

**INDUSTRIAL USER  
WASTEWATER DISCHARGE  
PERMIT APPLICATION FORM**



**SECTION B – BUSINESS ACTIVITY**

Raw Materials Used (including all process chemicals):

Additional chemicals used (e.g. for cleaning floors/equipment, treating wastewater etc.):

Brief Description of Production or Service Operations:

Type of Product or Service	Past Calendar Year's Quantity per Day (Indicate Units)	
	Average	Maximum

**SECTION C - FACILITY DRAWINGS TO BE ATTACHED**

**Building Layout:**

Attach a drawing indicating each building and process location on the premises. Also show the locations of all side sewers, storm drains, SFWD (or other) water meters and water supply wells (if any).

**Process Schematic:**

Attach a diagram which shows, for each production or service activity, the flow of materials, products, water, solid wastes and/or wastewater.

Do you have wastewater or sludge treatment processes?

YES

NO

If yes, attach schematics as described below

**Wastewater / Sludge Treatment Schematic:**

Attach a flow diagram for all existing and proposed wastewater and/or sludge treatment processes. Identify all treatment equipment, and show final disposal method of wastestreams.

**SECTION D - WATER USAGE**

Purpose	Average Water Usage <sup>1</sup> by Supply Source (Gallons per Day)			Estimated	Measured
		S.F. Bay	Private Well	Indicate by "X"	
Sanitary					
Process(es)					
Boiler Feed					
Cooling					
Equipment/Facility Washdown					
Irrigation					
Contained in Product					
Other <sup>2</sup>					
<b>TOTAL</b>					

<sup>1</sup>NOTE: Water usage should be averaged over the actual number of working days in a typical operating month

<sup>2</sup>Describe "Other":

List Supply Agency Water Account Number(s)


**SECTION E - WASTEWATER DISPOSAL**

Purpose	Average Wastewater Discharge <sup>1</sup> by Disposal Location (Gallons per Day)				Estimated	Measured
	Sewer	S.F. Bay	Ground	Hauled Offsite	Indicate by "X"	
Sanitary						
Process(es)						
Boiler Blowdown						
Cooling						
Cooling Tower Blowdown						
Equipment/Facility Washdown						
Other <sup>2</sup>						
<b>TOTAL</b>						

<sup>1</sup>NOTE: Wastewater discharge should be averaged over the actual number of working days in a typical operating month

<sup>2</sup>Describe "Other":

Do you accumulate wastewater and release it in batches?

YES

NO

If yes, list the batch discharges as described below

List Batch Wastewater Discharge(s)

Wastestream Description	Average Number of Batch Discharges Per Week	Average Volume of Discharge (Gallons)

**SECTION F - WASTEWATER / SLUDGE TREATMENT**

**Treatment Processes**

(Check as many devices or treatment processes as appropriate)			
<input type="checkbox"/> None	<input type="checkbox"/> Sedimentation	<input type="checkbox"/> Grease Trap	<input type="checkbox"/> Oil/Water Separator
<input type="checkbox"/> Screening	<input type="checkbox"/> pH Adjustment	<input type="checkbox"/> Flow Equalization	<input type="checkbox"/> Metals Precipitation
<input type="checkbox"/> Chromium Reduction	<input type="checkbox"/> Cyanide Destruction	<input type="checkbox"/> Dissolved Air Flotation	<input type="checkbox"/> Filtration
<input type="checkbox"/> Ion Exchange	<input type="checkbox"/> Chlorination	<input type="checkbox"/> Solvent Separation	
<input type="checkbox"/> Silver Recovery, Type	_____		
<input type="checkbox"/> Sludge Dewatering, Type	_____		
<input type="checkbox"/> Other, Describe	_____ _____		

**Treatment System Operation**

Do you have a treatment system operator?		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NOT APPLICABLE
Do you have a manual on the correct operation of your treatment system?		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NOT APPLICABLE
Do you have a written maintenance schedule for your treatment system?		
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> NOT APPLICABLE

**SECTION G - NON-DISCHARGED WASTES**

Are any liquid wastes, sludges or other solid wastes generated and not discharged to the sewer system?

YES                       NO

If yes, list wastes as described below

List Wastes Disposed Off-Site (Attach additional sheets if necessary):

Type or Name of Waste Generated	Quantity (gal. or lb.) per year	Waste Hauler(s) (Name and address)

**Hazardous Waste Reduction**

Are any hazardous wastes generated in your operations?

YES                       NO

Have you prepared a hazardous waste reduction plan?

YES                       NO

Have you performed an on-site hazardous waste reduction audit?

YES                       NO

**Environmental Control Permits**

Have you been issued any other environment control permits?

