

## Transporter Fact Sheet (Per City of Houston Ordinance)

1. Special Waste transporters operating within the City limits 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 free from any obstruction.
  - City issued 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's waste tank must have a functioning and easy to read measuring gauge or device.
2. Waste transported in and within city limits of Houston must be accompanied by a manifest.
  - (Septic Tank Waste Control Tickets should no longer be used)**
  - City of Houston issued manifest must be used for all waste originated within City limits of Houston.
  - Driver or operator must keep an adequate amount of manifests 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 manifests must be filled out completely and must be signed by the driver and the generator 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 each generator is 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 certificate /permit has been issued 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 the Health official prior to cleaning.
5. All domestic septic tanks must have a city issued registration number before waste transporter will evacuate septic tank. Commercial septic tanks must be permitted before the waste transporter cleans.
6. All traps must be cleaned to the bottom no skimming or dumping 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 \$3.50 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 monthly report regardless if no activities were performed for that month. **In the event, the transporter has forgotten to submit all manifest for the monthly report, the manifest must be submitted with the current report within (3) days. Do not**
8. Waste must be disposed of at an approved disposal site within four (4) days of pick up.