

# 2026 WASTE HAULER APPLICATION PACKAGE

Administered by:

City of Hamilton  
Public Works Department  
Hamilton Water Division



Hamilton

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## 1. Terms Used within Sewage 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

**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.

For detailed definitions visit [www.hamilton.ca/sewerusebylaw](http://www.hamilton.ca/sewerusebylaw)

This document contains the information you require to complete and submit your 2026 permit application.

## 2. 2026 Fees

In December 2025, City Council approved the 2026 User Fee Rate Structure, effective January 1, 2026, as outlined in Table 1, 2026 Fees:

**Table 1 - 2026 Fees**

<b>APPLICATION FOR CARRIER PERMIT<sup>1</sup> TO DISCHARGE HAULED SEWAGE OR HAULED WASTE OR BOTH</b>		<b>2026:      \$379.52</b>	
<b>VOLUME OF HAULED WASTE VEHICLE</b>		<b>COMPLIANT FEE</b>	<b>NON-COMPLIANT FEE</b>
Up to 1000 imperial gallons or any part thereof	Up to 4.54 m <sup>3</sup> or any part thereof	\$58.05	\$58.05
Greater than 1000 imperial gallons but less than or equal to 3500 imperial gallons	Greater than 4.54 m <sup>3</sup> but less than or equal to 15.9 m <sup>3</sup>	\$58.05	\$116.08
Greater than 3500 imperial gallons but less than or equal to 5000 imperial gallons	Greater than 15.9 m <sup>3</sup> but less than or equal to 22.7 m <sup>3</sup>	\$116.08	\$174.12
Greater than 5000 imperial gallons but less than or equal to 8000 imperial gallons	Greater than 22.7 m <sup>3</sup> but less than or equal to 36.3 m <sup>3</sup>	\$174.12	\$290.20
Greater than 8000 imperial gallons but less than or equal to 10000 imperial gallons	Greater than 36.3 m <sup>3</sup> but less than or equal to 45.43 m <sup>3</sup>	\$232.15	\$348.24

<sup>1</sup>A permit is required to purchase 2026 tanker tickets and discharge hauled sewage or industrial wastes at City of Hamilton facilities.

## 3. Unused 2025 Tickets

- All outstanding 2025 Tanker Tickets will be accepted for use and refund up to and including February 13, 2026.
- Waste haulers will be granted access to discharge up to and including January 31, 2026 with their 2025 windshield permit stickers.
- Waste haulers with 2025 permits may purchase 2026 Tanker Tickets up to and including January 31, 2026.

#### 4. 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).	

## 5. 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: <a href="mailto:sewerusebylaw@hamilton.ca">sewerusebylaw@hamilton.ca</a>	Payment will be taken with pick up as detailed below

## 6. 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

## 7. Contact Information

Should you have any questions or concerns please  
contact [sewerusebylaw@hamilton.ca](mailto:sewerusebylaw@hamilton.ca)





Environmental Monitoring and Enforcement  
700 Woodward Ave  
Hamilton, Ontario L8H 6P4  
[sewerusebylaw@hamilton.ca](mailto:sewerusebylaw@hamilton.ca)  
[www.hamilton.ca](http://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

- 8a. 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

9. 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 at [sewerusebylaw@hamilton.ca](mailto:sewerusebylaw@hamilton.ca)

<b>FOR OFFICE USE ONLY</b>	Reviewed by:	Approval Date:
Date/Time Record was Added:	Approved <input type="checkbox"/> Yes <input type="checkbox"/> 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*

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## HAULED SEWAGE PROCEDURE FOR CARRIERS OF HAULED SEWAGE

### 1. General Requirements

**All carriers transporting hauled sewage to the City of Hamilton's receiving facilities must comply with Part 9 – Hauled Sewage of the City's Sewer Use By-law 14-090.**

