

2025 WASTE HAULER APPLICATION PACKAGE

Administered by:

City of Hamilton
Public Works Department
Hamilton Water Division



Hamilton

This page intentionally left blank.

This Package Includes

TERMS WITHIN WASTE HAULER APPLICATION PACKAGE

HAULED SEWAGE PERMITTING REQUIREMENTS

APPLICATION UPDATES

HAULED SEWAGE PROGRAM LEAFLET

2025 APPLICATION AND TICKETS FEES

APPLICATION FOR ANNUAL CARRIER PERMIT TO DISCHARGE HAULED SEWAGE

RELEASE AND INDEMNITY

AFTER-HOURS WASTE HAULER DISCHARGE APPROVAL PROCESS

This page intentionally left blank

Terms within Waste Hauler Application Package

Hauled Sewage – *This encompassing term includes various types of hauled or carried waste, the breakdown includes:*

Industrial Sewage; Domestic Sewage; Sewage Sludge; Leachate; Sewer Maintenance Cleaning

For detailed definition visit www.hamilton.ca/sewerusebylaw

Industrial Sewage – means sewage from any agricultural, commercial, industrial or institutional premises or any other premises where the sewage includes significant quantities of sewage of non-human origin or differs significantly from domestic sewage.

Domestic Sewage – means waste that is human body waste, toilet or other bathroom waste, waste from showers or bathtubs, liquid or water borne culinary or sink waste or residential laundry waste. *This can include waste from portable toilets or vessel blackwater, meaning “black water tank vessels containing contents as above are considered.*

Sewage Sludge – means semi-solid material recovered from the sewage treatment facility process. *Note that this does not include sewage sludge from an industrial facility - that would fall under industrial sewage.*

Leachate from a waste disposal site.

Sewer Maintenance Cleaning – *means contracted City of Hamilton maintenance cleaning of wastewater/stormwater infrastructure.*

RE: Hauled Sewage Permitting Requirements

21 November 2024

Dear User,

Carriers of Hauled Sewage and Generators of Hauled Sewage discharging industrial sewage at a waste hauling facility without a generator permit issued by the City is a prohibited activity.

Section 9.3(c) Prior to each discharge, submits a signed, completed and legible Hauled Sewage Discharge Declaration to the City at the hauled sewage receiving facility.

Section 9.6(a) of the Sewer Use By-law 14-090, permits the above activity where a valid Generator Permit application has been submitted, verified, and approved.

The City of Hamilton requires that all hauled industrial sewage being discharged at a hauled sewage receiving facility in Hamilton is from a permitted generator facility.

What does this mean for you as a hauler?

Carriers of hauled sewage who discharge industrial sewage must identify the Generator Permit # on all applicable discharge declaration forms.

Generators of hauled industrial sewage who discharge or permit the discharge of sewage sludge/industrial waste must be communicating and providing their Generator Permit # to carriers prior to waste pickup & disposal. Failure to provide a Generator's Permit # for industrial sewage may result in a refusal of entry.

If you have any questions or require further clarification, please contact the Environmental Monitoring and Enforcement unit at sewerusebylaw@hamilton.ca or visit us online at [Hauled Sewage Program Permits | City of Hamilton](#)

Sincerely,



Superintendent

Environmental Monitoring and Enforcement
Compliance and Regulations Section
Hamilton Water

RE: Application Updates

21 November 2024

Dear User,

This memo is to make you aware of changes to the Waste Hauler Application Package.

Sewage types within section 8.0 of the Application for Annual Carrier Permit to Discharge Hauled Sewage have changed to provide consistency for the program. The following are the changes made to this document:

Previously:

- Portable Toilet
- Residential
- Commercial/Institutional
- Leachate
- Industrial
- Sewage Sludge
- Other:
- Contracted Construction/Industrial Waste (City of Hamilton Contract# and Contact required)
- Sanitary Sewer Maintenance Cleaning (City of Hamilton Contract# and Contact required)
- Contract #: Contact Name:

Currently:

- Industrial Sewage
- Domestic Sewage
- Sewage Sludge
- Leachate
- Sewer Maintenance Cleaning (City of Hamilton Contract# and Contact required; enter it below)
- Other:

Refer to Bylaw for definitions

If you have any questions or require further clarification, please contact the Environmental Monitoring and Enforcement unit at sewerusebylaw@hamilton.ca

Sincerely,



Superintendent

Environmental Monitoring and
Enforcement Compliance and Regulations
Section Hamilton Water

This document contains the information you require to complete and submit your 2025 permit application.

