

**CITY OF GLENDALE
FIRE PREVENTION BUREAU
ENVIRONMENTAL MANAGEMENT
PHONE NUMBER: (818) 548-4810**

INDUSTRIAL WASTE PERMIT APPLICATION PACKET

HOW TO OBTAIN AN INDUSTRIAL WASTE PERMIT

To obtain an industrial waste permit you must submit a completed application and pay the associated application fee(s). Permit applications are reviewed and processed by Fire Department Environmental Management staff to establish discharge limitations, monitoring, and reporting requirements.

Upon receipt of the permit application, an inspector will do the following:

- Inspect the facility;
- Verify that the information provided in the permit application is complete and accurate;
- Identify all wastewater generating processes, methods of wastewater conveyance, and pretreatment systems.

The permit conveys the conditions, obligations, and responsibilities under which an industrial user is permitted to discharge industrial wastewater to the sewer system. The industrial user should read and fully understand the permit requirements.

Permit requirements are determined based on the type and volume of industrial wastewater discharged. For example, some facilities are required to periodically sample and monitor the wastewater and submit reports, which may include technical reports, notification of discharges, and periodic compliance reports.

The Industrial Waste Control Ordinance and the 40 CFR 403 Federal Pretreatment Regulations contain a list of prohibited wastes, which must not be discharged to the sewer in any amount. Examples of prohibited wastes include flammable, reactive, explosive, corrosive, toxic, infectious, noxious, solid, or radioactive substances.

A permit application and related materials are included with this application packet. All applicants must complete sections 1, 2, 3 and 9. Depending upon your business type, complete one of the following sections only: 4, 5, 6, 7 or 8.

PLEASE NOTE: Industrial wastewater permits are not transferable. Whenever a change in ownership of a business occurs, the new company must submit a new permit application.

Enclosures: Industrial Waste Permit Application
Instructions for Industrial Waste Permit Application
Industrial Waste Permit Conditions
Industrial Waste Permit Fees
Industrial Waste Requirements for Specific Facilities
Dental Facility Best Management Practices Requirements

GLENDALE FIRE DEPARTMENT

FIRE PREVENTION BUREAU

ENVIRONMENTAL MANAGEMENT CENTER

780 FLOWER ST.

GLENDALE, CA 91201-3057

PH: (818) 548-4810

FAX: (818) 549-9777

WWW.GLENDALEFIRE.ORG



INDUSTRIAL WASTE PERMIT APPLICATION

SECTION 1. PROPOSED POINT OF DISCHARGE

Public Sewer Other _____

SECTION 2. REASON FOR APPLYING

A. Change of Ownership

B. Construction: New or Remodeling

C. Existing Un-permitted Facility

D. Other: _____ (Please describe – i.e., change of use)

Previous Company Name _____

Previous Permit # _____

SECTION 3. COMPANY INFORMATION

A. Facility Location

Street Address _____ Unit # _____ City _____ ZIP _____

Contact Person Name _____ Title _____

Cell Phone # _____ Business Phone # _____

Fax # _____ e-mail _____

B. Company Name (DBA) _____

C. Legal Business Name (Legal Owner's Name) _____

D. Ownership Information

Ownership Type

Sole Proprietor

Provide Name

Partnership

Corporation

Limited Liability Corporation

Provide minimum 2 Names & Titles

Business Officer(s) Name(s)

Name: _____

Name 1: _____

Name 2: _____

Title(s)

Title: Owner

Title: _____

Title: _____

Note: Title "Owner" applies only to Sole Proprietorship. Please use proper Titles for Partnership and all for all Types of Corporations.

