

2018 ANNUAL REPORT

INDUSTRIAL WASTE PRETREATMENT PROGRAM

COUNTY SANITATION DISTRICTS OF LOS ANGELES COUNTY

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EXHIBIT B
INFORMATION AND INSTRUCTIONS FOR OBTAINING AN INDUSTRIAL
WASTEWATER DISCHARGE PERMIT


[About Us](#)
[Residents](#)
[Businesses](#)
[Solid Waste & Recycling](#)
[Wastewater & Sewer Systems](#)
[Education](#)
[Environment](#)

[Homepage](#) > [Wastewater & Sewer Systems](#) > [Industrial Waste](#) > Obtaining an Industrial

[E-mail](#)

[Print](#)
[Wastewater Discharge Permit](#)

Navigation

[About the Industrial Waste Section](#)
[Obtaining an Industrial Wastewater Discharge Permit](#)
[Industrial Waste Policies](#)
[Industrial Waste Ordinances](#)
[Industrial Waste Forms](#)
[Dental Offices](#)
[Dry Cleaners](#)
[Liquid Waste Disposal](#)
[Industrial Waste Contacts](#)
[Industry Advisory Council](#)
[Industrial Waste News](#)

For More Information

Sanitation Districts of
Los Angeles County

Public Information

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Industrial Waste Section

Information and Instructions for Obtaining an Industrial Waste Discharge Permit

To obtain a hard copy of this information, please contact the Industrial Waste Section at (562) 908-4288, extension 2900.

[1. INTRODUCTION](#)

- [1.1 Industrial Wastewater Discharge Permit Program](#)
- [1.2 Companies Exempt from Obtaining an Industrial Wastewater Discharge Permit](#)
- [1.3 Surcharge Program](#)
- [1.4 Connection Fee Program](#)
- [1.5 Self Monitoring Program](#)

[2. FEDERAL, STATE, AND LOCAL REGULATIONS](#)

- [2.1 Federal Effluent Limitations](#)
- [2.2 Sanitation Districts' Effluent Limitations](#)
- [2.3 Hazardous Waste Management Requirements](#)
- [2.4 Waste Minimization](#)

[3. INSTRUCTIONS FOR APPLYING FOR AN INDUSTRIAL WASTEWATER PERMIT](#)

- [3.1 Permit Application](#)
- [3.2 Plans](#)
- [3.3 Supporting Information](#)

[4. OVERVIEW OF THE PERMIT EVALUATION AND APPROVAL PROCESS](#)

- [4.1 Local Agency's Evaluation](#)
- [4.2 Sanitation Districts' Evaluation](#)

[5. MAINTAINING A VALID PERMIT](#)

- [5.1 Permit Revision](#)
- [5.2 Permit Addendum](#)
- [5.3 Permit Renewal](#)
- [5.4 Change in Ownership](#)

[6. APPENDICES](#)

- [6.1 Forms Required to Apply for a Permit](#)
 - [Permit for Industrial Wastewater Discharge](#)
 - [Form A: Applicant Questionnaire](#)
 - [Form B: Calculation of Industrial Wastewater Discharge Flow Rate](#)
 - [Form C: Tank Schedule & Spill Containment Calculations](#)
 - [Form D: Check List for an Industrial Wastewater Discharge Permit Submittal](#)
- [6.2 Interceptor per I-2 County Engineer Standard](#)
- [6.3 Sampling Box per I-12 County Engineer Standard](#)
- [6.4 List of Local Agencies](#)

[1. Introduction](#)

The Sanitation Districts of Los Angeles County (Sanitation Districts) are a group of special districts serving the wastewater and solid waste management needs of over 5.4 million people and 2,300 industrial users in Los Angeles County. The Sanitation Districts currently own and operate 11 wastewater treatment plants which handle over 500 million gallons per day (mgd) of wastewater. Treated effluents from these facilities are either discharged to the ocean, surface waters or land, or are reused for applications such as landscape irrigation, groundwater recharge, and industrial processing. In addition to the treatment plants, the Sanitation Districts operate and maintain over 1,400 miles of trunk sewers and 50 pumping plants for conveyance of wastewater.

The Sanitation Districts adopted a [Wastewater Ordinance](#) effective April 1, 1972, as amended on July 1, 1980, July

1, 1983, November 1, 1989, and July 1, 1998, to protect and finance the operation of the Sanitation Districts' wastewater conveyance, treatment, and disposal facilities. Individual Sanitation Districts also adopted [Connection Fee Ordinances](#) in 1981 (which were amended in 1984, 1990, 1992, and 1997). Companies that discharge industrial wastewater to the sewerage system are governed by both the Wastewater Ordinance and the Connection Fee Ordinance for the District in which the discharge is located. These legal mechanisms establish the Sanitation Districts' Industrial Wastewater Discharge Permit, Connection Fee, and Surcharge Programs. The Industrial Wastewater Discharge Permit Program allows for the regulation of industrial wastewater dischargers to protect the public health, environment, and the public sewerage system. The [Surcharge Program](#) requires all industrial companies discharging to the Sanitation Districts' sewerage system to pay their fair share of the wastewater treatment and disposal costs. The [Connection Fee Program](#) requires all new users of the Sanitation Districts' sewerage system, as well as existing users that significantly increase the quantity or strength of their wastewater discharge, to pay their fair share of the costs for providing additional conveyance, treatment, and disposal facilities.

1.1 Industrial Wastewater Discharge Permit Program

The [Wastewater Ordinance](#) requires any business that desires to discharge industrial wastewater to the Sanitation Districts' sewerage system to first obtain an Industrial Wastewater Discharge Permit. Industrial wastewater is defined as all wastewater from any manufacturing, processing, institutional, commercial, or agricultural operation, or any operation where the wastewater discharged includes significant quantities of waste of non-human origin.

1.2 Companies Exempt From Obtaining an Industrial Wastewater Discharge Permit

Businesses that discharge only domestic wastewaters (wastewaters from restrooms, drinking fountains, showers, or air conditioners used for human comfort), or businesses that are determined to have an insignificant impact on the Sanitation Districts' facilities (listed as exempt companies), may not be required to obtain an Industrial Wastewater Discharge Permit. However, exemption from obtaining a Permit does not relieve a company of the responsibility to comply with conditions regulating prohibited and restricted waste discharges, or rainwater diversion requirements specified in the Sanitation Districts' [Wastewater Ordinance](#).

A facility that falls under any of the following categories is **NOT** eligible for exemption from the Industrial Wastewater Discharge Permit Program:

1. Facilities that perform operations regulated by one or more of the federal regulations found in Title 40 Code of Federal Regulations ([40 CFR Parts 401 - 424](#) and [425 - 471](#)).
2. Facilities that have violated discharge standard(s) or caused problem(s) in the sewerage system.
3. Facilities that discharge rainwater (draining from any exposed area of 400 square feet or larger) and/or use a rainwater diversion system that could allow rainwater to flow to the sewer.
4. Facilities that have multiple connections to the sewer and one or more of the connections are required to have a permit.

Exempt Companies:

A facility that falls under any of the categories listed below is eligible for exemption from the Industrial Wastewater Discharge Permit Program. Sanitation Districts' personnel will make the determination as to whether or not a facility is exempt based on collected/submitted information or documentation. Facilities determined to have a potential adverse impact on the sewerage system will be required to obtain a Permit. Operators of industrial facilities may not independently determine the applicability of these criteria and must comply with any and all Sanitation Districts' requests for information or documentation pursuant to this determination.

