



## INSTRUCTIONS: GROUNDWATER DISCHARGE PERMIT APPLICATION

(Rev. 2/14)

Please complete the application. All information is to be typed or printed in ink.

1. **Page 1, Part I:** The "Permittee" should be the owner of the property at which the waste groundwater is generated.
2. The "**Certification Addendum**" on Page 2 of the application specifies who may sign the application for the Permittee. One of the three alternatives must be checked.
3. **Page 5, Monitoring Requirements:** If there has been verbal communication with CMSA before you receive the blank application, the monitoring required before issuance of a permit may be indicated (boxes checked) on Page 5. If not, submit any existing analytical reports, or a summary, with the application. You will be notified if additional sampling and analysis is required before a permit can be issued. Quality control documentation need not be submitted unless requested by CMSA.
4. **Page 6, Insurance Requirements:** The certificate of insurance or endorsement must name as ensured the entities and persons listed on Page 6. The evidence of insurance does not have to be submitted with the application, but it must be received at CMSA before a permit can be issued.
5. **Permit Fee:** A check for the appropriate Permit Fee, made out to Central Marin Sanitation Agency, must accompany the submitted application.

The Permit Fees for one-time and annual permits are listed below. This fee covers the cost of application review and permit issuance. The fee is normally non-refundable, although a partial refund may be made, at the discretion of the General Manager, in cases where a permit is denied.

- Permit Fee, single discharge event \$200.00
- Permit Fee, one year discharge permit \$370.00

6. **Monitoring Fees and Flow Charges:** You will be invoiced for the cost of any monitoring performed by CMSA during or after permit issuance. You will also be invoiced for a flow charge, based on the total gallons discharged. For fiscal year 13/14 this charge is \$4.35 per thousand gallons.

If the invoices should be sent to other than the Permittee mailing address (Part I.B. of application), please submit the correct billing address with the application.

## APPLICATION FOR GROUNDWATER DISCHARGE PERMIT

1. Applicant (Permittee) Business Name/Address:

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

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Attention: \_\_\_\_\_

2. Address of premise discharging wastewater:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Person to be contacted about this application:

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing address, if different from above:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

4. Person to be contacted in case of emergency:

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

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

5. CERTIFICATION: I certify that the information above and on the following pages is true and correct to the best of my knowledge.

_____	_____
Permittee Signature	Date

_____	_____
Print Name	Title

6. Person preparing this application:

_____	_____
Permittee Signature	Date

_____	_____
Print Name	Title

**APPLICATION FOR GROUNDWATER DISCHARGE PERMIT  
(Cont.)**

**CERTIFICATION ADDENDUM**

I certify that the wastewater for which this groundwater discharge application is filed does not and will not constitute "hazardous waste" under California law at the point of discharge into the sanitary sewer system. I am personally qualified to make this certification or I have consulted with a qualified professional who is qualified to make this certification.

- \_\_\_\_\_ 1. I am a principal executive officer of at least the level of vice-president (if the permittee is a corporation).
  
- \_\_\_\_\_ 2. I am a general partner or proprietor (if the permittee is a partnership or sole proprietorship respectively).
  
- \_\_\_\_\_ 3. I am a duly authorized representative of the individual designated in 1 or 2 above (if such representative is responsible for the overall operation of the facility from which the discharge originates).

Indemnification

Permittee shall indemnify, defend and hold harmless Central Marin Sanitation Agency; its members including San Rafael Sanitation District, Sanitary District No.1 of Marin County, Sanitary District No.2 of Marin County, the City of San Rafael, the City of Larkspur and the Town of Corte Madera; its officers, officials, employees and volunteers; from and against all liability, claim, damages, losses and expenses, including but not limited to attorney fees, arising in whole or in part from any act or omission of Permittee.

## APPLICATION FOR GROUNDWATER DISCHARGE PERMIT (Cont.)

### DISCHARGE INFORMATION

1. Circle type of discharge:    One-Time Event  
   Continuous Discharge  
   Periodic (quarterly purge water, etc.)

Describe: \_\_\_\_\_  
\_\_\_\_\_

2. Volume of discharge is estimated to be \_\_\_\_\_ gal/day (= total discharge  
for one-time event)

3. Maximum flow rate is estimated to be \_\_\_\_\_ gal/minute.

4. Method of estimation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Discharge will be:

\_\_\_\_ Trucked to CMSA  
\_\_\_\_ To sewer manhole or cleanout  
(Describe exact location): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Other:  
(Describe exact location): \_\_\_\_\_  
\_\_\_\_\_

6. Specify time frame in which discharge(s) will be occurring: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICATION FOR GROUNDWATER DISCHARGE PERMIT  
(Cont.)**

**SITE HISTORY**

Briefly describe site, including cause of groundwater contamination.

