All motor carriers who transport waste tires (tires that are no longer suitable for their intended purpose because of wear, damage, or defect) must obtain a Waste Tire Transporter Permit. A Waste Tire Transporter Permit can be requested by filling out a WT-1 form located on the Waste Tire Transporters tab of our website at <u>www.mcs.modot.mo.gov/mcs</u>, or online through MoDOT Carrier Express.

A Waste Tire Transporter Permit is valid for one year from the date of issuance.

MoDOT Motor Carrier Services is responsible for the administration of the Waste Tire Permitting Program, however all fees are transferred to and retained by the Missouri Department of Natural Resources. The DNR reviews and approves or denies each application for a Waste Tire Transporter Permit.

## **ONLINE INSTRUCTIONS**

<u>Click Here</u> to apply for a NEW Waste Tire Transporter Permit.

<u>Click Here</u> to apply for a RENEWAL of a current permit.

<u>Click Here</u> to Add or Replace vehicles on a current permit.

## CONTACT US

- Address: 830 MoDOT Drive, PO Box 270 Jefferson City, MO 65102-270
- Phone: 866.831.6277, option 3
- Fax: 573.522.6708

# <u>Waste Tire Transporter Permit – Online Procedures</u> <u>NEW HAZARDOUS WASTE TRANSPORTER LICENSE</u>

1. Access MoDOT Carrier Express (MCE) by clicking on the following button on the MCS homepage: (www.mcs.modot.mo.gov/mcs).



2. Enter the User ID and Password provided to you by MoDOT Motor Carrier Services:



- If you don't have a user id and password fill out a paper version of the WT-1 Form. This will allow for your company to be entered into the MCE system and a user id and password will be provided to you for future use.
- If you do not remember your user id or password and cannot reset it electronically visit
   <u>www.modot.org/mcs/MotorCarrierExpress.htm</u> to request to have it reset.
   Note: Only one username and password is created per company, so make sure no other company official has the
   correct username and password before resetting it.
- 3. Your Account Name, Customer ID, and USDOT Number will show at the top of the page:

Account Name:	QUALT	TY CARRIERS INC	
Customer ID:	3606	USDOT Number:	76600

- 4. Click on Begin HW/WT Activities:
  - Begin HW/WT activities
- 5. Click on Waste Tire located under New Application:

	New Application	No Announcements	5						
	Haz Waste	Worklist Results							
1	Waste Tire								
	Open Last			Total re	turned records: 1				
	Recall								
	Renewal			Open for Viewing	Open for Editin	a 🔍 Via	W DDE		
	Supplement			Open for viewing	open for currin		WFDI		
	Search								
	Worklist	▼ App# ▼	Status	Carrier Name	App type	Lic No	Lic Type	USDOT	Expiration
		1003106	PENDING	HULCHER SERVICES INC	NEW		HAZ WASTE	78783	21-JUL-2015
	Help								

6. If you receive the following Security Warning – CLICK NO:



7. There are 8 tabs that must be completed in order to submit the application successfully:

General ·	Туре	Officers	Safety	Equipment	Waste Tires	Violations	Consent	
-----------	------	----------	--------	-----------	-------------	------------	---------	--

#### **GENERAL TAB**

The General Tab collects basic information about your company.

Mailing address	5	Name Corr		ING BOTEER INC	
Mailing address					
Mailing address Street PO BOX				EPA ID	
Street PO BOX					
	325		City BUT	LER	
ZIP 53007	State WI	•			
Business addres	ss				
Street 4501 N	127TH ST		City BUT	LER	
ZIP 53007	State WI	•			
Phone (555	)291-2175	Fax	(555)896-8818	Email RYB	U23@GMAIL.COM
Missouri Terminals					
Street	City	State	ZIP	Phone Number	EPA ID
4501 N 127TH STR	EET BUTLER	WI	53007		
•			III		•
				Add Row	Delete Row
Form of Business					
Туре	Date Inc	МО	Sec. Reg. No	MO Sec. Reg. No	(Corporate DBA)
Corporation					
If your compar	v is organized outside	of MO, what	is the state of Incorpo	vration WI -	

Some information will auto populate based upon what is available in MCE.