1. Recreational vehicle dump stations (These facilities are required to obtain RV permits.)
2. Pet shops, animal kennels, animal hospitals and animal shelters
3. Funeral homes and embalming facilities
Exception: Resomation/biocremation facilities
4. Ice skating rinks
5. Warehouses
6. Restaurants and hotels
Exception: Hotels with industrial-sized laundry equipment
7. Retail grocery stores
Exception: Centralized food processing facilities that distribute to other stores
8. Small food processing facilities with wastewater flows less than 500 gallons per day
Exception: Facilities that discharge excessive oil and grease, dissolved sulfides or high-strength waste
9. Retail dry cleaners and coin-operated laundries
10. Other laundry operations which discharge less than 1 million gallons per year (MGY)
11. One-Hour photo shops and small photo processing facilities
Exception: Centralized film processing facilities
12. Printing operations which discharge less than 1 MGY

- Exceptions: Facilities using heavy metal-based inks
Plate-making operations
13. Silk screening operations that are not part of a textile mill and that discharge less than 1 MGY
Exception: Facilities that discharge from operations which involve the use of hazardous chemicals
 14. Facilities that discharge only cooling water bleed-off from comfort cooling systems
 15. Facilities that discharge to Joint Water Pollution Control Plant (JWPCP) under 1 MGY of recirculated noncontact cooling water bleed-off or boiler blowdown
 16. Swimming pools (only filter backwash may be discharged)
Exceptions: Swimming pools located in Santa Clarita Valley Sanitation District
Swimming pools that are part of a Regional Sports Complex
 17. Aquariums that discharge less than 1 MGY to the JWPCP
 18. Medical and professional buildings
Exceptions: Hospitals with overnight beds
Dialysis centers that discharge to WRPs outside the Joint Outfall System or discharge flows over 6 MGY
 19. School and commercial laboratories
 20. Marble, granite and glass cutting facilities with flows under 1 MGY
 21. Machine shops and steam cleaning operations that discharge less than 1 MGY
Exception: Acid cleaning, deburring, brite dipping, and metal coating operations
 22. Auto dealers, auto repair shops, and automotive service stations
Exception: Radiator shops
 23. Car washes with flows less than 6 MGY
Exception: Car washes located in District No. 4
 24. Truck and bus washes with flows less than 1 MGY
Exceptions: Facilities that wash other companies' trucks
Facilities that wash tank trucks or trucks that transport hazardous materials
Facilities located in District No. 4

The exemption list above is non-exhaustive; other facilities may be exempt as determined on a case-by-case basis.

The information contained in this section only applies to the Sanitation Districts' Industrial Wastewater Discharge Permit Program; a facility deemed exempt from the requirement to obtain an Industrial Wastewater Discharge Permit **MAY STILL BE REQUIRED** to obtain permits from other regulatory agencies as well as other Sanitation Districts permits such as those for recreational vehicle dump stations (RV) and sewer connections.

Exemption from the Sanitation Districts' Industrial Wastewater Discharge Permit does not exempt a company from permit requirements imposed by the [Los Angeles County Department of Public Works](#) or the city in which the company is located (referred to as the local agency). The local agency should be contacted to determine if a permit is required. Building permits, plumbing permits, and sewer connection permits do not constitute Industrial Waste Discharge Permits and must be obtained separately. In fact, for construction of new industrial facilities, building permits cannot be obtained without first obtaining a Sanitation Districts-issued Industrial Wastewater Discharge Permit.

A separate permit application must be filed for each connection to the public sewer that carries, or will carry, industrial wastewater. Whenever feasible, as determined by the Sanitation Districts, consolidation of existing multiple connections for each individual discharger will be required. In general, the policy for existing industrial facilities is that additional permits for new sewer connections will not be granted; new wastewater discharges should be accommodated by obtaining a revised permit for the existing connection. For facilities which involve new construction, only one industrial wastewater connection to the public sewer will be allowed.

Industrial Wastewater Discharge Permits are not transferable from one company or person to another. Whenever a change in ownership of a business occurs, a new permit signed by an official of the new company must be obtained.

Industrial Wastewater Discharge Permits for facilities that have been designated to be Significant Industrial Users (SIUs) have a duration of active approval that does not exceed five (5) years. Each permit for an SIU will have a statement of duration or a specific date associated with the approval and issuance. In accordance with Federal regulations, the duration may not exceed five (5) years. A permit review/renewal process will be initiated approximately six (6) months prior to the expiration date to allow the permittee to prepare a formal permit application if necessary.

Specific step-by-step instructions for obtaining an Industrial Wastewater Discharge Permit are included in [Section 3](#) and all the necessary forms are included in [Appendix 6.1](#).

[1.3 Surcharge Program](#)

State and Federal programs require that industrial companies discharging to publicly owned sewerage systems must pay their fair share of wastewater treatment costs. The [Wastewater Ordinance](#) provides a method whereby

industrial companies calculate, based upon their own measurements, annual wastewater surcharge payments. Surcharge rates are determined for each fiscal year based upon the Sanitation Districts' actual treatment costs.

In general, all industrial companies having a wastewater discharge to the sewerage system of over one million gallons during a fiscal year (July 1 to June 30) must file a Sanitation Districts' Wastewater Treatment Surcharge Statement. Companies having discharged under one million gallons of wastewater to the sewer during a fiscal year are considered to have discharged an insignificant quantity of wastewater and must file an Exemption Statement. All companies discharging between one and six million gallons per year of wastewater may file either a "Short Form" or "Long Form" surcharge statement. Companies which have high strength wastewater and discharge less than six million gallons per year may be required to file a "Long Form" surcharge statement. Companies which discharge more than six million gallons annually are required to file a "Long Form" surcharge statement. Each company which occupies one parcel of land, or multiple contiguous parcels of land, must file only one Surcharge Statement or one Exemption Statement, regardless of the number of discharge outlets that the company has in such parcel(s). The total wastewater flow volume, not the individual wastewater flow volume of multiple discharge outlets, should be used as the criteria for determining the applicability of filing an Exemption Statement (for under one million gallons per year) or a "Short Form" surcharge statement (for under six million gallons per year). "Long Form" dischargers are required to prepay the estimated surcharge in quarterly payments. The Surcharge Statement is due August 15 following the end of the fiscal year for both "Long Form" and "Short Form" companies.

1.4 Connection Fee Program

As of December 15, 1981, a Sanitation Districts-wide Connection Fee Program was implemented to provide for future capital expenditures. This program requires all new users of the sewerage system, as well as existing users who expand their wastewater discharge by more than 25 percent, to pay a connection fee to the Sanitation Districts based upon the quantity and the strength of their wastewater discharge. This connection fee applies to residential, commercial, and industrial discharges. For new facilities, the connection fee is to be paid prior to the time the facility is actually connected to the sewer or, in the case of expansions for existing facilities, at the time of expansion of the wastewater discharge. The initial fee purchases a baseline capacity entitlement for the permitted industrial connection. Companies that expand their wastewater discharge, such that the capacity is 25 percent greater than the baseline capacity, will be required to pay a connection fee for the increased discharge, thereby establishing a new baseline capacity entitlement.

For users obtaining permits at industrial sites within the Sanitation Districts' service area, the baseline capacity usually has been established by the previous industrial user. Baseline entitlements remain with the site regardless of change of ownership. The only exception occurs when the original owner of the entitlement relocates to another site within the service area and is allowed to apply the capacity entitlement to the new site under the relocation credit provision of the *Connection Fee Ordinance*. Therefore, a new owner may incur a connection fee for an existing facility if the baseline capacity entitlement is not sufficient for the new production or has been relocated.

1.5 Self Monitoring Program

As a condition for approval of an Industrial Wastewater Discharge Permit, an applicant may be subject to participation in the Sanitation Districts' Self Monitoring Program. This Program requires a company to furnish chemical analyses of its industrial wastewater to the Sanitation Districts on a regular basis. The type and frequency of tests to be performed are determined on a case-by-case basis depending upon the quality and quantity of the industrial discharge and are included as requirements in the Permit.

