

THE CORPORATION OF THE TOWN OF SHELBURNE

BY-LAW NUMBER # 46 -2009

SEWER USE BY-LAW

WHEREAS pursuant to the provisions of the Municipal Act, 2001, S.O. 2001, s. 11, the Council of The Corporation of the Town of Shelburne has authority to pass this by-law;

NOW THEREFORE THE COUNCIL of The Corporation of the Town of Shelburne enacts as follows:

Part 1 - Definitions

1. In this bylaw:

- (a) “biomedical waste” means biomedical waste as defined in the Ontario Ministry of the Environment Guideline C-4 entitled “The Management of Biomedical Waste in Ontario” dated April 1994, as amended from time to time;
- (b) “blowdown water” means water that is discharged from a cooling or heating water system for the purpose of controlling the level of water in the system or for the purpose of discharging from the system materials contained in the system, the further build-up of which would impair the operation of the system;
- (c) “combined sewer” means a sewer intended to function as a storm sewer and a sanitary sewer designed to carry sewage, storm water, or uncontaminated water;
- (d) “combustible liquid” means a liquid that has a flash point not less than 37.8 degrees Celsius and not greater than 93.3 degrees Celsius;
- (e) “cooling water” means water that is used in a process for the purpose of removing heat and that has not, by design, come into contact with process materials and that has been circulated through the cooling device, but does not include blowdown water;
- (f) “discharger” means an individual, association, partnership, corporation, municipality, or an agent or employee thereof, in occupation or having the charge, management, or control of a plant, sewage, storm water, uncontaminated water or any combination there of, to which this by-law applies;
- (g) “fuel” means alcohol, gasoline, naphtha, diesel fuel, fuel oil or any other ignitable substance intended for use as a fuel;
- (h) “hailed sewage” means waste removed from a cesspool, a septic tank system, a privy vault or privy pit, a chemical toilet, a portable toilet, or a sewage holding tank;
- (i) “hailed waste” means any industrial waste which is transported to and deposited into any location in the sewage system excluding hailed sewage;

- (j) “ignitable waste” means
a substance that,
- (i) is a liquid, other than an aqueous solution containing less than 24 per cent alcohol by volume and has a flash point less than 61 degrees Celsius, as determined by the Tag Closed Cup Tester (ASTM D-56-79), the Setaflash Closed Cup Tester (ASTM D-3243-77 or ASTM D-3278-78), the Pensky-Martens Closed Cup Tester (ASTM D-93-79), or as determined by an equivalent test method,
 - (ii) is a solid and is capable, under standard temperature and pressure, of causing fire through friction, absorption of moisture or spontaneous chemical changes and, when ignited, burns so vigorously and persistently that it creates a danger;
 - (iii) is an ignitable compressed gas (Class 2, Division D) as defined in the Transportation of Dangerous Goods Act, 1992, S.C. 1992, and regulations, as amended,
 - (iv) is an oxidizing substance (Class 5, Divisions 1 and 2) as defined in the Transportation of Dangerous Goods Act, 1992, S.C. 1992, and regulations, as amended;
- (k) “industrial” means
of or pertaining to industry, manufacturing, commerce, trade, business, or institutions as distinguished from domestic or residential;
- (l) “municipal sewage system” means
the system for the collection, transmission, treatment or disposal of sewage and contaminated water, including a combined sewer, sanitary sewer or storm sewer, or any part of such system, operated by or for The Corporation of the Town of Shelburne;
- (m) “PCB” means
any monochlorinated or polychlorinated biphenyl or any mixture of them or mixture that contains one or more of them;
- (n) “PCB waste” means
a PCB waste within the meaning of O.Reg.352, R.R.O 1990, as amended, made under the Environmental Protection Act, R.S.O. 1990 c.E. 19 (EPA);
- (o) “pesticide” means
a pesticide regulated under the Pesticides Act, R.S.O. 1990, c.P. (PA);
- (p) “plant” means
any site capable of discharging to a sewage system covered by this bylaw;
- (q) “reactive waste” means
a substance that is any one or more of the following:
- (i) is normally unstable and readily undergoes violent changes without detonating,
 - (ii) reacts violently with water,
 - (iii) forms potentially explosive mixtures with water,
 - (iv) when mixed with water, generates toxic gases, vapours or fumes in a quantity sufficient to present danger to human health or the environment,
 - (v) is a cyanide or sulphide bearing waste which, when exposed to pH conditions between 2 and 12.5, can generate toxic gases, vapours or fumes in a quantity sufficient to present danger to human health or the environment,
 - (vi) is capable of detonation or explosive reaction if it is subjected to a strong initiating source or if heated under confinement,
 - (vii) is readily capable of detonation or explosive decomposition or reaction at standard temperature and pressure, or
 - (viii) is an explosive (Class 1) as defined in the Transportation of Dangerous Goods Act, 1992, S.C. 1992, and regulations, as amended;
- (r) “sanitary sewer” means
a municipal sewer for the collection and transmission of domestic, residential, commercial, institutional and industrial sewage or any combination thereof;

