

RECYCLED WATER TRUCK PROGRAM APPLICATION & 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.ci.healdsburg.ca.us



APPLICATION

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

USER INFORMATION:

User's Name (individual): _____

Name of Company: _____

Mailing Address: _____

City/State/ZIP Code: _____

Office Phone: _____ Fax: _____

Primary Contact: _____ Title: _____

Site Supervisor (if applicable): _____

Cell Phone or Other Phone: _____

Email: _____

TRUCK INFORMATION:

Provide the following information for the truck(s) for which a permit is requested. City staff must inspect each truck to determine that it is equipped with the necessary air gap before decal issuance.

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

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RECYCLED WATER INFORMATION (CHECK ALL THAT APPLIES):

Use of Recycled Water: Compaction Dust Control

Construction Purposes Other: _____

Application Method: Tank Truck Spray System Hose

Other: _____

Where you expect to apply recycled water:

Region or Approximate Location: _____ Approximate area (sq. ft.) _____

Region or Approximate Location: _____ Approximate area (sq. ft.) _____

Region or Approximate Location: _____ Approximate area (sq. ft.) _____

Region or Approximate Location: _____ Approximate area (sq. ft.) _____

(Attach separate sheet if necessary)

CERTIFICATION:

I certify that I am an authorized agent for the User cited in this application and that I have authority to bind the User 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, understand, and agree to abide by all of the City Recycled Water Truck Program Permit and Guideline conditions, and applicable recycled water use rules and regulations set forth by the Regional Water Quality Control Board and California Department of Public Health.

Company: _____

Print Name of User: _____

Signature of User: _____

Date: _____

Title: _____

PERMIT

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

Permit Number: _____ Effective Date of Permit: _____

AUTHORIZATION:

User is authorized to use recycled in accordance with City's Recycled Water Permit, Guidelines and applicable recycled water use requirements and restrictions set forth by the Regional Water Quality Control Board and California Department of Public Health.

Authorized City Staff Printed Name: _____

Authorized City Staff Signature: _____ Date: _____

PERMIT CONDITIONS

NOTIFICATION REQUIREMENTS:

For any change in information provided within the permit after issuance of this Permit, you must provide notice to the City within 1 business day. This Recycled Water Use Permit must be available for inspection at all times. The recycled water user/user's agent must carry one copy in the truck. This Permit is subject to all applicable recycled water use requirements and restrictions set forth by the Regional Water Quality Control Board and California Department of Public Health.

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

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

Municipal Utilities Department
Water/Wastewater Superintendent

City of Healdsburg
Recycled Water Trucking Program
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, notices, bills, and payments 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, bills, and payments are to be given by giving notice pursuant to this paragraph.

FEES, RATES, AND CHARGES:

All fees are subject to change, pending Council approval. There are currently no processing fees to process the initial application, permit or usage fees.

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

HOLD HARMLESS AND INDEMNIFICATION:

Each party hereto agrees to protect, indemnify, defend and hold harmless the other party and its directors, officers, employees, agents, successors and assigns from and against any and all actual or potential claims, liabilities, damages, losses, fines, penalties, judgments, awards, costs and expenses (including without limitation reasonable attorneys' fees and costs and all foreseeable, unforeseeable and consequential damages) asserted against, resulting to, imposed upon or incurred by said other party by reason of the first party's breach of any provisions of this Agreement or the Order. This indemnification shall survive the termination of this Agreement.

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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 by the City if the City determines that User has violated any of the Healdsburg Recycled Water Guidelines, the RWQCB or CDPH 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.

NO ENTITLEMENT TO WATER/SUPPLY SUBJECT TO AVAILABILITY:

This Permit does not entitle User to any quantity of recycled water. Supply of recycled water to User is subject to availability as determined by the City and to any federal, state or local requirements which limit supply or availability. To the extent, recycled water is available; supply shall be on a first-come, first-served basis. Entities with Recycled Water Agreements with the City shall have priority over User in supply of recycled water.

PERMIT NON-TRANSFERABLE:

This permit is issued only to User as specified above. It may not be transferred to any other entity or person.