2. FEDERAL, STATE, AND LOCAL REGULATIONS

2.1 Federal Effluent Regulations

Since June 26, 1978, the Environmental Protection Agency (EPA) has developed regulations for pretreatment of industrial wastes discharged to publicly owned treatment works as required by the Clean Water Act. EPA has developed regulations for over thirty industrial categories which are based on the wastewater effluent quality that can be achieved using established treatment technologies. Specific regulations and effluent limitations are set for each industrial category. The following categories are currently regulated; however, the EPA may add or delete categories in the future. The Sanitation Districts are required by law to administer the EPA's pretreatment program. Further information regarding a specific category's regulations can be obtained by contacting the Sanitation Districts' Industrial Waste Section.

- 1. Aluminum Forming (40 CFR 467):** EPA defines aluminum forming as "the deformation of aluminum or aluminum alloys into specific shapes by hot or cold working such as rolling, extrusion, forging, and drawing." Surface treatment and heat treatment of aluminum parts that are formed at the same plant site are subject to the Aluminum Forming Regulations and are not covered by the Electroplating and Metal Finishing regulations (40 CFR 413 & 433). Casting of aluminum that is subsequently formed at the same plant site is also subject to the Aluminum Forming Regulations. Discharge from the forming operation is not required to be subject to this regulation.
- 2. Battery Manufacturing (40 CFR 461):** Battery manufacturing encompasses the production of modular electric power sources where all or part of the fuel is contained within the unit and electric power is generated directly from a chemical reaction rather than indirectly through a heat cycle engine.
- 3. Carbon Black Manufacturing (40 CFR 458):** This category consists of facilities which manufacture carbon black by the furnace, thermal, channel or lamp processes. Only facilities which have been constructed or significantly modified since May 18, 1976, are regulated.
- 4. Centralized Waste Treatment (40 CFR 437):** This category consists of facilities that receive wastes from off-site for treatment.
- 5. Coil Coating (40 CFR 465):** EPA regulations state that "Coil coating consists of that sequence or combination of steps or operations which clean, surface or conversion coat, and apply an organic (paint) coating to a long thin strip or coil of metal."

6. **Can Making (40 CFR 465)**: This classification is a subcategory of coil coating and has been defined to be "the process or processes used to manufacture a can from a base metal, including aluminum and steel." This category applies to seamless cans only.
7. **Concentrated Animal Feeding Operations (40 CFR 412)**: This category regulates discharge from feed lots for cattle, dairy cattle, swine, sheep, turkeys, chickens, ducks, and horses.
8. **Copper Forming (40 CFR 468)**: This category regulates discharges resulting from the manufacture of formed copper and copper alloy products. The forming operations covered are hot rolling, cold rolling, drawing, extrusion, and forging. Ancillary operations which include surface treatment (pickling, tumbling, burnishing, alkaline cleaning, and surface milling), heat treatment, hydrotesting, sawing, and surface coating with molten metal are also covered by this regulation. Discharge from the forming operation is not required to be subject to this regulation.
9. **Electrical and Electronic Components (40 CFR 469)**: This category consists of all operations associated with the manufacturing of semiconductors, electronic crystals, cathode ray tubes, and luminescent materials except for sputtering, electroplating, and vapor plating operations.
10. **Electroplating (40 CFR 413)**: This category consists of electroplating, anodizing, conversion coating, electroless plating, chemical etching and milling, and the manufacturing of printed circuit boards. This category applies to existing job shops only.
11. **Fertilizer Manufacturing (40 CFR 418)**: This category applies to discharges from the manufacture of sulfuric acid, nitric acid (in concentrations up to 68%), ammonium sulfate by the synthetic process or by coke oven byproduct recovery, and mixed and blend fertilizers. It is only applicable to sulfuric and nitric acid manufacturing processes that have been constructed or significantly modified since December 7, 1973, and ammonium sulfate and mixed and blend fertilizer manufacturing processes that have been constructed or significantly modified since October 7, 1974.
12. **Glass Manufacturing (40 CFR 426)**: This category consists of manufacturers of glass containers, television picture tubes, incandescent lamp envelopes, and hand pressed and blown glass. Only facilities which have been constructed or significantly modified since August 21, 1974, are regulated.
13. **Grain Mills (40 CFR 406)**: This category applies to facilities that process corn, wheat, rice, or other grains into various products.
14. **Ink Formulating (40 CFR 447)**: This category applies to discharges resulting from the formulation of oil-base ink where the tank washing system uses solvents. It is only applicable to processes that have been constructed or significantly modified since February 26, 1975.
15. **Inorganic Chemicals Manufacturing (40 CFR 415)**: This category includes facilities involved in the manufacture of basic inorganic chemicals including alkalies and chlorine, industrial gases, and inorganic pigments.
16. **Iron and Steel (40 CFR 420)**: This category covers steel works, blast furnaces (including coke ovens), rolling mills, electrometallurgical products, steel wire drawing and facilities which produce steel nails and spikes, and steel pipes and tubes. This category does not include coil coating operations.
17. **Leather Tanning and Finishing (40 CFR 425)**: This category consists of the tanning, currying, and finishing of hides and skins into leather.
18. **Metal Finishing (40 CFR 433)**: This category consists of electroplating, anodizing, conversion coating, electroless plating, chemical etching and milling, and the manufacturing of printed circuit boards. This category applies to captive shops (owns 50 percent or more of the surface area finished), and all new source electroplating and metal finishing operations (those which began construction after August 31, 1982).
19. **Metal Molding and Casting (40 CFR 464)**: This category consists of the pouring or injection of molten metal into a mold with the cavity of the mold representing, within close tolerances, the dimensions the final product. This category includes aluminum, copper, ferrous, and zinc casting.
20. **Nonferrous Metals Forming (40 CFR 471)**: This category consists of the deformation of a metal (other than iron) or metal alloy (other than iron as the major component by weight) into specific shapes by hot or cold working, drawing, cladding and tube reducing.
21. **Nonferrous Metals Manufacturing (40 CFR 421)**: This category consists of plants that process nonferrous ore concentrates (primary) and scrap metals (secondary) to recover and increase the metal purity contained in these materials.
22. **Organic Chemicals, Plastics, and Synthetic Fibers (40 CFR 414)**: This category consists of facilities which manufacture organic chemicals, plastics, or synthetic fibers. Companies which simply formulate or package these materials are excluded.
23. **Paint Formulating (40 CFR 446)**: This category applies to discharges resulting from the formulation of oil-base paint where the tank cleaning is performed using solvents. It is only applicable to processes that have been constructed or significantly modified since February 26, 1975.
24. **Paving and Roofing Materials (40 CFR 443)**: This category consists of producers of asphalt paving and roofing emulsions, asphalt concrete, asphalt roofing materials, and linoleum and asphalt felt floor coverings. It is only applicable to facilities that have been constructed or significantly modified since January 10, 1975.
25. **Pesticide Chemicals (40 CFR 455)**: This category includes the manufacturing, formulating, packaging, and repackaging of pesticides.

