

# 7. On-Site Recycled Water Use Permit Application Process

MCWD USER SUPERVISOR TRAINING

# Training Contents

1. Application Requirements
2. Design Drawings
3. Construction & Inspection
4. Coverage Testing
5. Cross-Connection Testing
6. Final Inspection
7. Record Drawings
8. Application Acceptance

# Application Requirements

1. MCWD On-Site Recycled Water Use Permit Application
2. Design Drawings or As-built plans
3. Recycled Water Site Operation Plan
4. Additional Plan Review assisting documents
  1. MCWD Recycled Water Site-Specific Existing Facilities Evaluation Form
    1. Must be completed and signed; only required for existing facilities
  2. Recycled water plan review checklist
    1. Not required, but helpful for new construction



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# Design Drawings

- Generally, construction drawings shall be submitted with the Permit Application
  - Overall plan view with all water systems
  - All mains in plan and profile
  - Location, type, and size of recycled water pipes
  - Location of service connection, meters, supplemental supplies, and backflow prevention devices
  - Use Area with public/restricted areas specified
  - Locations of recycled water signage
- Must conform to MCWD Procedure Guidelines and Design Requirements
- Submit two sets of plans to MCWD; online and print

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# Construction & Inspection

- Notify MCWD by phone at least one week before commencing work
- A preconstruction meeting will be held at least 24 hours before starting construction
- All recycled water facilities required for service will be installed by the User/User's contractor in accordance with MCWD design standards
- MCWD will be notified by phone each workday until project completion
  - MCWD/Regional Board inspects work construction before backfilling





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# Coverage Testing



- Part of system inspection
- Ensures the limitation of overspray, runoff, and ponding
- User shall contact MCWD and arrange for a coverage test walk-through
  - Call (831) 384-6131
  - User must attend and have persons capable of making system adjustments if necessary
  - User will be notified if modifications are required
  - Minimum one week notice

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# Cross-Connection Testing

- Initial testing
  - For modifications to existing facilities
    - Conduct before modification work to find unknown connections between existing irrigation and public piping
  - Notify MCWD minimum one week before test date with the intention that they attend
  - Cross-connection Shut Down Test Form must be completed
    - Requires a CA/NV AWWA certified Cross Connection Control Specialist
- Final testing
  - For new construction and modifications
  - User must notify MCWD, State DDW, and Regional Board minimum one week before initial test date
  - User must fill out the Cross-Connection Shut Down Test Form
    - Requires a CA/NV AWWA certified Cross Connection Control Specialist
    - User must submit documentation of all inspections and testing to MCWD



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# Final Inspection

- Final inspection by MCWD and appropriate regulatory agents to determine facilities meet all applicable requirements
  - Must be notified a minimum of five days before final inspection
- All inspection costs subject to MCWD fee schedule requirements



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# Record Drawings



- Prepared to show recycled water irrigation system as constructed
- Include all changes in the work constituting departures from the original contract drawings
  - Constant-pressure lines, intermittent-pressure lines, and appurtenances
- All changes must be approved by MCWD, State DDW, and Regional Board before implementation in construction contract
- Must be submitted prior to the site receiving recycled water



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# Application Acceptance

- Requires:
  - Completion of construction
  - Final inspection by MCWD
  - Submission of record drawings
  - Approval and signing of On-Site Recycled Water Use Permit
  - Completion of the final cross-connection test
  - Completion of the coverage test
  - User Supervisor trained and identified to MCWD
  - Payment of outstanding fees
- Compliance Inspection Report Form will be completed
  - Service connection to recycled water line
    - Connection must be done by licensed contractor with proper tie-in procedures

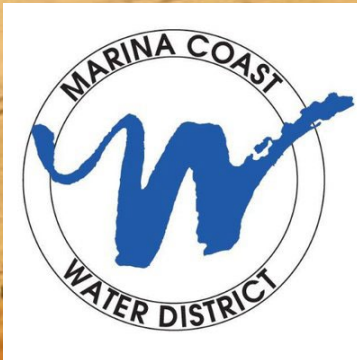
You made it!





Please reach out to MCWD  
Engineering Department if you have  
any questions

Thanks for watching our training!



MCWD Recycled Water - Safe, sustainable,  
drought-proof solutions protecting our  
groundwater's future