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 www.mcs.modot.mo.gov/mcs, 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

Click Here to apply for a NEW Waste Tire Transporter Permit.

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

Click Here 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
Waste Tire Transporter Permit – Online Procedures

NEW HAZARDOUS WASTE TRANSPORTER 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 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 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 Waste Tire located under New Application:

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 TAB

The General Tab collects basic information about your company.

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
   - Name
   - Form of Business (will populate automatically based upon what is in MCE, and cannot be changed here.)
   - Business Address
   - Mailing Address

9. Enter the following information that is applicable to your company:
   - EPA ID Number
   - Fax Number
   - E-mail
   - Terminal Address – list all branch offices, terminals or transfer stations in Missouri
   
   To add a Terminal Address select “Add Row”

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.
**Waste Tire Transporter Permit – Online Procedures**

**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 2nd box “Transportation of Waste Tires in Missouri” is already selected for you:

![Type Tab Image]

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.

**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**

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.
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”*

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”:

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”*

15. **Safety Fitness**

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

<table>
<thead>
<tr>
<th>Make</th>
<th>Model</th>
<th>Year</th>
<th>VIN</th>
<th>License Plate</th>
<th>Unit Number</th>
<th>GVWR</th>
<th>Weight</th>
</tr>
</thead>
</table>

- **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.*
Waste Tire Transporter Permit – Online Procedures

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 or weight of waste tires transported **per month**. Be sure to select the appropriate measurement after the amount field:

```
List the approximate number or weight of waste tires transported per month
```

18. Drivers

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

- 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 **must** be registered with the DNR:
*to add a receiving facility select “Add Row”*

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

  ![Facilities Selection]

- 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.
Waste Tire Transporter Permit – Online Procedures

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:
   • 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:

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:

<table>
<thead>
<tr>
<th>24 Hour Contact Name</th>
<th>Contact's Street</th>
<th>State</th>
<th>ZIP</th>
<th>Phone #</th>
</tr>
</thead>
</table>

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.

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

<table>
<thead>
<tr>
<th>Total due the State of Missouri</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount 100</td>
</tr>
</tbody>
</table>
Waste Tire Transporter Permit – Online Procedures

SUBMIT APPLICATION

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

![Submit Button](image)

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:

![Evaluation Screen](image)

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

![Message Box](image)

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

![Pending Application](image)

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

RENEW WASTE TIRE TRANSPORTER PERMIT

You can apply for a renewal of your Waste Tire Permit 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: 14-Q2002000
   - Open

   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:
**Waste Tire Transporter Permit – Online Procedures**

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

![Tab Selection](image)

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 **must** 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.*
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:

15. 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 permit period. Vehicles can be removed from a permit 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:

   - 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 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:

**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 – 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.
**Waste Tire Transporter Permit – Online Procedures**

- **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 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:
Waste Tire Transporter Permit – Online Procedures

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

![Message Dialog]

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

![New Application]

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