



CITY OF SAN MATEO/ ESTERO MUNICIPAL IMPROVEMENT DISTRICT

ENVIRONMENTAL COMPLIANCE PROGRAM
330 WEST 20TH AVENUE, SAN MATEO, CA 94403
650/522-7300



APPLICATION FOR WASTE DISCHARGE PERMIT

Please see instructions included on a separate page. Type or print all applicable information. Please return completed application in the envelope provided not less than 30 days prior to commencing discharge. If discharge has already commenced, the application must be returned within 10 business days of receiving the blank application.

PART A. SEWER USER INFORMATION

Form with fields for Business Name, Street Address, Mailing Address, Owner/Chief Executive Officer, and On-Site Primary Contact Person.

PART B. FACILITY INFORMATION

Form with fields for Days of Operation, Business Description, Industrial Activity, Seating Capacity, Waste Pretreatment System, Service Frequency, Waste Stream Served, and a table for Waste Description and Waste Handler/Hauler.

PART C. SIGNATORY

Note to Signing Official: Information provided in this application is public information and shall be available to the public without restriction. Signature indicates agreement to comply with conditions on the reverse side.

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, the information 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 or both.

Form with fields for Name, Title, Signature, and Date.

Official Use Only
Approved by:
Date:

APPLICANT FOR WASTE DISCHARGE PERMIT MUST READ THIS MATERIAL

BY SIGNING THE PERMIT APPLICATION ON THE REVERSE, the applicant agrees:

1. To furnish any additional information on industrial wastewater discharges as required by the City of San Mateo (City);
2. To accept and abide by all provisions of ordinances, policies and guidelines of the City, including the Sanitary Sewer Use Ordinance (San Mateo Municipal Code Section 7.38) and prohibitions against illegal discharges of wash waters and other wastes to the City's storm drain system as specified in the Stormwater Ordinance (San Mateo Municipal Code Section 7.39);
3. To train employees to abide by all provisions of ordinances, policies and guidelines of the City as specified in (2.) above;
4. To operate and maintain any required industrial wastewater treatment devices in a satisfactory manner as approved by the City;
5. To keep records of pretreatment system operation and maintenance **on-site** and make these records available upon request by City personnel;
6. To cooperate at all times with City personnel, or their representatives, in the inspection, sampling and study of industrial wastewater facilities and discharges;
7. To immediately notify the City at [650]-522-7300 (during normal working hours or after hours/on weekends and holidays) in the event of any accident, negligence or other occurrence that causes the discharge to the sewer or storm drain system of any material whose nature and quantity might be reasonably judged to constitute a hazard to the public health, environment, City personnel or wastewater treatment facilities;
8. To pay to the City annually the required Waste Discharge Permit annual fee;
9. To submit, as required by the City, accurate data on industrial wastewater discharge flows and wastewater constituents;
10. To submit additional pages as required to furnish the necessary information if there is inadequate room on the reverse side of this permit form to complete the submittal of requested information;
11. To apply for a revised Waste Discharge Permit if any change in industrial processes, production, method of wastewater treatment or operations creates a significant change in industrial wastewater quantity or quality, or, if the quantity or quality of wastewater discharged changes by more than 25%, or changes above any other threshold level specified in Waste Discharge Permit requirements;
12. To provide immediate access to authorized City personnel to any facility directly or indirectly connected to the City's sanitary sewer system under emergency conditions and at all other reasonable times;
13. To apply for a renewed Waste Discharge Permit at least 30 days prior to the expiration date specified on the Permit.
14. To notify the Source Control Program at [650] 522-7300 within 30 days of an owner name change or business name change.
15. To comply with all requirements and conditions of approval specified by City personnel in accordance with San Mateo Municipal Code section 7.38. Failure to do so invalidates the permit approval.

CITY OF SAN MATEO / ESTERO MUNICIPAL IMPROVEMENT DISTRICT

INSTRUCTIONS FOR COMPLETING APPLICATION FOR WASTE DISCHARGE PERMIT

Part A. Sewer User Information

1. Business Name. Corporation and "Doing Business As" (DBA) names, if applicable.
2. Street Address. Location of the place of business. Include building numbers, if any.
3. Mailing Address. Complete if different from the address specified in 2. above. **Please include a valid email address.**
4. Owner/Chief Executive Officer. Name and title of person in charge of total operation; mailing address if different from above.
5. **On-Site** Primary Contact Person. Best person to contact about this application, or in case of an emergency. Name of **local** manager of the business is preferable.

Part B. Facility Information

6. Days of Operation / Meals Served. **All businesses:** circle the days of the week that the facility is open for business. **Food service facilities:** also specify the meals served.
7. Business Description. Describe the general nature of the business. Possible descriptions include, but are not limited to, the following:

Restaurant/Eatery	Automotive Svc	Food Store
Product Mfg	Catering / Food Mfg	Product R & D
Commercial Printing		
8. Industrial Activity(s). Describe the types of industrial activities that produce wastewater discharged to the sewer system. If no discharge to the sewer from any industrial activities, write "None".

