



Dublin San Ramon Services District
7399 Johnson Drive, Pleasanton, CA 94588/Phone (925) 846-4565
Operations Department - Clean Water Section
RECYCLED WATER USE LICENSE

License Effective Date: _____

License #:

In accordance with all terms and conditions of the Dublin San Ramon Services District’s Recycled Water Use Guidelines, all District codes, ordinances, resolutions, policies, standards and with any and all applicable provisions of Federal and/or State laws or regulations as may currently exist, or may be amended or updated from time to time and any conditions specific to this site. Permission is hereby granted to:

Site Location and Description: _____

Facility Information:

Owner/Company: _____ Director/Manager: _____
 Address: _____ Phone #: _____
 Email Address: _____

On-Site Supervisor: _____ Address: _____
 Phone #: _____ Email Address: _____

Landscape Company: _____ Contact: _____
 Phone #: _____

Number of recycled water meters onsite: _____ Meter Number(s): _____

to use recycled water for the purpose of landscape irrigation at the site as shown on the customer connection drawings.

Recycled water customer understands all the conditions of this license and agrees to comply with all the conditions. Failure to comply with the requirements of this license may be grounds for administrative action, license revocation, or disconnection of service.

The Licensee is hereby given authorization to use the District’s recycled water for landscape irrigation provided that the below **conditions** are followed:

1. Irrigation System Conditions

- The licensee prohibits cross-connections between the recycled water piping and all potable water piping.
- The use of recycled water for landscape irrigation shall be performed in such a way to where overspray and runoff does not enter waterways of the State.
- All recycled water irrigation shall be applied at a rate that does not exceed the infiltration rate of the soil.
- Spray irrigation shall be performed during the hours of **9 p.m. to 7 a.m.** Subsurface and drip irrigation can occur anytime of the day. If spray irrigation occurs during the prohibited hours the area shall be enclosed by a fence, prominently signed, or supervised to minimize public contact.
- The Licensee must monitor and maintain the system to minimize equipment and material failure. Broken sprinkler heads, leaks, unreliable valves, etc. should be repaired/replaced as soon as they become apparent.
- Submit a proposal for any changes to the onsite system for the District approval prior to construction, unless required on an emergency basis.
- Licensees shall “turn off” the irrigation controllers during the rainy season, which is generally from December – February.

- A copy of the Recycled Water Emergency Procedures is to be displayed in a visible location onsite, i.e. the irrigation controller box or near the irrigation controller.
- The licensee is permitted to use recycled water for irrigation purposes **only**. If the licensee or a third-party contractor connects to the recycled water irrigation using a quick coupler for surface washing or other washing activity that is a violation of the conditions of this Permit. The licensee or contractor must contact the District to obtain a Recycled Water Surface Washing Permit.

2. Monitoring Conditions

- Maintain records of repairs, system upgrades, types and quantities of materials utilized in the irrigation system, employee training records, and all applicable permit documents for a period of three (3) years.
- Licensee shall perform routine inspections of their customer-owned recycled water facilities and are required to document some of the inspections as note below. The inspections shall be documented on the provided Recycled Water Self-Monitoring Report form or the form is available online at www.dsrdsd.com. All facility modifications must be documented on this form. The reporting periods and report due dates are noted below and you may fax the forms to (925) 829-1180 or mail to:

Dublin San Ramon Services District
 7051 Dublin Blvd.
 Dublin, CA 94568
 Attention: Engineering Department

<u>Reporting Periods</u>	<u>Report Due Dates</u>
1 st Submittal: Irrigation System Startup	April 5 th
2 nd Submittal: Irrigation Season Change	October 5 th

3. Site Supervisor Conditions

- A site supervisor is a person the customer or property owner has designated to be a liaison with the District. This person shall have the authority to carry out any requirements of the District, and shall be responsible for the installation, operation and maintenance of the recycled water system and also prevention of potential hazards. This person is a representative of the property owner.
- The licensee shall report to the Dublin San Ramon Services District’s Engineering Department by email, rwreporting@dsrdsd.com or by phone (925) 875-2238 of any **changes (permanent or temporary) to the Site Supervisor**, include name, telephone number and any documentation of his or her training.
- The Site Supervisor is required to attend one of the District’s Site Supervisor trainings. If the Site Supervisor is unable to attend the next available DSRSD training, they may attend EBMUD’s Site Supervisor training and provide proof of attendance to the District. The purpose of the trainings is to ensure clarity of the State’s and District’s recycled water use requirements and safety concerns with the use of recycled water.
- Site Supervisor shall ensure all maintenance personnel receive education/training on a periodic basis, of the presence of recycled water, and the fact that it is not approved for drinking purposes.
- Site Supervisor is to have knowledge and the ability to implement the included Emergency Procedures during an unauthorized discharge of recycled water or a possible cross connection situation.

