

## Recycled Water Use Application Packet

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The Recycled Water Use Application package includes the following:

- Los Angeles County Sanitation Districts (LACSD) application for recycled water use
- Recycled water use site supervisor contact information form
- Sample site plan
- Recycled water user agreement (to be signed and dated by applicant)
- Recycled water use rate sheet (Exhibit A to the agreement, to be completed by applicant)
- Map of recycled water fill point locations within the City of Lancaster
- Recycled water signage specification sheet

Please be as accurate as possible when completing the forms.

**LACSD requires a recycled water site supervisor to be present on site at all times.** Free site supervisor training is provided by LACSD; the training is a half-day course, after which a site supervisor certificate is issued. The certificate is then made a part of the recycled water user application; should an applicant already hold a site supervisor certification, please include a copy with the original submission. The LACSD training schedule can be accessed at: <http://www.lacsd.org/waterreuse/recycledresources.asp> (click the “Site Supervisor Training Program” link on the menu at the left of the screen). City recycled water staff will be able to provide a “tail-gate” site supervisor training at the site while you are waiting for the official training LACSD certification.

All recycled water users are **required** to have a hard copy of the Recycled Water Users Handbook-AV at the jobsite or in their water truck whenever recycled water is being used. The handbook can be accessed at: [www.lacsd.org/civicax/filebank/blobdload.aspx?blobid=6742](http://www.lacsd.org/civicax/filebank/blobdload.aspx?blobid=6742) .

It is **mandatory** that vehicles used to transport recycled water display specific signs indicating recycled water. The City requires the minimum size of a sign to be 12”x12”; please reference the attached spec sheet. Water trucks transporting recycled water must have at least two signs, one at the rear of the vehicle and one on the driver’s side.

Please submit the completed application packet to Julie Worrell at [jworrell@cityoflancasterca.org](mailto:jworrell@cityoflancasterca.org) and Bruce Katz at [bkatz@cityoflancasterca.org](mailto:bkatz@cityoflancasterca.org) .

When a start date for use has been established, please call Mike Lazar at (661) 810-6731 to arrange an on-site meeting. There you will be provided an “appropriation sheet” to record the amount of recycled water being used for billing purposes. The appropriation sheet is to be emailed to Julie Worrell at [jworrell@cityoflancasterca.org](mailto:jworrell@cityoflancasterca.org) by the 2<sup>nd</sup> of every month. **Users will continue to be charged a monthly access**

**fee** until such time thirty (30) days written notice has been given to the City by the user notifying the City of the user's intent to terminate recycled water usage. Written notice shall be emailed to Julie Worrell at [jworrell@cityoflancafterca.org](mailto:jworrell@cityoflancafterca.org) and copied to Bruce Katz at [bkatz@cityoflancafterca.org](mailto:bkatz@cityoflancafterca.org).

Note - LA County Health Department maintains additional requirements for recycled water use. Please visit [http://www.publichealth.lacounty.gov/eh/EP/cross\\_con/cross\\_con\\_recycle.htm](http://www.publichealth.lacounty.gov/eh/EP/cross_con/cross_con_recycle.htm) for more information.

**COUNTY SANITATION DISTRICTS OF LOS ANGELES COUNTY  
APPLICATION FOR RECYCLED WATER USE  
Sanitation Districts No. 14 and 20**

**GENERAL INFORMATION**

Date: \_\_\_\_\_ Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Type of Site or Development: \_\_\_\_\_

Brief Description of Proposed Use of Recycled Water: \_\_\_\_\_

For Irrigation Sites, the Total Number of Acres or Square Feet to be Irrigated with Recycled Water: \_\_\_\_\_