E. City of Glendale Business Registration Certificate (BRC) Number: _____

F. Billing Address check here if same as 3 A. above

Name (Legal) _____

Address or PO Box # _____ City _____ ZIP _____

Attention Name _____ Title _____

G. Mailing Address check here if same as 3 A. above check here if same as 3 F. above

Name (Legal) _____

Address or PO Box # _____ City _____ ZIP _____

Attention Name _____ Title _____

H. Landlord, Property Owner or Management Company

Name _____

Street Address or P.O. Box # _____ City _____ State _____ ZIP _____

Attention Name _____ Title _____

Phone # _____ Fax #: _____ e-mail _____

I. Business Operations

- Date operation began/or will begin (mm/dd/yy) _____

- Number of Employees _____ Number of Shifts: _____

- Hours of operation from _____ AM/PM to _____ AM/PM Hours per day _____

- Days per week: S M T W Th F S (circle all that apply)

- Estimated Flow to Sewer: _____ gpd (gallons per day)

- Describe pretreatment system: _____
(Clarifier, Grease Interceptor, Grease trap, Plaster trap, Silver recovery, Sand/Oil Interceptor, Screening, Filtration, etc.)

- GWP water meter(s)? Yes or No CVWD water meter(s)? Yes or No

Meter address: _____
(Street) (City) (State) (Zip)

J. Standard Industrial Classification (SIC) Code: _____

SECTION 4. FOOD SERVICE ESTABLISHMENT (FSE) DESCRIPTION

A. Type of Business _____
(restaurant, coffee shop, pizza parlor, donut shop, bakery, fast food, ice cream, market/grocery, banquet hall, hospital, care facility, school, etc.)

B. Maximum Occupant Load _____

C. Department of Health Services Permit Number _____

SECTION 5. AUTO REPAIR / SERVICE

A. Type of Business _____
(auto repair, auto body shop, auto detail shop, car wash, tires, auto parts, etc.)

B. Type of services provided: _____

SECTION 6. COMMERCIAL USER DESCRIPTION

A. List of products or services: _____

B. List of chemicals used: _____

C. Type and amount of raw materials processed: _____

D. List of product by discharger type, amount and rate: _____

E. Describe wastewater process: _____
(Groundwater, Cooling Tower Bleed-off, Equipment Washing, Car Washing, Parts Cleaning, Laboratory Waste, Laundry, etc.)

F. Does the facility have a discharge flow measurement device(s)? Yes or No
If yes, indicate the make, model, serial number and location: _____

G. Does the facility have a rain diversion valve(s)? Yes or No
If yes, indicate the type, automatic or manual, and location: _____

H. Does the facility have a secure sampling area (for City's 24 hour sampler)? Yes or No

I. Other environmental permits or licenses: _____

J. Copy of plans provided showing drains, connections and appurtenances? Yes or No

K. Copy of plans depicting pretreatment facilities, sampling facilities and operation procedures? Yes or No

SECTION 7. LAUNDRY / DRY CLEANING WASHER INVENTORY

A. Number of washers _____

B. Washer size in pounds _____

C. Number of dry cleaning machines _____

D. Machine size in pounds _____

E. Type of dry cleaning solvent _____
(PERC, hydrocarbon, glycol ethers, Brominated Solvents, liquid silicone, etc.)

SECTION 8. DENTAL OFFICE, CLINIC OR LAB DESCRIPTION

A. Describe Type of Business: Office of Dentists
 Dental Laboratory
 Other _____

B. Describe Operations: _____

SECTION 9. SIGNATORY REQUIREMENT

This Application must be signed by a company authorized representative (see Definitions). **Signatures of designers, architects or contractors are only accepted as a construction contact.**

I certify under penalty of law that the document and all the attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who managed the system or those persons directly responsible for gathering the information in submitted is, to the best of my knowledge and belief, true accurate and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

NAME OF AUTHORIZED REPRESENTATIVE

SIGNATURE

OFFICIAL TITLE

DRIVER'S LICENSE NUMBER

DATE

NEW EFFECTIVE DATE OF FEES: JULY 01, 2016

Make check payable to "City of Glendale" and return to the following address:

Annual permit fee: _____ Operating permit/Inspection/Sampling fee: _____ Total due: _____

Glendale Fire Department
Environmental Management Center
780 Flower Street
Glendale, CA 91201

