



Allenstown Sewer Commission

35 Canal Street
Allenstown, NH 03275
603-485-5600
FAX 800-859-0081
www.allenstownnh.gov



APPENDIX D – HAULED WASTE DISCHARGE PERMIT APPLICATION

Company Name: _____

Address: _____

Mailing Address: _____

City/State: _____ Zip Code: _____

Tel.: _____ Fax: _____

E-Mail Address: _____

☐ Please check box if you want monthly invoice and statement emailed.

Name of Business Owner: _____

Mailing Address of Owner: _____

City/State: _____ Zip Code: _____

Owners Telephone Number: _____

Insurance Company: _____

Policy Number: _____ (Attach Certificate of Insurance)

State Septage Hauler Permit #'s: _____ Expiration Date: _____

Estimated average monthly gallons to be discharged at our facility: _____

IN CONSIDERATION OF THE GRANTING OF A HAULED WASTE DISCHARGE PERMIT THE UNDERSIGNED HEREBY CERTIFIES:

1. That I am familiar with the information contained in this application and, that to the best of my knowledge and belief, such information is true, complete, and accurate.
2. That I have received a copy of, read, and understand all provisions of the Allenstown Wastewater Treatment Facility Hauled Waste Regulations.
3. That my agents, my employees, my assigns, and I will comply with all provisions of the Allenstown Sewer Use Ordinance.

Signature of Business Owner

Date

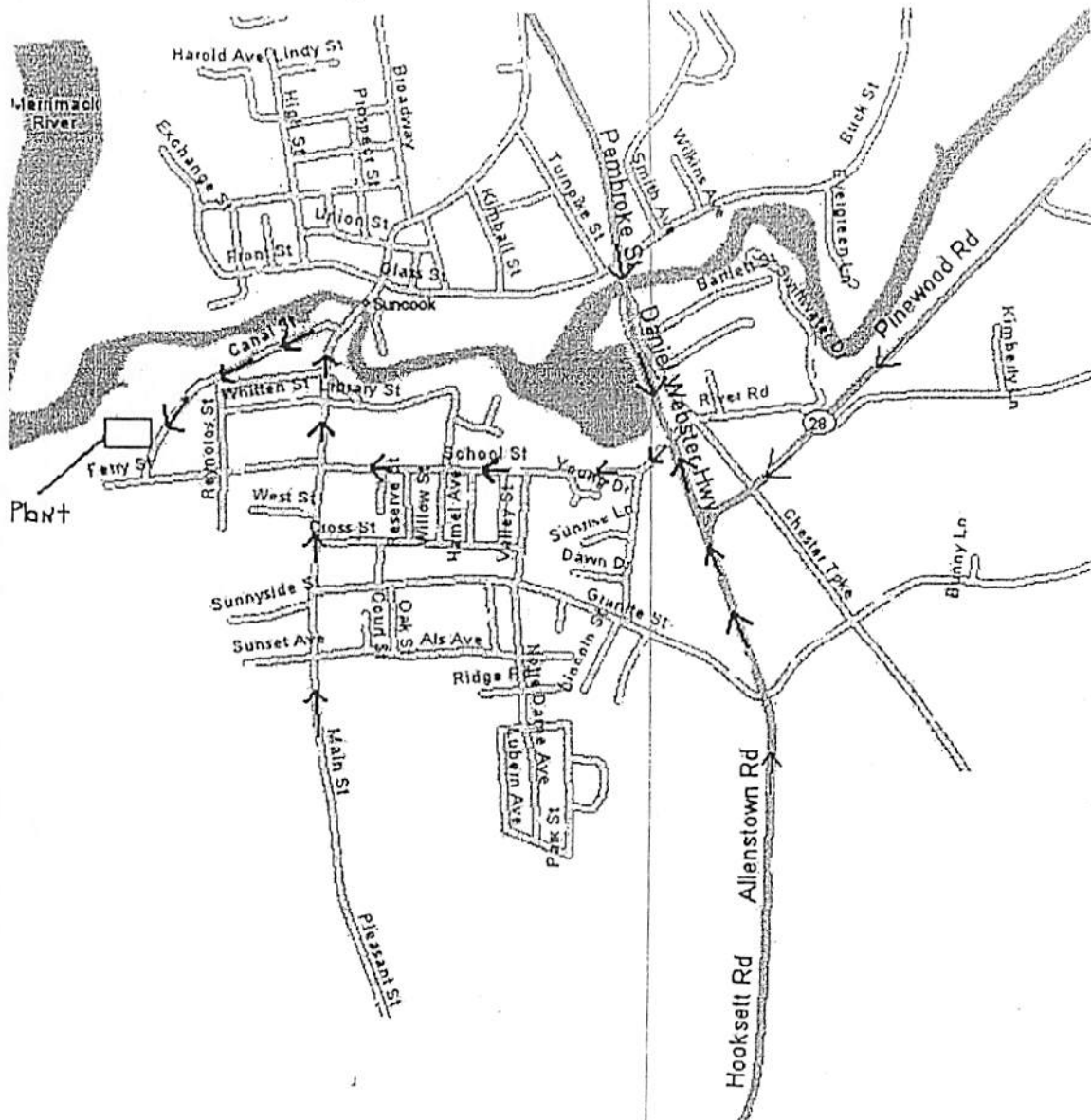
NOTICE:

- SINGLE PERMIT APPLICATION FEE: \$100.00 (COVERS ALL COMPANY TRUCKS)
- ALL FEES PAID ARE NON-REFUNDABLE.
- DO NOT DISCHARGE HAULED WASTE UNTIL YOU HAVE RECEIVED YOUR PERMIT & PIN #'S).

***** THIS SECTION FOR OFFICIAL USE ONLY *****

Permit Fee Paid \$ _____ Received By: _____ Date _____

Application approved: _____ Permit # _____
Superintendent, AWTF Date



Due to residential neighborhood traffic concerns, all haulers need to use Canal St. when traveling to and from the Suncook Wastewater Treatment Facility.



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HAULER ACCOUNT POLICY

I. New Haulers:

- A. Acceptance or rejection of all new hauler accounts is at the sole discretion of the Allenstown Sewer Commission.
- B. All new haulers must provide:
 - 1. A fully completed and executed Hauled Waste Discharge Permit Application, including credit references.
 - 2. A cash or check payment of the Hauled Waste Discharge Permit Application fee.
 - 3. A current Certificate of Liability Insurance showing a minimum of \$1,000,000.00 (\$1 million) in general liability coverage and listing Allenstown Sewer Commission as additional insured.
- C. All accepted new hauler accounts may be provided with a credit limit to be determined by the Allenstown Sewer Commission (generally, no more than \$4,000.00) for the first six months, and set up on monthly billing. Once the credit limit is reached, the account will be suspended and dumping privileges will be rescinded until full payment is made.
- D. If all billing policies are followed without incident for six months, on the first day of the seventh month the credit limits may be removed, and the account may be switched to an open credit status account.
- E. The Sewer Commission may review new accounts, and change the account to an open credit status at any time before the six month period has ended.
- F. All haulers are subject to all other Hauler Billing Policies, as described throughout this document and appendix A.

II. Account Conditions:

A. Monthly billing:

- 1. Monthly statements of account are sent out by mail no later than the fifth of each month for the preceding month. If an unforeseeable emergency forces

billing to go out later than the fifth, the due date will be extended to allow for a minimum of ten full days between the billing date and the due date.

2. Due dates for payments are as follows:

- a. Monthly statement totals of less than \$10,000.00 are due Net 15
- b. Monthly statement totals of \$10,000.00 or greater due Net 25.
- c. Accounts with permits that have been revoked for non-payment at any time within the previous 24-month period are Net 15, regardless of monthly invoice totals.

III. Delinquent accounts in excess of \$100.00:

- A. Five days after the due date of billing, a list will be generated and a turn off notice will be sent to those customers showing arrears. If payment arrangements cannot be made promptly dumping privileges will be suspended until payment is received in full.
- B. If the account has a surety bond in place at the time of permit revocation, and the account is not paid in full after 30 days, a claim shall be issued on the bond to collect all money due on the account.
- C. Any unpaid account balances after 90 days shall be automatically sent to our legal team for collections without any further notice. All legal and collections' costs (if any) incurred in attempting to collect on delinquent accounts are the responsibility of the account holder, and will be charged as such.