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**SITE PLAN**

Draw to scale a site plan showing the layout of existing facilities, extent of groundwater contamination, location of all wells, pretreatment systems (if required), location of sampling points, location of discharge to sanitary sewer, existing sewer lines and manholes.

**APPLICATION FOR GROUNDWATER DISCHARGE PERMIT  
(Cont.)**

Analytical methods checked are required by CMSA with initial permit application. Attach results received from your certified laboratory to your permit application.

- \_\_\_ EPA Method 8260 (volatile organics by GC/MS)
- \_\_\_ EPA Method 8270 (semi-volatile organics by GC/MS)
- \_\_\_ EPA Method 8080 (organochlorine pesticides and PCBs)
- \_\_\_ EPA Priority Pollutant Metals:

Analysis required for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- \_\_\_ Total Petroleum Hydrocarbons (low boiling point) by GC
- \_\_\_ Total Petroleum Hydrocarbons (high boiling point) by GC
- \_\_\_ Benzene Toluene Ethylbenzene and Xylenes by GC

Additional Compounds: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Monitoring requirements may be changed by CMSA (either increased or decreased) as more data is obtained.

**APPLICATION FOR GROUNDWATER DISCHARGE PERMIT**  
**(Cont.)**

**INSURANCE REQUIREMENTS**  
**FOR CMSA GROUNDWATER DISCHARGE PERMIT APPLICATION**

The permittee (applicant) shall provide evidence of insurance as follows:

Comprehensive general liability insurance with minimum limits of \$1,000,000 on account of anyone occurrence and an aggregate limit of not less than \$1,000,000.

The certificate or endorsement shall name as insured the following:

Central Marin Sanitation Agency; its members including San Rafael Sanitation District, Sanitary District No.1 of Marin County, Sanitary District No.2 of Marin County, the City of San Rafael, the City of Larkspur, and the Town of Corte Madera; its officers, officials, employees, and volunteers.



**APPLICATION FOR GROUNDWATER DISCHARGE PERMIT  
(Cont.)**

**FOR ON-GOING GROUNDWATER CLEAN-UP PROJECTS ONLY:**

1. CMSA requires the following equipment on groundwater treatment units:
  - a. An effluent flow totalizer
  - b. A sample tap or other access to a sample representative of the discharge to the sanitary sewer
  - c. An on-line combustible gas meter monitoring either the sewer atmosphere at the point of discharge or the atmosphere above the treatment unit effluent in the discharge line. The installation shall be such that any reading exceeding 10% of the Lower Explosive Limit (LEL) shall either stop all flow through the treatment unit or shall remotely alert personnel who are able to respond on a 24-hour basis.
  
2. Below are CMSA's standard options for monitoring sewer discharges after the groundwater treatment unit is on-line.

CHOOSE ONE:

- \_\_\_\_\_ CMSA personnel collect a sample four times per year. Each sample is analyzed for TPH (gas & diesel), BTEX, and any additional compounds as required at CMSA's contract analytical laboratory. Permittee is invoiced for the cost of labor (sample collection) and analytical laboratory costs.
- \_\_\_\_\_ Permittee collects a sample once each calendar month that the treatment unit is discharging. Each sample is analyzed for TPH (gas & diesel) and BTEX at a certified laboratory. The permittee reports analytical results to CMSA on a quarterly basis.

CMSA reserves the right to require a schedule different from the above, based on site history and conditions.

## APPENDIX

### CMSA Discharge Limits - Contaminated Groundwater

1. Total petroleum hydrocarbons (TPH) - 1.0 mg/L
2. The total concentration of BTEX (benzene, toluene, ethylbenzene, and xylenes) and MTBE (methyl tertiary butyl ether) - 1.0 mg/L
3. Any EPA Priority Pollutant - 0.75 mg/L (This does not apply to metals listed in Section 3 of the CMSA Sewer Use Ordinance).
4. Any organic solvent - 1.0 mg/L or a concentration as required to protect the collection system and treatment facilities.