

## **COVER SHEET INSTRUCTIONS SIGNATORY REQUIREMENTS**

Per EPA requirements, 40 CFR Section 403.12, all applications, reports, or information submitted to the District must be signed as required below:

1. By a responsible corporate officer, if the Industrial User submitting the reports is a corporation. For the purpose of this paragraph, a responsible corporate officer means:
  - a. a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy-or decision-making functions for the corporation, or;
  - b. the manager of one or more manufacturing, production, or operation facilities employing more than 250 persons or having gross annual sales or expenditures exceeding \$25 million (in second-quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.
2. By a general partner or proprietor if the Industrial User submitting the reports is a partnership or sole proprietorship receptively.
3. By a duly authorized representative of the individual designated in paragraph (1) or (2) of this section if:
  - a. the authorization is made in writing by the individual described in paragraph (1) or (2);
  - b. the authorization specifies either an individual or a position having responsibility for the overall operation of the facility from which the industrial discharge originates, such as the position of plant manager, operator of a well, or a well field superintendent, or a position of equivalent responsibility, or having overall responsibility for environmental matters for the company; and
  - c. the written authorization is submitted to the sanitary district.
4. If an authorization under paragraph (3) of this section is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, or overall responsibility for the environmental matters for the company, a new authorization satisfying the requirements of paragraph (3) of this section must be submitted to the sanitary district prior to or together with any reports to be signed by an authorized representative.



## INSTRUCTIONS FOR COMPLETING PART A

### SECTION 1. APPLICATION

Type or print the information requested.

1. Applicant Business Name — Enter the name or title of your business.
2. Address of Premise Discharging Groundwater — Enter the full street address of the building or premise which is producing the groundwater pertinent to this Application.
3. Business Address — Enter the business street address and the full mailing address.
4. Chief Executive Officer — Enter the name, title and full mailing address of the Applicant's Chief Executive Officer in the home office. (This is often not the same address as given in A3.)
5. Person to be contacted about this application — Give name of the person who is thoroughly familiar with the facts reported on these forms and who can be contacted by the Agency staff.
6. Person to be contacted in case of an **emergency** — Give the name, title and telephone number(s) of the responsible person who can be contacted in case of an emergency (e.g., spilling of a prohibited substance.) This should be the same person to be contacted on **routine visits**.
7. Certification — The Application must be signed and dated by an officer, employee, or other agent of the business who has legal authority to bind the Applicant business. Also print or type the name and title of the person signing the Application.

RETURN THE APPLICATION AND REQUIRED PART(S) TO THE AGENCY'S ADDRESS SHOWN AT THE TOP OF PART A.



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

**GROUNDWATER DISCHARGE PERMIT**  
PART A — APPLICATION/PERMIT

Please use typewriter or computer

**SECTION 1 — APPLICATION**

**A1.** Applicant Business Name: \_\_\_\_\_ Permit No.: \_\_\_\_\_

**A2.** Address of Premises Discharging Wastewater: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**A3.** Business Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**A4.** Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**A5.** Chief Executive Officer: \_\_\_\_\_ Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**A6.** Person to be contacted about this application: \_\_\_\_\_  
Title: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

**A7.** Person to be contacted in case of an **emergency** or on **routine inspection**:  
Name: \_\_\_\_\_ Title: \_\_\_\_\_ Day Phone: \_\_\_\_\_  
Night Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
Alternate Contact: \_\_\_\_\_ Title: \_\_\_\_\_

**A8. 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 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.

I further certify that the sampling and analyses performed for and submitted with this report are representative of normal work cycles and expected pollutant discharges and conform to EPA 40 CFR 136 requirements."

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



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**GROUNDWATER DISCHARGE PERMIT**

**PART A (cont'd)**

**SECTION 1 — APPLICATION**

**1. Name and Address of Property Owner:**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Street** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**2. Name, Business Name and Address of Consultant::**

**Business Name:** \_\_\_\_\_  
**Project Manager:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_  
**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**3. Person to Receive Mailings and Billing:**

**Company Name:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Street:** \_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Comments:**

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## 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 plating, food canning, et cetera.

