



UNION SANITARY DISTRICT
5072 BENSON ROAD
UNION CITY, CA 94587
(510) 477-7500

GROUNDWATER DISCHARGE PERMIT INSTRUCTIONS

INSTRUCTIONS FOR COMPLETING GROUNDWATER DISCHARGE PERMIT APPLICATION

COVER SHEET

A Cover Sheet must accompany the Groundwater Discharge Permit Application and be signed by a responsible corporate official per 40 CFR 403.12(l) who has legal authority to bind the Applicant business. Submittal of the original wet-signed document must be submitted to the Union Sanitary District (USD). Electronic submittals are not accepted.

Enter the Company Name and date of submittal. Also, include information of the person to be contacted regarding this permit application.

PART A. GENERAL INFORMATION

- A1. Project/Site Name – Enter the name used to identify the premises or project discharging groundwater.
- Permit No. - Assigned by Union Sanitary District (USD).
- A2. Permit Applicant's Legal Business Name – Enter the legal business name of the company who is seeking permit coverage to discharge groundwater into the sanitary sewer.
- A3. Address of Site Generating Groundwater - Enter the full site address of the location where wastewater will be generated pertinent to this Application.
- A4. Permit Applicant's Business Mailing Address - Enter the full mailing address for the Permit Applicant listed in A2.
- A5. Site Assessor's Parcel Number (APN) – Enter the APN for the site(s) where waste groundwater will be generated.
- A6. Permit Applicant's Executive Officer - Enter the name, title, and phone number of the Chief Executive Officer for the Permit Applicant Business listed in A2.
- A7. Designated Contact – This is the primary contact for USD. This person shall be familiar with the permit application and associated permit requirements. Enter the company name, contact name, title, office phone number, mobile phone number, and email address of the Designated Contact. If the designated contact company is the same as the applicant listed in A2, select the checkbox and continue to answer information.
- Designated Contact Address– This is the address of the primary contact listed in A7 where all general correspondence and mailings will be sent.
- A8. Property Owner - Enter the name and phone number of the site's property owner.
Property Owner Address – Enter the address of the property owner.

A9. Site Inspection Contact - Provide the Company name, contact name, title, office phone number, mobile phone number, and email address of the primary contact for site inspections and other site visits. Check box and skip to section A10 if this person is the same as the Designated Contact listed in A7.

A10. Company Operating Treatment System— List the company name, contact name, title, office phone number, mobile phone number, and email address of the company responsible for operating the sediment and/or pollutant abatement equipment.

If this is the same as the Designated Contact listed in A9, select the checkbox and skip to next section.

A11. Emergency Contact – List the company name, contact name, and email address of a person to be contacted in case of an emergency (i.e. spilling of a prohibited substance). List the phone numbers for the Emergency Contact that are monitored during the day and at night.

Permit Application Certification — Enter the name and title of the person signing this application This application must be signed and dated by a responsible corporate official per 40 CFR 403.12(l) who has legal authority to bind the Applicant business. Submittal of the original wet-signed document must be submitted to the Union Sanitary District (USD). Electronic submittals are not accepted.

PART B. SITE DESCRIPTION

B1. Site Activity Generating Wastewater — Review the list of common activities that generate wastewater and select those that apply and may need coverage under this discharge permit. If the list does not include the wastewater generating activity, select 'other' and list the activity in the space provided.

B2. Provide a detailed description of the site activity generating wastewater for discharge. Elaborate on the primary objective of the project (i.e. utility installation for new residential development). Discharge characterization will be requested in subsequent sections.

