

# Stanford University

## Procedure for Planned Discharges of Rainwater or Wastewater

Name of Requester/Discharger:	
Phone Number for Requester/Discharger:	
Project Name/Number or Utility System:	
Date Discharge Request Submitted:	
Date(s) of Expected Discharge:	

### STEP 1: IDENTIFY DISCHARGE TYPE (Page 2):

Identify your discharge type from the list on page 2. Some discharges may have multiple discharge options based on presence or absence of contaminants in the water.

### STEP 2: IDENTIFY DISCHARGE OPTIONS:

Review discharge option from list on page 2. Check the box of the preferred discharge option. Identify specific location or manhole number. Fill in discharge details.

<input type="checkbox"/> <b>Option 1</b> Landscape Location	<input type="checkbox"/> <b>Option 2</b> Sanitary Sewer Manhole #	<input type="checkbox"/> <b>Option 3</b> Storm Drain Manhole #
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#### Discharge Details

Type of liquid to be discharged:	
Current location of liquid to be discharged:	
Purpose of discharge:	
Approximate volume:	
Expected duration of discharge:	
Maximum flow rate:	

### STEP 3: COMPLY WITH DISCHARGE REQUIREMENTS:

Follow all discharge requirements associated with your discharge type from the list on the next page. Return this form to the Stanford Water Department or Environmental Quality Group for discharge approval.

### STEP 4: RECEIVE APPROVAL FOR DISCHARGE:

Once form has been approved, you may discharge per the requirements specified above.

**Approved Location:** \_\_\_\_\_

<b>For Internal Use Only</b>	
Date discharge approved:	
Name of approver:	
Date of field inspection (if necessary)	
MSDS reviewed?	
Meets sewer discharge requirements?	
File copy of discharge procedure at: S:\Groups\Utilities\DischargeProcedures	

DISCHARGE TYPES, OPTIONS, AND REQUIREMENTS	STEP 2: DISCHARGE OPTIONS:			
	Discharge to Landscaping	Discharge to Sanitary Sewer	Discharge to Storm Drain	Hazardous Waste Disposal
<b>STEP 1: IDENTIFY DISCHARGE TYPE:</b>	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>	<b>Option 4</b>
Utility vault dewatering				
Clean rainwater	❶		❶	
Polluted water (e.g. oily layer on top, DriTherm, etc.)		❷		❸
Pipe cleaning wastewater		❷		❸
Potable dechloraminated water	❶		❶	
Fire hydrant testing	❶		❶	
Fire flow/emergency shower testing	❶		❶	
Potable water pipe flushing	❶		❶	
Surface cleaning wastewater (roof tiles, buildings)	❶	❷		
Surface cleaning wastewater (sidewalks, plazas, loading docks)	❶	❷		❸
Elevator sump dewatering		❷		❸
Swimming pool/spa wastewater		❷		
Decorative fountain wastewater		❷		
Mobile business wastewater (car wash, carpet cleaning)		❷		❸
<b>STEP 3: DISCHARGE REQUIREMENTS (REQUIREMENTS ASSOCIATED WITH DISCHARGE OPTIONS FROM STEP 2)</b>				
	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>	<b>Option 4</b>
Contact Stanford Water Shop for discharge location approval.	●	●	●	
Discharger handles setup and traffic control if needed (Public Safety).	●	●	●	
Check for odors, oily layer, turbidity, discolored water prior to discharge.	●		●	
Protect landscaping and ground from erosion and scouring downstream.	●			
Filter runoff to remove debris/suspended solids.	●		●	
Dechlorinate potable water discharge, if needed (>0.1mg/L).	●		●	
Block all storm drains located in discharge area.		●		●
Collect wastewater and discharge to sanitary sewer.		●		
Provide volume of discharge.	●	●	●	●
<b>The following are required for discharges that contain chemicals/contaminants (including potable water):</b>				
Contact Stanford Environmental Group 7 days prior to discharge/project for discharge approval.		●		●
Provide product SDS (formerly MSDS).		●		●
Provide quantity of chemical in use.		●		
Provide dilution factor of chemical in use.		●		
Provide pH of chemical.		●		●

- ❶-Clean water only, no chemicals, debris, or turbidity; dechlorinate potable water discharges.
- ❷- Water must meet sanitary sewer discharge requirements. Contact Stanford Environmental Group.
- ❸-If wastewater is not sewerable, schedule hazardous waste pick up through Environmental Health and Safety.

**Stanford Contacts for Discharge of Rainwater and Wastewater Approval**

Water Shop: 650-723-1300, 650-723-2281, souzar@stanford.edu; 650-498-3913, acporter@stanford.edu  
 Environmental Group: 650-498-7279, bmanning@stanford, 650-723-9747, juliann@stanford.edu  
 Environmental Health and Safety: 650-723-0448