Hazardous Waste Transporter License – Online Procedures

All motor carriers who transport hazardous waste, used oil, or infectious waste on the roads and highways of Missouri must obtain a Hazardous Waste Transporter License through MoDOT Motor Carrier Services. A Hazardous Waste Transporter License can be requested by filling out a HW-1 form located on the Hazardous Waste Transporters tab of our website at www.mcs.modot.mo.gov/mcs, or online through MoDOT Carrier Express.

INSURANCE: In order to receive and maintain a Hazardous Waste Transporter License, proof of insurance to the limits of liability is required. Contact your insurance company to file the required insurance form(s) with MoDOT Motor Carrier Services.

A Hazardous Waste Transporter License is valid for one year from the date of issuance.

MoDOT Motor Carrier Services is responsible for the administration of the Hazardous Waste Licensing 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 Hazardous Waste Transporter License.

ONLINE INSTRUCTIONS

Click Here to apply for a NEW Hazardous Waste Transporter License.

Click Here to apply for a RENEWAL of a current license.

Click Here to Add or Replace vehicles on a current license.

Click Here to temporarily add a vehicle for 30 days.

CONTACT US

Address: 830 MoDOT Drive, PO Box 270
Jefferson City, MO 65102-270

Phone: 866.831.6277, option 3

Fax: 573.522.6708

Revised 12/30/2014
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 HW-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 www.modot.org/mcs/MotorCarrierExpress.htm 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:

4. Click on Begin HW/WT Activities:

5. Click on Haz Waste located under New Application:

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

7. There are 7 tabs that must be completed in order to submit the application successfully:
THE INFORMATION ENTERED ON THIS SCREEN MUST MATCH WHAT IS REGISTERED WITH YOUR USDOT NUMBER AND THE MISSOURI SECRETARY OF STATE’S OFFICE, IF APPLICABLE. IF ALL INFORMATION DOES NOT MATCH PROCESSING OF THE APPLICATION WILL BE DELAYED.
Hazardous Waste Transporter License – Online Procedures

**TYPE TAB**
The Type Tab collects information about the type(s) of hazardous waste you plan to haul and the reasons for doing so.

The following fields are **REQUIRED:**

10. **Purpose for which you are requesting a hazardous waste license (select all options that apply)**

11. **Types of hazardous waste you will be hauling**

   - Select the 2nd option, Applicant WILL BE transporting Hazardous Waste:

   - Click “Material Types Being Transported”:

   - Select the type(s) of hazardous waste to be transported from the list provided:
     * if you transport all divisions within a class, check the box titled “Select All” for that class

   The information entered here **MUST** also be registered with your USDOT number. **If all information is not consistent processing of the application will be delayed.**

12. **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.
OFFICERS TAB
The Officers Tab collects information about the Officers and Partners in the company.

The following fields are REQUIRED:

13. Name of Company Officers or Partners

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

14. Disclosure Statement

If the officers or partners in the company who hold over 20% interest have previous hazardous waste management experience you MUST select the 1st option and list their names and work addresses.

To add an individual select “Add Row”
Hazardous Waste Transporter License – Online Procedures

SAFETY TAB

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

The following fields are REQUIRED:

15. 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”*

![Missouri Counties to be served](image)

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

- [ ] Interstate Travel Only

16. 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 to be served](image)

17. Safety Fitness

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

![Safety Fitness](image)
Hazardous Waste Transporter License – Online Procedures

EQUIPMENT TAB
The Equipment Tab collects information about the types of equipment and power units used to transport hazardous waste.

The following fields are REQUIRED:

18. Description of Equipment

You must enter the following information for each type of cargo equipment used to transport hazardous waste:

to add an equipment type select “Add Row”

- **Type of vehicle** – click on the box to the left of this field to choose from a list of vehicle types:

- **Maximum Capacity** – maximum capacity (amount) of each capacity unit (drums, gallons, etc).

- **Capacity Unit** – select from the drop down list provided:

- **Non Spec Tank** – select from the drop down list provided.

- **Spec Rating** – Enter the spec rating, if applicable. If not applicable, enter “N/A”.

19. Description of Power Units
Hazardous Waste Transporter License – Online Procedures

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 – 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, round up to the nearest listed weight.
Hazardous Waste Transporter License – Online Procedures

FEE TAB

The Fee Tab will calculate the fee of your hazardous waste license based upon estimated or calculated miles and shipments entered.

