



Survey Report

Per the Oak Harbor Municipal Code (OHMC) 12.10.120 Permits, the City is submitting the required reporting to the Washington State Department of Ecology (DOE):

12.10.120 Permits – Approvals.

(1) General.

(a) The utility shall administratively determine submittal requirements for the various utility permits/approvals. Within 28 days of submittal, the administrator shall determine whether the application is complete. Procedures under Chapter [18.20](#) OHMC shall apply in processing these permits.

(b) When a drainage connection permit or drainage system extension agreement is required, it shall require the property owner to build all the drainage facilities needed to serve the property including, but not limited to, conveyance systems, runoff treatment best management practices, detention facilities and other system components.

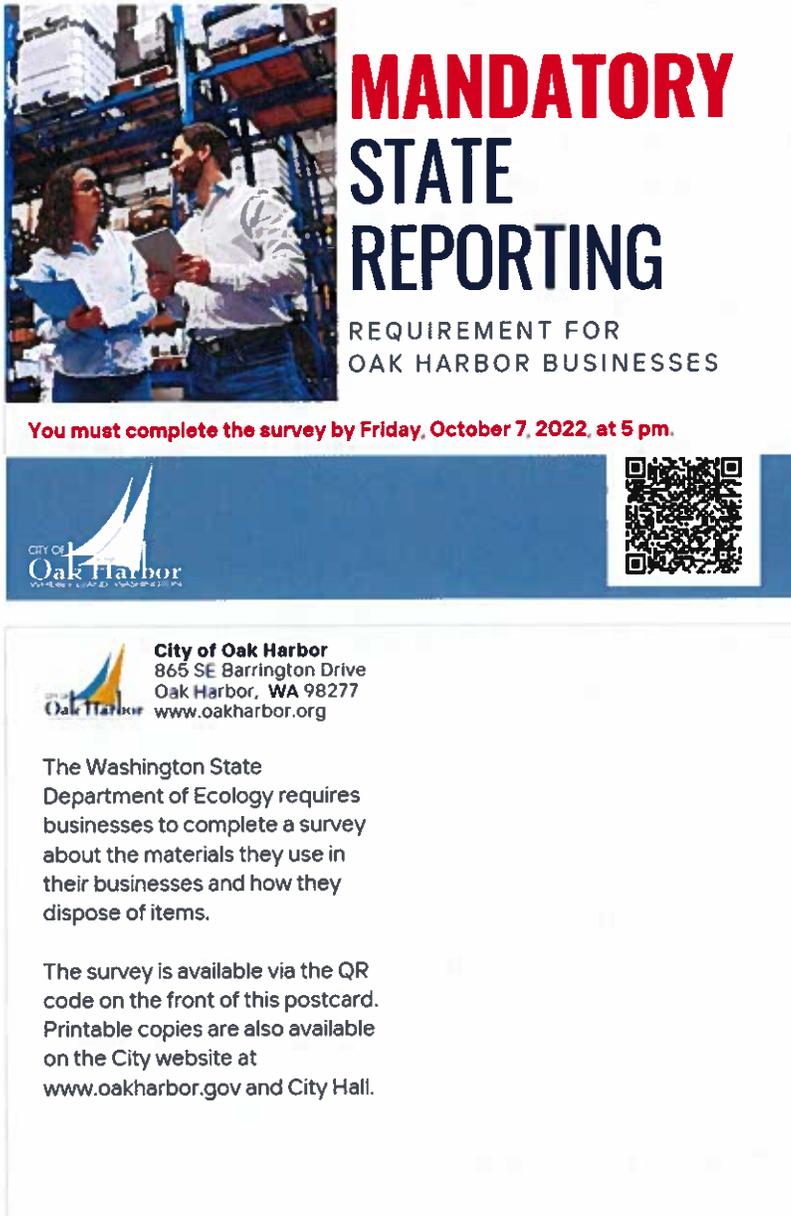
(c) When a drainage connection permit or drainage system extension agreement is required to provide drainage facilities for a proposed building, the utility will not sign off on the building permit until the drainage connection permit has been issued or the drainage system extension agreement has been initiated. When a drainage connection permit or drainage system extension agreement is required to relocate a drainage facility from under a proposed building, the utility will not sign off on the building permit until the replacement drainage work has been completed and accepted by the utility, unless the building permit is conditioned to require relocation prior to site construction.

Industrial User Survey

The City compiled a list of business organizations to survey from our Utility Billing system. The process to obtain responses from businesses included:

- Pulling a mailing list of 544 businesses and addresses.

- Mailing a postcard on September 25, 2022, to all businesses notifying them of the mandatory requirement to complete the survey.



The image shows a postcard for a mandatory state reporting survey. On the left is a photograph of a man and a woman in a warehouse setting, both wearing white shirts and looking at a tablet. To the right of the photo, the text reads: **MANDATORY STATE REPORTING** in large, bold letters, with 'MANDATORY' in red and 'STATE REPORTING' in blue. Below this, it says 'REQUIREMENT FOR OAK HARBOR BUSINESSES'. A red banner at the bottom of the photo area states: 'You must complete the survey by Friday, October 7, 2022, at 5 pm.' Below the photo area is a blue bar containing the City of Oak Harbor logo on the left and a QR code on the right. Below the blue bar is a white box containing the City of Oak Harbor contact information and a paragraph of text explaining the survey requirement and where to find the survey.

MANDATORY STATE REPORTING
REQUIREMENT FOR OAK HARBOR BUSINESSES

You must complete the survey by Friday, October 7, 2022, at 5 pm.

 **City of Oak Harbor**
865 SE Barrington Drive
Oak Harbor, WA 98277
www.oakharbor.org

The Washington State Department of Ecology requires businesses to complete a survey about the materials they use in their businesses and how they dispose of items.

The survey is available via the QR code on the front of this postcard. Printable copies are also available on the City website at www.oakharbor.gov and City Hall.

- Sent second notices on October 14, 2022, reminding those that had not responded to respond.



IMPORTANT REMINDER

RE: Mandatory Completion of Industrial User Survey for the WA DOP.

We have not received a response from your business/organization. To assist you in meeting the requirement, we are extending the process until **Friday, October 21, 2022**.

Scan Here to Take the Survey



This survey is a requirement from the Washington State Department of Ecology (WA DOP). The City must periodically collect information to ensure that non domestic sources of wastewater are identified and confirm that these discharges do not pose a threat to the Sewage Treatment Plant (Clean Water Facility at Oak Harbor) and that proper controls are in place for significant sources of polluted water.

In order to allow continued sewage service to our residential customers, we must obtain responses to a survey form completed to the best of your ability.

The electronic survey form is available online by scanning the QR code provided. We will collect and tabulate this information in compliance with the requirements of our Clean Water Facility discharge permits.

If you have any further questions call me at (360) 279-4785.

Sincerely,

Kindle Sullivan
Storm Drain/Wastewater Collections Compliance Inspector/Educator
Public Works | 865 S.E. Barrington Drive • Oak Harbor, WA 98277
Office: (360) 279-4785 | ksullivan@oakharbor.org

865 S.E. Barrington Drive • Oak Harbor, Washington 98277-4092 • City Hall (360) 279-4500

- The City's provided an [informational website](#) and [online survey form](#).

First Survey Form

The image shows two pages of an online survey form. The left page is titled "PLEASE READ BEFORE COMPLETING THE SURVEY FORM" and contains introductory text and a form for providing business information. The right page is titled "READ BEFORE SUBMITTING" and contains a signature agreement and a "Submit" button.

PLEASE READ BEFORE COMPLETING THE SURVEY FORM

We are currently engaged in a study to determine the nature and frequency of discharges to the wastewater system in the City of Oak Harbor. This information is used to ensure that the wastewater system is designed to handle the volume and frequency of discharges. The information you provide is used to ensure that the wastewater system is designed to handle the volume and frequency of discharges. Your participation is important to the success of this study.

PLEASE READ BEFORE SUBMITTING

By clicking the "Submit" button, you agree and acknowledge that you completed this survey to the best of your ability. You understand that the information you provide is confidential and that you are not to disclose this information to any other person. You understand that the information you provide is confidential and that you are not to disclose this information to any other person.

Extended Deadline

Mandatory Completion of Survey Form by Local Customers
EXTENDED DEADLINE TO 10/21/22
PLEASE READ BEFORE COMPLETING THE SURVEY FORM:

We are currently engaged in a study to determine the nature of wastewater discharged by businesses. This study is called an "Industrial User Survey." The state periodically collects this information to ensure that non-domestic sources of wastewater are identified. The information is used to ensure that non-domestic sources of wastewater are identified. The information is used to ensure that non-domestic sources of wastewater are identified.

In order to allow continued sewage service to our non-residential customers, we must obtain responses to the survey questions to the best of your ability.

Submission for online
 The deadline is extended to October 21, 2022.

The City of Oak Harbor will collect and tabulate this information in compliance with the Washington State Department of Ecology requirements for our Clean Water Fund discharge permit.

The thorough and accurate completion of this form is important.
 Submitting the form is an official part of the permit process which includes being part of the permit process, and/or out and around penalties for having violations.

SECTION 4 - BUSINESS INFORMATION (Required for all businesses)

Business Name: _____ Phone Number: _____

Full Mailing Address of Business Offices:

City: _____ State: _____ Zip Code: _____

Facility Address (if different than Mailing Address):

City: _____ State: _____ Zip Code: _____

Responsible Contact:
 I fill in the name of the person that handles environmental policies, permits, and records. This may be the same person that runs the business or a family member.

Name of Environmental Contact: _____ Phone Number: _____

Business Address:

Business Identification Number (BIN):

Please provide a separate description of the types of operations conducted, describe any or all of the products which are produced (or produced).

Standard Industrial Classification (SIC) Code:
 Fill in the SIC code (4 digit).

Select the SIC codes that are closest to your type of business. If more than one is selected, enter the SIC codes separated by commas.

Applicable Standard Industrial Classification (SIC) Code(s):

Is any wastewater other than that described on the wastewater permits, licenses, or permits forms included in the permit discharge to either the sewer, a storm drain, or the ground?
 Yes
 No

READ BEFORE SUBMITTING

You must sign the statement below.
 The survey form is to be completed and signed and submitted to the City of Oak Harbor.

If you enter the "No" to the question above, you will be contacted by the City's Storm Drain Wastewater Collection Compliance Inspector (CSCI).

If you responded "Yes" to the question above, you have completed the Washington State Department of Ecology and City of Oak Harbor process.

Business Signature Agreement:
 By clicking the "I Agree" button, you agree and acknowledge that you are responding to the question "Is any wastewater other than that described on the permit, license, or permit form included in the permit discharge to either the sewer, a storm drain, or the ground?" as "No".

I Agree

Business Signature: _____ Date Signed: _____

Job Title: _____

- Information was also posted to social media and shared through the local Chamber of Commerce and Main Street Associations.

City of Oak Harbor
 Published by Sabrina Combs • September 28 at 2:54 PM

Important Notice for Oak Harbor Businesses:
 We are currently engaged in a study to determine the nature of wastewater discharged by businesses as required by Washington State. This study is called an "Industrial User Survey." The state periodically collects this information to ensure that non-domestic sources of wastewater are identified.

To continue sewage service to our non-residential customers, we must obtain responses to the survey questions to the best of a business... See more



MANDATORY STATE REPORTING

REQUIREMENT FOR OAK HARBOR BUSINESSES

You must complete the survey by Friday, October 7, 2022, at 5 pm.



City of Oak Harbor logo

- The City's Storm Drain/Wastewater Collections Compliance Inspector/Educator continued to call and provide in person visits with businesses.

Industrial User Survey Responses

The respondents are:

Original Responses by General Categories are:

- 9 Automotive
- 2 Bars
- 4 Building Surplus
- 2 Car Washes
- 5 Churches
- 1 Community Space
- 1 Government
- 1 Laundromat
- 2 Lodging
- 5 Manufacturing
- 13 Medical
- 20 Office Space
- 5 Personal Care
- 12 Restaurant
- 27 Retail
- 2 Schools
- 2 Storage
- 113 Total

See Exhibit A for the list in Excel with a breakdown by Categories.

Responses for the Extended Period by General Categories are:

- 13 Automotive
- 2 Bars
- 11 Building Surplus
- 3 Child Care
- 9 Churches

- 1 Community Space
- 4 Government
- 4 Lodging
- 3 Manufacturing
- 15 Medical
- 2 Multi-Family
- 22 Office Spaces
- 3 Personal Care
- 1 Printing
- 2 Rental Yard
- 26 Restaurant
- 29 Retail
- 1 School
- 4 Storage Yard
- 310 Total

See Exhibit B for the list in Excel with a breakdown by Categories.

Detailed Survey

All the above survey forms were submitted in a shorter form to identify which businesses were required to complete the longer format. In review of the forms, and in speaking with certain businesses, based on responses provided, it was determined that none fit the requirement for a longer survey.

TSI is the largest manufacturer and the contact explained that the organization is under a federal and state program which requires them to account for all waste. Additionally, automotive and car wash facilities receive monthly inspections from the City's Storm Drain/Wastewater Collections Compliance Inspector/Educator. The City provides regular information for the Fats, Oils, Grease (FOG) program for all restaurants and retirement facilities.

Received Detailed Survey Forms

The City received detailed survey forms from the following organizations:

- Emerald Auto
- Oak Harbor Elks

- Franks Place Family Dining
- The Hive Salon
- Woody's Car Wash
- Rustic Entertainment Concepts

See Exhibit C for the detailed survey forms.

Next Steps

Per a conversation with the DOE staff, the City will continue to receive responses and provide updates to the DOE as requested.

For questions and information about the survey process, please contact Kindle Sullivan at ksullivan@oakharbor.org.

