



INSTRUCTIONS FOR SEPTAGE HAULER LICENSE APPLICATION

INSTRUCTIONS

This application is for a septage hauler vehicle that has a capacity of at least 750 gallons. Pursuant to Arizona Administrative Code (A.A.C.) R18-13-1103(C), septage haulers are required to pay a fee of \$250 for each new vehicle that is licensed with the Arizona Department of Environmental Quality (ADEQ). After initial licensure of a vehicle, ADEQ will renew the license annually after payment of a \$75 fee. 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.

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 three 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 seven 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
Permits and Plan Review Unit
1110 West Washington Street
Phoenix, AZ 85007



SEPTAGE HAULER LICENSE APPLICATION

APPLICANT CERTIFICATION AND INFORMATION
PLEASE PRINT LEGIBLY

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 _____ gallons

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 _____ LTF # _____
 Signature _____ Date _____

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

1 Health Officer/Sanitarian Information

Name/Title _____
Telephone _____ E-mail _____
Agency _____
Mailing Address _____
City _____ State _____ Zip _____

2 County Vehicle Verification

Applicant/Owner _____
License Plate Number _____ Make _____ Year _____
VIN _____ Tank _____

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
Permits and Plan Review Unit
1110 West Washington Street
Phoenix, AZ 85007

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

Pursuant to Arizona Revised Statutes (A.R.S. § 41-1030):

- (1) ADEQ shall not base a licensing decision, in whole or in part, on a requirement or condition not specifically authorized by statute or rule. General authority in a statute does not authorize a requirement or condition unless a rule is made pursuant to it that specifically authorizes the requirement or condition.
- (2) Prohibited licensing decisions may be challenged in a private civil action. Relief may be awarded to the prevailing party against ADEQ, including reasonable attorney fees, damages, and all fees associated with the license application.
- (3) ADEQ employees may not intentionally or knowingly violate the requirement for specific licensing authority. Violation is cause for disciplinary action or dismissal, pursuant to ADEQ's adopted personnel policy. ADEQ employees are still afforded the immunity in A.R.S. §§ 12-821.01 and 12-820.02.