

## **CMSA Auto Service Permit Requirements - August 2003**

### **Permit Application Instructions**

1. Use the flowchart (Page 3) and then, if needed, the Table (Page 4) to determine which permit is appropriate for your operations. For each permit type, there is a one-page list of the permit requirements for that permit (Pages 5, 6, 7, 8). The permit and monitoring fees, if any, are also listed on these pages.

Page 2 provides clarification of who does not need a permit ("exempt").

2. PROVIDE ALL INFORMATION REQUESTED ON THE PERMIT APPLICATION. BE SURE TO INDICATE WHICH TYPE OF PERMIT YOU ARE APPLYING FOR. BE SURE TO SIGN THE APPLICATION.

COMPLETE AND RETURN THE APPLICATION EVEN IF YOU DO NOT NEED A PERMIT (see Page 2), CHECKING "EXEMPT" ON THE APPLICATION.

3. RETURN THE COMPLETED APPLICATION, ALONG WITH A CHECK FOR ANY FEES DUE, TO:

CMSA - Industrial Waste  
1301 Andersen drive  
San Rafael, CA 94901

FAX (415) 459-3971

Make checks payable to "CMSA".

The fees due for each type of permit are listed on the requirements page for that type of permit (Pages 5, 6, 7, 8).

4. If you have questions, please call (415) 459-1455, ext. 140, 142, or 143.

## **Do you need a permit?**

Permits are required for auto service and related facilities which are connected to the sanitary sewers in the CMSA service and which generate significant quantities of liquid wastes or sludges as a result of their activities.

### **Facilities included:**

"Auto service and related facilities" include engine repair shops, transmission shops, machine shops, service stations, carwashes, equipment or vehicle steamcleaning operations, vehicle body/paint shops, equipment rental yards, or fleets and coporation yards where vehicles are serviced on-site.

### **CMSA service area:**

The CMSA service area is Fairfax, Ross, San Anselmo, Greenbrae, Kentfield, Larkspur, Corte Madera, Paradise Cays, and areas of San Rafael south of the Santa Venetia ridge (Terra Linda and Civic Center are not in service area).

Almost all facilities in the CMSA service area are connected to the sanitary (sewage) sewers. However, if you are connected to a septic tank or use portable toilets, you do not need a CMSA permit. Note that discharge of industrial waste to a septic tank may incur substantial liabilities if the wastes contaminate groundwater.

### **"Significant quantities of liquid wastes or sludges":**

If you wash, paint, wet sand, or steamclean vehicles, and/or drain engine fluids (oil, antifreeze), a permit is required. Otherwise you do not need a permit, unless you have a special process that discharges wastes (e.g., a "jet spray washer" in a transmission shop).

