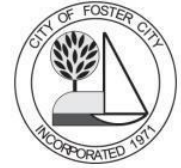




CITY OF SAN MATEO/ESTERO MUNICIPAL IMPROVEMENT DISTRICT
 DEPARTMENT OF PUBLIC WORKS, ENVIRONMENTAL SERVICES DIVISION
 330 WEST 20th AVENUE, SAN MATEO, CA 94403 TELEPHONE (650) 522-7300



APPLICATION FOR WASTE DISCHARGE PERMIT (FOOD SERVICE)

*Please see instructions included on a separate page. Type or print all applicable information.
 Please return completed application not less than 30 days prior to commencing discharge.
 If discharge has already commenced, application must be returned within 10 business days.*

PART A. SEWER USER INFORMATION

1. Business Name (Corporation):		1a. "Doing Business As" (DBA) Name:	
2. Street Address (Location of Business):			
City:	State:	ZIP:	Bus. Phone:
3. Mailing Address (if different from above):			
City:	State:	ZIP:	Email:
4. Owner/Chief Executive Officer:		Title:	
Mailing Address (if different from above):			
5. On-Site Primary Contact Person (if different from above):		Title:	
Day Phone (if different from bus. phone):		Emergency Phone:	

PART B. FACILITY INFORMATION

6. Days of Operation / Meals Served (<i>circle all that apply</i>): M Tu W Th F Sa Su / Breakfast Lunch Dinner		
7. Business Description:		8. Seating Capacity:
9. Description and Location of Grease Removal Device (GRD):	10. Size (lbs or gal):	11. Service Frequency:
12. Identify kitchen fixtures connected to the GRD: <input type="checkbox"/> Tri-well/Pot Sink <input type="checkbox"/> Wok Station <input type="checkbox"/> Dishwasher <input type="checkbox"/> Floor Drains <input type="checkbox"/> All <input type="checkbox"/> Unknown <input type="checkbox"/> Other (specify):		
13. List fixtures that are NOT connected to the GRD and discharge directly to sewer (do not include bathroom fixtures): <input type="checkbox"/> Utility/Mop Sink <input type="checkbox"/> Prep Sink <input type="checkbox"/> Dishwasher <input type="checkbox"/> Floor Drains in Work Areas <input type="checkbox"/> Other (specify):		
14. Types of Wastes Generated (do not include garbage) and Names of Pump Service/Waste Haulers		
Waste Description	Pump Service/Waste Hauler	
<input type="checkbox"/> Brown Grease (from GRD)		
<input type="checkbox"/> Yellow Grease (from fryer)		
<input type="checkbox"/> Other (specify):		

PART C. SIGNATORY

Note to Signing Official: Information provided in this application is public information and shall be available to the public without restriction. Signature indicates agreement to comply with conditions on the reverse side.	
<i>I certify under penalty of law that this document and all 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. Based on my inquiry of the person or persons who manage the system, the information is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment or both.</i>	
Name:	Signature:
Title:	Date:

Official Use Only

Approved by:

Date:

APPLICANT FOR WASTE DISCHARGE PERMIT MUST READ THIS MATERIAL

BY SIGNING THE PERMIT APPLICATION ON THE REVERSE, the applicant agrees:

1. To furnish any additional information on industrial wastewater discharges as required by the City of San Mateo (City)/City of Foster City(EMID);
2. To accept and abide by all provisions of ordinances, policies and guidelines of the City, including the Sanitary Sewer Use Ordinance (San Mateo Municipal Code Section 7.38)/City of Foster City(EMID) Code Section 8.37 and prohibitions against illegal discharges of wash waters and other wastes to the City's storm drain system as specified in the Stormwater Ordinance (San Mateo Municipal Code Section 7.39) /City of Foster City(EMID) Code Section 8.04;
3. To train employees to abide by all provisions of ordinances, policies and guidelines of the City as specified in (2.) above;
4. To operate and maintain any required grease removal devices in a satisfactory manner as approved by the City;
5. To keep records of grease removal device maintenance **on-site** and make these records available upon request by City personnel;
6. To cooperate at all times with City personnel, or their representatives, in the inspection, sampling and study of grease removal devices and plumbing fixtures that discharge into them;
7. To provide immediate access to authorized City personnel to any facility directly or indirectly connected to the City's sanitary sewer system under emergency conditions and at all other reasonable times;
8. To immediately notify the City at [650]-522-7300 (during normal working hours or after hours/weekends and holidays) in the event of any accident, negligence or other occurrence that causes the discharge to the sewer or storm drain system of any material whose nature and quantity might be reasonably judged to constitute a hazard to the public health, environment, City personnel or wastewater treatment facilities;
9. To pay to the City annually the required Waste Discharge Permit annual fee;
10. To submit additional pages as required to furnish the necessary information if there is inadequate room on the reverse side of this permit form to complete the submittal of requested information;
11. To apply for a revised Waste Discharge Permit if any change in processes, production, method of grease removal/wastewater treatment creates more than a 25 percent change in quantity or quality of wastewater discharged, or, if the quantity or quality of wastewater discharged exceeds threshold limits specified in the Waste Discharge Permit requirements;
12. To apply for a renewed Waste Discharge Permit at least 30 days prior to the expiration date specified on the Permit.
13. To notify the Environmental Compliance Program at [650] 522-7300 within 30 days of an owner name change or business name change.
14. To comply with all requirements and conditions of the Waste Discharge Permit specified by City personnel in accordance with San Mateo Municipal Code section 7.38/City of Foster City(EMID) Code Section 8.37. Failure to do so invalidates the permit approval.

CITY OF SAN MATEO / ESTERO MUNICIPAL IMPROVEMENT DISTRICT
**INSTRUCTIONS FOR COMPLETING APPLICATION FOR WASTE DISCHARGE PERMIT
FOOD SERVICE FACILITY**

Part A. Sewer User Information

1. **Business Name:** Corporation and “Doing Business As” (DBA) names, if applicable.
2. **Street Address:** Location of the place of business. Include building numbers, if any.
3. **Mailing Address:** Complete if different from the address specified in 2. above. *Please include a valid email address.*
4. **Owner/Chief Executive Officer:** Name and title of person in charge of total operation; mailing address if different from above.
5. **On-Site Primary Contact Person:** Best person to contact about this application, or in case of an emergency. Name of a *local* manager of the business is preferable.

Part B. Facility Information

6. **Days of Operation / Meals Served:** Circle the days of the week that the facility is open for business and the meals served.
7. **Business Description:** Describe the general nature of the business. Possible descriptions include, but are not limited to, the following:

Restaurant / Deli / Cafe	Retail Market Deli Counter	Cafeteria
Catering / Food Mfg	Food Mfg Wholesaler	
8. **Seating Capacity:** Specify the amount of seating available (indoors and outdoors combined).
9. **Description and Location of Grease Removal Device (GRD):** Specify the type of GRD being used. If more than one, provide description and location for each one:

Hydromechanical – typically smaller, in the kitchen, below the countertop or sink commonly referred to as a “grease trap”

Gravity – typically larger, below ground tank/vault, outside of the kitchen building commonly referred to as a “grease interceptor”

Describe where the GRD is located. If in the kitchen, is it in the floor or above it and near/under which plumbing fixture. If it is outside, which side of the building is it nearest to.
10. **Size:** Provide the capacity/volume of each GRD in pounds or gallons. If unknown, provide the dimensions of the GRD (Height x Width x Depth).
11. **Service frequency:** Specify how often each GRD is serviced/cleaned.
12. **Identify kitchen fixtures connected to the GRD:** Select all plumbing fixtures that drain to the GRD. If more than one GRD is in service, specify which fixtures drain to each GRD.
13. **List fixtures that are NOT connected to the GRD and discharge directly to sewer:** Select all plumbing fixtures that do NOT drain to a GRD. Do not include bathroom fixtures.
14. **Types of Wastes Generated and Names of Pump Service/Waste Haulers** List wastestreams generated (e.g., “brown grease” waste from cleaning the GRD, “yellow grease” waste from used oil drained from a deep fryer) and name(s) of the pump service/waste haulers for each waste. Do not include solid wastes collected by the garbage collection service.