- (s) “sewage” means any liquid, solid or gas containing organic, inorganic, animal, vegetable or mineral matter in solution or in suspension but does not include storm water or uncontaminated water;
- (t) “sewage system” means any system for the collection, transmission, treatment or disposal of sewage and contaminated water, including a combined sewer, sanitary sewer or storm sewer, or any part of such system, but does not include plumbing or other system solely for the private, exclusively on-site collection and transmission of sewage and contaminated water;
- (u) “single grab sample” means a portion of the discharge from or deposit to the sewage system taken at a particular time and place;
- (v) “spill” means a direct or indirect discharge or deposit to the sewage system or the natural environment which is abnormal in quantity or quality in light of all the circumstances of the discharge;
- (w) “storm sewer” means a municipal sewer for the collection and transmission of uncontaminated water, storm water, drainage from land or from a watercourse or any combination thereof;
- (x) “storm water” means rainwater runoff, water runoff from roofs, flow from foundation drains, snow melt, and surface runoff;
- (y) “uncontaminated water” means potable water as supplied by the municipality or any other water to which no matter has been added as a consequence of its use;
- (z) “waste disposal site leachate” means leachate from any waste disposal site;
- (za) “waste radioactive prescribed substances” means uranium, thorium, plutonium, neptunium, deuterium, their respective derivatives and compounds and such other substances as the Atomic Energy Control Board may designate as being capable of releasing atomic energy or as being requisite for the production, use or application of atomic energy.

Part 2 - Sanitary and Combined Sewer Requirements

2.1 No person shall discharge or allow the discharge into the municipal sewage system anything which will result in the biosolids from the municipal system directly or indirectly failing to meet the objectives and criteria as set out in the Nutrient Management Act, 2002, and Regulation 267/03 as amended from time to time.

2.1.1 No person shall discharge or allow the discharge into the municipal sewage system of sewage which causes or may cause or results or may result in any one or more of the following conditions:

- (a) a health or safety hazard to a sewage system person authorized to operate, maintain, repair or otherwise work on a sewage system;
- (b) a breach of the Ontario Water Resources Act, R.S.O. 1990, c. O.40 (OWRA) or the EPA, as amended from time to time, or any regulation made there under from time to time;
- (c) an obstruction or restriction to the flow of the sanitary sewer or combined sewer;
- (d) an offensive odour to emanate from the sanitary sewer, combined sewer or sewage system;

- (e) damage to the sanitary or combined sewer system infrastructure; interference with the operation and maintenance at a sewage system;

2.1.2 No person shall discharge or allow the discharge into the municipal sewage system of sewage with any one or more of the following characteristics:

- (a) a pH less than 6.0 or greater than 10.5;
- (b) consisting of two or more separate liquid layers;
- (c) having a temperature greater than sixty degrees Celsius.

2.1.3 No person shall discharge or allow the discharge into the municipal sewage system of sewage containing one or more of the following:

- (a) biomedical waste, except where the sewage meets the conditions for discharge as listed in the Ontario Ministry of the Environment Guideline C-4 entitled "The Management of Biomedical Waste in Ontario" dated April 1994, as amended from time to time;
- (b) combustible liquid;
- (c) fuel;
- (d) hauled sewage, except where:
 - (i) the carrier of the hauled sewage is a waste management system operating under a certificate of approval or provisional certificate of approval issued under the EPA or is exempt from the requirement to have a certificate or provisional certificate of approval;
 - (ii) a copy of the most recent certificate or provisional certificate and any amendment is provided to the Municipality; and
 - (iii) the carrier meets all conditions for discharge that are or may be required from time to time by the Municipality;
- (e) hauled waste, except where:
 - (i) the carrier of the hauled waste is a waste management system operating under a certificate of approval or provisional certificate of approval issued under the EPA or is exempt from the requirement to have a certificate or provisional certificate of approval;
 - (ii) a copy of the most recent certificate or provisional certificate and any amendment is provided to the Municipality;
 - (iii) hauled waste meets the conditions set out in clauses 23(3)(c) and 25(5)(b) of O.Reg 347, R.R.O. 1990, under the EPA, as amended from time to time; and
 - (iv) the carrier meets all conditions for discharge that are or may be required from time to time by the Municipality;
- (f) ignitable waste;
- (g) PCB waste, except where:
 - (i) the discharger has a certificate of approval for a mobile site or PCB mobile waste disposal system issued under the EPA or where the discharger is claiming an exemption, the discharger has demonstrated to the municipality that the conditions of the exemption are met;
 - (ii) a copy of the most recent certificate or provisional certificate and any amendment is provided to the Municipality;
 - (iii) the discharger has written approval from the municipality for the discharge of the PCB waste to the sewage system; and
 - (iv) all requirements of O.Reg. 352 are met;
- (h) pesticides;
- (i) reactive waste;
- (j) waste radioactive prescribed substances, except where:
 - (i) the waste radioactive prescribed substances are being discharged under a valid and current licence issued by the Atomic Energy Control Board or its successor; and
 - (ii) a copy of the licence has been provided to the municipality; or
- (k) waste disposal site leachate, except where:
 - (i) the discharger has written approval from the Municipality which authorizes the discharge or deposit of the waste disposal site leachate to the sewage system; and
 - (ii) where a certificate of approval or order has been issued which includes a provision for the disposal of waste disposal site leachate, a copy of the certificate of approval or order is provided to the municipality or where the discharger is claiming an exemption, the discharger has demonstrated to the municipality that the conditions of the exemption are being met;

2.1.4 No person shall discharge or allow the discharge into the municipal sewage system of sewage containing a concentration, expressed in milligrams per litre, in excess of any one or more of the limits in Table 1 of this by-law entitled “Limits for Sanitary and Combined Sewers”.

2.2 After the third monthly anniversary of the passing of this by-law, no person shall discharge or allow the discharge into the municipal sewage system cooling water, storm water or uncontaminated water except where:

- (a) discharges which have been permitted by the municipality or its predecessor prior to the enactment of this by-law or discharges which have been regularly made since the enactment date of this by-law are identified to the municipality by the discharger and by the dates of the discharges and the municipality has provided exemption in writing to the discharger; or
- (b) the discharger has entered into an agreement with the municipality regarding the discharge prior to any discharge and the discharger is complying with the agreement.

2.3 No person shall discharge or allow the discharge into the municipal sewage system of water which originates from a source separate from the potable water supplied by the municipality except where the following is met:

- (a) the amount of water, location of the water source, and address of discharger where the water is being used is provided to the Municipality;
- (b) in the case where the amount of water taken is greater than 50,000 litres per day and a copy of the Permit to Take Water issued under the OWRA is required, a copy of the Permit to Take Water is provided to the Municipality;
- (c) in the case where the discharger is claiming exemption from the requirement to have a certificate of approval, the discharger has demonstrated to the Municipality that the conditions are met; and
- (d) the discharger has entered into an agreement with the municipality regarding the discharge prior to any discharge and the discharger is complying with the agreement.

Table 1- Limits for Sanitary and Combined Sewers

ATG*	Parameter	Limit (mg/L)
1a	Biochemical Oxygen Demand	300
2	Cyanide, Total	2
4a	Kjeldahl Nitrogen, Total	100
6	Phosphorus, Total	10
8	Suspended Solids, Total	350
9	Cadmium, Total	0.7
	Chromium, Total	5
	Cobalt, Total	5
	Copper, Total	3
	Lead, Total	2
	Molybdenum, Total	5
	Nickel, Total	3
	Silver, Total	5
	Zinc, Total	3
10	Antimony, Total	5
	Arsenic, Total	1
	Selenium, Total	5
12	Mercury, Total	0.05
14	Phenolics (4AAP)	1.0
16	Chloroform	0.04
	1,4 - Dichlorobenzene	0.47
	Methylene chloride	0.21
	1,1,2,2 - Tetrachloroethane	0.04
	Tetrachloroethylene	0.05
	Trichloroethylene	0.07
17	Benzene	0.01
	Ethylbenzene	0.16
	Toluene	0.27
	o-Xylene	0.52
25	Solvent Extractables - mineral or synthetic in origin	15
	Solvent Extractables - animal or vegetable in origin	150
30	Fluoride	10

*ATG – Analytical Test Group as used and presented in the Protocol referenced in Part 9

Part 3 - Prohibition of Dilution

3.1 The addition of water or any other material from any source which is added to sewage for the purposes of dilution to achieve compliance with Part 2 is prohibited.

