



Hauled Liquid Waste Discharge Permit: Requirements

In order to hold a Hauled Liquid Waste Discharge Permit (Hauler’s Discharge Permit) to discharge hauled septic tank waste, portable toilet pumpings, or grease control device (GCD) wastes at the Palo Alto Regional Water Quality Control Plant (RWQCP), the following policies and procedures must be adhered to. Failure to comply with the following requirements may be cause for revocation of your Hauled Liquid Waste Discharge Permit.

RWQCP Facility Constraints

- 1) Prior to submitting your initial application, a new permittee must visit the Plant to inspect the Plant's septic discharge area and grease pit, in order to ensure compatibility with hauler’s equipment. The RWQCP’s GCD waste acceptance requires pumping from the vehicle up into a storage tank, not a gravity discharge. Gravity discharging is only available for septic and portable toilet waste loads.
- 2) Due to space restrictions, no truck longer than 40 feet is allowed to discharge at the Plant.
- 3) Due to the Plant’s wastewater treatment system constraints, decant-style grease trucks will not be allowed to discharge at the RWQCP.

Fees, Bonds

- 4) Annual Permit Fee is \$100. This fee covers the use of the approved permit for three calendar years from issue date and must be renewed upon expiration in order to continue discharging hauled liquid waste. Payment is to be submitted in the form of a check made payable to the City of Palo Alto.
- 5) Hauled liquid waste dischargers will be billed directly. The rates for hauled liquid waste discharged are calculated as follows and please note fees are subject to change annually:

Septic Tank Waste and Portable Toilet Pumpings

Per load of 1,000 gallons or less	\$73.00
Each additional 500 gallons or portion thereof	\$34.00

Grease Trap Waste

Per load of 1,000 gallons or less	\$121.00
Each additional 500 gallons or portion thereof	\$61.60

- 6) Post a \$2,000 bond (License Permit Bond/Compliance Bond) with the City of Palo Alto or submit a \$2,000 security deposit check payable to the City of Palo Alto.



- 7) Invalid insurance, invalid truck permits, and/or late payment or non-payment of hauled liquid waste billings will be cause for the hauler's permit to be revoked. Prior to a new permit being issued, the hauler will need to be current on all payments and paperwork and reapply for a new permit. The city reserves the right to increase the \$2,000 security deposit in renewed permits in the event there have been missed or late payments.

Administration

- 8) Provide and maintain general, automobile, and workers' compensation liability insurance. The certificates must state a hold harmless clause naming the City of Palo Alto as certificate holder and additional insured as specified in attached Insurance Requirements Form 650. Insurance must remain valid for the existence of the permit. If insurance is due to expire, a renewed insurance certificate must be submitted by the expiration date.
- 9) Acquire the proper documents (Environmental Health Permit (EHP)) and forms (Pumping and Disposal Report) from the Santa Clara County Department of Environmental Health (Tel. 408/918-3400). At time of permit application and for each new truck, submit a readable copy of each valid EHP issued by the Santa Clara County Health Department. This permit is issued to each truck hauling liquid waste that has been inspected and met regulations. If an EHP is due to expire, a renewed copy must be submitted by the expiration date.
- 10) Acquire the proper documents from California Department of Food and Agriculture Meat, Poultry and Egg Safety Branch for Inedible Kitchen Grease Transporter Commercial Registration.
- 11) Ensure each vehicle is dedicated to specific load types. If a permittee's services include hauling more than one type of liquid waste, there shall be vehicles dedicated for each type.
- 12) Conform to federal, state, and local regulations including 2006 California Assembly Bill No. 1333, California Public Resources Code §16050-16053, California Food and Agricultural Code §19301-19317, California Health and Safety Code §117400-117450, and County of Santa Clara Ordinance B11-210 to B11-230 (Liquid Waste Pumpers) and B11-240 to B11-253 (Grease Waste Disposal). By signing this permit, the permittee is acknowledging that they have read, understand, and will follow all applicable regulations.
- 13) Provide a list of authorized driver's full names. New drivers must be trained on Plant procedures before access is authorized on the Plant site.

Logistics

- 14) Permit holders may discharge hauled septic waste and portable toilet pumpings during the scheduled hours from 6:00 a.m. to 4:00 p.m., Monday through Friday.
- 15) If a discharge visit is necessary outside of regular hours, on weekends, or public holidays, call the Operations Center at (650) 329-2598 to request an appointment for access to the Plant. An operator on duty will meet the driver at the entrance gate to the Plant at a prearranged time. Weekend visits are only to be authorized in exceptional cases where the delivery could not be made to the Plant on a weekday. Justification must be provided as to why the delivery was necessary on the weekend. If a recurring weekend delivery is needed, it shall be approved in writing by the Plant Manager and kept on file.

