Applying for a New Haz Waste Transporter License
External Procedure

Overview
Transporters of Hazardous Waste, including waste oil, combustible liquids, corrosives, poisons/ toxins, flammable liquids, flammable solids, PCB's and infectious waste - must obtain a Hazardous Waste Transporter License. The license issued is valid for one year and helps ensure environmental protection through proper disposal of waste.

Process
1. Access MoDOT Carrier Express (MCE) through the log in page located at www.modot.org/mce. Enter the user id and password assigned to you by Motor Carrier Services and click log in.

   If you do not have an account with MCE, you will need to complete the Customer Information Form. This form can be found on the Hazardous Waste page of our website, www.modot.org/MCS. Once we process this form, you will be sent a user id and password.

   Note: Only one username and password are issued per company. If you have to reset a password, make sure no one else in the company is using the login before resetting it.

   Once logged in, your account name, customer id, and USDOT number will be displayed at the top of the page.

   2. Click applications and select HW/WT.
3. Now that you have made it to the hazardous waste system, you are ready to start your new license request. Click new and select new haz waste app.

4. You will see the first page of a new application pre-filled with some of your information. This information comes from your customer profile. If you notice something needs to be corrected, STOP. You will need to send an updated customer information form to contactmcs@modot.mo.gov. Updating your customer profile will ensure your account contains the correct information throughout our system. You may add or change only the information outlined in red.
5. Verify the information and make sure to click the check box indicating you have “verified the information on this page is correct.” You will not be able to move forward if you do not select the verification box.

6. On the next page enter the information on how you will haul in Missouri. If you indicate washing out of cargo tanks, you must provide the location. Click add row and enter the information.
**Note:** hauling “within” the state of Missouri means point to point and requires you to register with the Missouri Secretary of State.

7. Indicate ONLY the classifications and divisions of hazardous materials you are hauling in Missouri. You will also indicate how you want to receive your license. Click next to continue.

**Note:** any classification or division you mark on your application must also be marked on your MCS-150 filed with the Federal DOT office. If your MCS-150 requires an update, please make that update before submitting your request for a Missouri hazardous waste transporters license.

**Note:** the materials you mark will determine your insurance requirement of either 1 million or 5 million.
8. The third page collects information about the officers. This information will populate from your customer profile. If you wish to add or change officer information, you will need to send updated customer information form to contactmcs@modot.mo.gov.

Here, you will also check the disclosure statement that best fits your company. If you make the second selection, make sure to provide the additional required information.

Note: you will notice at this point the system is keeping track of missing information that must be provided before the application can be submitted.

9. On the next page you will begin entering your cargo equipment. Click add row, enter the equipment information, and then click submit. Once this page is complete, click next to move forward.
**Note**: clicking submit will add your cargo equipment to the list. If you add something and then need to edit or delete it, click the pen and paper icon and make your corrections or click delete to remove it from the list.

**Note**: you are only required to list each type of cargo equipment one time. This means if you have three trailers of the same type and capacity, you will only make one listing.

**Note**: the spec tank rating field will only be available if you mark NO to non-spec tank indicating the tank does have a rating associated with it.

10. On the next page of the application, you will enter your power units. Again, you will click add row to begin adding your units. When you are done adding your units, click next to navigate to the fee page.
Note: clicking submit will add your power unit to the list. If you add a unit and then need to edit or delete it, click the pen and paper icon and make your corrections or click delete to remove it from the list.

Note: you are only required to list units in your fleet that will be traveling on Missouri roads. For example, if you have 100 units in your fleet and only 10 will be running HW in Missouri, your Missouri license should only list those 10 units. Additional units can be added later if needed.

11. On the next page you will enter the miles and shipment information. Things you should know:

   a. Total Miles – this equals your 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 all vehicles operated in your fleet from July 1 to June 30.

b. **Total Missouri Miles** – this equals your total Missouri miles as reported for IRP. For carriers who do not report mileage under IRP, include all mileage from, to, or through the state of Missouri from July 1 to June 30. Miles traveled transporting containers with residues of hazardous materials should be included.

c. **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.

d. **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.

**Note**: for your 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.

The total fees due will calculate after you enter your miles and shipment information. This will be your invoice amount.

<table>
<thead>
<tr>
<th>Fee Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total licensed weight (in pounds) of your power units listed in the Equipment section</td>
</tr>
<tr>
<td>Total miles (use total IRP miles)</td>
</tr>
<tr>
<td>Total Missouri miles (use IRP miles)</td>
</tr>
<tr>
<td>Missouri miles divided by total miles</td>
</tr>
<tr>
<td>Total number of Missouri shipments</td>
</tr>
<tr>
<td>Total Missouri hazardous waste shipments</td>
</tr>
<tr>
<td>Hazardous waste shipments divided by total Missouri shipments</td>
</tr>
<tr>
<td>Use fee factor</td>
</tr>
<tr>
<td>Calculated user fee (in $)</td>
</tr>
<tr>
<td>Application fee (in $)</td>
</tr>
<tr>
<td>Total calculated fees (in $)</td>
</tr>
<tr>
<td>Total cap (in $)</td>
</tr>
<tr>
<td>Total due to the State of Missouri (in $)</td>
</tr>
</tbody>
</table>
12. Click next to proceed to the Consent page. Here you will check the box indicating you understand and agree to the terms and conditions, along with providing a 24-hour contact. You will also provide Missouri registered agent information. This must be a physical address in Missouri, po boxes are not acceptable. Click submit.

13. If you click submit and receive a message indicating missing information, click the link for additional details.
A box will pop up showing you what needs to be corrected. Click close, then use the previous button to return to the page with missing information and make corrections.

Once needed corrections are made or if no corrections are needed and you click submit, your application will be submitted to MCS for review.

**Note:** if you receive a message indicating insurance cannot be verified, please contact your insurance company, and request they file a Form E with MoDOT Motor Carrier Services.

After your application goes into queue for MCS to review, you will be able to see it pending in your worklist along with the status.