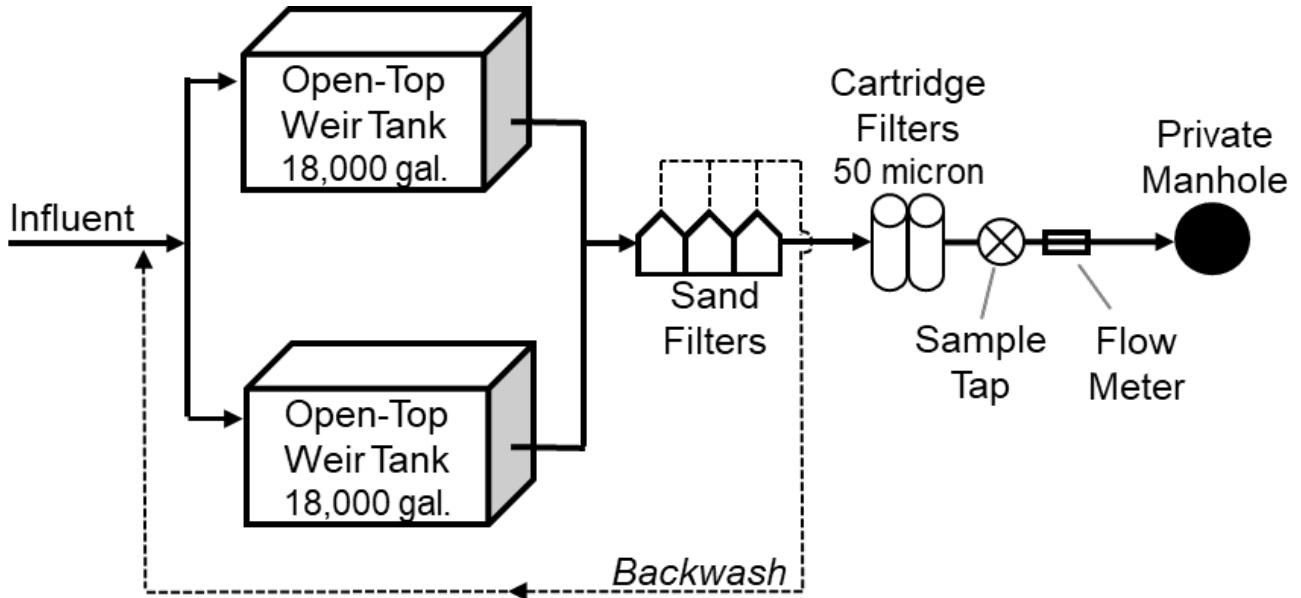
B3. Applicant is expected to investigate potential sources of contamination. In the space provided, describe site contamination and/or proximity to known areas of contamination based upon a site investigation. List pollutants and include concentration where known. For remediation projects, provide copy of approved remedial action plan submitted to the cleanup oversight agency for the work being performed. The site remediation plan can be submitted electronically. Check the appropriate box if remediation plans are to be provided separately. If the investigation shows no known contamination in the area, select the appropriate box and provide a brief description of how this was determined.

B4. Substance Proposed to be Treated and/or Discharged — Give common and technical names of any substance proposed to be treated and/or discharged to the sanitary sewer from the wastewater generating operation. In the "Description" section of the table, briefly describe the physical and chemical properties of each substance. Specify acids, caustics, solvents, and soaps in rinses, etc. Check the appropriate box if discharging only uncontaminated groundwater.

B5. Indicate if the site has a stormwater management plan or Stormwater Pollution Prevention Plan (SWPPP) to prevent comingling of stormwater or sheet runoff with groundwater. Per USD Ordinance 36 Section 2.03, stormwater/rainwater shall not be discharged to the sewer without USD approval.

PART C. SCHEMATIC FLOW DIAGRAMS

- C1. Schematic Flow Diagram(s) — For each major activity in Part B1 in which wastewater is generated, provide a line drawing (schematic flow diagram) showing the flow pattern of groundwater from extraction to the point of discharge. Include all pumps, flow meters, holding tanks, sample points, and pretreatment equipment. Field deviations from this diagram require permit revision by applicant and may cause delays in permit issuance. Mark the check box if the diagram is included on an attached sheet of paper. Please note that letter-sized paper attachments are preferred. Do not submit sheets larger than 11" x 17." An example of the drawing required is shown below. See the Groundwater Permit Reference Sheet for minimum sediment and pollutant treatment system requirements.



