

# **Waste Discharge Permit Application**

City of Chilliwack

Sanitary Sewer System Regulation Bylaw No. 3702



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## Section A: General Information

This is an application for a Waste Discharge Permit under the City of Chilliwack's Sanitary Sewer Regulation Bylaw No. 3702 (the "Bylaw"). For information on responsibilities of persons discharging non-domestic waste into the City's sanitary sewer, fees, standards and reporting requirements please read the Bylaw on the City of Chilliwack's website, [www.chilliwack.com](http://www.chilliwack.com).

Fees associated with the waste discharge permit will be required once the permit is completed. Waste discharge fees will be invoiced by the City of Chilliwack's Finance Department accordingly following the completion of the permit and thereafter. Fees will be payable to the City of Chilliwack's Finance Department.

### GENERAL INSTRUCTIONS

- Provide all required information and attachments;
- Provide all measurements in metric;
- Indicate 'n/a' if a section does not apply to your application;
- Use additional pages, as required;
- New Applicants may need to provide a representative wastewater sample to an accredited third-party lab for testing, lab testing certificates will need to be submitted with this application;
- Send the completed waste discharge permit application form, and attachments to the following address:

Email: [utilities@chilliwack.com](mailto:utilities@chilliwack.com)

Utilities Department  
City of Chilliwack  
8550 Young Road  
Chilliwack, BC, V2P 8A4

Telephone: 604-793-2907

## Section B: Applicant Information

### What is the reason for applying for a Waste Discharge Permit? (Check as applicable):

☐ Permit Renewal☐ Existing Unpermitted Discharge☐ Permit Amendment☐ Proposed New Discharge☐ Proposed Short Term Discharge (i.e. water main projects, storm sewer projects, etc.)

Date Permit Start Required: \_\_\_\_\_

The applicant will be the permittee and the holder of the permit.

Are you the owner of the property?

☐ Yes☐ No

If you are not the owner, you will need to have a letter of authorization form completed (please see Attachment D).

### Applicant contact details

\_\_\_\_\_  
Applicant Business Name (Registered Company Name)\_\_\_\_\_  
Incorporation Number\_\_\_\_\_  
City of Chilliwack Business License Number\_\_\_\_\_  
Postal Code\_\_\_\_\_  
Site Address (Street)\_\_\_\_\_  
Telephone\_\_\_\_\_  
Site City / Province\_\_\_\_\_  
E-mail

### Emergency contact details

\_\_\_\_\_  
Name\_\_\_\_\_  
Title\_\_\_\_\_  
Company Name\_\_\_\_\_  
Postal Code\_\_\_\_\_  
Street Address\_\_\_\_\_  
Telephone\_\_\_\_\_  
City/Province\_\_\_\_\_  
E-mail

## Section C: Process Description

### Nature of Business

Briefly describe your business and the main activities producing wastewater, or proposed to produce wastewater, at the applicable site (type of processing, manufacturing, service, etc.)

(use additional pages if necessary)

### Raw Materials & Products/Byproducts Identification

Declare the raw materials used, or proposed to be used, and the products/byproducts that are produced, or proposed to be produced, in your process.

Raw Materials	Daily Amount (m <sup>3</sup> or kg)

Products/Byproducts	Daily Amount (m <sup>3</sup> or kg)

## Section D: Water Sources & Losses

### Water Sources

Indicate the average daily volume contributed, or proposed to be contributed, from each Water source.

Water Source	Daily Volume (m <sup>3</sup> )
Municipal	
Private Water Company	
Surface Water (Lake, Pond)	
On Site Well	
Other Source(s)	

### Water Losses

Is there or will there be any water used in product manufacturing or lost through evaporation? Yes ☐ No ☐

If yes, describe and provide amounts:

(use additional pages if necessary)

## Section E: Wastewater Classification and Quality

Please indicate whether any of the following wastes listed in Schedule D of the Bylaw are discharged to the sewer (Refer to Bylaw for definitions):

Type of waste	Yes	No
Hazardous substances		
Combustible liquids		
Biomedical waste		
Specified risk materials for Bovine Spongiform Encephalopathy (BSE)		
Dyes or colouring materials		
Fuel		
Ignitable waste		
Pathological waste		
Polychlorinated biphenyl's (PCB's)		
Pesticides not otherwise regulated by the Bylaw		
Reactive waste		

Toxic substances not otherwise regulated by the Bylaw		
Radioactive waste		
Solid or viscous substances		

For each contaminant or physical parameter listed in Tables A, B, and C of “Schedule E” of the Bylaw, please indicate whether they are present in the wastewater and, if present, provide their concentrations in the units specified in the Bylaw in the wastewater discharged to the sewer:

Table A: Conventional Contaminants and Physical Parameters

Substance	Concentration Limit (mg/L, except as noted)	Yes	No	Unknown	Before Pretreatment (Concentration or range in mg/L)	After Pretreatment (Concentration or range in mg/L)
Biochemical Oxygen Demand	500					
Oil and grease - animal and vegetable	150					
Oil and grease - mineral and synthetic/hydrocarbon	15					
Total Suspended Solids	300					
pH	5.5 – 9.5					
Temperature	60°C					

Table B: Organic Contaminants

Substance	Concentration Limit (mg/L, except as noted)	Yes	No	Unknown	Before Pretreatment (Concentration or range in mg/L)	After Pretreatment (Concentration or range in mg/L)
Benzene	0.01					
Chloroform	0.04					
Dichlorobenzene (1,2-)	0.05					
Dichlorobenzene (1,4)	0.08					
Ethylbenzene	0.16					
Hexachlorobenzene	0.0001					
Methylene chloride (dichloromethane)	0.2					
PCBs (chlorobiphenyls)	0.004					



