


Septage Hauling Program

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| Category: Municipal Services | Policy: Septage Hauling Program |
| Effective Date: January 1, 2017 | Revision Date: October 2016 |
| Supersedes: N/A | Coverage: Septage Haulers |
| Reviewed by: Manager of Compliance | Approved by: Manager of Wastewater |
| Authorized Signature:  | |

Scope/Purpose

As a service to residents of the Town of Bradford West Gwillimbury that are not connected to the municipal Sewage Works, the Town operates a Septage Hauling Program. The purpose of these procedures is to prescribe the terms and conditions, registration requirements of Haulers, fees and enforcement mechanisms for the Septage Hauling Program. The Septage Hauling Program is operated out of the Water Pollution Control Plant and only for the purpose of depositing Septage. No other waste will be accepted under the Septage Hauling Program.

Definitions

All capitalized terms shall have the meaning prescribed within the Sewer Use By-law 2013-68 unless otherwise defined herein.

"Hauler" means any corporation, person, or legal entity that transports Hauled Sewage, and includes any employee or agent of such hauler and any related person or predecessor entity.

"Septage" means waste removed from a residential Sewage system within the Town which was contained within a septic tank system or Sewage holding tank.

"WPCP" means the Town's Water Pollution Control Plant which is a part of Sewage Works

1) Program Registration and Application Procedures

Commencing January 1, 2017, all Septage Haulers must be registered and meet all terms and conditions of the Septage Hauling Program to be able to haul Septage to the WPCP. Registration under the Septage Hauling Program runs annually from January 1st to December 31st of the same year. All registrants in the program must register before

the beginning of the next program year to avoid a late fee and/or rejection from the program.

Application Documents

To participate in the Septage Hauling Program the Hauler must complete and submit the following documents to the Compliance Division of the Community Services Department:

- Septage Hauling Program Application
- Certificate of Approval, Environmental Compliance Approval or other MOECC authorization
- Ownership of trucks participating in the program
- Certificate of Insurance
- WSIB Clearance Certificate
- The applicable fee

An incomplete Application will be returned to the Applicant. To be considered complete, all registration documents must be supplied and, where applicable, signed by the Applicant.

The Septage Hauling Program Application and related documents can be found on the Town's website or obtained from the Compliance Division.

Note that any information submitted to the Town may be subject to disclosure to the public in accordance with the *Municipal Freedom and Information and Protection of Privacy Act*.

Registration

The Compliance Division will review the Application and associated documents submitted by the Hauler. If all required information is provided and is satisfactory to the Compliance and Wastewater Divisions, at the sole discretion of these divisions, the Hauler will be registered in the Septage Hauling Program.

The Town reserves the right to refuse registration in the Septage Hauling Program to a Hauler on any of the following grounds:

- The Hauler does not possess a valid Certificate of Approval, Environmental Compliance Approval or other authorization from the Ministry of the Environment and Climate Change or other regulatory authority for transporting Septage.
- The Hauler has violated any terms and conditions of the Septage Hauling Program while previously registered.
- The Hauler has a history of noncompliance with any regulatory authority that in the Town's opinion, renders the Hauler unfit to participate in the Septage Hauling Program.
- Uncertainty about the identity of the Hauler, its vehicles or drivers.
- The Hauler is involved in pending or unresolved litigation with the Town.
- The Hauler has unpaid fees payable to the Town.

- Any other reason that in the sole opinion of the Town and without limitation is necessary to protect the integrity of the Town's Sewage Works, health and safety to employees and residents and to protect the natural environment.

Registration Renewal

Registration in the Septage Hauling Program is valid for one calendar year or part thereof only. All registrations expire on December 31st in each calendar year. Renewal applications must be submitted to the Compliance Division by November 1st to avoid a late fee and to maintain continuous registration. All Haulers registered in the program which do not submit an Application to renew will automatically be withdrawn from the program starting January 1st of the new program year.

To renew registration under the Septage Hauling Program all applicable documents must be completed and submitted in accordance with the Application Documents section above. The Town reserves the right to refuse an Application renewal for any of the reasons listed under the Registration section above and in the sole discretion of the Compliance and Wastewater Divisions.

Once the Hauler has been re-registered into the Septage Hauling Program a Septage Hauling Program package with updated vehicle badges will be mailed to the Hauler. The badges must be current and present at all times when on Town property.

Update Information

If any information contained in the Application or with respect to the Hauler changes, a change of information Application must be submitted to the Compliance Division within five (5) business days. Such changes include change to company name, addition of new truck/ replacement of truck or change of licence plates or change of Environmental Compliance Approval /Certificates of Approval.

2) Program Fees and Charges

Administration Fee

Septage Haulers will be invoiced monthly based on the amount of Septage deposited at the WPCP and the current schedule of fees and charges. An administration fee is charged on all accounts processed. Please refer to the Town's Fees and Charges By-law, as amended from time to time for the current fees. If no Septage is received from the Hauler during any part of a month the administration fee is not applied to the account. The administration fee is only applied to Haulers that have deposited Septage at the WPCP during a calendar month.