26. **Petroleum Refining** (40 CFR 419): This category includes operations which produce gasoline, kerosene, distillate fuel oils, residual fuel oils and lubricants, through fractionation or straight distillation of crude oil, redistillation of unfinished petroleum derivatives, cracking or other processes.
27. **Pharmaceutical Manufacturing** (40 CFR 439): This category includes pharmaceutical manufacturing facilities which may use fermentation, extraction, chemical synthesis, mixing/compounding and formulation, or may conduct research.
28. **Porcelain Enameling** (40 CFR 466): EPA defines porcelain enameling as "that sequence or combination of steps or operations which prepare the metal surface and apply a porcelain or fused silicate coating to the metal basis material."
29. **Pulp, Paper, and Paperboard and the Builders' Paper and Board Mills** (40 CFR 430): This category includes pulp mills, paper mills, paperboard mills, and building paper and building board mills.
30. **Rubber Manufacturing** (40 CFR 428): This category consists of manufacturers that reclaim rubber or mold, extrude, or fabricate rubber products, including latex products. It is only applicable to facilities that have been constructed or significantly modified since August 23, 1974.
31. **Soap and Detergent Manufacturing** (40 CFR 417): This category consists of facilities which blend or package liquid detergents or manufacture dry detergents by spray drying, drum drying, or dry blending. Only facilities which have been constructed or significantly modified since December 26, 1973, are regulated.
32. **Steam Electric Power Generation** (40 CFR 423): This category is composed of facilities that are engaged in the generation of electricity for distribution and sale, and use either fossil-type fuel (coal, oil, or gas) or nuclear fuel in conjunction with a thermal cycle that has a steam/water thermodynamic medium.
33. **Textile Mills** (40 CFR 410): This category applies to the fiber preparation and manufacturing/process of the textile industry.
34. **Timber Products** (40 CFR 429): This category consists of a diverse group of manufacturing plants whose primary raw material is wood and whose products range from finished products to hardboard and preserved wood.
35. **Transportation Equipment Cleaning** (40 CFR 442): This category applies to facilities cleaning the interior of tank trucks and intermodal containers that transport chemical and/or petroleum cargos.

2.2 Sanitation Districts' Effluent Limitations

In addition to implementation of EPA limits, the Sanitation Districts also enforce a set of local limits (Phase 1) and Ordinance requirements for all companies discharging to the Sanitation Districts' sewerage system. These limits are applicable to all wastewater dischargers and may not be exceeded at any time. Stricter limits may be applied for any of the Phase I parameters or additional limits may be set on a case-by-case basis to protect the public or the Sanitation Districts' sewerage facilities. Examples of additional constituents which may be limited include, but are not restricted to, total dissolved solids (TDS), high pH, thiosulfate, ammonia, benzene, mercaptans, fluoride, surfactants, toxic organics, and oil and grease. Local limits are reviewed on an ongoing basis to determine if revisions are necessary to meet local, state and federal regulations. In addition, the [Wastewater Ordinance \(Section 406\)](#) contains a comprehensive list of prohibited wastes which must not be discharged to the Sanitation Districts' sewerage facilities in any amount. Examples include, but are not limited to, flammable, corrosive, odorous, highly colored, foam-generating, and highly concentrated solid materials.

Sanitation Districts' Phase 1 Limits

Parameter Maximum Allowable Concentration at any time, mg/l

Cyanide (Total).....	10
Arsenic.....	3
Cadmium.....	15
Chromium (Total).....	10
Copper.....	15
Lead.....	40
Mercury.....	2
Nickel.....	12
Silver.....	5
Zinc.....	25
*TICH.....	Essentially None

*Total Identifiable Chlorinated Hydrocarbons include such pesticides as aldrin, dieldrin, chlordane, DDT, endrin, hexachlorocyclohexane, toxaphene and PCBs.

Numerical Requirements Listed in the Sanitation Districts' Wastewater Ordinance

1. The pH of the wastewater discharged shall not be below 6.0 at any time.
2. The dissolved sulfide concentration of the wastewater shall not exceed 0.1 mg/l at any time.
3. The temperature of the wastewater shall not exceed 140 F at any time, and shall not cause the wastewater influent to a Sanitation Districts' treatment plant to exceed 104 F.

2.3 Hazardous Materials and Hazardous Wastes Management Requirements

If your facility handles hazardous materials, you may be subjected to local, state, and federal reporting requirements for hazardous material storage, emergency response, community right-to-know and routine release to the three media of the environment, including sewer discharge. For further information, please contact your local administrative agency, which is usually the hazardous materials section of your local fire department.

If your facility generates, stores, treats or disposes of hazardous wastes, you may be subjected to various local, state, and federal requirements for the control of hazardous wastes. For more information, please call the Los Angeles County Fire Department Health and Hazardous Materials Division (323) 890-4045. (For facilities in Long Beach, Pasadena and Vernon, please call the hazardous waste section of your local health department.)

Some of the hazardous waste control requirements are as follows:

- If you are a major generator of hazardous wastes you may need to obtain an U.S. EPA identification number by filing a Notification Form of Hazardous Waste Activity. For a copy of the form, please call the state [Department of Toxic Substances Control](#) at (916) 324-1781. As a generator, you may also be subjected to the requirement for reducing your generation of hazardous wastes under the Hazardous Waste Source Reduction and Management Review Act (SB 14, Roberti). For further information, please contact the regional offices of the Department of Toxic Substances Control at (818) 551-2800 (Glendale) or (714) 484-5300 (Cypress) and ask for the duty officer.
- If you treat any hazardous wastes, including hazardous wastewater in your industrial wastewater pretreatment system for discharge to the sewer system, you may be required to obtain a Treatment, Storage or Disposal Facility permit from the state Department of Toxic Substances Control. However, there is a simplified procedure called the Permit-By-Rule program, in which you are deemed to have a permit after you have filed a notification form and fulfilled certain standard requirements. For further information, please call the regional offices of the Department of Toxic Substances Control listed above.
- If your wastewater discharge to the sewer can be considered as hazardous waste under federal regulations, you may be required to notify the Sanitation Districts of this discharge of hazardous waste to the sewer. You can request the Notification Report of the Discharge of Hazardous Wastes form by calling the Sanitation Districts at (562) 699-7411, extension 2900. (This federal requirement is to help inform a sewer agency that hazardous wastes are being discharged to its system and let the individual sewer agency decide if these hazardous waste discharges need be regulated. Federal regulations presently exclude industrial wastewater discharges to a sewer agency for combined domestic and industrial wastewater treatment from being defined as hazardous waste. Please note that this exclusion applies only to the actual wastewater discharge. It does not exclude industrial wastewater from being considered hazardous waste while it is being collected, stored or treated before discharge to the sewer, nor does it exclude sludge that is generated by industrial wastewater treatment.)

2.4 Waste Minimization

The Sanitation Districts are requiring a waste minimization plan to be submitted with every new permit or permit revision (see [Section 3.3](#)). Conventional waste management activities for industrial users have largely focused on treatment, control and disposal, and to a lesser extent on recycling. EPA and other regulatory agencies have started to re-evaluate these activities with the consensus that end-of-pipe pollution controls are not enough. This shift in emphasis is the direct result of the continued release of significant amounts of wastes containing toxic constituents to the air, land, and water despite stricter pollution controls and skyrocketing waste management costs. Because of the increasing evidence of the environmental and economic benefits associated with reducing waste at the source rather than managing such waste after it is produced, programs related to waste reduction are underway at the local, state, and federal levels. Economic benefits realized from source reduction include cost savings from pollution control facilities that do not have to be built, reduced operating costs for pollution control facilities, and reduced manufacturing costs and retained sales of products that might otherwise have been taken off the market as environmentally unacceptable. Industrial source reduction can be accomplished through input substitution, product reformulation, process modification, improved housekeeping, and on-site, closed-loop recycling. Additional information regarding waste minimization programs and available source reduction methods can be obtained by contacting the Sanitation Districts' Industrial Waste Section.

3. INSTRUCTIONS FOR APPLYING FOR AN INDUSTRIAL WASTEWATER DISCHARGE PERMIT

In order for the Sanitation Districts to properly evaluate and process an Industrial Wastewater Discharge Permit, it is essential that the applicant provide a complete and adequate permit submittal. The instructions that follow provide a list of the items that must be included in the submittal as well as a summary of current guidelines and policies that must be taken into consideration when preparing the submittal. **The complete permit submittal must then be sent to the local agency** (the local city or the [Los Angeles County Department of Public Works](#)) for initial processing prior to Sanitation Districts' review. Contact the applicable local agency for the appropriate permit processing fee that may be required. A listing of the local agencies is presented in Table 1, and their addresses are shown in [Appendix 6.4](#). County contract cities are those cities which contract with the Los Angeles County Department of Public Works for sewerage services. Companies located within the contract cities or unincorporated areas of the County should send permit submittals to the Los Angeles County Department of Public Works.