1. Fees

In December 2024, City Council approved the 2025 User Fee Rate Structure, effective January 1, 2025, as outlined in Table 1, 2025 Fees:

Table 1 - 2025 Fees

APPLICATION CARRIER ¹PERMIT TO DISCHARGE HAULED SEWAGE OR HAULED WASTE OR BOTH		\$368.47	
VOLUME OF HAULED WASTE VEHICLE		COMPLIANT FEE	NON-COMPLIANT FEE
Up to 1000 imperial gallons or any part thereof	Up to 4.54 m ³ or any part thereof	\$56.63	\$56.63
Greater than 1000 imperial gallons but less than or equal to 3500 imperial gallons	Greater than 4.54 m ³ but less than or equal to 15.9 m ³	\$56.63	\$113.80
Greater than 3500 imperial gallons but less than or equal to 5000 imperial gallons	Greater than 15.9 m ³ but less than or equal to 22.7 m ³	\$113.25	\$169.87
Greater than 5000 imperial gallons but less than or equal to 8000 imperial gallons	Greater than 22.7 m ³ but less than or equal to 36.3 m ³	\$169.87	\$283.12
Greater than 8000 imperial gallons but less than or equal to 10000 imperial gallons	Greater than 36.3 m ³ but less than or equal to 45.43 m ³	\$226.49	\$339.75

¹A permit is required to purchase 2025 tanker tickets and discharge hauled sewage or industrial wastes at City of Hamilton facilities.

2. Unused 2024 Tickets

- All outstanding 2024 Tanker Tickets will be accepted for use and refund up to and including February 14, 2025.
- Waste haulers will be granted access to discharge up to and including January 31, 2025 with their 2024 windshield permit stickers.
- Waste haulers with 2024 permits may purchase 2025 Tanker Tickets up to and including January 31, 2025.

3. Required Documents

To obtain a permit, all waste haulers are required to submit the 9 documents outlined below in Table 2.

To ensure your application is processed quickly, please ensure all areas are complete and legible, and all required documentation and fees are included. The following table is also a checklist and will assist you in ensuring your application package is complete:

Table 2 - Required Documents / Checklist		Check
1	A copy of your current Canada Revenue Agency Business Number / Account Number or proof thereof, such as a remittance slip or invoice.	
2	A copy of your current WSIB Clearance Certificate if applicable.	
3	A copy of your current Commercial Vehicle Operator's Registration (CVOR) or proof that the vehicles to be permitted have a registered gross weight of under 4,500 kg (9,921 lb)	
4	A current Automobile Liability Certificate of Insurance for each vehicle included in the permit for minimum of five million dollars (\$5,000,000).	
5	A current Commercial General Liability Certificate of Insurance for minimum two million dollars (\$2,000,000) endorsed to include the City of Hamilton as additional insured.	
6	A current Environmental Pollution Liability Certificate of Insurance for minimum one million dollars (\$1,000,000) endorsed to include the City of Hamilton as additional insured.	
7	A copy of your entire current Ministry of the Environment, Environmental Compliance Approval for all wastes to be discharged at City of Hamilton facilities. <i>Submit only page 1 if all pages were submitted previously;</i>	
8	A fully completed City of Hamilton Release and Indemnity form (attached).	
9	A fully completed Application for Annual Carrier Permit to Discharge Hauled Sewage or Hauled Industrial Wastes, or Both (attached).	

4. Application Package Submission

Once your application package is complete, it may be submitted by the following method:

Method of Submission	Types of Payment Accepted
By Email: sewerusebylaw@hamilton.ca	Payment will be taken with pick up as detailed below

5. Receiving Your Permit

Once the required documents and fees are received, verified and approved by the City, a permit will be issued. You will then be notified by the City to pick up your Permit and Windshield Stickers at the following location:

Customer Service and Community Outreach
330 Wentworth Street North, Hamilton ON
1st floor Storefront

6. Contact Information

Should you have any questions or concerns please
contact sewerusebylaw@hamilton.ca



Environmental Monitoring and Enforcement
700 Woodward Ave
Hamilton, Ontario L8H 6P4
sewerusebylaw@hamilton.ca
www.hamilton.ca

APPLICATION FOR ANNUAL CARRIER PERMIT TO DISCHARGE HAULED SEWAGE (Part 9 of the Sewer Use By-Law 14-090)

1. Company Name: _____
2. Company Contact Name: _____
3. Company Physical Address: _____
(Street, City, Province, Postal Code)
4. Mailing Address if Different: _____
(Street, City, Province, Postal Code)
5. Phone _____ Email: _____
6. Ministry of Environment [Environmental Compliance Approval](#) (ECA) or [Environmental Activity and Sector Registry](#) (EASR) #: _____

7. Vehicle information for all vehicles included in this permit. Attach list if necessary.

License Plate	Year and Make	Net Total Capacity in Imperial Gallons

- 8.0 Sewage types your vehicle(s) are proposing to discharge into City of Hamilton sewer works under this Permit:

Sewage Type:

Domestic Sewage

*Industrial Sewage

Sewage Sludge

Leachate

Sewer Maintenance Cleaning (City of Hamilton Contract # and Contact required; enter it below)

Other: _____

City of Hamilton Contract #: _____ City of Hamilton Contact Name: _____

*Note, disposal of Industrial Sewage requires a Generator Permit #

- 8b. Source/Generator of Hauled Sewage Sludge or Hauled Industrial Sewage Information

Do any of the vehicles listed in Section 7 carry Hauled Sewage Sludge or Hauled Industrial Sewage as defined in the City of Hamilton

Sewer User By-law? Yes No

If yes, please list the types of sewage (e.g. wastewater treatment plant sludge, process wastewater etc.) and where these wastes originate (e.g. wastewater treatment plants, food processing facility, etc.). Attach list if necessary.