For additional assistance, please call (818) 548-4810

fpbinfo@glendaleca.gov

www.glendalefire.org

FOR EMC OFFICE USE

Received Date: _____

Receipt Number: _____

Fee Collected: \$ _____

Permit No.: _____

Inspection Category: SIU FOG Commercial

GLENDALE FIRE DEPARTMENT

FIRE PREVENTION BUREAU

ENVIRONMENTAL MANAGEMENT CENTER

780 FLOWER ST.

GLENDALE, CA 91201-3057

PH: (818) 548-4810

FAX: (818) 549-9777

WWW.GLENDALEFIRE.ORG



INSTRUCTIONS FOR INDUSTRIAL WASTE PERMIT APPLICATION

For additional assistance please call (818) 548-4030

SECTION 2 - REASON FOR APPLYING

2 A-D. Indicate reason for applying for an Industrial Waste Permit.

Provide the current or former Industrial Waste Permit Number if the application is being filed due to change in ownership.

SECTION 3 - COMPANY INFORMATION

3 A. Location address describes the business location that is to be permitted to discharge wastewater to the City sewer. Provide Unit # or Suite # when applicable.

3 D. Business Ownership Type & Business Officers' Names & Titles

Note: The title of "Owner" only applies to Sole Proprietorship. For other business ownership types, this application requires two (2) business officers/partners names and titles. Officer titles are: partner, president, chief executive officer (CEO), chief financial officer (CFO), treasurer, secretary, member, managing member.

Sole Proprietorship: Example: Legal Business Name: John Doze (i.e. Business owner's name)
Officer 1: John Doze Title: Owner (if only one)

Officer 2: Janet Doze Title: Co-Owner, if husband and wife

Partnership: Example: Legal Business Name: Marla Markles & Cleo Patera
(i.e. names of at least two (2) partners required)

Officer 1: Marla Markles Title: Partner

Officer 2: Cleo Patera Title: Partner

Corporation: Example: Legal Business Name: Steaks, Inc. (i.e. name of Corporation)

Officer 1: Audra T. Kiper Title: President

Officer 2: George Perkins Title: Chief Financial Officer

One Person California Corporation:

Example: Legal Business Name: Brownies, Inc. (i.e. name of Corporation)

Officer 1: Jose Martinez Title 1: President

Officer 1: Jose Martinez Title 2: Secretary (or Treasurer, or...)

Note: One Officer name and two titles required as shown above.

Limited Liability Corporation (LLC):

Example: Legal Business Name: Jake's Flavors, LLC (i.e. name of Corporation)

Officer 1: Alicia Reynolds Title: President (or Managing Member)

Officer 2: Tricia Harris Title: Secretary (or Member)

The City of Glendale representatives may require supporting documents such as the following:

-Copy of the Articles of Incorporation accepted and stamped by the Secretary of State

-Fictitious name statement

-Agent for service of process

-List of Officers and Directors

-Partnership agreement listing general partners

3 E. City of Glendale Business Registration Certificate Number

3 F. Billing address for billing purposes.

3 G. Mailing address used for mailing general information and correspondence.

3 H. Landlord, Property Owner or Property Manager information used for additional contacts.

3 I. Provide the following business operation information:

- Indicate the date business operations began or the date operations will begin.
- Indicate the number of employees and the number of shifts.
- Indicate the hours and the days of the week the facility operates
- Indicate the flow to the sewer in Gallons per Day (provide a copy of the water bills for 1 year).
- Describe the pretreatment system device(s)
- List GWP or CVWD water meter, and the corresponding meter address. (located on bill)

SECTION 4 – FOOD SERVICE ESTABLISHMENT DESCRIPTION

4 A-B. Describe the type of business and service activities conducted.

4 C. Provide the Department of Health Services Permit Number.

SECTION 5 – AUTO REPAIR / SERVICE

A. Describe the type of auto repair business.

B. Describe the type of services provided.

SECTION 6 – COMMERCIAL USER DESCRIPTION

A. List products manufactured or services rendered.

B. List of chemicals used or stored; attach the Material Safety Data Sheet (MSDS) for any chemical used and stored.

C. List the type and amount of raw materials processed.

D. List of product by discharger type, amount and rate.

E. Describe generated wastewater discharge, activities and facilities.

F. Indicate if the facility has flow meter for the sewer flow. If there is a flow meter, indicate make, model, serial number and the location of the flow meter(s). Specify if the meter is a totalizer.

