



# Manual Ticket Training for Regional Residuals Facility (RRF) Users

May 13, 2022

---

## Why Should You Care?

---

- Manual tickets are a record of an HRSD business transaction.
  - Manual tickets are used for billing and to properly document wastes received by HRSD.
- All RRF users are required to obtain a manual ticket with an HRSD signature. Failure to obtain a completed, signed manual ticket may result in enforcement action.



---

## When to Use a Manual Ticket

---


To include, but not limited to:

- Scale system down/offline.
- Scale transaction timed out.
- Scale ticket did not print.
- Driver selected the incorrect waste type.
- Waste hauler badge not functioning properly.



## Manual Ticket

- Contact plant staff using a call box. They will direct you to the manual ticket book.

**Indirect Discharge Manual Ticket**

Discharge Location (circle one)	AT	BH	CE	NP	WB	YR	Other
Discharge Date _____				Discharge Time _____			
Inbound Wgt _____				Outbound Wgt _____			
Company/City _____							
Badge No. _____				Vehicle No. _____			
Waste Source _____							
Estimated Vol (Yd3 or Gal) _____ <small>(Estimated volume and weight only required if scale is out of operation)</small>				Estimated Wgt (Tons) _____			
_____ Signature of Deliverer				_____ Signature of HRSD Representative			
Reason for manual discharge form: _____							
_____							

**Select Waste Type**

- ☐ Residential Septage
- ☐ Food Service Grease Trap
- ☐ Pump Station Cleaning
- ☐ Portable Toilets
- ☐ Mixed (Septage & Grease or CHT)
- ☐ Shipboard Domestic (CHT)
- ☐ Pump-Around
- ☐ Muni Grit/Grease
- ☐ Special Discharge
- ☐ Foreign Biosolids

White Copy - HRSD      Yellow Copy - Company/City      Pink Copy - Ledger (Do Not Remove)

Attach all Scale Quick Print Tickets to form

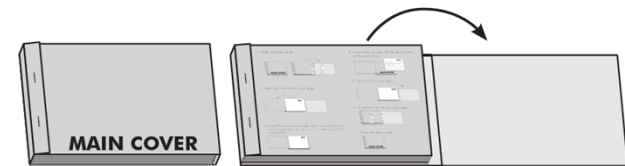
**HRSD**

Date Entered By \_\_\_\_\_ Date \_\_\_\_\_  
(Office Use Only)

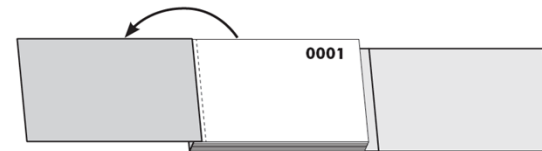
## Manual Ticket Ledger

- Manual tickets are kept in a ledger book which is used like a check book with three colored copies.
  - White: HRSD Copy
  - Yellow: Hauler Copy
  - Pink: Ledger Copy
    - Stays in ledger at all times.

1. Open the main cover



2. Open the instructions cover page



3. Insert main cover underneath one set of forms  
(In the sample below, the main cover is between set 0001 and set 0002.)



## Filling Out a Manual Ticket

1 - Circle the name of the plant.

NP for Nansemond Plant.

**HRSD** Indirect Discharge Manual Ticket

Discharge Location (circle one)    AT    BH    CE    **NP**    WB    YR    Other

Discharge Date \_\_\_\_\_ Discharge Time \_\_\_\_\_

Inbound Wgt \_\_\_\_\_ Outbound Wgt \_\_\_\_\_

Company/City \_\_\_\_\_

Badge No. \_\_\_\_\_ Vehicle No. \_\_\_\_\_

Waste Source \_\_\_\_\_

Estimated Vol (Yd3 or Gal) \_\_\_\_\_ Estimated Wgt (Tons) \_\_\_\_\_  
(Estimated volume and weight only required if scale is out of operation)

\_\_\_\_\_  
Signature of Deliverer                      Signature of HRSD Representative

Reason for manual discharge form: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

