CITY OF SPOKANE WASTEWATER MANAGEMENT
PERMIT FOR WASTEWATER HAULERS
Permit #WH-4953

Effective: October 1, 2024
Expiration: September 30, 2029

VIOLATION OF ANY OF THESE PERMIT CONDITIONS CAN RESULT IN THE SUSPENSION OR REVOCATION OF THE HAULER'S DISPOSAL PRIVILIGES

1. **BACKGROUND**:
   The City of the Spokane (City) has established a program for environmentally safe disposal of hauled wastewater. Recognizing the acceptance of hauled wastewater presents possible risk to the treatment plant and biosolids reuse, the City has developed the requirements below to minimize those risks.

2. **DISCHARGE POINT(S)**:
   Hauled waste may only be discharged at approved location(s):
   Riverside Park Water Reclamation Facility (RPWRF)
   Headworks receiving station – via hose connection
   4401 N Aubrey L White Parkway
   Spokane WA 99205
   Operating hours: Monday-Friday 7:30 AM-4:00 PM, closed holidays
   Holidays include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, and Christmas Day.
   Any other discharge location requires written approval from the Plant Manager.

3. **BOUNDARIES**:
   Table 1 below outlines the types of waste accepted and where they can be generated.

Table 1: Wastes accepted at RPWRF

Waste Type	Source Location	Examples of waste
Domestic	Spokane and adjacent counties*	Septic tank, cesspool, vault toilet without chemicals
FOG/food grease	Spokane and adjacent counties*	Grease traps or grease interceptors
Oil water separators	Not accepted	Car washes, vehicle maintenance shops, etc.
Non-domestic	requires pre-approval, Spokane County only	Any industrial or process wastewater
Portable Toilet waste	requires pre-approval	SDS sheet for any additive must be approved first

*adjacent counties include Pend Oreille, Stevens, Lincoln, and Whitman counties in Washington, and Kootenai, Bonner, and Benewah counties in Idaho.

More information can be found in the Hauled Wastewater Acceptance Boundaries Policy, available on request.

4. TYPES OF WASTE:

ACCEPTED:

Domestic waste includes waste removed from a septic tank, cesspool, holding tank, food-service grease trap/interceptor, or a similar system that receives only household, non-industrial sewage.

CONDITIONALLY ACCEPTED:

Non-domestic waste may include non-dangerous and non-hazardous commercial or industrial waste, landfill leachate waste, groundwater remediation site waste, etc.

Businesses who routinely have their non-domestic wastewater hauled will be issued an appropriate control mechanism by City of Spokane. Non-routine dischargers will be handled by the City on an individual basis. In either case, an authorization number will be issued to the business generating the waste if the wastewater load is acceptable at RPWRF. **Do not pump out a load of non-domestic wastewater without this authorization number.**

Non-domestic waste from outside Spokane County will not be accepted.

Due to the manifest requiring a lab staff signature, non-domestic loads are only acceptable during business hours. No exceptions.

Portable toilet waste, also known as chemical toilet or porta-potty waste, often contains additives that could cause problems at the Plant. The safety data sheet for each chemical added must be approved by the City prior to pumping or dumping at RPWRF.

The waste can only come from Spokane or adjacent counties.

NOT ACCEPTED:

Dangerous wastes as defined in WAC 173-216-030 or hazardous waste as defined in 40 CFR Part 261.

The wastewater hauler will certify on each discharge log that, to their knowledge, no dangerous wastes or hazardous waste are present in the wastewater hauled to RPWRF.

Prohibited discharges are any pollutant or wastewater which causes pass through or interference. [SMC 13.03A.0201]

Outside boundary is anything violating the policy shown in Table 1. If one or more pump-out locations are listed which are outside of the acceptable geographical boundary, the entire truckload will be prohibited from disposal at RPWRF.

RIGHT OF REFUSAL:
In all cases, the City has the right to accept or reject any hauled wastewater as it deems necessary to protect its employees, facilities, the treatment process, or the environment. Additionally, any RPWRF employee may stop any unloading process as necessary.

