



ELKHART ENVIRONMENTAL  
PROCESSING CORP

1143 OAK STREET  
ELKHART, IN 46514

Policies and Procedures  
For Waste Acceptance

July 2010

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This Policies and Procedures booklet has been prepared to inform you, the hauler, of the rules and regulations in effect at ELKHART ENVIRONMENTAL PROCESSING CORP (hereafter identified as "ELKHART ENVIRONMENTAL").

The intent of this booklet is to clarify operational and administrative procedures regarding the delivering of wastes by haulers and the acceptance and processing of those wastes by ELKHART ENVIRONMENTAL. It is important that the haulers understand the Agreements that ELKHART ENVIRONMENTAL has with the Indiana Department of Environmental Management (IDEM) and the City of Elkhart, that they understand the need for accurately reporting the contents of each truck load on the Waste Acceptance Form, and that, to the best of their knowledge, never load material upon their truck that is not acceptable for discharge at ELKHART ENVIRONMENTAL. It is equally important that the haulers understand the rules and regulations that govern the ELKHART ENVIRONMENTAL employees as well as the hauler's employees while at ELKHART ENVIRONMENTAL.

All haulers are encouraged to make suggestions for improvement of operations at ELKHART ENVIRONMENTAL and to these Policies and Procedures. All suggestions should be directed to the Plant Manager.

## 2.0 COMPANY INFORMATION

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ELKHART ENVIRONMENTAL's facility  
is located at:

ELKHART ENVIRONMENTAL PROCESSING CORP  
1143 Oak Street  
Elkhart, IN 46514

Telephone: (574) 266-7571  
Fax: (574) 266-5632  
Email: ELK@ElkhartEnvironmental.com

Plant Manager:

Mike Ahonen  
Direct Line (574) 304-9480  
Email: mahonen@ElkhartEnvironmental.com

Operations Manager:

Gregg A. Watts  
Cellphone (574) 849-2334  
Email: gwatts@ElkhartEnvironmental.com

President:

A. Thomas Ferrero, Jr.  
Cellphone (267) 250-4068  
Email tferrero@ElkhartEnvironmental.com

### 3.1 OVERVIEW

Operationally the wastewaters delivered by the haulers to the ELKHART ENVIRONMENTAL facility are screened, grit removed, blended to maintain a uniform mixture, conditioned with polymer, and dewatered. The dewatered sludge is placed in a container, removed from the site, and landfilled. Future upgrades will be explored to allow an environmentally sound beneficial reuse of these biosolids. The liquid (press filtrate) is discharged to the sewer collection system.

Elkhart Environmental's performance is measured by the quality of the sludge and filtrate it discharges. Obviously, any wastewater that is accepted into the facility that does not conform with the permitted inputs can cause ELKHART ENVIRONMENTAL to deviate from having acceptable discharges.

### 3.2 GOVERNMENT REGULATION

ELKHART ENVIRONMENTAL'S facility is regulated by several governmental entities, including the Indiana Department of Environmental Management and the City of Elkhart. The processed biosolids are further regulated when they are applied to farmland by the County in which they are applied and the Indiana Department of Environmental Management.

### 3.3 ACCEPTABLE WASTES

ELKHART ENVIRONMENTAL is permitted to accept sanitary wastewater, septage, food services wastes, portable toilet wastes, car wash wastes, and liquid wastewater residuals.

Wastes not previously described in this section may be accepted at ELKHART ENVIRONMENTAL upon written request to the Plant Manager. A one liter sample and an analytical description, as deemed adequate by the Plant Manager, of the material should accompany the written request. A decision will be made by ELKHART ENVIRONMENTAL as to the compatibility of the waste with the facility permits and operations prior to notifying the hauler about acceptability and costs. Please call us with any request for materials out of the norm.

### 3.4 HAULER PERMITS

In accordance with state and local agency regulations, all vehicles transporting wastes into the ELKHART ENVIRONMENTAL facility must be appropriately permitted.