White Copy - HRSD    Yellow Copy - Company/City    Pink Copy - Ledger (Do Not Remove)

Attach all Scale Quick Print Tickets to form

**Select Waste Type**

- ☐ Residential Septage
- ☐ Food Service Grease Trap
- ☐ Pump Station Cleaning
- ☐ Portable Toilets
- ☐ Mixed (Septage & Grease or CHT)
- ☐ Shipboard Domestic (CHT)
- ☐ Pump-Around
- ☐ Muni Grit/Grease
- ☐ Special Discharge
- ☐ Foreign Biosolids

Data Entered By \_\_\_\_\_ Date \_\_\_\_\_  
(Office Use Only)

**HRSD**

## Filling Out a Manual Ticket

1 - Circle the name of the plant.

2 – Fill in discharge date, discharge time (time arrived at plant), company name or locality.

**HRSD** Indirect Discharge Manual Ticket

Discharge Location (circle one) AT BH CE **NP** WB YR Other

Discharge Date **03/30/2022** Discharge Time **0700**

Inbound Wgt \_\_\_\_\_ Outbound Wgt \_\_\_\_\_

Company/City **Potty Pumpers LLC / City of Pooville**

Badge No. \_\_\_\_\_ Vehicle No. \_\_\_\_\_

Waste Source \_\_\_\_\_

Estimated Vol (Yd3 or Gal) \_\_\_\_\_ Estimated Wgt (Tons) \_\_\_\_\_  
(Estimated volume and weight only required if scale is out of operation)

Signature of Deliverer \_\_\_\_\_ Signature of HRSD Representative \_\_\_\_\_

Reason for manual discharge form: \_\_\_\_\_

White Copy - HRSD Yellow Copy - Company/City Pink Copy - Ledger (Do Not Remove)

Attach all Scale Quick Print Tickets to form

**Select Waste Type**

- ☐ Residential Septage
- ☐ Food Service Grease Trap
- ☐ Pump Station Cleaning
- ☐ Portable Toilets
- ☐ Mixed (Septage & Grease or CHT)
- ☐ Shipboard Domestic (CHT)
- ☐ Pump-Around
- ☐ Muni Grit/Grease
- ☐ Special Discharge
- ☐ Foreign Biosolids

Date Entered By \_\_\_\_\_ Date \_\_\_\_\_  
(Office Use Only)

**HRSD**

## Filling Out a Manual Ticket

1 - Circle the name of the plant.

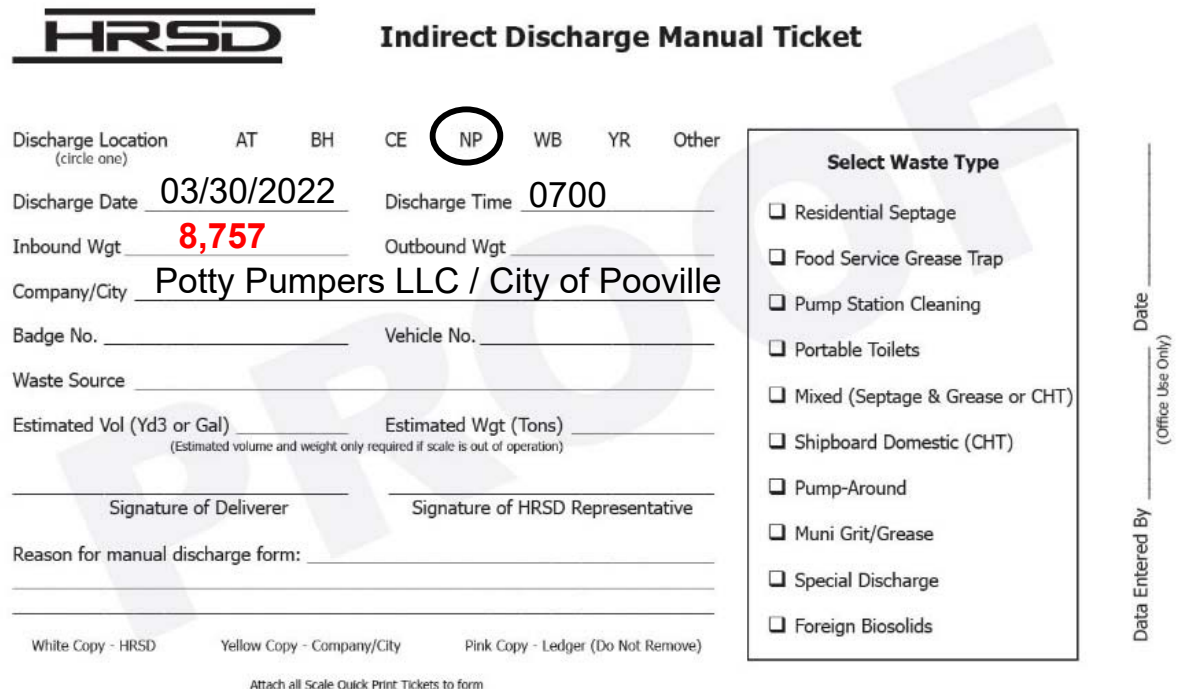
2 – Fill in discharge date, discharge time, company name or locality.

