

ORANGE COUNTY SANITATION DISTRICT CLASS II WASTEWATER DISCHARGE PERMIT

Instructions

For the Orange County Sanitation District (OC San) to properly evaluate and process a Class II Wastewater Discharge Permit the applicant must comply with all the following:

- The Permit Application Form must be filled out completely. Incomplete applications **will not** be processed. **Do not leave blanks. Please write "N/A" if the information being requested does not apply.**
- The Permit Application must be signed on page 5 by the Responsible Officer or Designated Signatory as specified on the RO/DS forms. The permit application **will not** be processed if it is not signed by the Responsible Officer/Designated Signatory.
- The permit application will not be processed without the permit application fee (\$3,360 July 1, 2026, through June 30, 2027). The check for the application fee must be sent directly to OC San's Accounts Receivable 18480 Bandilier Circle, Fountain Valley, CA 92708. A photocopy of the check must be submitted with the permit application to the Resource Protection Division.

Ownership Information

A Applicant _____
(Complete Legal Company Name)

B Mailing Address _____
Street City State Zip Code

C Sewer Service Address _____
Street City State Zip Code

D Phone Number (xxx) _____ Fax Number (xxx) _____

E Company Website (if any): http:// _____

F Is your business a ☐ corporation? ☐ partnership? ☐ sole proprietorship? ☐ Limited Liability Corporation?

L _____
Name and Title Address

Name and Title Address

Name and Title Address

For corporations only: _____
Year of Incorporation State of Incorporation Corporate Identification Number

G Are you the ☐ landowner? Or ☐ lessee? If a lessee, include the name, address, and telephone number of the property owner and/or the manager of the property: Check one: ☐ Owner ☐ Manager

Name Address Phone

Process Information

Description of all manufacturing processes or service activities on the premises: (Use additional sheets if necessary.)

Description of Product(s) or Service(s) Provided: (Use additional sheets if necessary.)

☐ Not Applicable

Description of Raw Materials Used: (Use additional sheets if necessary.)

☐ Not Applicable

Average Daily Production Rate: _____

Standard Industrial Classification (N.A. I.C.S) Code: _____

Primary NAICS Code: _____

Secondary NAICS Code(s): _____

Operations Information

Operating Schedule:

Number of shifts per work day: _____ Number of work days per week: _____

Number of working days per year: _____

Average number of employees per shift: 1st: _____ 2nd: _____ 3rd: _____ Total: _____

Production hours per shift: 1st: _____ 2nd: _____ 3rd: _____ Total: _____

Discharge hours per shift: 1st: _____ 2nd: _____ 3rd: _____ Total: _____

Discharge Information

Do you currently have an existing Wastewater Discharge Permit issued by the Orange County Sanitation District at the sewer address indicated? ☐ Yes ☐ No If yes, Permit No. _____

Do you currently discharge wastewater from the sewer address indicated? ☐ Yes ☐ No

If the answer is "No", indicate the date you plan to commence discharge _____

Indicate approximate, anticipated, or actual industrial discharge: _____

gallons/day Provide data or calculations used to determine this rate.

Indicate source of wastewater generated: ☐ Industrial ☐ Commercial ☐ Domestic/Sanitary

If industrial, answer the following:

Indicate approximate, anticipated, or actual concentration of the industrial discharge:

Biochemical Oxygen Demand (BOD): _____ mg/L Total Suspended Solids (TSS): _____ mg/L

Information for Determining Volume of Wastewater Discharge and User Charges

Assessor Parcel Number (s) as shown on property tax bill: _____
(Attach photocopy of property tax bill)

Water Supplier: _____

Water Account Number(s): _____

If a lessee, indicate:

- (a) percentage of property tax bill paid to landowner: _____
- (b) percentage of water bill paid to landowner: _____
- (c) square footage of leased space: _____
- (d) whether your facility is a part of a commercial/industrial complex: ☐ Yes ☐ No ☐ N/A

In order to determine user charges, the actual volume of water discharged to the sewer must be calculated. For facilities that do not have effluent meters, this is done by determining the volume of incoming water as indicated by the city water meter and then applying appropriate deductions for water losses. If losses cannot be quantified, the District will apply water losses equivalent to 5% of the incoming water. It is to your advantage to determine and quantify these losses if your facility has water losses more than 5%. Please check the appropriate box below:

☐ Apply 5% loss ☐ Use calculated loss

If calculated loss is indicated, determine all applicable losses using the worksheet provided in **Attachment A** and summarize results in the table below. The worksheet and supporting documentation must be submitted for these losses to be applied.

