



# UMass Amherst Sewer System Use Protocol

Document #:  
EHS-SEW-SOP.01 Rev.03

Approval Date:  
October 07, 2015

## 1.0 Purpose and Scope

This protocol applies to any activity or operation on the main campus that discharges wastewater to the UMass Amherst (UMA) sewer lines and subsequently the Amherst Publicly Owned Treatment Works (POTW). This includes any operation or activity undertaken by UMA personnel, UMA contractors, and contractors working on University of Massachusetts Building Authority (UMBA) or Division of Capital and Asset Management (DCAM) construction projects.

## 2.0 Definitions

2.1 **Standard Discharge** – A standard discharge, has been historically in service and/or conducted on the main campus, and is considered an element of an operation or activity that occurs as a result of design and/or engineering or regular maintenance and has a corresponding volume that will not negatively impact the Town of Amherst POTW. The University considers the following examples as standard discharges:

1) Boiler Blowdown	2) Steam System Discharge
3) Cooling Tower Blowdown	4) Building Heating System Discharges
5) Building Cooling System Discharges	6) Charging Steam Lines already in Services
7) Swimming Pools	8) Hockey Rink Ice-Melt
9) Oil Water Separators	10) Bus Wash (PVTA)
11) Effluent RO Discharges	12) Building RO Waste Systems
13) Discharges less than 1,000 gallons	

2.2 **Non-Standard Discharge\*** – A non-standard discharge includes any discharge associated with an activity or operation not listed as a standard discharge or is greater than 1,000 gallons. The University considers the following as non-standard discharges:

1) Any activity not listed in the Standard Discharge classification	2) Manually Controlled Discharges
3) Construction Activities (e.g. Hydro-Static Testing, System Flush)	3) Discharges greater than 1,000 gallons.

*\*Discharge of a Non-Standard Discharge requires prior approval from the Amherst POTW and coordination among a number of departments on the UMA campus.*

**If there is uncertainty concerning how to classify a discharge please contact Theresa Wolejko, Assistant Director, Environmental and Hazardous Materials Management Services at 577-3632 for assistance.**

## 3.0 Procedure

3.1 At no time is it acceptable to discharge to storm sewer anything other than uncontaminated water from a storm event.



- 3.2 An activity or operation with a discharge that falls within the Standard Discharge classification is not affected by this protocol.
- 3.3 An activity or operation with a discharge that falls within the Non-Standard Discharge Classification must follow the remainder of this protocol to ensure that the Amherst POTW is not adversely affected and/or that the discharge is managed and treated appropriately.

### 3.4 Non-Standard Discharges

- 3.4.1 An electronic copy of the Non-Standard Discharge form can be found on the UMass Environmental Health and Safety or Physical Plant web pages. Completed forms must be sent to:

**Dennis Gagnon, EH&S Manager Central Heating Plant at [dgagnon@ehs.umass.edu](mailto:dgagnon@ehs.umass.edu)**  
**Theresa Wolejko – Assistant Director Environmental Management Services – [twolejko@ehs.umass.edu](mailto:twolejko@ehs.umass.edu)**

- 3.4.1.1 To minimize a disruption to the project's timeline the form must be submitted seven business days in advance of the anticipated discharge date.
  - 3.4.1.2 A non-standard discharge shall occur during normal business hours, or between 8:00 am and 5:00 pm. Exceptions will be considered on a case by case basis.
  - 3.4.1.3 An MSDS must be submitted for each chemical included in the discharge.
- 3.4.2 EHS or Utilities will contact the Amherst POTW and inform them of the need to discharge a Non-Standard Discharge. The information provided on the submitted form will be reviewed by Amherst POTW with the UMass representative.
- 3.4.3 The Amherst POTW will consider the request and respond within a timely fashion. Approval may be granted, with or without caveats, or be denied. The UMass representative will contact the POC listed on the form to inform him or her of the decision.
- 3.4.4 Request approved with or without conditions.
  - 3.4.4.1 If the approval includes no conditions then the discharge can commence accordingly. Contact EHS and Utilities to confirm the discharge date(s) and duration.
  - 3.4.4.2 If there are conditions UMA, or the contractor, will adopt and initiate the requirements prior to discharging. UMA, or the contractor, can weigh the



cost implications of adopting these measures against the cost of off-site disposal. Inform EHS and Utilities of the chosen course of action.

#### 3.4.5 Request denied.

3.4.5.1 If discharge to the Amherst POTW is not allowed the wastewater must be shipped off-site and treated appropriately.

3.4.5.2 Contact EHS to coordinate this effort with a pre-approved vendor. UMBA and DCAM contractors can contact EHS for vendor recommendations.

3.4.5.3 All disposal and treatment records must be provided to the EHS Environmental Services Manager for retention.

## 4.0 Training

4.1 All UMass Amherst personnel whose job may be impacted by this protocol will receive training on the requirements of the protocol. Refresher training will be provided every three years unless the protocol is revised. Training will then be provided at the time of the revision.

4.2 A copy of this protocol will be provided to the UMA Facilities and Campus Planning Division for inclusion in all bid-packets and contracts.

4.3 All contractors will receive a copy of this protocol during the project's initial safety briefing provided by UMA EHS.

## 5.0 References

5.1 N/A

## 6.0 Attachments

6.1 UMass Amherst Sewer System Use Protocol (Process Flow Diagram)

6.2 Non-Standard Discharge Form



# Non-Standard Discharge Form

*An electronic version of this form can be found on the Physical Plant and EH&S webpage*

Requestor: \_\_\_\_\_

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

UMass Department or Company: \_\_\_\_\_

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

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

1) Project, Activity, or Operation: \_\_\_\_\_

2) Anticipated Volume of Discharge\*: \_\_\_\_\_

(\*If more than one discharge is anticipated note the additional number of discharges and the corresponding rates in #7)

3) Anticipated Rate of Discharge: \_\_\_\_\_

4) Are chemicals an element of the activity or operation\*? **Y** (If yes, list chemicals) **N** (If no, see question #6)

Chemical	Volume

(\*An MSDS must be provided for each chemical. Provide a web link to the MSDS or include it as an attachment to the email when the form is submitted.)

5) Was the wastewater analyzed? **Y** (If yes, attach results)

**N** (If no, list potential pollutants)


6) What is the pH\* of the discharge? \_\_\_\_\_ (\*The pH must be between 5.0 and 10.0)

7) What is the temperature\* of the discharge? \_\_\_\_\_ the temperature at the Amherst POTW exceeds 104 degrees F be discharged) (\*In no case shall heat in such quantities that

8) Scheduled date(s) of discharge: \_\_\_\_\_

9) Anticipated duration of discharge: \_\_\_\_\_

Complete and submit form to:

Dennis Gagnon, EHS Manager Central Heating Plant at [dgagnon@ehs.umass.edu](mailto:dgagnon@ehs.umass.edu) and  
Theresa Wolejko, Assistant Director Environmental Management Services at  
[twolejko@ehs.umass.edu](mailto:twolejko@ehs.umass.edu)

UMass Amherst Sewer System Use Protocol  
Process Flow Diagram