**This includes, but is not limited to, the following requirements:**

- a) The carrier must hold a valid Annual Carrier Permit to Discharge Hauled Sewage.
- b) The carrier must operate under a valid Environmental Compliance Approval (ECA), be registered under the Environmental Activity and Sector Registry (EASR) for the transportation of hauled sewage or provide proof of exemption.
- c) The carrier must comply with Section 23 of Ontario Regulation 347 (Manifests – Transport within Ontario), where applicable.
- d) Prior to each discharge, the carrier must submit a completed and signed Hauled Sewage Declaration Form.
- e) If hauling sewage from a generator of sewage sludge or industrial sewage, the carrier must verify that the generator holds a valid Generator Permit to Discharge Hauled Sewage Sludge or Industrial Sewage, issued by the City, prior to discharge.
- f) Any generator and/or carrier discharging sewer maintenance cleaning waste must be operating under a valid City contract.
- g) Only hauled sewage generated within the geographical boundaries of the City of Hamilton may be discharged at a City receiving facility.
- h) All prescribed fees for hauled sewage discharges must be paid in full.

**Note: Those discharging hauled sewage from the holding tank of a recreational vehicle are exempt from this procedure.**

### 2. Annual Permit to Discharge Hauled Sewage Requirements

To obtain a Carrier Permit, a *Carrier of hauled sewage* is required to submit a completed application form, together with the necessary documents set out in Section 9.4 of the Sewer Use By-law.

### 3. Permit Renewal Process

Carrier Permit(s) expire December 31 in the year of issuance unless otherwise specified (refer to Section 9.5 of the Sewer Use By-law). You are responsible for ensuring that your Carrier Permit is valid and kept up-to-date and to re-apply as required.

## 4. Hauled Sewage Receiving Facilities

### 4.1 Locations and Regular Hours of operation

Location	Hours of Operation
<b>Woodward Avenue Wastewater Treatment Plant (WWTP)</b>  700 Woodward Avenue Hamilton, ON	Monday to Friday 6:00 am to 7:00 pm  Saturdays 6:00 am to 7:00 pm  Including public holidays
<b>Mountain Transfer Station</b>  37 Kilbride Road Hamilton, ON	Monday to Saturday 8:00 am to 6:00 pm  Open on Boxing Day.  Closed all other public holidays

***Note: Hours may be subject to change.***

## 5. After Hours Discharge Approval Procedure

The City recognizes that there may be a need for discharges outside normal operating hours and has a process in place to obtain approval and access for these discharges only at the WWTP, as set out below.

### 5.1 Pre-planned After-Hours Discharge Requests

To obtain approval for pre-planned discharges outside the hours above, you must contact EME in advance of the proposed discharge with the following information:

- Carrier company name and associated valid Carrier Permit number
- Source of the hauled sewage including address, company name, company contact and company phone number
- Reason for after-hours discharge
- Estimated number of truck loads to discharge, and
- Estimated time(s) of discharge(s)

City staff will review the request and will inform you whether your pre-planned after-hours discharge request has been approved. City staff will notify the after-hours WWTP staff so that they can provide you with access to the hauled sewage receiving facility.

## 5.2 Emergency After Hours Discharge Requests

To obtain approval for emergency discharges outside the hours above:

- a) Call the City's Spills Reporting Line at (905) 540-5188.
- b) Notify the call center representative of the emergency request and the need to speak with an Environmental Enforcement Officer.
- c) provide information to an Environmental Enforcement Officer so that a decision can be made as to whether to approve the discharge request.
- d) The Environmental Enforcement Officer will inform you if your request has been approved and will notify the after-hours WWTP staff so they can provide you with access to the hauled sewage receiving facility.

## 6. Discharge Fees

All fees are set out in the City's Water and Wastewater/Storm User Fees and Charges By-law. For the purposes of such fees, hauled sewage shall be defined as compliant where the Generator(s) of the hauled sewage has provided the General Manager of Public Works with prior laboratory analytical data, satisfactory to the General Manager of Public Works, indicating that the hauled sewage is in compliance with the parameters contained in this By-law.

## 7. Hauled Sewage Discharge Declaration

The multi-part *Hauled Sewage Discharge Declaration* is used to collect information about the Carrier and source of the *hauled sewage* for regulatory and enforcement purposes.

This declaration sheet is required to be:

- a) Complete
- b) Accurate
- c) Legible

## 8. Discharge Procedure at Hauled Sewage Receiving Facility

When discharging at a *hauled sewage receiving facility*, a *carrier* must:

- a) display a valid windshield sticker on or about the driver's upper windshield as proof of a valid *Annual Carrier Permit to Discharge Hauled Sewage*.
- b) follow the posted rules of the facility and directions from City staff, authorized staff of City contractors and any construction personnel.
- c) wear personal protective equipment when outside their vehicle including gloves, hard hat, safety glasses, safety footwear and high-visibility safety clothing.

