



## City of Arlington Water Resource Services Liquid Waste Program

### Non-Hazardous Liquid Waste Transportation Permitting Information

In order to service grease interceptors, sand/oil/grit interceptors, septic tanks and chemical toilets in the City of Arlington, you must obtain a Non-Hazardous Liquid Waste Transportation Permit. A separate permit is required for each vehicle in your fleet that will be operating in the City.

All permits are issued for a period not to exceed one year. All permits will expire at the end of the current fiscal year (September 30). All permits must be renewed *before* they expire. Our office will issue renewal reminder letters during the summer months, but it is ultimately *your* responsibility to arrange to have your permit renewed.

Our permitting procedure has recently changed. In accordance with City cash handling policies, we are no longer allowed to accept any form of payment at our offices. **In order to obtain a permit, you must follow the following procedure:**

1. Call our offices at 817-459-5902 to set up an inspection appointment. (Inspections are conducted by appointment only). Please let us know how many vehicles you would like to have inspected.
2. Go to the Water Customer Service office located at 101 W. Abram, and pay the non-refundable inspection fee of \$85 per truck.
  - You may pay with cash, check, or credit card (Visa, MasterCard, Discover, or American Express). You may also pay over the phone with a credit card by calling 817-459-6814. The Water Customer Service office will then issue you a receipt.
3. Bring the following documentation with you when you arrive for your inspection appointment at our offices at 200 N. Cooper St.: **(You must have all of the documentation available at the time of inspection).**
  - Your receipt from Water Customer Service
  - A completed Liquid Waste Transportation Permit Application  
(Please make sure you are using the new permit application with the Arlington Water Utilities "water drop" logo in the top-left corner. A copy of the permit application is available on our website at [www.arlingtontx.gov/water/wrs.html](http://www.arlingtontx.gov/water/wrs.html)).
  - Copies of Drivers License photos for *all* managers *and* drivers
  - Current proof of insurance for each vehicle being permitted
  - Current TCEQ Sludge Transporter Permit, with list of vehicles and disposal sites

Once you have obtained a permit, you will need to purchase trip ticket books. Trip ticket books may be paid for and picked up at the Water Customer Service office, located at 101 W. Abram. The cost of a trip ticket book is currently \$20 for a book of ten tickets. You will be allowed to purchase five books for each truck that is currently permitted.

All completed trip tickets must be returned to our office via mail or delivery, by the 10<sup>th</sup> day of the month following the date of completion. For example, all trip tickets completed during the month of October will need to be returned to us by the 10<sup>th</sup> of November.

- Please mail trip tickets to the following address:  
Water Resource Services  
PO Box 90231, MS 09-0110  
Arlington, TX 76004-3231
- Trip tickets may be delivered to our offices at 200 N. Cooper St. We have recently installed a drop-box for after-hours deliveries.

Once you have purchased the maximum amount of trip ticket books allowed for a truck, you will not be able to purchase an additional book until you complete a book. A trip ticket book will not be considered "complete" until all of its trip tickets have been returned to us.

We require that a separate trip ticket be used for each interceptor or tank serviced. This allows us to keep better records for facilities that may have multiple interceptors or tanks.

Since each interceptor requires a separate trip ticket, we require that every facility with multiple interceptors have some sort of identification system for the interceptors. When we receive a trip ticket, we need to be able to identify which interceptor was serviced. Consistency is our only requirement regarding the type of identification system that is used.

We also require that all newer 15" sampling wells be cleaned whenever an interceptor is cleaned. The sampling well is often overlooked, and grease will accumulate in the well in the same manner that it accumulates in the interceptor. If your customer's sampling well is not properly maintained, we may get a higher than normal result when sampling for oil and grease, which may result in a sample violation.

**If you have any questions about the permitting process or our requirements, or need further assistance, please call the Water Resource Services office at (817) 459-5902.**