



NEW YORK CITY DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WASTEWATER TREATMENT

Application for New York City Scavenger Waste Discharge Permit(s)

Mail To: Sean Hulbert, P.E., Acting Chief
Industrial Resource Management & Permitting Section
Bureau of Wastewater Treatment
New York City Department of
Environmental Protection
96-05 Horace Harding Expressway
Corona, New York 11368

IMPORTANT DEFINITIONS

Scavenger Waste: the sludge (i.e. septage) derived from sanitary wastewater discharged into cesspools, septic tanks or privies located within the City of New York.

Sanitary Wastewater: includes bodily wastes, washwater, culinary wastes or similar matter. It does **not** include industrial wastes, such as from any process of industry, manufacturing, trade or business. Additionally, it does **not** include **any** wastes, whatsoever, from grease interceptors, separators or traps.

Notice: **The transportation or disposal of industrial or other wastes, or any waste whatsoever from a grease interceptor, separator, trap or any other source where grease is collected, is strictly prohibited. The discharge of waste collected from outside New York City is also strictly prohibited. Such activities may result in revocation of the permit, and/or penalties and/or imprisonment.**

PLEASE PRINT OR TYPE:

1. Application Date: _____

2. Application is hereby made by: _____
(Establishment or Individual Name)

for a permit to dispose of scavenger waste into specially designated manholes.

3. Address of Applicant: _____
(Street)

(City)

(State)

(Zip Code)

4. Telephone Number (_____) Fax Number (_____)

Email Address _____

5. Location(s) where truck(s) are garaged: _____

6.

| | Vehicle Number | | | | |
|--|----------------|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 |
| Make | | | | | |
| Year | | | | | |
| Color | | | | | |
| Department of Motor Vehicle License Plate Number | | | | | |
| State in which vehicle is registered (Attach copy of vehicle registration) | | | | | |
| Waste Tank Capacity (Gallons) | | | | | |
| Is Applicant the owner or lessee of vehicle? (If lessee, attach name, address and telephone number of the owner and a copy of the lease agreement). | | | | | |
| Is the vehicle ever used to collect non-sanitary wastewaters? See definition of sanitary wastewater on page 1 of this application. If yes, attach a complete explanation. | | | | | |
| Does the vehicle currently have a NYCDEP Scavenger Waste Permit? If yes, list the Permit number. | | | | | |

NOTE: For additional vehicles and/or information, please attach a supplementary sheet.

7. New York State Department of Environmental Conservation Permit No. _____ . You must attach a copy of your current, valid NYS Waste Transporter Permit to this application.

8. Provide below for the previous year, and estimate for the current year and the next calendar year, the number of gallons of scavenger wastes discharged at each designated manhole. If zero, indicate none.

| Discharge Manhole | Volume, Gallons | | |
|-------------------------------------|-----------------|---------------------------|------------------------|
| | Previous Year | Estimate For Current Year | Estimate For Next Year |
| 26 Ward WRRF BROOKLYN | | | |
| Oakwood Beach WRRF STATEN ISLAND | | | |
| Hunts Point WRRF BRONX | | | |
| Bowery Bay WRRF QUEENS | | | |

9. Applicant must submit proof that the required Workers' Compensation and Liability Insurance, and proof that New York State Disability benefits coverage is in force, or proof that such coverage under the law is not required. This information is required pursuant to Section 57 of the Workers' Compensation Law and Section 220, Subdivision 8 of the Disability Benefits Law.
10. Applicant must provide a list of the name(s), home and office address(es) and telephone number(s) of:
- (a) **ALL** officers and directors if applicant is a corporation; or
 - (b) **ALL** partners, general and limited, if applicant is a partnership; or
 - (c) **ALL** members and managers if applicant is a limited liability company; or
 - (d) Owner if it is a sole proprietorship.
11. Applicant must submit:
- (a) Certificate of Incorporation if the establishment is a corporation; or
 - (b) Assumed Name Certificate (Certificate of Conducting Business as Partners) if the establishment is a general partnership; or
 - (c) Certificate of Limited Partnership if the establishment is a limited partnership; or
 - (d) Articles of Organization if the establishment is a limited liability company; or
 - (e) Assumed Name Certificate (Doing Business As Certificate) if the establishment is a sole proprietor doing business under an assumed name.
12. Applicant must provide this department with semi-annual reports. Reports must be received by this Department by May 1st and November 1st of each year. The May 1st report shall include the data listed below for the period October 1st through March 31st. The November 1st report shall include the data listed below for the period April 1st through September 30th.

