

Oakland County Water Resources Commissioner Procedures – P-__	DATE: REV.#:	Doc. File Name: CRWRRF Septage Hauler Procedures
	TITLE: CRWRRF Septage Hauler Procedures	APPROVED BY:
		Management Representative

1.0 Purpose

To set forth the required Septage Waste Vehicle unloading procedures to be followed by septage haulers when unloading Septage Waste at the Clinton River Water Resource Recovery (CRWRRF) Septage Unloading Site, consistent with the septage hauler’s Domestic Septage Waste Discharger Permit.

2.0 Scope

These procedures apply to the septage unloading process at the CRWRRF Septage Unloading Site by all septage haulers and Septage Waste Vehicles that use the site. These procedures are intended to be complementary and in addition to the applicable provisions of a hauler’s Domestic Septage Waste Discharger Permit and the CRWRRF Sewer Use Ordinance. If there is a conflict between the provisions or requirements of these procedures, the hauler’s Domestic Septage Waste Discharger Permit, the CRWRRF Sewer Use Ordinance, and/or applicable state or local laws and regulations, the most restrictive provisions or requirements shall control.

3.0 Responsibility

3.1 Septage waste haulers that unload Septage Waste at the CRWRRF Septage Unloading Site shall be responsible for complying with these procedures and other applicable laws, regulations, and requirements.

4.0 Procedures

4.1 Septage haulers shall contact the WRC IPP Supervisor for a permit application for a Domestic Septage Waste Discharger Permit to authorize use of and unloading of septage waste at the CRWRRF Septage Unloading Site. No septage hauler or Septage Waste Vehicle shall use or unload septage waste at the Site in the absence of a current, effective Domestic Septage Waste Discharger Permit that covers the specific hauler and vehicle.

4.2 When a Domestic Septage Waste Discharger Permit is issued, the septage hauler will also be provided with an electronic access card (RFID) for the CRWRRF Septage Unloading Site.

4.3 Each Septage Waste Vehicle visiting the CRWRRF Septage Unloading Site shall, at all times while on the site: (a) have in its immediate possession a copy of the Domestic Septage Waste Discharger Permit that covers the vehicle, the CRWRRF Septage Hauler Procedures, the Septage Waste Vehicle License, and the septage hauler’s Septage Waste Servicing License; (b) clearly display the vehicle identification information on the vehicle as required by the Permit; and (c) fully comply with all other requirements and conditions of the Permit and these CRWRRF Septage Hauler Procedures.

4.4 Each septage hauler shall provide the Engineering System Coordinator and the WRC IPP Supervisor with all information and documentation regarding use of the CRWRRF Septage Unloading Site as required by the hauler’s Domestic Septage Waste Discharger Permit, including, but not limited to, information and documentation for each Septage Waste Vehicle authorized by the Permit to unload at the site; and the hauler shall continually keep all such required information and documentation current and up-to-date as required by the Permit.

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- 4.5** The CRWRRF Septage Unloading Site is located outside of the primary CRWRRF fence line to allow Septage Waste Vehicles to come in and turn around without entering main grounds of the CRWRRF.
- 4.6** The septage haulers will control the unloading station and the unloading process as provided by this section.
- 4.6.1** Septage haulers will approach the card access reader located at the entry gate to the CRWRRF Septage Unloading Site. After placing their access card on the gate reader, the gate will open allowing the septage hauler access to the septage unloading site.
- 4.6.2** There are two unloading stations available for the septage haulers. No more than two septage haulers are allowed to access or use the site at once.
- 4.6.3** Each unloading station has its own 4” and 6” valve with a camlock fitting. Each station has its own individual access panel where the hauler will input their hauler information to to use the septage unloading equipment.
- 4.6.4** Each station has automatic locking capabilities to close the valves to avoid overfilling of the storage tanks. The sampling equipment for each unloading station has manual locks.
- 4.6.5** The septage haulers will open the access panel and follow these next steps:
- 4.6.5.1** Enter access number.
- 4.6.5.2** Enter Pin Code (4 digits).
- 4.6.5.3** Enter Waste ID (this will be an optional step).
- 4.6.5.4** Enter manifest number (6 digits). This will be pre-printed on the manifest form available at the unloading stations.
- 4.6.5.4.1** Each manifest form will have a unique tracking number.
- 4.6.5.4.2** Septage haulers will deposit their completed manifest forms each with a unique manifest number in the manifest form drop box located at the septage unloading site.
- 4.6.5.4.3** The WRC IPP Supervisor will make sure there will be manifest documents available and in stock.
- 4.6.6** Each unloading station will accept either 4-inch or 6-inch male hoses for connection to the unloading station by a septage hauler. The access panel will require the septage hauler to confirm that the hauler’s hose between the Septage Waste Vehicle and the unloading station is connected. After the septage hauler has confirmed that the hauler’s hose is connected, the septage hauler will then press “ENTER” on the access panel to begin discharging the septage waste from the Septage Waste Vehicle to the unloading station.

