



(707) 644-8949 (Admin)  
(707) 644-8976 (Billing)  
[www.VallejoWastewater.org](http://www.VallejoWastewater.org)  
450 Ryder Street  
Vallejo, CA 94590

**Board of Trustees**

Robert McConnell

Tina Arriola

Hakeem Brown

Pippin Dew

Mina Diaz

Erin Hannigan

Katy Miessner

Rozzana Verder-Aliga

**District Manager**

Melissa Morton

## PRETREATMENT QUESTIONNAIRE

Vallejo Flood & Wastewater District operates the wastewater treatment plant which serves the needs of the City of Vallejo, Mare Island, and surrounding areas. The District is part of the US Environmental Protection Agency's (EPA) National Discharge and Pretreatment System. As mandated by the EPA and the State of California Water Resources Control Board, the District is responsible for the enforcement of non-domestic sewage discharger compliance with national, state, and local pretreatment standards. The purpose of the District's Pretreatment Program is to protect the Vallejo wastewater treatment plant and the environment from adverse impacts that may occur when hazardous or toxic wastes are discharged into the sewage system.

As a prospective discharger into the District's sewer system you are required to complete the attached Pretreatment Questionnaire and return it to the District offices within ten (10) business days of receipt.

Please read the instructions for completing the questionnaire. Information submitted will assist the District with the permitting process of your business.

A copy of the District's Non-Domestic Sewer Use Ordinance is on file at the District's office and may be reviewed during regular business hours. If there are any questions regarding the District's Pretreatment Program, or the attached questionnaire, please contact the District's Environmental Compliance Department at (707) 644-8949 ext. 1600.

### VALLEJO SANITATION AND FLOOD CONTROL DISTRICT

A handwritten signature in black ink, appearing to read "Jennifer", followed by a long horizontal line extending to the right.

JENNIFER HARRINGTON

Environmental Services Director

**VALLEJO FLOOD & WASTEWATER DISTRICT  
PRETREATMENT QUESTIONNAIRE**

SSI/CONNECTION PERMIT NUMBER *(not applicable to businesses leased on Mare Island)* \_\_\_\_\_

Please complete this form, answering all questions as completely as possible. Any questions which are not applicable to your facility should be marked N/A. Please type or print legibly. Return the completed form to the District's office at:

Vallejo Flood & Wastewater District  
450 Ryder Street  
Vallejo, CA 94590

Questions related to this matter should be directed to the District's Environmental Compliance Department at (707) 644-8949 ext. 1609 during regular business hours.

**APPLICANT IDENTIFICATION AND CERTIFICATION**

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Business Manager, Owner, or Contact Person familiar with the information required herein:

Name \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_

Building Owner's Name \_\_\_\_\_ Phone \_\_\_\_\_

*Certification must be signed by the owner of the business, the executive officer or an authorized representative.*

**I CERTIFY THAT THE INFORMATION SUBMITTED IN THIS QUESTIONNAIRE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or type name

\_\_\_\_\_  
Title

***I. Nature of Industry***

Description of business activity, products, services: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of manufacturing processes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Standard Industrial Classification (SIC) Code \_\_\_\_\_ Number of Employees at this facility \_\_\_\_\_

**Hours of Operation**

Define shift Start – End times and list the average number of employees who work each shift.

Shift (List Start – End Times)	Sun	Mon	Tue	Wed	Thu	Fri	Sat
#1							
#2							
#3							

**Environmental Control Permits**

List all environmental control permits issued to this facility.

Permitting Agency	Name of Permit	Permit No.

## II. Water Usage

### Water Supply

Identify all sources of incoming water to the facility. Attach copies of City of Vallejo water bills for the past year.

Source	Meter No. or Well No.	Average Flow (GPD)
City of Vallejo		
On-site Well(s)		
Other (Describe):		
<b>TOTAL</b>		

### Wastewater Discharge

Describe and quantify all wastewater discharged to the sanitary sewer through various processes.

Process Wastewater (Description)	Average Flow (GPD)	Estimated or Measured?	Does Wastestream Receive Pretreatment? (Yes or No)
Flow 1:			
Flow 2:			
Flow 3:			
Flow 4:			
Reverse Osmosis Reject Water			
Stormwater			
<b>TOTAL</b>			

Non-Process Wastewater	Average Flow (GPD)	Estimated or Measured?	Does Wastestream Receive Pretreatment? (Yes or No)
Sanitary/Domestic Flow			
Non-Contact Cooling Water			
Boiler Blowdown			
<b>TOTAL</b>			

**Wastewater Discharge** (cont'd)

Is discharge to the sanitary sewer Continuous, Intermittent, in Batches (e.g., tank or vat cleaning, holding tank discharge, etc.) or some combination of the three? Describe discharge flows:

---



---



---

If any wastewater is discharged in batches, describe their frequency:

\_\_\_\_\_ (Number) of batches per: day / week / month / year (Circle one)

Average volume per batch (gallons): \_\_\_\_\_ Maximum volume per batch (gallons): \_\_\_\_\_

Does the wastewater discharge have seasonal variation? Yes / No (Circle one)

If "Yes," explain how so and give approximate dates when variation occurs: \_\_\_\_\_

---



---



---

**Non-Discharge Water**

Describe and quantify water that is used but NOT discharged to the sanitary sewer system.

