

**LANDSCAPE IRRIGATION RECYCLED WATER PROGRAM
COMMERCIAL HAULER APPLICATION AND PERMIT**

**CITY OF HEALDSBURG
MUNICIPAL UTILITIES DEPARTMENT**

401 GROVE STREET
HEALDSBURG, CA 95448-4723
PHONE (707) 431-3346
FAX (707) 431-3140
Visit us at www.cityofhealdsburg.org



APPLICATION

*****SECTION TO BE COMPLETED BY APPLICANT*****

DISTRIBUTOR INFORMATION:

Name of Truck Owner/Company: _____

Mailing Address: _____

City/State/ZIP Code: _____

Office Phone: _____ Fax: _____

Primary Contact: _____ Title: _____

Cell Phone or Other Phone: _____

Email: _____

TRUCK INFORMATION:

Provide the following information for the truck(s) for which a permit is requested. City of Healdsburg (City) staff must inspect each truck to determine that it is equipped with the necessary air gap and each storage container to verify water-tight seal before decal issuance.

Truck Trailer # (if applicable)	License Plate Number	Capacity of Tank or Storage Containers	Vehicle Equipped with Air Gap	Decal #s

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Where do you expect to deliver recycled water:

Region or Approximate Location(s): _____

(Attach separate sheet if necessary)

CERTIFICATION:

I certify that I am an authorized agent for the commercial hauler cited in this application and that I have authority to bind the commercial hauler to the requirements of this permit and program. I hereby certify under penalty of perjury that the information provided in this permit application and in any attachment is true and accurate to the best of my knowledge. I also certify that I have read the applicable recycled water use rules and regulations (CCR Title 17 and 22, State Water Resources Control Board Order WQ 2014-0090-DWQ) and the Landscape Irrigation Recycled Water Program Commercial Hauler Guidelines and agree to abide by them.

Company: _____

Print Name: _____

Signature: _____

Date: _____

Title: _____

PERMIT

*****SECTION TO BE COMPLETED BY CITY STAFF*****

Permit Number: _____ **Effective Date of Permit:** _____

AUTHORIZATION:

The commercial hauler is authorized to deliver and distribute recycled water from the Producer (City of Healdsburg) to residential, commercial and industrial users within the designated hauling area. The commercial hauler shall be responsible to ensure that application and use of recycled water at the customer's use sites and associated operations and maintenance are in accordance with City's Landscape Irrigation Recycled Water Program Commercial Hauler Guidelines, permit conditions, and recycled water use requirements specified by Regional Water Quality Control Board (RWQCB) and the State Water Resources Control Board Division of Drinking Water (DDW).

Authorized City Staff Printed Name: _____

Authorized City Staff Signature: _____ Date: _____

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PERMIT CONDITIONS

NOTIFICATION REQUIREMENTS:

For any change in information after issuance of this Permit, you must provide notice to the City within 1 business day of the change. This Permit must be available for inspection at all times. The commercial hauler or agent must carry one copy in the truck. This Permit is subject to all requirements and restrictions specified by the applicable Regional Water Quality Control Board (RWQCB) and the State Water Resources Control Board Division of Drinking Water (DDW).

METHOD AND PLACE OF GIVING NOTICE, SUBMITTING BILLS AND MAKING PAYMENTS:

All notices, shall be made in writing and may be given by personal delivery or by mail. Notices sent by mail shall be addressed as follows:

Municipal Utilities Department
City of Healdsburg
401 Grove Street
Healdsburg, CA 95448

And when so addressed, shall be deemed given upon deposit in the United States mail, postage prepaid. In all other instances, and notices shall be deemed given at the time of actual delivery. Changes may be made in the names and addresses of the person to whom notices are to be given by giving notice pursuant to this paragraph.

VEHICLE REGISTRATION AND INSURANCE REQUIREMENTS:

Permit holder must provide and attach copies of current vehicle registration (for each truck) and the following insurance requirements: 1) Vehicle Liability, 2) Commercial Liability, and 3) Workers' Compensation

INDEMNIFICATION:

The commercial hauler agrees to accept all responsibility for loss or damage to any person or entity, including City of Healdsburg (City), and to indemnify, hold harmless, and release the City, their officers, agents, and employees, from and against any actions, claims, damages, liabilities, disabilities, or expenses, that may be asserted by any person or entity, including the commercial hauler, that arise out of, pertain to, or relate to any act, omission or negligence of the commercial hauler. The commercial hauler agrees to provide a complete defense for any claim or action brought against the City based upon a claim relating to commercial hauler's act, omission or negligence. The commercial hauler's obligations hereunder apply whether or not there is concurrent negligence on the City's part, but to the extent required by law, excluding liability due to the City's conduct. The City shall have the right to select their legal counsel at the commercial hauler's expense, subject to commercial hauler's approval, which shall not be unreasonably withheld.