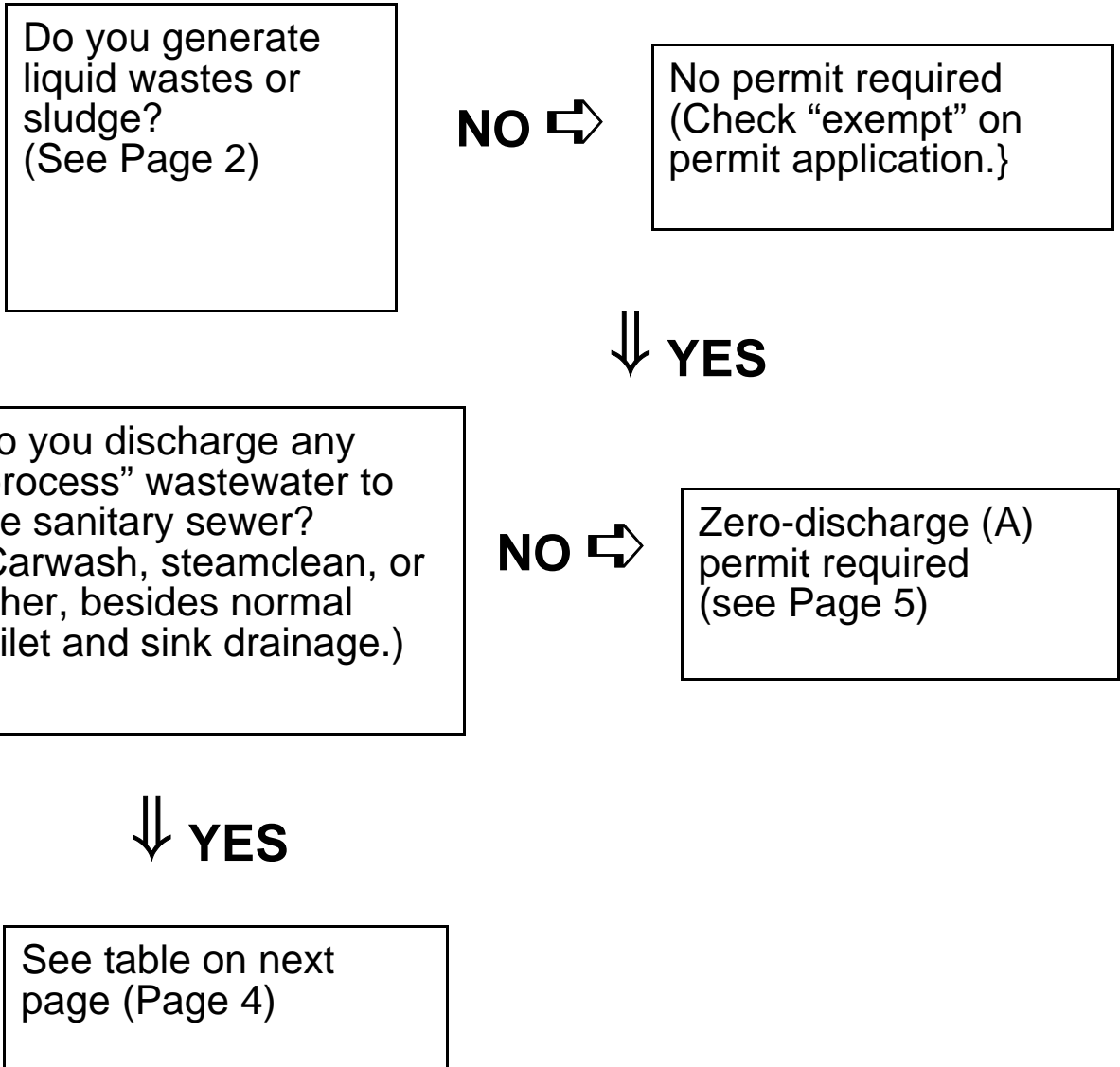
#### **EXAMPLES:**

If your service station services autos you need a permit, but if you only sell gas and oil, you are exempt.

If you service your fleet (a "fleet" is three or more business-related vehicles) on-site, you need a permit. If the fleet is serviced elsewhere, and you don't otherwise generate liquid wastes or sludges, you are exempt.

A machine shop that drains and pulls engines, or has a hot tank or jet spray washer, needs a permit. A shop that only works on "clean" engines, or otherwise is a "dry shop", is exempt.

## Which permit for your shop?



## Which wastewater discharge permit for your shop?

It is illegal to discharge any wastes, including vehicle washwater, to storm drains (such as street gutter drains) or to the ground where it could pass into storm drainage or groundwater.

<b>Wastewater to sanitary sewer / activities performed</b>	<b>Permit type needed</b>
<p><b>1.</b> Only washwater from outside (painted or chrome) surfaces of vehicles or "wet sanding".</p> <p>Activities listed in #2 below are not eligible for this permit. "Borderline" cases will be determined by CMSA on an individual basis.</p>	<p>Carwashing (B) Permit (see Page 6)</p>
<p><b>2.</b> Coin-operated public carwash, equipment rental yard, or washing diesel trucks or buses.</p> <p>Operations must be such that activities listed in #3 below are minimized.</p>	<p>Conditional Carwashing (C) Permit (see Page 7)</p>
<p><b>3.</b> Washwater from cleaning engines, vehicle undercarriages, or parts.</p>	<p>Steamcleaning (D) Permit (see Page 8)</p>
<p><b>4.</b> Other "process" wastewater to sanitary sewer (does not include typical wastewater from sinks and toilets).</p>	<p>Contact CMSA (415) 459-1455 ext. 140, 142, or 143</p>

