



## CCAP Modifications to Premises / Equipment

**For physical modifications to a permitted premises, please talk to our Building Division first.** They will let you know if you need a building permit. The building permit process is in addition to obtaining approval for changes to your cannabis permit. If a building permit is required, you will need your building permit number for this form.

**For modifications to cannabis activity locations within a permitted premises** (like switching activities between suites), please provide the information requested below. An inspection may be required. **To change the location of operations**, contact Mads Odom at [modom@cityofarcata.org](mailto:modom@cityofarcata.org) or call 707-822-5955 to discuss.

Please submit your request to allow sufficient time for review and possible inspections. Note that any inspections relating to a building permit are a separate process.

CCAP Number(s) \_\_\_\_\_

Building Permit Number (if required) \_\_\_\_\_

Site Plan -- Show existing premises and proposed changes

Site Plan -- New Premises -- Site and building plans showing new location and building layout

Written Description of Modifications and Update to Operating Plan, if appropriate

New Equipment -- Provide UL Listing or independent review by a qualified engineer

New Premises -- Update operations plan and security plan

Updated Pre-Treatment Checklist

**Please refer to the attached CCAP Security Plan and Description of Operations Revision Checklist for any questions about the requirements.**

*For City Use:*

Date Submitted \_\_\_\_\_

Accepted by \_\_\_\_\_

Approval Date \_\_\_\_\_

Action Taken \_\_\_\_\_



## Industrial Process Identification & Wastewater Discharge Characteristic Survey (Pre-Treatment Checklist)

736 F Street, Arcata, CA 95521  
(707) 822-8184

This survey is used by the City of Arcata Pretreatment Department as a tool for determining the Industrial Process(es) occurring at a non-residential facilities discharging wastewater to the City of Arcata collection system. The information collected is used to determine if the characteristics of the wastewater discharge may interfere with operations in the Publically Owned Treatment Works (POTW). Any commercial or industrial user determined to be a Categorical or Non-Categorical Industrial User will be required to apply for an Industrial User Wastewater Discharge Permit. Serious civil and criminal penalties may apply for unpermitted Categorical or Non-Categorical Significant Industrial discharges to the POTW.

*Confidentiality Notice: The City is required to keep information private that would divulge trade secrets according to State Law and Municipal Code. You must clearly mark any information considered confidential as such. If the information is determined to meet the criteria for confidentiality it will be maintained in a secure fashion and will only be made available according to applicable law.*

### SECTION A – GENERAL INFORMATION

Facility/Business Name: \_\_\_\_\_

Facility Physical Address: \_\_\_\_\_

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

Authorized Agent(s) of the facility:

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

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

Phone #: \_\_\_\_\_ e-mail: \_\_\_\_\_

## SECTION B – BUSINESS ACTIVITY

### B.1. Categorical Users\*

If your facility employs or will be employing processes in any of the industrial categories or business activities listed below (regardless of whether they generate wastewater, waste sludge, or hazardous wastes), place a check beside the category of business activity. Check all that apply.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Aluminum Forming                             | <input type="checkbox"/> Fertilizer Manufacturing                  | <input type="checkbox"/> Organic Chemicals & Plastics & Synthetic Fibers |
| <input type="checkbox"/> Asbestos Manufacturing                       | <input type="checkbox"/> Foundries (Metal Molding & Casting)       | <input type="checkbox"/> Paint Formulating                               |
| <input type="checkbox"/> Battery Manufacturing                        | <input type="checkbox"/> Glass Manufacturing                       | <input type="checkbox"/> Paving & Roof Materials Manufacturing           |
| <input type="checkbox"/> Canned & Preserved Fruits & Vegetables       | <input type="checkbox"/> Grain Mills                               | <input type="checkbox"/> Pesticides Manufacturing                        |
| <input type="checkbox"/> Canned & Preserved Seafood Processing        | <input type="checkbox"/> Gum & Wood Chemicals Manufacturing        | <input type="checkbox"/> Petroleum Refining                              |
| <input type="checkbox"/> Carbon Black                                 | <input type="checkbox"/> Hospitals                                 | <input type="checkbox"/> Pharmaceuticals                                 |
| <input type="checkbox"/> Cement Processing                            | <input type="checkbox"/> Ink Formulating                           | <input type="checkbox"/> Phosphate Manufacturing                         |
| <input type="checkbox"/> Centralized Waste Treatment                  | <input type="checkbox"/> Inorganic Chemicals                       | <input type="checkbox"/> Photographic & X-Ray                            |
| <input type="checkbox"/> Coal Mining                                  | <input type="checkbox"/> Phase I                                   | <input type="checkbox"/> Plastics Molding & Forming                      |
| <input type="checkbox"/> Coil Coating                                 | <input type="checkbox"/> Phase II                                  | <input type="checkbox"/> Porcelain Enameling                             |
| <input type="checkbox"/> Phase I                                      | <input type="checkbox"/> Iron & Steel Manufacturing                | <input type="checkbox"/> Pulp, Paper, and Fiberboard Manufacturing       |
| <input type="checkbox"/> Phase II (Canmaking)                         | <input type="checkbox"/> Leather Tanning & Finishing               | <input type="checkbox"/> Rubber Manufacturing                            |
| <input type="checkbox"/> Concentrated Animal Feeding Operations       | <input type="checkbox"/> Meat & Poultry Products                   | <input type="checkbox"/> Soap & Detergent Manufacturing                  |
| <input type="checkbox"/> Concentrated Aquatic Animal Production       | <input type="checkbox"/> Metal Finishing                           | <input type="checkbox"/> Steam Electric Power Generation                 |
| <input type="checkbox"/> Copper Forming                               | <input type="checkbox"/> Metal Products & Machinery                | <input type="checkbox"/> Sugar Processing                                |
| <input type="checkbox"/> Dairy Products Processing                    | <input type="checkbox"/> Mineral Mining & Processing               | <input type="checkbox"/> Textile Mills                                   |
| <input type="checkbox"/> Electrical/Electric Components Manufacturing | <input type="checkbox"/> Nonferrous Metals                         | <input type="checkbox"/> Timber Products                                 |
| <input type="checkbox"/> Phase I                                      | <input type="checkbox"/> Phase I                                   | <input type="checkbox"/> Transportation Equipment Cleaning               |
| <input type="checkbox"/> Phase II                                     | <input type="checkbox"/> Phase II                                  | <input type="checkbox"/> Waste Combustors                                |
| <input type="checkbox"/> Electroplating                               | <input type="checkbox"/> Nonferrous Metals Forming & Metal Powders | <input type="checkbox"/> Waste Treatment                                 |
| <input type="checkbox"/> Explosives Manufacturing                     | <input type="checkbox"/> Oil & Gas (offshore)                      |  |
| <input type="checkbox"/> Ferroalloy Manufacturing                     | <input type="checkbox"/> Ore Mining                                |  |
|   | <input type="checkbox"/> Ore Mining (Placer Mining)                |  |

