



Upper Occoquan Service Authority

Leader in Water Reclamation and Reuse

14631 COMPTON ROAD, CENTREVILLE, VIRGINIA 20121-2506
(703) 830-2200

June 1, 2025

Dear Septage Haulers,

To renew your Upper Occoquan Service Authority Septage Permit for the period of July 1, 2025, through June 30, 2026, a new application for each vehicle must be filled out and received by UOSA before July 1, 2025. An application and information are enclosed.

Please review each application, making any necessary corrections or add additional information, if necessary. Your application(s) can be turned in by mail, fax at (703) 830-5934, or by email to front.desk@uosa.org and send in your payment (Check or Money Order).

The following information is required **with each application**.

1. Vehicle Registration for each truck
2. Health Department certificates for the counties served
3. Certificate of Liability Insurance
4. Proof of Workers' Compensation and Employers' Liability Insurance
5. Business Automobile Liability Insurance
6. Permit fee of \$30 per vehicle (Check or Money Order only)
7. (Portable toilet only) - Provide an MSDS or SDS for the deodorizer chemical used in the toilets.

If you have any questions, please contact front desk by phone (703) 830-2200 or by email front.desk@uosa.org.

Sincerely,

UOSA Front Desk



SRF Hauler Application Form

Upper Occoquan Service Authority
Septage Receiving Facility Application
July 1, 2025 - June 30, 2026

Name of Company: _____

Billing Address: _____

Telephone: _____ Fax Number: _____

Point of contact Name/Number: _____

Email Address: (An email address is required to send invoices electronically)

State Health Permit #: _____

I certify that our haulers will abide by all UOSA Gate Access Decal (U-Pass) guidelines and operation procedure rules & regulations:

Owner/Representative Signature: _____

Vehicle Model & Year	Vehicle License #	Vehicle #	Vehicle Tank Size (Gallons)
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_____	_____	_____	_____
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**Application Fee \$ 30 per Vehicle
Billed Monthly**

For UOSA Use Only

Issued by: _____

UOSA U-Pass #: _____

Date Issued: _____



UPPER OCCOQUAN SERVICE AUTHORITY SEPTAGE RECEIVING FACILITY (SRF) OPERATION PROCEDURES

General

The UOSA SRF is located at 14631 Compton Road, Centreville, Virginia. UOSA only accepts waste originating in Prince William County, Fairfax County, the City of Manassas and the City of Manassas Park. Haulers must obtain a UOSA permit and pay related fees in order to use the facility.

Septage haulers are responsible for compliance with the Sewage Handling and Disposal Regulations through the State Board of Health and such other rules as may be promulgated by the Commonwealth of Virginia and local governing bodies.

The UOSA Rules and Regulations may be revised as determined by the Executive Director of UOSA. Permitted septage haulers will be provided with written notice of revisions to the UOSA Rules and Regulations. Haulers are responsible for always complying with the written instructions and the verbal directions of UOSA staff. If rules or directions are violated, access to the UOSA facility will be suspended or revoked at the sole discretion of UOSA.

Procedures

1. Haulers are to obey all signs, verbal directions by UOSA staff, and the general guidance in this document.
2. The facility is open daily, 7 days per week, year-round including holidays, from 5AM until 10PM. A gate card is issued for each truck allowing access during this time period.
3. Haulers are responsible for maintaining the cleanliness of the discharge site. It is essential to ensure that spills and waste are contained and do not reach the storm water system. Haulers may be held liable for remediation costs if a spill occurs. All spills must be reported to UOSA immediately!
4. UOSA has a septage grinder unit and a raptor unit. Users are to proceed to the drop site that is in service and are not to reposition covers or traffic cones. If a problem occurs and a different unit is needed, contact UOSA personnel.
5. Position the truck, connect the hose to respective online unit, and press the start button before beginning discharge. Verify the grinder status light is on. Haulers must use a 4" discharge hose. It is not permissible to simply open the discharge valve and

dump on the ground, regardless of what efforts are made to clean up.

6. The system automation may slow or stop the discharge of waste if the level inside the channels becomes too high, this is to prevent spills or damage to equipment.
7. The hauler shall continuously monitor the discharge. Stop discharging and contact UOSA if an alarm sounds, or the discharge pipe/hose plugs or becomes restricted.
8. Haulers are not permitted to operate valves, interfere with UOSA operation or enter the SRF building.
9. UOSA may obtain random samples for analysis. Haulers shall assist in the collection of samples as requested.
10. By using the facility, haulers accept that UOSA staff may interrupt the discharge and close truck valves at any time if there is a risk of a spill.
11. When unloading is complete, haulers must clean up any mess that was created. It is essential that any spill be contained and not be allowed to enter the storm water system.
12. A manifest must be provided and filled out completely and legibly by the driver and placed in the brown Manifest Deposit Box. Manifests must be dropped off at the time of unloading.
13. If more than four trucks are in line waiting, please call the shift manager on duty. Please be mindful when arriving with multiple trucks at the same time from one business/job, you should try to space out the offloading throughout the day as to be courteous to your fellow septage haulers and prevent offloading delays.
14. Contact the UOSA Shift Manager (703-517-2781) via cell phone or use the UOSA phone in the structure (dial "0") in the event of any problems.

