

ONLINE LIQUID WASTE HAULER AFTER-HOURS APPLICATIONS

This process is used by a **Liquid Waste Hauler Authorized Official** to submit an Application for a Liquid Waste Hauler After-Hours Request for the Liquid Waste Receiving Station operation at the City of Austin Wastewater Treatment Plant

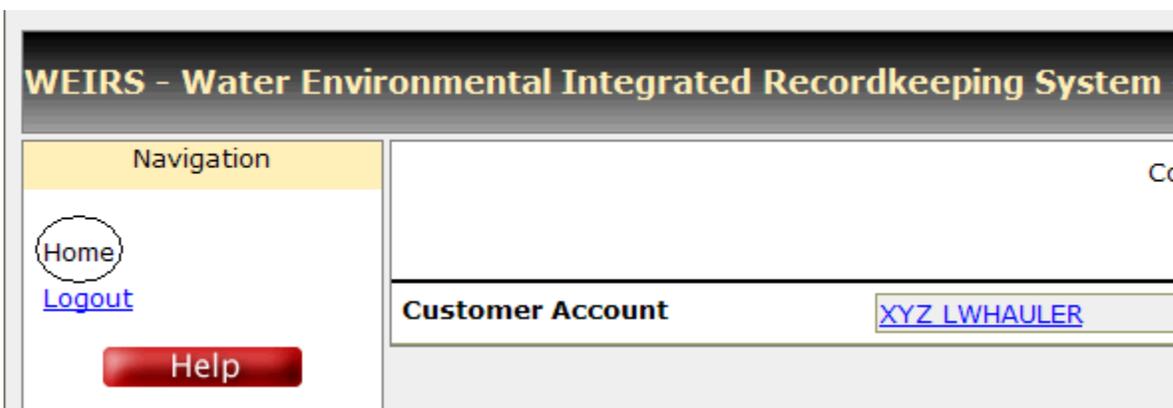
Login to the WEIRS database at:

www.austintexas.gov/water/weirs/cust/index.cfm?fuseaction=home.login



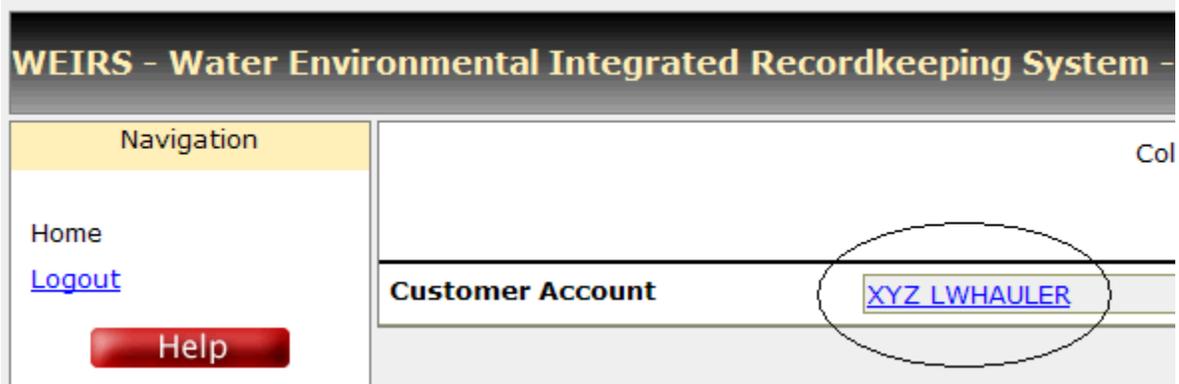
The screenshot shows the Austin Water website header with the logo and navigation links: Contact Us, Jobs, Report Leaks, and Report Water Waste (3). Below the header is a menu with categories: Residential, Commercial, Conservation, Water Treatment Plant 4, Water Quality, Environmental Protection, General Information, and WEIRS Login. The main content area is titled "Water Environmental Integrated Recordkeeping System" and contains a login form. A message states: "You must login with your Customer ID and Password to access WEIRS." The form includes input fields for "Customer ID" and "Password", a "Submit" button, a "Help" button, and a "Forgot Password?" link.

