

Permit Application

Complete & Return to City of Concord NH (also available online)

RENEWAL

PERMIT NO. _____

SEPTAGE HAULER DISCHARGE PERMIT APPLICATION

**General Services Department
Attn: Donna Alexander
311 North State Street
Concord, New Hampshire 03301**

APPLICANT INFORMATION:

NAME of APPLICANT: _____

COMPANY NAME: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ PHONE: _____

VEHICLE/TANK INFORMATION:

VEHICLE LICENSE NO.	TANK (GALS)	VEHICLE LICENSE NO.	TANK (GALS)
1. _____	_____	7. _____	_____
2. _____	_____	8. _____	_____
3. _____	_____	9. _____	_____
4. _____	_____	10. _____	_____
5. _____	_____	11. _____	_____
6. _____	_____	12. _____	_____

TOWNS PROPOSED FOR DISCHARGE:

ESTIMATED ANNUAL SEPTAGE VOLUME TO BE DISCHARGED (GALS): _____

CERTIFICATION:

The undersigned hereby certifies to the accuracy of the information provided above.

Signature of Applicant Date

Indemnification Agreement

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CITY OF CONCORD, NEW HAMPSHIRE

INDEMNIFICATION AGREEMENT

Vendor shall defend, indemnify, and hold harmless the City and its officials, agents, and employees (collectively, the "Indemnified Parties") from and against all demands, claims, suits and actions seeking damages, penalties, attorney's fees, costs, expenses, equitable relief, statutory relief or any other relief on account of bodily injury, death, personal injury, property damage, economic injury and any other injury or loss, (collectively, "Liabilities") arising from or relating to this contract, unless the Indemnified Parties were solely negligent.

In addition, Vendor shall defend, indemnify and hold harmless the City for any costs, expenses and liabilities arising out of a claim, charge or determination that Vendor's officers, employees, contractors, subcontractors or agents are employees of the City, including but not limited to claims or charges for benefits, wages, fees, penalties, withholdings, damages or taxes brought in connection with laws governing workers compensation, unemployment compensation, social security, Medicare, state or federal taxation, and/or any other similar obligation associated with an employment relationship.

The indemnification obligations set forth herein shall survive the term of the contract. Vendor must choose defense counsel acceptable to the City and obtain the City's consent to any proposed settlement.

COMPANY _____

TAXPAYER IDENTIFICATION NUMBER _____

AUTHORIZED SIGNATURE _____

DATE _____

ADDRESS _____

TELEPHONE _____

E-MAIL ADDRESS _____

Insurance Requirements

Provide Insurance Certificate per Attached Requirements (hard copy or e-mail to city)

**City of Concord, New Hampshire
Insurance Requirements for All Vendors**

<u>Additional Coverage is Required if Checked</u>	<u>Minimum Limits Required</u>
<u>Commercial General Liability</u> (X)	
General Aggregate	\$2,000,000
Products-Completed Operations Agg.	\$2,000,000
Personal and Advertising	\$1,000,000
Each Occurrence Injury	\$1,000,000
Fire Damage (Any One Fire)	\$ 50,000
Medical Expense (Any One Person)	\$ 5,000
<input type="checkbox"/> Occurrence	
<input type="checkbox"/> Claims Made	
Additional Coverage to Include	
<input type="checkbox"/> Owners & Contractors' Protective – Limit	NA
<input type="checkbox"/> Underground/Explosion and Collapse	
<u>Commercial Automobile Liability</u> (X)	
Combined Single Limit	\$1,000,000
<input type="checkbox"/> Any Auto, Symbol 1	
<input type="checkbox"/> Include Employees as Insured	
Additional Coverage to include:	
<input type="checkbox"/> Garage Liability	NA
<input type="checkbox"/> Garage Keepers Legal Liability	NA
<u>Workers Compensation</u>	
NH Statutory including Employers Liability - Each Accident/Disease-Policy Limit/Disease-Each Employee	\$100,000/\$500,000/\$100,000
<u>Commercial Umbrella</u> (X)	
May be substituted for higher limits required above	\$1,000,000
<input type="checkbox"/> Follow Form Umbrella on ALL requested Coverage	
<u>Other</u>	
<input type="checkbox"/> 1. Professional/Errors & Omissions	NA
<input type="checkbox"/> 2. Builders Risk – Renovation Form	
All Risk completed value form including Collapse	NA
Sublimit for Soft Cost Coverage	NA
<input type="checkbox"/> 3. Installation Floater (Equipment)	NA
<input type="checkbox"/> 4. Riggers Liability	NA
<input type="checkbox"/> 5. Environmental – Pollution Liability	NA
<input type="checkbox"/> 6. Aviation Liability	NA
<input type="checkbox"/> 7. Watercraft – Protection & Indemnity	NA

(X) **The City of Concord must be named as Additional Insured, by endorsement with a waiver of subrogation in favor of the City, with respect to general, automobile and umbrella liability**

Payment Bond

Provide Payment Bond to City

City of Concord, NH
Septage Hauler Discharge Program
Payment Bond Requirements

New Applicants:

Initial payment bond made payable to the City of Concord in the amount of \$5,000.

Payment bond requirements will be reassessed after 6-month per the City of Concord's septage discharge permit conditions (see requirements below).

Renewal Applicants:

Contact City of Concord Wastewater Superintendent @ ddriscoll@concordnh.gov or by phone @ 603-230-3858 for annual payment bond requirements.