**ZERO-DISCHARGE (A) PERMIT  
Permit Requirements**

**Permit term:** 3 years

**Fees:** No permit or sampling fees

This permit is for facilities that do not discharge any wastewater to the sanitary (sewage) sewer, other than "domestic wastes" as would be discharged from the sinks and toilets in a normal household. Typically, these are shops that do not perform carwashing or steamcleaning. However, shops operating "closed loop" systems, where all wastewater from carwashing or steamcleaning is re-used and never discharged, are eligible for this permit.

Note that it is illegal to discharge any wastes, including vehicle washwater, to storm drains (yard and street drains), or to the ground where it could pass into storm drainage or groundwater.

1. Cap all floor drains and other process drains to the sanitary sewer.
2. All liquid and solid waste shall be disposed of legally and all disposal records for waste oil, antifreeze, filters, paints, and solvents must be kept for three years and be available for review by CMSA.
3. All wastes and hazardous materials shall be stored in a manner that prevents accidental discharge to the sanitary sewer or storm drainage.
4. Use "good housekeeping" practices, normally including proper use of drip pans and spill control equipment, to minimize discharge of spilled or leaking fluids to sanitary sewer or storm drainage.
5. Post a 4" X 6" notice, summarizing permit requirements, on your bulletin board. Affix a "No wastes to this drain" sign on any sink or toilet in or next to a work area. CMSA will supply the notices and signs with your permit.

## CARWASHING (B) PERMIT Permit Requirements

**Permit term:** 2 years

**Fees:** \$100 permit fee, \$148 sampling fee

**Total fees due with application:** \$248

This permit is for facilities that wash vehicles but do not otherwise discharge any wastewater to the sanitary (sewage) sewer, other than "domestic wastes" as would be discharged from the sinks and toilets in a normal household. Vehicle washing under this permit is restricted to washing the outside (painted and chrome) surfaces of vehicles and "wet sanding". **Coin-operated public carwashes, equipment rental yards, and facilities washing fleets of diesel trucks or buses are not eligible for this permit.**

Note that it is illegal to discharge any wastes, including vehicle washwater, to storm drains (yard and street drains) or to the ground where it could pass into storm drainage or groundwater.

1. All vehicle washing shall be performed in a bermed washpad that drains to an approved oil/sand interceptor (see Page 10). The washpad must be roofed if the total surface area that drains to the sanitary sewer exceeds 300 square feet. The washpad must be behind a locked fence, or otherwise restricted, when the facility is unoccupied.
2. The washpad oil/sand interceptor must be maintained (cleaned) sufficiently to keep it operating efficiently at all times.
3. All floor drains and other process drains to the sanitary sewer, other than those used for carwashing, shall be capped.
4. All liquid and solid waste shall be disposed of legally and all disposal records for waste oil, antifreeze, filters, paints, solvents, and interceptor wastes must be kept for three years and be available for review by CMSA.
5. All wastes and hazardous materials shall be stored in a manner that prevents accidental discharge to the sanitary sewer or storm drainage.
6. Use "good housekeeping" practices, normally including proper use of drip pans and spill control equipment, to minimize discharge of spilled or leaking fluids to sanitary sewer or storm drainage.
7. Post a 4" X 6" notice, summarizing permit requirements, on your bulletin board. Affix a "No wastes to this drain" sign on any sink or toilet in or next to a work area. CMSA will supply the notices and signs with your permit.

## CONDITIONAL CARWASHING (C) PERMIT Permit Requirements

**Permit term:** 2 years      **Fees:** \$100 permit fee, \$148 sampling fee  
**Total fees due with application:** \$248

This permit is intended for facilities that have more waste oil and metals in their wastewater than carwashing operations but which have substantially less than a typical steamcleaning operation. Coin-operated public carwashes, equipment rental yards, and facilities washing fleets of diesel trucks or buses are eligible for this permit. Other "grey area" facilities will be evaluated on a "case-by-case" basis.

