



## FORM HW-1 – APPLICATION FOR HAZARDOUS WASTE LICENSE

**IT IS STRONGLY RECOMMENDED THAT YOU USE THE INSTRUCTIONS PROVIDED WITH THIS FORM AS A GUIDE.  
 INCOMPLETE OR INCORRECT APPLICATIONS WILL DELAY THE ISSUANCE OF A LICENSE.**

**WARNING:** Intentional, reckless, false or misleading statements or signatures on this application and any supporting documents may lead to suspension or revocation of authority and possible State or Federal civil or criminal prosecutions resulting in fines, forfeiture or jail sentence.

### SECTION 1. TYPE OF REGISTRATION

**A. APPLICANT REQUESTS APPROVAL OF THIS APPLICATION FOR (check all that apply)**

- Applicant transports hazardous waste or other licensed materials point-to-point within the state of Missouri.
- Applicant transports hazardous waste or other licensed materials in interstate commerce.
- Washing out of cargo tanks at a Missouri terminal. Location: \_\_\_\_\_

**B. PROPOSED SERVICE WILL INCLUDE TRANSPORTING THE FOLLOWING (check all that apply)**

*(If you transport ALL divisions within a class check the box titled "All Divisions")*

**CLASS 1 EXPLOSIVES:**

- Division 1.1 Explosives that have a Mass Explosion Hazard
- Division 1.2 Explosives that have a Projection Hazard
- Division 1.3 Explosives that have a Fire Hazard and either a Minor Blast Hazard or a Minor Projection Hazard, or both
- Division 1.4 Explosive Devices that present a Minor Blast Hazard
- Division 1.5 Very Insensitive Explosives
- Division 1.6 Extremely Insensitive Detonating Substances
- ALL Divisions of Class 1 Explosives

**CLASS 2 GASSES:**

- Division 2.1 Gasses that are Flammable
- Division 2.2 Gasses that are Non-Flammable and Compressed
- Division 2.3 Gasses that are Poisonous
- ALL Divisions of Class 2 Gasses

**CLASS 3 FLAMMABLE AND COMBUSTIBLE LIQUIDS**

**CLASS 4 FLAMMABLE SOLIDS**

- Division 4.1 Solids that are Flammable
- Division 4.2 Material that is Spontaneously Combustible
- Division 4.3 Material that is Dangerous When Wet.
- ALL Divisions of Class 4 Flammable Solids

**CLASS 5 OXIDIZERS AND ORGANIC PEROXIDES**

- Division 5.1 Oxidizers
- Division 5.2 Organic Peroxides
- ALL Divisions of Class 5 Oxidizers and Organic Peroxides

**CLASS 6 POISONS**

- Division 6.2 Material that is an Infectious Substance (Etiologic Agent)
- Division 6.1 A Poison Liquid which is a PIH Zone A
- Division 6.1 B Poison Liquid which is a PIH Zone B
- Division 6.1 Poison, Poisonous Liquid with no inhalation hazard
- Division 6.1 Solid, Poison which is a solid
- All Divisions of Class 6 Poisons

**CLASS 7 RADIOACTIVE MATERIALS**

**CLASS 8 CORROSIVES**

**CLASS 9 MISCELLANEOUS**

**ORM-D (Other Regulated Materials)**

**WASTE OIL/USED OIL**

**INFECTIOUS WASTE**

**MEDICAL WASTE**

**OTHER:** \_\_\_\_\_

### SECTION 2. GENERAL INFORMATION

|           |                                     |            |
|-----------|-------------------------------------|------------|
| USDOT NO. | FEIN/SSN (SSN Sole Proprietor Only) | EPA ID NO. |
|-----------|-------------------------------------|------------|

NAME OF CARRIER \_\_\_\_\_

DOING BUSINESS AS (DBA) NAME \_\_\_\_\_

|   |      |       |          |
|---|------|-------|----------|
| PRINCIPAL PLACE OF BUSINESS ADDRESS (Not a PO Box) - STREET | CITY | STATE | ZIP CODE |
|---|------|-------|----------|

|  |      |       |          |
|--|------|-------|----------|
| MAILING ADDRESS (If different from Principal address) – STREET | CITY | STATE | ZIP CODE |
|--|------|-------|----------|

|                   |                  |        |                |
|-------------------|------------------|--------|----------------|
| PERSON TO CONTACT | CONTACT PHONE NO | FAX NO | E-MAIL ADDRESS |
|-------------------|------------------|--------|----------------|

