

JAMES Wastewater Treatment Plant

Procedure Manual

for the use of the JAMES Plant Trucked Liquid Waste Facility



Version 1.9 – May 2021

TABLE OF CONTENTS

1.0	TLW FACILITY BACKGROUND	1
1.1	TLW FACILITY HOURS OF OPERATION.....	1
1.2	PROCEDURE FOR USING THE TLW FACILITY	1
1.2.1	OBTAINING A VALID BUSINESS LICENCE WITH THE CITY OF ABBOTSFORD OR THE DISTRICT OF MISSION	1
1.2.2	ESTABLISHING AUTHORIZATION WITH THE CITY OF ABBOTSFORD.....	1
1.2.3	COMPLETION OF CARRIER DECLARATION FORMS.....	1
1.2.4	PLUMBING FEATURE AND HOUSEKEEPING	2
1.3	REQUIRED FORMS	2
1.3.1	APPLICATION FOR AUTHORIZATION	2
1.3.2	CARRIER DECLARATION.....	2
1.3.3	FALSIFYING OR OMITTING INFORMATION.....	2
1.4	TLW FACILITY COLLECTION AREA	2
1.5	WASTES WHICH ARE NOT ACCEPTED AT THE TLW FACILITY	3
1.6	MIXING OF DOMESTIC AND NON-DOMESTIC WASTE	6
1.7	AUDITING	6
1.8	FEES, INVOICES AND PAYMENT FOR USE OF TLW FACILITY.....	6
1.8.1	DISPOSAL FEE.....	6
1.8.2	INVOICE AND PAYMENT	7
1.9	FOR FURTHER INFORMATION	7
	APPENDICES.....	8

1.0 TLW FACILITY BACKGROUND

The Abbotsford/Mission Water and Sewer Commission (WSC) is the governing body of the joint water and wastewater systems in the City of Abbotsford and the District of Mission. The City of Abbotsford operates the JAMES Wastewater Treatment Plant on behalf of the WSC. All Trucked Liquid Waste (TLW) is accepted at the JAMES Plant TLW Facility providing it meets the requirements outlined in the *Procedure Manual for Use of the JAMES Plant Trucked Liquid Waste Facility*. The TLW Facility only accepts TLW originated from within the City of Abbotsford and District of Mission.

1.1 TLW FACILITY HOURS OF OPERATION

The typical hours of operation of the JAMES Plant TLW Facility are:

Monday through Friday	from 07:15 to 14:45 hours
Saturday	from 07:15 to 14:45 hours
Sunday	from 07:15 to 14:45 hours
Stat Holidays	from 07:15 to 14:45 hours

- **NOTE:** Companies will be notified of any modifications to this schedule. It is important to ensure that the JAMES Plant is notified of any changes in the contact information provided for your company.

1.2 PROCEDURE FOR USING THE TLW FACILITY

1.2.1 OBTAINING A VALID BUSINESS LICENCE WITH THE CITY OF ABBOTSFORD OR THE DISTRICT OF MISSION

All Carriers must have a valid business licence with the City of Abbotsford or the District of Mission in order to use the TLW Facility.

1.2.2 ESTABLISHING AUTHORIZATION WITH THE CITY OF ABBOTSFORD

Only Carriers that have been authorized by the City of Abbotsford are allowed to use the TLW Facility. For further detail on how to obtain Authorization, please refer to Section 1.3.1 of this procedure manual.

1.2.3 COMPLETION OF CARRIER DECLARATION FORMS

All Carriers using the TLW Facility must complete a Declaration Form for each load discharged. The completed form should then be submitted to the allocated form collection area located at the TLW Facility. Failure to complete a Declaration Form for any load discharged at the JAMES Plant may result in the loss of use of the TLW Facility. For further detail on the Declaration process refer to Section 1.3.2 of this procedure manual.

1.2.4 PLUMBING FEATURE AND HOUSEKEEPING

One inlet is provided at the TLW Facility. The Carrier is required to ensure that connections during discharge are leak free. A water supply is provided and the Carrier is responsible for clean-up following use of the TLW Facility.

Carriers' equipment must be in full operating condition and they must clean up after each use of the Facility. Failing this, Carriers may lose their privileges to discharge at the Facility.

