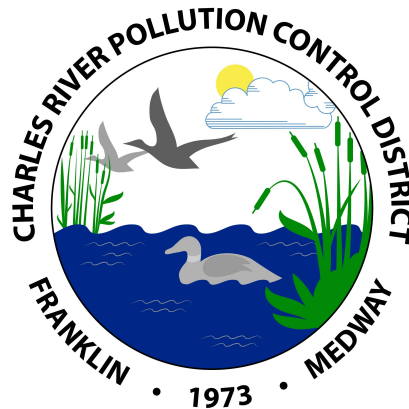


CHARLES RIVER POLLUTION CONTROL DISTRICT

Requirements for Septage Receiving

2024



Serving the towns of Bellingham, Dover, Franklin, Holliston, Medway, Millis, Norfolk, Sharon, Sherborn, Weston and Wrentham

**66 Village Street
Medway, Massachusetts 02053
508-533-6762
www.charlesriverpcd.org**

Table of Contents

Introduction	3
General Requirements and Procedures for Septage Receiving	3
Septage Discharge Permits.....	3
Designated Disposal Point	3
Septage Receiving Hours	3
Disposal Procedure and Requirements	4
Special Conditions – Septage Receiving	4
Septage Rates	6
Violations	6
Permit Revocation.....	6
Penalties and Costs.....	7
Conclusion.....	7

Attachments

- A District Site Map
- B Septage Discharge Permit Application
- C Septage Discharge Permit
- D Holiday Schedule
- E Septage Fee Schedule
- F Septage Haulers Trip Manifest - Example
- G Septage Bottle Sample

Introduction

The Charles River Pollution Control District (District) is a 5.7 million gallon per day, advanced treatment, activated sludge wastewater treatment plant. The District treats wastewater from the Towns of Franklin, Medway, Millis and Bellingham through a piped collection system. In addition, the District also provides treatment for septage from the following communities:

- Bellingham
- Dover
- Franklin
- Holliston
- Medway
- Millis
- Norfolk
- Sharon
- Sherborn
- Weston
- Wrentham

General Requirements and Procedures for Septage Receiving

The following describes the requirements for the disposal of septage waste by haulers.

Septage Discharge Permits

All haulers must possess a valid Septage Discharge Permit before disposing at the District.

In order to obtain a Septage Discharge Permit, the hauler must:

- Complete the Septage Discharge Permit Application
- Provide the District with their Certificate of Insurance (please refer to the section on insurance for specific requirements)
- Submit copies of the Board of Health licenses from all the towns that the hauler pumps septage/wastewater from

If the application is approved and all documents have been received, then a Septage Discharge Permit will be issued to the hauler.

Designated Disposal Point

The waste hauler must discharge all liquid waste at the septage receiving facility, which is centrally located at the wastewater treatment facility at 66 Village Street, Medway, Massachusetts. Please refer to Attachment A for a map that details the location for disposal.

Septage Receiving Hours

Monday through Friday (except holidays): 7:00 a.m. to 2:45 p.m.
Saturday, Sunday and Holidays: 8:00 a.m. to 11:30 a.m.

Please refer to *ATTACHMENT D* for the Holiday Schedule.

The Executive Director reserves the right to change these hours.

Disposal Procedure and Requirements

1. As of July 1, 2022, the District no longer accepts oil and grease. Violation of this requirement will result in a fine of \$2,000/1,000 gallons and the suspension and /or loss of septage privileges.
2. Waste haulers must see a green flag displayed in order to dump. If a red flag is displayed, do not dump septage without approval from the District.
3. Check the holding tank before discharging. If the tank is full notify a District employee if switching tanks. Do not discharge into a tank that is blocked off by a cone or barricade.
4. Only one hauler may discharge into a tank at a time.
5. Each driver must punch the time clock at the septage receiving area on the top section of the front of each septage manifest slip before discharging into the holding tank. A septage slip must be left after each discharge. Each septage slip must correspond to the town in which the load was pumped. Each septage slip must be complete, accurate and legible. *SEE ATTACHMENT F.*
6. A sample of the load is required using the bottles provided by the District. Samples shall be taken approximately halfway during the off-loading of the truck. The hauler shall write the name of the company, time, date and tank (M or F) on the bottle. Each label must be complete, accurate, and legible. *SEE ATTACHMENT G.*
7. The septage slip(s) must be placed in the mailbox adjacent to the holding tank used for disposal.
8. Clean the manual bar rack and close hatch covers after discharging. Place rags/debris from the bar rack into the container provided.
9. Do not dump vacuum pump sump oil onto the pavement or into the septage receiving tanks.
10. Clean spillage of septage outside of the holding tanks.

The Executive Director is authorized to reject a load of septage.

Special Conditions – Septage Receiving

1. All septage haulers must comply with the registration requirements of the Towns that the hauler pumps septage/wastewater from which the District has agreement with.
2. All haulers must comply with these “Requirements for Septage Receiving.”
3. All haulers must register all trucks/tanks that will be used for septage disposal at the District.

