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 or 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 $3.85 per manifest must be submitted by or on 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. 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.