

Onondaga County Department of Water Environment Protection

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TABLE OF CONTENTS

<u>TITLE</u>	<u>PAGE</u>
I. Introduction	1
II. Hours of Operation	1
III. Permits Required	2
IV. Manifest Required.....	3
V. Prohibited Wastes	4
VI. Permitted Waste Types, Codes, and Fees.....	5
VII. Fees and Charges	6
VIII. On-Site Policies	7
IX. Authority.....	7

APPENDIX A

Waste Hauler Permit Application Instructions
Waste Hauler Permit Application

APPENDIX B

Sample Waste Hauler Disposal Invoice

Waste Hauler Policies and Procedures

I. Introduction

The Onondaga County Department of Water Environment Protection (OCDWEP) operates a Waste Hauler facility for receiving waste by truck at the Metropolitan Syracuse Wastewater Treatment Plant (Metro) located at 650 Hiawatha Boulevard West in Syracuse, New York. Currently, this is the only Onondaga County wastewater treatment plant that accepts hauled wastes. Be advised hauled wastes (except those that are specifically prohibited. See Section V. Prohibited Wastes) are accepted from permitted commercial waste haulers, municipalities, and private sources, such as recreational vehicle holding tanks, in accordance with the terms and conditions of the “Onondaga County Rules and Regulations Relating to the Use of the Public Sewer System and these Policies and Procedures”.

The discharge of wastes into the Onondaga County Sanitary Sewer System at a location not approved by OCDWEP may be a criminal offense, punishable by law, and may be referred to the appropriate authorities for further criminal investigation and prosecution at their discretion. Likewise, the discharge of wastes into a water body or applied to land without a permit from the New York State Department of Environmental Conservation (NYSDEC) is prohibited and is a criminal offense punishable by law.

II. Hours of Operation

A. Hours of Operation

1. Normal hours of operation are 9:00 a.m. through 5:30 p.m. daily, unless special arrangements have been made (see below).
2. No person may discharge wastes or remain on-site after the hours of operation unless prior arrangements have been made.
3. Special arrangements may be made for delivery of wastes after normal operating hours. Requests to do so must be made in writing to the Commissioner or his designee.
4. In the event of an emergency requiring disposal of wastes after normal operating hours, haulers must contact the operator of the Metro Treatment Plant for permission to discharge (435-3142). The operator will contact personnel from the Pretreatment Program for approval.

B. Closures

The waste hauler facility may also be closed for reasons including, but not limited to, construction activities or treatment plant bypass events. OCDWEP will make every attempt to provide notice if an unscheduled closure is necessary. Prior to any closure, a sign will also be posted at the Waste Hauler Control Office.

III. Permits Required

A. NYSDEC Part 364 Waste Hauler Permits

All commercial and municipal waste haulers are required to possess a NYSDEC Part 364 Waste Hauler Permit for each vehicle that will discharge at the Metro Treatment Plant. The Part 364 permit must list the Metro Treatment Plant as a permitted discharge location (if so required by current NYSDEC procedures) and list all permitted waste types and conditions. Part 364 permit applications and renewals must be reviewed and signed by the Commissioner or his designee prior to granting permission to discharge.

B. OCDWEP Waste Hauler Permits

1. In addition to the NYSDEC Part 364 permit, all commercial and municipal waste haulers are required to possess a waste hauler permit issued by OCDWEP. The OCDWEP Waste Hauler Permit will list all permitted vehicles, waste types, and conditions for discharging wastes at the Metro Treatment Plant.
2. To be issued an OCDWEP Waste Hauler Permit, the following are required:
 - NYSDEC Part 364 Waste Hauler Permit
 - Proof of compensation and liability insurance
 - Completed Waste Hauler Questionnaire (See Appendix A).
 - Tank calibration charts for each vehicle to be permitted.
3. A permit fee may be required. The current waste hauler permitting fee is \$25.00 for the first vehicle, and \$15.00 for each additional vehicle. Be advised the permit fee structure is subject to change without notice.
4. The duration of OCDWEP waste hauler permits shall not exceed one (1) year.