4. The hauler is responsible for protecting the wastewater treatment plant from any contributing discharges which would cause pass-through, inhibit, interfere, or otherwise be incompatible with the operation and maintenance of the treatment plant.
5. No Septage vehicles may enter District property if any of the following conditions exist:
 - a. Leaking in any way
 - b. Having defective equipment
 - c. Uninsured
 - d. Unmarked with company name and truck capacity
 - e. Unregistered with the District
6. The Director is authorized to reject a load of septage proposed for discharge at the Facility, for reasons including but not limited to, the following:
 - a. The waste is not properly identified as to source and content;
 - b. There is not sufficient capacity in the facility for the load;
 - c. For protection of the health and safety of the public, facility workers, or the environment; or
 - d. The septage was not generated in a Town approved by the District.
7. Wastewater to be hauled to the District treatment plant **must not** be regulated as a hazardous waste under federal or state law or regulation.
8. Haulers must cooperate with the District employees.
9. Liability Insurance

The licensee must carry liability insurance. The licensee must submit a copy of a Certificate of Insurance to the District as evidence of adequate liability coverage. The licensee must have the following coverage:

- \$50,000/\$100,000 Public Liability
- \$10,000 Property Damage
- Workers Compensation, per Massachusetts statutory requirement

All of the referenced insurance policies shall remain in full force and effect for a period of at least a year from the date of issuance of the Septage Discharge Permit. Said insurance shall indemnify the District against any and all claims, liability or action for damages incurred in or in any way connected with the performance of work by a hauler, and for or by reason any acts of omission of said hauler in performance of its work.

10. The license is not transferable. In the event of a change in control or ownership, the licensee shall notify the District. The new owner shall be made aware of this license and its limitations to afford the new owner an opportunity to apply for a new license without interruption of business.

Septage Rates

Septage rates are established by the District and are subject to change at the sole discretion of the District.

See *ATTACHMENT E* for the current septage rates. Rate changes normally occur each Fiscal Year and written notification will be sent prior to any changes.

Violations

The District has the ability to impose fines for violations of its septage policy which includes:

- Failure to close hatch covers
- Failure to clean manual bar racks
- Failure to punch the time and date on septage slip
- Failure to leave septage slip
- Incomplete or illegible septage slips
- Dumping septage after hours
- Dumping of vacuum sump pump oil
- Failure to clean overflow outside holding tank
- Dumping two trucks into the same tank at the same time
- Dumping into a tank that is blocked off
- Dumping of oil and grease
- Dumping of any waste that is prohibited under the District Sewer Use Regulations

The following is a list of fines that WILL be imposed upon a septage company for violation:

Dumping a septage load under red flag conditions without prior approval	\$100.00 minimum (and possible loss of septage privileges)
Unauthorized discharge of septage	\$125.00/1,000 gallons
Discharge of oil and grease	\$2,000/1,000 gallons (and suspension and/or loss of septage privileges)

Permit Revocation

If any person fails to comply with any provisions of this permit, or the requirements for septage receiving, or the District's Sewer Use Regulations, or any other local, state, or federal regulation, the District may revoke the license.

Penalties and Costs

Any person who fails to comply with any provisions of these requirements or Septage Discharge Permit issued hereunder, may be assessed a civil penalty of up to Five Thousand Dollars (\$5,000) per day of violation. A criminal penalty may also be sought, consistent with state law. Each day on which a violation shall occur or continue shall be deemed a separate and distinct offense.

In addition to the penalties provided herein, the District may recover reasonable attorneys' fees, court costs, court reporters' fees and other expenses of litigation by appropriate legal action against the person found to have violated these requirements or Septage Discharge Permit issued thereunder.

Conclusion

The requirements and conditions outline in this document protect the hauler, the communities and the public. The goal is to provide a consistent, streamlined operation for septage disposal at the Charles River Pollution Control District. If you have any questions, please feel free to contact the Executive Director at (508) 533-6762 ext. 39.

ATTACHMENT A

CHARLES RIVER POLLUTION CONTROL DISTRICT
SITE MAP



CHARLES RIVER POLLUTION CONTROL DISTRICT
SEPTAGE RECEIVING AREA



ATTACHMENT B



**SEPTAGE DISCHARGE PERMIT
APPLICATION**

Company Name: _____ Date: _____

Billing Address: _____

Contacts	Email	Phone
Owner:		
Office:		
Account Payable:		
Other:		

Driver's Name	Truck Volume	Truck Registration Number

(Attach additional sheets if necessary)

Please Check the Box Next to the Community the Company is licensed to do Business in:

Bellingham	<input type="checkbox"/>	Medway	<input type="checkbox"/>	Sherborn	<input type="checkbox"/>
Dover	<input type="checkbox"/>	Millis	<input type="checkbox"/>	Weston	<input type="checkbox"/>
Franklin	<input type="checkbox"/>	Norfolk	<input type="checkbox"/>	Wrentham	<input type="checkbox"/>
Holliston	<input type="checkbox"/>	Sharon	<input type="checkbox"/>		

Please inform the District of any changes in the above information. Notification of driver changes **must** be made as soon as they occur.

