
Special Discharge Permit Application

City of Saskatoon Wastewater System
Sewer Use Bylaw, 2017 No. 9466



City of
Saskatoon

Community Standards – Bylaw Compliance

This is an application for a **Special Discharge Permit** under the City of Saskatoon Wastewater System *Sewer Use Bylaw, 2017 No. 9466*.

For more information on *The Sewer Use Bylaw* visit saskatoon.ca/sewer

GENERAL INSTRUCTIONS

- Provide all required information and attachments.
- If you do not have an answer for the requested information, indicate so and explain why.
- Indicate 'n/a' if a section does not apply to your application.
- Use additional pages, as required.
- Send the completed application form, and attachments to:

Email: bylaw.compliance@saskatoon.ca

If you need further information, contact:

*City of Saskatoon - Bylaw Compliance
Community Standards Division
222 3rd Avenue North
Saskatoon, Saskatchewan, S7K 0J5
Telephone: (306) 657-8766*

It is understood that some applications will be completed in advance of actual implementation of a process and quantities requested in the permit application may be estimates. It is requested of the applicant to ensure the estimates are made to the highest possible accuracy using design engineer's specifications and on performances of comparable systems.

Applications submitted for systems already in operation and discharging to the sanitary sewer system should be based on recent sampling data and should include allowances for estimated growth over the requested duration of the permit.

A minimum of two weeks is required to review the application.

Note: This information is provided for the convenience only and is not in substitution of applicable City of Saskatoon bylaws or Provincial or Federal codes, laws, or permits. It is your responsibility to ensure that any existing or proposed construction or other works complies with any applicable bylaws, codes, laws or permits.

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SECTION A: BUSINESS NAME AND ADDRESS

Applicant Information:

Business Name:	
Business License Number:	Expiry Date:

Site Address:

Street:	
City/Province:	
Postal Code:	

Mailing Address: Same as Site Address

Street:	
City/Province:	
Postal Code:	

Contact Person Regarding this Application:

Name:	
Title:	
Company Name:	
Telephone:	
Email:	
Address:	<input type="checkbox"/> Same as Site Address; or <input type="checkbox"/> Same as Mailing Address
Street:	
City/Province:	
Postal Code:	

SECTION B: PROCESS DESCRIPTION

1. Nature of Business

Briefly describe your business and the main wastewater generating activities at the applicable site (e.g. type of processing, manufacturing, service, etc.)

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2. Raw Materials & Products/Byproduct Identification

Indicate the raw materials used, or proposed to be used, and the products/byproducts that are produced, or proposed to be produced, in your process. Include a daily volume or mass used for each material or product/byproduct.

Raw Materials:	Estimated Daily Amount (indicate units mass or volume)

Products/Byproducts	Estimated Daily Amount (indicate units mass or volume)

SECTION C: WATER & WASTEWATER SOURCES & LOSSES

1. Water Sources

Indicate the average daily volume used, or proposed to be used, from each water source.

Water Source	Estimated Daily Volume (indicate units)
Municipal (metered)	
Private Water Company	
Surface/Storm Water	
Groundwater	
On-site well	
Other:	

2. Water Losses

Is any source water lost throughout the process (e.g. evaporation, product loss, etc.)?

Yes No

If yes, indicate the source of the loss and estimated average daily volume lost throughout the process (i.e. not discharged to the sanitary sewer system):

Source of Water Loss	Estimated Daily Loss (indicate units)

3. Wastewater Sources

Describe all sources of non-domestic wastewater discharged to the sanitary sewer, including process wastewater, plant wash water, cooling water, boiler blow down, contaminated storm waste, etc. Indicate whether the discharge is batch or continuous. Estimate the daily volume of wastewater generated.

Wastewater Source	Continuous or Batch	Estimated Daily Volume (indicate units)

SECTION D: OEPRATING PERIOD

1. Typical Operating Period

Specify the typical operating period for your operation (when process wastewater is discharged to the sanitary sewer):

Hours/Day	Days/Week	Weeks/Year

Select the typical days of operation your business discharges to the sanitary sewer:

- Monday through Friday
 Seven (7) days a week

Select applicable days if different from above:

- Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

Specify the typical number of hours of discharge of process wastewater discharge to the sanitary sewer during the following shifts (as a percentage, %):

08:00 to 17:00	17:00 to 24:00	0:00 to 08:00

2. Seasonal Variations

Is the typical wastewater quality generated from your operation vary on a seasonal basis?

