CITY OF UKIAH
DEPARTMENT OF PUBLIC WORKS
300 Seminary Avenue
Ukiah, CA 95482-500
Visit us at www.cityofukiah.com
Emergency contact is (707) 467-2818 during normal business hours
(707) 272-3920 for after hour’s emergencies

RECYCLED WATER TRUCK PROGRAM PERMIT
(August 2014)

Permit Number: ____________________________

Effective Date of Permit: ____________________

This Recycled Water Use Permit must be available for inspection at all times. The recycled water Permittee/Permittee’s agent must carry one copy in the truck. This Permit is subject to all applicable requirements and restrictions specified by the Regional Water Quality Control Board and the California Department of Public Health.

Permittee Information
Permittee’s Name: ____________________________
Name of Company: ____________________________________________________________
Mailing Address: ______________________________________________________________
Billing Address if different than mailing address: _________________________________
City/State/Zip Code: ___________________________________________________________
Office Phone #: _____________________________
Fax #: ________________________________
Primary Contact: ________________________________
Title: ________________________________
Cell Phone or Other Phone #: ______________________________
Email: ________________________________

Truck Information
Provide the following information for the truck(s) for which a permit is requested. City Staff must inspect each truck to determine that it is equipped with the necessary air gap before decal issuance.

<table>
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<tr>
<th>Truck Trailer # (if applicable)</th>
<th>License Plate Number</th>
<th>Capacity of Tank or Storage Containers</th>
<th>Vehicle Equipped with Air Gap</th>
<th>Decal #s</th>
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**Recycled Water Use Limitations**
Currently the use of Reclaimed Wastewater is restricted to Soil Compaction or Dust Control, and other Construction Purposes. Use is limited to dry periods or short duration. Use must comply with the Basin Plan and with statewide reclamation requirements.

**Recycled Water Information (Check all that apply)**
Use of Recycled Water:
- [ ] Compaction
- [ ] Dust Control
- [ ] Concrete Mixing
- [ ] Other Construction Purposes: ________________________________

**RECYCLED WATER MAY NOT BE USED FOR STORM DRAIN FLUSHING**
**RECYCLED WATER MAY NOT BE USED FOR COMPACTION AROUND POTABLE WATER LINES**
**RECYCLED WATER MAY NOT BE USED FOR IRRIGATION**

**Application Method**
- [ ] Tank Truck
- [ ] Spray
- [ ] Wash Water
- [ ] Other: ________________________________

**Location of Application**
For any change in this information after issuance of this Permit, you must provide notice to the City within 1 business day.

**Where you expect to apply recycled water:**
Address:
____________________________________________________________
Address:
____________________________________________________________
Address:
____________________________________________________________
Address:
____________________________________________________________

(Attach separate sheet if necessary)

**Recycled Water Use Signs**
Permittee agrees to install, maintain, and keep in place while using recycled water three magnetic signs (on both sides and the rear of each truck) identifying that recycled water is in use. The City will provide the first set of signs at no charge; replacement signs to be paid for at cost by Permittee. Permittee must initial here to acknowledge these requirements:
Initials: __________
Recycled Water Use Guidelines and Regional Water Quality Control Board Requirements

The City Recycled Water Truck Program Guidelines ("Guidelines") which contain requirements and restrictions for storage, transportation and use of recycled water, are attached to this Permit as Attachment A, and incorporated herein by this reference. These Guidelines include provisions that incorporate the requirements of the Regional Water Quality Control Board and California Department of Public Health, Title 22 requirements. Permittee agrees to abide by all of the requirements and restrictions contained in the Guidelines.

Permittee acknowledges that the City has provided it with a copy of "The Purple Book" which is a compendium of Regional Board/Public Health Recycled Water Requirements. Initials: ______

Permittee has identified the person below as the person responsible for implementing worker/public protection requirements specified in the Guidelines and the Regional Board/Public Health Recycled Water Requirements at each site (e.g., that humans are not to drink recycled water or use it for preparing food, etc.).

In the event there is a recycled water spill, questions on compliance requirements, notice requirements or use not in accordance with requirements stated herein, Permittee shall contact the City of Ukiah Wastewater Treatment Plant immediately (707-467-2818).

Name of Responsible Person: ________________________________
Phone #: ________________________________

Fees, Rates and Charges
All fees are subject to change pending Council approval. There are currently no processing fees to process the initial application permit or usage fees.