Part 4 - Storm Sewer Requirements

4.1 No person shall discharge or allow the discharge into the municipal storm sewer system of discharges, unless there is compliance with all of the following:

- (a) the discharge is cooling water or storm water or uncontaminated water;
- (b) the discharge does not interfere with the proper operation of a storm sewer;
- (c) the discharge does not obstruct or restrict a storm sewer or the flow therein;
- (d) the discharge does not result in any hazard or other adverse impact, to any person, animal, property, or vegetation;
- (e) the discharge does not impair the quality of the water in any well, lake, river, pond, spring, stream, reservoir or other water or watercourse;
- (f) the discharge does not contravene or result in the contravention of a certificate or provisional certificate issued under the OWRA or the EPA;
- (g) the discharge does not have one or more of the following characteristics:
 - (i) two or more separate layers;
 - (ii) a pH less than 6.5 or greater than 8.5;
- (h) the discharge does not contain one or more of the following:
 - (i) biomedical waste as defined in the Ontario Ministry of the Environment Guideline C-4 entitled "The Management of Biomedical Waste in Ontario" dated April 1994, as amended from time to time;
 - (ii) combustible liquids;
 - (iii) fuels;
 - (iv) hauled sewage;
 - (v) hauled waste;
 - (vi) ignitable waste;
 - (vii) PCB waste;
 - (viii) pesticides;
 - (ix) reactive waste;
 - (x) waste radioactive prescribed substances;
 - (xi) waste disposal site leachate; and
- (i) the discharge does not contain contaminants from raw materials, intermediate or final products or wastewater from an industrial operation.

4.2 A discharger may be required, upon receipt of notice from the Municipality, to complete one or more of the following activities as stated in the notice addressing storm water from the discharger's site:

- (a) a study on stormwater quality and/or quantity;
- (b) modification and/or construction of stormwater facilities;
- (c) development and implementation of a best management plan;
- (d) adoption and implementation of pollution prevention techniques and measures;
- (e) development and adoption of an environmental management system; or
- (f) any other requirement as specified by the Municipality.

Part 5 - Reporting Requirements

5.1 Prior to any discharge of sewage, storm water, cooling water, uncontaminated water or any combination thereof, to a sewage system, an industrial discharger is required to complete and return to the Municipality the following reports:

- (a) the "Short Version of the Discharger Information Report" attached as Form #1; and

(b) the “Complete Discharger Information Report” attached as Form #2 under the following conditions:

- (i) where in the sole opinion of the Municipality, the discharger may have a significant impact on the sewage system and the municipality has provided notice to complete the report; or
- (ii) the discharger has or may require an extra strength surcharge agreement with the municipality.

5.2 If a discharger was discharging to the sewage system prior to the enactment of this bylaw, the discharger shall comply with the requirements of 5.1 on or before the third monthly anniversary of the passing of this by-law .

5.3 The requirements in 5.2 may be waived by the Municipality, if in the sole opinion of the Municipality, adequate information has been provided to and accepted by the Municipality, prior to the date of enactment of this bylaw.

5.4 The discharger shall provide written notification to the Municipality of any change to the information required under 5.1, 5.2 or 5.3 within seven days of the change.

Part 6 - Discharger Self-Monitoring

6.1 No discharger shall fail to complete any monitoring or sampling of any discharge to a sewage system, as required by the Municipality, and provide the results to the Municipality in accordance with written notification from the Municipality.

6.2 The obligations set out in or arising out of 6.1 shall be completed at the expense of the discharger unless the Municipality has agreed in writing to share the expense with the discharger.

Part 7 - Extra Strength Surcharge Agreement

7.1 The Municipality may authorize an extra strength surcharge agreement with a discharger to permit exceedences for any one or more of the following parameters set out in Table 1, referred to in 2.1.4, for the following, where sewage is discharged to a sanitary sewer or combined sewer:

- (a) Biochemical Oxygen Demand;
- (b) Phenolics (4AAP);
- (c) Solvent Extractables - animal or vegetable in origin;
- (d) Kjeldahl Nitrogen, Total;
- (e) Phosphorus, Total; or
- (f) Suspended Solids, Total.