IV. Permit Reinstatement Process

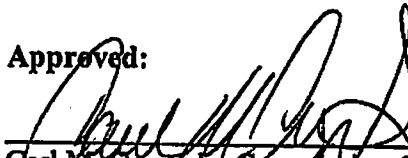
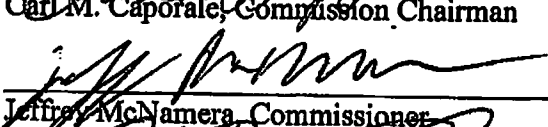
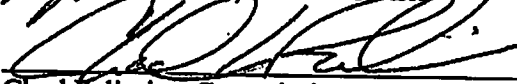
- A. Once a permit is revoked, to reinstate the permit, all money due on account must be paid in full, including but not limited to: past due balances, current balances, interest, permit fee, collections' costs (if any), legal fees (if any), and any other fees or charges.
- B. Penalties for revoked permits for non-payment:
 1. For the 1st revocation in 24 months, if all money due is paid in full within 30 days, the account will return to monthly billing due net 15.
 2. If the first permit revocation is not paid in full within 30 days, and for any additional revocation(s) within 24 months following first revocation's reinstatement, in addition to payment of all money due on the account, the following will be required for reinstatement of permit:
 - a. The account shall be on pay at time of service for six months.

- b. A surety bond in an amount no less than two times the total of the account's highest monthly bill (based on the past 24 months' billing) will be required to remain in effect permanently on the account
- c. If an account is reinstated, but no bond is provided, payment will be due upon each delivery.
- d. For two full years, all payments must be in form of cash or certified check.

V. **Grease Deliveries** - If any hauler delivers grease without scheduling the delivery with the Allenstown Sewer Commission, or schedules delivery of grease but does not deliver grease as scheduled, the company shall be charged a fee of \$50.00 in addition to all grease charges for each incident.

VI. **The Allenstown Sewer Commission reserves the right to change or rescind this policy, in part or in full, at any time, at their discretion. The Allenstown Sewer Commission also reserves the right to revoke or reinstate any or all Septage Discharge Permits at any time, with or without notice, at their discretion.**

Approved:

 _____ Carl M. Caporale, Commission Chairman	<u>12-19-17</u> _____ Date
 _____ Jeffrey McNamera, Commissioner	<u>12-19-17</u> _____ Date
 _____ Chad Pelissier, Commissioner	<u>12-19-17</u> _____ Date



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APPENDIX A SEPTAGE REGULATIONS

1. SECTION I SEPTAGE DISCHARGE PERMIT REQUIREMENTS

1.1. Permit Application and Issuance

- 1.1.1. Any person, firm, corporation, municipal subdivision, or institution, which intends to dispose of septage at the Allenstown Wastewater Treatment Facility (AWTF), must possess a valid Septage Discharge Permit (SDP) issued by the Town of Allenstown Board of Sewer Commissioners. Application for an SDP shall be made on forms provided by the AWTF and filed at 35 Canal St. Allenstown, New Hampshire. You can also upload and print the application online, at Allenstownnh.gov/Sewer/Hauler page.
- 1.1.2. An annual permit fee of one hundred dollars (\$100.00) shall be paid at the time an application for an SDP is filed. Once paid, all annual permit fees are non-refundable. All checks shall be made payable to Suncook Wastewater Treatment Facility. Annual permit fees apply to the period January 1st through December 31st of the subject year. Annual permit fees are due by December 15th of each year for the ensuing year. Annual permit fees shall not be pro-rated for partial periods.
- 1.1.3. Applicants for an SDP shall provide copies of liability insurance at the time of application and shall provide appropriate renewals thereafter.
- 1.1.4. Septage discharge permits are non-transferable.
- 1.1.5. Issuance of an SDP does not confer upon the Permittee any property right.

1.2. Permit Modification

- 1.2.1. Septage Discharge Permits may be modified for good cause including, but not limited to:
- 1.2.2. Incorporation of any new or revised Federal, State, or local code, standard, regulation, rule, or statute.
- 1.2.3. Any change or condition of either the permittee or the AWTF that requires a temporary or permanent reduction, modification, or elimination of septic discharges.

