Policy No.: ES-2026-01 – Hauled Sewage
Department: Leamington Pollution Control Centre
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Approved By: #C-243-26
Amended By: #C-XXX-XX

Subject

This Policy establishes the requirements and conditions for hauling sewage to the Leamington Pollution Control Centre in the Municipality of Leamington.

Purpose

The purpose of this Policy is to outline the application and approval process, access and operational conditions and fees for hauling sewage to the Leamington Pollution Control Centre.

Scope

This Policy shall apply to External Parties who own and/or operate a septage hauling company for the purposes of pumping, collecting, transporting and disposing of domestic sewage.

Definitions

The following words shall have the following meanings:

a) Domestic Sewage – waste that is human body waste, toilet or other bathroom waste, waste from showers or bathtubs, liquid or water borne culinary or sink waste, residential laundry waste or waste from portable toilets.

b) Hauled Sewage – domestic sewage that is removed from a cesspool, septic tank system, sewage holding tank, privy vault/pit, or portable toilet and is transported for discharge, but does not include industrial sewage.

c) Hauled Sewage Transfer Ticket – a numbered tracking document (ticket/paper slip) that a Hauler completes and leaves at the receiving facility when disposing a load of Hauled Sewage. The ticket must include the Hauler name, date of disposal, truck number, driver name, source(s) of Hauled Sewage, volume disposed and ticket number.

d) Hauler – a person or company who transports or causes or permits the transport of hauled sewage to the Leamington Pollution Control Centre.

e) Industrial Sewage – sewage from any agricultural, commercial, industrial or institutional premises or any other premises where the sewage includes wastewater from on-site process that is of non-human origin or differs significantly from domestic sewage.

f) Leamington Pollution Control Centre (LPCC) – the wastewater treatment facility owned and operated by the Municipality of Leamington and located at 435 Seacliff Drive East, Leamington, Ontario.

g) Municipality – The Corporation of the Municipality of Leamington.

h) Prohibited Wastewater – wastewater that is not permitted to be disposed of at the Leamington Pollution Control Centre, including the following:

    a. Directional boring waste;
    b. Grease trap waste;
    c. Hazardous or toxic waste, as defined by Ontario Regulation 347;
    d. Industrial Sewage as defined in (e);
    e. Sewage sludge;
    f. Unapproved non-domestic waste;
    g. Wastes from cleaning of sand filters, sediment traps or oil and grit interceptors;
    h. Wastes prohibited under Sewer Use By-Law 56-25.

i) Sewer Use By-law – means the Municipality of Leamington By-law 56-25 being a by-law to regulate discharges into the municipal sewer works.

j) Spill – a discharge of any substance from or out of a structure, vehicle, or other container to a sewage works or to the natural environment which is abnormal in quantity or quality in light of all the circumstances of the discharge.

Policy

Application and Approval

1. Haulers will be required to complete and submit an annual application package for review and assessment by Municipal staff.
2. The application package is to include the following:
    a. Completed Hauled Sewage Application form available at Leamington.ca/HauledSewageApplication
    b. Copy of the Haulers Ministry of Environment, Conservation and Parks Environmental Compliance Approval or Registration for all wastes to be discharged at LPCC.
    c. Current Workplace Safety and Insurance Board (WSIB) Certificate.
    d. Current Certificate of Insurance with the following coverage:
        i. Commercial General Liability – must provide a minimum coverage of not less than two million dollars ($2,000,000) and the Municipality shall be named as an additional insured.
        ii. Automobile Liability – in respect of all vehicles entering LPCC property shall have limits of not less than five million dollars ($5,000,000) inclusive per occurrence for bodily injury, death and damage to property.
    e. Completed Municipality of Leamington Release and Indemnity Form available at Leamington.ca/HauledSewageApplication
    f. Security deposit in the form of a bond, letter of credit or certified cheque in the amount of $500; to be held in trust until such time as the Hauler ceases disposing of Hauled Sewage at the LPCC. If the Haulers approval to dispose is revoked for not meeting conditions outlined in this Policy, the security deposit will be retained by the Municipality and will not be returned.
3. Upon receipt of all information identified above, the Municipality will review and notify the Hauler of their approval status.
4. The approval will expire on December 31 annually and Haulers are responsible for submitting a new application form with all required documentation prior to the expiry date to ensure their renewal is approved.

