Print Form

CITY OF HOUSTON

Department Of Health and Human Services

7411 Park Place, Rm. 102 Houston, Texas 77087 (832) 393-5740

2013 SOLID/SPECIAL WASTE TRANSPORTER PERMIT APPLICATION

Application Instructions

Before submitting this application, ensure all required documents are completed and included:

- Application with Transporter Acknowledgement Form notarized
- Photocopies of drivers licenses for ALL owners, managers and drivers
- Evidence of financial responsibility for each vehicle and trailer
- A Waste Transportation Permit Bond $150,000
- **(If a Bond is not obtained)** Pollution Liability coverage of $1,000,000
- Current Administrative & Regulatory Affairs (ARA) franchise agreement and fees (if applicable)
- Photocopy of the Texas Commission on Environmental Quality Sludge Authorization Registration
- State vehicle registration
- $92.90 application fee plus $25 administrative fee
- $655.51 vehicle registration fee plus $25 administrative fee per vehicle

All applications received after January 1st will be subject to new few amounts*

Applications must be complete and all required documents submitted before vehicles will be scheduled for inspection. All drivers and vehicles must arrive **15 minutes** prior to their scheduled appointment time. In the event a driver is late, the appointment will be rescheduled for a later date.

Payment must be a check or money order pay to the order of City of Houston

Mail or deliver applications:

Fees are subject to change. Please contact our office prior to submitting application.

City of Houston

DHHS- Bureau of Consumer Health Services
7411 Park Place Blvd RM 102
Houston, TX 77087

Questions should be directed to:
Almika Millage, Transporter Coordinator Office: 832.393.5688
Almika.Millage@houstontx.gov

CITY OF HOUSTON
Department of Health and Human Services
7411 Park Place, Rm. 102 Houston, Texas 77087 (832) 393-5740

2013 SOLID/SPECIAL WASTE TRANSPORTER PERMIT APPLICATION

Section I TRANSPORTATION COMPANY INFORMATION

Company Name	Telephone No.		Fax No
Physical Address	City	State	Zip
Mailing Address	City	State	Zip
Truck Address	City	State	Zip
Owner	DL No		Email
Transporter Manager DL No	Email		

Section II PREVIOUS PERMIT INFORMATION

Have you been permitted by the City of Houston to transport city regulated waste before? Is yes, what was the Previous Permit No?

Are there any other names this company is operating under? If so, list ALL names and permit numbers.

Section III STATE REQUIREMENT

TCEQ No (if applicable) Types of Waste Registered:

Note: Vehicles hauling sludge waste (grease trap, sewage etc.) must have TCEQ Sludge Authorizations decals on vehicles at time of inspection

Section IV REQUIREMENTS AND CONDITIONS FOR ISSUANCE OF DECALS

Has the owner or transporter manager been convicted of any violations of this article or the solid waste laws in the past (3) years? (If yes, explain.)

Do you have current contract with the City of Houston Public Works Department? If yes, please provide contact name and phone
number:

For Office Use:

Permit Year 2013 ☐ Walked in ☐Mailed

Method of Payment: ☐ **Check** ☐ **Money Order** **Check/Money Order No.** _____ **Pymt Form Serial No.** _____

Fees: App Fee _____ **Vehicle Fee Amount**_____ ☐ **Bond** ☐**Pol** ☐ **TCEQ** ☐ **ARA/Franchise Fee** ☐ **Notarized Affidavit** ☐ **TDL**

SECTION V AUTHORIZATION EMPLOYEE (S) TO OPERATE VEHICLE

Include attachment if necessary

NAME	DRIVERS LICENSE NO.	DATE OF BIRTH

Section VI VEHICLE REGISTRATION

COMPLETE THE VEHICLE REGISTRATION FORM AND SUBMIT WITH APPLICATION

The health officer shall issue registration decals for a given vehicle only if each of the following conditions exist:

(1) The transporter holds a current and valid transporter permit, current ARA franchise agreement (if applicable), and the information contained on the vehicle's registration or title corresponds to the information given on the transporter's permit application or an amendment thereto.

(2) The transporter has paid the applicable vehicle registration and ARA franchise fees and makes the vehicle available to the health officer for verification.

(3) The transporter name and telephone number are placed on each sides of the vehicle(s) tractor or trailer and are at least three inches (3") high having a brush stroke width of at least 3/8 inch.

