

TRIBUTARY TRIBUNE

Frequently Asked Questions About Applying for a Permit

Q. When do you need to submit a Wastewater Discharge application?

A. If you currently have a permit and any of the following has happened: 1) A change in name or ownership of the business 2) Significant changes in the operations, process or pretreatment equipment per pages 11 - 12 of your permit; 3) The business moved to a different location, or 4) Your current permit is going to expire in the next three to five months.

If you do not have a permit, and you intend to discharge process wastewaters to the sanitary sewer, then you must submit an application before you discharge.

Q. Do I need to submit a fee with my permit application and who is the check payable to?

A. In most cases, yes. New applications will be evaluated by the Source Control Section to determine if a permit is needed. If a permit is not required, then the fee will be refunded. Call the Senior Environmental Inspector at (408) 945-5121 if you have questions. The check

should be made out to the City of San José. Credit cards are not accepted.

Q. Will a Wastewater Discharge Permit be issued for each application?

A. Not necessarily. The application will be evaluated to determine the processes used and the pollutants in the wastewater. The amount of discharged wastewater is not a deciding factor in whether a permit is issued. In some cases very small volume discharges must be permitted because they are from categorical (federally regulated) processes or the wastewater contains 'priority' (toxic) pollutants.

Q. Where can I get a Wastewater Discharge application?

A. Call us at (408) 945-5121 and we can mail or fax you a copy. You can also go to our web site and download the application: <http://www.ci.san-jose.ca.us/esd/eeforms.htm>

Q. Is there only one type of application?

A. No, there are at least two types of applications. The main application is the Industrial Wastewater Discharge Permit Application, which is about 10 pages. This application is used by industrial and commercial users generating process wastewater. The permit is issued for a five-year period. The other application is for a Temporary Discharge Permit and is about four pages. This permit is used to regulate the discharges of short-term non-industrial wastewaters to the sanitary sewer and is issued for a maximum of one year.

Q. Do I need to submit all the information requested even if there have been no changes since my last application?

A. **Yes.** It is important that you submit the information as completely as possible. Permits are issued for up to a five-year period; your signed application certifies the continued accuracy of all information. Document why any information is not submitted (i.e., "not applicable because" or "see HazMat plan p. 3 for"). An incomplete application will slow the process and may also result in your resubmitting an entire application and another permit fee.

www.ci.san-jose.ca.us/esd

The **Tributary Tribune** serves the cities of San José, Santa Clara, Milpitas, Cupertino Sanitary District, West Valley Sanitation District (including Campbell, Los Gatos, Monte Sereno, Saratoga), County Sanitation Districts 2-3, Sunol & Burbank Sanitary Districts

More FAQs About Applying for a Permit

Q. My permit is expiring soon. When must I submit the Industrial Wastewater Discharge application?

A. Your application should be submitted 90 days prior to the expiration day. If your application is received after your permit has expired, late fees will be imposed. Such fees shall be in addition to any other penalties or fines that may be levied in an enforcement action against you.

Q. Will I receive a reminder that my permit is expiring?

A. It is the responsibility of the industrial user to understand the conditions of their permit, including application due dates. The Source Control Section

tries to mail out courtesy reminders about five months in advance.

Q. Once my application has been submitted how long will the process take?

A. About two to three months.

Q. Where do I send my application?

A. Mail your application to:

**Mr. Phil McGinnis
Senior Environmental Inspector
Source Control Section
Watershed Protection Group, ESD
700 Los Esteros Road
San Jose, CA 95134**



If you wish to bring your application in to our temporary office, we are currently located at 430 N. McCarthy Blvd., in Milpitas.

Q. Who can I call if I have questions?

A. Call (408) 945-5121 and ask to speak to the Senior Environmental Inspector or one of the permit writers.



Notes from the Water Efficiency Workshop

A Commercial – Industrial Water Efficiency Workshop was held at the Santa Clara Valley Water District on Nov. 22. Co-hosts included the District, the San Jose/Santa Clara Water Pollution Control Plant, the City of San José Environmental Services Department and the Silicon Valley Pollution Prevention Center.

The goal of the workshop was to encourage wastewater conservation projects by providing information and assistance to companies interested in reducing their wastewater discharge. The workshop also introduced the newly completed “[Guidelines for Managing Water in Cooling Systems](#)” (described below).

Local politicians spoke on the importance of wastewater conservation. The keynote speaker - Mary Nichols, Secretary for Resources for the State of California - spoke passionately on the importance of water and conservation.

The workshop’s morning sessions included introducing the cooling system guidelines, discussions of recycled water

use, and presentations by the Santa Clara County Green Business Program and the Water Efficient Technologies (WET) rebate program. The afternoon breakout sessions covered cooling systems, fab water reuse and WET case studies. Speakers varied from engineers and managers of local companies sharing their success stories to experts discussing cooling systems and water efficiency.