- d) stay away from unauthorized areas and equipment.
- e) discharge and evacuate the facility in a timely fashion.
- f) pay prescribed fees according to the chart on the back of the tanker ticket based on the tanker capacity before discharging.
- g) submit a fully completed *Hauled Sewage Discharge Declaration* satisfactory to the guard before discharging.
- h) completely clean any sewage spilled from their truck or equipment. Each tanker should be equipped with a bucket and materials to clean up minor spills.
- i) call the City of Hamilton's Spill Reporting Line at 905-540-5188 to report spills outside the normal course of activities associated with discharging hauled sewage waste.
- j) not enter a vehicle tank or any other confined space except in accordance with applicable laws and City procedures.
- k) not smoke on City property.

### **8.1 Discharging at Woodward Avenue Wastewater Treatment Plant (WWTP)**

This location is also known as "Super City". This is a discharge location for both Sewage Haulers and *Hauled Sewage Carriers* contracted by the City to perform collection system maintenance activities only. Issued Windshield sticker indicates either "Hauled Sewage" or "Sanitary Sewer Maintenance Cleaning Waste".

#### **Discharge procedure:**

- a) Enter facility via north security and give guard completed Hauled Sewage Discharge Declaration (white copy) and tanker tickets.
- b) Follow any security guard directions/ instructions.
- c) Drive to Super City located on second roadway southbound on right hand side.
- d) Reverse vehicle and discharge wastes onto grate.
- e) Use water hose to wash wastes into grate such that all liquid passes through the grate. Use precautions to avoid contact with water from hose as it is non-potable effluent water.
- f) Only one truck may discharge at a time.
- g) Drivers are responsible for cleanup of any spill.
- h) If any debris or grit is on the grate, Carrier **MUST** call the Process Supervisor (905-546-2424 ext. 1086) to have an Operator remove the debris.
- i) Carrier must remain on site until the debris is cleaned.

### **8.2 Discharging at Mountain Transfer Site Septage Manhole**

This discharge location is for all hauled sewage carriers except those contracted by the City to perform collection system maintenance activities. Windshield permit indicates "Hauled Sewage".



## Discharge procedure:

- a) Enter facility via Upper Ottawa south gate and note position of sewage discharge manhole on southwest corner of facility.
- b) Reverse tanker to discharge manhole leaving enough room for hose between tanker and discharge manhole. Pylons are provided to be used as guides.
- c) Turn truck engine off.
- d) Give attendant completed Hauled Sewage Discharge Declaration (white copy) and tanker tickets.
- e) Open hatch cover, connect hose and discharge.
- f) Discharge must be completely contained within the hose from truck to manhole, leaking hoses will not be permitted.
- g) When finished discharging, disconnect.
- h) Wash any spilled sewage into manhole using the hose when available seasonally. When hose is not available in the colder months, place absorbent material on spilled sewage and pick-up. Do not sweep absorbent material into manhole, take it offsite for disposal.
- i) Close the manhole hatch.
- j) Drive out via Upper Ottawa south gate.

## 9. Contact Information and Reference Documents

For Emergency Discharge call the City's Spills Reporting Line at (905) 540-5188
For Annual Carrier Permit information and Pre-planned After-Hours Discharge Requests, contact:  Environmental Monitoring and Enforcement Phone: 905-546-2424 ext. 5190 Email: SewerUseBylaw@hamilton.ca
For Annual Carrier Permit renewal and tanker tickets, contact:  Hamilton Water Customer Service and Community Outreach Attn: Customer Service and Community Outreach 330 Wentworth Avenue North Hamilton ON L8L 5W2 Phone: 905-546-4426 Fax: 905-546-2627 Email: waterstorefront@hamilton.ca
City of Hamilton General Inquiries: 905-546-City (2489)
Ministry of the Environment Spills Action Centre: 1-800-268-6060
<a href="https://www.hamilton.ca/operating-business/commercial-water-sewer/sewer-use-by-law">https://www.hamilton.ca/operating-business/commercial-water-sewer/sewer-use-by-law</a>