

FAQs for Liquid Waste Transporting Procedures

When is a permit required?

Chapter 41 of the City of Irving, Texas, Civil and Criminal Code requires that a permit be obtained for all vehicles operated for the purpose of transporting liquid waste generated within the City of Irving. The permit must designate the type of waste to be transported and excludes the transportation of hazardous waste. The permit is issued to the vehicle and is non-transferable. Each permit shall expire one (1) calendar year from the date it was issued.

What documentation is required?

Application for Permit, with all information filled in, signed, and dated, is required when vehicle is submitted for inspection.

Items to be installed prior to inspections:

1. The following require stickers 3" in height and contrasting color.
 - a. TCEQ Registration number
 - b. Individual waste hauler identification number (*IRV- 000A*)
 - c. Discharge port labeled "*Discharge Port*"
 - d. Company name and phone number
 - e. Trucks carrying water; labeled with volumes of waste and water with dividing line
2. License plate mounted on vehicle
3. For trucks carrying both fresh water and waste, an air gap two times the diameter of the supply or RPZ Backflow preventer must be installed.

Items to be provided at time of inspection:

1. *Copy* of current TDH/TCEQ Registration Certificate
2. *Copy* of current Insurance Certificate for each vehicle
3. *Copy* of Current Manager of Operations Driver's License
4. *Copy* of Vehicle Operator's Driver's License
5. Company name, mailing address, physical address, phone number, fax number and emergency number.
6. *Copy* of Insurance information
7. Disposal Site Documentation

What is the fee structure?

Currently the permit fee for the first vehicle is \$150.00. Each additional vehicle is \$100.00. Trip ticket books, ten (10) five-part tickets per book, are \$10.00 each. When a vehicle is permitted for the first time, four (4) ticket books may be purchased. Make checks payable to "City of Irving". If paying with cash, please have exact change.

When and where are inspections performed?

Inspections are performed at our facilities located at 333 Valley View Lane by appointment only. If there are several vehicles to be inspected, arrangements can be made to inspect these vehicles at a more convenient location.

IMPORTANT NOTE: If for any reason a vehicle will be late or not available for an appointment notify our offices immediately. The inspection process sometimes requires scheduling more than one person. If the vehicle is delayed or unavailable at the appointed time, valuable time is lost and the vehicle will need to be rescheduled.

What about replacement trip ticket books? How do I get them?

Trip ticket books are sold at our facilities, located at 333 Valley View Lane. When a vehicle is initially inspected, four (4) books may be purchased. All books are numbered and these numbers are kept in the Transporter file. Your company representative can call and set an appointment to purchase books and designate the number of books to be purchased. This allows us to have the books readily available when you come in. Otherwise, you may have to wait.

IMPORTANT MANIFEST TRIP TICKET NOTE: Manifest trip tickets must be filled out completely. The (white copy) must be delivered or mailed to the Water Utilities Department within ten (10) days. Please attention it to Ken (Kenneth Roseberry) in Environmental Compliance. Incomplete manifest trip tickets, the lack in use of manifest trip tickets, and delayed correspondence are a violation of Irving's Code of Ordinance.

My company only services portable toilets. Are trip tickets required for these, also?

No. However, a quarterly report showing each service is required. These reports must include:

- a. site(s) serviced
- b. date(s) of service
- c. total volume removed and disposed
- d. disposal site name, location and date

Where do I mail correspondence?

Mail to: City of Irving, Public Works,
Water Utilities, 32EC, Attn: Ken
333 Valley View Lane
Irving, TX 75061-6024

How do I get a copy of the City Ordinance regarding Liquid Waste Transportation and Disposal?

Contact our office at (972) 721-2281. A reproduction fee may be required.

For questions or additional information, please contact our office during normal business hours at (972) 721-2283 or Kenneth Roseberry (Ken), permit coordinator at (972) 721-2127 or E-mail kroseber@cityofirving.org