Commercial Kitchen	Auto Mech Repair	Groundwater
Film Processing	Auto Body Repair	
9. Seating Capacity (food service only). Specify the amount of seating available.
10. List pretreatment devices connected to sewer drainage lines that pre-treat wastes before discharge to the sewer system. Common systems include individual fixture grease trap (interior); grease interceptor (outside); oil/water separator (for petroleum-based oily wastewater); film process waste treatment; pH neutralization (automatic or manual); chemical flocculation/precipitation/filtration; and size of pretreatment device (e.g., volume or flow rate) if known.
11. Waste Pretreatment System Service Frequency. Indicate how often each pretreatment system is serviced.
12. Waste Stream Served. Indicate the fixture or fixtures served by each pretreatment system.
13. Check the types of plumbing fixtures at this facility. Do not include bathroom fixtures.
14. List pretreatment system wastes generated (e.g., "brown" waste grease from cooking, "yellow" recycled cooking oil) and names of waste haulers. Do not include wastes collected by the garbage collection service.

Part C. Signatory

The application must be signed by the most responsible person of the organization applying for the Waste Discharge Permit. This may include the owner, general partner, corporate officer, or other duly authorized representative of the organization in a decision-making capacity. The person signing the document is legally responsible for all information contained therein, and becomes liable for any and all future enforcement actions.

Note: The person that signs the application must first read the reverse side of the application prior to signing it, as the signature indicates agreement to comply with the terms stated on the reverse side of the application.

Please return the completed application not later than 30 days prior to commencing discharge. If discharge has already commenced, the application must be returned within 10 business days of receiving the blank application. Thank you.



Waste Discharge Permits for Food Service Facilities

Frequently Asked Questions

Who Needs a Waste Discharge Permit?

Any food store, eating place, or food preparer that bakes or cooks food on the premises must apply for a waste discharge permit.

Why these facilities?

Food service facilities commonly generate fat, oil, and grease (FOG) wastes in the cooking process. Wastewater from kitchen cleaning operations typically contains FOG wastes. FOG wastes can build up in the sewer system, and result in partial or total blockage of the sewer. Blockage can result in sewer backups and overflows.

Why a permit?

Federal and state regulations, as well as municipal preventive maintenance costs, are prompting an increased level of sewer system monitoring, maintenance, and recordkeeping. The City/District has found that while periodic inspection of commercial kitchens helps identify and correct problems, the message about effectively preventing FOG discharge into the sewer system is often lost over time. A permit provides the means to formally convey sewer discharge requirements and the consequences of failure to comply with the requirements. The permit also serves as ready reference to these requirements that can be referred to by facility management and staff at any time.

What does the permit cover?

The permit formally conveys the same items that have been and will be inspected by the City/District. These include pretreatment system maintenance procedures and maintenance records, and proper handling of pretreatment system waste. The inspector also inspects for records of cooking grease handling and disposal, and other practices that affect discharge of FOG into the sewer system.

What is a pretreatment system?

An under-counter grease trap and outdoor grease interceptor are examples of pretreatment systems. These are devices that are required to be installed on drain lines that may carry FOG wastes in the wastewater.

How do I know if I need to install or upgrade a pretreatment system?

At minimum, any kitchen utensil cleaning sink or wok range must drain through a pretreatment system. Pretreatment systems must conform to the Uniform Plumbing Code.

When can I anticipate an inspection?

The business will be inspected annually to assure compliance with permit requirements. The municipal code authorizes that inspections be conducted during normal business hours and may be unannounced.

Doesn't the county health department already inspect for compliance with sewer discharge requirements?

No. The City has primary authority over use of the sewer system. The county environmental health inspector does not inspect sewer pretreatment systems for proper operation and maintenance. A county inspector will take action on a sewer issue if they determine that the public health is threatened.

What are the penalties for noncompliance?

A Notice of Violation (NOV) is issued if the noncompliance has likely not resulted in impairment to the sewer system, such as a recordkeeping issue. There is no fee or fine connected the first NOV. An administrative citation may accompany the NOV for likely discharge of FOG to the sewer and for repeat violations. Follow-up inspection fees may also apply. There are other enforcement remedies available for chronic violations.

Are there fees associated with the permit?

The City of San Mateo has an annual waste discharge permit fee currently set at \$167. Foster City/Estero has adopted a similar fee. The fee recovers a portion of the cost of the program. The permit fee is due upon receipt of invoice.

How do I apply for the permit?

The application for a waste discharge permit is enclosed. Please complete and return the application within 10 days of your receipt of the attached letter (or within 30 days if you have not yet begun discharging wastewater from your business). You will have an opportunity to go over any questions or concerns with the City/District staff.

Who do I talk to for information and assistance with this program?

Please contact the City of San Mateo Department of Public Works, Environmental Compliance Section, at 650/522-7300.