**HOW WOULD YOU LIKE TO RECEIVE YOUR LICENSE?**     U.S. Mail     Fax     Email

**MISSOURI BRANCH OFFICES, TERMINALS & TRANSFER STATION ADDRESSES:**  
 Check this box if you have NO branch offices, terminals, or transfer stations.

| STREET ADDRESS | CITY, STATE, ZIP CODE |
|----------------|-----------------------|
|                |                       |
|                |                       |
|                |                       |
|                |                       |

**SECTION 3. PUBLIC LIABILITY SECURITY - INSURANCE**

Applicant is required to file proof of insurance to the limits of liability prior to issuance of authority. See Instructions for insurance required.  
**CONTACT YOUR INSURANCE COMPANY TO FILE THE REQUIRED INSURANCE FORM(S) WITH MoDOT.**

**SECTION 4. REGISTERED AGENT**

If the state of your principal place of business (as shown above) is NOT Missouri, you must provide a person's name and physical address (not a PO Box) in Missouri where legal documents may be accepted on your behalf.

**Name and Address:**

**SECTION 5. FORM OF BUSINESS**

Sole Proprietor    Partnership    Limited Partnership    Limited Liability Partnership    Limited Liability Company    Corporation    Trust

STATE OF ORGANIZATION/INCORPORATION \_\_\_\_\_ DATE ORGANIZED \_\_\_\_\_ CHARTER NO. \_\_\_\_\_

**ARE YOU IN GOOD STANDING WITH THE STATE IN WHICH YOUR BUSINESS IS REGISTERED?**    YES    NO

If the company is not required to register with the Missouri Secretary of State, please include a certificate of good standing from the state in which the business is registered, or a copy of the partnership agreement if the form of business is a Partnership.

| NAME OF COMPANY OFFICERS OR PARTNERS (Please Print) | TITLE |
|---|-------|
|   |       |
|   |       |
|   |       |
|   |       |

**SECTION 6. REGULATORY LICENSE FEES**

Applicant has completed the license fee calculation sheet (Section 9) and the **amount due is enclosed.**

**SECTION 7. SAFETY COMPLIANCE & SIGNATURE**

- Commercial motor vehicle safety regulations apply to motor carriers operating in the transportation of Hazardous Waste. For more information about safety regulations that apply to your operation visit the Safety & Compliance section of our website at [www.modot.org/mcs](http://www.modot.org/mcs).
- Applicant, by signature on and/or delivery of this application to the Missouri Department of Transportation, consents on behalf of itself and its affiliates (including persons and entities under its control or related to applicant, and all of their agents, employees, drivers, lessors and lessees of vehicles or drivers, and insurance providers) to be investigated by MoDOT or Missouri Department of Natural Resources (including MoDOT or DNR employees, agents, and cooperating law enforcement or regulatory agencies), in relation to the applicant's safety fitness and insurance coverage with respect to motor vehicles and drivers. This consent extends to a search for and recovery of all evidence relating to compliance with state, federal, and local laws whether located on or off the premises of applicant and whether in the possession of applicant or any third party. MoDOT or DNR may copy or take possession of any document or item of evidence that may be found during such search or inspection. Termination of this consent by applicant prior to issuance of a permit to operate shall be grounds for immediate dismissal or denial of the application.
- Under penalty of perjury under the laws of the state of Missouri and the United States of America, the information in this application or attached hereto is true, correct and complete to the best of my knowledge, I am authorized to sign this application on behalf of the applicant and the signature below is my own true and correct signature made by me or my legal representative and by no other person.
- The undersigned, pursuant to Section 260.395.1, RSMo, certifies that the equipment to be used by the above-named applicant for the transportation of hazardous wastes meets and will be operated in accordance with the rules and regulations of the Missouri Department of Transportation and the Federal Motor Carrier Safety Administration as published in Title 49 CFR 171-180 and 390-397 for the transportation of the types of hazardous materials for which it will be used. I further certify that the removal, transporting and disposal, storage or treatment of hazardous wastes will comply with the Missouri Hazardous Waste Management Law and rules adopted thereunder.