YES                       NO

If yes, list the Agencies and Permit #s:




**SECTION H - SPILL PREVENTION**

Do you have chemical storage drums, bins, tanks etc. at your facility?

YES  NO

Are any of these chemical containers stored outdoors, such that rain water could come into contact with them?

YES  NO

Are any of these chemical containers stored outdoors, such that storm water runoff could come into contact with them?

YES  NO

Are there floor drains in your storage area(s)?

YES  NO

If "Yes", indicate whether these floor drains discharge to:

- Sewer System
- Storm Drain
- Wastewater Storage
- Wastewater Pretreatment System
- Ground
- Other, Describe \_\_\_\_\_

Do you have an accidental spill prevention control and countermeasures plan to prevent spills of chemicals or slug discharges from entering the sewer system?

YES  NO

Do you have Material Safety Data Sheets (MSDSs) for all chemicals used in your facility?

YES  NO

Are those MSDSs kept on file for use and review by your employees?

YES  NO

Have your employees been trained to respond to accidental spills according to information contained in the appropriate MSDSs?

YES  NO

**SECTION I - CERTIFICATION STATEMENT**

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 ensure 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 the 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.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature<sup>1</sup>

\_\_\_\_\_  
Date

<sup>1</sup> To be signed by an authorized representative of the industrial user.  
An authorized representative may be (i) a principal executive officer or official;  
(ii) a general partner or proprietor; or (iii) a duly authorized representative of the  
individual designated in (i) and (ii).

**INDUSTRIAL USER  
WASTEWATER DISCHARGE PERMIT APPLICATION**

APPENDIX A

Spill Prevention Control and Countermeasures (SPCC) Checklist

**Please check the appropriate answer for each spill prevention practice in your facility. Your facility must implement practices that are not currently performed within 180 days of the effective date of your permit. Use additional sheets to describe other spill prevention practices.**

DOES YOUR FACILITY		YES	NO	NA
1.	Carefully handle all chemicals?			
2.	Keep lids secure on all chemical containers?			
3.	Secure all chemical and waste containers located on any shelf or platform above the floor?			
4.	Use secondary containment for all chemical containers?			
5.	Store chemicals and waste away from areas with floor drains?			
6.	Routinely inspect all equipment, storage containers and piping to detect possible leaks resulting from container or pipe failures?			
7.	Use curbs or dikes to protect floor drains in process areas from accidental spills?			
8.	Use alarm systems to warn of excessive liquid levels and/or spills?			
9.	Test those alarm systems frequently?			
10.	Keep appropriate spill control kits (e.g. drain plugs, flow diking materials, absorbents) and clean-up equipment on hand?			
11.	Incorporate a company policy directing all employees in proper handling and disposal of all chemicals?			
12.	Assign responsibility for SPCC to a specific employee?			
13.	Provide regular training to all employees on proper chemical handling and disposal techniques?			

## APPENDIX A

### GLOSSARY

- **"Secondary containment" or "Double containment"** refers to the practice of placing a container of chemicals in another container that can accommodate at least **110%** of the volume of the primary container.
- **"Flow diking materials"** are items that can be used to contain a spill and stop it from spreading to a drain. They are usually absorbents shaped like booms or socks.
- **"Absorbents"** are materials used to remove spilled chemicals. Examples are rags, sawdust, diatomaceous earth, cellulose and polypropylene. Commercially packaged absorbents are available as loose shredded material, pillows, sheets, rolls and socks.
- **"Clean-up materials"** include personal protective equipment (gloves, goggles, coveralls etc.), disposal buckets, squeegees, chemical resistant brooms, dust pans, mops and wringer buckets.

APPENDIX A

Certification Statement

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Title

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\_\_\_\_\_  
Date

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## APPENDIX B

Hazardous Waste Reduction Assessment Checklist

Please check the appropriate answer for each of the following questions regarding the use of chemicals.

DOES YOUR FACILITY		YES	NO
1.	Use chemicals in your processing operations?		
2.	Discharge wastewater containing any of the following chemicals: cadmium, copper, lead, mercury, nickel, silver, zinc, cyanide, chlorinated solvents, other petroleum-based solvents?		

For positive responses to either of the above questions, your facility must implement the following hazardous waste reduction elements within 180 days of the effective date of issuance of your permit.

DOES YOUR FACILITY		YES	NO	NA
1.	Keep an accurate inventory of chemicals to avoid stockpiling them beyond their shelf life and having to discard them as waste?			
2.	Employ a first-in, first-out material usage policy?			
3.	Maintain and enforce a clear policy of using materials only for their intended purposes?			
4.	Practice good housekeeping to minimize losses during material handling and processing or servicing operations?			
5.	Keep accurate records to determine all waste management costs (including storage, treatment, disposal, management overhead, insurance and raw material expenses)?			
6.	Segregate different types of wastes to ensure proper and economical disposal?			
7.	Minimize chemical spills by keeping a record of their occurrences and developing appropriate spill prevention options?			
8.	Rigorously implement its Spill Prevention Control and Countermeasures plan to ensure waste reduction?			
9.	Provide training programs and encourage employee involvement in the search for waste reduction opportunities?			

