



Instructions for Municipal Sludge Transporter Registration/Renewal/Update

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Transporters of sludge waste as defined in 30 Texas Administrative Code (TAC) §312.8(87) should register via this form. Use this form for new (initial) applications as well as for updates. For updates, complete and submit only the pages with items that have changed and Part G.

Read the instructions for additional information to determine if this form should be used. Note that incomplete forms will not be processed and may be returned to the sender for completion.

Items in bold must be filled out for all applications. Items with * are required for all new applications and renewals. Print clearly or type.

Transporter Registration #:

When filled out via computer, the Transporter Registration number will automatically populate on the other pages of the form.

For new applications, leave the Transporter Registration number blank. The company will be assigned a Transporter Registration number when TCEQ processes the application.

For updates and renewals, enter the 5-digit Transporter Registration number assigned to the company. If you're unsure of the Transporter Registration number, check the TCEQ [Central Registry search](#), or you can find it on your notice of registration.

Effective Date:

When this form is filled out via computer, the effective date will automatically populate on the other pages of the form. Indicate the date the provided information went into effect. It cannot be a future date.

Submission Reason: (for Parts A-F)

The submission reason will automatically populate on the other form pages when filled out via computer.

New/Renewal:

- Mark “New” if this is the first application for this individual or company/facility.
- Mark “Renewal” to renew the registration within 3 months before the expiration date. Renewals are due by July 1 prior to the expiration date.
- Items marked with * are required for all new/renewal applications.

Update:

- Mark “Update” if this site already has a Transporter Registration and updated information is being provided about the company.
- Updates can include change of address, adding or removing vehicles, changing contact information, or other information included on this form.
- For updates, indicate the 5-digit Transporter Registration number for the site on all pages submitted.
- Complete and submit only the pages with items that have changed and Part G. For instance, to update the disposal facilities on the registrations, complete and submit only Part E and Part G.

Part A: Site Information (refers to the company being registered)

This is the regulated site for the individual/company requesting the registration. The site is the location of the office and/or truck lot.

1. Regulated Entity Number

Leave this item blank for new registrations. Enter the 9-digit Regulated Entity Number (RN) assigned by TCEQ if this company already has a registration as a sludge transporter.

2. Company/site name

The company name field will automatically populate on the other form pages when filled out via computer.

Enter the name the site will be known as/by, such as a DBA. Be sure to use a fully descriptive name. (e.g. ABC Company Warehouse 4, not Warehouse 4.) If a site/company does not have an existing RN, the Registration and Reporting section will use the company name as the regulated entity name.

In accordance with the TCEQ Central Registry Naming Standards, a company/site name should not contain INC, CO, LP, etc. in the name unless it is an integral part of the company/site name. This standard also applies to all the of following organizational endings:

- | | | |
|-----------------------------------|---|--|
| <input type="radio"/> Associated | <input type="radio"/> Incorporated | <input type="radio"/> Limited |
| <input type="radio"/> Associates | <input type="radio"/> INC | <input type="radio"/> LP |
| <input type="radio"/> Association | <input type="radio"/> LC | <input type="radio"/> PA |
| <input type="radio"/> ASSOC | <input type="radio"/> LLC | <input type="radio"/> Professional Limited Liability Company |
| <input type="radio"/> Company | <input type="radio"/> Limited Liability Company | <input type="radio"/> Professional |
| <input type="radio"/> Corporation | <input type="radio"/> Limited Company | <input type="radio"/> PLLC |
| <input type="radio"/> CO | <input type="radio"/> LTD | <input type="radio"/> PC |
| <input type="radio"/> CORP | <input type="radio"/> Limited Partnership | |

Application paperwork received with any of the above organizational endings in the facility name field may be returned for correction unless a justification is provided. Follow these standards to minimize any delay in processing your application. For any questions regarding standards for organizational endings, contact the TCEQ Central Registry at 512-239-5175.

Company Address

3. Street Address

Enter the physical street address of the company/site, which is usually the truck lot or office. Do not provide a P.O. Box.

4. City

Enter the city for the physical location of the site.

5. State

Enter the state for the physical location of the site.

6. Zip+4

Enter the zip code for the physical location of the site.

7. County

Enter the county in which the site is located.

Part B: Customer Information (for the company being registered)

The customer is the individual or organization responsible for the company. The provided information should refer to the legal entity that is the owner and operator *of the waste activities* registered on this form.

8. Customer Number

Enter the 9-digit Customer Number (CN) if TCEQ has already assigned one to the organization/individual. If the organization/individual does not have a CN, leave this item blank. A new CN is assigned only if the company has not yet been issued one. A Customer may be involved with many sites and/or licenses but should only have a single CN.

