

Sewage Hauler Manual



Environmental Enforcement

**Water and Wastewater Services
Niagara Region Public Works**

November 2011
Revision 2.00

Sewage Hauler Manual

I. Purpose of this manual

This manual is provided to sewage haulers to provide quick access to important information relating to sewage disposal at Niagara Region plants. Hauled sewage is accepted from approved Sewage Haulers, in accordance with the Region's Sewer-use By-law, Public Works Policy PW4-H01.1(a) and with the terms and conditions of other Public Works Policies and Procedures related to Hauled

Sewage. A copy of the Sewer-use By-law and the Hauled Sewage Policy is available from Water and Wastewater Division Staff. Where there is a conflict between this manual and the policy or by-law, the policy or by-law takes precedence.

II. Hauled Sewage Disposal Stations/Hours of Operation

Disposal Hours: 7 AM—7 PM

Grimsby

347 Baker Road, Grimsby

905-945-3089

C of A # 5362-653J32

MOE Works # 120001684

Niagara Falls

3450 Stanley Avenue, Niagara Falls,

905-354-2754

C of A # 1301-6UPN2D

MOE Works #120001363

Welland

505 River Road, Welland

905-735-2110

C of A # 3274-5MDHJR

MOE Works # 120001309

Fort Erie

1 Anger Avenue, Fort Erie

905-871-2264

C of A # 9966-5PXJWC

MOE Works # 120001292

Port Dalhousie

40 Lighthouse Road, St. Catharines,

905-935-8315

C of A #8015-6FLLL7

MOE Works # 120001327

Port Colborne

30 Prosperity Avenue, Port Colborne,

905-834-6973

C of A # 1550-5MHKVR

MOE Works # 120001906

AFTER HOURS DISPOSALS **(SCHEDULED)**

Haulers requesting after hours disposals for special events or circumstances **must** do so 48 hours in advance. Haulers must obtain written permission from the WWTP Operations Manager for the disposal facility.

EMERGENCY DISPOSALS

Haulers requiring after hours EMERGENCY disposals can contact the Operator-in-Charge at the WWTP for permission to discharge. The Operator will

then contact the on-call Operations Manager for approval. In the event that the plant OIC cannot be reached, contact Niagara Region Dispatch (1-800-263-7215)

No person may discharge sewage or remain on-site after the hours of operation unless prior arrangements with the WWTP Operations Manager or Operator in Charge have been made.

III. Approvals Required

A. MOE Certificate of Approval (CofA)

Sewage Haulers are required to keep with them a valid MOE Provisional Certificate of Approval (CofA) for inspection by Niagara Region staff. The C of A must indicate that the hauler is permitted to use the WWTP for disposal of hauled sewage.

B. Sewage Hauler Permits

Sewage Haulers are required to possess a

Niagara Region Sewage Hauler permit and access card. It is the Hauler's responsibility to ensure that they maintain a valid hauler permit. An access card will also be issued for each vehicle covered under the permit for use by the hauler. This access card is non-transferable and must be used only for the vehicle assigned.

IV. Hauled Sewage Records Required

- A. All Haulers must complete the Hauled Sewage Record prior to disposal of hauled sewage. Failure to correctly complete Hauled Sewage Records or recording false information on a Hauled Sewage Record may result in permit suspension, revocation and/or enforcement actions as indicated under the Sewer-use By-law.**
- B. Each HSR must be signed and dated by the Hauler**

delivering the sewage to the WWTP. One copy of the HSR should be kept by the Hauler and the other deposited in the HSR collection box.

- C. The Niagara Region invoice will show the Hauled Sewage Record number used for each disposal.

V. Prohibited Wastes

The following wastes may NOT be discharged to a Regional WWTP:

- Waste from outside the boundaries of the

Niagara Region

- Unapproved non-domestic wastes
- Waste from catch basins, floor troughs, oil/water separators, DAF units etc.
- Wastes from the cleaning of sand filters, or grit traps at vehicle maintenance facilities or washing facilities (car or truck washes).
- Wastes from directional boring fluids.
- Hazardous or Toxic wastes.

- Wastes prohibited under the Niagara Sewer-use By-law.

All non-domestic sewage must be pre-approved by the Environmental Enforcement Section. Domestic sewage from non-residential properties may also require approval. Contact Environmental Enforcement for direction.

