

*Revised May 2018*

**GREATER LAWRENCE SANITARY DISTRICT**

**REQUIREMENTS FOR THE RECEIPT OF**

**TRUCKED WASTE**

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## REQUIREMENTS FOR THE RECEIPT OF TRUCKED WASTE

### INTRODUCTION

The Greater Lawrence Sanitary District (GLSD) is a 52 million gallon per day, activated sludge, wastewater treatment plant that serves approximately 168,000 sewered residents. In addition to the piped wastes from homes and businesses, the GLSD provides septage disposal for its member communities and 60 surrounding Merrimack Valley watershed communities. The GLSD monitors incoming septage loads very closely for acceptability.

### GENERAL REQUIREMENTS AND PROCEDURES FOR SEPTAGE RECEIVING

The GLSD has established the following requirements for the disposal of septage wastes by haulers at the receiving station:

- A. All Haulers must possess a valid GLSD Septage Wastewater Discharge Permit

#### **When The Septage Receiving Station Is Staffed Do The Following:**

- B. Upon arrival at the GLSD septage receiving station (directly adjacent to the screenings building), AND before any material is discharged, each hauler shall provide the Septage Monitor with the following information LEGIBLY and COMPLETELY filled out on the "Trucked Wastewater Discharge Slip":
1. The source(s) of the septage and the date(s) pumped
  2. The name and address of the client(s) for whom the septage is hauled
  3. The volume of septage to be discharged
  4. The town(s) from which the septage originated
  5. The telephone number where the client(s) can be contacted to verify information
  6. The registration number of the vehicle transporting the septage to the District
  7. Haulers must also record the date and time of disposal on the dump slip.
- C. Following the receipt of the required information, the hauler is allowed to connect to one of the two quick disconnect hoses attached to one of the two septage screening boxes.
- D. Upon connection, the hauler is allowed to discharge a small volume of material to clear the hose line. If the valve is plugged the hauler may create vacuum to dislodge the material. However, the air must be bled out of the tank through the pump before discharging the load. Loads may only be discharged through gravity.
- E. At this point a sample will be drawn from the sample port located on the connector header for examination by the District's Septage Monitor. Discharge must be stopped pending sample evaluation.  
100 ml/1000 gallons of waste is to be collected. All septage waste shall be tested and observations recorded for the following:
- pH (must be 5.5 - 10.5)
  - Color, grease content, foam, odor, solids content
  - Any other characteristic of interest to the GLSD

- F. Following approval of the load by the District's septage monitor, the material can be off-loaded. When finished, the area must be left in a clean state.

**When The Septage Receiving Station Is Not Staffed:**

The District has decided that during slow septage receiving periods or other prioritized plant operating conditions it may not be necessary to have a full time staffed septage receiving station. However, the above requirements and procedures still apply. The ONE exception is that the hauler will take the sample (bottles will be provided) and test for pH. The hauler will record the pH, date and time on the bottle and the Trucked Wastewater Discharge Slip. The sample bottle can then be left in the refrigerator.

- G. While conducting business in the District's main office, vehicles must be parked at the side of the administration building on the roadway, away from the main parking area. Haulers should limit their business to the main office area. All other areas are off limits and for the use of GLSD employees only. This includes the cafeteria and restrooms located on the second floor of the main office. A restroom is available to all haulers in the septage receiving area, and the downstairs lunchroom of the administration building.
- H. All haulers must follow the directions of the Septage Monitor at all times.
- I. Haulers must register all trucks/tanks that will be used for septage disposal at GLSD.

