

ALABAMA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT  
LAND DIVISION

ALABAMA HAZARDOUS WASTE/USED OIL TRANSPORT PERMIT APPLICATION  
INSTRUCTIONS

**PLEASE READ THIS INSTRUCTION SHEET BEFORE YOU PREPARE YOUR APPLICATION. IT WILL SAVE YOU TIME AND AVOID NEEDLESS DELAYS IN OBTAINING YOUR ALABAMA HAZARDOUS WASTE/USED OIL TRANSPORT PERMIT**

This application package contains references to “Standards Applicable to Transporters of Hazardous Waste,” “Standards for Used Oil Transporter and Transfer Facilities,” and to “Permit Requirements for Transporters” pursuant to the Alabama Department of Environmental Management Administrative Code (ADEM Admin. Code), Division 14. You should become familiar with these rules. Especially note that permit renewal applications must be submitted to the Department at least 180 days before the expiration of your permit. This is to ensure that any deficiencies found can be addressed before your existing permit expires. Permits are issued for three years, and the State of Alabama does not send out expiration notices or renewal applications automatically. It is your responsibility to contact this Department and request a renewal application package.

Any change in information, which may cause modifications to the permit [in accordance with ADEM Admin. Code R. 335-14-8-.09(2)] should be submitted to the Department within 45 days of said changes.

Any application for renewal received after your existing permit has expired is considered a new application. *If your permit expires and you have not submitted a renewal application, you must cease transportation of hazardous waste and/or used oil in Alabama until you obtain a new permit.*

This Department will process all applications according to the date of their receipt. It is not possible to guarantee that permits can be issued by a certain time after receipt due to the volume of applications that may be received. The Department’s goal is to have your permit back to you as quickly as possible. Be thorough when filling out the application and be sure to include the permit application fee for each new application, renewal and major modification. Additionally,

a greenfield fee per application is required for new developments or the initial operation of a new facility or a facility or operation not previously permitted. Minor modifications and permit modifications to change the name of the permittee only are subject to a fee.

Incomplete

applications will only result in delays in obtaining your permit.

The comments below refer to specific items in the permit application:

**Hazardous Waste Transporter/Used Oil Transporter Checkboxes**

Check the appropriate box. If you intend to transport only hazardous waste in accordance with Chapter 335-14-4, then check the Hazardous Waste Transporter box. If you intend to

transport both hazardous waste in accordance with Chapter 335-14-4 and used oil in accordance with Rule 335-14-17-.05, then check both the Hazardous Waste Transporter box and the Used Oil Transporter box. If you intend to transport only used oil in accordance with Rule 335-14-17-.05, then check only the Used Oil Transporter box.

**A. Permit Status:**

Fill in as indicated. If you are submitting a permit modification, be sure to read the conditions for modifications allowed by ADEM Admin. Code R. 335-14-8-.11.

**B. Transporter Identification:**

Fill in Items 1, 2, 3, 4, and 5 as indicated. For Items 6, 7, and 8 fill in the specific information requested. Write "None" if these do not apply to you. Fill in Item 9 with all required information.

**C. Type of Operation:**

Check *all* applicable type(s) in Item 1. The description of the type and scope of the proposed operations, Item 2., should include a list of make, model, capacity, and license numbers of all vehicles used to transport hazardous waste or used oil in Alabama. This includes trailers.

**D. Waste Information:**

Fill in as indicated. For Item 1, check *all* applicable type(s) of waste. In Item 2, you must give either specific State/EPA waste codes or use an inclusive statement to indicate the type of wastes you are transporting. If you transport only certain wastes exclusively, define the specific waste code(s) (such as D001, F003, etc.) for the waste(s) you carry. Do not use USDOT waste descriptions or word descriptions such as liquids, solids, etc. If you transport all types of wastes, use the inclusive statement as follows:

"All hazardous waste identified by ADEM Administrative Code Rules 335-14-2-.02 through 335-14-2-.04, inclusive"

If you transport only used oil, then use the following statement;

"Only used oil as identified by ADEM Administrative Code Rule 335-14-17-.02"

In Item 3, describe the proposed method of containment. Please be specific. USDOT container descriptions are acceptable.

**E. Financial Assurance:**

There are three mechanisms for demonstrating financial assurance in Alabama. Refer to the regulations for the specific requirements and wording of each financial instrument. If you use a surety bond, the wording must be as specified in Rule 335-14-4-.04(a)2. for hazardous waste transporters or Rule 335-14-17-.05(4)(a)2. for used oil only transporters. Signatures must be

original. The demonstration of net worth must have a letter from the chief financial officer worded as specified in Rule 335-14-4-.04(b). for hazardous waste transporters or Rule 335-14-17-.05(4)(b) for used oil only transporters. This letter must also have an original signature. Proof of insurance must be submitted on an original ACORD type certificate of liability insurance and must meet the requirements of Rule 335-14-4-.04(c) for hazardous waste transporters or Rule 335-14-17-.05(4)(c) for used oil-only transporters.