7.2 The agreement may contain terms and conditions including terms and conditions related to the calculation and payment for the discharge to the sanitary sewer or combined sewer, the provision of security deposit, proof of insurance, and monitoring, and such additional matters as the Municipality reasonably requires.

7.3 During the term of the agreement, the discharger is exempt from meeting the limits set out in the Table referred to in 2.1.4 for the parameter(s) included in the agreement, if all conditions stipulated by the Municipality in the agreement are met.

7.4 Notwithstanding the conditions in 5.4, where a discharger has entered into an extra strength surcharge agreement, any change in the information required in Part 5 shall be submitted to the Municipality prior to the change to allow sufficient assessment of the impact of the change on the agreement.

7.5 The Municipality may terminate the agreement at any time and the termination will be effective within 7 days of the delivery of a written notice to the discharger's site or head office.

Part 8 - Compliance Agreement

8.1 The Municipality may authorize a compliance agreement with a discharger, to eliminate a non-compliance situation, where the discharger is out of compliance with one or more conditions in Part 2.

8.2 The agreement shall have the following characteristics:

- (a) be for a fixed term;
- (b) contain reporting requirements to the Municipality on significant stages in the progress towards compliance as determined by the Municipality; and
- (c) list the condition or conditions identified in 8.1 and include a maximum interim limit for the parameter or parameters covered by the agreement.

8.3 During the term of the compliance agreement, the discharger shall be exempt from those parts of Part 2 specified in the compliance agreement provided that all of the conditions of the agreement are met by the discharger.

8.4 The agreement provided for in 8.1 may be terminated without notice, by the Municipality at any time, where in the opinion of the municipality, there is an immediate threat or danger to any person, animal, property, vegetation, or in any hazard or other adverse impact to a sanitary sewer, a combined sewer or a sewage system and the discharger is required to immediately comply with Part 2 of this by-law.

Part 9 - Sampling and Analytical Requirements

9.1 The sampling and analysis required by this by-law shall be done in accordance with the procedures described in the Ministry of Environment publication "Protocols for the Sampling and Analysis of Industrial/Municipal Wastewater" (January 1999), ISBN 0-7778-1880-9, as amended from time to time by more recent published editions and the publication "Standard Methods for the Examination of Water and Wastewater" (21st edition), as amended from time to time by more recent published editions.

9.2 Non-compliance with this by-law may be established through the analysis of a single grab sample done in accordance with 9.1.

9.3 In the case of sampling a discharge to a combined sewer, any storm water or uncontaminated water which is discharged at the time of sampling, is not to be considered a component of the sample for determining compliance with 2.1.2 or 2.1.4 of this by-law.

9.4 A discharger is responsible for any requirements set out in this by-law in respect of discharges or deposits of sewage, storm water or uncontaminated water into that part of a sewage system over which the discharger has or could have control.

Part 10 - Maintenance Access Points

10.1 The Municipality may require by written notification, the installation of maintenance access points or the upgrading of existing maintenance access points, for each

connection to the sewage system at the site of a discharger, for the purpose of monitoring or sampling discharges as set out in 9.4.

10.2 Maintenance access points required under 10.1 shall be:

- (a) located on the property of the discharger unless the municipality permits an alternative location;
- (b) accessible at all times by the Municipality;
- (c) constructed in a manner which meets the standards of the Municipality;
- (d) maintained to ensure access and structural integrity; and
- (e) maintained and constructed at the expense of the discharger.

Part 11 - Spills

11.1 In the event of a spill to a sewage system, the discharger shall immediately notify the Municipality, provide any information with respect to the spill which the municipality advises it requires and complete any work the Municipality requires to mitigate the spill.

11.2 The discharger shall provide a report on the spill to the Municipality, within seven days after the spill, containing the following information:

- (a) location where spill occurred;
- (b) name and phone number of person who reported the spill and location where they can be contacted;
- (c) date and time of spill;
- (d) material spilled;
- (e) characteristics of material spilled;
- (f) volume of material spilled;
- (g) duration of spill event;
- (h) work completed and/or still in progress in the mitigation of the spill; and
- (i) preventative actions being taken to ensure the situation does not occur again.

