

**REQUEST TO DISCHARGE WASTEWATER FROM
CONSTRUCTION OR REMEDIATION PROJECTS**



Complete the following application. All of the required information (plans, permits, laboratory analysis, etc) must be submitted as one complete package. Incomplete forms will be returned to applicant.

RETURN TO: Sewer Use Program- City of Ottawa
800 Green Creek Drive, Ottawa, ON K1J 1A6
Phone: 613-580-2424 x 23326 Fax: 613-745-9197

Email: SUP-PUE@ottawa.ca

Section 1- Applicant Information			
Company Name			
Mailing Address			
Telephone No.		Email/Fax No.	
Name of Company Representative			
Section 2- Additional Contact Information			
a) Engineering or Consulting Company			
Company Name			
Contact Name			
Mailing Address			
Telephone No.		Email/Fax No.	
b) For City of Ottawa Projects only			
Project Name			
Project ID			
Project Manager Name		Telephone No.	
Capital Project Cost Centre Number			

Leave no blanks when completing this form: use "N/A" where requested information was considered but determined not to be applicable to this application.

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Section 3- Discharge Details	
<p>Type of discharge (please check ALL that apply)</p> <p><input type="checkbox"/> Construction Site Dewatering to a Separated Storm Sewer System</p> <p><input type="checkbox"/> Construction Site Dewatering to a Sanitary or Combined Sewer</p> <p><input type="checkbox"/> Groundwater Remediation System Discharge to a Sanitary or Combined Sewer</p> <p><input type="checkbox"/> Groundwater Remediation System Discharge to a Separated Storm Sewer System (MOE ECA Req.)</p> <p><input type="checkbox"/> Wastewater Hauled to the Pickard Centre for disposal</p> <p><input type="checkbox"/> One-time Discharge of Nondomestic Wastewater to a Sanitary or Combined Sewer (describe)</p>	
<p>Permit to Take Water Number (if applicable)</p>	
<p>Project location / project address</p>	
<p>Sewer system location for discharge (include map as needed)</p>	
<p>Manhole number(s) or ID (s)</p>	
<p>For proposed discharges directly to a separated storm sewer system, provide the name of the local water body (river, creek, lake, stream, etc.) ultimately receiving the discharge</p>	
<p>For proposed discharges directly to a separated storm sewer system, is the local water body (river, creek, lake, stream, etc.) ultimately receiving the discharge to a surface or groundwater feature used for drinking water, a significant wetland, or a sensitive fish habitat</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes (describe):</p>	
<p>Site Plan: Attach a site plan, to scale, showing the layout of existing facilities; location of all wells, pretreatment systems (if required), sampling points, discharge(s) to sewer, existing sewer lines and manholes</p>	
<p>Duration of discharge</p> <p>Estimated project start date _____</p> <p>Estimated project end date _____</p>	

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Section 4- Site Assessment & Groundwater Quality Reports

Was this site a former industrial premise? Yes No

Was this site a former landfill? Yes No

List any suspected or confirmed contaminants present in the wastewater discharge

Section 5- Discharge Quality

Discharge Quality- One of the following must be submitted:

1) A Phase II or III site assessment report along with all related analytical results for samples of the water to be discharged; or

2) A Baseline Monitoring Report (BMR), the parameters are outlined below, for samples of the water to be discharged.

- pH
- Total Suspended Solids
- Volatile Suspended Solids
- Total Phosphorous
- Total Kjeldahl Nitrogen
- Total Petroleum Hydrocarbons (F1 + F2 + F3+ F4 Fractions)
- Volatile Organic Compounds (MOE ATG 16 & 17 / USEPA 624)
- Acid, Base-Neutrals extractables (MOE ATG 19 & 20 / USEPA 625)
- Pesticides/ PCBs
- Metals, total (Al, Sb, As, Bi, B, Cd, Cr, Co, Cu, Pb, Mn, Hg, Mo, Ni, Se, Ag, Sn, Ti, V, Zn)

Samples used for baseline analysis shall be representative of the untreated wastewater to be discharged and shall be analyzed by an accredited laboratory for all of the following parameters

In the event that a formal environmental report is not available, not sufficient, or not current, a Baseline Monitoring Report shall be submitted pursuant to Section 5

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Section 6 - Discharge Monitoring and Pretreatment			
Estimated flow rate of discharge in litres per second			
Make and model of effluent flow totalizer (Meter)			
Name of person and company of party responsible for discharge monitoring			
Describe method(s) used to pretreat wastewater			
Name of person and company of party responsible for pretreatment operation			
Material Safety Data Sheets (MSDS) for all chemicals or polymers used in the treatment process			
Copy of mobile treatment unit environmental compliance approval (if applicable)			
Name of person and company of party responsible for routine analytical sampling (if required)			
Section 7- For Discharges of Hauled Wastewater to Robert O. Pickard Environmental Centre Only			
Name of Hauling Company			
Mailing Address			
Telephone No.		Email/Fax No.	
Name of Company Representative			
Volume of Waste to be Hauled	<input type="checkbox"/> Litres _____	<input type="checkbox"/> Number of Loads _____	
Ontario Waste Class and description			

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Section 8 – Contingency Plan

a) Attach a Contingency Plan outlining how noncompliant or excess wastewater will be managed when it cannot be discharged to the City’s sewage works or storm sewer system due to:

- Wet weather conditions discharge prohibition;
- The volume of water taken exceeding the volume of water that may be discharged
- The wastewater appearing to be, or is confirmed to be, contaminated or noncompliant with Sewer Use by-law discharge limits or requirements

b) The plan shall include the contact information for individuals and/or third parties responsible for executing proposed contingency plan(s) including the waste carrier (hauling company) and waste receiver (disposal site), other than ROPEC.

c) The plan shall be made on company letterhead and shall be signed and dated by an authorized representative of the company.

Section 9 – Authorized Representative*

I certify that the wastewater for which this request to discharge application is filed does not and will not constitute "hazardous or registerable waste" under any applicable legislation and will be in compliance with the Sewer Use By-law requirements at the point of discharge into the storm, sanitary and/or combined sewer system. I am personally qualified to make this certification or I have consulted with a qualified professional who is qualified to make this certification.

Applicant Name (print)

Title (print)

Applicant Signature

Date

**"Authorized Representative" means an authorized or duly authorized representative as defined below:

(a) If the discharger is a corporation:

(1) 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 corporation; or

(2) The manager of one or more manufacturing, production, or operating facilities, provided the manager is authorized to make management decisions that govern the operation of the regulated facility including having the 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 discharge permit requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

(b) If the discharger is a partnership or sole proprietorship: a general partner or proprietor, respectively.

(c) If the discharger is a federal, provincial, or municipal governmental facility: a director or highest official appointed or designated to oversee the operation and performance of the activities of the government facility, or their designee.

(d) The individuals described in paragraphs (a) through (c), above, may designate a Duly 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 with overall responsibility for environmental matters for the organization, and the written authorization is submitted to the Control Authority.

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