

**THE REGIONAL MUNICIPALITY OF YORK
ENVIRONMENTAL SERVICES**

HAULED WASTEWATER RECEIVING POLICY

Effective: May 1, 2012

Amended: January 2019

york.ca/wateris

The logo for York Region, featuring a stylized white bird or wing shape above the text "York Region" in a serif font. The logo is set against a dark blue background that is part of a larger graphic design consisting of overlapping blue and purple shapes in the bottom right corner of the page.

York Region

For all inquiries and correspondence about the Hauled Wastewater Receiving Program and to obtain registration application materials, contact:

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1.0 PURPOSE

As a service to York Region residents and businesses not served by a municipal wastewater system, York Region operates a Hauled Wastewater Receiving Program to accept hauled wastewater at designated wastewater handling facilities.

As part of this program, York Region has developed this Hauled Wastewater Receiving Policy (the Policy) under the authority of York Region’s Sewer Use Bylaw to regulate the discharge of hauled wastewater at hauled wastewater receiving facilities owned by York Region. The Policy establishes procedures, terms and conditions for participation in the Hauled Wastewater Receiving Program (the Program).

In particular, this Policy:

1. Establishes registration requirements and procedures for haulers.
2. Classifies the types of hauled wastewater that may be discharged at hauled wastewater receiving facilities.
3. Establishes discharge procedures.
4. Sets out billing process for haulers and generators of hauled wastewater.
5. Specifies additional hauler responsibilities and conditions for participation in this Program.
6. Stipulates the consequences for violations of this Policy.

2.0 DEFINITIONS

The following terms are defined as follows for the purposes of this Policy:

- “discharge” includes add, deposit, emit, release or leak;
- “EME Unit” means the Environmental Monitoring and Enforcement Unit within York Region’s Environmental Services Department;
- “Facility Staff” means:
 - a) employee of York Region’s Environmental Services Department, including staff from the EME Unit; and
 - b) employee of The Regional Municipality of Durham whose duties relate to the operation of Duffin Creek Water Pollution Control Plant;
- “Fees and Charges Bylaw” means York Region Bylaw No. 2010-15, as amended or replaced;
- “hauled sewage” includes sewage which is removed from a cesspool, a septic tank system, a privy vault or privy pit, a chemical toilet, a portable toilet, a sewage holding tank, any sewage infrastructure or sewage works and transported for discharge, but does not include hauled waste;
- “hauled waste” means liquid industrial waste (as this term is defined by Reg. 347) that is transported for discharge and that must be transported with a manifest in accordance with Reg. 347;
- “hauled wastewater” includes hauled sewage and hauled waste;
- “hauled wastewater receiving facility” or “Facility” means a facility designated under section 4.01 of this Policy to receive hauled wastewater in accordance with this Policy;
- “hauler” means a person who transports or causes or permits the transport of hauled wastewater to a hauled wastewater receiving facility and includes an employee of the person;
- “industrial” means of or pertaining to industry, manufacturing, commerce, trade, business or institutions as distinguished from residential;
- “ministry” means the Ontario Ministry of Environment, Conservation and Parks and any successor ministry that is responsible for the *Environmental Protection Act*, R.S.O. 1990, c.E.19 and the *Ontario Water Resources Act*, R.S.O. 1990, C. O.40;
- “prohibited wastewater” means one or more of the types of wastewater described in section 5.01 of this Policy;

