



## **Septage Operating Plan**

## Septage Operating Plan

### Table of Contents

Section 1. Discharge of Hauled Waste.....	1
Section 2. Waste Hauler Authorization to Discharge .....	1
Section 3. Fee Structure .....	2
Section 4. Hauled Waste Reporting & Sampling.....	2
Section 5. Record Retention.....	3
Section 6. Conditions of Discharge .....	3
Section 7. Housekeeping.....	3
Section 8. Security.....	3
Section 9. Refusal of Waste .....	4
Section 10. Discharge at Other Locations Unlawful .....	4
Section 11. Charge for Nonpayment .....	4
Section 12. Termination of Service for Nonpayment.....	4
Section 13. Revisions to This Plan .....	4
Section 14. Severability .....	5
Attachment I. Blank Septage Waste Hauler Manifest	
Attachment II. Blank Septage Waste Hauler Manifest slip	

## **Septage Operating Plan**

The GRSD Sewer Authority, hereinafter referred to as the "Authority", shall accept hauled domestic septage and portable toilet waste ("hauled waste") from approved waste haulers at the Authority's Hauled Waste Receiving Station located at

GRSD Sewer Authority  
10831 Kruger Rd  
New Buffalo, MI 49117

between the hours of 7:00 AM and 7:00 PM EST Sunday-Saturday. Hauled waste may be discharged at a different location or time under emergency conditions at the determination of the Authority Superintendent or Environmental Compliance Coordinator.

### **Section 1. Discharge of Hauled Waste**

No person shall discharge or cause to be discharged to any public sewer, public sewer facility, or private sewer tributary, any wastewater which has been removed and transported from any pit, sump, holding tank, septic tank, wastewater treatment facility, food service facility, or industrial facility except as authorized by this plan.

Under no circumstances may hazardous waste, as defined under 40 CFR Part 261, be discharged at Authority facilities.

Hauled waste of commercial or industrial origin or of unusually high strength may be discharged only if the source of the waste has received written approval from the Authority.

### **Section 2. Waste Hauler Authorization to Discharge**

Only waste haulers authorized by the Authority may discharge hauled waste at the Authority's Hauled Waste Receiving Station. No hauled waste may be discharged at the Authority's Hauled Waste Receiving Station until the respective waste hauler has received written authorization to do so from the Authority.

Any person wishing to obtain authorization to discharge hauled waste at the Authority's Hauled Waste Receiving Station shall submit for review, as applicable:

1. Septage Waste Hauler Authorization Application;
2. SDSs of chemicals used in portable restrooms;
3. License to Remove and Transport Septage Waste from the Michigan Department of Environment, Great Lakes, and Energy (EGLE);
4. Septage Management Permit from the Indiana Department of Environmental Management (IDEM);
5. Septic Tank Waste Haulers Vehicle Licenses from EGLE;
6. Wastewater Management Vehicle Licenses from IDEM;
7. Vehicle insurance cards;
8. Business license;
9. Applications to renew any of the above licenses or permits if in the process of renewal;
10. Copies of any Septage Waste Program Vehicle Inspections conducted by the Berrien County Health Department; and
11. Proof of liability insurance.

## Septage Operating Plan

The Authority may rescind a waste hauler's authorization to discharge hauled waste at the Authority's Hauled Waste Receiving Station if they are found to be in violation of this plan; the Authority Rules and Regulations; local, state, or federal regulations; or any other Authority ordinances, rules, regulations, etc., or due to nonpayment of bills rendered, at the discretion of the Authority Superintendent or Environmental Compliance Coordinator and as outlined in this plan.

### Section 3. Fee Structure

Fees charged to waste haulers that discharge hauled waste at the Authority's Hauled Waste Receiving Station are as follows:

- \$64.00/1,000 gallons for domestic septage waste and portable toilet waste
- 5% late payment fee on bills rendered unpaid by the due date listed on bills
- \$10 for each load of domestic septage from recreational vehicles

Fees may be revised, added, or removed at any time. Waste haulers will be notified of changes, additions, or removals of any fees by mail-delivered memorandum and email. Regular raises in fees will coincide with those raises placed upon the municipalities served by the Authority.

