



CITY OF VICTORIA

Established 1824, Founded By Congress, Republic of Texas, 1839

DEPARTMENT OF PUBLIC WORKS
700 Main Center, Suite 107

Waste Hauler Permit Application

To All Waste Haulers,

Please carefully review the attached Waste Haulers Packet as it outlines the requirements for disposing of wastes at the Victoria Regional Wastewater Treatment Plant. Once you have reviewed it, please complete and submit the enclosed forms along with your \$150.00 annual permit fee. The forms to be submitted are as follows: Waste Hauling Permit Application, Waste Hauler's Agreement and Rules and Regulations for the Disposal of Trucked Waste at the Victoria Regional Wastewater Treatment Plant.

In addition, please provide an original certificate of insurance listing the required coverage and other stipulations as detailed in the Waste Hauling Permit Application attached to this packet.

Also, please provide a copy of your Sludge Transporter registration issued by TCEQ which identifies all wastes that you are approved to transport.

Please submit the forms to the following address:

City of Victoria
Department of Public Works
Wastewater Treatment Plant Manager
P.O. Box 1758
Victoria, TX 77902-1758

City of Victoria personnel will perform truck inspections at the Victoria Regional Wastewater Plant. This must be completed prior to being issued a permit. Please contact the Plant Operator at (361) 485-3260 to schedule an inspection. Truck inspections will include authorization stickers, vehicle marking and identification, sight gauges and TCEQ registration number.

The City of Victoria charges a processing fee for trucked or hauled waste disposal of **\$115.40 per thousand gallons** and a processing fee of **\$57.70 per thousand gallons** for grit disposal. These fees are subject to change annually as per City code. **The Victoria Wastewater Treatment Plant only accepts waste from Victoria, Jackson, Lavaca, Gonzales, Dewitt, Goliad, Refugio, and Calhoun counties. Grease trap waste will not be accepted.**

If you have any questions, please feel free to contact the Victoria Wastewater Treatment Plant at (361) 485-3260.

HAULER PERMIT REQUIREMENTS

- Fill out and submit Domestic Waste Hauling Permit Application.
- Fill out and submit Waste Hauler's Agreement.
- Submit signed copy of Rules and Regulations.
- Submit copy of Sludge Transporter Registration.
- Submit certificate of insurance with the City of Victoria listed as additional insured (see application form for insurance coverage amounts).
- Permit fee payment
- Truck must be inspected.

**DOMESTIC WASTE HAULING PERMIT APPLICATION
ADMINISTERED BY THE CITY OF VICTORIA, TEXAS**

I. General Information

Name of Company: _____ Phone: _____

Location: _____ Zip: _____

Mailing Address: _____ Zip: _____

Owner(s): _____

Any claims or judgments pending? Yes () No ()

Type of service proposed: Septic Tank () Portable Toilets () Grit () Sludge ()

Other () _____ Must be approved
Description of Waste

Patrons of service rendered: Residential () Commercial () Industrial ()

Texas Commission on Environmental Quality Registration Number: _____

II. Vehicle Information

Make & Year	Hauling Capacity (Gals.)	Safety Inspection Expiration Date	License Plate #	Inspection Remarks/Signature

III. The Hauler Understands and Agrees to the following:

- A To accept and abide by all applicable provisions of the City Code of the City of Victoria, including, but not limited to, Chapter 13, Article III, Section 105 and 112(d).
- B That the falsification of any information submitted in the application for waste hauling shall be cause for termination of the waste hauling permit.
- C That prior to the issuance of this permit all vehicles involved in hauling waste will be inspected by a City of Victoria representative and deficiencies noted will be corrected.
- D The hauler shall, at all times during the period in which this permit is in effect, provide and maintain insurance of the type and in limits as described below. A Certificate of Insurance will be furnished to CITY with this application.

1. Workers' Comp & Employer's Liability:

a. Policy Limits --- "Statutory Limits" box should be checked on certificate.

b. Waiver of Subrogation against the City of Victoria and its officers, agents, and employees shall be included.

c. If any of the Contractor's employees engaged in hazardous work on the project under this contract are not protected under the Worker's Compensation Statute, then the Contractor shall provide adequate employer's general liability insurance for the protection of this class of employees.

2. General Public Liability Insurance as follows:

\$250,000 for injuries per occurrence and \$100,000 for property damage per occurrence
OR
\$250,000 combined single limit per occurrence

The policy shall name the City of Victoria as an additional insured, be on the commercial general liability form, and include a waiver of subrogation against the City and its officers, agents, and employees.

3. Comprehensive Motor Vehicle Liability Insurance on all motor vehicles (other than off-road equipment) used in connection with the contract. Contractor shall comply with the insurance requirements of the State of Texas for operating a motor vehicle used to commute to the worksite; however, if the work on the worksite will be performed with a motor vehicle registered with the State of Texas, then the requirements shall be as follows:

\$250,000 for injuries per occurrence and \$100,000 for property damage per occurrence
OR
\$250,000 combined single limit per occurrence

The policy shall name the City of Victoria as an additional insured and include a waiver of subrogation against the City and its officers, agents, and employees.

WASTE HAULER AGREEMENT

The City of Victoria has issued me a copy of the State Law for Liquid Waste Transporters, as well as a copy of City Code Sections 13-105 – 13-135 (Direct Sewage Dumping, Industrial Waste Discharge and Generators of Grease and Grit Trap Waste).

The City code requires that all grit and grease traps be **completely** evacuated and State Law requires complete evacuation within 24 hours each time they are serviced. When a Waste Hauler engages in the cleaning of private service lines for grit or grease trap customers, this waste **may not** be introduced into the City's sanitary sewer mains. The City Code prohibits the introduction of grit or grease waste in quantities that will require unusual attention or expense associated with their clean up in the City sanitary sewer system.

The Victoria Regional Waste Water Treatment Plant is **not** licensed to accept **grease trap waste**. Please refer to the enclosed list of licensed grease trap waste receiving facilities and the list of the wastes that are accepted at the Treatment Plant.

I have read and understand these requirements. I understand the failure to comply with City Code could result in the revocation of my license to dispose of liquid wastes at the Victoria Regional Waste Water Treatment Plant.

Owner's Signature: _____

Printed Name of Owner: _____

Name of Company: _____

Mailing Address: _____

Physical Address: _____

Phone: _____ Fax: _____ E-mail: _____

Emergency contact person and phone: _____

Provide a complete list of trucks, including capacities for each, license numbers, permit numbers and expiration dates. (Local and State)

Waste haulers disposing of liquid wastes at the Victoria Regional Wastewater Treatment Plant must comply with all Local, State and Federal laws. The City of Victoria has developed additional requirements that will need to be complied with in order to dispose of liquid wastes. The Victoria Regional Wastewater Treatment Plant does **not accept grease trap waste**. The following requirements are mandatory.

