



# TRANSPORT TRUCK DISCHARGE (TTD) PERMIT: TRANSPORTER AGREEMENT

CHAPTER 38: WATER, SEWERS & SEWAGE DISPOSAL

ARTICLE VII: LIQUID WASTE

Updated: November 1, 2019

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## GENERAL

### 1.1 Permit Required

A Transport Truck Discharge (TTD) Permit is required for all persons, entities, or businesses engaged in the collection and transportation of liquid waste that originates within the city limits of the City of Temple, Texas to any collection, disposal, recycling, processing, or other facility within or outside of the City of Temple, Texas, which the City of Temple does not collect and transport.

Permits will be issued by the City of Temple after submission, processing, and approval of a completed Transport Truck Discharge (TTD) Permit 'Application', and a Transport Truck Discharge (TTD) Permit 'Agreement', together with all required accompanying information, including payment in full of all applicable fees.

No person, entity, or business shall engage in the collection and transportation of liquid waste within the City of Temple, Texas without first receiving a 'Transport Truck Discharge (TTD) Permit' from the City of Temple. Permits are issued annually, generally during the last quarter of each calendar year, and are valid for the full upcoming calendar year, January 1<sup>st</sup> through December 31<sup>st</sup>. Permittees must reapply each year, during November and December, to be issued a valid permit for the following year.

The City may limit the number of permits issued at its sole discretion in order to manage air quality, exhaust emissions, traffic concerns, and the impact that additional vehicles have on city roadways.

### 1.2 A Permit is Not a Franchise

Any permit issued by the City for the collection or transportation of liquid waste is not a franchise; it does not designate any exclusive area or class of service to be provided by the permittee.

### 1.3 Historical Document Submission Required

***Applicants are required to provide the following information and to initial each blank to indicate that information has been provided.*** In order for a permit application to be deemed complete, the applicant must include the permit application, Transport Truck Discharge (TTD) Permit Agreement, and all information required in the items listed below.

- (1) [REDACTED] The applicant agrees to provide a complete record of all convictions against the applicant and all business partner(s) or director(s), for any violation of a law, order, or ordinance, of a city, county, state or federal government, related to the environment which occurred within the past five (5) years, if any such exist.
- (2) [REDACTED] The applicant affirms by initialing that its collection and transportation service methods comply with, and will continue to comply with, all federal, state, county and local environmental laws, ordinances, regulations, agreements, and collection and transportation standards. By initialing, the applicant agrees to comply with the

environmental laws related to the applicant's collection and transportation of materials. The applicant agrees to provide any other information that may be relevant to the applicant's fitness to render such services required to provide for the collection and transportation of liquid waste per the City of Temple 'Application' and 'Agreement', within the city limits of Temple.

## REQUIREMENTS

### 2.1 Insurance Requirements

In order to receive a permit issued by the City of Temple, the applicant must carry, at all times, the following types of insurance in the listed minimum amounts. ***Applicants must provide proof of the following minimum levels of insurance coverage with their submitted Agreement.*** Satisfactory proof may include either a current certificate of insurance or a copy of the applicable current policy of insurance. Please initial below indicating that applicant has the requisite insurance coverages.

- (1)      General Liability insurance policy with combined single limits of not less than **\$1,000,000** per occurrence shall be provided and maintained by the Applicant. The policy shall be written on an occurrence basis either in a single policy or in a combination of underlying and umbrella or excess policies.

If the Commercial General Liability form (ISO Form CG 0001 Current Edition) is used:

- a) Coverage A shall include premises, operations, products, and completed operations, independent contractors, contractual liability covering this contract and broad form property damage coverage.
- b) Coverage B shall include personal injury.
- c) Coverage C, medical payments, is not required.

If the Comprehensive General Liability form (ISO form GL0002 Current Edition and ISO Form GL 0404) is used, it shall include at least:

- a) Bodily injury and Property Damage Liability for premises, operations, products and completed operations, independent contractors and property damage resulting from explosion, collapse or underground (XCU) exposures.
- b) Broad form contractual liability (preferably by endorsement) covering this contract, personal injury liability and broad form property damage liability.

- (2) **Automobile Liability Insurance:** Applicant must provide Commercial Automobile Liability insurance with Combined Single Limits (CSL) of not less than \$500,000 either in a single policy or in a combination of basic and umbrella or excess policies. This policy will include bodily injury and property damage liability arising out of the operation, maintenance and use of all automobiles and mobile equipment used in conjunction with this permit.
- (3) **Public liability/environmental liability insurance coverage,** in an amount not less than \$1,000,000 for environmental damage and restoration. Such coverage may be provided through a stand-alone policy or through an endorsement on the primary commercial general liability policy.

