



TCEQ REGULATORY GUIDANCE

Permitting and Registration Support Division
RG-309 • Revised December 2013

Transporting Sludge Wastes in Texas

A Step-by-Step Guide to Registration, Operating, and Reporting

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
- the rules for annual transporter fees—30 TAC 312.9
- the obligation to notify counties that you are hauling in an area with bacteria-impaired water bodies

You can find these rules, the application forms mentioned in this guide, related publications, and other useful materials at our website: <www.tceq.texas.gov>.

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The 10 Steps

Step 1: Get a Sludge-Transporter-Registration application and Core Data Form

There are several ways to get these forms:

- Go to our Forms Search Web page at <www.tceq.texas.gov/search_forms.html>. Under “Form Number” enter “00481” in the Form Search box to get the sludge-transporter-registration application and “10400” to get the Core Data Form.
- Call or go by any of our regional offices and ask for forms TCEQ-00481 and TCEQ-10400 (see Appendix A, “List of TCEQ Regional Offices”).
- Fax your request for forms TCEQ-00481 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 application (TCEQ-00481) asks for information that is specific to your activity as a transporter of sludge wastes. To complete these forms, gather these data:

- type of business (for TCEQ-10400, your NAICS code is 562991—or, for water-treatment sludge, 562119)
- 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 or visit our Web page at <www.tceq.texas.gov/permitting/central_registry>)
 - 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 those wastes (check with that state’s authorities to find out what authorization you must have)
 - a written statement from the receiver that says that it 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 it 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
- if you are operating in Texas counties with bacteria-impaired water bodies, you must notify the proper authority (see the list of counties at <www.tceq.texas.gov/assets/public/waterquality/tmdl/TexasCountiesWithBacteriaImpairments.pdf>)

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” for \$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 us or call us, 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. That 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 make a courtesy call to obtain the missing information. If we do not receive that information, we will return your application to you along with a letter telling you what is missing. After we notify you, you will have 30 days to send us the missing information.

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:

- Affix a vehicle authorization sticker to each door.
- Display on both doors or on both sides of the tank:
 - the five-digit TCEQ-issued registration number in block 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 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 an 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 only to 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 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:

- 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.

If you transport wastes by rail or water, you may keep records by an alternate method, if you obtain our approval first.

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 the representative 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 five 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.

Here 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 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 by weight or more than 15 percent 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 all trip tickets containing a discrepancy. The receiver should watch for discrepancies, too. If the receiver notices a significant discrepancy, he or she 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 July 1 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-00316) 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 website or contact us as described in Step 1 to obtain a copy of TCEQ-00316.

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 for waste transportation.

Gallons of Waste Hauled	Cubic Yards of Waste Hauled	Total Fee Assessed
0–10,000	0–50	\$100
> 10,000–50,000	> 50–250	\$250
> 50,000–200,000	> 250–1,000	\$400
> 200,000	> 1,000	\$500
Failure to submit ASR by July 1		\$500

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 one 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 July 1, then your invoice will show the minimum fee—\$100. However, if you do not file your ASR by July 1, 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 July 1 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-00718) 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 the 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 Types of Waste 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. Make sure there is a complete registration packet (the original registration plus all confirmation printouts for amendments) in 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 preprinted courtesy copy of the existing application that will be mailed to you before renewal, or the same form you used for your original application (TCEQ-00481) and submit it to us by June 15 of that year.

As a courtesy, in the year your registration expires, we will include a preprinted copy of form TCEQ-00481 with the preprinted 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 website 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-00481 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-00718 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-00725). To get a copy of TCEQ-00725, go to our website 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.

We will mail you a letter confirming your cancellation. Check the letter to be sure the information is correct and notify us immediately if you find any errors. Keep this letter 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 \$500 for this final reporting period.

Be sure to cancel your registration as soon as you stop transporting sludge wastes. If you do not, these situations 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 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 reinspection, 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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Appendix A: TCEQ Regional Offices

