

CITY OF ORILLIA  
ENVIRONMENTAL SERVICES and OPERATIONS DEPARTMENT  
CREDIT APPLICATION – SEPTAGE RECEIVAL



Legal Name of Firm: \_\_\_\_\_

Trade Name, if different: \_\_\_\_\_

Address: \_\_\_\_\_ City/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**BUSINESS STRUCTURE:** Corporation: ( ) Public ( ) Private ( ) Partnership ( ) Proprietor

Start Date/Date of Incorporation: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Name of Principal(s): \_\_\_\_\_ Estimated Monthly Charges: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**CREDIT REFERENCES:** (Major Suppliers) Please supply email addresses as references checked electronically. A minimum of two reference responses required for consideration of application.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Address: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Address: \_\_\_\_\_

**FINANCIAL INFORMATION:**

Business Banking Account (Name & Address): \_\_\_\_\_

Acct. #: \_\_\_\_\_ Telephone: \_\_\_\_\_ Contact: \_\_\_\_\_ # yrs. with bank: \_\_\_\_\_

**TERMS AND CONDITIONS:**

The undersigned hereby declares:

- 1) The City of Orillia has the authorization to conduct an investigation for the purpose of determining credit worthiness.
- 2) Accounts are due upon receipt.
- 3) The City of Orillia will withdraw credit privileges and deny access to the Septage Receiving Station to any account which is 30 days past due. After the account has been paid in full, access will be on a drawdown basis only.
- 4) A \$50 per card fee applies to all new or replacement cards.

DATED: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**For City of Orillia Credit Use Only:**

Customer #: \_\_\_\_\_ Comments: \_\_\_\_\_

Application Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  Approved  Not Approved



spill contingency plans. Updates are required on an annual basis for insurance, no later than February 1 of each year. Appropriate renewals prior to February 1 and throughout the year are the requirement of the Hauler. The Hauler is required to provide updated contact information, permits, licensing and spill contingency plans as they change. Failure to provide the required documentation will result in permission refusal and access cards will be deactivated.

Access cards will be assigned to preapproved haulers. A card activation fee as set out in Schedule "A" of Municipal Code Chapter 459 – User Fees – Water and Wastewater will apply to all new or replacement cards issued. All invoices are subject to an additional 15% administration fee. All card fees will be applied to the applicable month's invoice.

9. Credit will be extended upon approval of a Credit Application Form. A customer account will be set-up upon completion of successful credit reference checks. Account approvals may take up to 5 business days. Monthly invoices will be issued for all accounts regardless of the balance. Payment is due upon receipt of invoice. Credit may be withdrawn from customers who are delinquent in payment of their accounts, or have inactive or low volume accounts. For accounts that are 30 days past due, discharge privileges will be withdrawn if 100% of the outstanding balance has not been paid.

It is the responsibility of the City of Orillia Treasury Department to inform the Environmental Services Department when an account is past due.

10. The Septage Receiving Facility is open 24 hours a day, seven days a week. While not required, it is preferred that accessing this facility is conducted during regular business hours Monday to Friday 7:30 a.m. to 4:00 p.m. so if any issues arise, they can be promptly addressed by City staff.

---

**FOR CITY USE ONLY**

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Card (s) #:** \_\_\_\_\_ **Customer #:** \_\_\_\_\_

**Card Issued to:** \_\_\_\_\_

**Name**

**Date**

**CITY OF ORILLIA**  
**ENVIRONMENTAL SERVICES and OPERATIONS DEPARTMENT**  
**SEPTAGE RECEIVAL OPERATION**

---

SEPTAGE RECEIVAL FACILITY – 125 James St. W.

The Septage Receival Facility System provides self-service convenience in the receival of septic tank and hauled sewage waste through the use of smart cards.

A card reader transaction station is installed at the James St. Sanitary Pumping Station Site, which will authenticate the cardholder for authorization. If the card is authorized, the receival system is then enabled.

A flowmeter downstream of the discharge point measures the flow and volume of waste discharged. The Septage Receival system controller logs each transaction, recording the date, time, card ID number, and volume of waste discharged. These records will be retrieved monthly for billing purposes. Bills will be sent out monthly.

The Septage Receival system is equipped with a rock trap, an inline grinder, an actuated valve to moderate discharge flow so as not to overload the downstream solids removal system and an auger and auger tank to remove solids from the waste to be landfilled.

**Step By Step Operating Procedure**

1. The driver backs his/her truck into position to connect to the discharge port.
2. The driver securely connects the 4" hose with camlock fittings (provided) to the discharge port on the Septage Receival Station north wall and the other end to the discharge port on the truck tank.
3. The driver swipes the authorized card at the control panel.
4. Three green indicator lights on the panel will light up advising that the Grinder, Auger and Plug Valve are operational and discharge is authorized.
5. Push the START pushbutton to start discharging (gravity only).
6. Real Time discharge flow can be monitored by the driver at the remote flow meter display on the north wall of the Septage Receival Station.
7. Once flow is no longer registered and the tank is empty, the driver may blow the remaining volume in the hose into the septage Receival System.

8. The driver must push the STOP Button on the control panel. This prevents subsequent discharge volumes being added to this transaction.
9. The driver unhooks the hose, ensuring no waste is spilled to the surface.
10. The driver retrieves the record of transaction from the ticket dispenser above the discharge port and vacates the discharge area.

In case of Emergency there is a red “E STOP” button on the control panel which when pushed will immediately stop the Septage Receiving Unit.

Gate keys, cards and replacement cards can be obtained at the WWTC, 40 Kitchener Street.