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This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for the commercial hauler or its agents under workers' compensation acts, disability benefits acts, or other employee benefit acts.

PERMIT VALIDITY PERIOD/TERMINATION:

This Permit shall be valid for one year from the date of issuance unless it is terminated as provided below. This Permit may be terminated if the City determines that the commercial hauler has violated any of the Landscape Irrigation Recycled Water Program Commercial Hauler Guidelines, the RWQCB or DDW recycled water regulations, and any other City code violation that relates to misuse of recycled water. Termination shall be effective immediately upon notification by the City by phone, fax, email or mail.

PERMIT NON-TRANSFERABLE:

This permit is issued only to the commercial hauler specified above. It may not be transferred to any other entity or person.

RECYCLED WATER USE GUIDELINES AND REGULATORY REQUIREMENTS:

The Landscape Irrigation Recycled Water Program Commercial Hauler Guidelines contain requirements and restrictions for storage and transportation of recycled water are attached to this Permit as Exhibit A, and incorporated herein by this reference. The General Waste Discharge Requirements for Recycled Water Use, State Water Resources Control Board Order WQ 2014-0090-DWQ ("General Order") are attached to this Permit as Exhibit B, and incorporated herein by this reference. The commercial hauler agrees to abide by all of the requirements and restrictions contained in the Guidelines and the General Order.

In the event there is a recycled water spill, questions on compliance requirements, or the commercial hauler notices a use not in accordance with requirements stated herein, the commercial hauler shall contact the City of Healdsburg Dispatch Call Center at 707-431-7000 or 855-755-6586 to report the incident immediately (within 2 hours of incident or observation).

RESPONSIBILITIES FOR DELIVERIES OF > 300 GALLONS PER SITE:

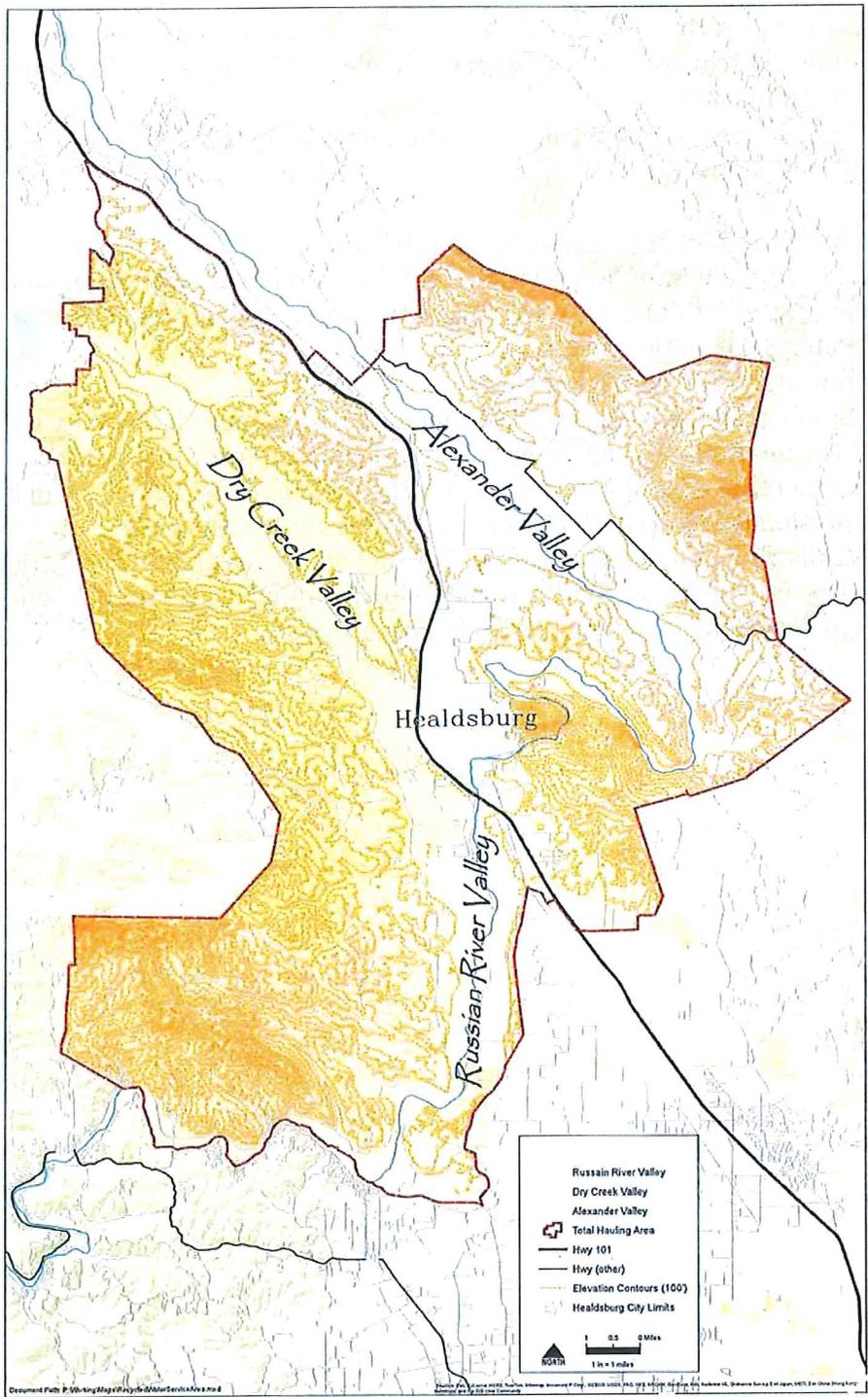
- The commercial hauler must enforce and implement all prohibitions in Exhibits A and B.
- Prior to commencing deliveries, the commercial hauler shall designate a Recycled Water Site Supervisor for each site (may be the User or the Hauler). The Recycled Water Site Supervisor will be responsible for ensuring proper recycled water use, periodic training of personnel using recycled water, and adequate signage is maintained.
- The commercial hauler shall ensure customers do not apply recycled water through piped irrigation systems or any system that is interconnected with the potable water supply.
- For deliveries > 300 gallons, the commercial hauler will conduct an inspection of the customer's facilities and operations to ensure compliance with conditions of this permit. The inspection frequency will be at least one time per calendar month, preferably conducted on the first day that > 300 gallons were delivered. The commercial hauler will notify the City of any violation and shall take whatever actions are necessary, including the termination of delivery of recycled water to the customer, to correct any use violations.

