

ATTACHMENT B – INFORMATION SHEET
RECOMMENDED REPORT OF WASTE DISCHARGE FORMAT
LOS ANGELES REGIONAL WATER QUALITY CONTROL BOARD
ORDER NO. R4-2019-0024
GENERAL WASTE DISCHARGE REQUIREMENTS FOR ADVANCED ONSITE
WASTEWATER TREATMENT SYSTEMS
GENERAL INFORMATION FOR DISCHARGER

The information presented in the Report of Waste Discharge (ROWD) is relied upon by staff to prepare the Notice of Applicability (NOA) for coverage by this General Waste Discharge Requirements for Order (General Order). The Discharger shall ensure that the information presented in the ROWD is accurate. Misstatements, errors, or omissions that exist in the ROWD may be included in the NOA and become enforceable.

Waste Discharge Requirements (WDRs) are generally updated at 10 or 15 year intervals depending on the waste's potential to impact water quality. The ROWD shall state realistic growth projections. Underestimating growth may result in additional or more frequent permitting requirements. Overestimating growth will result in the need for the Discharger to prepare more treatment, storage, and disposal capacity than might otherwise be immediately required.

The ROWD outline presented below is intended to provide general guidance for Dischargers and consultants. Submitting an ROWD consistent with the format will help the Discharger include all of the information that Regional Water Quality Control Board (Regional Water Board) staff need and will expedite review of the document and speed the permitting process. Contacting your Regional Water Board representative to discuss the project before preparing the ROWD is recommended.

1. BACKGROUND

1.1. Wastewater system description

- 1.1.1. Briefly, describe what the wastewater system is and how wastewater is generated.
- 1.1.2. Provide a site location map and a site plan.
- 1.1.3. Provide information on the location of wastewater system buildings, wastewater treatment system components, groundwater wells, and surface water bodies.
- 1.1.4. Provide the Assessor's Parcel Number(s), section number(s), and Township and Range.
- 1.1.5. Describe the water supply to the residence(s), business(es), and/or other facilities being served by the wastewater system.

1.2. Service area description

- 1.2.1. Describe the proximity of the wastewater system to an existing regional collection system; if nearby, discuss why connection to the regional system cannot be accomplished. If located within a regional system service area, or in close proximity to a collection system, provide written documentation that a good faith effort to connect to the regional system was made and that the request was not approved.

- 1.2.2. Wastewater collection system (describe the following).
 - 1.2.2.1. Age and condition of collection system.
 - 1.2.2.2. Piping construction and layout (show on map).
 - 1.2.2.3. Lift stations and backup pumping systems.
 - 1.2.2.4. Failure warning system.
 - 1.2.2.5. Inflow and infiltration (I/I) estimates (and any control that is necessary).
 - 1.2.2.6. Maintenance of collection system and spill response.
2. WASTEWATER CHARACTERIZATION AND TREATMENT
 - 2.1. Domestic wastewater characterization (untreated wastewater).
 - 2.1.1. Describe the generation of wastewater (retirees, families, recreational vehicle [RV], institution, etc.).⁹ If RV waste is allowed, describe educational and institutional controls in place to minimize the potential for deleterious RV waste constituents to be discharged to the wastewater system.
 - 2.1.2. Domestic wastewater flow rate (describe how determined). Describe any special events or seasonal variations that cause high wastewater flow rates or other sources of wastewater (e.g. swimming pool filter, potable water treatment backwash water, well attended festivals, etc.).
 - 2.1.3. Characterize domestic wastewater for Biochemical Oxygen Demand (BOD), Total Suspended Solids (TSS), electrical conductivity, nitrogen, sodium, chloride, and specific constituents of concern as needed based on site activities. Characterize wastewater for holding tank chemicals identified in the General Order (and others as appropriate) if RV waste is discharged to the system.
 - 2.2. Wastewater treatment system
 - 2.2.1. Provide a wastewater treatment schematic.
 - 2.2.2. Describe wastewater pretreatment components.
 - 2.2.2.1. Domestic wastewater pretreatment systems (e.g. septic tank effluent pump system, grease traps, etc.).
 - 2.2.2.2. Describe storage, treatment, and disposal of pretreatment residuals.
 - 2.2.3. Describe preliminary treatment activities (e.g., screening, comminution, grit removal).

⁹ Recreational vehicle (RV) holding tank connections, RV waste dump stations, etc. create special conditions for treatment and monitoring. Please refer to the General Order for more information.