- “property” means any land, whether vacant or occupied by a building or structure and includes such building or structure or part of a building or structure, and all mobile homes, mobile buildings, mobile structures, outbuildings, fences and erections thereon whether heretofore or hereafter erected and includes a site;
- “Reg. 347” means the General - Waste Management regulation (R.R.O. 1990, Reg. 347) under the Ontario Environmental Protection Act, R.S.O. 1990, c. E.19, as amended or replaced;
- “sanitary sewer” means any part of the sewage works that is intended to collect and convey sewage to a sewage treatment facility;
- “sewage” means any liquid containing organic, inorganic, animal, vegetable or mineral matter in solution or in suspension, including floating materials, but does not include storm water or uncontaminated water alone;
- “sewage works” means any works owned by The Regional Municipality of York used for the collection, transmission, treatment or disposal of sewage, storm water or uncontaminated water and includes a sanitary sewer, storm sewer and land drainage works;
- “Sewer Use Bylaw” means York Region Bylaw No. 2011-56, as amended or replaced;
- “site” includes a property where an industrial activity takes place that is capable of discharging to a sewage works;
- “spill” means 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;
- “substance” means any physical matter, whether solid, liquid or gas;
- “York Region” means The Regional Municipality of York as a municipal corporation and its authorized representatives, or the geographic area of The Regional Municipality of York, as the context may require.

3.0 HAULER REGISTRATION REQUIREMENTS AND PROCEDURES

3.01 Registration Requirement

As of May 1, 2012, all haulers must be registered in the Hauled Wastewater Receiving Program with York Region in accordance with this Policy in order to discharge hauled wastewater at any hauled wastewater receiving facility. Annual renewal is required in order to maintain registration. Only validly registered haulers with proper proof of registration will be permitted access to a Facility.

3.02 Registration Application Process

(a) Registration Application Documents

In order to register with the Hauled Wastewater Receiving Program, a hauler must complete and submit the following registration documents to York Region, with satisfactory payment of the required fees:

- Wastewater Hauler Registration Application
- Copy of ministry environmental compliance approval, certificate of approval or environmental activity and sector registry
- Copy of WSIB clearance certificate
- Proof of tank capacity
- York Region Certificate of Insurance form
- Proof of Training form
- Other documents may be required to support registration

The registration documents can be accessed through York Region's Sewer Use Bylaw Services Portal (<https://yorkseweruse.york.ca>). Paper copies of registration documents may be provided by the EME Unit upon request.

Note that any information submitted to York Region may be available for disclosure to the public in accordance with the *Municipal Freedom of Information and Protection of Privacy Act, 2001* (MFIPPA). Haulers must clearly indicate if they consider any information submitted to York Region is considered to be confidential, proprietary or otherwise exempt from disclosure under MFIPPA and provide reasons to support its non-disclosure. For clarity, the determination of whether or not this type of information is exempt from public disclosure will be made in accordance with the requirements of MFIPPA.

(b) Registration Fees and Charges

A non-refundable, annual **registration fee** will be charged for registration in the Hauled Wastewater Receiving Program for each calendar year.

Non-refundable fees for electronic/magnetic access devices will be charged for each device required. The same fee will also be charged to replace any lost or damaged devices.

The fees for the Hauled Wastewater Receiving Program are set by Council and can be found at www.york.ca/seweruse.

(c) Registration in the Hauled Wastewater Receiving Program

Hauled Wastewater Receiving Program registration applications shall be submitted through the Sewer Use Bylaw Services Portal (yorkseweruse.york.ca). Paper registration is not accepted unless otherwise authorized by York Region prior to the submission.

The EME Unit will review the registration application and associated materials submitted by an applicant. If all required information is provided and is satisfactory to the EME Unit, in its sole discretion, and the applicable fees have been paid the hauler will be registered in the Hauled Wastewater Receiving Program.

Each hauler, who uses a hauled wastewater receiving facility, must review and be familiar with the Aysix Logger Manual and the Hauled Wastewater Receiving Policy (this document), and sign the Proof of Training form. Company owners are responsible for providing the training to each employee and for ensuring each employee complies with all requirements of the Policy. Signed Proof of Training forms are to be submitted with the registration application. The Aysix Logger Manual and this Policy are available for download through the Sewer Use Bylaw Services Portal (yorkseweruse.york.ca).

An incomplete registration application may be returned to the applicant. To be considered complete, all registration documents must be completed and, where applicable, signed by the applicant and all required fees must be submitted with the registration application.

