



MUNICIPALITY OF THE DISTRICT OF SHELburne

Policy Statement

SEPTAGE DISPOSAL POLICY

1. PURPOSE

To establish a policy for receiving septage at the Sandy Point Septage Receiving Station from private and commercial clients within and outside the Municipality of the District of Shelburne and to identify procedures that must be followed.

2. DEFINITIONS

In this policy the following words and terms shall have the following meaning:

- a) **Hauler** – the person or company intending to use the facility
- b) **Municipality** – the Municipality of the District of Shelburne
- c) **Operator** – The person designated by the Municipality to operate the Sandy Point Septage Receiving Station
- d) **Septage** – sewage (wastewater) that is pumped into trucks from septage tanks and is then disposed of at the Sandy Point Septage Receiving Station

3. LOCATION

The Sandy Point Septage Receiving Station is located at 507 Sandy Point Road, adjacent to the Sandy Point Sewage Treatment Plant.

4. **HOURS OF OPERATION**

The Sandy Point Septage Receiving Station will be accessible 24 hours a day, 7 days a week by registered Haulers. Access to the site will be granted and a cardlock system will be used to operate the facility. In the case of emergency haulers should contact the Director of Public Works at 875-6773.

5. **QUALITY OF SEPTAGE**

The quality of septage must meet the standards set out the Municipality's Sewer Bylaw (S-300). Refer specifically to Section 5 (Use of the Public Sewers) for guidance on unacceptable waste.

6. **REGISTRATION PROCEDURE AND FEES**

All haulers using the facility are required to be registered. The company is required to submit a registration form and pay an annual fee for each vehicle it wishes to register to use the facility. Drivers will be required to have a site orientation with the Director of Public Works annually. Each registration will include a declaration by the hauler that they have read, understood and will comply with the requirements of this septage disposal policy. The Municipality reserves the right to refuse or revoke registration to haulers who do not comply with the policy or whose disposal bills are in arrears. Registration forms are available from the Municipal Tax Office.

7. **MONITORING AND CONDITIONS OF REGISTRATION**

a) The Municipality reserves the right to:

- i. observe the loading of septage into the truck
- ii. observe the unloading of septage at the Septage Receiving Station
- iii. obtain representative samples of all materials being unloaded
- iv. obtain information as to the location of generation or origin, and quantities
- v. Decline accepting any septage from any hauler

b) Private haulers and commercial businesses within Shelburne County and outside Shelburne County will be permitted to use the Septage Receiving Station.

c) Any unauthorized dumping or dumping of any unacceptable waste or materials shall be cleaned at the cost of the hauler.

d) Haulers will be required to keep records of the origin of all waste disposed of at the Septage Receiving Station for the purposes of tracking waste that causes operational problems at the Sewage Treatment Plant. Haulers are required to record the name of the driver, the source address, the date and time of pickup and the date and time of disposal at the Septage Receiving Station. This information must be produced upon the request of the Municipality. A template for recording this information will be provided to haulers upon registration.

e) Haulers will be required wash down the offloading area after using it with a washdown hose provided by the Municipality.

f) Haulers will be required to carry insurance and proof of a minimum of \$2 million in commercial general liability insurance and \$2 million vehicle insurance and must supply a copy of the above insurance certificates to MDS with their registration form.

8. **MONITORING AND CONDITIONS OF REGISTRATION**

The Municipality shall charge a fee per Litre for accepting and treating septage waste from registered haulers located in Shelburne County who serve residents of the Municipality of the District of Shelburne. Haulers located outside of Shelburne County will be charged a higher fee. All fees, including the annual registration fee, are defined in the Municipality's Fees Policy.

9. **PAYMENT**

Haulers will be billed monthly by the Municipality's Finance Department. Payment terms will be as per Finance Department policy.

<u>Clerk's Annotation For Official Policy Book</u>	
Date of Notice to Council members of Intent to Consider (7 days minimum): <u>January 14, 2013</u>	
Date of Passage of Policy: <u>January 28, 2013</u>	
_____	<u>February 7, 2013</u>
Clerk	Date

