

**MONTGOMERY COUNTY PUBLIC SERVICE AUTHORITY  
NON-RESIDENTIAL SANITARY SEWER CHECKLIST**

Montgomery County is tasked by USEPA, VA DEQ, and local pretreatment agreements to evaluate all non-residential sanitary sewer users to determine the category of the user and to insure compliance with all applicable laws and regulations. This evaluation requires a thorough review of the type of business, building layout, plumbing configuration, processes performed, equipment utilized, chemicals used, chemicals stored, and expected discharges to the public sanitary sewer. Completion of the Montgomery County PSA Non-Residential Sanitary Sewer Checklist with requested attachments is the initial step of this evaluation.

If this evaluation determines that the facility is an industrial type user, large quantity discharges, or of significant potential, a wastewater discharge permit will be issued. Other responses include the facility collecting and analyzing a wastewater sample and site inspection. All submitted documentation will be filed for reference. If a wastewater analysis is required, the received results would be compared to the Montgomery County discharge limits, and if in compliance, would be placed on file for reference as conclusion to the evaluation process.

Montgomery County PSA will assist in completion of this form and to identify items of concern. All efforts should be made to prevent unsuitable materials from entering the sewer. Proper housekeeping operations can eliminate most of the sewer discharge violations.

**Significant items of concern:**

- Sampling structures are required for all non-residential facilities.
- All food preparation operations require a properly sized grease trap. Montgomery County, through experience, recommends that the trap be sized for 30 minutes of detention during peak flows. A copy of the cleaning schedule will also be required. It is highly recommended that the trap be placed outside the building so that a septic tank hauler can be used to clean/empty the trap.
- Floor drains should be restricted to bathrooms. Floor drains, in other areas, present a potential route for accidental spills to enter the sanitary sewer. If floor drains are needed outside of bathrooms, a spill prevention plan is required, all stored liquids of concern in the area must be placed within secondary containment devices, all equipment must have means to prevent lubricants or product from entering the floor drain, and other requirements may apply. Hub drains with a lip above the floor level to eliminate the spill potential concern are recommended for areas that need a drain.
- Film and X-ray processors require a "silver" recovery system to remove silver, lead, and cadmium from the discharged fixer, developer, AND wash streams. Montgomery County discharge limits for these metals are fairly stringent.
- Discharges from automotive or machining type operations may require a specifically designed petroleum type oil/water separator.
- "Plaster traps" are required where wash-up of inert materials are directed to the public sewer.

**The Montgomery County PSA Non-Residential Sanitary Sewer Checklist must be submitted and reviewed prior to Plan Approval or release of the Building Occupancy**

**Permit.** Questions relative to the checklist should be directed to **Montgomery County PSA**, (540) 381-1997.

**September 2007**  
**MONTGOMERY COUNTY PUBLIC SERVICE AUTHORITY**  
**NON-RESIDENTIAL SANITARY SEWER CHECKLIST**

In order to properly review all non-residential sewer applications pursuant to the Montgomery County Sewer Use Standards, this checklist is required to be completed and submitted to the Montgomery County PSA. The sewer customer or building owner of an **EXISTING FACILITY** may complete this form **ONLY** if the facility plumbing fixtures are as listed below as **NORMAL RESIDENTIAL FIXTURES**. Checklists for all other facilities must be completed and submitted by a **PROFESSIONAL ENGINEER**. A determination will be made after review of this checklist and attachments as to any pretreatment or industrial sewer user requirements.

Instructions: Answer all question to the best of your knowledge.

Facility Name: \_\_\_\_\_

Facility Mailing Address: \_\_\_\_\_

Existing \_\_\_\_ or Proposed \_\_\_\_

Owner: \_\_\_\_\_

1. List facility operations:

1a. List Current Federal Standard Industrial Classification (SIC) Code(s):

2. What is the projected sewer flow for this facility:

**MONTGOMERY COUNTY PUBLIC SERVICE AUTHORITY  
NON-RESIDENTIAL SANITARY SEWER CHECKLIST**

3. Indicate the number of contributing fixtures that discharge to the sanitary sewer including floor drains:

a) Normal Residential Fixtures:

___ hand sink (lavatory)	___ toilet
___ kitchen sink	___ urinal
___ bathroom floor drain	

b) Non-Residential Fixtures:

___ air compressor	___ mop sink
___ air conditioner	___ neutralization tank
___ air cooling units	___ paint booth
___ chemical storage/blending tank	
___ cleaning unit	___ pressure washer
___ dental sink\cuspidor	___ steam table
___ dishwasher*	___ 3 compartment sink
___ distillation unit	___ 2 compartment sink
___ dry cleaner	___ wash rack
___ evaporator	___ washing machine
___ equalization tank	___ other:
___ film or x-ray processor	

---

\_\_\_ floor drain(other than Bathroom)

---

\*May be residential fixture for certain uses. Please submit explanation of use.

