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GREATER LAWRENCE SANITARY DISTRICT

REQUIREMENTS FOR THE RECEIPT OF

TRUCKED WASTE

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REQUIREMENTS FOR THE RECEIPT OF TRUCKED WASTE

INTRODUCTION

The Greater Lawrence Sanitary District (GLSD) is a 52 million gallon per day, activated sludge, wastewater treatment plant that serves approximately 168,000 sewer residents. In addition to the piped wastes from homes and businesses, the GLSD provides septage disposal for communities throughout the Merrimack Valley and approximately 30 surrounding watershed communities. The Massachusetts Department of Environmental Protection has established 100,000 gallons per day as the District's maximum receiving capacity of septage. The GLSD monitors incoming septage loads very closely for acceptability.

GENERAL REQUIREMENTS AND PROCEDURES FOR SEPTAGE RECEIVING

In order to achieve the above mentioned goals the GLSD shall impose the following requirements for the disposal of septage wastes by haulers at the receiving station:

- A. All Haulers must possess a valid GLSD Septage Wastewater Discharge Permit
- B. Upon arrival at the GLSD septage receiving station (directly adjacent to the screenings building), each hauler shall provide the following information to the monitor before any material is discharged:
 1. The source(s) of the septage and the date(s) pumped
 2. The name and address of the client(s) for whom the septage is hauled
 3. The volume of septage to be discharged
 4. The town(s) from which the septage originated
 5. The telephone number where the client(s) can be contacted to verify information
 6. The registration number of the vehicle transporting the septage to the District
- C. Following the receipt of the required information the hauler is allowed to connect to one of the two quick disconnect hoses attached to one of the two septage screening boxes.
- D. Upon connection, the hauler is allowed to discharge a small volume of material to clear the hose line. If the valve is plugged the hauler may create vacuum to dislodge the material. However, the air must be bled out of the tank through the pump before discharging the load. Loads may only be discharged through gravity.
- E. At this point a sample will be drawn from the sample port located on the connector header for examination by the District's septage monitor. Discharge must be stopped pending sample evaluation.

100 ml/1000 gallons of waste is to be collected and sampled for reporting to the MA. DEP on a monthly basis. All septage waste shall be tested and observations recorded for the following:

 - pH (must be 5.5 - 9.5)
 - Color, grease content, foam, odor, solids content
 - Any other characteristic of interest to the GLSD
- F. Following approval of the load by the District's septage monitor, the material can be off-loaded. When finished, the area must be left in a clean state.
- G. While conducting business in the District's main office, vehicles must be parked at the side of the administration building on the roadway, away from the main parking area.

Haulers should limit their business to the main office area. All other areas are off limits and for the use of GLSD employees only. This includes the cafeteria and restrooms located on the second floor of the main office. A restroom is available to all haulers in the septage receiving area, and the downstairs lunchroom of the administration building.

- H. All haulers must follow the directions of the Septage Monitor at all times.
- I. Haulers must register all trucks/tanks that will be used for septage disposal at GLSD.
- J. The volume of septage that the District is allowed to accept is limited to 100,000 gallons per day. During peak seasonal periods the receiving capacity may be reached before noon time. Several large volume loads received early in the day can cause disposal problems for haulers later in the day. In order to insure that permitted haulers serving in-District communities have adequate access for disposal the District reserves the right to limit the number of large volume loads (ie. 8000 gallons) to no more than two before 1 p.m. Additional large volume loads may be received after 1 p.m. should the District have remaining capacity. The District encourages haulers with large tankers to utilize the receiving station on Saturdays in addition to weekdays during peak seasonal periods. ***During peak seasonal periods a sign will be posted at the receiving area notifying haulers that this restriction is in place.***

