



**City of Santa Cruz
Wastewater Treatment
Facility**

Handling Procedures

For

Trucked In Waste

AUGUST 2017 Revision

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CITY OF SANTA CRUZ WASTEWATER TREATMENT FACILITY
LIQUID WASTE RECEIVING FACILITY MANUAL

I. Introduction

The City of Santa Cruz operates a liquid waste disposal facility. This Septage Receiving Facility Manual describes the operation of the facility, the liquid waste hauler permitting, and the criteria for acceptable wastes. The facility location, phone numbers, and hours are:

Septage Receiving Facility
WASTEWATER TREATMENT FACILITY
110 California Street
Santa Cruz, CA 95060

Phone: (831) 420-6050 Fax: (831) 420-6489

Monday through Friday
6am to 6pm

The Septage Receiving Facility was designed to receive and dispose of septic tank pumpings. In addition to these septic tank wastes, grease interceptor pumpings from restaurants or other food preparation business are routinely accepted. Grease shall be acceptable for discharge in mixed or unmixed loads. Other liquid wastes may be accepted as well. However, liquid waste loads from sources other than septic tanks and grease interceptors must be individually approved. Wastes from chemical toilets or recreational vehicles are not accepted. One further general limitation is that the only liquid wastes that may be brought in from outside Santa Cruz County are septic tank pumpings.

The requirements for discharge of liquid wastes are:

1. The liquid waste hauler must obtain and be in compliance with a current Liquid Waste Hauler Discharge Permit issued by the City of Santa Cruz Director of Public Works or his designee.
2. Vehicles used to haul liquid wastes must:
 - a. be listed on the Liquid Waste Hauler Discharge Permit Application,

- b. have a permit and current-year sticker from the Santa Cruz County Environmental Health Department,
 - c. be driven by an appropriately licensed driver,
 - d. meet the insurance requirements described herein and have a current Certificate of Insurance on file with the Septage Receiving Facility and the County of Santa Cruz Environmental Health Department and
 - e. be dedicated exclusively to the transportation and disposal of Septage Receiving Facility approved wastes.
3. The liquid waste load must be accompanied by a completed and accurate Septage Receiving Facility Liquid Waste Manifest form.
4. The liquid waste must be pumpings from:
 - a. in county septage CSA-12,
 - b. out of county septage,
 - c. in county grease, or
 - d. individually pre-approved liquid waste.Pre-approved (emergency) loads may be dumped only in the event there is a threat to public health and safety. Out of county grease loads are not accepted at the Santa Cruz Treatment facility. Fees for in county septage liquid waste, CSA-12, will be charged for 85% of the truck tank capacity at the current lower rate as determined by the county. All other liquid waste loads will be charged for 85% of the truck tank capacity at the higher rate as determined by the county.
5. All samples collected shall be representative of the tank load. All samples shall be clearly labeled with the following information:
 - a. company name,
 - b. date and time,
 - c. tank #1 or #2, and
 - d. Grease/SeptageThe driver shall place the sample into the refrigerator located next to the septage receiving shed.
6. The liquid waste must:
 - a. have a pH between 5.0 and 10.0 pH units,
 - b. have a trace gas reading of not more than 10

- ppm in the sample headspace, and
c. have a Microtox EC50 toxicity greater than
.007 TU_m.

The following pages of this manual describe the procedures and further requirements of the Septage Receiving Facility.

Procedures For Accepting Septage

- 1) Each vehicle shall carry electronic label card(s), issued with the liquid waste hauler discharge permit, to access the septage/grease receiving sump. Lost cards will be replaced for a fee of ten dollars.
- 2) Before backing the septage truck onto the pad, the driver must insert his/her electronic label card onto the electronic card reader.
- 3) After the card has been read and logged into the computer, a mechanical gate will open and a green light will signal the driver to position his/her truck over the available discharge pad.
- 4) The driver shall collect a representative sample from truck tank, properly label it, and place it into the sample refrigerator. All samples shall be collected from the rear bottom discharge port. All samples will be held for a minimum period of one week before being discarded.
- 5) The driver shall sign the manifest form and check for completion of the following: name of company, truck I.D. number (license plate number), date and time load was picked up, liquid waste generator name and address, waste type (grease or septage), disposal date and time, truck tank capacity, and name and signature of driver. All manifested information must be legible and clear. **A copy of the manifest shall be placed into the completed manifest box located through the door slot on the septage receiving shed.** Blank manifest forms can be obtained at the septage shed in the storage container marked Blank Manifest Forms.
- 6) The driver shall hook up his/her truck to the flexible discharge tube and discharge the load to the bar screen. Discharge to the bar screen shall be controlled to minimize the mess. When completed, the driver shall pull all rags from the bar screen and dispose of them on the

