



2024 Solid/Special Waste Transporter Permit Application

Checklist and General Information

Please submit the following 10 items to our office:

- Payment- Please reference FEE SCHEDULE AND PERMIT INFORMATION (Fees are subject to change on January 1, 2024)
- Transporter Company Information Form
- Authorized Employee (s) and Drivers Form
- Clear and legible photocopies of drivers' licenses for ALL owners, managers and drivers
- Waste Transportation Permit Bond \$150,000 **or** Pollution Liability coverage of \$1,000,000. *Refer to the certificate of insurance (COI) example. All highlighted areas must be reflected on your company's COI.*
- Evidence of financial responsibility for each vehicle and trailer (Insurance)
- Completed Vehicle Information Form
- Notarized Affidavit of Transporter Manager Acknowledgement
- Photocopy of the Texas Commission on Environmental Quality Sludge Authorization**Include copies of your sludge registration, vehicle information page and disposal facility info page (Submit front and back pages)*
- Contact Stephanie Knoppe with ARA franchise to make sure you are in good standing
Office: 832-393-8534 Email: Stephanie.Knoppe@houstontx.gov

Disclaimer: A company is considered permitted once a vehicle passes inspection. Upon the vehicle passing inspection you will receive a copy of the company permit and a vehicle registration. Only vehicles that have passed inspection are permitted to haul city regulated waste. Non permitted vehicles hauling city regulated waste are subject to enforcement.

IMPORTANT INFORMATION

Mail or deliver applications to: City of Houston- FOG Program 7427 Park Place Blvd Houston, TX. 77087
Once your completed application is submitted the health officer will approve or deny your application. If application is approved, we will contact you via email to schedule an appointment to inspect your equipment/vehicle and issue the decal if it passes inspection. We accept checks, money orders or walk in credit card (Master Card, Visa or Discover.) Please make checks or money orders payable to: **City of Houston**. Payments are only valid for the current permitting year (February 1, 2024 – January 31, 2025). Payments are only valid for the company name and permit number listed on application. Payments are not transferable and/or refundable.

If any items are missing or needing corrections from the check list above this can cause a delay in the approval process.

Questions should be directed to: Office: 832.393.5704 Email: transporter@houstontx.gov

RevDEC23





Fee Schedule and Permit Information

IMPORTANT INFORMATION

Permit Information: Annual permit is for a permitting year which starts February 1, 2024 – January 31, 2025 Fee Schedule (Fees are Subject to Change on January 1st 2024) Payments are only valid for the current permitting year. Payments are only valid for the company name and permit number listed on application. Payments are not transferable and/or refundable. Permits are not transferable when a change of ownership occurs. Temporary permits are 31 day permits and cannot exceed 3 times per year. The holder of a transporter permit or temporary transporter permit shall have a continuing duty to AMEND their original permit application whenever there is a change in an item for which a representation or response was given by the transporter in its original application. Any such amendment shall be made within (15) days of the occurrence of the event making the amendment necessary. City Code, Section 47-439.

2024 Fee Schedule:

	Application Fee	Admin Fee	Total
Application Fee (Annual)	\$115.78	\$32.16	\$147.94
Vehicle Fee (Annual)	\$816.99	\$32.16	\$849.15
Application Fee (Temporary)	\$57.89	\$32.16	\$90.05
Vehicle Fee (Temporary)	\$64.32	\$32.16	\$96.48 per 31 days

ANNUAL- Transporter Permit Formula:

OF VEHICLES x \$849.15 VEHICLE FEE = _____ + \$147.94 APPLICATION FEE = Grand Total \$ _____

TEMPORARY- Transporter Permit Formula:

31 DAY TEMP

OF VEHICLES X \$96.48 VEHICLE FEE= _____ + \$90.05 TEMP APPLICATION FEE = Grand Total _____

62 DAY TEMP

OF VEHICLES X \$192.96 VEHICLE FEE= _____ + \$90.05 TEMP APPLICATION FEE = Grand Total _____

93 DAY TEMP

OF VEHICLES X \$289.44 VEHICLE FEE= _____ + \$90.05 TEMP APPLICATION FEE = Grand Total _____

This permit is for companies transporting any of the waste streams listed below that are generated within the City of Houston limits. **City-regulated waste** are liquid, semi-liquid and solid wastes and wastewater removed from septic tanks used by single-family or multiple residential units, institutions or commercial establishments that primarily generate waste of a type associated with domestic use. It includes oily water, FOG, grease trap waste, sewage sludge, and portable toilet waste; as well as any materials collected in a septic tank, grit trap, lint trap, retention pond, utility service vault or any similar device, which materials result from or are incidental to any process of industrial, manufacturing, institutional or commercial operations including, but not limited to, mobile or stationary car or truck washing, pavement washing, environmental testing facilities and commercial laundries or Laundromats.