Part C. Signatory

The application must be signed by the most responsible person of the organization applying for the Waste Discharge Permit. This may include the owner, general partner, corporate officer, or other duly authorized representative of the organization in a decision-making capacity. The person signing the document is legally responsible for all information contained therein, and becomes liable for any and all future enforcement actions.

Note: The person that signs the application must first read the reverse side of the application prior to signing it, as the signature indicates agreement to comply with the terms stated on the reverse side of the application.

Please return the completed application not later than 30 days prior to commencing discharge. If discharge has already commenced, the application must be returned within 10 business days of receiving the blank application. Thank you.



Waste Discharge Permits for Food Service Facilities Frequently Asked Questions

Who Needs a Waste Discharge Permit?

Any food store, eating place, or food preparer that bakes or cooks food on the premises must apply for a waste discharge permit.

Why these facilities?

Food service facilities commonly generate fat, oil, and grease (FOG) wastes in the cooking process. Wastewater from kitchen cleaning operations typically contains FOG wastes. FOG wastes can build up in the sewer system, and result in partial or total blockage of the sewer. Blockage can result in sewer backups and overflows.

Why a permit?

Federal and state regulations, as well as municipal preventive maintenance costs, are prompting an increased level of sewer system monitoring, maintenance, and recordkeeping. The City/District has found that while periodic inspection of commercial kitchens helps identify and correct problems, the message about effectively preventing FOG discharge into the sewer system is often lost over time. A permit provides the means to formally convey sewer discharge requirements and the consequences of failure to comply with the requirements. The permit also serves as ready reference to these requirements that can be referred to by facility management and staff at any time.

What does the permit cover?

The permit formally conveys the same items that have been and will be inspected by the City/District. These include pretreatment system maintenance procedures and maintenance records, and proper handling of pretreatment system waste. The inspector also inspects for records of cooking grease handling and disposal, and other practices that affect discharge of FOG into the sewer system.

What is a pretreatment system?

An under-counter grease trap and outdoor grease interceptor are examples of pretreatment systems. These are devices that are required to be installed on drain lines that may carry FOG wastes in the wastewater.

How do I know if I need to install or upgrade a pretreatment system?

At minimum, any kitchen utensil cleaning sink or wok range must drain through a pretreatment system. Pretreatment systems must conform to the Uniform Plumbing Code.

When can I anticipate an inspection?

The business will be inspected annually to assure compliance with permit requirements. The municipal code authorizes that inspections be conducted during normal business hours and may be unannounced.

Doesn't the county health department already inspect for compliance with sewer discharge requirements?

No. The City has primary authority over use of the sewer system. The county environmental health inspector does not inspect sewer pretreatment systems for proper operation and maintenance. A county inspector will take action on a sewer issue if they determine that the public health is threatened.

What are the penalties for noncompliance?

A Notice of Violation (NOV) is issued if the noncompliance has likely not resulted in impairment to the sewer system, such as a recordkeeping issue. There is no fee or fine with the first NOV. An administrative citation may accompany the NOV for likely discharge of FOG to the sewer and for repeat violations. Follow-up inspection fees may also apply. There are other enforcement remedies available for chronic violations.

Are there fees associated with the permit?

The City of San Mateo has an annual waste discharge permit fee. For Fiscal Year 2017-18, the fee was \$328.00. Foster City/Estero has adopted a similar fee. The fee recovers a portion of the cost of the program. Please submit payment *upon receiving the annual invoice*.

How do I apply for the permit?

The application for a waste discharge permit is enclosed. Please complete and return the application within 10 days of your receipt of the attached letter (or within 30 days if you have not yet begun discharging wastewater from your business). You will have an opportunity to go over any questions or concerns with the City/District staff.

Who do I talk to for information and assistance with this program?

Please contact the City of San Mateo Department of Public Works, Environmental Compliance Section, at (650) 522-7300.