G. Indicate if the facility has a Rain Diversion Valve. If yes, specify if it is an automatic or manual valve.

H. Other Environmental Permits such as Air Quality Management District (AQMD) permit.

I. Provide a copy of plans showing drains, connections and appurtenances for the facility.

J. Provide a copy of plans depicting pretreatment devices/facilities, sampling facilities and operation procedures for the facility.

SECTION 7 – LAUNDRY / DRY CLEANERS ONLY

A. Indicate the number of washing machines.

B. Indicate the capacity and/or size of washers in pounds for a laundry facility.

C. Indicate the number of dry cleaning machines for a dry cleaning facility.

D. Indicate the capacity and/or size of washers in pounds for a dry cleaning facility.

E. Indicate the type of solvent used for a dry cleaning facility. Please attach Material Safety Data Sheet (MSDS).

SECTION 8 – DENTAL OFFICE, CLINIC OR LAB DESCRIPTION

A. Describe type of business.

B. Describe business operations.

SECTION 9 – SIGNATORY REQUIREMENT

Authorized representative is a business officer legally responsible for operation of the company discharging wastewater or a company employee (manager, accountant) authorized in writing to sign documents for the business officer. Business officer titles include: owner, partner, managing partner, president, vice-president, secretary, treasurer, CEO, and CFO. The following do not qualify as authorized representatives: Contractors, designers and architects.

GLENDALE FIRE DEPARTMENT

FIRE PREVENTION BUREAU



ENVIRONMENTAL MANAGEMENT CENTER
780 FLOWER ST.
GLENDALE, CA 91201-3057
PH: (818) 548-4810
FAX: (818) 549-9777
WWW.GLENDALEFIRE.ORG



DENTAL FACILITY BEST MANAGEMENT PRACTICES REQUIREMENTS

All Dental Related Facilities must comply with the Best Management Practices (BMP) requirements described below.

A. DENTAL AMALGAM MANAGEMENT

1. Collect and store all dental amalgam in the designated airtight container(s) for recycling as universal waste, or management as hazardous waste. Check with the recycler if there is a requirement to separate containers for placement of the non-contact and contact dental amalgam.
2. Collect and store the entire contents of broken or unusable dental amalgam capsules in the appropriate dental amalgam container.
3. Separate excess dental amalgam that is retrieved during placement with gauze and place in the appropriate dental amalgam container.
4. Use chair side traps to capture dental amalgam and discard these traps in the amalgam container.
5. Clean dental amalgam traps daily and never rinse dental amalgam traps or filters over drains.
6. Remove dental amalgam particulates on instruments prior to ultrasonic cleaning.
7. Replace the vacuum pump filter in accordance with the manufacturer's requirement.
8. Do not discard dental amalgam into the garbage or with medical wastes or into the sewer.
9. Keep a logbook to track the disposal and recycling of dental amalgam.

B. HAZARDOUS WASTE AND RECYCLABLE MATERIAL MANAGEMENT

1. Secure an EPA Generator ID Number if hazardous waste is generated at the facility. Recycling dental amalgam and silver in photographic fixer does not require an EPA Generator ID Number.
2. Amalgam waste that is not recycled must be managed as a hazardous waste.
3. Store all hazardous and dental amalgam wastes in tightly closed containers.
4. Containers of dental amalgam designated for recycling/reclaiming must be labeled as "Universal Waste Dental Amalgam."
5. Containers that store hazardous waste must be labeled as "Hazardous Waste."
6. Maintain all copies of receipts and manifests for the recycling or disposal of hazardous waste. Keep these records for a minimum of five (5) years.

C. PHOTOCHEMICAL WASTE MANAGEMENT

1. Photo processing solutions must meet the City's local discharge standards before discharging to the sewer. If photo processing solutions do not meet the City's local discharge standards, the solutions must be hauled offsite for recovery or disposal.
2. Do not dispose of untreated fixer down the drain. Treat fixer on-site to have less than 5 mg/l silver, or use a licensed photo processing waste firm for off-site management.
3. When recovering silver from fixer, check the silver recovery unit daily for leaks, spills, and overflows.
4. Do not dispose of developer solutions down the drain because it likely exceeds the City's local discharge standards for pH and organics.

