

## 10.0 PRIVATE SOLID WASTE COLLECTION SERVICE

### 10.1 GENERAL PROVISIONS

#### 10.1.1 Submitting documentation

- 10.1.1.1 Documentation required throughout this document, may be submitted by the way of mail, email, and fax or delivered in person.
  - 10.1.1.1.1 Mail, unless otherwise noted, will be addressed to City of Austin - Code Compliance  
Department Attn: Finance-Waste Hauler's P.O. Box 1088  
Austin, Texas  
78767.
  - 10.1.1.1.2 Personal delivery will be to 1520 Rutherford Lane  
Building 1  
Code Compliance Department Austin, Texas 78754 (NOTE: Mail will not be delivered if sent to this address).
- 10.1.1.2 A hard copy of Document that are submitted by electronic mail or fax must be received by the Code Compliance Department director's office within 5 days after submission by electronic mail or fax.
- 10.1.1.3 Unless otherwise noted, all reports, renewals, and referenced documents will be submitted to the Code Compliance Department.

#### 10.1.2 Vehicles and Equipment (reference 15-6-42)

- 10.1.2.1 Vehicles and equipment will be maintained in a clean sanitary and safe condition including but not limited to being free from materials or debris that may dislodge during transport and free from fluid leaks.
- 10.1.2.2 The Austin Resource Recovery Director's approval described in §15-6-42(B) will be in writing.
- 10.1.2.3 A licensee shall provide proof of current State inspection in a notarized statement that identifies each vehicle to the department on a form provided by CCD. The notarized statement may be one document listing each vehicle by license plate number, make and model.
- 10.1.2.4 It is considered substantial compliance if the material type and method of compliance for §15-6-42(C)(1) meets the intent of preventing the escape of loose material or effluvia and the alternate method of compliance has been issued by the Code Compliance Director.

### 10.1.3 Display of Business Information (reference 15-6-43)

- 10.1.3.1 Under 15-6-43(A) a licensee may use a permanent or magnetic sign to display required information.
- 10.1.3.2 For containers, the business or licensee name and phone number must be permanently affixed to at least one side of the container. Magnetic signage is not permitted

### 10.1.4 Reporting Requirements (reference 15-6-44)

- 10.1.4.1 The quarterly report required in 15-6-44(B) must contain the following information:
  - 1. Quarter
  - 2. Months per quarter
  - 3. Number of containers each month
  - 4. Total fee due for each month
  - 5. Total quarterly fee
- 10.1.4.2 Tonnage reports will be required in emergency situations; this applies to fire and storm relief or other natural disasters. Reports will be submitted weekly to the Austin Resource Recovery Director at P.O. Box 1088 Attention ARR Director, Austin Texas 78767.

### 10.1.5 Notification of Change of Address or Ownership (reference 15-6-46)

- 10.1.5.1 The address and telephone number required in 15-6-46(1) must be for the main office of the business.
- 10.1.5.2 Written notice must be provided in a sworn affidavit by the licensee's designated representative. A person designated to receive notices may include the registered agent with the Secretary of State. Hard copy of the document must be received by the CCD Director's Office and must be postmarked within 60 days of when the change occurred.

## 10.2 LICENSING

### 10.2.1 License Required (reference 15-6-51)

- 10.2.1.1 An applicant must apply for a license from the Code Compliance Department on a form provided by the CCD.
- 10.2.1.2 A license issued under Article 3 (Private Solid Waste Collection Service) cannot be transferred if the private solid waste collection service is sold.

### 10.2.2 License Prerequisites (reference 15-6-52)

- 10.2.2.1 The following information is required to issue or renew a license:

1. Proof of current annual State of Texas vehicle inspection - see 16-6-42 (F)
2. The semi-annual tonnage report due the last day of July or January.
3. A notarized document stating all drivers have applicable licenses and approvals for vehicle operation.

#### 10.2.3 Temporary Decal for New and Replacement Vehicles (reference 15-6-55)

10.2.3.1 The license must obtain a temporary decal before a substitute vehicle is placed into service.

10.2.3.2 A licensee must provide the following information to receive an exemption:

10.2.3.2.1 Vehicle manufacturer, model, and vehicle identification number.

10.2.3.2.2 License Number

10.2.3.3.3 Date vehicle is put into service.

10.2.3.3 If an exemption from decal requirements due to an emergency has been approved by the director, an exemption form signed by the director must be carried with the vehicle during the approved time. All laws and regulations for operation of equipment including operator licenses, and reporting requirements of Section 15-6-44 C apply.

#### 10.2.4 License Fees (reference 15-6-56)

10.2.4.1 If a licensee pays container fees in advance, refunds will not be issued if the container is taken out of service.

10.2.4.2 If a vehicle or container is used at any time for collection of solid waste, it is not exclusively used for collection of recyclables.

10.2. 4. 3 A 5% late fee will be assessed on the amount due if fees are not paid by the due date. Container fees will be late on the 31<sup>st</sup> day after the end of the quarter and vehicles fees after the last business day in January of each year.

#### 10.2.5 Appeal (reference 15-6-59)

10.2.5.1 Rendered means the date the decision is mailed.

#### 10.2.6 Prohibition (reference 15-6-60)

10.2.6.1 Vehicles owners or operators found in violation may be issued a citation immediately and without prior warning being in place.