**3 – Record inbound weight:**

As shown on the scale screen.

This should be recorded in your logbook.

If a quick print or electronic discharge ticket was obtained, bring ticket to plant operator.



The form is titled "Indirect Discharge Manual Ticket" and features the HRSD logo. It contains several sections for data entry:

- Discharge Location:** A row of checkboxes for AT, BH, CE, NP (circled), WB, YR, and Other.
- Discharge Date:** 03/30/2022
- Discharge Time:** 0700
- Inbound Wgt:** 8,757
- Outbound Wgt:** (blank)
- Company/City:** Potty Pumpers LLC / City of Pooville
- Badge No.:** (blank)
- Vehicle No.:** (blank)
- Waste Source:** (blank)
- Estimated Vol (Yd3 or Gal):** (blank)
- Estimated Wgt (Tons):** (blank)
- Signature of Deliverer:** (blank)
- Signature of HRSD Representative:** (blank)
- Reason for manual discharge form:** (blank)

At the bottom, it specifies the distribution of copies: White Copy - HRSD, Yellow Copy - Company/City, and Pink Copy - Ledger (Do Not Remove). A note at the very bottom says "Attach all Scale Quick Print Tickets to form".

**Select Waste Type**

- ☐ Residential Septage
- ☐ Food Service Grease Trap
- ☐ Pump Station Cleaning
- ☐ Portable Toilets
- ☐ Mixed (Septage & Grease or CHT)
- ☐ Shipboard Domestic (CHT)
- ☐ Pump-Around
- ☐ Muni Grit/Grease
- ☐ Special Discharge
- ☐ Foreign Biosolids

**Data Entered By** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Office Use Only)

HRSD



## Filling Out a Manual Ticket


- 1 - Circle the name of the plant.
- 2 - Fill in discharge date, discharge time, company name or locality.
- 3 - Record inbound weight.

### 4 - Record outbound weight:

As shown on the scale screen.

This should also be recorded in your logbook.

Use information from quick print/electronic discharge ticket, if available.

**Indirect Discharge Manual Ticket**

Discharge Location  
(circle one)

AT

BH

CE

**NP**

WB

YR

Other

Discharge Date 03/30/2022 Discharge Time 0700

Inbound Wgt 8,757 Outbound Wgt 7,000

Company/City Potty Pumpers LLC / City of Pooville

Badge No. \_\_\_\_\_ Vehicle No. \_\_\_\_\_

Waste Source \_\_\_\_\_

Estimated Vol (Yd3 or Gal) \_\_\_\_\_ Estimated Wgt (Tons) \_\_\_\_\_  
(Estimated volume and weight only required if scale is out of operation)

\_\_\_\_\_  
Signature of Deliverer      Signature of HRSD Representative

Reason for manual discharge form: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

White Copy - HRSD      Yellow Copy - Company/City      Pink Copy - Ledger (Do Not Remove)

