



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 and portable/chemical toilet pumping’s 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 in order to ensure compatibility with hauler’s equipment.
- 2) Due to space restrictions, no truck longer than 40 feet is allowed to discharge at the Plant.

Fees, Bonds

- 3) 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.
- 4) 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 (FY2021)

Per load of 1,000 gallons or less	\$86.00
Each additional 500 gallons or portion thereof	\$40.00

- 5) 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.
- 6) 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

- 7) 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.
- 8) 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.
- 9) 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.
- 10) 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 Pumps) 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.
- 11) 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

- 12) Permit holders may discharge hauled septic waste and portable/chemical toilet pumping's during the scheduled hours from 6:00 a.m. to 4:00 p.m., Monday through Friday.
- 13) 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.
- 14) 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 and administrative staff member. A new file must be in place prior to discharging first load. It is suggested that the Operations Center and administrative staff be informed by telephone prior to this visit.
- 15) 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 (hauled liquid waste from a domestic source), the hauler's permit may be revoked.

- 16) All hauled liquid waste discharged must be identified from one specific type of material. No loads may be mixed with the exception of portable/chemical toilet pumping's.
- 17) 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

- 18) 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.
- 19) Liquid wastes originating in the sewersheds leading to other wastewater treatment Plants such as Sunnyvale, San Jose, Silicon Valley Clean Water (SVCW), Gilroy-Morgan Hill, South San Francisco and San Bruno, Millbrae, Burlingame, San Mateo, Union Sanitary District, Hayward, and so forth must be collected on separate pickup routes. These wastes may not be discharged at the Palo Alto RWQCP.
- 20) Septic tank wastes originating in unsewered portions of San Mateo and Santa Clara County (e.g., Woodside and Portola Valley) may be brought to the RWQCP under limited conditions with approval. The site address must be legible and completely listed on the forms; the pickup site address must be closer to the RWQCP than the SVCW wastewater plant.
- 21) Any deviation from the Plant's service area listed above must be approved by the Plant Manager. All drivers must be trained on the allowable source of wastes, where to take wastes from neighboring cities, that waste loads from two sewersheds cannot be mixed, and so forth. Violations of the rules on the source of wastes is grounds for revoking the permit.
- 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 the Pretreatment Program, 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 the Watershed Protection phone line at (650) 329-2122.

Attachment: Insurance Requirements Form 650
Hauled Liquid Waste Discharge Permit

Revision Date: 11/12/20

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 three years 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: Karin North _____ Date _____
Acting, Assistant Director of Public Works
Regional Water Quality Control Plant