1. Business Activity — Describe the principal activity on the premise. For the purpose of completing this Part, an activity is a major business class of manufacture (see Examples above). Enter the standard Industrial Classification (SIC) Code Number, as found in the 1972 Edition of the Standard Industrial Classification Manual prepared by the Executive Office of the President, Office of Management and Budget, which is available from the Government Printing Office at Washington, D.C. or at San Francisco, California. DO NOT USE PREVIOUS EDITION OF THE MANUAL. Copies are also available for examination at most public libraries.

- (a) Product — List the types of products, giving the common or brand name and the proper or scientific name. Enter from your calendar year, and the estimated production for this calendar year. Attach additional pages if necessary.
- (b) Description — Describe the groundwater generating process occurring on the premises, including any seasonal variation in groundwater discharge volumes, plant operations, raw materials, and chemicals used in process and/or production.

EXAMPLE: At the location, we manufacture paints by a dispersion process in which pigments (magnesium silicates, iron oxides, titanium dioxide and organic pigments) are incorporated into a liquid media consisting of binders (alkyd, phenolic vinyl, acrylate and polyether) and thinners (acetate, aliphatic and/or aromatic hydrocarbons as well as water). All raw materials are purchased from an outside supplier. Production is uniform throughout the year. Groundwater is generated for discharge to the community sewer from the washing of the mixing vats. Consequently, all raw materials and products can find their way into the community sewers.

- (c) Substance Proposed to be Discharged — 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," briefly describe the physical and chemical properties of each substance.

### 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) Circle the days of the week that the groundwater discharge from this activity occurs.

### Variation in Operation:

Indicate whether the business activity is continuous through the year or if it is seasonal. If the activity is seasonal, circle the months of the year during which discharge occurs. Make any comments you feel are required to describe the variation in operation of your business activity.

Other Liquid Wastes — List the type and volume of liquid wastes removed from the premises other than by the community sewer. Under description, indicate the type of materials (scientific and common name) in the waste. Also, in the column headed "REMOVED BY," write the name and address of the company who hauls this material. If you do your own removal and disposal, indicate by writing you "Business Name."



UNION SANITARY DISTRICT  
 5072 Benson Road  
 Union City CA 94587  
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**GROUNDWATER DISCHARGE PERMIT  
 PART B — BUSINESS DESCRIPTION**

Permit No.: \_\_\_\_\_

Purpose — The Business Description is primarily used to determine the substances which may enter into the groundwater discharge from the Business Activity. The production quantities are necessary for State and Federal Reports.

**B1. Business Activity** — (Complete a separate Part B for each major business activity occurring on the premise.)

ACTIVITY: \_\_\_\_\_ SIC: 

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(a) Product:

TYPE OF PRODUCTS (Brand Name)	QUANTITIES				
	PAST CALENDAR YEAR		ESTIMATED THIS CALENDAR YEAR		
	Amount		Units	Amount	
	Avg.	Max.		Avg.	Max.

(b) Description — Describe the groundwater generating operations. Indicate variations in production and operations during the year. (Use additional sheets as necessary.)

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(c) Substances Proposed to be Discharged — Give common and technical names of any materials or product proposed to be discharged to the sewer. Briefly describe the physical and chemical properties of each substance and product.

NAME	DESCRIPTION

**B2. Discharge Period:**

(a) Discharge occurs daily from \_\_\_\_\_ to \_\_\_\_\_

(b) Circle the days of the week that the discharge occurs: **S M T W T F S**

**B3. Variation of Operation:**

Indicate whether the business activity is: Continuous throughout the year, or Seasonal - Circle the months of the year during which discharge occurs: **J F M A M J J A S O N D**

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

**EPA Hazardous Waste Generator No.:** \_\_\_\_\_

**B4. Other Liquid Wastes** — List the type and volume of liquid waste removed from the premises by means other than community sewers and disposal site.

