



CITY OF HOUSTON

Department Of Health and Human Services

7411 Park Place Rm. 109 Houston, Texas 77087 (832) 393-5740
2015 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
Payments are only valid for the current permitting year

Mail or deliver applications:

City of Houston

DHHS- Bureau of Consumer Health Services 7411 Park Place Blvd RM 109

Houston, TX 77087

Questions should be directed to:

Almika Millage, Transporter Coordinator

Office: 832.393.5688 Email: Almika.Millage@houstontx.gov



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 7411 Park Place, Rm. 109 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 2015 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. 109
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/ or Pollution Liability *(examples are attached)*

_____ 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

Annual permit is for a permitting year which starts February 1, 2015 – January 31, 2016

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)

Payments are only valid for the current permitting year

Transporter Annual Permit Formula:

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

Please note fees are subject to change

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.	\$679.77 Plus \$26.76 Administrative fee (per vehicle) Total: \$706.53 (per vehicle)	\$53.52 Plus \$26.76 Administrative fee (per vehicle) Total: \$80.28 (per vehicle)

VEHICLE INFORMATION FORM

City Permit# _____

	City Truck#	Make	Model	Year	Tank Capacity Gallons	License Plate #	Vehicle Identification #
<input type="checkbox"/> Truck							
<input type="checkbox"/> Trailer							
<input type="checkbox"/> Truck							
<input type="checkbox"/> Trailer							
<input type="checkbox"/> Truck							
<input type="checkbox"/> Trailer							
<input type="checkbox"/> Truck							
<input type="checkbox"/> Trailer							
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<input type="checkbox"/> Trailer							
<input type="checkbox"/> Truck							
<input type="checkbox"/> Trailer							

Please provide vehicle information for both truck and trailer as a unit.

City Truck #: Vehicle # assigned to vehicle by City of Houston and can be located on decals or registration certificates.
Truck and Trailers: Please include information for both truck and trailer when applicable. If permitting truck only, please include VIN and license plate number for truck.
 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: _____

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 janiece.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 \$3.74 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.

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

SAMPLE FOR CITY-REGULATED WASTE TRANSPORTERS

ACORD. CERTIFICATE OF INSURANCE

Issue Date (MM/DD/YY)

PRODUCER

ISSUERS OF POLICIES. THE ISSUER MUST HAVE A RATING OF AT LEAST B+ AND FINANCIAL SIZE OF CLASS VI OR BETTER ACCORDING TO THE CURRENT YEAR'S BEST RATING

THIS CERTIFICATE ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

SAMPLE FORM

COMPANIES AFFORDING COVERAGE

- COMPANY A: _____
- COMPANY B: _____
- COMPANY C: _____
- COMPANY D: _____
- COMPANY E: _____

COVERAGES

THIS IS TO CERTIFY THAT THE POLICES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR.	TYPE OF INSURANCE	POLICY NUMBER	EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	POLICY LIMITS
	General Liability				
A.	<input type="checkbox"/> Commercial General Liability <input type="checkbox"/> Claims Made <input type="checkbox"/> Occur. <input type="checkbox"/> Owners & Contractors Prot.				General Aggregate \$ Products – Comp/Op Agg. \$ Personal & Adv. Injury \$ Each Occurrence \$ Fire Damage (Any one fire) \$ Med. Expense (Any one person) \$
	Automobile Liability				
A.	<input checked="" type="checkbox"/> Any Auto <input checked="" type="checkbox"/> All Owned Autos <input type="checkbox"/> Scheduled Autos <input type="checkbox"/> Hired Autos <input type="checkbox"/> Non-Owned Autos <input type="checkbox"/> Garage Liability	Auto Liability Insurance including Owned, Non-owned, and Hired Auto coverage. (Any Auto coverage may be substituted for Owned, Non-owned and Hired Auto Coverage.) If Owned Auto coverage cannot be purchased by Transporter, Scheduled Auto coverage may be substituted for Owned Auto coverage. EACH AUTO USED IN PERFORMANCE OF TRANSPORTING MUST BE COVERED IN THE LIMITS SPECIFIED.			Combined Single Limit \$ 1,000,000 Bodily Injury (Per Person) \$ Bodily Injury (Per Accident) \$ Property Damage \$
	Excess Liability				
					Each Occurrence \$ Aggregate \$
	Woker's Compensation and Employee Liability				
		Statutory Limits		<input type="checkbox"/>	Statutory Limits Each Accident \$ Disease – Policy Limit \$ Disease – Each Employee \$
	Other				

DESCRIPTION OF OPERATION/LOCATIONS/VEHICLES/SPECIAL ITEMS

City of Houston is named as additional insured on Auto Liability policy. Broadened pollution liability coverage is provided on Autos. Material alteration on cancellation notice as shown below.
 For (Transporter Name)

CERTIFICATE HOLDER

CITY OF HOUSTON / HEALTH & HUMAN SERVICES DEPT.
ENVIRONMENTAL HEALTH DIVISION
 7411 PARK PLACE
 HOUSTON, TX 77087
 ATTN: ALMIKA MILLAGE

MUST BE MODIFIED AS FOLLOWS:

CANCELLATION
 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED, NON-RENEWED OR MATERIALLY ALTERED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUER WILL MAIL THIRTY (30) DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.

AUTHORIZED REPRESENTATIVE

MUST INCLUDE: 1. Transporter Name

