



**PART 1 - FACILITY INFORMATION**

Business Name

Facility Address

Mailing Address

Same as above

Postal Code

NAICS Code

(as reported by the City)

**PART 2 - AUTHORIZED REPRESENTATIVE**

Name

Position / Title

Phone Number

Email Address

**PART 3 - PROCESS OVERVIEW**

Provide a description of your business and scope of work.

## PART 4 - RAW MATERIALS AND CHEMICAL LIST

Provide a list of all raw materials and chemicals used or stored onsite that could be potentially discharged to sewer.

## PART 5 - AUTHORIZED REPRESENTATIVE STATEMENT

I have read and understand the Sewer By-law information on the reverse of this declaration form.

I understand that Part 12, Section 80 of the Sewer By-law requires the owner of a business to submit a Plan for approval and comply with the approved Plan if the business is discharging or is likely to discharge pollutants to the wastewater system or to the land drainage system.

I am aware that under the Sewer By-law there are wastewater discharge limits and a designated employee may be required to enter the premises in order to conduct inspections, administer, enforce, or remedy a violation of this By-law. I will minimize discharges of wastewater that may contain pollutants listed in Schedules A and B of the By-law.

I will notify the Industrial Waste Services Inspectors if there are any changes to ownership or discharges from this business as required in Part 12 Section 81.

I certify the above information is true.

I Accept

Name

Title

Date/time

**Submit**

You will receive an email notification upon receipt of your submission from [pollutionprevention@winnipeg.ca](mailto:pollutionprevention@winnipeg.ca)

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# THE CITY OF WINNIPEG BY-LAW NO. 106/2018

Conditions pertaining to the issuance and validity of this licence are as in Part 3, 8 and 12 of City of Winnipeg Sewer By-Law No. 106/2018

## PART 3 GENERAL

### Monitoring requirements

11 Where the designated employee determines that an access point is necessary to observe, sample or measure wastewater, the owner or the occupant of a property must construct or install the access point in accordance with plans and specifications

- (a) approved by the designated employee; maintain the access point in a safe condition, as determined by the designated
- (b) employee; and ensure that the access point is accessible to a designated employee at all reasonable times.

## PART 8 DISCHARGES OF WASTEWATER

### Responsibility for complying with this Part

43 The generator of wastewater is responsible for ensuring that wastewater being discharged meets the requirements of this Part.

### Wastewater must be discharged to wastewater system

44 Unless otherwise authorized under this By-law, wastewater must be discharged to the wastewater system.

### Wastewater discharges to wastewater system restrictions

45(1) A generator must not discharge or permit the discharge of wastewater into the wastewater system if the discharge is likely to

- (a) pose a risk of harm to the health or safety of persons or property, to the environment or to City infrastructure;
- (b) interfere with the operation or maintenance of the wastewater system;
- (c) damage the wastewater system;
- (d) restrict the flow in the wastewater system;
- (e) cause an unusual or offensive odour to be given off from the wastewater system; or
- (f) prevent the City from meeting any limits imposed by the Province of Manitoba or Government of Canada for disposal of liquid to waterways or of biosolids to land.

45(2) Except in accordance with this By-law, a generator must not discharge or permit the discharge of wastewater into the wastewater system if it contains

- (a) any of the substances set out in Schedule "A"; or
- substances with concentrations that exceed the limits set out in Schedule "B".

## PART 12 POLLUTION PREVENTION PLANNING

### 80 Pollution Prevention Plan required

80(1) Where the designated employee determines that a business is discharging or is likely to discharge pollutants to the wastewater system or to the land drainage system, he or she must provide notice to the owner of the business that a Plan is required.

80(2) Where the designated employee has given notice that a Plan in respect of a business is required under subsection (1), the owner of the business must submit the Plan to the designated employee within the timeframe set out in the notice.

80(3) Subsection (1) does not apply in respect of pollutants being discharged to the wastewater system in accordance with a valid Overstrength Discharge Licence issued in accordance with Part 4.

80(4) For the purposes of making a determination under subsection (1), the designated employee is authorized to require the owner of a business, in accordance with requirements established by the designated employee, to collect and provide to the designated employee data respecting discharges from the business to the wastewater system or the land drainage system, or both.

80(5) Where the owner of a business receives or is deemed to have received notice under subsection (1), the owner must

- (a) obtain the designated employee's approval of a Plan; and
- (b) once approved, comply with the Plan.

### 81 Change of business ownership

81(1) If the ownership of a business changes within the timeframe set out in a notice given in accordance with subsection 80(1), the original owner of the business must provide notice of the change in writing to the designated employee.

81(2) Where the designated employee determines that ownership of a business has changed, or where he or she has been provided notice under subsection (1),

- (a) the designated employee is authorized to provide notice to the new owner the business that a Plan is required; and
- (b) the new owner of the business must submit a Plan within the timeframe set out in that notice.

81(3) Where the designated employee has given notice under clause (2)(a), the obligation imposed under subsection 80(5) applies to the new owner.

### Form and content of Plan

82(1) The designated employee is authorized to determine the form in which a Plan must be submitted.