### 3.5 WASTE ACCEPTANCE FORM

The hauler shall provide ELKHART ENVIRONMENTAL with the information regarding (i) the source of the waste; (ii) the type of waste; and (iii) the quantity of the waste. To aid in documenting this information, ELKHART ENVIRONMENTAL will provide the hauler with a Waste Acceptance Form (sample attached as Appendix A).

- (a) Every Waste Acceptance Form has a unique number.
- (b) Section 1, the Hauler Name should be completed by the hauler
- (c) Section 2, the Truck Identification should be completed by the hauler. This can be the truck license plate number or other truck identifier.
- (d) Section 3, the Date and Time of acceptance of the truck load will be completed by Elkhart Environmental at the time of acceptance. The date should be in a mm/dd/yy format and the time in 24 hour notation.
- (e) Section 4, the Volume Discharged will be completed by Elkhart Environmental.
- (f) Section 5, the source (name and address), type of waste, and quantity of the waste need to be completed by the hauler. Each component of the truck load should be listed separately in Section 5. If there are more than three distinct sources in the truck load then another Waste Acceptance Form should be used.
- (g) Section 6 identifies the acceptable wastes and gives abbreviations to be used in Section 5 reporting.
- (h) Section 7 will be completed by Elkhart Environmental. Each component of the truck load will be charged its appropriate rate.
- (i) Section 8 should be completed by the hauler with a signature from the hauler's driver.
- (j) Section 9 will be completed by the Elkhart Environmental operator. The hauler will be given a copy of the Waste Acceptance Form upon its completion.

**3.6 RIGHT TO REFUSE OR REJECT LOAD**

ELKHART ENVIRONMENTAL has the right to inspect, refuse or reject any load of wastewater delivered to the Facility or accepted at the Facility if ELKHART ENVIRONMENTAL believes the Hauler has breached (or is breaching) its warranties or representations made on the Waste Acceptance Form. If the Hauler delivers wastewater in breach of any warranty or representation, ELKHART ENVIRONMENTAL may, in its sole discretion, either remove and dispose of that wastewater and charge the Hauler for the costs, or ELKHART ENVIRONMENTAL may require the Hauler to promptly remove the wastewater. ELKHART ENVIRONMENTAL'S exercise or failure to exercise, its rights hereunder shall not operate to relieve the Hauler of its responsibilities or liability. The Hauler shall be responsible for, and bear all reasonable expenses and damages incurred by ELKHART ENVIRONMENTAL, as a result of the Unacceptable Waste. ELKHART ENVIRONMENTAL may also, in its sole discretion, require the Hauler to promptly remove the Waste at Hauler's sole cost.

**3.7 RATE FOR DISPOSAL**

The current rate for disposal of Acceptable Wastes at ELKHART ENVIRONMENTAL for the defined period is attached in Appendix B.

**3.8 BILLING AND PAYMENT**

Invoices will be sent out weekly, ELKHART ENVIRONMENTAL shall provide the Hauler with an invoice reflecting the number of gallons of Acceptable Wastes disposed on a daily basis and the amount due from the Hauler for disposal at the Facility during the preceding week. The Hauler is expected to pay each weekly invoice within thirty days of the date of the invoice. In the event that any amount is overdue, ELKHART ENVIRONMENTAL will suspend service to the Hauler by the thirty-fifth day after the invoice date and, in addition, may add a finance charge equal to the maximum interest rate permitted by law. The Hauler may restore service by paying the past-due amounts and any finance charges. Should the past-due amount remain uncollected for a period of two weeks after the suspension of service, ELKHART ENVIRONMENTAL may institute formal collection action, the cost of which will be added to the Hauler's unpaid invoices. Should you experience or expect to experience a problem with your payment, please contact us as soon as possible.