RECYCLED WATER USE GUIDELINES AND REGIONAL WATER QUALITY CONTROL BOARD REQUIREMENTS:

The City Recycled Water Truck Program Guidelines ("Guidelines") which contain requirements and restrictions for storage, transportation and use of recycled water, are attached to this Permit. Regional Water Quality Control Board and California Department of Public Health Title 22 requirements ("Regional Board/Public Health Recycled Water Requirements") are also attached to this Permit. User agrees to abide by all of the requirements and restrictions contained in the Guidelines and the Regional Board/Public Health Recycled Water Requirements.

User has identified the person responsible for implementing worker/public protection requirements specified in the Guidelines and the Regional Board/Public Health Recycled Water Requirements at each site (e.g., that humans are not to drink recycled water or use it for preparing food, etc.)

In the event there is a recycled water spill, questions on compliance requirements, or User notices a use not in accordance with requirements stated herein, User shall contact the City of Healdsburg Municipal Utilities Department and report the incident immediately (707-431-3346).

RECYCLED WATER TRUCK PROGRAM GUIDELINES

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These Recycled Water Truck Program Guidelines specify requirements for the Recycled Water Truck Program (RWTP) being implemented for use of recycled water generated from the City of Healdsburg Reclamation Facility, NPDES NO. CA0025135. The City of Healdsburg ("City") is the owner and/or operator of the facility.

RECYCLED WATER QUALITY

The RWTP supplies clean, safe recycled water that has been through an advanced treatment process that includes biological nutrient removal, membrane bio-reactor microfiltration, and ultra-violet disinfection. Recycled water treated to these levels meets the rigorous and protective standards set by the California Department of Public Health.

ADMINISTRATIVE REQUIREMENTS

1. Customers with trucks interested in utilizing recycled water must apply for a Recycled Water Use Permit. The application may be obtained via one of the following methods:
 - 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.ci.healdsburg.ca.us)
2. Application forms must be completed and returned, with copies of required documents attached (photocopies, PDFs, scanned documents acceptable), to CDC. Options for submitting completed applications include:
 - a. Mail to: 401 Grove Street Healdsburg CA, 95448 – Attention: Recycled Water Trucking Program.
 - b. Email to: rscates@ci.healdsburg.ca.us – Subject: Recycled Water Trucking Program.
 - c. Fax to: (707) 431-3140 - Attention: Recycled Water Trucking Program.

GENERAL PERMIT REQUIREMENTS

1. Currently the use of the City of Healdsburg reclaimed wastewater is restricted to soil compaction, dust control, construction use, and agricultural micro-irrigation. Use is limited to dry periods or short duration, complies with the basin plan, and complies with statewide reclamation requirements. Agricultural users must also complete the agricultural user agreement.
2. Tank trucks must be equipped with an air gap.

RECYCLED WATER TRUCK PROGRAM GUIDELINES

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 permit application).
4. Truck owners must show proof of valid truck registration (a copy for each truck registration must be attached to permit application).
5. Before trucks can be filled for the first time, all truck owners and/or drivers are required to attend a brief on-site orientation/training in order to learn about using the filling station and the proper handling and use of recycled water. The City will schedule the on-site orientation/training and inform customers of the date, time, and location.
6. Once the customer completes the on-site orientation/training and the City verifies the required air gap, the City will issue a signed Recycled Water Use Permit along with three magnetic recycled water signs to affix to the customer's truck (both sides and rear). The City provides the first set of signs at no charge; the customer will have to pay (at cost) for any replacement signs.
7. The Recycled Water Use Permit must be available for inspection at all times.
8. The recycled water user/user's agent must carry at least one copy in the truck.
9. The driver of the recycled water delivery truck and the construction site supervisor are responsible for ensuring all required Federal, State, and City Recycled Water Requirements and Guidelines are followed.