Rev1272023





All sections must be answered. If not applicable respond [N/A]. "Same as above" will no longer be accepted.

2024 Transporter Company Information			
GENERAL INFORMATION			
Company Name	Telephone No.		Email
Physical Address	City	State	Zip
Mailing Address	City	State	Zip
Truck Address	City	State	Zip
Owner Name	DL No	Email	
Transporter Manager	DL No	Cell No	Email

PREVIOUS PERMIT INFORMATION
Have you been permitted by the City of Houston to transport city regulated waste before? Previous Permit No? [Answer Yes/No]
Are there any other names this company is operating under? If so, list ALL names and permit numbers. [Answer Yes/No]

STATE REQUIREMENT	City Facility Services Will you be providing services to City of Houston Buildings? If yes, provide addresses. [Answer Yes/No]
TCEQ No (if applicable):	
Types of Waste Registered:	

TYPES OF CITY REGULATED WASTE BEING TRANSPORTED			
Please select all of the following waste streams your company will be transporting. If selecting "Other" ensure to note the waste type.			
<input type="checkbox"/> Septic	<input type="checkbox"/> Pressure Washer	<input type="checkbox"/> Grit	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Portable Toilet	<input type="checkbox"/> Sewage Sludge	<input type="checkbox"/> Oil/Water	_____
<input type="checkbox"/> Lint	<input type="checkbox"/> Grease	<input type="checkbox"/> Storm Devices (Storm Troopers, Storm Lift Stations, etc.)	

REQUIREMENTS AND CONDITIONS FOR ISSUANCE OF DECALS
Has the owner or transporter manager been convicted of any violations of this article or the solid waste laws in the past (3) years? If yes, explain. [Answer Yes/No]
Does your company have a current contract with the City of Houston Public Works Department? If yes, please provide contact name and phone number: (such as sludge removal, jetting/cleaning of sewer lines) [Answer Yes/No]
Portable Toilet Waste ONLY: Are portable toilet cans being stored inside City of Houston limits? (If so, please provide address. If multiple locations, please include attachment)

Office Use Only:	
Method of Payment: <input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> Credit Card	Amount: \$
Check/Money Order/CC #:	<input type="checkbox"/> Walked in <input type="checkbox"/> Mailed
Check/M.Order/CC Date:	Processed by:

Rev1272023





Vehicle Registration Information

COMPLETE THE VEHICLE INFORMATION FORM AND SUBMIT WITH APPLICATION

The health officer shall issue registration decals for a given vehicle only if each of the following conditions exist:

- 1) The transporter holds a current and valid transporter permit, current ARA franchise agreement (if applicable), and the information contained on the vehicle's registration or title corresponds to the information given on the transporter's permit application or an amendment thereto.
- 2) The transporter has paid the applicable vehicle registration and ARA franchise fees and makes the vehicle available to the health officer for verification.
- 3) The transporter name and telephone number are placed on each side of the vehicle(s) tractor or trailer and are at least three inches (3") high having a brush stroke width of at least 3/8 inch. Magnets are not allowed and will not pass inspection.
- 4) The vehicle has a current state inspection sticker and current license registration. The vehicle is equipped with applicable State of Texas measurement device and discharge valve markings.

IMPORTANT INFORMATION

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

City Truck #: Vehicle # assigned to vehicle by City of Houston and can be located on decals or registration certificates.

Truck and Trailers: Please include information for both truck and trailer when applicable. If permitting truck only, please select truck and only list VIN and license plate number for truck. If permitting trailer only, please select trailer and only list VIN and license plate number for trailer.

After the application is approved you will be contacted, and a time will be scheduled to bring your vehicles for vehicle inspection. Ensure to arrive 15 minutes prior to your scheduled inspection time.

VEHICLES WILL NOT BE ACCEPTED FOR INSPECTION WITHOUT AN APPOINTMENT

Disclaimer: A company is considered permitted once a vehicle passes inspection. Upon the vehicle passing inspection you will receive a copy of the company permit and a vehicle registration. Only vehicles that have passed inspection are permitted to haul city regulated waste. Non permitted vehicles hauling city regulated waste are subject to enforcement.