9. Owner/Operator Name

This name should be the complete legal name as filed with the Offices of the Secretary of State (SOS) or Comptroller of Public Accounts (CPA), unless the registrant is an individual or sole proprietor. Verify the correct legal name for the organization/individual by searching their websites or by calling their help lines:

Secretary of State 512-463-5555 <http://direct.sos.state.tx.us/acct/acct-login.asp>

Texas Comptroller 1-800-252-1386 <https://ourcpa.cpa.state.tx.us/coa/Index.html>

The listed company may be an individual, trust, firm, joint stock company, federal agency, corporation (including a government corporation), partnership, association, state, municipality, commission, political subdivision of a state, or any interstate body responsible for the overall operation and ownership of the company.

Note: Per [Title 30 Texas Administrative Code \(TAC\) §312.142\(e\)\(1\)](#), existing registrations must obtain a new registration if the owner/operator changes. Registered transporters who need to change the ownership information should cancel the existing registration, remove all stickers from the vehicles, and inform the new owner that they will need to obtain a new registration.

10. Type of Customer

Check ONE box that best indicates the Customer's organization type. A Limited Liability Company is considered a Corporation. If none of the boxes fit your organization type, check "Other" and write in the type.

Corporation: The Customer meets all of the following:

- Is legally incorporated under the laws of any state or country
- Is recognized as a corporation by the Texas Secretary of State
- Has proper operating authority to operate in Texas

Examples of Corporations

- General Corporations
- Subchapter S Corporations
- Limited Liability Companies (LLC)
- Water Supply Corporations

Individual: An individual is a person regulated by TCEQ but who has not established a business.

Sole Proprietorship – D.B.A.: The Customer in this case is a business owned by only one person and not incorporated. This business may:

- Be under the person's name
- Have its own name ("doing business as", or DBA)
- Have any number of employees
- On the form, provide the first name, last name and dba name in this format. (e.g. Bryan Smith dba Cool Cleaners)

Limited Partnership (LP & LLP): A Texas limited partnership is a partnership formed by two or more persons, having one or more general partners and one or more limited partners. The limited partnership operates in accordance with a partnership agreement, written or oral, of the partners as to the affairs of the limited partnership and the conduct of its business. While the partnership agreement is not filed for public record, the limited partnership must file a certificate of limited partnership with the Texas Secretary of State (SOS). The Secretary of State provides a form for the certificate of limited partnership which meets minimum state law requirements.

General Partnership: A general partnership is created when two or more persons associate to carry on a business for profit. A partnership generally operates in accordance with a partnership agreement, but there is no requirement that the agreement be in writing and no state-filing requirement. General partnerships are required to file with the county in which they operate. Submit a tax ID if you have a sales tax permit.

Government – Federal, State, County or City: The Customer is either an agency of one of these levels of government or the governmental body itself (e.g. Blanco County, City of Houston, Texas Department of Transportation)

Government – Other: The Customer is a utility district, water district, tribal government, college district, council of governments or river authority. (e.g. Lower Colorado River Authority).

Other: Does not fit any of the previous descriptions (e.g. joint venture, trust, or an estate). Enter a short description of the Customer type in the blank provided.

Tax Information

11. Federal Tax ID

All businesses, except some small sole proprietors and individuals should have a federal taxpayer identification number (FEIN). **Do not enter a Social Security number in this field.** Individual ownership types can go to #14. Do not use prefixes, dashes or hyphens. For more information on federal tax IDs visit <http://www.irs.gov/businesses/small/article/0,,id=97872,00.html>.

12. TX State Tax ID

Leave this field blank if the Customer has not been issued a TX State Franchise Tax ID. If one has been issued, enter it here. Check the State Comptroller's website at <https://ourcpa.cpa.state.tx.us/coa/Index.html> for a listing of the Franchise Tax ID.

13. Texas SOS/CPA Filing Number

Leave this field blank if the Customer has not filed with SOS/CPA as a Corporation, Limited Partnership or non-profit organization. If the Customer has filed with SOS/CPA, enter the Filing/Charter Number. Search for the SOS Filing number at <http://www.sos.state.tx.us/corp/sosda/index.shtml> or call at 512-463-5555.

Part C: Contact Information (mailing address for correspondence and invoices)

The information provided here should refer to the individual who represents the company for correspondence and invoices. Numbers 14-15 and 17-22 are required for all new and renewal applications.

14. First Name

Enter the first name of the individual serving as the registration contact.

15. Last Name

Enter the last name of the individual serving as the registration contact.

16. Title

Enter the title of the individual serving as the registration contact.

17. Company Name

Enter the name of the company where the registration contact works. Usually this is the same as #2.

18. Street Address

Enter the street address where invoices and general correspondence regarding the registration can be sent. Ensure that the mailing address is deliverable per USPS at https://tools.usps.com/go/ZipLookupAction_input.

19. City

Enter the city correlated to the street address provided in #18.

20. State

Enter the state correlated to the street address provided in #18.

