



Water &
Wastewater
Services



www.niagararegion.ca

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

Revision 1.08 April 2008

Niagara Region
PUBLIC WORKS



Sewage Hauler Manual

Environmental Enforcement
Water and Wastewater Services
Niagara Region Public Works

Revision 1.08 April 2008

Sewage Hauler Policies & Procedures Manual

I. Introduction

Niagara Region owns and operates eleven wastewater treatment plants (WWTPs). Six of these WWTPs have the capability of accepting hauled sewage via tank-truck. The discharge of sewage into the sanitary sewer system at any other location (i.e. into manholes) is a violation of the Region's Sewer-use By-law. Likewise, the discharge of sewage into water bodies or applied to land without a Certificate of Approval from the Ontario Ministry of the Environment (MOE) is prohibited and is a criminal offence punishable by law.

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.

II. Hauled Sewage Disposal Stations/Hours of Operation

The acceptance of any hauled sewage is entirely at the discretion of the receiving plant operations staff. Adverse weather conditions or plant operational difficulties may result in the facility being unable to accept hauled sewage. It is the responsibility of the Sewage Hauler to verify that the plant is able to accept sewage on any given day.

All WWTP Hours: 8:00 a.m. – 4:30 p.m.

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

Disposal Outside Normal Operating Hours

- Special arrangements may be made for delivery of sewage after normal operating hours. Requests to do so must be made in writing to the WWTP Operations Manager.
- In the event of an emergency requiring disposal of sewage after normal operating hours, Haulers may contact the **Regional Dispatch at 905-984-3690 (1-800-263-7215)** and ask to speak to the on-call Operator of the WWTP for permission to discharge. The Operator will contact management personnel for approval if required.
- 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)

All Sewage Haulers are required to possess a valid MOE Provisional Certificate of Approval (CofA) for a Waste Management System. Each vehicle transporting hauled sewage is required to have a copy of the CofA on-board for inspection. Further, the CofA or its amendments must list the Niagara Region WWTP as a Hauled Sewage Disposal Site or contain other statements indicating that disposal at a Niagara Region facility is allowed.

B. Niagara Region Sewage Hauler Permits

In addition to MOE CofA, Sewage Haulers are required to possess a Sewage Hauler permit issued by Niagara Region. The Sewage Hauler Permit lists all permitted vehicles, capacities, and valid permit period.

To be issued a Sewage Hauler Permit, the following are required:

- Current MOE CofA allowing Niagara WWTPs as disposal sites.
- Proof of Commercial General Liability insurance in the amount of \$1,000,000 showing the Niagara Region as an additional insured party.
- Completed forms EE-100 and EE-300.
- A permit fee may be required. The current sewage hauler permitting fee is \$25.00 for the first three vehicles, and \$15.00 for each additional vehicle. However, the permit fee structure is subject to change without notice.
- The Sewage Hauler permit shall remain valid until the expiry date indicated. 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. Records Required

A. Niagara Region uses a Hauled Sewage Record (HSR) and database to track the source and quantity of wastes hauled to each WWTP for disposal. All Haulers must complete the Hauled Sewage Record to dispose of hauled sewage.

Incomplete, incorrect Hauled Sewage Records or false statements made on the Hauled Sewage Record may result in permit suspension, revocation and/or enforcement actions as indicated under the Sewer-use By-law.

B. Instructions for Completion of the Hauled Sewage Record:

1. Complete the ***Sewage Hauler Company Name, Hauler ID#, and License Plate Number*** sections with the appropriate information.
2. Haulers must complete the Hauled Sewage Source Information section for

each location where sewage was picked up. This information is subject to verification by Regional personnel.

3. Each HSR must be signed and dated by the Hauler delivering the sewage to the WWTP.
4. One copy of the HSR will be taken by the Hauler and the other will be deposited in the HSR collection box. Records of wastes disposed of at the plant should be maintained for a minimum of three (3) years. Haulers are requested to keep their copies of the HSR for compliance with MOE CofAs and for their own record keeping.
5. Plant personnel will collect the HSR and complete the form with pH reading, and any other pertinent information.
6. The Niagara Region invoice will show the Hauled Sewage Record number used for each transaction.

V. Prohibited Wastes

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. The following wastes may not be discharged to a Regional WWTP:

1. Wastes contained in or resulting from the cleaning of catch basins, floor troughs, oil/water separators, DAF units etc.
2. Wastes contained or resulting from the cleaning of sand filters, or grit traps at vehicle maintenance facilities or washing facilities (car or truck washes).
3. Wastes from directional boring fluids.
4. **Wastes generated outside the municipal boundaries of the Niagara Region.**
5. Wastes not listed on the hauler's Hauled Sewage Record.
6. Hazardous or Toxic wastes.
7. Any sewage that is expressly prohibited

under the Niagara Sewer-use By-law.

8. Any sewage not compatible with the receiving WWTP or that would endanger the WWTP plant personnel or would result in the WWTP effluent being in non-compliance with it's MOE CofA.
9. Any sewage that could result in the plant's biosolids being unacceptable for use under MOE Nutrient Management Act regulations.

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 any non-domestic 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. The disposal of hauled sewage is subject to the fees detailed in the most recent rate structure approved 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

The following penalties are taken from Public

Works Policy PW4.H01.1(a) and have been approved by Council:

- A. **Non-payment of fees:** If Enforcement is notified by Finance that a hauler is in arrears, an Enforcement Officer will send a letter by registered mail to the Hauler stating that their access to the plants will be suspended if adequate payment is not received within 30 working days. If Finance does not receive payment by that date, Enforcement will notify the Central Maintenance Security Officer to suspend the Hauler’s access to all WWTPs. Suspension will remain in-place until restitution is made.
- B. **Non-approved source:** A Hauler who deposits a load of hauled sewage from a source that has not been approved by the Enforcement section will be referred to Enforcement for action. Such action may include the Hauler being assessed a disposal fee equal to twice the amount of hauled sewage delivered.

C. **Disposal without valid permit:** A Hauler who is not in possession of a valid permit for the vehicle being used to dispose of hauled sewage shall be immediately suspended from disposing of any additional hauled sewage until such time as a valid permit is obtained. The Enforcement section will be notified by the WWTP staff if this occurs. 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:** A Hauler who does not leave a sample of hauled sewage will be assessed an administrative fee \$25 plus the regular disposal fee for the load. The Enforcement section will be notified of the occurrence. Frequent failures by a Hauler to leave a sample may result in additional enforcement action being taken up to and including permit revocation.

E. **Failure to submit a Hauled Sewage Record:** A Hauler who does not submit a hauled sewage record for the disposal

without a valid reason will be assessed the normal fee for the load of the vehicle plus a \$25 administrative fee.

F. **Failure to adequately complete Hauled Sewage Record:** If the clerical staff of the receiving WWTP are unable to process the Hauled Sewage Record due to incomplete information, the Hauler will be contacted. If after contact, the Hauler is unable to give the information required to the clerical staff, the incident will be referred to Enforcement for action.

VIII. On-Site Policies

Safety

Sewage haulers are required to follow all directions of plant personnel and any posted safety rules while they are on Regional property. Specifically:

- Obey all vehicular traffic controls 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.**
- The driver of the vehicle or another trained employee of the Hauler must be present during the disposal of sewage.
- The Hauler is responsible for any persons that accompany the driver. All children under the age of 15 must remain inside the Hauler's vehicle at all times.

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

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**Notes**

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