IV. Manifest Required

- A. OCDWEP uses a manifest system to track the source and quantity of wastes hauled to the Metro Treatment Plant for disposal. All haulers, commercial, private, and municipal, must complete the OCDWEP *Waste Hauler Disposal Invoice* (see Appendix B) and have it approved by the facility operator prior to dispose of hauled wastes.

Incomplete or incorrect Disposal Invoices are grounds for refusal. False statements made on the Disposal Invoice may result in permit revocation and is a criminal offense punishable by law.

- B. Instructions for Completion of the Disposal Invoice

(Refer to the example invoice included in Appendix B)

1. Complete the *Waste Hauler Company Name, NYSDEC Permit Number, and License Plate Number* sections with the appropriate information. Private haulers (such as persons discharging RV holding tank wastes) must put their name in place of the company name and omit the NYSDEC permit number.
2. Commercial haulers must complete the *Service Account Name and Location* section for each location where waste was picked up. The *Service Account Certification* section must be signed by a representative of the account when the source of the waste is not from a private residence (i.e., commercial or industrial). This information is subject to verification by OCDWEP personnel.
3. Each Disposal Invoice must be signed and dated by the hauler delivering the waste to the Metro Treatment Plant.
4. The operator on duty at the receiving facility will witness the Disposal Invoice and complete the form with Dipstick Reading, Gallons, pH, and other appropriate information.
5. One copy of the Disposal Invoice will be given to the hauler and the other will be kept on file at OCDWEP. Records of wastes disposed of at the Metro Treatment Plant should be maintained for a minimum of three (3) years.

V. Prohibited Wastes

The following wastes may not be discharged to the Metro Treatment Plant:

- A. Wastes contained in or resulting from the cleaning of catch basins, floor troughs, oil/water separators, waste storage tanks, and any tanks used for chemical or wastewater treatment.
- B. Wastes contained in or resulting from the cleaning of catch basins, floor troughs, sand filters, or sand traps at vehicle maintenance facilities or washing facilities (car or truck washes).
- C. Wastes from outside Onondaga County except sanitary wastes from septic tanks and holding tanks.
- D. Wastes not specifically listed on a hauler's NYSDEC Part 364 permit or its OCDWEP Waste Hauler Permit.
- E. Wastewater having a pH less than 5.5 or greater than 10.5 Standard Units (S.U.).
- F. Hazardous wastes as defined below:
 - 1. Any listed waste as detailed in 40 CFR 261 Subpart (D).
 - 2. Any waste determined to be hazardous by characteristic as defined in 40 CFR 261 Subpart (C).
 - 3. Any waste determined to be hazardous by the mixture rule as defined by 40 CFR 261.3.
- G. Any waste that will subject OCDWEP to the reporting and permitting regulations of the Resource Conservation and Recovery Act (RCRA) 40 CFR 270.
- H. Any other waste prohibited by Article III, Section 3.01 of the "Onondaga County Rules and Regulations Relating to the Use of the Public Sewer System".

VI. Permitted Waste Types, Codes, and Fees

1. The following table details the waste types permitted to be discharged at the Metro Treatment Plant. Wastes other than those detailed below may be allowed at the discretion of OCDWEP.
2. Certain waste types require prior written approval from OCDWEP before they can be discharged at the Metro Treatment Plant (see below). OCDWEP may require laboratory analysis of the waste prior to approval. Failure to obtain approval to discharge these wastes may result in fines and penalties including, but not limited to, suspension or revocation of discharge privileges.