21. Zip+4

Enter the zip+4 code correlated to the street address provided in #18. Ensure that the zip+4 is correct per USPS at https://tools.usps.com/go/ZipLookupAction_input.

22. Telephone

Enter the telephone number to contact the individual serving as the registration contact.

23. Fax

Enter the fax number to contact the individual serving as the registration contact.

24. Email

Enter the email address to contact the individual serving as the registration contact.

25. Outstanding Fees

Check "Yes" or "No" to indicate whether the company has any outstanding fees or penalties due to TCEQ. If the company has any amounts due, indicate the amounts owed and the account number associated to the fees. Note that registrants must pay all delinquent fees and/or penalties owed to TCEQ in order to obtain a new registration or to renew an existing registration. For questions about payment of outstanding fees, contact the Revenue Section at (512) 239-0300.

Part D: Out-of-state Transporting Activity.

If either #26 or #27 has “Yes” indicated, submit copies of the authorization(s) allowing transportation of waste in another state(s). Include the state in which the office or place of business is located (per [Title 30 Texas Administrative Code \(TAC\) §312.149.](#))

26. Do you transport waste from Texas to another state?

Check “Yes” or “No” to indicate whether the company transports one of the waste types listed on the registration from Texas to another state. If this question has “Yes” marked, submit a copy of the state-issued authorization(s) that allows the out-of-state facility to receive the waste type(s) listed within this application.

27. Do you transport waste from another state to Texas?

Check “Yes” or “No” to indicate whether the company transports one of the waste types listed on the registration from another state to Texas.

Part E: Authorized Disposal Facilities

For new and renewal applications, list all authorized disposal facilities where the transporter will haul the regulated sludge for disposal on the table provided. For updates, list only the facilities that have changed (add or remove). Send additional copies of Part E to list more than 13 disposal facilities. Record the state-issued permit/registration number for the wastewater treatment plant, sanitary landfill, Type V facility, or beneficial land application site. Include the Disposal Facility Name, and the applicable Waste Types. Per [Title 30 Texas Administrative Code \(TAC\) §312.143](#), disposal of waste may only occur at authorized disposal facilities. Contact the facility to obtain their correct permit/registration/ authorization number and to verify that the facility will accept a specific waste before registering that disposal facility.

- In the first column, indicate one of the following:
 - Add
 - For new registrations and renewals, indicate “add” to register all disposal facilities that the transporter will haul the regulated sludge to for disposal.
 - For updates, indicate “add” to register any disposal facilities not already listed on the registration.
 - Remove- for updates, list the disposal facility information for any facility that should no longer be on the registration.
- In the second column, indicate the permit/registration/authorization number of the disposal facility. For out-of-state facilities, indicate the state where the facility is located in parentheses. If the disposal facility is located in Texas, it should be either a wastewater treatment plant, sanitary landfill, Type V facility, or beneficial land application site. The permit numbers for facilities located within Texas should have the following formats:
 - Wastewater Treatment Plants - WQ plus 10 numbers (e.g. WQ001#####)
 - Sanitary Landfills and Type V facilities - 2-4 numbers often followed by a letter. (e.g. 19##A)
 - Beneficial Land Use (sludge) application sites - 6 digit number starting with a 7 (e.g. 7#####)
- In the disposal facility name column, indicate the name of the disposal facility.
- In the last column, indicate the abbreviation(s) for the waste type(s) disposed from the list below:
 - WW- sewage sludge/water treatment waste
 - DS- septic tank waste/domestic septage
 - PP- chemical toilet (port-a-potty) waste
 - WT- water treatment plant sludge
 - GT- grit trap waste (Sanitary landfills and Type V facilities only)
 - GS- grease trap waste (Sanitary landfills and Type V facilities only)

If the transported waste does not fit into one of the above categories, do not register as a sludge transporter. Call Registration & Reporting at 512-239-1325 for additional assistance.

To search for disposal facilities in your area, visit the Central Registry search at <http://www15.tceq.texas.gov/crpub/index.cfm?fuseaction=regent.RNSearch>. Next to “Program”, choose either Municipal Solid Waste Processing, Municipal Solid Waste Disposal, Sludge, or Wastewater. Note that if you choose Sludge, the search will list both sludge transporters and land application sites. The sludge transporter registration numbers are 5 digits and start with the number 2, while the land application sites have 6 digits and start with the number 7.

Part F: Vehicle Information

On the table provided, list **only motorized vehicles** that will transport regulated sludge waste. Do not list trailers. Provide all of the information in each column when submitting a new registration, renewing a registration, or updating the vehicle list. Send additional copies of Part F to list more than 14 vehicles.