The following fields – USDOT, Name, DBA Name, Business Type – are READ-ONLY and cannot be changed from this screen. If any of this information needs to be changed you must contact MoDOT MCS **prior to submitting the application.** 

The following fields – Address, Phone, Fax, E-mail – can be changed. Changing this information here WILL NOT change what MCE has on file for your company. If you need to change this information permanently you must contact MoDOT MCS prior to submitting the application.

#### 8. The following fields are REQUIRED:

- USDOT
   Phone Number
  - Form of Business (will populate automatically based upon what is in MCE,
- Business Address
   an
  - s and cannot be changed here.)
- Mailing Address
- 9. Enter the following information that is applicable to your company:
  - EPA ID Number
  - Fax Number
  - E-mail

Name

 Terminal Address – list all branch offices, terminals or transfer stations in Missouri To add a Terminal Address select "Add Row"

Missouri Terminais					
Street	City	State	ZIP	Phone Number	EPA ID
4501 N 127TH STREET	BUTLER	WI	53007		1
< [			III		•
				Add Row	Delete Row

THE INFORMATION ENTERED ON THIS SCREEN <u>MUST</u> MATCH WHAT IS REGISTERED WITH YOUR USDOT NUMBER AND THE MISSOURI SECRETARY OF STATE'S OFFICE, IF APPLICABLE. <u>IF ALL INFORMATION DOES NOT MATCH PROCESSING</u> <u>OF THE APPLICATION WILL BE DELAYED.</u>

## TYPE TAB

The Type Tab collects information about the reason for the application and how you would like to receive your permit.

The following fields are REQUIRED:

10. Purpose for which you are requesting a Permit

## The 2<sup>nd</sup> box "Transportation of Waste Tires in Missouri" is already selected for you:

Applicant requests approval of this application for	
Transportation of waste regulated under the Federal RCRA.	
✓ Transportation of waste tires in Missouri.	
Applicant transports hazardous waste or other licensed materials	within the state of MO.
Applicant transports hazardous waste or other licensed materials	n interstate commerce
Operation of a hazardous waste transfer facility in Missouri.	
Washing out of cargo tanks at a Missouri terminal.	on

11. License Delivery Type - select how you would like to receive your license once it has been issued

License	Delivery		
Туре	Email 👻	Email	

- If you select **E-mail** or **Fax** you will need to enter the e-mail address or fax number where you would like the license sent.
- If you select **Preview** your license will be mailed to the address provided on the General Tab.
- DO NOT SELECT **PRINT**. You will not be able to print a license from your computer.

## **OFFICERS TAB**

The Officers Tab collects information about the Officers and Partners in the company.

The following fields are REQUIRED:

12. Name of Company Officers or Partners

Name of company managerial officers or partners		-
Name	Title	
TEST OFFICER	OWNER	

The Name and Title will auto populate based upon what is in MCE, and <u>cannot</u> be changed here. If you need to make changes or additions you must contact MoDOT MCS **prior to submitting the application.** 

## SAFETY TAB

The Safety Tab collects information about different states and counties served and safety fitness ratings.

The following fields are REQUIRED:

#### 13. Missouri Counties that are served

Select the counties in Missouri that your company serves by clicking on the desired county to move it from the box on the left to the box on the right:

*if you serve all counties click "All"* 

Miss	ouri counties to be served		
	Adair	-	
	Andrew		
	Atchison		
	Audrain		<< All
	Barry	-	

If you travel through Missouri when transporting waste tires, but make NO stops within the state to pick up or drop off materials check the box "Interstate Travel Only":

Interstate Travel Only

#### 14. Other States that are served

Select all states that your company serves by clicking on the desired state to move it from the box on the left to the box on the right:

if you serve all states click "All"

Other states that are serv	ed	
AK	*	
AL		
AR		
AZ		<< All
CA		

#### 15. Safety Fitness

This information will auto populate based upon federal or state rating received. You <u>cannot</u> change this information.

Survey Filless			
No rating			
O US Department of Transportation	Date	Rating -	
🔘 State Rating State 🔍	Date	Rating -	

#### **EQUIPMENT TAB**

The Equipment Tab collects information about the power units used to transport hazardous waste.

