



**CITY OF
BOULDER**

**Water Quality and Environmental
Services**

boulderwater.net

PUBLIC WORKS/UTILITIES

Policy and Procedures for Septage Waste Dumping

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I. Discharge Permitting and Approval

A. Discharge Permits

All haulers are required to obtain a discharge permit from the City of Boulder's Industrial Pretreatment Program prior to discharge at the 75th Street Wastewater Treatment Facility (WWTF). The discharge permit is valid for a period of 5 years from the time of issuance.

B. Boulder County Health License

The hauler shall be licensed by the Boulder County Health Department. A copy of the license shall be submitted with the application for a discharge permit.

C. Driver's License and Proof of Insurance

Photocopies of driver's licenses for all employees that will be driving the hauler's truck(s) and a photocopy of the truck insurance policy coverage shall be submitted with the application for a discharge permit.

D. Letter of Credit

All new haulers will be required to have a letter of credit payable to the City of Boulder for the amount of \$2,500.00, to be sent to and kept on file at the City of Boulder's WWTF. The Wastewater Treatment Manager will determine the expiration date of the letter of credit. The money shall be used to provide reimbursement to the City for any repair of City facilities damaged by the hauler or for any unpaid charges owed to the City by the haulers. The City may elect to reduce the amount of the letter of credit once an adequate payment history has been established.

E. Material Safety Data Sheets (MSDSs)

All haulers must provide copies of the MSDSs of all the chemicals used with portable toilets.

II. Determination of Quantity

The City of Boulder's WWTF Operations Staff will confirm the quantity of material discharged to the City and may use these determinations for septage charges.

III. Payment

The City of Boulder shall bill the hauler for all discharges with payment due no later than 30 days following the date of the billing. The account balance may not exceed \$2,500.00 at any time without approval from the Wastewater Treatment Manager. If City staff determines the hauler's account is delinquent, the City will be paid by the bank letter of credit and discharge privileges shall be suspended.

IV. Domestic Septage Wastes - Residential

The City will only accept residential or domestic septage wastes from locations within Boulder County. The City reserves the right to refuse any septage load which does not meet septage waste permit or septage waste policy requirements or if the contents of the septage load and/or location of pickup are uncertain.

V. Domestic Septage Wastes - Non-Residential

Prior approval is required for **ALL** septage loads originating from non-residential establishments. The City may accept wastes from non-residential, industrial, or commercial establishments within Boulder County if they contain **ONLY** domestic wastes and no process or industrial wastewaters. Steps for approval of domestic waste loads from industrial or commercial firms are

as follows:

- The City of Boulder must be notified at least two (2) weeks prior to the desired hauling date by contacting Industrial Pretreatment Staff at 303-413-7361. The generator of the waste may be required to fill out a Wastewater Questionnaire which will provide information to City staff on the industrial or commercial processes occurring at the facility and waste generation and disposal methods.
- The City staff shall review the information submitted with the questionnaire and determine if further information, which may include a facility inspection and septage sample, is required. If a sample and an inspection are considered necessary, a lab fee will be added to the basic discharge fee to recover analytical costs incurred by the City.
- The City will notify the hauling firm of the decision at least one (1) week in advance of the desired hauling date.
- Oil / Grease trap wastes and sand trap wastes are prohibited.

VI. Discharge Requirements and Procedures

Upon City approval to discharge at the WWTF, the hauler agrees to follow all requirements and procedures including:

- The City will accept a maximum combined volume from all haulers of 16,000 gallons of domestic septage per weekday. However, this volume limit may change if adverse impacts to plant operations or plant performance are suspected.
- The maximum discharge volume for each hauler is limited to 4,000 gallons per day unless the Wastewater Treatment Manger grants prior approval.
- Sampling will be conducted on a periodic basis, and haulers will allow City staff to sample at any time.
- Discharging of septage will be allowed only Monday through Friday, 8:00 am to 5:00 pm, excluding holidays observed by the City. Septage loads may be accepted on Saturday by appointment and for special circumstances only.
- Haulers shall report all malfunctions of equipment or facility damage immediately to WWTF staff.
- Haulers and their employees shall not be under the influence of illegal drugs or alcohol while on City property.

Procedures for use of the Septage Receiving Station, the hauler will:

- Complete the Septage Loading Chart completely and legibly at the sign-in area.
- Attach all Septage Waste Manifest to the Septage Loading Chart.
- Prior to discharge inspect the receiving station and report any damage or messes to WWTF Staff.
- Carefully back into discharge station ensuring that the truck discharge is well within the containment area.
- If requested, allow WWTF Staff to collect a sample
- Hook up provided discharge hose to tank, verify hose end is inserted in the floor drain and slowly open tank discharge valve.
- When discharge is completed unhook hose, clean out hose inside with spray water and hose any spills down the drain.

- Hosing dirt or mud off the hauler's truck while at the Septage receiving facility is prohibited. Any costs associated by the City for removal of sand and mud from the containment area or drain system may be charged to the hauler that is responsible for the dirt and mud accumulation.
- Carefully pull out of discharge station, check the discharge hose is properly stowed and inspect for further clean up.
- Roll up hose and return to hose rack. **In colder weather the hose will need to be disconnected for the hydrant, drained and rolled up on hose rack.**

Procedures for Discharge Cells - for use only when directed by WWTF staff:

- Prior to discharging, open the cell hatch and confirm that the cell will hold the volume to be discharged. If it appears that there is not sufficient volume for the discharge, notify WWTF staff.
- Check the strainer basket to confirm that it is clean and securely in place.
- Begin discharging at a rate of 1,000 gallons per 10 min (100 gpm). If your truck cannot discharge that slowly, then discharge 500 gallons and wait 5 minutes before continuing to alternate between discharging 500 gallons and waiting 5 minutes until the load has been discharged.
- If the load will cause the daily maximum discharge of 4,000 gallons to be exceeded, then you may discharge a portion of the load (not to exceed the 4,000 gpd limit) and return the following day to finish the discharge.
- If requested, allow WWTF staff to collect a sample.
- During the discharge, monitor the strainer basket and clean it as necessary.
- When the discharge is complete, clean the strainer basket and discard residue in the trash receptacle provided, disconnect the hose, and clean up any mess.
- Hosing dirt or mud off of the hauler's truck while at the septage receiving station is prohibited. Any costs incurred by the City to remove sand and mud from the driveway drain system may be charged to the hauler that is responsible for the sand and mud accumulation.
- Prior to departure, confirm that the hatch on the septage cell is closed and the hose is stored appropriately. The hose must be drained prior to rolling it up in cold weather.

VII. Compliance with City of Boulder Septage Waste Acceptance Policy

- A. All septage haulers and their employees are expected to understand this policy and fulfill all requirements. All forms and records shall be completed accurately and legibly in full. Falsification of any records or log sheets or the discharge of any unacceptable wastes, e.g., industrial wastes, sand or grease trap wastes, septage from outside of Boulder County, etc. will result in the immediate revocation of permit discharge privileges. Failure to comply with any section of this policy shall be grounds for revocation of permit discharge privileges.
- B. This policy may be revised by the City as deemed necessary. Septage haulers shall be notified of policy revisions by the Wastewater Treatment Manager or the Industrial Pretreatment Program and will be given sufficient time to comply with any new requirements.