

CITY OF TERRE HAUTE WASTEWATER UTILITY

3200 SOUTH STATE ROAD 63 · TERRE HAUTE, IN 47802 · (812)244-5500

BRANDON SAKBUN, MAYOR OF TERRE HAUTE · ED STEWART, WASTEWATER UTILITY DIRECTOR

Septage & Grease Waste Haulers:

As a reminder for all waste hauling companies, I am sending this annual notification of the rules and regulations for the acceptance of hauled waste at the Terre Haute Wastewater Utility.

Licenses

It is your responsibility to provide the Wastewater Utility with updated information within fifteen (15) days of a change in ownership, address, phone number, authorized vehicle, IDEM business permit, or any other similar information related to your waste hauling business.

The Wastewater Utility will not accept any hauled waste from any person or business until we have received evidence that a valid Wastewater Management Permit has been issued by the Solid Waste Permit Section of the Indiana Department Environmental Management Office of Land Quality (IDEM OLQ) and a valid hauler license from the Terre Haute Controller's office have been obtained. A State Permit can be obtained by submitting an Application for Septage Management Business Permit (State Form 50399) to the Office of Land Quality (IDEM OLQ). The phone number for the Solid Waste Permit Section is (317) 232-4473.

To receive a local license, submit a copy of your State Permit and the Fifty dollar (\$50) local license fee payable to the City of Terre Haute Controller's Office, 17 Harding Ave. Room 205, Terre Haute, IN 47807. Call the Controller's office at (812) 244-2363 for more information on obtaining a local license. The local license is valid for one calendar year and must be renewed every January.

Customer Invoice Requirements:

In accordance with Indiana Code 327 IAC 7.1-6-1(3): You must provide your customer with a completed, legible invoice showing the following:

1. The customer's name and address.
2. The date the customer's sewage disposal system (or grease trap) was cleaned.
3. The amount of wastewater removed from the system in gallons.

The invoice must bear the following:

1. The name and address of your business.
2. Your wastewater management State permit number.
3. The license number of the vehicle used in cleaning the customer's sewage disposal system.

Records Retention Requirements:

State law 327 IAC 7.1-3-3 requires you to keep accurate records of activities including:

1. The contract or invoices for all wastewater service activities.
2. The date, location, and method of disposal of wastewater associated with each service (327 IAC 7.1-6-1(b)).
3. Land application records as required by 327 IAC 7.1-8-7, if applicable.

Such records must be:

1. located at the permitted wastewater management business address;
2. made available during normal business hours for inspection (IC 13-14-2-2);
3. updated weekly (except as required at 327 IAC 7.1-8-7(a)(5)); and
4. maintained for at least five (5) years.

Wastewater Utility Billing & Payments:

The disposal fee for septic tank and grease trap waste is 8¢ per gallon when delivered by a registered Vigo County waste hauler. This means that your principal place of business must be inside the corporate boundaries of Vigo County and verifiable in the records of the Indiana Secretary of State or the Indiana Department of Revenue. The disposal fee for Out-of-County waste haulers is 20¢ per gallon of waste.

The Wastewater Utility will provide a flow meter at the disposal location. If the flow meter is not functioning properly or if you are asked to deliver your wastewater to a different location that is not metered, you will be billed based on your tank capacity or estimated volume based on the visible volume of waste in the sight glass of the delivery truck.

Billing statements are prepared and mailed to you on a monthly basis. Payments due and payable during the following month. A 10% late penalty will be added to your bill for each month that the balance is not paid in full by the due date. Any account that is delinquent for 90 days or more will be referred to the City Attorney's office for collection and the acceptance of any further waste loads will be denied. IDEM OLQ will be notified of any suspension or revocation.

Delivery Locations & Dates

Septic and grease loads can be disposed at the Wastewater Treatment Facility, 3200 South State Road 63, in Terre Haute, Indiana between from **7:30 am to 6:30 pm, 7 days per week**, 365 days per year. Your driver should arrive at least 15 minutes prior to the closing time to fill out paperwork, collect a sample, and off-load your holding tank before the facility closes. If the delivery location changes for any reason, your company will be notified by phone, as the changes occur.

Drivers must contact a wastewater utility plant operator before arriving at the disposal location. Drivers may call either of these numbers: Primary Operator mobile phone (812) 243-7644, Secondary Operator mobile phone (812) 230-9949, or the Operations Office (812) 244-5570.

Please keep in mind, outside of our normal business hours of Monday through Friday from 7am to 3pm, there are usually only two utility operators at the plant. If the weather is rainy, or if they are busy with a job, it might take a moment before they can open the gate!

Emergency loads occurring outside of the normal delivery hours must receive verbal authorization before arriving at the treatment plant. Call Alicia Barnard at (812) 242-0943 for emergency load authorizations.

Acceptable Waste Types

As a designated representative of your waste hauling company, your delivery driver must certify that the information they have provided on the delivery receipt paperwork is true, accurate and complete to the best of their knowledge and belief and that the load does not contain any prohibited wastes. Falsifying information on the delivery confirmation receipt may lead to suspension or revocation of your company's disposal privileges. All loads are subject to verification; therefore, **each component of the load** must be listed and verifiable upon request by a copy of a dated customer receipt showing origin, nature, and volume of waste. Grease trap waste must be kept separate from septic tank waste. No mixed loads allowed. No industrial wastewater will be accepted without prior approval.

Unloading Process

A sample bottle will be provided for each truck delivering waste for disposal. **Drivers must collect a sample of the waste from the truck and bring it to the attendant on duty BEFORE offloading the vehicle.** The attendant will test the pH while the driver is filling out the required receipt and report forms. Once the pH has been determined to be within the range of 5.0 to 10.0, you may proceed to the unloading area.

Your driver must stay at the receiving location until the waste has completely drained thru the receiving station. Your driver is responsible for any spills or leaks from your truck during the evacuation of the waste at the Utility's designated waste receiving areas. Any hauling company that leaves the waste receiving area in a condition unsatisfactory to the Utility will be required return to the treatment plant immediately to finish cleaning up the station.

Safety and Conduct:

Waste haulers, visitors, vendors, contractors and outside company representatives are expected to conduct business with the Terre Haute Wastewater Utility employees and/or on the facility premises in a professional, business-like manner and follow the Wastewater Utility's safety requirements. Any behavior contrary to this expectation will not be tolerated and your driver will be asked to leave immediately. Unacceptable behavior may result in suspension of your company's disposal privileges.

The Director of the Terre Haute Waste Water Utility may suspend or revoke a hauling company's dumping privileges at her discretion. Privileges may be suspended or revoked for a variety of reasons, including, but not limited to, the following: failure to comply with safety or conduct requirements, failure to pay sewage billing fees in a timely manner, falsifying or omitting information on a delivery confirmation receipt, illegal dumping, or other similar issues. The Indiana Department of Environmental Management will be notified of any company's suspension or revocation.

Additional enforcement proceedings for violations of the Sewer Use Ordinance may include the following penalties: First Offense: \$500 fine, Second Offense: \$1,000 fine, Third Offense: City License Revoked.

If you have questions about any of the information contained in this annual notification, please contact me for assistance.

Thank you,
Alicia Barnard

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