WASTE HAULER
POLICIES AND PROCEDURES

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Onondaga County Department of
WATER ENVIRONMENT PROTECTION

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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. Hauled wastes, unless 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 the policies and procedures herein.

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.

These Waste Hauler Policies and Procedures should be reviewed by all participating parties on an annual basis or when significant changes are made.

II. HOURS OF OPERATION

A. Hours of Operation

1. Normal hours of operation are 7:00 AM through 3:30 PM daily.
2. No person may discharge wastes or remain on-site after the hours of operation unless prior arrangements have been made. Haulers should arrive on-site with enough time to unload before the end of shift at 3:30 PM.
3. Special arrangements may be made for delivery of wastes after normal operating hours by the Commissioner or his/her designee (315-435-2260).
4. In the event of an emergency requiring disposal of wastes after normal operating hours, haulers must contact Metro Board (315) 435-3142 for permission to discharge. Metro Board will then contact the on- call primary Industrial Pretreatment Sanitary Engineer.

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 closure is necessary.

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 Metro. The Part 364 permit must list Metro as a permitted discharge location, and list all permitted waste types and conditions.

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 Metro.

2. To be issued an OCDWEP Waste Hauler Permit, the following are required:
   a. NYSDEC Part 364 Waste Hauler Permit
   b. Completed Waste Hauler Permit Application/Modification
   c. Tank calibration charts for each vehicle to be permitted
   d. Proof of insurance
      - Minimum of $1 million in automobile liability coverage
      - Minimum of $1 million in general liability coverage
      - Proof of Workman's Compensation coverage or exclusion (forms C-105.2, SI-12, GSI-105.2, or CE-200 are the only acceptable proof)
      - Proof of Disability benefits coverage or exclusion (forms DB-120.1, DB-155, or CE-200 are the only acceptable proof)
      - Insurance certificates must list the "County of Onondaga" as additional insured and/or certificate holder

3. Permit Application Fee
   a. The current waste hauler permitting fee is $25.00 for the first vehicle, and $15.00 for each additional vehicle. The permit fee structure is subject to change at the Commissioner's discretion.
   b. Permit application fees are not refundable.

4. The duration of OCDWEP Waste Hauler Permits shall not exceed one (1) year.

5. Permit Modification
   a. The Waste Hauler Permit Application/Modification form must be updated and submitted for approval for any of the following conditions:
      - Adding a vehicle
      - Adding a waste type
   b. A new vehicle and/or a new waste type must have a revised OCDWEP Waste Hauler Permit in place before being brought to Metro.

IV. MANIFEST REQUIRED

A. OCDWEP uses a manifest system to track the source and quantity of wastes hauled to Metro for disposal. All haulers, commercial, private, and municipal, must complete the OCDWEP Waste Hauler Disposal Invoice and have it approved by the Waste Hauler Control Facility technician or operator prior to disposal of hauled wastes.

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

B. Instructions for Completion of the Waste Hauler Disposal Invoice

1. Complete the Waste Hauler Company Name, NYSDEC Permit Number, and License Plate Number sections with the appropriate information.
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 Waste Hauler Disposal Invoice must be signed and dated by the hauler delivering the waste to Metro.
4. The technician or operator on duty at the receiving facility shall witness the Waste Hauler Disposal Invoice and complete the form with Dipstick Reading, Gallons, pH, and other appropriate information.
5. One copy of the Waste Hauler Disposal Invoice will be given to the hauler and the other will be kept on file at OCDWEP. Records of wastes disposed of at Metro shall be maintained for a minimum of three years.

V. PROHIBITED WASTES

The following wastes shall not be discharged to Metro:

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).

V. PROHIBITED WASTES
CONT'D

The following wastes shall not be discharged to Metro:

C. Wastes from outside Onondaga County except grease trap and sanitary wastes from septic tanks and holding tanks. Other wastes may be permitted on a case-by-case basis at the Commissioner's discretion. Please note that out-of-county grease is limited to 5,000 gallons per month, per permitted waste hauler.

D. Wastes not specifically listed on a hauler's NYSDEC Part 364 permit or 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*. This includes landfill leachate.

