



Environmental Services Department

COMPLIANCE PROGRAM APPLICATION FORM

Pursuant to Section 8 of Markham Sewer use By-law No. 2014-71 (the "By-law"), those Facilities discharging wastewater that exceeds the By-law limits may submit an application to the City for a Compliance Program entry for consideration under the By-law.

Entering into a Compliance Program allows more time for a Discharger to make significant changes at their Facility in order to come into compliance with the Bylaw. During the period of a Compliance Program, the City may permit a discharge that exceeds the By-law limits, subject to terms and conditions, so that the Discharger can conduct the improvement work necessary to bring wastewater discharges from its site into full Bylaw compliance. The program also emphasizes pollution prevention, source reduction and encourages facilities to implement waste reduction practices.

(Refer to the General Information section below for information on period of validity, contact information, etc.)

This application form must be completed to have a compliance program considered for approval by the City of Markham. Incomplete applications will not be processed and will be returned to the applicant. In the absence of such a complete application, normal By-law compliance requirements would continue to apply.

<b>I. APPLICANT INFORMATION (Refer to Instructions for Completion - Part I below)</b>			
Applicant's Legal Name	<input type="text"/>		
Applicant's Operating Name	<input type="text"/>		
Property address	<input type="text"/>		
Mailing Address	<input type="text"/>		
Telephone Number	<input type="text"/>	Fax Number	<input type="text"/>
Name of authorized representative	<input type="text"/>		
Title of authorized representative	<input type="text"/>		
Telephone Number	<input type="text"/>	Email Address	<input type="text"/>



The applicant is

- Owner of the Premises
- Lessee of the Premises

Property Owner's Legal Name

Property Owner's Full Address

If Lessee,

Contact Name

Contact Number

Email Address

**II. IDENTIFICATION OF NON-COMPLIANCE** (*Refer to Instructions for Completion- Part II below*)

Identify the Sewer Use Bylaw non-compliance issue

Specify the proposed parameter limit during term of Compliance Program (Note: reasonable proposed amount is about twice the bylaw limit)

Effluent Parameter	Proposed Compliance Program Limit (mg/L)	Proposed Duration (days)

Identify suspected reason(s) for non-compliance (e.g. improper maintenance, lack of pre-treatment, etc.)





**IV. TREATMENT SYSTEM AND SUPPLEMENTAL ACTIVITIES (Refer to Instructions for Completion - Part IV below )**

**Provide description of current treatment system (use additional pages as necessary)**

**Provide description of proposed treatment system (use additional pages as necessary)**

**Supplemental Activity Details (use additional pages as necessary)**

Activity No.	Activity Details



**V. APPLICATION TERMS AND CONDITIONS**

All information required must be submitted at the time of application. Failure to do so will result in rejection of the application until a complete application is submitted.

City of Markham reserves the right to request additional information which shall be provided within 10 working days of request, or such other time period agreed to by City of Markham. Failing to submit information within this time period means the Application will be deemed abandoned and the file closed.

Submission of this application for approval of a compliance program shall in no way be construed or be deemed to be an approval.

Submission of an application for approval of a compliance program shall in no way be construed or be deemed to be an acceptance or waiver of the applicant’s past or existing non-compliance with the Bylaw or relieve the applicant of any liability with respect to same. Compliance Program approvals are not retroactive.

*Compliance Program Limitation*

The Compliance Program is subject to the provisions of the Bylaw.

Any approval issued by City of Markham to permit an applicant, through its compliance program, to discharge an effluent that does not comply with the Bylaw shall only be in effect to the extent set out in the compliance program approval and only during the term of the approved compliance program. In all other respects, the limits for sewage discharge under the Bylaw shall apply. After expiration or termination of a compliance program approval, all Bylaw requirements shall apply.

Where the applicant makes false, misleading or inaccurate representations in its application, as determined by City of Markham staff, the application may be rejected or any approval arising from the application cancelled or terminated.

City of Markham may terminate a compliance program approval under the circumstances described in Section 8 of the Bylaw. In the event of termination, discharges from the facility must comply with all Bylaw requirements.

**VI. APPLICANT SIGNATURE AND CERTIFICATION (*Must be signed to be complete and valid*)**

*I, the undersigned, hereby declare that to the best of my knowledge, the information contained herein and the information submitted in support of this application is complete, true and accurate in every way*

_____ Signature of Applicant	_____ Date (MM/DD/YYYY)

_____ Printed Name	_____ Title or Position



## GENERAL INFORMATION

### A. Overview

The Compliance Program sets the terms and conditions and timeframes under which the Discharger may be allowed to discharge non-compliant wastewater to the City of Markham's sanitary sewer. An approved Compliance Program may include planning, design, construction, installation and implementation of the required equipment and practices, to achieve compliance with the Bylaw.

As part of a Compliance Program, Dischargers will bring their wastewater discharge into compliance by implementing one or more of the following activities:

- Change a process, method or technique to reduce, avoid or eliminate the generation of non-compliant wastewater
- Install pre-treatment equipment to remove contaminants from wastewater before it is discharged into the sanitary sewer
- Substitute materials or chemicals which contribute to non-compliant wastewater
- Recycle wastewater or specific chemicals for reuse within the existing processes or operations; by recycling and utilizing waste materials, facilities can realize long-term economic and social benefits
- Improve maintenance and operational procedures to avoid equipment breakdown that may result in contaminant discharges into drains and sewers

A Compliance Program approval is issued only after an application is accepted by the City of Markham. After a Compliance Program is approved, it is the Discharger's responsibility to undertake the activities in the manner set out in the compliance program and resulting approval in order to reach compliance with the Bylaw limits. Dischargers will be required to assess the quality of their wastewater and provide a progress report for each of the Compliance Program activities described in their Compliance Program Approval.

### B. Who Can Apply

Businesses in the City of Markham discharging to the City of Markham's sanitary sewer system that are out of compliance with the Bylaw. The City of Markham has the sole discretion to issue an approval for a proposed Compliance Program. The City of Markham may include additional terms and conditions, which it deems appropriate, in the Compliance Program Approval.

### C. Period of Validity

Each Compliance Program application will be unique to the Discharger's situation, but all work to achieve Bylaw compliance should be undertaken within a 6-month period or within the alternative time period agreed to by the City of Markham. Compliance Program activities must be specifically outlined in detail in the application form, with each component of the project given a completion date and progress reporting date. The City of Markham will assess if the proposed timeline provided is acceptable and may shorten the project schedule when granting approval. **Once the term of the compliance program has expired, the Discharger is responsible for maintaining full compliance with the Bylaw.**

### D. Requirements Checklist

- Signed and completed application form with the following attachments: engineering calculations, drawings, equipment specifications, detailed design and process description
- Any other documents or requirements as set out in Section 8 of the Bylaw

After issuance of Compliance Program Approval, the Discharger must submit:

- Sample analysis results – the Dischargers shall, at their own expense, take samples of wastewater every two weeks and analyze (by an accredited laboratory) for the parameters listed under Part II of this application form. These results must be submitted to the City of Markham upon receipt.
- Progress report – the Discharger must submit a report after the scheduled completion of each activity.