Expected Date to Commence Recycled Water Service (Month/Year): \_\_\_\_\_

Estimated Water Requirements (AFY/MGD): \_\_\_\_\_

Average Peak Demand (GPM): \_\_\_\_\_

Purveyor: *CITY OF LANCASTER*

Owner: *CITY OF LANCASTER*

Address: *44933 FERN AVENUE, LANCASTER, CA 93534*

Phone: *(661) 723-6000*

Operator: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

ITEMS REQUESTED FOR ATTACHMENT TO THIS FORM	✓
<b>Site Description and Information</b>	
<ul style="list-style-type: none"> <li>• A map showing the specific boundaries of the proposed Site(s) - for irrigation sites, include the total number of acres or square feet to be irrigated with recycled water.</li> </ul>	
<ul style="list-style-type: none"> <li>• The name and contact information (title, address, phone number, cell phone number, and email) for the person or persons responsible for operation and maintenance of the site (O&amp;M Staff), including the person designated as the Site Supervisor for each proposed site.</li> </ul>	
<ul style="list-style-type: none"> <li>• Evidence that the O&amp;M Staff and Site Supervisor have received sufficient training (or the date when training will occur prior to delivery of recycled water) such that the site is operated and maintained in compliance with applicable laws and regulations, local health department requirements, the Districts' permit(s) issued by the Regional Water Quality Control Board, and the Districts' <i>Requirements for Recycled Users</i>.</li> </ul>	
<ul style="list-style-type: none"> <li>• The description of the specific use to be made of the recycled water at each Site.</li> </ul>	
<p><b>Design plans and a description of Best Management Practices (BMPs)</b> that show that the use does not unreasonably affect present and anticipated beneficial uses of water, or result in water quality less than that prescribed in water quality control plans or policies.</p>	
<ul style="list-style-type: none"> <li>• Application of recycled water at agronomic rates.</li> </ul>	
<ul style="list-style-type: none"> <li>• Erosion control.</li> </ul>	
<ul style="list-style-type: none"> <li>• Fertilizer control.</li> </ul>	
<ul style="list-style-type: none"> <li>• Runoff prevention.</li> </ul>	
<p><b>Description of other BMPs used at the Site for Protection of Public Health</b></p>	
<ul style="list-style-type: none"> <li>• Use of buffer zones</li> </ul>	
<ul style="list-style-type: none"> <li>• Plans to discontinue application of recycled water during precipitation events, which are of sufficient magnitude to generate surface flow within the Site.</li> </ul>	
<ul style="list-style-type: none"> <li>• Use of devices that protect drinking water fountains against contact with recycled water spray, mist, or surface flow.</li> </ul>	
<ul style="list-style-type: none"> <li>• Irrigation schedules.</li> </ul>	
<ul style="list-style-type: none"> <li>• Signs and locations.</li> </ul>	
<ul style="list-style-type: none"> <li>• Marking of recycled water piping and appurtenances.</li> </ul>	
<p><b>Plans and specifications</b></p>	
<ul style="list-style-type: none"> <li>• Proposed piping systems to be used.</li> </ul>	
<ul style="list-style-type: none"> <li>• Pipe locations for both recycled and potable systems.</li> </ul>	
<ul style="list-style-type: none"> <li>• Type and location of the outlets and plumbing fixtures that will be accessible to the public.</li> </ul>	
<ul style="list-style-type: none"> <li>• The methods and devices to be used to prevent backflow of recycled water into the potable water system.</li> </ul>	
<p><b>Copy of the Recycled Water System Operations Manual</b> or the date by which the Manual will be submitted prior to delivery of recycled water</p>	
<p><b>Copy of the Emergency Cross-Connection Response Plan</b> or the date by which the Plan will be submitted prior to delivery of recycled water</p>	



# Recycled Water Site Contact Information Form

**Name of Recycled Water User/Site:** \_\_\_\_\_

Site Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Recycled Water Site Supervisor:** \_\_\_\_\_

Site Supervisor Training Date (month/year): \_\_\_\_\_ Training Location: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Pager: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Work Schedule: \_\_\_\_\_

**Assistant Site Supervisor (if applicable):** \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Management Company (if applicable):** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Site Supervisor Training Date (month/year): \_\_\_\_\_ Training Location: \_\_\_\_\_

