

POLICY NAME		POLICY NUMBER
Category Waste Policy		ER-A-24
PREPARED BY (ASSOCIATE, GROUP, TEAM)	APPROVED BY (NAME)	APPROVAL DATE
Dailey, Meghan C	Walker, Jonathan R	7/18/2021

**OVERVIEW:** This section is used to provide information specific to this policy. This would include the purpose, scope, and target audience of the policy. Note: The "Overview" may not be necessary if the information is contained in the policy.

**Purpose**

This policy establishes procedures to be followed when an individual or company waste hauler (hauler) requests disposal of category waste, as defined by this policy, at the Plum Island Wastewater Treatment Facility, owned and operated by the Charleston Commissioners of Public Works of the City of Charleston, SC (also known as Charleston Water System). Disposal costs and the types of waste that are acceptable are established by this policy. This policy supplements the CWS Water and Wastewater Policy Manual (Policies) –<http://www.charlestonwater.com/153/Policies>, and in no way negates any of the general conditions set by that policy. The Category Waste policy is located in QMS (Internal).

**II. Administrative Policies**

- A. Waste haulers wishing to bring waste to Plum Island for disposal must register with the Charleston Water System (CWS) **prior** to delivering any waste. The attached Waste Processing Application Form and Agreement Letter must be submitted, along with a one-time application fee, as defined in CWS’s *Policies*. Applicants may be subject to a credit check.
- B. Domestic septage waste haulers (Category I Waste, as defined by CWS) must also be registered with SCDHEC and provide CWS with their DHEC ID number.
- C. Waste haulers must sign an agreement with the CWS to abide by the procedures of this policy and the *Policies*– <http://www.charlestonwater.com/153/Policies> or [www.charlestonwater.com](http://www.charlestonwater.com) and click on points accordingly: “About Us”/ “Policies”/“Water and Wastewater Policy Manual.” The privilege to discharge may be revoked by CWS for violations of the guidelines set by these policies.
- D. Billing for waste delivered to Plum Island will be on a monthly basis. All billings are due and payable thirty (30) days from the invoice date. All past due amounts are subject to a late fee of **\$5.00 or 2% of the balance due, whichever is greater.**
- E. Non-payment of invoices after ninety (90) days will result in permission to discharge being revoked.

- F. Charges for billing purposes are based on the volume capacity of the tanker of the truck with the assumption that each tank is full. Ex: a truck with a 1,000 gallon tank will be billed for 1,000 gallons, regardless of the actual volume in the tank.
- G. CWS reserves the right to inspect, sample, or impose any other requirements that it deems necessary to protect its wastewater treatment system and collection system. This includes suspending or revoking the permission to discharge waste to the Charleston Water System treatment facilities, waste receiving stations, the collection system or pumping stations at any time, without notice.
- H. The waste hauler is responsible for obtaining all required permits to operate a business within the service area, any permits necessary for waste transport, and is expected to abide by all requirements of SC Department of Health and Environmental Control (SC DHEC), Regulation 61-56.1, if applicable.
- I. The Charleston Water System assumes no responsibility or liability for the trucking of any waste by a waste hauler, any leaks, spillage or damages as a result of transportation activities.
- J. Waste will not contain prohibited discharges as defined in *CWS Policies*. Waste haulers are prohibited from combining domestic and non-domestic waste.

### **III. Disposal Procedure**

- A. Waste will be accepted at Plum Island between the hours of 7:00 AM and 7:00 PM, Monday thru Friday. Please allow longer response times between 12:00 PM and 1:00 PM.
- B. Waste will not be accepted on weekends or holidays; however, if there is a special need or emergency, Category 1 waste may be accepted with prior approval from Plum Island plant management. Please call for approval letter before visiting the plant. Approval letter must be presented to Plant personnel before waste will be accepted.
- C. Upon arrival at the Plum Island Wastewater Treatment Facility, the waste hauler must provide a sample of the load to the process control laboratory.
- D. Plum Island Staff will verify the hauler is on the approved list. The hauler will complete and sign the first section of a Waste Hauler Disposal Form. Once the appropriate lab tests have been completed and approved, plant staff will sign approval and direct the hauler to the appropriate off-loading area. A new Waste Hauler Disposal Form must be completed each time a hauler comes to the treatment facility to dispose of waste. The Hauler may not off-load without the completed form in hand.

- E. The lab sample will be tested to verify that the pH is between 5.0 to 9.0 SU. The sample will be observed for any suspicious conditions such as color, hydrocarbon smell, grease, etc. Suspicious conditions will be brought to the Laboratory Manager's attention (or the (Department Director/Designee) for approval/disapproval to off-load.
- F. If the test results are approved, the hauler will then be allowed to off-load waste for treatment. If the test results are disapproved, the hauler will be notified, given the reason for disapproval and will not be allowed to dispose of the waste.
- G. If approved, Waste Hauler will be directed towards appropriate discharge location. Once set up, Hauler will gravity feed waste to Plant. Due to Plant processes, CWS reserves the right to change discharge location or procedure that it deems necessary to protect its wastewater treatment system and collection system.
- H. The operator will review the Waste Hauler Disposal Form to verify it has been properly completed and then forward the same form to the Administrative Assistant of the Environmental Resources Department.
- I. Waste Hauler is liable for any cleanup costs incurred due to release of septic wastes outside off-loading area. The last truck to use facility will be held responsible for spills. Spills are to be reported to Plant staff before discharging waste to off-loading location.
- J. All waste haulers are expected to clean any spills in the off-loading area and to drain hoses into the receiving bay. Once the Waste Hauler Disposal Form has been signed and submitted to the Plant Staff, and the off-loading is complete; the waste hauler is expected to immediately leave the plant site.

#### **IV. Administrative Procedures (Internal)**

- A. After completion in the laboratory, the Waste Hauler Disposal Form will be forwarded to the Environmental Resources Administrative Assistant for data input.
- B. On a monthly basis, the Environmental Resources Administrative Assistant will compile the Waste Hauler Disposal Forms and submit a request to the Accounting Department to invoice the hauler for the disposal of the waste. The Accounting Department will process invoices for billing. The Accounting Department will notify the Environmental Resources Administrative Assistant, on a monthly basis, of any haulers which are in arrears (90-days non-payment).

**POLICY**

---

- C. All records will be kept in accordance with CWS Policies and periodic audits of the internal procedures will be conducted.



POLICY

## CHARLESTON WATER SYSTEM WASTE PROCESSING APPLICATION REGISTRATION

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OFFICE PHONE: (\_\_\_\_) \_\_\_\_\_ CELL PHONE: (\_\_\_\_) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Wastewater Category: (Please circle applicable category)

- Domestic Septage (Category I): SC DHEC Permit No: \_\_\_\_\_
- Vactor Truck (Category II)
- Non-Domestic (Category III)
- Special (Category IV)

### AUTHORIZED VEHICLES

LICENSE PLATE NUMBER	YEAR/MODEL	TANK CAPACITY (gal)	CATEGORY*

\*Please define applicable category of authorized vehicle if applying under multiple categories.

**NO FATS, OILS, OR GREASE ACCEPTED**

\_\_\_\_\_  
Signature of Hauling Company Representative

**CWS USE ONLY:**

**Application Fee Required**- refer to current rate schedule in Water and Wastewater Policy Manual

FEE ACCEPTED / DATE OF DEPOSIT BY: \_\_\_\_\_

ACCOUNT NUMBER: 3003-410-930 \_\_\_\_\_

DATE FEE / SIGNATURE: \_\_\_\_\_

DATE ACCEPTED TO CASH RECEIPTS: \_\_\_\_\_

**THIS IS A REGISTRATION FORM NOT AN APPROVAL TO DISCHARGE**

When printed, this document is uncontrolled.



