

General Instructions on Completing the Registration Form

- Clearly print or type the information required.
- Answer all applicable questions as completely as possible.
- Failure to sign and accurately complete all applicable sections of the application form will result in rejection or delay of the application.
- Complete as applicable to the nature of the discharge or use of reclaimed water.

1. Pre Registration Meeting

- a. Fill in the pre-registration details. If this section is not applicable (for transfers or minor revisions), leave blank.
- b. Indicate if the proposed registration conflicts with a Liquid Waste Management Plan (LWMP). A LWMP may impose special requirements on the discharge or prevent registration under the MWR.

2. Type of Form

- a. Initial registration. This is the first time registering the proposed discharge, or the discharge has changed, as per Section 16 of the MWR (e.g. the discharge rate has increased by >10%).
- b. Revised registration (change of information). This is a revision to an existing registration, as per Sections 16 and including administrative changes as noted in Section 11 of the MWR. Provide the existing registration number and date of last revision.
- c. Transfer of registration. This is a transfer of a registration from one discharger to another (e.g. a developer transferring a registration to a strata corporation).

3. Administrative Information

- If an authorized agent is completing the registration form on behalf of the applicant (person seeking authorization), complete sections a) through q).
- If the applicant (person seeking authorization) is completing the form, complete sections g) through q) only.

4. Treatment Facility Information

- f. Enter the regional district in which the wastewater facility is located (e.g. Capital Regional District).
- g. Provide the latitude and longitude of the approximate centre of the wastewater treatment facility. Enter the coordinates in decimal degrees to 4 decimal places. Use the North American Datum from 1983. If using Google Earth, the default World Geodetic System datum from 1984 is also acceptable. Also indicate the source of the coordinate data: 1:20,000 Scale Map, 1:50,000 Scale Map, Differential GPS, GPS (handheld), GOAT 1:20,000 TRIM, GOAT orthoimagery or Google Earth.
- h. For legally surveyed property, provide the legal land description from the Land Title Registry System, including the Parcel Identifier Number (PIN).
- i. Indicate if the applicant is also the legal land owner of the property where the wastewater treatment facility resides. If "yes" skip fields e) through g). If "no" complete fields e) through g).
- h. Provide the physical address of the wastewater facility.

5. Technical Information

- a. If you are using actual flows to design the facility, list the water conservation measures that are significant to the design and/or proof that restrictive covenants are in place.
- b. Describe, in general terms, the type of treatment system and basic processes. If using a pre-engineered system, indicate the manufacturer and model.

E.g. (1) Septic tank and disposal field.

E.g. (2) Siemens™ OMNIPAC® SBR Field-Erected Package Wastewater Plant.

E.g. (3) Secondary treatment system featuring: bar rack, grit chamber, equalization basin, primary settling tank, biological treatment, secondary settling tank and disinfection.

- c. Provide the treatment level of the facility: primary, secondary or advanced. Please refer to the definitions section of the MWR when determining the level of treatment.
- d. Describe the sources that will contribute to the wastewater received by the facility. E.g. domestic wastewater, septic tank pumpage, commercial, institutional or industrial sources. In cases where industrial, commercial or institutional sources contribute to the wastewater stream, identify the percentage of municipal wastewater compared to the total wastewater stream.
- e. Describe the method of disinfection (e.g. UV, ozonation, chlorination / dechlorination).
- f. Describe the disposal system:

E.g. (1) Discharge to non embayed marine water by single outfall with diffuser, or

E.g. (2) Discharge to ground by septic field.

- g. Provide the earliest date of discharge in the following format - mmm dd, yyyy.
- h. Provide the anticipated commissioning period in the following format - mmm dd, yyyy). This is the period of time from completion of construction until the facility is at full operation.
- i. Provide the maximum daily flow of the treatment facility in m³/day.
- j. Select all discharge type(s) applicable to this registration: use of reclaimed water, discharge to ground, and discharge to water.
 - In fields k) through p) provide the requested information for the facility operator.

6. **Discharge to Ground (if applicable)**

- In fields a) through h), provide the quantity and quality information related to the discharge.
- i. In the "Maximum discharge of any parameter identified in the environmental impact study or any other source" field, please provide a list of any other discharge quality parameter identified and the associated maximum discharge limit that will ensure protection of public health and the receiving environment. Parameters may include those identified in an EIS or specified by the director. Do not include parameters that were already identified in fields a) though h) above.
- j. Provide the latitude and longitude of the approximate wastewater discharge point (e.g. the approximate centre of the drainage field or discharge area when viewing in plan view). Enter the coordinates in decimal degrees to 4 decimal places. Use the North American Datum from 1983. If using Google Earth, the default World Geodetic System datum from 1984 is also acceptable. Also indicate the source of the coordinate data: 1:20,000 Scale Map, 1:50,000 Scale Map, Differential GPS, GPS (handheld), GOAT 1:20,000 TRIM, GOAT orthoimagery or Google Earth.
- k. Indicate if the legal land owner where the facility is located is the same as the owner of the treatment facility. If "yes" skip fields l) through q). If "no" complete fields l) through q).

7. **Discharge to Water (if applicable)**

- In fields a) through i), provide the quantity and quality information related to the discharge.
- j. In the "Maximum discharge of any parameter identified in the environmental impact study or any other source" field, please provide a list of any other discharge quality parameter identified and the associated maximum discharge limit that will ensure protection of public health and the receiving environment. Parameters may include those identified in an EIS or specified by the director. Do not include parameters that were already identified in fields a) though i) above.