1.3. Permit Revocation.

- 1.3.1. The Allenstown Sewer Commission and/or the AWTF Superintendent, reserve the right to revoke any SDP at any time, as either deems appropriate. Septage Discharge Permits may be revoked for reasons including, but not limited to:

- 1.3.1.1. In the event that the permittee terminates its business, undergoes a major change in ownership of either its corporate voting stock or control of its corporate stock, its possessions, or files bankruptcy, its SDP shall become void, and the permittees authority to discharge septage at the AWTF under said permit is terminated.
- 1.3.1.2. Information indicating that a permittees discharge may pose a threat to AWTF, its process, personnel, or receiving stream.
- 1.3.1.3. Violation of any applicable Federal, State, or local code, standard, regulation, rule, or statute.
- 1.3.1.4. Violation of any terms or condition of the SDP, septage regulations, or the Allenstown Sewer Use Ordinance.
- 1.3.1.5. Non-payment of Septage discharge fees.
- 1.3.1.6. Misrepresentation or falsifying of any information required by the SDP.

2. SECTION II - PROHIBITED DISCHARGES

- 2.1. The following will not be accepted for discharge at the AWTF:
 - 2.1.1. Any commercial or industrial waste that may cause pass through or interference with Treatment Facility operations.
 - 2.1.2. Waste having a pH of less than 6.0
 - 2.1.3. Waste having a temperature higher than one hundred four (104°F) degrees Fahrenheit.
 - 2.1.4. Waste containing substances, which may solidify or become viscous at temperatures between thirty-two degrees Fahrenheit (32°F) and one hundred four degrees Fahrenheit (104°F).
 - 2.1.5. Waste containing any gasoline, benzene, naphtha, fuel oil, or other petroleum based constituent.
 - 2.1.6. Waste containing any flammable or explosive liquids solids or gases.
 - 2.1.7. Waste containing any hazardous, toxic, poisonous, or radioactive solids liquids or gases
 - 2.1.8. Waste containing any pollutant, including heavy metals, oxygen demand pollutant (BOD etc.) at a flow rate and/or concentration, which will cause a pass through of pollutants to occur, or an interference with the Treatment facility operations, sludge use and or disposal practices.
 - 2.1.9. Waste that violates Federal, State, or local restrictions.
 - 2.1.10. Waste containing any material considered a hazardous waste under the Resource Conservation and Recovery Act (RCRA).
 - 2.1.11. Should the discharge of septage be detrimental to the operation and maintenance of the Treatment Facilities, the permittee shall be responsible for all costs incurred, which resulted by said discharge.

3. SECTION III - DELIVERY OF SEPTAGE TO SWTF

- 3.1. Domestic septage will be accepted at AWTF only at times and locations designated by the AWTF Superintendent. The discharge of septage at AWTF may only be performed Monday through Friday from 7:00 AM to 4:45 PM. Any deviation from

this schedule must have prior approval of the Superintendent and shall incur additional charges to the permittee.

3.12. Permittees shall ensure all equipment on their truck is in proper operating status at all times. The truck operator shall monitor the pressure of the vessel throughout the complete discharge cycle to ensure at no time the pressure relief valve should open and release odors from the vessel. If the valve shall open either deliberately and/or negligently there shall be a verbal warning issued for the first offense. A second offense will result in a written warning to the Permit owner. A third offense will result in a fine of \$100.00. Continued violations may result in permit revocation.

3.2. In all cases, the AWTF Superintendent or his designee reserves the right to refuse the discharge of Septage at any time in their sole discretion.

3.3. Should a permittee anticipate an emergency call during hours other than AWTF's normal business hours, should provide a five-hour notification. Permittees shall call (603) 485-5600 to schedule emergency deliveries. While all efforts will be made to accommodate emergencies, should it be necessary for Facility personnel to respond, the permittee shall be billed a \$100.00 operational fee, along with any dumping fees.

3.4. All hauled wastes are subject to inspection and sampling by AWTF personnel. The Permittee may be required to suspend the discharging of wastes until the analysis is complete.