Person Responsible (Transporter Manager/Owner) must be present to pick up Operating Permit. Operating permit copies will no longer be released to drivers. The operating permit is released on the first passed vehicle inspection.





Vehicle Information

Truck Type: Tractor, Roll off,
Vactor, Vacuum, Trailer, Truckbed, or Other

COH Permit#: _____

	City Truck #	Company Fleet #	Truck Type:	Make/Model	Year	Tank Capacity Gallons	License Plate #	Vehicle Identification #
	For City Use Only							
Truck								
Trailer								
Truck								
Trailer								
Truck								
Trailer								
Truck								
Trailer								
Truck								
Trailer								
Truck								
Trailer								
Truck								
Trailer								
Truck								
Trailer								
Truck								
Trailer								
Truck								
Trailer								
Truck								
Trailer								
Truck								
Trailer								





Affidavit of Transporter Manager Acknowledgement

The information submitted in the transporter application is true, complete and accurate. I understand that submitting an incomplete or inaccurate application will result in the forfeiture of my application fee, and falsification of the information contained herein will result in the forfeiture of my Solid/Special Waste Transporter’s permit. I understand it is my responsibility to schedule vehicle inspections to ensure vehicles are permitted prior to transporting city-regulated waste generated within the City of Houston limits. I acknowledge the receipt of the Transporter Fact Sheet and I understand that by signing this application I will be recognized as the responsible party and may receive all enforcement action. It is my responsibility to notify the Houston Health Department if I stop fulfilling the role of the Transporter Manager to ensure that no further enforcement action is issued.

Company Name: _____

Responsible Person: _____ Driver License No: _____
(Print)

Affiant: _____
(Signature of Responsible Person)

Subscribe and sworn to before me by affiant this _____ day of _____ 20_____.

NOTARY PUBLIC in and for THE STATE OF _____
Ink notary stamps only. No embossed stamps.

Notary Signature: _____

My commission expires: _____





2024 Transporter Fact Sheet

IMPORTANT INFORMATION

Please read, this fact sheet is referenced in Affidavit of Transporter Manager Acknowledgement.

- 1) Training is available upon request for drivers and office staff. Please call 832-393-5704 or transporter@houston.tx.gov to schedule an appointment. This training is intended to teach staff how to fill out a monthly report, manifest and discuss documentation questions/concerns.
- 2) Special Waste transporter operating within the City limit of Houston must be permitted.
 - All trucks must be registered for the current permit year.
 - Current and valid registration decals from City Health and ARA departments must be visible and free from any obstruction.
 - In order to obtain a replacement decal, the transporter must surrender the decals to be replaced. If the decals are not surrendered, then the full vehicle registration fee is required.
 - City issued vehicle registration certificate for the current permit year must be present in the truck at all times.
 - In the event of an accident or vehicle malfunction, please contact and email transporter@houston.tx.gov within (3) days and prior to submitting monthly report to avoid issues with monthly reporting of waste.
 - Only authorized employees & drivers listed on current application are allowed to purchase manifest.
 - All amendments to current application including disposal site location changes are required to be submitted within 15 days.
- 3) Waste transported within the City limits of Houston must be accompanied by a City of Houston (COH) approved issued Manifest only. *Waste generated outside COH limits does not require the use of a city approved manifest.*
 - City of Houston issued manifest must be used for all waste originating within City limits of Houston.
 - After Business Hours Authorization form must be submitted and approved by the Houston Health Department prior to servicing a generator with no representative onsite to sign for the manifest.
 - Driver or operator must keep adequate amount of COH approved manifest on hand.
 - Manifest must be used in the numeric order that is issued by the City.
 - Manifest must be completed in blue or black ink only, right justified and free from any additional writing that is not required on manifest.
 - Include the top white copy ONLY of Scantron Manifest that has barcode.
 - All applied sections of manifests must be completed and signed by both the driver and the generator representative before leaving the site with the waste.
 - All manifests must be signed and date-stamped by the disposal site.

