



## **Pretreatment Program**

# Fats, Oil and Grease / Industrial User Manual and Permit Program & Dental Waste Standards & Guidelines

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Widefield Water and Sanitation District  
8495 Fontaine Blvd.  
Colorado Springs, CO 80925  
(719) 390-7111



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## Introduction

FOG refers to fats, oils, and grease found in most Kitchens and any facility that conducts maintenance on vehicles and equipment.

Examples of such facilities include but are not limited to:

Restaurants, cafes, fast food outlets, convenient stores, schools, churches, communal kitchens, nursing homes, day cares, automotive service or repair, machine shops, maintenance shops, fueling stations, car washes.

Liquid wastes containing FOG that are discharged down the sewer drain can coagulate and congeal into a hardened layer on the inside of building drainpipes (private service lines) and wastewater collection lines (Utility owned mainlines) in the Wastewater Treatment System. Over time this causes a reduction in the effectiveness of these wastewater pipes to transport wastewater away from residences and businesses to the wastewater treatment plant. Wastes containing FOG can accumulate on the inside of these wastewater pipes to such an extent, that the wastewater pipes become completely blocked with FOG. When a blockage occurs, it causes wastewater backups in both service lines and in wastewater mainlines. These backups then cause untreated wastewater to overflow homes, businesses, streets, and storm sewers polluting the environment. Such events are known as a Sanitary Sewer Overflow (SSO) which is required to be reported to the Colorado Department of Public Health (CDPHE). According to Health Department regulations, a public health hazard is created in the event a food service establishment has a wastewater backup. It requires the business to shut down until the problem has been corrected and the contaminated area properly sanitized. This creates an obvious disruption to the operation of the food service establishment.

## Definitions

- a) Best Management Practices (BMPs): For purposes of this manual, Best Management Practices are methods carried out within the food service establishment designed to reduce the discharge of Fats, Oils, and Grease (FOG) to the building drain and to the Wastewater System. A list of BMP's is available in this manual and on the Widfield Water and Sanitation District website located at <http://www.wwsdonline.com>. All food service establishments are required to develop and follow BMP's suitable for their location.
- b) Collection Line: That portion of the Wastewater Treatment System through a network of pipes which collects and carries Wastewater from Users to the wastewater treatment plant, excluding Service Lines.
- c) Domestic Wastes or Wastewaters: (i) Wastewater from normal residential activities including, but not limited to, Wastewater from kitchen, bath, and laundry facilities; (ii) Wastewater from the personal sanitary conveniences (toilets, showers, bathtubs, fountains, non-commercial sinks and similar structures) of commercial, industrial or institutional buildings, provided that the Wastewater exhibits characteristics that are similar to those of Wastewater from normal residential activities; and (iii)



- Specifically excluded is Wastewater from commercial, industrial or institutional laundries or food preparation facilities.
- d) Effective Date: The date of adoption of this manual by the Board of Directors for Widefield Water and Sanitation District, or his/her designee, as provided on the adoption page to this manual.
  - e) Emulsifying Additives: Defined as any grease trap or grease interceptor additive that suspends fats, oils, and grease in solution. The fats, oils, and grease get carried through the trap or interceptor to the wastewater collections system.
  - f) Existing Food Service Establishment: Any Food Service Establishment, which is not a New Food Service Establishment.
  - g) Fats, Oils, and Grease (FOG): A semi-solid, viscous liquid organic polar compound derived from animal and/or plant sources that contain multiple carbon chain triglyceride molecules. These substances are detectable and measurable using analytical test procedures established in 40 Code of Federal Regulations (CFR) Part 136, as may be amended.
  - h) Food Preparation: Preparing food such that any wastewater from the activity has the potential to cause harm or interference in the wastewater collection system.
  - i) Food Service Establishment: Commercial facilities partially or fully engaged in preparing and/or serving food for consumption by the public, such as restaurants, caterers, hospitals, churches, nursing homes, day care centers, schools, grocery stores, etc.
  - j) Grease Interceptor: For purposes of this manual, a Grease Interceptor is a large outside, underground, multi-compartment tank designed to capture all kitchen wastewater for removal of FOG prior to discharging into the Wastewater Treatment System.
  - k) Grease Trap: A device designed to retain grease from one to a maximum of four fixtures per International Plumbing Code. A Grease Trap is not appropriate for use on heated water (e.g., 3 dishwasher) or in-line to a waste disposal unit (e.g., garbage disposal and grinders). For purposes of this manual, a Grease Trap is a smaller, indoor device. Widefield Water and Sanitation District requires that the capacity of the trap be no less than one hundred (100) pounds grease retention. Internal grease traps are not approved by Widefield Water and Sanitation District for installation in food service establishments that prepare food on-site, serve catered food, and have a dishwasher or a garbage disposal.
  - l) Interference: A discharge which, alone or in conjunction with a discharge or discharges from other sources: i) Inhibits or disrupts the Publicly Owned Treatment Works, its treatment processes or operations, or its sludge processes, use or disposal; and ii) Therefore is a cause of a violation of any requirement of the WWTF Colorado Discharge Permit System (CDPS) permit.
  - m) Liquid Waste Hauler: Any person, firm, corporation, or other entity that collects, pumps, transports and/or disposes of liquid wastes.
  - n) New Food Service Establishment: (1) Any Food Service Establishment for which a contract for Significant Construction/Reconstruction, or for which tenant finish in a



pre-existing building, was entered into after the Effective Date of this standard. (2) Any food service establishment for which a Substantial Change of Use occurs.

- o) Non-emulsifying Biological/Chemical Additives: Defined as a grease trap or grease interceptor additive that has been proven through independent research to break down or digest fats, oils, and grease. Prior to using any non-emulsifying additive, a Safety Data Sheet (SDS) is required to be submitted to Widefield Water and Sanitation District Pretreatment Section. The use of this product may or may not be authorized by Widefield Water and Sanitation District.
- p) Pretreatment: Application of physical, chemical, and/or biological processes to reduce the number of pollutants in or to alter the nature of the pollutant properties in wastewater prior to discharging such wastewater into the wastewater treatment system.
- q) Wastewater Treatment Facility (WWTF): For the purposes of this manual which means, any devices, facilities, structures, equipment or works owned by Widefield Water and Sanitation District for the purpose of the transmission, storage, treatment, recycling and reclamation of Industrial and Domestic Wastes, or necessary to recycle or reuse water at the most economical cost over the estimated life of the system, including intercepting sewers, outfall sewers, Collection Lines, pumping, power and other equipment, and their appurtenances and excluding Service Lines.
- r) Service Line: The wastewater collector line extending from the wastewater disposal facilities of the premises up to and including the connection to the collection Line.
- s) Significant Construction/Reconstruction: New construction, construction activities or plumbing modifications which have the possibility of causing harm to, or interference with, the wastewater collection or treatment system.
- t) Standards & Specifications: Widefield Water and Sanitation District, Standard Specifications for the Installation of Sanitary Sewer Mains and Services.
- u) Substantial Change in Use: A change in cuisine, food preparation, menu items, seating capacity or similar operation which have the possibility of causing harm to, or interference with, the wastewater collection or treatment system.
- v) User: Any person, firm, corporation, government, or other entity that discharges, causes or permits the discharge of Wastewater into the Wastewater Treatment Facility.
- w) Wastewater: The liquid and water-carried Industrial or Domestic Wastes and pollutants from dwellings, commercial buildings, industrial facilities, and institutions, including hauled liquid waste, and any groundwater, surface water and stormwater that may be present, whether treated or untreated.



## Legal Authority

The control of discharges of FOG into the Wastewater Treatment System is part of a larger program to regulate discharges of non-domestic wastes, referred to as the “pretreatment program.” The District’s pretreatment program is part of a national program required by the federal Clean Water Act and developed by the United States Environmental Protection Agency (EPA) and the State of Colorado (State) via the Colorado Department of Public Health and Environment (CDPHE). The intent of the pretreatment program is to assure that all pollutants discharged to a sanitary sewer system are treated properly before release to the environment. Certain pollutants can “pass-through” a treatment plant without being treated, and other pollutants such as FOG can interfere with treatment processes or the collection portion of the Wastewater System. Thus, dischargers may be required to “pre-treat” certain non-domestic wastewater before they enter the Wastewater Treatment System.

The State requires implementation of the national pretreatment program through a discharge permit issued to Widefield Water and Sanitation District for discharges from its Wastewater Treatment System. The State can also enforce against Widefield Water and Sanitation District and non-domestic users for non-compliance with the national and local pretreatment program. Finally, Widefield Water and Sanitation District administers all aspects of the pretreatment program at the local level.



## Best Management Practices

### Food Industry users

1. Remove excess food into the garbage and wipe pots, pans, dishware, and work areas before washing to remove grease.
2. Trap and capture all accumulated oil during the cleaning of stoves and exhaust hoods and dispose of it in a waste grease container.
3. Remove liquid grease and oils from cooking equipment into a waste grease container without spilling.
4. Use absorption products to clean any spills where grease may be spilled or dripped and dispose of.
5. Drainage screens will be installed on all drainage pipes in food preparation areas.
6. "No Grease" signs will be posted above sinks and drains.
7. All liquid grease will be poured into proper waste grease containers where it can be disposed of properly in accordance with State and Federal regulations.

### Vehicle Service Facilities

1. Sweep floors prior to wash down.
2. Use absorption products to clean any spills.
3. Properly dispose of oils into designated containers.
4. Funnels or pumps shall be used to transfer automotive or other commercial or industrial fluids and chemicals.
5. Drip pans or containers shall be always kept under vehicles during maintenance. Drip pans or containers shall be kept under stored or out of service vehicles awaiting restoration or service if leakage is suspected.
6. Spent or spilled automotive or other commercial industrial fluids and chemicals shall not be washed down a drain.
7. No wastewater, fluids or other substances from commercial and industrial operations containing hazardous wastes, heavy metals, or other prohibited discharge shall enter the interceptor or any drain tied to the wastewater collection system.
8. Signs shall be posted in process areas with floor drains and above sinks prohibiting the discharge of oil and other chemical waste down drains.