DESCRIPTION	VOLUME (gal/mo.)	REMOVED BY (name & address)	DISPOSAL SITE

## **INSTRUCTIONS FOR COMPLETING PART C**

General Instructions — Type or print the information. A separate Part C should 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 in on an attached sheet of paper (all sheets should be letter size.) Number each process which generates groundwater using the same numbering as in the building layout or plant site plan shown in Part D.



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**GROUNDWATER DISCHARGE PERMIT  
PART C — SCHEMATIC FLOW DIAGRAM**

Permit No.: \_\_\_\_\_

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

Schematic Flow Diagram — For each major activity in which groundwater is generated, draw a diagram of the flow materials and water from start to completed product, showing all unit processes generating groundwater. Number each unit process having discharges to the community sewer. Use these numbers when showing this unit process in the Building Layout in Part D.

Blank area for drawing the Schematic Flow Diagram.

## **INSTRUCTIONS FOR COMPLETING PART D**

General Instructions — Type or print the information.

Building Layout — A building layout or plant site plan of the premise is required to complete 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 must be clearly identified as well as all sanitary and groundwater drainage plumbing. Number each unit process discharging groundwater to the community sewer. Use the same numbering system shown in Part C (Schematic Flow Diagram).



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**GROUNDWATER DISCHARGE PERMIT  
PART D — BUILDING LAYOUT**

Permit No.: \_\_\_\_\_

Purpose — The Building Layout shows the groundwater generating operations which contribute to each building sewer. This building layout will also enable the District and the applicant to select suitable sampling locations for determining and verifying groundwater strength.

Building Layout — Draw to scale the location of each building on the premises. Show location of all water meters, storm drains, numbered unit processes (from Part C), community sewers and each building sewer connected to the community sewers. Number each building sewer and possible sampling location. Show public streets and property lines.

Blank area for drawing the building layout.

## 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. Water Use and Disposition — Indicate water received and groundwater discharged in gallons per day averaged for the preceding twelve month period. Specify in space provided the name of the agency providing primary water service.

The total supply should be checked using recent water bills to verify the amounts shown. If supply is not metered, show detailed estimate on separate sheet.

- E2. Number of Employees — Enter the average number of office and production employees at the premises daily during the preceding twelve month period. If there is more than one shift per day, enter the average number of employees per shift and the number of hours in each shift. Describe in space provided if necessary.

- E3. Source of Groundwater Discharged — Item E3 shows the percentage of source water on each water meter used for computing the sewage disposal service charge.

Step 1 Enter the number of each meter (municipal and private) serving the premise.

Step 2 For each meter, enter the percentage of water discharged to each building sewer. If you have more than one building sewer, show on a separate page the method and calculations used to determine the proportioning to building sewers.

Step 3 Enter the total percentage discharged to all building sewers for each water meter by adding the figures in each building sewer column.



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**GROUNDWATER DISCHARGE PERMIT  
 PART E — WATER SOURCE & USE**

Permit No.: \_\_\_\_\_

Purpose — The Water Source and Use information will enable the District to determine the volumes and sources of groundwater discharged to the community sewer.

- E1. Water Use and Disposition — Average quantity of water received and groundwater discharged daily.**  
**Note: Show on separate sheet the method and calculations used to determine the quantities on table.**

WATER USED FOR:	SUPPLIED FROM			DISCHARGED TO	
	ACWD	OTHER (1)		USD SEWER	OTHER (2)
	gal.day	gal.day	Source	gal.day	Discharge To
Domestic					
Processes					
Boiler					
Cooling					
Washing					
Irrigation					
Product					
Other (3)					
<b>TOTAL</b>					

**Notes:**

- (1) Enter the quantity and the appropriate code letter indicating the source:  
 a. well    b. creek    c. estuary    d. bay    e. storm drain    f. reclaimed water
- (2) Enter the quantity and the appropriate code letter indicating the discharge point:  
 a. well    b. creek    c. estuary    d. bay    e. storm drain    f. rail barge    g. evaporation    h. product
- (3) Describe:

- E2. Number of Employees**

WEEKDAY SATURDAY SUNDAY	OFFICE		PRODUCTION (number of employees per shift)					
	No.	Hours	DAY SHIFT		SWING SHIFT		NIGHT SHIFT	
			No.	Hours	No.	Hours	No.	Hours
		to		to		to		to
		to		to		to		to
		to		to		to		to

Describe if necessary:

LANDSCAPE METER:    YES \_\_\_\_\_    NO \_\_\_\_\_    Account #: \_\_\_\_\_  
 PRIVATE METER:    YES \_\_\_\_\_    NO \_\_\_\_\_

- E3. Source of Groundwater Discharged**

Alameda County Water District	Percent (%) Discharged to Building Sewer:				TOTAL % DISCHARGED TO ALL SEWERS
	Sewer No. 1	Sewer No. 2	Sewer No. 3	Sewer No. 4	

## INSTRUCTIONS FOR COMPLETING PART F

General Instructions: Type or print the information. Part F is to be completed by all businesses who require groundwater Strength Determination. Use a separate sheet for each building sewer that discharges groundwater to a community sewer. (NOTE: A building sewer is a sewer conveying the groundwater of a discharger from a building or structure to a community sewer.)

- F1. Building Sewer No. — Enter the building sewer number for which this sheet of Part F has been completed. Use the same number as shown on Part D.
- F2. Groundwater Flow Rate — Estimate the peak hourly discharge rates from the premise (i.e., the quantity which might be discharged during any one hour). The maximum daily rate is the greatest flow which might be discharged in any one work day. The annual daily average is the flow for an average workday taken over one 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, et cetera, are taken into consideration.
- F3. Batch Discharge — A batch discharge is one which results from the draining of storage tanks or process tanks to the building sewer.
- Enter the number of batch discharges per month during the operating season of maximum flow.
  - Enter the days of the week the discharge occurs and times of day the discharge usually occurs.
  - Enter the average gallons discharged during each batch discharge operation.
  - Enter the rate of flow in the building sewer from the batch discharges.  
(i.e., rate of flow from the batch discharge =  $\frac{\text{No. of gallons in batch discharge}}{\text{duration for a single discharge}}$ )
- F4. Groundwater Constituents — Indicate, by checking the appropriate box, if your groundwater discharge contains any of the indicated constituents, characteristics, or substances as a result of the raw materials, processes or products used. Identify the algicides, hydrocarbons, pesticides, solvents and radioactivity discharged, if any, in the groundwater, and show concentrations where known.



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**GROUNDWATER DISCHARGE PERMIT  
 PART F — BUILDING SEWER DISCHARGE**

Permit No.: \_\_\_\_\_  
 Sampling \_\_\_\_\_  
 Location: \_\_\_\_\_

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 building sewer.

F1. Building Sewer No. \_\_\_\_\_ (From Part D)

F2. Groundwater Flow Rate

PEAK HOURLY		MAX. DAILY		ANNUAL DAILY AVG.		IF OPERATIONS ARE SEASONAL AVERAGE DAILY (GALLONS/DAY)			
gallons/minute		gallons/day		gallons/day		Seasonal min.		Seasonal max.	
A		B		C		D		E	

F3. If Batch Discharge, indicate:

- a. Number of batch discharges: \_\_\_\_\_ per month
- b. Time of batch discharges: \_\_\_\_\_ at \_\_\_\_\_  
 (Days of Week) (Hours of Day)
- c. Average quantity per batch: \_\_\_\_\_ gallons.
- d. Flow Rate: \_\_\_\_\_ gallons/minute

F4. Groundwater Constituents—Indicate if any of the following constituents, characteristics or substances is or can be present (X) in your groundwater discharge as a result of your operations (for all chemicals or materials stored or used on site).

