



Application to Operate as a Liquid Waste Transporter

This application is required in order to collect, transport and/or dispose of any hauled liquid waste within the City of Austin's jurisdiction. To obtain a permit, the applicant must:

- ☐ **REGISTER** with the Texas Commission on Environmental Quality (TCEQ).
The City of Austin cannot issue a permit if the liquid waste transporter is not first registered with the TCEQ. For information about state requirements visit the [TCEQ website](http://www.tceq.state.tx.us) (www.tceq.state.tx.us).
- ☐ **REVIEW** Austin City Code, Chapter 15-5, Article 2 (Liquid Waste Haulers).
These regulations can be viewed and downloaded from the [Rules & Regulations](http://www.ci.austin.tx.us/water/wwwssd_iw_rules.htm) section of our website (www.ci.austin.tx.us/water/wwwssd_iw_rules.htm).
- ☐ **COMPLETE THIS APPLICATION** including all **THREE REQUIRED ATTACHMENTS**.
All information provided must be current, correct and complete. Unauthorized revisions to this form are not allowed, and incomplete applications will be rejected.
- ☐ **PAY PERMIT & INSPECTION FEES** at the **CUSTOMER SERVICE DIVISION** (TAPS) Office.
You **must** submit a copy of **pages 2, 5 and 7 of this application form** with any fee payments. The total payment due is based on the latest City Council approved permit and inspection fees. Inspection fees are assessed for each vehicle to be inspected. To determine the total payment due, see **Table IV - Fee Calculation** (page 7). These fees are also posted on the [Rates & Fees](http://www.ci.austin.tx.us/water/wwwssd_ratefee.htm) (www.ci.austin.tx.us/water/wwwssd_ratefee.htm) section of our website. Submit the payment in person, pay by phone with a credit card, or mail to:

Austin Water Utility / **Customer Service Division** (TAPS) Office
625 E 10th St, Suite 200
Austin TX 78701-2612
Phone: (512) 972-0000; Fax: (512) 972-0024

- ☐ **SUBMIT APPLICATION PACKET** to the **SPECIAL SERVICES DIVISION** Office.
Submit this application form **and all three required attachments** in person or by mail to the address below. **Do not submit permit fee payments to the Special Services Division Office**. Misdirected payments will delay the permitting process.

Austin Water Utility / **Special Services Division** Office
3907 South Industrial Drive, Suite 100
Austin TX 78744-1070
Phone: (512) 972-1060; Fax: (512) 972-1260

- ☐ **SCHEDULE** vehicle inspection(s)
Once all required items are received, reviewed and approved by the City, the Special Services Division will contact you to schedule an appointment for the vehicle inspection(s). The annual permit will be issued after the first vehicle passes inspection. All vehicles transporting liquid waste within the City of Austin's jurisdiction must first pass the required annual vehicle inspection. Review the **Vehicle Inspection Report** and the **Vehicle Inspection Checklist** at the [Liquid Waste Hauler section of our website](http://www.ci.austin.tx.us/water/wwwssd_iw_odp_lwh.htm) (http://www.ci.austin.tx.us/water/wwwssd_iw_odp_lwh.htm).
- ☐ **UPDATE** your application **AS REQUIRED**
If a vehicle fails an inspection; if your business hires new drivers or acquires new vehicles; or if the license plate identification changes for any of the permitted vehicles, your application must be updated using the appropriate forms:

- Vehicle Re-inspection Request
- Driver Addition Request
- Vehicle Addition Request
- Updated Vehicle Identification Form

Each of these forms is available for download from the [Forms, Applications & Reports](http://www.ci.austin.tx.us/water/wwwssd_iw_far.htm) section of our website (www.ci.austin.tx.us/water/wwwssd_iw_far.htm). Filing these forms in conjunction with such changes will ensure that your permit covers all drivers and vehicles operating within the City of Austin's jurisdiction.

A. Identifying Information

1. Name of Business: _____

List all Assumed Names or DBA (does business as) Names under which the business

operates: (☐ NA): _____

2. Location of Business (physical address): _____

City: _____ State: _____ Zip: _____

3. Business Mailing Address (☐ Same as above): _____

City: _____ State: _____ Zip: _____

4. Business Phone: _____ Business Fax: _____

5. Name of Owner: _____

Email: _____ Ph.: _____

6. Manager of Operation Name: _____

Manager's Drivers License No.: _____ State: _____

Email: _____ Ph.: _____

7. Primary Contact Person Name: _____

Email: _____ Ph.: _____

8. Emergency Contact Person Name: _____

Title: _____ 24-Hr Emergency Ph.: _____

9. Email address(es) for electronic notifications: _____

B. Business Activity

1. TCEQ Registration No.: _____ Expiration Date: _____

2. Types of Wastes to be Transported (check all that apply):

☐ Wastewater Treatment Plant Sludge

☐ Septic Tanks / Sewage / Holding Tank

☐ Grit / Mud / Oil / Lint Trap

☐ Food Service Grease Trap

☐ Chemical Toilets

☐ Other: _____
(Specify)

3. Complete **Table I - Driver Identification List** and provide all requested information for each driver to operate a vehicle to be used for liquid waste that is collected, transported or disposed of within the City of Austin's jurisdiction. Attach additional sheets if needed.
4. Complete **Table II - Vehicle Identification List** and provide all requested information for each vehicle to be used for liquid waste that is collected, transported or disposed of within the City of Austin's jurisdiction. Attach additional sheets if needed.
5. Complete **Table III - Disposal Site Identification List** and provide all requested information for each disposal site to be used for liquid waste that is collected, transported or disposed of within the City of Austin's jurisdiction. Attach additional sheets if needed.
6. Within the five years preceding the date of this application, have you been convicted of a misdemeanor or felony that has been punishable by confinement and/or a fine exceeding \$500.00 and which directly relates to the duty or responsibility in operating a liquid waste transporter business?

