

**CENTRAL CONTRA COSTA SANITARY DISTRICT**  
**Industrial User Permit Application: Baseline Monitoring Report (BMR)**  
**Instruction Sheet**

As an Industrial User of the District's sanitary sewer system, you have the responsibility to ensure that your facility operates in compliance with Title 10 of the District Code, including Local Discharge Limits, and all applicable Federal Categorical Pretreatment Standards.

In order to properly evaluate the operations, processes, and discharges at your facility, the District requires that you complete the attached Baseline Monitoring Report (BMR). Failure to provide the information specified in the BMR will constitute a violation of District Code Section 10.12.030. The completed BMR shall be submitted to the address on the last page of the application.

For your reference, the following definitions are provided:

- **Domestic discharges:** wastewater generated by ordinary living processes of humans;
- **Process discharges:** wastewater generated by non-domestic activities, such as production, manufacturing, commercial, and institutional operations; and
- **Facility effluent:** wastewater outflow from the sanitary sewer lateral exiting the facility.

Upon receipt and review of the completed BMR, the District will schedule an inspection of your facility. At that time, the District may require you to submit additional information (e.g. MSDSs, schematic flow diagrams) and perform sampling and analysis, if deemed necessary for the permit evaluation process. The District will review all submittals and inspection reports in order to determine your facility's Industrial User Classification and will notify you in writing regarding the applicability of an Industrial User Permit to your facility. The District's permit evaluation process typically is completed within 90 days after receipt of the completed BMR for your facility.

If a Class II IU Permit is issued to your facility, then a separate IU Permit Fee will be assessed.

If you have questions regarding the District's requirements, please contact the Environmental Compliance Superintendent at 925-229-7380.

Encls: Industrial User Permit Application: Baseline Monitoring Report  
CCCSD Local Discharge Limits/List of Total Toxic Organic (TTO) Pollutants  
Modified limits effective 9/1/07  
National Categorical Pretreatment Standards: Information for Industrial Users  
Compliance Sampling and Analysis Program: Information for Industrial Users  
Title 10 of District Code