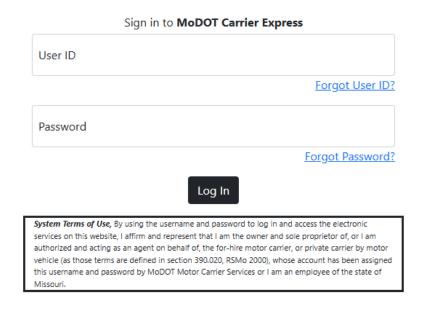
Renewing a Haz Waste Transporter License

External Procedure

First renewal, second year of operation and beyond: 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 hazards waste license year.

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) 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.

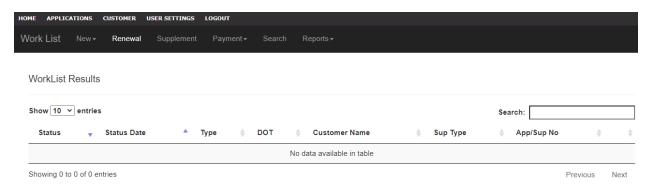


2. From the home page, click applications and select HW/WT.

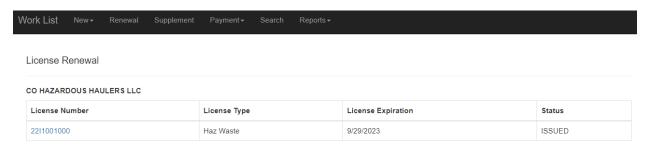


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3. Now that you have made it to the hazardous waste system, you are ready to start your renewal request. Click renewal.

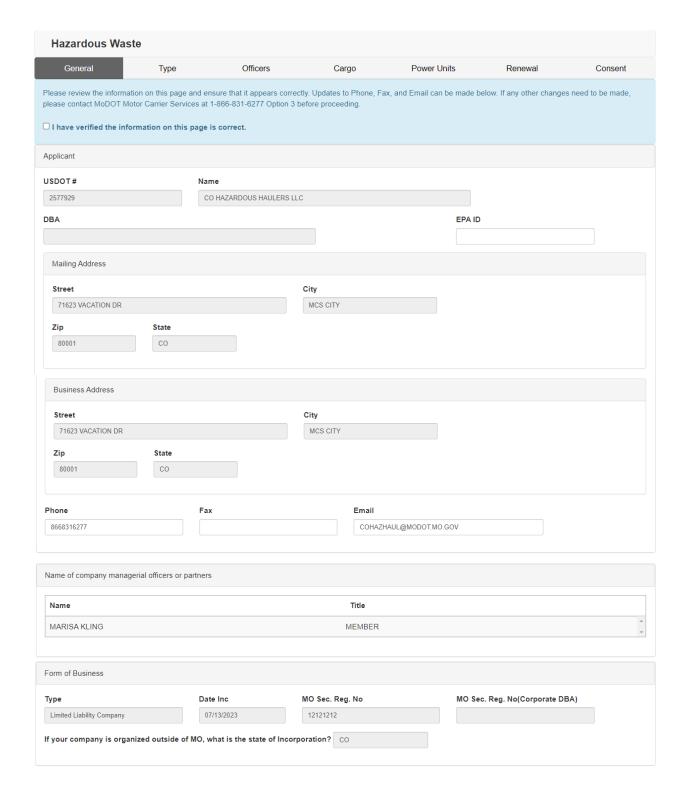


4. Your current license will display. Click the license number to open up your renewal application.

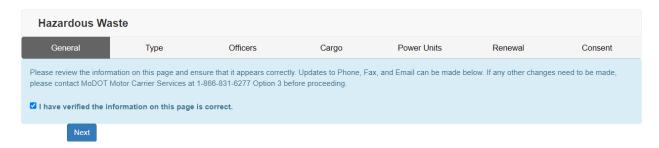


5. You will see the first page of your renew application pre-filled with your information. This information comes from your customer profile. If you notice something needs to be corrected, STOP, and contact an agent with Motor Carrier Services. Updating your customer profile will ensure your account contains the correct information throughout our system.

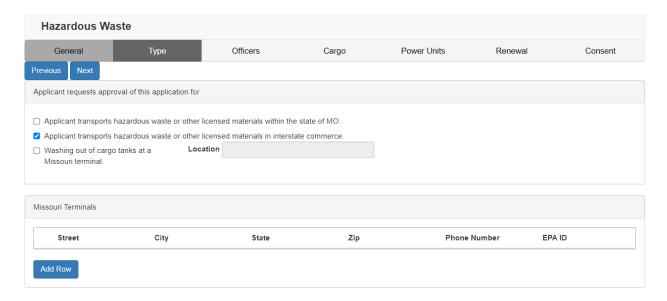
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After entering any missing information, make sure to click the check box indicating you have "verified the information on this page is correct." You will not be able to continue to the next page if you do not select the verification box.