Item	Average Daily Water Losses	Gal/day
I	Landscape / Irrigation losses	
II	Boiler losses for steam condensate not returned to boiler	
III	Cooling tower water evaporation	
IV	Product losses	
V	Other losses	
TOTAL LOSSES		

Indicate the water meter type(s) used to measure **incoming** water for your facility:

- ☐ City water meter only ☐ Process meter only ☐ Both city meter and process meter

The meter(s) checked above measure:

- ☐ Only the incoming water going to the applicant's facility.
☐ The incoming water to the applicant's facility and for other companies adjacent.

Applicable losses (Please refer to the table on the previous page for the item list.)

Answer this section only if losses were calculated and itemized in the table above. If your facility has both a city meter and a process meter, indicate which losses apply to the appropriate meter by circling the items below:

City Meter: I II III IV V

Process Meter: I II III IV V

Certification of Accuracy of Information

I have personally examined and am familiar with the information submitted in the attached document, and I hereby certify under penalty of law that the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. I also authorize OC San to verify all information provided, including the water account/usage information from the water supplier, facility lease contracts, and other pertinent information.

I certify that upon issuance of the permit, that this firm's operation and its resultant wastewater discharge will achieve consistent compliance with OC San's Wastewater Discharge Regulations Ordinance and applicable regulations, the company will modify manufacturing equipment, limit production, limit industrial waste discharge, install wastewater pretreatment equipment, or do whatever is legally necessary to meet discharge requirements.

Responsible Officer/Designated Signatory (as specific on attached RO/DS forms):

Name _____

Wet Signature _____

Title _____

Date _____

Phone _____

Email _____

Name of the person to contact concerning information provided in this application: ☐ Same as above

Name _____

Address _____

Title _____

Phone _____

Email _____

ATTACHMENT A
ITEMIZED CALCULATION OF WATER LOSSES

Losses refer to the incoming water used that does not go to the sewer. This includes water used for landscaping/irrigation, water evaporated from cooling towers, water evaporated from boilers in which condensate is not returned to the boiler, water evaporated from heated tanks or processes, wash water going to the storm drain, water actually added to your product, or any other processes where water does not go to the sewer. Calculate the losses as shown below:

I. LANDSCAPE/IRRIGATION LOSSES

Square Footage of Landscaped Area (sq. ft.)	x	Loss Factor (25 gal/sq. ft./yr)	÷	Number of Days per Year (days/year)	=	Landscape Losses (gal/day)
	x	25	÷		=	

II. BOILER LOSSES FROM STEAM CONDENSATE NOT RETURNED TO BOILER

Boiler Horsepower Based on 100% of boiler rating	x	80% Factor (0.8)	x	Loss Factor (3.6 gal/hr/hp)	x	No. of Operating Hrs/Day (hours/day)	=	Boiler Losses (gal/day)
	x	0.8	x	3.6	x		=	

III. WATER EVAPORATION LOSSES FROM COOLING TOWERS

Tonnage (hundred design tons)	x	Loss Factor (2.5 gal/min/100 design tons)	x	No. of Operating Hrs/Day (hours/day)	x	Conversion Factor (60 min/hr)	=	Cooling Tower Losses (gal/day)
	x	2.5	x		x	60	=	

IV. WATER INTO PRODUCT LOSS

Certification of Responsible Officer (RO)

This form is required

Complete and return the original hard copy with wet signature to OC San

Please note - there can only be 1 RO assigned.