D. DISINFECTANT AND PRESERVATIVE WASTE MANAGEMENT

1. Do not dispose of untreated waste solutions containing disinfectants or preservatives into the sewer.
2. Treated solutions of disinfectants or preservatives cannot be discharged into the sewer unless the following requirements are met:
 - a. Solution must be non-hazardous;
 - b. Solution must have a flash point no less than 140 F;
 - c. Solution must have a pH between 5.5 and 11.0; and
 - d. Solution must meet the City's local discharge standards for all pollutants.
3. The technology used to treat disinfectants or preservatives must be a treatment technology certified by the California Department of Toxic Substances and Control (DTSC).

E. MEDICAL WASTE MANAGEMENT

1. Do not place dental amalgam or chair side traps containing dental amalgam with medical waste (infectious waste or red bags).
2. Medical wastes are to be managed and disposed of according to the requirements set by the Medical Waste Management Program of the Department of Health Services.

F. TRAINING

1. Train employees regarding the importance of pollution prevention.
2. Develop, and keep current, a Spill Response Plan. The plan must be available to employees at all times.
3. Train employees to read and be aware of the Material Safety Data Sheet (MSDS).

Industrial Waste Permit Conditions

GREASE TRAP CONDITIONS:

1. The permit holder shall comply with all rules and regulations pertinent to this grease trap or interceptor.
2. A cleaning log must be maintained to show the frequency that the grease trap is being cleaned of grease and other solid material.
3. A waste manifest logbook must be maintained on site as proof of legal disposal of waste grease with previous three (3) years records.
4. Grease and solid material shall not be in excess of 25% of the volume of the grease trap/interceptor.
5. Baffle plates and flow controllers shall be present and in proper working order for all grease traps.
6. Do not discharge waste liquids into the grease trap/interceptor in excess of 140 degrees Fahrenheit.
7. Tools must be kept on site for maintenance and inspection of grease trap/interceptor.
8. A training program for all employees to ensure Best Management Practices (BMP) is in place to address spill cleanup and stormwater pollution prevention.
9. The permit holder shall comply with all rules and regulations pertinent to this grease trap/interceptor.

GREASE INTERCEPTOR CONDITIONS:

1. The permit holder shall comply with all rules and regulations pertinent to this grease trap or interceptor.
2. A cleaning log must be maintained to show the frequency that the grease trap is being cleaned of grease and other solid material.
3. A waste manifest logbook must be maintained on site as proof of legal disposal of waste grease with previous three (3) years records.
4. Grease and solid material shall not be in excess of 25% of the volume of the grease trap/interceptor.
5. Inverted elbows shall be present and in proper working order for all grease interceptors.
6. Do not discharge waste liquids into the grease trap/interceptor in excess of 140 degrees Fahrenheit.
7. Tools must be kept on site for maintenance and inspection of grease trap/interceptor.
8. A training program for all employees to ensure Best Management Practices (BMP) is in place to address spill cleanup and stormwater pollution prevention.
9. The permit holder shall comply with all rules and regulations pertinent to this grease trap/interceptor.

CLARIFIER CONDITIONS:

1. The permit holder shall comply with all rules and regulations pertinent to this clarifier.
2. A waste manifest log book must be maintained on site as proof of legal disposal of waste sludge and oil with previous three (3) years records.
3. Inverted elbows shall be present and in proper working order.
4. Sludge and solid material shall not be in excess of 25% of the volume of the clarifier.
5. Floating oil shall not exceed one (1) inch of depth on top of water.
6. Tools must be kept on site for maintenance and inspection of clarifier.
7. A training program for all employees to ensure Best Management Practices (BMP) is in place to address spill cleanup and stormwater pollution prevention.
8. Pursuant to the City of Glendale Municipal Code 13.40.310, you are hereby authorized to operate the equipment and/or processed described above subject to the following conditions: This permit does not authorize the operation of this equipment in a manner that is otherwise contrary to law.