5. **MANIFESTS:** (see examples in Appendix A)
A Wastewater Hauler Discharge Record must be turned in before dumping each load.
Manifests must be complete and accurate.
Each pump-out location must be listed on the Discharge Record. This includes small grease traps.
For truck loads with more than 4 pump out locations, additional addresses may be added to the back of the form. Or extra pages may be time stamped, numbered, and stapled together. Loads with more than one page must be numbered (Ex: page 1 of 2, 2 of 2).

A Non-Domestic Wastewater Manifest must be reviewed and signed by RPWRF lab staff for any loads containing approved non-domestic waste.

Any forms or paperwork related to this permit must be kept on file a minimum of 3 years.

6. **FEES:**
Permit application fee
Permit renewal fee
Disposal fee
Replacement of damaged equipment
Laboratory analysis fee, if applicable for non-domestic loads

Fee for permit application and renewal is listed in Pretreatment fees.
The disposal fee is a sum of the septage charge plus the capital rate and may be updated annually. Charges will be determined by total tank capacity, minus 10% for air gap, tracked by license plate number. Partial loads must be charged as full loads unless pre-approved by the Director in individual emergency cases.

The City will charge actual costs for equipment replacement or lab analysis to the hauler.

The hauler is responsible for all fees and costs associated with this permit. All fees will be included in the hauler's City of Spokane utility bill. Charges for fines and cost recovery will be billed separately. [SMC 13.03A.1401]

Failure to pay may result in enforcement actions, which could include revoking your permit to dump.

7. **VEHICLE REQUIREMENTS:**

a. New vehicles or new license plate numbers must be reported to the City immediately.
b. The City requires the company name on both driver and passenger's side of the tank and a company identifier (e.g. name, initials, logo) on the back end. The labels must be permanent, in a contrasting color, and easily read from at least 50 feet away.
c. Haulers must provide a 4" male camlock to connect to the discharge hose at Headworks.
d. Maintain tanks and other parts on a vehicle in good repair and free from leaks.
e. No truck washing at the discharge point at Headworks. It is acceptable to minimally rinse the rear of the truck, pressure relief valves, and the concrete in the area.
f. Stay with truck while offloading.
g. All vehicles must follow the Wastewater Hauler Route Map – Appendix B.

8. SAFETY REQUIREMENTS:

All RPWRF facility rules must be followed, including professional courtesy. Some of the safety rules are listed below:

a. Speed limit inside RPWRF is **MAX 10 MPH**
b. No smoking, except at the smoking area shown on the Wastewater Hauler Route Map – Appendix B.
c. No open flames.
d. No climbing on tank without proper fall restraints.
e. No tank/confined space entry.

9. DUMP PROCEDURES:

Check in must be done before offloading.

a. Enter through gate 1 at the west end of the plant.
b. Park by the ramp/stair on the back of the Admin building, in or near the area indicated on the Wastewater Hauler Route Map – Appendix B.
c. Take paperwork to the check in desk and use time stamper on each sheet.
d. Check for accuracy before turning paperwork in.
e. If your load is all grease or particularly thick, call 509-625-4615 so operations can speed up the screens.
f. Drive to headworks to offload.
g. Hose down any mess made during the offload process. But no truck washing.
h. Call operations for problems or spills (509-625-4615) before you drive away.
i. Exit through gate 3 at the east end of the plant.

Operating hours: Monday-Friday 7:30 AM-4:00 PM, closed holidays. Due to the nature of operations and potential construction, uninterrupted service cannot be guaranteed.

Non-Domestic loads: It is only acceptable to dump during normal operating hours, no exceptions.

The Spokane County business who generated the waste should provide a Non-Domestic Wastewater Manifest with the top section filled out, including an authorization number provided by the Pretreatment department at the top.

Do not pump out the industrial wastewater without this authorization number.