The permit submittal can be conceived as being composed of three main parts: 1) [Permit Application Form](#),

2) [Plans](#), and 3) [Supporting Information](#).

[Click Here](#) for a flow chart showing how to determine what type of permit submittal is needed.

[3.1 Permit Application Form](#)

All first-time applicants must submit a completed [permit application form](#). A company with an existing permit that is proposing modifications which will change the previously approved wastewater discharge by more than 25 percent will be required to apply for a permit revision. A permit revision request must also include a completed permit application form. Proposed modifications which will not change the wastewater quality or the previously approved wastewater quantity by more than 25 percent will be processed as an addendum to the existing permit and will not require a permit application form.

Line-by-Line Instructions for Completing the [Permit Application](#)

Line 1 - Sewer Connection Category: Check the appropriate category. Please indicate whether the proposed discharge is to an existing public sewer connection or if a new industrial wastewater connection is required.

Line 2 - Company Name: The legal name of the company responsible for the wastewater to be discharged must be indicated on line 2. The contractor, plumber, or consultant must not be listed.

Line 3 - Type of Business Entity: On line 3, the appropriate box indicating the type of business entity must be checked. If the applicant is a corporation, the legal name of the corporation, year of incorporation, state of incorporation, and the corporate state identification number must be listed. If the applicant is a partnership, indicate the name of the partnership and list the names of the individual partners. If the applicant is a sole proprietor, indicate the name of the sole proprietor and also list the names of all the businesses which the sole proprietor operates.

Lines 4 to 6 - Company Address and Point of Discharge: Provide the situs address of the wastewater-producing facility on line 4. The mailing address of the applicant should be provided on line 5. On line 6, specify the point of connection to the public sewer by using the sewer station number, distance from nearest street intersection, or any other means of identification.

Line 7 - Length of Occupancy: Indicate the number of years the applicant has been in business at the location indicated on line 4. If the applicant has yet to occupy the facility, please indicate this and continue on to line 8.

Line 8 - Property Owner: On line 8, indicate the name of the property owner of the location indicated on line 4. Also list the address and phone number where the property owner can be contacted.

Line 9 - Assessors Map Book, Page, and Parcel Number: This number is the property identification number of the facility producing the wastewater. The property identification number is the same as that used by the County Tax Assessor and should be identical to that shown on the annual property tax bill. These identification numbers consist of a four-digit number followed by two three-digit numbers (for example, 8115-004-906).

Line 10 - Type of Industry: Give a general description of the type of business the applicant operates. The Federal Standard Industrial Classification (SIC) Number(s) must be provided. This number is obtained from the *Federal Standard Industrial Classification Manual*, which may be found in the offices of your local city, Los Angeles County Department of Public Works, at the Sanitation Districts' office, or visit <http://www.osha.gov/pls/imis/sicsearch.html>.

Line 11 - Number of Employees: Indicate the total number of full-time and part-time employees.

Lines 12 to 14 - Description of Operation: Provide a brief description of the types and quantities of the major raw materials used at the facility and of the products produced on lines 12 and 13. On line 14, give a full and detailed description of all the operations that take place at the facility (especially those that generate the wastewater to be discharged). A more complete and comprehensive description of the raw materials, produced products, and process operations may need to be submitted as additional information in an accompanying letter.

Line 15 - Time and Days of Discharge and Number of Shifts Per Day: Indicate the appropriate time, shifts, and days of the proposed wastewater discharge. If the time and days of wastewater discharge do not coincide with the working hours, this must be discussed in an accompanying letter.

Line 16 - Wastewater Flow Rate: Provide the average industrial wastewater flow rate in gallons per day. For existing facilities, please provide copies of the most recent twelve (12) months of water bills for the facility and complete [Form B](#) in [Appendix 6.1](#). The water bills will be used to verify the reported flow rate. Companies that have an approved effluent wastewater flow measurement system must provide totalizer readings for the last twelve (12) months and must indicate the totalizer units (e.g., hundreds of gallons). The peak flow rate (in gallons per minute) must also be provided on line 16. This is the rate at which wastewater is discharged to the public sewer during the single highest 5-minute discharge period. Estimates will be acceptable for new facilities only.

Line 17 - Constituents of Wastewater Discharge: Give a general description of the materials or chemicals which may be present in the industrial wastewater discharge. For existing facilities, chemical analyses of the wastewater by a State certified or Sanitation Districts-approved laboratory must be furnished. Such analyses must include values for COD (chemical oxygen demand), SS (suspended solids), pH, and any other chemicals associated with the raw materials used at the facility. New companies which are not yet generating wastewater must submit estimates for these parameters.

Line 18 - Industrial Wastewater Contact: Print the name, position, and telephone number of a company official who has working knowledge of the operations producing the wastewater, is responsible for the industrial wastewater discharge, and may be contacted for further information. If someone other than the individual listed on line 18 is to be the contact person for permit processing purposes, such as a contractor, plumber or consultant, the permit processing contact person should be specified in an accompanying letter.

Line 19 - Signature: This permit application form must be signed and dated by a company administrative officer such as the president or vice president of the company. The signature of a contractor, plumber, or consultant will not be acceptable.

Lines 20 and 21 - Approval Signatures: The local sewerage agency (the local city or the [Los Angeles County Department of Public Works](#)) must sign and date the permit application before review and approval by the Sanitation Districts. The signatures of both the local agency and the Sanitation Districts are required to establish a valid Industrial Wastewater Discharge Permit.

3.2 Plans

All companies applying for an industrial wastewater discharge permit or amending a current permit must submit adequate plans. An exemption from submitting plans may be allowed if the facility has previously had an Industrial Wastewater Discharge Permit and there are adequate and valid plans on file with the Sanitation Districts. **This can only be allowed if there have been no changes in the facility, process or pretreatment equipment from that depicted on the previously approved plans.**

The plans submitted must have sufficient quality to reproduce clearly. All drawings submitted must have good contrast, clear background and legible labeling. Moreover, the drawings shall have minimum dimensions of 11 inches by 17 inches and maximum dimensions of 30 inches by 42 inches.

TABLE 1 - Sets of Plans Required (at this time only one (1) set of plans are required)

A. Required Plans

For companies required to submit plans, the following should be provided:

1. Sewerage Plan.

The applicant must provide a wastewater sewerage plan, drawn to scale, that shows sewers and associated facilities for the handling of industrial wastewater from the point of origin to the connection to the public sewer. All processes generating wastewater must be identified and all sewers, floor drains, trenches and sinks must be indicated on the plan. The sewerage plan must also show sanitary lines from restrooms, drinking fountains and other nonindustrial wastewater sources. Finally, the plans must show the location and number of incoming water meters in the facility. It is a Sanitation Districts' requirement that all sanitary lines at a facility must be kept separate from industrial process flows until after the industrial wastewater has passed through all pretreatment facilities, monitoring devices and flow measuring systems. An example of a sewerage plan is presented below in Figure 1.

[Figure 1: Sample Sewerage Plan](#)

2. Plot Plan

A plot plan of company property, drawn to scale, showing adjacent named streets and a properly oriented north arrow must be provided. The method of disposal of rainwater runoff should be stated and shown in the plan. Grading, drainage or direction of storm runoff must be shown. Plant sewer lines and the connection to the public sewer should also be included. A sample plot plan is shown below in Figure 2.

[Figure 2: Sample Plot Plan](#)

3. Plans of Pretreatment and Monitoring Facilities.

Detailed plans of all wastewater pretreatment and monitoring facilities must be furnished. These should include plan and section views of the pretreatment system, design data, catalog cuts, and sizes of tanks, reactors and other equipment involved. A flow schematic must also be submitted for pretreatment systems with more than one unit process. A sample pretreatment system diagram is shown below in Figure 3.

