

Permit Application

Complete & Return to City of Concord (also available online)

RENEWAL

PERMIT NO. _____

SEPTAGE HAULER DISCHARGE PERMIT APPLICATION

**General Services Department
Attn: Brenda Daniels
311 North State Street
Concord, New Hampshire 03301**

APPLICANT INFORMATION:

NAME of APPLICANT: _____

COMPANY NAME: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ PHONE: _____

E-MAIL: _____

VEHICLE/TANK INFORMATION:

VEHICLE LICENSE NO.	TANK (GALS)	VEHICLE LICENSE NO.	TANK (GALS)
1. _____	_____	7. _____	_____
2. _____	_____	8. _____	_____
3. _____	_____	9. _____	_____
4. _____	_____	10. _____	_____
5. _____	_____	11. _____	_____
6. _____	_____	12. _____	_____

TOWNS PROPOSED FOR DISCHARGE:

ESTIMATED ANNUAL SEPTAGE VOLUME TO BE DISCHARGED (GALS): _____

CERTIFICATION:

The undersigned hereby certifies to the accuracy of the information provided above.

Signature of Applicant Date

Indemnification Agreement

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CITY OF CONCORD, NEW HAMPSHIRE

INDEMNIFICATION AGREEMENT

Vendor shall defend, indemnify, and hold harmless the City and its officials, agents, and employees (collectively, the "Indemnified Parties") from and against all demands, claims, suits and actions seeking damages, penalties, attorney's fees, costs, expenses, equitable relief, statutory relief or any other relief on account of bodily injury, death, personal injury, property damage, economic injury and any other injury or loss, (collectively, "Liabilities") arising from or relating to this contract, unless the Indemnified Parties were solely negligent.

In addition, Vendor shall defend, indemnify and hold harmless the City for any costs, expenses and liabilities arising out of a claim, charge or determination that Vendor's officers, employees, contractors, subcontractors or agents are employees of the City, including but not limited to claims or charges for benefits, wages, fees, penalties, withholdings, damages or taxes brought in connection with laws governing workers compensation, unemployment compensation, social security, Medicare, state or federal taxation, and/or any other similar obligation associated with an employment relationship.

The indemnification obligations set forth herein shall survive the term of the contract. Vendor must choose defense counsel acceptable to the City and obtain the City's consent to any proposed settlement.

COMPANY _____

TAXPAYER IDENTIFICATION NUMBER _____

AUTHORIZED SIGNATURE _____

DATE _____

ADDRESS _____

TELEPHONE _____

E-MAIL ADDRESS _____

Insurance Requirements

Submit Insurance Certificate per Attached Requirements (hardcopy or email)

**City of Concord, New Hampshire
Insurance Requirements for All Vendors**

Additional Coverage is Required if Checked **Minimum Limits Required**

Commercial General Liability (X)

General Aggregate	\$2,000,000
Products-Completed Operations Agg.	\$2,000,000
Personal and Advertising	\$1,000,000
Each Occurrence Injury	\$1,000,000
Fire Damage (Any One Fire)	\$ 50,000
Medical Expense (Any One Person)	\$ 5,000
<input type="checkbox"/> Occurrence	
<input type="checkbox"/> Claims Made	

Additional Coverage to Include

<input type="checkbox"/> Owners & Contractors' Protective – Limit	NA
<input type="checkbox"/> Underground/Explosion and Collapse	

Commercial Automobile Liability (X)

Combined Single Limit	\$1,000,000
<input type="checkbox"/> Any Auto, Symbol 1	
<input type="checkbox"/> Include Employees as Insured	

Additional Coverage to include:

<input type="checkbox"/> Garage Liability	NA
<input type="checkbox"/> Garage Keepers Legal Liability	NA

Workers Compensation

NH Statutory including Employers Liability	
- Each Accident/Disease-Policy Limit/Disease-Each Employee	\$100,000/\$500,000/\$100,000

Commercial Umbrella (X)

May be substituted for higher limits required above	\$1,000,000
<input type="checkbox"/> Follow Form Umbrella on ALL requested Coverage	

Other

<input type="checkbox"/> 1. Professional/Errors & Omissions	NA
<input type="checkbox"/> 2. Builders Risk – Renovation Form	
All Risk completed value form including Collapse	NA
Sublimit for Soft Cost Coverage	NA
<input type="checkbox"/> 3. Installation Floater (Equipment)	NA
<input type="checkbox"/> 4. Riggers Liability	NA
<input type="checkbox"/> 5. Environmental – Pollution Liability	NA
<input type="checkbox"/> 6. Aviation Liability	NA
<input type="checkbox"/> 7. Watercraft – Protection & Indemnity	NA

(X) **The City of Concord must be named as Additional Insured, by endorsement with a waiver of subrogation in favor of the City, with respect to general, automobile and umbrella liability**

