



# **SOUTH COUNTY REGIONAL WASTEWATER AUTHORITY**

**1500 Southside Drive**

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## **Rules and Regulations**

### **Intent**

These rules and regulations are intended to ensure a safe and acceptable method of discharging materials into the South County Regional Wastewater Authority (SCRWA) facility septage receiving station located at 1500 Southside Drive, Gilroy, California. All rules and regulations have been formulated with the explicit intent of protecting the health and safety of all on-site personnel, users, and visitors, as well as maintaining the performance of the treatment process and all treatment systems.

These rules and regulations are not intended to supersede any current or future federal, state, county or local regulations.

### **Permitting**

All users must have all permits (state, county, etc.) as required by law. All pertinent user information must also be on record with the City of Gilroy Finance Department, Chemical Control Division (CCD), and with the SCRWA operations staff. All users must maintain a business license for the City of Gilroy.

### **Hours of Operation**

The SCRWA Septage Receiving Station will maintain the following hours of operation. No vehicles will be allowed onto the premises outside of these hours. Access to the discharge facility beyond these hours will be allowed by appointment only. All appointments will be made under discretion of SCRWA and operation staff.

Monday to Friday (non holiday)	7:00 AM to 3:00 PM
Saturday	Closed
Sunday	Closed
Holidays	Closed

All users will be notified, in writing, of any non-emergency deviation from these hours at least five working days prior to the change.

### **Operation Staff**

The on-site operations staff will assist all users with any questions regarding proper discharge procedures. Each user will carefully follow all directions provided by the operations staff. Any refusal to follow operations staff directions will be reviewed by SCRWA staff for further action.

The operations staff will provide each new user with an orientation of the septage receiving facility and clerical requirements, and general questions will be answered by the staff.

### **Documentation**

***All users will be required to complete the required forms prior to leaving facility after each discharge. Forms are available at the SCRWA Administration Building. (Pumping and Disposal Manifest)***

Manifests must be filled in completely, in legible handwriting (no sharpies, please):

- All items must be filled out on top section: company name and full address, vehicle license number, Santa Clara County Health Department vehicle windshield sticker number, date and the driver's name and signature.
- All information about the waste generator (your customer): date, complete name, address and telephone number. Total gallons must be written in for each line and totaled in totals box.
- Use one manifest per day.
- SCRWA receives the WHITE copy to be placed in the designated black mailbox near the plant entrance.

### **Discharged Material**

All discharged material must be in conformance to all applicable regulations. Hazardous and other potential toxic or inhibitory materials will not be allowed. Any user found discharging unacceptable or unapproved material will be subject to further action and may be subject to prosecution.

### **Sampling**

Prior to discharge any user may be required to provide the SCRWA staff with a sample of the vehicle contents. If any sample should prove to be questionable, the user will not be allowed to discharge the material until the acceptability of the material can be confirmed. If further analysis is required, the cost of the analysis shall be the responsibility of the user. Any user who refuses to provide SCRWA staff with the required sample will not be allowed to discharge the contents of the vehicle.

All users are urged to sample any questionable material prior to collection. The SCRWA staff will assist the user in discerning the nature and toxic potential of the material.

### **Discharge Area**

The discharge area is supplied with non-potable water and a waste receptacle. The following steps must be taken to maintain the safety requirements of the discharge area.

**CAUTION: The non-potable water supply must NOT be used for consumption or for personal hygiene under any circumstance.**

- All users are required to use the hose provided to wash away any spilled material into the confinement area in front of the manual bar screen.
- After discharge, all debris must be removed from the manual bar rack using the supplied tools and discarded into the waste receptacle.
- All users must use the non-potable water source to wash down the discharge area and any and all spills into the discharge area. No liquid or solid waste is to be left in the area.
- The septage receiving area is to remain in a clean and orderly condition. All trash is to be discarded into the proper container.
- Automated equipment is found in the septage receiving area. No attempt should be made to tamper with the equipment.

### **Safety**

Beyond the concern with the non-potable water supply, all users must use caution in several other aspects of the septage discharge area:

- Un-authorized personnel are never allowed outside of vehicles within the plant facility.
- Automated equipment - equipment may start at any time. No unauthorized person may attempt to start, stop, adjust, or attempt to tamper in any way with any plant equipment.
- Electricity - Due to the nature of the electrical power used, all users are not allowed to tamper with any electrical device and are required to report any observed electrical hazard.
- Trip Hazards - All users must be aware of all the potential tripping hazards from piping, conduit, hose, tools, etc.
- Slip Hazards - All users must be aware of all the potential slipping hazards resulting from the discharge of septage materials. All users must maintain their equipment in proper working order to keep the area free of oils, lubricants, and other slip causing materials.
- All items in/on trucks must be secured to prevent flying debris.
- Trucks with any kind of fluid leaks are not allowed on-site.

Personal protective gear is the responsibility of the user. All safety directives by the operations staff must be adhered to.

Should any user cause or observe any damage or hazard, they must report the incident immediately to the operations staff. Any user leaving the facility after creating damage or hazard shall be subject to further action.