#### **F. Manifest Requirements and Spill Response:**

You must include a copy of your Spill Contingency Plan with your application. This plan should be a comprehensive discussion of a **WORST-CASE** situation during the loading, transportation and unloading of hazardous waste. It should include procedures for containment, cleanup, decontamination, and a list of emergency equipment available to your drivers. The plan should also include a discussion of the type and scope of training your drivers are given for handling and transportation of hazardous wastes/used oils, including emergency response. The Sample Contingency Plan included in the application package is to be used as a guide only. **DO NOT COPY VERBATIM!** Your contingency plan should be tailored to your specific operation and the types of waste you transport.

#### **G. Other Relevant Information:**

Fill in the specific information requested. If no enforcement action has been taken in relation to your company's past three (3) year history of transporting hazardous waste/used oil, write "NONE".

#### **H. Certification:**

Be sure you read and understand this certification before you sign the application. A responsible corporate officer within your company, such as the president, vice-president, environmental transportation manager, etc. must sign applications. The application submitted to this Department must have an original signature. Copies will not be accepted. Applications not signed and dated will be returned.

If you follow these instructions carefully, you should eliminate most of the deficiencies usually found in transporter permit applications. If deficiencies are found, you will be notified by certified letter and given a reasonable length of time to correct them. All deficiencies must be corrected in writing before your permit can be issued or renewed. If you do not correct any deficiency within the prescribed length of time, your permit application will be terminated. We cannot hold deficient applications indefinitely; therefore, this policy will be strictly adhered to.

You may contact our office at (334) 271-7758; (334) 271-7984, or (334) 271-7741 if you have specific questions concerning your application or you can write to:

Alabama Department of Environmental Management Land Division  
P.O. Box 301463 (ZIP 36130-1463)  
1400 Coliseum Boulevard



**9. Records Location** (Rule 335-14-8-.09(4)(f)) The name, address and telephone number where information, reports, and documents are maintained and may be inspected.

**C. Type of Operation** (Rule 335-14-8-.09(4)(c))

1. Highway  Air  Rail  Water  Other (specify) \_\_\_\_\_

2. Describe the scope of the transport operation. Attach a description of all activities relating to the transportation of hazardous waste/used oil. Include a list of tractors and trailers used to transport hazardous waste/used oil including make, model, capacity, and license numbers. Indicate whether vehicles are company owned or leased. For leased vehicles indicate the company from which they are leased.

**D. Waste Information** (Rule 335-14-8-.09(4)(d))

1. Indicate the type(s) of waste transported.  
 Liquids  Gases  Dusts\*  Sludges  Solids  Used Oils

\*Dusts are materials, which are of a particle size that may become airborne during storage or transport (i.e., flyash, baghouse wastes).

2. If applicable, list the EPA/State Hazardous Waste Numbers (F001, D002, etc.) for wastes transported and identified in Item D.1. Use the appropriate inclusive statement given in the instructions if you transport a variety of wastes or used oil only.

3. Describe how wastes will be contained during storage and transportation (drums, tanker, bulk trailer, etc.). Include applicable USDOT container descriptions.

**E. Financial Assurance** (Rules 335-14-4-.04, 335-14-8-.09(4)(f) and 335-14-17-.05(4))

1. Financial mechanism used to demonstrate financial assurance:  
 a. Certificate of Insurance \_\_\_\_\_  
 b. Surety Bond \_\_\_\_\_  
 c. Documentation of Net Worth \_\_\_\_\_

2. Financial assurance mechanism (with signature) attached? Yes  No  If No, explain: \_\_\_\_\_

**F. Manifest Requirements, Spill Response, and Contingency Plan:**

1. All hazardous waste transport personnel, including drivers, have read and understand the manifest requirements as required in Rule 335-14-4-.02 of the ADEM Admin. Code.  
 Yes  No  Not Applicable (used oil only)  If No, explain: \_\_\_\_\_

2. All transport personnel, including drivers, have read the information concerning discharges during transportation as required in Rule 335-14-4-.03 for hazardous waste transporters and/or Rule 335-14-17-.05(5)(c) for combination/used oil only transporters:  
 Yes  No  If No, explain: \_\_\_\_\_

3. Spill Contingency Plan Attached? (Rule 335-14-8-.09(4)(g))

Yes

No

If No, explain: \_\_\_\_\_

**Note:** Please refer to the attached instructions and the Sample Contingency Plan provided when preparing your submittal. The Contingency Plan must be prepared in accordance with Rule 335-14-8-.09(4)(g) and demonstrate compliance with Rule 335-14-4-.03 for hazardous waste transporters and/or Rule 335-14-17-.05(5)(c) for combination/used oil only transporters.

