



City of

**Burlington**

*A Great Place to Live, Work and Play*

To Whom It May Concern:

The City of Burlington, Iowa adopted an ordinance in July 1993 that contains language for regulating trucked liquid waste discharged to the City of Burlington's Publicly Owned Treatment Works (POTW). Trucked liquid waste haulers using the City's sewer system are required to have a permit, to supply the City with information about loads to be discharged, and are billed monthly for the volume discharged to cover treatment costs and sample handling and analysis.

You may hire one of the existing permitted waste haulers (Roto Rooter is currently the only local for-hire permitted hauler) or apply for your own permit.

Included in this packet are copies of:

- Application for Permit
- Table A, Vehicle Information, to be included with the application
- Discharge Form for Trucked Liquid Waste to be completed at the time of discharge
- Unloading, Sampling and Clean Up Requirements and Sampling Methods
- The Program used to regulate the use of the sewer system by liquid waste haulers
- Sections of the Code of Ordinances of Burlington, Iowa
- Resolution establishing the fee and charge schedule effective July, 2015

If you have any questions, please feel free to call me at 319-753-8157.

Sincerely,

Arlene Henry  
Pretreatment Coordinator  
Wastewater Treatment Facility  
City of Burlington, Iowa

## **HAULED LIQUID WASTE PROGRAM**

### **City of Burlington, Iowa**

#### **Permit Required**

All liquid waste haulers must obtain a permit from the City of Burlington in compliance with the Code of Ordinances of Burlington, Iowa in order to discharge trucked wastes to the City's sewer system. To obtain a permit the hauler must complete and submit an application supplied by the City along with a check payable to "City of Burlington, Iowa" in the amount of \$75. The permit will be good for one year from the date of issuance.

#### **Discharge Point**

Hauled waste may be discharged into the City's sewer system *only at the point designated by the City*. The point where discharges are normally to be made is a fenced-in manhole located near the South Street Sewage Pumping Station, across the railroad tracks from the Burlington Wastewater Treatment Plant at 101 South Street, Burlington, Iowa. The City will issue a key for the padlock on the fence gate with each waste hauler permit.

#### **Registration for Discharge**

The waste hauler must obtain a Registration Number for Discharge from the Wastewater Treatment Plant **BEFORE** discharging a load of liquid waste at the designated manhole. The hauler must call the Wastewater Treatment Plant at (319) 753-8157 and supply the following information, after which the hauler **may** be given a registration number for that discharge.

Information to be supplied by the hauler when requesting a registration number:

- Name of waste hauler (name of business)
- City-issued permit number
- State of Iowa Commercial Septic Tank Cleaners license number
- Type of hauled waste:
  - Residential septic tank
  - Other
- Name and telephone number of customer
- Planned date and approximate time of discharge

*A registration number must be obtained for each discharge, and a new registration number must be obtained when there is a change in the information regarding the hauled wastes for which a registration number had already been obtained, including but not limited to changes in the date and/or time of the planned discharge.*

#### **Detailed Information and Sample Required**

The hauler is required to provide the City with a discharge form supplying information about the load and a *representative sample* of the waste unloaded. The City will provide forms to the hauler when the permit is issued. Forms may be duplicated. The hauler will be able to fill out much of the required information prior to arriving at the discharge point. Sample bottles with labels to be filled out by the hauler at the time of unloading *will be provided by the City* and will be available at the discharge point. The completed form along with the representative sample collected by the hauler

during the unloading is to be placed in one of the compartments in the cabinet located in the unloading area. Each compartment within the cabinet has a hasp. The hauler may place his own padlock on the hasp to secure the compartment, insure confidentiality of the information on the form, and prevent tampering with the sample. Plant personnel will retrieve forms and samples via the back of the locked cabinet. A sample may be analyzed and the test results, if found to be uncharacteristic of residential septage, along with the information contained on the form, may be used for billing and program administration purposes.

#### **Criteria for Allowance for Discharge and Fees**

Generally only the contents of residential septic tanks and portable toilets may be discharged. *The contents of a grease trap may be allowed for discharge but must be emulsified before discharging.* Every discharge must comply with criteria set forth in the Code of Ordinances of Burlington, Iowa.

The charge for liquid waste discharged to the POTW is set by Resolution. The waste hauler will be billed monthly; the monthly bill will include a billing charge, also set by Resolution.

#### **Special Wastes**

The determination for allowance for discharge of any other type of trucked waste will be made on a case-by-case basis. The billing for such wastes will be based on the analysis performed by WWTF personnel on a representative sample. Costs of analyses will be incorporated with the charge for discharge.

#### **Penalties and Enforcement Actions**

As outlined in the Code of Ordinances of Burlington, Iowa, actions to be taken by the City in response to violations of this program, and to the Code in general, include fines, revocation of permit, and criminal prosecution.

Acceptance of the waste by the City does not relieve the hauler of responsibility for any upset or pass through of the Publicly Owned Treatment Works (POTW) caused by the discharge.

#### **City's Rights**

The City reserves the right to disallow the discharge of any hauled wastes for any reason.

