



**CITY OF HAYWARD  
DEPARTMENT OF PUBLIC WORKS  
SECTION 1. APPLICATION**

**Wastewater Discharge Permit Application  
Part A – Applicant Information**

PERMIT NUMBER

**A1. Applicant Business Name:**

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**A2. Address of premises discharging wastewater:**

Street:
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City:	Zip:	Phone:
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**A3. Business Address:**

Street:
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City:	Zip:	Phone:
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**A4. Business Owner/Parent Company:**

Name:	Contact Person:
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Mailing Address:
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City:	State:	Zip:	Phone:
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**A5. Chief Executive Officer:**

Name:	Title:
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Mailing Address:
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City:	State:	Zip:	Phone:
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**A6. Person to be contacted about this application:**

Name:	Title:
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Phone:
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**A7. Person to be contacted in case of emergency:**

Name:	Title:
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Day Phone:	Night Phone:	Pager:	Cell Phone:
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CERTIFICATION: I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or 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.

Signature	Date
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Print Name	Title
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**Wastewater Discharge Permit Application  
Part B – Business Description**

PERMIT NUMBER

**Purpose** - The **Business Description** is used to determine the substances which may enter into the wastewater discharge from the business activity and to identify production processes for pollution prevention purposes. The production quantities are necessary for federal reports.

**B1. Business Activity - (Complete a separate Part B for each major business activity occurring on the premises)**

ACTIVITIES	SIC CODES
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**(a) Product(s):**

TYPE OF PRODUCTS/SERVICES	DAILY QUANTITIES					
	DAILY PRODUCTION PAST YEAR			DAILY PRODUCTION THIS YEAR		
	Amount		Units	Amount		Units
	Avg.	Max.		Avg.	Max.	

**(b) Description** - Describe all industrial processes conducted onsite and identify those processes that have wastewater generating operations. (Use additional sheets as necessary)


**(c) Substances Proposed to be Discharged** - Give common and technical names of any materials or products proposed to be discharged to the sewer. Briefly describe the physical and chemical properties of each substance and product. Include concentration at which discharged.

NAME	DESCRIPTION

**B2. Industrial Category**

(a)  Local Regulations Only    (b)  Local and/or Federal Regulations    Federal Category: \_\_\_\_\_

**B3. Other Wastes**-List the type and volume of liquid or solid waste removed from the premises by means other than community sewers and name disposal site. Include sludge from pretreatment units, hazardous wastes, recyclable wastes, etc. Do not include garbage or office recyclables.

DESCRIPTION	VOLUME (gal/mo), (lbs/mo)	REMOVED BY (name & address)	DISPOSAL SITE



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**Wastewater Discharge Permit Application  
Part C – Schematic Flow Diagram**

PERMIT NUMBER

**Purpose** - The **Schematic Flow Diagram** shows the flow pattern of products through the facility and the various sources of wastewater. This information will enable the City to assess the quality, volume and peak flows of the discharge.

**Schematic Flow Diagram** - For each major activity, draw a diagram of the flow of materials and water from start to completed product, showing all unit processes. Include volume of wastewater generated from each unit process where applicable, indicating average and peak flow rates where appropriate, and show volumes and destination of hauled and recycled wastes. Number each unit process to the community sewer. Use these numbers when showing this unit process in the building layout in Part D. Include additional pages as necessary.



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**Wastewater Discharge Permit Application  
Part D – Building Layout**

PERMIT NUMBER

**Purpose** - The **Building Layout** shows the wastewater generating operations which contribute to each building sewer. This building layout will also enable the City and the applicant to select suitable sampling locations for determining and verifying wastewater strength and applicable discharge limitations.

**Building Layout** - Draw to scale the location of each building on the premises. Show location of all water meters, storm drains, floor drains or other sanitary sewer access or discharge points, numbered unit processes (from Part C), community sewers and each building sewer connected to the community sewers. Number each building sewer and show possible sampling locations.



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**Wastewater Discharge Permit Application  
Part E – Water Source & Use**

PERMIT NUMBER

**Purpose - The Water Source and Use Information** will enable the City to determine the volumes and sources of wastewater discharged to the community sewer.

**E1. Water Use and Disposition** - Average quantity of water received and wastewater discharged daily.  
NOTE: Show on separate sheet the method and calculations used to determine quantities on table. \*Documentation required for non-sewered water.