York Region reserves the right to refuse registration of a hauler into the Hauled Wastewater Receiving Program on any of the following grounds:

- The hauler does not possess a valid certificate of approval, environmental compliance approval, valid registration with or other authorization from the ministry for transporting hauled wastewater.

- The hauler or any related person or predecessor entity has violated this Policy while previously registered in the Hauled Wastewater Receiving Program.
- The hauler or any related person or predecessor entity has a history of non-compliance with any regulatory authority that, in York Region's opinion, renders the hauler unfit to participate in the Hauled Wastewater Receiving Program.
- Uncertainty about the identity of the hauler, its vehicles or drivers (for example, but without limitation, uncertainty about the legal name of an individual, existence of a corporation, a licence plate number etc.).
- The hauler or any related person or predecessor entity is involved in pending or unresolved litigation with York Region.
- The hauler has unpaid fees payable to York Region.
- Any other reason that, in the sole opinion of York Region and without limitation, is, necessary to protect the integrity of York Region infrastructure, ensure the health and safety of York Region employees and residents, protect the natural environment, or to prevent undue impacts on York Region residents.

Upon registration of a hauler in the Hauled Wastewater Receiving Program the Region will send the hauler the electronic/magnetic access device(s) and registration permit(s) for each vehicle registered by the hauler. Registration will be valid until the end of the indicated calendar year.

York Region may impose and amend specific terms, conditions or restrictions on particular haulers as deemed necessary or appropriate by York Region in its sole discretion, whether at the time of registration or thereafter.

3.03 Renewal of Registration

Registration is valid until the end of each calendar year. Haulers registered in the Hauled Wastewater Receiving Program must renew their registration by **November 30** in order to maintain continuous registration for the next calendar year, without lapse or loss of discharge privileges. Any registration not renewed by this time may be automatically cancelled on January 1 of the following year by York Region and electronic/magnetic access devices issued to the hauler may be deactivated without further notice to the hauler.

To renew a registration, a hauler must complete and submit to York Region, the same forms listed in section 3.02 above and submit the current registration fee. Renewal applications will be accepted by the EME Unit beginning September 1 of the preceding year.

York Region is not obligated to renew any registration, and may refuse to renew a hauler's registration for any of the grounds listed in section 3.02 above.

Once re-registered, the hauler will be sent a new registration permit for each registered vehicle. Electronic/magnetic access devices provided to the hauler with the initial registration will remain active, or the Region may issue the hauler new or replacement electronic/magnetic access devices at the discretion of the Region.

3.04 Update of Information

Registered haulers must contact the EME Unit, within 5 business days, of any of the following changes occurring:

- change to company name
- change to mailing address
- addition of a new truck
- addition of new employee/personnel if such person will utilize a hauled wastewater receiving facility
- replacement of registered trucks or licence plates or
- loss of any valid registration permit or active electronic/magnetic access device

3.05 Cancellation of Registration

(a) By Hauler

A hauler may cancel its registration with the Hauled Wastewater Receiving Program by notifying the EME Unit in writing at least 30 days before the intended cancellation date.

(b) By York Region

York Region may cancel a hauler’s registration in accordance with Section 9.0 of this Policy.

A hauler whose registration has been cancelled will no longer be entitled to participate in the Hauled Wastewater Receiving Program or have access to any hauled wastewater receiving facilities. The hauler’s electronic/magnetic access devices will be deactivated upon cancellation.