**This is a "conditional" permit. Any facility not consistently meeting CMSA local discharge limits (see Page 9) may be required to change its cleaning operations, install additional pretreatment equipment, and/or obtain a different ("steamcleaning" or "zero-discharge") permit.**

Note that it is illegal to discharge any wastes, including vehicle washwater, to storm drains (yard and street drains) or to the ground where it could pass into storm drainage or groundwater.

1. All vehicle washing shall be performed in a bermed washpad that drains to an approved oil/sand interceptor (see Page 10). The washpad must be roofed if the total surface area that drains to the sanitary sewer exceeds 300 square feet. The washpad must be behind a locked fence, or otherwise restricted, when the facility is unoccupied.
2. The washpad oil/sand interceptor must be maintained (cleaned) sufficiently to keep it operating efficiently at all times.
3. All floor drains and other process drains to the sanitary sewer, other than those used for carwashing, shall be capped.
4. All liquid and solid waste shall be disposed of legally and all disposal records for waste oil, antifreeze, filters, paints, solvents, and interceptor wastes must be kept for three years and be available for review by CMSA.
5. All wastes and hazardous materials shall be stored in a manner that prevents accidental discharge to the sanitary sewer or storm drainage.
6. Use "good housekeeping" practices, normally including proper use of drip pans and spill control equipment, to minimize discharge of spilled or leaking fluids to sanitary sewer or storm drainage.
7. Post a 4" X 6" notice, summarizing permit requirements, on your bulletin board. Affix a "No wastes to this drain" sign on any sink or toilet in or next to a work area. CMSA will supply the notices and signs with your permit.

## STEAMCLEANING (D) PERMIT Permit Requirements

**Permit term:** 2 years

**Fees:** \$100 permit fee is due with application, and approximately \$450 to \$900 in sampling fees will be invoiced during permit term (sample frequency varies, depending on circumstances).

**Total fees due with application:** \$100 (you will be invoiced for sampling fees)

This permit is for facilities performing extensive steamcleaning (or pressure cleaning) of engines, vehicle undercarriages, and/or parts, with discharge of wastewater to the sanitary sewer. The oily, metal-bearing wastewater will have to be treated on-site before discharge to the sanitary sewer. CMSA personnel will collect samples of treated wastewater four times during the first year, to assure that pollutant levels do not exceed CMSA's "local discharge limits" (see Page 9). Any limit violations will necessitate additional "follow-up" sampling, at your expense. If there are no limit violations the first year, the amount of sampling will be reduced in subsequent permits, reducing the sampling fees.

Facilities operating "closed loop" systems, where all wastewater from washing operations is re-used and never discharged, are eligible for a "Zero-Discharge (A) Permit" (Page 5). There are no permit or sampling fees for these permits.

Certain "grey area" facilities, where only a very limited amount of steamcleaning is performed, are eligible for a "Conditional Carwashing (C) Permit" (Page 7).

Note that it is illegal to discharge any wastes, specifically including steamcleaning wastewater, to storm drains (yard and street drains), or to the ground where it could pass into storm drainage or groundwater.

1. All liquid and solid waste shall be disposed of legally and all disposal records for waste oil, antifreeze, filters, paints, solvents, and treatment process sludge must be kept for three years and be available for review by CMSA.
2. All wastes and hazardous materials shall be stored in a manner that prevents accidental discharge to the sanitary sewer or storm drainage.
3. All floor drains and other process drains to the sanitary sewer, other than those used for steamcleaning, shall be capped.
4. Use "good housekeeping" practices, normally including proper use of drip pans and spill control equipment, to minimize discharge of spilled or leaking fluids to sanitary sewer or storm drainage.
5. Post a 4" X 6" notice, summarizing permit requirements, on your bulletin board. Affix a "No wastes to this drain" sign on any sink or toilet in or next to a work area. CMSA will supply the notices and signs with your permit.