If any items are checked in block 3-b, a Professional Engineer will be required to complete remainder of the form. If there are questions, please contact Montgomery County PSA (540-381-1997) for clarification.

**MONTGOMERY COUNTY PUBLIC SERVICE AUTHORITY  
NON-RESIDENTIAL SANITARY SEWER CHECKLIST**

4. List any sewer pretreatment processes:

5. Are any heated waters or liquids to be discharged to the sanitary sewer system (except residential size hot water heaters)? \_\_\_\_\_ ( if yes list temperature, quantity, and flow rate ):

6. Are oil and/or grease trap(s) existing or to be installed?  
\_\_\_\_\_ If yes, submit engineer calculations, manufacturers data, and maintenance schedule.

7. Are any garbage grinders existing or to be installed?  
\_\_\_\_\_ If yes, submit manufacturers data.

8. Are floor drains existing or to installed in this facility? \_\_\_\_\_. If yes, provide sketch showing location of all floor drains.

**MONTGOMERY COUNTY PUBLIC SERVICE AUTHORITY  
NON-RESIDENTIAL SANITARY SEWER CHECKLIST**

9. Will any of the following elements (in any form) be stored or used in this facility? (mark yes or no for each)

YES	NO	ELEMENT	YES	NO	ELEMENT
___	___	acetate	___	___	grout
___	___	acid	___	___	heavy metal
___	___	alcohol	___	___	herbicides
___	___	algicides	___	___	inks
___	___	alkalis	___	___	ketone
___	___	aluminum*	___	___	lead
___	___	ammonia	___	___	lime*
___	___	antimony	___	___	manganese
___	___	antifreeze	___	___	mercury
___	___	arsenic	___	___	methane
___	___	barium	___	___	motor oil
___	___	benzene	___	___	naphtha
___	___	bismuth	___	___	nickel
___	___	boron	___	___	nitrogen
___	___	cadmium	___	___	paint
___	___	cement*	___	___	PCBs
___	___	chemical residuals	___	___	pesticides
___	___	chloride	___	___	phenols
___	___	chloroform	___	___	phosphorus
___	___	chromium	___	___	phthalates
___	___	cobalt	___	___	pitch
___	___	cooking oil	___	___	plating solutions
___	___	copper	___	___	salt*
___	___	creosote	___	___	sand*
___	___	cyanide	___	___	silver
___	___	diesel	___	___	soil
___	___	dyes	___	___	sugar*
___	___	ether	___	___	sulfate or sulfite
___	___	fats*	___	___	tanning solution
___	___	film developer or fixer	___	___	tar
___	___	fluoride	___	___	thinner
___	___	formaldehyde	___	___	toluene
___	___	fuel oil	___	___	wax

—	—	fungicides	—	—	whole blood*
—	—	gasoline	—	—	zinc
—	—	glue			
—	—	grease			

**MONTGOMERY COUNTY PUBLIC SERVICE AUTHORITY  
NON-RESIDENTIAL SANITARY SEWER CHECKLIST**

For each element checked yes, submit Material Safety Data Sheets, intended use, storage area, and any disposal procedure.

\*Material Safety Data Sheet Not Required

10. List all stored materials that could enter the sanitary sewer system due to a spill. (Attach sheets as necessary)

11. Attach sketch showing proposed location of required sampling manhole.

12. What is the projected parameter loading for the following; if an existing facility, attach copy of sample analysis from laboratory certified for wastewater testing (in lb/day or mg/l):

Biochemical Oxygen Demand (BOD): \_\_\_\_\_

Chemical Oxygen Demand (COD): \_\_\_\_\_

Oil and Grease (O&G): \_\_\_\_\_

Total Phosphorus (P): \_\_\_\_\_

pH: \_\_\_\_\_

Total Suspended Solids (TSS): \_\_\_\_\_

Total Kjeldahl Nitrogen (TKN):  
\_\_\_\_\_

**MONTGOMERY COUNTY PUBLIC SERVICE AUTHORITY  
NON-RESIDENTIAL SANITARY SEWER CHECKLIST**

SEWER CUSTOMER/OWNER CERTIFICATION:

I, \_\_\_\_\_ hereby certify that the information provided in this document to be true and accurate. I further understand that if I change the facility operations and/or discharges to the public sewer in any way, I must notify the Montgomery County PSA prior to discharging any new materials to the public sewer. I also acknowledge that I will be liable for any cleaning or damages of the public sewer for any unauthorized discharges from this facility. **Engineer must also complete this certification if facility has other than normal residential fixtures.**

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

**HAVE ALL QUESTIONS BEEN FULLY ANSWERED? FAILURE TO ANSWER ALL QUESTIONS WILL RESULT IN REJECTION AND RESUBMISSION OF THIS FORM.**

**ENGINEER'S SEAL AND SIGNATURE**

SIGNATURE OF ENGINEER: \_\_\_\_\_

TYPED NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

NUMBER OF ATTACHMENTS: \_\_\_\_\_

**AFFIX ENGINEER'S SEAL AND SIGNATURE BELOW**

