such as janitors, cafeteria workers, etc. in the office count. If there is more than one shift per day, enter the average number of employees per shift and the shift hours.

**E3. Water Balance: Supply vs Disposition** —In this section incoming and outgoing water will be balanced. Incoming supply must be equal to what is discharged to the sewer minus alternate water dispositions. Alternate water dispositions may include irrigation, evaporation, process loss and use in a product.

For each type of water use listed on the form in Section E3, apportion the daily volume of the supply water. First identify the water source(s) using the codes in Note #1. Second, enter the gallons from the indicated source for a typical working day in the preceding year. If there are other sources for the type of water use, also indicate those sources and the volume in the spaces provided.

**Note:** the accepted domestic sanitary use per work day is 25 gallons per full time employee. This is a standard per employee for an 8 hour work day which includes bathroom waste, washing of hands throughout the day, and food preparation and cleanup. A company with 10 full time employees is estimated to discharge 250 gallons per work day (10 x 25) of sanitary wastewater.

For each type of water use listed on the form in Section E3, apportion the daily volume of wastewater discharged. Enter in the correct column the volume in gallons going to each building sewer during a typical working day in the preceding year. Identify the alternate dispositions if discharges occur other than to the sewer system. Code those according to Note #2.

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**PART F – BUILDING SEWER DISCHARGE INFORMATION**

Purpose — The Building Sewer Discharge information will identify the variation in flow rate and the type of constituents and characteristics of the discharge for each sewer.

See instructions on the reverse side to complete Part F.

**F1. Building Sewer No.** (From Drawing D)

**F2. Wastewater Flow Rate**

Peak Hourly	Max. Working Day Discharge	Annual Daily Avg.	If Operations are Seasonal, Average Daily (gal/day)	
gallons/minute	gallons/day	gallons/day	seasonal min.	seasonal max.

**F3. If Batch Discharge, indicate:**

- a. Number of batch discharges: per month
- b. Time of batch discharges: (days of week) at (hours of day)
- c. Average volume per batch: gallons
- d. Flow Rate: gallons/minute

**F4. Wastewater Constituents** *nts, characteristics or substances is or can be present (X) in the wastewater discharges as a result of facility operations.*

CODE	CONSTITUENTS		CODE	CONSTITUENTS		CODE	CONSTITUENTS	
ALGC	Algicides*	<input type="checkbox"/>	FORMA	Formaldehyde	<input type="checkbox"/>	RAD	Radioactivity*	<input type="checkbox"/>
Al	Aluminum	<input type="checkbox"/>	HC	Hydrocarbons*	<input type="checkbox"/>	Se	Selenium	<input type="checkbox"/>
NH <sub>3</sub> -N	Ammonia-Nitrogen	<input type="checkbox"/>	I	Iodide	<input type="checkbox"/>	Ag	Silver	<input type="checkbox"/>
Sb	Antimony	<input type="checkbox"/>	Fe	Iron	<input type="checkbox"/>	Na	Sodium	<input type="checkbox"/>
As	Arsenic	<input type="checkbox"/>	Pb	Lead	<input type="checkbox"/>	SOLV	Solvents*	<input type="checkbox"/>
Ba	Barium	<input type="checkbox"/>	Mg	Magnesium	<input type="checkbox"/>	SO <sub>4</sub> <sup>-2</sup>	Sulfate	<input type="checkbox"/>
BZ	Benzene	<input type="checkbox"/>	Mn	Manganese	<input type="checkbox"/>	CS <sub>2</sub>	Sulfide, Carbon di-	<input type="checkbox"/>
Be	Beryllium	<input type="checkbox"/>	Hg	Mercury	<input type="checkbox"/>	S <sup>-2</sup> T	Sulfide (total)	<input type="checkbox"/>
B	Boron	<input type="checkbox"/>	MC	Methylene Chloride	<input type="checkbox"/>	SO <sub>3</sub> <sup>-2</sup>	Sulfite	<input type="checkbox"/>
Br <sup>-</sup>	Bromide	<input type="checkbox"/>	Mo	Molybdenum	<input type="checkbox"/>	MBAS	Surfactants (MBAS)	<input type="checkbox"/>
Cd	Cadmium	<input type="checkbox"/>	Ni	Nickel	<input type="checkbox"/>	TEMP(+)	Temp. increase	<input type="checkbox"/>
Ca	Calcium	<input type="checkbox"/>	O&G M	Oil & Grease (Petroleum Origin)	<input type="checkbox"/>	TEMP(-)	Temp. decrease	<input type="checkbox"/>
CT	Carbon Tetrachloride	<input type="checkbox"/>	O&G B	Oil & Grease (Biological Origin)	<input type="checkbox"/>	Ti	Titanium	<input type="checkbox"/>
Cl <sub>2</sub>	Chlorine	<input type="checkbox"/>	O&G T	Oil & Grease (Total)	<input type="checkbox"/>	Sn	Tin	<input type="checkbox"/>
Cl <sup>-</sup>	Chloride	<input type="checkbox"/>	PESTC	Pesticides*	<input type="checkbox"/>	V	Vanadium	<input type="checkbox"/>
CF	Chloroform	<input type="checkbox"/>	PCE	Perchloroethylene	<input type="checkbox"/>	TVA	Total Volatile Acids	<input type="checkbox"/>
Cr	Chromium	<input type="checkbox"/>	pH	pH	<input type="checkbox"/>	Zn	Zinc	<input type="checkbox"/>
Co	Cobalt	<input type="checkbox"/>	PAH	Polycyclic Aromatic Hydrocarbon	<input type="checkbox"/>			<input type="checkbox"/>
Cu	Copper	<input type="checkbox"/>	PHENL	Phenols	<input type="checkbox"/>			<input type="checkbox"/>
CN <sup>-</sup>	Cyanide	<input type="checkbox"/>	P	Phosphorous	<input type="checkbox"/>			<input type="checkbox"/>
F <sup>-</sup>	Fluoride	<input type="checkbox"/>	K	Potassium	<input type="checkbox"/>			<input type="checkbox"/>

\* Identify the chemical compounds or elements. (See MSDS).

Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING PART F

**General Instructions** — Type or print the information. Part F is to be completed by all businesses. Use a separate sheet for each building sewer that discharges wastewater to a community sewer. (Note: A building sewer is a sewer conveying wastewater from a discharger occupying a building or site specified in this application to the community sewer).

F1. **Building Sewer No.** — Enter the building sewer number for which Part F has been completed. Use the same number as shown on Part D.

F2. **Wastewater Flow Rate** — Estimate the peak hourly discharge rate (gal/min) from the premise (i.e. the maximum gallons which might be discharged during any one hour divided by 60). The maximum daily rate is the greatest flow which might be discharged in any one workday. The annual daily average is the flow for an average workday taken over the preceding year of operation. A season is defined as a period of one month or longer. Hourly and daily water supply meter readings may be used, providing the filling and discharge of storage tanks, process vats, etc., are taken into consideration.

F3. **Batch Discharge** — A batch discharge is one which results from the draining of storage tanks or treatment/process tanks; intermittent boiler blowdown, etc., to the building sewer.

- (a) Enter the number of batch discharges per month during the operating season.
- (b) Enter the days of the week the discharge occurs and the times of the day the discharge usually occurs.
- (c) Enter the average gallons discharged during each batch discharge.
- (d) Enter the rate of flow from the batch discharges:

i.e. Rate of flow from the batch discharge = 
$$\frac{\text{no. of gallons in batch discharge}}{\text{duration (minutes) for a single discharge}}$$

F4. **Wastewater Constituents** — Indicate, by checking next to the appropriate constituent, if the wastewater discharge may contain traces of any of the listed constituents, substances or characteristics as a result of the raw materials, processes or products at the facility. Also identify the algicides, hydrocarbons, pesticides, solvents and radioactive materials discharged, if any, in the wastewater.

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**PART F - BUILDING Sewer Discharge (Continued)**

See instruction on reverse side for completing Part F

**F5. Pollution Abatement Practices**

a. **Wastewater Treatment** — Indicate from the list below any treatment methods used to treat wastewater from this building sewer before it is discharged to the community sewer:

Treatment types:

- none,  holding tank,  pH adjustment,  sedimentation,  filtration,  oil and water separator,  
 grease trap,  biological treatment,  screening,  chlorination,  ion exchange,  flocculation,  
 clarification,  batch treatment of hazardous waste,  other (describe)

Describe the current treatment system:

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Describe planned changes:

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b. List pollution prevention techniques (to reduce solvent usage, water consumption, raw materials usage, etc.):

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c. **Mercury Sources:** List all sources, uses and products containing mercury. What disposal methods are used for waste mercury?

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**F6. Stormwater Area**

Total area in square feet exposed to stormwater and draining to this building sewer: square feet

Total area in square feet exposed to stormwater and draining to the storm drain: square feet

List bulk materials exposed to storm water:

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## INSTRUCTIONS FOR COMPLETING PART F (Continued)

### F5. Pollution Abatement Practices

(a) **Wastewater Pretreatment:**— Check the type(s) of treatment, if any, given the wastewater from this building sewer before it is discharged to the community sewer.

Description: The treatment facility should be described in sufficient detail to enable an estimation of the treatment facility's effectiveness. This will require a description of the physical characteristics and size of the treatment system. If necessary, attach additional sheets to show details of the pretreatment process. Describe any future changes planned for the treatment system.

(b) **Pollution Prevention:**— Describe any pollution prevention activities practiced by your business which are designed to minimize the discharge of pollutants to the sanitary sewers (e.g. improved rinsing techniques, employee awareness training for the need to reduce pollutants, etc.).

*Note: General pollution prevention activities include:*

- substitution of raw materials or manufacturing processes with ones that are less polluting;
- reduction of raw materials (including water) used per production unit;
- direct reuse of waste materials or wastewater generated by manufacturing practices; and
- recycling of waste materials or wastewater generated by manufacturing processes (recycling implies reprocessing or treatment followed by reuse).

(c) **Mercury:** – To achieve very low discharge limits, virtually no mercury may be discharged to the sanitary sewers. List all sources, uses and products containing mercury on site. These may include the following: thermometers, mercury switches, fluorescent light bulbs, etc. Indicate the recycling or disposal methods which are used for waste mercury. Use additional pages if necessary.

F6. **Stormwater Area:**- Enter an estimate of the total area (in square feet) which collects and discharges stormwater to the building sewers and the storm sewers. Note: Include roof and ground levels areas.

(a) A list of bulk materials must be included, listing any chemicals in drums, outside vats or holding tanks, sumps, outside oil collection or solvent collection locations, tanks for radiator service or repair, batteries containing electrolytes, etc., which are exposed to storm water.



## INSTRUCTIONS FOR COMPLETING PART G

*Type or print the information requested.*

G1. List the hazardous materials stored on site in liquid or solid form. Indicate a normal or typical volume on hand and indicate the unit of measure for each quantity. Check MSDSs for the raw materials if there is any doubt as to the hazardous nature of ingredients in these bulk materials.

Note: Consider any unopened materials stored for future use as bulk materials. Materials in containers under 25 gallons that have previously been opened for use (partially empty) are not considered bulk materials.