conveyer belt directly behind the septage-receiving shed. The driver shall wash down any mess left behind.

- 7) At any time plant staff may take a representative sample from the refrigerator, from the current load being discharged, or from the holding tank, and have it analyzed for discharge compliance. The sample must meet the following requirements: the pH shall be between 5 and 10, the Microtox toxicity must be greater than .007 EC 50, and the trace gas concentration shall not exceed 10 parts per million. If the sample fails to meet any of these requirements, the operator shall inform the Lab Manager, Operations Manager, or the Industrial Waste Inspector of the results. Upon verification of the failed sample, County Environmental Health Services shall be contacted. The first offense will result in a phone call and Notice of violation. The second offense, within a 12 consecutive month period, may result in a 7-calendar day suspension of dumping privileges for the entire business and/or revocation of the waste hauler's discharge permit. In addition the pumper in violation may be required to remove the entire contents of the City holding tank.
- 8) In addition, discrepancies between the card swiped, the manifest, and the submitted sample will result in a phone call followed up with a Notice of Violation. A second offense, within a 12 consecutive month period, may result in a 7-calendar day suspension of dumping privileges for the entire business and/or revocation of the waste hauler's discharge permit.
- 9) Hauler's manifests will be kept secured and maintained at the septage building. The liquid waste hauler is hereby put on notice that all municipal code ordinances and state statutes will be vigorously enforced regarding discharge of hazardous or deleterious materials. Specifically, the hauler will be required to empty the entire contents of the City holding tank if the city finds he has discharged materials deleterious to the wastewater treatment plant.
- 10) For any problems encountered at the septage receiving facility please contact an operator on site using the intercom phone located on the front of the septage receiving shed. For help, pick up the receiver, and while holding the hand piece button in, request "Operator Line 5".

II. NOTIFICATION TO DISCHARGER OF MATERIALS FOUND TO HAVE FAILED LABORATORY COMPLIANCE ANALYSIS AND/OR DEMAND FOR REMOVAL OF CONTENTS OF HOLDING TANK

The above-described written Notification shall include the following information:

1. The material discharged by hauler has been found to be deleterious to the wastewater treatment facility, and therefore violates permit provisions allowing the hauler the right to discharge waste at the facility and Municipal Code Section 16.08.010, et seq.
2. The holding tank containing the deleterious material must therefore be emptied and left in a clean condition by the hauler pursuant to said permit provisions and Code sections.
3. If waste analysis reveals that the contents of the refrigerated sample has failed the laboratory compliance analysis, the owner will be notified with a verbal warning and be issued a Notice of Violation. A second sample failure, within a 12 consecutive month period, may result in a 7-calendar day suspension of discharge privileges for the entire business and/or revocation of the business wastewater discharge permit.
4. If waste analysis reveals that the contents of the holding tank(s) have failed the laboratory compliance analysis and are unacceptable to the facility, hauler must remove the contents of the holding tank within 48 hours of receipt of said notification. The hauler must dispose of the deleterious material properly under applicable law.
5. Failure of the hauler to complete the removal of deleterious materials as described above may have the following results:
 - a. Suspension of hauler's discharge privileges.