RECLAIMED FILLING STATION LOCATIONS & REQUIREMENTS

Locations:

Filling Station #1

City of Healdsburg Water Reclamation Facility
340 Forman Lane, Healdsburg CA 95448

Filling Station #2

Kinley Drive Hydrant
280 Kinley Drive, Healdsburg, CA 95448

Requirements:

1. Recycled water is available at the City Water Reclamation Facility (WRF) Purple Hydrant and Kinley Drive Purple Hydrant filling stations. Upon request the City will provide maps and directions to the WRF and Kinley filling stations.
2. Filling Stations will be locked at all times.
3. Only authorized and prescribed users will have access to filling stations.
4. Trucks must have an affixed and appropriately placed recycled water signage to fill at the stations
5. When filling at the Kinley Drive filling station, access to Opperman's gate/driveway cannot be blocked. Driving through Opperman's yard is not allowed.
6. If the truck is longer than 40 feet, haulers must fill up at the Treatment Plant.
7. If the Kinley Drive filling station is occupied, you must either go the Treatment Plant or stage on Westside Road at the Highway 101 crossing. Staging in front of Opperman's is not permitted.

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8. **NO IDLING.** Turn off your truck engine while filling or waiting at the filling stations.
9. **NO SMOKING.** Smoking or tobacco products are not permitted at the plant at any time.
10. Truck drivers needs to call (707) 431-3346 to report vehicle issues, damaged equipment, permit violations, or recycled water concerns.
11. Do **not** leave any trash or debris in the filling station area.

RECYCLED WATER HANDLING AND USE REQUIREMENTS, PROHIBITIONS AND BEST MANAGEMENT PRACTICES

1. Recycled water users should apply hand sanitizer or wash their hands with soap and potable water after working with recycled water.
2. Recycled water shall not be applied in areas where the public would be inadvertently exposed to recycled water.
3. Do **not** drink recycled water or use it for food preparation. Additionally, the truck driver must notify workers and/or the public when recycled water is used at a site and tell them that they are not to drink recycled water or use it for food preparation.
4. Precautions should be taken to avoid food coming into contact with recycled water while the use site is still wet.
5. Truck drivers should be equipped with an adequate first aid kit. Cuts or abrasions should be promptly washed, disinfected and bandaged.
6. Recycled water shall not be allowed to spray onto external drinking water fountains or faucets used for potable water.
7. Recycled water shall not be applied where it could contact or enter passing vehicles, buildings, areas where food is handled or eaten, or storm drains.
8. Recycled water users shall take adequate measures to prevent overspray, ponding, or run off of recycled water from the authorized recycled water use area(s) or at the designated filling stations.
9. Recycled water shall not be allowed to escape from the designated filling stations as surface flow that would either pond and/or enter waters of the State.
10. Recycled water shall not be applied on water-saturated or frozen ground or during periods of precipitation such that runoff is induced or ponding is created.
11. Recycled water shall not be applied on slopes if runoff cannot be controlled.
12. All unused recycled water shall be returned to a Wastewater Treatment Facility or upon City approval, discharged into the sewage conveyance system for proper disposal.
13. There shall be no irrigation or impoundment of recycled water within a minimum of 50 feet of any domestic (drinking water) well.

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14. Recycled water shall not be applied into State waters, within 25 feet of State waters containing standing or flowing water, nor in a manner that could result in uncontrolled runoff into State water.
15. Vehicles used for transportation and distribution of recycled water must have watertight valves and fittings, and must not leak.
16. Recycled water storage/hauling tanks must be clean of all substances to prevent contamination with residue. A truck or tank that has contained material from a septic tank, cesspool, or hazardous waste shall not be used to convey recycled water. 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.
17. Truck storage tanks for the storage and transport of recycled water must comply with all Federal, State of California, County and City requirements for the storage and transport of water that is to be reused.
18. Recycled water must not be introduced into any permanent piping system and no connection shall be made between the tank truck and any part of a potable water system.
19. User must comply with all requirements and restrictions specified by the Regional Water Quality Control Board and California Department of Public Health Title 22.
20. Tank trucks used to transport recycled water should not be used to carry potable water unless approved by the California Department of Public Health Food and Drug Branch.
21. 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: _____