1. Site gauges shall be clearly marked in gallons that indicate at least 4 equal measurements, including the minimum gauge level and full level on the gauge.
2. Truck number and maximum holding capacity shall be clearly marked on the driver and passenger side of each truck.
3. When evaluating the amount of solids and grease in the trap, the manifests shall indicate the percentage of each so that the City can determine if the facility needs its trap cleaning schedule modified. If the trap dimensions are unknown, the hauler should use their best judgment. The contents shall be marked in percentages only.
4. When making more than one load from the same trap, it shall be indicated in the upper right hand corner of the manifest that each load is what part of the total evacuation. (Example 1 of 2, 2 of 2)
5. Manifests shall be complete and legible. Multiple locations **cannot** be listed on the same manifest. Disposal may be denied for incomplete and/or illegible manifests or for manifests that list multiple locations. A signature from the POTW operator **must be** obtained accepting the load prior to disposal.
6. The vehicle must be constructed, operated, and maintained to prevent leakage of any wastes.
7. All discharge valves and ports must be prominently marked, visible and readily accessible.
8. Inlet and outlet openings must be constructed and located so that the liquid wastes will not leak, run or spill.
9. Hoses, tank valves, pumps, cylinders, pipe connections and other appurtenances must be maintained in good operating condition and free from leaks. Safety plugs shall be provided for each inlet and outlet tank valve.
10. The vehicle exterior shall be kept clean, vector and odor free and the interior of the tank should be washed as necessary.
11. Mixing of incompatible wastes within the same tank is prohibited.
12. All loads of domestic sludge destined for treatment at the belt press will require a 24 hour notification to be accepted.

In the event of a liquid waste spill during collection, transport or disposal, the Transporter shall **immediately** notify the Victoria Regional Wastewater Treatment Plant at 361/ 485-3260 and the City of Victoria Public Works Department at 361/ 485-3381. Notifications under this section shall at a minimum, provide the following:

- A. Time and date the spill occurred.
- B. Amount spilled.
- C. Location of spill.
- D. Type of spill.
- E. Any corrective actions taken by the Transporter.
- F. Any other conditions that would indicate the need for an emergency spill response team.

The Transporter shall take any action required by State, Federal or local officials having jurisdiction, so that the spill will not present a public health or environmental hazard.

VICTORIA AND SURROUNDING COUNTIES

Victoria Environmental
6901 U.S. HWY. 59 North
Victoria Texas 77905
Ph. 361-576-0077
TCEQ reg. # 2330

Oak Hollow Sewer
FM 2540, 1 mile south of HWY. 35
Van Vleck, Texas 77482
Ph. 979-245-0957
TCEQ reg. # 2318

Texas Sludge Disposals
7136 CR 3561
Taft, Texas 78390
TCEQ reg. # 2319
361-528-3600

WASTES THAT ARE ACCEPTED AT THE VICTORIA REGIONAL WASTE WATER TREATMENT PLANT

- **Septic tank waste.**
- **Portable toilet waste.**
- **Sludge.**
- **Grit.**
- **Domestic waste.**
- **Raw water.**

**Rules and Regulations for the Disposal
Of Trucked Waste at the Victoria Regional
Wastewater Treatment Plant**

Introduction

The City of Victoria (COV) operates and maintains the Victoria Regional Wastewater Treatment Plant. The plant currently treats municipal wastewater for the City of Victoria. The plant also receives and treats trucked waste and domestic wastewater sludges that are delivered to the plant by commercial haulers.

Over the years, this plant has experienced an increase in the amount of trucked waste being delivered to the plant for disposal and treatment as well as an increase in the number of commercial haulers delivering these wastes. With the increased volume of trucked waste being disposed of at the plant, there is growing concern that some waste products introduced to the plant, could be detrimental to the biological treatment process and have a negative impact on the plant's receiving stream. In an effort to address these concerns, the COV has adopted more specific rules and regulations pertaining to the delivery and disposal of trucked wastes to the Victoria Regional Wastewater Treatment Plant. The following rules and regulations are enforced by the COV.

Prohibited Waste Products/Materials

The City of Victoria **will not accept** the disposal of any trucked waste containing the following products:

1. Petroleum oil, nonbiodegradable cutting oil, or products of mineral origin.
2. Pollutants, which result in the presence of toxic gases, vapors, or fumes.
3. Sludges, screenings, or other residues from the pretreatment of industrial wastes.
4. Petroleum-based oil and grease wastes and inorganic solids generated by industrial, automotive or heavy machinery repair and/or washing facilities.
5. Rendering oil from food preparation processes.
6. Grease trap waste.
7. Any waste products containing heavy metals that could have a detrimental impact on the plant's biological treatment process as determined by COV.
8. Any other waste products or materials that could have a detrimental impact on the plant's biological treatment process as determined by COV.
9. Other violations as they pertain to the City of Victoria's Code of Ordinances

Waste Products/Materials Approved for Disposal

The only trucked waste products that COV **will accept** for disposal at the regional wastewater treatment plant include the following:

1. Wastes from domestic septic tanks, portable toilets, wastewater sludges and public car wash grit traps (exterior car washes only).

All domestic wastes listed above, with the exception of car wash grit traps and wastewater sludges, will be unloaded at the plant's raw station wet well where they can be properly introduced into the biological treatment process. Public car wash grit products will be unloaded at the plant's drying bed area where the grit can be properly dewatered and disposed of. Domestic wastewater sludge's will be unloaded at the plant's belt press for dewatering and disposal.

Permitting

COV will issue a permit to all haulers to discharge trucked waste at the Victoria Regional Wastewater Treatment Plant. The permit will be valid for the calendar year. The permitting process will consist of the generation of a permit application, current certificate of insurance, signed waste haulers agreement, truck inspection (to be performed by COV plant personnel), and a copy of the hauler's current Sludge Transporter Registration issued by the Texas Commission on Environmental Quality. The registration shall identify all wastes approved by the TCEQ for transportation. The cost of the annual permit is **\$150.00** and is non-refundable under any circumstance.

Tracking Forms

COV will provide all haulers with waste tracking forms. All haulers will be required to utilize the tracking form for each load of waste to be disposed of at the plant. All waste tracking forms will be reviewed and approved by COV before any waste load is disposed of at the plant. All waste tracking forms will be reviewed for accuracy and legitimacy of the customer(s) listed on each form. Any tracking form found to contain a non-domestic source of waste deemed unacceptable for disposal will result in COV's rejection of the load. Periodic phone calls will be made to the customers listed on the tracking form to verify the accuracy of information contained on the form. Falsification of information contained on the form can result in the immediate termination of the haulers permit in accordance with the Enforcement Provisions described below.

Sampling

BOD and TSS samples will be collected twice a year from every permitted hauler to be used in the calculation of fees for processing the waste. The fee will be based on the actual cost of annual facility operation. The current fee is **\$115.40 per 1000 gallons** of trucked or hauled waste and **\$57.70 per thousand gallons** for grit disposal. There will be no charge for the annual BOD and TSS testing. The costs for BOD and TSS sampling are included as part of the annual permit fee. COV reserves the right to adjust sampling and waste disposal fees at its sole discretion. Random, unannounced sampling of loads discharged at the plant will be conducted by COV throughout the year to test for prohibited waste products. Haulers may be required to pay for the cost of any random sampling which will be included on the haulers monthly invoice. Any load found to contain prohibited waste products will be immediately rejected for disposal and can result in the immediate termination of the hauler's permit if any prohibited waste products detected as a result of sampling are not listed on the hauler's waste tracking form.

Tank Volume Verifications

All haulers' tanks will be randomly checked for accuracy against the amounts entered on the waste tracking form. If the tank is found to contain more gallons of waste than is entered on the waste tracking form, the hauler's processing fee will reflect the higher amount in the tank. In accordance with rules and regulations

adopted by the Texas Commission on Environmental Quality (TCEQ), any discrepancies that occur in trip tickets must be logged by the disposal facility. A significant discrepancy for liquid waste is a variation greater than 15 percent in gallons; for bulk weight, a variation of greater than 10 percent in weight is significant. Significant discrepancies are subject to enforcement action by the TCEQ. A transporter has 15 days to resolve a discrepancy issue in writing to the TCEQ. This letter must adequately explain the cause of the error, and include efforts being taken to resolve the issue. Falsification of tank volumes on the waste tracking form can result in COV's immediate termination of the hauler's permit.

