

SUBJECT:	Septage Haulers Offloading	
DESCRIPTION:	This procedure provides the job steps and safety measures required for all employees and contractors involved in the process of offloading septage from a septic pumping truck to the District septage receiving facility.	
EFFECTIVE DATE:	November 8, 2021	
CREATED BY:	Aaron Geck and Shelby McFarlane	
REVIEWED BY:	Sarah Goodwin, OHS Specialist	
APPROVED BY:	Kiel Wilkie, Utilities Manager	
HAZARDS IDENTIFIED:	<ul style="list-style-type: none"> • Heavy vehicle traffic. Maneuvering into/out of the offload bay • Biohazard contamination from septage and/or C3 effluent water • Slips, trips, falls, RSI and MSI • Pinch points (camlocks, raising/lowering septage truck tank) • Sharps caught in rags in offloading hose or truck valve 	
HAZARD RATING:	MEDIUM	
REQUIREMENTS:	<p>Training:</p> <ul style="list-style-type: none"> • Driver's License <p>PPE:</p> <ul style="list-style-type: none"> • CSA Approved steel toe shoes, rubber gloves, eye protection <p>Tools and Equipment:</p> <ul style="list-style-type: none"> • Septic truck with 4-inch offload valve <p>Other:</p> <ul style="list-style-type: none"> • RDCO account and login credentials (ID and Password), WWTP access gate credentials if after regular operating hours 	
REFERENCE:	<p>WorkSafe BC Regulation:</p> <ul style="list-style-type: none"> • <p>Internal Documents:</p> <ul style="list-style-type: none"> • Risk Assessment – WWTP – Septage Haulers Offloading <p>Other:</p> <ul style="list-style-type: none"> • 	
	Safe Work Procedure	Responsible Person
PRE-WORK	<ul style="list-style-type: none"> • Set up account with RDCO and obtain login info 	Contractor / RDCO Office
	<ul style="list-style-type: none"> • Fill truck with septage or liquid authorized to offload at DLC WWTP • If after normal operation hours, obtain access to WWTP through coded gate 	Contractor

JOB STEPS	1. Check loading bay is unoccupied; proceed backing into offloading bay.	Contractor	
	2. Put on appropriate PPE: gloves, eye protection	Contractor	
	3. Attach offloading hose to septage truck offloading camlock	Contractor	
	4. Login at septage receiving touchscreen (Enter: "Truck Number", "Password", "Login Enable")	Contractor	
	5. Open septage truck offload valve and begin offloading process that is specific to your vehicle.	Contractor	
	6. Monitor septage screen level (on touchscreen) and maintain below 1.0 m. Exceeding the 1.0 M level will put the system in to alarm and shut down, as will exceeding 25 l/s flow. This will require the contractor to log in again.	Contractor	
	7. In the event of a blockage, the contractor should apply vacuum to the discharge system to try to dislodge obstruction. If that fails, contact the duty operator as per emergency procedures.	Contract/DLC operator	
	8. When truck is completely offloaded (Flow at 0 L/s on touchscreen), close septage truck valve, remove hose and enter "Shutdown" on touchscreen. Check display to ensure valve reads "closed"	Contractor	
POST-WORK (HOUSEKEEPING)	<ul style="list-style-type: none"> Document "Totalizer" volume to retain for records, if desired. Hose off bay area to leave it clean for the next driver. 	Contractor	
Emergency Procedures	<ul style="list-style-type: none"> If alarms are triggered, report to operations staff or call the WWTP on-call number (250-859-5904). If serious emergency dial 911 	Contractor/DLC Operator	
First Aid Procedures	<ul style="list-style-type: none"> Report to operations staff in the office for First Aid treatment or call 911 if serious injury occurs. 	Contractor/First Aid Attendant	
REVISION HISTORY:	Overview of Changes	Revision Date	Revision #