VI. Permitted Sewage Types

Domestic Sewage:

Domestic sewage is defined as sewage derived from human activities and includes wastes

from toilets and grey water from residential activities (e.g. laundry, dish washing, showers etc). Sewage from on-board holding tanks (e.g. recreational vehicles, tour buses, ships, boats) and most campgrounds are deemed domestic sewage. Domestic sewage generated from residential activities does not require further approval. Domestic sewage generated at non-residential properties (e.g. a septic tank at a contractor's yard) requires submission of detailed information only. A Generator Application form (EE-

200) must be filled out and submitted with the Hauled Sewage Record or submitted to the Environmental Enforcement Section.

Non-Domestic Sewage:

Sewage Haulers are not permitted to discharge non-domestic sewage unless an approval has been received specifically for that type of sewage. **Sewage Haulers are cautioned not to receive non-approved sewage for disposal until the sewage type and sewage generator have been approved by the Region.**

Disposal of un-approved non-domestic sewage is a violation of the Sewer-use By-law.

Please have the generator complete an EE-200 generator application and submit the completed application to the Environmental Enforcement Section.

VII. Fees and Penalties

Fees

- A. Fees are set by Regional Council. Special fees may be assessed to specific sewage or sources of sewage if it is deemed

necessary to recover treatment costs. The current hauled sewage fee is \$40/1000 imperial gallons (\$8.80/m³).

- B. Haulers will be invoiced based on the volumes indicated on the hauled sewage record, 80% of the tank capacity of the vehicle, vehicle weight or other approved methods.
- C. Charges for Mixed Sewage
 - There are no discounts for mixed sewage types.
- D. Invoices for disposal of hauled sewage are issued

on approximately the 15th day of each month. Payment is due within 30 days of the invoice date.

The following late charges will be applied by Finance at their discretion:

# Days Overdue	Percent of Overdue Amount
1 to 30	1%
31 to 60	2%
61 to 90	3%

E. Haulers with accounts in arrears more than 180 days may be subject to immediate suspension until payments are accepted by

- the Finance department.
- F. The Region will not be liable for business lost due to inability of the Hauler to pay their invoice.

Penalties

- A. **Non-payment of fees:**
Haulers may be suspended if adequate payment is not received within 30 working days.
- B. **Disposal Non-approved source:** Disposal fees will be doubled for the non-approved source.

- C. Disposal without valid permit:** Immediate Suspension. The Hauler will be responsible for any charges that would be incurred from the disposal.
- D. Failure to leave a hauled sewage sample for the load:** Administrative fee of \$25 plus the regular disposal fee for the load. The Enforcement section will be notified.
- E. Failure to submit a Hauled Sewage Record:** Normal fee for the load of the vehicle plus a \$25

administrative fee.

- F. Failure to adequately complete Hauled Sewage Record:** Incident will be referred to Enforcement for action.

VIII. On-Site Policies

Safety

- Follow all directions of plant personnel
- Follow any posted safety rules
- Obey all posted traffic control signs such as stop signs, speed bumps and speed limits (vehicles may

not exceed 15 km/h).

- **No Hauler may enter a vehicle tank or any confined space while on Regional property.**
- Driver of the vehicle or another trained employee of the Hauler must attend the disposal of sewage.
- Hauler is responsible for any persons that accompany the driver. No children under the age of 15 permitted outside of the hauler's vehicle at any time.

Failure to follow safety requirements may result in

sewage hauler permit suspension or revocation.

IX. Authority

- The receipt of hauled sewage by the Region is regulated by the MOE Certificate of Approval for the receiving WWTP, the Region's Sewer-use By-law and Public Works Policies. Hauled Sewage Systems are regulated by Ontario Regulation 358 under the Environmental Protection Act.

- The Environmental Enforcement Officers, WWTP operations personnel, and other Regional personnel are charged with upholding the requirements of the Sewer-use By-law and the hauled sewage program. Failure to follow their instructions regarding safety, allowance or refusal of wastes, or any other issue may result in immediate sewage hauler permit suspension or revocation. Likewise, failure to adhere to sewage hauler

permit requirements may be considered a violation of the Region's Sewer-use By-law. Haulers are required to ensure that they maintain compliance with other regulations pertaining to their business.

**If you have questions regarding
this Sewer Hauler Manual or other
sewer-use related issues,
contact:**

**Niagara Region
Water and Wastewater Services
Environmental Enforcement Section
Environmental Centre
3501 Schmon Parkway
P.O. Box 1042
Thorold, ON
L2V 4T7**

905-685-1571 or 1-800-263-7215

**Niagara Region
24 Hour Dispatch Centre**

905-984-3690 or 1-800-263-7215



Environmental Centre

3501 Schmon Parkway
P.O. Box 1042, Thorold, Ontario L2V 4T7
905-685-1571 or 1-800-263-7215

Niagara Region 24-Hour Dispatch Centre

905-984-3690 or 1-800-263-7215

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