|                                  |                               |              |             |
|----------------------------------|-------------------------------|--------------|-------------|
| <u>APPLICANT(S) NAME PRINTED</u> | <u>APPLICANT(S) SIGNATURE</u> | <u>TITLE</u> | <u>DATE</u> |
|----------------------------------|-------------------------------|--------------|-------------|

**SECTION 8. AUTHORIZED 24-HOUR CONTACT PERSON**

|                |                           |                |
|----------------|---------------------------|----------------|
| NAME           | MO BAR NO (if applicable) | BUSINESS PHONE |
| STREET ADDRESS |                           | FAX NO         |
| CITY           | STATE                     | ZIP CODE       |
| EMAIL ADDRESS  |                           |                |

**SECTION 9. LICENSE FEE CALCULATION FOR TRANSPORTING HAZARDOUS WASTE***(Carriers who pay the cap of \$25,000 are not required to complete this page.)*CHECK THIS BOX IF YOU ARE USING ESTIMATES 

|   |        |                  |
|---|--------|------------------|
| <b>1. Total Licensed Vehicle Weight (in pounds) of Your Power Units Listed in Section 12.</b>   |        |                  |
| <b>2. Total Missouri Miles</b> (use Missouri IRP miles – see instructions below)  |        |                  |
| <b>3. Total Miles</b> (Use total IRP miles – see instructions below)  |        |                  |
| <b>4. Missouri Miles Divided by Total Miles</b> (line 2 divided by line 3, <b>round up</b> to two decimal places.<br><i>Example: .233 would be .24; .056 would be .06</i> ) |        |                  |
| <b>5. Total Missouri Hazardous Waste Shipments</b> (see instructions below)   |        |                  |
| <b>6. Total Number of Missouri Shipments</b> (see instructions below)   |        |                  |
| <b>7. Hazardous Waste Shipments Divided by Missouri Shipments</b> (line 5 divided by line six, <b>round up</b> to two decimal places. <i>See example on line 4</i> )        |        |                  |
| <b>8. Use Fee Factor</b>  |        | <b>.0425</b>     |
| <b>9. Calculated User Fee</b> (line 1 times line 4 times line 7 times line 8. <b>Round up to next whole dollar</b> )  | \$     |                  |
| <b>10. Application Fee</b>  | \$     | <b>200.00</b>    |
| <b>11. Underpayment of Fees from Estimate of First Year</b> (Enter amount from line 14 of voucher)  | \$     |                  |
| <b>12. Overpayment of Fees from Estimate of First Year</b> (Enter amount from line 15 of voucher)   | \$ ( ) |                  |
| <b>13. Total Calculated Fee</b> (add line 9 plus line 10 plus line 11, subtract line 12)  | \$     |                  |
| <b>14. Total Cap Fee</b>  | \$     | <b>25,000.00</b> |
| <b>15. Total Due to the State of Missouri</b> (if line 13 is larger than line 14, enter the amount on line 14. Otherwise enter amount from line 13)                         | \$     |                  |

**MAKE CHECKS PAYABLE TO “DIRECTOR OF REVENUE”**

**LINE 2 – Total Missouri Miles:** For a new license, estimated miles are acceptable. Missouri miles are the same as reported for the International Registration Plan when apportioned license plates were obtained. Carriers who do not report IRP mileage should include all mileage from, to or through Missouri. All miles traveled transporting containers with residues of hazardous materials as defined in 49 CFR 171.8 should be included in Missouri hazardous waste mileage. *This includes hazardous materials remaining in packaging, including a tank car, after its contents have been unloaded to the maximum extent practicable and before packaging is either refilled or cleaned of hazardous material and purged to remove any hazardous vapors.*

**LINE 3 – Total Miles:** This equals total IRP miles. Carriers who do not report IRP mileage should determine total miles by using the beginning and ending odometer readings from the vehicles operated in the fleet from July 1 to June 30.