(4) The vehicle has a current state inspection sticker and current license registration. The vehicle is equipped with applicable State of Texas measurement device and discharge valve markings.

The holder of a transporter permit or temporary transporter permit shall have a continuing duty to AMEND their original permit application whenever there is a change in an item for which a representation or response was given by the transporter in its original application. Any such amendment shall be made within (15) days of the occurrence of the event making the amendment necessary. City Code, Section 47-439.

PERMIT INFORMATION

Complete application and refer to checklist below to ensure all items are completed included.

City of Houston-DHHS

7411 Park Place Blvd Rm. 102
Houston, TX 77087

Application Checklist:

_____ Application

_____ Affidavit of Acknowledgement

_____ Photocopies of drivers license for ALL owners/manager and drivers

_____ Evidence of financial responsibility for each vehicle and trailer in amounts of not less than the minimum required by the state financial responsibility law

_____ A City of Houston Waste Transportation Permit Bond/Pollution Liability

_____ Current ARA franchise agreement (if applicable)

_____ Photocopy of the letter of registration received from the Texas Commission on Environmental Quality

_____ Application and Vehicle Fees

Please contact Naelah Yahya for questions regarding ARA franchise agreement at the following telephone number: 713-837-9889

FEE SCHEDULE

Fees are subject to change. To confirm fee amount please contact our office.*

Company Application Fee $92.90 for annual permit plus $25 Administrative Fee = $117.90

Company Application Fee $46.45 temporary permit

(Temporary permits are 30 day permits and can not exceed 3 times per year)

Allowable Waste	Fees/ Annual Vehicle Registration	Fees/Monthly Vehicle Registration
City-regulated waste: liquid, semi-liquid and solid wastes and wastewater removed from septic tanks used by single-family or multiple residential units, institutions or commercial establishments that primarily generate waste of a type associated with domestic use. It includes oily water, FOG, grease trap waste, sewage sludge, and portable toilet waste; as well as any materials collected in a septic tank, grit trap, lint trap, retention pond, utility service vault or any similar device, which materials result from or are incidental to any process of industrial, manufacturing, institutional or commercial operations including, but not limited to, mobile or stationary car or truck washing, pavement washing, environmental testing facilities and commercial laundries or Laundromats.	$655.51 Plus $25 Administrative fee **= $680.51 per vehicle**	$51.61 Plus $25 Administrative Fee **= 76.61 per vehicle**

VEHICLE INFORMATION FORM

City Permit# _____

Company Unit#	City Issued Truck #	Make	Model	Year	Tank Capacity	License Plate#	Vehicle Identification #

Company Unit #: Fleet number assigned to vehicles by company

City Issued Truck #: Truck # assigned to truck by City of Houston and can be located on decals/registration certificates

Tractors: If permitting tractor and trailer as one unit, please include VIN and license plate number for tractor only.

Trailers: If permitting trailer only, please include VIN and license plate number for trailer only.

After the application is reviewed you will be contacted, and a time will be scheduled to bring your vehicles for vehicle inspection.

VEHICLES WILL NOT BE ACCEPTED FOR INSPECTION WITHOUT AN APPOINTMENT

Affidavit of Transporter Manager Acknowledgement

The information submitted in the transporter application is true, complete and accurate. I understand that submitting an incomplete or inaccurate application will result in the forfeiture of my application fee, and falsification of the information contained herein will result in the forfeiture of my Solid/Special Waste Transporter's permit. I acknowledge the receipt of the Transporter Fact Sheet and I understand that by signing this application I will be recognized as the responsible party and may receive all enforcement action.

Transporter Manager *(Responsible Person)*: _____
(Print)

Affiant _____
(Signature of Responsible Person)

Subscribe and sworn to before me by affiant this _____day of _____20 _____.

NOTARY PUBLIC in and for
THE STATE OF _____

My commission expires: _____

2013 Transporter Fact Sheet

1. Special Waste transporter operating within the City limit of Houston must be permitted.

   • All trucks must be registered for the current permit year.

   • Current and valid registration decals from City Health and ARA departments must be visible and free from any obstruction.

   • City issued vehicle registration certificate for the current permit year must be present in the truck at all times.

   • Truck must be in good working condition.

   • In the event of an accident or vehicle malfunction, please contact and email Transporter Coordinator within (3) days and ***prior*** to submitting monthly report to avoid issues with monthly reporting of waste.