Process Type	Average Flow (GPD)	Estimated or Measured?
Evaporation		
Contained in Product		
Irrigation/Landscaping		
Waste Hauled/Trucked Off-site		
Other (Describe):		
<b>TOTAL</b>		

Attach a diagram of the plumbing layout of the facility, showing the flow of wastewater from the City, through each activity or process to the connection with the District's sanitary sewer system. Include all connections, drains, flow meters and sampling points. The diagram should include all sources of process water, non-contact cooling water, boiler blowdown and sanitary/domestic flow.

**III. Pretreatment**

Describe all types of pretreatment (pH adjustment, oil/grease interception, filtration, flocculation, etc.) used, if any, on wastewater prior to being discharged to the sanitary sewer: \_\_\_\_\_

---



---



---



---

**Wastewater Characteristics**

Indicate which of the following characteristics are present in the wastewater generated at this facility prior to pretreatment. Check all that apply.

✓	Characteristics	✓	Characteristics
	Flammable		Particles larger than 3/4"
	Toxic Substances		Suspended Solids
	Acidic, pH < 5.0		High Biochemical Oxygen Demand (BOD)
	Caustic, pH > 12.5		Ammonia
	Heavy Metals		Fats/Oils/Grease (FOG)
	Solvents		High Temperature, > 150°F
	Solid or Viscous Material		Other (Specify)
	Petroleum Products		

**IV. Sampling and Monitoring**

After pretreatment (if used), can process wastewater be sampled individually, prior to mixing with other wastestreams (sanitary/domestic flow, etc.)? Yes / No (Circle one)

If "No," please explain: \_\_\_\_\_

---



---

Describe any current wastewater sampling/monitoring taking place, if any. Indicate the frequency of this monitoring, a description of the sampling location, the type of analytical tests being used and the entity performing the analysis. Attach the analytical results from the most recent sampling as an example.

---



---



---



---

***IV. Sampling and Monitoring (cont'd)***

Describe any current wastewater sampling/monitoring taking place, if any. Indicate the frequency of this monitoring, a description of the sampling location, the type of analytical tests being used and the entity performing the analysis. Attach the analytical results from the most recent sampling as an example.

---

---

---

---

---

---

---

***V. Chemical and Waste Storage***

**Chemical Storage**

List the names and quantities of chemicals, solvents, cleaners, etc. stored on-site. Attach the most recent copy of chemical inventory from the facility's Solano County Hazardous Materials Business Plan.

Chemical	Average Quantity Stored On-Site

**V. Chemical and Waste Storage (cont'd)**

**Waste Material**

Describe the waste material, including liquids, sludges and solids generated at the facility that are trucked/hailed off-site.

Waste Material	Average Quantity Stored On-Site	Waste Hauler

Has your facility been issued an EPA Hazardous Waste storage/generation number?  
 Yes / No (Circle one)          If "Yes," state number: \_\_\_\_\_

Are any floor drains present in the manufacturing area, chemical storage area or waste storage area?  
 Yes / No (Circle one)

If "Yes," describe procedures in place to prevent discharge of chemicals or waste material into the drain:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Indicate which of the following documents, if any, are implemented for the facility. Check all that apply and attach a copy of each that are marked "Yes."

Yes ✓	No ✓	Waste Management Document
		Solvent Management Plan
		Spill Prevention Plan
		Spill Log



# VALLEJO FLOOD & WASTEWATER DISTRICT

## Supplementary Questionnaire for Pre-Treatment of Wastewater from Food Service Facility

Food Service Facilities include restaurants (drive-in, take out, dine-in, etc.), or any facility (bakery, delicatessen, coffee house, juice bar, etc.) that prepares and/or serves food.

District-issued SSI No. \_\_\_\_\_

If no SSI number is assigned, provide address \_\_\_\_\_

Please circle Yes or No after each question:

1. Will you have any equipment available in your food service preparation or cleaning operation, such as a garbage disposal, a potato peeler, etc. that can be used to discharge food waste directly into the sewer?  
Yes / No
2. Will your facility be serving food only on disposable dishes, or only in disposable containers?  
Yes / No
3. Will all eating utensils provided to customers be disposable, or be taken away by the customers?  
Yes / No
4. Will any dishes, containers, or utensils used to serve food, be returned to the business for cleaning?  
Yes / No

I attest that the information submitted in this questionnaire is true and correct to the best of my knowledge:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or type name

\_\_\_\_\_  
Title

**VALLEJO FLOOD & WASTEWATER DISTRICT**  
**Supplementary Questionnaire for Pre-Treatment of Wastewater**  
**from Breweries, Wineries and Distilleries**

Please Circle Yes or No after each question; use additional pages if needed.

What is your average monthly process flow? \_\_\_\_\_

Will you have flow monitoring equipment? Yes / No If yes, please describe \_\_\_\_\_

\_\_\_\_\_

Describe what pH control and monitoring equipment will be used. \_\_\_\_\_

\_\_\_\_\_

How will you handle organic spent wastes? \_\_\_\_\_

\_\_\_\_\_

Will you recycle or reuse water in your manufacturing process? Yes / No If yes, please describe.

\_\_\_\_\_

\_\_\_\_\_

How will process flow be segregated from other waste streams in order to allow routine sampling?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or type name

\_\_\_\_\_  
Title