

City of Guelph - Waste Survey Report

SECTION 1 - GENERAL INFORMATION

Organization/Facility:

Brief description of process, activities, and products:

Property Address:

Phone number:

Other Guelph locations: No

Yes, Details:

Person responsible for effluent control:

Contact number:

After hours contact number:

Facility is: Owned

Leased/rented

Facility owner:

Owner representative:

Contact number:

After hours contact number:

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SECTION 2 – INDUSTRIAL WASTEWATER PROCESSES ON SITE N/A

If the facility has activities and processes that generate industrial wastewater, please complete this section and Section 3. Otherwise, if not applicable, proceed to Section 4.

Number of employees in Plant/Facility:

Number of employees in Office:

Does the facility operate continuously? Yes

No, number of days/week:

Daily shift times:

Are major processes: Continuous Batch Both

Does production vary seasonally? No

Yes, details:

Brief description of clean-up activities:

Daily:

Weekly:

Other:

Provide process flow diagrams to show the equipment used and waste discharge points.

Included with this Waste Survey Report

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SECTION 3 – WASTE CHARACTERISTICS N/A

List all sources of water supply:

Maximum water consumption: m3/day
m3/month

In the table below, identify the type, origin and estimated volume of wastewater discharged (check all that apply):

**Volume may be expressed as a percentage of average total volume discharged per day.*

additional documentation included with this Waste Survey Report

Type	Origin	Estimated Volume
Wash water		
Boiler blowdown		
Sanitary		
Non-contact cooling		
Contact cooling		
Process		
Other		

In the table below, indicate where waste is discharged to (check all that apply):

additional documentation included with this Waste Survey Report

Where	Type
Sanitary sewer	
Storm sewer	
Surface water	
Evaporation	
Other	

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Description of the characteristics of the wastewater generated and discharges to the above, according to the parameters as set out in the City of Guelph's Sewer Use By-law.

Supporting documentation included with this Waste Survey Report

Meets By-law

Exceeds By-law

Ontario Regulation 347 Information

Generator Registration Number:

Description of waste(s):

Generating process:

Waste Class(es):

Waste Hauler:

Disposal Site:

Pre-Treatment

Pre-treatment devices or processes used for treating waste or sludge before discharge to the sanitary sewer system (please check as many as are appropriate):

Air Flotation

Biological Treatment - Type:

Centrifuge

Chemical precipitation

Chlorination

Cyclone

Filtration

Flow equalization

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Grease or oil separator

Grease trap

Grit removal

Ion exchange

Neutralization, pH correction

Ozonation

Reverse osmosis

Screening

Sedimentation

Septic tank

Solvent separation

Spill protection

Sump

Other chemical treatment – type:

Other physical treatment – type:

Other - type

No pre-treatment

SECTION 4 – PHYSICAL LAYOUT

Provide a drawing or sketch of the property (to scale or approximate) to show buildings, pre-treatment works (if applicable), property boundaries, effluent lines, storm and sanitary connections including manholes and catch basins.

Included with this Waste Survey Report (PDF copies are acceptable) [Refer to drawing C301](#)

SECTION 5 – SPILLS RESPONSE PLAN

Provide a copy of the facility Spills Response Plan, if available.

Included with this Waste Survey Report [N/A](#)

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SECTION 6 – HANDLING AND STORAGE

Provide a list of your Global Harmonized System (GHS) (formerly WHMIS) inventory and indicate the general use of each chemical listed. This includes any handling or storage either indoors or outdoors of chemicals, raw materials, products or waste products, please indicate **volumes** of products and **locations** of each product being handled and stored.

Included with this Waste Survey Report [N/A](#)

SECTION 7 – CERTIFICATION

The information contained in the report, to the best of my knowledge, is true, complete and accurate.

Authorized Representative:

Name: _____ Title: _____

Phone: _____ Date: _____

Requirements as per City of Guelph's Sewer Use Bylaw

Every Owner of an Institutional, Commercial, or Industrial premises that produces discharge of Wastewater, Stormwater, Non-contact Cooling Water, Uncontaminated Water, or any combination thereof, shall submit to the City a Waste Survey Report in the format as approved by the City.

Every Owner of a Multi-Residential property serviced by a Private Sewage Collection System shall, upon request, submit to the City a Waste Survey Report in the format as approved by the City.

Every Owner of a Private Sewage Collection System shall, upon request, submit to the City:

- a maintenance, operations, and inspection program for their facilities in a format as approved by the City; and
- any system facility performance details in a format as approved by the City.

Every Owner shall provide written notification to the City of any change to information provided under this By-law or an agreement made hereunder, including but not limited to, Wastewater composition or process changes, within 30 days of the change or within such other time period specified in an agreement.