POLICY

CHARLESTON WATER SYTEM WASTE HAULER DISPOSAL FORM

Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM / PM

Company Name: \_\_\_\_\_

Driver's Name: \_\_\_\_\_

Driver's Signature: \_\_\_\_\_

NO FATS, OILS, OR GREASE ACCEPTED

Wastewater Category: [ ] Domestic Septage (Category I) [ ] Vactor Truck (Category II)
[ ] Non-Domestic (Category III) [ ] Special (Category IV)

By signing this form, I attest that the waste being delivered for disposal is the category of waste indicated above. I understand that should wastes be delivered, other than what has been indicated, the privilege of disposal could be denied and the responsible parties could be subject to penalties as outlines in CWS's Water and Wastewater Policy Manual.

Truck Number: \_\_\_\_\_

SC DHEC Number: \_\_\_\_\_

Truck Volume: \_\_\_\_\_ Gallons (Tanker Capacity)

Vehicle License Number: \_\_\_\_\_

Waste Origin Location: \_\_\_\_\_

CWS USE ONLY:

pH (SU) \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Other \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Other \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

APPROVED/DISAPPROVED for Disposal: \_\_\_\_\_ (Circle One) CWS Associate Signature

## **The Different Classes of Category Waste**

Charleston Water System of the City of Charleston, SC

### **Category I: Domestic Septage**

Domestic Septage is defined as the waste which originates from a private domestic sewage treatment system that utilized a septic tank as a method of treatment, or the waste generated by portable toilets.

### **Category II: Vactor/Pad — Delivered Waste**

Vactor/Pad-Delivered Waste is defined as domestic sewage mixed with a high percentage of grit and solid debris. It is generally derived from the cleaning of sewer lines, pump stations and manholes and is delivered to Plum Island by vactor truck to be disposed of on the grit receiving pad.

### **Category III: Non-Domestic Scavenger Waste**

Non-Domestic Scavenger Waste is defined as non-domestic waste which includes, but is not limited to, non-toxic chemicals, groundwater, liquid commercial waste and other special waste. It is normally delivered to the plant, but in special approved cases, could be introduced to the collection system.

### **Category IV: Special Case Waste (Calculated on a Case-by-Case Basis)**

Special Case Waste is waste that requires special consideration because of some extenuating circumstances. Examples of special case waste could be drummed waste, industrial waste, waste delivered under contract or waste that requires special consideration in terms of method of delivery, treatability/toxicity of the waste, strength of the waste, or other variables.

The rate for Category IV waste will be determined on a case-by-case basis. Normally the rate will be developed based on volume, strength, treatability, risk, and administrative cost needed to ensure that the Commission recovers the full cost of treatment.

The cost associated with each type of Category Waste is found in the *Water and Wastewater Policy Manual*.

**Category Waste Policy****Charleston Water System of the City of Charleston, SC AGREEMENT LETTER**

PO Box B  
Charleston, SC 29402  
103 St. Philip Street (29403)  
  
(843) 727-6800  
[www.charlestonwater.com](http://www.charlestonwater.com)

**Board of Commissioners**  
Thomas B. Pritchard, Chairman  
David E. Rivers, Vice Chairman  
Kathleen G. Wilson, Commissioner  
Mayor John J. Tecklenburg (Ex-Officio)  
Councilmember Perry K. Waring (Ex-Officio)

**Officers**  
Kin Hill, P.E., Chief Executive Officer  
Mark Cline, P.E., Assistant Chief Executive Officer  
Dorothy Harrison, Chief Administrative Officer  
Wesley Ropp, CMA, Chief Financial Officer  
Russell Huggins, P.E., Capital Projects Officer

**TO: ENVIRONMENTAL RESOURCES DEPARTMENT****FROM:** \_\_\_\_\_  
NAME AND TITLE\_\_\_\_\_  
COMPANY

I have read, understand, and agree to abide by the Charleston Water System Category Waste Policy rules and regulations when discharging wastewater to their Wastewater Treatment Facility and/or Collection System.

Customer Signature and Date: \_\_\_\_\_

Supporting public health and protecting the environment.

When printed, this document is uncontrolled.