### Dental Facilities

1. Do not rinse amalgam-containing traps, filters, or containers in the sink.



2. Do not place amalgam, elemental mercury, broken or unusable amalgam capsules, extracted teeth with amalgam, or amalgam-containing traps and filters with medical "red-bag" waste or regular solid waste.
3. Recycle, or manage hazardous waste, amalgam, elemental mercury, broken or unusable amalgam capsules, and extracted teeth with amalgam-containing waste from traps and filters. Empty dental amalgam capsules containing no visible materials may be disposed of as a non-hazardous waste.
4. Collect and store dry dental amalgam waste in a designated, airtight container. Amalgam, which is designated for recycling, should be labeled "Scrap Dental Amalgam" with the name, address, and phone number of your office and the date on which you first started collecting material in the container.
5. Keep a log of your generation and disposal of scrap amalgam; inspectors may ask to see this to verify that your office is managing it correctly.
6. Separate excess contact dental amalgam from gauze that is retrieved during placement and dispose in an appropriate container. Use chair side traps to capture dental amalgam.
7. Change or clean chair side traps frequently. Flush the vacuum system before changing the chair side trap.
8. Change vacuum pump filters and screens at least monthly or as directed by the manufacturer.
9. Check the p-trap under your sink for the presence of any amalgam-containing waste.
10. Eliminate all use of bulk elemental mercury and use only pre-capsulated dental amalgam for amalgam restorations.
11. Limit the amount of amalgam triturated (ground to a fine powder) to the closest amount necessary for the restoration.
12. Train staff that handle or may handle mercury-containing material in its proper use and disposal.
13. Install an amalgam separator compliant with ISO 11143.
14. Do not use bleach to clean the discharge system as this may mobilize legacy mercury and amalgam in the system.





## **Pretreatment Requirements for Users**

### **New Food Service Establishments**

Grease interceptors shall be provided when in the judgment of Widefield Water and Sanitation District, inspector deems they are necessary for the proper handling of liquid wastes containing grease or solids which may be harmful to, cause obstruction of or interference with the operation of the WWTF.

In general, a grease interceptor is required for new food service establishments or when there is significant construction/reconstruction or a substantial change in use.

***See definitions of "Significant Construction/Reconstruction" and "Substantial Change in Use"***

### **Existing Food Service Establishments**

It is reasonable to expect that existing food service with inside grease traps do not need to upgrade to a grease interceptor assuming that the ownership/management implement Best Management Practices and do not cause harm to, obstruction of or interference with the Public Owned Treatment Works. Facilities that Widefield Water and Sanitation District determines are having an impact or are causing harm to the wastewater system may be required to provide additional maintenance, treatment, or upgrade of existing grease removal facilities and/or devices.

### **Installation Requirements**

#### **General**

Grease interceptors and grease traps shall be installed in accordance with Widefield Water and Sanitation District's Specification standards, International Plumbing Code, and all governing codes. In the event of unique conditions, Widefield Water and Sanitation District may exercise its discretion to determine which FOG removal device is required to be installed.

In the event a grease trap or grease interceptor is installed that was not previously approved in new, existing/redeveloped or expanded food service establishment by Widefield Water and Sanitation District, the user may be required to remove the device and install equipment that conforms to current standards.

#### **Grease Interceptors**

If a grease interceptor is required, all drains from the kitchen, food preparation, and dishwashing areas shall be connected to the grease interceptor to ensure proper grease handling and/removal. Fixtures to be connected to a grease interceptor include, but are not limited to, scullery sinks, pot and pan sinks, mop sinks, dishwashing and sanitizing machines, soup kettles, hand sinks and floor drains located in areas where grease-containing materials may exist.



Garbage disposals are strongly discouraged because they are not efficient. Food particles carry over to the grease interceptor taking up interceptor capacity and providing a vehicle for grease carry-over into the wastewater service line and wastewater mainline. If installed, garbage disposals are required to be connected to an approved grease interceptor. Garbage disposals cannot discharge to a grease trap or directly to the WWTF.

### **Grease Traps**

Grease traps are approved for installation by Widefield Water and Sanitation District only through the variance process and under very limited conditions because of their minimal holding capacities, poor grease and oil separation capability and difficulty of cleaning. Grease traps will only be considered on a case-by-case basis for locations that do no cooking on site, do not serve catered food (pre-packaged food may be acceptable), do not have a dishwasher or garbage disposal, and with the contingency that if conditions change (such as change in menu, the installation of additional kitchen fixtures or improper maintenance to the trap), a grease interceptor may be required.

### **Alternative Technology**

For any other considerations such as alternative grease removal technology, special approval, and possible testing by an independent company and/or Widefield Water and Sanitation District Standards before the installation can be approved.

### **Approval**

The size, type and location of each interceptor shall be approved and inspected by the district, in accordance with District standards regarding interceptors. Except when otherwise specifically permitted, no wastes other than those requiring separation shall be discharged into any interceptor. One (1) set of plans, including complete mechanical and plumbing sections shall be submitted to the district for approval prior to construction. Such plans shall include the size, type, and location of each interceptor.

### **Design**

All interceptors for grease and heavy solids shall be so designed and located as to be readily accessible for cleaning and shall have a water seal of not less than six inches (6"). Interceptors shall be constructed in accordance with the design specifications contained herein, shall be approved by the District Engineer, and shall have a minimum of two (2) compartments with fittings designed for grease retention. There shall be a minimum of two manholes to provide access for cleaning and inspection of all fixtures and compartments of the interceptor: a minimum of one (1) per ten feet (10') of interceptor length. In the case of smaller, or circular interceptors, where it is not practical to install two (2) manholes, a single manhole shall be located to permit entrance to the first compartment, and inspection to the second. All areas of the second compartment shall be accessible for cleaning.

### **Location**

All interceptors shall be readily accessible for inspection, servicing and maintaining in proper working condition. Therefore, interceptor manhole covers shall not be covered by concrete, asphalt, landscaping material, or any other material. The use of ladders or the removal of bulky equipment to inspect or service interceptors shall constitute a violation of accessibility. Where feasible, all interceptors shall be located outside of the facility served. Interceptors may not be installed in any part of a building where food is



handled. Location of all interceptors shall be approved by the District Engineer and shall be shown on the approved building plan.

### **Maintenance & Record Keeping**

The owner and/or Lessee of the property shall be severally responsible for efficient cleaning and maintenance of grease interceptor and or grease trap. Both inside trap and outside interceptor shall be maintained by regularly scheduled removal of the accumulated grease and solids. This maintenance shall be performed before the retention capacity of twenty-five percent (25%) of the interceptor. Failure to clean the interceptor at twenty-five percent (25%) or more of capacity shall incur a \$500.00 penalty for discharging grease into the sanitary sewer system. Records of maintenance shall be maintained on site for a minimum of 3 years and be available for inspection during regular business hours. Widefield Water and Sanitation Districts Pre-treatment staff or any other authorized personnel may perform unannounced inspections to verify compliance.

Both vaults of a grease interceptor shall be left completely empty upon completion of the pumping operation. The grease mat, liquids, sludge, and scrapings from the interior walls must be removed. Under no circumstances, may the liquid waste hauler reintroduce the removed water or materials back into the grease interceptor. Flushing an interceptor with hot water, or the use of chemicals or other agents to dissolve or emulsify grease and allow it to flow into the wastewater treatment system is a violation.

Grease Trap cleaning may be performed by an employee or liquid waste hauler. Use a wet/dry vacuum designated for this purpose to vacuum out the contents of the grease trap. Afterwards, pour the waste into large (5-10 gallon) disposable buckets. Kitty litter, floor dry, or wood chips may be combined with the waste for liquid absorption. Once a bucket is full, securely seal the lid on the bucket and dispose of it in the trash. Grease traps should be cleaned after hours because the smell can permeate the business. Proper PPE shall always be in use during cleaning operations.

### **Sizing Criteria**

When determining the minimum size of the interceptor required, the following shall be considered:

The minimum acceptable volume shall not be less than seven hundred fifty (750) gallons.  
(With dishwasher - one thousand (1,000) gallons.)

The size of the interceptor shall be based on maximum number of meals served at the maximum periods of the day (either breakfast, lunch, or dinner). Volume, in gallons; of the interceptor shall be two and one - half (2 ½) gallons multiplied by the maximum number of meals served during the busiest period of the day.

An alternate method of determining the size of the grease interceptor is to multiply seating capacity times a turnover constant of one and six tenths (1.6) times two and one - half (2 ½) gallons. Seating capacity can be approximated, using ten (10) square feet of dining area per person. (Volume = seating capacity x 1.6 x 2 ½ gallons)



When the above methods are not feasible, an appropriate volume may be determined by multiplying the total rate of flow in gallons per minute from each fixture required to be connected to the interceptor times a minimum retention time of not less than fifteen (15) minutes, the resulting volume expressed in gallons.

<b>TYPE OF FIXTURE</b>	<b>RATE OF FLOW (GPM)</b>
Floor Drain/Sink	10
Restaurant Kitchen Sink	15
Single Compartment Scullery Sink	20
Three Compartment Sink	35
2 Single Compartment Sinks	25
2 Double Compartment Sinks	35
<u>Restaurant Dishwasher</u>	
Up to 30 Gallon Capacity	15
30 to 50 Gallon Capacity	25
50 to 100 Gallon Capacity	40
Garbage Disposal/Grinder	35

**Variations**

Variations to the above standards and criteria shall be valid only when the discharge from the user follows the District’s regulations. If a variance to the minimum size requirement is granted, in no case shall the retention capacity of the trap be less than one hundred (100) pounds. The minimum inspection/cleaning frequency of any indoor trap shall be monthly, and a written record of all inspections or maintenance shall be maintained on site.



## Survey Program

The purpose of a survey program is to ensure that commercial users are using Best Management Practices. The initial survey will have a list of detailed questions that all recipients will be required to fill out completely. The survey will then be returned to the District within 30 days of receiving that survey.

Upon completion of the survey the District's inspector will analyze the survey and conduct the initial inspection of the facility. Once the inspection is complete a cleaning frequency and further inspection scheduled will be determined by the inspector.

### FAQs

1. *Why did I get this survey?*

As a publicly owned wastewater treatment facility, Widefield Water and Sanitation District is required by the Environmental Protection Agency (EPA), under the enforcement of the Code of Federal Regulations to:

- (a) Identify and locate all possible industrial users which might be subject to our Industrial Pretreatment Program [40 CFR 403.8 (f)(2)(i)];
- (b) Identify the character and volume of pollutants from these users [40 CFR 403.8 (f)(2)(ii)]; and,
- (c) Notify these industrial users of all applicable pretreatment standards [40 CFR 403.8 (f)(2)(iii)]

To meet this requirement, we continuously review our customer base and send surveys to industries which fall into certain categories, or which we feel may have the potential to impact our wastewater treatment plants by way of the waste they discharge to the sanitary sewer system. Commonly, new businesses or businesses that have recently moved to a new location may be asked to complete a survey so that we may keep an inventory of what types of waste we are receiving at our treatment facilities. Many businesses that have previously completed surveys are asked to complete new surveys every few years so that we may be assured that all the information submitted in the previous survey is still correct, and that no new operations have commenced since the last survey.

