



CITY OF ABBOTSFORD  
SEWER REGULATIONS BYLAW

Bylaw No. 2664-2017

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**WASTEWATER DISCHARGE PERMIT APPLICATION**

This is an application for a Wastewater Discharge Permit under the following Bylaw:

City of Abbotsford Sewer Regulations Bylaw No. 2664-2017

**General Instructions**

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

Attn: Source Control Program  
Abbotsford/Mission Water & Sewer Services  
32315 South Fraser Way  
Abbotsford, B.C. V2T 1W7

Telephone: (604) 853-5485

Facsimile: (604) 557-1457



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**Wastewater Discharge Permit Conditions**

**In consideration of the granting of a Wastewater Discharge Permit, the Applicant must agree:**

- (a) to accept and abide by the Terms and Conditions herein;
- (b) to accept and abide by the City of Abbotsford Sewer Regulations Bylaw No. 2664-2017;
- (c) to provide any additional information on the Wastewater Discharge as required by City staff;
- (d) to cooperate at all times with City staff in the inspection, sampling and study of the Wastewater facilities and Discharges;
- (e) to ensure that no other Wastes are discharged into the Sanitary Sewer other than the agreed upon Wastewater;
- (f) to operate only the Wastewater Discharge point(s) to the Sanitary Sewer as authorized under this permit;
- (g) to inspect any Pretreatment equipment on a regular basis to ensure that it remains in good working order, and to notify City staff immediately of any malfunction of these works;
- (h) to provide a Monitoring Point on the Discharge pipe entering the Sanitary Sewer, placing the Monitoring Point in such a location that it is easily accessible by City staff;
- (i) to immediately notify the City, as specified in Section 30 (5), and to undertake appropriate remedial action in the event of an accidental Discharge to any Sewer;
- (j) without limiting Subsection (b) of these conditions, to pay the applicable Sanitary Sewer user fees, as set out in the City's *Fees and Charges Bylaw, 2006*, to allow City staff to obtain Discharge volumes by recording meter readings from a City Water Meter or a Sanitary Sewer meter; and if, a Sanitary Sewer meter is used to determine Sanitary Sewer use fees, to install the Sanitary Sewer meter in such a location that is easily accessible to City staff; and to provide City staff with confirmation of the Sanitary Sewer meter accuracy prior to discharging any Wastewater into the Sanitary Sewer;



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**Wastewater Discharge Permit Conditions (cont'd)**

**In consideration of the granting of a Wastewater Discharge Permit, the Applicant must agree:**

- (k) to pay the City any applicable charges for treatment and trunk Sanitary Sewer; as established in the *Development Bylaw No. 3260-2022* and calculated by the Engineer in accordance with that bylaw;
- (l) to pay the City any applicable charges for Biochemical Oxygen Demand (BOD) and/or Total Suspended Solids (TSS) Waste, as set out in the City's *Fees and Charges Bylaw No. 1532-2006*;
- (m) to apply for a revised Wastewater Discharge Permit if any changes in the processes, production, and methods of Wastewater treatment or operations creates a significant change in Wastewater volume or quality; and
- (n) to pay all costs related to this Wastewater Discharge Permit are to be borne by the applicant.

**The Engineer may modify the conditions of this agreement, subject to providing notice and reasons to the Applicant, and may suspend or revoke the Wastewater Discharge Permit at any time if the Engineer considers it necessary for public health or safety, the Permit holder has not complied with this Bylaw, or that any of the conditions of this Permit have been contravened.**



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**WASTEWATER DISCHARGE PERMIT APPLICATION**

**SECTION A: APPLICANT INFORMATION**

<i>Company Name:</i>	
<i>Business License #:</i>	<i>Expiry Date:</i>
<i>Contact Name:</i>	
<i>Title:</i>	
<i>Email:</i>	
<i>Telephone:</i>	

***Site Address:***

House No.	Street	
City	Province	Postal Code

***Mailing Address:***     *Same as Site Address*

House No.	Street	
City	Province	Postal Code

***Permit Application Information (Check One):***

<input type="checkbox"/> Permit Renewal	<input type="checkbox"/> Existing Unpermitted Discharge
<input type="checkbox"/> Permit Amendment	<input type="checkbox"/> Proposed New Discharge
<input type="checkbox"/> Proposed Short-Term Discharge (i.e. water main projects, storm sewer projects, etc.)	

<b>Date Permit Required:</b>	
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**SECTION C: WATER SOURCES & LOSSES**

- 1. Water Sources** - Indicate the average daily volume contributed, or proposed to be contributed, from each Water source.