SPECIAL CONDITIONS – SEPTAGE RECEIVING

1. All septage haulers must comply with the registration requirements of the Town of North Andover, MA. The Board of Health may be contacted at (978) 688-9540. This must be done before applying for a permit from the GLSD. Proof of Town Registration must be included with the Septage Wastewater Discharge Permit Application for each vehicle you wish to register with the District.
2. Septage receiving hours: 7:00 a.m. - 6:00 p.m., Monday – Saturday. If the monitor is not at the receiving area upon your arrival page him from the phone in the Bar Screen Building by dialing 60. Haulers are not to remove the chain to back in to the receiving area. Haulers are not to discharge any material without the approval of the Septage Monitor. On Mon-Fri at 2:50PM a shift change occurs. As a result a short delay in disposal at this time may take place. Receiving hours are subject to change throughout the year. **Loads may be disposed of on Sunday by calling ahead to the Senior Operator at 978- 360-(3076) or (3078) to make access arrangements.**
3. All haulers must complete the “Septage Wastewater Discharge Permit Application” – Attachment C. The completed application should then be forwarded to the Monitoring Manager for review. If the application is approved a Septage Wastewater Discharge Permit will be issued to the hauler.
4. Any haulers using the services of another company to transport septage must include the registration number(s) of the vehicles and the name of the company providing the transport on the “Septage Wastewater Discharge Permit Application – Attachment C. Should a hauler utilize the services of another company to transport and dispose of septage at the GLSD the following conditions must be met:
 4. (Con’t)
 - a. The company must use the permitted hauler’s septage tickets for disposal.

- b. The company must be registered and permitted by both the GLSD and the Town of North Andover.

Note that the permitted hauler retains the responsibility of compliance for all subcontracted companies with the permit requirements.

5. All haulers must comply with these “Requirements for the Receipt of Trucked Waste.” A copy will be attached to all Septage Wastewater Discharge Permits.
6. All septage is prepaid. No septage will be received unless payment is made in advance. No partial payments will be accepted. Tickets must be purchased for the full capacity of the trucks. Truck capacity must be stamped on the tank. Tickets may be purchased in the GLSD front office.
7. No septage vehicle may enter District property if any of the following conditions exist:
 - Leaking in any way
 - having defective equipment
 - uninsured
 - unmarked with company name and truck capacity
 - unregistered with the District
8. Septage loads may be rejected at the sole discretion of the GLSD due to on-site monitoring which yields unacceptable results, or any other observations and findings of concern to the GLSD.
9. Mixed loads are not accepted, i.e. a load that contains restaurant waste and domestic septage.
10. Wastewater to be hauled to the District treatment plant must not be regulated as a hazardous waste under federal or state law or regulation.
11. Haulers must cooperate with District employees.
12. If a septage load is rejected, the District must report this rejection to the local Board of Health and the States of Massachusetts or New Hampshire, respectively.
13. All disputes will be settled by the District and findings reported to the affected parties.
14. No material may be forced from the vehicle while on-site, such as pumping, hosing, pressurizing a load or elevating the truck. Material is only to be off-loaded by gravity.
15. If deemed necessary by the District Monitoring Department access must be granted to the haulers garage at reasonable times for the purpose of inspection.
16. All haulers must comply with the North Andover Board of Health Regulation Restricting Offal Hauler Traffic (see attachment A)

SEPTAGE RATES

1. Septage rates are established by the District and are subject to change at the sole discretion of the District.
2. The In District septage rate is \$0.049 cents per gallon. The out of District Massachusetts septage rate is \$ 0.05 cents per gallon. The out of state septage rate is \$ 0.055 cents per gallon.
3. All holding tank waste must be approved as such prior to acceptance. Contact the District's Monitoring Manager for further information. In District holding tank waste is assessed at \$ 0.03 cents per gallon.

CONDUCT

It is the District's policy that all our employees and visitors be treated with dignity and respect. The District believes that all employees are responsible for creating an environment free of harassment. No employee should be subject to any form of unlawful harassment by management, co-workers, or those who have business dealings with the District.

Harassment, particularly sexual harassment is unlawful, strictly forbidden and will not be tolerated by the District. This policy extends to all employees of the District as well as its agents, consultants, guests, customers, vendors, septage haulers and other non-employees. This policy covers conduct between members of the opposite sex as well as members of the same sex.

No employee or non-employee shall interfere in the investigation of a sexual harassment complaint. Employees who are determined to have interfered in the investigation of a sexual harassment complaint will be subject to disciplinary action, including discharge. Non-employees who interfere in the investigation will be barred from the facility.

Any non-employee who, in the sole opinion of the District, violates the District's sexual harassment policy may be barred from the District's premises and the District may seek appropriate relief from the legal relationship between the offending non-employee or the non-employee's company and the District.

For additional information regarding this policy please contact Laurie Elliott, Finance Director of the Greater Lawrence Sanitary District at (978) 685-1612 ext. 112.

CONCLUSION

The Requirements and Conditions outlined in this document protect the hauler, the communities and the public. The goal is to provide a consistent, streamlined operation for septage disposal at the Greater Lawrence Sanitary District. If you have any questions, please feel free to contact the Greater Lawrence Sanitary District Monitoring Department at (978) 685-1612 ext. 104 or 109.