4.0 HAULED WASTEWATER RECEIVING FACILITIES AND HOURS OF OPERATION

The following are the hauled wastewater receiving facilities currently approved by York Region to receive hauled wastewater in accordance with this Policy:

Hauled Wastewater Receiving Facility	Types of Hauled Wastewater Accepted	Permitted Source Area	Receiving Hours
Aurora Sewage Pumping Station 242 St. John’s Sideroad, Aurora, Ontario	Hauled sewage and hauled waste	All of York Region	24 hours a day, year round
Sutton Water Resource Recovery Facility 5741 Black River Road, Sutton, Ontario	Hauled sewage only	Town of Georgina only	6:00 a.m. to 6:00 p.m. Mon- Fri
Duffin Creek Water Pollution Control Plant 901 McKay Road Pickering, ON L1W 3A3	Hauled sewage only	All of York Region	24 hours a day, year round

**York Region reserves the right to adjust the hours of operation or discharge procedures for any hauled wastewater receiving facility without prior notice at any time and for any reason.*

5.0 HAULED WASTEWATER CLASSIFICATION AND RESTRICTIONS

The classification and restriction of hauled wastewater is described below. Classification is based on the source, quality and nature of the hauled wastewater and the treatment capabilities and capacity of each of the hauled wastewater receiving facilities.

5.01 Prohibited Wastewater

Despite what may be written anywhere else in this Policy, the following types of wastewater are not permitted to be discharged at any hauled wastewater receiving facility:

- Wastewater generated from slaughterhouses or rendering facilities (and wastewater similar to what would be generated at these facilities).
- Wastewater generated from municipal wastewater pumping station maintenance activities, unless written authorization is obtained from York Region prior to the discharge. For clarity, emergency situations where flow diversion is necessary to temporarily maintain normal operation of the sewage pumping station is not considered to be "maintenance activities", thus no prior authorization is required.
- Wastewater generated outside of York Region.
- Wastewater that contains any substance that is prohibited by the Sewer Use Bylaw such as, but not limited to:
 - Combustible liquid
 - Needles/Sharps
 - Flammable liquid
 - Fuel
 - PCBs
 - Pesticides
 - Radioactive waste
- Wastewater that contains a pH value of less than 4.5 or greater than 11.
- Wastewater that would otherwise be prohibited by Part 3 of the Sewer Use Bylaw.
- Wastewater that contains suspended solids with a concentration greater than 60,000 mg/L.
- Wastewater that contains plastic biofilter media.
- Incorrectly classified wastewater.

In addition, York Region retains the right to assess and determine, in its sole discretion, whether a particular load or type of hauled wastewater is acceptable for discharge at a hauled wastewater receiving facility, and may reject any load accordingly.

York Region may also reject an otherwise acceptable load from a hauler due to reasons related to plant operations and maintenance, treatment capacity, potential nuisance to third parties or ensuring York Region's regulatory compliance with applicable laws.

5.02 Hauled Sewage

Please refer to the definition of hauled sewage in Part 2 (Definitions) of this Policy.

Hauled sewage is accepted at York Region hauled wastewater receiving facilities and subject to applicable hauled sewage disposal fee as set by Council. Hauled sewage collected outside of the Town of Georgina is not permitted to be discharged at the Sutton Water Resource Recovery Facility.

Hauled sewage is currently exempt from the parameter concentration limits set out in Table 1 of the Sewer Use Bylaw. In addition to the suspended solids and pH limits set out in section 5.01, York Region may in the future impose limits for certain parameters.

5.03 Hauled Waste

Please refer to the definition of hauled waste in Part 2 (Definitions) of this Policy

Under Reg. 347, "liquid industrial waste" includes (but is not limited to) waste from enterprises involving industrial, manufacturing or commercial processes or operations, from research or experimental activity, and from medical clinics, school, laboratories and hospitals, but does not include "hazardous waste" or "hauled sewage" (as those terms are defined by Reg. 347).

It is the responsibility of the hauler, in consultation with the generator, to ensure that wastewater has been classified properly in accordance with Reg. 347. If York Region has reason to believe that hauled waste or hauled sewage has been misclassified, York Region reserves the right to re-classify the wastewater as hauled sewage, hauled waste or prohibited wastewater.

Hauled waste must not be mixed with hauled sewage. Hauled waste is only accepted at the Aurora Sewage Pumping Station.