**\*\*\*Immediately notify the Sanitation Districts of any changes\*\*\***

**Please email this form to: [reuse@lacsds.org](mailto:reuse@lacsds.org)**

***INSERT COPY OF RECYCLED WATER  
SITE SUPERVISOR TRAINING CERTIFICATE***



# Recycled Water Facility Site Map

Major Cross Streets: Avenue I and 3rd Street East

SAMPLE



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**SITE:**

**LOCATION:**

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**THIS RECYCLED WATER USE AGREEMENT** (this “Agreement”) is entered into as of \_\_\_\_\_, 20\_\_\_\_ by and between the **CITY OF LANCASTER** (the “City”) and \_\_\_\_\_ (the “User”).

**RECITALS**

The following recitals are a substantive part of this Agreement.

- A. The use of recycled water is governed by several agencies.
- B. The Los Angeles County Sanitation District No. 14 produces recycled water, holds the Master Recycling Permit and the Waste Discharge Permit.
- C. The California Regional Water Quality Control Board, Lahontan Region, issues the Master Recycling Permit and the Waste Discharge Permit.
- D. The California State Department of Public Health is responsible for protecting public health and has delegated certain responsibilities to the Los Angeles County Department of Public Health. The Los Angeles County Department of Public Health oversees cross-connection control and other aspects of the use of recycled water.
- E. The City has contracted with the Sanitation District to purchase recycled water for resale to its customers.

**NOW, THEREFORE**, the parties hereto agree as follows:

**1. Definitions.** For the purpose of this Agreement, the following definitions shall apply:

“**Authorized Recycled Water Use Site**” or “**Authorized Site**” is a site authorized for use of recycled water under a Master Recycling Permit. The use of recycled water and the site location must comply with permit conditions.

“**Fill Point**” is the location in the City’s Recycled Water System at which a User receives Recycled Water.

“**Master Recycling Permit**” is a permit issued to a supplier or a distributor, or both, of Recycled Water, which includes waste discharge requirements prescribed pursuant to Section 13263 and water recycling requirements pursuant to Section 13523.1 of the California Water Code.

“**Producer**” is the Sanitation District.

“**Recycled Water**” is water which, as a result of treatment of waste, is suitable for a direct beneficial use or a controlled use that would not otherwise occur, and is therefore considered a valuable resource.



**“Recycled Water System”** is that portion of the recycled water collection and distribution system that begins at the point of the City’s receipt of recycled water from the Producer to the point of termination at the City’s recycled water meter(s).

**“Recycled Water System Supervisor”** is a City employee with requisite training regarding the rules and regulations for the use of recycled water established by the City and the Sanitation District and the requirements of the Master Recycling Permit and the Waste Discharge Permit issued by the California Regional Water Quality Control Board, Lahontan Region. The Recycled Water System Supervisor is responsible for the operation and maintenance of the Recycled Water System.

**“Sanitation District”** means Los Angeles County Sanitation District No.14.

**“Site Supervisor”** is an individual designated by the User to provide liaison with the City and other agencies as required. The Site Supervisor is responsible for complying with and preventing violations of all rules and regulations for the use of recycled water established by the City and the Sanitation District and the requirements of the Master Recycling Permit and the Waste Discharge Permit issued by the California Regional Water Quality Control Board, Lahontan Region, and applicable state and federal law, from the Fill Point, during transport, and at the Authorized Recycled Water Use Site.

**“User”** includes the person(s), company, corporation, partnership, agency or other entity, including heirs, successors and assigns, to which the City distributes Recycled Water pursuant to this Agreement.

**“Waste Discharge Requirements”** are issued by the California Regional Water Quality Control Board, Lahontan Region, to the Sanitation District, concerning the discharge of recycled water into the environment.