4. Site Signage Conditions

- The licensee is responsible for purchasing and installing missing and/or illegible recycled water signs/decals, warning tags, stickers, labels, and purple irrigation system appurtenances. The signs and decals are available at the District office for purchase.

5. The District shall:

- Have the right and responsibility to suspend or terminate recycled water service in the event that the above conditions are not being adhered to.
- Have the right to perform periodic inspections of the site to assure compliance.
- Have the right to perform cross-connection control shut down test on an as needed basis that may entail the shutdown of the potable water system for approximately 2 – 4 hours

6. License Modifications

The terms and conditions of this license may be subject to modifications by the District during the term of this license as limitations or requirements identified in the Recycled Water Use Guidelines, District Code, ordinances, resolutions, and policies are modified or other just cause exists. These modifications will be enforced upon their effective date.

7. Protection of Public Health

The District reserves the right to take any action necessary with respect to the operation of the Licensee's recycled water system to safeguard the public health.

8. Water Quality

The District warrants the recycled water quality shall meet all State health requirements for this licensed use.

9. Condition of Service

The Licensee will be responsible for payment of all licensing and infraction fees.

10. Period of Service

District shall provide recycled water for as long as the Licensee complies with all District requirements and for as long as the District may be permitted by regulatory agencies.

11. Revocation of License

Any user, who violates the conditions of this license or applicable State and Federal regulations, is subject to having his recycled water use license revoked and suspension of recycled water service.

12. Enforcement – Penalty

A violation of any of the provisions of this license shall be considered an infraction. A violator shall be liable to the District for any expenses accrued by reason of such violations.

13. Termination of Service

In the interest of protecting public health, if any time during operation of the recycled water system, real or potential hazards are evidenced, such as cross-connections with the potable system, improper tagging, signing, or marking, or unapproved/prohibited uses, the District reserves the right and has the authority to immediately terminate, without notice, recycled water service to any customer. The District also may assess fees to reimburse the District for extra staff time required to correct the violations of these conditions.

14. Severability

If any section, subsection, clause, or phrase of these regulations is determined to be invalid, the remaining portions of these regulations shall remain in effect.

15. Certification Statement/Signature Section

Licensee understands all the conditions of this license and agrees to comply with these conditions and the District's Recycled Water Use Guidelines. Failure to comply with the requirements of this license may be grounds for administrative action, enforcement proceedings, and/or termination of service.

In addition, the licensee understands that compliance with this license does not relieve the licensee from compliance with any and all local, state and federal standards and requirements including any such standards or requirements that may become effective during the term of this license.

Company Name

Director/Manager/Onsite Supervisor (Print Name)

Signature of Director/Manager/Onsite Supervisor

Date

IN WITNESS OF, the District hereby grants this license to the above company.

Rhodora Biagtan
Principal Engineer

Date



Recycled Water Use Self-monitoring Report

DUE DATES for submission of reports are
Spring Report: April 15 and Fall Report: October 5

PART I - SEMI ANNUAL INSPECTION

* Indicates mandatory information

Site Name/Location*:

Recycled Water
Account Number(s): _____

Site Inspection Date _____

License #: _____

1. Indicate regular hours of irrigation system operation: **From*** _____ am _____ pm **to*** _____ am _____ pm

If you answer yes, list corrective action in the right column ↓

2. Is there evidence of runoff recycled water from the site? Show affected area(s) on a sketch, be sure to include site name. FAX sketch to (925) 829-1180, attn: Clean Water Section	<input type="radio"/> Yes <input type="radio"/> No	_____
3. Is odor of wastewater origin emanating from the irrigation site? If present, indicate apparent sources, characterization, and direction of travel.	<input type="radio"/> Yes <input type="radio"/> No	_____
4. Is there evidence of ponding of recycled water, and evidence of mosquitoes breeding within the irrigation area due to ponding?	<input type="radio"/> Yes <input type="radio"/> No	_____
5. Are warning signs, tags, stickers and above ground pipe markings properly posted to inform the public that irrigation water is recycled, which is not suitable for drinking?	<input type="radio"/> Yes <input type="radio"/> No	_____
6. Is there evidence of plugged, broken, or otherwise faulty drip irrigation system emitters, valves or sprinklers? Additional comments: _____	<input type="radio"/> Yes <input type="radio"/> No	If Yes, indicate which apply: <input type="checkbox"/> Pop-up repair Date (m/dd/yy) _____ <input type="checkbox"/> Rotor repair Date _____ <input type="checkbox"/> Nozzle replacement Date _____ <input type="checkbox"/> Lateral repair Date _____ <input type="checkbox"/> Main-line repair Date _____ <input type="checkbox"/> Quick coupler repair Date _____ <input type="checkbox"/> Other Date _____
7. Are the irrigation controls working properly?	<input type="radio"/> Yes <input type="radio"/> No	_____
8. Is there evidence of direct spraying of recycled water on streams, passing vehicles, buildings, domestic water facilities, or food handling facilities?	<input type="radio"/> Yes <input type="radio"/> No	_____
9. Has there been any construction or have there been modifications done on the property within the last six months? If so, please explain.	<input type="radio"/> Yes <input type="radio"/> No	_____

INSPECTOR'S SIGN-OFF

* By checking this box, I certify that I have performed the inspections described in the table above.

Inspector's Name* _____

Inspection Date* _____

Recycled Water Use Self-monitoring Report, page 2

PART II - ON-SITE SUPERVISOR SIGN-OFF

"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, and accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and/or disconnection of recycled water service."

* By checking this box, I have read and agree to the statement above.

On-site Supervisor (Full Name)* _____ Date* _____

PART III - CHANGE OF ON-SITE SUPERVISOR, OWNERSHIP, OR MANAGEMENT

If the on-site supervisor, property ownership, or management has changed since the last inspection, fill out the following change of information.

New Owner/Mgmt: _____ New Contact: _____

Address: _____ City: _____

State: _____ Zip: _____

email: _____ Phone: _____

New On-Site Supervisor: _____

Address: _____ City: _____

State: _____ Zip: _____

email: _____ Phone: _____

PART IV - ADDITIONAL COMMENTS /INFORMATION**PART V - SAVE, PRINT, or SUBMIT ELECTRONICALLY**

Reset or clear form

Save form to desktop

(Keep a copy for your digital records)

Submit form electronically

(Get an email receipt)

Print

(Print a copy for your files)

Printed form may be mailed to:

Dublin San Ramon Services District
attn: Clean Water Section
7051 Dublin Blvd, Dublin, CA 94568

or faxed to:

(925) 829-1180
attn: Clean Water Section

or email to:

rwreporting@dsrcsd.com



Recycled Water Use Site Inspection Report

Type of Inspection

Initial Inspection Periodic Inspection Follow-up Inspection

Site Name: _____

Site Address: _____

Inspection Date: _____

Start Time: _____ Stop Time: _____

Site Representative Present:

Representative Name: _____

Inspected By: _____

Cross Connection Review

1. Have any changes been made to the recycled and potable water system since the last cross connection test? If so, add correction "mark ups" to the drawings.
2. Is the water meter service(s) free of visible cross-connections?
3. Are potable water hose bibs within the recycled water area equipped with hose bib vacuum breakers?
4. Are there any hose bibs on the recycled water system? If so, they need to be replaced with appropriate quick couplers or permanently removed.
5. Are the onsite backflow devices in the District's database and have they been tested within the past 12 months?
6. Are any of the onsite backflow devices leaking or appear damaged?

Signage Review

7. Did the inspected irrigation control valves, blow off valves, gate valves, quick couplers, flow meters, strainers, pressure regulators, and other recycled water access point identified with recycled water tags?
8. Are irrigation valve box covers purple?
9. Is exposed recycled water piping colored purple or wrapped with purple tape printed with recycled water wording?
10. Are "Recycled Water – Do Not Drink" advisory signs posted where the public enters a recycled water use area?
11. Are the advisory signs in good condition, legible and visible?

