# Instructions

It may be possible to send water from construction sites into the sanitary sewer if approved by the King County Industrial Waste Program (KCIW) and the local sewer agency.

## Who needs approval

Most construction projects discharging to sanitary sewers in King County’s Wastewater Service area (including combined sewers that carry stormwater and sewage in the older parts of Seattle) need approval.

* Single family residential construction projects should check with the local city or sewer agency. KCIW does not require applications from these projects.
* Projects discharging to separated storm sewers or surface water bodies do not need approval from wastewater utilities. Check with the appropriate entity:
* Contaminated site any size: Washington State Department of Ecology
* Clean site more than 1 acre: Washington State Department of Ecology
* Clean site less than 1 acre: Local jurisdiction’s stormwater utility

## How to get approval to discharge to sanitary sewers

1. Contact the local sewer agency. Confirm they accept water from construction sites. Confirm the location and conditions for discharging to their system. A list of local agencies is available: <http://www.kingcounty.gov/environment/wtd/About/SewerAgencies.aspx>
2. Select your King County construction dewatering application (individual or general).
3. Download, complete, print and sign your application. Scan your signed application and submit it to King County via email: [info.KCIW@kingcounty.gov](mailto:info.KCIW@kingcounty.gov).
4. Contact the local sewer agency for permission to connect to their system and any additional requirements.

## Select your King County application

KCIW offers two types of authorizations for discharging construction water to sanitary sewers: Individual and General. You may be able to use the simpler form, *General Authorization Application for Construction Dewatering,* if your project meets all of the following criteria:

* Site is not contaminated.
* Site is less than 1 acre.
* Project will discharge less than 25,000 gallons per day (gpd) to the sanitary sewer.
* Site has a sedimentation tank.

If your project does not meet all four criteria, you must use this form, *Individual Authorization Application for Construction Dewatering.* Both forms areavailable at [www.kingcounty.gov/industrialwaste](http://www.kingcounty.gov/industrialwaste). Applying for a General Authorization is easier and requires less documentation (no exhibits) than an Individual Authorization. No reporting is necessary once the General Authorization is approved.

## Tips for a Successful Application

* Complete one application for each construction site.
* Answer all questions; use additional pages, if needed. (See the application checklist on page 2.)
* Make sure the authorized representative (site owner) signs this application. (See pages 3 and 4.)
* Keep the original signed application in your records until the project is complete.
* For questions, contact KCIW at [info.KCIW@kingcounty.gov](mailto:info.KCIW@kingcounty.gov) or 206-477-5300.

# Application Checklist

Before submitting your application, use this checklist to make sure you have included all the necessary information and documentation.

**Checklist for Individual Authorization Application**

|  |  |
| --- | --- |
| **Application Component and Page Number** | **Completed** |
| Signature of authorized representative or owner (page 3) |  |
| Signed signature delegation if authorized representative or owner is delegating signature authority (page 4) |  |
| Project Information (page 5) |  |
| Detailed project information (pages 6 and 7) |  |
| Exhibit A, Site Plan (page 8) |  |
| Exhibit B, Wastewater Treatment System Description (page 8) |  |
| Exhibit C, Dewatering Schedule (required for sites requesting discharge approval for longer than six months) (page 8) |  |
| Exhibit D, Description of Contamination (required for sites with known groundwater or sediment contamination) (page 8) |  |

# Required Signature

**NOTE: A construction site owner must sign this page and/or the reverse page to delegate signature authority.**

King County Code 28.82.050 requires a signature from an “authorized representative” on all wastewater applications and reports. An authorized representative is responsible for the accuracy of the information provided. For construction projects, it is the site owner. The authorized representative may be one of the following:

1. The president, secretary, treasurer, or a vice-president of the corporation in charge of a principal business function or any other person who performs similar policy or decision-making functions
2. The manager of one or more manufacturing, production, or operating facilities, but only if the manager:
3. Is authorized to make management decisions that govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiate and direct other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations;
4. Can ensure that the necessary systems are established or actions taken to gather complete and accurate information for control mechanism requirements and knowledgeable of King County reporting requirements; and;
5. Has been assigned or delegated the authority to sign documents, in accordance with corporate procedures
6. A general partner or proprietor for a partnership or proprietorship
7. A director or highest official appointed or designated to oversee the operation and performance of the industry if the industrial user is a government agency
8. An individual and/ or position—delegated in writing by one of the first four (A–D above)—who is responsible for the overall operation of the facility from which the discharge originates or has overall responsibility for environmental matters for the company or agency.