Method and Place of Giving Notice, Submitting Bills and Making Payments
All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notices, bills and payments sent by mail shall be addressed as follows:

Accounts Receivable
City of Ukiah
300 Seminary Avenue
Ukiah, CA 95482

And when so addressed, shall be deemed given upon deposit in the United States mail, postage prepaid. In all other instances, notices, bills and payments shall be deemed given at the time of actual delivery. Changes may be made in the names and addresses of the person to who notices, bills and payments are to be given by giving notice pursuant to this paragraph.

Vehicle Registration and Insurance Requirements
Permittee must provide and attach copies of current vehicle registration (for each truck) and the following insurance requirements:
1. Vehicle Liability - $1,000,000
2. Commercial Liability - $1,000,000
3. Workers’ Compensation

Insurance requirements are fully described in the attached “Exhibit A”.

Indemnification
Permittee agrees to accept all responsibility for loss or damage to any person or entity, including City of Ukiah (“City”), and to indemnify, hold harmless, and release the City, their officers, agents and employees, from and against any actions, claims, damages, liabilities, disabilities, or expenses, that may be asserted by any person or entity, including Permittee, that arise out of, pertain to, or relate to any act, omission or negligence of Permittee in performing under this permit. Permittee agrees to provide a complete defense for any claim or action brought against the City based upon a claim relating to Permittee’s act, omission or negligence. Permittee’s obligations hereunder apply whether or not there is concurrent negligence on the City’s part, excluding any portion of liability only to the extent required by law due to the City’s conduct. The City shall have the right to select its legal counsel at Permittee’s expense, subject to Permittee’s approval, which shall not be unreasonably withheld. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Permittee or its agents under workers’ compensation acts, disability benefits acts, or other employee benefit acts.

Permit Validity Period/Termination
This Permit shall be valid for one year from the date of issuance unless it is terminated as provided below. This Permit may be terminated by the City if the City determines that Permittee has violated any of the Guidelines, the Regional Board/Public Health Recycled Water Requirements or any of the other requirements of this Permit. Termination shall be effective immediately upon notification by the City by phone, fax, email or mail.

No Entitlement to Water/Supply Subject to Availability
This Permit does not entitle Permittee to any quantity of recycled water. Supply of recycled water to Permittee is subject to availability as determined by the City and to any federal, state or local requirements which limit supply or availability. To the extent recycled water is available; supply shall be on a first-come, first-served basis. Entities with Recycled Water Agreements with the City shall have priority over Permittee in supply of recycled water.

Permit Non-Transferable
This permit is issued only to Permittee as specified above. It may not be transferred to any other entity or person.
AUTHORIZATION
Permittee is authorized to use recycled water from Recycled Water Truck Program identified above in accordance with City’s Recycled Water Truck Program Guidelines and the recycled water use requirements and restrictions of the Regional Water Quality Control Board and the California Department of Public Health.

City Staff Signature: 

City Staff Printed Name: 

Date: 

CERTIFICATION
I certify that I am an authorized agent for the Permittee cited in this application and that I have authority to bind the Permittee to the requirements of this permit and program. I hereby certify under penalty of perjury that the information provided in this permit application and in any attachment is true and accurate to the best of my knowledge. I also certify that I have read the applicable recycled water use rules and regulations of the Regional Water Quality Control Board and the California Department of Public Health and the City Recycled Water Truck Program Guidelines and agree to abide by them.

Print Name: 

Signature of Permittee: 

Title: 

Company: 

Date: 
INSURANCE REQUIREMENTS FOR CONTRACTORS

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

I. **Minimum Scope of Insurance**
Coverage shall be at least as broad as:
A. Insurance Services Office Commercial General Liability coverage (Form No. CG 20 10 10 01 and Commercial General Liability – Completed Operations Form No. CG 20 37 10 01).
B. Insurance Services Office form number CA 0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto).
C. **Worker’s Compensation** insurance as required by the State of California and Employer’s Liability Insurance.

II. **Minimum Limits of Insurance**
Contractor shall maintain limits no less than:
A. General Liability: $1,000,000 per occurrence for bodily injury, personal injury and property damage including operations, products and completed operations. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. Insurance must be written on an occurrence basis.
B. Automobile Liability: $1,000,000 per accident for bodily injury and property damage. Insurance must be written on an occurrence basis.
C. Worker’s Compensation Employer’s Liability: $1,000,000 per accident for bodily injury or disease.