Hauled waste will only be accepted if the generator of the wastewater has a valid surcharge agreement (under Part 7 of the Sewer Use Bylaw) in place with York Region.

It is the responsibility of the hauler to ensure that the generator has a valid surcharge agreement with York Region prior to hauling wastewater to any hauled wastewater receiving facility. The EME Unit can assist haulers in determining whether a generator has a surcharge agreement in place with York Region. York Region may, in its sole discretion, waive the requirement for a pre-existing surcharge agreement with a generator of hauled waste.

Hauled waste must meet Sewer Use Bylaw Table 1 parameter limits, except for surchargeable parameters, which may be exceeded only to the extent permitted by a valid surcharge agreement.

Generators of hauled waste may be required to set up a self-monitoring program and submit sample test results to the EME Unit for review, and generators will be responsible for their own monitoring and analysis expenses. Sampling requirements will be determined by the EME Unit based on the type and strength of the waste.

In order to ensure appropriate staffing levels, haulers must provide York Region with a minimum of 48-hours notice prior to discharging hauled waste at hauled wastewater receiving facilities. Notice is to be provided by contacting the York Region Control Panel at the phone number provided in Section 11.0. York Region may require sampling and analysis of the wastewater at the generation facility, prior to hauling.

Recognizing that the acceptance of hauled waste at Regional facilities may create significant operational risks, York Region reserves the right to refuse, restrict or impose conditions on its acceptance of hauled waste, including rejecting any particular load of hauled waste at any time for any reason.

5.04 Classification Summary

Type of Wastewater	Hauled Sewage	Hauled Waste
Prior notification requirements	No prior notification required	Minimum of 48 hours prior notice required for every discharge
Surcharge agreement with generator required	No	Yes, unless requirement waived by York Region
Acceptable hauled wastewater receiving facilities for discharge	All York Region hauled wastewater receiving facilities Note: Sutton WRRF only accepts hauled sewage generated within the Town of Georgina.	Aurora Sewage Pumping Station only
Volumetric rate payable on discharged wastewater	Hauled sewage disposal fee	Municipal wastewater rate and applicable surcharges
Party responsible for payment of discharge fees	Hauler	Generator

6.0 DISCHARGE PROCEDURES

Haulers must adhere to all the conditions and requirements of the Policy while at any hauled wastewater receiving facility. The Proof of Training Form is incorporated into and form part of this Policy.

6.01 Aurora Sewage Pumping Station and Sutton Water Pollution Control Plant

Haulers must follow the procedure below for discharging hauled wastewater at the Aurora Sewage Pumping Station and hauled sewage at the Sutton Water Resource Recovery Facility:

1. **Provide minimum of 48 hours prior notice for hauled waste.** Haulers must provide York Region with a minimum of 48 hours prior notice for discharges of hauled waste, and York Region may refuse, restrict or impose conditions on the hauler.
2. **Ensure the generator has a valid surcharge agreement for hauled waste.** As described in section 5.03, haulers must ensure that the generator of hauled waste has a valid surcharge agreement with York Region (unless York Region permits otherwise).
3. **Use the electronic/magnetic access device issued to the vehicle by York Region for access to the hauled wastewater receiving facility.** Each vehicle that enters a facility should have only gained entry by using the electronic/magnetic access device assigned to it. Electronic/magnetic access devices can only be used to allow entry for the vehicle for which it was registered.
4. **Display registration permit.** Haulers must have a valid registration permit specific to the vehicle carrying the hauled wastewater that is visible to Facility Staff in order to gain entry to a hauled wastewater receiving facility. Failure to display a valid permit may result in the load being rejected. Employees or agents of corporate registered haulers may be required to show evidence of their employment status.
5. **Complete transfer documentation.**
 - a. **Hauled Sewage:**

The requirements for transfer documentation vary based on whether or not the hauled wastewater receiving facility has an operational automated receiving panel and are set out below.