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- The commercial hauler will ensure stored recycled water is used within 2 to 4 days to reduce risk of bacterial growth and odors. Hot temperatures increase the risk of bacterial growth and odors.
- If a cross-connection is discovered, the commercial hauler shall notify the City immediately to ensure the cross-connection is eliminated.
- The commercial hauler shall be responsible for all associated costs incurred by the City to ensure conformance of these requirements and protection of public health.

RESPONSIBILITIES ASSOCIATED WITH ALL DELIVERIES:

- Ensure customers have signed the “Recycled Water Fill Station User Application and Agreement” and participated in the “City of Healdsburg Landscape Irrigation Recycled Water Program User Training” provided at the Water Reclamation Facility.
- Submit monthly reports to the City that include:
 - Documentation of all loads delivered during the calendar month. The City will provide a “Recycled Water Fill-Up and Delivery Log” to each commercial hauler for this purpose.
 - Site inspection reports for deliveries greater than 300 gallons. The City will provide a “Recycled Water Inspection Form” to each commercial hauler for this purpose.
 - Written details about any problems found during deliveries and/or inspections.
- The monthly reports are due by the 5th day of the following month. The reports can be faxed to 707-431-3140 or sent by email to Rob Scates (rscates@ci.healdsburg.ca.us).



City of Healdsburg Recycled Water Commercial Hauling Area

LANDSCAPE IRRIGATION RECYCLED WATER PROGRAM COMMERCIAL HAULER GUIDELINES

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The Landscape Irrigation Recycled Water Program Commercial Hauler Guidelines (“Guidelines”) specify requirements for the use of recycled water produced at the City of Healdsburg Water Reclamation Facility (WRF) and delivered by commercial haulers. The City of Healdsburg (“City”) is the owner and/or operator of the WRF.

RECYCLED WATER QUALITY

The City of Healdsburg Water Reclamation Facility (WRF) supplies clean, safe recycled water that has been through an advanced treatment process that includes biological nutrient removal, membrane bio-reactor microfiltration, ultra-violet disinfection, and chlorine disinfection. Recycled water treated to these levels meets the rigorous and protective standards set by the California State Water Resources Control Board Division of Drinking Water (DDW) through CCR Title 22, Division 4. Section 60001 through 60355.