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- 4.6.7** The access panel will offer to provide the septage hauler an unloading receipt. The receipt will be provided when the septage hauler presses “OK” on the panel.
- 4.6.8** A flow meter will record the volume of septage discharged by the septage hauler into the unloading station. The hauler will be billed based on the amount of flow discharged as measured by the meter. (The average size for a septage hauler’s truck is 2,500 gallons.)
- 4.6.9** When a septage hauler’s flow to an unloading station reaches an amount predetermined by the WRC IPP Supervisor, a sample will automatically be taken.

 - 4.6.9.1** Each sample will maintain 4 degrees Celsius plus or minus 2 degree. This is event based per sample.
 - 4.6.9.2** Each sample will maintain 4 degrees Celsius plus or minus 2 degree. This is event based per sample.
 - 4.6.9.3** The stored samples will be retrieved daily by the CRWRRF staff.
 - 4.6.9.4** The septage hauler’s billing number, sample number, manifest number, and unloading station lane number will be automatically stored in the SCADA system.
 - 4.6.9.5** The samples will be provided to the CRWRRF laboratory and will be analyzed for any necessary parameters by CRWRRF staff.
- 4.6.10** At the discretion of the WRC IPP Supervisor, manual sampling of any Septage Waste Vehicle may also be required in addition to or in place of automatic sampling, and at any time before, during, or after the unloading process.
- 4.6.11** Septage will flow from a Septage Waste Vehicle to the unloading station by gravity (or truck pressurization). The unloading stations are graded and configured to promote complete drainage from the Septage Waste Vehicles.
- 4.6.12** When the septage hauler has completed the unloading process, the hauler will press “STOP” on the access panel.
- 4.6.13** The septage hauler shall inspect the unloading station used by the hauler to confirm that there have not been any septage spills that occurred during the unloading process.

 - 4.6.13.1** If any septage spills have occurred, the septage hauler shall use the washdown hoses provided at the unloading station to wash any spills into a containment area (multiple hose bibs will be provided to facilitate washdown with freeze protection provided on each of the hose bib connections).
 - 4.6.13.2** If any septage spills occur outside of the containment area, the septage hauler shall immediately contact Oakland County Safety Dispatch at (248)858-0931.

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4.6.13.3 If any septage spills occur, the septage hauler shall also comply with any additional emergency or spill response and notification requirements that are required by the haulers’s Domestic Septage Waste Discharger Permit and/or the CRWRRF Sewer Use Ordinance. (Required oral emergency or accidental spill or slug notifications shall not be left on voicemail or sent by email or fax.)

4.6.14 Septage haulers will then exit the CRWRRF Septage Unloading Site.

4.6.15 It is assumed that septage unloading for each Septage Waste Vehicle will require approximately 15 minutes, and an additional 5 minutes to wash down the vehicle’s tank.

4.7 Monthly invoicing

4.7.1 Invoices will be sent out to the septage hauler monthly for payment by the hauler to the Oakland County Treasurer’s Office.

4.7.2 If a septage hauler fails to timely and fully pay an invoice, WRC may suspend or revoke the hauler’s authority to access and use the CRWRRF Septage Unloading Site.

5.0 Related Documents

5.1 Domestic Septage Waste Discharger Permit Form

5.2 CRWRRF Septage Unloading Site Operating Plan

5.3 CRWRRF Septage Unloading Site Operating Procedures

5.4 Septage Hauler Manifest Form

5.5 CRWRRF Sewer Use Ordinance

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Change Record

Revision	Date	Responsible Person	Description of Change
Release		Control Document Person	

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Distribution List

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2.	CRWRRF	CRWRRF Staff