

## **Appendix B**

### Recycled Water Program Forms

- (1) Application for Recycled Water Use Permit
- (2) Recycled Water Use Permit and Additional Terms and Conditions
- (3) Recycled Water User Self-Monitoring Report
- (4) Site Inspection Report
- (5) Significant Violation Report
- (6) User Guidelines
- (7) Tanker Truck Recycled Water Use Permit

## **Appendix B (1)**

Application for Recycled Water Use Permit

## **Appendix B (2)**

Recycled Water Use Permit and  
Additional Terms and Conditions

## **Appendix B (3)**

### Recycled Water User Self-Monitoring Report

## **Appendix B (4)**

### Site Inspection Report

## **Appendix B (5)**

### Significant Violation Report

## **Appendix B (6)**

### User Guidelines

## **Appendix B (7)**

### Tanker Truck Recycled Water Use Permit

**Town of Yountville Recycled Water Program  
Application for Recycled Water Use Permit**

Site Where Use Is Proposed	(Program Use Only)
Site Name:	Date Received
Parcel No:	Date Distributed
Location or Address:	Date of Determination
	<input type="checkbox"/> Accepted <input type="checkbox"/> Returned <input type="checkbox"/> Rejected
	User Number:
	Notes:

**Applicant Information**

Applicant is	<input type="checkbox"/> Owner	<input type="checkbox"/> Lessee	<input type="checkbox"/> Other (describe)
Applicant's Name			Title
Address			Telephone No.
City	State	Zip	
Owner's Name (if different)			
Contact Person			Telephone No.
Address			
City	State	Zip	

**User's Designated Recycled Water Supervisor  
(See Note at the End of the Application)**

Relationship to Applicant:	<input type="checkbox"/> Same	<input type="checkbox"/> Partner	<input type="checkbox"/> Employee	<input type="checkbox"/> Other:
Name			Title	
Business Address				
City	State	Zip		

**The User's Recycled Water Supervisor must be reachable at all times in case of emergency.  
All phone numbers are for the use of the Recycled Water Program only.**

Telephone number during regular business hours:			
EMERGENCY	<input type="checkbox"/> Evening:	<input type="checkbox"/> Message:	
NUMBERS:	<input type="checkbox"/> Beeper:	<input type="checkbox"/> Cellular:	

**Proposed Recycled Water Uses**

<input type="checkbox"/> Landscape Irrigation:      Approx. area _____	<input type="checkbox"/> Ornamental Pond	<input type="checkbox"/> Recreational
	<input type="checkbox"/> Golf Course	<input type="checkbox"/> Other

Briefly describe the proposed uses and degree of contact with public:

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**Town of Yountville Recycled Water Program  
Application for Recycled Water Use Permit (Continued)**

Agricultural Irrigation      Approx. Area \_\_\_\_\_  
Briefly describe the proposed use, including type of crops & irrigation method:

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Other Use  
Briefly describe the proposed use and degree of contact with public, livestock, or food crops:

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**Storage**

Will onsite storage of recycled water occur?       Yes       No

Describe operation of the onsite storage facilities and their capacities (or attach O&M Plan):

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**Mixing With Other Water Sources**

Will the recycled water be mixed with any other water sources?       Yes       No

Describe the water sources that will be combined with the recycled water:

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**Cross Connection Control**

An initial cross-connection control investigation and test must be performed prior to receiving a Recycled Water Use Permit.

Has the cross-connection investigation and testing been completed?       Yes       No

If yes, attach the investigation and testing report.

**Backflow Prevention**

All backflow prevention devices must be tested annually.

Have your backflow prevention devices been tested within the past year?       Yes       No

If yes, attach the backflow prevention assembly test report and locate the devices on an attached site plan.