SHADED AREA FOR CITY USE

Permit No.: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
Permit Issued: \_\_\_\_\_

**CITY OF BURLINGTON**  
**APPLICATION FOR PERMIT - LIQUID WASTE HAULERS**

Send completed application and permit fee of \$75.00 to Burlington Wastewater Treatment Facility, 400 Washington Street, Burlington, IA 52601-5142 If you have any questions, call (319) 753-8157.

A. General

1. Company Name: \_\_\_\_\_

2. Street Address: \_\_\_\_\_  
\_\_\_\_\_

3. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

4. Company Telephone: \_\_\_\_\_

5. Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

B. Operation

1. Number of Trucks to be used to haul septage or liquid waste: \_\_\_\_\_

2. Vehicle Information: (see Table A)

3. Estimated Volume (in gallons) of septage or liquid waste to be discharged to the sanitary sewer per year: \_\_\_\_\_

4. Estimated breakdown of Volume into type of waste to be discharged to the City sewer:

Domestic: \_\_\_\_\_ %  
Commercial: \_\_\_\_\_ %  
TOTAL: 100%

C. Certification of Information and Intent

*I hereby certify that the information supplied in this application is complete and correct to the best of my knowledge. Furthermore, I agree to accept and abide by all provisions of the Sewer Use Ordinance of the City of Burlington, the "Hauled Liquid Waste Program" and all other pertinent Ordinances.*

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

# City of Burlington, Iowa

## TABLE A

Company Name:

### VEHICLE INFORMATION

No.	VEHICLE		State Issued by	Chassis Make	Year	Cab Color	Tank Color	Capacity (Gallons)	State of Iowa		Exp. Date State Lic. (2)	Permit No. (3)
	License No.	Licensed Hauler No.(1)										
1									N/A		N/A	
2												
3												
4												
5												
6												

**Footnotes:**

- (1) State of Iowa Issued Licensed Hauler No. (as per 567 IAC Chapter 68, "Commercial Septic Tank Cleaner")
- (2) Expiration Date Specified on License (State of Iowa).
- (3) City issued Liquid Waste Hauler Number

Permit Effective Date: \_\_\_\_\_

Permit Expiration Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Pretreatment Coordinator

**DISCHARGE FORM  
TRUCKED LIQUID WASTE  
BURLINGTON, IOWA WASTEWATER TREATMENT PLANT**

Registration No. for Discharge: \_\_\_\_\_

**HAULER INFORMATION**

Hauler: \_\_\_\_\_  
Vehicle License No.: \_\_\_\_\_  
IA Issued "Commercial Septic Tank Cleaner" License No.: \_\_\_\_\_  
City Issued Liquid Waste Hauler Permit No.: \_\_\_\_\_

**CUSTOMER INFORMATION**

**BILLING INFORMATION**

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Telephone Number

Did Liquid Waste originate from Customer's Address?      Yes    No

If no, list address: \_\_\_\_\_

If Liquid Waste originated from a business, indicate the type of business or service provided:  
\_\_\_\_\_

Did Liquid Waste originate within Burlington City Limits?      Yes    No

**TRUCKED WASTES**

Vessel Pumped was (check one):    Septic Tank \_\_\_\_\_    OTHER \_\_\_\_\_ (explain)

Waste Characterization (check one):

Domestic Septage only      \_\_\_\_\_  
Dilute Domestic Septage only      \_\_\_\_\_  
OTHER      \_\_\_\_\_ (explain)

Date Vessel Pumped: \_\_\_\_\_      Gallons Pumped: \_\_\_\_\_  
Date Load Discharged: \_\_\_\_\_      Time Discharged: \_\_\_\_\_

Liquid Waste Hauler Certification

*I certify under penalty of law that the above information is true and correct to the best of my knowledge and that the sample collected of the waste discharged was taken in the manner prescribed in "Unloading, Sampling and Clean-up Requirements" and done in a way so as to obtain as representative a sample of what was discharged as reasonably could be obtained.*

Name of Driver (Print): \_\_\_\_\_

Signature of Driver: \_\_\_\_\_

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

## Burlington, Iowa Wastewater Treatment Facility

### Unloading, Sampling and Clean-up Requirements Liquid Waste Station

1. Remove clean sample bottle from compartment and write Registration Number from Waste Discharge Form on label
2. Take a representative sample of discharge (see below) and put in bottle provided
3. After wiping sample bottle off, place sample bottle in compartment in cabinet
4. Put completed Waste Discharge Form in compartment with sample bottle and close (lock compartment if you wish for security reasons using your own padlock)
5. Close cabinet
6. After unloading, clean up any mess in unloading area
7. Lock gate of unloading area before leaving

### Sampling Method

Using the sample provided (rigid handle dipper or sample dipper with rope) fill sample bottle to about 2/3 full only. A minimum of three (3) grab samples of equal volume are to be taken and poured into the sample bottle. The first is to be grabbed shortly after unloading begins. The second and third grabs are to be taken in the middle and near the end of unloading.