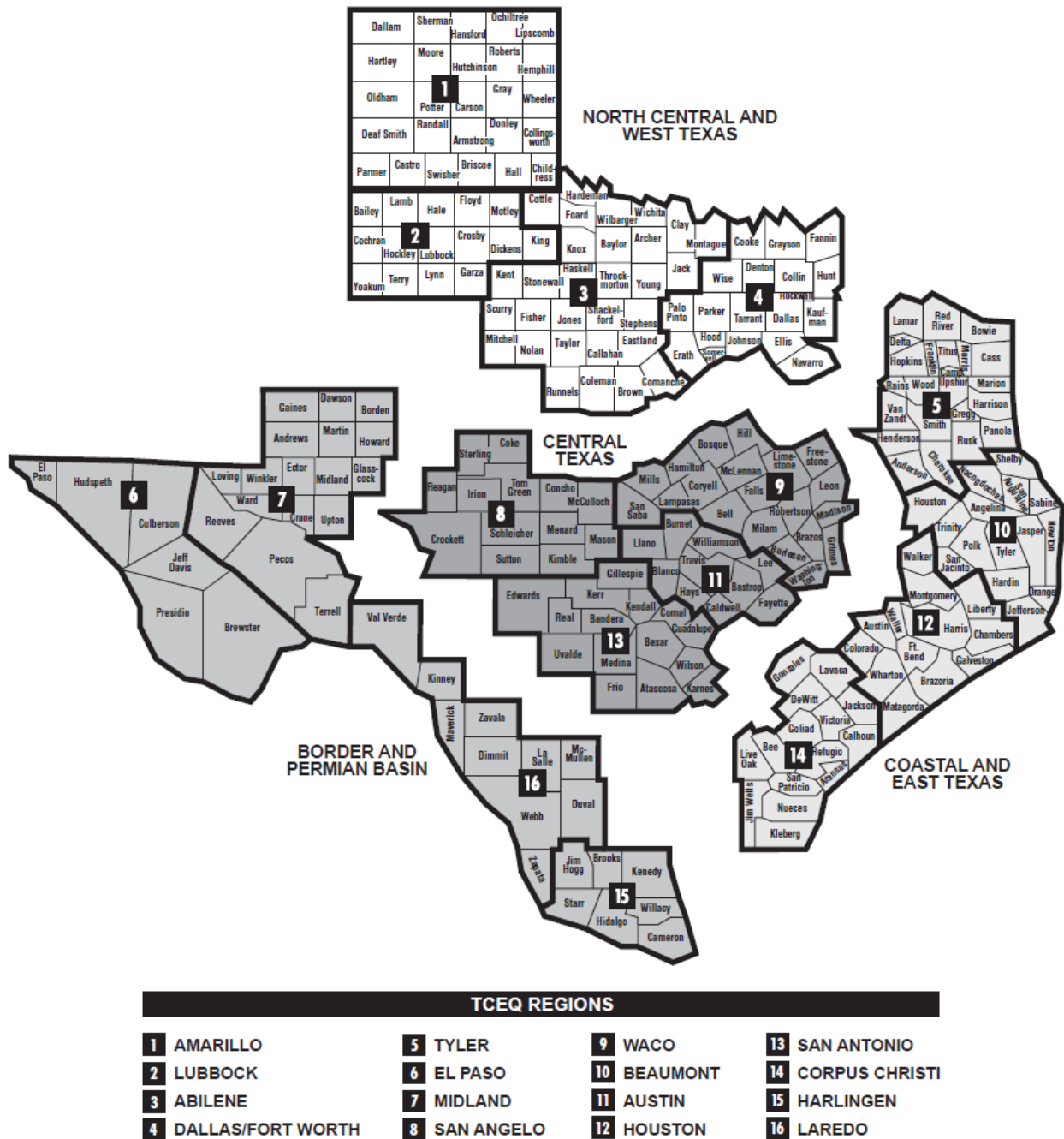
Table A.1. TCEQ Regional-office contact information.

REGION	LOCATION	ADDRESS	PHONE NUMBER
N/A	Central Office, Austin	IHW & MSW Registration Team, MC 129 TCEQ P.O. Box 13087 Austin TX 78711-3087 512-239-6833	512-239-6833
1	Amarillo	3918 Canyon Drive Amarillo TX 79109-4933	806-353-9251
2	Lubbock	5012 50th Street, Ste. 100 Lubbock TX 79414-3426	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 75701-3734	903-535-5100
6	El Paso	401 E. Franklin Ave., Ste. 560 El Paso TX 79901-1212	915-834-4949
7	Midland	9900 W. IH-20, Ste. 100 Midland TX 79706	432-570-1359
8	San Angelo	622 S. Oakes, Ste. K San Angelo TX 76903-7035	325-655-9479
9	Waco	6801 Sanger Ave., Ste. 2500 Waco TX 76710-7826	254-751-0335
10	Beaumont	3870 Eastex Fwy. Beaumont TX 77703-1830	409-898-3838
11	Austin	P.O. Box 13087 Austin TX 78711-3087	512-339-2929
12	Houston	5425 Polk Ave., Ste. H Houston TX 77023-1452	713-767-3500
13	San Antonio	14250 Judson Road San Antonio TX 78233-4480	210-490-3096
14	Corpus Christi	NRC Bldg., Ste. 1200 6300 Ocean Dr., Unit 5839 Corpus Christi TX 78412-5839	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 78041-3887	956-791-6611

This list is current as of November 2013. If this information is out of date when you read it, refer to the complete listing of TCEQ's regional offices document online at <www.tceq.texas.gov/goto/regions> to find the location and phone number of the office that serves your county.

Appendix B: TCEQ Region Map

Figure B.1. TCEQ regions (including counties in each region).



Appendix C: Example of a Trip Ticket


This example shows what information each trip ticket should contain under 30 TAC 312.145. For waste that is measured in cubic yards, change “gallons” to “cubic yards.” Your trip tickets should produce enough copies for you to distribute them as described in Step 6.

Figure C.1. Example of a trip ticket.