Where a hauled wastewater receiving facility:

i) Does not have an operational automated receiving panel:

- a. Haulers must complete the sign-in log at the facility. Haulers are responsible for maintaining a record of load source as well as waste type. Such information must be retained for two years and provided to York Region upon request, or;
- b. Haulers must fill out and submit a Transfer of Sewage Waste form (transfer ticket) for each load of hauled sewage discharged. The transfer ticket must be left in the drop box at the site prior to leaving. On this form, haulers must list each location from which the wastewater was collected, whether it is from a tank or septic system, and whether the generator is a residence or a business.

ii) Has an operational automated receiving panel: haulers must use the electronic/magnetic access device issued to the discharging vehicle to turn on and operate the receiving panel. Haulers may not bypass the panel to discharge hauled sewage.

b. Hauled Waste:

Before discharging, haulers must submit to Facility Staff (in person) a waste manifest for the load; properly completed in accordance with the manifesting requirements of Reg. 347. Facility Staff will complete the remaining section and return the appropriate copies to the hauler.

- 6. **Generator verification.** Facility Staff may contact certain wastewater generator(s) listed on the transfer ticket or manifest to verify the source of the hauled wastewater.
- 7. **Sampling.** It is the hauler’s responsibility to conduct sampling of the hauled wastewater from their vehicle. Haulers must comply with any sampling instructions given by Facility Staff, and the samples must be left at the Facility.
- 8. **Inspection.** Facility Staff, at their discretion, may conduct further sampling or inspection of the contents of any vehicle, and may reject a load if there are reasonable grounds to suspect that the source or nature of the hauled wastewater has not been accurately described or it does not meet requirements of the Sewer Use Bylaw.

9. **Discharge.** Once any required sampling is complete and Facility Staff has authorized the discharge, the hauler may commence discharging. Discharging must be done by mechanically connecting a discharge hose to the receiving port to avoid spillage and odours. Even after a hauler has begun discharging, Facility Staff may require a hauler to stop discharging any load at any time for any reason and/or require further samples.
10. **Clean up.** Prior to leaving the site, the hauler must return the site to its previous state, cleaning up any wastewater, removing any garbage and replacing the cap on the receiving port. If the water hose onsite has been used, it must be shut off and hung up in a manner to ensure that the hose is allowed to drain.

6.02 Duffin Creek Water Pollution Control Plant (WPCP)

Haulers must follow The Regional Municipality of Durham's discharge requirements and procedures set out in its Hauled Wastewater Policy. Haulers must complete Duffin Creek Water Pollution Control Plant's orientation when using the facility for the first time. Facility Staff will perform the orientation with the driver. Haulers must notify security at the guardhouse upon each arrival. Upon a hauler's first visit, Duffin Creek WPCP security will assist in making orientation arrangements.

Display registration permit. To gain access to Duffin Creek WPCP, haulers must have a valid York Region registration permit specific to the vehicle carrying the hauled wastewater that is visible to Facility Staff in order to gain entry to a hauled wastewater receiving facility. Failure to display a valid permit will result in the load being rejected. Employees or agents of corporate registered haulers may be required to show evidence of their employment status.

Complete transfer documentation. Haulers must fill out and submit a copy of The **Regional Municipality of Durham's** Transfer of Sewage Waste form (transfer ticket) for each load of hauled sewage discharged. The transfer ticket must be submitted at the site prior to leaving.

7.0 DISCHARGE FEES AND CHARGES

7.01 Discharge Fees – Hauled Sewage

Haulers will be charged a fee for each load of hauled sewage discharged to hauled wastewater receiving facilities.

The discharge fee for each load of hauled sewage discharged at a temporary hauled wastewater receiving facility that is not equipped with an automated receiving panel will be equal to the **hauled sewage disposal fee** (set out in the Fees and Charges Bylaw) multiplied by **85 percent** of the vehicle's full tank capacity.