Enforcement Provisions

Enforcement of the rules and regulations described above are in effect. Any permitted hauler found to be in violation of the rules and regulations described herein shall be subject to the immediate suspension of their haulers permit. COV reserves the right to terminate a hauler's permit indefinitely or for a temporary period of time based upon the severity of the violation. Violations that can result in permanent or temporary suspension of a hauler's permit include, but not limited, to the following:

1. Intentional disposal of prohibited waste products/materials described herein.
2. Intentional disposal of any other waste product/material deemed to be hazardous by COV.
3. Falsification of any information contained in the waste tracking form.
4. Hauling trucked waste with an expired or cancelled Sludge Transportation Registration issued by the Texas Commission on Environmental Quality.
5. Hauling of any trucked waste that is not listed or approved on the Sludge Transportation Registration.
6. Any other violation(s) that warrants suspension of the hauler's permit as determined by COV.

Notice of the permanent or temporary suspension of a hauler's permit will be provided to the hauler by certified letter from COV.

I have acknowledged by signature below, the receipt of these rules and regulations and have a complete understanding of their meaning and agree to abide by them as part of the terms of my permit with COV to haul trucked wastes to the Victoria Regional Wastewater Treatment Plant.

Company Name

Company Representative & Title

Date

HAULER PERMIT REQUIREMENTS

- 1.) Hauler must be registered with the TCEQ (contact number for information 512- 239-1000.
- 2.) Fill out and submit Domestic Waste Hauling Permit Application.
- 3.) Fill out and submit Waste Hauler's Agreement.
- 4.) Submit signed copy of Rules and Regulations.
- 5.) Submit copy of Sludge Transporter Registration.
- 6.) Submit certificate of insurance with the City of Victoria listed as additional insured (see application form for insurance coverage amounts).
- 7.) Truck must be inspected.
- 8.) Site gauges must be installed on all tanks.
- 9.) Must use City of Victoria Waste Tracking Form.
- 10.) Current rate for trucked or hauled wastes is **\$115.40** per thousand gallons and **\$57.70** per thousand gallons for grit disposal. State and county sales tax will be charged at a rate of 6.75%
- 11.) Permit application fee is currently \$150.00 per year. The permit is renewable in January of each year. This fee is subject to change on an annual basis.
- 12.) The City of Victoria only accepts waste generated from the following counties: **Victoria, Jackson, Lavaca, Gonzales, Dewitt, Goliad, Refugio and Calhoun.**
- 13.) **The City of Victoria does not accept grease trap waste.**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER ABC Insurance Company 100 Main St. Victoria, TX 77901	THIS CERTIFICATE IS 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.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED XYZ Construction Company 200 Commerce St. Victoria, TX 77901	INSURER A: AAA Insurance Co.	12345
	INSURER B: BBB Insurance Co.	23456
	INSURER C: CCC Insurance Co.	78910
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES 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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR	NPR2378576	01/01/10	01/01/11	EACH OCCURRENCE \$
	<input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
B	AUTO/MOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALLOWED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	ARR1000347	01/01/10	01/01/11	COMBINED SINGLE LIMIT (Ea accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below	BRC9993467	01/01/10	01/01/11	<input checked="" type="checkbox"/> WORKERS COMPENSATION & EMPLOYERS' LIABILITY
	OTHER				<input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

SAMPLE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate Holder is named as Additional Insured and a Waiver of Subrogation Applies

CERTIFICATE HOLDER

City of Victoria
P. O. Box 1758
Victoria, TX 77902

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. *10 Days for Non-Payment of Premium.

AUTHORIZED REPRESENTATIVE

City of Victoria Waste Tracking Form No.

Generator Information

Generator Name: _____

Address: _____ County: _____ Telephone: _____

This waste was removed from my: Grease Trap Septic Tank Other: _____
 Grit Trap Chemical Toilet (specify)

OR This waste is: Sewer Sludge Water Treatment Sludge
My waste tank or trap holds up to _____ gallons.
The transporter removed a total of _____ gallons.
Date of last pumping: _____

As the generator's representative, I certify that this waste contains no hazardous materials, was removed from this address on _____/_____/_____ at _____:_____ a.m. or p.m., and is to be transported to a facility that the Texas Commission on Environmental Quality has authorized to receive these wastes.

Generator Name (printed): _____ Generator Signature: _____

Transporter Information

Business Name: _____ TCEQ Registration Number: _____

Address: _____ COV Permit Number: _____

Telephone: _____ Vehicle Capacity: _____ gallons
Truck License Number: _____

Grease Trap Conditions

Inches of grease: _____ Inches of Solids: _____ Method of measurement used: _____
Condition of trap: _____ AS A COURTESY TO THE CUSTOMER, PLEASE CHECK THE TRAP FOR NEEDED REPAIRS AND NOTIFY THE OWNER IF REPAIRS ARE NEEDED.

The liquid waste hauler shall completely evacuate all traps and interceptors during servicing. It shall be unlawful to allow in the servicing of the trap, the discharge of liquid, semi-solids, or solids to be discharged back into a grease or grit trap after servicing.

On _____/_____/_____, I transported _____ gallons of the waste described under "Generator Information" above to:

Waste Receiver: City of Victoria Regional Wastewater Treatment Plant TCEQ Permit or Registration No.: WQ0011078001
 MSW 2366

I certify that the information provided above is correct and that only the waste certified for removal by the generator is contained in this waste transport vehicle. I am aware that falsification of this trip ticket may result in revocation of my waste transportation permit, criminal prosecution, and/or civil penalties.

Driver Name (printed): _____ Driver Signature: _____

Receiver Information

Business Name: City of Victoria Regional Wastewater Treatment Plant TCEQ Registration or Permit No.: WQ0011078001
 MSW 2366

Address: 923 U. S. Hwy. 59 South, Victoria, TX 77905 Telephone: (361) 485-3260

As the representative of this business, I certify that each of the following statements is true:
 The Texas Commission on Environmental Quality has authorized this business to accept the waste specified under "Generator Information" above.
 The transporter named above delivered _____ gallons of this waste to this business on _____/_____/_____ at _____:_____ a.m. p.m.
 This waste has been recycled or disposed as required by the TCEQ authorization for this business.

Site Operator Name (printed): _____ Site Operator Signature: _____



TCEQ REGULATORY GUIDANCE

Registration, Review & Reporting Division

RG-309

Revised December 2003

The Step-by-Step Guide to Registration, Operating, and Reporting Requirements for

Transporting Sludge Wastes in Texas

This guide will help you understand the environmental rules and registration process designed for anyone who transports any of these wastes by road, rail, or water in Texas:

- ❑ sewage sludge
- ❑ domestic septage
- ❑ chemical toilet waste
- ❑ grease trap waste
- ❑ grit trap waste
- ❑ water treatment sludge

Although the information in this guide is not a substitute for the actual rule, it will explain how to obtain, maintain, and cancel a waste transporter registration. In this guide, “we” or “us” means the Texas Commission on Environmental Quality (TCEQ), “sludge wastes” means the six kinds of waste listed above or similar wastes, “you” refers to the person who plans to transport one or more sludge wastes, and “receiver” refers to a landfill or other disposal, processing, or transfer facility where you dispose of the waste.

