

SCHEDULE "C"

INFORMATION SHEET

WASTE DISCHARGE PERMIT APPLICATION BYLAW NO. 2922

This information sheet is provided to assist you in the preparation and submission of an application for a waste discharge permit under the Capital Regional District's (CRD) Sewer Use Bylaw No. 2922. Once the form has been completed, **initial each page and sign the declaration on page 10**. To assist CRD Environmental Services with the processing of the application, please make an accurate, readable, and complete submission to the address provided below.

A. APPLICATION FORMS

1. COMPANY INFORMATION

Indicate the company name, incorporation number, type of business and location of the business. If your business or organization has more than one site address, please copy this form and complete a separate application for each site.

2. SUMMARY OF EFFLUENT DISCHARGE CHARACTERISTICS

Complete this section to indicate discharge duration, volume, and quality.

3. NUMBER OF CONNECTIONS

List the number and type of connections to sewer.

4. SOURCES OF WASTEWATER

Where non-domestic waste is being discharged to sanitary sewer or storm sewer, list any pre-treatment works and the actual source of the wastewater.

5. SITE PLAN

A site plan must be submitted. Clearly mark the plant boundary, buildings, and approximate locations of new and existing works, monitoring points, and sewer connections.

6. DECLARATION FORM

The application form must be signed. Please ensure that the first box in the Declaration Section is complete. An application may be filed by an agent of the applicant and, unless the sewage control manager deems otherwise, an obligation imposed by this bylaw on an applicant may be carried out by his agent. If you wish to appoint an agent, please complete the appropriate box in the Declaration Section.

Initials _____

B. ADDITIONAL INFORMATION

1. Specifications and drawings of process equipment and control works associated with the discharge should be submitted to assist the CRD Environmental Services department with the evaluation of the application. The sewage control manager may request submission of additional details relevant to the application. Should additional application forms be required, they may be obtained from:

Sewage Control Manager
Environmental Services Department
Capital Regional District
P.O. Box 1000, 625 Fisgard Street
Victoria, BC V8W 2S6

(Bylaw 3350)

2. In the event of accidental discharge of a prohibited or restricted waste to a sewer (as required under Sections 2.8(b) and 7.1(a) of this bylaw), please call:

Regional Source Control Program
24-Hour Telephone Number
(250) 360-3248

Initials _____

APPLICATION FOR A WASTE DISCHARGE PERMIT

☐ Application for New Permit ☐ Application to Amend Permit No. _____

Application for a WASTE DISCHARGE PERMIT under the Capital Regional District (CRD) Sewer Use Bylaw No. 2922. This application is to be filed with the sewage control manager, at the address on page 2, not less than 90 days prior to the date for which a permit is required.

1. I, _____
(Full name-if a company, British Columbia Registered Name)

Registered Address: _____

Incorporation Number: _____
hereby apply for a WASTE DISCHARGE PERMIT to discharge non-domestic waste into sanitary sewer from a:

(Type of Business)
Located at: _____

2. Summary of Wastewater Discharge Characteristics

Maximum Duration of Operation: (hours/day) _____
(days/week) _____
(weeks/year) _____

Flow

Is the Discharge greater than 300 m³ in a 30-day period?: () yes () no

Is the Discharge greater than 10 m³ in a 24-hour period?: () yes () no

Frequency

Maximum discharge flow rate: _____ (m³/day)

Average daily discharge flow rate: _____ (m³/day)

Method of flow rate determination: _____

() measured () estimated

(Note: 1m³ = 220 Imperial gallons, or 264 U.S. gallons)

Initials _____

Type of Discharge

☐ continuous ☐ batch ☐ both

Quality

Use the check boxes to indicate whether any of the following types of wastes are discharged:

Flammable or explosive waste	☐ yes	☐ no
Obstructive waste	☐ yes	☐ no
Air contaminant waste	☐ yes	☐ no
High temperature waste	☐ yes	☐ no
Corrosive waste	☐ yes	☐ no
Biomedical waste	☐ yes	☐ no
Food waste	☐ yes	☐ no
Radioactive waste	☐ yes	☐ no
Seawater	☐ yes	☐ no

Hazardous Waste

Does any process within the plant produce special waste as defined under the Hazardous Waste Regulation of the Environmental Management Act.

(Bylaw 3350)

☐ yes ☐ no ☐ don't know

Wastewater Characteristics

In the space provided below, check the appropriate box for each wastewater contaminant to dictate whether the contaminant listed is "known to be present", "suspected to be present", "suspected to be absent", or "known to be absent" in the wastewater discharge.

If a contaminant is "known to be present" or "suspected to be present", estimate the expected average and maximum daily contaminant concentrations in the spaces provided.