	SUPPLY FROM			DISCHARGED TO		
	City of Hayward	Other (1)		City Sewer	*Other (2)	
WATER USED FOR:	gal/day	gal/day	Source	gal/day	gal/day	Disch. To
Sanitary						
Processes						
Boiler						
Cooling						
Washing						
Irrigation (If meter is the same)						
Product*						
Other (3)						
TOTAL				**		
GRAND TOTAL	SUPPLY			DISCHARGE		

\*\* Transfer this value to Part F2C.  
Notes: (1) Enter the quantity and the appropriate code letter indicating the source: a. well b. creek c. stormwater d. reclaimed water e. groundwater  
(2) Enter the quantity and the appropriate code letter indicating the discharge point: a. creek b. stormdrain c. rail, truck, barge d. evaporation  
e. product f. landscaping.  
(3) Describe:

**E2. Source of Wastewater Discharged**

WATER ACCOUNT NUMBER	PERCENT (%) DISCHARGED TO BUILDING SEWER:				Total % Discharged	Total % Sewer Credit
	SEWER No. 1	SEWER No. 2	SEWER No. 3	SEWER No. 4		

**E3. Number of Employees**

	OFFICE		PRODUCTION (number of employees per shift)					
	No.	TOTAL HRS.	No.	DAY HRS.	No.	SWING HRS.	No.	NIGHT HRS.
WEEKDAY		to		to		To		to
SATURDAY		to		to		To		to
SUNDAY		to		to		To		to

E4. Discharge Period	E5. Variation of Operation
(a) Discharge occurs daily: From:                      To:	Indicate whether the business activity is: Continuous throughout the year <input type="checkbox"/> or seasonal <input type="checkbox"/>
(b) Circle the days of the week the discharge occurs: S, M, T, W, T, F, S	If seasonal, list the months of the year during which discharge occurs:

Comments:



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**Wastewater Discharge Permit Application  
Part F – Building Sewer Discharge**

PERMIT NUMBER

**Purpose** - The Building Sewer Discharge Information will identify the variation in flow rate and the type of constituents and characteristics of the discharge for each side sewer.

F1. Building Sewer No. (From Part D)

F2. Wastewater Flow Rate (From E1: Total discharged to community sewer)

PEAK HOURLY		MAX. DAILY		ANNUAL DAILY AVG.		IF OPERATIONS ARE SEASONAL AVERAGE DAILY (GALLONS/DAY)			
Gallons/minute		gallons/day		gallons/day		seasonal min.		seasonal max.	
A		B		C		D		E	

F3. If Batch Discharge, indicate:  
 a. Number of batch discharges: \_\_\_\_\_ per month.      c. Average quantity per batch: \_\_\_\_\_ gallons.  
 b. Day/Time of batch discharges: \_\_\_\_\_ at \_\_\_\_\_.      d. Flow Rate: \_\_\_\_\_ gallons/minute.  
 List process generating or type of proposed batch discharges:

F4. **Wastewater Strength Estimates** - Enter the average annual and maximum wastewater strength for this building for each of the following elements of wastewater strength for the period covered by the Permit.

**ANY SIGNIFICANT DEVIATION FROM THESE VALUES CAN RESULT IN TERMINATION OF THE PERMIT.**

ELEMENTS OF WASTEWATER STRENGTH	UNIT	AVERAGE	MAXIMUM
Carbonaceous Biochemical Oxygen Demand	mg/L		
Suspended Solids	mg/L		
Attach other analyses if appropriate			

If data from a commercial laboratory was used to determine the values, please give the name and address of the laboratory.  
 Name \_\_\_\_\_ Address \_\_\_\_\_

F5. **Pollution Prevention and Abatement Practices**

a. Check pollution prevention techniques implemented:  
 none,  water conservation,  drag-out controls,  dedicated piping/containers,  materials recovery/on-site recycling,  counter-current flows,  material substitution,  process modification,  other.

*Describe the pollution prevention measures on a separate sheet, including decrease of wastes generated, procedures to maintain control, and process specifications.*

b. Wastewater Pretreatment – Check the type of treatment, if any, given wastewater from this building sewer before it is discharged to the community sewer:  
 none,  grease trap,  oil and water separator,  pH adjustment,  biological treatment,  screening,  
 chlorination,  flow equalization,  chemical precipitation,  IX,  UF,  RO,  Solids Filter,  Other

*Describe the pretreatment system on a separate sheet, including the loading rates, design capacity, physical size, etc. of each pretreatment facility checked above.*

c. Planning Pollution Prevention/Wastewater Pretreatment Improvements - Describe any changes in source control, treatment, or disposal methods planned or under construction for the wastewater carried by this building sewer. *Describe planned improvements on a separate sheet.*

F6. **Stormwater Area**  
 Total area in square feet exposed to storm water and draining to sanitary sewer: \_\_\_\_\_ square feet.

F7. **Sampling Location:**  
 a. Local Sampling Point:

b. Federal Sampling Point:

