



## INSTRUCTIONS FOR SEPTAGE HAULER LICENSE APPLICATION

### INSTRUCTIONS

This application is for a septage hauler license. New rules that are effective July 1, 2012, require septage haulers to pay a fee of \$250 for each new vehicle that is licensed with the Arizona Department of Environmental Quality (ADEQ) after June 30, 2012. This license is not transferable from person to person or from vehicle to vehicle. Note that a separate application and fee must be submitted for each vehicle license.

The Arizona Administrative Code (A.A.C.) R-18-13-1103(A) requires that any person who owns or operates a vehicle or appurtenant equipment used to store, collect, or dispose of sewage or human excreta that is removed from a septic tank or other on-site wastewater treatment facility, privy, sewage vault, or fixed or transportable chemical toilet shall obtain a license for each vehicle from ADEQ. Please contact the local county health department for a vehicle inspection prior to submitting this application to ADEQ. This inspection must be completed prior to submittal to ADEQ for processing. The vehicle inspection form is Page 2 of this application.

This document is divided into 3 main parts.

- 1) Instructions – The instructions are intended to give you basic information regarding the application process, how long the process may take and how much it will cost. More detailed information can be obtained by referencing the specific rule citation listed with each application item. Please do not submit the instructions with your application.
- 2) Licensee Information and Certification – This section includes the basic applicant and vehicle information ADEQ needs to process your application.
- 3) Local Health Department Inspection – This section includes the local health department information and vehicle inspection details needed to process your application.

### GENERAL APPLICATION PROCESS

- 1) Applicant submits one copy of the license application and a copy of the signed *Local Health Department Inspection Report Form*. **Note: The form must be submitted with an original signature.**
- 2) ADEQ reviews application for completeness and informs the applicant of any deficiencies.
- 3) Applicant addresses any deficiencies.
- 4) ADEQ makes a decision to approve or deny the license.
- 5) Upon approval, ADEQ mails the license to the licensee.

### FEES

In accordance with A.A.C. R18-13-1103, an initial fee of \$250 is required along with your license application.

### LICENSEE

The licensee shall be the person responsible for complying with the terms and conditions of the license.

### HOW LONG DOES THE APPLICATION PROCESS TAKE?

The approval/denial process is completed within 7 days from the date that ADEQ receives the application in accordance with Arizona Revised Statutes § 41-1073(E)(2).

### WHERE DO I SUBMIT MY APPLICATION?

Submit your application to:

Arizona Department of Environmental Quality  
Solid Waste Plan Review Unit  
1110 West Washington Street  
Phoenix, AZ 85007



# SEPTAGE HAULER LICENSE APPLICATION

## APPLICANT CERTIFICATION AND INFORMATION

### 1 **Company Information** *Please include DBA with business name if applicable.*

Business Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_

### 2 **Company Contact**

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

### 3 **Billing Contact (if different from above)**

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Business Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

### 4 **Location of Vehicle (if different from above)**

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_

### 5 **Vehicle**

Make \_\_\_\_\_ VIN \_\_\_\_\_  
 Year \_\_\_\_\_ Tank Capacity \_\_\_\_\_

### 6 **Certification Statement (To be completed by the applicant in item 1 above)**

I agree to operate this vehicle in accordance with the rules of the Arizona Department of Environmental Quality governing storage, collection, transportation and disposal of human excreta (A.A.C. R18-13-1101, et. seq.). I further agree to dispose of the material removed in accordance with the requirements of the local county health department and to *obtain a permit in each county* where such operations are performed in accordance with A.A.C. R18-13-1103(D) if required.

Name (print) \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

### 7 **Initial Fee of \$250 Per Vehicle [A.A.C. R18-13-1103(C)(1)]**

Check this box to indicate fee is attached. *NOTE: ADEQ will not process the registration without the appropriate fee.*

## ADEQ ACTION

**Approved**     Yes     No    ADEQ License Number \_\_\_\_\_

Comments \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**LOCAL HEALTH DEPARTMENT INSPECTION REPORT FORM**  
**[A.A.C. R18-13-1103(D)]**

**1 Health Officer/Sanitarian Information**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Title \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**2 County Vehicle Verification**

License Plate Number \_\_\_\_\_  
Make \_\_\_\_\_ VIN \_\_\_\_\_  
Year \_\_\_\_\_ Tank Capacity \_\_\_\_\_  
Applicant/Owner \_\_\_\_\_

**VEHICLE INSPECTION [A.A.C. R18-13-1112(A)(2)]**

Inspection Date \_\_\_\_\_

Is the tank capacity 750 gallons or more?     Yes     No

Is the vehicle leak-proof?     Yes     No

Is the tank fly-tight?     Yes     No

Is there fly-tight storage for all equipment?     Yes     No

**LOCAL HEALTH DEPARTMENT ACTION**

**Approved**     Yes     No    Health Department Permit Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Disposal site/method that is recommended by the local county health department in accordance with A.A.C.

R18-13-1112(B): \_\_\_\_\_  
\_\_\_\_\_

**WHERE DO I SUBMIT MY APPLICATION AFTER THE LOCAL HEALTH DEPARTMENT INSPECTION?**

Submit your application and a copy of the completed and signed inspection report form to:

Arizona Department of Environmental Quality  
Solid Waste Plan Review Unit  
1110 West Washington Street  
Phoenix, AZ 85007

For assistance or inquiries regarding the licensing process, please contact the ADEQ Solid Waste Plan Review Unit at (602) 771-4123 or toll free in Arizona at (800) 234-5677, ext. 771-4123.