All trucks should be cleaned of any waste not accepted at the TLW Facility prior to pick-up of septage and holding tank waste planned for discharge at the Facility.

1.3 REQUIRED FORMS

1.3.1 APPLICATION FOR AUTHORIZATION

Generators themselves seldom transport waste to the JAMES Plant and disposal companies. "Carriers", are generally contracted to carry out this work. Only Carriers that have applied to and been authorized by the Abbotsford/Mission Water & Sewer Services are allowed access to the TLW Facility. To apply for Authorization, the Carrier must complete TLW Form "Application for an Authorization to Discharge Liquid Waste at the JAMES Plant Trucked Liquid Waste Facility". The application will be reviewed and Carriers will then be notified of their approval or denial of Authorization. Allow up to 10 working days for processing of applications for Authorization. See the Appendix for a copy of this form.

1.3.2 CARRIER DECLARATION

The Carrier must complete TLW Form "Carrier Declaration Form for Trucked Liquid Waste Load Discharged at the JAMES Plant Trucked Liquid Waste Facility". The form must be completed in full to be accepted. See the Appendix for a copy of this form.

1.3.3 FALSIFYING OR OMITTING INFORMATION

Carriers and their employees are advised that falsifying or omitting information on the Carrier Declaration Form, or given to an employee of the City of Abbotsford, will result in the loss of use of the JAMES Plant TLW Facility. In addition, the City may take legal action for compensation for damages.

1.4 TLW FACILITY COLLECTION AREA

The JAMES Plant TLW Facility will accept liquid waste from all generators providing the liquid waste being discharged meets all requirements outlined in this procedure manual, except for Oil and Grease (i.e. Grease trap waste), which is subject to requirement outlined in Section 1.6.

1.5 WASTES WHICH ARE NOT ACCEPTED AT THE TLW FACILITY

- Waste from outside of City of Abbotsford and District of Mission;
- Other sludges of organic origin, such as Waste Activated Sludge, unless approved upon a case-by-case review;
- Waste which cannot be pumped;
- Waste containing inert material (i.e. sand, rock, gravel, wood, etc.);
- Waste containing acids and caustics;
- Waste containing heavy metals;
- Waste with a pH less than 5.5 or greater than 9.5;
- Waste in small containers (i.e. bottles, pails and drums). The waste must be drained from the small container and then collected and transported to the JAMES Wastewater Treatment Plant by an authorized Carrier;
- Waste from recreational vehicles; Owners of recreational vehicles can dispose of domestic waste at privately operated disposal stations;
- Waste containing any materials listed in Table 1.0 - Prohibited Waste;
- Waste containing contaminant concentrations greater than levels listed in Table 2.0 - Restricted Waste;
- Hazardous Waste as defined by the *Hazardous Waste Regulation* under the provincial *Environment Management Act*;
- Any waste disposed of at the JAMES Wastewater Treatment Plant that has the potential to cause any of the following issues:
 - Damage to infrastructure;
 - Operational upset;
 - Risk to health and safety of workers; and
 - Risk to the environment.

Any Carrier found to be discharging any of the above wastes may find themselves liable for all costs incurred by the City to rectify any issues caused by the waste.

The City of Abbotsford reserves the right to amend the list of wastes not accepted at the JAMES Plant TLW Facility at any time.

TABLE 1.0
PROHIBITED WASTES

• Gasoline	• Kerosene	• Naphtha
• Benzene	• Toluene	• Ethers
• Alcohols	• Ketones	• Aldehydes
• Peroxides	• Chlorates	• Perchlorates
• Bromates	• Carbides	• Hydrides
• Sulfides	• Propane	• Metal
• Waste crankcase oil	• Diesel or other fuel	• Insoluble shavings
• Ashes	• Cinders	• Sand
• Mud	• Straw	• Glass
• Grass clippings	• Rags	• Feathers
• Tar	• Asphalt	• Creosote
• Wood	• Paint residues	• Bones
• Chemical residues	• Fish or fowl head	• Crab or clam shells
• Shrimp	• Entrails	• Lard
• Tallow	• Offal	• Baking dough
• Hair & fleshings	• Brewery waste	• Spent grain & hops
• Plastics	• Radioactive wastes	• Waste containing infectious material
• Cannery waste bulk solids	• Meat trimmings & wastes	• Animal paunch contents
• Whole or ground paper dishes & cups	• Whole or ground plastic dishes & cups	• Whole or ground food or beverage containers
• Waste with a temperature of 54°C or more		
• Noxious or malodorous solids, liquids or gases		
• Sludge resulting from the manufacture of acetylene		
• Any liquids, solids or gases which may cause fire or explosion		