- k. Provide the approximate latitude and longitude of the wastewater discharge point (e.g. the approximate location where the undiluted wastewater first meets water, or for an outlet with diffuser ports, the approximate centre of the diffuser area, along the length of the pipe). Enter the coordinates in decimal degrees to 4 decimal places. Use the North American Datum from 1983. If using Google Earth, the default World Geodetic System datum from 1984 is also acceptable. Also indicate the source of the coordinate data: 1:20,000 Scale Map, 1:50,000 Scale Map, Differential GPS, GPS (handheld), GOAT 1:20,000 TRIM, GOAT orthoimagery or Google Earth.
- l. Indicate if the legal land owner where the facility is located is the same as the owner of the treatment facility. If “yes” skip fields m) through r). If “no” complete fields m) through r).

8. Use of Reclaimed Water (if applicable)

In fields a) through e), provide the quantity, quality and seasonal use of discharge information.

- f. In the “Maximum discharge of any parameter identified in the environmental impact study or any other source” field, please provide a list of any other quality discharge parameter identified and the associated maximum discharge limit that will ensure protection of public health and the receiving environment. Parameters may include those identified in an EIS or specified by the director. Do not include parameters that were already identified in fields c) through e) above.
- g. Indicate the reclaimed water use category. See category definitions in section 104 of the MWR.
- h. Provide the rationale for the reclaimed water use category selected and the intended use of the reclaimed water.
- i. Indicate what alternate method of disposal or storage exists in the event that demand for the reclaimed water is reduced (i.e. production/treatment exceeds demand). E.g. (1) the facility features an automated process capable of diverting excess reclaimed water to the local municipal sanitary collection system. E.g. (2) excess reclaimed water is discharged to a ground treatment system. In cases where the alternate disposal includes discharge to ground or water, be sure to also complete section 6 and/or 7 of the registration form.
- j. A qualified professional must submit the administrative and technical information outlined below to the applicable health authority to satisfy the notification and approval requirements of MWR. For additional information on reclaimed water, please refer to the Reclaimed Water Guideline.

Note: when sending information via email always request a reply message or read receipt. Provide a copy of read receipts or emails to the MoE regional case manager as proof that notification was sent to the health authority.

Email contact for health authorities:

Interior Health Authority: hbe@interiorhealth.ca

Fraser Health Authority: feedback@fraserhealth.ca

Northern Health Authority: php@northernhealth.ca

Vancouver Coastal HA: Michael.Wu@vch.ca

or Len.Clarkson@vch.ca (alternate)

Vancouver Island HA: Lynne.Magee@viha.ca

Administrative information:

- Include the following subject - *Re: Request for Health Officer Approval in Support of a Reclaimed Water use Application under the Municipal Wastewater Regulation.*
- Provide the contact information for the MoE regional case manager (name and phone number) if known. If not, provide the name of the [applicable MoE regional office](#).
- If the MoE regional case manager is known, include them in the cc field, as an email recipient.
- Provide the MoE authorization reference number, if available.
- Provide the company name, mailing address and contact information for both the QP and proponent.
- Indicate the professional designation of the lead QP. A designation that is included as part of a signature block is acceptable.
- Provide the local contact information for the person providing reclaimed water, including address and phone number, if different than the proponent contact information provided above.

Technical information:

Where applicable, the information below may be provided on a plan of suitable scale.

- Provide the location and boundaries of the site(s) where reclaimed water will be used.
- Provide the name of the registered land owner(s) of the land where reclaimed water will be used.
- Indicate the city or nearest municipality where the reclaimed water will be used.
- Provide the street address (where available), and legal description of the site(s) where reclaimed water will be applied.
- Indicate the city or nearest municipality where the treatment facility will reside.
- Provide the full name and street address of the facility (where available) where the reclaimed water is produced.

- Provide the location of the point of distribution.
- Provide the reclaimed water use category and rationale for selection (see MWR Part 7).
- Summarize the proposed reclaimed water use and distribution system (treatment system, purpose of use, intended dates of usage during the year, hours of operation, potential for aerosol formation and transport, potential odour concerns, neighboring land use, domestic water intakes or supply wells within 500m or the usage area, disinfection details, alternate disposal or storage information, distribution details, and any additional requirements).
- Summarize the proposed effluent quality and receiving environment monitoring program.
- Provide comments on known public health risks associated with the proposed reuse (e.g. food handling, public access, etc...)
- Include any other information required by Part 7 of MWR.
- Provide any other information deemed relevant by the QP that may be useful in reviewing the proposal.

k. Provide the approximate latitude and longitude of the reclaimed water point of distribution (the point where water quality standards for reclaimed water are met, prior to distribution for use). Enter the coordinates in decimal degrees to 4 decimal places. Use the North American Datum from 1983. If using Google Earth, the default World Geodetic System datum from 1984 is also acceptable. Also indicate the source of the coordinate data: 1:20,000 Scale Map, 1:50,000 Scale Map, Differential GPS, GPS (handheld), GOAT 1:20,000 TRIM, GOAT orthoimagery or Google Earth.

l. Indicate if the legal land owner where the facility is located is the same as the owner of the treatment facility. If "yes" skip fields m) through r). If "no" complete fields m) through r).

9. Information Respecting Facility Design, Plans and Studies, and Proof of Certain Matters

- If you are using the optional Registration Document Checklist, you may want to refer to the checklist when completing this section. The checklist also includes expanded definitions of each document.
- Using the checkboxes, indicate the plans and information attached.

v. In the "additional information" field, include anything additional that you feel is relevant to the application.

w. Indicate if any documentation, in addition to those specified in a) through u) are attached. If "yes" specify the documents in field x)