Program Policies & Procedures

Retain for Your Records

ATTACHMENT A

SEPTAGE HAULER DISCHARGE PERMIT PROGRAM GUIDANCE AND GENERAL PERMIT CONDITIONS

VIOLATION OF ANY OF THESE PERMIT CONDITIONS CAN RESULT IN THE SUSPENSION OR
REVOCAION OF THE PERMITTEE'S DISPOSAL PRIVILEGES

1. TYPES OF SEPTAGE WASTE ACCEPTED:

- a. **Only domestic septage may be discharged at the facility.** Domestic septage is defined as “either liquid or solid material removed from a septic tank, cesspool, portable toilet, Type III marine sanitation device, or similar treatment works that receives only domestic sewage. **Domestic septage does not include** liquid or solid material removed from a septic tank, cesspool or similar treatment works that receives either commercial wastewater or industrial wastewater and does not include grease removed from a grease trap at a restaurant.” **Note: Non-domestic septage from Bow, Boscawen, and Concord may be accepted provided prior approval of the discharge has been authorized by the Environmental Compliance Manager (603-230-3857). Adequate advance notice for approval to discharge non-domestic septage is required. A list of previously authorized non-domestic sources is maintained on file for reference.**

2. PROHIBITED SOURCES:

- a. Septage from outside of the State of New Hampshire.
- b. Grease traps.
- c. Commercial and industrial septage (exceptions allowed for Concord, Bow & Boscawen with prior approval).

3. ADMINISTRATIVE PROCEDURES:

- a. All haulers are required to obtain a Septage Hauler Discharge Permit prior to discharging septage at the Hall St. WWTP. Permits will be issued to haulers that meet the following conditions:
 - Provide an insurance certificate naming the City of Concord as additional insured.
 - For Permit renewals, haulers must have a record of satisfactory compliance with all conditions and requirements of the expiring Permit.
- b. Haulers will be invoiced on a monthly basis. Invoices will be prepared at the beginning of each month for the previous month's disposal services, and will be due within 30 days of the invoice date. Any account in arrears will result in immediate revocation of the Permittee's disposal privileges.

4. SEPTAGE DISCHARGE FEES:

- a. Septage discharge fees are assessed at a rate per gallon of septage for in-district and outside-district sources. In-district sources include the communities of Concord (includes Penacook), Boscawen and Bow. All other communities are considered outside-district. The current fees are:

- In-District: \$ 0.065 per gallon
- Outside-District: \$ 0.070 per gallon

Volumes will be determined to the nearest 100 gallon increment based on sight glass readings. The minimum volume for invoicing purposes is established at 500 gallons.

5. MANIFESTS:

- a. Haulers must complete the septage discharge form provided on the city kiosk located in the lobby of the Hall Street Wastewater Treatment Plant.

6. SEPTAGE RECEIVING PROCEDURES:

- a. Septage is received only at the Hall St. WWTP between the hours of 6:30 A.M. and 3:30 P.M., Monday through Friday excluding City recognized holidays. A list of City holidays for the current calendar year is posted in the reception area, and included as Attachment C.
- b. All septage haulers must check in at the reception area. An automatic septage receiving kiosk is available in the lobby for haulers to record discharge amounts. The kiosk will provide a receipt for each entry for the hauler's records.
- c. City personnel will routinely verify the declared septage volume by sight glass readings. **If no sight glass is available or is not readable, the load may be charged at full tank volume.** Full tank volumes will be determined from a registered tank listing of all City permitted septage haulers.
- d. Any adjustments to the originally declared volume will be made by the wastewater plant superintendent upon verification of the discharge amount.



City of Concord Inter- Office Memo

DATE: September 13, 2024
TO: All Departments (PLEASE POST)
FROM: Human Resources Department
SUBJECT: HOLIDAY SCHEDULE 2025 (Non-Contractual Employees)

Please Post This Listing of Holidays

For your convenience, listed below are the legal holidays in the calendar year 2025 provided by the Personnel Rules and Regulations at Article 34-10-3.

<u>Holiday</u>	<u>Date Celebrated</u>
New Year's Day (2025)	Wednesday, January 1, 2025
Martin Luther King Jr./ Civil Rights Day	Monday, January 20, 2025 Floating Holiday City offices are closed to public
*President's Day	Monday, February 17, 2025
Memorial Day	Monday, May 26, 2025
Juneteenth	Thursday, June 19, 2025
Fourth of July	Friday, July 4, 2025
Labor Day	Monday, September 1, 2025
**Indigenous Peoples' Day	Monday, October 13, 2025
***Election Day (State)	Not Applicable 2025 Floating Holiday
Veteran's Day	Tuesday, November 11, 2025
Thanksgiving Day	Thursday, November 27, 2025
Day after Thanksgiving	Friday, November 28, 2025
Christmas Day	Thursday, December 25, 2025

**This holiday is identified as Washington's Birthday under New Hampshire State law, RSA 288:1*

*** This holiday is identified as Columbus Day under New Hampshire State law, RSA 288:1*

**** Note: Election Day (State) – this floating holiday only occurs every other year*

S.HOLIDAYS