PART E. WATER SOURCE & USE

- E1. Select applicable box to indicate if wastewater will be discharged into a private lateral connected to the USD sewer system or discharged directly into a USD manhole or other USD appurtenance.
- For private manhole discharges, approval from the property owner must be obtained.
 - For discharges directly to a USD manhole, the discharger must apply for an Encroachment Agreement. Per USD Ordinance 34, all contractors applying for an encroachment agreement shall maintain, on file with USD, the insurance coverage indicated in the Agreement. These insurance documents must be submitted with the original signed Encroachment Agreement. Please work with the District's Groundwater Program Environmental Compliance Inspector to obtain an Encroachment Agreement once a draft of the Permit Application is ready for District review
- E2. Construction Permit – Permittee must apply separately for a USD Sewer Lateral Permit if the project must construct a physical connection from the project site to any existing sewer facilities outside of the building. Sewer Lateral Permits and associated fees are processed by the District's Customer Service Team.
- (a) Indicate if project involves physical construction or modification of sewer system outside of building.
- (b) If answered 'Yes' to E2(a), provide the USD PTS Project Number provided by the USD Customer Services Department.
- E3. Describe how the discharge point(s) will be secured. The setup must consider public safety and prevent opportunities for illicit discharge and/or negative impacts to the sanitary sewer system. Common elements include suspending the discharge hose through a small hole in a traffic rated trench plate (1" minimum) covering a manhole and fencing or barricades to keep people out of the work area.
- E4. Indicate if the discharge will take place in the public right-of-way. Manholes located in the public right-of-way should be chosen as a last result. If 'Yes' is selected, a copy of the Traffic Control Plan shall be submitted to USD.
- E5. Wastewater Flow - Provide estimated wastewater discharge flow rates.
- (a) Maximum Instantaneous Flow Rate - Indicate the highest flow rate expected at any given time. Use gallons per minute (gpm). The maximum discharge rate as determined by the District is typically 100 gpm. Greater pumping rates require special approval, up to a maximum of 200 gpm. Note: the actual permitted discharge flow rate will be listed with the Permit Conditions issued with the permit.
- (b) Average Daily Flow Rate when discharging – Indicate the average daily discharge volume during periods of discharge. Use gallons per day.
- E6. Characterize the anticipated period of discharge to sewer.
- (a) In the space provided, list the potential hours of discharge for each day of the week. For example, if discharge will occur on Tuesdays for 24 hours, add 12am to 12am in the space under 'Tue.'
- (b) Total Duration of Discharge Project – Indicate how long this discharge permit will be needed.

- E7. List the Make and Model of the final discharge flow meter(s) that will be used to monitor the instantaneous flow rate and total discharge volume. The flow meter must have a non-resettable totalizer with accurate readings within +/- 2% throughout the full operating range. Meter(s) must be appropriately sized, installed, calibrated, and operated per manufacturer recommendations to ensure meter accuracy.

PART F. WASTEWATER CHARACTERIZATION AND TREATMENT

- F1. Wastewater Constituents - Indicate if any of the following constituents, characteristics, or substances can be present in the wastewater. List additional constituents that may be present in the wastewater in the space provided.

For all constituents selected or listed, identify the chemical compounds in the wastewater and show concentrations where known.

- F2. Sample Analysis – Representative samples must be collected and analyzed by a State of California Environmental Laboratory Accreditation Program (ELAP) Certified Laboratory. This requirement may be waived for potable water discharges. Mark the check box if Analytical Laboratory Report(s) are provided separately. See the Groundwater Permit Reference Sheet for requirements.

(a) Describe the sampling location(s) and method(s) of sample collection. Explain the conditions the samples represent (i.e. raw water or post treatment).

(b) Indicate if sample results meet all USD discharge limits prior to treatment. If the raw wastewater does not meet USD discharge limits prior to treatment, a treatment system must be designed and confirmed to meet limits established by USD. Provide additional details in F3.

- F3. Pollution and Solids Abatement - Any dewatering groundwater must be treated for suspended solids, sediments, turbidity and any other pollutant of concern must be removed from the effluent through a filtration system or other approved treatment method prior to entering the sanitary sewer system.

(a) Groundwater Treatment – Select the type(s) of treatment devices or processes used for treating the wastewater before it is discharged to the sanitary sewer. Check as many boxes as appropriate and list additional devices or processes in space provided.

(b) Describe pollutant and solids abatement devices and processes -- Include the pollutant loadings, design capacity, physical size, filter size, treatment chemicals used, etc. for each treatment practice checked in F3(a). The corresponding schematics are to be included in Part C. Mark the check box if additional sheets are included. Please note that letter-sized paper attachments are preferred.

- F4. Designated System Operator – The permittee or a designated representative must be present on-site or immediately available during the discharge period. If the site performs groundwater treatment for pollution and/or solids abatement, a qualified operator of the treatment system shall be on-site or available to maintain the system during all discharge periods. The designated operators shall periodically check the system to ensure proper operation and have the authority to cease discharge if necessary. Provide the name, title, company name, and mobile phone number for the Lead System Operator and the Backup System Operator.