   • Truck must have functioning, and easy to read measuring gauge or device.

2. Waste transported within the City limits of Houston must be accompanied by City issued Waste Manifest.

   (Septic Tank Waste Control Ticket should no longer be used)

   • City of Houston issued manifest must be used for all waste originating within City limits of Houston.
   • Driver or operator must keep adequate amount of manifest on hand.
   • Manifest must be used in the numeric order that is issued by the City.
   • Manifest must be completed in blue or black ink only and free from any additional writing that is not required on manifest.
   • Include the top white copy ONLY of Scantron Manifest that has barcode.
   • All applied sections of manifests must be completed and signed by both the driver and the generator representative before leaving the site with the waste.
   • All manifests must be signed and date-stamped by the disposal site.

3. Portable toilet waste must be accounted for on a solid/special waste manifest. Use one manifest per truck per day.

4. All generators operating within the City limits of Houston are required to obtain a waste generator certificate/ permit

   • The transporter is required to verify that the generator has a current and valid permitted before cleaning of the interceptor.

   • Business name and address on the certificate/permit must be verified.

   • Business with a name change may not have trap cleaned until a new permit has been update displaying the name change.

• An email request for a business that does not have a TCEQ number or requires a ***one- time emergency pump out*** must be sent to Health official prior to cleaning. The email request should include name of business, address, contact name, telephone and email address of generator. Please email request to laniece.blue@houstontx.gov and almika.millage@houstontx.gov.

5. All domestic septic tanks must have a City issued registration number before waste transporter can evacuate septic tank. Commercial septic must be permitted before the waste transporter cleans tank.

6. All traps must be cleaned to the bottom no skimming or dump back is allowed. All trap capacities must be verified. Any disputed capacity must be reported to the City of Houston Health and Human Services at 7411 Park Place Blvd. (832) 393-5740. When the trap capacity exceeds the truck tank capacity, the balance of the trap waste must be removed within 24 hours of the initial cleaning.

7. Monthly report documenting all activities, manifests used and processing fee of $3.61 per manifest must be
   4. submitted or postmarked by the 15th of each month. If the 15th is a holiday or weekend, the report must be submitted on the following work day. All permitted transporters are required to submit a report even when no work is done for that month. In the event, transporter has forgotten to submit all manifest for the monthly report,manifest must be submitted with the current report within (3) days. Donot submit manifest with the following monthly report. A COMPLETE MONTHLY REPORT INCLUDES THE FOLLOWING: MONTHLY REPORT FORM, FULL PAYMENT IN CHECK OR MONEY ORDER, AND MANIFEST. IN THE EVENT WE DO NOT RECEIVE A COMPLETED REPORT THE REPORT WILL BE RETURNED AND CONSIDERED LATE.

8. Waste must be disposed of at the approved disposal site within four (4) days of pick up. Approved disposal sites are Type V Municipal Solid Special Waste facilities and or a Type II Municipal Landfill with solidification process.

Waste Transportation Permit Bond

Bond Number:

KNOW ALL MEN BY THESE PRESENTS:

That we_____as Principal and _____, as Surety, are held and firmly bound unto The City of Houston in the penal sum of One Hundred Fifty Thousand Dollars ($150,000.00) (said sum representing the aggregate of five times the applicable per occurrence amount) in lawful money of the United States to be paid to the said City of Houston for which payment well and truly be made, we bind ourselves, and our heirs, executors and administrators jointly and severally be these presents.

WHEREAS the Principal has been issued a City of Houston Waste Regulated Transporter Permit pursuant to Article XI of Chapter 47 of the Code of Ordinances, Houston, Texas.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT the Principal of the Surety will reimburse the City of Houston an amount not to exceed $30,000 per spill occurrence for the cleanup costs of any spill that may arise as a result of operations conducted under the Permit. If such payment is made within thirty days following demand, then this obligation shall be void, otherwise to remain in full force and effect. The Principal and the Surety expressly waive any requirement of notice prior to commencement of cleanup operation or the incurring costs therefore.

NOW THEREFORE, this bond shall be in effect all times during the Transporter permit term and shall expire January 31 _____, but shall also be subject to one year renewal terms by continuation certificate issued by the Surety.

_____
Principal

by_____
Title

_____
Surety

by_____
Attorney in Fact

_____
Resident Agent