**LINE 5 – Number of Missouri Hazardous Waste Shipments:** To determine the number of hazardous waste shipments transported from, to or through Missouri for the preceding year, use hazardous waste manifests, used oil logs or infectious waste shipping papers.

**LINE 6 – Total Number of Missouri Shipments:** To determine the number of Missouri shipments for the preceding year, use the total number of manifests, shipments and bills of lading for any property transported from, to or through Missouri.

*(See Instructions for more detail)*



## HW-1 FORM INSTRUCTIONS

- If an item on the application is not applicable or the correct response is “None”, write N/A into the field.
- Retain a copy of the completed application for your records.

*If you have a license to transport hazardous waste and need a 30-day temporary license, or to add or replace power units fill out the HW-2 Form – Supplemental License Certificate for Transporting Hazardous Waste.*

### SECTION 1 – TYPE OF REGISTRATION

**A. TYPE OF TRANSPORTER** – Check all boxes that apply.

**B. HAZARDOUS MATERIALS** – Check all types of hazardous materials you transport. If you transport all divisions within a class check the box titled “All Divisions”. **The classes and divisions selected must be registered with the Federal Motor Carrier Safety Administration.**

- If the material you transport is not listed, check the box titled “Other” and list the material in the space provided.
- Even though infectious waste is not considered hazardous waste under federal law, Missouri law requires a Hazardous Waste License for the transportation of this material.

### SECTION 2 – GENERAL INFORMATION

**USDOT Number** – A USDOT number is required to transport hazardous waste in the state of Missouri. A USDOT number can be obtained at [www.fmcsa.dot.gov/registration](http://www.fmcsa.dot.gov/registration).

**FEIN Number/Social Security Number** – An FEIN number is a federal Tax ID number. A sole proprietor who does not have an FEIN number should enter a Social Security Number.

**EPA ID Number** – An EPA number is required for the transportation of hazardous waste, except for infectious waste. If you do not have an EPA number you must complete Form MO-780-1164. This form can be obtained from the Missouri Department of Natural Resources at [www.dnr.mo.gov](http://www.dnr.mo.gov).

**Name of Carrier** – This is the company name or legal name you use to do business. This name **MUST** be the same as the name registered with the FMCSA and the Missouri Secretary of State, if applicable. *All Limited Partnerships, Corporations and Limited Liability Companies must register with the Missouri Secretary of State unless the principal place of business is outside of the state of Missouri and the company participates in interstate commerce as defined in section 390.020, RSMo. Legal name registrations can be filed online at [www.sos.mo.gov](http://www.sos.mo.gov) or by calling 1.866.223.6535.*

**Doing Business As (DBA) Name** – A DBA is a name that a company may use that is different from their legal company name. *If using a DBA name, it **MUST** be registered with the Missouri Secretary of State unless the principal place of business is outside of the state of Missouri and the company participates in interstate commerce as defined in section 390.020, RSMo. Fictitious name registrations can be filed online at [www.sos.mo.gov](http://www.sos.mo.gov) or by calling 1.866.223.6535.*

**Principle Place of Business** – The Principle Place of Business address is the location where the safety records of the company are kept or can be made available. This must be a physical location, not a PO Box.

**Mailing Address** – Enter the mailing address if different than the principal place of business address. This address may be a PO box.

**Missouri Branch Offices, Terminals & Transfer Stations** – List the addresses of all branch offices, terminals or transfer stations located in the state of Missouri. **If none, check the box that states there are no branch offices, terminals or transfer stations in the state.**

### SECTION 3 – PUBLIC LIABILITY SECURITY-INSURANCE

The company’s insurance company must file the required insurance forms BEFORE a hazardous waste license will be issued. This form must include: Motor Carrier Name, DBA Name (if applicable), & Business Address as reflected in Section 2. **THIS MUST BE THE SAME AS THE NAME REGISTERED WITH THE FMCSA AND THE MISSOURI SECRETARY OF STATE, if applicable.**