ADMINISTRATIVE REQUIREMENTS

1. Commercial haulers interested in distributing recycled water must apply for a Landscape Irrigation Recycled Water Program Commercial Hauler Permit. The application may be obtained as follows:
 - a. In person, at the City Community Development Center (CDC), 435 Allen Court, Healdsburg CA, 95448.
 - b. By downloading the application form from the City website (www.cityofhealdsburg.org).
 - c. By emailing Rob Scates, WRF Supervisor, rscates@ci.healdsburg.ca.us.
2. Application forms must be completed and returned, with copies of required documents attached (photocopies, PDFs, scanned documents acceptable). Options for submitting completed applications include:
 - a. Mail to: 401 Grove Street Healdsburg CA, 95448 – Attention: Landscape Irrigation Recycled Water Program
 - b. Email to: rscates@ci.healdsburg.ca.us – Attention: Landscape Irrigation Recycled Water Program
 - c. Fax to: (707) 431-3140- Attention: Landscape Irrigation Recycled Water Program

LANDSCAPE IRRIGATION RECYCLED WATER PROGRAM COMMERCIAL HAULER GUIDELINES

GENERAL PERMIT REQUIREMENTS

1. Commercial haulers may distribute recycled water to residential, commercial and industrial sites for landscape irrigation in areas within the Recycled Water Hauling Area (map attached).
2. Tanker trucks must be equipped with an air gap.
3. Truck owners must show proof of vehicle liability insurance and worker's compensation insurance meeting minimum requirements specified in the application (copies must be attached to the permit application).
4. Storage containers must display Recycled Water Notice Stickers provided by the City.
5. Truck owners must show proof of valid truck registration (a copy of each truck registration must be attached to permit application).
6. Before trucks can be filled for the first time, all truck owners and/or drivers are required to attend on-site orientation/training to learn about using the fill station, proper handling and use of recycled water, and the rules and regulations that must be enforced. The City will schedule the on-site orientation/training and inform applicants of the date, time, and location. Refresher training will be provided on an annual basis.
7. Once the applicant completes the on-site orientation/training and the City verifies the required air gap and proper storage/hauling containers, the City will issue a signed Landscape Irrigation Recycled Water Trucking Commercial Hauler Permit along with three magnetic recycled water signs to affix to the truck(s) used for deliveries (both sides and rear). The City provides the first set of signs at no charge and the commercial hauler will have to pay (at cost) for any replacement signs.
8. The Permit must be available for inspection at all times, and at least one copy must be carried in the truck.
9. The driver of the recycled water delivery truck is responsible for ensuring best management practices are followed to prevent spills and minimize human contact when filling and off-loading the tank or containers of recycled water.
10. Vehicles, tanks, and containers must have water-tight valves and fittings, must not leak or spill contents during transport, and are cleaned of contaminants. This must be checked by the commercial hauler before each use. Water-containing vessels that are open to the atmosphere during hauling are not acceptable for use.
11. Commercial haulers shall not overfill containers or trucks.
12. Hoses that are used for recycled water applications shall be removable and stored in a disconnected condition during transport. Hoses shall be inspected prior to filling to ensure they are in serviceable condition and free from leaks.
13. The maximum amount of recycled water allowed per site is 3,000 gallons/day. The driver will record the amount and location of recycled water delivered and provide that information to the City on a monthly basis. Recycled Water Fill-up and Delivery Logs will be provided by the City for this purpose. The completed log is due by the 5th day of the following month. Submit forms to Rob Scates by email (rscates@ci.healdsburg.ca.us) or fax (707-431-3140).

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14. When more than 300 gallons are delivered to a site, the commercial hauler will perform one time per month site inspection. Recycled Water Inspection Forms will be provided by the City for this purpose. The completed inspection forms are due by 5th day of the following month. Submit to Rob Scates by email (rscates@ci.healdsburg.ca.us) or fax (707-431-3140).
15. Commercial haulers that do not follow permit requirements, conduct inspections, or submit Recycled Water Fill-up and Delivery Logs will have their permits suspended or revoked and will lose access to the recycled water fill stations. Violations of recycled water use regulations may also result in fines or administrative penalties issued by the State of California.

