



Manifest / Trip Ticket for Hauled Liquid Waste Usage Instructions

The use of the City of Austin's Manifest / Trip Ticket for Hauled Liquid Waste is required to document the transportation of all hauled liquid waste within the City of Austin's jurisdiction in accordance with Chapters 15-5 and 15-10 of the Austin City Code; and Chapter 312 of Title 30 of the Texas Administrative Code. The purpose of these regulations is to provide "cradle to grave" documentation to assure these wastes are collected, transported and disposed of properly and legally. Meeting these regulations means that the manifests must be completed properly; delivered by the transporter as required; and retained in accordance with the required schedule (see page 3).

Filling Out the Form

ALL ENTRIES MUST BE LEGIBLE AND COMPLETE! The form is divided into four different sections and must be completed as described below ([view an example form here](#)):

- A. **Generator Info.** Specify the name, address (including house number, street name, suite number, city, state and zip code) and phone number of the generator.
1. In this section, specify the type of waste by marking the appropriate box for the waste type options provided (note that an option has been added for wastewater collected from a mobile food vendor). If the waste type description does not match one of the noted options, check the box "other," and describe the waste type in the space provided. Also, indicate the capacity of the tank, interceptor or trap. Please note that mixing incompatible wastes is not allowed, and the collection of hazardous waste or any other unapproved wastes is strictly prohibited.
 2. This section applies specifically to wastewater removed from a food service grease interceptor or trap that is subject to Austin City Code cleaning/pump-out frequency requirements. These pump-out requirements apply to all food service grease interceptors or traps within the City of Austin's jurisdiction (meaning the property that the grease interceptor or trap is located is in the City of Austin; or the property on which the grease interceptor or trap is located receives wastewater service from Austin Water).
 - a. This question should be marked by checking the "Yes" box if the wastewater removed was from a food service grease interceptor or trap that is subject to these pump-out frequency requirements (on property within the City of Austin, or on a property that receives wastewater service from Austin Water). If the waste was not removed from a food service grease interceptor or trap, indicate "No." Similarly, if the waste was removed from a grease interceptor or trap that is not within the City of Austin's jurisdiction or otherwise subject to Austin City Code requirements, indicate "No." If the answer to the question in 2.a) is "No," skip 2.b) through 2.f) and continue to the end of the "Generator Info." section.
 - b. If "Yes" was indicated as the answer to question 2.a), provide the COA Pollution Control Device ID, if known. Refer to one or both the following online tools to look up the Pollution Control Device ID:
 - [Report - Austin Water Industrial Waste Control / Pretreatment Pollution Control Devices](#)
 - [Map - Austin Water Industrial Waste Control / Pretreatment Pollution Control Devices](#)

If the COA Pollution Control Device ID is unknown, check the unknown box. If the GPS coordinates specifying the location of the grease interceptor or trap are known, please provide these coordinates as requested. If known, enter the decimal degrees of the interceptor or trap's latitude and longitude in the space provided (note that the beginning numbers "30" and "-97" for the latitude and longitude respectively have been added as a starting point). These decimal degrees indicated for the latitude and longitude should include *fourteen (14)* decimal places. ***If these coordinates are not known, please leave them blank.***

- c. Indicate the estimated percentage of grease and solids observed in the grease interceptor or trap during the cleaning.
- d. Indicate whether the grease interceptor or trap appeared to be in good operating condition by checking the "Yes" or "No" box. Signs of an interceptor or trap that is NOT in good operating condition include, but are not limited to: broken piping; missing baffles; cracks, corrosion or holes in tank walls or floor; visible rebar in tank walls or floor (indicates deteriorated concrete); broken, missing or cracked lids; or clogged or broken vent piping. If the interceptor or trap is NOT in good operating condition, describe the defect observed in the space provided. This space can be used to describe any other problem or potential issue related to the grease trap or its maintenance, even if the overall condition of the trap is still considered good.
- e. Indicate if the generator is required to submit a pump-out report to Austin Water in conjunction with this grease interceptor or trap cleaning event by checking the "Yes" or "No" box. Certain generators may be subject to the requirement to submit a pump-out report based on an enforcement action or special permit issued in response to previous violations or overflows related to grease interceptor maintenance. Such reports are typically required to be submitted within 24 hours after the pump-out. If applicable, the generator would be made aware of the reporting requirements and the specific instructions for how to meet them. Usually this will involve e-mailing a scanned copy of the manifest, but an online reporting tool is also being developed for potential future use in addressing these reporting expectations.
- f. Indicate whether the submission of the grease trap pump-out report is being done by the generator or the hauler by checking the appropriate box. If pump-out reporting is not required, check the "N/A" box. If applicable, identify the name or initials of the person reporting the pump-out.

Indicate the number of gallons removed and specify the date of the removal. Manifest regulations also require that the generator's name and signature be provided.

- B. **Transporter Info.** Specify the business name, address (including city, state and zip code) and phone number of the transporter. The TCEQ registration number, vehicle license number, City of Austin permit number, and the number of gallons transported must also be indicated. The vehicle license number to be recorded is the plate number associated with the waste tank. The driver's full printed name and signature must be provided to certify that the waste was removed in accordance with the regulations. At this point, the yellow copy of the manifest must be provided to the generator (*see Manifest Delivery and Record-keeping Requirements* on page 3). The date relinquished shall indicate when the waste load is removed from the vehicle, either by transfer or final disposal.