### Section 4. Hauled Waste Reporting and Sampling

No person shall discharge, or cause to be discharged, hauled waste without providing the following information:

- a. Date of discharge,
- b. Time of disposal,
- c. Number of gallons discharged,
- d. Name and phone number of waste hauler,
- e. Name and phone number of waste generator,
- f. Address at which waste was generated,
- g. Known or suspected pollutants present in the hauled waste,
- h. State in which waste originated and was hauled from, and
- i. Initials of waste hauler responsible for the disposal of the hauled waste at the Authority's Hauled Waste Receiving Station.

This information must be provided by the waste hauler at the time of discharge for each load of hauled waste. Blank copies of the Authority's Septage Waste Hauler Manifest and Septage Waste Hauler Manifest slips are available to each authorized waste hauler in the shed adjacent to the Authority's Hauled Waste Receiving Station. Copies of the Septage Waste Hauler Manifest and Septage Waste Hauler Manifest slips are included in this plan.

At the Authority's discretion, a sample of any or each load of hauled waste to be discharged at the Authority's Hauled Waste Receiving Station shall be collected by the Authority and appropriate laboratory analyses performed. The analyses which are performed will be determined by the Authority. Other analytical tests may be ordered as deemed necessary by the Authority.

Waste haulers shall be responsible for any and all fees associated with laboratory analyses of samples collected from their respective loads.

## **Septage Operating Plan**

Failure to accurately report any information regarding hauled waste discharged at the Authority's Hauled Waste Receiving Station may result in disciplinary action, which may include legal action and/or the revocation of a waste hauler's authorization to discharge hauled waste at Authority facilities.

### **Section 5. Record Retention**

The waste hauler shall retain for a minimum of three (3) years, or longer if deemed necessary or requested by the Authority or any governing body, all records and information resulting from the disposal of hauled waste at the Authority's Hauled Waste Receiving Station (e.g., logs of hauled waste loads, results of laboratory analyses, etc.).

### **Section 6. Conditions of Discharge**

Any person granted authorization by the Authority to discharge hauled waste at the Authority's Hauled Waste Receiving Station consents to the conditions hereinafter stated and agrees to be bound by its conditional obligations and duties to which the waste hauler:

- a. Shall comply with all Authority regulations and follow the direction of Authority personnel while on Authority premises;
- b. Shall, in the event of spills or leakage of hauled waste while on Authority premises as a result of their actions or faulty equipment, appropriately clean the area involved to the satisfaction of the Environmental Compliance Coordinator or Superintendent; and
- c. Agrees to indemnify and save the Authority harmless from any and all damages and expenses which may be suffered by it and by reason of any or all of the waste hauler's acts done on the premises including, but not limited to, the discharge of hauled waste which violates any standard or standards of the Authority's Rules and Regulations.

### **Section 7. Housekeeping**

All waste haulers are responsible for keeping the Authority's Hauled Waste Receiving Station clean and neat. These measures include, but are not limited to:

- a. Not washing trucks at the Hauled Waste Receiving Station,
- b. Not discharging any waste onto the ground, and
- c. Not leaking fuels, oils, waste, etc. at the Hauled Waste Receiving Station or any other location on Authority property.

Spills of any kind must be reported immediately by telephone and the area cleaned and sanitized as outlined in Section 6 of this plan. During normal business hours (Monday-Friday, 8:00 AM-4:00 PM), the Authority should be notified by telephone at (269) 469-3434. Outside of normal business hours and on holidays, the Authority should be notified by telephone at (269) 231-9349 (Hannah Jongkind, Environmental Compliance Coordinator) or (269) 612-7027 (Josh Teeter, Superintendent).

### **Section 8. Security**

All waste haulers are subject to video surveillance while on Authority property. Surveillance is conducted to maintain the safety of the facility and to record any improper disposal practices.

All waste haulers will be given a key to the outer gate of the Authority's wastewater treatment facility to allow hauled waste to be discharged outside of the Authority's regular business hours (Monday-Friday, 8:00 AM-4:00 PM) and

## **Septage Operating Plan**

between the hours of 7:00 AM and 7:00 PM EST Sunday-Saturday. Waste haulers will be responsible for closing and locking the gate prior to leaving Authority property.