About 50 percent of the 95 attendees were from permitted industry, 20 percent from municipal agencies and the balance were from consulting firms, trade associations, etc. The feedback from the attendees was very positive and indicated an interest in more workshops. The WET program offers rebates for companies that reduce their wastewater discharge through equipment changes. *To find out how your company can participate in Water Efficient Technologies, contact us at (408) 945-3700 or visit our website at: www.slowtheflow.com*

For those of you that missed the workshop and are interested in the content, a CD of the speakers’ slides is available. To get a CD, contact Geoff Blair at geoffrey.blair@ci.sj.ca.us or call (408) 945-5332.

Cooling System Guidelines Booklet Now Available

The San Jose/Santa Clara Water Pollution Control Plant and City of San José Environmental Services Department are pleased to announce the completion of the “[Guidelines for Managing Water in Cooling Systems](#).”

The 34-page booklet is designed to assist businesses in becoming water efficient in their cooling systems. Although the booklet covers the basics of cooling systems, the intention is to detail water conservation alternatives and project implementation.

The booklet is divided into three sections, 1) *the principles of operation*, 2) *evaluating water reduction alternatives* and 3) *implementing a cooling system*

project. Under principles of operation, the topics include: system composition, water quality and blending, cooling system treatment and corrosion, deposition and microbial growth.

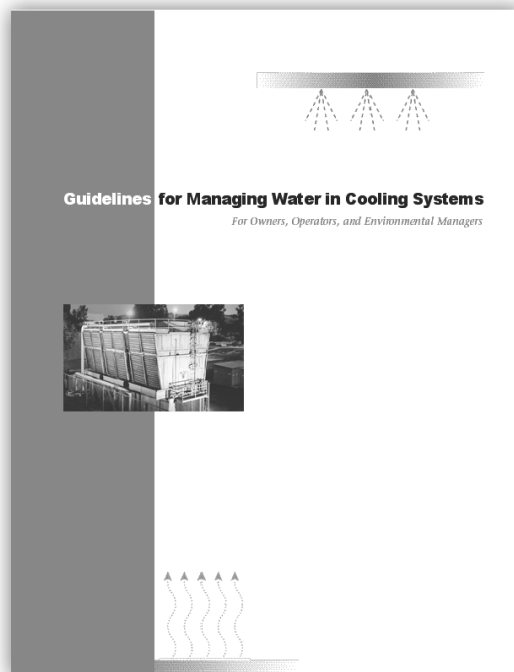
The section on water reduction alternatives discusses: methods to reduce water in systems (e.g., increasing cycles of concentration, use of water softening, and filtration), ways to reuse water from other onsite processes as feedwater in cooling towers, and a discussion of using recycled water from South Bay Water Recycling.

The final section gives tips on project implementation such as evaluating savings and costs, using service

providers and contractors, and the benefits of financial incentives.

The initial response to the guideline has been very positive.

For a copy of the booklet, contact:
John Nagata at (408) 945-5337 or e-mail at john.nagata@ci.sj.ca.us



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In accordance with the Americans with Disabilities Act, City of San José Environmental Services Department materials can be made available upon request in alternative formats, such as Braille, large print, audio-tape or computer disk. Requests may be made by calling (408) 277-5533 (Voice) or (800) 735-2929 (CRS).



www.ci.san-jose.ca.us/esd

Watershed Protection Division
City of San José
Environmental Services
Department
4245 Zanker Road
San José, CA 95134
Phone 408-945-5121
Fax 408-956-1722

WET “Success Stories”

We are pleased to announce the first in a series of “**Success Story**” publications.

This first “Success Story” describes the installation of an ion exchange system to recycle plating rinses at Milpitas-based **Dynamic Details**, a printed circuit board manufacturer. This system allowed them to **save over 40,000 gallons per day** and paid for itself in about a month with water-related savings and sales made possible by an increase in manufacturing capacity.

A “Success Story” is essentially a case study of a project done by a company in the service area that reduces the amount of wastewater discharged to

the sanitary sewer system. The purpose of these case studies is to share information about others’ experiences so businesses can evaluate their own facilities for similar water saving opportunities, and to recognize those who have completed a successful project.

We plan to produce more case studies in the next year. If you have started or completed a water reduction project, or have heard of a project and would like more information on it, **please contact Stephen Lowes at (408) 945-5336.**

To receive the Dynamic Details Success Story, contact your Source Control Inspector, or visit www.slowtheflow.com.



Turn to page 3 for info on the Guidelines for Managing Water in Cooling Systems.

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