1. _____ [Company Name (name of Permittee/Certificate Holder)]* holds a wastewater discharge permit/certification from OC San or has applied for a wastewater discharge permit/certification from OC San. Permittee/Certificate Holder is a [corporation, partnership, or sole proprietorship].
2. I, _____ [Responsible Officer], am the [responsible corporate officer, general partner, or sole proprietor] of [Permittee/Certificate Holder] within the meaning of 40 C.F.R. Section 403.12(l). I am so designated on Permit/Certificate No. _____ issued to [Permittee/Certificate Holder]. Absent delegation of signature authority under 40 C.F.R. Section 403.12(l)(3), I would be responsible for signing the reports and documents required by 40 C.F.R. Sections 403.12(b), (d), (e), and (h) and in accordance with OC San's Wastewater Discharge Regulations.
3. I, _____ [Responsible Officer] accept the responsibility for the overall operation of the facility and/or overall responsibility for compliance with all regulatory requirements for the facility from which the wastewater discharge originates.

I declare under penalty of perjury under the laws of the state of California that the foregoing is true and correct.

Executed this _____ [day] of _____ [month] in the year _____ at

[city & state, zip code]

Name of Responsible Officer (RO) _____

Wet Signature _____

Date _____

RO's Phone Number: _____

Title _____

RO Email

Address _____

Company _____

Permit/Certificate

No. _____

* Name of Permittee/Certificate Holder should match the Applicant name in the Permit Application (Complete Legal **Company Name**). Do not use the name of an individual employee in the field for Permittee/Certificate Holder.

NOTE: All correspondence including but not limited to permit, enforcement, and self-monitoring (e.g., Self-Monitoring Forms and Reminder Letters, Notices of Violations, Permit Application, etc.) shall be sent to the Responsible Officer. If the permittee seeks to change the Responsible Officer or designee on the Authorization to Sign Reports and Permit Applications, then new RO and DS forms must be submitted as appropriate.

Authorization to Sign Reports and Permit Applications Designated Signatory (DS)

Submit this form only if the Responsible Officer wants to designate a Signatory, otherwise mark the form N/A. Please note – there can only be 1 DS assigned. Complete and return the original hard copy with wet signature to OC San

1. _____ [Company Name (name of Permittee/Certificate Holder)]* holds a wastewater discharge permit/certification from OC San or has applied for an industrial discharge permit/certification from OC San. Permittee/Certificate Holder is a [corporation, partnership, or sole proprietorship].

2. I, _____ [Responsible Officer], am the [responsible corporate officer, general partner, or sole proprietor] of [Permittee/Certificate Holder] within the meaning of 40 C.F.R. Section 403.12(l). I am so designated on Permit/Certificate No. _____ issued to [Permittee/Certificate Holder]. Absent delegation of signature authority under 40 C.F.R. Section 403.12(l)(3), I would be responsible for signing the reports required by 40 C.F.R. Sections 403.12(b), (d), (e), and (h) and in accordance with OC San's Wastewater Discharge Regulations Ordinance.

3. I have authorized, and hereby do authorize, _____ [individual, position title] to sign the reports and documents required by 40 C.F.R. Sections 403.12(b), (d), (e), (h) and in accordance with OC San's Wastewater Discharge Regulations Ordinance, and as my representative. I affirm that

_____, [individual, position title] has responsibility for overall operation of the permitted facility or has overall responsibility for environmental matters for the industrial discharger as required by 40 C.F.R. Section 403.12(l)(3).

4. I acknowledge that this Authorization does not in any way relieve me of my responsibilities or liabilities as the [responsible corporate officer, general partner, or sole proprietor] of [Permittee/Certificate Holder] under the Clean Water Act, the Federal Pretreatment Regulations, the California Porter-Cologne Water Quality Act, or OC San's Wastewater Discharge Regulations Ordinance.

I declare under penalty of perjury under the laws of the state of California that the foregoing is true and correct.

Executed this _____ [day] of _____ [month] in the year _____ at

[city & state, zip code]

Name of Responsible Officer _____

Wet Signature _____

Title _____

Date _____

Company _____

Permit/Certificate
No. _____

DS Email Address _____

DS Phone Number: _____

* Name of Permittee/Certificate Holder should match the Applicant name in the Permit Application (Complete Legal **Company Name**). Do not use the name of an individual employee in the field for Permittee/Certificate Holder.