**CMSA TECHNICALLY-BASED LOCAL DISCHARGE LIMITS**

1. No discharge shall have a pH less than 6.0 or greater than or equal to 12.5.
2. The following table lists the maximum waste discharge concentration for the listed pollutants.

<b>Pollutant</b>	<b>Maximum Concentration (mg/L)</b>
Arsenic	0.59
Cadmium	0.13
Chromium (Total)	2.0
Copper	1.5
Lead	1.6
Mercury	0.011
Nickel	1.0
Silver	1.0
Zinc	2.5
Cyanide (Total)	1.2
Phenols	11

3. Note that "significant industrial users" (not auto shops) are subject to a 1.0 mg/L local discharge limit for zinc.
4. No discharge shall contain petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin in a total concentration exceeding 100 mg/L.
5. Water shall not be added to the discharge for the purpose of diluting the concentrations of pollutants.

**APPROVED OIL/SAND INTERCEPTORS FOR CARWASHING (B) PERMITS**

1. If flow to the washpad is restricted to one 1/2" hose with a (off/on) spray nozzle (4 to 6 gallons per minute), the following minimum interceptor volumes apply (for conventional underground interceptors):

**Existing (in place) equipment:        70 gallons minimum**

**New equipment:                        200 gallons minimum**

If flow to the washpad exceeds the above (6 gpm), the interceptor shall be sized for a 30 minute detention time (detention time in minutes = interceptor volume in gallons / maximum flow in gallons per minute).

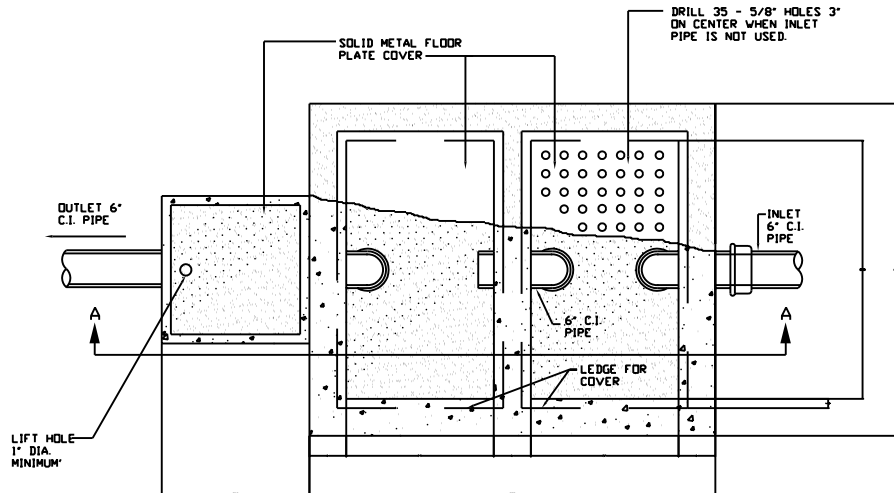
2. A specification for new equipment is provided on Page 11 ("Grease & Sand Trap, 220 Gallon Capacity"). Equivalent design is acceptable, if approved in advance by CMSA. **Equivalent "above-ground" pretreatment equipment is acceptable to CMSA**, if approved in advance. Note that the interceptor must be equipped with a "sample box", specification on Page 13 ("Sample Box").