**SPECIAL CONDITIONS – SEPTAGE RECEIVING**

1. All septage haulers must comply with the registration requirements of the Town of North Andover, MA. The Board of Health may be contacted at (978) 688-9540. This must be done before applying for a permit from the GLSD. Proof of Town Registration must be included with the Septage Wastewater Discharge Permit Application for each vehicle you wish to register with the District.
2. Septage receiving hours: 7:00 a.m. - 6:00 p.m., Monday – Saturday, or as established by the GLSD. If the monitor is not at the receiving area upon your arrival, page him from the phone in the Septage Shack by dialing 60. Haulers are not to remove the chain to enter the receiving area. Haulers are not to discharge any material without the approval of the Septage Monitor. On Mon-Fri at 2:50pm a shift change occurs. As a result a short delay in disposal at this time may take place. Receiving hours are subject to change throughout the year. **Loads may be disposed of on Sunday by calling ahead to the Senior Operator at 978- 360-(3076) or (3078) to make access arrangements.**
3. All haulers must complete the "Septage Wastewater Discharge Permit Application" – Attachment C. The completed application should then be forwarded to the Monitoring Manager for review. If the application is approved a Septage Wastewater Discharge Permit will be issued to the hauler.
4. Any haulers using the services of another company to transport septage must include the registration number(s) of the vehicles and the name of the company providing the transport on the "Septage Wastewater Discharge Permit Application" – Attachment C.

Should a hauler utilize the services of another company to transport and dispose of septage at the GLSD the following conditions must be met:

- a. The company must use the permitted hauler's septage tickets for disposal.
- b. The company must be registered and permitted by both the GLSD and the Town of North Andover.

Note that the permitted hauler retains the responsibility of compliance for all subcontracted companies with the permit requirements.

5. All haulers must comply with these "Requirements for the Receipt of Trucked Waste." A copy will be attached to all Septage Wastewater Discharge Permits.
6. All septage is prepaid. No septage will be received unless payment is made in advance. No partial payments will be accepted. Tickets must be purchased for the full capacity of the trucks. Truck capacity must be stamped on the tank. Tickets may be purchased in the GLSD front office.
7. No septage vehicle may enter District property if any of the following conditions exist:
  - Leaking in any way
  - having defective equipment
  - uninsured
  - unmarked with company name and truck capacity
  - unregistered with the District
8. The following wastes are NOT ACCEPTED:

Grease waste/loads with heavy grease	Photographic chemicals
Source separated organics	Automobile chemicals
Industrial waste	Hospital and medical wastes
Paint clean-up water and oil	Mortuary wastes
Beauty salon wastes	Veterinary medical wastes
Any other waste not compatible with the District's treatment process	
9. Loads containing any of the above wastes are strictly prohibited. Haulers that attempt to dispose of these prohibited wastes risk suspension of disposal privileges.
10. Wastewater to be hauled to the District treatment plant must not be a hazardous waste under federal or state law or regulation.
11. Septage loads may be rejected at the sole discretion of the GLSD if on-site monitoring yields unacceptable results, or there are any other observations or findings of concern to the GLSD.
12. Haulers must cooperate with District employees.
13. If a septage load is rejected, the District must report this rejection to the local Board of Health and the States of Massachusetts or New Hampshire, respectively.
14. All disputes will be settled by the District and findings reported to the affected parties.

15. No material may be forced from the vehicle while on-site. Activities such as pumping, hosing, pressurizing a load or elevating the truck are prohibited. Material is only to be off-loaded by gravity.
16. If deemed necessary by the District Monitoring Department, access must be granted to the hauler's garage at reasonable times for the purpose of inspection.
17. All haulers must comply with the North Andover Board of Health Regulation Restricting Offal Hauler Traffic (see attachment A)

## **SEPTAGE RATES**

1. Septage rates are established by the District. Septage rates are subject to change at any time at the sole discretion of the District.
2. The In-District septage rate is \$0.055 cents per gallon. The out of District Massachusetts and New Hampshire septage rate is \$ 0.07 cents per gallon.

## **CONDUCT**

It is the District's policy that all our employees and visitors be treated with dignity and respect. The District believes that all employees are responsible for creating an environment free of harassment. No employee should be subject to any form of unlawful harassment by management, co-workers, or those who have business dealings with the District.

Harassment, particularly sexual harassment, is unlawful, strictly forbidden and will not be tolerated by the District. This policy extends to all employees of the District as well as its agents, consultants, guests, customers, vendors, septage haulers and other non-employees. This policy covers conduct between members of the opposite sex as well as members of the same sex.

No employee or non-employee shall interfere in the investigation of a sexual harassment complaint. Employees who are determined to have interfered in the investigation of a sexual harassment complaint will be subject to disciplinary action, including discharge. Non-employees who interfere in the investigation will be barred from the facility.