82(2) A Plan must include

- (a) a description of the pollutants which will or may be discharged to the wastewater system or the land drainage system, including the type, quantity and concentration of those pollutants;
- (b) a description of the source of the pollutants;
- (c) a description of the measures to be undertaken by the business to eliminate or reduce the discharge of the pollutants to the wastewater system or the land drainage system;
- (d) an implementation schedule for each measure identified;
- (e) the implementation date for each measure identified;
- (f) a description of current waste reduction, recycling, wastewater treatment, and pollution prevention activities with respect to wastewater or land drainage discharges at the premises;
- (g) current business ownership and contact information;
- (h) any other information required by the designated employee; and
- (i) a declaration from an appropriate representative of the business that the content of the Plan is true, accurate and complete.

82(3) Despite subsection (2), where the designated employee has approved BMP Guidelines for a particular business sector, the designated employee is authorized to approve a Plan submitted by the owner of a business within that business sector that consists of a written undertaking by the owner of the business to follow the approved BMP Guideline(s).

### Rejected Plans

83(1) The designated employee must reject a Plan if the designated employee determines that the Plan

- (a) would not or is not likely to prevent, eliminate or reduce the discharge of pollutants in a manner that would bring the business into compliance with Schedules "A", "B", "C", and "D" within a reasonable period of time;
- (b) fails to contain enough information to determine if it would control or reduce the discharge of pollutants;
- (c) is not in the form determined by the designated employee under subsection 82(1); or
- (d) is missing one or more of the requirements under subsection 82(2).

83(2) In addition to subsection (1), the designated employee is authorized to reject a Plan where he or she determines that the Plan does not otherwise meet the requirements of this Part.

83(3) Where the designated employee rejects a Plan, the designated employee must provide notice to the owner of the business in respect of which the Plan was submitted.

### Submitting subsequent Plans

84(1) Where the designated employee has approved a Plan in respect of a business, the owner of that business must submit a new Plan every 5 years following the date on which the original Plan was approved by the designated employee.

84(2) Despite subsection (1), the owner of a business may submit new Plans more frequently.

84(3) Sections 82 and 83 apply in respect of any Plans submitted by the owner of a business under this section.

84(4) The obligation imposed under subsection 80(5) applies in respect of a Plan required under this section.

### Notice of change in information required

85 Where there is a change in any information contained in a Plan, the owner of the business in respect of which the Plan was submitted must notify the designated employee of that change within 30 days following the effective date of the change.

### Spills and other contraventions

86(1) The designated employee is authorized to require that a Plan be submitted in respect of a business where the designated employee determines that the owner or the occupant of the business

- (a) caused or permitted a spill to the wastewater system or the land drainage system; or
- (b) is otherwise in contravention of any provision of this By-law.

86(2) Where the designated employee provides notice to the owner of a business that a Plan is required under subsection (1), the owner must provide a Plan within the timeframe set out in the notice.

86(3) The obligation to submit a Plan under this section is imposed on the owner of a business irrespective of whether a Plan was submitted previously in respect of that business.

86(4) Sections 82 and 83 apply in respect of any Plan submitted under this section.

86(5) The obligation imposed under subsection 80(5) applies in respect of a Plan required under this section.

### Progress updates required

87 Every 6 months following the date on which a Plan is approved by the designated employee, the owner of the business in respect of which the Plan was approved must obtain the designated employee's approval of a progress update.

### Form of progress updates

88 The designated employee is authorized to determine the form in which a progress update must be submitted.

### 89 Rejected progress updates

89(1) The designated employee must reject a progress update if he or she determines that the progress update

- (a) is not in a form determined by the designated employee under section 88; or
- (b) does not contain adequate information so as to permit the designated employee to evaluate the progress of the business towards implementation of the Plan.

### Business must achieve progress

90(1) The owner of a business must ensure that any approved Plan in respect of that business is implemented to the satisfaction of the designated employee.

90(2) Where the designated employee determines that the owner of a business has not made adequate progress in implementing an approved Plan in respect of that business, the designated employee is authorized to require the owner of the business to obtain approval of a new Plan.

90(3) Where the owner of a business receives or is deemed to have received notice that a new plan is required under subsection (2), the owner of the business must submit the new Plan within the timeframe provided in the notice.

90(4) Sections 82 and 83 apply in respect of any Plan submitted under this section.

90(5) The obligation imposed under subsection 80(5) applies in respect of a Plan required under this section.

### Storage of Plans and progress updates

#### 91 The owner of a business must

- (a) keep copies of any approved Plan in respect of that business, and any approved progress updates in respect of that Plan, on the premises of that business; and
- (b) make any such Plan and progress updates available for inspection by a designated employee upon request.

### Termination of obligation to engage in pollution prevention planning

92 Where the designated employee determines that a business is complying with Schedules "A", "B", "C" and "D" and is likely to continue to do so in the future, the designated employee is authorized to notify the owner that, unless and until the designated employee determines that the business has again discharged or is again likely to discharge substances in contravention of Schedules "A", "B", "C" and "D", the business no longer has an obligation to comply with the requirements of this Part.

### Consequences of violating this Part

93 If a person is in violation of this Part, in addition to any other enforcement measures, the designated employee is authorized to cancel any Overstrength Discharge Licence issued to the business.