

**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

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Scientific Programs, CRD Environmental Services Department, Telephone (250) 360-3256, Facsimile (250) 360-3254  
(Bylaw 3350)

**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 m<sup>3</sup> in a 30-day period?: ( ) yes ( ) no

Is the Discharge greater than 10 m<sup>3</sup> in a 24-hour period?: ( ) yes ( ) no

**Frequency**

Maximum discharge flow rate: \_\_\_\_\_ (m<sup>3</sup>/day)

Average daily discharge flow rate: \_\_\_\_\_ (m<sup>3</sup>/day)

Method of flow rate determination: \_\_\_\_\_

( ) measured ( ) estimated

(Note: 1m<sup>3</sup> = 220 Imperial gallons, or 264 U.S. gallons)

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**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.

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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
<b><u>Conventional Contaminants</u></b>						
Ammonia	( )	( )	( )	( )	_____	_____
Biochemical Oxygen Demand (BOD)	( )	( )	( )	( )	_____	_____
Chemical Oxygen Demand (COD)	( )	( )	( )	( )	_____	_____
Suspended Solids	( )	( )	( )	( )	_____	_____
Oil and Grease (total)	( )	( )	( )	( )	_____	_____
pH max___ min ___	( )	( )	( )	( )	_____	_____
<b><u>Organic Contaminants</u></b>						
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
<b><u>Inorganic Contaminants</u></b>						
Arsenic	( )	( )	( )	( )	_____	_____
Cadmium	( )	( )	( )	( )	_____	_____
Chloride	( )	( )	( )	( )	_____	_____
Chromium	( )	( )	( )	( )	_____	_____
Cobalt	( )	( )	( )	( )	_____	_____
Copper	( )	( )	( )	( )	_____	_____
Cyanide	( )	( )	( )	( )	_____	_____
Iron	( )	( )	( )	( )	_____	_____
Lead	( )	( )	( )	( )	_____	_____
Manganese	( )	( )	( )	( )	_____	_____
Mercury	( )	( )	( )	( )	_____	_____
Molybdenum	( )	( )	( )	( )	_____	_____
Nickel	( )	( )	( )	( )	_____	_____
Selenium	( )	( )	( )	( )	_____	_____
Silver	( )	( )	( )	( )	_____	_____
Sulphate	( )	( )	( )	( )	_____	_____
Sulphide	( )	( )	( )	( )	_____	_____
Zinc	( )	( )	( )	( )	_____	_____
Other	( )	( )	( )	( )	_____	_____

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**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 \_\_\_\_\_ m<sup>3</sup>/day  
no    ( )

Is uncontaminated water discharged to sanitary sewer?    yes    ( ) volume \_\_\_\_\_ m<sup>3</sup>/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 \_\_\_\_\_ m<sup>3</sup>/day  
no    ( )

(Note connection location on attached site plan.)

Is non-domestic waste discharged to storm sewer?    yes    ( ) volume \_\_\_\_\_ m<sup>3</sup>/day  
no    ( )

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**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)
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(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.

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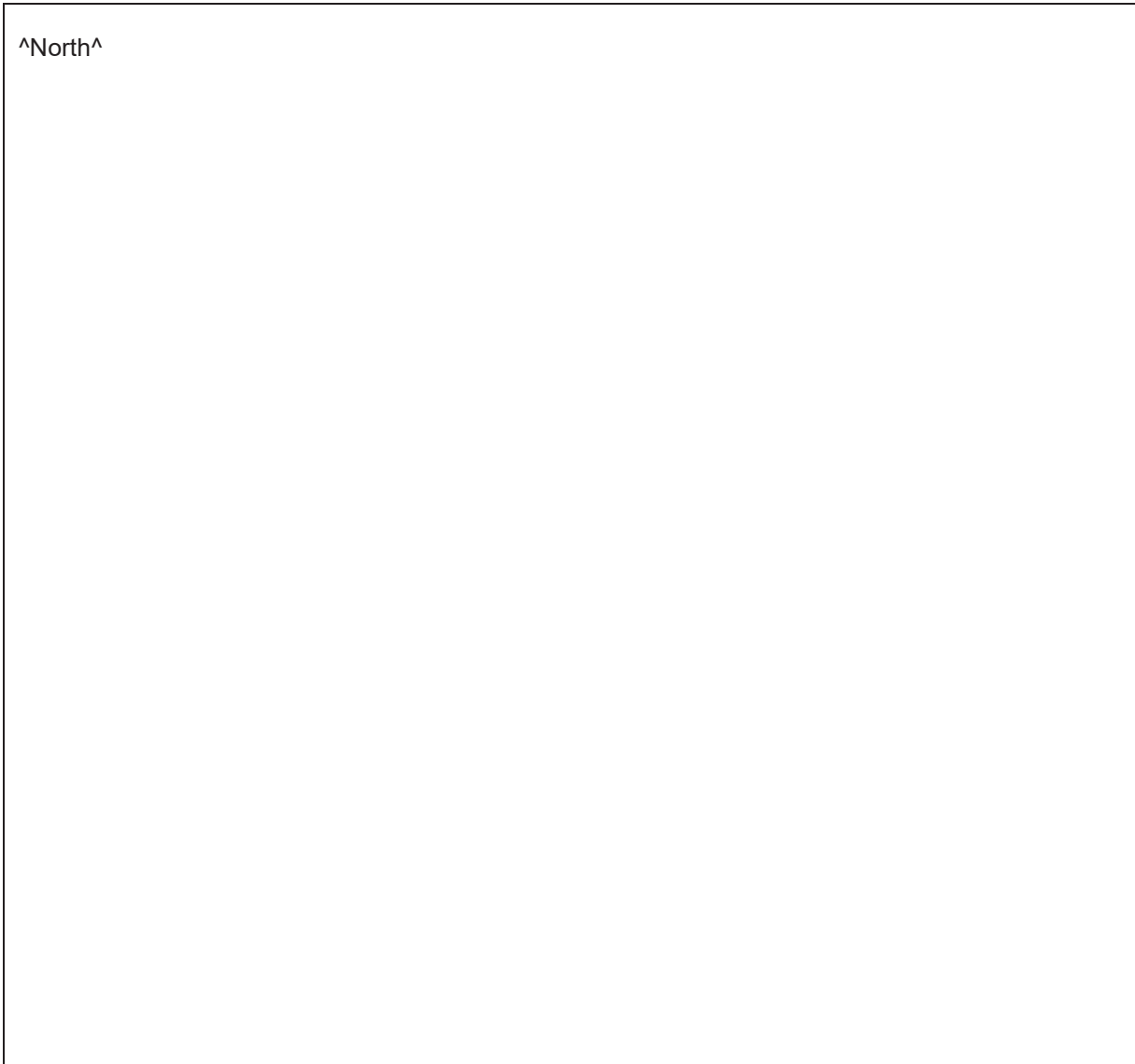


**5. Site Plan**

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 \_\_\_\_\_