6. On the next page enter the information for how you will haul in Missouri. **Note:** hauling "within" the state of Missouri requires you to register with the Missouri Secretary of State.



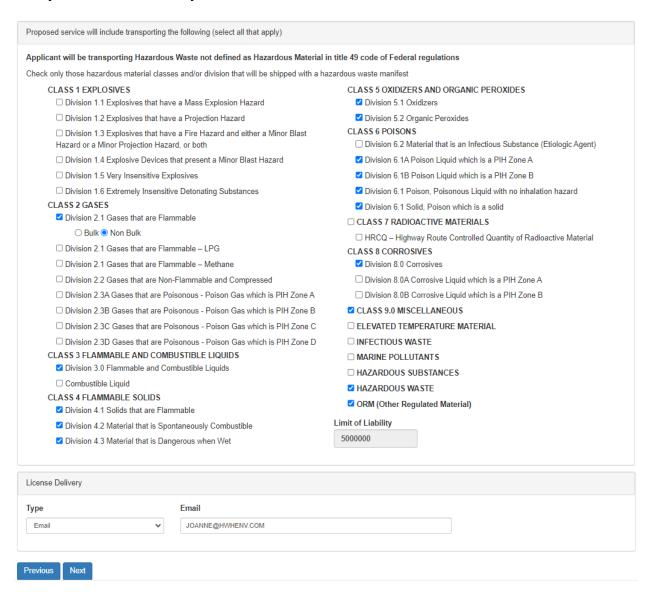
Note: any classification or division you mark on your application must also be marked on your MCS-150 filed with the Federal DOT office. If your MCS-150 requires an update, please make that update before submitting your request for a Missouri hazardous waste transporters license.

Note: the materials you mark will determine your insurance requirement of either 1 million or 5 million.



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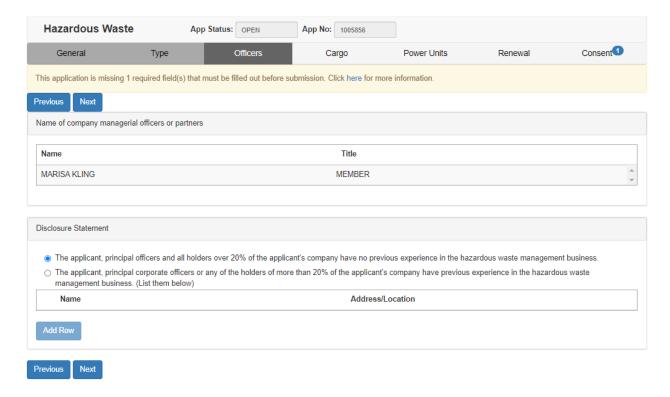
7. Indicate the classifications and divisions of hazardous materials you are hauling and how you want to receive your license and click next to continue.



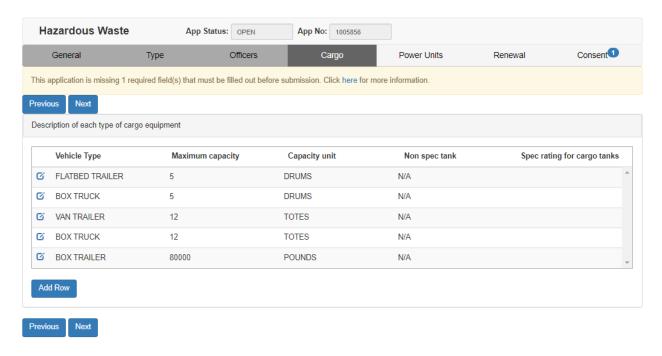
The third page collects information about the officers. This information will populate
from your customer profile. If you wish to add or change Officers information, you will
need to send updated information to MCS.

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.

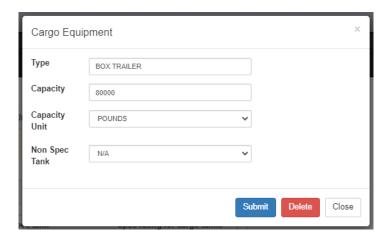
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9. On the next page you will begin entering your cargo equipment. Click add row, enter the equipment information, and then click submit. Once this page is complete, click next to move on.