Attach all Scale Quick Print Tickets to form

**Select Waste Type**

- ☐ Residential Septage
- ☐ Food Service Grease Trap
- ☐ Pump Station Cleaning
- ☐ Portable Toilets
- ☐ Mixed (Septage & Grease or CHT)
- ☐ Shipboard Domestic (CHT)
- ☐ Pump-Around
- ☐ Muni Grit/Grease
- ☐ Special Discharge
- ☐ Foreign Biosolids

Date Entered By \_\_\_\_\_ Date \_\_\_\_\_  
(Office Use Only)

## Filling Out a Manual Ticket

4a. If the scale is not in operation:

Fill out estimated weight of discharge.

**HRSD** Indirect Discharge Manual Ticket

Discharge Location (circle one) AT BH CE **NP** WB YR Other

Discharge Date 03/30/2022 Discharge Time 0700

Inbound Wgt \_\_\_\_\_ Outbound Wgt \_\_\_\_\_

Company/City Potty Pumpers LLC / City of Pooville

Badge No. \_\_\_\_\_ Vehicle No. \_\_\_\_\_

Waste Source \_\_\_\_\_

Estimated Vol (Yd3 or Gal) \_\_\_\_\_ Estimated Wgt (Tons) **15,000**  
(Estimated volume and weight only required if scale is out of operation)

Signature of Deliverer \_\_\_\_\_ Signature of HRSD Representative \_\_\_\_\_

Reason for manual discharge form: \_\_\_\_\_

White Copy - HRSD Yellow Copy - Company/City Pink Copy - Ledger (Do Not Remove)

Attach all Scale Quick Print Tickets to form

**Select Waste Type**

- ☐ Residential Septage
- ☐ Food Service Grease Trap
- ☐ Pump Station Cleaning
- ☐ Portable Toilets
- ☐ Mixed (Septage & Grease or CHT)
- ☐ Shipboard Domestic (CHT)
- ☐ Pump-Around
- ☐ Muni Grit/Grease
- ☐ Special Discharge
- ☐ Foreign Biosolids

Date Entered By \_\_\_\_\_ Date \_\_\_\_\_  
(Office Use Only)

**HRSD**

## Filling Out a Manual Ticket

- 1 - Circle the name of the plant.
- 2 - Fill in discharge date, discharge time, company name or locality.
- 3 - Record inbound weight.
- 4 - Record outbound weight.

**5 - Record badge number from badge.**

EX:



**HRSD** Indirect Discharge Manual Ticket

Discharge Location (circle one) AT BH CE **NP** WB YR Other

Discharge Date 03/30/2022 Discharge Time 0700

Inbound Wgt 8,757 Outbound Wgt 7,000

Company/City Potty Pumpers LLC / City of Pooville

Badge No. **32918** Vehicle No. \_\_\_\_\_

Waste Source \_\_\_\_\_

Estimated Vol (Yd3 or Gal) \_\_\_\_\_ Estimated Wgt (Tons) \_\_\_\_\_  
(Estimated volume and weight only required if scale is out of operation)

Signature of Deliverer \_\_\_\_\_ Signature of HRSD Representative \_\_\_\_\_

Reason for manual discharge form: \_\_\_\_\_

White Copy - HRSD Yellow Copy - Company/City Pink Copy - Ledger (Do Not Remove)

Attach all Scale Quick Print Tickets to form

**Select Waste Type**

- ☐ Residential Septage
- ☐ Food Service Grease Trap
- ☐ Pump Station Cleaning
- ☐ Portable Toilets
- ☐ Mixed (Septage & Grease or CHT)
- ☐ Shipboard Domestic (CHT)
- ☐ Pump-Around
- ☐ Muni Grit/Grease
- ☐ Special Discharge
- ☐ Foreign Biosolids

Date Entered By \_\_\_\_\_ Date \_\_\_\_\_  
(Office Use Only)

**HRSD**

## Filling Out a Manual Ticket

5 – Record badge number from badge.

EX:



Bring badge to fill out manual ticket.  
Badges are required for all discharges.  
Discharging without a badge may result in enforcement actions.

