

Trade Waste Application Guide Procedure

1 Background

The Occupier of the premise shall not discharge or allow to be discharged to sewer any Trade Waste unless a consent or agreement has been approved and issued.

2 Purpose

To ensure that all related and peripheral issues associated with minor Trade Waste discharges are considered and accounted for when assessing new minor Trade Waste applications.

3 Definitions

For the purposes of this procedure only, the following shall mean:

SGW: South Gippsland Water.

MSDS: Material Safety Data Sheets.

Trade Waste: Any liquid waste generated by industry, small business and commercial enterprises is referred to as Trade Waste. The *Water Act 1989* prohibits the unauthorised discharge of trade wastes, other than domestic sewerage, into the sewerage system. This *Act* ensures that producers of Trade Waste obtain Agreement from SGW to discharge their Trade Waste to the sewerage system.

4 Procedure

4.1 Procedure for obtaining a Trade Waste Agreement

1. Contact South Gippsland Water's (SGW) Trade Waste area for an *Application for Trade Waste Agreement Form*. The forms are also available through our web site. www.sgwater.com.au
2. The completed *Application for Trade Waste Agreement* should be lodged with SGW accompanied by a Site Plan and, if appropriate, also be accompanied by Material Safety Data Sheets (MSDS) and Process and Instrument Diagrams.
3. Prior to the connection of any treatment apparatus to SGW's sewerage system, an Application to Connect water & Sewer must be lodged and written consent received from the Plumbing Department. All works are required to be carried out by a licensed Plumber.
4. The Application for Trade Waste Agreement will be processed by the Trade Waste Department.
5. A Trade Waste Agreement will then be issued to the applicant.
6. When plumbing and drainage work is completed, the Trade Waste Department should be notified prior to discharge to sewer, so that a site inspection can be carried out.

Send all *Applications for Trade Waste Agreement* and accompanying material to:

**Trade Waste Officer
South Gippsland Water
14 – 18 Pioneer Street
PO Box 102
FOSTER, VIC 3960
Phone: (03) 5682 0444
Fax: (03) 5682 1199**

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4.2 Trade Waste Charges

- An Application Fee based on discharge volumes will be applicable. This covers the cost of processing your application;
- Charges apply for trade waste discharged to SGW's sewers, this is based on user pays principles and will be assessed according to the quality and quantity of waste discharged. These charges recover the cost of collecting, treating and disposing of the trade waste. Agreement Service charges for maintaining and monitoring Trade Waste Agreements also apply. All fees and charges are outlined in the Trade Waste Charges Information, available from the Trade Waste Department. The Trade Waste Officer can be contacted at the address and phone number listed above;
- Developer contributions may also be levied to reflect the cost of additional demands placed on the sewage system resulting from the application, or circumstances in an existing Agreement change.

The notes below are designed to help you complete the corresponding numbered questions on the *Application for Trade Waste Agreement* form.

Applicants Details

- 1) Site address from which trade waste discharge occurs;
- 2) Provide details of company or individual(s) who are occupying the above site address and are requesting the Trade Waste Agreement to discharge to sewer. Full names are required;
- 3) Provide details as above for the landowner of the property from where trade waste is to be discharged;
- 4) Please tick the appropriate box describing why you are making a Trade Waste Application. If you are making the Application because you are starting a new business, please state the estimated date of commencement, or if you are taking over an existing business with a current Trade Waste Agreement, please state the date of the change of occupancy;
- 5) The name and contact details of the person responsible for management of trade waste matters on site. The person should be available both in business hours and after hours for trade waste emergencies;

Description of Trade Waste and Flow

- 6) Provide a brief description of the type of industry or business which is carried out on the site e.g. car detailing, restaurant, metal finishing, cafe etc.;
- 7) Indicate the appropriate days of the week that your business is open, and fill in the corresponding business hours;
- 8) Give a brief description of how any area's that collect storm water will be diverted away from the sewer and the approximate size of the area;
- 9) If you manage a retail food outlet which prepares food for human consumption for either take away or for consumption on your premises, you need to complete questions 10 and 11 as well. If your answer to question 9 is "No" then skip forward to question 12;
- 10) Please indicate to SGW your registered seating capacity, if applicable, in the space provided;
- 11) List all the fixtures that you have at the premises. If you have multiple fixtures of the same type, ensure that you indicate this;
- 12) This may include but is not limited to, mechanics, engineering workshops, petrol stations, carwash, laundromat, truck wash, laboratory etc. If the answer is no, skip to questions 14;
- 13) a) List any chemical that's are used on the site which may enter the sewer. Any MSDS's that you have on site can be useful for this;

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- 13) b) Please describe the type of activities generating trade waste on the site. In column 2 describe the characteristics of the waste, and attach the MSDS if applicable. In column 3, describe the type of treatment apparatus to be used. The volume of waste each activity generates on site needs to be calculated and included in the table. For assistance in calculating the rate of discharge, a standard 13mm garden hose will normally run at a rate of approximately 20 litres per minute *1. An example is provided on the following page;

Examples of processes and activities on site that can generate trade waste. This includes the proposed method of treatment and volumes.

