

CITY OF ORILLIA
ENVIRONMENT and INFRASTRUCTURE SERVICES 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.

DATED: _____ SIGNATURE: _____

For City of Orillia Credit Use Only:

Customer #: _____ Comments: _____

Application Reviewed By: _____ Date: _____ Approved Not Approved

- Haulers shall provide the City with copies of appropriate documentation to include as a minimum: contact names of company officials, insurance, permits, licenses and 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 codes will be deactivated.

Access codes and PINs will be assigned to preapproved haulers. All invoices are subject to an additional 15% administration fee.

- 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 Corporate Services Department – Financial Division to inform the Environment and Infrastructure Services Department when an account is past due.

- 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:** _____

Access Code (s) #: _____ **PIN (S) #:** _____

Customer #: _____

Access Code Issued to: _____
Name Date

CITY OF ORILLIA
ENVIRONMENT and INFRASTRUCTURE SERVICES 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 access codes and PINs.

A keypad transaction station is installed at the James St. Sanitary Pumping Station site, which will authenticate the access code holder for authorization. If the code and PIN 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, code number and volume of waste discharged. These records will be retrieved monthly for billing purposes. Invoices will also be sent out monthly.

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

Step By Step Operating Procedure

1. The driver backs their 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 truck tank. The hose is on the North wall.
3. At the control panel, the screen will prompt the user to enter their access code and PIN.
4. The user will then press the "START" button and open the valve on the truck tank to initiate unloading. The system will begin calculating total flow in cubic meters. If the flow does not register within 45 seconds, the system will shut down the transaction. To add extra time, press the "Start" button once again and additional time will be added. Three green indicator lights on top of the panel will light up advising that the Grinder, Auger and Plug Valve are operational, and discharge is authorized.
5. When unloading, the screen will read in cubic meters. This system is designed for gravity feed only and less than 5 pounds of pressure can be applied when a truck blow-off is required.

6. Real time discharge flow in litres per second can be monitored by the driver at the remote flow meter display on the right side of the Septage Receival Station panel.
7. Once flow is no longer registered and the haulers tank is empty, the driver may blow the remaining volume in the hose into the Septage Receival System. The driver can now disconnect their hose from the truck and roll the hose in a manner that will drain the hose into septage, followed by pressing the “STOP” button on the panel. Do not leave sewage in the hose as it will freeze in the winter making it difficult for other drivers to use. You will now have a total in cubic meters that will appear on the display.
8. Should the driver forget to push the “STOP” button on the control panel a two-minute countdown timer will begin, and the system will shut down and restart at step #3.
9. Should any equipment fail, an alarm will be generated, and it will display on the panel. There is a phone number provided to call for assistance. The driver can then relay the alarm to the operator for troubleshooting.

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

Gate keys, access codes and PINS can be obtained at the Wastewater Treatment Centre, 40 Kitchener Street.