If wastewater discharges have been sampled and analyzed in the past, please attach examples of sampling data.

Initials _____

Wastewater Contaminants	Known to be present	Suspected to be present	Suspected to be absent	Known to be absent	Expected Concentration mg/L (ppm)	
					Average	Maximum
<u>Conventional Contaminants</u>						
Ammonia	()	()	()	()	_____	_____
Biochemical Oxygen Demand (BOD)	()	()	()	()	_____	_____
Chemical Oxygen Demand (COD)	()	()	()	()	_____	_____
Suspended Solids	()	()	()	()	_____	_____
Oil and Grease (total)	()	()	()	()	_____	_____
pH max___ min ___	()	()	()	()	_____	_____
<u>Organic Contaminants</u>						
Oil and Grease (hydrocarbons)	()	()	()	()	_____	_____
Phenols (total)	()	()	()	()	_____	_____
Phenols (chlorinated)	()	()	()	()	_____	_____
Polynuclear Aromatic Hydrocarbons (PAH)	()	()	()	()	_____	_____
PCBs	()	()	()	()	_____	_____
Pesticides	()	()	()	()	_____	_____
Tetrachloroethylene	()	()	()	()	_____	_____
Organo-tin compounds	()	()	()	()	_____	_____
Benzene	()	()	()	()	_____	_____
Ethylbenzene	()	()	()	()	_____	_____
Toluene	()	()	()	()	_____	_____
Xylenes	()	()	()	()	_____	_____
Solvents (specify)	()	()	()	()	_____	_____
					Initials _____	
(Bylaw 3350)						

Wastewater Contaminants	Known to be present	Suspected to be present	Suspected to be absent	Known to be absent	Expected Concentration mg/L (ppm)	
					Average	Maximum
<u>Inorganic Contaminants</u>						
Arsenic	()	()	()	()	_____	_____
Cadmium	()	()	()	()	_____	_____
Chloride	()	()	()	()	_____	_____
Chromium	()	()	()	()	_____	_____
Cobalt	()	()	()	()	_____	_____
Copper	()	()	()	()	_____	_____
Cyanide	()	()	()	()	_____	_____
Iron	()	()	()	()	_____	_____
Lead	()	()	()	()	_____	_____
Manganese	()	()	()	()	_____	_____
Mercury	()	()	()	()	_____	_____
Molybdenum	()	()	()	()	_____	_____
Nickel	()	()	()	()	_____	_____
Selenium	()	()	()	()	_____	_____
Silver	()	()	()	()	_____	_____
Sulphate	()	()	()	()	_____	_____
Sulphide	()	()	()	()	_____	_____
Zinc	()	()	()	()	_____	_____
Other	()	()	()	()	_____	_____

Initials _____

3. Number of Connections to Sewer

(a) Sanitary Sewer

Domestic waste only _____

Non-domestic waste only _____

Combined domestic and non-domestic waste _____

(Note connection locations on attached site plan.)

Is stormwater discharged to sanitary sewer? yes () volume _____ m³/day
no ()

Is uncontaminated water discharged to sanitary sewer? yes () volume _____ m³/day
no ()

(Note connection locations on attached site plan.)

(b) Storm Sewer

Stormwater only _____

Uncontaminated water only _____

Combined stormwater and uncontaminated water _____

(Note connection locations on attached site plan.)

Is domestic waste discharged to storm sewer? yes () volume _____ m³/day
no ()

(Note connection location on attached site plan.)

Is non-domestic waste discharged to storm sewer? yes () volume _____ m³/day
no ()

Initials _____

4. Sources of Wastewater Discharge to Sewer

(Note location of sources and control works on attached site plan.)

SOURCE OF WASTEWATER
(e.g., galvanizing line rinse tank)

CONTROL WORKS TREATING EACH
SOURCE PRIOR TO DISCHARGE TO SEWER*
(e.g., Trade Waste Interceptor)

(a) **Sanitary Sewer**

(b) **Storm Sewer**

*Control Works include: small drainage, oil/water separators, grease traps, filters, reverse osmosis units, ion exchange units, neutralization facilities and other wastewater pre-treatment works.