Rev1042023





- 4) Portable toilet waste must be accounted for on a solid/special waste manifest. Use one manifest per truck per disposal.
 - All portable toilet waste must be disposed at a site that is listed on your current TCEQ disposal facility page that is provided with your TCEQ sludge registration.
- 5) All generators operating within the City limits of Houston are required to obtain a waste generator certificate/ permit
 - The transporter is required to verify that the generator has a current and valid permitted before cleaning of the Interceptor(s).
 - Business name and address on the certificate/permit must be verified.
 - Business with a name change may not have trap cleaned until a new permit has been updated displaying the name change.
 - An email request for a business that does not have a special waste number or requires a one- time emergency pump out must be sent to Health official prior to cleaning. The email request should include name of business, address, contact name, telephone, and email address of generator. Please email request to transporter@houstontx.gov.
- 6) All domestic septic tanks & lift stations must have a current permit with a special waste number before the transporter can fully evacuate. Commercial septic tanks & lift stations must have a valid permit before the transporter can fully evacuate.
- 7) All traps must be cleaned to the bottom no skimming or dump back is allowed. All trap capacities must be verified. Any disputed capacity must be reported to the City of Houston Health Department at 7427 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.
- 8) Monthly report documenting all activities, manifests used and processing fee of \$4.50 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 business day. It is recommended that you submit your report as early as possible to prevent submitting a late report. All permitted transporters are required to submit a report even when no work is done for that month. All forgotten or misplaced manifests that were not submitted with a monthly report must be submitted using a separate monthly report form. These manifests cannot be submitted with a different report month. All manifests submitted after the 15th will be subject to enforcement action. A complete monthly report includes the following: monthly report form, full payment in check or money order, and manifest. In the event we do not receive a completed report the report will be returned and considered late.





- 9) Waste must be disposed of at the approved disposal site within four (4) days of pick up. Approved disposal sites are Type V Municipal Solid Special Waste facilities and or a Type II Municipal Landfill with solidification process. Any disposal site changes need to be submitted to our office prior to disposal at elected facility to avoid enforcement action.
- 10) If you wish to remove or add a Disposal Site submit changes to TCEQ. Please submit a copy of your updated TCEQ registration to transporter@houstontx.gov
- 11) After Business Hour Authorization Form is intended to be used for the documentation of services rendered to interceptors after business hours. Keep this copy for your records. Make a copy available to your generator in the event after hours services are required.
- 12) Closing Permit/Out of Business: A letter or email advising you are closing out your permit must be submitted to our office. Return transporter decals, all unused manifest and Driver ID's that were provided must be returned to our office to close out your permit.
- 13) All permits expire on January 31st, with exception of temporary permits that expire on 31, 62 or 93 days from the date of issuance. In order to obtain a transporter permit for the new permitting year a new application and payment will need to be submitted. Once your application is reviewed and approved an appointment will be scheduled for a vehicle inspection.





Waste Transportation Permit Bond

Bond Number:

KNOW ALL MEN BY THESE PRESENTS:

That we _____ as Principal and

_____, as Surety, are held and firmly bound unto The City of Houston in the penal sum of One Hundred Fifty Thousand Dollars (\$150,000.00) (said sum representing the aggregate of five times the applicable per occurrence amount) in lawful money of the United States to be paid to the said City of Houston for which payment well and truly be made, we bind ourselves, and our heirs, executors and administrators jointly and severally be these presents.

WHEREAS the Principal has been issued a City of Houston Waste Regulated Transporter Permit pursuant to Article XI of Chapter 47 of the Code of Ordinances, Houston, Texas.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT the Principal of the Surety will reimburse the City of Houston an amount not to exceed \$30,000 per spill occurrence for the cleanup costs of any spill that may arise as a result of operations conducted under the Permit. If such payment is made within thirty days following demand, then this obligation shall be void, otherwise to remain in full force and effect. The Principal and the Surety expressly waive any requirement of notice prior to commencement of cleanup operation or the incurring costs therefore.

NOW THEREFORE, this bond shall be in effect all times during the Transporter permit term and shall expire January 31,____, but shall also be subject to one year renewal terms by continuation certificate issued by the Surety.

Principal

Surety

By: _____
Title

By: _____
Attorney in Fact

Resident Agent





Example of Insurance

ACORD. CERTIFICATE OF INSURANCE

Issue Date (MM/DD/YY)

PRODUCER

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

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

COMPANIES AFFORDING COVERAGE

COMPANY A: _____
COMPANY B: _____
COMPANY C: _____

INSURED

SAMPLE FORM

COVERAGES

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

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

DESCRIPTION OF OPERATION/LOCATIONS/VEHICLES/SPECIAL ITEMS

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

CERTIFICATE HOLDER

CITY OF HOUSTON / HOUSTON HEALTH DEPT.
ENVIRONMENTAL HEALTH DIVISION
7427 PARK PLACE
HOUSTON, TX 77087
MUST INCLUDE: 1. Transporter Name

MUST BE MODIFIED AS FOLLOWS:

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

AUTHORIZED REPRESENTATIVE