Generator Information	
Generator Name: _____	
Address: _____	Telephone: _____
This waste was removed from my: <input type="checkbox"/> Grease Trap <input type="checkbox"/> Septic Tank <input type="checkbox"/> Other _____ <input type="checkbox"/> Grit Trap <input type="checkbox"/> Chemical Toilet (specify)	
OR This waste is: <input type="checkbox"/> Sewer Sludge <input type="checkbox"/> Water Treatment Sludge	
My waste tank or trap holds up to _____ gallons. The transporter removed a total of _____ gallons.	
As the generator's representative, I certify that this waste contains no hazardous materials, was removed from this Address on ___/___/___ at ___:___ ^{h.m.} p.m., and is to be transported to a facility that the Texas Commission on Environmental Quality has authorized to receive these wastes.	
My Name (printed): _____	My Signature: _____
Transporter Information	
(Name of your business here) (Your business' address) (Your business' telephone number here)	(TCEQ registration number here) (Local permit number here, if any) Vehicle capacity: _____ gallons
On ___/___/___, I transported _____ gallons of the waste described under "Generator Information" above to: Waste Receiver: _____ TCEQ Permit or Registration No.: _____	
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.	
My Name (printed): _____	My Signature: _____
Receiver Information	
Business Name: _____ TCEQ Registration or Permit No.: _____	
Address: _____	Telephone: _____
As the representative of this business, I certify that each of the following statements is true: <ul style="list-style-type: none"> • 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 ___:___^{h.m.} p.m. • This waste has been recycled or disposed as required by the TCEQ authorization for this business. 	
My Name (printed): _____	My Signature: _____

Appendix D: Example of a Completed ASR

Figure D.1. Example of a completed Annual Summary Report.



2013 ANNUAL SUMMARY REPORT (ASR) FOR TRANSPORTERS OF MUNICIPAL SLUDGES AND SIMILAR WASTES

TRANSPORTER COMPANY NAME: ABCD REGISTRATION NUMBER: 2XXXX

Customer Number: 6XXXXXXXX Regulated Entity Number: 1XXXXXXXX

Your Annual Summary Report (ASR) should list the total amount of waste you transported during the reporting period June 1, 2012, through May 31, 2013. Use a separate line to report each waste type. All types of waste and all disposal facilities must be included. Enter a zero (0) for quantity, if no amount of waste was hauled. Please complete the "Grand Total" section on the last page submitted, and sign and date your completed ASR. Return it to the TCEQ no later than July 1, 2013. **NOTE: Failure to submit an ASR or filing an incomplete ASR results in the maximum fee of \$500.00 being assessed for the annual transporter fee. Payment of the annual transporter fee will be due after receipt of the invoice.**

Waste Types

Sewage Sludge (WW)	Chemical Toilet Waste (PP)
Water Supply Treatment Plant Sludge (WT)	Grit Trap Waste (GT)
Septic Tank Waste (DS)	Grease Trap Waste (GS)

	Disposal Facility Permit Number	Disposal Facility Name	Phone Number	Waste Type	Quantity	
					Gallons	Cubic Yards
1	2234	JOE'S DISPOSAL	214-555-7890	WW	9000	10
2	2234	JOE'S DISPOSAL	214-555-7890	GS		25
3	2234	JOE'S DISPOSAL	214-555-7890	DS	45677	
4	2234	JOE'S DISPOSAL	214-555-7890	PP	9887	
5	1444	BILL'S DISPOSAL	817-555-4567	DS	6666	
6	1444	BILL'S DISPOSAL	817-555-4567	WW		530
7						
8						
9						
10						
Subtotals:					160220	565
Grand Totals:					160220	565

John Doe _____ *John Doe* _____ Owner _____ June 14, 2013
 Printed Name Signature Title Date

If you no longer wish to remain a registered transporter, please complete the following:
 I would like to cancel my registration. I will not transport sludge or other wastes after _____ Date

Return the form to the Texas Commission on Environmental Quality, Permitting & Remediation Support Division, Registration and Reporting Section (MC 129), P.O. Box 13087, Austin, Texas 78711-3087.

If you have questions on how to fill out this form or about the Sludge Transporter program, please contact us at 512/239-3695. Individuals are entitled to request and review their personal information that the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact us at 512/239-3282. Any administrative changes must be made on the TCEQ Core Data Form (TCEQ 10400).

(photocopy as needed)

TCEQ - 00316 (05/07/2013) Annual Summary Report (ASR) - Municipal Solid Waste Registration Team

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 mailing them to us:

- your completed, signed, and notarized form TCEQ-00481
- 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:

- for a new or renewal application, a copy of page 1 of form TCEQ-00481
- 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:

Cashier's Office, MC 214
TCEQ
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:

Permitting and Registration Support Division Reporting, MC 129
PO Box 13087
TCEQ
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:** The TCEQ mails a blank or preprinted Annual Summary Report (TCEQ-00316) to each registered transporter
- Late May:** If your blank or preprinted TCEQ-00316 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.texas.gov/goto/forms>.
- 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.
- July 1:** 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-00481) due. It should arrive at the TCEQ no later than today. If you do not receive a blank or preprinted form TCEQ-00481 along with your blank or preprinted 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:

- transporting a type of sludge waste that is not already on your registration
- transporting sludge waste with a vehicle that is not already on your registration
- delivering 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.