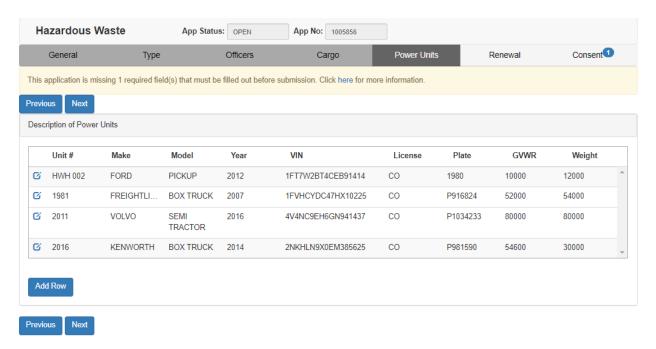
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Note: clicking submit will add your cargo equipment to the list. If you add something and then need to edit or delete it, click the pen and paper icon and make your corrections or click delete to remove it from the list.

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.



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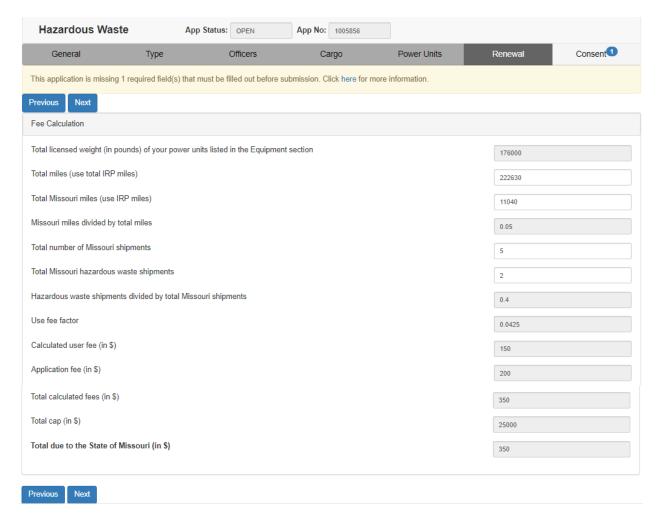


Note: clicking submit will add your power unit to the list. If you add a unit and then need to edit or delete it, click the pen and paper icon and make your corrections or click delete to remove it from the list.

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.

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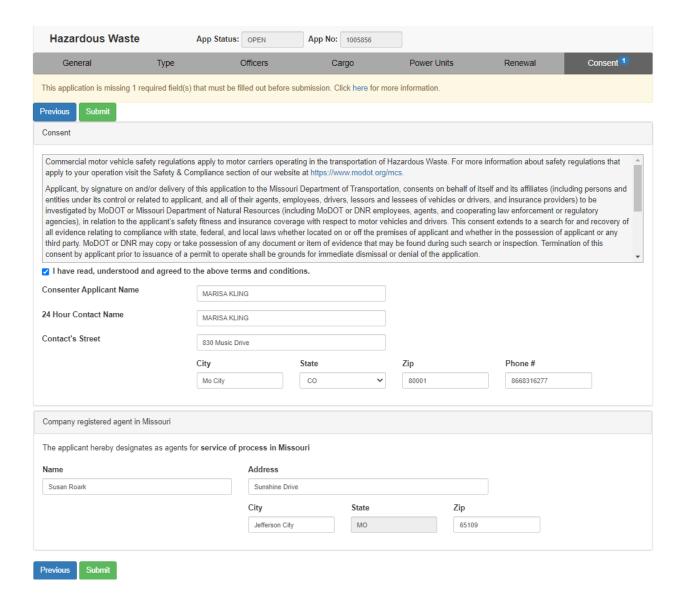


The total fees due will calculate after you enter your miles and shipment information. This will be your invoice amount.

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.

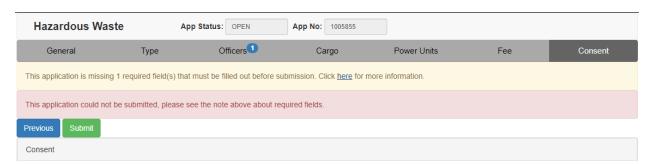
You will also provide Missouri registered agent information.

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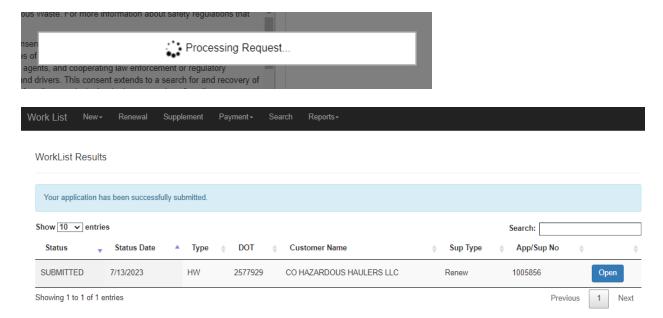
13. Now you are ready to click submit.

If you click submit and receive a message indicating missing information, click the link for additional details then use the previous button to return to the page with missing information.





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



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