Haulers fill out the middle section of the Manifest and pump the wastewater and proceed to the plant.
Haulers bring the completed Non-Domestic Wastewater Manifest and the completed Wastewater Hauler Discharge Record to the lab for a signature before proceeding with the Dump Procedures listed above.
These rules also apply to mixed loads with domestic and non-domestic in one truck.

Emergency dumping: Loads containing ONLY domestic waste or grease may be approved for emergency dumping outside of normal hours by texting Jon Eckhart, Laboratory Supervisor, at 509-710-1187. The text must include company name, volume of load, and confirmation that it is only domestic/grease. Haulers do not need to wait for a text response.

10. INSPECTION:

New or replacement trucks must be inspected and measured prior to dumping at RPWRF the first time.
Permitted trucks must be inspected as part of permit renewal, or when a major change has occurred (like new license plate number, new paint job or labeling). This will not require the tank be remeasured.
Call 509-625-4600 and ask for Maintenance to schedule truck inspections.
The City also has the right to inspect the hauler's facility without giving notice to verify compliance with SMC and this permit.

11. PERMIT:

Haulers must keep all of the following in good standing:

a. City of Spokane business license
b. City of Spokane unsecured utilities billing account
c. Health district pumper permit for Spokane County and any other county/health district where you will pump waste.

Permit application

Applications must be submitted in a timely manner, complete, and free of errors. New permit applications require public participation.

Permit modification

Haulers must report changed license plates and new trucks right away so the permit cover sheet and billing information can be updated.

The City reserves the right to modify this permit as necessary. The type of modification will determine if public comment is needed.

Permit transfer

Permits for wastewater haulers shall not be transferred, sold, traded, assigned, or sublet by the hauler unless the hauler notifies the City in writing, at least 30 calendar days prior to the requested change and the City provides approval of the change.
If the business will change names, notification will be given 60 days prior to the change to allow time for public comment.

In either case a letter from the original owner and permit application from the new owner are required.

Permit renewal
If the hauler wishes to continue to discharge after the expiration date of this Permit, an application, as described above, must be filed for permit renewal 180 days prior to the expiration date, which is no later than April 3, 2029.
All vehicles will be inspected as part of the permit renewal process.

All permit related notifications shall be sent to:

City of Spokane - RPWRF
Industrial Pretreatment Program
Attention: Angela Tagnani
4401 North Aubrey L. White Parkway
Spokane, WA 99205-3939
(509) 625-4620

12. ENFORCEMENT:

Enforcement remedies are outlined in SMC Section 13.03A.0901-13.03A.1005 and the City's Enforcement Response Plan.
Delinquent utility accounts shall have their Permit REVOKED. Reinstatement will require approval from the Director of Wastewater Management.
VIOLATION OF ANY OF THESE PERMIT CONDITIONS CAN RESULT IN THE SUSPENSION OR REVOCATION OF THE HAULER'S DISPOSAL PRIVILIGES.

13. POLLUTANT LIMITS:

At this time, numeric pollutant limits do not apply to domestic wastes (septic, grease, approved portable toilet waste). The calculation of new local limits may change this in the future.
Local limits may be used as a screening tool for wastewater characterization for any discharger as needed.
Non-domestic wastes may need to meet all local limits found in SMC 13.03A.0204. If the non-domestic waste is regulated by the Federal government, then those categorical limits will also apply. Lab test results must be reviewed by Pretreatment staff, if applicable, before an authorization number is given.

14. SAMPLING:

The City may sample any truck, at any time, without prior notice.

15. SEVERABILITY:

If any provision of this permit is invalidated by any court of competent jurisdiction, the remaining provisions shall not be affected and shall continue in full force and effect. All pending enforcement actions are saved.

16. PUBLIC PARTICIPATION:

Public notice of permit issuance was published in *The Spokesman Review* on August 18 and August 25, 2024, to invite comment on the issuance of this permit. The permit was available for public commentary from August 18, 2024 to September 24, 2024.

Any haulers that apply for a new permit mid-cycle will run through a separate public comment and will be noted in the fact sheet Appendix A.

Further information may be obtained from the City by telephone, 509-625-4600.