- Yes No

If yes indicate, as a percentage (%), the estimated volume of wastewater generated from the operation per season:

Spring	Summer	Fall	Winter

How does, or how will, your operation reduce wastewater generation during non-peak periods?

- Reduced rate of processing Reduced hours of operation
 Complete shutdown Not applicable
 Other: _____

SECTION E: FLOW INFORMATION

1. Requested Discharge Flow Rates:

The following process flow information is required to complete both Municipal sewer line and COSWWS trunk sewer line hydraulic loading capacity evaluations.

Total Site Area:	<input type="checkbox"/> Acres <input type="checkbox"/> m ²
Maximum Daily Discharge Volume:	<input type="checkbox"/> L <input type="checkbox"/> m ³
Maximum Instantaneous Peak Flow Rate:	<input type="checkbox"/> L/s <input type="checkbox"/> m ³ /day
Maximum Discharge Duration:	Hours/day
	Days/week
	Weeks/year

2. Discharge Flow Rate Estimation

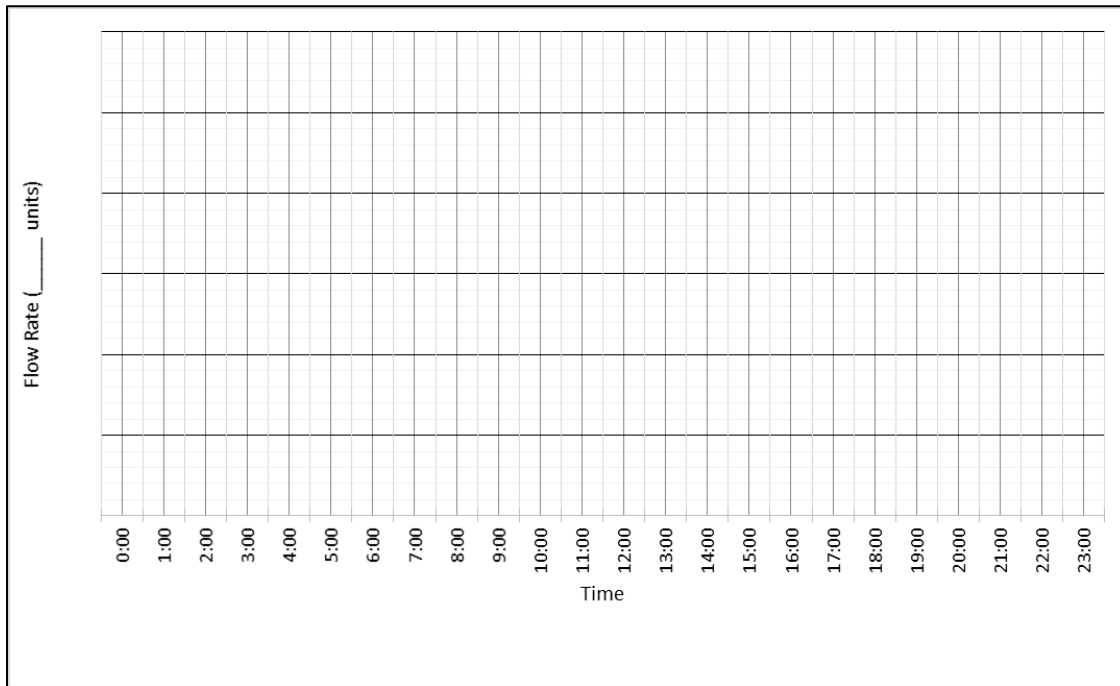
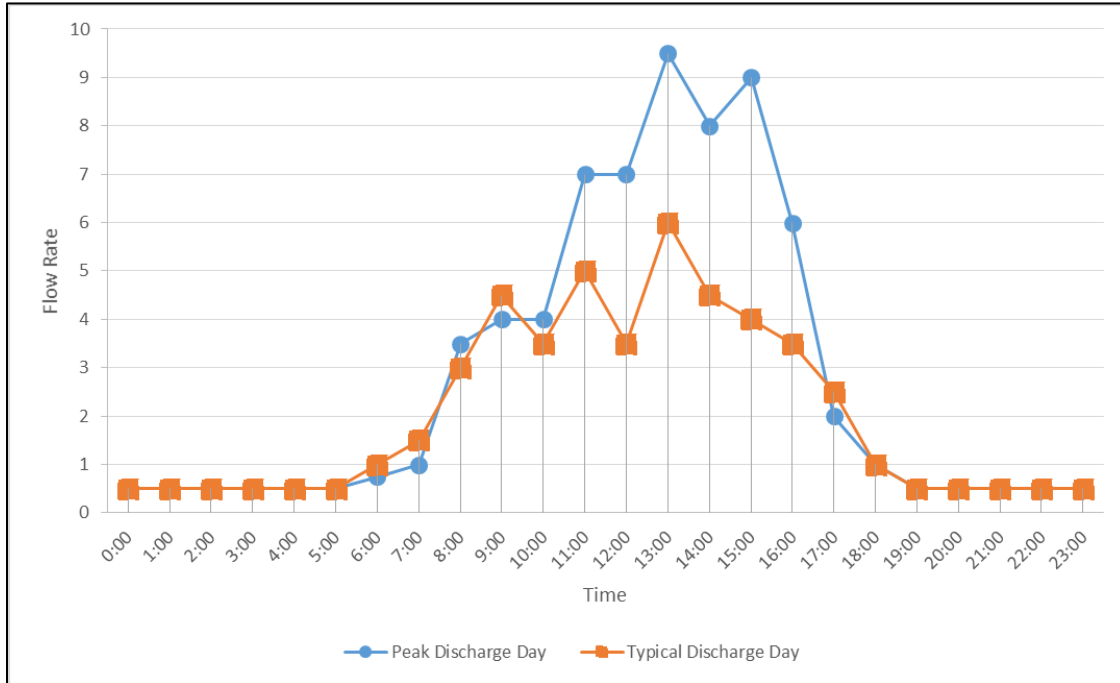
Indicate what method is used, or will be used, for measuring volumes of wastewater discharged to the Sanitary Sewer:

<input type="checkbox"/> Water meter (i.e. usage records);	
If yes, state percent (%) of consumption:	
<input type="checkbox"/> Magnetic flow meter;	
Specify model:	
<input type="checkbox"/> Pump Capacity; If yes, attach supporting calculations and/or documentation.	
<input type="checkbox"/> Other, specify:	

SECTION E: FLOW INFORMATION (continued)

3. Discharge Flow Rate Profile

Provide a graphic representation of a 24-hour profile of the instantaneous flow rate from your operation on both average and high discharge days, as per the following example:



SECTION F: WASTEWATER TREATMENT

Indicate the wastewater treatment works that you are currently using, or proposing to use, to treat individual or combined wastewater streams prior to discharge to the sanitary sewer. Check all boxes that apply and identify the number of each units present on site.

Pre-treatment Facility	# Units	Pre-treatment Facility	# Units
<input type="checkbox"/> Grease Trap		<input type="checkbox"/> Reverse Osmosis	
<input type="checkbox"/> Grit/Sand Interceptor		<input type="checkbox"/> Screening	
<input type="checkbox"/> Oil/Water Separator		<input type="checkbox"/> Sedimentation	
<input type="checkbox"/> Air Floatation		<input type="checkbox"/> Ion Exchange	
<input type="checkbox"/> Ozonation		<input type="checkbox"/> Settling	
<input type="checkbox"/> Chemical Precipitation		<input type="checkbox"/> Precipitation	
<input type="checkbox"/> pH Adjustment		<input type="checkbox"/> Biological Treatment	
<input type="checkbox"/> Filtration		<input type="checkbox"/> No Pre-treatment	
<input type="checkbox"/> Other:			

Briefly describe the wastewater treatment process including type and quantity of treatment chemicals used, maintenance procedures and frequency, collection and disposal of any treatment byproducts, etc. Attach additional pages if necessary.

SECTION F: WASTEWATER TREATMENT (continued)
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Required Attachments:

Identify each indicated treatment process on the Schematic Flow Diagram and Site Layout (See Attachments A and B for examples).

Attachment A: Schematic Flow Diagram

The schematic flow diagram should be a simple line drawing illustrating production/process steps at your facility, with particular emphasis on the processes that generate wastewater and their associated pretreatment systems; including:

- Each plant process that generates wastewater (number each waste source);
- Additional schematics of each wastewater pretreatment process;
- Process water flow lines;
- Wastewater flow lines;
- Sewer discharge points for each waste stream;

Attachment B: Site Layout

The site layout locates each activity and process in a geographical setting. The site layout, at minimum, should include:

- Building outlines;
- Property lines;
- North arrow;
- Wastewater drainage/collection/pretreatment systems;
- Locations of any continuous monitoring equipment (pH, flow meters, etc.);
- Monitoring point location(s); and
- Sewer discharge point(s).