FIRST YEAR OF OPERATION: you will need to estimate miles and loads if unknown. If estimates are used to obtain your hazardous waste license, adjustments will be made upon renewal after your first year of operation for any amount over or under the fee paid using the actual amounts from your initial year of operation.

SECOND YEAR AND BEYOND OF OPERATION: you must report actual miles and shipments for the preceding year. The preceding year is the 12 consecutive months immediately prior to July 1 prior to the hazardous waste license year.

The following fields are REQUIRED:

20. **Total Miles** – this equals total IRP miles. For those carriers who do not report mileage under IRP, the total miles should be determined by using the beginning and ending odometer readings from the vehicles operated in your fleet from July 1 to June 30.

21. **Total Missouri Miles** – Missouri miles are the same as reported for IRP when you obtained your apportioned license plates. For carriers who do not report mileage under IRP, include all mileage from, to, or through the state of Missouri. Miles traveled transporting containers with residues of hazardous materials should be included.

22. **Total Missouri Shipments** – use the total number of manifests, shipments, and bills of lading for any property transported from, to, or through Missouri for the preceding year.

23. **Total Missouri Hazardous Waste Shipments** – use hazardous waste manifests, used oil logs, or infectious waste shipping papers to determine the number of hazardous waste shipments transported from, to, or through Missouri for the preceding year.

Total due to the State of Missouri: will automatically calculate based upon the values entered for the fields listed above.
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:

24. 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.

25. 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:

Consenter Applicant Name

26. 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 Phone #

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

29. 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:

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

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

If you receiving the following message MoDOT Motor Carrier Services DOES NOT have active insurance on file for your company. You must contact your insurance company and have them submit the required insurance filing before your license will be issued.

YOU WILL BE CONTACTED BY A MODOT CARRIER SERVICES REPRESENTATIVE IF MORE INFORMATION IS NEEDED AND FOR PAYMENT BEFORE YOUR LICENSE IS ISSUED.
Hazardous Waste Transporter License – Online Procedures

RENEW HAZARDOUS WASTE TRANSPORTER LICENSE

You can apply for a renewal of your Hazardous Waste License no sooner than 90 DAYS 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:

   - If you do not remember your user id or password and cannot reset it electronically visit www.modot.org/mcs/MotorCarrierExpress.htm 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: QUALITY 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:

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

   Enter the license number for renewal: 14Q2002000
   ➤ Open

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

7. If you receive the following Security Warning – CLICK NO:
Hazardous Waste Transporter License – Online Procedures

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

9. Information on the GENERAL, TYPE, OFFICERS, SAFETY, EQUIPMENT, AND CONSENT tabs will auto populate from the previous year’s application/current license.
   - 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 Hazardous Waste Transporter Section above.

10. You must make changes to the RENEWAL and CONSENT tabs before you can submit the application.
The Renewal Tab will calculate the fee of your hazardous waste license based upon the miles and shipments made during the previous year.

The following fields are REQUIRED:

11. Total Miles – this equals total IRP miles. For those carriers who do not report mileage under IRP, the total miles should be determined by using the beginning and ending odometer readings from the vehicles operated in your fleet from July 1 to June 30.

12. Total Missouri Miles – Missouri miles are the same as reported for IRP when you obtained your apportioned license plates. For carriers who do not report mileage under IRP, include all mileage from, to, or through the state of Missouri. Miles traveled transporting containers with residues of hazardous materials should be included.

13. Total Missouri Shipments – use the total number of manifests, shipments, and bills of lading for any property transported from, to, or through Missouri for the preceding year.

14. Total Missouri Hazardous Waste Shipments – use hazardous waste manifests, used oil logs, or infectious waste shipping papers to determine the number of hazardous waste shipments transported from, to, or through Missouri for the preceding year.

<table>
<thead>
<tr>
<th>Field</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Licensed Vehicle Weight (lbs)</td>
<td></td>
</tr>
<tr>
<td>Total Miles (Use Total IRP Miles)</td>
<td></td>
</tr>
<tr>
<td>Total Missouri Miles (Use Missouri IRP Miles)</td>
<td></td>
</tr>
<tr>
<td>Missouri Miles divided by Total Miles</td>
<td>.010</td>
</tr>
<tr>
<td>Total Number of Missouri Shipments</td>
<td></td>
</tr>
<tr>
<td>Total Missouri Hazardous Waste Shipments</td>
<td></td>
</tr>
<tr>
<td>Hazardous Waste Shipments divided by Total Missouri Shp.</td>
<td>.0425</td>
</tr>
<tr>
<td>Use fee factor</td>
<td>5051</td>
</tr>
<tr>
<td>Calculated User Fee</td>
<td>200</td>
</tr>
<tr>
<td>Application Fee ($)</td>
<td>5251</td>
</tr>
<tr>
<td>Total Fee ($)</td>
<td></td>
</tr>
<tr>
<td>Total due to the State of Missouri ($)</td>
<td>5251</td>
</tr>
</tbody>
</table>