2. *Who should complete the questionnaire?*

Questionnaires are mailed to the water or sewer billing address; however, they may be completed by the owner of the property, property manager, tenant, or other authorized representative regardless of whether this person primarily works at this facility. The person completing the questionnaire must be knowledgeable enough about the facility and operations to accurately answer all questions. The individual who signs the questionnaire must have the authority to certify the accuracy of any information provided in official documents on behalf of the company.



3. *My facility only has restroom wastewater. Do I still have to complete the questionnaire?*

Yes. The Industrial Pretreatment Section must have completed questionnaires for all facilities of which they have requested so that we may classify the commercial/industrial facilities in our service area.

4. *My water is included in the rent that I pay to my landlord, and I don't know what my consumption is.*

If this is the case, you may be able to ask your landlord for an estimate. If not, please provide a rough estimate to the nearest thousand gallons per day.

For any additional questions, please call us at (719) 390-7111. Please mail completed questionnaires to us at the following address:

Widefield Water and Sanitation Dist.  
8495 Fontaine Blvd.  
Colorado Springs, CO 80925



## **Enforcement Procedures**

### **Wastewater Blockage and Overflow Investigation**

Heavy FOG deposits in the wastewater mainline encountered by maintenance crews, or customer complaints of a sewage back-up or overflow most often initiate enforcement activities by Widefield Water and Sanitation District. Enforcement activities often commence with investigations of blockages and overflows of the Wastewater Treatment System through on-site inspection of food service establishments and closed-circuit television inspection of wastewater mainline. The on-site inspections are performed to identify which food service establishments upstream of the FOG blockage may have contributed to the blockage. During the inspections, observations are made of the employee kitchen practices and an inventory of plumbing fixtures is taken. Additionally, any inside grease trap or outside grease interceptor are inspected for proper maintenance. The closed-circuit television inspections are performed to check the condition of the wastewater mainline to determine if it may have contributed to the blockage or overflow, and to seek visual evidence of FOG waste accumulation between the site of the blockage or overflow and upstream food service establishments. If significant FOG accumulation is observed in the service line of an upstream food service establishment, that establishment may be identified as causing or contributing to the downstream blockage or overflow.

### **Enforcement Responses**

Widefield Water and Sanitation District may implement informal administrative enforcement actions and allow a business to voluntarily take actions necessary to get back into compliance before having to use formal enforcement actions.

Formal Remedies provides a range of enforcement responses that can be applied to food service establishments and other businesses. Brief descriptions of the responses that are used most frequently are provided below. Enforcement remedies may be used individually, sequentially, concurrently, or in any order.

### **Informal Administrative Enforcement Remedies**

Informal enforcement remedies include verbal notice, information production/compliance review meeting, demand inspections, field notices of observed violations, and notices of violations. Regarding field notices of observed violation and notices of violation, an informal conference with Widefield Water and Sanitation District may be requested and an appeal is available after an informal conference. The field notice of violation and notification of violation is more fully explained below.





#### Field Notice of Observed Violation.

During an inspection of a food service establishment, if a violation is noted, a field notice of observed violation may be served. This document identifies the specific violation(s), the date(s) for corrective action to be completed, and other compliance actions that may be required.

#### Notification of Violation.

Whenever a food service establishment is determined to have committed a violation, a written notice of violation may be served. This document identifies the specific requirements that were violated, the fact alleged to constitute the violations, and it may include any corrective action(s) proposed to be required. Within ten (10) days of the receipt date of this notice, a written explanation of or response to the violation and a plan for the satisfactory correction and prevention thereof must be submitted. The corrective actions contained in a Field Notice of Observed Violation, or a Notification of Violation could include the following:

- Implementing specific Best Management Practices as described by Widefield Water and Sanitation District to control FOG wastes. Increasing the inspection and/or cleaning frequency of a grease trap or grease interceptor.
- Instituting periodic reporting requirements provide adequate access to the grease trap or grease interceptor; and
- Other items deemed appropriate by inspector.





## Appendices



## WASTEWATER DISCHARGE QUESTIONNAIRE

Completed Questionnaire Due Date:

For questions regarding this questionnaire, please email [pretreatment@wwsdonline.com](mailto:pretreatment@wwsdonline.com).

### GENERAL INFORMATION:

Date: \_\_\_\_\_ SIC and/or NAICS Code(s): \_\_\_\_\_

Company Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Utilities Account No(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

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



Person(s) to be contacted regarding this questionnaire:

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

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

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

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**FACILITY OPERATIONS AND WASTEWATER INFORMATION:**

1. Check all activities which are or will be present at your facility:

- |   |   |
|---|---|
| <input type="checkbox"/> Assembly                       | <input type="checkbox"/> Medical Services       |
| <input type="checkbox"/> Auto Services                  | <input type="checkbox"/> Retail                 |
| <input type="checkbox"/> Food Processing/Service        | <input type="checkbox"/> Vehicle/Equipment Wash |
| <input type="checkbox"/> Manufacturing                  | <input type="checkbox"/> Warehousing            |
| <input type="checkbox"/> Material Transfer/Distribution | <input type="checkbox"/> Other (specify): _____ |
| <input type="checkbox"/> Office (not medical)           |   |

2. Describe in **DETAIL** the type of work (service or manufacturing) performed at this location. Include processes, products, services, etc.

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3. List the basic materials used, sold, and/or distributed in the operation at your facility. Include base materials and end products.

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4. Are there any floor drains in the work or storage areas at your facility: YES  NO   
If yes, please describe the location (s):

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5. Indicate the total average water use at this facility to include bathrooms, irrigation, and process water.

\_\_\_\_\_Gallons per \_\_\_\_\_Day

Information Obtained From

- Estimate  
 Water bill  
 Flow meter or totalizer  
 Other source (please specify): \_\_\_\_\_

6. Are any liquid wastes, sludges, or other waste materials generated from this facility's processes?

YES  NO

7. Are any of the wastes that are generated by this facility's processes, service, or manufacturing activities discharged to the sanitary sewer system?

YES  NO



8. If YES to question #7, indicate the total daily process (**non-domestic**) wastewater discharge from your facility.

\_\_\_\_\_ Gallons per \_\_\_\_\_ Day                      NONE

Information Obtained From

- Estimate
- Water bill
- Flow meter or totalizer
- Other source (please specify): \_\_\_\_\_

If you do not have a connection to the Widefield Water and Sanitation District wastewater collection system, how often is your septic/holding tank pumped?

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*(Please provide waste hauler information in question #18 below)*

9. What chemicals are used in this facility's processes, service, or manufacturing activities?

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10. Number of shifts at this facility: \_\_\_\_\_

Average number of employees per shift: \_\_\_\_\_ 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup>

11. Are any of the following plans in effect at this facility?

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| RCRA plan to handle hazardous waste?              | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Spill prevention plan?                            | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Closure plan?                                     | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Plan for handling solvents and/or solvent wastes? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |



12. Below is a list of processes/activities that are either categorically defined and regulated by the US Environmental Protection Agency (EPA) or considered significant by the Widefield Water and Sanitation District. Do any operations in your facility include any of the following processes or activities?

Yes (check all that apply)                       No

- Adhesives
- Airport Deicing
- Aluminum Forming
- Asbestos Manufacturing
- Battery Manufacturing
- Beverage Manufacturing
- Canned & Preserved Fruits & Vegetables
- Canned & Preserved Seafood
- Carbon Black Manufacturing
- Cement Manufacturing
- Coal Mining
- Coil Coating
- Copper Forming
- Dairy Products
- Electrical & Electronic Components
- Electroplating
- Explosives Manufacturing
- Feedlots
- Ferroalloy Manufacturing
- Fertilizer Manufacturing
- Glass Manufacturing
- Grain Mills
- Gum & Wood Chemicals Manufacturing
- Hazardous Waste Combustors
- Hospitals
- Industrial Laundry
- Ink Formulating
- Inorganic Chemicals
- Iron & Steel Manufacturing
- Landfills
- Leather Tanning & Finishing
- Meat Products

- Metal Finishing
  - Metal Molding & Casting (Foundry)
  - Mineral Mining & Processing
  - Nonferrous Metals Forming & Metal Powders
  - Nonferrous Metals Manufacturing
  - Oil & Gas Extraction
  - Ore Mining & Dressing
  - Organic Chemicals
  - Paint Formulating
  - Paving & Roofing Materials
  - Pesticide Chemicals
  - Petroleum Refining
  - Pharmaceutical Manufacturing
  - Phosphate Manufacturing
  - Photographic or X-ray Processing
  - Plastics Manufacturing
  - Plastics Molding & Forming
  - Porcelain Enameling
  - Pulp, Paper & Paperboard
  - Rubber Manufacturing
  - Sand/Oil Interceptor
  - Soap & Detergent Manufacturing
  - Steam Electric Power Generating
  - Sugar Processing
  - Synthetic Fibers
  - Textile Mills
  - Timber Products
  - Tobacco Products Processing
  - Transportation Equipment Cleaning
  - Waste Treatment
- Describe: \_\_\_\_\_
-



13. For each item checked in Question 12, describe the type of wastewater discharged: *Attach additional sheets if needed.*

Operation / Activity	Description of wastewater discharged from the operation/activity

14. Do you anticipate any operational or process changes in the future: YES  NO   
 If yes, please explain:

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15. Is any of your wastewater treated prior to discharge to the sanitary sewer? YES  NO   
 (i.e. interceptors/traps, metals treatment, pH adjustment, filtration, etc.)

If yes, indicate pretreatment devices or processes that are used for treating wastewater. Check all that apply.