ATTACHMENT A

ATTACHMENT B

GLSD SITE MAP

ATTACHMENT C

**GREATER LAWRENCE SANITARY DISTRICT
SEPTAGE WASTEWATER DISCHARGE PERMIT APPLICATION**

OWNER OF COMPANY: _____ DATE: _____

COMPANY NAME: _____

ADDRESS: _____ ZIP _____

HOME PHONE NUMBER _____ BUSINESS NUMBER: _____

(attach additional page if more than 3 vehicles)

TRUCK #1
REGISTRATION #: _____ STATE: _____
CERTIFIED STAMPED TANK VOLUME: _____ GALLONS

TRUCK #2
REGISTRATION #: _____ STATE: _____
CERTIFIED STAMPED TANK VOLUME: _____ GALLONS

TRUCK #3
REGISTRATION #: _____ STATE: _____
CERTIFIED STAMPED TANK VOLUME: _____ GALLONS

***ALL VEHICLES USED FOR DISPOSAL AT GLSD MUST BE REGISTERED
WITH THE TOWN OF NORTH ANDOVER AND WITH THE GLSD**

COMPANY IS LICENSED TO DO BUSINESS IN THE FOLLOWING
COMMUNITIES. (Attach an additional page for more information if necessary)

1. _____ 5. _____
2. _____ 6. _____
3. _____ 7. _____
4. _____ 8. _____

Permittee Authorized Signature _____

I certify that the above information is true and accurate and complete. I am aware that there are significant penalties for submitting false information, including permit suspension, and the possibility of fines for knowing violations.

ATTACHMENT D

**GREATER LAWRENCE SANITARY DISTRICT
SEPTAGE WASTEWATER DISCHARGE PERMIT**

In accordance with section 4.7 of the Greater Lawrence Sanitary District (GLSD) Rules and Regulations covering discharge of wastewater drainage, substances or wastes, as revised on June 26, 1996 , and all applicable Federal or State laws or regulations, permission is hereby granted to:

NAME OF PERMITTEE: _____

COMPANY NAME: _____

ADDRESS: _____

CITY, STATE & ZIP: _____

For the disposal of domestic septic tank or holding tank wastewater at the Greater Lawrence Sanitary District, 240 Charles St. No. Andover, MA. 01845.

The permittee shall comply with all applicable terms, conditions and requirements of:

- GLSD Rules and Regulations covering discharge of wastewater, drainage, substances or wastes, as revised June 26, 1996
- GLSD Requirements for the receipt of trucked wastes
- All special permit conditions and requirements accompanying this permit

This Permit is based on information provided in the Septage Wastewater Discharge Permit Application. This Permit is effective for the period set forth below, may be modified, suspended or revoked for Permit condition noncompliance or other good cause and is not transferable.

The permittee may be subject to suspension of disposal privileges and applicable penalties as outlined in section 6.1 of the GLSD Rules and Regulations covering discharge of wastewater drainage, substances or wastes for violations of this septage wastewater discharge permit and/or requirements for the receipt of trucked waste.

The original Permit shall be kept on file in the Permittee's office. A copy of this Permit shall be carried in every registered vehicle used by the Permittee.

EFFECTIVE DATE: _____

EXPIRATION DATE: _____

Date: _____

Richard S. Hogan, P.E.
Executive Director
Greater Lawrence Sanitary District

ATTACHMENT E

**INSTRUCTIONS FOR COMPLETING THE APPLICATION/PERMIT TO DISCHARGE
COMMERCIAL AND INSTITUTIONAL HOLDING TANK WASTEWATER
AT THE G.L.S.D.**

The attached application form shall be used to request permission to discharge holding tank wastewaters at the Greater Lawrence Sanitary District treatment facility in North Andover, Massachusetts. The application contains information that will allow a technical review of the request. The more complete the information the more quickly it can be reviewed.

The application should be submitted along with a check for twenty-five dollars (\$25.00) made out to the "Greater Lawrence Sanitary District".

The application procedure is a result of Rules and Regulations adopted on June 20, 1984 and revised on June 26, 1996 by the Greater Lawrence Sanitary District Commission. The applicant must have a current septage discharge permit and current registration form on file with the District in order to discharge commercial and industrial holding tank wastewater.