When you have read this guide, you should understand:

- ❑ the transporter registration process
- ❑ the rules that govern transporter activities—found in Title 30, Texas Administrative Code (30 TAC), Chapter 312, Subchapter G, and
- ❑ the rules for annual transporter fees—30 TAC, Section 312.9

You can find these rules, the application forms mentioned in this guide, related publications, and other useful materials on our Web site:

www.tceq.state.tx.us

In the Rest of This Guide, You Can Find:

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Step 1: Get an Application and a Core Data Form

You can get these forms any of these ways:

- ▣ Go to our Web site at www.tceq.state.tx.us. On the lower left side of the home page, click on “Forms and Publications,” then “Forms Database,” and then “Form Number.” To get the Sludge Transporter Registration Application, enter “0481” in the search box. To get the Core Data Form, enter “10400” in the search box.
- ▣ Call or go by any of our regional offices and ask for forms TCEQ-0481 and TCEQ-10400 (see Appendix A, “List of TCEQ Regional Offices”).
- ▣ Fax your request for forms TCEQ-0481 and TCEQ-10400 to TCEQ Publications at 512/239-4488. Be sure to include your full mailing address and a daytime phone number with your request.
- ▣ Call TCEQ Publications Distribution in Austin at 512/239-0028.

Step 2: Complete the Application and Core Data Form

The Core Data Form (TCEQ-10400) asks for basic information that we must collect about everyone we regulate—including you (the “customer”) and your business (the “regulated entity”). The Sludge Transporter Registration Application (TCEQ-0481) asks for information that is specific to your activity as a transporter of sludge wastes. To complete these forms, gather this data:

- ▣ type of business (for TCEQ-10400, you need to know that your SIC code is 4959 and NAICS code is 562116—or, for water treatment sludge, 562213)
- ▣ business name and tax identification number
- ▣ physical address, mailing address, contact person, and telephone number for the business
- ▣ for each disposal, processing, or transfer facility you plan to use:
 - the facility’s name, address, telephone number, and TCEQ authorization number (Call the facility for this information.)
 - the type of waste to be transported to that facility (If you intend to dispose of waste from grease traps, grit traps, or both at a wastewater treatment plant, your application must include a written statement from the operators of the wastewater treatment plant that says they will accept this type of waste from you.)
- ▣ for each registered motor vehicle that will be transporting the waste:
 - the year the vehicle was made
 - the vehicle make (for example, Ford, Peterbilt, Volvo)
 - the license plate number
 - the vehicle’s tank or bed capacity (in gallons or cubic yards), if appropriate
- ▣ *if you intend to transport sludge wastes into Texas, these two items:*
 - a copy of your written authorization to transport sludge wastes in the state where you pick up that waste (Check with that state’s authorities to find out what authorization you must have.)

- a written statement from the receiver that says that they will accept these out-of-state wastes from you
- ▣ ***if you intend to transport sludge wastes out of Texas, these two items:***
 - a copy of your written authorization to transport sludge wastes in the state where you will be delivering the waste to a receiver (Check with that state's authorities to find out what authorization you must have.)
 - a written statement from the receiver that says that they will accept these out-of-state wastes from you
- ▣ ***if your office or place of business is outside Texas,*** a copy of your written authorization to operate a waste transportation business in that state
- ▣ ***if your office or place of business is inside Texas,*** the county in which your business is located

To complete the application, sign it in front of an authorized notary public, who will press or stamp an official seal on the application. ***Be sure that the notary public's authorization has not expired.***

Next, prepare a check or money order payable to "TCEQ" in the amount of \$10 per motor vehicle to be used to transport waste—for example, a check for \$40 if you plan to use four motor vehicles. This check or money order is to pay the TCEQ vehicle authorization fee. Send the application and Core Data Form to us in one envelope and the payment to us in another as described in Appendix E, "How to Send Payments to the TCEQ."

Step 3: Wait for Our Response

If your application is complete, within a month we will send you a registration packet containing these items:

- ▣ ***A confirmation letter.*** This letter will contain your five-digit registration number. Whenever you write to or call us, be sure to refer to this number.
- ▣ ***A registration printout.*** This printout is your "registration." It contains the information you gave us in your application about your business, the receivers you will use, and your vehicles. Check all pages to be sure the information is correct and notify us if you find any errors. Make enough copies of this printout to put a complete set in each motor vehicle that will be transporting sludge wastes and to keep another set at your office or place of business.
- ▣ ***Vehicle authorization stickers.*** You will receive one set of stickers for each motor vehicle registered in your fleet. Place these stickers on the vehicle as described in Step 4. These stickers are not transferable—that is, if you want to replace a vehicle, you must get a new sticker for the replacement vehicle. See Step 8 for more information.

If you deliver waste to a receiver and cannot show that you have a current registration, then the receiver will have to report the incident to our regional

office within three days. This is why it is important to keep a copy of your registration printout in each motor vehicle that will be transporting sludge wastes.

If your application is incomplete, we will either call you or send you a letter to tell you what is missing. After we notify you, you will have 30 days to send us the needed information. If we do not receive your response, we will return your application to you.

Step 4: Mark Each Registered Vehicle

You must mark the outside of each motor vehicle that you have registered to transport sludge wastes as follows:

- ▣ Place a vehicle authorization sticker on each door.
- ▣ Display on both doors or on both sides of the tank:
 - the five-digit TCEQ-issued registration number in block-style numbers that are at least 2 inches tall, permanently attached, and clearly visible from a distance of 50 feet.
 - the name and local phone number of your company.
- ▣ If the wastes you transport are liquids, place a sight gauge on the vehicle's waste-holding tank that indicates whether the tank is loaded and the approximate capacity. Usually placed at the rear or front of the tank, the gauge must show what percentage of the tank's capacity is filled, unless you have our prior written approval for the gauge to show the actual volume instead.
- ▣ Prominently mark all discharge valves.
- ▣ Make sure that all discharge ports are prominently marked, visible, and readily accessible.



Figure 1. Example of Vehicle Marking and Sticker Placement

If you sell one of these registered vehicles, you must remove the TCEQ registration number, the TCEQ vehicle authorization stickers, and your company name and phone number from the side of the vehicle.

Step 5: Operate within the Rules

As a registered transporter, you must stay aware of and comply with all applicable operating requirements, starting with these:

- ❑ ***Don't Mix Incompatible Wastes.*** Two different wastes are incompatible if they do not mix easily or cannot generally be treated the same way. Grease trap waste and domestic septage are one example of incompatible wastes. Unless the receiver has agreed in advance to accept a mixture of specific incompatible wastes from you, don't transport them in the same vehicle, store them in the same container, or use the same equipment to pump them without a thorough emptying and cleaning to remove the previously handled waste.
- ❑ ***Satisfy the Full Pump-out Requirement for Grease Traps.*** Whenever you pump out a grease trap, you must make sure that it is completely emptied within 24 hours, even if you need more than one vehicle to do so.
- ❑ ***Store Wastes Properly.*** You may not store sludge wastes for more than four days in a mobile closed container—for example, in your vehicle's holding tank. To store sludge wastes at a fixed or permanent site, you must first get our written permission. Even then, the wastes may not remain in storage for more than 30 days. All wastes should be stored in a manner that prevents harm to human health and the environment.
- ❑ ***Dispose of Your Wastes Legally.*** You may deliver waste to only the facilities listed in your registration (to add a receiver, see Step 8). Receivers who are in Texas must not accept your waste if they do not have our written authorization to accept that type of waste. Also, the receiver has the right to refuse to accept waste from any particular generator.
- ❑ ***Transfer Wastes Properly.*** If you cannot deliver your wastes directly to a disposal or processing facility, then your only option is to transfer the waste to a *secondary transporter*. A secondary transporter collects waste from another transporter and transports it to a disposal or processing facility. The transfer of waste to the secondary transporter's vehicle must occur at a Type V transfer station that is either permitted by or registered with the TCEQ. You must list this transfer station as a receiver on your application (Step 2) or on an amendment to your registration (Step 8) and receive our approval before you can use it.
- ❑ ***Protect Public Health—Watch for Leaks!*** Your waste transport vehicles must be in compliance with all relevant health codes—for example, you must operate and maintain the vehicles to ensure that they do not leak.
- ❑ ***Clean up and Report Your Spills.*** If a waste is spilled while you are collecting or transporting it, immediately dike and clean up the spill to prevent a threat to human health or the environment. Contact local law enforcement authorities immediately, and then notify the TCEQ regional office that serves the county in which the spill occurred (see Appendix A for a list and Appendix B for a map of our regions).

- ▣ **Comply with Local Requirements.** Be sure you know and follow local ordinances, regulations, and registration requirements wherever you do business. City officials or the county health department should be able to inform you about any additional requirements.

Step 6: Keep Accurate Records and File Reports on Time

Be sure to record each of your waste collections and disposals and to file an accurate Annual Summary Report (ASR) each year.

Keep Your Records up to Date

The records you keep each time you collect or dispose of waste show your efforts to comply with the rules. If you transport sludge wastes by truck, you can ensure that your records stay up to date in these ways (if you transport wastes by rail or water, you may keep records by an alternate method if you obtain our approval first):

- ▣ Keep up with your trip tickets (also called *waste manifests*).
- ▣ If you deliver wastes to “beneficial use” sites, keep the additional documentation needed for this activity.
- ▣ Watch out for discrepancies between the information in your records and the wastes you transport.

Maintain Your Trip Tickets (“Waste Manifests”). Trip tickets are the required documentation recording each individual collection and disposal of waste. Some local authorities and disposal facilities may require you to use—and perhaps even to buy—trip tickets that they furnish. If they do not supply trip tickets, then you must create your own. For an example of an acceptable blank trip ticket, see Appendix C.

A trip ticket has five copies, which you will distribute as follows:

- (1) When you pick up the waste, complete the “Generator” and “Transporter” portions of the trip ticket, and give one copy to the generator.
- (2) When you deliver waste to a receiver, have the receiver’s representative sign the completed trip ticket. Give them the second copy.
- (3) Return a completed copy to the generator within 15 days after the waste is accepted by the receiver.
- (4) Keep one copy for your records for at least 5 years. These copies must be readily available for us to review.
- (5) Send the fifth copy to the local authority, if required.

You might fill more than one of these roles. For example, if you lease and maintain chemical toilets, you are both the generator and the transporter, so you could use a route sheet in place of the generator information. Then you could set up your trip tickets to produce only four copies—or even three, if none is needed for a local authority. But if you do keep just one copy, then you must keep all of your records for all of your roles in the same location.

Keep Records on the Treatment of Domestic Septage. If you deliver domestic septage to a “beneficial use” site, then you must keep records that show that each load was treated to reduce the possibility of transmitting disease. (At a “beneficial use” site, the septage is spread over or incorporated into the soil as a soil amendment.) The rules require that either you or the site operator treat each load of septage as follows before it is applied to the soil:

- (1) Mix an alkali into the septage. (Usually, the alkali is lime, but the site operator’s permit could specify another alkali. Check with the operator.)
- (2) Wait at least 30 minutes—perhaps as you drive to the disposal site.
- (3) Measure the pH of the septage:
 - *If the pH is below 12*, go back to Step 1.
 - *If the pH is 12 or higher*, stop. The septage may now be applied to the soil.

These are a few examples of adequate records for each load:

- ▣ a set of entries on one line of a notebook you keep on the truck—for example:
6/7/03, 500 gal. to Jones farm, used approx. 10 lbs. lime, pH (30 min) = 12.2
- ▣ entries in blanks you add to your trip tickets:
Pounds of lime added: 20 pH after 30 min.: 12.1
If you always treat the septage, add these blanks to the “Transporter” section of your trip tickets. If the site operator always treats the septage, add these blanks to the “Receiver” section.

The rules require you to keep these records in your vehicle for at least one month after you disposed of the waste and on file at your office or place of business for a total of five years. If you do not understand any part of this process, contact the site operator or our regional office that serves your county. See Appendix A for a list of our regional offices and Appendix B for a map of the areas each office serves.

Watch out for Discrepancies. As you collect wastes, watch for any discrepancies between the amount or type of waste listed on your trip ticket and the amount or type of waste you dispose of. Under the rules, a discrepancy is significant if:

- ▣ An obvious difference in waste type can be discovered by inspection or waste analysis—for example, if domestic septage forms two layers of liquid or has the odor of industrial chemicals.
- ▣ There is a difference in quantity of more than 10 percent, if measured by weight, or more than 15 percent, if measured by volume.

If you discover a significant discrepancy in your records, call or contact in some other way the waste generator, the receiver, or both and try to resolve it. If you cannot resolve the discrepancy within 15 days after the waste was delivered to the receiver, then you must send us a letter that describes the

discrepancy and your attempts to resolve it. With your letter, include a copy of the trip ticket (or all trip tickets, if the discrepancy involves more than one). The receiver should watch for discrepancies, too. If they notice a significant discrepancy, they must note it on each copy of the trip ticket.

File Your Annual Summary Report on Time Each Year

As a registered transporter, you must obtain and file an Annual Summary Report (ASR) by June 15 each year. In this report, you give us a summary of the waste that you transported from June 1 of one year through May 31 of the following year. Each line of the report shows the total amount of one type of waste that you transported to one receiver during that reporting period. Use your trip tickets for that reporting period to get the information needed to complete your ASR. For an example of a completed ASR, see Appendix D.

As one of the most important documents you submit to us, this report is due every year, regardless of circumstances or the amount of waste you transported. If you did not transport waste but were registered for any part of the reporting period, then you must still file a report that shows that you transported no waste. If you do not file the ASR, then we will not allow you to renew your registration.

As a courtesy, every year we mail a blank ASR form (TCEQ-0316) to each registered transporter by May 1. If you do not receive this form by mid- to late May, it is your responsibility to get one. Go to our Web site or contact us as described in Step 1 to obtain a copy of TCEQ-0316.

Step 7: Pay Your Annual Transporter Fee

Every year, you will be charged the annual transporter fee if you are registered for any part of the reporting period that ends May 31 of that year. The amount of waste reported on your ASR determines the amount of your annual transporter fee for that reporting period (see Table 1 below), but **do not send the payment with your ASR.**

Table 1. Annual Fee Rates for Waste Transported

Gallons of Waste Hauled	Cubic Yards of Waste Hauled	Total Fee Assessed
0 – 10,000	0 – 50	\$100.00
>10,000 – 50,000	> 50 – 250	\$250.00
>50,000 – 200,000	> 250 – 1000	\$400.00
>200,000	>1000	\$500.00
Failure to submit ASR by June 15		\$500.00

Wait for Us to Mail You an Invoice

Do not submit your annual transporter fee payment until you have received your invoice. We mail this invoice in July. If you have not received your invoice by August 15, you may call us in Austin at 512/239-6001 (select Option 1). We will make sure that your registration information is correct and send you a new invoice.