- b. The initiation of all available civil procedures to enforce reimbursement of all costs incurred by the City and County of Santa Cruz to remove and dispose of the contents of the holding tank. Costs shall include, but are not limited to, the reasonable value of all materials, services, and labor supplied by employees of said entities.
 - c. The initiation of all criminal procedures and other civil remedies for the above-described wrongful discharge of wastewater. Specific reference is made herein to Municipal Code Section 16.08.190 which declares said discharge to be a public nuisance and allows for civil damages and criminal penalties in a minimum amount of \$1,000.00 per day.
5. Within the 48 hour time limitation, the contents of any affected holding tank shall be immediately removed and disposed of in conformity with applicable law and appropriate technology and procedures by the discharger and/or the County of Santa Cruz upon a determination by the appropriate authority that said contents pose an immediate and significant risk to the safety or health of city employees or the public, or disrupt wastewater treatment plant operations.

In such an instance, all liabilities and penalties listed above for the discharge of waste and the removal of the contents of the holding tank shall be enforced.

The above notice shall be personally served on the hauler at the address stated on its permit application and such other business address as is known. In addition, all reasonable attempts shall be made to contact said hauler by telephone to inform the hauler that he/she is required to empty the holding tank within the time limits described above and to arrange for its receipt of the above-described written notice.

III. PROCEDURE FOR IDENTIFICATION AND REMOVAL OF DELETERIOUS MATERIAL

1. City staff performs laboratory compliance analysis that indicates deleterious material present in the composite sample from the holding tank.
2. City staff identifies load responsible for failed laboratory compliance analysis of composite sample by additional analyses of individual samples.
3. Superintendent of Wastewater Treatment Facility, or his agent, notifies discharger of the load identified as the source of the deleterious material. Notification shall include the information listed in document entitled "*Notification to discharger of materials found to have failed laboratory compliance analysis and/or Demand for Removal of contents of holding tank.*"
4. Simultaneous with the notice described in paragraph 3, city staff notifies Environmental Health Service of incident and makes available the manifest identifying the source(s) of the load in question.
5. The discharger shall be notified that they must remove the entire contents of the affected holding tank within 48 hours and dispose of said material in an approved disposal site. Failure to remove the material by the responsible discharger within the time specified shall have the following results:
 - a. The County of Santa Cruz shall remove the contents of the holding tank within an additional 48 hour period. CSA 12 funds shall be used to pay for removal of the material to an approved site and these costs will be recovered from the discharger.
 - b. Suspension of discharge privileges and the initiation of appropriate legal action as authorized by Municipal Code Section 16.08.190, and other applicable laws.

All liabilities and penalties listed above for the discharge of waste and the removal of the contents of the holding tank shall be enforced.

IV. INSURANCE REQUIREMENTS FOR SEPTAGE RECEIVING FACILITY USERS

Each Liquid waste Receiving Facility user shall be required to maintain automotive liability insurance coverage which insures the hauler against claims of bodily injury and/or property damage. Required provisions and conditions are as follows:

- a. Policy effective and expiration date.
- b. Policy number
- c. The auto liability coverage shall be minimum of \$500,000 combined single limit for bodily injury and property damage.
- d. Auto liability coverage shall include any vehicle (owned, leased, rented, or borrowed) used by the liquid waste hauling company to dispose of liquid wastes at the facility.
- e. The insurance shall have an endorsement naming the City and County of Santa Cruz and their officers and employees as additional insureds.
- f. The coverages shall be primary, and no other insurance or self-insurance such as may be utilized by the City and County of Santa Cruz shall contribute to a loss under these policies.
- g. The policy shall not be canceled without thirty (30) days prior written notice. Note: If the ACORD_R Certificate of Insurance form is used, the words "endeavor to" and "but failure ... or representatives." must be crossed out.

- h. The liquid waste hauler shall furnish the City and County of Santa Cruz with adequate certificates of insurance and endorsements demonstrating that provisions and/or requirements stated above have been complied with. Such certificates shall be sent to:

Wastewater Treatment Facility
110 California Street
Santa Cruz, Ca 95060
Attn: Laboratory & Environmental Compliance
Manager

and

Water Quality Management
County of Santa Cruz Environmental
Health Services
701 Ocean St., Room 312
Santa Cruz, CA 95060
Attn: Program Manager

- i. The certificate and endorsement are to be signed by a person authorized by the insurers to bind coverage on their behalf.
- j. The City and County of Santa Cruz reserve the right to require complete certified copies of all required insurance policies and endorsements at any time.
- k. In lieu of all or a portion of the above-required coverage, the City and County of Santa Cruz may accept, at their sole discretion, satisfactory evidence of equivalent self-insurance.