**Town of Yountville Recycled Water Program  
Application for Recycled Water Use Permit (Continued)**

**Location of Domestic and Process Supply Wells**

Are there any wells located on the reuse site?  Yes  No

List the wells and their uses and locate the wells on an attached site plan:


**Recycled Water Demand Estimates**

Name or Description of Site:

Estimated Annual Use:

Peak Use in Gallons/Minute (GPM):

Hours of Use:

Days of Use:

**Attachments**

- Site Drawing (Required for all recycled water use sites and must fit on 8 1/2 x 11" paper)  
Show locations of wells, storage ponds, irrigated areas, and site boundaries
- Storage Pond O&M Plan (required if recycled water enters a pond prior to distribution)
- Other: \_\_\_\_\_

**Recycled Water Supervisor**

**Applicant**

I will operate the recycled water system in compliance with all conditions of Order 96-011, CCR Title 17 and 22, and the Recycled Water Use Permit.

I designate the named person as the Recycled Water Supervisor. I am a principal owner of this site or a duly authorized representative and certify that the information contained in this application is true and correct to the best of my knowledge.

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Note: It is the responsibility of the User to provide surveillance and supervision of the recycled water system in a way that assures compliance at all times with current regulations. In order to accomplish this, the User shall designate, with the approval of the Town of Yountville, a Recycled Water Supervisor to be a liaison to the Recycled Water Program. This person may represent the owner, tenant, or property manager as appropriate; however, he/she must be responsible for the recycled water system at the site and available at all times, with authority to carry out any requirements of the Recycled Water Program.

Copies: \_\_\_\_\_ Field Inspector  
           \_\_\_\_\_ File (Original)

## Town of Yountville Recycled Water Program

### Recycled Water Use Permit

This permit must be available for inspection at all times. The permit is subject to all prohibitions, specifications, and provisions of General Water Reuse Order No. 96-011. The Town of Yountville Recycled Water Program can be contacted at (707) 944-2988 or (707) 310-2155.

Permit Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Effective Date: \_\_\_\_\_

#### User Information

Issued To: \_\_\_\_\_

For Use at: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### Emergency Contact Information:

Recycled Water Supervisor: \_\_\_\_\_

Phone Number (1): \_\_\_\_\_ Phone Number (2): \_\_\_\_\_

#### Type of Water Reuse

Application:

landscape irrigation       agricultural irrigation       industrial process water       other

Specific use of the water: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### Certification

I hereby certify under penalty of perjury that the information provided in this permit and any attachments is true and accurate to the best of my knowledge.

Name of User Representative: \_\_\_\_\_

Signature of User: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Producer Representative: \_\_\_\_\_

Signature of Producer: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Town of Yountville Recycled Water Program  
Recycled Water Use Permit  
Additional Terms And Conditions**

Permit Number: \_\_\_\_\_

Issued To: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**Monitoring Requirements**

User Self-Monitoring Frequency \_\_\_\_\_

Recycled Water Users Self-Monitoring Report (  copy given to User)

Designated Monitoring Sites: \_\_\_\_\_ (see attached site plan for locations)

Inspections by the Town of Yountville Recycled Water Program Frequency \_\_\_\_\_

**Recycled Water Program Requirements**

- Copy of Recycled Water Program Technical Report (if checked, copy given to User)
- Copy of RWQCB Order No. 96-011 (if checked, copy given to User)
- User Guidelines (if checked, copy given to User)
- List of A.W.W.A. Certified Cross-Connection Control Specialists (if checked, copy given to User)

**Special Permit Conditions**

Initial Conditions:


On-going Conditions:


**Town of Yountville Recycled Water Program  
Recycled Water Use Permit  
Additional Terms And Conditions**

Permit Number: \_\_\_\_\_  
Issued To: \_\_\_\_\_  
Effective Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Monitoring Requirements**

User Self-Monitoring Frequency \_\_\_\_\_

Recycled Water Users Self-Monitoring Report (  copy given to User)

Designated Monitoring Sites: \_\_\_\_\_ (see attached site plan for locations)

