**INCIDENTAL SEWER DISCHARGE (ISD) REQUEST**

**For All Discharges to the Ames Sanitary Sewer**

**1) Contact Info:**

Name of Requestor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Discharger (if different): \_\_\_\_ \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_

**2) Project/ Discharge Info:**

Project Location:

Expected Discharge Start Date: \_\_\_\_\_\_\_

Expected Discharge End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Description (include description of wastewater generating source):

Discharge Water Type:

Groundwater  Surface water  Construction dewatering  Utility Vault dewatering

Boiler  HVAC  Cooling Tower  Reservoir  Other: \_\_\_\_\_\_\_\_\_

Discharge Process Type (check one):

Batch (from tanks, containers, etc.): Number of batches: \_\_\_\_\_\_ Volume/batch: \_\_\_\_\_ gallons

Continuous: Estimated flow rate: \_\_\_\_\_\_\_\_\_\_\_\_ gallons/minute

Discharge Rate:  More than 2,000 gallons/day (or 1.5 gallons/minute)

Less than 2,000 gallons/day (or 1.5 gallons/minute)

Estimated Total Discharge Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ gallons

Requested Discharge Point(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (i.e., sewer manhole number, room number)

Requested Discharge Rate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ gallons/minute

Material to be Discharged (please attach SDS and/or analytical results): \_\_\_\_\_\_\_\_\_\_\_\_\_

Suspected Constituents (for example: chromium, copper, nickel, lead, zinc): \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please Note: To receive approval, discharge is required to take place within five (5) business days of “Expected Discharge End Date”. Following approval, any modifications to the discharge date must be reported to the Environmental Management Division (Code JQ) for additional monitoring, review, and approval.** Review Page 2, and contact [jeanne.m.sabin@nasa.gov](mailto:jeanne.m.sabin@nasa.gov) or (650) 582-7321 with any questions.

**3)** Submit completed request to [marcia.j.christlieb@nasa.gov](mailto:marcia.j.christlieb@nasa.gov), for review and to schedule any necessary sample collection.

**4) Do not start discharging until written approval is returned.** Request to discharge is permitted when all relevant approvals below are complete, and the signed request form is returned to the requestor.

Date Request Received from Discharger:

JQ Contact: \_\_\_\_\_\_\_Marcy Christlieb\_\_\_ Phone/Fax: (650) 785-1776

Treatment Plant:  Palo Alto RWQCP  Sunnyvale WPCP

Date Agency Notified: \_\_\_\_\_\_ Date Request Submitted:

Agency Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_

Projected Discharge Date/Conditions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval for Discharge by Regulatory Agency (signature and date):

Approval for Discharge by NASA Ames Environmental (signature and date):

Requester Notified (date):

**Importance for Ames Permit Requirements**

The Incidental Sewer Discharge (ISD) request is essential for meeting NASA Ames’ discharge permit requirements of the City of Mountain View and the City of Sunnyvale. These requirements ensure that discharges from the Ames facility comply with local, state, and federal environmental regulations, thus protecting the environment and public health. The process for obtaining approval for these discharges differs slightly between the two cities. Please note, the ISD request process will update periodically in response to changes in specific permit requirements.

**Collaborating with Ames Environmental Management Division (Code JQ):**

NASA is responsible for tracking and maintaining a record of the volume and chemical analysis of all discharges made into the sanitary sewer. *Without a complete discharge record, NASA Ames is at risk of on-site inspections, audits, and penalties including fines*. By understanding these requirements and collaborating with Ames Environmental Management Division (Code JQ), Ames can ensure compliance with local regulations, minimize environmental impact, and maintain operational efficiency. Code JQ is available to work with you on any operational concerns to meet these tracking requirements.

**Discharge Characteristics**

Understanding the type, process, and rate of discharge is crucial for determining the appropriate monitoring and reporting requirements. Depending on these characteristics, Ames Environmental Management Division can help identify if the discharge falls under simpler compliance processes or demands more rigorous oversight to prevent environmental contamination.

**Discharge Water Type**:

* The specific source or nature of the water being discharged. Examples include utility vault dewatering, which may have accumulated contaminated groundwater from Ames’ CERCLA superfund site, depending on the location. This water may require additional monitoring and potential handling requirements prior to discharge approval.

**Discharge Process Type**

* **Batch Discharges**: Discharges that occur from a limited storage volume over a specific, limited time frame. Examples include boiler preventative maintenance (PM), which may be able to be tracked in a single event or series of events over a short period.
* **Continuous Discharges**: Discharges which happen continuously and require ongoing monitoring to ensure compliance. These require routine sampling. Examples include cooling tower water discharges, which are ongoing and need consistent monitoring, typically from a monthly sample.
* **Non-Routine Discharges**: These require more frequent and intensive monitoring. Examples include discharges from sporadic and large volume maintenance activities, such as annual cooling tower preventative maintenance.

**Discharge rate**

* **More than 2,000 gallons/day (or 1.5 gallons/minute)**: Requires more extensive monitoring and reporting due to the higher potential environmental impact. Examples are larger scale continuous discharges such as from cooling towers, which operate continuously and produce significant volumes of discharge requiring ongoing environmental monitoring.
* **Less than 2,000 gallons/day (or 1.5 gallons/minute)**: Typically involves less stringent monitoring requirements. Suitable for smaller scale discharges like routine preventative maintenance.