



Instructions for Application to Claim a Permit by Rule for a Special Collection Route

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Generator who operate a Stationary Compactor as regulated in [30 Texas Administrative Code \(TAC\) §330.7](#) should register via this form. Use this form for new (initial) applications as well as for updates and renewals. [Per 30 TAC 330.7\(c\)\(3\)\(A\)](#), you must include all resubmit all information from your initial application on any renewal or updated applications.

Read these 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.

Permit by Rule TCR#:

When filled out via computer, the Permit by Rule TCR number will automatically populate on the other pages of the form.

For new applications, leave the Permit by Rule TCR number blank. The company will be assigned a Permit by Rule TCR number when TCEQ processes the application.

For updates and renewals, enter the 3-digit Permit by Rule TCR number assigned to the company. If you're unsure of the Permit by Rule TCR 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.

- 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.
- Mark “Update” if this site already has a Permit by Rule TCR and updated information is being provided about the company.
- For renewals and updates, indicate the 3-digit Permit by Rule TCR number for the site on all pages submitted.

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 another registration/permit/license with TCEQ.

2. Company/Site Name

The Company/Site Name field will automatically populate on the other form pages when filled out electronically.

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 company/site 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:

- Associated
- Associates
- Association
- ASSOC
- Company
- Corporation
- CO
- CORP
- Incorporated
- INC
- LC
- LLC
- Limited Liability Company
- Limited Company
- LTD
- Limited Partnership
- Limited
- LP
- PA
- Professional Limited Liability Company
- Professional
- PLLC
- PC

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. Do not provide a P.O. Box.

4. City

Enter the city for the physical location of the company.

5. State

Enter the state for the physical location of the company.

6. Zip+4

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

7. County

Enter the county in which the company is located.

Part B: Contact Information (mailing address for the company registering)

The information provided here should refer to the individual who represents the company for correspondence and invoices. Numbers 8-16 are required for all applications.

8. First Name

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

9. Last Name

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

10. Title

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

11. Company Name

Enter the name of the company where the registration contact works.

12. Mailing Address

Enter the mailing 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.

13. City

Enter the city correlated to the street address provided in #12.

14. State

Enter the state correlated to the street address provided in #12.

15. Zip+4

Enter the zip+4 code correlated to the street address provided in #12. Ensure that the zip+4 is correct per USPS at https://tools.usps.com/go/ZipLookupAction_input.

16. Telephone

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

17. Fax

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

18. Email

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

Part C: 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.

19. 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.

20. 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. Verify the correct legal name for the company 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.

21. 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 proprietors are considered individuals.

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

22. 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 #25. Do not use prefixes, dashes or hyphens. For more information on federal tax IDs visit <https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers>.

23. 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.

24. 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.

25. Number of Employees

Check one box to indicate the number of employees working for the company listed in #20, including subsidiaries. The number should include all locations, not just the location registering.

Part D: Route Information

26. Frequency of Collection

If the waste on the route is collected weekly, check the box for "Weekly". Otherwise, check the box for "Other" and describe the frequency of the collection on the provided blank.

27. Day of week collected

Enter the day of the week the route is to be collected.

28. Day of route arrival at facility

Enter the day the route arrives at the MSW Type IV landfill.

29. Time span of route arrival at facility

Enter the time span within which the route arrives at the MSW Type IV landfill.

30. Description of wastes to be transported

Describe the type(s) of waste that will be transported under this registration.

Part E: Municipal Solid Waste Type IV Facility Information

31. Permit Number

Enter the municipal solid waste permit number for the landfill where the compacted waste will be disposed. Municipal solid waste permit number are 2-5 characters. The first characters are numeric and the last character is sometimes a letter. Verify the permit number with the landfill.

32. Facility Name

Enter the name of the Type IV landfill where the waste will be disposed.

33. Street Address

Enter the physical street address, not the mailing address, where the Type IV landfill is located.

34. City

Enter the city that correlates to the address provided in #33.

35. State

Enter the state that correlates to the address provided in #33.

36. Zip+4

Enter the zip code that correlates to the address provided in #33.

37. Contact Person

Enter the first and last name of a person to contact at the Type IV landfill.

38. Mailing Address

Enter the mailing address for the Type IV landfill.

39. City

Enter the city that correlates to the address provided in #38.

40. State

Enter the state that correlates to the address provided in #38.

41. Zip+4

Enter the zip code that correlates to the address provided in #38.

42. Contact Telephone

Enter the telephone number to contact the person listed in #37.

Part F: Contingency Disposal Plan

List any information about alternate vehicles, alternate disposal facilities (including the Permit Number), and any additional information about your company's contingency plan for disposal of the waste.

Part G: Application Fee Information

The \$100 per vehicle application fee must be submitted for each new and renewal application. Indicate the method of payment on the form. The fee may be paid with check, money order, or via electronic payment via EPay at <http://www3.tceq.texas.gov/epay/>.

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 H: Hauling Vehicle Information

In this section, list the following information for each vehicle that will haul waste under this registration.

- The Motor Vehicle Identification Number (VIN) column, listing the entire 17 character VIN. Do not just list the last 4 digits of the VIN.
- The entire license plate number with no dashes or spaces.
- The year of manufacture for the vehicle, make (manufacturer) of the vehicle, and the model type designated by the manufacturer of the vehicle.
- The hauling capacity of the vehicle in cubic yards.
- The rated compaction capability, in pounds per cubic yard.

Part I: Certification and Acknowledgement of Fees

A certification page with a signature must be included with all applications. All applications must be notarized. By signing the form, you certify that the contents of the vehicles described above will be free of putrescible, household, hazardous, infectious, or any other waste not allowable in a MSW Type IV landfill. You also acknowledge and accept responsibility for any fees tied to the registration.

Name

Enter the name of the individual who signed the forms.

Title

Enter the title of the individual who signed the forms.

Company

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

Telephone

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

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 all applications require an original signature, not a duplicate.

Applications must be notarized.

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 Circle 35 Bldg. D
Austin, TX 78753

For any questions about filling out this form not covered above, or for information about the Enclosed Container Transportation/Special Collection Route 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.