

# COMMERCIAL RECYCLED WATER FILL STATION INSTRUCTIONS OUTSIDE REDWOOD CITY SERVICE AREA

## Application Requirements

1. Commercial customers outside Redwood City service area interested in the Commercial Fill Station Program must meet the following condition to apply:
  - a. The area served must be approved by the local Agency/City and its water purveyor (if different)
2. Commercial customers interested in obtaining a recycled water construction meter must first go to City Hall- Revenue Services Counter located at 1017 Middlefield Rd. and obtain:
  - a. Redwood City Business License
  - b. Pay an \$800 deposit for a purple meter
3. Commercial customers must then schedule a time to complete the application process by calling 650-780-7464 or emailing: recycledwater@redwoodcity.org
4. At the scheduled time, go to Public Works Corp Yard located at 1400 Broadway St. and bring the following required information to complete the Permit application:
  - a. Redwood City Business License
  - b. Construction Meter Deposit Slip
  - c. Proof of Liability Insurance
  - d. Proof of workers compensation insurance
  - e. Proof of Vehicle Registration
5. A Site Supervisor must be designated to oversee and ensure safe use and handling of recycled water.
6. The site supervisor must receive training from the City.
7. Complete and sign the **Commercial Training Log** and **Use Permit**.
8. Have the Tanker truck(s) and containers inspected and approved by Public Works.
9. A purple construction meter will be issued after the requirements above are completed.

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## Use Requirements

1. Recycled water use is limited to the approved use location.
2. A **Recycled Water Truck Sign** must be fixed on the truck hauling recycled water.
3. Site Supervisor must notify the public when recycled water is used in the area.
4. Site supervisor must go over the **Guidelines for Worker Protection** with all workers that work in or near recycled water use areas.
5. Site supervisor must ensure that adequate measures shall be taken to prevent overspray, ponding, or run off of recycled water from the authorized recycled water use area.
6. Site supervisor must ensure that recycled water does not enter storm drains, creeks, lagoons, or San Francisco Bay.
7. Site supervisor must ensure that no irrigation or impoundment of recycled water is allowed within a minimum of 50 feet of any domestic drinking water well.
8. Site supervisor must ensure that a log of **Commercial Record Sheet** and **Use Permit** are kept for each vehicle, tank, or container used to transport recycled water.
9. Site supervisor must complete the **Commercial Training Log** and **Commercial Record Sheet** for each use of recycled water and provide a copy to Public Works by the 25th of each month by:
  - a. Email: [metershop@redwoodcity.org](mailto:metershop@redwoodcity.org), or
  - b. Fax: 650-780-7445, or
  - c. Mail: Public Works Services  
Attn: Recycled Water Fill Station  
1400 Broadway St  
Redwood City, CA 94063
10. Site supervisor must follow any additional requirements from the local Agency/City and its Water Purveyor.

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## Fill Station Requirements

1. Magnetic or vinyl recycled water truck signs provided from the City must be placed on the tank truck and containers identifying that recycled water is in use.
2. Tank trucks, containers, and appurtenances must be clearly identified as “non-potable”, equipped with a legally sized air gap, and must not be used to provide potable water.
3. Tank trucks and containers must have water-tight valves and fittings, must not leak or spill contents during transport, and are cleaned of contaminants.
4. Water-containing vessels that are open to the atmosphere during hauling are prohibited
5. Hoses used for the application of recycled water shall be labeled for use with “recycled water” only, removable, and shall be stored during transport.
6. Fill amount and driver’s name must be recorded on the **Commercial Record Sheet** for each and every fill.

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## Terms and Conditions

1. Use Permit can only be used for approved use(s) and location(s).
2. **The Customer will be responsible for paying consumption charges and monthly service fee at current commercial rates.** Service fees will be assessed by size of the meter, and prorated by date on the beginning and ending utility statements.
3. There shall be no cross-connection between potable water supply and piping containing Recycled water as specified in **Title 17, Section 7604 of the California Code of Regulations.**
4. Recycled water shall not be used in any pressurized irrigation system (i.e. sprinkler system) or other permanent system using potable water.
5. The local Agency/City and/or its Water Purveyor where recycled water is served may conduct site visits to ensure proper use of recycled water in accordance to **Title 17 & Title 22 Code of Regulations.**
6. **Commercial Record Sheet** and **Commercial Training Log** must be submitted to Redwood City Public Works monthly by the 25th of each month.
7. Commercial customers must meet additional requirements from the local Agency/City and its Water Purveyor.
8. Failure to follow the procedure described in this program may result in suspension of the Commercial Use Permit, fines, or fees.

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