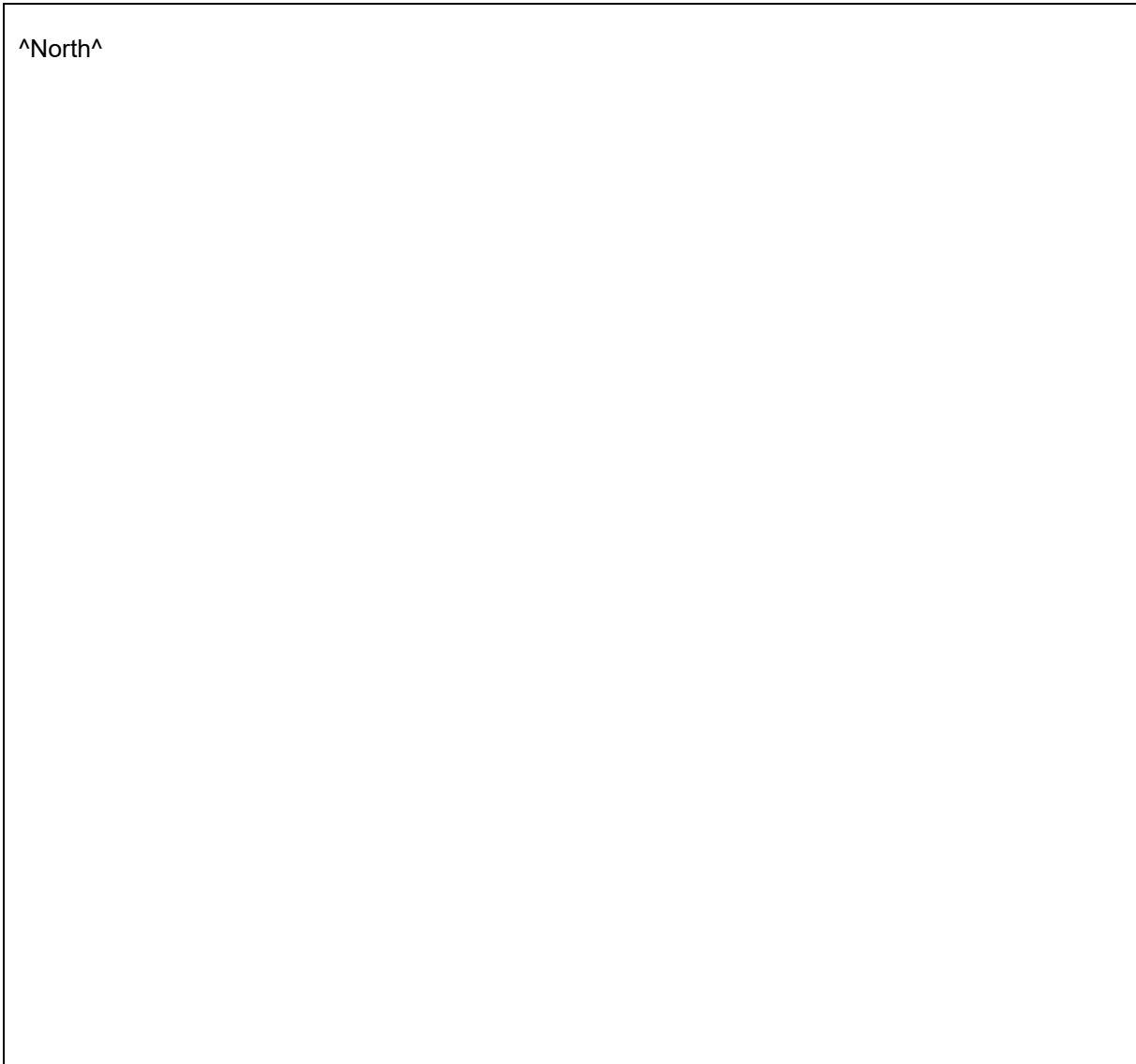
Initials _____

5. Site Plan

Sketch a site plan in the area provided below or attach a site plan to this application form. The plan shall include property lines, buildings, pre-treatment works, effluent lines, sanitary and storm sewer connections, flow measuring devices and monitoring points (or available sampling locations).

(Include approximate scale on site plan.)

^North^



Initials _____

6. Declaration

I, _____, declare that the information given on this application form is correct to the best of my knowledge.	
_____ (Date)	_____ (Signature of Applicant or Agent)
_____ (Title)	_____ (Phone Number)

If you elect to appoint an Agent, please complete the following:	
I, _____ (Print Name)	(_____) (Title)
_____ (Signature)	
hereby authorize _____ (Print Name)	_____ (Affiliation)
to deal with you directly on all aspects of the subject application.	

The collection of this information is authorized under the Capital Regional District Sewer Use Bylaw and Sections 29 and 30 of the *Environmental Management Act* and will be used for the purpose of administration, including enforcement, of the Sewer Use Bylaw and orders made pursuant to the *Environmental Management Act*. (Bylaw 3350)

Enquiries about the collection or use of information in this form can be directed to the Freedom of Information and Protection of Privacy Contact: (250) 360-3089. (Bylaw 3016)

Initials _____