C. Transfer Info. This section shall be completed to document any transfer of wastes between vehicles operating under the same TCEQ registration number. The transfer of waste to any secondary transporter is allowed only at a Type V facility that is either permitted or registered with the TCEQ (such transfers would be documented in the Receiver Info section as described below). For waste transfers between vehicles operating under the same TCEQ registration number, the documentation steps require creating a new manifest for each waste load involved in the transfer. Completion of the transfer information section is different depending on whether it is the manifest for the donor vehicle or recipient vehicle for the specified waste load as described below ([view an example transfer manifest here](#)):

Donor Vehicle: Complete as follows:

1. For question 1., indicate whether or not the waste load was transferred to this vehicle from a different vehicle. For the donor vehicle the answer will be “No” if this is the first time the waste load is being transferred.
2. For question 2., indicate whether or not the waste load is being transferred from this vehicle to a different vehicle. For the donor vehicle the answer should be “Yes.” At this point, a new manifest should be generated as described below for the recipient vehicle. The new manifest / trip ticket number shall be indicated on the table in the transfer section of the donor vehicle’s (original) manifest. The recipient vehicle’s license plate number, the gallons transferred, the date of the transfer and the printed name and signature of the recipient vehicle’s driver must also be provided in the transfer section of the donor vehicle’s (original) manifest.

Recipient Vehicle: The recipient vehicle must initiate a new manifest for each waste load present in the waste transferred from the donor vehicle. For each waste load accepted, the ORIGINAL generator information must be duplicated on the new manifest(s) – however, duplication of the generator’s signature is not required. The transporter info section shall be completed for each new manifest to identify the recipient vehicle and driver. The transfer section of each recipient vehicle’s (new) manifest shall be completed as follows:

1. For question 1., indicate whether or not the waste load identified was transferred to this vehicle from a different vehicle. For the recipient vehicle, the answer should be “Yes.” The previous manifest / trip ticket number for the specified waste load from the donor vehicle should be indicated in the space provided.
2. For question 2., indicate whether or not the identified waste load is being transferred from the recipient vehicle to a different vehicle. For the recipient vehicle, the answer will be “No” unless an additional transfer of the waste takes place (see Multiple Transfers).

Multiple Transfers: A waste load that is transferred more than once will involve at least one vehicle that is both a recipient vehicle and a donor vehicle. Though potentially confusing, such transfers can easily be documented properly using these manifests. In such a case, the answers to questions 1. and 2. in the transfer section would both be “Yes.” Each additional transfer would require an additional manifest for each waste load transferred. The transfer information section of each manifest would reference the manifest from the previous transporter and the manifest of the next transporter. In each case, the generator info would be the same as on the original manifest, and the transporter info would be specific to each particular vehicle and driver involved in transporting the load to its ultimate disposal.

D. Receiver Info. Specify the name, full address and phone number of the receiving station facility. Indicate whether the facility is a disposal site, a permitted transfer station or a registered transfer station, and include the TCEQ Permit or Registration Number. The number of gallons received and the date and time that the waste was received must also be indicated. The full printed name and signature of the receiving station's representative must be provided to certify that the waste was received in accordance with the regulations.

Manifest Delivery and Record-keeping Requirements

Each original form has four attached copies. The copies are differentiated by title and color (see bottom of each form). The original and attached copies must be distributed and retained as described below:

- I. **Generator (Initial) – yellow copy.** This copy must be provided to the waste generator at the time the waste is collected. Prior to delivering this copy to the generator, all fields of the generator and transporter information sections of the form must be completed except for the date relinquished by the transporter.
- II. **Generator (Final) – green copy.** This copy should be provided to the waste generator no later than fifteen (15) days after waste disposal. All sections of the form shall be completed prior to delivering this copy of the form to the generator. This copy will serve as the generator's proof that the waste load collected has been disposed of properly and legally ("cradle to grave"). The generator shall retain a copy of each manifest in a file available for inspection by Austin Water for not less than five years from the date the ticket was completed.
- III. **Transporter – gold copy.** The transporter shall retain the gold copy of each manifest in a file available for inspection by Austin Water for not less than five years from the date the ticket was completed.
- IV. **Receiver – pink copy.** The receiving station shall retain the pink copy of each manifest in a file available for inspection by Austin Water for not less than five years from the date the ticket was completed.
- V. **Austin Water – white original.** The original record shall remain in the book and be returned to Austin Water's Glen Bell Service Center (3907 South Industrial Drive / Austin, Texas 78744) no later than the 30th day after all manifests in the book have been used.

Please note that companies transporting chemical toilet waste or those transporting their own waste are considered to be both the "generator" and the "transporter." In such cases, both the green copy [Generator (Final)] and the gold copy (Transporter) must be retained by the transporter to meet record keeping requirements mandated by both City and State transporter regulations. For the transport of such self-generated waste loads only, the yellow copy [Generator (Initial)] may be discarded. Only the white (Austin Water) copy should be included when returning the book.

If you have any questions or need additional information, please contact Austin Water's Special Services Division at (512) 972-1060