VI. GREASE TRAP WASTES

A. When servicing a grease trap or grease interceptor, the waste hauler must pump all liquids and residuals and dispose of them at Metro.

B. Decanting and backwashing (defined as discharging wastewater that was previously pumped from a grease trap or grease interceptor, back into a grease trap, grease interceptor, or the sewer system) are strictly prohibited by Article III, Section 3.04 of the Rules and Regulations. Violators of this provision may be subject to permit suspension or revocation, fines, and/or penalties.

C. The County keeps a record of all loads of grease brought to Metro. It is required that when delivering a load of grease (N999A), the name and address of the serviced grease trap is recorded correctly on the invoice.

D. Out-of-county grease trap waste is limited to 5,000 gallons per month.

VI. GREASE TRAP WASTES
CONT'D

E. OCDWEP reserves the right to limit the amount of grease trap waste hauled to Metro due to weather or operational difficulties.

F. Grease trap waste is known to experience low pH conditions. It is the hauler's responsibility to ensure that the pH of the grease trap waste to be disposed of at Metro is compliant with OCDWEP's lower pH limit of 5.5

VII. PERMITTED WASTE TYPES, CODES, AND FEES

A. The following table titled Table VII.1 - Permitted Waste Types details the waste types permitted to be discharged at Metro without completing Part D – Analytical Data for New Waste on the Waste Hauler Permit Application/Modification form.

TABLE VII.1 PERMITTED WASTE TYPES (NO PRIOR APPROVAL NECESSARY)

Waste Code	*Waste Type*	*Prior Approval Required?*	*Unit Cost Per Gallon*
N905	Holding Tank Waste	No	$0.060
N908	Portable Toilet Waste	No	$0.060
N909	Septage	No	$0.060
N999A	Grease Trap Waste	No	$0.155

B. Certain waste types, as listed in Table VII.2, require prior approval from OCDWEP and may require analytical data before they can be permitted and discharged at Metro as detailed in the table titled *Permitted Waste Types Requiring Prior Approval*. Prior Approval of a New Waste Stream may be obtained by completing and submitting a Waste Hauler Permit Application/Modification Form, including the necessary analytical data, no less than two weeks before anticipated delivery. Failure to obtain approval to discharge these wastes may be subject to permit suspension or revocation, fines, and/or penalties. Analytical requirements can be found on Part D – Analytical Data for New Waste on the Waste Hauler Permit Application/Modification form.

VII. PERMITTED WASTE TYPES, CODES, AND FEES

CONT'D

TABLE VII.2 PERMITTED WASTE TYPES WITH PRIOR APPROVAL

Waste Cod	*Waste Type*	*Approved Analytical Data Required?*	*Unit Cost Per Gallon*
N913	WWTP Sludge	Yes	$0.070
N999	Miscellaneous Non-Industrial	Yes	$0.060

Authorization of Miscellaneous Non-Industrial Wastewater (N999) may include special requirements for scheduling and prior communication with OCDWEP to determine the appropriate course of action before delivery.

VIII. FEES AND CHARGES

A. The disposal of hauled wastes at Metro 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 Metro for disposal will be charged the highest rate for the types of 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 monthly. Payment is due within 30 days of the invoice date. Failure to make payment will subject the hauler to the following late charges:
   - 30 days overdue: 1% of the overdue amount.
   - 31 - 60 days overdue: 2% of the overdue amount.
   - 61 - 90 days overdue: 3% of the overdue amount.
   - Accounts that are more than 90 days overdue will be prohibited from disposing waste at Metro and also subject to legal action.

IX. 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. 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 Waste Hauler Control Facility personnel.

C. Waste haulers are expected to abide by the County's Prevention of Sexual Harassment Directive dated 12/31/2018, or its current version. A copy is available upon request.

X. 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 Metro SPDES permit.

B. Waste Hauler Control Facility personnel, 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 suspension or revocation of the Waste Hauler Permit. Likewise, failure to adhere to Waste Hauler Permit requirements will be considered a violation of these regulations and will result in appropriate enforcement actions.