Disposal Charges

Septage disposal charges are based on the amount of Septage deposited at the WPCP. Cost per gallon for treatment of Septage is set by Council annually. Fee changes are implemented on January 1 of each year if applicable. For current charges refer to the Fees and Charges By-law as amended from time to time.

Loss of Badge

If the Hauler misplaces or damages a vehicle identification badge, a replacement must be obtained before said vehicle returns to the WPCP. The issuance of a replacement badge is subject to an applicable fee. Please refer to the Fees and Charges By-law as amended from time to time.

3) Permitted Septage

Type of Waste

The Town will only accept Septage from residential uses located within the Town's geographic borders. All other Hauled Sewage is prohibited at the WPCP. For certainty, the Town will not accept Hauled Sewage (other than Septage), Hauled waste, Hazardous industrial waste, Hazardous waste chemicals, pathological waste, severely toxic waste or any other category of Waste under the Sewer Use By-law 2013-68.

Amount of Waste

For hauled Septage loads exceeding five thousand five hundred (5,500) gallons or twenty-five cubic meters (25m³), the Hauler must contact Town staff at the WPCP 24 hours prior to disposal at the numbers listed at the end of this document. Hauled Septage loads under five thousand five hundred (5,500) gallons or twenty-five cubic meters (25m³) do not require the Hauler to notify the Town.

Hours of Operation

The table below lists the normal operating hours for the Septage Hauling Program. The Town recognizes all statutory holidays and the WPCP will be closed and not accept any Septage on statutory holidays or weekends.

Table 1
Septage Hauling Program Operating Hours

| Day | Hours of Operation | |
|------------|---------------------------|--------------|
| | Open | Close |
| Sunday | Closed | |
| Monday | 7:30am | 4:00pm |
| Tuesday | 7:30am | 4:00pm |
| Wednesday | 7:30am | 4:00pm |
| Thursday | 7:30am | 4:00pm |
| Friday | 7:30am | 4:00pm |
| Saturday | Closed | |

The Town reserves the right to suspend the Septage Hauling Program at any time and refuse hauled Septage for any of the following reasons:

- Operational Issues
- Capacity
- Facility maintenance

Emergency

The Town currently will not accept emergency Septage hauling disposals. Only permitted registered Septage disposals within normal operating hours are accepted.

Sampling and Testing

The Town at any time can conduct a grab sample of Septage received at the Hauler's expense. The sample will be sent, and analysed by an Accredited Laboratory. A sample may be taken due to any of the following reasons at the Town's sole discretion:

- trending of Septage strength for treatment
- uncertainty of origin of Septage
- discrepancies with records/ paper work from Hauler
- past occurrences with Hauler
- operational issues

4) Hauler Responsibilities

Compliance

Haulers must have all necessary regulatory approvals in place in order to participate in the Septage Hauling Program, and must comply with all applicable regulatory approvals, statutes, regulations, by-laws, policies and guidelines, whether federal, provincial or municipal. Nothing in the Septage Hauling Program affects any obligation of a Hauler to comply with the Sewer Use By-law, or limits the Town's ability to prosecute any contravention of the Sewer Use By-law.

Only the Hauler may enter onto any part of the WPCP. The Town reserves the right to deny access to any person to the WPCP property.

Damages

Each Hauler is solely responsible for the contents of any of its vehicles and for any impact a load of hauled Septage may have on the WPCP or its operations, and the environment.

Haulers are liable to the Town for any damage or disruption caused by a Hauler or its activities to the WPCP, its operations, and the environment.

Insurance

The Hauler shall maintain the following insurance policies at all times while registered in the Septage Hauling Program:

General Liability Insurance

General Liability Insurance in the amount of Two Million Dollars (\$2,000,000.00), per occurrence, to insure against any liability for bodily injury including death, property damage including loss of use thereof or personal injury, which may arise from the

Hauler's or its employees operations under the Septage Hauling Program. Coverage shall also include but not be limited to contractual liability, products and completed operations, non-owned automobile and shall contain a cross liability, severability of insured clause. Town of Bradford West Gwillimbury is to be added as an "ADDITIONAL INSURED".

Vehicle Liability Insurance

Standard OAP 1 Vehicle Liability Insurance for all licensed vehicles owned, leased or operated on behalf of the Hauler including any attached equipment for Five Million Dollars (\$5,000,000.00), per occurrence against claims for bodily injury and or property damage. Coverage must also apply in the event the operations of the insured resulted in a pollution condition including remediation costs.

Environmental Liability Insurance

Environmental Liability Insurance for Two Million Dollars (\$2,000,000.00), per occurrence. The Town of Bradford West Gwillimbury is to be added as an "ADDITIONAL INSURED". Coverage is to insure against the following claims but not limited to:

- a) bodily injury, including sickness, disease, shock, mental anguish, mental injury;
- b) injury to or physical damage to tangible property including loss of use of tangible property; and
- c) the control, repair, clean up or restoration of environmental impairment of lands, the atmosphere or any water course or body of water.