The semi-annual reports shall provide for all waste collected and/or discharged within New York City:

- (1) the date the waste was collected;
- (2) the name, address and telephone number of the location where the waste was collected;
- (3) the exact type of establishment where the waste was collected from;
- (4) the number of gallons collected;
- (5) the invoice number;
- (6) the date & time the waste was discharged; and
- (7) the manhole used for discharge.

Reports must be made on the Semi-Annual Scavenger Waste Discharge Report Form which will be provided by this Department.

13. Questions concerning any part of this application should be addressed to:

Sean Hulbert, P.E., Acting Chief
Industrial Resource Management & Permitting Section
Bureau of Wastewater Treatment
New York City Department of Environmental Protection
96-05 Horace Harding Expressway
Corona, New York 11368
Telephone: (718) 595-4715

14. In consideration of the granting of a permit, the applicant, by accepting any scavenger waste permit issued, hereby consents and agrees to, at all times:

- (1) discharge scavenger wastes or any other permitted wastes to the designated manhole(s) during the following hours only:
 - A. during the period beginning on the day Daylight Savings Time begins (in the spring) up to and including the day Daylight Savings Time ends (in the fall); the authorized discharge hours are 6:00AM through 8:00PM, only.
 - B. during the period beginning on the day after Daylight Savings Time ends (in the fall) up to and including the day before Daylight Savings Time begins (in the spring); the authorized discharge hours are 6:00AM through 6:00PM, only.

The above listed discharge hours are in effect seven days per week, 365 days per year. The discharge of scavenger wastes or any other permitted wastes other than at the times listed above is strictly prohibited. **Note that the issuance of a New York City Scavenger Waste Discharge permit does not guarantee that the designated manholes shall remain accessible indefinitely for the discharge of scavenger waste. Such access may be restricted temporarily or permanently in accordance with the Department's needs and/or resources.**

- (2) At the Oakwood Beach Wastewater Resource Recovery Facility (WRRF), the vehicle operator must sign in with the security guard at the gate prior to discharging at the designated manhole, and must close and secure the manhole cover after each discharge is completed. The vehicle operator must also notify the security guard immediately upon becoming aware that the manhole cover is missing, broken or inoperative.
- (3) At the Hunts Point WRRF, the vehicle operator must log in with the security guard at the gate, prior to discharging at the designated manhole, and must close and secure the manhole cover after each discharge is completed, and must also notify the security guard immediately upon becoming aware that the manhole cover is missing, broken or inoperative.

- (4) At the Bowery Bay WRRF Dry Weather Manhole (MH-3), the vehicle operator must log in with the security guard at the gate, prior to discharging at the designated manhole, and must close and secure the manhole cover after each discharge is completed, and must also notify the security guard immediately upon becoming aware that the manhole cover is missing, broken or inoperative. The vehicle operator is also prohibited from discharging any permitted waste into MH-3 during any wet weather event. Wet weather events include but are not limited to rainfall, snow, sleet, hail and snowmelt.
- (5) At the Bowery Bay WRRF Wet Weather Manhole (MH-2), the vehicle operator must log in with the security guard at the gate, prior to discharging at the designated manhole, and must close and secure the manhole cover after each discharge is completed, and must also notify the security guard immediately upon becoming aware that the manhole cover is missing, broken or inoperative. The vehicle operator is also prohibited from discharging any permitted waste into MH-2 during dry weather.
- (6) At 26th Ward WRRF, the vehicle operator must first sign in with the security guard at the main entrance gate located at 1552 Van Sicklen Avenue, and fill in all the required information on the sign-in log sheet prior to discharging at the designated scavenger manhole. After signing in, the vehicle operator may then obtain a copy of the key to the scavenger manhole site from the security guard in order to gain entry to and discharge at the scavenger manhole.