WATER SOURCE	DAILY VOLUME (m <sup>3</sup> )
Municipal	
Private Water Company	
Surface Water (Lake, Pond)	
On-Site Well	
Other Source(s)	

**2. Water Losses**

Is there or will be any water used in product manufacturing or lost through evaporation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, describe and provide amounts: <hr/> <hr/> <p style="text-align: right;"><i>Attach additional pages if necessary.</i></p>	

**SECTION D: WASTEWATER SOURCES**

Indicate the sources of Wastewater including how they are formed, whether the formation is continuous or in batches, and what the expected daily volume of Wastewater Discharge to the Sanitary Sewer is. Attach additional pages if necessary.

WASTEWATER SOURCE	CONTINUOUS or BATCH	DAILY VOLUME (m <sup>3</sup> )



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**SECTION E: OPERATING PERIOD**

**1. Typical Operating Period**

*Specify the typical operating period for your business:*

<b>HOURS/DAY</b>	<b>DAYS/WEEK</b>	<b>WEEKS/YEAR</b>

*Are the typical days of operation for your business Monday through Friday?*    Yes    No

*If no, indicate the typical days of operation for your business:*

<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday
<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday	

*Specify the typical hours of operation for your business (as a percentage %):*

<b>08:00 to 16:00</b>	<b>16:00 to 24:00</b>	<b>0:00 to 08:00</b>

**2. Seasonal Variations**

*Does, or will, your business operate on a seasonal basis?*    Yes    No

*If yes, indicate the typical months of operations for your business:*

<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March	<input type="checkbox"/> April
<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> August
<input type="checkbox"/> September	<input type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December

*How does, or how will, your business reduce operations during non-peak periods?*

<input type="checkbox"/> Reduce rate of processing	<input type="checkbox"/> Reduce hours of operation
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Not applicable



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**SECTION F: FLOW INFORMATION**

<b>Maximum Daily Discharge Volume:</b>	<input type="checkbox"/> Litres <input type="checkbox"/> m <sup>3</sup>
<b>Peak Flow Rate:</b>	<input type="checkbox"/> L/s
<b>Maximum Discharge Duration:</b>	<i>Hours/day</i>
	<i>Days/week</i>
	<i>Weeks/year</i>

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

<input type="checkbox"/> <i>Magnetic flow meter</i>	<input type="checkbox"/> <i>Parshall flume</i>
<input type="checkbox"/> <i>Water Meter</i>	<input type="checkbox"/> <i>Other: _____</i>

**SECTION G: WASTEWATER PRETREATMENT**

Indicate pretreatment devices or processes that you are currently using, or proposing to use, to treat individual or combined Wastewater streams prior to Discharge to the Sanitary Sewer. Check as many as appropriate.

<input type="checkbox"/> <i>Air Flotation</i>	<input type="checkbox"/> <i>Grease or Oil Separator</i>	<input type="checkbox"/> <i>Sedimentation</i>
<input type="checkbox"/> <i>Ozonation</i>	<input type="checkbox"/> <i>Grease Trap</i>	<input type="checkbox"/> <i>Ion Exchange</i>
<input type="checkbox"/> <i>Chemical Precipitation</i>	<input type="checkbox"/> <i>Reverse Osmosis</i>	<input type="checkbox"/> <i>Settling</i>
<input type="checkbox"/> <i>pH Adjustment</i>	<input type="checkbox"/> <i>Screening</i>	<input type="checkbox"/> <i>Precipitation</i>
<input type="checkbox"/> <i>Filtration</i>	<input type="checkbox"/> <i>Grit Removal</i>	<input type="checkbox"/> <i>Other: _____</i>
<input type="checkbox"/> <b>No pretreatment</b>		

**Note:** Identify each indicated treatment process on the Schematic Flow Diagram and Site Layout (Attachments A and B required under Section L of this Application).







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**SECTION J: WASTEWATER CLASSIFICATION AND QUALITY**

*Indicate whether any of the following types of Wastes, as defined in Section 26 and Schedules “B” and “C” of the Sewer Regulations Bylaw No. 2664-2017, are contained in, or will be contained in, Wastewater discharged to the Sanitary Sewer.*

PROHIBITED WASTES	YES	NO
Storm Water		
Uncontaminated Water / Cooling Water		
Radioactive Waste or Isotopes		
Waste causing air pollution		
Flammable or Explosive Waste		
Waste causing obstruction or interference		
Corrosive Waste		
Waste with a temperature above 54°C		
Food waste containing particles >5mm in any direction		
Biomedical Waste		

*Indicate whether the following types of Waste, as defined in Section 26 and Schedules “B” and “C” of the Sewer Regulations Bylaw No. 2664-2017, are contained in, or will be contained in, the Wastewater discharged to the Sanitary Sewer. Where the answer is yes, please provide the concentration or range for each Waste before and after treatment. Provide actual analytical data wherever possible. Units should be expressed as mg/L, except as noted.*

RESTRICTED WASTES	YES	NO	BEFORE PRETREATMENT (CONCENTRATION OR RANGE)	AFTER PRETREATMENT (CONCENTRATION OR RANGE)
Wastewater pH (pH units)				
Total Suspended Solids				
Total Biochemical Oxygen Demand (BOD)				