Acceptable Waste

UOSA accepts standard residential domestic septage, grease traps, portable toilets, and car wash wastewater originating only in Prince William County, Fairfax County, the City of Manassas or the City of Manassas Park.

Oil/water separator waste and automotive service facility grit/grease traps and other wastes are not permissible. Portable toilet waste containing formaldehyde and 1,4-dichlorobenzene is not permitted. Portable toilet haulers must submit an MSDS for the chemical product at the time of permit application or renewal.

Variances may be available for certain industrial and non-standard wastes. Discharge of any non-standard waste without prior authorization is a violation, including materials such as salt pond waste. Effective July 1, 2016, all haulers carrying materials other than residential domestic septage, restaurant grease traps, portable toilet, and car wash waste must have a variance document on file. Variances are normally issued for a 5-year period.

Fees

Septage haulers are charged a minimum fee of \$26.00 per thousand gallons. This fee is billed monthly **and is payable by the last day of the month**. Any questions with regard to billing may be directed to the receptionist at UOSA at (703) 830-2200, extension 0. Failure to pay septage load billings promptly is considered a violation and may result in the revocation of the septage hauler's UOSA permit(s).

Replacement gate cards are \$30 each.

Violations

If a rule or regulation is violated, the septage hauling firm is issued a written notice of violation (NOV) advising of the nature of the problem and the associated rules regarding permitted waste. The accumulation of three (3) NOVs in a twelve (12) month period will result in revocation of the UOSA permit(s) for a minimum of thirty (30) days. While a company is suspended, all septage trucks owned by the company are prohibited from using UOSA facilities.

A fine up to \$500 may be imposed for gross negligence of rules, regulations or result of a sewage spill.

A totally completed manifest form is required for each load discharged into the UOSA SRF. Repetitive, incomplete, inaccurate and/or soiled manifest forms may be grounds for a NOV. Falsification or fraud on manifest forms is ground for immediate revocation of the permit. Drivers should come to the administration building for new forms if they run out of manifest forms. There are no manifest forms at the SRF facility.

UOSA only accepts loads originating in the four jurisdictions served. If a load is delivered from outside of this area, the hauler is charged the full cost of treatment (\$220) and is issued a Notice of Violation.

Obtaining a Permit

Permits for use of the UOSA facility are issued on an annual basis for the period July 1 – June 30. New permits issued on or after January 1 are valid for up to 18 months (until the following July). Please contact UOSA at 703-830-2200 to obtain the necessary forms. The following is required on an annual basis:

- 1. Vehicle Registration for each truck**
- 2. Health Department certificates for the counties served**
- 3. Certificate of Liability Insurance**

The Septage Hauler shall provide the Upper Occoquan Sewage Authority with a certificate of insurance evidencing the required coverage before the commencing of

hauling of septage to UOSA. Insurance certificates shall provide that UOSA be notified at least 30 days prior to any cancellation of the said insurance policies.

4. Proof of Workers' Compensation and Employers' Liability Insurance

Statutory Workers' Compensation Insurance covering injury to employees of the UOSA licensed septage haulers while performing work within the scope of their UOSA permit, and Employers Liability Insurance with limits of at least \$100,000/\$500,000/\$100,000.

5. Business Automobile Liability Insurance

This insurance shall apply to any auto, including all owned, hired and non-owned vehicles, covering Bodily Injury and Property Damage with a combined single limit of at least \$500,000 for each accident.

6. Permit fee of \$30 per vehicle

7. (Portable toilet only)

Provide an MSDS or SDS for the deodorizer chemical used in the toilets.

Septage Onsite Storage/Transfer Tank Use

UOSA understands that Onsite storage and transfer tanks are becoming more common and understands the driving forces for using them. As the number of storage and transfer tanks continues to increase, UOSA must implement standard procedures for each company to follow. An onsite storage and transfer tank is defined as any tank, vehicle, or structure which septage has been transferred into between the generating source and delivery to UOSA. Such tanks are typically utilized as an intermediate holding space from several smaller loads and are combined to reduce deliveries to UOSA.

Below are the procedures and requirements for implementing and using onsite septage storage and transfer tanks. These procedures are necessary to follow as septage manifests are utilized for UOSA's jurisdictional billing process and jurisdictional loading allocations. In either case, it is important that septage loads are properly allocated to the jurisdiction for which the septage originated and not to the jurisdiction that storage and transfer tanks are located within. Improper loading allocations may result in adverse impacts to jurisdictions which include exceeding permitted allocations or improper billing.

- You must request to UOSA in writing; prior to implementing, your intent to use an onsite storage and transfer tank.
- You shall notify UOSA when a holding tank becomes active. Additionally, you shall notify UOSA of the use of existing holding or storage tanks currently in service.
- By offloading septage at UOSA, you are certifying that the product originated within UOSA's service area of Fairfax County, Prince William

County, City of Manassas, and City of Manassas Park. UOSA reserves the right to audit records for any deliveries to UOSA coming from a holding or storage tank.