Inspections by the Town of Yountville Recycled Water Program  
Frequency \_\_\_\_\_

**Recycled Water Program Requirements**

- Copy of Recycled Water Program Technical Report (if checked, copy given to User)
- Copy of RWQCB Order No. 96-011 (if checked, copy given to User)
- User Guidelines (if checked, copy given to User)
- List of A.W.W.A. Certified Cross-Connection Control Specialists (if checked, copy given to User)

**Special Permit Conditions**

Initial Conditions:


On-going Conditions:


**Town of Yountville Recycled Water Program  
Recycled Water User Self-Monitoring Report**

Date of Observation: \_\_\_\_\_

Time of Observation: \_\_\_\_\_

Completion of this report is required at least two times during the irrigation season. The observations can be made on any day during operation of the recycled water system. If any problems are observed during this inspection or on any other operating day, the Town of Yountville Recycled Water Program, (707) 944-2988 or 310-2155, must be contacted immediately.

**Inspection/Observation Sites**

Note: These sites are designated in your Recycled Water Use Permit.

Check all sites that were inspected. Explain why any sites were not inspected.

Land Sites:

**L-1**

**L-2**

**L-3**

**L-4**

Pond Sites:

**P-1**

**P-2**

**P-3**

**P-4**

**Cross-Connection Inspection**

Have any plumbing modifications or breakages occurred that may create a cross-connection?

Yes

No

If yes, how will this problem be corrected?

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**Designated Recycled Water Use**

Have there been any changes in recycled water use from those approved in your Recycled Water Use Permit? (e.g., new crops, irrigation system, additional acreage)

Yes

No

If yes, please describe the changes.

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**Town of Yountville Recycled Water Program  
Recycled Water User Self-Monitoring Report (Continued)**

**Runoff**

Any evidence of runoff observed?

Yes     No

If yes, describe the evidence of runoff and estimate the volume of runoff. Locate the problem areas on an attached site map.

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**Odors**

Any odors present that are related to Recycled Water Use?

Yes     No

If yes, describe the odor & estimate source/direction of travel.

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**Ponding**

Any ponding of recycled water?

Yes     No

If yes, locate the ponding areas on an attached site map and note below if mosquitoes or larvae are present.

Mosquitoes present?

Yes     No

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**Signage**

Are warning signs properly posted at all above-ground recycled water distribution facilities and

Yes     No

If no, explain how this problem will be corrected.

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**Town of Yountville Recycled Water Program  
Recycled Water User Self-Monitoring Report (Continued)**

**Leaks and/or Breaks in Equipment**

Any leaks or breaks in the recycled water distribution system?

Yes

No

If yes, locate the leaks or broken systems on an attached map.

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**Storage Ponds**

Any evidence of overflows, leaks or dike erosion?

Yes

No

If yes, describe the problems and locate them on an attached

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**Repairs and/or Operational Changes**

Have the above-noted deficiencies been corrected?

Yes

No

If no, what are the plans for completion?

Timeline for  
Completion:

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If yes, what work was done?

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**Town of Yountville Recycled Water Program  
Recycled Water User Self-Monitoring Report (Continued)**

**Certification**

"I certify under penalty of law that this document and all attachments are prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated 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, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

This report must be signed by the Recycled Water Supervisor.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Person Conducting Inspection:

\_\_\_\_\_  
(if different than the Recycled Water Supervisor)

**Town of Yountville Recycled Water Program  
Significant Violation Report**

When a User or a Recycled Water Program Representative observes a violation of the Recycled Water Use Permit requirements, a Significant Violation Report must be completed. A representative of the Recycled Water Program must complete this form, contact the RWQCB by phone within 24 hours, and send a copy of this form to the User and the RWQCB.

