



CEO –

- a. Shall provide organizational oversight ensuring compliance with the policy.
- b. Will ensure necessary Administrative Policies are in place to support the Member Compliance Policy.

Member Municipalities –

- a. Will amend their sewer use and/or utilities bylaws to ensure the terms and conditions of the Bylaw are in alignment with ARROW Utilities' Quality of Wastewater Bylaw
 - i. Member municipalities will amend their sewer use and/or utilities bylaws within two years after ARROW's Board of Directors enacts any revisions to the Bylaw.
- b. In partnership with ARROW will jointly determine which party will take the lead during ICI premises inspections. The member municipality and ARROW may assist each other during inspections.
 - i. Member municipalities who conduct their own ICI premises inspections will at a minimum adhere to inspection protocol developed by ARROW and will forward all completed inspection reports to ARROW.
- c. In partnership with ARROW will jointly determine who collects and analyzes samples from ICI premises and any hauled waste facilities within the municipality.
 - i. Member municipalities who collect their own samples must:
 - a. Collect and analyze samples to the standards defined within ARROW's Bylaw; and
 - b. Arrange for samples to be analyzed at ARROW's laboratory; or
 - c. Arrange for samples to be analyzed at an alternate ISO 17025 accredited laboratory and ensure all analytical results are forwarded to ARROW.
 - d. Adhere to the sampling frequency and type of analysis identified by ARROW.
- d. At ARROW's request, ensure a sampling monitoring point approved by ARROW is installed at an ICI premises within one year of when an ICI premises is identified as a result of inspection criteria described in Section 2 of Standards/Procedures.



- e. Maintain automated sampling equipment at their hauled waste septage receiving stations, based on criteria developed by ARROW, to facilitate the collection of sampling and tracking of waste haulers.
- f. Will be responsible for the enforcement of the bylaws.
 - i. Member municipalities that issue notices of violation directly to contravening ICIs must, within 30 days of receiving a notice from ARROW, provide ARROW with written confirmation that a notice of violation has been issued to the contravening ICI and attach a copy of the notice issued to the ICI.

STANDARDS/ PROCEDURES

ARROW Utilities commits to:

1. Place ICI premises and hauled waste facilities on a sampling schedule. Sampling frequency and type of analysis will be dependent on inspections and the nature of the discharge.
2. Target ICI premises for inspection as defined in Definitions at minimum once every five years to determine whether the premises has the potential to release prohibited, restricted, or overstrength wastewater to the sanitary sewer system, as defined within the Bylaw.
 - a. Any ICI that can be classified within one of ARROW's identified Sectors of Concern; or
 - b. Any ICI identified by ARROW or a member municipality as an overstrength discharger or a likely overstrength discharger.
3. Report all Bylaw contraventions to the applicable member municipality for enforcement.
 - a. ARROW will recommend enforcement actions based on the ARROW Member Enforcement Matrix Guideline.
 - b. Enforcement recommendations will consist of but are not limited to written notices to comply, fines and orders (issued under the Municipal Government Act) in increasing order of severity (unless gross negligence is identified).



- c. All enforcement actions will be documented.
4. Support a member's enforcement action.
5. Upon request by a member municipality, issue dual letterhead and signed notices of violation directly to ICIs for any bylaw contravention.
6. Report any identified releases of a hazardous substance into the municipal sanitary sewer system to both Alberta Environment and the appropriate member municipality.

REFERENCE DOCUMENTS

Member Enforcement Matrix Guideline
Sectors of Concern Risk Register
Quality of Wastewater Bylaw