\*facilities with processes inclusive in these business activities may be covered by the Environmental Protection Agency's (EPA) categorical pretreatment standards.

### B.2. Significant Non-Categorical Users\*\*

If your facility employs or will be employing processes in any of the industrial categories or business activities listed below (regardless of whether they generate wastewater, waste sludge, or hazardous wastes), place a check beside the category of business activity. Check all that apply.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Auto Mechanic/Repair            | <input type="checkbox"/> Grease Rendering | <input type="checkbox"/> Printing            |
| <input type="checkbox"/> Beer & Wine Manufacturing       | <input type="checkbox"/> Laundry          | <input type="checkbox"/> Screen Printing     |
| <input type="checkbox"/> Biodiesel Manufacturing         | <input type="checkbox"/> Coin-Op          | <input type="checkbox"/> Offset Press        |
| <input type="checkbox"/> Commercial                      | <input type="checkbox"/> Industrial       | <input type="checkbox"/> Film/Plate Printing |
| <input type="checkbox"/> Farming/Agriculture & Nurseries | <input type="checkbox"/> Laboratory       | <input type="checkbox"/> Swimming Pool       |
| <input type="checkbox"/> Dental Office                   | <input type="checkbox"/> Chemical         | <input type="checkbox"/> Veterinarian        |
| <input type="checkbox"/> Embalming                       | <input type="checkbox"/> Biological       |  |
| <input type="checkbox"/> Food Manufacturing              | <input type="checkbox"/> Paint Contractor |  |
|  | <input type="checkbox"/> Pet Grooming     |  |

\*\*facilities with processes inclusive in these business activities may be considered Significant Non-Categorical Industrial Users (SNCIU) by the City of Arcata and may be covered by the pretreatment program sections of Arcata Municipal Code.

Give a brief description of the operations at this facility:

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### SECTION C – FACILITY OPERATIONS & WASTEWATER DISCHARGE INFORMATION

**The remaining questions pertain ONLY to process wastewater generated from activities selected in Section B. DO NOT include information on sanitary wastewater (e.g. restrooms). If you did not select any of the activities listed in Section B, return pages 1 and 2 to the City of Arcata.**

Provide wastewater discharge flows for each of the existing or proposed processes selected in Section B. Indicate whether the flow type from the process is continuous (C), batch (B) or if there is no wastewater discharge for the process (NA) with the appropriate letter:

Process	Average Flow (GPD)	Maximum Flow (GPD)	Flow Type
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

List the raw materials used or planned for use in the processes selected in Section B.

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<hr/>	<hr/>
<hr/>	<hr/>

List the chemicals used or planned for use in the processes selected in Section B.

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<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Provide information on any pollutant that is known to be present or suspected of being present in the discharge from the process selected in Section B.

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Is any form of wastewater treatment currently practiced or planned at this facility?      ☐ Yes    ☐ No

If yes, describe treatment:

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*RETURN THE COMPLETED FORM TO:*

*City of Arcata  
Environmental Compliance Office*

*736 F Street  
Arcata, CA 95521*

*OR TO*

*rhernandez@cityofarcata.org*

**CCAP CHANGES: Return with Change Form**

## CCAP SECURITY PLAN AND DESCRIPTION OF OPERATIONS REVISION CHECKLIST

CCAP #

### SECURITY PLAN

- ☐ Description of security equipment
- ☐ Security for delivery vehicles, if any
- ☐ Action to be taken on security breaches

### DESCRIPTION OF OPERATIONS

- ☐ Cannabis Activity:
- ☐ Estimated # of Employees:
- ☐ Hours of Operation:
- ☐ Odor Control Measures:
- ☐ Manufacturing
  - ☐ Products to be Produced
  - ☐ Equipment Safety Measures
  - ☐ Estimated Production Volume
- ☐ Cultivation (Except Processing)
  - ☐ Description of Proposed Operation
  - ☐ Method of Irrigation
  - ☐ Disposal of Waste Water
- ☐ Testing Lab – Documentation of Accreditation