Failure to comply with these conditions may result in disciplinary and/or legal action.

### **Section 9. Refusal of Waste**

The Authority has the right to refuse the discharge of any hauled waste if, in the opinion of the Authority, based on a review of Septage Waste Hauler Manifests, records, or laboratory analyses:

- a. The waste does not meet the conditions under which prior approval was granted;
- b. The waste may contain pollutants that result in the presence of toxic gases, vapors, or fumes in a quantity that may cause acute worker health and safety problems, result in pass through or interference with the operations of the wastewater treatment facility, and/or cause a violation of the Authority's NPDES Permit or any other law or regulation; or
- c. Any other provisions of this plan are not met.

### **Section 10. Discharge at Other Locations Unlawful**

The discharge of hauled waste to any Authority facility, manhole, or other location not approved for such discharge shall be considered unlawful and the person(s) responsible for such discharge shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined not more than \$1,000 or imprisoned in the Berrien County Jail or Berrien County Workhouse, as the case may be, for not more than one (1) year, or by both such fine and imprisonment for each such violation.

### **Section 11. Charge for Nonpayment**

If any bill rendered is not paid by the due date indicated on that bill, it shall be considered delinquent and an additional late payment fee, based on the percentage listed in Section 3 above, is hereby imposed for each 30 day period that the bill remains unpaid beyond the due date. The late payment fee will be charged and billed on a monthly basis over the entire period that the bill remains unpaid.

### **Section 12. Termination of Service for Nonpayment**

When any bill rendered has not been paid and has been delinquent for 15 or more days past the due date, the Authority may refuse to accept any further discharge of hauled waste by the waste hauler. The waste hauler may not resume discharging hauled waste at the Authority's Hauled Waste Receiving Station until all unpaid charges and any associated fees have been paid in full and written authorization to resume discharging has been given by the Authority Superintendent. Legal action may be taken to collect funds after 90 days have passed since the due date of any bill with no payments having been made to a portion or the entirety of the bills owed. It will be at the Authority's discretion as to whether the waste hauler will be authorized to discharge hauled waste at the Authority's Hauled Waste Receiving Station once payment has been made, or if the waste hauler's authorization will be terminated permanently.

### **Section 13. Revisions to This Plan**

The Authority has the right to revise and amend this plan at any time. Waste haulers authorized to discharge at the Authority's Hauled Waste Receiving Station shall be notified of revisions, amendments, or deletions to this plan by email or mailed notice if the waste hauler does not have a functioning email address.

## **Septage Operating Plan**

### **Section 14. Severability**

The invalidity of any section, clause, sentence, or provision of this plan shall not affect the validity of any other part of this plan which can be given effect without such invalid part or parts.

**Septage Operating Plan**

**Certification Statement**

I certify under the penalty of law that I have received, personally examined, and am familiar with the information in the GRSD Sewer Authority Septage Operating Plan and all attachments.

---

Printed Name (Authorized Representative)

---

Title (Authorized Representative)

---

Signature (Authorized Representative)

---

Date







**SEPTAGE WASTE HAULER MANIFEST**

Date:
-------

<b>Business Name:</b>	<b>Time:</b>
<b>Name &amp; Phone (Hauler):</b>	<b>Gallons:</b>
<b>Name &amp; Phone (Generator):</b>	<b>State:</b>
<b>Address (where Generated):</b>	



**SEPTAGE WASTE HAULER MANIFEST**

Date:
-------

<b>Business Name:</b>	<b>Time:</b>
<b>Name &amp; Phone (Hauler):</b>	<b>Gallons:</b>
<b>Name &amp; Phone (Generator):</b>	<b>State:</b>
<b>Address (where Generated):</b>	



**SEPTAGE WASTE HAULER MANIFEST**

Date:
-------

<b>Business Name:</b>	<b>Time:</b>
<b>Name &amp; Phone (Hauler):</b>	<b>Gallons:</b>
<b>Name &amp; Phone (Generator):</b>	<b>State:</b>
<b>Address (where Generated):</b>	