TOWN OF WINDSOR

Non-Residential Surcharge Discharge Permit

Facility Name (Permittee): _____

Site Address: _____

Contact Name/Phone Number: _____

Permit#: _____ **Effective Date:** _____ **Expiration Date:** _____

The above Non-Residential User is authorized to discharge wastewater to the Town of Windsor's sewer collection system. This discharge will be in accordance with the most current Sewer Code and/or Ordinance in the Town of Windsor, any applicable provisions of federal or state law or regulation, and in accordance with discharge point(s), effluent limitations, monitoring requirements, and other conditions set forth herein.

Permittee shall comply with the items below:

1. Permittee process discharge to the sanitary sewer shall comply with the most current Town Code.
2. Permittee shall be levied high strength surcharge fees if treated discharges for Biochemical Oxygen Demand, Total Suspended Solids or Total Kjeldahl Nitrogen levels consistently exceed the average Windsor Treatment Plant head works loading for any of these conventional pollutants.
3. Request for and receive prior approval before changing any process that would cause a change in flow, constituent characteristics, or strength of regulated process effluent.
4. Safety Data Sheets (SDS) for all chemical products used on the permitted site shall be subject to regular inspection by Environmental Compliance Personnel.
5. Permittee shall properly store, treat, recycle and/or dispose of hazardous materials and/or any toxic or hazardous wastes generated at the facility in accordance with all applicable state, federal and local laws. No discharge of hazardous materials, sludges, or hazardous wastes to the sanitary sewer is permitted. Records detailing methods of recycle, re-use, or disposal shall be maintained and subject to regular inspections by Environmental Compliance Personnel.
6. Permittee shall maintain all pretreatment equipment and recording devices in proper working condition including periodic calibrations as per factory specifications.
7. Permittee shall maintain a complete file of all pretreatment operations, equipment service, calibration logs, shipping manifests, analyses, and all other pertinent information. Such records shall be subject to regular inspection by Environmental Compliance Personnel and must be kept for a minimum of three (3) years.
8. Remove, or secondarily contain, hazardous waste and materials to ensure that accidental spills or leaks do not enter the storm drains or sanitary sewer. Secondary containment is 110% for one container; for multiple containers, 150% of the largest container, or 110% of the total gallonage. Secondary containment shall be constructed in accordance with the Uniform Fire Code.
9. The cleaning of any equipment, containers, or tanks is prohibited in areas where runoff is to surface or subsurface waters or soils, storm drains, or other waterways.
10. If discharges do not meet Wastewater Discharge Limitations specified in the Town of Windsor's current Sewer Code, additional pretreatment shall be required.

11. Discharger must perform the following monitoring using Town approved equipment. All composite sampling shall be done by a flow paced, refrigerated composite sampler (at 0-6°C)

Parameter	**Sample Type**	**Monitoring Frequency**	**Frequency Definition**
pH	Online Monitor	Continuous	Report daily max. and min. A day is defined as midnight to midnight.
BOD, TSS, TDS, TKN	24-hour flow-paced composite	1x/week	A week is defined as Sunday through Saturday. On the day of sampling the flows must be equal to or above the week's average daily flow.
Flow	Online Monitor	Continuous	Report daily readings and total

Sampling schedule may be modified by the Town. All analyses are to be done by a California Department of Health Services (CDHS) certified commercial laboratory and in accordance with procedures outlined in 40 CFR Part 136. The Town will provide discharger with monthly reporting forms. Reports are to be electronically submitted to the Town no later than the 25th day of the month following the reporting period.

12. Permittee shall exercise good housekeeping practices in all production and storage areas to ensure no spills or leaks to the sanitary sewer and storm drain systems.
13. Permittee shall maintain a current Slug Control Plan for the facility. The Plan shall be updated when any applicable changes are made to the facility or procedures. If changes are not made, the Plan shall be reviewed and updated at least annually. The Plan shall include documented training of all applicable employees.
14. Permittee shall notify the Town immediately of any accidental or slug discharge to the sanitary sewer or storm drain system as outlined in the Town's Most Current Sewer Code and/or Ordinance, except as specifically permitted. In the event of an accidental slug or discharge to the sanitary sewer or storm drain system please call 707-838-1000. If you cannot reach Town Staff to report the incident, please contact the local fire department. Formal written notification discussing circumstances and remedies shall be submitted to the Town within (5) five days of the occurrence.

CERTIFICATION: I agree to comply with all provisions of this permit and all other regulations set forth within the most current Sewer Code and/or Ordinance in the Town of Windsor, or any applicable provisions of federal or state law or regulation.

Owner/Manager _____ Title _____ Date _____

Inspected by: _____ Title _____ Date _____

Approved by: _____ Title _____ Date _____