**3.9 ACCESS TO ENTER**

The hauler is given access to enter the Facility for the limited purpose of, and only to the extent necessary for, off-loading Acceptable Wastes at the location and in the manner directed by ELKHART ENVIRONMENTAL. After off-loading the wastewater, Hauler's personnel shall promptly leave the Facility. The hauler shall be solely responsible for its employees and subcontractors performing their obligations in a safe manner when at the Facility.

**3.10 INSURANCE**

The hauler shall have adequate insurance in place to cover its employees, subcontractors and vehicles and equipment. Elkhart Environmental requires the hauler to submit proof of the following minimum insurance coverage:

Workmen's Compensation	Statutory
Bodily Injury Limits	\$100,000/\$300,000
Property Damage	\$ 50,000
Or Combined Single Limit of	\$300,000

Elkhart Environmental requires the hauler to add Elkhart Environmental Processing Corp to be listed as an additionally insured on their automobile and general liability policies.

**3.11 GOOD NEIGHBOR POLICY**

ELKHART ENVIRONMENTAL desires to maintain a Good Neighbor Policy. To accomplish this, ELKHART ENVIRONMENTAL maintains a community liaison with immediate neighbors. The hauler can help us be good neighbors by assuring that your employees drive thoughtfully through the adjacent neighborhood. As needed, ELKHART ENVIRONMENTAL may post suggested truck routing to minimize our disruption of the neighborhood. Your observance of these suggested truck routings is requested.

### 4.1 WASTE SAMPLING

This establishes a sampling plan as identified in Sections 4.2, 4.3, and 4.4, for ELKHART ENVIRONMENTAL to insure that the waste delivered by the haulers meets the requirements established by the Indiana Department of Environmental Management and the City of Elkhart. This plan may be implemented at ELKHART ENVIRONMENTAL's discretion.

### 4.2 WASTE TESTING

Samples may be randomly collected for wastes received. The grab sample must be of sufficient volume for the proposed analytical tests. All truckloads of waste will be immediately tested for pH and specific gravity. The operator will note the appearance and odor of the waste. Samples may be randomly selected and tested for ammonia as nitrogen, total solids, total volatile solids, total oil and grease (TOG), chemical oxygen demand (COD), and biochemical oxygen demand (BOD<sub>5</sub>). All of the above-mentioned testing will be at no additional cost to the hauler. If any samples are suspected of being other than what is listed on the Waste Acceptance Form, they will be tested at the hauler's expense to determine the type of waste, testing to include metals analysis. If the hauler suspects that his waste may have more grease or other substances on his truck than declared he will have the option to waive the testing and pay the higher rate of the waste suspected. All samples will be frozen in its container, with no preservatives, until analytical tests can be performed. Identification of samples will be based on the Waste Acceptance Form number.

### 4.3 SAMPLE PREPARATION

All samples will be collected in containers provided by the analytical lab performing the tests. Containers will be labeled using the Waste Acceptance Form number, date, and time sample is taken. All samples should be collected halfway through the dumping cycle. Upon collection of the sample it should be immediately tested for pH and specific gravity. Once tested, results will be entered on the Waste Acceptance Form and the rest of the sample placed in the sample freezer for future testing.

### 4.4 INITIAL SAMPLE TESTING

#### Test for pH:

Testing for pH is fast and easy. Waste load test will be performed using a pH meter. The criteria for acceptance as septage is a pH of 6.0 to 8.0. Any waste load exhibiting a pH of less than 6.0 or greater than 8.0 will be assumed to contain waste other than septage and will be sent to the analytical lab for further testing if only septage is listed on the Waste Acceptance Form. Any waste load exhibiting a pH of less than 3.5 or greater than 11.0 will not be accepted without prior written approval from the plant manager.

### **Test for Specific Gravity:**

Specific gravity will be determined by using hydrometers or by using weight calculations. The acceptable range for septage will be from: .950 to 1.050. Specific gravity results could identify a sample contaminated with a soluble material or solvents. Any waste load exhibiting a specific gravity of less than .950 or greater than 1.050 will be assumed to contain waste other than septage and will be sent to the analytical lab for further testing if only septage is listed on the Waste Acceptance Form.