- |  |  |
|--|--|
| <input type="checkbox"/> Air Flotation               | <input type="checkbox"/> Neutralization, (pH adjustment) |
| <input type="checkbox"/> Amalgam Separator           | <input type="checkbox"/> Oil Separation                  |
| <input type="checkbox"/> Biological (specify): _____ | <input type="checkbox"/> Ozonation                       |
| <input type="checkbox"/> Centrifuge                  | <input type="checkbox"/> Precipitation                   |
| <input type="checkbox"/> Chlorination                | <input type="checkbox"/> Sand Interceptor                |
| <input type="checkbox"/> Cyclone                     | <input type="checkbox"/> Screening                       |
| <input type="checkbox"/> Filtration                  | <input type="checkbox"/> Sedimentation                   |
| <input type="checkbox"/> Flocculation                | <input type="checkbox"/> Septic Tank                     |
| <input type="checkbox"/> Flow Equalization           | <input type="checkbox"/> Silver Recovery                 |
| <input type="checkbox"/> Grease Trap / Interceptor   | <input type="checkbox"/> Solvent Separation              |
| <input type="checkbox"/> Grit Removal                | <input type="checkbox"/> Other (specify): _____          |
| <input type="checkbox"/> Ion Exchange                |  |



16. Describe the treatment system and/or treatment unit(s): **IF NO TREATMENT EXISTS, PLEASE ANSWER N/A.**

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17. Attach a copy of any chemical analyses performed on your process wastewater flows within the last three (3) years:

Analyses Attached

No Analyses Available

**WASTE DISPOSAL:**

18. Provide the following information on all waste hauler(s) and or onsite treatment vendor(s) if used (not including typical garbage haulers):

Waste Hauler or On-Site Treatment Vendor #1

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

Address: \_\_\_\_\_

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

Phone: (\_\_\_\_) \_\_\_\_\_

Waste Hauler or On-Site Treatment Vendor #2

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

Address: \_\_\_\_\_

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

Phone: (\_\_\_\_) \_\_\_\_\_

*Attach additional sheets as needed.*





19. What is your RCRA waste generator status?

- Large Quantity Generator
- Small Quantity Generator
- Conditionally Exempt Small Quantity Generator
- None

**NOTE TO SIGNING OFFICIAL:** In accordance with Title 40 of the Code of Federal Regulations Part 403 Section 403.14, effluent data provided in this questionnaire shall be available to the public without restriction. Any other information provided may be claimed as confidential by the submitter. Such claim must be asserted at the time of submission by stamping the words "Confidential Business Information" on, or similarly identifying the information claimed as confidential. Requests for confidential treatment of information shall be governed by procedures specified in 40 CFR Part 2.

**STATEMENT OF CERTIFICATION:**

I have personally examined and am familiar with the information submitted in this document and attachments. Based upon my inquiry of those individuals immediately responsible for obtaining the information reported herein, I believe that the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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



**F.O.G.**  
**Fog User Survey Site Inspection**  
Widefield Water and Sanitation District  
8495 Fontaine Blvd, Colorado Springs CO 80925  
719-390-7111

Name of Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Type of Inspection: \_\_\_\_\_ Time: \_\_\_\_\_

**General Food Service Establishment Information**

Facility Name: \_\_\_\_\_ Facility Address: \_\_\_\_\_

Facility Owner: \_\_\_\_\_ Facility Manager: \_\_\_\_\_ Facility Phone Number: \_\_\_\_\_

Type of Food Service Operation: \_\_\_\_\_ Type of Food Served: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_ Number of meals served/day: \_\_\_\_\_ Number of Seats: \_\_\_\_\_

Grease Interceptor -Type: Hydromechanical / Gravity

Number of units: Size: \_\_\_\_\_ gallons / lbs Location: \_\_\_\_\_

Access Type: \_\_\_\_\_

Cleaning Frequency: \_\_\_\_\_

Are records available/up to date? YES NO N/A

Is minimum frequency of cleanings kept up to date? YES NO N/A

Last Maintenance Day: \_\_\_\_\_ How much is taken out? \_\_\_\_\_ gallons

Disposal Location: \_\_\_\_\_

Grease Interceptor Maintenance - Condition: Poor / Fair / Good / Excellent

Measurements: Total Liquid Depth (in.) –

Total FOG (in.) –

Percentage = \_\_\_\_\_ Total Solids (in.) –

Free of Debris or Garbage: YES NO N/A

Baffle Wall Secure: YES NO N/A

Free of Cracks or Defects: YES NO N/A

Outlet Tee: YES NO N/A

Sample taken: YES NO N/A If so, from where? \_\_\_\_\_

Kitchen Equipment/Devices Chemicals in use: YES NO N/A

Dishwasher in use: YES NO N/A Garbage disposal in use: YES NO N/A Attached to grease interceptor:

Additional Comments:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**INSIDE GREASE TRAP AND USED FRYER  
MAINTENANCE LOG**

Business Name \_\_\_\_\_ Address \_\_\_\_\_

Location of Grease Trap \_\_\_\_\_

Example: under 3 compartment sink in prep area

Date of trap Cleaning or Inspection	Name of Cleaner or Inspector	Approximate Amount of Grease/Debris Removed in pounds or gallons 2 cups = 1lb	Method of Disposal (Example: put in trash)

Does your business use fryer oil? \_\_\_\_\_  
 Does your business recycle used fryer oil? \_\_\_\_\_ If YES, name and telephone number of recycler \_\_\_\_\_  
 Are used fryer oil containers secured to reduce the possibility of spillage or vandalism? \_\_\_\_\_  
 If used fryer oil is not recycled how is it disposed? \_\_\_\_\_

Date of Fryer used oil pick-up	Approximate Gallons of oil picked up	Where is the used oil taken and how is it used

**CERTIFICATION:** I certify under penalty of law that the above information is true and accurate and complete to the best of my knowledge. I am aware that there are significant penalties for submitting false information including the possibility of fine and/or imprisonment for knowing violations.

\_\_\_\_\_  
Signature of Authorized personnel

\_\_\_\_\_/\_\_\_\_\_  
Title / Date



**OUTSIDE GREASE TRAP/INTERCEPTOR & USED FRYER OIL  
MAINTENANCE LOG**

BUSINESS NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

LOCATION OF TRAP/INTERCEPTOR \_\_\_\_\_  
(For example: In parking lot on northwest side of building)

Date of Cleaning and or inspection	Name of person or company who inspected or cleaned	Approximate Gallons of grease and debris removed	How was waste disposed of

**CERTIFICATION OF INSPECTION:** I certify under penalty of law that the above indicated grease trap/interceptor has been inspected on the above indicated date(s). The grease trap/interceptor contains solids and grease which occupy less than 25% of the holding capacity of the trap/interceptor.

\_\_\_\_\_  
Signature of Authorized Representative Title \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Date of last Cleaning Approx. inches of grease and solids in interceptor

Does your business use fryer oil? \_\_\_\_\_  
Does your business recycle used fryer oil? \_\_\_\_\_ If YES, name and telephone number of recycler \_\_\_\_\_  
Are used fryer oil containers secured to reduce the possibility of spillage or vandalism? \_\_\_\_\_  
If used fryer oil is not recycled how is it disposed? \_\_\_\_\_

Date of used fryer oil pick-up	Approximate gallons	Where was it taken and how was it used

**CERTIFICATION:** I certify under penalty of law that the above information is true and accurate and complete to the best of my knowledge. I am aware that there are significant penalties for submitting false information including the possibility of fine and/or imprisonment for knowing violations

\_\_\_\_\_  
Signature of Authorized Representative Title \_\_\_\_\_ Date \_\_\_\_\_



**INDUSTRIAL PRETREATMENT  
Industrial User Survey Site Inspection**  
Widefield Water and Sanitation District  
8495 Fontaine Blvd, Colorado Springs CO 80925  
719-390-7111

<b>Industrial User</b>	<b>Facility Address</b>	
<b>Inspection Date</b>	<b>Inspection Time</b>	<b>Inspection Type</b>
<b>Categorical Industrial User?</b>	<b>Category</b>	
Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>SIC/NAICS Code</b>	<b>40 CFR Citation</b>	
<b>Objective (What is the purpose of the inspection?)</b>		
<b>Brief Description of Business Activities</b>		



**Facility Representatives**

Representative	Title	Phone	E-mail

**Utilities Representatives**

Inspection Personnel	Title	Phone	E-mail

**CHEMICAL HANDLING & SUPPLY:**

Raw Materials/Use/Storage Location/Storage Containers:





Were any floor drains observed in raw material or chemical storage/handling/usage areas?

Yes  No  N/A

Describe:

Was spill containment observed in supply or storage areas?

Yes  No  N/A

Describe:

Are chemicals stored outside?

Yes  No  N/A

Which chemicals and describe:

Does spill containment on-site appear to be adequate for the facility's spill potential?

Yes  No  N/A









**Pretreatment System? If yes, check their Treatment Methodology below. If no, check “Other” and write, “N/A”.**

Treatment Methodology			
<input type="checkbox"/>	Chemical Precipitation	<input type="checkbox"/>	Neutralization / pH Adjustment
<input type="checkbox"/>	Cyanide Destruction	<input type="checkbox"/>	Oil / Water Separation
<input type="checkbox"/>	Electrowinning	<input type="checkbox"/>	Solvent Recovery
<input type="checkbox"/>	Evaporation	<input type="checkbox"/>	Reverse Osmosis
<input type="checkbox"/>	Filtration	<input type="checkbox"/>	Sand Trap
<input type="checkbox"/>	Filter Press	<input type="checkbox"/>	Sedimentation
<input type="checkbox"/>	Fluoride Precipitation	<input type="checkbox"/>	Silver Recovery
<input type="checkbox"/>	Ion Exchange	<input type="checkbox"/>	Other (specify):

Type of Discharge					
<input type="checkbox"/>	Continuous	<input type="checkbox"/>	Batch	<input type="checkbox"/>	Zero Discharge

If waste is stored on-site, describe spill containment in storage area:

Yes  No  N/A

Describe:



Is waste transferred to a storage area?

Yes  No  N/A

How?:

How?:

1. If waste is hauled off-site by a waste transporter, are waste manifests available?

Yes  No  N/A

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**NOTES/FINDINGS:**

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Samples, Documents, Plans, and/or Photos Collected?

Yes  No

Describe:

**\*\*PLEASE ATTACH ALL PHOTOS TAKEN\*\***



**ONE-TIME COMPLIANCE REPORT FOR DENTAL DISCHARGERS**

**to Comply with 40 CFR 441.50  
Effluent Limitations Guidelines and Standards for the Dental Office Category**

**Instructions:**

The following is a sample form that contains the minimum information dental facilities must submit in a one-time compliance report as required by the Effluent Limitations Guidelines and Standards for the Dental Office Category (“Dental Amalgam Rule”). Some dental facilities are not required to submit a one-time compliance report. See the applicability section (§ 441.10) to determine if your facility is required to submit a one-time compliance report.