☐ Yes

☐ No

If Yes, explain below:

7. Do you currently have fines or charges pending from other political entities relating to the liquid waste transporter business?

☐ Yes

☐ No

If Yes, explain below:

8. Are all vehicles equipped and all drivers trained to insure that appropriate action is taken to protect public health and the environment in the event of any unintended discharge or spill of hauled liquid waste (includes requirement to notify local law enforcement authorities of the discharge or spill and take any action required or approved by a federal, state or local official with jurisdiction)?

☐ Yes

☐ No

Table I
Driver Identification List

Name of Business: _____

Number of drivers to be operating a vehicle covered under this permit: _____

[illegible]

**Table II
Vehicle Identification List**

Name of Business: _____

Number of vehicles to be operated under this permit: _____

Vehicle Make / Model	Year	Unit No.	License Plate*		Holding Capacity (Gals.)	Vehicle Identification No. (VIN)
			State	Number		

*Note: For any tractor/trailer, provide the license plate for the trailer

Table III
Disposal Site Identification List

Name of Business: _____

Disposal Site Name & Address	Contact Name	Contact Phone

**Table IV
Fee Calculation**

The permit fee is an annual fee for each permitted business. The inspection fees are calculated based on the number of vehicles to be inspected and covered under this permit. For fiscal year **2011-2012**, the annual permit fee is **\$40.35**, and the vehicle inspection fee is **\$34.65** for each vehicle. For vehicles that have failed an inspection, the re-inspection fee is also **\$34.65** for each vehicle. In the event of a failed inspection, the payment of this fee would be required with a completed **Vehicle Re-inspection Request** form (see **page 1**). All of these fees may be viewed on the [Rates & Fees](http://www.ci.austin.tx.us/water/wwwssd_ratefee.htm) section of our website (www.ci.austin.tx.us/water/wwwssd_ratefee.htm).

Annual Liquid Waste Transporter Permit Fee			\$40.35
	Number of Vehicles to be Inspected	Fee per Vehicle	Total (equals number times fee)
Vehicle Inspection/Re-inspection Fee(s)		\$34.65	
Total Fees Due (equals sum of permit fee and inspection fee)			

C. REQUIRED ATTACHMENTS

Attach the following and submit with this permit application form:

- ☐ **Copies of Driver's Licenses:** Submit a legible copy of the driver's license **for the manager** with overall responsibility for the permitted operations, and legible copies of the driver's licenses **for each of the drivers** to be operating any vehicle to be covered by this permit.
- ☐ **State Registration:** Submit a copy of your three-part State Transporter Registration (TCEQ Sludge Transporter) including disposal site list, vehicle list, and summary page showing registration number, sticker numbers issued, and expiration date.
- ☐ **Certificate of Insurance:** Attach a current **Certificate of Vehicle Liability** insurance for all vehicles to be operated and covered under this permit (Split limit of \$100,000, \$250,000, \$500,000, or Combined Single Limit \$500,000) with the **expiration date**.

D. Certification Statement & Signature

This application must be signed by an authorized representative for the business, after adequate completion of this form and review by the person signing below, who assumes all responsibilities. The authorized representative may be:

- a. A general partner or proprietor, if the liquid waste transporter for this permit is a partnership or sole proprietorship, respectively.
- b. A responsible corporate officer, if the liquid waste transporter for this permit is a corporation. For the purposes of this section, a responsible corporate officer means:
 - 1) A president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation; or
 - 2) The manager of all liquid waste transportation operations that would be subject to this permit, if authority to sign documents has been assigned to the manager in accordance with corporate procedures.
- c. The director or highest official appointed or designated to oversee the operations, if the liquid waste transporter for this permit is a federal, state or local government entity or other institutional organization (i.e. churches, schools, non-profit agencies...etc.).

"I have viewed and accepted all information submitted in this application to be true, accurate and complete. I consent to accept and to abide by all applicable ordinances and regulations of the City of Austin, Texas. I understand that falsification of any information submitted shall be cause for termination of the liquid waste transporter permit. I acknowledge that this permit authorizes the transport of only those liquid wastes listed in Part B.2, and I understand that no hazardous waste or other incompatible wastes are to be transported or mixed with liquid waste hauled under this permit. Any person violating the applicable ordinances or PERMIT conditions is subject to a fine of \$2000.00 for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.

FURTHERMORE, THE CITY MAY ISSUE NOTICE OF VIOLATION, CONDUCT SHOW-CAUSE HEARINGS, REVOKE THIS PERMIT, AND INITIATE LEGAL ACTIONS TO ENFORCE THE ORDINANCE AND PERMIT CONDITIONS.

The City may invoice the PERMITTEE for costs incurred for any cleaning, repair, or replacement work caused by a violation or discharge, and in the event that PERMITTEE fails to make payment of any such invoice, the CITY may suspend Liquid Waste Transporter's Permit. I understand that the permit is valid for (1) one year and must be renewed on an annual basis to maintain a valid permit."

Printed Name

Title

Signature

Date