CODE	CONSTITUENTS	CODE	CONSTITUENTS	CODE	CONSTITUENTS
ALGC	Algicides *	FORMA	Formaldehyde	RAD	Radioactivity *
AL	Aluminum	HC	Hydrocarbons *	SE	Selenium
NH3N	Ammonia	I-	Iodide	AG	Silver
SB	Antimony	FE	Iron	NA	Sodium
AS	Arsenic	PB	Lead	SOLV	Solvents
BA	Barium	MG	Magnesium	SO4=	Sulfate
BE	Beryllium	MN	Manganese	SO3=	Sulfite
B	Boron	HG	Mercury	S=	Sulfide
BR-	Bromide	MO	Molybdenum	MBAS	Surfactants MBAS
CD	Cadmium	NI	Nickel	TEMP	Temp Above 140° F
CA	Calcium	O&G M	Oil and Grease (mineral)	TEMP	
CL2	Chlorine	O&G T	Oil and Grease (Total)	TI	Titanium
CL-	Chloride	PESTC	Pesticides *	SN	Tin
CR	Chromium	pH	pH Increase (+)	V	Vanadium
CO	Cobalt	pH	pH Decrease (-)	TVA	Volatile Acids
CU	Copper	PHENL	Phenols	ZN	Zinc
CN-	Cyanide	P	Phosphorus		
F-	Fluoride	K	Potassium		

\* Identify the chemical compounds or elements and concentrations where known.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

F5. Attach copy of HMMP and/or Chemical Inventory List (if no HMMP, include all available MSDS).

Comments:

\_\_\_\_\_  
 \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING PART F (Continued)

- F6. Groundwater Strength Estimates — Enter the average and maximum concentration of each of the indicated elements of groundwater strength for this building sewer. The "Average Strength" should approximate the flow-composited strength during the preceding twelve-month period.

$$\text{(Flow composited strength)} = \frac{\text{Total milligrams of substance discharged for year}}{\text{Total annual volume of water discharged in liters}}$$

The "Maximum Strength" is the maximum concentration that would be measured in any grab sample taken at any time during the preceding twelve-month period from this building sewer.

The "Chlorine Demand" of a groundwater is the amount of chlorine required to produce a free chlorine residual of 0.1 mg/L after a contact time of 15 minutes as measured by the Iodometric Method on a sample at a temperature of 20°C in conformance with the Standard Method.

### F6. Pollution Abatement Practices

- a. Check the type of treatment, if any, given the groundwater 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 facility's effectiveness. This will require a description of the physical characteristics and size of the facility. (Attach sheet to show details of pretreatment process.)

- b. Planned Groundwater Treatment Improvements

Attach additional sheets if necessary, to show details of changes in groundwater treatment and disposal methods planned or under construction.



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 5072 Benson Road  
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**GROUNDWATER DISCHARGE PERMIT  
 PART F (cont'd) — BUILDING SEWER  
 DISCHARGE**

Permit No.: \_\_\_\_\_

**F6. Groundwater Strength Estimates** — Enter the average annual and maximum groundwater strength for this building for each of the following estimates of groundwater strength for the period covered by the Permit.

**ANY SIGNIFICANT DEVIATION FROM THESE VALUES CAN RESULT IN TERMINATION OF THE PERMIT.**

ELEMENTS OF GROUNDWATER STRENGTH	UNIT	CODE	J	AVERAGE	I	MAXIMUM
Suspended Solids	mg/l	TSS				
Total Chemical Oxygen Demand	mg/l	CODT				

If data from a commercial laboratory was used to determine the values, please give the name and address of the laboratory.

\*  
 Name: \_\_\_\_\_ Address: \_\_\_\_\_

**F7. Pollution Abatement Practices**

a. Groundwater Pretreatment—Check the type of treatment, if any, given groundwater from this building sewer before it is discharged to the District sewer:

none   
  holding tank   
  grease trap   
  oil and water separator   
  grinding   
  sedimentation  
 pH adjustment   
 biological treatment   
 screening   
 chlorination   
 other \_\_\_\_\_

Description:

Describe the loading rates, design capacity, physical size, etc. of each pretreatment facility checked above. Use additional sheets if necessary and attach schematic plans of all pretreatment systems.

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b. Planned Groundwater Pretreatment Improvements — Describe any changes in treatment or disposal methods planned or under construction for the groundwater carried by this building sewer. Show estimated time schedule where possible.

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