- In the first column, indicate one of the following options:
 - Add
 - For new registrations and renewals, indicate “add” to register all vehicles that will transport sludge waste.
 - For updates, indicate “add” to register any vehicles not already listed on the registration.
 - Remove- for removing/dropping a vehicle from the registration. Indicate the sticker number that was on the vehicle in the last column. Make sure to remove the sticker from the vehicle.
 - Change- for updates to license plate number, capacity, or other information on a vehicle already registered. For license plate changes, indicate the old license plate number in the last column.
 - Replace- to request replacement stickers. List the lost sticker number in the last column.
- In the license plate number column, list the entire license plate number with no dashes or spaces. To update a license plate number for a vehicle already listed on your registration, indicate the current license plate in this column, and the prior license plate in the last column.
- In the vehicle make column, indicate the make (manufacturer) of the vehicle.
- In the year column, indicate the year of manufacture for the vehicle.
- In the capacity column, if the vehicle has a tank or other container attached, indicate the capacity of the container in gallons or cubic yards. If the vehicle will haul a trailer and does not have a container attached, leave the capacity blank.
- Use the sticker #/old license plate column only if requesting replacement stickers, removing a vehicle from the registration, or updating the license plate number for a vehicle already registered.
 - To request replacement stickers, indicate “replace” in the first column, the sticker number that was lost in the last column, and leave all of the other columns in Part F blank. If the sticker is no longer on the vehicle, refer to your notice of registration to determine the sticker number(s) issued.
 - To remove a vehicle from the registration, list the vehicle information for all of the previous columns and provide the 4-digit sticker number that was on the vehicle.
 - To update a license plate number for a vehicle already listed on your registration, indicate the prior license plate in this column, and the current license plate in the second column. List the entire license plate number with no dashes or spaces
- At the bottom of Part F, indicate the total number of motorized vehicles needing stickers. Multiply the number of motorized vehicles by \$10.00 to get the total amount due for stickers. Pay only for new vehicles added or for replacement stickers. Include payment for the stickers with the application.

Part G: Certification and Acknowledgement of Fees

A certification page with a signature must be included with all applications. By signing the form, you certify that the information provided on the form is true and correct to the best of your knowledge, and you and this company will abide by all TCEQ rules. You also acknowledge and accept responsibility for any fees tied to the registration.

A person signing an application on behalf of the applicant must include a letter of authorization signed by the applicant. An application submitted under the ownership type:

- “Individual” must be signed by that individual.
- “Partnership” must be signed by a general partner.
- Government ownership types must be signed by a principal executive officer, a ranking elected official or another duly authorized employee.
- “Corporation” must be signed by a principal executive officer of at least the level of vice-president or by his duly authorized representative, if such representative is responsible for the overall transportation activity. An application signed by a person other than vice-president or above must provide a letter of authorization, signed by an executive officer of at least the level of vice-president.

In all cases, the person signing the form must be authorized to do so by the applicant.

Name

Enter the name of the individual who signed the forms.

Title

Enter the title of the individual who signed the forms.

Telephone

Enter the telephone number to contact the individual who signed the forms.

Company

Enter the company name where the individual who signed the forms works.

Fax

Enter the fax number to contact the individual who signed the forms.

Email

Enter the email address to contact the individual who signed the forms.

Signature

We do not accept documents that have digital or stamped signatures. Forms for new applications require an original signature, not a duplicate, and must have notarization. New registrations without the notary information and seal will be returned unprocessed to the sender. Forms for updates may be duplicates of original forms.

New applications must be notarized.

New applications without the signature and seal of a notary public will be returned unprocessed. Make sure to wait until the notary is present to sign the certification.

Mail completed form to:

Texas Commission on Environmental Quality
Revenue Section MC-214
PO Box 13088
Austin, TX 78711-3088

Use the following address for any applications sent via overnight services:

Texas Commission on Environmental Quality
Registration and Reporting Section MC-129
12100 Park 35 Circle Bldg. D
Austin, TX 78753

If you would like to come to the Austin office to have your forms processed, you will need to make an appointment. Incomplete forms cannot be processed, so ensure that the application paperwork is complete before making an appointment. TCEQ staff may not be available to process the forms the same day, especially during busy times of the year, but you may drop the forms off to minimize mailing time. To make an appointment, call (512) 239-6413.

Fax **only updates that do not require payment** (no stickers needed) to (512) 239-6410. Any updates requiring payment or new registrations submitted by fax will be returned to the sender.

[RG-309- Transporting Sludge Wastes in Texas: A Step-by-Step Guide to Registration, Operating, and Reporting](#) contains helpful information about the Sludge Transporter Program. For any questions about filling out this form not covered above, or for information about the Sludge Transporter Registration Program, contact us at (512) 239-6413 or wasteval@tceq.texas.gov.

Individuals are entitled to request and review their personal information the agency gathers on its forms. They may also have any errors in their information corrected. To review such information, contact the TCEQ Public Information Section at (512) 239-3282.