Both of the attachments should be no smaller than 8.5 x 11 inches and no larger than 11 x 17 inches. For examples of Attachments A & B, please refer to Pages 11 and 12 of this application.

SECTION G: SAMPLE POINT LOCATION

A sampling point must be designated for each process wastewater connection to the sanitary sewer system. It is essential that the sampling location does not include any domestic waste. The sampling point must be downstream of the final treatment process and complete mixing must have occurred. Identify the sample point location(s) in the Site Layout (Attachment B).

Please describe the proposed sampling point(s) below. Include an explanation of how samples collected at these locations will be representative of the wastewater discharged to sanitary sewer. Also indicate the method of collection (grab, composite, or integrated).

SECTION H: SPILL PREVENTION AND CONTAINMENT

Summarize the provisions taken to prevent spills from entering the sanitary sewer system:

SECTION I: WASTEWATER CLASSIFICATION AND QUALITY

Prohibited Wastes:

Use the check boxes to indicate whether any of the following types of wastes, as presented in Schedule A of The Sewer Use Bylaw, are discharged to sanitary sewer.

A. Prohibited Wastes	Yes	No
Unpurchased Water	<input type="checkbox"/>	<input type="checkbox"/>
Storm Water	<input type="checkbox"/>	<input type="checkbox"/>
Cooling Water	<input type="checkbox"/>	<input type="checkbox"/>
Groundwater	<input type="checkbox"/>	<input type="checkbox"/>
Flammable or Explosive Waste	<input type="checkbox"/>	<input type="checkbox"/>
Waste Capable of Causing Interference or Obstruction	<input type="checkbox"/>	<input type="checkbox"/>
Odorous Waste	<input type="checkbox"/>	<input type="checkbox"/>
High Temperature Waste (>65 °C)	<input type="checkbox"/>	<input type="checkbox"/>
Corrosive Waste	<input type="checkbox"/>	<input type="checkbox"/>
Biomedical Waste	<input type="checkbox"/>	<input type="checkbox"/>
Pathogenic Waste	<input type="checkbox"/>	<input type="checkbox"/>
Solid matter larger than 12.5mm in any direction	<input type="checkbox"/>	<input type="checkbox"/>
Polychlorinated Biphenyls (PCBs)	<input type="checkbox"/>	<input type="checkbox"/>
Radioactive substances or materials	<input type="checkbox"/>	<input type="checkbox"/>
Pesticides, insecticides, herbicides, and/or fungicides.	<input type="checkbox"/>	<input type="checkbox"/>

Restricted Wastes:

Use the check boxes to indicate whether any of the following types of wastes, as presented in Schedule B of The Sewer Use Bylaw, are discharged to sanitary sewer. When present, please provide estimates of the concentration of each contaminant before and after treatment. Provide actual data wherever possible. All analytical data collected through wastewater sampling must analyzed by a certified laboratory. Attach all laboratory certificates of analysis (COA) to the application when applicable.

All concentrations should be expressed as mg/L unless otherwise stated.

Conventional Substances	Yes	No	Unknown	Before pretreatment (concentration or range)	After pretreatment (concentration or range)
Wastewater pH (pH units)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Biochemical Oxygen Demand (BOD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Chemical Oxygen Demand (COD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

SECTION I: WASTEWATER CLASSIFICATION AND QUALITY (continued)

Conventional Substances	Yes	No	Unknown	Before pretreatment (concentration or range)	After pretreatment (concentration or range)
Nitrogen, Total Kjeldahl (TKN)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Oil and Grease – animal and vegetable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Oil and Grease – (derived from petroleum)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Phosphorous, Total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Total Suspended Solids (TSS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Inorganic Substances	Yes	No	Unknown	Before pretreatment (concentration or range)	After pretreatment (concentration or range)
Aluminum, Total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Antimony, Total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Arsenic, Total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Boron, Total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Cadmium, Total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Chromium, Total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Cobalt, Total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Copper, Total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Iron, Total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Lead, Total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Manganese, Total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Mercury, Total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Molybdenum, Total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Nickel, Total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Selenium, Total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Silver, Total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sulphate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Sulphide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Tin, Total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Titanium, Total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Thallium, Total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Vanadium, Total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Zinc, Total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