**HRSD Indirect Discharge Manual Ticket**

Discharge Location (circle one) AT BH CE **NP** WB YR Other

Discharge Date 03/30/2022 Discharge Time 0700

Inbound Wgt 8,757 Outbound Wgt 7,000

Company/City Potty Pumpers LLC / City of Pooville

Badge No. **32918** Vehicle No. \_\_\_\_\_

Waste Source \_\_\_\_\_

Estimated Vol (Yd3 or Gal) \_\_\_\_\_ Estimated Wgt (Tons) \_\_\_\_\_  
(Estimated volume and weight only required if scale is out of operation)

Signature of Deliverer \_\_\_\_\_ Signature of HRSD Representative \_\_\_\_\_

Reason for manual discharge form: \_\_\_\_\_

White Copy - HRSD Yellow Copy - Company/City Pink Copy - Ledger (Do Not Remove)

Attach all Scale Quick Print Tickets to form

**Select Waste Type**

- ☐ Residential Septage
- ☐ Food Service Grease Trap
- ☐ Pump Station Cleaning
- ☐ Portable Toilets
- ☐ Mixed (Septage & Grease or CHT)
- ☐ Shipboard Domestic (CHT)
- ☐ Pump-Around
- ☐ Muni Grit/Grease
- ☐ Special Discharge
- ☐ Foreign Biosolids

Date Entered By \_\_\_\_\_ Date \_\_\_\_\_  
(Office Use Only)

**HRSD**

## Filling Out a Manual Ticket

- 1 - Circle the name of the plant.
- 2 - Fill in discharge date, discharge time, company name or locality.
- 3 - Record inbound weight.
- 4 - Record outbound weight.
- 5 - Record badge number from badge.

**6 - Record truck number from badge.**

EX:



HRSD		Indirect Discharge Manual Ticket					
Discharge Location (circle one)	AT	BH	CE	<b>NP</b>	WB	YR	Other
Discharge Date	03/30/2022		Discharge Time	0700			
Inbound Wgt	8,757		Outbound Wgt	7,000			
Company/City	Potty Pumpers LLC / City of Pooville						
Badge No.	32918		Vehicle No.	1			
Waste Source							
Estimated Vol (Yd3 or Gal)				Estimated Wgt (Tons)			
<small>(Estimated volume and weight only required if scale is out of operation)</small>							
Signature of Deliverer				Signature of HRSD Representative			
Reason for manual discharge form:							
White Copy - HRSD      Yellow Copy - Company/City      Pink Copy - Ledger (Do Not Remove)							
Attach all Scale Quick Print Tickets to form							

**Select Waste Type**

- ☐ Residential Septage
- ☐ Food Service Grease Trap
- ☐ Pump Station Cleaning
- ☐ Portable Toilets
- ☐ Mixed (Septage & Grease or CHT)
- ☐ Shipboard Domestic (CHT)
- ☐ Pump-Around
- ☐ Muni Grit/Grease
- ☐ Special Discharge
- ☐ Foreign Biosolids

Date Entered By \_\_\_\_\_ Date \_\_\_\_\_  
(Office Use Only)


HRSD

## Filling Out a Manual Ticket

- 1 - Circle the name of the plant.
- 2 – Fill in discharge date, discharge time, company name or locality.
- 3 – Record inbound weight.
- 4 – Record outbound weight.
- 5 – Record badge number from badge.
- 6 – Record truck number from badge.