**“Water Recycling Criteria”** or **“Uniform Statewide Reclamation Criteria”** are the criteria established by the California Department of Public Health generally dealing with the levels of constituents of Recycled Water, and the means for assurance of reliability under the design concept, which will result in safe Recycled Water from the standpoint of public health. The criteria are established pursuant to Section 13521 of the California Water Code and are contained in Chapter 3 of Division 4 of Title 22 of the California Code of Regulations.

## **2. User’s Obligations.**

**a.** User agrees to purchase recycled water from the City for an authorized use on the Authorized Recycled Water Use Site. Authorized use(s) and the location of the Authorized Recycled Water Use Site authorized pursuant to this Agreement are set forth in the Scope of Use, attached hereto as Exhibit “A” and incorporated herein by reference. User shall not use the Recycled Water for any purpose other than the authorized use(s).

**b.** User agrees to follow the rules and regulations, including any future amendments thereto, for the use of Recycled Water as established by the City and/or Sanitation District. User agrees to comply with the requirements of the Waste Discharge Permit issued by the California Regional Water Quality Control Board, Lahontan Regional, to the Sanitation District. User shall keep and maintain a current copy of each of the documents described in this paragraph on the Authorized Recycled Water Use Site.

c. User agrees to grant access to the Authorized Site to all applicable regulatory agencies (including, without limitation, the City, Sanitation District, Los Angeles County Department of Public Health, California State Department of Public Health, and/or California Regional Water Quality Control Board, Lahontan Region), for the purpose of inspection to verify compliance with applicable laws, rules and regulations, at any time without prior written notice and without a warrant.

d. User shall use Recycled Water in conformity with all applicable laws, including, without limitation, all applicable state laws and/or regulations, the permits issued by the California Regional Water Quality Control Board, Lahontan Region, any applicable regulation or ordinance of suppliers of Recycled Water to the City, and all other applicable federal, state or local laws, regulations or ordinances.

e. User shall post signs and/or placards on water trucks and in conspicuous locations at the Authorized Site that include the following wording, which shall also be translated into Spanish: "RECYCLED WATER – DO NOT DRINK."

f. User shall ensure that its Site Supervisor, identified in the Scope of Use, and all operations and maintenance staff receive requisite training related to the proper operation of recycling facilities, worker protection, emergency response and compliance with applicable laws and regulations prior to the collection and/or transport of Recycled Water and the use of Recycled Water at the Authorized Site. The Site Supervisor shall also hold certification acceptable to the City and Sanitation District.

**3. Engineering Report.** The Sanitation District has been issued a Master Permit for Recycled Water use that covers the City and for which an engineering report has been prepared. If modifications to the existing engineer's report are required and/or a new engineer's report is required, such modified or new report must be approved by the appropriate agencies prior to delivery of Recycled Water to the Authorized Recycled Water Use Site.

**4. Monitoring and Notification.** User is responsible for keeping records of the amount of Recycled Water used, (and when used for landscape irrigation, the Recycled Water application rates, and supplemental nitrogen fertilizer application rates) and shall provide such records (or copies thereof) to the City on a monthly basis and any other regulatory agency upon request.

User agrees to notify the City and other agencies identified below in the event User experiences a spill of Recycled Water that exceeds fifty thousand (50,000) gallons, as required by Section 13529.2 of the California Water Code or such lesser quantity as it may from time to time be legally required to be reported. Such notification shall be by telephone within two (2) hours of knowledge of the spill, with a written report to follow within three (3) business days. Such written report must be provided by both telephone facsimile and electronic mail to the City Utility Services Manager or other designated person. Spills below 50,000 gallons but above the incidental runoff volumes shall also be reported to the City and the Sanitation District. Pursuant to the State Water Resources Control Board, incidental runoff refers to unintended small amounts of runoff from intended Recycled Water use areas, such as minimal over-spray from sprinklers that drifts out of the intended use area. Recycled water leaving a Recycled Water use area is not considered incidental if it is due to: part of the facility design, excessive application, intentional overflow or application, or negligence.