Note to dental facilities: Do not fill out and submit this form unless directed to do so by your Control Authority. Please contact your Control Authority to determine what form to use. Your Control Authority may be your wastewater utility, your state wastewater agency, or the U.S. EPA Regional Office. For assistance in determining your Control Authority, please see EPA’s website: [www.epa.gov/eg/dental-effluent-guidelines](http://www.epa.gov/eg/dental-effluent-guidelines)

**General Information**

Name of Facility			
Physical Address of Dental Facility			
City:		State:	
		Zip:	
Mailing Address			
City:		State:	
		Zip:	
Facility Contact			
Phone:		Email:	
Names of Owner(s):			
Names of Operator(s) if different from Owner(s):			



**Applicability: Please Select One of the Following**

<input type="checkbox"/>	This facility is a dental discharger subject to this rule (40 CFR Part 441) and it places or removes dental amalgam. <i>Complete sections A, B, C, D, and E</i>
<input type="checkbox"/>	This facility is a dental discharger subject to this rule and (1) it does not place dental amalgam, and (2) it does not remove amalgam except in limited emergency or unplanned, unanticipated circumstances. <i>Complete section E only</i>
<b>(Also, select if applicable) Transfer of Ownership (§ 441.50(a)(4))</b>	
<input type="checkbox"/>	This facility is a dental discharger subject to this rule (40 CFR Part 441), and it has previously submitted a one-time compliance report. This facility is submitting a new One Time Compliance Report because of a transfer of ownership as required by § 441.50(a)(4).

**Section A**

**Description of Facility**

Total number of chairs:		
Total number of chairs at which amalgam may be present in the resulting wastewater (i.e., chairs where amalgam may be placed or removed):		
Description of any amalgam separator(s) or equivalent device(s) currently operated:		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	The facility discharged amalgam process wastewater prior to July 14th, 2017 under any ownership.



**Section B**

**Description of Amalgam Separator or Equivalent Device**

<input type="checkbox"/>	The dental facility has installed one or more ISO 11143 (or ANSI/ADA 108-2009) compliant amalgam separators (or equivalent devices) that captures all amalgam containing waste at the following number of chairs at which amalgam placement or removal may occur:	<i>Chairs:</i>																				
<input type="checkbox"/>	The dental facility installed prior to June 14, 2017 one or more existing amalgam separators that do not meet the requirements of § 441.30(a)(1)(i) and (ii) at the following number of chairs at which amalgam placement or removal may occur: I understand that such separators must be replaced with one or more amalgam separators (or equivalent devices) that meet the requirements of § 441.30(a)(1) or § 441.30(a)(2), after their useful life has ended, and no later than June 14, 2027, whichever is sooner.	<i>Chairs:</i>																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Make</th> <th style="width: 50%;">Model</th> <th style="width: 25%;">Year of installation</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			Make	Model	Year of installation																	
Make	Model	Year of installation																				
<input type="checkbox"/>	My facility operates an equivalent device.																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Make</th> <th style="width: 30%;">Model</th> <th style="width: 15%;">Year of installation</th> <th style="width: 30%;">Average removal efficiency of equivalent device, as determined per § 441.30(a)(2)i- iii.</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>			Make	Model	Year of installation	Average removal efficiency of equivalent device, as determined per § 441.30(a)(2)i- iii.																
Make	Model	Year of installation	Average removal efficiency of equivalent device, as determined per § 441.30(a)(2)i- iii.																			





**Section C**

**Design, Operation and Maintenance of Amalgam Separator/Equivalent Device**

<input type="checkbox"/>	YES	I certify that the amalgam separator (or equivalent device) is designed and will be operated and maintained to meet the requirements in § 441.30 or § 441.40.	
A third-party service provider is under contract with this facility to ensure proper operation and maintenance in accordance with § 441.30 or § 441.40.			
<input type="checkbox"/>	YES	Name of third-party service provider (e.g. Company Name) that maintains the amalgam separator or equivalent device (if applicable):	
<input type="checkbox"/>	NO	If none, provide a description of the practices employed by the facility to ensure proper operation and maintenance in accordance with § 441.30 or § 441.40.	
Describe practices:			

**Section D**

**Best Management Practices (BMP) Certifications**

<input type="checkbox"/>	<p>The above named dental discharger is implementing the following BMPs as specified in § 441.30(b) or § 441.40 and will continue to do so.</p> <ul style="list-style-type: none"> <li>• Waste amalgam including, but not limited to, dental amalgam from chair-side traps, screens, vacuum pump filters, dental tools, cuspidors, or collection devices, must not be discharged to a publicly owned treatment works (e.g., municipal sewage system).</li> <li>• Dental unit water lines, chair-side traps, and vacuum lines that discharge amalgam process wastewater to a publicly owned treatment works (e.g., municipal sewage system) must not be cleaned with oxidizing or acidic cleaners, including but not limited to bleach, chlorine, iodine and peroxide that have a pH lower than 6 or greater than 8 (i.e. cleaners that may increase the dissolution of mercury).</li> </ul>
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**Section E  
Certification Statement**

**Retention Period; per § 441.50(a)(5)**

As long as a Dental facility subject to this part is in operation, or until ownership is transferred, the Dental facility or an agent or representative of the dental facility must maintain this One Time Compliance Report and make it available for inspection in either physical or electronic form.

Per § 441.50(a)(2), the One-Time Compliance Report must be signed and certified by a responsible corporate officer, a general partner or proprietor if the dental facility is a partnership or sole proprietorship, or a duly authorized representative in accordance with the requirements of § 403.12(l).

*“I am a responsible corporate officer, a general partner or proprietor (if the facility is a partnership or sole proprietorship), or a duly authorized representative in accordance with the requirements of § 403.12(l) of the above named dental facility, and certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those 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.”*

Authorized Representative Name ( <i>print name</i> ):			
Phone:		Email:	
<i>Authorized Representative Signature</i>		<i>Date</i>	



**PRETREATMENT RESOLUTION**  
**Board of Directors**  
**OF THE**  
**Widefield Water and Sanitation District**

**SECTION 1—GENERAL PROVISIONS**

1.1 — Purpose and Policy

POTW

This Resolution of the Board of Directors sets forth uniform requirements for Industrial Users (“IUs”) of the Publicly Owned Treatment Works (“POTW”) for the Widefield Water and Sanitation District related to pretreatment. It is intended to enable the POTW to comply with its National Pollutant Discharge Elimination System (“NPDES”) permit from the Colorado Department of Health and Environment (CDPHE) as well as all applicable State and Federal laws, including the Clean Water Act (33 United States Code [U.S.C.] section 1251 et seq.) and the General Pretreatment Regulations (Title 40 of the *Code of Federal Regulations* [CFR] Part 403). The objectives of this Resolution are:

- A. To prevent the introduction of Pollutants into the POTW that will interfere with its operation.
- B. To prevent the introduction of Pollutants into the POTW that will pass through the POTW, inadequately treated, into receiving waters, or otherwise be incompatible with the POTW;
- C. To protect both POTW personnel who may be affected by wastewater and sludge in the course of their employment and the general public;
- D. To promote and protect the reuse and recycling of wastewater and sludge from the POTW; and
- E. To enable the POTW to comply with its NPDES permit conditions, sludge use and disposal requirements, and any other Federal or State laws to which the POTW is subject.

This Resolution shall apply to all IUs of the POTW.



## 1.2 — Administration

Except as otherwise provided herein, the POTW shall administer, implement, and enforce the provisions of this Resolution. Any powers granted to or duties imposed upon the POTW may be delegated to a duly authorized municipality employee<sup>1</sup>.

## 1.3 — Abbreviations

The following abbreviations, when used in this Resolution, shall have the designated meanings:

BOD – Biochemical Oxygen Demand

BMPs – Best Management Practices

CFR – *Code of Federal Regulations*

CIU – Categorical Industrial User

COD – Chemical Oxygen Demand

EPA – U.S. Environmental Protection Agency

gpd – gallons per day

IU – Industrial User

mg/l – milligrams per liter

NPDES – National Pollutant Discharge Elimination System

POTW – Publicly Owned Treatment Works

SIU – Significant Industrial User

TSS – Total Suspended Solids

U.S.C. – United States Code

## 1.4 — Definitions

Unless a provision explicitly states otherwise, the following terms and phrases, as used in this Resolution, shall have the meanings hereinafter designated.

- A. *Act or “the Act.”* The Federal Water Pollution Control Act, also known as the Clean Water Act, as amended, 33 U.S.C. section 1251 et seq.

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<sup>1</sup> EPA Region 8 recommends the municipality designate the wastewater superintendent as the minimum supervisory level, to be charged with duties and responsibilities by this Resolution. The term also means a Duly Authorized Representative of the wastewater superintendent.



B. *Authorized Representative of the IU.* An "authorized or duly authorized representative" of an IU may be:

1. If the IU is a corporation:

- a. The president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporations; or
- b. The manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions which govern the operation of the regulated facility including having explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; can ensure that the necessary systems are established or actions taken to gather complete and accurate information for control mechanism requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

2. If the IU is a partnership or sole proprietorship: a general partner or proprietor, respectively.

3. If the IU is a federal, state, or local government facility: a director or highest official appointed or designated to oversee the operation and performance of the activities of the governmental facility, or their designee.

4. The individuals described in subparagraphs (1) through (3) of this paragraph, may designate another authorized representative if the authorization is in writing, the authorization specifies the individual or position responsible for the overall operation of the facility from which the Discharge originates or having overall responsibility for environmental matters for the company, and the written authorization is submitted to the city.

C. *Biochemical Oxygen Demand or BOD.* The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedures for five (5) days at 20 degrees centigrade, usually expressed as a concentration (e.g., mg/l).

D. *Best Management Practices or BMPs.* Schedules of activities, prohibition of practices, maintenance procedures, and other management practices to implement the prohibitions listed in 40 CFR Part 403.5(a)(1) and (b) and subsection 2.1 of this Resolution. BMPs also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal or drainage from raw materials storage or sector control programs to control pollutants from certain non-domestic sectors. BMPs shall be considered local limits and Pretreatment Standards for the purposes of these



Pretreatment Regulations and Section 307(d) of the Act and as specified at 40 CFR 403.5(c)(4).