**7 – Record locality residuals are from.**

**EX: Virginia Beach, Newport News, etc.**


**Indirect Discharge Manual Ticket**

Discharge Location (circle one)	AT	BH	CE	<b>NP</b>	WB	YR	Other
Discharge Date	03/30/2022		Discharge Time		0700		
Inbound Wgt	8,757		Outbound Wgt		7,000		
Company/City	Potty Pumpers LLC / City of Pooville						
Badge No.	32918		Vehicle No.		1		
Waste Source	<b>County of Wastetown</b>						
Estimated Vol (Yd3 or Gal)			Estimated Wgt (Tons)				
<small>(Estimated volume and weight only required if scale is out of operation)</small>							
Signature of Deliverer			Signature of HRSD Representative				
Reason for manual discharge form:							
White Copy - HRSD		Yellow Copy - Company/City		Pink Copy - Ledger (Do Not Remove)			
Attach all Scale Quick Print Tickets to form							

**Select Waste Type**

- ☐ Residential Septage
- ☐ Food Service Grease Trap
- ☐ Pump Station Cleaning
- ☐ Portable Toilets
- ☐ Mixed (Septage & Grease or CHT)
- ☐ Shipboard Domestic (CHT)
- ☐ Pump-Around
- ☐ Muni Grit/Grease
- ☐ Special Discharge
- ☐ Foreign Biosolids

Date Entered By \_\_\_\_\_ Date \_\_\_\_\_  
(Office Use Only)






## Filling Out a Manual Ticket

- 1 - Circle the name of the plant.
- 2 - Fill in discharge date, discharge time, company name or locality.
- 3 - Record inbound weight.
- 4 - Record outbound weight.
- 5 - Record badge number from badge.
- 6 - Record truck number from badge.
- 7 - Record locality residuals are from.

**8 - Mark waste type discharged.**

**Select Muni Grit/Grease,  
NOT Pump Station  
Cleaning**


**Indirect Discharge Manual Ticket**

Discharge Location (circle one)	AT	BH	CE	<b>NP</b>	WB	YR	Other
Discharge Date	03/30/2022		Discharge Time		0700		
Inbound Wgt	8,757		Outbound Wgt		7,000		
Company/City	Potty Pumpers LLC / City of Pooville						
Badge No.	32918		Vehicle No.		1		
Waste Source	County of Wastetown						
Estimated Vol (Yd3 or Gal)			Estimated Wgt (Tons)				
<small>(Estimated volume and weight only required if scale is out of operation)</small>							
Signature of Deliverer				Signature of HRSD Representative			
Reason for manual discharge form:							
White Copy - HRSD		Yellow Copy - Company/City		Pink Copy - Ledger (Do Not Remove)			
Attach all Scale Quick Print Tickets to form							

**Select Waste Type**

- ☐ Residential Septage
- ☐ Food Service Grease Trap
- ☐ Pump Station Cleaning
- ☐ Portable Toilets
- ☐ Mixed (Septage & Grease or CHT)
- ☐ Shipboard Domestic (CHT)
- ☐ Pump-Around
- ☒ Muni Grit/Grease
- ☐ Special Discharge
- ☐ Foreign Biosolids


Date Entered By \_\_\_\_\_ Date \_\_\_\_\_  
(Office Use Only)



## Filling Out a Manual Ticket

- 1 - Circle the name of the plant.
- 2 – Fill in discharge date, discharge time, company name or locality.
- 3 – Record inbound weight.
- 4 – Record outbound weight.
- 5 – Record badge number from badge.
- 6 – Record truck number from badge.
- 7 – Record locality residuals are from.
- 8 – Mark waste type discharged.

**9 – Notate reason for manual ticket.**

**Indirect Discharge Manual Ticket**

Discharge Location  
(circle one)

AT

BH

CE

**NP**

WB

YR

Other

Discharge Date 03/30/2022

Discharge Time 0700

Inbound Wgt 8,757

Outbound Wgt 7,000

Company/City Potty Pumpers LLC / City of Pooville

Badge No. 32918

Vehicle No. 1

Waste Source County of Wastetown

Estimated Vol (Yd3 or Gal) \_\_\_\_\_

Estimated Wgt (Tons) \_\_\_\_\_

(Estimated volume and weight only required if scale is out of operation)

Signature of Deliverer \_\_\_\_\_

Signature of HRSD Representative \_\_\_\_\_

Reason for manual discharge form: \_\_\_\_\_

**Driver selected incorrect locality.**

White Copy - HRSD

Yellow Copy - Company/City

Pink Copy - Ledger (Do Not Remove)