JEWELRY MANUFACTURING CONDITIONS:

1. The pH of the wastewater leaving the facility shall be between 5.5 and 11.0.
2. All other constituents in the wastewater shall meet the City of Glendale discharge limits.
3. Plaster traps shall be installed at all sink locations where plaster casting may occur.
4. The sample box shall be accessible to Fire Department personnel at all times.
5. A training program for all employees to ensure Best Management Practices (BMP) is in place to address spill cleanup and stormwater pollution prevention.
6. The permit holder shall comply with all rules and regulations pertinent to Industrial Waste discharge from jewelry manufacturing.

CONDITIONS FOR ALL INDUSTRIAL WASTE PERMITS

1. I certify under penalty of law that this document and all the 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.
2. 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.
3. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment for violations and knowing conditions for all industrial waste permits.

City of Glendale Industrial Waste Requirements for Specific Facilities

Automotive Repair Facilities

1. Provide a sewer connected there (3)-compartment clarifier with a sample box. Clarifier should be 2" above grade and sloped away if located in an outside paved area or 6" above grade if located in an outside unpaved area [GMC 13.40.310 (B)(1)(a)(iii), 13.40.330 (A)(12), 13.40.350].
2. Provide a covered, bermed and secured storage area for all hazardous materials [GMC 13.40.310 (B)(60), 13.40.330 (A)(12)].
3. Provide spill and drainage control for all repair and service areas [GMC 13.40.310 (B)(1)(a)(iii), 13.40.310 (A)(12)].
4. Outside drains shall not be connected to the sewer system unless protected against rainwater [GMC 13.40.330 (A)(12)].

Food Service Establishments

1. Provide a grease trap (def. UPC pg. 20) to serve the pot sink, wok station and self-cleaning hood only [GMC 13.40.310 (B)(1)(a)(iii), 13.40.310 (2)(a)(i)].
2. Provide a grease interceptor to serve the pot sink, wok station, mop sink, self-cleaning hood and floor drains only [GMC 13.40.310 (B)(1)(a)(iii), 13.40.310 (2)(a)(i)].
3. Provide a mat and can wash area or a mop sink [GMC 13.40.310 (B)(1)(a)(iii), 13.40.330 (A)(12)].
4. Unless specifically required or permitted by the Administrative Authority, no food waste disposal unit or dishwasher shall be connected to or discharge into any grease trap [GMC 13.40.310 (B)(1)(a)(iii), 13.40.310 (B)(2)(d)].

Medical/Dental Facilities

1. Provide a silver recovery unit to serve the film processing machine, or provide satisfactory quantities laboratory proof that the fixer and/or waste streams do not exceed the instantaneous maximum discharge limit of 5 mg/l [GMC 13.40.310 (2) (a)(i)].
2. Provide a sewer connected floor sink to serve the film processing machine if connected to water supply [GMC 13.40.350].
3. Provide a plaster trap to serve as a laboratory sink or where plaster is used [GMC 13.40.310 (B)(1)(a)(iii)].

City of Glendale Industrial Waste Permit Fees

Industrial Waste Program Fee Descriptions	FY 2016/2017 Fee
Initial permit application and renewal	\$197.00
Plan Check to install Industrial Waste equipment	\$46.00
Permit and Inspection to install Industrial Waste equipment	\$56.00
Permit, Inspection and Sampling Fees to operate and maintain a Categorical facility (pursuant to EPA Standards)	\$8,466.00
Permit, Inspection and Sampling Fees to operate and maintain a Significant User facility (pursuant to EPA Standards)	\$909.00
Permit, Inspection and Sampling Fees to operate and maintain Auto Repair or Jewelry Manufacturing facility	\$721.00
Permit, Inspection and Sampling Fees to operate and maintain a Bakery facility	\$308.00
Permit, Inspection and Sampling Fees to operate and maintain a Printing or Car Wash facility	\$308.00
Permit, Inspection and Sampling Fees to operate and maintain a Food Service Establishment facility	\$405.00
Permit, Inspection and Sampling Fees to operate and maintain a facility generating waste not otherwise listed, excluding Food Service Establishments (All Others)	\$405.00