- E. *Categorical Pretreatment Standard or Categorical Standard.* Any regulation containing pollutant Discharge limits promulgated by EPA in accordance with sections 307(b) and (c) of the Act (33 U.S.C. section 1317) that apply to a specific category of IUs and that appear in 40 CFR Chapter I, Subchapter N, Parts 405-471.
- F. *Categorical Industrial User or CIU.* Any IUs subject to a Categorical Pretreatment Standard or categorical standard.
- G. *Chemical Oxygen Demand or COD.* A measure of the oxygen required to oxidize all compounds, both organic and inorganic, in water.
- H. *Control Authority.* The term refers to the:
  - 1. The POTW if the POTW's Pretreatment program has been submitted and approved in accordance with the requirements of §403.11; or
  - 2. The EPA of the POTW's Pretreatment program has not been approved.
- I. *Environmental Protection Agency or EPA.* The U.S. Environmental Protection Agency or, where appropriate, the Regional Water Management Division Director, the Regional Administrator, or other duly authorized official of said agency.
- J. *Indirect Discharge or Discharge.* The introduction of any pollutant into the POTW from any non-domestic source regulated under Section 307(b), (c) or (d) of the Act.
- K. *Industrial User or IU.* A source of indirect discharge.
- L. *Interference.* A discharge which, alone or in conjunction with a discharge or discharges from other sources, both:
  - 1. Inhibits or disrupts the POTW, its treatment processes or operations or its sludge processes, use or disposal; and,
  - 2. Therefore, is a cause of a violation of the Widefield Water and Sanitation District's NPDES permit (including an increase in the magnitude or duration of a violation) or of the prevention of sewage sludge use or disposal in compliance with any of the following statutory/regulatory provisions or permits issued thereunder, or any more stringent State or local regulations: Section 405 of the Act; the Solid Waste Disposal Act, including Title II commonly referred to as the Resource Conservation and Recovery Act (RCRA); any State regulations contained in any State sludge management plan prepared pursuant to Subtitle D of the Solid Waste Disposal Act;





the Clean Air Act; the Toxic Substances Control Act; and the Marine Protection, Research, and Sanctuaries Act.

- M. *Local Limit.* Specific discharge limits developed and enforced by the POTW upon industrial or commercial facilities (IUs) to implement the general and specific discharge prohibitions listed in 40 CFR 403.5(a)(1) and (b) and subsection 2.1 of this Resolution.
- N. *Medical Waste.* Isolation wastes, infectious agents, human blood and blood products, pathological wastes, sharps, body parts, contaminated bedding, surgical wastes, potentially contaminated laboratory wastes, and dialysis wastes.
- O. *Noncontact Cooling Water.* Water used for cooling that does not come into direct contact with any raw material, intermediate product, waste product, or finished product.
- P. *Pass Through.* A discharge which exits the POTW into waters of the United States in quantities or concentrations which, alone or in conjunction with a discharge or discharges from other sources, is a cause of a violation of any requirement of the Widefield Water and Sanitation District NPDES permit, including an increase in the magnitude or duration of a violation.
- Q. *Person.* Any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, governmental entity, or any other legal entity; or their legal representatives, agents, or assigns. This definition includes all Federal, State, and local governmental entities.
- R. *pH.* A measure of the acidity or alkalinity of a solution, expressed in standard units.
- S. *Pollutant.* Dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, Medical Wastes, chemical wastes, biological materials, radioactive materials, heat, wrecked or discarded equipment, rock, sand, cellar dirt, municipal, agricultural and industrial wastes, and certain characteristics of Wastewater (e.g., pH, temperature, flow, TSS, turbidity, color, BOD, COD, toxicity, or odor).
- T. *Pretreatment.* The reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater prior to, or in lieu of, a discharge of such pollutants into the POTW. This reduction or alteration can be obtained by physical, chemical, or biological processes; by process changes; or by other means, except by diluting the concentration of the pollutants, unless allowed by an applicable Pretreatment Standard.
- U. *Pretreatment Requirements.* Any substantive or procedural requirement related to pretreatment imposed on an IU, other than a Pretreatment Standard.



- V. *Pretreatment Standards or Standards.* Pretreatment Standards shall mean Prohibited Discharge Standards, Categorical Pretreatment Standards, and Local Limits, including BMPs.
- W. *Prohibited Discharge Standards or Prohibited Discharges.* Absolute prohibitions against the discharge of certain Pollutants; these prohibitions appear in subsection 2.1 of this Resolution.
- X. *Publicly Owned Treatment Works or POTW* means a treatment works as defined by section 212 of the Act (33 U.S.C section 1292), which is owned by a State or municipality (as defined by section 502(4) of the Act). This definition includes any devices and systems used in the storage, treatment, recycling and reclamation of municipal sewage or industrial wastes of a liquid nature. It also includes sewers, pipes and other conveyances only if they convey wastewater to a POTW Treatment Plant. The term also means the municipality as defined in section 502(4) of the Act, which has jurisdiction over the Indirect Discharges to and the discharges from such a treatment works.
- Y. *POTW Treatment Plant.* That portion of the POTW which is designed to provide treatment (including recycling and reclamation) of municipal sewage and industrial waste.
- Z. *Septic Tank Waste.* Any sewage from holding tanks such as vessels, chemical toilets, campers, trailers, and septic tanks.
- AA. *Sewage.* Human excrement and gray water (as from showers, dishwashing operations, sinks, bathes, or washing machines).
- BB. *Significant Industrial User or SIU.* All IUs subject to Categorical Pretreatment Standards under 40 CFR 403.6 and 40 CFR chapter I, subchapter N; and
1. Any other IU that:
    - a. Discharges an average of 25,000 gallons per day or more of process wastewater to the POTW (excluding sanitary, Noncontact Cooling Water and boiler blowdown wastewater);
    - b. Contributes a process waste-stream which makes up 5 percent or more of the average dry weather hydraulic or organic capacity of the POTW Treatment Plant; or
    - c. Is designated as such by the Control Authority on the basis that the IU has a reasonable potential for adversely affecting the POTW's operation or for violating any Pretreatment Standard or Requirement (in accordance with 40 CFR 403.8(f)(6)).
- CC. *Slug Load or Slug Discharge.* Any discharge at a flow rate or concentration, which could cause a violation of the Prohibited discharge Standards in subsection 2.1 of this





Resolution. A Slug Discharge is any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or a non-customary batch discharge, which has a reasonable potential to cause Interference or Pass Through, or in any other way violate the POTW's regulations, Local Limits or Pretreatment Requirements.

DD. *Storm Water.* Any flow occurring during or following any form of natural precipitation, and resulting from such precipitation, including snowmelt.

EE. *Total Suspended Solids, Suspended Solids or TSS.* The total suspended matter that floats on the surface of, or is suspended in, water, wastewater, or other liquid, and that is removable by laboratory filtering.

FF. *Wastewater.* Liquid and water-carried Pollutants from residential dwellings, commercial buildings, industrial and manufacturing facilities, and institutions, whether treated or untreated, which are contributed to the POTW.

## **SECTION 2—GENERAL SEWER USE REQUIREMENTS**

### **2.1 — Prohibited Discharge Standards**

A. *General Prohibitions.* No IU shall introduce or cause to be introduced into the POTW any Pollutant which causes Pass Through or Interference. These general prohibitions and the specific prohibitions in paragraph B. of this subsection apply to all IUs of the POTW whether or not they are subject to Categorical Pretreatment Standards or any other National, State, or local Pretreatment Standards or Requirements.

B. *Specific Prohibitions.* No IU shall introduce or cause to be introduced into the POTW the following Pollutants:

1. Pollutants which create a fire or explosive hazard in the POTW, including, but not limited to, waste streams with a closed-cup flashpoint of less than 140 degrees F (60 degrees C) using the test methods specified in 40 CFR 261.21;
2. Wastewater having a pH less than 6.5 or more than 9.0 or otherwise causing corrosive structural damage to the POTW or equipment;
3. Solid or viscous Pollutants in amounts which will cause obstruction of the flow in the POTW resulting in Interference. Solid or viscous Pollutants shall not be discharged whole or ground by garbage grinders. This includes, but is not limited to ashes, cinders, sand, oil and grease from food service establishments, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, underground garbage, paunch manure, hair and flesh, entrails, and paper dishes, cups, milk containers, etc.



4. Pollutants, including oxygen-demanding pollutants (BOD, etc.), released in a discharge at a flow rate and/or pollutant concentration which, either singly or by interaction with other Pollutants, will cause Interference with the POTW;
5. Heat in amounts which will inhibit biological activity in the POTW resulting in Interference, but in no case heat in such quantities that the temperature at the POTW Treatment Plant exceeds 40 °C (104 °F) unless the Approval Authority, upon request of the POTW, approves alternate temperature limits.
6. Petroleum oil, nonbiodegradable cutting oil, or products of mineral oil origin, in amounts that will cause Interference or Pass Through;
7. Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems;
8. Trucked or hauled Pollutants, except at discharge points designated by the POTW in accordance with Section 8 of this Resolution;

Discharge prohibitions (1) through (8) are required from the Pretreatment Regulations found in 40 CFR Part 403.5, are applicable to every IU in the service area, and therefore must be included in this Resolution. The following discharge prohibitions are examples of additional prohibitions developed by local municipalities and are dependent on local, environmental or collection system concerns in your service area.