The above list is not all inclusive and may be changed at any time

TABLE 2..0

**RESTRICTED WASTES
 CONCENTRATION LIMITS FOR TLW DISCHARGES**

Substance:	Expressed As:	Concentration Limit in mg/L:
Aluminum	Al	50.0
Arsenic	As	1.0
Boron	B	50.0
Cadmium	Cd	0.2
Chlorinated Phenols*	---	0.05
Chromium	Cr	4.0
Cobalt	Co	5.0
Copper	Cu	2.0
Cyanide	CN	1.0
Iron	Fe	10.0
Lead	Pb	1.0
Manganese	Mn	5.0
Mercury	Hg	0.05
Molybdenum	Mo	1.0
Nickel	Ni	2.0
Phenols	---	1.0
Silver	Ag	1.0
Sulphate	SO ₄	1500.0
Sulphide	S	1.0
Zinc	Zn	3.0

NOTE: * Chlorinated Phenols are the total of 2,3,4,5 and 2,3,4,6 tetrachlorophenols and pentachlorophenol.

- All concentrations are expressed as total concentrations, which include both the dissolved and undissolved substances.
- Dilution of any wastewater discharge to satisfy these requirements shall be considered a violation of either municipality's bylaw.

The above list is not all inclusive and may be changed at any time.

1.6 MIXING OF DOMESTIC AND NON-DOMESTIC WASTE

Mixing of domestic type waste (i.e. portable toilets, residential septic and holding tanks) with non-domestic waste is prohibited, with the exception of grease trap waste (grease trap waste must be diluted to a ratio of 1:10 with septage prior to discharge at the TLW Facility). Carriers should document all sources of the grease trap waste separately on the Carrier Declaration Form.

1.7 AUDITING

Based on the information supplied on the Carrier Declaration forms, JAMES Plant Operations staff may contact generators to confirm the origin and the volume of waste discharged. Please inform your customers that there is a potential for them to be contacted by the JAMES Plant Operations staff to confirm this information.

TLW trucks will be sampled and tested on a regular basis to ensure quality guidelines outlined in this procedure manual are met.

Refer to Section 1.3.3 of this procedure manual for information regarding falsifying or omitting information on the Carrier Declaration Form.

1.8 FEES, INVOICES AND PAYMENT FOR USE OF TLW FACILITY

1.8.1 DISPOSAL FEE

The disposal fee has been calculated to recover the cost of treating the waste at the JAMES Plant and the operation and maintenance cost of the TLW Facility and is prorated to the actual volume of the discharge. The fee is reviewed annually.

The Trucked Liquid Waste disposal fee rate is:

As of May 18, 2021 \$ 51.63 per 1,000 litres

Example of the fee calculation for 3,000 gallons of TLW:

3,000 gallons = 13,638 L

$$(13,638 \text{ L}) \times \left(\frac{\$51.63}{1,000\text{L}} \right) = \$704.13$$

1.8.2 INVOICE AND PAYMENT

Carriers will be invoiced monthly and payment in full shall be made to the City of Abbotsford within 30 days of the invoice date. Late payment will be charged an interested penalty of 1% per month after 30 days. The City of Abbotsford also reserves the right to cancel the use of the TLW facility for late payment, non-payment or otherwise.

1.9 FOR FURTHER INFORMATION

If there are any questions on procedures related to the operation of the TLW facility, please contact JAMES Plant Operations staff at 604-557-4424.

Appendices

RETURN THE COMPLETED APPLICATION TO:

Mailing Address:

Through Facsimile:

ATTN: JAMES Plant Operations

ATTN: JAMES Plant Operations

City of Abbotsford

Facsimile: 604-826-0261

32315 South Fraser Way

Abbotsford, BC

V2T 1W7

Please complete the following application form and submit it either by mail or through facsimile using the information listed above. If you have any questions or comments, contact JAMES Plant Operations at 604-557-4424.