**G. Other Relevant Information (Rule 335-14-8-.10(8))**

List and explain any criminal or civil prosecutions, final administrative orders, license/permit revocations or suspensions issued by any local, state or federal authority, in the three (3) years immediately preceding the filing of this application; related to the handling and transportation of hazardous waste/used oil.

**H. Certification**

I certify under penalty of law that this permit application and all attachments were prepared under my direction or supervision in a manner to assure that qualified personnel gather and evaluate the information submitted. Based on my inquiry of the person(s) who gathered and evaluated the information and of the person(s) responsible for managing the regulated activity, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. I understand that it is my responsibility to notify the Alabama Department of Environmental Management within forty-five (45) days of changes in information in the current permit application

Signature	Name and Official Title ( <i>Type or Print</i> )	Date Signed

**I. Comments**

Please provide email address:

**SAMPLE CONTINGENCY PLAN**  
**HIGHWAY HAZARDOUS WASTE/USED OIL TRANSPORT**

**I. EMERGENCY ACTION:** In the event of an on-the-road spill or other emergency, the driver will follow these procedures:

- A. Remain with the unit and warn all pedestrians and motorists to stay away from the spill area, pointing out to them the danger involved, and have someone call the police or fire department.
- B. Upon the arrival of the police or fire department, the driver will inform them of what kind of material has been spilled and request the area to be blocked off to both pedestrians and vehicles to prevent property damage or any serious personal injury.

The driver will request the first responder, fire or police personnel, to protect the area while the driver reports to a facility Emergency Coordinator (listed below in the order of calling):

Facility Operations Manager

Name:

Telephone Numbers:     Work --  
  Home --

Area Operations Manager

Name:

Telephone Numbers:     Work --  
  Home --

Facility Manager

Name:

Telephone Numbers:     Work --  
  Home --

C. The Emergency Coordinator will gather the following information from the driver and relay it to the National Response Center and the Alabama Department of Public Safety.

1. Name of person reporting the incident.
2. Name, address, and Identification Number of the transporter.
3. Phone number where person reporting can be reached.
4. Date, time, and location of the incident.
5. The extent of injuries, if any.
6. Classification, name, and quantity of hazardous materials/wastes involved, if such information is available.
7. Type of incident and nature of hazardous material/waste involvement and whether a continuing danger exists at the scene.

C. Continued

8. For each waste product involved provide:

- a. Name and Identification Number of generator.
- b. Product shipping, hazardous class, and UN or NA Number.
- c. Estimated quantity of material spilled.
- d. If possible, estimate the extent of contamination to land, water, or air.

9. Shipping name, hazard class, and Identification Number of any other material carried.

EMERGENCY RESPONSE AGENCIES:

AGENCY	TOLL FREE NUMBER	REGULAR NUMBER
U.S. National Response Center	(800) 424-8802	(202) 426-2675
Alabama Emergency Management Agency Hazardous Materials/Waste Incidents	(800) 356-9596 (800) 843-0699	(205) 280-2200
U.S. Coast Guard, Mobile		(334) 639-6287
Alabama Department of Public Safety CHEMTREC	(800) 424-9300	(334) 242-4378
Alabama Department of Environmental Management		(334) 260-2700

ADEM's Hours of Operation:

- Monday through Friday.....7:00 a.m. - 5:00 p.m.
- Saturday, Sunday, and State Holidays.....Closed

D. Specific actions to be taken at the scene of the spill are:

1. Containment - The critical problem is to prevent the escape of any spilled liquid or solid into the ground or into a storm or sanitary sewer. A barrier must be erected immediately to prevent escape of spilled materials/waste liquids, using whatever material is at hand, even a dirt curb to prevent spreading of the spill. Containment of solids will be dependent on wind and weather conditions. Use the tarpaulin in the vehicle, or plastic (available at most supply stores) if conditions are wet and windy. Simultaneously, the source of the spill or leak must be located and controlled (e.g., a drum plugged or taped, or turned upside down).