Attach all Scale Quick Print Tickets to form

**Select Waste Type**

☐ Residential Septage

☐ Food Service Grease Trap

☐ Pump Station Cleaning

☐ Portable Toilets

☐ Mixed (Septage & Grease or CHT)

☐ Shipboard Domestic (CHT)

☐ Pump-Around

☒ Muni Grit/Grease

☐ Special Discharge

☐ Foreign Biosolids

Date \_\_\_\_\_

(Office Use Only)




## Filling Out a Manual Ticket

- 1 - Circle the name of the plant.
- 2 - Fill in discharge date, discharge time, company name or locality.
- 3 - Record inbound weight.
- 4 - Record outbound weight.
- 5 - Record badge number from badge.
- 6 - Record truck number from hauler badge.
- 7 - Record locality residuals are from.
- 8 - Mark waste type discharged.
- 9 - Notate reason for manual ticket.

**10 – Sign It!** Tickets must be signed by you (the hauler) AND an HRSD representative. Unsigned tickets may result in enforcement actions.

All three copies must be signed. Signatures should be made before removing any copies from the ledger book.



**Indirect Discharge Manual Ticket**

Discharge Location <small>(circle one)</small>	AT	BH	CE	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">NP</span>	WB	YR	Other
Discharge Date	03/30/2022			Discharge Time	0700		
Inbound Wgt	8,757			Outbound Wgt	7,000		
Company/City	Potty Pumpers LLC / City of Pooville						
Badge No.	32918			Vehicle No.	1		
Waste Source	County of Wastetown						
Estimated Vol (Yd3 or Gal)				Estimated Wgt (Tons)			
(Estimated volume and weight only required if scale is out of operation)							
<b>John McClain</b> <small>Signature of Deliverer</small>				<b>Al Powell</b> <small>Signature of HRSD Representative</small>			
Reason for manual discharge form:							
Driver selected incorrect locality.							
White Copy - HRSD		Yellow Copy - Company/City			Pink Copy - Ledger (Do Not Remove)		
Attach all Scale Quick Print Tickets to form							

**Select Waste Type**


- ☐ Residential Septage
- ☐ Food Service Grease Trap
- ☐ Pump Station Cleaning
- ☐ Portable Toilets
- ☐ Mixed (Septage & Grease or CHT)
- ☐ Shipboard Domestic (CHT)
- ☐ Pump-Around
- ☒ Muni Grit/Grease
- ☐ Special Discharge
- ☐ Foreign Biosolids

Date Entered By \_\_\_\_\_ Date \_\_\_\_\_  
(Office Use Only)

## Filling Out a Manual Ticket

- 1 - Circle the name of the plant.
- 2 - Fill in discharge date, discharge time, company name or locality.
- 3 - Record inbound weight.
- 4 - Record outbound weight.
- 5 - Record badge number from badge.
- 6 - Record truck number from badge.
- 7 - Record locality residuals are from.
- 8 - Mark waste type discharged.
- 9 - Notate reason for manual ticket.
- 10 - Sign it! Tickets must be signed by you (the hauler) AND an HRSD representative. Unsigned tickets may result in enforcement actions.

**11 - Take the Yellow Copy.**



### Indirect Discharge Manual Ticket

Discharge Location <small>(circle one)</small>	AT	BH	CE	<div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">NP</div>	WB	YR	Other
Discharge Date	03/30/2022		Discharge Time	0700			
Inbound Wgt	8,757		Outbound Wgt	7,000			
Company/City	Potty Pumpers LLC / City of Pooville						
Badge No.	32918		Vehicle No.	1			
Waste Source	County of Wastetown						
Estimated Vol (Yd3 or Gal)			Estimated Wgt (Tons)				
(Estimated volume and weight only required if scale is out of operation)							
John McClain			Al Powell				
Signature of Deliverer			Signature of HRSD Representative				
Reason for manual discharge form:							
Driver selected incorrect locality.							
White Copy - HRSD		Yellow Copy - Company/City		Pink Copy - Ledger (Do Not Remove)			
Attach all Scale Quick Print Tickets to form							