Irrigation System Review

12. Will there be overspray on the picnic tables, benches, playground equipment, water fountains?
13. Is there evidence of over-watering, ponding, or run-off? If so, note locations below or on site plan.
14. Is there evidence of plugged, broken, or otherwise faulty drip irrigation system emitters, valves or sprinklers?
15. Is the irrigation controller working properly?
16. Is there evidence of direct spraying of recycled water on streams, passing vehicles, buildings, domestic water facilities, or food handling facilities?

Additional Items Reviewed

17. Is recycled water used for any purpose not listed in the permit?
18. Is odor of wastewater origin emanating from the irrigation site? If present, indicate apparent source, characterization, and direction of travel.
19. Has the site supervisor or landscape contractor changed since the last inspection?

If so, please indicate the new name: _____

9. How many clocks onsite? _____

10. How many stations total? _____

11. Hours of operation? _____

What corrective actions are being taken to correct any problems noted above?

Is a follow-up inspection required? **Yes** **No**

Signature of Inspector _____

Date _____

**Dublin San Ramon Services District
Recycled Water Unauthorized Discharge Notification**

Moderate Unauthorized Discharge (less than 50,000 gallons)

In the event of an unauthorized discharge the customer shall take steps to isolate that section or unit of the recycled water system and immediately secure the discharge. The customer shall estimate the amount discharged, and if the volume is less than 50,000 gallons the customer shall complete the Moderate Unauthorized Discharge Notification Form (page 2) and submit it to the District within five days of the discharge.

Significant Unauthorized Discharge (50,000 gallons or more)

If the unauthorized discharge is 50,000 gallons or more the customer is to follow the steps below:

1. Immediately turn off the recycled water system and secure the discharge.
2. Immediately report the discharge to the District:

District's Customer Service Department	(925) 875-2057
Alameda County Sheriff Dispatch (after business hours)	(925) 462-1212
3. Report the discharge to the respective city's storm water department:

City of Dublin	(925) 833-6650
City of San Ramon	(925) 973-2800
Contra Costa County Public Works	(925) 313-2000
(For unincorporated areas in San Ramon)	
City of Pleasanton	(925) 931-5500
City of Pleasanton Police Department (after business hours)	(925) 931-5100
4. Complete the online Significant Unauthorized Discharge Notification Report (page 3) within **three (3) business days.**

DUBLIN SAN RAMON SERVICES DISTRICT
Moderate Unauthorized Discharge Notification Form
(Less than 50,000 gallons)

Name:	
Phone:	
City/Agency:	
Contact for Follow-Up (Name/Phone):	
Recycled water use site name:	
Type of recycled water use:	
Location of discharge:	
Date/time discharge began/found:	
Date/time discharge ended:	
Estimated/Actual volume of discharged (gallons):	
Estimated/Actual time of repair:	
If still ongoing, estimate flow rate (gpm):	
Location of discharge:	
Did the discharge enter a storm drain? If yes, location:	
Did discharge enter a river, wash, or other waterway? If yes, name of waterway:	
Explain cause of discharge:	
Describe repairs, remedial/mitigative/corrective actions taken:	

Note: If you are unable to send this form using the submit button, save your form, then send an email to rwreporting@drrsd.com. Include the date and location of discharge and a phone number where you can be reached.

DUBLIN SAN RAMON SERVICES DISTRICT
Significant Unauthorized Discharge Notification Form
(50,000 gallons or more)

Name:	
Phone:	
City/Agency:	
Contact for Follow-Up (Name/Phone):	
Recycled water use site name:	
Type of recycled water use:	
Location of discharge:	
Date/time discharge began/found:	
Date/time discharge ended:	
Estimated/Actual volume of discharged (gallons):	
Estimated/Actual time of repair:	
If still ongoing, estimate flow rate (gpm):	
Location of discharge:	
Did the discharge enter a storm drain? If yes, location:	
Did discharge enter a river, wash, or other waterway? If yes, name of waterway:	
Date/time DSRSD was notified:	
When did you notify the District of the discharge?	
Name of person at DSRSD who received the notification:	
Did you inform the City of the discharge?	
Name of person at the City who received the notification:	
Explain the cause of the discharge:	
Describe repairs, remedial/mitigative/corrective actions taken:	

Note: If you are unable to send this form using the submit button, save your form, then send an email to rwreporting@dsrcsd.com. Include the date and location of discharge and a phone number where you can be reached.