SECTION I: WASTEWATER CLASSIFICATION AND QUALITY (continued)

Organic Substances	Yes	No	Unknown	Before pretreatment (concentration or range)	After pretreatment (concentration or range)
Benzene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Chloroform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1,2-Dichlorobenzene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1,4-Dichlorobenzene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Ethylbenzene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Methylene Chloride (dichloromethane)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Nonylphenols	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Nonylphenol Ethoxylates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Phenols, Total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Polycyclic Aromatic Hydrocarbons (PAHs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
1,1,2,2-Tetrachloroethane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Tetrachloroethylene (PERC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Toluene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Trichloroethylene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Xylenes, Total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Hazardous Wastes	Yes	No
Does your wastewater discharge contain Special Waste, <u>prior to</u> treatment?	<input type="checkbox"/>	<input type="checkbox"/>
Does your wastewater discharge contain Special Waste, <u>following</u> treatment?	<input type="checkbox"/>	<input type="checkbox"/>

A hazardous waste designated under *The Hazardous Substance and Waste Dangerous Goods Regulations*.

If Yes to either of the above, please provide supporting information and analytical data. Include MSDS (Material Safety Data Sheets) where applicable.

SECTION J: REQUESTED PERMIT TERM

Indicate in the appropriate box below the length of time that you will require a Waste Discharge Permit. Please note that review of the application requires a minimum of two weeks from the date of official submission.

Consult Schedule C of The Sewer Use Bylaw No. 9466 for the permit fee schedule. Special-Use permit fees are prorated on a monthly basis with a maximum duration of 12 months and can be renewed annually. Permit fees are non-refundable.

Expected date of initial discharge: _____

Expected date of final discharge: _____

Number of months requested (1-12): _____ months

Expansion Plans

Are any process changes or expansions planned for your operation during the requested permit duration which may alter any of information provided in the preceding sections?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If yes, briefly describe these changes and the anticipated effects on wastewater quality, flow, and volume:

SECTION K: Terms and Conditions

Terms and Conditions Related to the Application

1. The applicant agrees to provide such additional information the City may require to consider this permit application.
2. The applicant must obtain written right-of-way permission to cross all private land and access private infrastructure.
3. The applicant must obtain site specific traffic control authorization to cross any City owned street with hoses or to temporarily block traffic.
4. Without limiting any other right, remedy or enforcement power under Sewer Use Bylaw No. 9466, if the applicant makes any false, misleading or inaccurate representations in this application, as determined by the General Manager, the General Manager may reject this application or cancel or terminate any Permit or Agreement arising from this application. It is an offence to make any false, misleading or inaccurate representations in this application.

Conditions Which Attach to All Permits

5. The applicant must agree to accept and abide by the Terms and Conditions identified in the permit and the permit approval letter;
6. The applicant must agree to assume all responsibility and liability whatsoever in respect to any fees, interest, costs, expenses, damage or loss, arising directly or indirectly from the issuance of this permit.
7. The applicant must at all times, retain a copy of the permit at the location specified in the address indicated in this application.
8. Issuance of a permit is specific to the conditions listed and shall in no way be construed or be deemed to be a broad approval, authorization or acceptance of any discharge to the City's sanitary sewage system.
9. The applicant understands authorization to discharge to the City's sanitary sewer system shall occur and take effect only to the extent stated in a fully and validly executed permit.
10. The applicant is responsible for ensuring discharge into the sanitary sewer system will not cause an adverse effect.
11. The applicant must notify the City immediately of any spill, breach of condition, or expansion or alteration to process which may impact the conditions stated within the permit.
12. The applicant must not add, cause or permit the addition of any matter to sewage for the purpose of dilution to achieve compliance with any limits specified by the City.
13. The applicant is responsible for ensuring the discharge pursuant to issuance of a permit meets all applicable legislation and the operation is conducted in a safe manner. Issuance of a permit does not relieve duties to comply with any other law, including public health legislation, environmental protection legislation, and any other bylaw of the City.
14. An Environmental Protection Officer or other personnel authorized under the Sanitary Sewer Bylaw No. 9466 may inspect any property for the purpose of ensuring compliance with the Conditions associated with an issued permit.