Permittee: \_\_\_\_\_

Date of Violation: \_\_\_\_\_

Describe the Nature of the Violation (attach a map if clarification is needed):


**Notification Record**

Date Report Taken: \_\_\_\_\_

Reported by (User Rep.): \_\_\_\_\_

Report Taken by (RW Program Rep.): \_\_\_\_\_

Deadline given for Corrective Action: \_\_\_\_\_

Describe the actions prescribed to eliminate the violation and prevent future occurrences:


Copy of report sent to User.      Date Report Sent: \_\_\_\_\_



## Town of Yountville Recycled Water Program Site Inspection Report

Recycled Water User: \_\_\_\_\_

Name of Inspector: \_\_\_\_\_

Date and Time of Inspection: \_\_\_\_\_

### Inspection of User Operations

Note: Use the space provided under each question to explain any 'yes' answers.

Any evidence of runoff from site?	<input type="checkbox"/>	<input type="checkbox"/>
	yes	no

Any odors detected from recycled water use?	<input type="checkbox"/>	<input type="checkbox"/>
	yes	no

Any ponding of recycled water?	<input type="checkbox"/>	<input type="checkbox"/>
	yes	no

Any evidence of mosquito breeding?	<input type="checkbox"/>	<input type="checkbox"/>
	yes	no

Are warning signs properly posted?	<input type="checkbox"/>	<input type="checkbox"/>
	yes	no

Any evidence of overspray into public use areas?	<input type="checkbox"/>	<input type="checkbox"/>
	yes	no

Any leaks or breaks in irrigation system?	<input type="checkbox"/>	<input type="checkbox"/>
	yes	no

Any evidence of overflows, dike erosion, or improper management of storage ponds?	<input type="checkbox"/>	<input type="checkbox"/>
	yes	no

If any of the boxes were checked "Yes", describe the problem(s) below. Attach a site map, if necessary, to locate the problem area(s).


**Town of Yountville Recycled Water Program  
Site Inspection Report (Continued)**

**Verification of Permit Conditions**

Have there been any operational or equipment changes at the site?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Has there been a change in recycled water use?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Have the reuse site boundaries changed?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Has there been a change in Recycled Water Supervisors?	<input type="checkbox"/> yes	<input type="checkbox"/> no
Has the User been completing Self-Monitoring Reports?	<input type="checkbox"/> yes	<input type="checkbox"/> no

If the problems noted above are violations of permit conditions, a Significant Violation Report must be prepared and the RWQCB contacted within 24 hours. If the site operations differ from the original permit conditions, an amended Recycled Water Use Permit should be prepared and issued to the User.

A copy of this inspection report and the Significant Violation Report (if prepared) must be given to the Recycled Water Supervisor along with instructions and a deadline for correction of the deficiencies.

\_\_\_\_\_  
Signature of Inspector

\_\_\_\_\_  
Date

Copy of Site Inspection Report given to the User's Recycled Water Supervisor?  yes \_\_\_\_\_ Date

Recommended corrective actions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Deadline for Corrective Actions: \_\_\_\_\_

**Town of Yountville Recycled Water Program**  
**User Guidelines**

(These guidelines were excerpted from General Water Reuse Order No. 96-011 and CCR Title 22, but they are not comprehensive and the User is still subject to all applicable regulations.)

1. The treatment, storage, distribution, or reuse of recycled water shall not create a nuisance as defined in Section 13050(m) of the California Water Code.
2. No recycled water shall be applied to irrigation areas during periods when soils are saturated.
3. Recycled water shall not be allowed to escape from the designated use area(s) as surface flow that would either pond and/or enter waters of the state.  
  