After passing through the gate to the manhole, the vehicle must pull straight into dumping position without turning. A yellow guideline and markings have been painted indicating where the vehicle must pull into. A hose is being provided next to the scavenger manhole to be used by a vehicle operator who has created an unclean condition during discharge. The vehicle operator is required to wash down the area so as to leave the area in a clean condition prior to departure.

After discharge is completed, the vehicle operator must close and secure the manhole cover, re-lock the gate, personally return the key promptly to the security guard and sign out. If the security guard is away from the booth, the vehicle operator must wait until the security guard is back at the booth before returning the key. The key shall not be transferred from one vehicle operator to another vehicle operator, even one from the same company, nor be reproduced.

The vehicle operator must notify both the security guard and (718) 642-7705, the Watch Engineer of 26th Ward WRRF, immediately upon becoming aware that the manhole cover is not closed, the area is unclean or that the chain and/or lock on the gate leading to the 26th Ward Scavenger Discharge Manhole is missing or inoperative.

- (7) use a hose to discharge directly into the manhole(s) designated on the permit; If the manhole is equipped with a cover or plate with a smaller opening, the discharge hose must be inserted inside the opening prior to discharge, so as to prevent any spillage or splashing of scavenger wastes outside the manhole, and the manhole cover or plate must be closed and secured after each discharge is completed. The vehicle operator must also notify the security guard immediately upon becoming aware that the manhole cover or plate is missing, not closed, broken or inoperative, or if the discharge area is unclean or strewn with garbage.
Permittees, and their employees or agents, including but not limited to vehicle operators, are prohibited from discarding or leaving garbage, refuse, or any other items at scavenger waste discharge manhole areas.
- (8) carry a copy of this permit on the vehicle for which it is issued and provide it on demand;

- (9) provide the driver's license of the vehicle operator on demand;
 - (10) have written and numbered invoices, bills or other written and numbered documentation in the permitted vehicle. Such documentation must list the exact location (including name of the property owner, address and telephone number) from which the waste contained in the vehicle was collected. Said documentation must be presented on demand;
 - (11) have the vehicle operator immediately take a sample(s) of the waste from the vehicle, in bottles or containers provided by NYCDEP, upon the request of NYCDEP personnel;
 - (12) make the permitted vehicle amenable to sampling (e.g. install sampling ports) as required by NYCDEP;
 - (13) provide immediate access to NYCDEP personnel to any premises, to allow an inspection and/or sampling of any permitted vehicle and/or to allow the inspection, review and copying of any books, invoices, records or reports of the permittee; and
 - (14) immediately notify NYCDEP if a new license plate number is obtained for a permitted vehicle and obtain an amended scavenger waste discharge permit listing the new license plate number of said vehicle . The notification and request for an amended permit must be faxed to (718) 595-4771, attention Frances Leung. Until NYCDEP issues an amended permit no employee shall operate the permitted vehicle; and
 - (15) immediately notify NYCDEP of the hiring of any employees and to obtain and submit proof of Worker's Compensation Insurance and a Certificate of Disability. Notification must be faxed to (718) 595-4771, attention Kene Umeasor, Permit Unit. Until such notification and proof are received and NYCDEP issues an amended permit, no employee shall operate the permitted vehicle; and
 - (16) provide any additional information as NYCDEP determines may be necessary to review the permittee's compliance with the terms and conditions of this permit and all applicable regulations.
15. In consideration of the granting of a permit, the applicant, by accepting any scavenger waste permit issued, hereby consents and agrees to designate all vehicle operators of the permitted vehicle(s) and all office personnel as agents for the purpose of accepting service of Commissioner's Orders and/or Notices of Violation that may be issued by the NYCDEP.
16. Were you ever denied a permit/license by any City, State, Federal entities? if yes explain:
-
17. At what discharge points other than in New York City are your vehicle(s) licensed to discharge waste?
-
18. List all states and counties where waste is picked up:
-
19. List percent of business (by volume of waste picked up) in each of the following counties:

| COUNTIES | PERCENT |
|---------------------------------------|---------|
| STATEN ISLAND | |
| BRONX | |
| MANHATTAN | |
| BROOKLYN | |
| QUEENS | |
| NASSAU | |
| SUFFOLK | |
| WESTCHESTER | |
| OTHER: | |
| TOTAL (MUST ADD UP TO 100%) | |
| Attach additional sheet if necessary | |

20. The following certification shall be signed by an officer, director or managing agent if the applicant is a corporation; by a partner if the application is a partnership; by the proprietor if the applicant is a sole proprietorship; or by a member or manager if the establishment is a limited liability company:

I hereby certify that all information furnished is true and correct, and that I am in compliance with all relevant Federal, State and local laws. I hereby agree to comply with all provisions of 15 RCNY Chapter 19, Use of the Public Sewers, and the terms of any permit that may be issued pursuant to this application and understand that failure to do so or that any false, untruthful or misleading statements in this application may invalidate any scavenger waste permit issued pursuant hereto and may be punishable by fine or imprisonment or both.

Applicant _____
(Print or Type) (Name) (Title)

Signature _____

Note: In order for this application to be acceptable, you must:

- (1) Complete every item on the application
- (2) Sign the application's certification on page 7 of this application.
The name of the individual signing this certification must be on the list required in item #10 on page 3 of this application
- (3) Attach copies of these supporting documents:
 - a. Registration for each vehicle;

- b. NYS Department of Environmental Conservation Waste Transporter Permit.
Your vehicle plate number(s) must be listed as **“septage only”** on your NYSDEC Waste Transporter Permit.
The NYCDEP facilities where NYC scavenger discharge manholes are located must be listed as **“Destination Facilities”** on your NYSDEC Waste Transporter Permit.
 - c. Your proof of Workers' Compensation and Liability Insurance or proof that such is not required under the law;
 - d. Your proof of New York State Disability Insurance or proof that such is not required under the law;
 - e. Certificate of Incorporation, Assumed Name Certificate (Certificate of Conducting Business as Partners), Certificate of Limited Partnership, Articles of Organization or Assumed Name Certificate (Doing Business As Certificate) as required in item No.11 on page 3 of this application; and
 - f. If you are leasing the vehicle(s), a copy of the lease agreement, name, address and telephone number of the vehicle owner/lessor.
- (4) Provide a list of name(s), home and business telephone numbers and addresses, as required in item #10 on page 3 of this application.
 - (5) Ensure that items #18 and #19 on page 6 of this application, correspond.
 - (6) Ensure that the legal name of the applicant listed on all supporting documents (item# 3 above) is the same name in item #2 on page 1 of this application.
 - (7) For a vehicle which is not the current year's model and does not have a valid/current NYCDEP Scavenger Waste Discharge Permit, please submit a notarized letter (original copy) indicating what type of waste the vehicle was previously used to transport.
 - (8) If the vehicle has at any time been used to transport any non-sanitary wastewater (see definition of sanitary wastewater on page 1 of this application), then the vehicle must be decontaminated/cleaned.
You are also required to submit a notarized letter providing a detailed description of the type of waste(s) that the vehicle was used to transport and explaining how the decontamination was performed and what cleaning products were used in the decontamination.
 - (9) All letters must be signed by an officer, director or managing agent if the applicant is a corporation; by a partner if the application is a partnership; by the proprietor if the applicant is a sole proprietorship; or by a member or manager if the establishment is a limited liability company.
 - (10) Note that a properly notarized letter should have the following appearing at the bottom of the letter, to be completed, and stamped by a notary public:

State of New York

County of _____

Sworn to before me this _____ day of _____ 20_____

Notary Public