

## **10.0 PRIVATE SOLID WASTE COLLECTION SERVICE**

### **10.1 GENERAL PROVISIONS**

#### **10.1.1 Submitting Documentation**

10.1.1.1 Documentation may be submitted by mail, electronic mail (email), fax, or delivered in person.

10.1.1.1.1 Mail, unless otherwise noted, must be addressed to:

City of Austin – Austin Code Department  
Attn: Finance-Waste Hauler's  
P.O. Box 1088  
Austin, TX 78767-1088.

10.1.1.1.2 Personal delivery must be to:

Austin Code Department  
1520 Rutherford Lane, Building 1  
Austin, TX 78754

(Note: Mail will not be delivered if send to this address)

10.1.1.2 A hard copy of a document submitted by email or fax must be received by the Office of the Director of the Austin Code Department within 5 days after the submission by email or fax.

10.1.1.3 Unless otherwise noted, all reports, renewals, and referenced documents must be submitted to the Austin Code Department.

#### **10.1.2 Vehicles and Equipment**

10.1.2.1 Vehicles and equipment must be maintained in a clean, sanitary, and safe condition, which includes, but is not limited to, being free from materials or debris that may dislodge during transport and free from fluid leaks.

10.1.2.2 The Director of Austin Resource Recovery will provide the approval described in Subsection 15-6-42(B) in writing.

10.1.2.3 A licensee shall provide proof of current State of Texas inspections in a notarized statement that identifies each vehicle on a form provided by Austin Code Department. The notarized statement may be one document listing each vehicle by license plate number, make, and model.

10.1.2.4 A vehicle substantially complies with the requirements in Subsection 15-6-42(C)(1) if the material and method used prevents the escape of loose material or effluvia and the alternative method has been approved by the Director of the Austin Code Department.

### 10.1.3 Display of Business Information

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

### 10.1.4 Reporting Requirements

- 10.1.4.1 The quarterly report required in Subsection 15-6-44(B) must contain the following information:
  - A. Quarter
  - B. Months per quarter
  - C. Number of containers each month.
  - D. Total fee due for each month.
  - E. Total quarterly fee.
- 10.1.4.2 Tonnage reports will be required in emergency situations such as fire and storm relief or other natural disasters. Reports must be submitted weekly to the Director of Austin Resource Recovery at Attn: ARR Director, P.O. Box 1088, Austin, TX 78767-1088.

### 10.1.5 Notification of Change of Address or Ownership

- 10.1.5.1 The address and telephone number required in Subsection 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 hard copy of the document must be received by the Director of Austin Code Department and must be postmarked within 60 days of the date the change occurred.
- 10.1.5.3 A person designated to receive notices may include the registered agent with the Texas Secretary of State.

## 10.2 LICENSING

### 10.2.1 License Required

- 10.2.1.1 An applicant must apply to the Austin Code Department on a form provide by the Austin Code Department.
- 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 (for new licenses or renewals)

- 10.2.2.1 The semi-annual tonnage report required in Section 15-6-52 is due the last day of July and January.

- 10.2.2.2 A notarized document stating all drivers have applicable licenses and approvals for vehicle operation must be submitted with an application.
- 10.2.3 Temporary Decal for New and Replacement Vehicles
- 10.2.3.1 A licensee 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
- 10.2.3.2.3 Date vehicle is put into service.
- 10.2.3.3 If an exemption from decal requirements is given, the exemption form signed by the Director of Austin Resource Recovery must be carried in the vehicle during the approved time.
- 10.2.3.4 All laws and regulations for operation of equipment apply, including operator licenses and the reporting requirements in Subsection 15-6-44(C).
- 10.2.4 Fees
- 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 of after the end of the quarter and vehicle fees after the last business day in January of each year.
- 10.2.5 Appeal
- 10.2.5.1 Rendered means the date the decision is mailed.
- 10.2.6 Prohibition
- 10.2.6.1 Vehicle owners or operators found in violation may be issued a citation immediately without prior warning.