The following fields are REQUIRED:

16. Description of Power Units

You must enter the following information for each power unit to be used to transport hazardous waste: to add a power unit select "Add Row"

Make	Model	Year	VIN	License	Plate	Unit #	GVWR	Weight

• Make – click on the button to the left of this field to choose from a list of makes:

(	🛓 Power Units Selection 🛛 🕅	J
	Common Makes	
	AMERICAN	
	AUTOCAR	
	BADGER =	
	BERING	
J	BUCYRUS ERIE	
1	CATERPILLAR	
	CHEVROLET	
	DEMAG	
	DODGE	
	FORD	
	FREIGHTLINER	
J	GMC	
1	Ok Cancel	1

• Model – click on the button to the left of this field to choose from a list of models:

	Selection
	Common Models
l	BOOM TRUCK
	BOX TRUCK
	BOX VAN E
	BUS
	CAB OVER
	CARGO VAN
	COMPACTOR
	CONVENTIONAL TRACTOR
	CUBE VAN
	CUTAWAY VAN
	DAY CAB
l	ПШИР
	Ok Cancel

- Year enter the year of power unit in YYYY format.
- VIN must be 11 characters.
- License select the license plate state from the drop down list provided.
- Unit Number enter the company unit number of the vehicle.
- GVWR enter the Gross Vehicle Weight Rating.
- Weight You must enter a Missouri applicable weight. Select from the drop down list provided. *if your licensed weight is different from the options listed, <u>round up</u> to the nearest listed weight.*

## WASTE TIRES TAB

The Waste Tires Tab collects information about amount of waste tires transported, drivers, and receiving facilities.

The following fields are REQUIRED:

17. Number or Weight of Waste Tires

Enter the number <u>or</u> weight of waste tires transported **per month**. Be sure to select the appropriate measurement after the amount field:



#### 18. Drivers

Enter the following information for all drivers employed by the company: to add a driver select "Add Row"

List drivers license informat	tion of haulers employed by applicant		
Drivers Name	License Number	License State	
•			- P
		Add Row Delete Ro	w

- Drivers Name
- License Number drivers license number
- License State select the drivers license state from the drop down list provided

#### 19. Receiving Facilities

List all receiving facilities used by the company. Receiving facilities <u>must</u> be registered with the DNR: to add a receiving facility select "Add Row"

List all receiving Facilities (IES)		
Facility Name	Processing Facility Permit	Phone Number
•		Add Bow Doloto Bow
		Add Row Delete Row

Click on the button to the left of the Facility Name field to choose from a list of approved receiving facilities:
 Facility Name

IES NAME		
Ozark Mountain Tire		~
Alternative Fuel Source	e, Inc.	
ABC Tire, LLC.		
The City of St. Joseph	Sanitary Landfill	
The City of Rolla Sanita	tion Department	-
The City of West Plains	Solid Waste Transfer S	St
Codyman Enterprises, I	Inc	
Granuband-Macon, LL	2	
Don's Welding and Was	ste Tire Removal	
EnTire Recycling, Inc.		
Missouri Vocational Ent	ernrises	-

• If the facility you are looking for is not listed you can type in the Facility Name, Processing Facility Number and Phone Number. **NOTE: if the facility is not approved by the DNR processing may be delayed.** 

## **VIOLATIONS TAB**

The Violations Tab collects information about any violations your company has had pursuant to Sections 260.270 through 260.278, RSMo.

The following fields are REQUIRED:

- 20. If you HAVE NOT had any violations under these sections you do not enter anything on this page.
- 21. If you HAVE HAD violations, mark the checkbox stating such and list the following information regarding each violation:

mber	County	Case Number	Date	Charges	

- Violation Number
- County where violation occurred
- Date of violation
- Description of Charges

NOTE: Answering YES to this question WILL NOT result in denial of a waste tire permit. If you answer NO and it is determined that you have been in violation, your application WILL be denied.

### CONSENT TAB

The Consent Tab collects information about 24 hour contact person and the company's registered agent in Missouri.

The following fields are REQUIRED:

22. Applicant Consent

You must click the box indicating that you have read the consent information and agree to the terms:

I have read, understood and agreed to the above terms and conditions

the SUBMIT button will not appear on the application until you have checked this box.

#### 23. Consenter Applicant Name

Typing your name into this field indicates your acceptance of the terms and will be considered the legal electronic equivalent of your signature:

1 7 9	
Consenter Applicant Name	

#### 24. 24 Hour Contact Information

You must provide the name, address, and phone number of a 24 hour contact for your company:

24 Hour Contact Name		
Contact's Street		
City	State ZIP P	hone #

#### 25. Company Registered Agent in Missouri

You must include the name of an individual (not an organization) and a physical location (not a PO Box) where service can be made on behalf of your business.