**APPROVED INTERCEPTORS FOR CONDITIONAL CARWASHING (C) PERMITS**

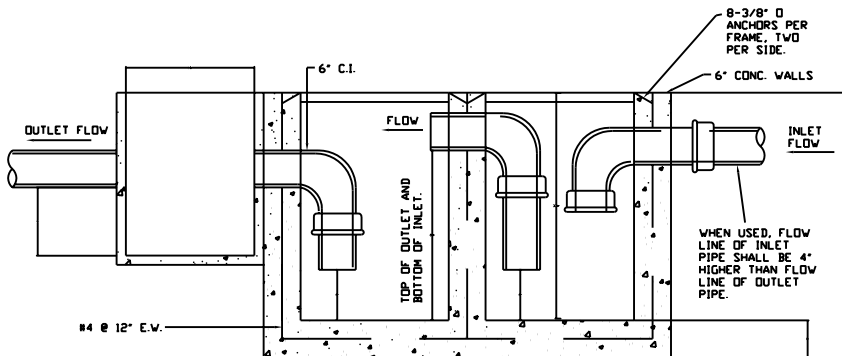
1. The interceptor shall be sized for a minimum detention time of 30 minutes (detention time in minutes = interceptor volume in gallons / maximum flow in gallons per minute), except that **the minimum volume for any interceptor shall be 750 gallons.**
2. A specification is provided on Page 12 ("Large Capacity Sand & Grease Interceptor"). Equivalent design is acceptable, if approved in advance by CMSA. Alternative specifications are available, on request. **Equivalent "above-ground" pretreatment equipment is acceptable to CMSA**, if approved in advance. Note that the interceptor must be equipped with a "sample box", specification on Page 13 ("Sample Box").

CENTRAL MARIN SANITATION AGENCY  
SAN RAFAEL, CALIFORNIA

GREASE AND SAND TRAP  
(220 GALLON CAPACITY)



PLAN VIEW



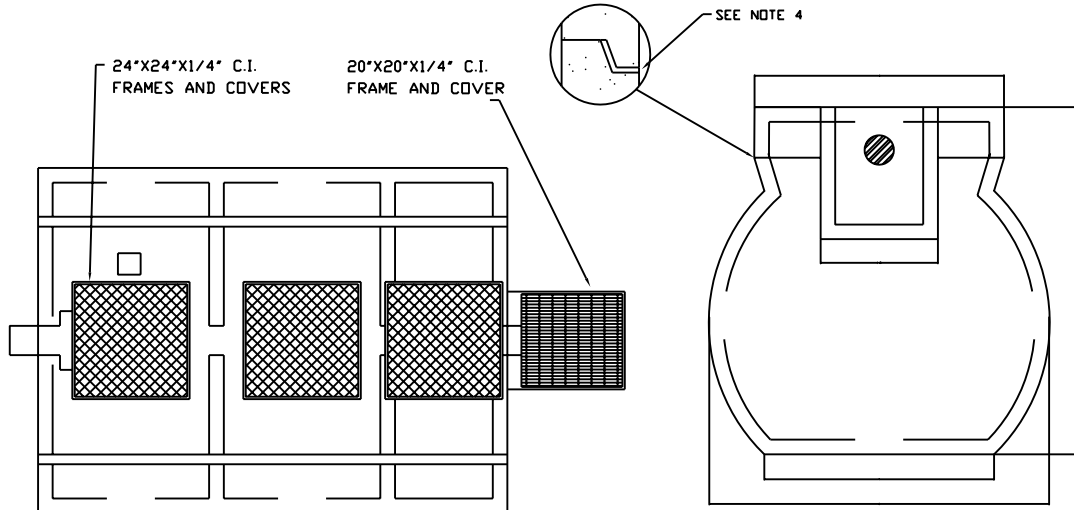
SECTION A-A

NOTES:

- 1) INSTALLATIONS OF ANY SINGLE WALLED UNDERGROUND SUMP HAS A POTENTIAL FOR GROUNDWATER CONTAMINATION. CMSA RECOMMENDS ALTERNATIVE DESIGNS WITH SECONDARY CONTAINMENT. SEE PAGE 7.
- 2) ALL EXPOSED STEEL SHALL HAVE A PROTECTIVE COATING.
- 3) A PRECAST SAND AND GREASE TRAP WHICH HAS BEEN APPROVED BY CMSA MAY BE SUBSTITUTED FOR A CAST-IN-PLACE GREASE AND SAND TRAP.
- 4) THIS GREASE AND SAND TRAP IS NOT INTENDED FOR THE INTRODUCTION OF DOMESTIC SEWAGE. LOCATION AND TRIBUTARY DISCHARGE SOURCES SHALL BE APPROVED BY LGVSD PRIOR TO INSTALLATION.
- 5) CHECK LOCAL PLUMBING CODES REGARDING THE REQUIREMENT OF A P-TRAP DOWNSTREAM OF THIS STRUCTURE.