Part 12 - Offences

12.1 Any person who contravenes any provision of this By-law is guilty of an offence.

12.1.1 The following is established as a system of fines.

- (a) Each offence is a continuing offence and there shall be fine for each day or part of a day that the offence continues.
- (b) The minimum fine shall be \$500 for each day or part of a day that the offence continues.
- (c) The maximum fine shall be \$50,000 for each day or part of a day that the offence continues.

Part 13 - General

13.1. If a part of this by-law for any reason is held to be invalid, the invalid part shall be deemed to be severed and the remainder of the by-law shall remain in effect until repealed.

13.11. This by-law shall be read with all changes in gender and number, as may be appropriate

BY-LAW READ A FIRST TIME THIS 19TH DAY OF OCTOBER, 2009

BY-LAW READ A SECOND TIME THIS 23RD DAY OF NOVEMBER, 2009

BY-LAW READ A THIRD TIME AND ENACTED THIS 21TH DAY OF DECEMBER, 2009

Mayor

Town Clerk

Form 1
Short Version of the Discharge Information Report

Form #1
The Corporation of the Town of Shelburne Sewer Use Program

This completion of this form is required by all dischargers to sewage system under the Sewer Use Bylaw addressing sewer use in the Town of Shelburne

**If you have any questions on the form, please call 519 925-2600

The completed form is to be forwarded to:
Director of Public Works
Town of Shelburne
203 Main Street East
Shelburne, Ont. L0N 1S0

Please print clearly while completing the form.

The "Short Version of the Discharger Information Report"	
1	Name of Company
2	Address of Company Phone : Fax :
3	Owner of property (if different from Company listed above) Phone : Fax :
4	Brief Description of Product or Service
5	Brief Description of the Process(es) used in the Manufacturing or Servicing

The "Short Version of the Discharger Information Report"

6	<p>Are there or Will there be any of the following wastewater discharges from the description as provided in #5?</p> <table style="width: 100%; border: none;"> <tr> <td style="padding: 2px;">process wastewater</td> <td style="text-align: right; padding: 2px;">Yes / No</td> </tr> <tr> <td style="padding: 2px;">cooling water</td> <td style="text-align: right; padding: 2px;">Yes / No</td> </tr> <tr> <td style="padding: 2px;">other sources of wastewater (other than sanitary) (if yes, brief description)</td> <td style="text-align: right; padding: 2px;">Yes / No</td> </tr> </table>	process wastewater	Yes / No	cooling water	Yes / No	other sources of wastewater (other than sanitary) (if yes, brief description)	Yes / No		
process wastewater	Yes / No								
cooling water	Yes / No								
other sources of wastewater (other than sanitary) (if yes, brief description)	Yes / No								
7	<p>Does the site have any existing connections to the following sewers?</p> <table style="width: 100%; border: none;"> <tr> <td style="padding: 2px;">sanitary</td> <td style="text-align: right; padding: 2px;">Yes / No</td> </tr> <tr> <td style="padding: 2px;">combined</td> <td style="text-align: right; padding: 2px;">Yes / No</td> </tr> <tr> <td style="padding: 2px;">storm</td> <td style="text-align: right; padding: 2px;">Yes / No</td> </tr> </table>	sanitary	Yes / No	combined	Yes / No	storm	Yes / No		
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8	<table style="width: 100%; border: none;"> <tr> <td style="padding: 2px;">Location of process units?</td> <td style="text-align: right; padding: 2px;">Inside / Outside / Outside but covered</td> </tr> <tr> <td style="padding: 2px;">Storage of raw materials?</td> <td style="text-align: right; padding: 2px;">Inside / Outside / Outside but covered</td> </tr> <tr> <td style="padding: 2px;">Storage of intermediate products?</td> <td style="text-align: right; padding: 2px;">Inside / Outside / Outside but covered</td> </tr> <tr> <td style="padding: 2px;">Storage of final products?</td> <td style="text-align: right; padding: 2px;">Inside / Outside / Outside but covered</td> </tr> </table>	Location of process units?	Inside / Outside / Outside but covered	Storage of raw materials?	Inside / Outside / Outside but covered	Storage of intermediate products?	Inside / Outside / Outside but covered	Storage of final products?	Inside / Outside / Outside but covered
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Storage of intermediate products?	Inside / Outside / Outside but covered								
Storage of final products?	Inside / Outside / Outside but covered								
9	<p>Does the site have any of the following programs in place to address discharges to the sewer system?</p> <table style="width: 100%; border: none;"> <tr> <td style="padding: 2px;">Pollution Prevention</td> <td style="text-align: right; padding: 2px;">Yes / No</td> </tr> <tr> <td style="padding: 2px;">Best Management Plan</td> <td style="text-align: right; padding: 2px;">Yes / No</td> </tr> <tr> <td style="padding: 2px;">Environmental Management System</td> <td style="text-align: right; padding: 2px;">Yes / No</td> </tr> <tr> <td style="padding: 2px;">Other program / practises</td> <td style="text-align: right; padding: 2px;">Yes / No</td> </tr> </table>	Pollution Prevention	Yes / No	Best Management Plan	Yes / No	Environmental Management System	Yes / No	Other program / practises	Yes / No
Pollution Prevention	Yes / No								
Best Management Plan	Yes / No								
Environmental Management System	Yes / No								
Other program / practises	Yes / No								
<p>Date form completed :</p> <p>Name and Title of Company Representative:</p> <p>Signature of Authorized Company Representative:</p>									
<p>Note: Completion of the "Complete Discharger Information Report" may be required based on this report and/or subsequent verification of the site by the Municipality.</p> <p>For Municipality use only - date completed form received :</p>									

