



Board of Public Utilities

Cheyenne Water and Sewer Departments

2416 Snyder Ave
P.O. Box 1469 (mailing)
Cheyenne, Wyoming 82003

Phone (307) 637-6460
www.cheyennebopu.org

Effective November 20, 2019

Hauled Septage Waste Operating Procedures

1. Scope: These operating procedures apply to any business or person engaged in the commercial pumping/cleaning of septic tanks, septage holding tanks, and chemical toilets. Septage will only be accepted from within Laramie County. Request to accept waste from outside of Laramie County locations will be evaluated on a case by case basis and must be approved, in writing, from the Water Reclamation Division Manager.
2. Prior to commencing any pumping operations:
 - a. Any business or person engaged in the pumping and hauling of septage waste must be licensed by the Cheyenne-Laramie County Health Department.
 - b. An initial inspection of the vehicle to be utilized in pumping and hauling septage waste must also be conducted by the Industrial Pretreatment Program. An accurate graduated site gauge or equivalent is required on each tank to enable a visual estimation of the volume in the tank. If a gauge is not on the truck or inoperable, you will be charged for the full volume of the tank.
 - c. An initial volume check must be completed with non-potable water.
 - d. Proof of insurance must also be provided (copied to file) at the time of the truck inspection.
3. The authorized location for the discharge of hauled septic tank waste and portable toilet waste (septage) is at the Dry Creek Water Reclamation Facility (DCWRF) Septage Dump Station (Cheyenne City Code, Title 13). The Water Reclamation Division Manager may designate another location if necessary. All loads of septage must be accompanied with a signed manifest (available from the Water Reclamation Division). If you need help completing the manifest, please ask the operator for guidance.
 - a. Upon arriving at the DCWRF, haulers must park in the designated area across from the operations door and then check in with the plant operator. Then, **using a container provided by the hauler**, provide a sample of the waste collected from their truck for examination (pH must be between 5.0 and 11.0). **The sample must be pulled from the hauling vessel at the DCWRF, near the Operations Building.** The plant operator will review and sign the manifest for each load prior to allowing discharge at the septage dump station. **Haulers may not analyze their own sample for pH or be behind the Operator's counter for any reason.**
 - b. The operator may, at any time, inspect the license plate or VIN of the vehicle to make sure it had been approved to dump waste at this location.
 - c. Each load that is brought in to DCWRF requires a manifest and pH analysis. Even multiple loads brought in from the same location must each have their own manifest and pH analysis.
 - d. The plant operator has the authority from the Water Reclamation Division Manager to refuse any load he believes may cause interference with plant operation or pass through with the wastewater treatment processes.
 - e. Septage cannot be mixed with grease trap or sand interceptor waste.

4. The BOPU staff are taught to treat customers in a professional and respectful manner. Haulers are expected to use the same professionalism and respect to our staff. Any hauler who acts in a disrespectful or unprofessional manner may be refused service at that time by any of our staff.
5. **The Board of Public Utilities Water Reclamation Division does not accept grease trap/interceptor waste.**
6. Any party found to have deposited a waste listed and identified in 40 CFR Sec. 261.30 through 266.33 by the Environmental Protection Agency (EPA), Resources Conservation and Recovery Act (RCRA) shall become liable to the Board of Public Utilities for any expense, loss or damage incurred by the Board for treatment, removal, reclamation or disposal of such hazardous waste or hazardous waste admixture.
7. Fees: Fees are evaluated annually by the Director and the Administration Manager. Their recommendations are reviewed and approved or disapproved by the Board of Public Utilities and the City Council. Fees are subject to change without notice. (See fee schedule for current year.) The hauler must arrange with the Administration Manager of the Board of Public Utilities for payment of dumping fees prior to commencing operation. Fees may be paid by the purchase of "Septic Dump Tickets" or acceptable credit arrangements.
8. Registration: Upon acceptable arrangements with the Administration Manager for payment of fees, each Hauler will be issued an account number ("S" number). This number, along with the name of the business, must be clearly displayed on the side of their truck with letters and numbers at least six inches in height. Proof of insurance must be available for review at all times.
9. No material or waste from OWS or sand traps (commercial industrial waste) may be discharged into the septage dump station (at the DCWRF).
10. A penalty shall be assessed to any hauler who dumps unauthorized waste. A hauler violating these policies and procedures may have all dumping privileges suspended for a period of up to 30 days and may be assessed any and all cleanup and disposal costs. The Cheyenne-Laramie County Health Department will be notified of all suspensions.
11. Septage type waste will be accepted at the DCWRF during normal business hours (7:00 am to 5:00 pm). Haulers must contact the plant operator after normal work hours and weekend by phone at 635-3163 or plant operator cell 307-286-0451 to arrange for access. If operator is not available, use the intercom to page for assistance.
12. Each business or person engaged in pumping/cleaning septic tank type waste shall be responsible for cleanup of any spills which they have accidentally or purposefully allowed to happen on plant grounds. A hose is provided to clean up with dump station once your truck is emptied. The dump station is under camera surveillance and penalties or loss of dumping privileges may occur for spills left in the area.



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13. The Board of Public Utilities reserves the right to refuse delivery of any septic tank waste or chemical toilet waste. If a load of waste is refused for disposal, the Industrial Pretreatment Program may notify the Wyoming Department of Environmental Quality (WYDEQ) and the Cheyenne-Laramie County Health Department.
14. The Board of Public Utilities requires compliance with all WYDEQ, Cheyenne-Laramie County Health and U.S. EPA rules and regulations concerning hazardous wastes and radioactive waste and the disposal of such waste.
15. Where necessary, the Water Reclamation Division Manager shall furnish the official interpretation of these operating procedures.
16. Neither the Board of Public Utilities, nor the City of Cheyenne, waive sovereign/governmental immunity by entering into this agreement and each specifically retains immunity and all defenses available to each as a sovereign pursuant to Wyo. Stat. 1-39-104 (a) and all other state or federal law.

Matt Buelow, Manager
Water Reclamation Division

Certification Statement:

Certified hauler, please complete the following and return to:

Industrial Pretreatment Program
Board of Public Utilities
PO Box 1469
Cheyenne, WY 82003

or

Return to Dry Creek Water Reclamation Facility
to Vicki Dowdy or Nathaniel Kaufhold
Email to: ipp@cheyennebopu.org

The undersigned hereby acknowledges and agrees to adhere to these operating procedures for the dumping of both septic type waste. The undersigned also agrees to keep a copy of these procedures available to all haulers in their employ that will be utilizing our dumping facilities.

(Name – Signature)

(Name – Printed)

(Company Name)

(Company Mailing Address)

(Company Phone Number)

(Date)

(Please make a copy for your records)