



# CITY OF HOUSTON

## Department Of Health and Human Services

7411 Park Place Rm. 102 Houston, Texas 77087 (832) 393-5740  
2014 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
- \$96.34 application fee plus \$26.76 administrative fee = **\$123.10**
- \$679.77 vehicle registration fee plus \$26.76 administrative fee (per vehicle) = **\$706.53**

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, money order or walk in credit card (Master Card, Visa or Discover)  
Please make checks or money orders payable to: City of Houston**

### Mail or deliver applications:

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](mailto:Almika.Millage@houstontx.gov)



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

Does your company have a current contract with the City of Houston Public Works Department? If yes, please provide contact name and phone number:

**FOR OFFICE USE:**  
 Permit Year 2014  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



## 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
- \_\_\_\_\_ Application, Vehicle and Administrative Fees
- \_\_\_\_\_ 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  
*\*Include copies of sludge registration & disposal facility information page\**

***Please contact Naelah Yahya for questions regarding ARA franchise agreement at the following:***

***Office: 832-393-8530***

***Email: [naelah.yahya@houstontx.gov](mailto:naelah.yahya@houstontx.gov)***

Annual permit is for a permitting year which starts February 1, 2014 – January 31, 2015

## FEE SCHEDULE

Company Application Fee            \$96.34 for annual permit plus \$26.76 Administrative Fee = \$123.10

Company Application Fee            \$48.17 for temporary permit

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

Transporter Annual Permit Formula:

# OF VEHICLES \_\_\_\_\_ x \$706.53 VEHICLE FEE = \_\_\_\_\_ + \$123.10 APPLICATION FEE = **Grand Total \$** \_\_\_\_\_

Allowable Waste	Fees/ Annual Vehicle Registration	Fees/Monthly Vehicle Registration
<p>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.</p>	<p><b>\$679.77</b> Plus \$26.76 Administrative fee <b>(per vehicle)</b></p> <p><b>Total: \$706.53</b> <b>(per vehicle)</b></p>	<p><b>\$53.52</b> Plus \$26.76 Administrative fee <b>(per vehicle)</b></p> <p><b>Total: \$80.28</b> <b>(per vehicle)</b></p>





## 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: \_\_\_\_\_

# 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.
  - 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.
  - Only authorized employees & drivers listed on current application are allowed to purchase manifest.
  - All amendments to current application including disposal site location changes are required to be submitted within 15 days.
2. Waste transported within the City limits of Houston must be accompanied by a City of Houston (COH) approved issued Manifest only.
  - 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 COH approved 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, right justified 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 disposal.
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(s).
  - 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 updated 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@houstotx.gov](mailto:laniece.blue@houstotx.gov) or [almika.millage@houstotx.gov](mailto:almika.millage@houstotx.gov).
5. All domestic septic tanks & lift stations must have a City issued registration number before waste transporter can evacuate septic tank. Commercial septic tanks & lift stations must have a valid permit 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 \$3.74 per manifest must be submitted by or on the 15<sup>th</sup> of each month. If the 15<sup>th</sup> 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. Do not 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 RECIEVE 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. Any disposal site changes need to be submitted to our office prior to disposal at selected facility to avoid enforcement action.

**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

\_\_\_\_\_  
Surety

by \_\_\_\_\_  
Title

by \_\_\_\_\_  
Attorney in Fact

\_\_\_\_\_  
Resident Agent