Form 2
The Complete Discharger Information Report

Form #2
The Corporation of the Town of Shelburne Sewer Use Program

This completion of this form by dischargers to the sewage system is required under certain circumstances by the Sewer Use By-law addressing sewer use in the Town of Shelburne

**If you have any questions on the form, please call 519 925-2600

The completed form is to be forwarded to:
Director of Public Works
Town of Shelburne
203 Main Street East
Shelburne, Ont. L0N 1S0

Please note the following:

Print clearly while completing the form.

- Additional information and attachments - are required .
Indicate what material has been attached to ensure that the municipality is aware of all the information provided.

The "Complete Discharger Information Report"	
1	Name of Company
2	Address of Company Phone: Fax :
3	Owner of property (if different from Company listed above) Phone : Fax:

The "Complete Discharger Information Report"

4	<p>General Site Operation Information</p> <p>Number of Employees involved in</p> <p>plant: office: other: Total:</p> <p>Number of Shifts per day: Number of operating days per week:</p>
5	<p>Description of Product(s) or Service</p> <p>Include Standard Industrial Code (SIC) - state if SIC is Canadian or American</p>
6	<p>Description of the Process(es) used in the Manufacturing or Servicing</p> <p>Include characteristics such as Batch (how many per time period), Continuous, or Both (explanation to be provided), Seasonal Production Cycles, Specific Clean-up Periods and Clean-up Activities</p>

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7	<p>Average Daily Water Use and Sources</p> <table border="1"> <tr> <td>Municipal Supply</td> <td>Yes / No</td> <td>m3/day</td> <td>Estimated or Measured</td> </tr> <tr> <td>Surface Water**</td> <td>Yes / No</td> <td>m3/day</td> <td>Estimated or Measured</td> </tr> <tr> <td>Groundwater*</td> <td>Yes / No</td> <td>m3/day</td> <td>Estimated or Measured</td> </tr> <tr> <td>Other sources**</td> <td>Yes / No</td> <td>m3/day</td> <td>Estimated or Measured</td> </tr> </table> <p>If flow rate varies significantly provide peak flow rates per day and month and explanation.</p> <p>* Provide copy of the Permit to Take Water (as required by the OWRA) according to By-law Requirements</p> <p>** If 'Yes' - provide explanation as an attachment.</p>	Municipal Supply	Yes / No	m3/day	Estimated or Measured	Surface Water**	Yes / No	m3/day	Estimated or Measured	Groundwater*	Yes / No	m3/day	Estimated or Measured	Other sources**	Yes / No	m3/day	Estimated or Measured
Municipal Supply	Yes / No	m3/day	Estimated or Measured														
Surface Water**	Yes / No	m3/day	Estimated or Measured														
Groundwater*	Yes / No	m3/day	Estimated or Measured														
Other sources**	Yes / No	m3/day	Estimated or Measured														
8	<p>Discharge Points from Site</p> <p>List all discharge points and average daily flow in cubic metres per day of sanitary, noncontact cooling water, process wastewater, contact cooling water and other discharge water to the sanitary sewer, combined sewer, storm sewer, groundwater, surface water, evaporation losses (if applicable), and percent of water in final product (if significant and applicable to the site).</p> <p>ie. process wastewater from manufacturing line to sanitary sewer at an average daily flow of 200 m3/day (measured)</p>																
9	<p>Known Characteristics of Discharges</p> <p>Provide existing data on quality of the discharges listed above in # (complete Parameter Information Form for each discharge point as provided with this form)</p>																

