

The completion of this form is required by all dischargers to the sewage works under **Bylaw # 6270-2020** addressing sewer use in Oxford County.

Assistance in completing this form is available:

by calling **519-539-9800 x3192 or 3139**

or by emailing **seweruse@oxfordcounty.ca**.

*Note: Completion of the "Complete Discharger Information Report" may be required based on this report and/or subsequent verification of the site by the Municipality.*

### Company Information

Company Name:

Company Phone Number:

Company Address:

Company Contact Person:

Contact Phone Number:

Contact Email:

**Property Owner Information (check if information is same as above)**

Property Owner:

Owner Contact Person:

Owner Address:

Phone Number:

Owner Email:

### Operational Information

Description of product or services provided/produced at this location:

Number of shifts:

Shift Hours:

 Weekends:  Yes  No  
 As Needed

Please provide a brief description of the manufacturing process and/or service activities:

Are there or will there be any of the following wastewater discharges from this facility?

Process wastewater

 Yes  
 No

Other sources:

 Yes  No

Cooling water

 Yes  
 No

Please list/describe:

Floor drains	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the site have any existing connections to the following sewers?		
Sanitary	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Combined	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Storm	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Septic	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Location of Process Units:	<input type="checkbox"/> Inside <input type="checkbox"/> Outside <input type="checkbox"/> Outside covered <input type="checkbox"/> NA	
Storage of Raw Materials:	<input type="checkbox"/> Inside <input type="checkbox"/> Outside <input type="checkbox"/> Outside covered <input type="checkbox"/> NA	
Storage of Intermediate Products:	<input type="checkbox"/> Inside <input type="checkbox"/> Outside <input type="checkbox"/> Outside covered <input type="checkbox"/> NA	
Storage of Final Products:	<input type="checkbox"/> Inside <input type="checkbox"/> Outside <input type="checkbox"/> Outside covered <input type="checkbox"/> NA	
Does the site have any of the following programs in place to address discharges into the sewer system?		
Pollution Prevention Practices	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Best Management Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Environmental Management System	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Spill Prevention Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Additional Environmental/Water Protection Procedures	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Submission Information</b>		
Date Completed (yyyy-mm-dd):	Title of Company Representative:	
Name of Company Representative:	Signature:	
<b>For Municipal Use ONLY</b>		
Reviewed by:	Date Received (yyyy-mm-dd):	
Additional Information Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	