

WINCHESTER MUNICIPAL UTILITIES
POLICY AND PROCEDURES

SECTION: 200

POLICY NUMBER: 205.2

EFFECTIVE DATE: 8/9/17

SUBJECT: WASTE HAULER

DISCHARGE
WINCHESTER MUNICIPAL
UTILITIES COMMISSION

STATEMENT OF POLICY

APPROVED 11-2-17

In accordance with City of Winchester Code of Ordinances and to verify and control the volumes and types of waste being discharged at the Strodes Creek Wastewater Treatment Plant (WWTP), all haulers of liquid or septage waste shall be required to fulfill the following requirements.

1. Annually obtain a discharge permit for each truck/tank used to transport liquid or septage waste for discharge at WWTP.
2. Complete a manifest certifying the origin of all waste for each load.
3. Pay volumetric charges based on tank capacity.

Trucks not having a valid discharge permit and a valid health department permit will not be permitted to discharge waste to the WWTP. Any load not accompanied by a fully completed and signed manifest certifying the origin of the load will not be permitted to discharge waste at the WWTP.

STATEMENT OF PROCEDURE

Permitting Process

1. Waste haulers shall annually obtain and complete an application for permit for each truck they wish to discharge at the WWTP.
2. Waste haulers shall complete the application in full. Each application shall certify the capacity of each tank permitted and include proof of liability insurance. Such insurance shall afford bodily injury limits or liability for each person injured of \$1,000,000 for each occurrence.
3. Permit applications shall be reviewed by the WWTP Supervisor for completeness and accuracy. The permit application must be in accord with this policy and Winchester Code of Ordinances. Any item identified during the review process that could cause upset to the WWTP operations or cause the WWTP to fail to meet WMU's discharge permit limits will be cause for denying a permit application.
4. Upon approval of a permit application WMU will forward a signed permit to discharge to the waste hauler via the US postal service. Should a permit application be denied, the waste hauler will be notified of such in writing specifying the reasons for such denial.
5. The waste hauler has a right to appeal a refusal to issue a permit by submitting a written request to the General Manager of WMU within 30 days of refusal notification, with such additional information deemed

necessary and a request for a meeting, if desired. If such a request is filed the WWTP Supervisor shall forward all information gathered in review of the application to the General Manager who shall review the permit application and any other supplemental information provided, and arrange for a meeting if requested at which the applicant may present such evidence in support of the application it may desire. Within 30 days and upon such review and meeting, if requested the General Manager shall either direct the issuance of a discharge permit or notify the waste hauler of WMU's continued denial for discharge permit issuance and state the reasons therefore. The decision of the General Manager shall be final.

Discharge Process

1. Waste haulers must have a valid permit before discharging into the WWTP.
2. Waste haulers shall complete a separate manifest for each load they wish to discharge into the WWTP, including the contact information of a representative of the originator of the waste and the signature of said contact.
3. Residential wastes may be comingled. Any comingled loads will be declared out-of-county if any out-of-county waste is identified on the manifest. Separate contact information for each waste origination point must be completed on manifests with comingled waste.
4. If a sight glass is mounted in the middle of a truck's tank, the capacity of the load shall be determined by the level of the waste in the tank; should no sight glass be installed, all loads will be considered to be 100% of the certified capacity of the tank for purposes of billing. For trucks with tanks equipped with a sight glass, a load will be considered as 50% of the certified capacity of the tank if the tank level is determined to be less than or equal to half. A load will be considered as 100% of the certified capacity of the tank if the tank level is determined to be greater than 50% as determined by observation through the sight glass.
5. The waste hauler shall submit the manifest to WWTP personnel. The WWTP personnel shall verify the accuracy of the manifest and direct the waste hauler to the appropriate discharge location.
6. Waste haulers will be billed by WMU through miscellaneous invoicing.
7. Violations of Waste Hauler Permits will be handled in accordance with Section 14 of the Winchester Code of Ordinances.

Approved by WMU Commission

11-2-17