The discharge fee for each load of hauled sewage discharged at the Sutton Water Resource Recovery Facility and at the Aurora Sewage Pumping Station through the automated receiving panel will be a volumetric fee using the **hauled sewage disposal fee**. Discharge volume will be measured by flow meter and haulers will be charged based on the measured reading which is non-negotiable. The flow meters will be calibrated routinely.

The discharge fee for each load of hauled sewage discharged at Duffin Creek Water Pollution Control Plant will be based on a method as set out in accordance with the Regional Municipality of Durham's Hauled Wastewater Policy. The Regional Municipality of Durham will issue invoices directly to haulers.

7.02 Discharge Fees – Hauled Waste

Generators (and not haulers) of hauled waste will be charged a fee for each load of hauled waste discharged to hauled wastewater receiving facilities. The discharge fee for each load will be equal to York Region's **wastewater rate** multiplied by the **volume of hauled waste discharged** (as indicated on the manifest), plus any applicable **surcharge fees** (in accordance with the current surcharge agreement). Hauled waste fees will be invoiced directly to the generator. Please refer to www.york.ca/seweruse for surcharge fees schedule.

8.0 ADDITIONAL HAULER RESPONSIBILITIES

8.01 General

1. Each hauler is solely responsible for the contents of its vehicles and for any impact a load of hauled wastewater may have on a hauled wastewater receiving facility or its operating processes, other sewage works or other infrastructure, or to property or the environment.
2. Haulers must have all necessary regulatory approvals in place in order to participate in the Hauled Wastewater Receiving Program, and must comply with all applicable regulatory approvals, statutes, regulations, bylaws, policies and guidelines, whether federal, provincial or municipal. Nothing in this Policy affects any obligation of a hauler to comply with the Sewer Use Bylaw, and nothing in this Policy affects York Region's ability to prosecute any contravention of the Sewer Use Bylaw.
3. Haulers are liable to York Region for any damage or disruption caused by a hauler or its activities to a hauled wastewater receiving facility, its operating processes, York Region or third party's property, or to the natural environment.
4. Only the haulers' employees and authorized agents may enter onto any part of the hauled wastewater receiving facilities. Haulers are not permitted to bring minors or persons deemed to be unauthorized by Facility Staff to the hauled wastewater receiving facilities.

8.02 Conduct

York Region's hauled wastewater receiving facilities are equipped with surveillance systems and activities at the facilities are monitored and recorded. The following conduct rules apply to all haulers at all receiving facilities:

1. While at any of York Region's hauled wastewater receiving facilities, no person shall urinate or defecate at a place not labelled as a washroom.
2. While at any of York Region's hauled wastewater receiving facilities, haulers shall stay within the area used for hauled wastewater receiving only and shall not enter onto any other part of the facilities unless otherwise permitted by York Region.
3. Haulers must accompany the wastewater hauling vehicle at all times while the load is being discharged.
4. All hoses and other equipment belonging to the hauler must be removed from the site.
5. No washing of vehicles allowed at the facility at any time except for the purpose of cleaning up leaks/spills.

6. The water hose at the facility shall not be used to fill up any tank on the vehicle.
7. Any damage to the facility (gate, lock, receiving pad, blockages, etc.) shall be immediately reported to York Region staff onsite or the York Region Control Panel at the number provided in Section 11.

8.03 Leaks/Spills

Depending upon the nature, volume and material spilled, the hauler may be required to perform, or remain onsite to assist with the clean-up of the leak/spill. For small leaks/spills, the hauler shall rinse down the dump pad immediately. If the water hose onsite has been used, it must be shut off and hung up in a manner to ensure that the hose is allowed to drain. The hauler responsible for a leak/spill is responsible for any cost incurred as a result of the leak/spill and will be billed by York Region.