Site Hours and Access

1. Haulers will be granted access to the Leamington Pollution Control Centre to dispose of Hauled Sewage at the following times:
    a. Monday to Friday from 6 am to 7 pm, excluding holidays.
2. The plant access gate will be open from 7 am to 4 pm, Monday to Friday, and access outside of these hours (6 am to 7 pm) will be provided through use of access cards.

3. Upon receiving approval to dispose of Hauled Sewage, the Municipality will issue the Hauler an access card for each truck that will be entering LPCC property.
4. Access cards are only to be used for site entry to dispose of Hauled Sewage and not to be used for access for any other purpose.
5. Haulers are responsible for paying a fee for each access card (new or replacement).
6. Haulers are responsible for ensuring access cards remain in their possession, in the truck they are assigned to and are not shared.
7. Haulers must notify the Municipality immediately if an access card becomes lost, misplaced or stolen. That access card will be deactivated and replaced for a fee.

Emergency After-Hours Disposal Procedure

1. The Municipality recognizes that there may be a need for Hauled Sewage disposal outside of normal operating/access card hours and has established the following process to request after-hours access. After-hours access will only be provided in emergency circumstances and must be approved.
2. The emergency needs to be justified and include one of the following:
    a. Greenhouse septic system failure.
    b. Greenhouse septic system shutdown by MECP due to inability to meet discharge criteria.
    c. Major residential system failure that exceeds truck volumes and cannot be held until the next business day.
3. To obtain approval for Hauled Sewage disposals outside of normal operating/access card hours, Haulers must contact the Supervisor, Pollution Control or the Manager of Environmental Services and provide the following information:
    a. Source of Hauled Sewage
    b. Reason for after-hours request
    c. Estimated number of truck loads for disposal
    d. Date and time for disposal
4. Municipal staff will review the request and inform the Hauler whether the after-hours disposal request is approved. Municipal staff will provide access to the LPCC during the time requested and the Hauler will be assessed the after-hours access fee as outlined in this policy.

Operational Conditions

1. Haulers must only dispose of Hauled Sewage at the LPCC.
2. Unless notified and approved by the Municipality, Haulers must only dispose of Hauled Sewage at LPCC that is from within the Municipality of Leamington limits or surrounding region.

3. Haulers must utilize numbered Hauled Sewage Transfer Tickets for each load disposed of at LPCC.
4. Hauled Sewage Transfer Tickets must be left in the hauler shed for each load disposed and must include the volume and source(s) of the load.
5. Haulers must use the sample bottles provided and supply a representative sample of Hauled Sewage from each load. Samples must be labelled to match the load identified on the Hauled Sewage Transfer Ticket and left in the sample fridge in the Hauler shed. Samples will be analyzed for parameters in Sewer Use By-Law 56-25 at the Municipality's discretion.
6. Hauled sewage must meet the conditions and limits outlined in Sewer Use By-Law 56-25, as amended from time to time.
7. Haulers must only access the Hauled Sewage disposal area while on-site and must refrain from accessing unauthorized areas and equipment.
8. Haulers must dispose of Hauled Sewage in a timely manner and maintain the Hauled Sewage area in a clean and operational state.
9. Only one truck can dispose of Hauled Sewage at a time.
10. Haulers must clean any spilled sewage from their truck or equipment and report any spills that may impact municipal operations or the environment to municipal staff immediately.
11. Haulers must wear personal protective equipment including but not limited to safety footwear, high-visibility clothing, gloves, hard hat and safety glasses.
12. Haulers must be in good standing with the Municipality and MECP.

Hauler Fees

1. Haulers will be charged the following fees to dispose of hauled sewage at LPCC.

Item	**Fee**
Security Deposit	$500
Disposal	$0.09/IG
Emergency After-Hours Access	$300 (1st hour) $100 (each additional hour)
Access Card (new or replacement)	$25/card

2. Haulers will be billed monthly based on recorded volumes and the number of emergency access requests.
3. Fees are subject to change annually as published in the Fees By-Law.

Disposal Privileges

1. Haulers will receive a written warning for failure to comply with any conditions outlined in this Policy or for non-payment on any account when due.
2. Subsequent failure to comply with the Policy conditions will result in a suspension of disposal privileges at the discretion of the Municipality.

References and Related Policies

- By-Law 56-25 Sewer Use By-Law

(Report ES-08-26)