INSTRUCTIONS:

1. Date the application was filed.
2. The applicant is the company that is generating the holding tank wastewater.
3. The address and telephone number of the company's main office or headquarters.
4. The facility and community where the holding tank is located.
5. Describe the commercial or institutional activities at the site; (e.g. - a car wash or a food service establishment). Also, describe in detail how the holding tank wastewater is generated. This should include the processes or operations that produce the wastewater.
5 A). and B). * These volumes should be expressed in gallons.
6. Information on wastewater quality should be submitted if available. If no information is provided, the District may identify specific pollutants that the applicant must provide results for. If this information is not submitted the District may request a sample of the wastewater for its own analyses. The analyses submitted should be performed by a laboratory certified by the State of Massachusetts.
7. The authorized agent should be a principal of the firm submitting the application.

ATTACHMENT F
APPLICATION/PERMIT

TO DISCHARGE
COMMERCIAL AND INSTITUTIONAL HOLDING TANK WASTEWATER
AT THE GREATER LAWRENCE SANITARY DISTRICT

1. DATE OF APPLICATION: _____
2. APPLICANT NAME: _____
3. ADDRESS: _____
4. LOCATION OF HOLDING TANK: _____
5. Description of the activities at the site, e.g. restaurant, laundry, etc., and the specific process or operation that is generating the holding tank wastes:

A) Tank Volume: _____
B) Requested Volume to be Discharged: _____
C) Anticipated frequency of discharge: _____
6. Wastewater Quality - Submit information on the characteristics of the holding tank wastewater if available. The District may request that the applicant submit more information or submit a sample for analysis. The following list is suggested for a total evaluation.
 - BOD, suspended solids, COD, pH, arsenic, cadmium, copper, cyanide, fluoride, lead, mercury, nickel, oil and grease, sulfates, sulfides, silver, total chromium and zinc.
7. On behalf of the above named applicant, I hereby request permission to discharge commercial or industrial holding tank wastewater at the Greater Lawrence Sanitary District. I certify that the information contained in this application is true, complete, and accurate. I understand that the District retains the right to discontinue any or all holding tank wastewater discharges upon twenty-four (24) hours notice.

Permittee-Authorized Agent
(Print or type)

Signature

Please include a non-refundable check
in the amount of \$ 25.00 made payable to GLSD

Title

Date

FOR OFFICE USE ONLY

____ Approved by the Greater Lawrence Sanitary District
Maximum volume to be discharged _____ gallons
Maximum frequency of discharge _____
____ Approved subject to the conditions attached
____ Disapproved

Date: _____

By: _____

Colleen M. Spero
Monitoring Manager

ATTACHMENT G

**MANDATORY SURVEY ON PUMPING AND TRANSPORTATION
OF TRUCKED IN WASTEWATER**

The Greater Lawrence Sanitary District is currently reviewing septage operations that involve pumping and transportation of septage by two different companies. For example ABC Co. pumps septage from several homes and stores the material in a trailer tank at their shop. Then XYZ Co. picks up the tank or pumps the content to their own tank for transportation and ultimate disposal at the GLSD.

Please fully answer the following questions, sign and date the form and return with your completed application for a GLSD Septage Wastewater Discharge Permit. Thank you for your cooperation.

- | | YES | NO |
|---|--------------|--------------|
| <p>1. Do you currently use the services of another company to transport septage to the GLSD?
 If yes, please indicate name, address and phone number of company(s):</p> <p>_____</p> <p>_____</p> <p>_____</p> | <p>_____</p> | <p>_____</p> |
| <p>2. Have you ever used another company to transport septage to the GLSD in the past?
 If yes, please indicate name, address and phone number of company(s):</p> <p>_____</p> <p>_____</p> <p>_____</p> | <p>_____</p> | <p>_____</p> |
| <p>3. If you answered yes to question 1 or 2, does/did the company(s) use your septage tickets for disposal at GLSD?</p> | <p>_____</p> | <p>_____</p> |
| <p>4. Have you ever transported septage to GLSD for another hauler?
 If yes, please indicated name, address and phone number of hauler(s):</p> <p>_____</p> <p>_____</p> <p>_____</p> | <p>_____</p> | <p>_____</p> |
| <p>5. If you answered yes to question 4, did you use the hauler's septage tickets for disposal at GLSD?</p> | <p>_____</p> | <p>_____</p> |

Thank you for your participation

<p>_____</p> <p>Authorized Signature</p>	<p>_____</p> <p>Company Name</p>	<p>_____</p> <p>Date</p>
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