[Figure 3: Sample Pretreatment System P&I Diagram](#)

The Sanitation Districts require pretreatment systems to be designed to consistently remove the types of pollutants generated by the company's wastewater-producing operations to levels which meet any applicable federal or local limitations. For most industrial facilities, the minimum required pretreatment consists of a three-compartment, gravity separation interceptor (clarifier) and a sampling box. The interceptor must provide at least 30 minutes of detention time based on the peak wastewater discharge rate and have a minimum capacity of 500 gallons. It must be properly baffled to prevent sand, grit, oil and grease from entering the sewer. The sampling box must be suitable for obtaining grab or continuous wastewater samples. It must be located downstream of all sources of industrial wastewater and of any pretreatment equipment, and must not collect any sanitary wastes. In addition, the sampling box must be located in a secure area of the facility, away from traffic and production activity. Finally, each permitted industrial sewer outfall may only have one sampling box, except as required by federal regulations. Both the interceptor and the sampling box must be constructed with a structurally sound material. It is the permittee's responsibility to adopt the proper precautions (e.g., double containment, coating, etc.) to prevent the contamination of the surrounding soil or groundwater. Copies of the County Engineer Standards for interceptor and sampling box are shown in [Appendix 6.2](#) and [Appendix 6.3](#).

Additional required pretreatment facilities may include pH neutralization, clarification, flocculation, dewatering, or other more extensive facilities. Any pretreatment systems judged by the Sanitation Districts to require engineering design shall have plans prepared, stamped and signed by an engineer of suitable discipline registered in the State of California.

B. Additional Plans

Whenever applicable, additional plans must be provided according to the following specific policies and guidelines:

1. [Spill Containment](#) Systems.

Companies that store or use cyanide, heavy metals, acids, toxic organics and/or flammable substances may be required to install spill containment systems as required in the Sanitation Districts' Spill Containment Guidelines. Such dischargers must provide spill containment systems for all applicable tanks to prevent restricted materials from entering the sewer. The applicant must submit plans and calculations (refer to [Form C](#) in [Appendix 6.1](#)) that indicate the means of preventing the discharge of restricted materials to the sewer in the event of failure, leakage or accidental overflow of storage or treatment tanks or process equipment. The plans must show plan and elevation views of the spill containment system specifying the dimensions and height of all diking, the volume and contents of the tanks enclosed, and the location of all floor drains, wastewater piping, interceptors or any other wastewater pretreatment facilities. Diked volume must exceed the volume of the largest enclosed tank plus six inches of rainfall (if the area is outdoors). Contact the Sanitation Districts' Industrial Waste Section for the complete [Spill Containment Guidelines](#).

2. [Flow Measurement](#) Systems.

The Sanitation Districts require companies having a total discharge of 50,000 gallons or more per day or a peak flow over 100 gallons per minute to install, calibrate and maintain flow measurement systems that are capable of continuously recording effluent flow rates. Companies that have unmetered sources of water supply, excessive/undocumented non-sewered losses, or highly fluctuating wastewater discharge flows may also be required to install flow measurement systems.

The flow measurement system should be an open-channel design (e.g. flume, weir, etc.). Closed-pipe flow measurement systems (e.g. turbine, magnetic, etc.) will only be accepted if an open-channel flow measurement system is physically impractical to install and if an open-channel primary element, or another primary element accepted by the Sanitation Districts, is also installed as a back-up device.

The flow measurement system may also serve as a suitable wastewater sampling point provided it is located downstream from all pretreatment operations. The system should be installed in a secure area of the facility away from traffic and production activity, and as close as possible to the public sewer.

Plans for flow measurement systems are required to be prepared and signed by an engineer of suitable discipline licensed by the state of California. Full instructions regarding flow measurement systems can be found in the Sanitation Districts' [Industrial Wastewater Flow Measurement Requirements](#) policy.

3. [Rainwater](#) Management.

Discharge of rainwater to the Sanitation Districts' sewerage system is prohibited without prior approval. The Sanitation Districts require that all processing areas be properly roofed and graded to prevent any storm runoff from entering into the public sewer. The Sanitation Districts may accept the installation of automatic rainwater diversion systems in situations where the company proves that it is unfeasible to roof or completely segregate from the sewerage system an area exposed to rainwater intrusion. The applicant must provide a detailed grading plan that shows the direction of storm runoff and the system that will divert rainwater from the sewerage system after 0.1 inch of rainfall. Plan and section views must indicate the specifications of the rainwater diversion device, and of the pumps, sumps and piping involved in diverting rainwater away from the sewerage system. Full instructions regarding the discharge of rainwater to the sewerage system can be found in the Sanitation Districts' [Guidelines for the Discharge of Rainwater, Stormwater, Groundwater, and other Water Discharges](#).

4. [Combustible Gas Monitoring](#) Systems.

Industries which are considered to be significant potential dischargers of flammable substances are required to install, operate and maintain an adequate combustible gas monitoring system. This requirement applies to:

- a. All petroleum refineries;
- b. Gasoline storage/transfer facilities, chemical manufacturing plants, and oil and gas extraction facilities having industrial wastewater discharges of 25,000 gallons or more on any one day; and
- c. Any other facility that, upon evaluation with respect to wastewater-producing operations, discharge flow volume, type and quantity of materials being used, stored, or produced, is determined to be a potential discharger of flammable substances.

These industries must submit drawings of the combustible gas monitoring system for the Sanitation Districts' review prior to installation. The drawings shall show locations, dimensions and specifications of the detector/sensor head assembly and control unit, details of both the upstream and downstream piping, the means of diverting the flow to an appropriate storage facility, and the capacity of the storage system. Manufacturer's catalog cuts, specifications and data sheets shall also be included with the required drawings. Complete information regarding combustible gas monitoring systems is found in the Sanitation Districts' [Combustible Gas Monitoring System Guidelines](#).

3.3 Supporting Information

In order to facilitate the permit review process, the applicant must furnish additional information to supplement the application and plans submitted. **As a minimum, all submittals must include items A through D (as described below).** It is the applicant's responsibility to determine what other supporting information must be provided (refer to items E through N).

A. Applicant's Questionnaire ([Form A](#))

All submittals must include the questionnaire in [Appendix 6.1 \(Form A\)](#). This questionnaire requests specific information that will be essential in the evaluation of the submittal. The questionnaire will also aid the applicant in determining all the supporting information that needs to be included with the submittal.

B. Estimation of Industrial Wastewater Discharge Flow (Form B)

The industrial wastewater discharge flow rate listed on the permit application must be estimated as accurately as possible. All existing companies must complete and submit the "Calculation of Industrial Wastewater Discharge Flow Rate Form" (Form B) in [Appendix 6.1](#). Companies not yet in operation must submit supporting information that justifies the industrial wastewater discharge flow rate listed on the permit application.

C. Tank Schedule and Spill Containment Calculations (Form C)

The applicant must complete and submit the tank schedule form in [Appendix 6.1 \(Form C\)](#) to describe the contents, dimensions and specifications of all tanks used in the process and pretreatment areas. Each tank must be numbered to correspond with the tanks shown on the plans. The applicant must also include detailed calculations that indicate that adequate spill containment is provided for those tanks that contain liquid solutions of acids, cyanide, heavy metals, and other restricted materials. The containment system must have enough capacity to contain the largest tank plus six (6) inches of rain (in the event that the containment system is located outdoors). Finally, the spill containment system must not have valves, gates or openings of any kind.

D. Check List (Form D)

The applicant must complete and submit the check list (Form D) in [Appendix 6.1](#). The check list will help both the applicant and the Sanitation Districts determine the completeness of the Industrial Wastewater Discharge Permit submittal.