You are advised that providing false information on the application or to JAMES Plant Operations staff, or any other employee of the City of Abbotsford or the District of Mission, will result in rejection of the application and loss of use of the trucked liquid waste disposal facility.

I, _____ (your name) declare that the following information is correct and accurate to the best of my knowledge.

Date: _____

Signature: _____

BUSINESS INFORMATION

Business Name (Registered Company Name):
Business Licence Number(s) & Applicable Municipality(ies):
Business Address:
(Street)
(City, Province)
(Postal Code)

CONTACT PERSON REGARDING THIS APPLICATION

Name:	
Company Name:	
Title:	
Telephone:	Facsimile:
Email:	

GENERAL INFORMATION

1. What will be the frequency of the discharge from your company? (I.e. Once per day, once per week, once per month, once per year, etc.)

2. What will be the average volume of each discharge? _____ Litres

3. How long is the Authorization required? (i.e. one time only, one month, 12 months, ongoing, etc.)

4. What is the typical nature of the waste to be discharged?

- Septic Tanks Holding Tanks
 Portable Toilet Waste Grease Trap Waste
 Other (Please Specify): _____

5. List all vehicles to be used by your business to discharge liquid waste at the JAMES Plant TLW Facility:

Description of Vehicle:	
Capacity:	<input type="checkbox"/> Litres <input type="checkbox"/> Gallons
Make & Year:	
Licence Number:	

Description of Vehicle:	
Capacity:	<input type="checkbox"/> Litres <input type="checkbox"/> Gallons
Make & Year:	
Licence Number:	

Description of Vehicle:	
Capacity:	<input type="checkbox"/> Litres <input type="checkbox"/> Gallons
Make & Year:	
Licence Number:	

Description of Vehicle:	
Capacity:	<input type="checkbox"/> Litres <input type="checkbox"/> Gallons
Make & Year:	
Licence Number:	

This page may be photocopied to provide more spaces for entry if more room is needed to include all vehicles used by your business. Ensure all forms are submitted with the final application.

CARRIER DECLARATION FORM

Only Carriers that are authorized by JAMES Plant Operations will be granted access to the JAMES Plant Trucked Liquid Waste (TLW) Facility.

Carriers are reminded that combining Domestic and Non-Domestic Wastes in the same load is prohibited with the exception of grease trap wastes (grease trap waste must be diluted to a ratio of 1:10 with septage prior to discharge at the JAMES Plant TLW facility). In carrying out their tasks, Carriers are asked to report to business owners or residents, any problems noted with treatment works.

Carriers and their employees are advised that falsifying or omitting information on the form, or given to an employee of the City of Abbotsford or District of Mission, will result in the loss of use of the JAMES Plant TLW Facility. In addition, the City of Abbotsford and/or the District of Mission may take legal action as a result of waste disposed at the JAMES Plant TLW Facility that caused an operational damage or upset, posed a risk to health and safety of workers, or posed a risk to the environment.

LOAD INFORMATION

NAME OF CARRIER: _____

NAME OF DRIVER: _____

VEHICLE LICENCE #: _____

BUSINESS LICENCE #: _____ Abbotsford Mission

TOTAL VOLUME OF DISCHARGE: _____ Gallons Litres

DATE OF DISPOSAL: _____

TIME OF DISPOSAL: _____

SIGNATURE OF DRIVER: _____

DECLARATION OF LOAD

Name of Generator: _____

Generator Address: _____

Generator Telephone: _____

Municipality: Abbotsford Mission

Type of Waste: Domestic Septic Holding Tank Other: _____

Volume picked up: _____ Gallons Litres

Name of Generator: _____

Generator Address: _____

Generator Telephone: _____

Municipality: Abbotsford Mission

Type of Waste: Domestic Septic Holding Tank Other: _____

Volume picked up: _____ Gallons Litres

Name of Generator: _____

Generator Address: _____

Generator Telephone: _____

Municipality: Abbotsford Mission

Type of Waste: Domestic Septic Holding Tank Other: _____

Volume picked up: _____ Gallons Litres

Name of Generator: _____

Generator Address: _____

Generator Telephone: _____

Municipality: Abbotsford Mission

Type of Waste: Domestic Septic Holding Tank Other: _____

Volume picked up: _____ Gallons Litres