### **Sight and Odor:**

Sample will be initially viewed by the plant operator. Any waste load exhibiting an appearance or odor other than what material is listed on the Waste Acceptance Form will be assumed to contain waste other than what is listed on the Waste Acceptance Form and will be sent to the analytical lab for further testing.

**5.1 HOURS OF ACCEPTANCE**

The ELKHART ENVIRONMENTAL facility is open for waste acceptance Monday through Friday from 7:00 AM to 5:00 PM and on Saturdays from 8:00 AM to 12:00 Noon.

**5.2 STATUTORY HOLIDAYS**

The following days are statutory holidays when the ELKHART ENVIRONMENTAL facility will be closed for waste acceptance:

New Years Day	Labor Day
Memorial Day	Thanksgiving Day
Fourth of July	Christmas Day

**5.3 EMERGENCY SERVICE**

After normal acceptance hours or on statutory holidays, waste may be accepted at the ELKHART ENVIRONMENTAL facility upon making prior arrangements with the Plant Manager. There will be a surcharge for this emergency service. To make arrangements to open the facility, call the Plant Manager at (574) 266-7571.

**6.1 LUNCH ROOM**

None available at this facility.

**6.2 PERSONAL BUSINESS**

No personal business of any kind should be conducted on the ELKHART ENVIRONMENTAL premises. The ELKHART ENVIRONMENTAL administrative office is not available for telephone calls, typing, faxing, or photocopying .

**6.3 ALCOHOL OR DRUG USE**

Alcohol or drug use on the premises by haulers, hauler's employees, hauler's subcontractors, and ELKHART ENVIRONMENTAL employees is not permitted, nor will haulers, hauler's employees, and ELKHART ENVIRONMENTAL employees be allowed on the premises if they are under the influence of drugs or alcohol.

**6.4 COMPANY ASSETS**

All supplies, materials, tools, equipment and stationery supplies are for the exclusive use of ELKHART ENVIRONMENTAL employees in carrying out their duties. No unauthorized use or removal will be tolerated.

**6.5 SMOKING POLICY**

In consideration of the health and well-being of all haulers, hauler's employees, and ELKHART ENVIRONMENTAL employees, smoking will not be permitted at any time in ELKHART ENVIRONMENTAL'S indoor premises.

**6.6 WORKPLACE HARASSMENT POLICY**

ELKHART ENVIRONMENTAL is committed to maintaining a work environment free of harassment and discrimination, and will not condone any such actions in the workplace. Haulers, hauler's employees, hauler's contractors, and ELKHART ENVIRONMENTAL employees are urged to discuss concerns regarding an incident with the Plant Manager or the President. Disciplinary measures will be initiated where appropriate. The Harassment Policy covers incidents of harassment related to race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, gender, sexual orientation, or age.

## 7.0 CONFIDENTIALITY POLICY

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Given that the hauler is required to disclose the source of the waste, the type of waste, and the quantity of the waste, any data collected by employees of ELKHART ENVIRONMENTAL, or employees of another company under contract to ELKHART ENVIRONMENTAL, will be considered as Confidential Information. This Confidential Information will be used only for reporting to regulatory agencies as required and ELKHART ENVIRONMENTAL shall make no other use of the same without prior written consent of the Hauler.

In the event that ELKHART ENVIRONMENTAL or any of its directors, officers, principals, employees, agents, or advisors becomes legally compelled to disclose any of the Confidential Information, ELKHART ENVIRONMENTAL shall provide the Hauler with prompt written notice of such requirement so that the Hauler may seek a protective order or other appropriate remedy. In the event such other or other remedy is not obtained, ELKHART ENVIRONMENTAL agrees to disclose only that portion of the Confidential Information which, in the opinion of its counsel, it is legally required to disclose pursuant to such requirement.

Adherence to the above confidentiality policy is a primary requirement of employment with ELKHART ENVIRONMENTAL.