RECYCLED WATER FILL STATION LOCATIONS & REQUIREMENTS

Fill Station Locations:

- #1 - City of Healdsburg Water Reclamation Facility, 340 Foreman Lane, Healdsburg CA 95448
- #2 - 280 Kinley Drive, Healdsburg CA 95448

Requirements:

1. Only authorized commercial haulers will have access to the fill stations.
2. Trucks must have an affixed and appropriately placed recycled water signage to fill at the stations. All containers filled with recycled water must have a Recycled Water Notice Sticker.
3. Customers that receive recycled water for landscape irrigation must have submitted a Recycled Water Fill Station Use Application and Agreement and participated in City training on recycled water use.
4. **NO IDLING.** Turn off your truck engine while filling or waiting at the fill stations.
5. **NO SMOKING.** Smoking or tobacco products are not permitted at the WRF at any time.
6. Truck drivers need to call (707) 431-3346 or the 24-hour Dispatch Call Center (707) 431-7000, (855) 755-6586 to report vehicle issues, damaged equipment, permit violations, or recycled water concerns.
7. Do **not** leave any trash or debris in the filling station areas.

HANDLING RECYCLED WATER

1. Recycled water users should apply hand sanitizer or wash their hands with soap and potable water after working with recycled water.
2. Do **not** drink recycled water or use it for food preparation.
3. Truck drivers should be equipped with an adequate first aid kit. Cuts or abrasions should be promptly washed, disinfected, and bandaged.
4. All un-delivered recycled water shall be returned to the WRF (or the sanitary sewer) for proper disposal.
5. Vehicle recycled water storage tanks or containers must be cleaned of contaminants prior to use. A truck or tank that has contained material from a septic tank, cesspool, or hazardous waste shall not be used to convey recycled water.
6. Truck storage tanks for the storage and transport of recycled water must comply with all federal, state of California and local requirements for the storage and transport of water that is to be reused.

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7. Storage tanks cannot have prior use of carrying substances that are hazardous, within the meaning of federal or state of California definitions of hazardous or toxic materials, wastes or substances or poison.
8. Tanker trucks used to transport recycled water shall not be used to carry potable water unless they are properly disinfected and approved by the California Department of Public Health Food and Drug Branch.
9. The treatment, storage, distribution, or reuse of recycled water shall not create a nuisance as defined in Section 13050(m) of the California Water Code.

I CERTIFY THAT I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE ABOVE GUIDELINES.

Permit Number: _____

Date: _____

Print Name: _____

Signature: _____

Company: _____

California Driver License Number: _____

**City of Healdsburg
Landscape Irrigation Recycled Water Program
Recycled Water Inspection Form for Commercial Haulers/Distributors**

Customer/Delivery Information	
Commercial Hauler:	
Customer Name:	
Delivery Address:	
Name of Recycled Water Site Supervisor:	
Customer Permission to Use Recycled Water	
<input type="checkbox"/> Has Customer signed the "Recycled Water Fill Station User Application and Agreement?" <input type="checkbox"/> Has Customer participated in the "City of Healdsburg Landscape Irrigation Recycled Water Program User Training?"	
Volume of Recycled Water Delivered (gallons):	Inspection Date:
Recycled Water Use Signs Posted Onsite? (Number, Locations)	
Number and Type of Storage Container(s):	
<input type="checkbox"/> Recycled Water Notice Stickers are visible on all storage containers	

Inspection Checklist for Deliveries over 300 gallons	
1. Is recycled water used at the site for any unapproved uses? (Approved uses include irrigation of landscape vegetation, irrigation of vegetables and fruits for residents)	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is recycled water being stored >4 days after delivery?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Is there evidence of runoff of recycled water from the customer's property? Note if runoff may have entered storm drains or surface waters.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Is there evidence of over-application of recycled water (i.e., ponding, mud, odors)? Note evidence of mosquito breeding or other disease vectors.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Is there evidence of recycled water sprayed over streams, passing vehicles, buildings, potable water fountains or food handling areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Are there any leaks or breaks in the irrigation system components or equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Is there evidence that the recycled water storage containers or distribution system is being used for other purposes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Is there evidence of any cross-connections to potable water supply?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Are recycled water storage containers connected to pipes? Only above ground hose connections are allowed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Is recycled water being introduced to a below ground irrigation system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Are any domestic water supply well(s) located on the property? Note number and location of wells.	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. If "yes" to Question 11, is there evidence of recycled water application within 50 feet of the domestic water supply well(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If "yes" answers were recorded for Questions 1-10 and 12, note evidence and describe communication with Recycled Water Site Supervisor. Report information to City of Healdsburg within 24 hours.

Information Reported to City of Healdsburg

Name of City Staff Member:

Date, Time, Method of Communication:

13. Are any backflow prevention devices located on site?

Yes
 No

If present, describe the location and purpose of the backflow prevention devices.

Note other relevant information or possible violations of City of Healdsburg Recycled Water Guidelines, State Water Resources Control Board General Waste Discharge Requirements for Recycled Water Use (Order WQ 2014-0090-DWQ), or Title 17, Title 22 of the California Code of Regulations.