If your business is located in the state of Missouri you can use your business address as the registered agent address.

If your business IS NOT located in the state of Missouri you must provide the name of an individual and physical location in Missouri.

Company registered agent in Missouri		
The applicant hereby designates as age	ents for service of proces	s in Missouri
Name	AddressCity	State :MO ZIP

26. Your Total Due to the State of Missouri will also show on this page. This information cannot be changed:

-Total due the State of Missouri-			
Amount	100		

## SUBMIT APPLICATION

27. When you have completed information on ALL tabs select SUBMIT at the top of the application:



28. Your application will be evaluated. If any required information is missing you will receive a message box displaying what information needs to be completed before the application can be submitted:



29. When your application has been successfully submitted you will receive the following message with your application number:



30. You should now be able to see your pending application on the main HWWT page:

New Application	No Announcement	s						
Haz Waste	Worklist Results							
Waste Tire								
Open Last			Total re	turned records: 1				
Recall			lotal le	tarrica records. 1				
Renewal			Open for Viewing	Onon for Editin	a 🔿 Via			
Supplement			Open for viewing	Open for Earth		WPDF		
Search								
Worklist	▼ App# ▼	Status	Carrier Name	App type	Lic No	Lic Type	USDOT	Expiration
Help	1003108	PENDING	HULCHER SERVICES INC	NEW		WASTE TIRE	78783	22-JUL-2015

# YOU WILL BE CONTACTED BY A MODOT CARRIER SERVICES REPRESENTATIVE IF MORE INFORMATION IS NEEDED AND FOR PAYMENT BEFORE YOUR PERMIT IS ISSUED.

# <u>Waste Tire Transporter Permit – Online Procedures</u> <u>RENEW WASTE TIRE TRANSPORTER PERMIT</u>

You can apply for a renewal of your Waste Tire Permit no sooner than <u>90 DAYS</u> before the expiration date of your current license.

1. Access MoDOT Carrier Express (MCE) by clicking on the following button on the MCS homepage: (www.mcs.modot.mo.gov/mcs).



2. Enter the User ID and Password provided to you by MoDOT Motor Carrier Services:

Sign in to begin (	using MoDOT Carrier Express.	
User ID:		
Password:		
	Log In	

- If you do not remember your user id or password and cannot reset it electronically visit
   <u>www.modot.org/mcs/MotorCarrierExpress.htm</u> to request to have it reset.
   Note: Only one username and password is created per company, so make sure no other company official has the
   correct username and password before resetting it.
- 3. Your Account Name, Customer ID, and USDOT Number will show at the top of the page:

Account Name:	QUALT	Y CARRIERS INC	
Customer ID:	3606	USDOT Number:	76600

- 4. Click on Begin HW/WT Activities:
  - Begin HW/WT activities
- 5. Click on **Renewal** from the main HWWT page:

	New Application	No Announcement	5							
	Haz Waste	Worklist Results								
	Waste Tire									
	Open Last	Total returned records: 1								
	Recall	Total returned records: 1								
C	Renewal			Onen fer Viewing	Onen for Editio	a 🔍 Mia				
	Supplement			Open for viewing	open for Earth	ig 🔍 vie	WPDF			
	Search									
	Worklist	▼ App# ▼	Status	Carrier Name	App type	LIC NO	Lic Type	USDOT	Expiration	
	Help	1003106	PENDING	HULCHER SERVICES INC	NEW		HAZ WASTE	78783	21-JUL-2015	

6. Your current license number will appear in the "Enter license number for renewal" field. Select Open:

Enter the license number for renewal.. 14H22002000

*if no number appears in this field you DO NOT have an active waste tire permit. Call MoDOT MCS for further information* 

7. If you receive the following Security Warning – CLICK NO:



8. There are 8 tabs that must be completed in order to submit the application successfully:

Refrest	78783		Name HULC	CHER SERVICES INC	2	
DBA					EPA I	D
Mailing ad	dress					
Street	PO BOX 271			City D	ENTON	
ZIP	76202	State TX .	-			
Business	address					
Street	P.O. BOX 271			City D	ENTON	
ZIP	76202	State TX .	-			
Phone	(800)659-6	8032	Fax	(800)637-8032	Email	PERMITS@HULCHER.
MISSOURI I G	erminais					
Street		City	State	ZIP	Phone Number	EPA ID
				111		