If you do not transport waste during a reporting period but do file your ASR by June 15, then your invoice will show the minimum fee—\$100. However, if you do not file your ASR by June 15, then your invoice will show the maximum fee—\$500—even if you transported no waste. If you expect the maximum fee, you must still file your ASR by June 15 of that year as described in Step 6.

Mail Your Payment on Time

Your payment is due 30 days after the invoice date. Follow the instructions on the invoice to mail us your payment. Be sure to enclose the payment coupon with your check or money order so our cashiers will be able to credit your account properly. If we do not receive your payment by September 1, we will charge you late fees.

Step 8: Keep Your Registration Information up to Date

You must notify us in writing of changes to your operation or registration printout, such as:

- changing the business name, physical address, mailing address, or telephone number
- adding a type of waste or a receiver
- adding or replacing motor vehicles
- buying another registered transporter's business
- selling your business

Deadlines and other information specific to each type of change are given under the corresponding heading in this step. To notify us of any changes, send a letter explaining the changes or a completed Sludge Transporter Registration Amendment Form (TCEQ-0718) to us as described in Appendix E.

To confirm your changes, we will send you a confirmation letter and a revised registration printout. Check all the pages in this printout to ensure that the information is correct. If you find any errors, notify us immediately. Make enough copies of the revised registration printout to add to your registration packet in each motor vehicle you use to transport sludge wastes and the file at your office or place of business.

Changing the Business Name, Address, or Phone Number

If you change the name of your business or its mailing address, physical address, or phone number, then you must send your letter or completed amendment form to us within 15 days after the change.

Adding Waste Types or Receivers

To add a waste type or a receiver to your registration, give us the same information that was required in your original registration (see Step 2). Waste types and receivers that you no longer use may remain on your registration until you renew your registration.

Adding or Replacing Vehicles

To add motor vehicles to your registered fleet, you must pay a vehicle authorization sticker fee for each vehicle you add. See Appendix E, "How to Send Payments to the TCEQ," for instructions on mailing us your payment. Add a complete registration packet (the original registration plus all confirmation printouts for amendments) to each added vehicle. Do not use any vehicle to transport wastes until you have received that vehicle's authorization sticker and have marked the vehicle as described in Step 4.

To replace a vehicle in your registered fleet, you must remove the TCEQ registration number, TCEQ vehicle authorization stickers, and your company's name and telephone number from the outside of that vehicle. Then add the replacement vehicle as described above.

Buying a Registered Transporter's Business

When you buy a registered transporter's business, you do not "buy" the TCEQ registration with it. If you are not already a registered transporter, then you must apply for your own registration as described in Steps 1 through 4. If you already are a registered transporter, then you must take one of these two actions:

- ▣ If you plan to maintain separate registrations—one for the business you are buying, separate from the registration you already own—then apply with us for a second registration for the business you are buying (see Steps 1 through 4). To maintain separate registrations, each business must have its own tax identification number.
- ▣ If you plan to combine the business you are buying with the business you already own, then write us a letter or send us an amendment form to change your registration information to add vehicles, addresses, and other relevant information. Do this if you are merging the two businesses under one tax identification number.

Selling Your Business

If you sell your transporter business, then cancel your registration as described in Step 10. You may send us advance notice of the effective date of the sale.

Step 9: Renew Your Registration Regularly

Every other year, your registration will expire on August 31. To find out when your registration expires, look for the date next to "Expires" in your registration printout. To renew your registration, you must complete the same form you used for your original application (TCEQ-0481) and submit it to us by June 15 of that year.

As a courtesy, in the year your registration expires, we will include a blank copy of form TCEQ-0481 with the blank ASR we mail in April. If you do not receive this form by mid- to late May, it is your responsibility to get a copy. Go to our Web site or contact us as described in Step 1. You may return your completed application, related documents, and a copy of your payment for vehicle authorization sticker fees with your completed ASR, but send the payment to us as described in Appendix E.

If you use form TCEQ-0481 to make changes to your registration information, those changes will not become effective until September 1. For changes that must take effect sooner, use form TCEQ-0718 to amend your registration as described in Step 8.

Step 10: Cancel Your Registration When You Stop Hauling

When you stop operating as a transporter for any reason, including the sale of your business, you must notify us in writing within 15 days. To cancel your registration, you may send us a letter or a completed Sludge Transporter Notification of Cancellation (form TCEQ-0725). To get a copy of TCEQ-0725, go to our Web site or contact us as described in Step 1. You may send us advance notice of the effective date of the cancellation or sale.

When you cancel your registration, you will no longer be authorized to transport sludge wastes. You must remove your TCEQ registration number, TCEQ vehicle authorization stickers, and your company's name and phone number from all motor vehicles that were listed under your registration.

To confirm your cancellation, we will mail you a confirmation letter and a revised registration printout that officially ends your transporter registration. Check all pages of this printout to be sure the information is correct and notify us immediately if you find any errors. Keep this confirmation letter and the revised registration printout for your records.

With the confirmation letter, we will send you a blank ASR form for the reporting period during which you canceled your registration. Complete this form and return it to us to report all the waste you transported during this period. When we receive this final ASR, we will send you an invoice for the final annual transporter fee. However, if you do not return your final ASR, we will charge you a fee of \$500 for this final reporting period.

Be sure to cancel your registration as soon as you stop transporting sludge wastes. If you do not cancel your registration when you stop transporting, these are a few situations that can arise:

- ▣ Because you are no longer in business, you might forget to file the required ASR. If this happens, we will charge you the maximum annual transporter fee of \$500 for that reporting period.
- ▣ Another reporting period could begin before your registration finally expires. (Registrations expire August 31 every other year.) Even though you are out of business and transport no waste, you will receive an invoice for this reporting period. If you submit the required ASR by the deadline for this period, that invoice will be \$100. However, if you fail to submit the required ASR on time, that invoice will be \$500—the maximum annual transporter fee.

A Final Note: Our Inspections

We know you will do your best to comply with the law, but remember that we may inspect your business and vehicles at any time. If we find deficiencies and you cannot correct them in a reasonable amount of time, then you could suffer penalties. The more serious penalties are:

- ▣ **Fines.**
- ▣ **Loss of a vehicle's authorization stickers.** If you cannot correct deficiencies with a specific vehicle, the rules call for its stickers to be removed. Before this vehicle could transport sludge wastes again:
 - it would have to pass our re-inspection, **and**
 - you would have to amend your registration (see Step 8) and pay another \$10 fee to get a new TCEQ vehicle authorization sticker.
- ▣ **Loss of your sludge transporter registration.**

To learn more about our enforcement process, read *The TCEQ Has Inspected Your Business. What Does This Mean to You?* (TCEQ publication RG-344).

Index to the Rule

This index will help you locate the specific section, subsection, or paragraph of 30 TAC Chapter 312 that deals with a topic covered in this guide:

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Interstate transport	149	Step 7	9(c)-(e)
Sticker fee	142(j)	Step 8	
Step 3	142(a)-(c), 144, 145(d)	Amending registrations	142
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Step 5		Step 9	142(d)
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Appendix A: TCEQ Regional Offices

REGION	LOCATION	ADDRESS	PHONE NUMBER
-	Central Office Austin	IHW & MSW Registration Team PO Box 13087 Austin TX 78711-3087	512/239-6833
1	Amarillo	3918 Canyon Drive Amarillo TX 79109-4933	806/353-9251
2	Lubbock	4630 50th Street, Ste. 600 Lubbock TX 79414-3520	806/796-7092
3	Abilene	1977 Industrial Blvd. Abilene TX 79602-7833	325/698-9674
4	Dallas- Fort Worth	2309 Gravel Dr. Fort Worth TX 76118-6951	817/588-5800
5	Tyler	2916 Teague Drive Tyler TX 75701-3756	903/535-5100
6	El Paso	401 E. Franklin Ave., Ste. 560 El Paso TX 79901-1206	915/834-4949
7	Midland	3300 N. A Street, Bldg. 4, Ste. 107 Midland TX 79705-5404	432/570-1359
8	San Angelo	622 S. Oakes, Ste. K San Angelo TX 76903-7013	325/655-9479
9	Waco	6801 Sanger Ave., Ste. 2500 Waco TX 76710-7826	254/751-0335
10	Beaumont	3870 Eastex Fwy. Beaumont TX 77703-1892	409/898-3838
11	Austin Region	1921 Cedar Bend, Ste. 150 Austin TX 78758-5336	512/339-2929
12	Houston	5425 Polk Ave., Ste. H Houston TX 77023-1486	713/767-3500
13	San Antonio	14250 Judson Road San Antonio TX 78233-4480	210/490-3096
14	Corpus Christi	6300 Ocean Dr., NRC Bldg., Ste. 1200 Corpus Christi TX 78412-5503	361/825-3100
15	Harlingen	1804 W. Jefferson Ave. Harlingen TX 78550-5247	956/425-6010
16	Laredo	707 E. Calton Rd., Ste. 304 Laredo TX 78041-3638	956/791-6611

This list is current as of December 2003. If this information is out of date when you read it, use our Web site, www.tceq.state.tx.us, to find the location and phone number of the regional office that serves your county.

Appendix B

TCEQ REGIONS (including counties in each region)

Region 1 - Amarillo
806/353-9251

Armstrong	Hemphill
Briscoe	Hutchinson
Carson	Lipscomb
Castro	Moore
Childress	Ochiltree
Collingsworth	Oldham
Dallam	Parmer
Deaf Smith	Potter
Donley	Randall
Gray	Roberts
Hall	Sherman
Hansford	Swisher
Hartley	Wheeler

Region 2 - Lubbock
806/796-7092

Bailey	King
Cochran	Lamb
Crosby	Lubbock
Dickens	Lynn
Floyd	Motley
Garza	Terry
Hale	Yoakum
Hockley	

Region 3 - Abilene
325/698-9674

Archer	Kent
Baylor	Knox
Brown	Mitchell
Callahan	Montague
Clay	Nolan
Coleman	Runnels
Comanche	Scurry
Cottle	Shackelford
Eastland	Stephens
Fisher	Stonewall
Foard	Taylor
Hardeman	Throckmorton
Haskell	Wichita
Jack	Wilbarger
Jones	Young

Region 4 - DFW
817/588-5800

Collin	Johnson
Cooke	Kaufman
Dallas	Navarro
Denton	Palo Pinto
Ellis	Parker
Erath	Rockwall
Fannin	Somervell
Grayson	Tarrant
Hood	Wise
Hunt	

Region 5 - Tyler
903/535-5100

Anderson	Marion
Bowie	Morris
Camp	Panola
Cherokee	Rains
Cass	Red River
Delta	Rusk
Franklin	Smith
Gregg	Titus
Harrison	Upshur
Henderson	Van Zandt
Hopkins	Wood
Lamar	

Region 6 - El Paso

Brewster	Hudspeth
Culberson	Jeff Davis
El Paso	Presidio

Region 7 - Midland
432/570-1359

Andrews	Martin
Borden	Midland
Crane	Pecos
Dawson	Reeves
Ector	Terrell
Gaines	Upton
Glasscock	Ward
Howard	Winkler
Loving	

Region 8 - El Paso

Coke	Menard
Concho	Reagan
Crockett	Schleicher
Irion	Sterling
Kimble	Sutton
Mason	Tom Green
McCulloch	

Region 9 - El Paso

Bell	Limestone
Bosque	Lampasas
Brazos	Leon
Burleson	Madison
Coryell	McLennan
Falls	Milam
Freestone	Mills
Grimes	Robertson
Hamilton	San Saba
Hill	Washington

Region 10 - El Paso

Angelina	Polk
Hardin	Sabine
Houston	San Augustine
Jasper	San Jacinto
Jefferson	Shelby
Nacogdoches	Trinity
Newton	Tyler
Orange	

Region 11 - Austin
512/339-2929

Bastrop	Hays
Blanco	Lee
Burnet	Llano
Caldwell	Travis
Fayette	Williamson

Region 12 - Houston
713/767-3500

Austin	Harris
Brazoria	Liberty
Chambers	Matagorda
Colorado	Montgomery
Fort Bend	Walker
Galveston	Waller
	Wharton

Region 13 - Houston

Atascosa	Karnes
Bandera	Kendall
Bexar	Kerr
Comal	Medina
Edwards	Real
Frio	Uvalde
Gillespie	Wilson
Guadalupe	

Region 14 - Houston

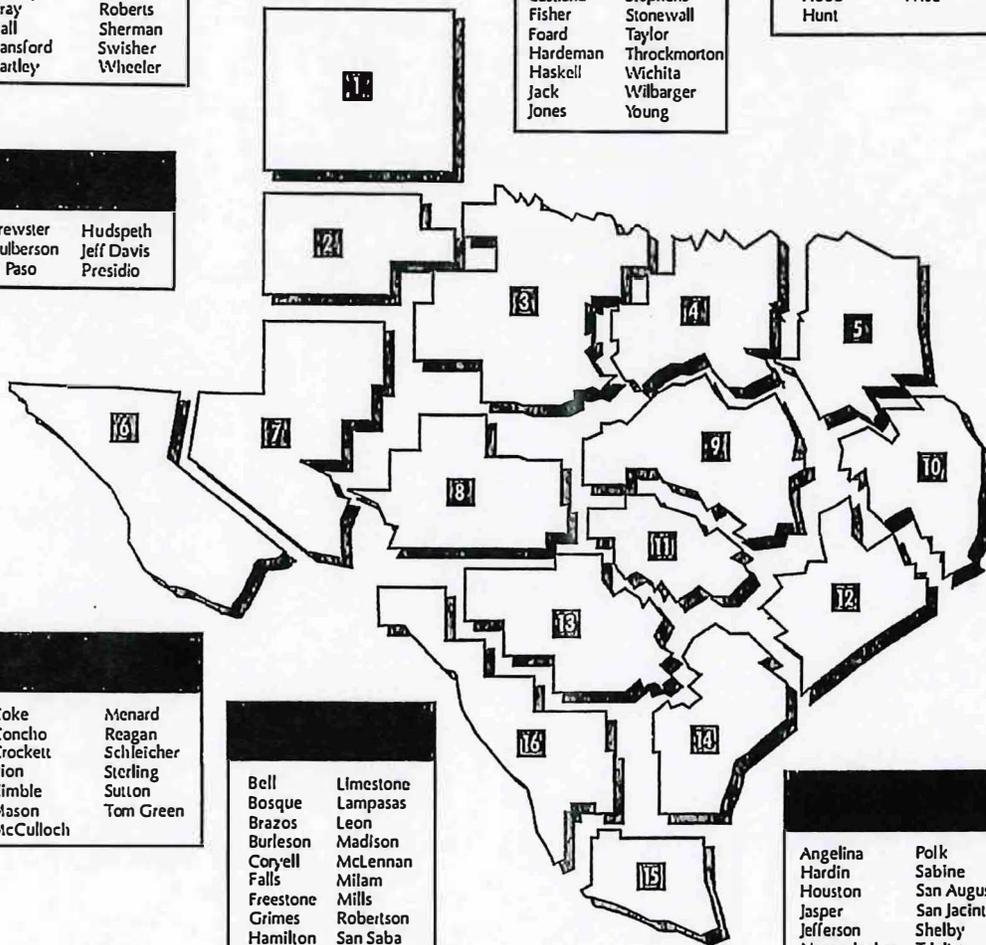
Aransas	Kleberg
Bee	Lavaca
Callhoun	Live Oak
De Witt	Nueces
Goliad	Refugio
Gonzales	San Patricio
Jackson	Victoria
Jim Wells	