### **8.1 REVIEW PROCESS**

The information in this booklet describes policies or procedures in effect at the time of preparation. There will be an on-going process of review and up-dating to comply with contemporary regulations or situations which develop in the industry or within ELKHART ENVIRONMENTAL. All haulers should feel confident to discuss any policy or procedure, with a view to improving it for the benefit of the haulers and ELKHART ENVIRONMENTAL, with the Plant Manager.

### **8.2 CHANGE WILL COME**

As ELKHART ENVIRONMENTAL grows policies and procedures will, out of necessity, have to reflect that growth. This document will be amended from time to time to reflect any changes in operations, policies, or procedures.

# ELKHART ENVIRONMENTAL PROCESSING CORP WASTE ACCEPTANCE FORM

1143 Oak Street  
Elkhart, IN 46514  
Tel: (574) 266-7571

IDEM PERMIT NO. 941-S/TF-1

Fax: (574) 266-5632

<b>No.</b>
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<b>1. Hauler Name:</b>	<b>3. Date:</b>	<b>Time:</b>
<b>2. Truck ID:</b>	<b>4. Volume Discharged:</b> _____ <b>gallons</b>	

5. Sources, Types, and Volumes:	Address	Type Code	Approximate Gallons
A. _____	_____	_____	_____
B. _____	_____	_____	_____
C. _____	_____	_____	_____

**This information is required. It is confidential information that will only be used for regulatory purposes. Should ELKHART ENVIRONMENTAL PROCESSING CORP be required to submit this information to any regulatory entity the hauler and generator will be notified.**

**6. Type Codes:**

RS.....Residential Septage	FOG.....Grease Trap Waste	OT.....Other
CS.....Commercial Septage	POT.....Portable Toilet Waste	
SS.....Sewage Sludge	CW.....Car Wash Waste	

**7. Charge:** (Based on No. 1,3,7A,7B,and 7C above.)

7A _____	X	_____	=	_____	
GALLONS		COST/GALLON		TOTAL	
7B _____	X	_____	=	_____	<b>Total:</b> _____
GALLONS		COST/GALLON		TOTAL	
7C _____	X	_____	=	_____	
GALLONS		COST/GALLON		TOTAL	

**8.** I certify that the above described wastes do not contain any materials or substances which are not permitted by applicable law to be disposed at this facility, that they do not contain any hazardous materials, and that all information contained in this form is true and correct.

\_\_\_\_\_

Driver's Name (Please Print) Driver's Signature

**9.** I certify that the above described truck load was discharged at the Elkhart Environmental Processing Corp facility. I have no knowledge of the content of the truck load other than the information given on this form by the Hauler. Payment has been made in the following manner:

**Payment Received** 
**Billed on Account**

\_\_\_\_\_

Operator's Name (Please Print) Operator's Signature

**Payments shall be submitted to:**

Elkhart Environmental Processing Corp 1143 Oak Street Elkhart, IN 46514	Phone: (574) 266-7571 Fax: (574) 266-5632 Email: elk@ElkhartEnvironmental.com
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**ELKHART ENVIRONMENTAL PROCESSING CORP**

1143 Oak Street  
Elkhart, Indiana 46514  
(574) 266-7571  
(574) 266-5632 Fax

**2011 Rates For Acceptable Waste**

**Effective January 1, 2011**

<b>Waste</b>	<b>Rate per Gallon</b>
Residential Septage	\$0.055
Commercial Septage	\$0.055
Thickened Septage	\$0.09
Portable Toilet Wastes	\$0.055
Grease Trap Waste	\$0.125
Car Wash Wastes	\$0.155

MINIMUM LOAD CHARGE IS 1,000 GALLONS

Additional fee of \$25.00 per load to open facility one hour early or one hour late.  
Additional fee of \$75.00 per load to have facility opened at other times (evenings, Saturday afternoon, or Sundays)

The rate for disposal of wastes not previously described will be determined upon review of Elkhart Environmental's permitting and the analytical contents of the material.