You now see the WEIRS home page for your company account

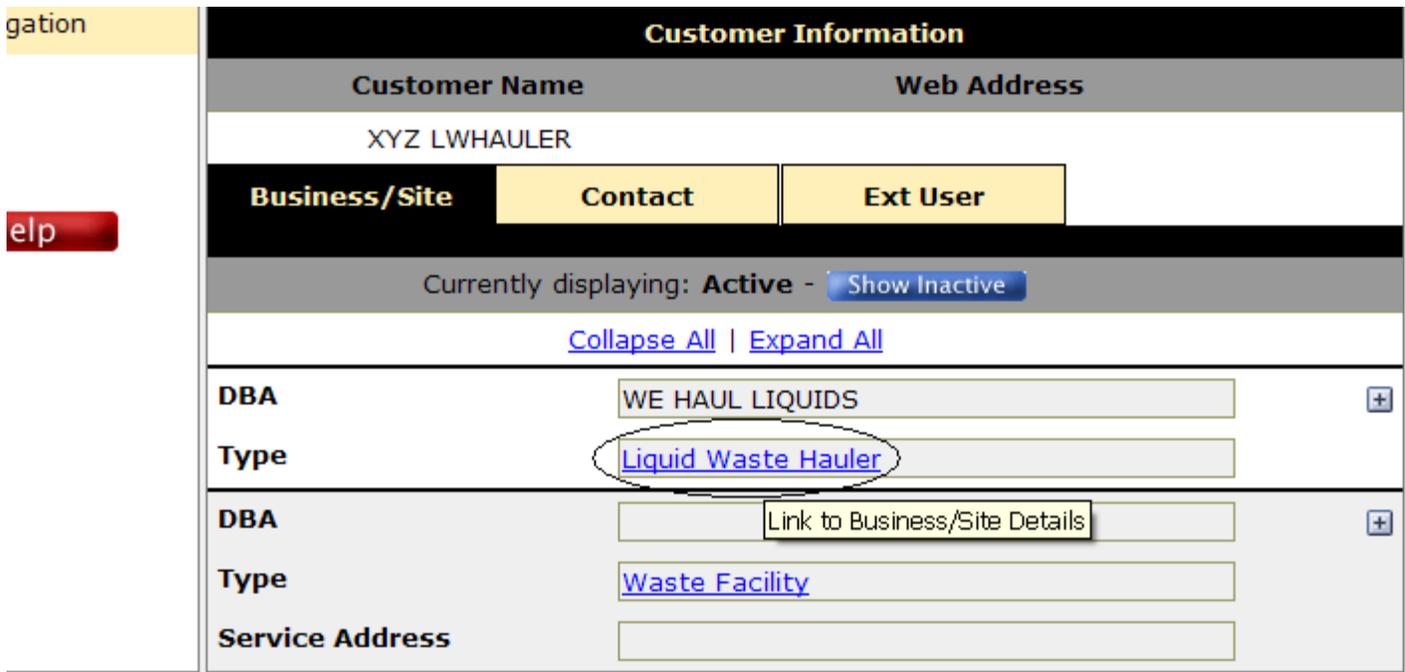


The screenshot shows the WEIRS home page for a company account. The header reads "WEIRS - Water Environmental Integrated Recordkeeping System". Below the header is a "Navigation" section with links for "Home" (circled), "Logout", and a "Help" button. To the right, there is a "Customer Account" section displaying "XYZ LWAULER" in a blue link.

Click on the blue hyperlink (your company name) in the "Customer Account" field



If you have a "Waste Facility" (septic tank, storage tank, etc.) at your business location, be sure to click on the blue "Liquid Waste Hauler" hyperlink in the Business/Site "Type" field on the next screen



Now you are at the screen showing all data in the WEIRS database for your liquid waste operation

The screenshot shows a web application interface for the WEIRS database. On the left is a navigation menu with links for Home, Logout, and a red Help button. The main area is titled "Business / Site Details" and displays information for a customer named "XYZ LWHAULER (WE HAUL LIQUIDS)" who is a "Liquid Waste Hauler". Below this, there are five tabs: Details, Contact, Application, Vehicle, and Book. The "Details" tab is active, showing several input fields: City Permit (193), City Permit Expiration (Dec 31, 2015), State Registration (12345), State Reg. Expiration (Aug 31, 2015), Insurance Expiration (Jul 31, 2014), Available Volume (53,000 Gal.), Available Inspections (1), and Wastes Hauled (Septic). Below these fields is a "Notes" section with an empty text area. At the bottom of the main area, there are four more tabs: Volume, Load, Driver, and Manifest.