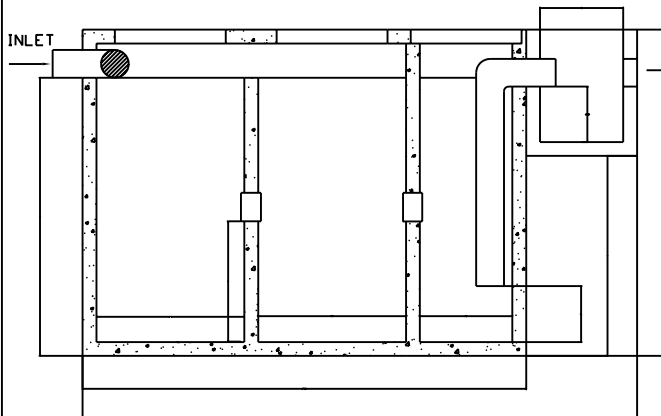
CENTRAL MARIN SANITATION AGENCY  
SAN RAFAEL, CALIFORNIA

LARGE CAPACITY SAND & GREASE TRAP



PLAN VIEW

END VIEW



LONGITUDINAL VIEW

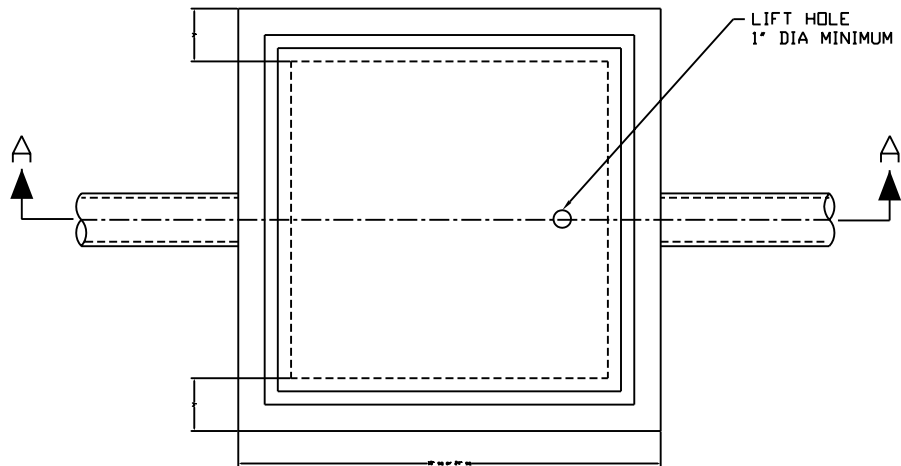
NOTES:

- 1) MATERIALS SPECIFICATIONS
  - A. CONCRETE, PORTLAND CEMENT TYPE II, MINIMUM COMPRESSIVE STRENGTH 3000 PSI AT 28 DAYS.
  - B. REINFORCING BARS INTERMEDIATE GRADE ASTM A615.
  - C. REINFORCING WELDED WIRE MESH ASTM A185.
- 2) INTERCEPTORS SHALL BE COATED INSIDE WITH HUNTS PROCESS BLACK NO. 120 ASTM C-309, TYPE IV-ASTM D-41-FHA REQUIREMENTS.
- 3) INTERCEPTOR SHALL BE PLACED ON NATURAL SOIL OR APPROVED COMPACTED FILL.
- 4) STANDARD GROUND WATER SEAL - BUTYL ROPE MASTIC OR CEMENT MORTAR.
- 5) A PRECAST SAND AND GREASE INTERCEPTOR WHICH HAS BEEN APPROVED BY CMSA MAY BE SUBSTITUTED FOR A CAST IN PLACE SAND AND GREASE INTERCEPTOR.
- 6) THIS SAND AND GREASE INTERCEPTOR IS NOT INTENDED FOR THE INTRODUCTION OF DOMESTIC SEWAGE. LOCATION AND TRIBUTARY DISCHARGE SHALL BE APPROVED BY LGVSD PRIOR TO SELECTION.
- 7) INTERCEPTORS LOCATED IN AREA SUBJECT TO TRAFFIC MUST BE INSTALLED WITH APPROPRIATE TRAFFIC COVER.
- 8) ALL PIPES MUST BE 6" C.I.