- The manifest must be filled out with the gallons from each jurisdiction. An example will be provided below.
- Septage company shall keep accurate records of the septage offloaded at UOSA; records may be subjected to periodic auditing. Such records shall contain the number of gallons, street address, city, jurisdiction and date of service to customer.
- Failure to follow these procedures shall result in suspension of service and your ability to use onsite storage and transfer tanks for off-loading at UOSA.

**Upper Occoquan Sewage Authority
Septic Receiving Facility Manifest Form**

For

8180

#1 Septage Hauler

Date of Service <u>1/13/23</u>	Source of Waste	Quantity
Customer Name <u>#1 Septage Hauler</u>	Permitted - UOSA Regulation	<u>2000</u>
Street Address <u>123 Sudley Rd</u>	<input checked="" type="checkbox"/> Residential Septic Tank	
City <u>Manassas</u>	<input type="checkbox"/> Restaurant Grease Trap	
Jurisdiction <u>PWC - Onsite Transfer</u>	Special Exception - Previously Approved	
Driver's Name <u>Bill Smith</u> (print)	<input type="checkbox"/> Commercial Septic Tank	
Truck License <u>38-123 VA</u> Truck No. <u>#13</u>	<input type="checkbox"/> Portable Toilet	
Sample Bottle No. _____ UOSA Permit# <u>123456</u>	<input type="checkbox"/> Car Wash	
	Prior Written Approval Required	
	<input type="checkbox"/> Automotive Grit/Grease Trap	
	<input type="checkbox"/> Industrial Septic Tank Waste	
	<input type="checkbox"/> Oil/Water Separator	
	<input type="checkbox"/> All Other (Specify)	

Date of Service <u>1/13/23</u>	Source of Waste	Quantity
Customer Name <u>#1 Septage Hauler</u>	Permitted - UOSA Regulation	<u>2500</u>
Street Address <u>123 Sudley Rd</u>	<input checked="" type="checkbox"/> Residential Septic Tank	
City <u>Manassas</u>	<input type="checkbox"/> Restaurant Grease Trap	
Jurisdiction <u>FFX - Onsite Transfer</u>	Special Exception - Previously Approved	
Driver's Name <u>Bill Smith</u> (print)	<input type="checkbox"/> Commercial Septic Tank	
Truck License <u>38-123 VA</u> Truck No. <u>#13</u>	<input type="checkbox"/> Portable Toilet	
Sample Bottle No. _____ UOSA Permit# <u>123456</u>	<input type="checkbox"/> Car Wash	
	Prior Written Approval Required	
	<input type="checkbox"/> Automotive Grit/Grease Trap	
	<input type="checkbox"/> Industrial Septic Tank Waste	
	<input type="checkbox"/> Oil/Water Separator	
	<input type="checkbox"/> All Other (Specify)	

Date of Service <u>1/13/23</u>	Source of Waste	Quantity
Customer Name <u>#1 Septage Hauler</u>	Permitted - UOSA Regulation	<u>500</u>
Street Address <u>123 Sudley Rd</u>	<input checked="" type="checkbox"/> Residential Septic Tank	
City <u>Manassas</u>	<input type="checkbox"/> Restaurant Grease Trap	
Jurisdiction <u>Manassas park - Onsite Transfer</u>	Special Exception - Previously Approved	
Driver's Name <u>Bill Smith</u> (print)	<input type="checkbox"/> Commercial Septic Tank	
Truck License <u>38-123 VA</u> Truck No. <u>#13</u>	<input type="checkbox"/> Portable Toilet	
Sample Bottle No. _____ UOSA Permit# <u>123456</u>	<input type="checkbox"/> Car Wash	
	Prior Written Approval Required	
	<input type="checkbox"/> Automotive Grit/Grease Trap	
	<input type="checkbox"/> Industrial Septic Tank Waste	
	<input type="checkbox"/> Oil/Water Separator	
	<input type="checkbox"/> All Other (Specify)	

Total of gallons above discharged 5,000 to UOSA SRF.

Date: 1/13/23 Time: 8:00 AM

White: UOSA

Yellow: SRF Hauler

UOSA Gate Access Decal Guidelines

As of May 2019, UOSA's gate access cards are now windshield decals ("uPASS").

Gate Access Decals are registered to Septage Haulers as part of registration.

[contact Front.Desk@uosa.org for Septage Hauler registration]

Each registered gate access decal should be affixed horizontally in the upper corner of the driver's side of the windshield. [see image]



Registered gate access decals are non-transferable and are vehicle-specific.

Moving a gate access decal to a different vehicle (including efforts to share a gate access decal amongst multiple vehicles) is NOT authorized and may result in cancellation of ALL gate access decals registered to the offending company.

If a vehicle with a registered gate access decal is sold/disposed/transferred, the registered gate access decal holder is required to provide prompt notice (within 30 days) to Front.Desk@uosa.org, so the gate access decal can be disabled.

If a registered gate access decal requires replacement (due to replaced windshield, damaged gate access decal, etc.), notify Front.Desk@uosa.org. Each replacement gate access decal will trigger a replacement fee of **\$7.00**.