Sewage Type from Section 8.0	Generator <u>Business Name</u>	Generator <u>Address</u>	Generator Permit Number

8. Documents required to be submitted for Permit:

Proof of CRA Business Number

Fully Completed City of Hamilton Release and Indemnity

Copy of Ministry of Environment ECA or EASR Registry (all applicable)

Commercial Vehicle Operator's Registration (CVOR) or Proof of Vehicle(s) registered gross weight less than 4,500 kg

Copy of WSIB Clearance or Equivalent

Certificates of Insurance Required:

Automobile Liability (\$5mil) and Commercial General Liability (\$2mil) and Pollution/Environmental Impairment Liability (\$1mil)

Additional Information:

Additional information attached? Yes No

I certify that all information provided above is true, accurate and complete to the best of my knowledge. I will notify the City of Hamilton of any changes immediately. I have read and will abide by the City of Hamilton Sewer Use By-law 14-090, as amended.

Applicant Signature: _____

Application Date: _____

Any personal information on this form is collected under legal authority of the City of Hamilton Sewer Use By-Law 14-090.
The information collected will be used for the purpose(s) of administering the Sewer Use By-Law.
If you have any questions or concerns about this collection, please contact the Environmental Monitoring and Enforcement
office sewerusebylaw@hamilton.ca

FOR OFFICE USE ONLY	Reviewed by:	Approval Date:
Date/Time Record was Added:	Approved Yes No	Expiry Date

RELEASE AND INDEMNITY
Sewer Use By-law No. 14-090, as amended.
Annual Carrier Permit to Discharge Hauled Sewage or
Hauled Industrial Wastes, or Both

In respect of the discharge of hauled sewage and/or hauled industrial wastes at the Woodward Avenue Wastewater Treatment Plant, the Mountain Transfer Station and Eastport Septage Receiving Station, all of which facilities are owned by the City of Hamilton (hereinafter referred to as the "City Facilities"); And in respect of any permit issued under the Sewer Use By-law No. 14-090, as amended, for the discharge of such hauled sewage and/or hauled industrial wastes at the City Facilities;

I, _____ on behalf of myself and on behalf of
applicant's name

company name obtaining permit

agree that the City of Hamilton shall not be responsible or liable to me,

company name obtaining permit

or any other party in conjunction with the death or personal injury of any person or any damage or loss of property caused by the discharge of hauled sewage and/or hauled industrial wastes at the City Facilities pursuant to a permit issued under the Sewer Use By-law No. 14-090, as amended; and agree to defend, indemnify and save harmless the City of Hamilton, its officers, officials, employees, agents or representatives, from any and all claims, actions, damages, interest, injuries, costs, expenses, fines, penalties, losses or other proceedings whatsoever, which may arise or be brought against the City of Hamilton as a result of or in connection with the discharge of hauled sewage and/or hauled industrial wastes at the City Facilities by me,

company name obtaining permit

its employees, contractors, agents or representatives, except to the extent caused by the negligence, of the City of Hamilton, its officers, officials, employees, agents and representatives, or any of them.

APPLICANT

signature

print name

date

Page Intentionally Left Blank

AFTER- HOURS WASTE HAULER DISCHARGE APPROVAL PROCESS

Operating hours for Woodward and Mountain Transfer Station:

Disposal Location	Mon - Sat	Sun	Holidays
Woodward Avenue	Daily from 6am – 7pm	<i>After-hours Approval *</i>	<i>After-hours Approval *</i>
Mountain Transfer Station	Daily from 8am - 6pm	Closed	Closed (Open Boxing Day)

* Please follow the After-Hours Discharge Approval Procedure to request discharges outside these hours.

After hours discharge is the activity of accessing the Woodward Avenue Wastewater Treatment Plant outside of operating hours listed above, to discharge waste.

To discharge after hours, advanced permission is required and shall be obtained either by a pre-planned request, or on an emergency basis:

1. Pre-planned After-hours Discharges

To obtain permission for pre-planned after-hours discharges, contact

sewerusebylaw@hamilton.ca at least one week in advance, and provide the following details:

- Name of waste hauler company
- Source and type of the wastewater including company name, complete address, and generator permit number (if applicable)
- Reason after-hours discharge is requested
- Estimated number of truck loads to discharge
- Estimated time(s) of discharge(s)

2. Emergency Discharges

To obtain permission for after-hours emergency discharges:

- i. Call the 905-546-2489.
- ii. Your request will be routed to an on-call Environmental Enforcement Officer (EEO) who will return your call and obtain the information required to approve your discharge.
- iii. If approved, the EEO will relay this information to the security guard at Woodward Avenue.

Driver's must follow the direction given by city staff while onsite and must submit the Hauled Wastewater Discharge Declaration and payment tickets to the security guard on duty before discharging.

Should you have any questions or concerns please contact the sewerusebylaw@hamilton.ca