SECTION L: DECLARATION

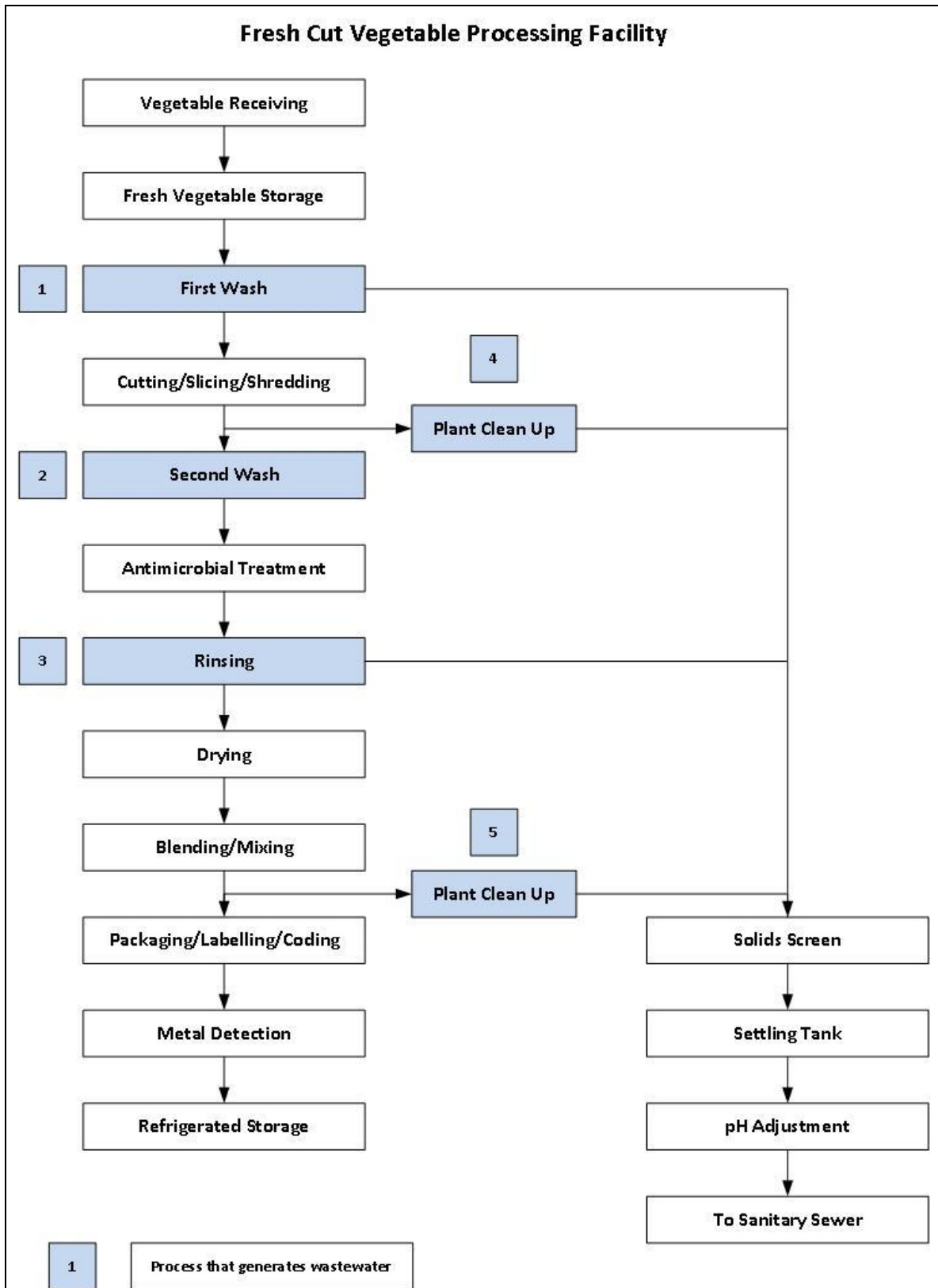
This application form must be signed by duly authorized representative of the company listed as the applicant in Section A, who will be responsible for complying with all terms and conditions of the Special Discharge Permit.