Permitted Waste Types			
Waste Code	Waste Type	Prior Approval Required?	Unit Cost per Gallon (effective 7/1/02)
0999	Miscellaneous - No Charge	No	\$0.000
J913	Jordan WWTP Sludge	No	\$0.070
M913	Marcellus WWTP Sludge	No	\$0.070
N836	Camillus Landfill Leachate	No	\$0.070
N899	Miscellaneous Industrial	Yes	\$0.065
N901	Animal Waste	Yes	\$0.065
N903	Cesspool Waste	Yes	\$0.060
N905	Holding Tank Waste	No	\$0.060
N905A	Holding Tank Waste (Out of County)	No	\$0.090
N906	Imhoff Tank Waste	Yes	\$0.060
N907	Marina Holding Tank	Yes	\$0.060
N908	Portable Toilet Waste	No	\$0.060
N909	Septage	No	\$0.060
N909A	Septage Out of County	No	\$0.090
N913	WWTP Sludge	Yes	\$0.070
N999	Miscellaneous Non-Industrial	Yes	\$0.060
N999A	Grease Trap Waste	No	\$0.155
N999B	Justice Center/Jamesville Penitentiary	No	\$0.000
S913	Skaneateles WWTP Sludge	No	\$0.070
W913	Welch Allyn WWTP Sludge	No	\$0.070

The Commissioner of OCDWEP may grant approval for discharge of any waste types not listed above on a case by case basis.

VII. Fees and Charges

- A. The disposal of hauled wastes at the Metro Treatment Plant is subject to the charges detailed in the permitted waste types table, or the most recent rate structure adopted by OCDWEP. Special fees may be assessed to specific wastes or sources of wastes if it is deemed necessary.
- B. In order for charges to be prorated for less than full loads, the hauler must provide OCDWEP with a tank calibration chart from the manufacturer of the tank or other independent source. The tank calibration chart must relate the depth of waste in the tank (in inches) to the volume of waste in gallons.
- C. When in possession of a tank chart, charges will be assessed only for the amount of waste delivered. If a tank chart has not been provided, the hauler will be charged for the full volume of the tank, regardless of how much waste is actually being delivered.
- D. Charges for Mixed Wastes
Any hauler that delivers a load of mixed waste to the Metro Treatment Plant for disposal will be charged the highest rate for the wastes delivered. For example, a mixed load of septage and grease trap waste would be charged at the higher grease trap waste rate.
- E. Bills for disposal of hauled wastes are issued on approximately the 15th day of each month. Payment is due within 30 days of the invoice date. Failure to make payment will subject the hauler to the following late charges:
 - 1. 30 days overdue: 1% of the overdue amount.
 - 2. 31 - 60 days overdue: 2% of the overdue amount.
 - 3. 61 - 90 days overdue: 3% of the overdue amount.
 - 4. Accounts that are more than 90 days overdue may be subject to legal action.

VIII. On-Site Policies

- A. Safety
 - 1. Waste haulers are required to follow all designated safety rules while they are on OCDWEP property, including:
 - a. Vehicle traffic controls such as stop signs and speed limitations (vehicles may not exceed 10 mph).
 - b. Confined space regulations: No hauler may enter their vehicle tank, a manhole, or any other confined space while on OCDWEP property.
 - c. Failure to follow safety requirements may result in waste hauler permit suspension or revocation.
- B. Only one (1) waste hauler is allowed to be present in the OCDWEP Waste Hauler Control Office at any given time.
- C. The department has provided an on-site water source to wash down the haulers' tanks and disposal area upon completion of the discharge, and the haulers' responsibility includes washing down any spilled waste into the drainage trench that surrounds the disposal stations. If a hauler observes that the facility has been left unclean by another hauler, they should report it immediately to the waste hauler control facility.

IX. Authority

- A. The receipt of hauled wastes is regulated by OCDWEP under the authority of the Clean Water Act, the General Pretreatment Regulations (40 CFR 403), the "Onondaga County Rules and Regulations Relating to the Use of the Public Sewer System" and the terms and conditions of the SPDES permit issued to the Metro Treatment Plant.
- B. The technicians assigned to monitoring the waste hauler facility, treatment plant operations personnel, and other OCDWEP personnel are charged with upholding the requirements of these regulations. Failure to follow their instructions regarding safety, allowance or refusal of wastes, or any other issue may result in immediate Waste Hauler Permit suspension or revocation. Likewise, failure to adhere to Waste Hauler Permit requirements will be considered a violation of these regulations and will result in appropriate enforcement activities.

Appendix A:
Waste Hauler Permit Application

Appendix B:
Sample Waste Hauler Disposal Invoice