3.5. The Permittee shall incur the cost of any analysis that may be required

3.6. The Permittee shall at all times maintain a clean sight tube, as determined by AWTF personnel.

3.6.1. Sight tubes shall be graduated in 500-gallon increments at a minimum. Levels greater than any increment shall be rounded up to the next increment.

3.6.2. Unreadable sight tubes shall result in the permittee being charged for the trucks full capacity.

3.7. A copy of the customer receipt(s) must accompany all loads. Customer receipts shall include at a minimum:

3.7.1. Permittee Name.

3.7.2. Name, address, and phone number of property owner where load(s) originated.

3.7.3. Date and time of pickup.

3.7.4. Quantity in gallons.

3.7.5. Signature of permittee or its agent.

3.8. Incomplete or missing customer receipts may result in a \$10.00 administration fee, for each missing or incomplete customer receipt.

3.9. Permittee is responsible to insure that septage does not spill on the grounds of AWTF, and that all spills are cleaned up prior to leaving.

3.10. Permittee is responsible to leave discharge area in a properly cleaned and secure condition prior to leaving.


3.10.1. This may include washing down discharge point, and other tasks as may be required.

3.11. Permittee shall be responsible for any costs incurred by the AWTF for clean up and/or damages caused by the Permittee

4. SECTION V - DUTY TO COMPLY

- 4.1. The Permittee must comply with all conditions of these regulations. Failure to comply with the requirements of these regulations may be grounds for administrative action, or enforcement proceedings including civil or criminal penalties, injunctive relief, and/or other judicial remedy.


Document Approval



Carl M. Caporale, Commission Chairman
12-19-17
Date



Jeffrey McNamera, Commissioner
12-19-17
Date



Chad Pelissier, Commissioner
12-19-17
Date



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Memorandum

To: All Septage Haulers
From: Allenstown Sewer Commission
Date: 12/20/2017
Re: Disposal Rate Increases

Effective January 1, 2018

The Effluent Disposal Rate at Allenstown WWTF will increase from \$0.035/gallon to \$0.065/gallon

The Grease Disposal Rate at Allentown WWTF will Increase from \$0.15 per gallon to \$0.165 per gallon.

The rates for Septage and Portable Toilet Disposal have not increased.

Rates, Effective Jan 1, 2018:

Effluent – \$0.065/gallon

Grease \$0.165/gallon



HOW TO CONVERT TONS INTO GALLONS:

TONS X 2000 DIVIDED BY 8.34 = GALLONS

(EXAMPLE)

$$15.2 \text{ Tons} \times 2000 = 30400$$

$$30400 \text{ divided by } 8.34 = 3645.08 \text{ gallons}$$



Town of Allenstown
Allenstown Sewer Commission
35 Canal Street
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603-485-5600 ext. 311



2018 Holiday Schedule

New Year's Day	Jan 1, 2018	CLOSED
Civil Rights Day	Jan 15, 2018	CLOSED
President's Day	Feb. 19, 2018	CLOSED
Memorial Day	May 28, 2018	CLOSED
Independence Day	July 4, 2018	CLOSED
Labor Day	Sept 3, 2018	CLOSED
Columbus Day	Oct. 8, 2018	OPEN
Veterans Day(obs)	Nov. 12, 2018	OPEN
Thanksgiving Day	Nov 22, 2018	CLOSED
Black Friday	Nov 23, 2018	CLOSED
Christmas Day	Dec 25, 2018	CLOSED

2019 Holiday Schedule

New Year's Day	Tuesday, Jan. 1, 2019	Closed
Civil Rights Day	Monday, Jan. 21, 2019	Closed
President's Day	Monday, Feb. 18, 2019	Closed
Memorial Day	Monday, May 27, 2019	Closed
Independence Day	Thursday, July 4, 2019	Closed
Labor Day	Monday, Sept. 2, 2019	Closed
Columbus Day	Monday, Oct. 14, 2019	Open
Veteran's Day	Monday, Nov. 11, 2019	Open
Thanksgiving Day	Thurs., Nov. 28, 2019	Closed
Black Friday	Friday, Nov. 29, 2019	Closed
Christmas Day	Tuesday, Dec. 25, 2019	Closed