- 9. Information on the **GENERAL, TYPE, OFFICERS, SAFETY, EQUIPMENT, WASTE TIRES, VIOLATIONS, AND CONSENT** tabs will auto populate from the previous year's application/current permit.
  - Update any necessary information on these tabs by clicking on the tab and changing or modifying information. *if the field is read-only and you cannot make needed changes, you must contact MoDOT MCS prior to submitting the application.*
  - For more information on what to enter on these tabs see the Apply for New Waste Tire Transporter Section above.
- 10. You <u>must</u> make changes to the **CONSENT** tab before you can submit the application.

## CONSENT TAB

The Consent Tab collects information about 24 hour contact person and the company's registered agent in Missouri.

The following fields are REQUIRED:

11. Applicant Consent

You must click the box indicating that you have read the consent information and agree to the terms:

I have read, understood and agreed to the above terms and conditions

the SUBMIT button will not appear on the application until you have checked this box.

## SUBMIT APPLICATION

12. When you have completed information on ALL tabs select SUBMIT at the top of the application:



13. Your application will be evaluated. If any required information is missing you will receive a message box displaying what information needs to be completed before the application can be submitted:



14. When your application has been successfully submitted you will receive the following message with your application number:

🛃 Message Dialog	
Application Submitted. App #1003107	

15. You should now be able to see your pending application on the main HWWT page:

New Application	Worklist Results										
Haz Waste											
Waste Tire			Total re	turned records: 1							
Open Last											
Recall			Open for Viewing	Open for Editir	va 🔿 Vie						
Renewal			© open for viewing (			w r bi					
Supplement		<b>2</b> 4 4					HADAT				
Search	▼ App# ▼	Status	Carrier Name	App type	LIC NO	Lic Type	USDOT	Expiration			
acarch	1003111	PENDING	HULCHER SERVICES INC	RENEWAL		WASTE TIRE	78783	22-1UL-2016			
Worklist											
Help											

# YOU WILL BE CONTACTED BY A MODOT CARRIER SERVICES REPRESENTATIVE IF MORE INFORMATION IS NEEDED AND FOR PAYMENT BEFORE YOUR RENEWAL IS ISSUED.

# <u>Waste Tire Transporter Permit – Online Procedures</u> <u>ADD OR REPLACE VEHICLES ON A LICENSE</u>

You can add or replace a vehicle during the permit period. Vehicles can be removed from a permit <u>ONLY</u> during the renewal process.

1. Access MoDOT Carrier Express (MCE) by clicking on the following button on the MCS homepage: (www.mcs.modot.mo.gov/mcs).



2. Enter the User ID and Password provided to you by MoDOT Motor Carrier Services:

Sign in to begin	using MoDOT Carrier Express.
User ID:	
Password:	
	Log In

- If you do not remember your user id or password and cannot reset it electronically visit
   <u>www.modot.org/mcs/MotorCarrierExpress.htm</u> to request to have it reset.
   Note: Only one username and password is created per company, so make sure no other company official has the
   correct username and password before resetting it.
- 3. Your Account Name, Customer ID, and USDOT Number will show at the top of the page:

Account Name:	QUALIT	Y CARRIERS INC	
Customer ID:	3606	USDOT Number:	76600

- 4. Click on Begin HW/WT Activities:
  - Begin HW/WT activities
- 5. Click on **Supplement** from the main HWWT page:

[	New Application	No Announcement	5									
	Haz Waste	Worklist Results										
	Waste Tire											
	Open Last		Total returned records: 1									
	Recall			lotarie	aumeu recorus. 1							
	Descusi			One for Minutes	On an fair Edition	· · · · ·	DDF					
	Supplement			Open for viewing	Upen for Editing	vie	WPDF					
	Search	▼ App# ▼	Statue	Carrier Name	Ann type	Lic No.	Lic Type	USDOT	Expiration			
	Worklist	4002400	DENDING		NEW SPC	LICITO	LIC TYPE	70702	21 301 2015			
	Help	1003106	PENDING	HOLCHER SERVICES INC	INEV		HAZ WASTE	/0/05	21-JUL-2015			