Any non-employee who, in the sole opinion of the District, violates the District's sexual harassment policy may be barred from the District's premises and the District may seek appropriate relief from the legal relationship between the offending non-employee or the non-employee's company and the District.

For additional information regarding this policy please contact Laurie Elliott, Finance Director of the Greater Lawrence Sanitary District at (978) 685-1612 ext. 112.

## **CONCLUSION**

The Requirements and Conditions outlined 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 Greater Lawrence Sanitary District. If you have any questions, please feel free to contact the Greater Lawrence Sanitary District Monitoring Department at (978) 685-1612 ext. 104 or 109.

ATTACHMENT A

**NORTH ANDOVER BOARD OF HEALTH  
REGULATION RESTRICTING OFFAL HAULER TRAFFIC**

The North Andover Board of Health recognizes that problems exist when offal hauling trucks travel through residential districts. These problems range from those of traffic safety to potential contamination of roadways from leaking trucks or spills. Therefore, acting under M.G.L. Chapter 111, Section 31, 31A and 31B, the following regulation is promulgated:

Offal hauler traffic bound for GLSD shall travel only on Route 495 and/or Route 125 to Sutton Street and to the Greater Lawrence Sanitary District. No roads on the west side of 125 shall be used unless the offal hauler has been hired to pick up a load in the area.

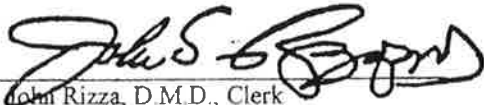
Whoever violates this regulation shall be punished by a fine of not more than fifty dollars for each violation.

Effective date: April 30, 1998



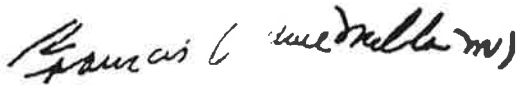
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Gayton Osgood, Chairman



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Dr. John Rizza, D.M.D., Clerk



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Dr. Francis P. MacMillan, M.D., Member



Attachment - B  
Greater Lawrence Sanitary District  
Site Map





**ATTACHMENT C**

**GREATER LAWRENCE SANITARY DISTRICT  
SEPTAGE WASTEWATER DISCHARGE PERMIT APPLICATION**

OWNER OF COMPANY: \_\_\_\_\_ DATE: \_\_\_\_\_

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

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

HOME PHONE NUMBER \_\_\_\_\_ BUSINESS NUMBER: \_\_\_\_\_

-----  
(attach additional page if more than 3 vehicles)

TRUCK #1  
REGISTRATION #: \_\_\_\_\_ STATE: \_\_\_\_\_  
CERTIFIED STAMPED TANK VOLUME: \_\_\_\_\_ GALLONS

TRUCK #2  
REGISTRATION #: \_\_\_\_\_ STATE: \_\_\_\_\_  
CERTIFIED STAMPED TANK VOLUME: \_\_\_\_\_ GALLONS

TRUCK #3  
REGISTRATION #: \_\_\_\_\_ STATE: \_\_\_\_\_  
CERTIFIED STAMPED TANK VOLUME: \_\_\_\_\_ GALLONS

**\*ALL VEHICLES USED FOR DISPOSAL AT GLSD MUST BE REGISTERED WITH THE TOWN OF NORTH ANDOVER AND WITH THE GLSD**

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COMPANY IS LICENSED TO DO BUSINESS IN THE FOLLOWING COMMUNITIES.  
(Attach an additional page for more information if necessary)

1. \_\_\_\_\_ 5. \_\_\_\_\_
2. \_\_\_\_\_ 6. \_\_\_\_\_
3. \_\_\_\_\_ 7. \_\_\_\_\_
4. \_\_\_\_\_ 8. \_\_\_\_\_

Permittee Authorized Signature \_\_\_\_\_

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.