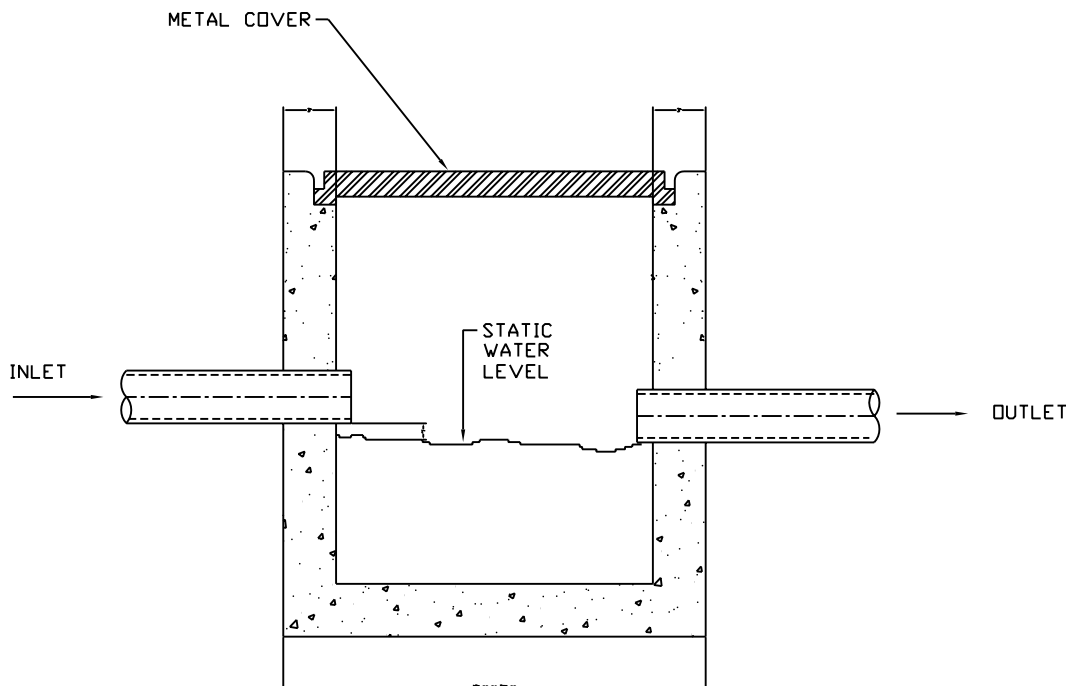
THIS SPECIFICATION IS FOR COMPARISON WITH EXISTING EQUIPMENT ONLY. LGVSD DOES NOT RECOMMEND UNDERGROUND CONCRETE INTERCEPTORS FOR STEAMCLEANING APPLICATIONS. SERIOUS POTENTIAL EXISTS FOR LIABILITY DUE TO GROUNDWATER CONTAMINATION.

CENTRAL MARIN SANITATION AGENCY  
SAN RAFAEL, CALIFORNIA

SAMPLE BOX



PLAN VIEW



NOTES

- 1) A PRECAST SAMPLE BOX WHICH HAS BEEN APPROVED BY CMSA MAY BE SUBSTITUTED FOR A CAST-IN-PLACE SAMPLE BOX AS DETAILED ON THIS SHEET.
- 2) WALLS OF THE SAMPLE BOX ARE TO BE CONSTRUCTED WITH REINFORCED CONCRETE.
- 3) THIS SAMPLE BOX IS NOT INTENDED FOR THE INTRODUCTION OF DOMESTIC SEWAGE. LOCATION AND TRIBUTARY DISCHARGE SOURCES SHALL BE APPROVED BY CMSA PRIOR TO INSTALLATION.
- 4) CHECK LOCAL PLUMBING CODES REGARDING THE REQUIREMENT OF A "P"-TRAP DOWNSTREAM OF THIS STRUCTURE.