General Conditions

The following general conditions shall apply to all insurance requirements under the Septage Hauling Program.

- a) All policies shall be endorsed to provide the Town with not less than 30 Days' written notice of cancellation.
- b) All policies shall be with insurers licensed to underwrite insurance in the Province of Ontario.
- c) Prior to execution of the Application and upon the placement, renewal, amendment, or extension of all or any part of the insurance, the Hauler shall promptly provide the Town with confirmation of coverage and, if required, a certified true copy(s) of the policy(s) certified by an authorized representative of the insurer together with copies of any amending endorsements applicable to Application. The Hauler must automatically continue to provide the Town with a valid certificate of insurance for as long as the Hauler remains registered in the Septage Hauling Program.
- d) As reasonably determined by Town, the Hauler may be required to provide and maintain additional insurance coverage(s), which are related to this Application.

- e) It is expected by the Town that the Certificate(s) of Insurance will provide confirmation that all insurance requirements as stated under Section 6 have been met.

WSIB Clearance Certificate

The Hauler shall be required to supply a Clearance Certificate from the Workplace Safety and Insurance Board (WSIB) prior to registration indicating that all of the assessments the Hauler or any subcontractor is liable to pay under the *Worker's Safety Insurance Board Act* or successor legislation have been paid and the Hauler is in good standing with the WSIB.

Vehicle Badge

The Hauler must ensure all its vehicles that will haul Septage to the WPCP are registered in the Septage Hauling Program and have displayed a vehicle badge that is current and specific to the vehicle. The vehicle badge must be present at all times while the vehicle is on WPCP property. The Town reserves the right to reject Septage from any vehicle that is not registered in the program, or does not have a current vehicle badge.

Septage loading conduct

All Haulers must abide by Town staff instructions and the requirements of the Septage Hauling Program when at the WPCP and will be held responsible for any property damage to the WPCP or other Town infrastructure. The loading station at the WPCP must be kept clean and any spills must be reported immediately to Town staff. Failure to report a spill is a violation of the terms and conditions of the Hauler's registration in the Septage Hauling Program and may result in the Hauler's disqualification from the program.

Documentation

All Septage received at the WPCP is tracked through the Town's Supervisory Control and Data Acquisition (SCADA) program and documentation required under the program. A Septage Hauling Program Discharge Log must be completed by the Hauler every time Septage is deposited at the WPCP. It is the responsibility of the Hauler to document the correct amount of Septage deposited to the WPCP to ensure proper charges are applied and avoid contravention of the terms and conditions of the Septage Hauling Program.

The Town reserves the right to review SCADA program data and to change the amount charged to the Hauler if the total received Septage does not match records provided by the Hauler. Incomplete, misleading and false information is a violation of the program terms and conditions and may result in sanctions. Refer to section 5 Program Violations for further information.

5) Program Violations

The Town may impose sanctions on Haulers for failing to abide by any terms and conditions of this Septage Hauling Program. Sanctions under this program do not preclude enforcement action for a contravention of the Sewer Use By-law 2013-68. The following are offences under the Septage Hauling Program that will result in a sanction:

- Presenting Septage from outside the Town's geographic borders
- Providing misleading or false information on the Application Form or Discharge Log
- Providing illegible documentation
- Recording false origin of Septage on the Discharge Log
- Disposal of prohibited Sewage
- Unpaid fees and charges for more than 60 days
- Damage to WPCP or other town infrastructure
- Not reporting a spill on Town property
- Obstructing Town staff at the WPCP
- Obstructing facility operations at the WPCP

| Violation | Sanction |
|-------------------------------|---------------------------------------|
| 1st Offence | Non-compliance letter. |
| 2nd Offence | 6 month suspension from the program. |
| 3rd Offence | 12 month suspension from the program. |
| 4th Offence | Permanent program disqualification. |

Offences of drivers and operators are attributed to the Hauler.

If another offence is committed by a Hauler after a 6 month suspension it is considered a 3rd offence, and Hauler will received a 12 month suspension from the program. If another offence is committed by a Hauler after a 12 month suspension it is considered a 4th offence, and Hauler will be disqualified from the program permanently.

The Town reserves the right to temporarily or permanently suspend or cancel any Hauler's registration under the program if, in the Town's sole discretion, the offence is of such a serious nature that it affects the Town's Sewage Works and operations, the health and safety of employees or residents or negatively impacts the environment.

6) Contact Information

For more information on the Septage Hauling Program please see contact information below.

Compliance Division
3541 Line 11, PO Box 160
Bradford, ON
L3Z 2A8
Phone: 905-775-5369
Fax: 905-778-4343
Email: sewerusebylaw@townofbwg.com

Wastewater Division
225 Dissette Street
Bradford, ON
L3Z 3G8
Phone: 905-775-3252
Contact: Wastewater Collection Supervisor

Related Documents

- Septage Hauling Program Application Form
- Septage Hauling Program Discharge Log
- Sewer Use By-law
- Fees and Charges By-law
- Septage Hauling Program Vehicle Badge