Appendix A: Manifest Examples
These manifests may undergo changes mid-permit cycle, so the images included here are examples.

City of Spokane, RPWRF
4401 N A.L. White Parkway
Spokane, WA 992305 509-625-4600

Please Stamp Time and Date Below

Wastewater Hauler Discharge Record

This form must accompany **all loads** (domestic and industrial) hauled to and discharged at the RPWRF.

ALL non-domestic loads must have a complete industrial waste manifest and must be signed in by lab personnel.

Wastewater Hauler Co.: _____

Driver Name (printed): _____

Truck License Number: _____

Load Information:

Location Number 1:

Authorization Number: (If non-domestic)	
Owner Name:	
Property Address:	
Circle one, or write County : Spokane Stevens	
Circle one Waste Type: Septic Grease Interceptor Industrial Portable Toilet Grease Trap	

Or write **other waste type** here:

Location Number 2:

Authorization Number: (If non-domestic)	
Owner Name:	
Property Address:	
Circle one, or write County : Spokane Stevens	
Circle one Waste Type: Septic Grease Interceptor Industrial Portable Toilet Grease Trap	

Or write **other waste type** here:

Location Number 3:

Authorization Number: (If non-domestic)	
Owner Name:	
Property Address:	
Circle one, or write County : Spokane Stevens	
Circle one Waste Type: Septic Grease Interceptor Industrial Portable Toilet Grease Trap	

Or write **other waste type** here:

Location Number 4:

Authorization Number: (If non-domestic)	
Owner Name:	
Property Address:	
Circle one, or write County : Spokane Stevens	
Circle one Waste Type: Septic Grease Interceptor Industrial Portable Toilet Grease Trap	

Or write **other waste type** here:

☐ **Please check this box if there are more locations on the back of this page.**

Certification Statement:
I certify under penalty of perjury of the laws of the State of Washington:
1) That I am authorized to sign this statement on behalf of the person or entity for which it is submitted.
2) That this document and all attachments are reliable and were prepared based upon my personal knowledge or under my direction or supervision, after diligent inquiry in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted.
3) Based on my knowledge or inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting inaccurate or false information, including the possibility of fine and imprisonment.
4) That, to my knowledge, the wastewater does not contain dangerous wastes as defined in WAC 173-216-030 or hazardous waste as defined in 40 CFR Part 261.

Driver Signature: _____

Riverside Park Water Reclamation Facility

CITY OF SPOKANE
DEPARTMENT OF WASTEWATER MANAGEMENT
NON-DOMESTIC WASTEWATER MANIFEST

Authorization No._____

Name of Generator _____

Generator Address_____

Type of Waste (other than domestic)_____

Estimated volume of waste_____pH_____

I certify under penalty of perjury of the laws of the State of Washington:

1) That I am authorized to sign this statement on behalf of the person or entity for which it is submitted.

2) That this document and all attachments are reliable and were prepared based upon my personal knowledge or under my direction or supervision, after diligent inquiry in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted.

3) Based on my knowledge or inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting inaccurate or false information, including the possibility of fine and imprisonment.

4) That, to my knowledge, the wastewater does not contain dangerous wastes as defined in WAC 173-216-030 or hazardous waste as defined in 40 CFR Part 261.

Generator Signature_____Date_____

Wastewater Hauling Company Name_____

Truck License Plate #:_____Pick-up Date_____Time_____

I certify under penalty of perjury of the laws of the State of Washington:

1) That I am authorized to sign this statement on behalf of the person or entity for which it is submitted.

2) That this document and all attachments are reliable and were prepared based upon my personal knowledge or under my direction or supervision, after diligent inquiry in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted.

3) Based on my knowledge or inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting inaccurate or false information, including the possibility of fine and imprisonment.

4) That, to my knowledge, the wastewater does not contain dangerous wastes as defined in WAC 173-216-030 or hazardous waste as defined in 40 CFR Part 261.

Driver Signature_____

To be completed by RPWRF at time of discharge to the Treatment Plant.