**ATTACHMENT D**

**GREATER LAWRENCE SANITARY DISTRICT  
SEPTAGE WASTEWATER DISCHARGE PERMIT**

In accordance with section 4.7 of the Greater Lawrence Sanitary District (GLSD) Rules and Regulations covering discharge of wastewater drainage, substances or wastes, as revised on April 2, 2008, and all applicable Federal or State laws or regulations, permission is hereby granted to:

NAME OF PERMITTEE: \_\_\_\_\_

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

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

CITY, STATE & ZIP: \_\_\_\_\_

**EXAMPLE**

For the disposal of domestic septic tank or holding tank wastewater at the Greater Lawrence Sanitary District, 240 Charles St. No. Andover, MA. 01845.

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

- GLSD Rules and Regulations covering discharge of wastewater, drainage, substances or wastes, as revised April 2, 2008
- GLSD Requirements for the receipt of trucked wastes
- All special permit conditions and requirements accompanying this permit

This Permit is based on information provided in the Septage Wastewater 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 is not transferable.

The permittee may be subject to suspension of disposal privileges and applicable penalties as outlined in section 6.1 of the GLSD Rules and Regulations covering discharge of wastewater drainage, substances or wastes for violations of this septage wastewater discharge permit and/or requirements for the receipt of trucked waste.

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: \_\_\_\_\_

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

Cheri R. Cousens, P.E.  
Executive Director  
Greater Lawrence Sanitary District





## **ATTACHMENT F**

### **GREATER LAWRENCE SANITARY DISTRICT**

#### **SECTION 6 – PENALTY: COSTS**

##### **6.1 Civil Penalties:**

Any User who is found to have violated an order of the District Commission or who failed to comply with any provision of these Rules and Regulations, and the orders, rules, regulations and permits issued hereunder, shall be fined not less than one Dollar (\$1.00) nor more than Five Thousand Dollars (\$5,000.00) for each offense. 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 attorney's fees, court costs, court reporters' fees and other expenses of litigation by appropriate suit at law against the person found to have violated these Rules and Regulations or the orders, rules, regulations and permits issued hereunder. Nothing in the permit shall be construed relieve the permittee from civil and/or criminal penalties for noncompliance under these Rules and Regulations or State or Federal laws or regulations.

June 2018

**GREATER LAWRENCE SANITARY DISTRICT**

**ACCEPTED COMMUNITIES FOR SEPTAGE DISPOSAL and RATES \$**

**IN-DISTRICT - ( **PINK** Tickets)**

- Andover
- North Andover
- Methuen
- Lawrence
- Salem, New Hampshire

**MASSACHUSETTS - OUT of DISTRICT - ( **BLUE** Tickets) NEW**

- |              |            |                       |              |
|--------------|------------|-----------------------|--------------|
| ▪ Acton      | Georgetown | Manchester by the Sea | Stow         |
| ▪ Amesbury   | Gloucester | Merrimac              | Sudbury      |
| ▪ Billerica  | Groveland  | Middleton             | Tewksbury    |
| ▪ Boxborough | Hamilton   | Newbury               | Topsfield    |
| ▪ Boxford    | Harvard    | Newburyport           | Wakefield    |
| ▪ Byfield    | Haverhill  | North Reading         | Wayland      |
| ▪ Carlisle   | Ipswich    | Peabody               | Wenham       |
| ▪ Chelmsford | Lexington  | Reading               | Westford     |
| ▪ Concord    | Lincoln    | Rockport              | West Newbury |
| ▪ Dracut     | Littleton  | Rowley                | Weston       |
| ▪ Essex      | Lynnfield  | Salisbury             | Wilmington   |

**NEW HAMPSHIRE - OUT of DISTRICT - ( **BLUE** Tickets)**

- |             |             |                     |
|-------------|-------------|---------------------|
| ▪ Atkinson  | Hampstead   | Newton              |
| ▪ Brentwood | Hampton     | Pelham              |
| ▪ Chester   | Hudson      | Plaistow            |
| ▪ Danville  | Kingston    | Raymond             |
| ▪ Derry     | Londonderry | Salem (In-District) |
| ▪ Freemont  | Litchfield  | Sandown             |
|             |             | Windham             |

**PINK - IN DISTRICT** ..... \$0.055  
**BLUE - OUT of DISTRICT**.....\$0.07