V. **LIQUID WASTE HAULER DISCHARGE PERMIT APPLICATION**
Part A - Business Information

A1. Company Business Name: _____

A2. Business Address:

A. Street: _____

City: _____ State: _____ Zip: _____

B. Mailing: _____

City: _____ State: _____ Zip: _____

A3. Chief Executive Officer:

A. Name: _____

B. Title: _____

C. Mailing Address: _____

A4. Person to be contacted about this application:

A. Name: _____

B. Phone: _____ Fax: _____

A5. Person to be contacted in case of emergency:

A. Name: _____

B. Title: _____

C. Day Phone: _____

D. Night Phone: _____

A6. Certification: I certify that the information above and on the following parts is true and correct to the best of my knowledge, and that I agree to obtain, within five (5) working days, a permit with the County of Santa Cruz Environmental Health Service for hauling septage and chemical toilet wastes, and restaurant grease interceptor pumpings. I also understand that failure to obtain and supply the City of Santa Cruz WASTEWATER TREATMENT FACILITY a copy of the County Permit within the five (5) working days and maintain it, as required by the county, shall be cause for immediate cancellation of this City of Santa Cruz Liquid Waste Hauler Discharge Permit.

CEO Name

Title

CEO Signature

Date

Part B - Business Operations

B1. Type of Business: _____

B2. Federal Standard Industrial Classification Number:

B3. Local Area Served: _____

B4. Average Number of Haulings Made Per Week: _____

B5. Average Gallonage Per Hauling: _____

B6. Truck(s) description:

1. Model: _____ Year: _____

CA Vehicle License No.: _____

Truck Tare Wt. (Lbs.): _____

Tank Capacity Gallons: _____

County Health Permit No.: _____ Decal No.: _____

2. Model: _____ Year: _____

CA Vehicle License No.: _____

Truck Tare Wt. (Lbs.): _____

Tank Capacity Gallons: _____

County Health Permit No.: _____ Decal No.: _____

3. Model: _____ Year: _____

CA Vehicle License No.: _____

Truck Tare Wt. (Lbs.): _____

Tank Capacity Gallons: _____

County Health Permit No.: _____ Decal No.: _____

4. Model: _____ Year: _____

CA Vehicle License No.: _____

Truck Tare Wt. (Lbs.): _____

Tank Capacity Gallons: _____

County Health Permit No.: _____ Decal No.: _____

5. Model: _____ Year: _____

CA Vehicle License No.: _____

Truck Tare Wt. (Lbs.): _____

Tank Capacity Gallons: _____

County Health Permit No.: _____ Decal No.: _____

Part B - Business Operations
(Continued)

B7. Do you discharge from the truck(s) at other facilities than those controlled by the City of Santa Cruz WASTEWATER TREATMENT FACILITY?
Yes No (circle one)

If yes, where? _____

B8. Do you use a holding tank for temporary storage of wastes?

Yes No (circle one)

If yes, please specify the capacity: _____gallons

B9.* Do you haul any wastes other than household septic tank or restaurant oil and grease? Yes No (circle one)

If yes, please list the other types of wastes (i.e., chemical wastes, agricultural sumps, oil and grease, used motor oil, etc.); where they originate (i.e., industry, gas station, etc.); and where you discharge it.

* If more than one vehicle is used, include information on all other vehicles on a separate piece of paper and attach to this application. **Trucks used to periodically haul non-acceptable wastes will not be allowed to discharge to the WASTEWATER TREATMENT FACILITY.**

The Liquid Waste Hauler must provide a letter to the city from the County of Santa Cruz Environmental Health Service attesting to receipt of satisfactory certificate of insurance. This letter must be submitted with the permit application.

The Liquid Waste Hauler is hereby put on notice that all municipal code ordinances and state statutes will be vigorously enforced regarding discharge of hazardous or deleterious materials. Specifically, the hauler will be required to empty the entire contents of the city holding tank if the city finds he/she has discharged materials deleterious to the wastewater treatment plant.