| COMMODITY TRANSPORTED   | AMOUNT OF REQUIRED COVERAGE | FORM TO FILE           |
|---|-----------------------------|------------------------|
| Hazardous Materials – <b>Bulk Only, GVWR 10,001 lbs or more</b> <ul style="list-style-type: none"> <li>• Oil listed in 49 CFR 172.010</li> <li>• Hazardous waste, materials and substances defined in 49 CFR 171.8 and listed in 49 CFR 172.101 not mentioned below</li> </ul>  | \$1,000,000                 | Form E<br>or<br>Form G |
| Hazardous Materials – <b>GVWR 10,001 lbs or more</b> <ul style="list-style-type: none"> <li>• Hazardous substances as defined in CFR 171.8, transported in cargo tanks or hopper-type vehicles with capacities in excess of 3,500 water gallons.</li> <li>• In bulk, Division 1.1, 1.2 and 2.3 material</li> <li>• Division 2.3 Hazard Zone A material</li> <li>• Division 6.1 A, Poison Liquid which is a PIH Zone A</li> <li>• In bulk, Division 2.1 or 2.2 material</li> <li>• Highway route controlled quantities of a Class 7 material as defined in 49 CFR 173.403</li> </ul> | \$5,000,000                 | Form E<br>or<br>Form G |
| Hazardous Materials – <b>GVWR less than 10,001 lbs</b> <ul style="list-style-type: none"> <li>• Zone A material</li> <li>• Highway route controlled quantities of a Class 7 material as defined in 49 CFR 173.403</li> </ul>  | \$5,000,000                 | Form H<br>or<br>Form J |

#### SECTION 4 – REGISTERED AGENT FOR SERVICE OF PROCESS IN MISSOURI

If the principal place of business is NOT in Missouri the **name and address** of a process agent based in Missouri where service can be made on the business **MUST** be provided. *This must be the name of an individual, not an organization, and the address must be a physical location, not a PO Box.* The FMCSA provides a list of some process agents on their website at [www.fmcsa.dot.gov/registration/process-agents](http://www.fmcsa.dot.gov/registration/process-agents).

#### SECTION 5 – FORM OF BUSINESS

**A. BUSINESS TYPE** – Check the box that represents the type of business. This **MUST** be the same as the type of business registered with the Missouri Secretary of State, if applicable. Enter the company date of incorporation, state of incorporation, and state registration number.

**B. CERTIFICATE OF GOOD STANDING** – Indicate if the company is in good standing with the registration state. If not required to register with the Missouri Secretary of State, a certificate of good standing from the registration state **MUST** be provided. Partnerships must provide a copy of the partnership agreement (new license only).

**C. COMPANY OFFICERS** – List the company’s officers, partners, or members and their titles. *This is not required for sole proprietors.*

#### SECTION 6 – REGULATORY LICENSE FEES

The application must be accompanied with the hazardous waste fee calculated in Section 9. Checks can be made payable to the Director of Revenue.

#### SECTION 7 – SAFETY COMPLIANCE & SIGNATURE

Read this section carefully before signing and submitting the application. The company is bound by commercial motor vehicles safety regulations. Information about the safety regulations that apply to hazardous waste license holders can be found in the Safety & Compliance section of the MoDOT Motor Carrier Services website at [www.modot.org/mcs](http://www.modot.org/mcs).

**The application must be signed to be accepted.** If an individual other than the applicant signs the application, proof of power of attorney must be submitted. If the applicant is a corporation, an officer of the company or an individual authorized to sign on behalf of the company may sign the application. A member or manager of an LLC may sign the application as long as the member or manger is authorized to sign on behalf of the LLC as stated in the articles of incorporation or operating agreement.

#### SECTION 8 – AUTHORIZED 24-HOUR CONTACT PERSON

Provide the name, address and phone numbers of the authorized 24-hour contact person. This portion of the application must include a 24-hour contact phone number to be accepted.

#### SECTION 9 – LICENSE FEE CALCULATION FOR TRANSPORTING HAZARDOUS WASTE

No carrier will be required to pay more than \$25,000 per year for a license to transport hazardous waste. Carriers who pay this amount are not required to complete Section 9.

For the first year of operation, loads and miles will need to be estimated if unknown. If estimates are used, adjustments will be made upon renewal after the first year of operation for any amount over or under the fee paid using the actual amounts from the initial year of operation.

