LOS ANGELES COUNTY SANITATION DISTRICTS
Converting Waste Into Resources

Robert C. Ferrante
Chief Engineer and General Manager

1955 Workman Mill Road, Whittier, CA 90601-1400
Mailing Address: P.O. Box 4998, Whittier, CA 90607-4998
(562) 699-7411 • www.lacsd.org

Submittal Checklist Form

Stormwater, Groundwater, and Other Water Discharges

The Los Angeles County Sanitation Districts' (Districts) Wastewater Ordinance[1] strictly prohibits the discharge of rainwater, stormwater, and drainage (collectively referred to as stormwater herein) into the sanitary sewer, except under approved conditions outlined in the discharge requirements for '*Stormwater, Groundwater and Other Water Discharges*' (Guidelines)[2]. These Guidelines have been updated to better safeguard the Districts' sewage conveyance and treatment systems from excessive hydraulic loads caused by stormwater inflow into the sanitary sewer.

The purpose of this form is to document facility plans for complying with the updated Guidelines through one of the following methods.

DISCONNECT OR SEAL	MODIFY OR UPGRADE
Disconnect or permanently seal any drain(s) exposed to rainfall that discharges to the sanitary sewer.	*Modify or install adequate control measures to prevent stormwater discharge into the sanitary sewer.*

Who Shall Submit this Form:

This form must be completed and submitted by all sites discharging stormwater into the sanitary sewer, regardless of whether the sites are currently permitted under an Industrial Waste Discharge Permit or not. Affected sites include, but are not limited to following:

- **Site(s) with area(s) exposed to rainfall totaling 400 sf or less that discharge to the sanitary sewer**: These exposed areas were previously exempted from permitting by the Sanitation Districts, but now require either a permitted rainwater diversion system (RWDS) or other controls to eliminate stormwater discharge to the sanitary sewer.
- **Site(s) use a rain switch as part of their permitted RWDS**.

To ensure compliance with the revised Guidelines, your facility must complete and submit this Submittal Checklist Form **within 90 days of receiving this** notice. Submissions may be sent via email (preferred) or hard copy to the address listed below.

Email: IndustryStormwater@lacsd.org
Address: Industrial Waste Section
Los Angeles County Sanitation Districts
P.O. Box 4998, Whittier, CA 90607-4998

[1] https://www.lacsd.org/home/showpublisheddocument/2092/637643639544700000
[2] https://www.lacsd.org/services/wastewater-programs-permits/industrial-waste-pretreatment-program/industrial-waste-policies

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SUBMITTAL CHECKLIST

(Electronic Form)

1. General Information

Industrial Waste Discharge Permit Number (*for permitted facilities*)

Facility ID (*for permitted facilities*)

Company/Facility Name

Primary Contact Name

Company/Facility Physical Address (Street, City, Zip)

Primary Contact Title

Company/Facility Phone Number

Primary Contact Phone Number

Company/Facility Email

Primary Contact Email

2. Compliance Plan for Drainage Areas Exposed to Rainfall

2.1 Does the facility have an exposed area that discharges to the sanitary sewer?

☐ **Yes** (*Continue to complete Section 2.*)
☐ **No** (*Do not complete Section 2.*)

2.2 Provide a detailed description of the exposed area that discharges to the sanitary sewer, including the following (*If additional space is needed, continue your answer on the last page of this form.*):

a) **Approximate size** (**square feet**) of the exposed area.
b) **Sources of stormwater entering the exposed area from outside its perimeter**, including surrounding areas, processes, or on-site activities contributing to the discharge.
c) Description of **materials or activities** in the area, such as loading/unloading zones, storage areas, or process activities.
d) Identification of existing and/or **potential contaminants** in the discharge (e.g., chemicals, oils, grease, sediments, metals, or other contaminants).
e) If applicable, specify any **pretreatment methods** currently in use before discharge (e.g., oil/water separators, sediment filters).

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SUBMITTAL CHECKLIST

2.3 Describe how you plan to comply with the updated Guidelines to prevent stormwater discharges into the sanitary sewer from the exposed area? (*Check all boxes that apply.*)

☐ **Permanently Disconnect Drain from Discharge to Sewer System**
Describe where the drain will be diverted, such as the storm sewer, onsite reuse systems, or impound for infiltration and/or evaporation. Provide details of the chosen diversion system, including technical specifications and implementation timeline. (*If additional space is needed, continue your answer on the last page of this form.*):

_____
_____
_____
_____

☐ **Permanently Seal Drain** (e.g., capped or plugged)

☐ **Install a Permitted Rainwater Diversion System (RWDS)**
A District-approved application is required prior to installing an RWDS. Key components of an RWDS include a pump well, rain switch, and overflow line.

☐ **Surface Diversions** (e.g., swales, berms, trench drains)
There should be a minimum vertical offset of 3 inches from the surrounding grade, and the size must effectively divert stormwater away from the designated drainage area[3]. Berms must be built with concrete, brick, or other similar waterproof construction material and shall be permanently fixed to the ground with proper anchorage or bonding (e.g., concrete, expansion/adhesive anchors, mastic, etc.). The berms must not have outlet valves, gates, or openings of any kind.

☐ **Roof Structure**
The roof structure must be permanently mounted, and the overhang must extend a minimum of 20 percent of the roof's height beyond the edge of the exposed drainage area to account for the angle of rainfall. Runoff must be routed to the storm drain. The roofing material shall be of solid construction, such as metal, fiberglass reinforced plastic, polycarbonate, composite material, concrete, tile, etc. Fabric or woven polyethylene will not be acceptable.

☐ **Other** (*Please describe. If additional space is needed, continue your answer on the last page of this form*)

_____
_____
_____
_____

[3] Areas subject to flooding or run on may require higher berms.

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2.4 Provide photos, available site plans, and any other documentation for the exposed area that discharges to the sanitary sewer that shows the information requested below. If site plans are not available, annotated satellite imagery may be submitted (for example Google maps with markings to show the requested information).

- Physical location and perimeter of the exposed area that discharges to the sanitation sewer.
- Locations of discharge points, storm drains, and sanitary sewer connections.
- Site topography and drainage patterns.
- Existing control measures or pretreatment systems.
- Other relevant features.

3. Compliance Plan for Rain Switch

3.1 Does the facility have a rain switch that automatically resets?

☐ **Yes** (*Complete Section 3.2.*)
☐ **No** (*Continue to Section 4.*)

3.2 Is the rain switch capable of detecting active rainfall and preventing reset to the default position until 24 hours after cessation of the storm (defined as the last 0.1 inches measured by the detection device)? If yes, provide a clear and detailed explanation of how the automatic diversion system rain switch operates to comply with this requirement, then continue to Section 4. If no, complete Section 3.3. (*If additional space is needed, continue your answer on the last page of this form.*):

_____
_____
_____
_____

3.3 For a rain switch that is not compliant with the requirements, describe how you plan to modify the rain switch to comply. Options include modification to fully manual reset or the addition of features to detect active rainfall. (*If additional space is needed, continue your answer on the last page of this form.*):

_____
_____
_____
_____

4. Acknowledgment and Signature

By signing below, I certify that the information provided in this form is accurate to the best of my knowledge and that my company/facility will comply with all conditions and requirements set forth by the Districts.

This form must be completed and submitted for review. Additional documentation may be required to ensure full compliance with the Districts' policies.

_____
Primary Contact Printed Name

_____ _____
Primary Contact Signature Date

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Additional space: