



# City of Boulder Public Works

## Policy and Procedures for Septage Waste Dumping

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# 1 DISCHARGE PERMITTING AND APPROVAL

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## 1.1 DISCHARGE PERMITS

All haulers are required to obtain coverage under a Septage Tank Waste Discharge Permit from the City of Boulder's Industrial Pretreatment Program prior to discharge at the City of Boulder's 75<sup>th</sup> Street Wastewater Treatment Facility (WWTF). The discharge permit is valid for a period of 4.5 years from the time of issuance.

### 1.1.1 Renewal

A request to renew coverage under the Septage Tank Waste Discharge Permit must be received sixty (60) days prior to the expiration date on the permit.

## 1.2 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 coverage under the Septage Tank Waste Discharge Permit.

## 1.3 VEHICLE INFORMATION

Information regarding each vehicle that will be entering the City of Boulder's 75<sup>th</sup> Street WWTF is required to be submitted and includes:

- License Plate
- Vehicle ID or VIN
- Year/Make/Model
- Tank Capacity
- Estimated number of loads per day
- Proof of Insurance

## 1.4 DRIVER'S LICENSE

Photocopies of driver's licenses for all employees that will be operating vehicles onto the site to discharge Septage Tank Waste.

## 1.5 SAFETY DATA SHEETS (SDS)

Safety Data Sheets (SDS) must be provided for any chemical additions to tanks.

# 2 DETERMINATION OF QUANTITY

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The City of Boulder will utilize a system to confirm the quantity of material discharged to the City and may use these determinations for septage charges. The system may be in a paper or electronic format and may be modified at any time.

It is required that all permitted vehicles use their keycard to enter the site, even if the gate is open. Failure to properly log all visits to the site may result in the loss of discharge privileges.

### 3 PAYMENT

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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 at any time without approval from the Wastewater Treatment Manger. If staff determines the hauler's account is delinquent, discharge privileges shall be suspended.

### 4 DOMESTIC SEPTAGE WASTES – RESIDENTIAL

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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 policy requirements or if the contents of the septage load and/or location of pick-up are uncertain.

### 5 DOMESTIC SEPTAGE WASTES – NON-RESIDENTIAL

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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 sites 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 [COBPretreatment@BoulderColorado.gov](mailto:COBPretreatment@BoulderColorado.gov) or 303-413-7350.
  - The generator of the waste may be required to fill out an Industrial/Commercial Business Questionnaire which will provide information to City staff on the industrial or commercial processes occurring at the facility and waste generation and disposal methods.
  - City staff shall review the information submitted with the questionnaire and determine if further information, which may include a facility inspection and septage samples, 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.
- City staff will notify the hauler of the decision at least one (1) week prior to the desired hauling date.
- Sand Trap and Oil/Water separator wastes are prohibited.

### 6 DISCHARGE REQUIREMENTS AND PROCEDURES

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

- Sampling may be conducted on a periodic basis and haulers will allow City staff to collect a sample if requested.
- Discharging of septage will be allowed seven (7) days per week between the hours of 6am and 6pm. These days and times may be changed at any time.
- Haulers shall report all malfunctions of equipment or facility damage immediately to WWTF staff.
- Haulers and their employees may not be under the influence of drugs or alcohol while on City property or otherwise be impaired.
- All haulers will be issued keycards and/or gate codes that are registered to each business to gain entry to the site. The keycard/code must be used upon entry even if the gate is open. No keycard/code is needed to exit the site. If the gate becomes non-responsive, there is a sign at both gates that provided phone numbers to call to gain assistance.

## 6.1 PROCEDURES FOR USE OF THE SEPTAGE RECEIVING STATION

The driver of a permitted vehicle will:

- Use a keycard to gain entry to the site.
- Inspect the receiving station and report any damage or messes to WWTF staff.
- Carefully back the vehicle into the receiving station ensuring that the truck is fully contained within the containment area.
- If requested, let the WWTF staff collect a sample.
- Attach provided discharge hose to tank, verify hose end is inserted in the floor drain, and slowly open tank discharge valve.
- When discharge is complete, unhook hose, clean out hose inside with spray water, and hose any spills down the floor drain.
- Hosing dirt or mud off the hauler's truck while at the septage receiving station is prohibited. Any costs incurred 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 the vehicle out of the discharge station and confirm that the discharge hose is properly stowed and inspect for further clean up.
- Roll up the spray hose and return to the hose rack. In freezing weather, the hose will need to be disconnected from the hydrant, drained, and rolled up onto the hose rack.
- Log the number of gallons discharged on the appropriate log sheet located at the station.

## 7 COMPLIANCE WITH CITY OF BOULDER SEPTAGE WASTE ACCEPTANCE POLICY

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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.

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 Supervisor and will be given sufficient time to comply any new requirements.