Click on the "Application" tab

This screenshot is similar to the previous one but with the "Application" tab selected and circled. The "Application" tab is highlighted in black. In the bottom right corner of the main data area, there is a small green triangle icon with the letter "A" inside it, representing an "Add" button.

Then click on the green "A" for 'Add' button on the right side of the screen

Customer		Type	
XYZ LWHAULER (WE HAUL LIQUIDS)		Liquid Waste Hauler	
Details	Contact	Application	Book
Type	Received	Status	Total
Vehicle Inspection	Jul 19, 2013	Accepted	\$68.40
Payment Date	Amount	Status	
Jul 19, 2013	\$68.40	Final	

Add Permit Application

On the next screen, click on the blue "Continue" button

WEIRS - Water Environmental Integrated Recordkeeping System - Test System

Navigation: [Home](#), [Logout](#), [Help](#)

Select a Liquid Waste Hauler Application Type

After Hours Request

Continue **Cancel**

The next screen contains all of the fields you will need to complete for each "After-Hours Request"

Navigation: [Home](#), [Logout](#), [Help](#)

**Add After Hours Application for Liquid Waste Hauler
XYZ LWHAULER (WE HAUL LIQUIDS)**

Request Begin Date/Time: Jan 17, 2014 00:00

Total Hours Requested: Select...

Fee Estimate: [Text Field]

Other Haulers Assisting

Available: Select...

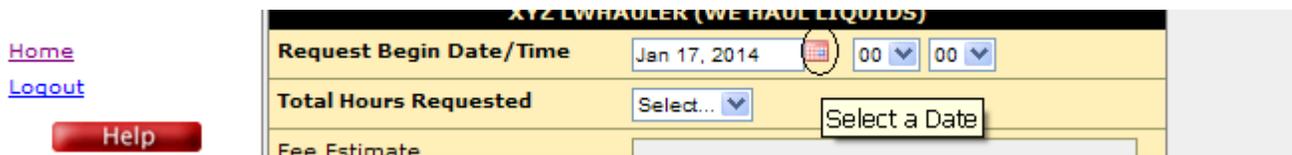
Selected: **D**

Notes (250 Characters Maximum)

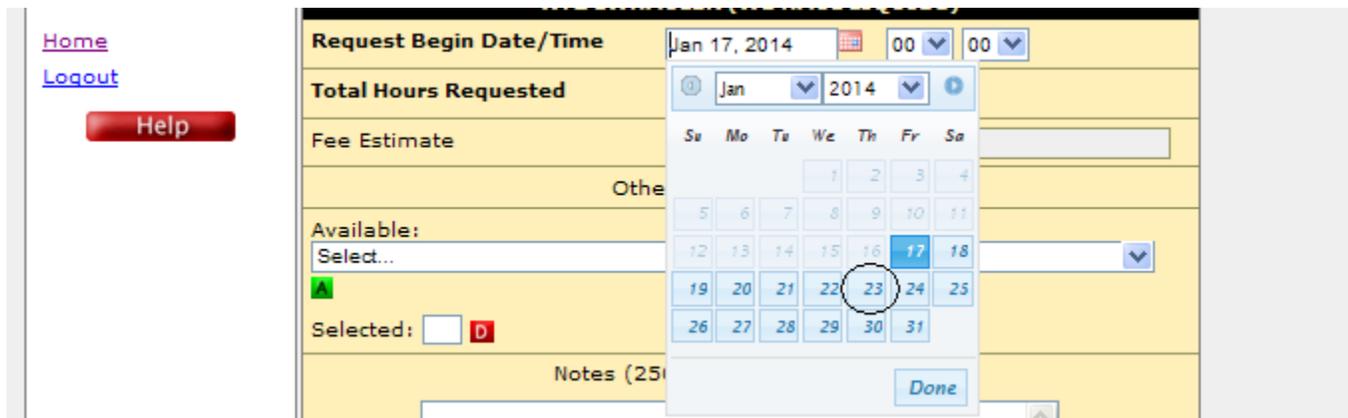
Certification and Acknowledgement Statement

I acknowledge that this request for services is subject to approval from an authorized representative of the City of Austin and is contingent upon the full payment of the applicable fee by the due date.

