



## Permit Application Instructions

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- 1. Permit Application Process:** Applicants proposing to discharge to the wastewater collection system shall complete and file with CMSA the following Wastewater Discharge Permit Application (Application) at least 30 days in advance of commencement of the proposed discharge. The permit fee must accompany all Applications. The Application shall include any applicable details and supporting documents and attachments required below.
- 2. Permit Processing:** Permit applications require approximately 30 days for processing. The applicant will be informed upon completion of the draft permit in writing. The applicant will be given 30 days to review the draft permit and respond in writing. After 30 days, if CMSA has received no written response, or upon the permittee's approval prior to the end of the 30-day review period, the permit will be considered final. CMSA will issue the final permit to the applicant on or before the effective date of the permit. An initial site inspection may be required by CMSA prior to permit issuance and commencement of discharge.
- 3. Permit Fee:** A check for the appropriate permit fee, made out to Central Marin Sanitation Agency, must accompany the Application. Permit fees are specified in the CMSA Fee Ordinance (Ordinance No. 2019 – 1).
- 4. Permit Term:** Class III Discharge Permits will be issued for a period of 3 years. An industrial user with an expiring permit shall complete and file with CMSA a renewal Application along with payment of the appropriate fee no later than 30 days prior to the expiration of the industrial user's existing permit.
- 5. Permit Monitoring:** CMSA may require a monitoring and reporting program. Modifications to this program may occur at any time during the permit's effective duration. Monitoring (sampling and inspections) may also be performed by CMSA personnel. It is the responsibility of the permittee to provide adequate information in this application, and subsequently, to enable CMSA personnel to obtain representative samples of discharges as needed. The permittee will be invoiced for CMSA's monitoring costs. The cost of each sample is based upon the laboratory analyses performed.
- 6.** The applicant will be required to abide by all provisions of the respective Sewer Use Codes applicable to the participating Member Agency in which the discharge occurs, i.e., the Central Marin Sanitation Agency, Ross Valley Sanitary District, San Rafael Sanitary District, Sanitary District #2 and Las Gallinas Valley Sanitary District.



## Section I: Contact Information

### Company Information

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Permit Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

### Discharge Site Contact Information

Company Name: \_\_\_\_\_

Site Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

### Environmental Consultant Information (if applicable)

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

### Billing Information

Company Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Billing Contact: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_



## Section II: Discharge Information

### Type of Waste stream:

- |  |  |
|--|--|
| <input type="checkbox"/> Groundwater Remediation | <input type="checkbox"/> Site Clean-up             |
| <input type="checkbox"/> Construction Runoff     | <input type="checkbox"/> Tank Removal              |
| <input type="checkbox"/> Stormwater Runoff       | <input type="checkbox"/> Elevator Shaft Dewatering |
| <input type="checkbox"/> Decontamination         | <input type="checkbox"/> Excavation Dewatering     |
| <input type="checkbox"/> Vault Dewatering        | <input type="checkbox"/> Other: _____              |

### Indicate known contaminants in waste:

- |                                       |                                       |
|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Fuel         | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Solvents     | <input type="checkbox"/> N/A          |
| <input type="checkbox"/> Heavy metals |                                       |

### Type of Discharge:

- Continuous                       Batch                       Other: \_\_\_\_\_

Estimated Volume of Discharge (entire project): \_\_\_\_\_ Gallons

Desired discharge rate: \_\_\_\_\_ Gallons per minute (typically 50 gallons/minute).

### Pretreatment Systems:

For each pretreatment system attach the following:

- Operations and maintenance manual
- Pretreatment system block flow diagram
- Standard operating procedures (SOP) and standard maintenance procedures (SMP) manuals including procedures for handling accidental or slug discharges and pretreatment system upsets, failures, or bypasses.

### Duration of Discharge:

Desired start and end dates for discharge (entire project): \_\_\_\_\_

Desired start and end times for each day of the week: \_\_\_\_\_

### Discharge Location:

Description: \_\_\_\_\_

Address: \_\_\_\_\_

Site Coordinates: \_\_\_\_\_ (East/West Longitude)

\_\_\_\_\_ (North/South Latitude)

**Please attach a site map indicating the proposed discharge location.**



### Section III: Certification Statement

*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 am an Authorized Representative as defined in (a)(1) below.
- I am an Authorized Representative as defined in (a)(2) below.
- I am an Authorized Representative as defined in (b) below.
- I am an Authorized Representative as defined in (c) below.
- I am the Duly Authorized Representative on record as defined in (d) below or as documented in the attached Designation of Authorized Representative form.

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Signature of Authorized or Duly Authorized Representative Date

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Name and Title of Signing Official (print or type)

*“Authorized Representative” means an authorized or duly authorized representative of the User as defined below:*

*(a) If the User is a corporation:*

*(1) The president, secretary, treasurer, or a 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*

*(2) The manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for Discharge Permit requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.*

*(b) If the User is a partnership or sole proprietorship: a general partner or proprietor, respectively.*

*(c) If the User is a Federal, State, or local governmental facility: a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designee.*

*(d) The individuals described in paragraphs (1) through (3), above, may designate a Duly Authorized Representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the discharge originates or having overall responsibility for environmental matters for the organization, and the written authorization is submitted to the General Manager.*