Permit Conditions: Bonding Requirements

Provide a payment bond in the amount specified by the City of Concord. For currently permitted haulers the value of the required payment bond will be the higher of either:

1. \$5000 or;
2. an amount based on the highest two (2) consecutive months of service provided during the 12 month period ending April 30 of the current fiscal year rounded upwards to the next \$1000 increment.

For haulers applying for their initial permit the payment bond value will be as follows

1. \$5000 for the first 6-months;
2. After the initial 6-months following the issuance of a discharge permit the city will reassess the required payment bond amount based on the highest two (2) consecutive months of service provided during the 6 month period rounded upwards to the next \$1000 increment.

Program Policies/Procedures

Retain for Your Records

ATTACHMENT A

SEPTAGE HAULER DISCHARGE PERMIT PROGRAM GUIDANCE AND GENERAL PERMIT CONDITIONS

VIOLATION OF ANY OF THESE PERMIT CONDITIONS CAN RESULT IN THE SUSPENSION OR REVOCATION OF THE PERMITTEE'S DISPOSAL PRIVILEGES

1. TYPES OF SEPTAGE WASTE ACCEPTED:

- a. **Only domestic septage may be discharged at the facility.** Domestic septage is defined as either liquid or solid material removed from a septic tank, cesspool, portable toilet, Type III marine sanitation device, or similar treatment works that receives only domestic sewage. **Domestic septage does not include** liquid or solid material removed from a septic tank, cesspool or similar treatment works that receives either commercial wastewater or industrial wastewater and does not include grease removed from a grease trap at a restaurant. **Note: Non-domestic septage from Bow, Boscawen, and Concord may be accepted, provided that prior approval of the discharge has been authorized by the Environmental Compliance Manager (603-230-3854). Advance notice for approval to discharge non-domestic septage is required. A list of previously authorized non-domestic sources is maintained on file for reference.**

2. PROHIBITED SOURCES:

- a. Septage from outside of the State of New Hampshire.
- b. Grease traps.
- c. Commercial and industrial septage (exceptions allowed for Concord, Bow & Boscawen with prior approval).

3. ADMINISTRATIVE PROCEDURES:

- a. All haulers are required to obtain a Septage Hauler Discharge Permit prior to discharging septage at the Hall St. WWTP. Permits will be issued to haulers that meet the following conditions:
 - Submit a completed Septage Hauler Discharge Permit Application.:
 - Provide a payment bond in the amount specified by the City of Concord. For currently permitted haulers the value of the required payment bond will be the higher of either:
 1. \$5000 or;
 2. an amount based on the highest two (2) consecutive months of service provided during the 12 month period ending April 30 of the current fiscal year rounded upwards to the next \$1000 increment.

For haulers applying for their initial permit the payment bond value will be as follows

1. \$5000 for the first 6-months;
 2. After the initial 6-months following the issuance of a discharge permit the city will reassess the required payment bond amount based on the highest two (2) consecutive months of service provided during the 6 month period rounded upwards to the next \$1000 increment.
- Provide an insurance certificate naming the City of Concord as an additional insured.
 - For Permit renewals, haulers must have a record of satisfactory compliance with all conditions and requirements of the expiring Permit.
- b. Haulers will be invoiced on a monthly basis. Invoices will be prepared at the beginning of each month for the previous month's disposal services, and will be due within 30 days of the invoice date. Any account in arrears will result in immediate revocation of the Permittee's disposal privileges.
4. SEPTAGE DISCHARGE FEES (Effective 7/1/21):
- a. Septage discharge fees are assessed at a rate per gallon of septage for in-district and outside-district sources. In-district sources include the communities of Concord (includes Penacook), Boscawen and Bow. All other communities are considered outside-district. The current fees are:
 - In-District: \$ 0.065 per gallon
 - Outside-District: \$ 0.070 per gallon

Volumes will be determined to the nearest 100 gallon increment based on sight glass readings. The minimum volume for invoicing purposes is established at 500 gallons.

5. MANIFESTS:

- a. Haulers must complete and return a City of Concord **SEPTAGE DISCHARGE MANIFEST** for each source (in-district or out of district) of septage on a truck load. Two-part Manifest forms are provided for hauler use at the Hall St. WWTP. The top copy of the manifest form will remain with the City and will be used for monthly billing, and the bottom copy will be retained by the hauler for their records.

6. SEPTAGE RECEIVING PROCEDURES:

- a. Septage is received only at the Hall St. WWTP between the hours of 7:00 A.M. and 3:30 P.M., Monday through Friday excluding City recognized holidays. A list of City holidays for the current calendar year is posted in the reception area, and included as Attachment B.
- b. All septage haulers must complete a Septage Discharge Manifest and leave the top copy of the manifest in the designated area at the administration building reception area prior

to discharging. A paging system is available to contact appropriate City personnel if assistance is needed. To activate the paging system, follow the instructions provided at the reception area.

- c. Each permitted septage hauler will be issued automatic key fobs for each of their registered trucks. The key fob operates the security gate which allows access to the septage dumping stations. The city may utilize data collected by the fob system to verify compliance with the septage manifest requirements.
- d. City personnel will conduct random checks to verify load volumes. Any adjustments to the originally declared volume will be recorded on the Septage Discharge Manifest by City personnel, and initialed by the septage hauler as verification. Refusal by the hauler to verify the adjustment shall be cause for the load to be rejected.