**Use the form on reverse to delegate signature authority.**

|  |  |  |
| --- | --- | --- |
| *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, or those persons directly responsible for gathering the information, the information submitted 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 for knowing violations.* | | |
|  |  |  |
| Name |  | Street Address |
|  |  |  |
| Title |  | City, State, and Zip |
|  |  |  |
| Company Name |  | Email |
|  |  |  |
| Phone |  | Signature |
|  |  |  |
| Cell Phone (optional ) |  | Date |

**Delegation of Signature Authority Form**

This form is only required if the authorized representative wishes to delegate signature authority. Use additional copies of this page to delegate to additional people or positions.

Person Delegating Signature Authority

By signing below, I certify that I am authorizing the following person(s) and/or position(s) to receive signature authority. I am an authorized representative for the company named in this application because I meet the following definition listed on the reverse page:



|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name |  | Street Address |
|  |  |  |
| Title |  | City, State, and Zip |
|  |  |  |
| Company Name |  | Email |
|  |  |  |
| Phone |  | Signature |
|  |  |  |
| Cell Phone (optional) |  | Date |

**Person(s) and/or Position(s) Receiving Signature Authority**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | | |  |  | **2.** | | |
| Name or Position | | |  |  | Name or Position | | |
|  | | |  |  |  | | |
| Title | | |  |  | Title | | |
|  | | |  |  |  | | |
| Company Name | | |  |  | Company Name | | |
|  |  |  |  |  |  |  |  |
| Phone |  | Street Address |  |  | Phone |  | Street Address |
|  |  |  |  |  |  |  |  |
| Email |  | City, State, and Zip Code |  |  | Email |  | City, State, and Zip Code |
|  | | |  |  |  | | |
| Signature | | |  |  | Signature | | |
| **3.** | | |  |  | **4.** | | |
| Name or Position | | |  |  | Name or Position | | |
|  | | |  |  |  | | |
| Title | | |  |  | Title | | |
|  | | |  |  |  | | |
| Company Name | | |  |  | Company Name | | |
|  |  |  |  |  |  |  |  |
| Phone |  | Street Address |  |  | Phone |  | Street Address |
|  |  |  |  |  |  |  |  |
| Email |  | City, State, and Zip Code |  |  | Email |  | City, State, and Zip Code |
|  | | |  |  |  | | |
| Signature | | |  |  | Signature | | |

# Project Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Applicant/Project Name |  | | | |
| Project Location  (Address, City, and Zip Code) |  | | | |
| NOTE: The site owner will be issued the discharge approval; the contractor or consultant will be sent a copy. | | | | |
|  | **Site/Project Owner (Must be authorized or delegated signatory)** | | **Contractor/Consultant** | |
| Name |  | |  | |
| Title |  | |  | |
| Company |  | |  | |
| Mailing address |  | |  | |
| City/state/zip code |  | |  | |
| Office telephone no. |  | |  | |
| Cellphone no. |  | |  | |
| Fax no. |  | |  | |
| Email address |  | |  | |
| Primary person to be contacted about this application if not listed above (name, address, telephone, email) |  | | | |
| NOTE: Use attachments, if necessary, to provide the following information. | | | | |
| Detailed description of project construction |  | | | |
| Start date of dewatering |  | End date of dewatering | |  |
| Site size |  | | | |
| Environmental permits issued for the site that are relevant to this project (for example: NPDES, Ecology Notice of Intent) |  | | | |