E. Waste Minimization Plan

i) Any permittee required to prepare a Source Reduction Plan (Plan) and Hazardous Waste Source Reduction and Management Report (Report) under the Hazardous Waste Source Reduction and Management Review Act of 1989 ([SB 14](#)), [Article 11.9 of Chapter 6.5 of Division 20 of the Health and Safety Code, commencing with Section 25244.12](#). Title 22, Chapter 30, Article 6.1 of the [Title 23, Division 3, Chapter 9.2, Section 2251 of the California Code of Regulations](#) is required to submit the Plan and Report and corresponding Summaries to the Sanitation Districts with its permit submittal.

ii) Any permittee who must notify the Sanitation Districts of any sewer discharge of substances designated as hazardous waste according to [Title 40, Code of Federal Regulations Part 261](#) must submit a Notification Report (see Item N of this section). The notification includes a certification that the company has a waste minimization program in place. A written narrative of the program currently in place at the facility must be submitted with the permit package. The program must include at a minimum a description of the processes at the facility which generate waste, the types of wastes generated, and the source reductions implemented for these waste streams. If the permittee is already submitting SB 14 report, this would suffice for waste minimization plan discussed here. Notification, however, will still be required.

iii) If the permittee is not subject to either of the above requirements, the attached Applicant Questionnaire must still be completed and submitted with the permit application.

F. Process Description

A detailed description of all manufacturing and pretreatment operations must be provided to sustain the information listed on the permit application. This description should specify the types and quantities raw materials used in each operation as well as the sequence of steps followed during wastewater producing and pretreatment operations.

G. Material Safety Data Sheets

Material safety data sheets must be provided for all chemicals used in the facility, especially those chemicals that may contaminate directly or indirectly the wastewater stream.

H. Wastewater Analysis

Existing facilities must submit a minimum of two (2) wastewater analyses with the permit submittal. The analyses should include conventional pollutants such as chemical oxygen demand, suspended solids, total dissolved solids, pH, and toxic pollutants that may be present in the wastewater (e.g., heavy metals and organics). Chemical oxygen demand, suspended and dissolved solids, and heavy metals must be analyzed using 24-hour time composite or flow composite samples, while cyanide, sulfides, oil and grease, and organic pollutants must be analyzed using grab samples. Estimated concentration will only be allowed for those companies not yet in operation.

I. Baseline Monitoring Report

All companies believed to be subject to EPA industrial categorical regulations are required to submit a Baseline Monitoring Report (BMR) for every industrial waste discharge connection to the public sewer. The purpose of the BMR is to indicate a company's compliance status with respect to EPA's regulatory requirements. The BMR must be completed and included in the permit submittal. Existing facilities required to supply wastewater analyses as part of the BMR submittal must submit one representative sample analysis of the wastewater effluent for all the parameters regulated by the category. Representative samples are 24-hour composite samples. For unstable parameters such as pH, cyanide, oil and grease, volatile organics, phenols, and sulfides, a minimum of four grab samples must be collected over a 24-hour period. The average of the grab sample analyses is considered representative. The applicant must also submit at least one 24-hour flow-composite or time-composite analysis for all other regulated pollutants. The applicant should refer to [Section 2.1](#) to check whether or not the company falls under any of the categories set by the EPA. The applicant can obtain additional information and BMR forms by calling the District's Industrial Waste Section.

J. Pump Curves

The applicant must provide characteristic rating curves for all pumps conveying wastewater in the facility.

K. Catalog Cuts

Manufacturer's data and brochures of specific pretreatment units, flow measurement systems, pumps and other equipment must be furnished.

L. Baseline Credit Information

The Sanitation Districts' [Connection Fee](#) Ordinances were developed to recover the costs of constructing new capital facilities needed to accommodate the added burden of new and expanded wastewater dischargers on the various sewer systems. As part of this program, capacity unit entitlements have been established to quantify such added wastewater burdens.

The Industrial Wastewater Discharge Permit approval process evaluates the demand the company's wastewater places on the Sanitation Districts' sewer system for the facility in question (refer to [Section 1.4](#) and [Section 4.2B](#)). A connection fee is due if the company's wastewater discharge exceeds their baseline credit at the site by more than 25 percent. The baseline credit is usually established from a previous industrial wastewater discharger at the site. However, companies that occupy a facility with no previous industrial wastewater discharge may still be entitled to receive a baseline credit. Industrial wastewater dischargers in existence prior to June 30, 1982, may receive credit for the site in question, provided that they submit twelve consecutive months of water bills for any period from July 1, 1976 to June 30, 1982. Corresponding evaporative and consumptive loss calculations should also be provided. If water bills cannot be obtained, the industrial wastewater discharger may receive credit based on the building's square footage by providing such information as a property tax statement, a rental agreement, or other legal document.

M. Equipment Costs

The applicant must provide itemized cost estimates of all proposed pretreatment equipment, monitoring system, spill containment system and any other equipment used to treat, monitor, convey or contain the industrial wastewater discharge.

N. Notification Report of the Discharge of Hazardous Wastes

If the wastewater discharged by your facilities to the sewer is hazardous under federal regulation ([40 CFR Parts 261.20-261.33](#)), you are required to notify the Sanitation Districts of this discharge of federally regulated hazardous waste to the sewer. Please request the *Notification Report of the Discharge of Hazardous Wastes* form from the Sanitation Districts by calling (562) 699-7411, extension 2900.

The Notification Report must include the name of the hazardous waste, the EPA hazardous Waste Number, and the type of discharge (continuous, batch or others). The Notification Report shall also include the estimated concentrations of hazardous constituents and the monthly mass discharges of these constituents, to the extent that the information is known and available to you. You must also certify that you have a program in place to reduce the volume and toxicity of hazardous wastes generated to the degree you have determined to be economically practical. The Notification Report must also be signed by a responsible company official.

A new Notification Report must be filed if there is any substantial change in the volume or character of the hazardous wastes present in your discharge and if there are new regulations promulgated which identify additional wastes in your discharge as hazardous.

4. OVERVIEW OF THE PERMIT EVALUATION AND APPROVAL PROCESS

The Industrial Wastewater Discharge Permit is issued jointly by the Sanitation Districts and the local agency. After the applicant has completed and reviewed the permit application form, plans and supporting information, the package must first be sent to the local agency. **Do not submit the permit application package directly to the Sanitation Districts.** Once the local agency receives the permit package, the following evaluation process begins.

[Click here](#) for a flowsheet summarizing the permit submittal evaluation and approval process.

4.1 Local Agency's Evaluation

A. Approval or Rejection

The local agency will approve the permit application package if the information is complete and meets with local requirements. However, if the package is insufficient or unclear, it will be returned with a list of specific corrections. Once all corrections have been made, the permit application package will be approved and forwarded to the Sanitation Districts for review and approval.

B. Filing Fees

Most local agencies require the payment of a filing fee prior to approving the Industrial Wastewater Discharge Permit. To determine if a fee is required, please contact the local agency. Filing fees should be sent to the local agency with the submitted permit application package.

4.2 Sanitation Districts' Evaluation

A. The Review Process

Once the permit application package has been received, the permit is logged in and checked for completeness. If the submittal is determined to be incomplete, it will be automatically rejected. If determined to be complete, the

permit application package will be reviewed by an Industrial Waste Section project engineer. As part of the engineer's review, additional information may be required. In some cases this can be done by phone or mail, although if necessary a company representative may be asked to meet at the [Sanitation Districts' Joint Administration Office](#) to clarify certain points. If the required information is not provided, the permit application package will be rejected and returned with a list of specific corrections. Once the corrections are made, the resubmittal must be made directly to the Sanitation Districts within the specified time or enforcement actions will be initiated. Once the application is determined to be complete and correct, a connection fee evaluation will be performed.