## APPENDIX B

Hazardous Waste Reduction Assessment Checklist (Cont'd.)

Please check the appropriate answer for each of the following additional questions.

HAS YOUR FACILITY		YES	NO	NA
1.	Submitted the necessary forms and fee to register your hazardous materials with the City's Department of Public Health?			
2.	Been issued a <b><i>Certificate of Registration</i></b> by the Department of Public Health?			
3.	Ever developed a hazardous waste reduction or waste minimization plan?			

APPENDIX B

Certification Statement

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\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature<sup>2</sup>

\_\_\_\_\_  
Date

<sup>2</sup> To be signed by an authorized representative of the industrial user.  
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## APPENDIX C

Stormwater Pollution Prevention Plan Checklist

Please check the appropriate answer for each of the following activities.

DOES YOUR FACILITY		YES	NO	NA
1.	Perform any process or waste treatment activities outdoors?			
2.	Operate a fleet of transportation vehicles?			
3.	Perform any equipment or vehicle maintenance (including mechanical repairs, cleaning, painting, fueling and lubrication) activities outdoors?			
4.	Perform any loading or unloading of liquids or dry bulk materials outdoors?			
5.	Store any raw materials, intermediate products, finished products or waste products outdoors?			

For positive responses to any of the above activities, your facility must implement the following stormwater pollution prevention elements within 180 days of the date of issuance of your permit.

HAS YOUR FACILITY		YES	NO	NA
1.	Developed a site map showing the location(s) of the stored transportation vehicles and the other activities above?			
2.	Developed a list of all chemicals that may come in contact stormwater?			
3.	Extended the implementation of its Spill Prevention Control and Countermeasures plan to the reduction of pollutants in stormwater discharges from the facility?			

APPENDIX C

Certification Statement

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\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature<sup>3</sup>

\_\_\_\_\_  
Date

\_\_\_\_\_  
<sup>3</sup> To be signed by an authorized representative of the industrial user.  
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San Francisco  
**Water Power Sewer**  
Services of the San Francisco Public Utilities Commission

**Wastewater Enterprise  
Collection System Division**

3801 Third Street, Suite 600  
San Francisco, CA 94124  
Telephone: (415) 695-7310  
Fax: (415) 695-7388  
[www.sfwater.org](http://www.sfwater.org)

**SIGNIFICANT INDUSTRIAL USER  
SLUG DISCHARGE CONTROL PLAN**



**D – Description of Stored Chemicals**

*Is your facility regulated under the Department of Public Health’s Hazardous Materials Unified Program Agency (HMUPA)?*

- YES;**                       **NO**

List of stored chemicals (or attach a tabular list showing the following information)

Chemical	Quantity	Container Type (Drum, Tank etc.)	Storage Location

**E – Facility Layout**

*Attach a drawing indicating each building and process location on the premises. Also show the locations of all side sewers or laterals to the City’s sewer system; chemicals and waste and storage areas; and loading and unloading areas.*

*(If you have done so, you may submit the Facility Map(s) that were submitted to the Department of Public Health’s Hazardous Materials Unified Program Agency (HMUPA).)*

**F – Procedures for Spill or Slug Discharge Notification**

1. Notify the Emergency Contact Person(s)
2. Notify employees of spill and chemical involved
3. Notify the City and County of San Francisco immediately, but not to exceed 24 hours after becoming aware of the spill or slug discharge, by calling the following agency:

Public Utilities Commission  
 Wastewater Enterprise / Collection System Division  
 3801 - 3rd Street, Suite 600  
 San Francisco, CA 94124  
**(415) 695-7310**

4. Contain the spill or slug discharge as soon as possible
5. Estimate size of spill and chemicals involved
6. Submit a formal written report, addressing circumstances and remedies, to the above agency within 5 working days of the occurrence. The report shall specify:
  - a. Description of the nature and cause of the accidental discharge, spill, upset or slug load. The description should also include location, type, concentration and volume of the discharge;
  - b. Duration of the discharge, including exact date(s) and time(s), and, if the discharge is continuing, the time by which cessation of the discharge is reasonably expected to occur; and
  - c. All steps taken to reduce, eliminate, and/or prevent recurrence of such a discharge, spill, upset or slug load.