For the second year renewal, actual Missouri mileage and total miles must be reported for the preceding year. The preceding year is the 12 consecutive months immediately prior to July 1 prior to the hazardous waste license year. Any amount owed or credited for the second year will be included in the renewal fee if estimates were used in the initial year.

**Total Missouri Miles** – For a new license, estimated miles are acceptable. Missouri miles are the same as reported for the International Registration Plan when apportioned license plates were obtained. Carriers who do not report IRP mileage should include all mileage from, to or through Missouri. All miles traveled transporting containers with residues of hazardous materials as defined in 49 CFR 171.8 should be included in Missouri hazardous waste mileage. *This includes hazardous materials remaining in packaging, including a tank car, after its contents have been unloaded to the maximum extent practicable and before packaging is either refilled or cleaned of hazardous material and purged to remove any hazardous vapors.*

**Total Miles** – This equals total IRP miles. Carriers who do not report IRP mileage should determine total miles by using the beginning and ending odometer readings from the vehicles operated in the fleet from July 1 to June 30.

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

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

**Preceding Year** – 12 consecutive month immediately prior to July 1, immediately preceding the commencement of the license year for which the license is being sought.

**SAMPLE SECTION 9**

|  |         |              |
|--|---------|--------------|
| 1. Total Licensed Vehicle Weight (in pounds) of Your Power Units Listed in Section 12.   |         | 400,000 lbs. |
| 2. Total Missouri Miles (use Missouri IRP miles – see instructions below)  | 25,000  |              |
| 3. Total Miles (Use total IRP miles – see instructions below)  | 100,000 |              |
| 4. Missouri Miles Divided by Total Miles (line 2 divided by line 3, round up to two decimal places. Example: .233 would be .24; .056 would be .06) |         | .25          |
| 5. Total Missouri Hazardous Waste Shipments (see instructions below)   | 60      |              |
| 6. Total Number of Missouri Shipments (see instructions below)   | 300     |              |
| 7. Hazardous Waste Shipments Divided by Missouri Shipments (line 5 divided by line six, round up to two decimal places. See example on line 4)     |         | .25          |
| 8. Use Fee Factor  |         | .0425        |
| 9. Calculated User Fee (line 1 times line 4 times line 7 times line 8. Round up to next whole dollar)  |         | \$ 850.00    |
| 10. Application Fee  |         | \$ 200.00    |
| 11. Underpayment of Fees from Estimate of First Year (Enter amount from line 14 of voucher)  |         | \$ n/a       |
| 12. Overpayment of Fees from Estimate of First Year (Enter amount from line 15 of voucher)   |         | \$ ( n/a)    |
| 13. Total Calculated Fee (add line 9 plus line 10 plus line 11, subtract line 12)  |         | \$ 1,050.00  |
| 14. Total Cap Fee  |         | \$ 25,000.00 |
| 15. Total Due to the State of Missouri (if line 13 is larger than line 14, enter the amount on line 14. Otherwise enter amount from line 13)       |         | \$ 1,050.00  |

**IMPORTANT – Keep a copy of Sections 9, 10 & 11 to determine how fees will be calculated for any additional equipment added during the license year. The carrier must be prepared to supply documentation to support worksheet calculations during a records review.**

**SECTION 10 – DESCRIPTION OF EQUIPMENT**

Provide a complete description of each type of cargo equipment to be used for the transportation of hazardous waste. **Do not list each piece of equipment in this table.**

Copies of DOT exemption paper and extensions, if the exemptions have expired, must be submitted for DOT exempt cargo tanks.

**SECTION 11 – DESCRIPTION OF POWER UNITS**

Provide a description of each power unit to be used for the transportation of hazardous waste.

**Gross Vehicle Weight Rating** is defined as the value specified by the manufacturer or manufacturers as the maximum loaded weight of a single or combination vehicle.

**License Vehicle Weight Rating** is the gross weight of the vehicle (power unit) plus the maximum load to be carried or pulled at any one time allowed by Missouri law. Please review these carefully. The licensed weight for Missouri should be one of the following: 6,000, 12,000, 18,000, 24,000, 26,000, 30,000, 36,000, 42,000, 48,000, 54,000, 60,010, 66,000, 73,280, 78,000 or 80,000 pounds. If your licensed weight is different from those listed, round up to the nearest weight.