- 2.2.3.1. Describe storage, treatment, and disposal of preliminary treatment residuals.
- 2.2.4. Describe primary treatment activities (remove settleable/flotable matter)
 - 2.2.4.1. Describe storage, treatment, and disposal of primary treatment residuals.
- 2.2.5. Describe treatment technology (e.g., activated sludge, membrane biological reactor, aerated lagoon, oxidation ditch, Imhoff tank, septic tank, etc.) include engineered design capacity in description.
 - 2.2.5.1. Describe storage, treatment, and disposal of treatment residuals (e.g. sludge, septage, etc.).
- 2.2.6. Size and location of treatment equipment (e.g. septic tank volume, package treatment plant, membrane biological reactor, pond size include acreage and storage capacity, pond liners, and number and horsepower of aerators, etc.).
- 2.2.7. Disinfection system equipment
- 2.2.8. Storage facilities
 - 2.2.8.1. If wastewater will be stored prior to disposal, describe the size and location of wastewater storage ponds, include a map showing all the ponds and describe them as lined or not. Describe the materials, age, and condition of any liners.
- 2.2.9. Predicted wastewater effluent quality
 - 2.2.9.1. Characterize the wastewater for TSS, BOD, total coliform organisms (if needed), and specific constituents of concern as needed. If RV waste is discharged to the system, characterize for holding tank chemicals identified in the General Order (and others as appropriate).
- 2.2.10. Treated effluent disposal method
 - 2.2.10.1. Describe how treated wastewater will be dispersed (land application area, leach field, percolation pond).
 - 2.2.10.2. Describe the proposed disposal area (and the 100-percent replacement area when needed, such as for a leach field disposal system) include acreage, surrounding land use, depth to groundwater, and the proximity of drainage ways, surface waters, and municipal, industrial, or agricultural wells.
 - 2.2.10.2.1. If land application is proposed, describe how storm water that falls on the land application area (LAA) is handled. If storm water is allowed to run off the LAA, contact your Regional Water Board representative to discuss wastewater disinfection requirements.

- 2.2.10.2.2. Provide a water balance that demonstrates adequate storage/disposal capacity. Identify the safety factors used in the calculations. Please contact your Regional Water Board representative to determine the precipitation values to be included in the water balance. Typically, the 100-year return annual total precipitation value, distributed monthly in accordance with average (mean) precipitation values monthly is required. Some exemptions for existing ponds or sites that develop an acceptable *Spill Prevention and Emergency Response Plan* may apply. Rainfall depth duration frequency data is available on the Department of Water Resources Internet web page at:
- <<http://www.water.ca.gov/floodmgmt/hafoo/hb/csm/engineering/>>
- 2.2.10.2.3. Support the assumptions and calculations in the water balance with adequate information. Information may include published infiltration values, site-specific percolation tests, application rates, or other sources. Cite the information source used; if a site-specific investigation, provide a copy of the report.
- 2.2.10.2.4. The use of subsurface disposal including leach fields and/or seepage pits serving more than 20 people, or systems that accept non-sanitary waste (generated by manufacturing, contains biocidal agents such as RV or portable toilets, etc.) must comply with the United States Environmental Protection Agency Underground Injection Control requirements. Please refer to General Order Requirement B.6.g and <http://www.epa.gov/region9/water/groundwater/uic.html> to determine if federal requirements apply to the proposed project. If registration is required, documentation of registration shall be provided in the ROWD.

2.3. Recycled Water Projects

- 2.3.1. If treated wastewater will be applied for beneficial uses (such as those described in title 22 water recycling criteria), provide a title 22 Engineering Report and the State Water Board Division of Drinking Water (DDW) (formerly the California Department of Public Health (CDPH) review/approval letter. Guidance for preparation of a title 22 Engineering Report is available on the Internet at:
- <http://www.cdph.ca.gov/certlic/drinkingwater/Documents/Recharge/ERGUIDE2001.PDF>

- 2.3.1.1. Describe how any DDW requirements will be implemented in the project.
 - 2.3.1.2. If needed, describe the disinfection requirements for the planned reuse.
 - 2.4. Operation and Maintenance
 - 2.4.1. Describe routine operation and maintenance procedures
 - 2.4.2. Treatment operator training and qualifications requirements
 - 2.4.3. Contingency plans for repairs/spills/treatment issues
3. GROUNDWATER QUALITY
 - 3.1. Depending upon the threat to groundwater quality, groundwater monitoring may be required. Please contact your Regional Water Board representative to determine if groundwater monitoring is required.
4. CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)
 - 4.1. Some existing Small Domestic Systems will be determined to be categorically exempt from the California Environmental Quality Act (CEQA) under Title 14, section 15301 (ongoing or existing projects), section 15302 (replacement or reconstruction of existing utility systems), and section 15303 (new construction or conversion of small structures). The potential for categorical exemptions shall be examined and discussed with the Regional Water Board representative prior to submitting an ROWD.
 - 4.2. New or expanding Small Domestic Systems will likely require CEQA evaluation that should be performed by local agencies. The CEQA evaluation shall be submitted with the ROWD. At a minimum, the evaluation shall include the Initial Study, a list of any adopted mitigation measures related to water quality, and the Notice of Determination.
 - 4.2.1. The ROWD must include a description of how any water quality related mitigation measures will be implemented.
5. ADDITIONAL TECHNICAL REPORTS
 - 5.1. If required by the General Order, a *Sludge Management Plan* shall be submitted with the ROWD.
 - 5.1.1. Estimate the amount of sludge and scum that will be generated.
 - 5.1.1.1. Describe how sludge, scum, and supernatant will be stored and disposed of to protect groundwater quality.
 - 5.1.1.2. If sludge will be subject to further treatment, describe the treatment and storage requirements.
 - 5.1.1.3. Describe cleaning of digesters or storage vessels and the treatment and disposal of the residuals. If drying of residuals is planned, describe how that will be performed to prevent nuisance odors, prevent vectors, and protect groundwater quality.