Total due to the State of Missouri: will automatically calculate based upon the values entered for the fields listed above.
Hazardous Waste Transporter License – Online Procedures

IF ESTIMATED MILES USED THE PREVIOUS YEAR

If estimates were used in the previous year they will appear in the Estimated column. This information cannot be changed and is used to determine any under/overpayment made for the previous year’s license.

Based upon the miles and shipments entered into the Actual column, an underpayment or overpayment amount will automatically calculate and will be added or subtracted from the Total due the State of Missouri:

<table>
<thead>
<tr>
<th>UnderPayment Amount ($) / plus Interest ($)</th>
<th>OverPayment Amount ($) / OverPayment Credit ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

15. 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

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

17. 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:

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

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

YOU WILL BE CONTACTED BY A MODOT CARRIER SERVICES REPRESENTATIVE IF MORE INFORMATION IS NEEDED AND FOR PAYMENT BEFORE YOUR RENEWAL IS ISSUED.
ADD OR REPLACE VEHICLES ON A LICENSE

You can add or replace a vehicle during the license period. Vehicles can be removed from a license ONLY 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:

   - If you do not remember your user id or password and cannot reset it electronically visit www.modot.org/mcs/MotorCarrierExpress.htm 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:

4. Click on Begin HW/WT Activities:

5. Click on Supplement from the main HWWT page:

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

   *if no number appears in this field you DO NOT have an active hazardous waste license. 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:

![Add or Replace Vehicle Supplement](image)

**GENERAL TAB**

The following fields are REQUIRED:

9. License Information

Select the radio button for the action you are requesting:

![License Information](image)

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”*

![Listing of Vehicle(s)](image)

- Make – click on the button to the left of this field to choose from a list of makes.
Hazardous Waste Transporter License – Online Procedures

- 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, round up 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 only be active when you are Adding a vehicle to your license. When replacing a vehicle there is no charge applied.

12. The Amount Due will automatically calculate based upon the vehicle information added on the General Tab and the miles and shipments on your original application.
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:

YOU WILL BE CONTACTED BY A MODOT CARRIER SERVICES REPRESENTATIVE IF MORE INFORMATION IS NEEDED AND FOR PAYMENT BEFORE A NEW LICENSE IS ISSUED.
Hazardous Waste Transporter License – Online Procedures

30 DAY TEMPORARY VEHICLE LICENSE

If you need to add a vehicle for up to 30 days you can request a 30 day temporary license at a flat fee of $50.

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

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

   - If you do not remember your user id or password and cannot reset it electronically visit www.modot.org/mcs/MotorCarrierExpress.htm 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.

13. Your Account Name, Customer ID, and USDOT Number will show at the top of the page:

   Account Name: QUALITY CARRIERS INC
   
   Customer ID: 3606  USDOT Number: 76600

14. Click on Begin HW/WT Activities:

   ▶ Begin HW/WT activities

15. Click on Supplement from the main HWWT page:

16. Your current license number will appear in the “Enter license number to supplement” field. Select Open:

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

17. If you receive the following Security Warning – CLICK NO:
18. There are 2 tabs on the Supplement:

![Supplement Tabs]

**GENERAL TAB**

The following fields are REQUIRED:

19. **License Information**

   Select the 1st Radio Button: **BE SURE TO ENTER A STARTING DATE**

![License Information]

20. **Listing of Vehicle(s)**

   List the vehicle information for the unit you are adding:  
   *to add a power unit select “Add Row”*

![Vehicle Listing]

- Make – click on the button to the left of this field to choose from a list of makes.
Hazardous Waste Transporter License – Online Procedures

- 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, round up to the nearest listed weight.*

13. 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. You will be charged a flat fee of $50.

SUBMIT APPLICATION

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

18. 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:
19. When your application has been successfully submitted you will receive the following message with your application number:

![Message Dialog]

Application Submitted. App #1003107

OK

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

![Worklist Results]

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