I certify that the above information is true and accurate and complete. I am aware that there are significant penalties for submitting false information, including permit suspension, and the possibility of fines for knowing violations.

Permittee Authorized Signature: _____

Date: _____

For District use only:

Submittal of Certificate of Liability Insurance: _____

Submittal of Board of Health Licenses: _____

District Authorization: _____ Date: _____

Permit #: _____

ATTACHMENT C



CHARLES RIVER POLLUTION CONTROL DISTRICT
SEPTAGE DISCHARGE PERMIT

In accordance with section 2.12 of the Charles River Pollution Control District (District) Sewer Use Regulations covering septage discharges, as revised on March 12, 2020, and all applicable Federal or State laws or regulations, permission is hereby granted to:

Name of Permittee: _____

Company Name: _____

Address: _____

City, State & Zip Code: _____

For the disposal of septage at the Charles River Pollution Control District, 66 Village Street, Medway MA. 02053.

The permittee shall comply with all applicable terms, conditions and requirement of:

- District Requirements for Septage Receiving
- District Sewer Use Ordinance covering septage discharges, as revised March 12, 2020

This permit is based on information provided in the Septage Discharge Permit Application. This permit is effective for the period set forth below, may be modified, suspended or revoked for permit condition noncompliance or other good cause and it not transferable.

The permittee may be subject to suspension of disposal privileges and applicable penalties as outlined in section 7 of the District's Sewer Use Regulations.

The original Permit shall be kept on file in the Permittee's office. A copy of this Permit shall be carried in every registered vehicle used by the Permittee.

Effective Date: _____

Expiration Date: _____

PERMIT #

Date: _____

Elizabeth Taglieri, P.E.
Executive Director
Charles River Pollution Control District

ATTACHMENT D

2024 HOLIDAY SCHEDULE

The Charles River Pollution Control District septage receiving hours are 8:00 a.m. to 11:30 a.m., on the holidays listed below, as well as, every Saturday and Sunday:

New Year's Day	January 1, 2024
Washington's Birthday	February 19, 2024
Patriot's Day	April 15, 2024
Memorial Day	May 27, 2024
Independence Day	July 4, 2024 - Thursday
Labor Day	September 2, 2024
Columbus Day	October 14, 2024
Veterans' Day	November 11, 2024
Thanksgiving Day	November 28, 2024
Friday after Thanksgiving	November 29, 2024
Christmas Day	December 25, 2024

These holidays will be on the respective day and date for the year. CRPCD reserves the right to be closed or close down early at any time. A notice will be sent notifying of any such change.

ATTACHMENT E

SEPTAGE RATES

Fiscal Year 2024*

July 1, 2023– June 30, 2024

BELLINGHAM	\$ 86.00 PER 1,000 GALLONS
DOVER	\$ 86.00 PER 1,000 GALLONS
FRANKLIN	\$ 86.00 PER 1,000 GALLONS
HOLLISTON	\$ 88.00 PER 1,000 GALLONS
MEDWAY	\$ 86.00 PER 1,000 GALLONS
MILLIS	\$ 86.00 PER 1,000 GALLONS
NORFOLK	\$ 86.00 PER 1,000 GALLONS
SHARON	\$ 88.00 PER 1,000 GALLONS
SHERBORN	\$ 86.00 PER 1,000 GALLONS
WESTON	\$ 88.00 PER 1,000 GALLONS
WRENTHAM	\$ 88.00 PER 1,000 GALLONS

The District does not accept Oil and Grease.

*Fees are subject to change each Fiscal Year. Written notification will be sent prior to any changes.

ATTACHMENT F

SAMPLE SEPTAGE HAULERS TRIP MANIFEST

Charles River Pollution Control District

SEPTAGE HAULERS TRIP MANIFEST 72022

PUNCH TIME HERE 2022 SEP 30 A9:09

EXAMPLE

CUSTOMER INFORMATION

CUSTOMER NAME: Bob Brown

CUSTOMER ADDRESS: 17868 South Street

CUSTOMER PHONE #: 779-0977

TOWN (circle one): BELLINGHAM DOVER FRANKLIN HOLLISTON MEDWAY

MILLIS NORFOLK SHARON SHERBORN WESTON WRENTHAM

DATE PUMPED: 9/30/2022 ESTIMATED GALLONS PUMPED: 1500

(circle one): CESSPOOL/SEPTIC HOLDING TANK

CONDITION OF SEPTIC SYSTEM/CESSPOOL: good

SEPTAGE HAULER INFORMATION

COMPANY NAME: Tank Away

DRIVERS NAME: George

VEHICLE CAPACITY: 4000 DISPOSAL DATE: 9/30/2022

FOR BOARD OF HEALTH USE ONLY

PERSON CONTACTED: _____

VERIFIER'S SIGNATURE: _____ DATE: _____

WHITE: CRPCD
CANARY: CRPCD to BOH
PINK: HAULER

ACTUAL VOLUME: _____

ATTACHMENT G

SEPTAGE BOTTLE SAMPLE

