

[Organization logo]

[Organization name]

Commented [14A1]: All fields in this document marked by square brackets [] must be filled in.

GUIDELINE FOR WASTEWATER & SEWAGE MANAGEMENT

Commented [14A2]: This guidelines does not apply to authorized organizations that are in the business of collecting, storing and treatments of wastewater and sewage.

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Commented [14A3]: Adapt to the existing practice in organization.

Distribution list

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1. Purpose, scope and users

The purpose of this document is to define the process of control and discharge of wastewater.

This document applies to all activities and processes of [organization name] that generate wastewater.

Users of this document are all employees of [organization name] engaged in processes and activities related to wastewater.

2. Reference documents

- ISO 14001:2015 standard, clause 8.1
- Environmental Manual
- Environmental Policy
- Procedure for Identification and Evaluation of Significant Aspects
- Procedure for Operational Control of Significant Environmental Aspects
- Procedures for Preparedness and Emergency Response
- List of Interested Parties, Legal and Other Requirements

3. Wastewater and sewage

3.1. Discharge of wastewater

[job title] ensures that discharges of process wastewater, sanitary wastewater, wastewater from utility operations or storm water to surface water do not result in contaminant concentrations in

Discharges of industrial wastewater or storm water into public or private wastewater treatment systems should:

- Meet the pretreatment and monitoring requirements of the sewer treatment system into which it discharges.
- Not interfere, directly or indirectly, with the operation and maintenance of the collection and treatment systems, or pose a risk to worker health and safety.
- _____
- Pretreatment of wastewater to meet regulatory requirements before discharge from the project site is required if the municipal or centralized wastewater treatment system receiving

[organization name]

wastewater from the project does not have adequate capacity to maintain regulatory compliance.

3.2. Wastewater management

3.2.1. Industrial Wastewater

Industrial wastewater generated from industrial operations includes process wastewater,

Process wastewater

[Job title] is responsible for provision of adequate resources that are required for proper operation and maintenance of a treatment facility, since the performance is strongly dependent on the technical ability and training of its operational staff.

[job title] ensures that residuals from industrial wastewater treatment operations should be disposed of in compliance with local regulatory requirements, in the absence of which disposal has to be consistent with protection of public health and safety, and conservation and long-term sustainability of water and land resources.

Wastewater from Utilities Operations

[Job title] develops water management strategies for utility operations that include:

- Use of heat recovery methods (also energy efficiency improvements) or other cooling methods to reduce the temperature of heated water prior to discharge to ensure the
- Minimizing use of antifouling and corrosion-inhibiting chemicals by ensuring appropriate depth of water intake and use of screens. Least hazardous alternatives should be used with regards to toxicity, biodegradability, bioavailability, and bioaccumulation potential. Dose applied should accord with local regulatory requirements and manufacturer recommendations;

Storm water Management

In order to reduce the need for storm water treatment, [job title] enforces application of the following principles:

Commented [14A5]: Adapt this section to comply with legal requirements.

Commented [14A6]: Adapt to organization's practice.

[organization name]

- Storm water should be separated from process and sanitary wastewater streams in order to reduce the volume of wastewater to be treated prior to discharge
- Surface runoff from process areas or potential sources of contamination should be prevented
- [Redacted]
- Oil/water separators and grease traps should be installed and maintained as appropriate at refueling facilities, workshops, parking areas, fuel storage, and containment areas

3.2.2. Sanitary Wastewater

Commented [14A7]: Adapt to organization's practice.

Sanitary wastewater from industrial facilities may include effluents from domestic sewage, food service, and laundry facilities serving site employees. Miscellaneous wastewater from laboratories,

[Redacted]

[Job title] enforces the sanitary wastewater management strategies that include:

- Segregation of wastewater streams to ensure compatibility with selected treatment option (e.g., septic system that can only accept domestic sewage);
- Segregation and pretreatment of oil- and grease-containing effluents (e.g., use of a grease trap) prior to discharge into sewer systems;
- [Redacted]
- [Redacted]

3.3. Monitoring

A wastewater and water quality monitoring program with adequate resources and management oversight is developed and implemented by [job title] to meet the objective(s) of the monitoring program. The wastewater and water quality monitoring program should consider the following elements:

[Redacted]

[Redacted]

Monitoring type and frequency

Wastewater monitoring should take into consideration the discharge characteristics from the process over time. Monitoring of discharges from processes with batch manufacturing or seasonal process variations should take into consideration time-dependent variations in discharges and, therefore, is

[Redacted]

[organization name]

Monitoring locations

The monitoring location should be selected with the objective of providing representative monitoring prior to or after treatment with the objective of meeting the discharge or ambient water quality standards.

[Redacted]

[Redacted]

4. Managing records kept on the basis of this document

| Record name | Code | Storage | | Responsibility |
|-----------------------|----------|----------------|-------------------------|----------------|
| | | Retention time | Location | |
| Deployed Waste Report | PR.08.13 | 2 years | [office of [job title]] | [job title] |

Commented [14A8]: If the record is in electronic form, write the name of the folder on [job title]'s computer.

Only [job title] can grant other employees the right to access records.