Date_____Time_____

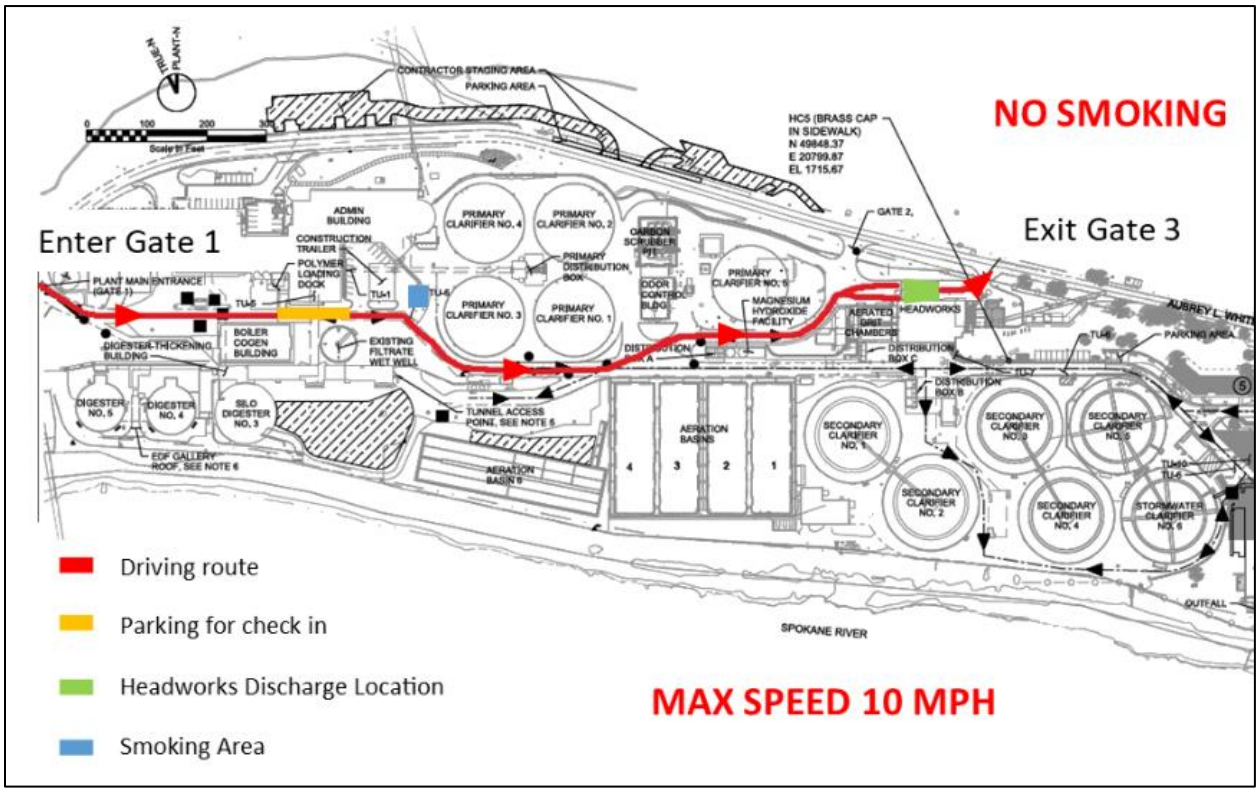
☐ Truck Approved ☐ Authorization Number Match ☐ Gallons and pH Match

Signature_____Title_____

For authorization number, please call (509) 625-4600.

Created on March 1, 1996 Revised on 1/22/2009, 6/10/2014, 12/30/19
W:\AWTP\PRETREAT\Septic Hauler Program\Manifests and Record Form\Cert Nondom Waste Manifest, 12-2019.doc

Appendix B: Wastewater Hauler Route Map


NO SMOKING
Enter Gate 1
Exit Gate 3
Driving route
Parking for check in
Headworks Discharge Location
Smoking Area
MAX SPEED 10 MPH
SPOKANE RIVER