## 2.2 Permit Investigation Period

Following the receipt of a completed Application, an executed Agreement, and all other required material, the City of Temple will review for completeness and may issue the permit; issue the permit with conditions; or deny the issuance of the permit. If the permit is issued with restrictions or is denied, the City will set forth in writing the reasons for the conditions or denial. A decision on the permit application will be made within twenty (20) business days following the submittal of all required documents. The permit becomes effective upon issuance by the City and full payment of applicable permit fees.

## 2.3 Permit Term and Renewal

All permits for collection and transportation services of liquid waste shall become valid on January 1<sup>st</sup> or the date of issuance, whichever is later, through the end of each calendar year. Permits are not automatically renewable. Permit holders must reapply annually for a new permit for the following year.

Permit holders must provide a written Application, Agreement and associated submittals for renewal of a permit at least thirty (30) days prior to the permit expiration (the end of the calendar year), in order to avoid any lapse of permit status for the services they provide. The new Application, Agreement, and associated submittals will replace the information provided in the previous year's application. Permit applications for succeeding years will be processed in the same manner as an initial application and will require a complete investigation of application materials.

## 2.4 Permits are Not Transferable

Permits are not transferable. If the ownership of a liquid waste transporting business changes, the permit terminates on the date of the change.

## 2.5 Truck and Container Decals Are Not Transferrable

City of Temple Liquid Waste Transporter permit decals, for either a truck or a container, are not transferrable. These permit decals are issued for a specific truck(s) or container(s) for one calendar year.

## RECORDS AND FEES

### 3.1 Records Required to be Maintained and Submitted

Permittees are required to maintain customer account records of all business conducted within the city limits of Temple. The permittee will make the records listed below available to the City upon request. The permittee shall maintain the City of Temple business records at a single location. At a minimum the records shall include:

- (1) An inventory of all available vehicles for potential utilization within the city limits of Temple;
- (2) A complete listing of all customers within the City of Temple, including business names, addresses, and telephone numbers;
- (3) Identification, quantities and locations of all collection containers located within the City of Temple;
- (4) Volumes (gallons, cubic yards, etc.) or weight (pounds, tons, etc.) of the waste and/or recyclables materials collected within the City's service area; and
- (5) Other relevant customer information as requested by the City.

All Liquid Waste Transporters that transport grease interceptor waste, grit trap waste, and oil/water separator waste are subject to Chapter 38, Article VII of the City of Temple's Code of Ordinances. This Article requires that manifests shall be obtained from the City of Temple and completed manifests for services performed within the City of Temple must be submitted to the City of Temple, Environmental Programs Office. Manifests for services must be returned to the City of Temple Environmental Programs Office within fifteen (15) days after the waste is received at the disposal or processing facility. Manifests should be addressed to:

City of Temple Environmental Programs  
ATTN: Manifests  
3210 E. Avenue H, Bldg A  
Temple, TX 76501

Manifests may also be submitted electronically to [FightFOG@templetx.gov](mailto:FightFOG@templetx.gov); however, they must be completely filled out and legible.

*Please initial below indicating agreement with record keeping and manifest requirements.*

The permittee agrees to maintain records of the above listed items, which will be made available for review by the City upon request.

### 3.2 Permit Fees

Permittees will submit payment for permit application fees and purchased manifests books to:

City of Temple, City Secretary Office  
2 N. Main Street  
Temple, TX 76501

The permit fee is \$100.00 per transporting vehicle, per calendar year. Manifest books are \$15.00 each.

These fees fund administrative, monitoring and technical issues related to the regulation of waste, recyclables and transportation activities

Permit decals shall be placed on all of the permittee's vehicles, trucks, and exterior containers used by the permittee to provide services within the City of Temple prior to the permittee commencing any operations within the City's service area. Permit decals are provided to the permittee following permit approval by the City.

All fees are non-refundable, and are applicable only for the calendar year for which they are paid.

An additional \$100 late fee may be assessed to permittees who do not timely submit applications and payments for the upcoming calendar year by December 31<sup>st</sup> ; The City may, in its discretion deny permits for untimely permit applications.

## APPLICANT BUSINESS INFORMATION

### 4.1 Permit Application, Agreement and Signatures Required

In order for the City's Transport Truck Discharge (TTD) Permit process to be completed, the applicant must provide signed copies of the permit Application and Agreement, initialed as required, and provide all other required submittals and contact information.

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Business Representative Printed Name

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Business Representative Signature

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Business Representative Position Title

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Date

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Business Name

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Business Telephone Number

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Business Mailing Address

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Business Physical Address

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Business Email Address