

Batch Discharge Procedures

The first step is for the industry or company representative (usually an engineering consultant) to make a written request to the District for authorization for a one time batch discharge to the Publicly Owned Treatment Works (POTW).

The written request must contain the following information:

- 1) Name and address of business or company responsible for accumulated wastewater.
- 2) Estimated volume to be discharged.
- 3) Reason for the accumulation of wastewater and reason for need to discharge to the sewer system.
- 4) Estimated date of the discharge.
- 5) Laboratory results of analysis for parameters that can reasonably be expected to be present in the wastewater such as: TTO, closed cup flashpoint, metals, oil & grease, and pH.

Following receipt of the written request, industrial pretreatment staff will follow up with a phone interview to obtain more detailed information regarding the batch discharge and to set up a site visit if warranted.

Based on the site visit and a review of the letter and laboratory results, the industrial pretreatment coordinator makes a determination whether or not to allow the batch discharge.

If allowed, the coordinator sends a letter approving the discharge and requiring submittal of the following information:

- 1) Seventy two (72) hour notification prior to discharge.
- 2) A report within thirty (30) days following discharge containing the following information:
 - What was discharged,
 - An explanation of the circumstances necessitating the discharge,
 - The location, date, and volume of discharge,
 - A copy of laboratory results of discharge water samples.

In addition, the coordinator will notify the treatment plant by telephone as to the nature, amount and date of the proposed batch discharge.

If it appears that the discharge may violate any of the discharge standards found in the District's Rules and Regulations, the pretreatment coordinator will not allow the discharge and may attach conditions to be met (e.g. installation of a pretreatment system) prior to discharge approval.

For more information, contact the Source Control Coordinator at 503-557-2833.