**G – Procedures to Prevent Adverse Impact from Any Accidental Spill or Slug Discharge**

(Check as many procedures as appropriate for your facility)
<ul style="list-style-type: none"> <li><input type="checkbox"/> Check chemical storage vessels and fittings regularly for cracks, holes, and deteriorating metal that could result in leaks</li> <li><input type="checkbox"/> Check chemical storage areas and containers on a regular basis to insure leaks are not occurring</li> <li><input type="checkbox"/> Monitor solution level when filling tanks to prevent overflow</li> <li><input type="checkbox"/> Establish and implement proper loading and unloading procedures</li> <li><input type="checkbox"/> Use special control valves</li> <li><input type="checkbox"/> Provide and maintain equipment to contain spills (including booms, barriers, sweeps, and fenders; surface collecting agents; absorbent materials; skimmers; oil/water separators; pumps; sewer plugs)</li> <li><input type="checkbox"/> Provide secondary containment for liquid or chemical storage containers</li> <li><input type="checkbox"/> Provide personal protective equipment for employees engaged in spill containment and clean-up</li> <li><input type="checkbox"/> Post emergency response measures throughout the facility</li> <li><input type="checkbox"/> Contract with an emergency spill response company</li> </ul> <p style="margin-left: 20px;">Company Name: _____</p>

**H – Training Program**

*Does this facility conduct an employee training program that provides employees at all levels of responsibility with a complete understanding of the processes and materials used, the safety hazards, the practices for preventing discharges, and the procedures for responding properly and rapidly to hazardous materials spills and slug discharges?*

**YES;**                       **NO**

*Is specialized training is also provided to each employee or group of employees that handles potentially hazardous chemicals?*

**YES;**                       **NO**

*Are new employees trained immediately upon employment, and are all relevant employees subjected to periodic refresher training classes?*

**YES;**                       **NO**

**I – Certification Statement**

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Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature<sup>1</sup>: \_\_\_\_\_ Date: \_\_\_\_\_

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1 To be signed by an authorized representative of the applicant. An authorized representative may be (a) a principal executive officer or official; (b) a general partner or proprietor; or (c) a duly authorized representative of the individual designated in (a) or (b).

### Pollutants That Can Result in Slug Discharges

1. A slug discharge is any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch discharge, which has a reasonable potential to cause interference or pass-through or in any other way violate the City and County of San Francisco's (City's) regulations, local limits or permit conditions. The following is a list of classes of pollutants that may result in slug discharges.

Biological Wastes (e.g., whey solids or antibiotics)

Chemical Feedstock (e.g., nitrobenzene, aniline, phenol, cyclohexane, etc.)

Corrosives:

    Strong Acids (e.g., hydrochloric acid, sulfuric acid, nitric acid, chromic acid, etc.)

    Strong Bases (e.g., caustic soda, lye, ammonia, etc.)

Detergents

Explosive Chemicals (e.g., TNT, nitroglycerin, metallic sodium, ammonium nitrate, etc.)

Flammable Chemicals (e.g., acetone, naphtha, methyl, isobutyl ketone, sodium sulfide, hexane, cyclohexane, etc.)

Halogenated Solvents (e.g., Freon, perchloroethylene, trichloroethane, etc.)

Metal Sludges (e.g., metal hydroxide sludges from pretreatment operations)

Nonhalogenated Solvents (e.g., alcohols, methyl ethyl ketone, benzene, etc.)

Noxious/Fuming Chemicals (e.g., phosphorous pentachloride or oxychloride, hydrofluoric acid, cyanide, chloroform, etc.)

Oils and Fuels (e.g., diesel oil, bunker fuel oil, gasoline, cottonseed oil, linseed oil, etc.)

Oxidants (e.g., chlorine dioxide, phosphorous pentoxide, potassium permanganate, sodium chlorate, etc.)

Paints, Pigments, Dyes, Inks and Thinners

Pesticides

Plating Baths and Pickling Liquors

Radioactive Materials

Reductants (e.g., sodium borohydride, phosphine, methyl hydrazine, etc.)

Resins (e.g., ABS resins, phenolic resins, vinyl resins, etc.)

Tars, Creosotes, and Pitch

Varnishes, Lacquers, and Waxes

2. For purposes of reporting a slug discharge to the City, the following guidelines should be used.

- 10 pounds or more heavy metals (including arsenic, cadmium, chromium, copper, lead, mercury, nickel, silver, zinc, cyanide) in solution;
- 1 gallon or more of any toxic organic substances listed in the California Code of Regulations, Title 22, Section 66261.24;
- All flammable liquids above one gallon; and
- Any other liquid material determined to have adverse effects on the sewerage system and wastewater treatment plants (including alkalis or alkaline substances, oils, foam-generating wastes, highly colored wastes, pesticides and solvents not listed previously.)