9. Noxious or malodorous liquids, gases, solids, or other wastewater which, either singly or by interaction with other wastes, are sufficient to create a public nuisance or a hazard to life, or to prevent entry into the sewers for maintenance or repair;
10. Wastewater which imparts color which cannot be removed by the POTW Treatment Plant, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently imparts color to the POTW Treatment Plant's effluent, thereby violating Widfield Water and Sanitation District NPDES permit;
11. Wastewater containing any radioactive wastes or isotopes except in compliance with applicable State or Federal regulations;
12. Storm Water, surface water, ground water, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, Noncontact Cooling Water, and unpolluted Wastewater, unless specifically authorized Widfield Water and Sanitation District;
13. Sludges, screenings, or other residues from the Pretreatment of industrial wastes;
14. Wastewater causing, alone or in conjunction with other sources, the POTW Treatment Plant's effluent to fail toxicity tests;
15. Detergents, surface-active agents, or other Pollutants that might cause excessive foaming in the POTW or receiving waters;



16. Fats, oils, or greases of animal or vegetable origin in concentrations which could cause a problem to the collection system or the POTW (e.g., restricted flow in pipes, sewage backups, lift station operation issues, decreased treatment, etc.);
17. Wastewater causing a reading on an explosion hazard meter at the point of discharge into the POTW, or at any point in the POTW;
18. Any garbage that has not been properly shredded. Garbage grinders may be connected to sanitary sewers from homes, hotels, institutions, restaurants, hospitals, catering establishment or similar places where garbage originates from the preparation of food in kitchens for the purpose of consumption on the premises or when served by caterers. However, garbage grinders shall only be used to grind small amounts of garbage incidental to cleaning of plates, cookware, etc. and not to dispose of large quantities of waste. Waste must be scraped into a garbage can prior to cleaning;
19. Unusual Biochemical Oxygen Demand (BOD), Chemical Oxygen Demand (COD), or Total Suspended Solids (TSS) in quantities as to constitute a significant additional load on the POTW.<sup>2</sup>
20. Wastewater containing Pollutants which are not amenable to transport, treatment or reduction in concentration by the POTW and POTW Treatment Plant processes employed, or are amenable to treatment only to such a degree that the POTW Treatment Plant effluent cannot meet the requirements of regulatory agencies having jurisdiction over discharge of effluent to the receiving waters;
21. Wastewater which, by interaction with other wastewater in the POTW, releases obnoxious gases, forms suspended solids which interfere with the collection system, or creates a condition deleterious to structures and treatment processes;
22. Wastewater causing two readings on an explosion hazard meter at the point of discharge into the POTW, or at any point in the POTW of more than 5% or any single reading over 10% of the lower explosive limit of the meter.
23. Liquid Wastes from chemical toilets, trailers, campers or other recreational vehicles which have been collected or held in tanks or other containers shall not be discharged into the POTW except at locations authorized by the Widefield Water and Sanitation District to collect such wastes.

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<sup>2</sup> The POTW may establish surcharge values for IUs discharging high strength wastewater containing BOD, COD, TSS or ammonia for the additional costs of treating this wastewater and using the POTW's design capacity reserved for the residential population. However, the POTW cannot exceed its design capacity and should consider establishing upper limits of surcharge values for these conventional pollutants to ensure protection against the impacts of these high strength wastewaters.



24. Pollutants, substances, or Wastewater prohibited by this subsection shall not be processed or stored in such a manner that they could be discharged to the POTW.

## 2.2 — National Categorical Pretreatment Standards

Categorical Industrial Users (CIUs) must comply with applicable Categorical Pretreatment Standards found at 40 CFR Chapter I, Subchapter N, Parts 405–471. In order to facilitate notification from the POTW to the Control Authority regarding discharges from CIUs, CIUs shall notify Widefield Water and Sanitation District at least 90 days prior to discharge. CIUs also have additional sampling, reporting, and notification requirements to the Control Authority.

## 2.3 — Site-Specific Limits

The POTW may establish Local Limits<sup>3</sup>, additional site-specific pollutant limits, Best Management Practices, or additional Pretreatment Requirements when, in the judgment of Widefield Water and Sanitation District, such limitations are necessary to implement the provisions of this Chapter, including the Discharge prohibitions in subsection 2.1. These additional limits shall be public noticed prior to implementation by Widefield Water and Sanitation District

## 2.4 — Best Management Practices (BMPs)

The POTW may develop BMPs to implement the prohibitions of subsection 2.1 of this Chapter. BMPs shall be considered Pretreatment Standards and Local Limits for purposes of this Chapter and section 307(d) of the Act.

The POTW may establish specific sector control programs for Industrial Users to control specific pollutants, as necessary, to meet the objectives of this Chapter. Pollutants subject to these sector control programs will generally be controlled using BMPs or by permits, as determined by the POTW. These sector control programs shall not limit the POTW's authority to inspect, sample, require reports, enforce or otherwise carry out its responsibility under this Chapter.

The specific sector control program BMPs and requirements shall be developed and documented in a policy, which shall be public noticed. Elements of a BMP-based sector control program may include, but are not limited to the following:

1. Installation of appropriately-sized treatment;
2. Requirements for prohibitions on certain practices or discharges;

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<sup>3</sup> The POTW should contact its Approval Authority (EPA or the State) for additional discussion regarding the procedures for developing legally-defensible local limits. EPA Region 8 can provide outreach regarding the technical evaluation of local limits using site-specific standards and adequate datasets of the POTW and service area and the approval/public participation procedures.



3. Requirements for the operation and maintenance of treatment equipment; and
4. Procedures for compliance certification, reporting and records retention.

## 2.5 – Confidential Business Information

All records, reports, data or other information supplied by any person or Industrial User as a result of any disclosure required by this Chapter or information and data from inspections shall be available for public inspection except as otherwise provided in this Section, 40 CFR Section 403.14 and the. These provisions shall not be applicable to any information designated as a trade secret by the person supplying such information. Materials designated as a trade secret may include, but shall not be limited to processes, operations, style of work or apparatus or confidential commercial or statistical data. Any information and data submitted by the Industrial User which is desired to be considered a trade secret shall have the words, "Confidential Business Information," stamped on each page containing such information. The Industrial User must demonstrate to the satisfaction of the POTW that the release of such information would divulge information, processes or methods of production entitled to protection as trade secrets of the Industrial User.

Information designated as a trade secret pursuant to this subsection shall remain confidential and shall not be subject to public inspection. Such information shall be available only to officers, employees or authorized representatives of the POTW charged with implementing and enforcing the provisions of this Chapter and properly identified representatives of the EPA and CDPHE. Effluent data from any Industrial User whether obtained by self-monitoring, monitoring by the POTW or monitoring by any state or federal agency, shall not be considered a trade secret or otherwise confidential. All such effluent data shall be available for public inspection.

## 2.6 — Dilution

No IU shall increase the use of process water, or in any way attempt to dilute a discharge, as a partial or complete substitute for adequate treatment to achieve compliance with a discharge limitation unless expressly authorized by an applicable Pretreatment Standard or Requirement. The POTW may impose mass limitations on IUs who are using dilution to meet applicable Pretreatment Standards or Requirements, or in other cases when the imposition of mass limitations is appropriate.

## **SECTION 3—PRETREATMENT OF WASTEWATER**

### 3.1 — Pretreatment Facilities

IUs shall provide Wastewater treatment, as necessary, to comply with this Chapter and shall achieve compliance prior to discharge. Any facilities necessary for compliance shall be provided, operated, and maintained at the IU's expense. Detailed plans describing such facilities and operating procedures shall be submitted to the POTW for review, and shall be acceptable to





the POTW before such facilities are constructed. Acceptance by the POTW of any such facilities shall not be construed as a guarantee or agreement by the POTW that such facilities will achieve compliance with this Chapter. The review of such plans and operating procedures shall in no way relieve the IU from the responsibility of modifying such facilities, as necessary, to produce a discharge acceptable to the POTW under the provisions of this Resolution.

### 3.2 — Additional Pretreatment and Monitoring Requirements

- A. Whenever deemed necessary, the POTW may require an IU to restrict its discharge, designate that certain wastewater be discharged only into specific sewers, relocate and/or consolidate points of discharge, separate domestic waste-streams from non-domestic waste-streams, and impose such other conditions as may be necessary to protect the POTW and determine the IU's compliance with the requirements of this Chapter.
- B. The POTW may require any person discharging into the POTW to install and maintain, on their property and at their expense, a suitable storage and flow-control facility to ensure equalization of flow.
- C. The POTW may require any person discharging into the POTW to install at the owner's or operator's own expense suitable monitoring facilities or equipment which isolates appropriate wastewater discharges into the wastewater system and facilitates accurate observation, sampling and measurement of discharges. The equipment shall be maintained in proper working order and kept safe and accessible without restriction to POTW personnel at all times. Where practical, the monitoring equipment shall be located and maintained on the Industrial User's premises outside of the building.
- D. IUs with the potential to discharge flammable substances may be required to install and maintain an approved combustible gas detection meter.

## SECTION 4 – NOTIFICATION AND REPORTING

### 4.1 — Industrial User Questionnaire

If the POTW deems it necessary to assure compliance with the provisions of this Chapter, any IU of the POTW may be required to submit a Wastewater Discharge permit application, questionnaire, or other reports and notifications in a format and timeframe specified by the POTW. In cases where the Pretreatment Standard requires compliance with a BMP or pollution prevention alternative, the Industrial User must submit documentation required by the POTW or the Pretreatment Standards to determine the compliance status of the Industrial User. Any Industrial User subject to this reporting requirement shall submit a completed report no later than thirty (30) days after receipt of the notification and appropriate forms.

### 4.2 — Notification of Change in Discharge



All Industrial Users shall promptly notify the POTW in advance of any substantial change in the volume or character of pollutants in their discharge, including the listed or characteristic hazardous wastes for which the Industrial User has submitted initial notification under 40 CFR section 403.12(p). Additionally, significant Industrial Users are required to notify the POTW immediately of any changes in their facilities affecting potential for a Slug Discharge.

#### 4.3 — Notification of Hazardous Waste Discharge

Industrial users shall notify the POTW, the EPA Regional Waste Management Division Director, and the State hazardous waste authorities in writing of any Discharge into the POTW of any substance which, if otherwise disposed of, would be considered a hazardous waste under 40 CFR section 261. Each Industrial User shall notify the POTW in advance of any substantial change to such discharge. The specific information required to be reported and the time frames in which it is to be reported are found at 40 CFR section 403.12(p).

#### 4.4 — Report of Potential Problems

- A. In the case of any discharge, including, but not limited to, spills, accidental discharges, discharges of a non-routine, episodic nature, a non-customary batch discharge, a Slug discharge or a discharge that may cause potential problems for the POTW, the Industrial User shall immediately telephone and notify the POTW of the incident. This notification shall include:
1. Name of the facility;
  2. Location of the facility;
  3. Name of the caller;
  4. Date and time of the discharge;
  5. Date and time discharge was halted;
  6. Location of the discharge;
  7. Type of waste;
  8. Estimated volume of the discharge;
  9. Estimated concentration of pollutants in the discharge;
  10. Corrective actions taken to halt the discharge; and
  11. Method of disposal, if applicable.
- B. Within five (5) working days following such discharge, the Industrial User shall, unless waived by the POTW in writing, submit a detailed written report describing the cause(s) of the Discharge and the measures to be taken by the Industrial User to prevent similar future occurrences. Such notification shall not relieve the Industrial User of any expense, loss, damage, or other liability which might be incurred as a result of damage to the POTW,



natural resources, or any other damage to person or property; nor shall such notification relieve the Industrial User of any fines, penalties, or other liability which may be imposed pursuant to this Chapter.