City: (661) 723-5985; After Hours: (661) 510-4362  
Fax: (661) 723-6221; Email: [bkatz@cityoflancasterca.org](mailto:bkatz@cityoflancasterca.org)  
Sanitation District: (866) 484-1224

Lahontan RWQCB: (760) 241-6583

California Dept. of Public Health: (213) 580-5723

L.A. Co. Dept. of Public Health: (626) 430-5293

Cal OES (800) 852-7550

**5. Fees and Rates.** User will pay the City a fee for access to the City’s Recycled Water and for the amount of water used each month, as set forth in the City’s Fee Schedule. See the Scope of Use for the current fees. The Access Fee and Recycled Water Usage will be billed monthly and are payable to the City within thirty (30) days of the invoice date. Users will continue to be charged a monthly access fee until such time thirty (30) days written notice has been given to the City by the user notifying the City of the user’s intent to terminate recycled water usage.

**6. Term of the agreement.** The term of this Agreement shall be for ninety (90) days and shall renew automatically in thirty (30) day increments thereafter unless terminated as provided below.

**7. Termination of the agreement.**

**a.** This Agreement may be terminated without cause by either party on thirty (30) days written notice. User will return all City equipment or other property, if any, no later than the thirtieth (30<sup>th</sup>) day following written notice of termination by either party.

**b.** The City may immediately terminate this Agreement, in writing, if it determines that User has been and/or is using Recycled Water in a manner that constitutes a violation of the Agreement.

**8. Notice.** Any notice, request, demand, consent, approval or other communication that either party desires or is required to give to the other party, with the exception of the excessive spill notifications required pursuant to Section 4 hereinabove, shall be in writing and either served personally or sent by prepaid, first-class mail. Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated two (2) business days from the time of mailing if mailed as provided in this paragraph.

City: City of Lancaster  
Development Services Department  
44933 Fern Avenue  
Lancaster, CA 93534

User: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel.: \_\_\_\_\_

**9. Liability for Fine or Penalty.** User understands and acknowledges that the City has entered into an agreement with the Sanitation District, pursuant to which the City has agreed to reimburse the Sanitation District for certain fines and/or penalties imposed against the Sanitation District. Specifically, in the event the Chief Engineer of the Sanitation District determines, based upon substantial evidence, that City is the party responsible for any action resulting in a fine or penalty against the Sanitation District, the City has agreed to reimburse the Sanitation District for the total amount of any such fine or penalty within thirty (30) business days of receiving notice thereof. In the event the City determines, based on the preponderance of the evidence, that the User is the responsible party for any action or inaction that results in the City being obligated to reimburse a fine or penalty pursuant to the terms of its agreement with the Sanitation District, the City shall send notice thereof to the User and the User shall, within thirty (30) business days of the date of the City's notice, reimburse the City the total amount of such fine or penalty.

**10. Release of Liability.** User understands and acknowledges that there may be instances when the delivery of Recycled Water is suspended by the City, Sanitation District and/or other Recycled Water supplier. The User releases the City, Sanitation District, any other supplier of Recycled Water to the City's Recycled Water distribution system and Los Angeles County Water Works District No. 40 from all liability to User and User's principals, employees, agents, representatives, guardians, successors, assigns, heirs, children and next of kin for all liability, claims, damages or demands for personal injury, death or property damage, arising from or relating to this Agreement or an interruption or suspension of the Recycled Water supply. User bears sole responsibility for any loss.