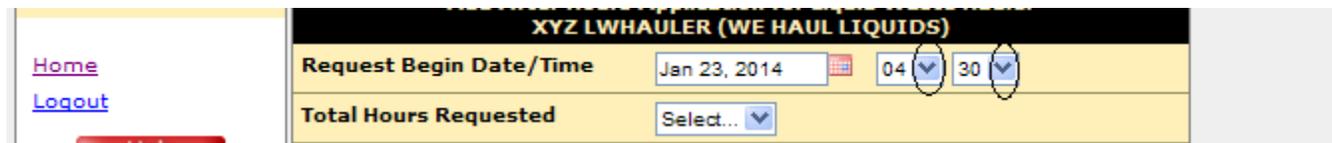
Enter the **Date** that the After-Hours Request is requested to **Begin** by clicking on the red calendar-shaped icon next to the “Request Begin Date...” field



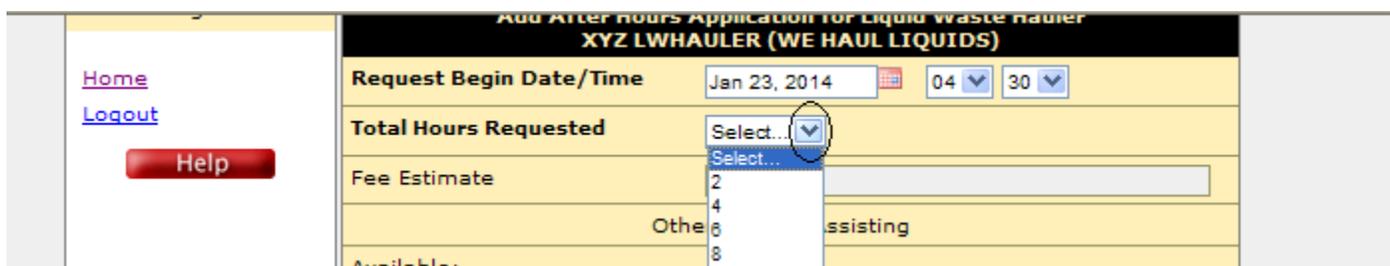
Click on the day on the calendar that your request needs to start on



Next select the start time of your request (in 24-hour time) in the next two fields by clicking on the blue drop-down arrow to the right of the hour and minutes fields. For example, if you wish your request to begin at 4:30 AM, you would select “04” and “30”



Enter the “Total Hours Requested” for that day and time: Click on the blue drop-down arrow



Press the "Tab" key on your keyboard, and the fee for that request is calculated automatically

NOTE: If you wish to adjust the total hours, start time or date, repeat the above steps, then press the tab key for a recalculation of required fees



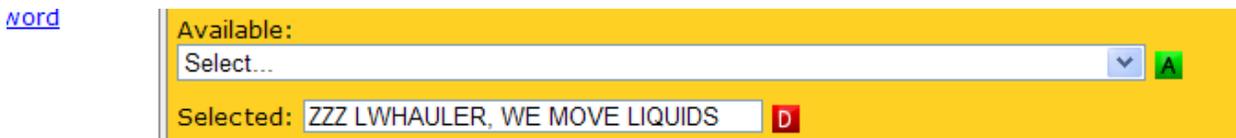
If other hauler companies are to be employed as subcontractors working for your company for this After-Hours Request, use the "Select" drop-down menu to add each company to each request.



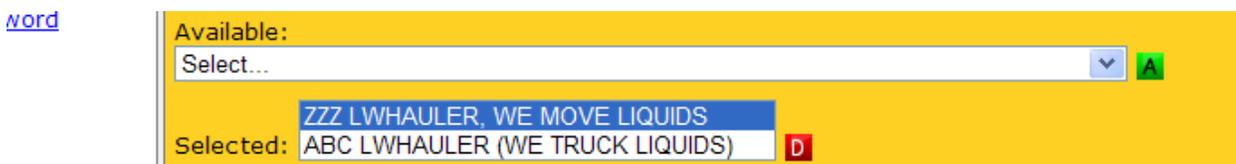
Click on the green "A" for "Add Assisting Hauler" button



