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**SUBJECT: HAULED LIQUID WASTE DISCHARGE PERMIT - INQUIRY  
APPLICATION & GUIDELINES**

Dear :

This letter is in reply to your inquiry regarding applying for a permit to discharge hauled liquid waste.

In order to hold a Hauled Liquid Waste Discharge Permit to discharge hauled septic tank waste, portable toilet pumpings, or grease trap wastes at the Palo Alto Regional Water Quality Control Plant, the following policies and procedures are to be adhered to:

1. Prior to submitting your application, it is advisable to visit the plant to inspect the plant's discharge area, specifically the grease pit, in order to examine the type of apparatus used in order to insure compatibility with your own equipment.
2. Permit Fee - \$40.00. Payment is to be submitted in the form of a check made payable to the City of Palo Alto. A copy of the discharge procedures will be sent to you upon issuance of the discharge permit.
3. Post a \$2,000 bond or cash deposit (check) with the City of Palo Alto.
4. Provide and maintain general and automobile liability insurance and a hold harmless clause with the City of Palo Alto as certificate holder and **additional insured**. Insurance must remain valid for one year.
5. Acquire the proper documents and forms from the Santa Clara County Health Department (Tel. No. 408/299-6930).
6. Submit a legible copy of each valid Public Health Permit issued by the Santa Clara County Health Department with your application.
7. Hauled liquid waste being discharged at the Plant shall be accepted **only** from locations within the Plant's service area. This covers Palo Alto, East Palo Alto, Los Altos, Los Altos Hills, Mountain View and Stanford.
8. Submit a list of addresses to all pick-up locations with your application.

9. The scheduled hours for hauled liquid waste discharge at the Plant is from 8:00 a.m. to 4:00 p.m., Monday through Friday. If a discharge visit is necessary outside of these scheduled hours and during weekends and holidays, please call the Operations Center at (650)329-2598 to request an appointment for access to the Plant. An operator on duty will meet the driver at the entrance gate to the Plant at a prearranged time.
10. The scheduled hours for grease trap waste discharge is the same as for septic waste discharge. However, it is advisable to telephone the Operations Center prior to your visit to assure that the receiving pit is able to accommodate your load. Occasional maintenance work is performed on it and becomes unavailable during this time. Also, it has been known to fill up to capacity in a short period of time and will not allow for further discharge until clearance is given.
11. The disposal report form obtained from the Santa Clara County Health Department must be thoroughly completed and submitted with each discharge visit. During the initial discharge visit, the driver will be oriented with the proper procedures: (a) completion of disposal report form by the Office Specialist, and, (b) discharge procedures by a Plant operator. It is suggested that the Operations Center be informed by telephone prior to this visit.
12. The hauler must provide a sample of the contents of each tank to be discharged. The nature and source of the waste will be verified before the truck is permitted to unload. If laboratory analysis indicates that the material is not as represented (hauled liquid waste from a domestic source), the hauler's permit may be revoked.
13. All hauled liquid waste discharged must be identified from one specific location, per load. No loads may be mixed with the exception of portable toilet pumpings.
14. The City reserves the right to reject any load of hauled liquid waste under the following conditions:
  - (a) If the waste is not properly identified.
  - (b) If there is not sufficient storage capacity at the plant for the load.
  - (c) For reasons of public health or safety at the discretion of the Manager, Water Quality Control Plant.
  - (d) If the load contains waste materials not authorized by these regulations.
15. **Under no circumstances** does the Plant accept any hazardous materials or hazardous waste of any kind.
16. Waste haulers will be billed directly. The rates for hauled liquid waste discharge is calculated as follows:

Per load of 1,000 gallons or less	\$40.00
Each additional 500 gallons or portion thereof	\$20.00

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I am enclosing a Hauled Liquid Waste Discharge Permit application and regulations for your use. Please complete, sign and submit it with the required permit fee, bond or cash deposit (check) and insurance to Bill Miks, Water Quality Control Plant Manager. The address is 2501 Embarcadero Way, Palo Alto, CA 94303. Your application will be reviewed and your permit will be issued provided all information is in order.

If you have any questions, please contact me at 650/329-2598.

Sincerely,

Sandra Domingo  
Staff Secretary

Enclosure