Activities generating trade waste	What is in the trade waste? (MSDS)	Trade Waste treatment apparatus	Max. Volume Litres / Hour	Max. Rate Litres / Minute	Max. Daily discharge Kilolitres
Car Wash	Wash water containing traces of Detergent - Truck wash XR-8	Silt Pit			
	(MSDS attached), oil, grease and road grime	Petrol & Oil Interceptor 1100 L	800	20	3.2
Floor Area	Greasy floor washing	Silt Trap			
	Detergent	Grease Trap 2000 L	550	20	2.5
Sink	Washing of utensils. Wash water	Grease Trap as above			
	Containing traces of detergents		200	20	0.5
2 Laboratory Sinks	Wash water containing traces of Sulphuric and Hydrochloric acids	Neutralising Tank 1000 L	400	20	2.0
Total					8.2

*1 1000 litres = 1 kilolitre

Diagrams and Site Plans

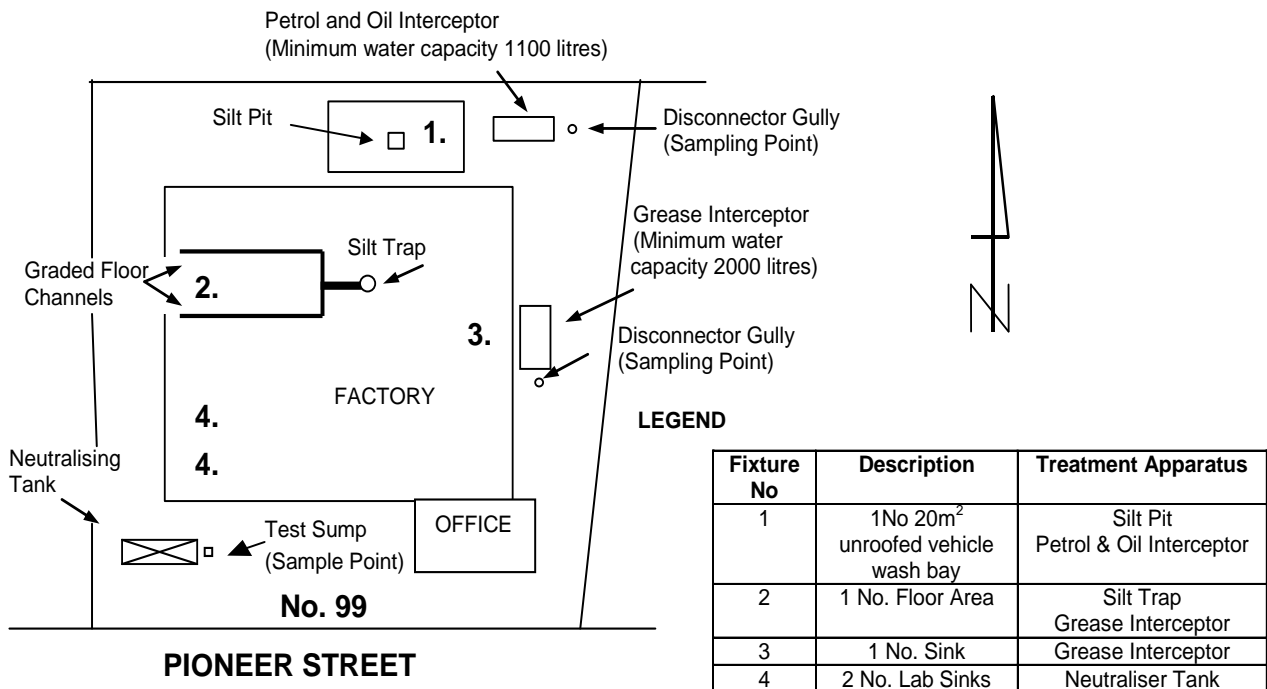
- 14) Plans (no larger than A3 size) must be included with your Application. It needs to clearly identify the location of the trade waste fixtures on the site. A fixture is any item that receives and disposes of water to the sewerage system. The legend needs to describe the fixture and the treatment apparatus receiving the discharge from the fixture. The location of treatment apparatus and the corresponding sample point needs to be identified, as well as any open areas mentioned in question 8 on the Site Plan. Please remember to include the north direction, the property number and street address. Refer to the example below;

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Site Plan (No larger than A3 size)

The Plan should identify:

- Site boundaries, north point and address;
- Details and location of all fixtures, tanks, pits and apparatus that are associated with the generation and treatment of trade waste;
- A legend showing fixture numbers, description of fixtures and treatment apparatus;
- Trade waste specific items only (see following).



- 15) If you already have a form of pretreatment, tick appropriate boxes for the existing pre-treatment apparatus on site;
- 16) Give any details of the existing pre-treatment apparatus on site;
- 17) If you have a pretreatment apparatus onsite, attach a copy of the most recent pump out certificate to the application. Each time your pretreatment apparatus is pumped out you should receive an EPA certificate from the waste contractor.

Signatures

It is important that the occupier of the property sign and date [FTW-006 Application for Trade Waste Agreement Form](#) in the space provided after Question 15.

5 Responsibilities

Wastewater /Trade Waste Coordinator: is responsible for implementing this procedure.

Trade Waste Officer: must be aware of the Trade Waste Application and follow all steps outlined in this procedure.

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Occupier of the property: must ensure they fill in the application accordingly. It is important that the occupier signs and dates the application.

6 References

[STW-006 Minor Trade Waste Audit Procedure](#)

FTW-006 Application for Trade Waste Agreement Form

This document is to be reviewed in **October 2018** or earlier as required.
This document must not be released to external parties without approval by the
Managing Director.

DOCUMENT APPROVAL		
Senior Management Approval:	Ravi Raveendran	Date: 31/10/2016
Managing Director Signature:	