B. [Connection Fee](#)

The project engineer will determine whether or not a connection fee is required based on the proposed discharge and baseline entitlement. If a connection fee is required, a bill will be sent to the company official listed on line 19 of the application form. If payment is made by personal or company check, ten working days will be required to clear the payment. Check clearing is not required for certified checks. The permit package will not be processed further until payment has cleared or a certified check has been remitted. If no connection fee is required, the permit evaluation proceeds directly to the next step - permit issuance.

C. [Permit Issuance](#)

Once the connection fee payment has cleared, the approved permit will be issued. The approved permit will include a list of requirements. The company is required to comply with all indicated items on this list as a condition of the permit approval. Failure to comply with permit requirements will lead to enforcement actions and possible revocation of the Industrial Wastewater Discharge Permit.

D. [Approved Permit is Returned to the Local Agency](#)

The applicant's copy of the approved Industrial Wastewater Discharge Permit and the approved plans are returned to the local agency. The local agency will then forward the permit, plans and requirement list to the company. Copies of the cover letter and the requirement list are sent to the company the same day that the permit package is sent to the local agency.

[5. MAINTAINING A VALID PERMIT](#)

An approved permit is no longer valid if any one of the following occurs:

1. The wastewater quality changes or the wastewater discharge changes by more than 25 percent or other threshold level, as specified in the industrial waste permit requirements.
2. Any unapproved additions or modifications are made to the existing facility.
3. The permit has not been amended within five (5) years of the date when it was last issued (for Significant Industrial Users).
4. The company has undergone a change in ownership.

For situations where the first three conditions occur, the permittee must obtain a permit revision or addendum. For a change of ownership, the new owner must apply for a new permit.

[5.1 Permit Revision](#)

A permit revision is required when the wastewater discharge deviates from the quantity/quality indicated in the current permit by more than 25 percent. The permit revision submittal should include the following:

1. A new permit application form. (See [Section 3.1](#).)
2. A detailed description explaining the reason for the change in wastewater characteristics between the existing discharge and that indicated in the original permit flow rate. (See [Section 3.3, Part B](#).) If significant changes in wastewater-generating processes have been made since the original permit approval, the company will be required to submit updated plans and information. (See [Section 3.2](#).)

A permit revision submittal must be forwarded to the local agency for initial review. (See [Section 4](#).)

[5.2 Permit Addendum](#)

Any addition or modification which does not affect the existing wastewater quality or quantity by more than 25 percent will require a permit addendum. A permit addendum submittal should include the following:

1. A transmittal letter which gives a detailed description of all the proposed changes to the existing facility.
2. A set of plans showing the proposed changes. (See [Section 3.2](#).)
3. Any additional supporting information. (See [Section 3.3](#).)

The permit addendum submittal must be forwarded to the local agency for initial review. (See [Section 4](#).)

[5.3 Permit Renewal](#)

Industrial Wastewater Discharge Permits issued to Significant Industrial Users must be reevaluated and considered for approval at least every five (5) years. Permit renewal applications are required to be submitted at least six (6)

months prior to the expiration of an existing permit. The permit renewal submittal is to include the following:

1. A new permit application form. (See [Section 3.1.](#))
2. Plans (if changes have occurred). (See [Section 3.2.](#))
3. Supporting information. (See [Section 3.3.](#))

The permit renewal submittal must be submitted to the local agency for initial review. (See [Section 4.](#))

5.4 Change in Ownership

Industrial Wastewater Discharge Permits are NOT transferable. When a change of ownership occurs, the new owner must apply for a new Industrial Wastewater Discharge Permit. New owners should refer to Section 1 for information on applying for an Industrial Wastewater Discharge Permit.

6. APPENDICES

6.1 Forms

- [Permit for Industrial Wastewater Discharge](#)
- [Form A: Applicant Questionnaire](#)
- [Form B: Calculation of Industrial Wastewater Discharge Flow Rate](#)
- [Form C: Tank Schedule & Spill Containment Calculations](#)
- [Form D: Check List for an Industrial Wastewater Discharge Permit Submittal](#)

6.2 Sand and Grease Interceptor

6.3 Sampling Box

6.4 List of Local Agencies

LOCAL AGENCIES WITHIN LOS ANGELES COUNTY

Note: Cities not listed are covered by the Department of Public Works of Los Angeles County

Department of Public Works of Los Angeles County	900 S. Fremont Ave. Alhambra, CA 91803-1331	(626) 458-5173
Alhambra	111 S. First St., 91801	(626) 570-5067
Arcadia	11800 Goldring Rd., 91066	(626) 305-5327
Azusa	213 E. Foothill Blvd., 91702	(626) 812-5064
Baldwin Park	14403 E. Pacific Ave., 91706	(626) 960-4011, x458
Bell	6330 Pine Ave., 90201	(323) 923-2624
Bradbury	600 Winston Ave., 91010	(626) 358-3218
Claremont	207 Harvard Ave., 91711	(909) 399-5474
Compton	205 S. Willowbrook Ave., 90220	(310) 761-1476
Covina	125 E. College St., 91723	(626) 384-5480
Downey	11111 Brookshire Ave., 90241	(562) 904-7202
El Monte	11333 E. Valley Blvd., 91731	(626) 580-2034
El Segundo	350 Main St., 90245	(310) 524-2368
Glendora	116 E. Foothill Blvd., 91740	(626) 914-8223
Hawthorne	4455 W. 126th St., 90250	(310) 349-2983
Hermosa Beach	1315 Valley Dr., Rm. 101, 90254	(310) 318-0259
Huntington Park	6550 Miles Ave., 90255	(714) 940-0100
Industry	15625 E. Stafford St., #100, 91744	(626) 333-0336
Inglewood	One Manchester Blvd., 3rd Fl., 90301	(310) 412-5333
Lancaster	615 W. Avenue H, 93534	(661) 723-5887
Long Beach, City of Long Beach Water Dept.	1800 E. Wardlow Rd., 90807	(562) 570-2381

Los Angeles, Bureau of Sanitation	2714 Media Center Dr., 90065	(323) 342-6098
Lynwood	11330 Bullis Rd., 90262	(310) 603-0220, x832
Manhattan Beach	3621 Bell Ave., 90266	(310) 802-5315
Maywood	4319 E. Slauson Ave., 90270	(323) 562-5721
Monrovia	600 S. Mountain Ave., 91010	(626) 256-8299
Montebello	1600 W. Beverly Blvd., 90640	(323) 887-1400, x483
Palmdale	38250 Sierra Hwy, 93550	(661) 267-5259
Palos Verdes Estates	340 Palos Verdes Dr. West, 90274	(310) 378-0383, x2216
Pasadena	175 N. Garfield Ave., 91101	(626) 744-3762
Pomona	505 S. Garey Ave., 91766	(909) 620-2285
Redondo Beach	415 Diamond St., 90277	(310) 318-0661, x2036
Rolling Hills	2 Portuguese Bend Rd., 90274	(562) 802-7880, x25
San Gabriel	425 S. Mission Dr., 91776	(626) 308-2806, x4632
San Marino	2200 Huntington Dr., 91108	(626) 300-0714
Santa Fe Springs	11300 Greenstone Ave., 90670	(562) 906-3814
Sierra Madre	232 W. Sierra Madre Blvd., 91024	(626) 355-7135, x801
Signal Hill	2175 Cherry Ave., 90755	(562) 989-7356
South El Monte, John Hunter & Assoc.	6131 Orangethorpe Ave., #350 Buena Park, 90620	(562) 802-7880, x255
South Gate	8650 California Ave., 90280	(323) 563-9512
South Pasadena	1414 Mission St., 91030	(626) 403-7242
Torrance	3031 Torrance Blvd., 90503	(310) 781-7633
Vernon	4305 Santa Fe Ave., 90058	(323) 583-8811, x245
West Covina	1444 W. Garvey Ave., 91790	(626) 939-8425
Whittier	13230 E. Penn St., 90602	(562) 567-9500

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