# Detailed Project Information

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| --- | --- | --- | --- | --- | --- | --- |
| **Follow these instructions to complete the table below:**  * **Process or activity generating wastewater.** Enter a brief process number and name for each process and activity (for example: 1. well dewatering, 2. wheel wash, 3. equipment cleaning, 4. concrete curing, 5. jet grouting, 6. contaminated stormwater runoff). * **Substances and/or pollutants in wastewater.** List all substances in the wastewater (such as sediment/solids, caustic and/or acidic, oil and grease, other contaminants if groundwater or soil is contaminated). * **Type of pretreatment.** For each waste stream, identify the type of wastewater pretreatment you will provide (such as filtration, chemical precipitation, settling, pH neutralization, electrocoagulation, chitosan). King County policy requires that at a minimum, an appropriately sized settling tank (weir tank preferred) must be installed to provide gravity separation. * **Frequency of discharge.** Indicate the frequency of discharge. Enter "continuous" if you will discharge continuously to the sewer as the wastewater is generated or "batch" if you will store wastewater and discharge it to the sewer in batches. * **Discharge point.** Enter the manhole or side sewer location approved by the local city or sewer agency for temporary connection to the sewer. * **Daily quantity discharged.** Calculate the projected daily maximum discharge volume for each process or activity and then the total for all processes and activities. | | | | | | |
| **Process or Activity Number** | **Process or Activity that Generates Wastewater** | **Substances and/or Pollutants in Wastewater** | **Type of Pretreatment** | **Frequency of Discharge** (continuous or batch) | **Discharge Point** if known (manhole, side sewer location) | **Maximum Daily Quantity Discharged** (gallons) |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Total maximum daily discharge volume** | | | | | |  |
| **Water Quantity Balance Calculations**  For each process or activity listed in the table above, thoroughly document the information, methods, and assumptions used to calculate your site’s water quantity balance. Use a storm event of 2 inches per 24 hours to calculate the maximum daily stormwater runoff volume. Add attachments if you need more space. | | | | | | |

# Detailed Project Information (continued)

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| --- |
| If your project will discharge greater than 25,000 gpd during November through April, explain in detail why discharge to surface water is not feasible. |
| Is there known groundwater or soil contamination on site?    If yes, provide a summary of the contamination, site history, and sources of contamination. Submit Exhibit D (see page 8). |
| Does this site have a Temporary Erosion and Sediment Control (TESC) Plan that outlines best management practices (BMPs)?  If yes, the plan must be available onsite for reference throughout the project.  If no, please explain: |
| Contact the local sewer agency (city or sewer district) to receive instructions on discharge conditions. ([www.kingcounty.gov/environment/wtd/About/SewerAgencies.aspx](http://www.kingcounty.gov/environment/wtd/About/SewerAgencies.aspx)) and complete the following:  Name and telephone number of the local city or sewer district personnel you contacted.    Maximum discharge rate (gpm) specified by the local city or sewer district contact.    Sewer account number or billing method that the local city or sewer district will use to assess sewer fees. |

# Exhibits

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| **Exhibits A and B are required for all applications.**   1. **Site Plan.** Attach a site plan that shows the location of activities or processes generating wastewater, settling ponds/tanks or other wastewater treatment system components, wastewater conveyance lines, temporary points of discharge (approved by the local city or sewer district), groundwater and/or sediment sampling locations, streets, and public sewer and storm drainage facilities. 2. **Wastewater Treatment System.** Attach a description of the proposed wastewater treatment system, including the following: 3. Diagrams, specification sheets, and basic design data for system components (for example, pumps, tanks, mixers). 4. Schematic flow diagram of the treatment process that shows system piping, tanks, and control features. 5. Maximum flow rate for the system.   NOTE: KCIW may require an engineering justification and/or other evidence demonstrating that discharge from the site will meet applicable permit effluent limitations.  *Minimum Standards for Rectangular Sedimentation Tank Design* is available here: <http://www.kingcounty.gov/environment/wastewater/IndustrialWaste/GettingDischargeApproval/Construction/Sedimentation_tanks.aspx>.  **Exhibit C is required for approval of projects that will discharge longer than six months:**   1. **Dewatering Schedule.** Attach a wastewater discharge schedule indicating when each activity or process is expected to generate wastewater for the duration of the project. For each process and discharge period, specify the projected maximum daily discharge volume. (See example below.)   NOTE: The chart below is included as an example only. You may create a similar table or use a different format, provided it includes the requested information.    **Exhibit D is required for sites with known groundwater or sediment contamination:**   1. **Description of contamination sources and chemical characteristics.** Attach a summary (preferably in table format) of all available groundwater and/or sediment quality data. Indicate groundwater and/or sediment sample locations on the site plan (Exhibit A). |