That company now appears on the next line



If more than one company is subcontracting with your business for an event, repeat the "Add" process until all subcontracting companies are listed



To remove a subcontracting company, select (click on) the company to be removed from the list, and click on the red "D" from the list of companies assisting yours for this event

- If a company you wish to use in the After-Hours request as a subcontractor, is not listed in WEIRS when you try to add them to your request, please contact the Special Services Division to ensure that the company has a current and valid permit with the City of Austin
- If you later add or remove any subcontracting companies (before plant management has reviewed your submittal) be sure to edit your request to add or remove companies as needed. This is necessary for access control of other companies to the receiving station under your company's After-Hours Request

NOTE: All LWH companies operating in City of Austin jurisdiction must have current COA permits, so you will need to ensure enough time, before an event, for any outside company you are bringing in as a subcontractor to complete the COA permitting process for liquid waste transport

Enter useful information in the "Notes" field, such as the name of the event the request is for, any contact information for event managers, and the physical address(es) of the place(s) where service will be provided during the event by you (or your contractors) for the Generator of the waste

Notes (250 Characters Maximum)

For the lalala festival at green trees park, 201 main street. festival manager jorge jones 512.123.1223 01/17/14 me.

Read the "Certification and Acknowledgement Statement" and click on the check box. (If you do not read and check this certification, your application will not be accepted for submittal)

Certification and Acknowledgement Statement

I acknowledge that this request for services is subject to approval from an authorized representative of the City of Austin and is contingent upon the full payment of the applicable fee by the due date.

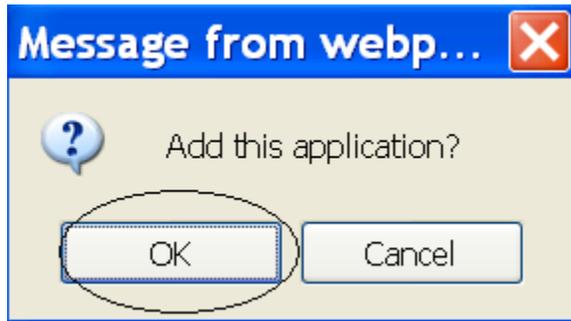
To submit your request to wastewater plant management, click on the green "Submit" button

Certification and Acknowledgement Statement

I acknowledge that this request for services is subject to approval from an authorized representative of the City of Austin and is contingent upon the full payment of the applicable fee by the due date.

Submit **Cancel**

Click on "OK" in the popup box that appears



NOTE: If you wish to add a request for a different time **OR** a different date, you must repeat the above steps for **EACH** different date/time that you wish to request the liquid waste receiving station be open outside the normal operating hours of the station

Your After-Hours Request will now appear on the "Application" tab for your company. To review what you have entered, click on the blue hyperlink on the left side of the line "After Hours Request"

Business / Site Details				
Customer			Type	
XYZ LWHAULER (WE HAUL LIQUIDS)			Liquid Waste Hauler	
Details	Contact	Application	Vehicle	Book
Type	Received	Status	Total	
Vehicle Inspection	Jul 19, 2013	Accepted	\$68.40	
	Payment Date	Amount	Status	
	Jul 19, 2013	\$68.40	Final	
Vehicle Inspection	Jul 18, 2013	Accepted	\$34.20	
	Payment Date	Amount	Status	
	Jul 18, 2013	\$34.20	Final	
Initial / Renewal	Jul 11, 2013	Accepted	\$108.20	
	Payment Date	Amount	Status	
	Jul 11, 2013	\$108.20	Final	
After Hours Request	Jan 3, 2014	New	\$275.00	E W

If you need to Withdraw any request after you submitted it, click on the red "W" button on the right

After Hours Request	Jan 3, 2014	New	\$275.00	E W
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If you need to change anything in your application after you submitted it, click on the yellow "E" button on the right to Edit any part of the fields you entered



NOTE: Once your After-Hours application has been accepted by plant management, if you need to make changes to the already approved application, you must **contact plant management at 512-972-1406** to request any changes

Once you are done, locate and click on the blue "Logout" hyperlink



You will see a screen showing you have logged out of the system successfully

Water Environmental Integrated Recordkeeping System

You have successfully logged out.

[Login Screen](#) | [Close the Browser](#)