- 16) The scheduled hours for grease waste discharge are the same as for septic waste discharge. The receiving pit capacity is limited due to maintenance and operational constraints. Consequently, it is mandatory to telephone the Operations Center (650-329-2598) prior to your visit to assure that the receiving pit is able to accommodate your load.
- 17) The disposal report form obtained from the Santa Clara County Department of Environmental Health must be thoroughly completed and submitted with each discharge visit. During the initial discharge visit, a new driver will be oriented with the proper discharge procedures by a Plant operator. It is suggested that the Operations Center be informed by telephone prior to this visit.
- 18) The hauler must provide a sample of the contents of each tank to be discharged, when requested. The nature and source of the waste will be verified before the truck is permitted to unload. If laboratory analysis indicates that the material is not as represented (hailed liquid waste from a domestic source), the hauler's permit may be revoked.
- 19) All hauled liquid waste discharged must be identified from one specific type of material. No loads may be mixed with the exception of portable toilet pumpings.
- 20) The City reserves the right to reject any load of hauled liquid waste under the following conditions:
 - (a) If the waste is not properly identified
 - (b) If there is not sufficient storage capacity at the Plant for the load
 - (c) For reasons of public health or safety at the discretion of the Plant Manager
 - (d) If the load contains waste materials not authorized by these regulations
 - (e) During staff shortages (e.g., pandemic flu, work stoppage, etc.)

Source of Wastes

- 21) Hauled liquid waste being discharged at the Plant shall be accepted only from locations within the Plant's service area. This covers Palo Alto, East Palo Alto, Los Altos, Los Altos Hills, Mountain View and Stanford University. Any deviation from the Plant's sewer shed must be approved by the Plant Manager. Septic wastes originating in the San Jose WPCP, South Bayside Systems Authority (SBSA), Gilroy-Morgan Hill, South San Francisco and San Bruno sewer sheds must be collected on separate pickup routes and discharged at those treatment facilities.
- 22) Under no circumstances does the Plant accept any hazardous materials or hazardous waste of any kind.

Application

Attached is a Hauled Liquid Waste Discharge Permit application. Please complete, sign, and submit it with the required permit fee, bond/deposit, and insurance. Submit all EHP truck permits. Submit an address list of all your pick-up locations with your application. Submit all paperwork to Sangita Dutt, Regional Water Quality Control Plant at 2501 Embarcadero Way, Palo Alto, CA 94303. Your application will be reviewed and your permit will be issued provided all requirements are in order.

If you have any questions, please contact Sangita Dutt at (650) 838-2901.

HAULED LIQUID WASTE DISCHARGE PERMIT

(Hauler's Discharge Permit)
City of Palo Alto
Public Works Department
Regional Water Quality Control Plant

Special Wastewater Utility Regulations

Rule & Regulation 23 & S-4

Attached Permit Requirements

Permit Valid _____ through _____

Hauler's Name _____

Street _____ City _____ Zip _____

Mailing Address _____

Tel. No. _____ Fax No. _____ Cell No. _____

E-mail address _____

Insurance Expires: General _____ Auto _____ Worker's Comp _____

Insurance Renewed: General _____ Auto _____ Worker's Comp _____

\$2,000 Permit Bond/Compliance Bond Valid _____ through _____

OR

\$2,000 Security Deposit Check # _____ \$100 Permit Fee Check # _____

Comments: _____

This permit entitles the permittee to discharge hauled liquid waste at the Palo Alto Regional Water Quality Control Plant for a period of one year from the issue date, unless sooner revoked by the Manager of the Regional Water Quality Control Plant.

The permittee affirms that their agents and employees shall conduct hauled liquid waste discharge operations in accordance with the City of Palo Alto, Utility Rule and Regulation 23 and S-4, in accordance with applicable federal, state and county regulations.

The permittee further agrees to hold the City of Palo Alto, its officers, agents, and employees, harmless from all costs and damages which might arise from the permittee's use of City of Palo Alto facilities. This permit may be revoked at any time for violation of the above conditions.

Permittee's signature _____ Permittee's Name (Please Print) _____ Date _____

Permit Issued by: James S. Allen _____ Date _____
Plant Manager
Regional Water Quality Control Plant

CONTRACTORS TO THE CITY OF PALO ALTO (CITY), AT THEIR SOLE EXPENSE, SHALL FOR THE TERM OF THE CONTRACT OBTAIN AND MAINTAIN INSURANCE IN THE AMOUNTS FOR THE COVERAGE SPECIFIED BELOW, AFFORDED BY COMPANIES WITH A BEST'S KEY RATING OF A-: VII, OR HIGHER, LICENSED OR AUTHORIZED TO TRANSACT INSURANCE BUSINESS IN THE STATE OF CALIFORNIA.

THE INSURANCE REQUIREMENTS CHECKED BELOW ARE REQUIRED BY THE CITY OF PALO ALTO:

TYPE OF COVERAGE	REQUIREMENT	MINIMUM LIMITS	
		EACH OCCURRENCE	AGGREGATE
<input checked="" type="checkbox"/> WORKER'S COMPENSATION LIABILITY	STATUTORY		
<input checked="" type="checkbox"/> COMPREHENSIVE GENERAL LIABILITY, INCLUDING PERSONAL INJURY, BROAD FORM PROPERTY DAMAGE BLANKET CONTRACTUAL, AND FIRE LEGAL LIABILITY	BODILY INJURY	\$1,000,000	\$1,000,000
	PROPERTY DAMAGE	\$1,000,000	\$1,000,000
	BODILY INJURY & PROPERTY DAMAGE COMBINED.	\$1,000,000	\$1,000,000
<input checked="" type="checkbox"/> COMPREHENSIVE AUTOMOBILE LIABILITY, INCLUDING, OWNED, HIRED, NON-OWNED	BODILY INJURY	\$1,000,000	\$1,000,000
	- EACH PERSON	\$1,000,000	\$1,000,000
	- EACH OCCURRENCE	\$1,000,000	\$1,000,000
	PROPERTY DAMAGE	\$1,000,000	\$1,000,000
<input type="checkbox"/> PROFESSIONAL LIABILITY, INCLUDING, ERRORS AND OMISSIONS, MALPRACTICE (WHEN APPLICABLE), AND NEGLIGENT PERFORMANCE	BODILY INJURY AND PROPERTY DAMAGE, COMBINED	\$1,000,000	\$1,000,000
	ALL DAMAGES	\$1,000,000	
<input checked="" type="checkbox"/> BIDDER, AT ITS SOLE COST AND EXPENSE, SHALL OBTAIN AND MAINTAIN, IN FULL FORCE AND EFFECT THROUGHOUT THE ENTIRE TERM OF ANY RESULTANT AGREEMENT, THE INSURANCE COVERAGE HERFIN DESCRIBED, INSURING NOT ONLY BIDDER AND ITS SUBCONTRACTORS, IF ANY, BUT ALSO, WITH THE EXCEPTION OF WORKERS' COMPENSATION, EMPLOYER'S LIABILITY AND PROFESSIONAL INSURANCE, THE CITY OF PALO ALTO IS TO BE NAMED AS AN ADDITIONAL INSURED NAMING AS ADDITIONAL INSURES CITY, ITS COUNCIL MEMBERS, OFFICERS, AGENTS, AND EMPLOYEES.			

I. INSURANCE COVERAGE MUST INCLUDE:

- A. A PROVISION FOR A WRITTEN THIRTY DAY ADVANCE NOTICE TO CITY OF CHANGE IN COVERAGE OR OF COVERAGE CANCELLATION; AND
- B. A CONTRACTUAL LIABILITY ENDORSEMENT PROVIDING INSURANCE COVERAGE FOR CONSULTANT AGREEMENT TO INDEMNIFY CITY.
- C. SUBMIT CERTIFICATES(S) OF INSURANCE EVIDENCING REQUIRED COVERAGE.

II. AWARD IS CONTINGENT ON COMPLIANCE WITH CITY'S INSURANCE REQUIREMENTS, AND BIDDER'S SUBMITTAL OF CERTIFICATES OF INSURANCE EVIDENCING COMPLIANCE WITH THE REQUIREMENTS SPECIFIED HEREIN.

III. ENDORSEMENT PROVISIONS, WITH RESPECT TO THE INSURANCE AFFORDED TO "ADDITIONAL INSURES"

A. PRIMARY COVERAGE

WITH RESPECT TO CLAIMS ARISING OUT OF THE OPERATIONS OF THE NAMED INSURED, INSURANCE AS AFFORDED BY THIS POLICY IS PRIMARY AND IS NOT ADDITIONAL TO OR CONTRIBUTING WITH ANY OTHER INSURANCE CARRIED BY OR FOR THE BENEFIT OF THE ADDITIONAL INSURES.

B. CROSS LIABILITY

THE NAMING OF MORE THAN ONE PERSON, FIRM, OR CORPORATION AS INSURES UNDER THE POLICY SHALL NOT, FOR THAT REASON ALONE, EXTINGUISH ANY RIGHTS OF THE INSURED AGAINST ANOTHER, BUT THIS ENDORSEMENT, AND THE NAMING OF MULTIPLE INSUREDS, SHALL NOT INCREASE THE TOTAL LIABILITY OF THE COMPANY UNDER THIS POLICY.

C. NOTICE OF CANCELLATION

1. IF THE POLICY IS CANCELED BEFORE ITS EXPIRATION DATE FOR ANY REASON OTHER THAN THE NON-PAYMENT OF PREMIUM, THE ISSUING COMPANY SHALL PROVIDE CITY AT LEAST A THIRTY (30) DAY WRITTEN NOTICE BEFORE THE EFFECTIVE DATE OF CANCELLATION.
2. IF THE POLICY IS CANCELED BEFORE ITS EXPIRATION DATE FOR THE NON-PAYMENT OF PREMIUM, THE ISSUING COMPANY SHALL PROVIDE CITY AT LEAST A TEN (10) DAY WRITTEN NOTICE BEFORE THE EFFECTIVE DATE OF CANCELLATION.

NOTICES SHALL BE MAILED TO:

CITY OF PALO ALTO
PURCHASING AND
CONTRACT ADMINISTRATION
P.O. BOX 10250
PALO ALTO, CA 94303.