III. **Deductibles and Self-Insured Retentions**
Any deductibles or self-insured retentions must be declared to and approved by the City. The City may require the insurer to reduce or eliminate such deductibles or self-insured retentions with respect to the City, its officers, officials, employees and volunteers; or the Contractor to provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses; or to approve the deductible without a guarantee.

IV. **REQUIRED Insurance Provisions**
Proof of general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:
A. The City, its officers, officials, employees, and volunteers are to be covered as ADDITIONAL INSURED with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the contractor; and with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment, furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor’s insurance, or as a separate owner’s policy.
B. The workers’ compensation policy is to be endorsed with a waiver of subrogation. The insurance company, in its endorsement, agrees to waive all rights of subrogation against the City, its officers, officials, employees and volunteers for losses paid under the terms of this policy which arises from the work performed by the named insured for the City. NOTE: You cannot be added as an additional insured on a workers’ compensation policy.
C. For any claims related to this project, the Contractor’s insurance coverage shall be primary insurance with respect to the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be in excess of the Contractor’s insurance and shall not contribute with it.
D. Each insurance policy required by this clause shall be endorsed to state that coverage shall **not be canceled** by either party, except after thirty (30) days’ prior written notice by certified mail, return receipt requested, has been given to the City.

E. **Note: (This protects the Contractor)** - Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of Civil Code.

V. **RATING - Acceptability of Insurers**

Insurance is to be placed with admitted California insurers with a current A.M. Best’s rating of **no less than A-** for financial strength, **AA** for long-term credit rating and **AMB-1** for short-term credit rating.

VI. **Verification of Coverage**

Contractor shall furnish the City with original certificates and amendatory endorsements affecting coverage required by this clause. The endorsements should be on **forms provided by the City**. If endorsements are on forms other than the City’s forms, those endorsements or policies must provide coverage that is equivalent to or better than the forms requested by the City. All certificates and endorsements are to be received and approved by the City **before** work commences. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

VII. **Subcontractors**

Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.

**If you have questions regarding our insurance requirements contact:**

Risk Manager
(707) 463-6287
FAX (707) 463-6204
These Recycled Water Truck Program Guidelines specify requirements for the Recycled water Truck Program (RAT) being implemented for use of recycled water generated from the city of Ukiah Wastewater Treatment Plant (NPDES No. CA0022888). The City of Ukiah (“City”) is the owner and/or operator of the facility.

Recycled Water Quality
The RWTP supplies clean, safe, recycled water that has been through an advanced treatment process that includes filtration and disinfection. Recycled water treated to these levels meets the rigorous and protective standards set by the California Department of Public Health.

Administrative Requirements
1. Customers with trucks interested in getting recycled water must apply for a Recycled Water Use Permit in person at the City of Ukiah Civic Center, 300 Seminary Avenue, Ukiah, CA 95482.
2. Application forms may be obtained at the Wastewater Treatment Plant or by downloading the form from the City website (www.cityofukiah.com).
3. Application forms must be completed and returned with copies of required documents attached (photocopies, PDFs, scanned documents acceptable).
4. City personnel may refuse to approve Recycled water Use Permits at any time if they have cause to believe that the approval will result in a violation of these guidelines or the Regional Board and Public Health requirements.

General Permit Requirements
1. Tank trucks must be equipped with an air gap.
2. Truck owners must show proof of vehicle liability insurance and worker’s compensation insurance meeting minimum requirements specified in the application (copies must be attached to permit application).
3. Truck owners must show proof of valid truck registration (a copy for each truck registration must be attached to permit application).
4. Before trucks can be filled for the first time, all truck owners and/or drivers are required to attend a brief on-site orientation/training in order to learn about the proper handling and use of recycled water. The City will schedule the on-site orientation/training and inform customers of the date, time and location.
5. Once the customer completes the on-site orientation/training and the City verifies the required air gap, the City will issue a signed Recycled Water Use Permit along with three magnetic recycled water signs to affix to the customer’s truck (both sides and rear). The City provides the first set of signs at no charge; the customer will have to pay (at cost) for any replacements signs.
6. The Recycled Water Use Permit must be available for inspection at all times.
7. The recycled water permittee/permittee’s agent must carry at least one copy in the truck.
8. The driver of the recycled water delivery truck and the construction site supervisor are responsible for ensuring that best management practices are followed.
9. 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.