The possibility of evacuation should be considered in the event of a major spill (e.g., a collision with another vehicle or a loaded trailer that has turned over, with subsequent container(s) rupturing). Major concerns involve ignitable wastes that may catch fire and possibly explode or generate toxic fumes. If fire threatens or actually occurs, personnel should be evacuated a distance of at least a half-mile as recommended by the Emergency Response Guidebook. If no fire threatens, and no container (s) have ruptured, a distance of 50-100 feet should suffice.

If the shipping description is known (refer to the manifest) find the name in your Emergency Response Guidebook in the blue pages and turn to the Corresponding Guide Number (orange top page-last 1/3 of book). If the shipping description is not known check the placard on the vehicle for a "UN" or a "NA" number, look up the number in the yellow pages and refer to the Corresponding Guide Number, or contact the generator of the waste for safety data.

2. Cleanup - With containment effected and the spillage source controlled, cleanup is the next step. If the spill is contained on an impervious paved surface, material should be absorbed onto a compatible material (e.g., sand, diatomaceous earth). Any of a number of commercial absorbent inert materials may be used, but make sure they are compatible with the waste and will not cause a reaction. If the spillage has reached soil, all contaminated dirt should be collected into drums or bags for disposal at an EPA approved site.

If any spilled waste has reached the ground, the contaminated soil will be removed. The extent of contamination will be determined by sampling the spill area. A qualified laboratory will analyze the sample. Sampling techniques, chain-of-custody requirements, and analytical methods will follow approved procedures such as those outlined in SW-846. Any soil exhibiting contamination above the local background level will be removed to an appropriate permitted disposal site.

In addition to contaminated absorbents, dirt, or the like as noted above, damaged containers also present a disposal problem. Special "recovery drums" (oversize metal drums) will be used for containing damaged 55-gallon drums. Disposal will be at an approved site.

II. **EMERGENCY EQUIPMENT:** Each tractor carries the following emergency equipment, stored in a sturdy aluminum box:

- Gloves
- Goggles
- Slicker Suite
- Hazorb (4 pillows)
- Shovel
- Full-face Respirator
- Boots
- DOT Emergency Response Guidebook
- Skin & Eye Neutralization Solution
- Emergency Reflective Triangles (3)

Each Tractor also carries:

- First Aid Kit

- Flares
- Ten Pound ABC Fire Extinguisher

**III. FOLLOW-UP PROCEDURES:** Two steps remain once the immediate emergency aspects of a spill have been taken care of:

A. *Decontamination:*

Trucks or trailers exposed to a spill or leak will be decontaminated at the site in order to prevent any further release to the extent that it can be transported (or move under its own power) to an authorized facility capable of further decontamination if necessary.

Equipment - Each item used will be placed in an open head container and thoroughly rinsed with a compatible solvent or cleaning compound. The residue or wash water will then be drained into a tight head container, sealed, and disposed of in accordance with Federal and State Regulations at an authorized disposal site.

Clothing - Contaminated clothing will be placed with the clean up residue and disposed of in accordance with Federal and State Regulations at an authorized disposal site. If clothing is reusable, then it will be decontaminated properly and the residue added to the other waste.

B. *Notification:* The Department of Transportation, Director of Hazardous Materials Registration, Materials and Transportation Bureau, Washington, DC 20590 will be notified, in writing, of the occurrence, and nature of the incident and a copy will be submitted to the Alabama Department of Environmental Management, Coliseum Boulevard, Montgomery, Alabama 36110-2059.

**IV. TRAINING PROGRAM:** In preparation for handling hazardous materials and hazardous wastes, all drivers and response personnel receive approximately six (6) hours classroom training conducted by Regional Office personnel followed by refresher training by local management at regular scheduled (at least monthly) safety meetings. In addition to the above, an annual Regional meeting is held to educate further each Branch Operation Supervisor on changes in regulations.

A. The following is a list of classroom training provided to all branch personnel responsible for the handling and storage of hazardous waste:

1. Hazardous Waste Manifesting
2. Container Receiving and Maintenance
3. Container Inspections
4. Container Transferring
5. Container Pickup Checklist
6. Re-use of Containers for Hazardous Waste
7. Emergency Response Equipment

8. Emergency Procedures
9. Hazardous Waste Labeling
10. Product Compatibility
11. In-house Maintenance Checks
12. Emergency Spills

B. Since much of the drivers' actions involve hazardous materials, including hazardous wastes, their instructions specifically include:

1. Inspection of their vehicles before and during trips;
2. Driving Rules;
3. Knowledge of safety and health hazards of products carried (e.g., flammable, and corrosive); and
4. Actions to be implemented in case of spills, accidents, or other emergencies involving hazardous materials and hazardous wastes.