

# Trade Waste Application GUIDE

Trade Waste is any liquid waste, other than domestic sewage, generated by industrial, commercial, retail food, trade or manufacturing processes, which is acceptable for discharge to sewer. The discharge is conditional on having a [Trade Waste Agreement](#) or [Consent](#).

## Procedure for obtaining a *Trade Waste Agreement* or *Consent*

1. Contact South East Water's Trade Waste Branch for a *Trade Waste Application form*. The forms are also available at: [www.southeastwater.com.au](http://www.southeastwater.com.au)
2. The completed *Trade Waste Application form* should be lodged with South East Water and accompanied by a Site Plan and, if appropriate, Material Safety Data Sheets (MSDS) and Process and Instrument Diagrams.
3. Prior to the connection of any treatment apparatus to South East Water's sewerage system, an *Industrial/Commercial Development Application* must be lodged and written consent received from the company's Property Development Branch. Applications can be lodged via South East Water's FAXAPLAN service on (03) 9552 3308.  
Note: All works are required to be carried out by a licensed plumber.
4. The Trade Waste Application will be processed by the Trade Waste Branch. All fees and charges applicable to this application must be paid prior to connection.
5. A Trade Waste Agreement or Consent will then be issued to the applicant.
6. When plumbing or drainage works are required, a plumbing and drainage inspection should be arranged with the Plumbing Industry Commission.
7. When plumbing and drainage work associated with trade waste is completed, the Trade Waste Branch should be notified prior to discharge to sewer, so that a site inspection can be carried out.

## Send all applications for a *Trade Waste Agreement* or *Consent* and accompanying material to:

Trade Waste Branch  
South East Water  
Locked Bag 1  
HEATHERTON VIC 3202

*Further Information.*  
Phone: (03) 9552 3662  
Fax: (03) 9552 3673

## Trade Waste Charges

- An application fee based on discharge volumes may be applicable.
- Charges apply for trade waste discharged to South East Water's sewers, based on the quality and quantity of waste discharged. These charges recover the cost of collecting, treating and disposing of the trade waste. Agreement service charges for maintaining and monitoring Trade Waste Agreements and Consents also apply. All fees and charges are outlined in a Trade Waste Charges brochure, which is available from the Trade Waste Branch. The Trade Waste Branch can be contacted at the address and phone number listed above.
- Area contributions may also be levied to reflect the cost of additional demands placed on the sewerage system resulting from the application, or circumstances in an existing agreement change.

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The notes below are designed to help you complete the corresponding numbered questions on the Trade Waste Application form.

- 1 Include the site address from which trade waste discharge will occur.
- 2 Provide details of the company or individual(s) requesting a Trade Waste Agreement to discharge to sewer. Full names are required.
- 3 Please tick the appropriate box describing why you are making a Trade Waste Application. If you are making the application because you are starting a new business, please state the estimated date of commencement, or if you are taking over an existing business with a current Trade Waste Agreement, please state the date of the change of occupancy.
- 4 The name and contact details of the person responsible for management of trade waste matters on-site. The person should be available, both in business hours and after hours, for trade waste emergencies.
- 5 Provide a brief description of the type of industry or business which is carried out on the site eg. *car detailing, restaurant, metal finishing, etc.*
- 6 Indicate the appropriate days of the week that your business is open, and fill in the corresponding business hours.
- 7 It is South East Water's policy that stormwater is only accepted for discharge to sewer under special circumstances. Where stormwater discharge to sewer is proposed, details must be submitted describing the size of the open area receiving stormwater, as well as a description of how the stormwater will be managed and discharged to sewer eg. stormwater diversion systems. (a Process and Instrumentation Diagram is required).
- 8a Provide details in column three of question 8b, of all substances and/or chemicals used on-site that can enter the sewer as part of the business activities. The detail should identify where the chemicals are used, which chemicals are discharged to sewer, their concentration and quantity, or whether only wash waters with traces of the chemical are discharged to sewer. If you use proprietary products you must attach relevant Material Safety Data Sheets (MSDS) for all those substances that are hazardous to the health of human beings, or are potentially hazardous to microorganisms, or might adversely affect the environment. These MSDS must include the chemical composition of the substance used.
- 8b Please describe the type of activities generating trade waste on the site. In column three describe the characteristics of the waste, as detailed above in question 8a and attach the MSDS if applicable. In column four, describe the type of treatment apparatus to be used.  
  
The volume of waste each activity generates on-site needs to be calculated and included in the table. For assistance in calculating the rate of discharge, a standard 13mm garden hose will normally run at a rate of approximately 20 litres per minute (see example on page three).
- 9 A Process and Instrument Diagram must be included when specialised trade waste pre-treatment equipment is proposed. The diagram should indicate the major equipment items and any proposed instrumentation to record the flow rate and characteristics (eg pH and temperature) of the final trade waste discharge to sewer. Where emergency spill containment systems are incorporated, they must also be described in a diagram (see example on page four).
- 10 A Site Plan (no larger than A3 size) must be included with your Application. It needs to clearly identify the location of the trade waste fixtures on the site, with their number corresponding to the number in the table in question 8b and the legend on the plan. **A fixture is any item that receives and disposes of water to the sewerage system.** The legend needs to describe the fixture and the treatment apparatus receiving the discharge from the fixture. The location of treatment apparatus and the corresponding sample point needs to be identified, as well as any open areas mentioned in question 7 on the Site Plan. Please remember to include the north direction, the property number and street address (see example on page four).
- 11 If you manage a retail food outlet, preparing food for human consumption to be either consumed in your premises or to be taken away, you should complete questions 1 to 6 and then questions 10 to 12 only. Please indicate your Council registered seating capacity, if applicable, in the space provided.
- 12 Write in the number of kitchen/trade waste fixtures for each item in the table, and include any others that discharge trade waste to sewer. The occupier of the property must sign and date the *Trade Waste Application Form* in the space provided after question 12 and indicate their position.

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**Question 8b:** Describe the processes or activities on the site that will generate trade waste in the table below.

Please indicate the proposed method of treatment and volumes.

Fixture number (match Site Plan)	What type of activities generate Trade Waste?	What is in the Trade Waste? (Please include an MSDS where available)	Method of Trade Waste treatment	Max. rate in litres per minute	Max. volume in litres per hour	Max. daily discharge in kilolitres*
1	Car Wash (Unroofed 20m <sup>2</sup> )	Wash water containing traces of Detergent - Truck wash XR-8 (MSDS attached), oil, grease and road grime	Silt Pit Petrol and Oil Interceptor	20	800	3.2
2	Floor Area	Greasy floor washing	Silt Trap Grease Trap	20	550	2.5
3	Sink	Washing of utensils. Wash water containing traces of detergents.	Grease Trap	20	200	0.5
4	2 Laboratory Sinks	Wash water containing traces of Sulfuric and Hydrochloric acids	Trade Waste Treatment Apparatus	20	400	2.0
<b>ESTIMATED MAXIMUM TOTALS</b>				1950	80	8.2

EXAMPLE ONLY

If more space is required please photocopy the table, or collect additional copies from South East Water's Trade Waste Branch and attach to the back of the application form.

\*1000 litres = 1 kilolitre.

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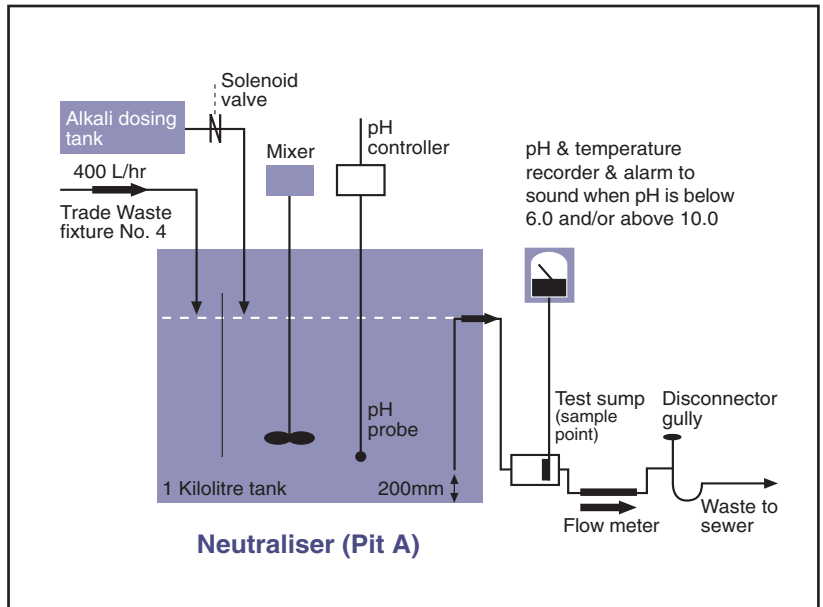
## Question 9: Process and Instrument Diagram

**The diagram should:**

- Include flow direction, capacity, dimensions and material of construction and lining of pits and tanks in contact with the trade waste;
- Identify all dosing equipment, pH control equipment, pumps and their respective rates and flow metering equipment; and
- Include an operation schedule (see below).

**Neutraliser Pit “A”**

<b>Capacity</b>	1000 Litres
<b>Length</b>	2 Meters
<b>Width</b>	1 Meters
<b>Water Level</b>	0.5 Meters
<b>Construction</b>	Concrete
<b>Lining</b>	UPVC
<b>Retention</b>	60 Minutes



Sample Diagram

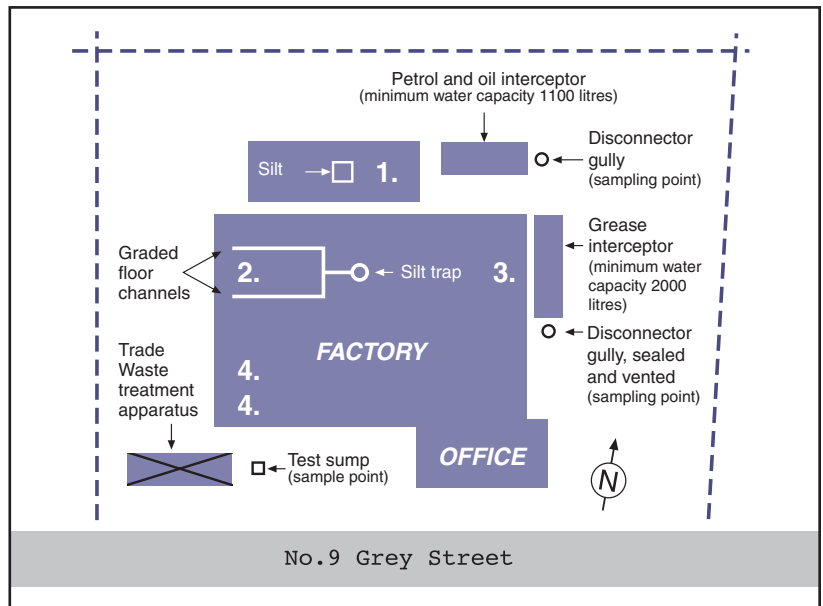
## Question 10: Site Plan (No larger than A3 size)

**The Plan should identify:**

- Site boundaries, north point and address.
- Details and location of all fixtures, tanks, pits and apparatus that are associated with the generation and treatment of trade waste
- A legend showing fixture numbers, description of fixtures and treatment apparatus.
- Trade waste specific items only (see below).

**LEGEND**

Fixture No	Description	Treatment/ Apparatus
1	20m <sup>2</sup> unroofed vehicle wash bay	Silt pit petrol & oil interceptor
2	Floor area	Silt trap grease interceptor
3	Sink	Grease interceptor
4	Lab sinks	Trade Waste treatment apparatus



Sample Diagram



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 Heatherton VIC 3202 Australia  
 General Enquiries Tel: 132 812  
 southeastwater.com.au