Filling Station & Wastewater Treatment Plant Requirements
1. Recycled water is available at the City Wastewater Treatment Plant, 300 Plant Road, Ukiah from 9 am to 3 pm.
2. Trucks must have affixed and appropriately placed recycled water signs to fill at the Wastewater Treatment Plant.
3. **NO IDLING.** Turn off your truck engine while filling or waiting at the filling station.
4. **NO SMOKING.** Smoking or tobacco products are not permitted at the plant at any time.
5. Truck drivers need to call 707-467-2818 to report permit violations or recycled water concerns.
6. Do not leave trash or debris in the filling station area.

Recycled Water Handling and Use Requirements/Precautions – Best Management Practices
1. Recycled water users should apply hand sanitizer or wash their hands with soap and potable water after working with recycled water.
2. Truck drivers should be equipped with an adequate first aid kit. Cuts or abrasions should be promptly washed, disinfected and bandaged.
3. Do not drink recycled water or use it for food preparation. Additionally, the truck driver must notify workers and/or the public when recycled water is used at a site and tell them that they are not to drink recycled water or use it for food preparation.
4. Precautions should be taken to avoid food coming into contact with recycled water while the use site is still wet.
5. Permittee shall not sell, give, transfer or distribute recycled water to any other person or entity.
6. Trucks must post public warning signs adjacent to water dispensing locations. Examples include:
7. Recycled water permittees shall take adequate measures to prevent overspray, ponding or runoff of recycled water from the authorized recycled water use area and at the filling station.
8. Recycled water shall not be applied in areas where the public would be inadvertently exposed to recycled water and no spray water is allowed to runoff to any place where the public may be present during use.
9. Recycled water shall not be allowed to spray onto external drinking water fountains or faucets used for potable water.
10. Recycled water shall not be applied where it could contact or enter passing vehicles, buildings, areas where food is handled or eaten, or storm drains.
11. Any irrigation runoff shall be confined to the recycled water use area and shall not be allowed to escape as surface flow.
12. Recycled water shall not be applied on water-saturated or frozen ground or during periods of precipitation such that runoff is induced.
13. Recycled water shall not be applied on slopes if runoff cannot be controlled.
14. Recycled water shall not be used as a domestic or animal water supply.
15. There shall be no use of recycled water within a minimum of 50 feet of any domestic (drinking water) well.
16. Recycled water shall not be applied into State waters, within 25 feet of State waters containing standing or flowing water, nor in a manner that could result in uncontrolled runoff into State waters. Uncontrolled runoff of recycled water to waters of the State such that runoff causes degradation of any water body or wetland is prohibited.
17. The use of recycled water shall not cause rising groundwater discharging to surface waters to impair surface water quality objectives or beneficial uses.
18. 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.
19. Vehicles used for transportation and distribution of recycled water must have watertight valves and fittings.
20. Truck storage tanks for the storage and transport of recycled water must comply with all federal, State of California and local requirements for the storage and transport of water that is to be reused.
21. Vehicle recycled water storage tanks must be cleaned of residue and contaminants prior to use.
22. A truck or tank that has contained material from septic tank or cesspool waste shall not be used to convey recycled water.
23. A truck or tank that has contained material(s) that are hazardous, within the meaning of federal or State of California definitions of hazardous or toxic materials, wastes or substances or poisons, shall not be used to convey recycled water.
24. Tank trucks used to transport recycled water should not be used to carry potable water unless approved by the California Department of Public Health, Food and Drug Branch. Potable water hauler information can be obtained by calling (916) 650-6515.
25. Recycled water must not be introduced into any permanent piping system and no connection shall be made between the tank truck or any on-site recycled water storage and any part of a potable water system or recycled water system.

26. 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 Permittee 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 in number 7, above.

27. Any storage facility containing recycled water for reuse applications shall be managed in a manner to control odor or nuisance conditions.

28. Recycled water valves, outlets, quick couplers and sprinklers shall be of a type, or secured in a manner, that permits operation only by Permittee’s authorized personnel.

29. User must comply with all requirements and restrictions specified by the Regional Water Quality Board and the California Department of Public Health, Title 22.

*I certify that I have read, understand and agree to abide by the above guidelines.*

Signature: ________________________________

Print Name: ________________________________

Date: ________________________________

Company: ________________________________

California Driver License Number: ________________________________