6. Your current license number will appear in the "Enter license number to supplement" field. Select Open:

Enter the license number for renewal.. 14H22002000

*if no number appears in this field you DO NOT have an active waste tire permit. Call MoDOT MCS for further information* 

7. If you receive the following Security Warning – CLICK NO:



8. There are 2 tabs on the Add or Replace Vehicle Supplement:

License Info	ormation					
Req	uesting a 30 day ter	mporary license -	\$50.00. Starting	date 07/30/201	4	]
Add	ling power units trar	nsporting waste ti	res - No fee cha	rge		
Add	ling power units trar	nsporting hazardo	us waste - Calc	ulate fee below		
🔘 Rep	lacing a power unit	at no fee				
Complete	listing of Vehicle(s)	added or replaced	d			
Make	Madal	Verr	VTN	License	Diate	Linit #
Marke	Model	Tear	VIN	License	Flate	Unit #
<	Model	III	VIIV	License	Flate	Unit #
- Make	Model	I'eal		Delete Duplicate	Add Rov	V Delete Row
Main license	Pinformation	1164		Delete Duplicate	Add Rov	v Delete Row
Main license	e information	USDOT #	78783	Delete Duplicate	Add Rov	V Delete Row
Main license License # Name	e information 14H22002000 HULCHER SERVICE	USDOT # SINC A	78783 ddress P.O. BO	Delete Duplicate	Add Rov	v Delete Row
Main license License # Name	e information 14H22002000 HULCHER SERVICE	USDOT #	78783 ddress P.O. BO City DENTON	Delete Duplicate	Add Rov Refresh	<ul> <li>Delete Row</li> <li>ZIP 76202</li> </ul>

## **GENERAL TAB**

The following fields are REQUIRED:

9. License Information

Select the radio button for the action you are requesting:



#### 10. Listing of Vehicle(s)

List the vehicle information for the unit you are adding or replacing: to add a power unit select "Add Row"

Make	Model	Year	VIN	License	Plate	Unit #
1						•
				Dalata Duplicata		Doloto Bow
				Delete Duplicate	Add Rov	Delete Row

- Make click on the button to the left of this field to choose from a list of makes.
- Model click on the button to the left of this field to choose from a list of models.

- Year enter the year of power unit in YYYY format.
- VIN must be 11 characters.
- License select the license plate state from the drop down list provided.
- Unit Number enter the company unit number of the vehicle.
- GVWR enter the Gross Vehicle Weight Rating.
- Weight You must enter a Missouri applicable weight. Select from the drop down list provided. *if your licensed weight is different from the options listed, <u>round up</u> to the nearest listed weight.*
- 11. License Delivery Type select how you would like to receive your license once it has been issued



- If you select **E-mail** or **Fax** you will need to enter the e-mail address or fax number where you would like the license sent.
- If you select **Preview** your license will be mailed to the address provided on the General Tab.
- DO NOT SELECT **PRINT**. You will not be able to print a license from your computer.

## **FEE TAB**

The Fee Tab will not be active. There is no charge to add or replace a unit on a waste tire permit.

## SUBMIT APPLICATION

13. When you have completed information on ALL tabs select SUBMIT at the top of the application:



14. Your application will be evaluated. If any required information is missing you will receive a message box displaying what information needs to be completed before the application can be submitted:



15. When your application has been successfully submitted you will receive the following message with your application number:



16. You should now be able to see your pending application on the main HWWT page:

New Application	Worklist Results										
Haz Waste											
Waste Tire		Total returned records: 1									
Open Last											
Recall			Open for Viewing	Open for Editing	v 🔿 View	PDF					
Renewal			© open for fielding	o open for Earling							
Supplement											
Search	▼ App# ▼	Status	Carrier Name	App type	LIC NO	Lic Type	USDOT	Expiration			
Scaren	1001712	PENDING	HULCHER SERVICES INC	SUPPLEMENT		HAZ WASTE	78783	30-JUL-2014			
Worklist											
Help											

# YOU WILL BE CONTACTED BY A MODOT CARRIER SERVICES REPRESENTATIVE IF MORE INFORMATION IS NEEDED AND FOR PAYMENT BEFORE A NEW PERMIT IS ISSUED.