I declare that I have carefully read the entire document, understand its significance, and the information given on this form is true and accurate in all respects.	
<i>Applicant Name (print)</i>	<i>Title</i>
<i>Signature</i>	<i>Date</i>

If you elect to appoint a representative, please complete the following:

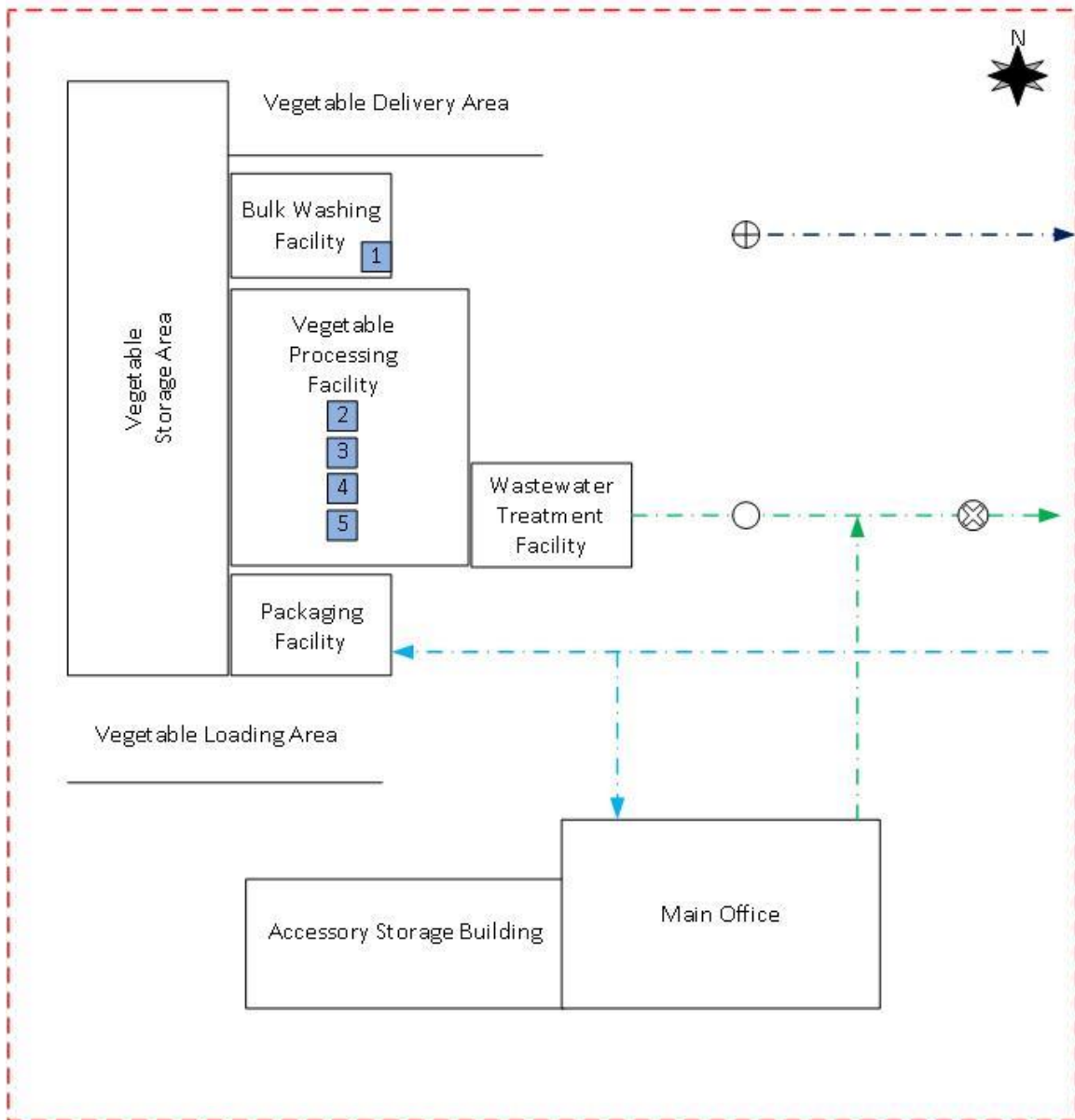
I hereby authorize the following representative to deal with all aspects of the subject application.	
<i>Designate Name (print)</i>	<i>Title</i>
<i>Affiliation</i>	<i>Telephone Number</i>

ATTACHMENT A: EXAMPLE OF SCHEMATIC FLOW DIAGRAM











ATTACHMENT B: EXAMPLE OF SITE LAYOUT

Fresh Cut Vegetable Processing Facility



Legend

- | | |
|---|--|
|  Process that Generates Wastewater |  Property Line |
|  Control Manhole |  Potable Water Line |
|  Wastewater Monitoring Point |  Sanitary Sewer Line |
|  Stormwater Catchment |  Stormwater Line |