1. If a spill is observed upon arrival at the hauled wastewater receiving facilities and Facility Staff are onsite, the hauler shall immediately inform Facility Staff of the spill
2. If a spill is observed upon arrival at the hauled wastewater receiving facilities and Facility Staff are not onsite, the hauler shall contact York Region Control Panel at the number provided in Section 11 to report the spill
3. If a spill occurs at the time of discharge by a hauler and Facility Staff is onsite, the hauler shall immediately inform Facility Staff of the spill
4. If a spill occurs at the time of discharge by a hauler and Facility Staff are not onsite, the hauler shall contact York Region Control Panel at the number provided in Section 11 to report the spill
5. Haulers must keep all materials required to respond to spills readily available to control and remediate any spill that may occur.
6. Haulers must comply with applicable provincial and federal regulatory notification requirements in case of a spill by the hauler and notify York Region immediately.

9.0 CONSEQUENCES FOR VIOLATIONS

York Region will impose sanctions on haulers for failing to abide by this Policy. Sanctions under this Policy do not preclude enforcement action by York Region for a contravention of the Sewer Use Bylaw.

9.01 Violations Resulting in Immediate Registration Cancellation

The following violations will result in immediate cancellation of a hauler’s registration:

- The hauler has any unpaid fees owing to York Region for more than 90 days.
- Obstructing/harassing/being violent towards Facility Staff.
- Providing false or misleading information to Facility Staff.
- Any violation of this Policy resulting in damage to the sewage works or other infrastructure.

9.02 Violations Resulting in Progressive Sanctions

All other violations of this Policy will result in progressive sanctions as follows:

Violation Number (in past three years)	Sanction
First	Issuance of Letter of Violation
Second	One month Suspension Notice
Third	Three month Suspension Notice
Fourth	Twelve month Suspension Notice
Subsequent	Indefinite registration suspension or registration cancellation, at the discretion of York Region

Electronic/magnetic access devices will be deactivated during any registration suspension or cancellation. In addition, York Region reserves the right to extend any registration suspension beyond the term of the suspension for any continuing Policy violation until the violation has been corrected or remedied to the satisfaction of York Region.

The number of violations against a hauler will be determined based on the identity of the hauler, not the identity of the driver or the number of trucks operated by the hauler. For example, if two employees each violate the Policy, this will result in the application of two sanctions against the hauler company.

In the event that York Region imposes an indefinite registration suspension on a hauler, York Region may, in its sole discretion, decide the length of the suspension, and may set any requirements or preconditions it deems appropriate for the lifting of the suspension.

10.0 CHANGES TO PROCEDURES OR SUSPENSION OF PROGRAM

York Region may temporarily or permanently stop accepting hauled wastewater under the Program at any hauled wastewater receiving facility without prior notice to haulers whether or not the hauled wastewater receiving facilities are operational. It is the responsibility of the hauler to make lawful alternate disposal arrangements if hauled wastewater is not accepted at a hauled wastewater receiving facility at any particular time.

York Region may amend this Policy at any time without advance notice to haulers. A hauler acknowledges that in consideration of the acceptance or renewal of its registration that York Region will not be responsible in whole or in part for any cost, loss, charges or expenses suffered or incurred by a hauler as a result of this Policy, changes to this Policy, cancellation of a registration or the temporary or permanent cessation of all or part of the Hauled Wastewater Receiving Program established by this Policy.

11.0 CONTACT INFORMATION

For all inquiries and correspondence about the Hauled Wastewater Receiving Program during office hours (8:00 am and 4:00 pm Monday through Friday), contact:

Environmental Monitoring and Enforcement (EME) Unit

The Regional Municipality of York
Environmental Services – Operations Maintenance and Monitoring
380 Bayview Parkway, Newmarket, ON L3Y 4W3

Tel: 1-877-464-9675

Fax: 905-830-9267

york.ca/seweruse

To report spills to York Region or damage to the facility and for inquiries/assistance outside of office hours, contact:

Control Panel

The Regional Municipality of York
Environmental Services – Operations, Maintenance and Monitoring
380 Bayview Parkway
Newmarket, ON L3Y 4W3

Tel: 1-866-888-1517 (24-hour)