Recycled water shall not be allowed to escape from the designated use area(s) as an airborne spray that would visibly wet vegetation or any other surface.
4. Spray or runoff shall not enter a dwelling or food handling facility, and shall not contact any drinking water fountain, unless specifically protected with a shielding device. ~~The~~ If the recycled water is of restricted quality as described under Section B, then spray or runoff shall not enter any place where the public may be present during irrigation.
5. ~~The~~ Secondary recycled water shall not be applied so as to cause runoff to or degradation of any water body or wetland.
6. Recycled water shall not be applied in groundwater recharge and wellhead protection areas (so designated by local agencies). No irrigation with, or impoundment of, recycled water shall take place within 100 feet of any domestic water supply well.
7. The use of recycled water shall not cause rising groundwater discharging to surface waters to impair surface water quality objectives or beneficial uses.
8. The incidental discharge of recycled water to waters of the State shall not unreasonably affect present and anticipated beneficial uses of water, and not result in water quality less than that prescribed in water quality control plans or policies.
9. Recycled water shall not be used as a domestic or animal water supply.

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**Town of Yountville Recycled Water Program**  
**User Guidelines (Continued)**

10. No recycled water shall be discharged from treatment facilities, irrigation holding tanks, storage ponds, or other containment, other than for permitted reuse in accordance with [this Order 96-011](#), other [Regional Board](#) issued Waste Discharge Requirements or NPDES permits, contingency plan in an approved Water Reuse Program (NOI report), or for discharge to a municipal sewage treatment system.
11. There shall be no cross-connection between potable water supply and piping containing recycled water. All users of recycled water shall provide for appropriate backflow protection for potable water supplies as specified in Title 17, Section 7604 of the California Code of Regulations or as specified by [Department of Health Services](#).
12. All above ground equipment, including pumps, piping, storage reservoirs, and valves, which may at any time contain recycled water, shall be adequately and clearly identified with appropriate warning signs. The User shall make all necessary provisions to inform the public that the liquid being distributed is recycled water and is unfit for human consumption. Signs must be of a size no less than 4 inches high by 8 inches wide that include the following wording: "RECYCLED WATER – DO NOT DRINK" and display an international symbol similar to those depicted below.
13. Any storage facility containing recycled water for reuse applications shall be managed in a manner to control odor or nuisance conditions.
14. All wastewater storage ponds shall be adequately protected from erosion, washout, and flooding from a 24-hour rainfall event having a predicted frequency of once in 100 years.[DHS](#).

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Examples of International Symbols for Public Warning Signs:



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# City of Yountville Recycled Water Program

## Trucked Recycled Water Use Permit

This permit must be available for inspection at all times. The recycled water distributor must keep a copy in the tanker truck and be prepared to present it to the Producer (the Town of Yountville) for water pickups. The user/distributor must follow the attached "User Guidelines" to ensure proper use of the recycled water.

Permit Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Effective Date: \_\_\_\_\_

A \$50 permit application fee must be paid to the Town of Yountville within 30 days from the effective date to receive a valid permit number.

### User/Distributor Information

Name of User/Distributor: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

### Emergency Contact Information:

Phone Number (1): \_\_\_\_\_ Phone Number (2): \_\_\_\_\_

### Approved Type of Use

Application Method:  Truck  pray  
 Other (describe) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Use of Water:  Soil Compaction  Dust Control  Pesticide Dilution  
 Street Cleaning  Herbicide Dilution  Landscape Irrigation  
 Other: \_\_\_\_\_

Where Applied:  Town of Yountville  Napa County  Sonoma County  
 Other: \_\_\_\_\_

### Producer Information

Volume of Water Authorized: \_\_\_\_\_ gallons/day

Type of Water Produced: Secondary-23 Recycled Water

Water Produced By: Town of Yountville/Veterans Home of Calif. Joint Wastewater Treatment Plant  
(707) 944-2988 and (707) 310-2155

### Certification

I hereby certify under penalty of perjury that the information provided in this permit and any attachments is true and accurate to the best of my knowledge. The permit is subject to all prohibitions, specifications, and provisions of RWQCB Order No. 96-011.

Name of User/Distributor Representative: \_\_\_\_\_

Signature of User/Distributor: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Producer Representative: \_\_\_\_\_

Signature of Producer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_