**11. Indemnification.** User shall indemnify, defend and hold harmless the City, Sanitation District, and all of their respective officers, elected officials, directors, employees, agents and representatives against all liability, demands, claims, costs, losses, damages, recoveries, settlements, and expenses, including, without limitation, claims based in tort or for personal injury (including interest, penalties, fines, attorney fees, expert witness fees, and accounting fees) incurred by the City and/or Sanitation District, known or unknown, contingent or otherwise, directly or indirectly arising from or related to the acts or omissions of User and/or its officers, directors, shareholders, employees, agents, representatives, contractors, subcontractors, tenants, subtenants, and invitees with respect to any of the following: (a) the use of Recycled Water provided by the City; (b) any personal injury (including wrongful death) or property damage (real or personal) arising from or related to Recycled Water provided to the User by the City; (c) the provision of Recycled Water by the City that is contaminated or otherwise does not meet current Water Recycling Requirements; (d) any lawsuit brought or threatened, settlement reached, or governmental order relating to the Recycled Water provided to the User by the City; (e) any violations of laws, orders, regulations requirements, or demands of government authorities, or any reasonable policies or requirements of the City, that are based on or in any way related to the use of Recycled Water, including without limitation attorney and consultant fees, expert witness fees, investigation and laboratory fees, court costs, and litigation expenses.

The undersigned individuals or entities have knowledge of and consent to the requirements, rules, and responsibilities regarding the use of Recycled Water, as set forth in the *Design Standards Technical Memorandum*, the *Recycled Water User Manual* developed by the Los Angeles County Recycled Water Advisory Committee in 2005 and the *Recycled Water Users Handbook District Nos. 14 and 20* (2008). By executing this Agreement, the User agrees to comply with the guidelines, standards and requirements set forth in the foregoing publications and further agrees to comply with the terms and

Recycled Water User Agreement

conditions set forth herein. By executing this Agreement, the City consents to the normal operation of the User's Recycled Water system, subject to the terms and conditions set forth herein.

*[Signatures begin on next page]*

**USER:**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Company: \_\_\_\_\_

Name (Print): \_\_\_\_\_

**CITY OF LANCASTER:**

Date: \_\_\_\_\_

By: \_\_\_\_\_

Name: Bruce Katz

Title: Utility Services Manager



**EXHIBIT "A"**  
**CITY OF LANCASTER - RECYCLED WATER SCOPE OF USE**

Landscape Irrigation

Construction Purposes

1. Project Description

The project for which the Recycled Water is to be used is described as follows:

\_\_\_\_\_

2. Authorized Recycled Water Use Site (include APN)

The Recycled Water to be provided to User during the term of this Agreement shall be used at the following project location only:

\_\_\_\_\_

3. Site Supervisor

The User has designated the following employee, agent or representative to be Site Supervisor for the project:

\_\_\_\_\_

4. In case of spills, after-hours contact information

Please provide information for User's two designated after-hours contacts:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

5. Billing Information:

Company Name: \_\_\_\_\_

Complete Billing Address: \_\_\_\_\_  
 (Address to which recycled water bill will be mailed)

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

6. Fees and Rates<sup>1</sup>

Meter Rate for Landscape Irrigation <sup>2</sup>		Bulk Rate for Construction Purposes
Meter Size (inches):	4"	
Monthly Access Fee (\$):	298.00	
Base Allowance <sup>3</sup> (ccf – hundred cubic feet) (1 ccf = 748 gallons)	85	
Excess Quantity Charge per ccf (\$)	1.02	