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Total Oil and Grease				
Oil and Grease (Hydrocarbons)				
Total BETX				
• Benzene				
• Ethylbenzene				
• Toluene				
• Xylene				
Tetrachloroethylene				
Polynuclear Aromatic Hydrocarbons (PAHs)				
Phenols				
Chlorinated Phenols				
Sulphate				
Sulphide				
Cyanide				
Aluminum				
Arsenic				
Boron				
Cadmium				
Chromium				
Cobalt				



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RESTRICTED WASTES	YES	NO	BEFORE PRETREATMENT (CONCENTRATION OR RANGE)	AFTER PRETREATMENT (CONCENTRATION OR RANGE)
Copper				
Iron				
Lead				
Manganese				
Mercury				
Molybdenum				
Nickel				
Selenium				
Silver				
Zinc				

*Indicate whether any of the following Wastes are contained in, or will be contained in, the Wastewater discharged to the Sanitary Sewer. Where the answer is yes, please provide the concentration or range for each Waste before and after treatment. Provide actual analytical data wherever possible. Units should be expressed as mg/L, except as noted.*

OTHER SUBSTANCES	YES	NO	BEFORE PRETREATMENT (CONCENTRATION OR RANGE)	AFTER PRETREATMENT (CONCENTRATION OR RANGE)
Biphenyls				
Carbon Tetrachloride				
Chemical Oxygen Demand (COD)				
Total Polychlorinated Biphenyls (PCBs)				
Trichloroethylene				



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<b>HAZARDOUS WASTES</b>	<b>YES</b>	<b>NO</b>
<i>Does your Wastewater Discharge contain Hazardous Waste, <u>prior to</u> treatment?</i>		
<i>Does your Wastewater Discharge contain Hazardous Waste, <u>following</u> treatment?</i>		

*If yes to either of the above, detail (on a separate page) the provisions taken to comply with Column 3 of Schedule 1.2 (Standard for Discharges Directed to Municipal or Industrial Effluent Treatment Works) of the Hazardous Waste Regulation. Please provide supporting information and analytical data.*

<i>Does your business use corrosion inhibitors in its heating and cooling system, e.g. boilers, refrigeration, air conditioning?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, provide the product name and/or attach Safety Data Sheet with the application.</i> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>	

**SECTION K: EXPANSION PLANS**

<i>Are any process changes or expansions planned for your operation during the next three years that could alter Wastewater volumes or quality? Consider production processes as well as Pretreatment processes.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, briefly describe these changes and their effects on the Wastewater volume and quality:</i> <hr style="border: 0; border-top: 1px dotted black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px dotted black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px dotted black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px dotted black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px dotted black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px dotted black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px dotted black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px dotted black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px dotted black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px dotted black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px dotted black; margin-top: 5px;"/>	
<i>Attach additional pages if necessary.</i>	



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**SECTION L: REQUIRED ATTACHMENTS**

***Attachment A: Schematic Flow Diagram***

The schematic flow diagram must be a simple line drawing illustrating production/process steps at your facility, with particular emphasis on the processes that generate Wastewater and their associated Pretreatment systems. Your diagram should include:

- Each process that generates Wastewater (number each Waste source);
- Additional schematics of each Wastewater Pretreatment process;
- Process Water flow lines;
- Wastewater flow lines; *and*
- Sewer Discharge point(s).

***Attachment B: Site Layout***

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

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

Both of the attachments should be no smaller than 8.5x11 inches (21.59 cm x 27.94 cm) and no larger than 11x17 inches (27.94 cm x 43.18 cm).

**SECTION M: REQUIRED PERMIT**

Indicate below the length of time that you require a Wastewater Discharge Permit. Please note that the maximum term for a Wastewater Discharge Permit is one year.

<input type="checkbox"/> 0 - 30 days	<input type="checkbox"/> 31 - 90 days	<input type="checkbox"/> 91 - 180 days	<input type="checkbox"/> 181 - 270 days	<input type="checkbox"/> 271 - 365 days
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**SECTION N: DECLARATION**

<b>I DECLARE THAT THE INFORMATION GIVEN ON THIS APPLICATION IS CORRECT AND ACCURATE TO THE BEST OF MY KNOWLEDGE.</b>	
_____	_____
<b>Name (Please Print)</b>	<b>Title</b>
_____	_____
<b>Signature</b>	<b>Date</b>

If you elect to appoint another company employee or consultant as the primary contact for this Application, please complete the following:

<b>PRIMARY CONTACT INFORMATION</b>	
_____	_____
<b>Name (Please Print)</b>	<b>Title</b>
_____	_____
<b>Company Name (If Consultant)</b>	<b>Date</b>
_____	_____
<b>Signature</b>	<b>Email Address</b>