Phenols, Total (or Phenolic compounds)	0.1					
Tetrachloroethane (1,1,2,2-)	1.4					
Tetrachloroethane	1.0					
Toluene	0.02					
Trichloroethylene	0.04					
Xylenes, total	1.4					

Table C: Inorganic Contaminants

Substance	Concentration Limit (mg/L, except as noted)	Yes	No	Unknown	Before Pretreatment (Concentration or range in mg/L)	After Pretreatment (Concentration or range in mg/L)
Arsenic, total	1.0					
Cadmium, total	0.2					
Chromium, total	4.0					
Cobalt, total	5.0					
Copper, total	2.0					
Cyanide, total	1.0					
Lead, total	1.0					
Mercury	0.05					
Molybdenum, total	1.0					
Nickel, total	2.0					
Nitrogen, Total Kjeldahl	100					
Phosphorus, total	10					
Selenium, total	0.8					
Silver, total	1.0					
Sulphide (as H <sub>2</sub> S)	1.0					
Zinc, total	3.0					



**Section F: Spill Prevention and Containment**

Does the Permittee have any provisions to prevent spills from entering the Sanitary Sewer?

Yes

No

If Yes, briefly describe (provide MSDS if applicable):

(use additional pages if necessary)

## Section G: Wastewater Treatment

Provide details of any onsite wastewater treatment processes:

**Note:** Include pretreatment devices or processes that are used or will be used prior to discharge. Also, please identify each indicated treatment device and/or process on the schematic flow diagram, and location of the pretreatment device on the site layout.

(use additional pages if necessary)

## Section H: Wastewater Flow Information

Specify the typical operation period when non-domestic wastewater is discharged to the City's sanitary sewer:

Hours/Day	Days/Week	Weeks/Year

Specify the typical total amount of hours of waste water discharge to the City's sanitary sewer during the following shifts:

Shift	Typical number of hours of discharge	Seasonal variation (Winter)
08:00 to 16:00		
16:00 to 24:00		
24:00 to 08:00		

Maximum Daily Discharge Volume:	L	m <sup>3</sup>
Peak Flow Rate:		L/s
Maximum Discharge Duration:	Hours/day	
	Days/week	
	Weeks/year	

Indicate what method is used, or will be used, for measuring volumes of wastewater discharged into the sanitary sewer:

**Note:** Please include location of measuring device on schematic flow diagram and site layout.

Magnetic flow meter	Other:
Water meter (i.e. 90% of water usage)	

Describe all sources of non-domestic discharge to the sewer including process water, wash water, cooling water etc. Indicate whether the discharge is batch or continuous flow and estimate the volume of wastewater generated. For batch flows describe frequency of batch discharge as well as volume, for continuous flows provide flow rate:

Sources of non-domestic Discharge	Batch	Continuous	Estimate Volume (batch) or flow rate (Continuous)
Process water			
Wash water			
Cooling water			
Refrigeration-Cooling Water			

Please indicate how many sanitary and water connections there are to the property and include information such as the size and location:

**Note:** Please include sewer connections on the schematic flow diagram and site layout.

(use additional pages if necessary)

## Section I: Sample Point Location

A sampling point is required for each connection to the sewer, must be downstream of the final process on site and complete mixing must have occurred. The sampling point must be accessible by City staff during working hours Monday to Friday 8:00 to 4:00 at a minimum. Provide details of the proposed sampling point(s):

**Note:** Please include sample point location on schematic flow diagram and site layout.

(use additional pages if necessary)

Explain how samples collected at each sampling point are representative of the wastewater discharged to the sewer:

(use additional pages if necessary)

## Section J: Declaration

**I declare that the information given on this form is correct and accurate to the best of my knowledge (Note: The person who is declaring, will be the individual responsible for the Waste Discharge permit).**

---

Name (please print)

---

Title

---

Telephone

---

E-mail

---

---

Signature

---

Date

## Section K: Required Attachments

### **Attachment A:** Schematic Flow Diagram

The schematic flow diagram should be a simple line drawing illustrating production/process steps at your facility, with particular emphasis on the processes that generate wastewater and their associated pre-treatment systems. Your diagram should include:

- Each plant process that generates wastewater (number each waste source);
- Additional schematics of each wastewater pre-treatment process;
- Sewer discharge points for each waste stream.

### **Attachment B:** Site Layout Drawing

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, pretreatment works, effluent lines, sanitary and storm sewer connections, flow measuring devices, and monitoring points (or available sampling locations).

### **Attachment C:** Third Party Test Results

Please contact the City of Chilliwack Utilities Department for more information and to determine if applicable.

### **Attachment D:** Letter of Authorization

If the permittee is not the owner of the property than please have the letter of authorization filled out by the property owner.



Attachment D: Letter of Authorization

Attention: Utilities Department

DATE: \_\_\_\_\_

**Property Owner Contact Details**

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

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

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

Email: \_\_\_\_\_

I/We \_\_\_\_\_ owner(s) of property at

\_\_\_\_\_ authorize \_\_\_\_\_

to act as a permittee in the obtaining of a Waste Discharge Permit on the lands described above to discharge non-domestic water into the City's sanitary sewer system.

Registered Owners:

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Signature

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