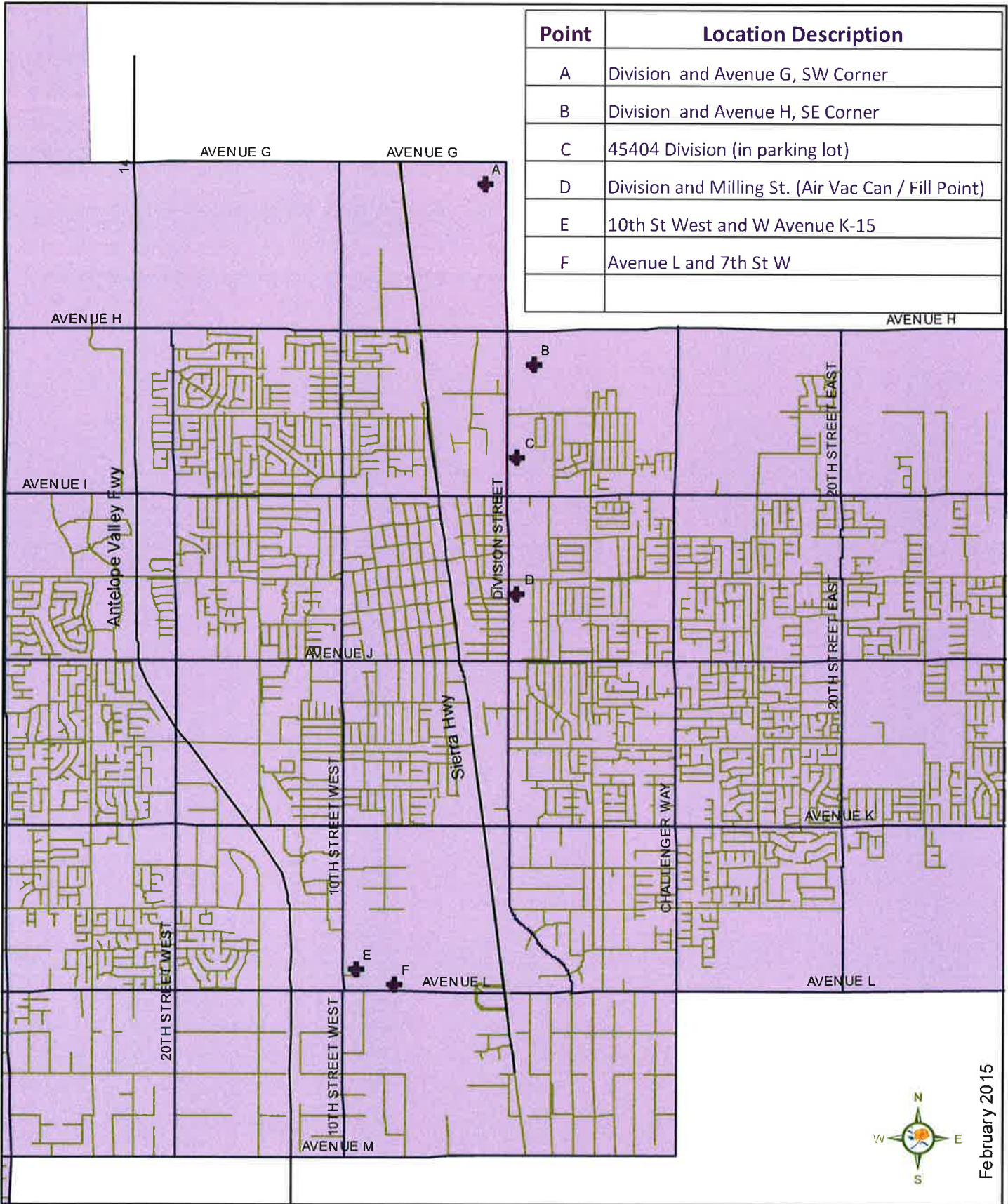
<sup>1</sup> Cost for use of Recycled Water is based on City of Lancaster Recycled Water Rate Schedule adopted by Resolution No. 08-23, as revised from time to time.

<sup>2</sup> *ibid*, Table RW-1.

<sup>3</sup> Based on size of recycled water meter for landscape irrigation.

# City of Lancaster Recycled Water Fill Point Locations

Point	Location Description
A	Division and Avenue G, SW Corner
B	Division and Avenue H, SE Corner
C	45404 Division (in parking lot)
D	Division and Milling St. (Air Vac Can / Fill Point)
E	10th St West and W Avenue K-15
F	Avenue L and 7th St W





Zumar Industries Inc.

www.zumar.com

1.7.14

Manuel, 14



City of Lancaster

Approved by:

Date:

Revision:

Color: PMS 512C on White

Radius: 1½"

Margin: N/A Border: .375"

S.O.# N/A