Region 15 - Houston

Brooks	Kenedy
Cameron	Starr
Hidalgo	Willacy
Jim Hogg	

Region 16 - Laredo
956/791-6611

Dimmit	McMullen
Duval	Val Verde
Kinney	Webb
La Salle	Zapata
Maverick	Zavala



Appendix D: Example of a Completed ASR

2003 ANNUAL SUMMARY REPORT (ASR)

FOR TRANSPORTERS OF MUNICIPAL SLUDGES AND SIMILAR WASTES

Example Only: Do Not Submit

Reporting Period: June 1, 2002, through May 31, 2003

Due: June 15, 2003

Transporter Company Name: ABCD

Transporter Registration Number: 2####

In this report, you give us a summary of the waste that you transported during the reporting period shown above. On each line of this report, enter the total amount of one type of waste that you transported to one receiver during this reporting period. If no waste was transported, enter "0" under "Quantity." Be sure to sign and date the completed ASR. Wait to receive your invoice before making your payment.

NOTE: If your report is late, you will be charged \$500. All information must be complete and accurate.

Waste Types

Sewage Sludge (WW)

Grit Trap Waste (GT)

Water Treatment Sludge (WT)

Grease Trap Waste (GS)

Septic Tank Waste (DS)

Other (OT) *specify:* _____

Chemical Toilet Waste (PP)

	Disposal Facility Name	Disposal Facility Permit Number	Phone Number	Waste Type	Quantity	
					Gallons	Cubic Yards
1	Joe's Disposal	2234	214-555-7890	WW	9000	10
2	Joe's Disposal	2234	214-555-7890	GS		25
3	Joe's Disposal	2234	214-555-7890	DS	45677	
4	Joe's Disposal	2234	214-555-7890	PP	98877	
5	Bill's Disposal	1444	817-555-4567	DS	6666	
6	Bill's Disposal	1444	817-555-4567	WW		530
7						
8						
9						
1						
Subtotal:					160220	565
(If more than one page is submitted, use the last page for this total.) Grand Total:					160220	565

John Doe

John Doe

Owner

June 14, 2003

Printed Name

Signature

Title

Date

If you wish to cancel your registration as a transporter, check this box and enter the date the cancellation should take effect:

I would like to cancel my registration. I will not transport sludge wastes after _____ Date

Return this completed form to the Texas Commission on Environmental Quality (formerly the Texas Natural Conservation Commission); Registration, Review & Reporting Division; IHW & MSW Registration Team (MC 129); PO Box 13087; Austin TX 78711-3087. For assistance, see our Web site (www.tceq.state.tx.us) or call us at (512) 239-6001 (select Option 1).

Appendix E: How to Send Payments to the TCEQ

To ensure rapid service, we have set up a special address to receive payments. Follow these instructions each time you send us a payment:

Make Copies for Your Records. Be sure to make a copy of important materials that you send to us and keep the copy on file at your place of business. Make copies of these items before you mail them to us:

- ▣ your completed, signed, and notarized form TCEQ-0481
- ▣ your complete registration amendment form (or change notification letter)
- ▣ your check or money order, with your five-digit TCEQ Transporter Registration Number (if you already have it) and your seven-digit account identification number (it begins with "08") written on the memo line

Mail Your Payment. Whenever you make a payment, enclose an item that lets our cashiers know why you are making the payment:

- ▣ for a new or renewal application, a copy of page 1 of form TCEQ-0481
- ▣ for a sticker fee (when you add a new vehicle or when you replace a sticker that has been destroyed, damaged, or lost), a copy of your change notification letter or page 1 of your completed amendment form
- ▣ for your annual transporter fee, the payment coupon from the invoice

When you pay your annual transporter fee, follow the instructions included with the invoice: Tear the payment coupon from the invoice, put it and your check in the window envelope we enclosed with the invoice, make sure the address on the payment coupon shows through the window, and mail it.

Mail all other payments to:

TCEQ
Cashier's Office MC-214
PO Box 13088
Austin TX 78711-3088

Mail All Related Documents to PO Box 13087— and Enclose Proof of Payment. To process your applications, amendments, and other documents, our Sludge Transporter Registration Program needs to know that you have already paid the related fees. To show that you have paid, enclose a copy of your check or money order with your new application, amendment, renewal, or change notification letter. Mail your document and proof of payment to:

TCEQ
Registration & Reporting MC-129
PO Box 13087
Austin TX 78711-3087

(When you pay the annual transporter fee, there is nothing to mail to this address.)

Appendix F: Key Dates to Remember

Every Year

- By May 1:** TCEQ mails blank Annual Summary Report (TCEQ-0316) to each registered transporter
- Late May:** If your blank TCEQ-0316 has not arrived, call 512/239-6001 (select Option 1) to check your address in our records. Request another copy of the form or get one online at www.tceq.state.tx.us
- May 31:** Reporting period ends. Begin completing your ASR to summarize all waste transported since June 1 of last year.
- June 1:** New reporting period begins. All information about the waste you transport today will be filed on the ASR you complete *next* year.
- June 15:** ASR for the reporting period that ended May 31 is due. Your completed ASR should *arrive* at the TCEQ no later than today.
- July:** TCEQ sends out invoices for the Annual Transporter Fee.
- August 15:** No invoice yet? Call 512/239-6001 (select Option 1) to check your address in our records and get a new invoice mailed.
- September 1:** Annual Transporter Fee due, unless your invoice shows a later due date. Your payment should *arrive* at the TCEQ no later than the due date shown on the invoice.

Every Other Year

- June 15:** Renewal application (TCEQ-0481) due. It should *arrive* at the TCEQ no later than today. If you do not receive a blank form TCEQ-0481 along with your blank ASR by late May of the year your registration will expire, call 512/239-6001 (select Option 1) to check your address in our records and ask for new copies of the forms.
- August 31:** Registration expires. Your registration printout shows the year your registration will expire. Do not transport sludge wastes after August 31 of that year unless you have already received a new printout.

Whenever Your Information Changes

You must amend your registration and receive your revised registration printout from us before you may make any of these changes:

- ▣ transport a type of sludge waste that is not already on your registration
- ▣ transport sludge waste with a vehicle that is not already on your registration
- ▣ deliver sludge waste to a receiver that is not already on your registration

For most other changes, you must notify us within 15 days after the change takes effect. See Step 8, "Keep Your Registration Information up to Date," for full details.