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10	<p>Physical Layout</p> <ul style="list-style-type: none"> • Provide sketch of property (to scale or approximate) showing buildings, pretreatment works, property boundaries, effluent lines, and connections to sanitary, combined and storm sewers. • Please identify sewers as listed on the Parameter Information Form as completed above. • Layout may be attached as separate document - leave note to indicate submission with this form. • A flow diagram of the site flows/processes is also required. 								
11	<p>Regulation 347 Information</p> <p>Provide any Generator Registration Numbers that the site under the requirements of Ontario Regulation 347 under the EPA.</p>								
12	<p>Extra Strength Surcharge Agreements (ESSA)</p> <p>Does the site have an existing ES SA with the Municipality? Yes / No Did the site previously have an ESSA with the Municipality? Yes / No</p> <p>If Yes to either question - Attach a copy of each agreement to this form</p>								
13	<p>Pretreatment of Discharges Prior to Discharge</p> <p>Does the site have any pretreatment systems for process effluents prior to discharge to the sewer system? Yes / No</p> <p>If Yes- provide a description of the pretreatment devices, contaminants removed, operational procedures for the device and description of process utilized in the device.</p>								
14	<p>Does the site have any of the following programs addressing discharges to the sewer system in place?</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 40px;">Pollution Prevention</td> <td style="text-align: right;">Yes / No</td> </tr> <tr> <td style="padding-left: 40px;">Best Management Plan</td> <td style="text-align: right;">Yes / No</td> </tr> <tr> <td style="padding-left: 40px;">Environmental Management System</td> <td style="text-align: right;">Yes / No</td> </tr> <tr> <td style="padding-left: 40px;">Other program / practises</td> <td style="text-align: right;">Yes I No</td> </tr> </table> <p>If yes - attach copy of each to the form and explanation for implementation.</p>	Pollution Prevention	Yes / No	Best Management Plan	Yes / No	Environmental Management System	Yes / No	Other program / practises	Yes I No
Pollution Prevention	Yes / No								
Best Management Plan	Yes / No								
Environmental Management System	Yes / No								
Other program / practises	Yes I No								

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Date form completed:

Name and Title of Company Representative -

Signature of Authorized Company Representative -

The information submitted in this form may subject to verification by the municipality:

For Municipality use only

date completed foil 1 ► received :

date information verified/approved:

"Parameter Information Form" for discharges to sanitary and combined sewers

Plant Name and Location:

Date:

For Discharge Point Identified as :

Parameter or Condition*	By-law Limit (mg/L)	Average Concentration or Range (in mg/L)	Significant Variation (Yes or No) and Reason for the Variations	Additional Information Attached (Yes or No)
pH level*	6.0 to 10.5			
two or more layers*	one			
temperature*	60° C			
B.O.D.	300			
Total Cyanide	2			
Total Kjeldahl Nitrogen	100			
Total Phosphorus	10			
Total Suspended Solids	350			
Total Cadmium	0.7			
Total Chromium	5			
Total Cobalt	5			
Total Copper	3			
Total Lead	2			
Total Molybdenum	5			
Total Nickel	3			
Total Silver	5			
Total Zinc	3			
Total Antimony	5			
Total Arsenic	1			

"Parameter Information Form" for discharges to sanitary and combined sewers

Plant Name and Location:

Date:

For Discharge Point Identified as :

Parameter or Condition*	By-law Limit (mg/L)	Average Concentration or Range (in mg/L)	Significant Variation (Yes or No) and Reason for the Variations	Additional Information Attached (Yes or No)
Total Selenium	5			
Total Mercury	0.05			
Phenolics (4AAP)	1.0			
Chloroform	0.04			
1,4 - Dichloromethane	0.47			
Methylene Chloride	0.21			
1,1,2,2 - Tetrachloroethane	0.04			
Tetrachloroethylene	0.05			
Trichloroethylene	0.07			
Benzene	0.01			
Ethylbenzene	0.16			
Toluene	0.27			
o -Xylene	0.52			
Solvent Extractables (Mineral)	15			
Solvent Extractables (Vegetable/Animal)	150			
Fluoride	10			