Select Waste Type

- ☐ Residential Septage
- ☐ Food Service Grease Trap
- ☐ Pump Station Cleaning
- ☐ Portable Toilets
- ☐ Mixed (Septage & Grease or CHT)
- ☐ Shipboard Domestic (CHT)
- ☐ Pump-Around
- ☒ Muni Grit/Grease
- ☐ Special Discharge
- ☐ Foreign Biosolids

Date Entered By \_\_\_\_\_ Date \_\_\_\_\_  
 (Office Use Only)

## Filling Out a Manual Ticket

- 1 - Circle the name of the plant.
- 2 – Fill in discharge date, discharge time, company name or locality.
- 3 – Record inbound weight.
- 4 – Record outbound weight.
- 5 – Record badge number from badge.
- 6 – Record truck number from hauler badge.
- 7 – Record locality residuals are from.
- 8 – Mark waste type discharged.
- 9 – Notate reason for manual ticket.
- 10 – Sign it! Tickets must be signed by you (the hauler) AND an HRSD representative. Unsigned tickets may result in enforcement actions.

**11 – Take the Yellow copy**

**If you obtained a Quick Print ticket, give it to the operator.**

**HRSD Indirect Discharge Manual Ticket**

Discharge Location (circle one) AT BH CE NP WB YR Other

Discharge Date 03/30/2022 Discharge Time 0700

Inbound Wgt 8,757 Outbound Wgt 7,000

Company/City Potty Pumpers LLC / City of Pooville

Badge No. 32918 Vehicle No. 1

Waste Source County of Wastetown

Estimated Vol (Yd3 or Gal) \_\_\_\_\_ Estimated Wgt (Tons) \_\_\_\_\_  
(Estimated volume and weight only required if scale is out of operation)

John McClain Al Powell  
Signature of Deliverer Signature of HRSD Representative

Reason for manual discharge form: \_\_\_\_\_  
Driver selected incorrect locality.

White Copy - HRSD Yellow Copy - Company/City Pink Copy - Ledger (Do Not Remove)

Attach all Scale Quick Print Tickets to form

**Select Waste Type**

- ☐ Residential Septage
- ☐ Food Service Grease Trap
- ☐ Pump Station Cleaning
- ☐ Portable Toilets
- ☐ Mixed (Septage & Grease or CHT)
- ☐ Shipboard Domestic (CHT)
- ☐ Pump-Around
- ☒ Muni Grit/Grease
- ☐ Special Discharge
- ☐ Foreign Biosolids

Date Entered By \_\_\_\_\_ Date \_\_\_\_\_  
(Office Use Only)

**HRSD**

---

## Common Errors on Manual Tickets

---

- **Badge Numbers:**
  - **Bring badge with you to fill out manual ticket.**
  - If you aren't sure, check your badge or ask plant staff.
  - Accurate badge numbers are critical for accurate billing.
- **Discharge Time:**
  - Time arrived at plant. Think of this like “badging in.”
- **Waste type:**
  - Select Muni Grit/Grease NOT Pump Station Cleaning



---

## What to Do If You Make a Mistake

---

- Let plant staff know.
- DO NOT throw away voided tickets. All copies should remain in the ledger.

---

## If You Have an Issue or Question

---

- Ask the plant staff
- Call your inspector
  - P3 is here to help!

---

## P3 Contact Information

---

Email Group: *WQ P3 Indirect Inspectors and Admin*

### Inspectors:

Garrett Crain, SSP3 Sup. Specialist: 757-460-7044

Ryan Everton, SSP3 Sup. Specialist: 757-318-4333

Kelsey Lowe, SSP3 Specialist: 757-460-7051

Kaitlyn Stone, SSP3 Specialist: 757-460-7050

Lenzie Ward, SSP3 Specialist: 757-910-3702

Micaela Griffin, NSP3 Specialist : 757-833-1756

Christeena Kelley, NSP3 Specialist: 757-833-1752

Angela Kilgore, NSP3 Sup. Specialist: 757-833-1751

James Sabo, NSP3 Manager: 757-833-1750