#### 4.5 — Authorized Signature for Reports

All reports and questionnaires required to be submitted by the above provisions shall bear the signature of an Authorized Representative of the discharging entity and shall include the following certification statement as set forth in 40 CFR section 403.6(a)(2)(ii):

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system or the 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 a fine and imprisonment for knowing violations."

### **SECTION 5 – RECORDKEEPING**

All records (including documentation associated with BMPs) shall be retained by the user for a minimum period of three (3) years, shall be made immediately available upon request of the POTW at any time during the three (3) year period or so long as actually retained.

### **SECTION 6—SLUG DISCHARGE CONTROL**

- A. Each Industrial User shall provide protection from accidental discharges and Slug Loads of pollutants regulated under this Chapter. Facilities to prevent the discharge of spills or Slug Loads shall be provided and maintained at the Industrial User's expense.
- B. The POTW may evaluate whether each Industrial User needs a Spill Prevention and Control Plan or other action to control spills and Slug Discharges. The POTW may require an Industrial User to develop, submit for approval, and implement a Slug/Spill Plan or take such other action that may be necessary to control spills and Slug Discharges.
- C. A Slug/Spill Plan shall include, at a minimum, the following:
  - 1. Detailed plans (schematics) showing facility layout and plumbing representative of operating procedures;
  - 2. Description of contents and volumes of any process tanks;
  - 3. Description of discharge practices, including non-routine batch discharges;
  - 4. Listing of stored chemicals, including location and volumes;





5. Procedures for immediately notifying the POTW of any spill or Slug Discharge. It is the responsibility of the Industrial User to comply with the reporting requirements in subsection 4.
6. Procedures to prevent adverse impact from any accidental or Slug Discharge. Such procedures include, but are not limited to, inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site runoff, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants, including solvents, and/or measures and equipment for emergency response; and
7. Any other information as required by the POTW.

## **SECTION 7—COMPLIANCE AND ENFORCEMENT**

### **7.1 — Time for Compliance**

All existing IUs must come into compliance with the terms of this Chapter upon the effective date.

### **7.2 — Additional Information**

- A. If the POTW deems it necessary to assure compliance with the provisions of this Chapter, any IU of the POTW may be required to submit a Wastewater Discharge permit application, questionnaire, or other reports and notifications in a format and timeframe specified by the POTW. These requirements may include, but are not limited to:
  1. Wastewater Discharge peak rate and volume over a specified time period;
  2. Chemical analysis of wastewater;
  3. Information on raw materials, processes, and products affecting wastewater volume and quality;
  4. Quantity and disposition of specific liquid, sludge, oil, solvent, or other material important to sewer use control;
  5. A plot plan of sewers on the IU's property showing sewer and pretreatment facility locations;
  6. Details of wastewater pretreatment facilities;
  7. Details of system to prevent and control the losses of materials through spills to the POTW; and
  8. Signed certification by the authorized representative of the IU.
- B. The POTW will evaluate the data furnished by the IU and may require additional information to determine compliance with the provisions of this Chapter. The POTW may deny the request to discharge non-domestic wastewater to the POTW



or allow discharge under conditions determined by the POTW to protect against Pass Through or Interference.

- C. The POTW may require IUs to install monitoring equipment as necessary, per section 3 of this Resolution. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the IU at its expense. All devices used to measure wastewater flow and quality shall be calibrated to ensure their accuracy.

### 7.3 – Right of Entry

The POTW shall have the right to enter the premises of any IU to determine whether the IU is complying with all requirements of this Chapter. IUs shall allow the POTW ready access to all parts of the premises for the purposes of inspection (including the use of digital photography to gather information), sampling, records examination and copying, and the performance of any additional duties. Denial of access shall constitute a violation of this Chapter.

## **SECTION 8— ADMINISTRATIVE/JUDICIAL ENFORCEMENT REMEDIES**

### 8.1 — Notification of Violation

When the POTW finds that an IU has violated, or continues to violate, any provision of this Resolution or any other Pretreatment Standard or Requirement, the POTW may serve upon that IU a written Notice of Violation. Within five (5) working days of the receipt of such notice, an explanation of the violation and a plan for the satisfactory correction and prevention thereof, to include specific required actions, shall be submitted by the IU to Widefield Water and Sanitation District. Submission of such a plan in no way relieves the IU of liability for any violations occurring before or after receipt of the Notice of Violation. If the plan for correction submitted by the IU is not satisfactory to Widefield Water and Sanitation District, the POTW may take further action, including potentially suspending service as provided for in subsection 8.2.

Nothing in this subsection shall limit the authority of the POTW to take any action, including emergency actions or any other enforcement action, without first issuing a Notice of Violation.

### 8.2 — Suspension of Service

The POTW may suspend water service and/or wastewater treatment service in order to stop an actual or threatened Discharge which presents or may present an imminent or substantial endangerment to the health or welfare of persons, the environment, causes Pass Through or Interference, causes the POTW to violate any condition of its NPDES Permit, or for violations of this Chapter. Any IU notified of a suspension of the water service and/or wastewater treatment service shall immediately stop or eliminate the Discharge. In the event of a failure of the person to comply voluntarily with the suspension order, the POTW shall take such steps as deemed



necessary including immediate physical severance of the sewer connection, to prevent or minimize damage to the POTW system or endangerment to individuals or the environment.

### 8.3 — Administrative Order

When the POTW finds that an Industrial User has violated, or continues to violate, any provision of this Chapter, an individual wastewater Discharge permit or order issued hereunder, or any other Pretreatment Standard or Requirement, the POTW may issue an order to the Industrial User responsible for the discharge directing that the Industrial User immediately come into compliance or within a time specified by the POTW.

If the Industrial User does not come into compliance within the time provided, sewer service may be discontinued unless adequate treatment facilities, devices, or other related appurtenances are installed and properly operated. Compliance orders also may contain other requirements to address the noncompliance, including additional self-monitoring and management practices designed to minimize the amount of pollutants discharged to the sewer. A compliance order may not extend the deadline for compliance established for a Pretreatment Standard or Requirement, nor does a compliance order relieve the Industrial User of liability for any violation, including any continuing violation during the time it takes the Industrial User to come into compliance. Issuance of a compliance order shall not be a bar against, or a prerequisite for, taking any other action against the Industrial User

### 8.4 — Administrative Penalty

- A. When the POTW finds that an Industrial User has violated, or continues to violate, any provision of this Chapter, an individual wastewater Discharge permit or order issued hereunder, or any other Pretreatment Standard or Requirement, the POTW may fine such Industrial User in an amount not to exceed \$1,000 per day per violation. Such fines shall be assessed on a per-violation, per day basis. In the case of monthly or other long-term average Discharge limits, fines shall be assessed for each day during the period of violation.
- B. The POTW may, in addition to fines, collect charges to pay for damage to the POTW, fines issued to the POTW, and any other costs incurred by the POTW as a result of the IU's noncompliance.
- C. A lien against the Industrial User's property shall be sought for unpaid charges, fines, and penalties.
- D. Issuance of an administrative fine shall not be a bar against, or prerequisite for, taking any other action against the Industrial User.

### 8.5 — Judicial Enforcement Remedies

- A. Injunctive Relief



When the POTW finds that an Industrial User has violated, or continues to violate, any provision of this Chapter, and individual wastewater discharge permit or order issued hereunder, or any other Pretreatment Standard or Requirement, the POTW may petition the Court for the issuance of a temporary or permanent injunction, as appropriate, which restrains or compels the specific performance of the order, or other requirement imposed by this Chapter on activities of the Industrial User. The POTW may also seek such other action as is appropriate for legal and/or equitable relief, including a requirement for the Industrial User to conduct environmental remediation. A petition for injunctive relief shall not be a bar against, or a prerequisite for, taking any other action against an Industrial User.

The municipality must ensure that hauled industrial waste is adequately regulated and should take measures to ensure that haulers of Septic Tank Waste are not introducing industrial waste to the POTW. The following is one possible means of regulating hauled waste, including RV wastes.

## **SECTION 9—Trucked and Hauled Waste**

### **9.1 — Hauled Wastewater**

The POTW may prohibit the discharge of trucked/hailed septic tank waste, industrial waste, and RV waste to the POTW.

Trucked/Hauled waste may be discharged into the POTW only at locations designated by the POTW, and at such times established by the POTW. Such waste shall not violate Section 2 of this Chapter or any other requirements established by the POTW. The discharge of hauled waste is subject to all other requirements of this Resolution. The POTW may require the following:

1. Septic tank waste haulers to obtain individual wastewater Discharge permits.
2. The POTW may collect samples of each hauled load to ensure compliance with applicable Pretreatment Standards and Requirements.
3. The POTW may require the industrial waste hauler to provide a waste analysis of any load prior to Discharge.

Any Person discharging Septic Tank Waste and industrial Waste must provide a waste-tracking form for every load. This form shall include, at a minimum, the name and address of the waste hauler (individual person and company), permit number (if applicable), truck identification, names and addresses of sources of waste, and volume and characteristics of waste. The form shall identify the type of industry, known or suspected waste constituents, and whether any wastes are RCRA hazardous wastes.



## 9.2 – RV Disposal Stations

The POTW may allow RV disposal sites in its service area if the quality or quantity of the RV waste does not impact the POTW, including the collection system. The POTW shall require RV disposal sites in the service area to ensure adequate controlled access to its disposal site including locked access, sign-in records for persons discharging from the RV, record keeping by the RV disposal site, and other information, as deemed appropriate by the Widefield Water and Sanitation District.

### **Date of Adoption**

1. This Resolution will take effect and be enforced immediately upon approval of this Resolution by the Board of Directors
2. This Resolution is a legislative measure of the District, which may be modified only by formal resolution of the Board of Directors.

### **Widefield Water and Sanitation District**

**Dated** \_\_\_\_\_ **by** \_\_\_\_\_  
President

**Dated** \_\_\_\_\_ **by** \_\_\_\_\_  
Secretary