



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](#)):

- 1. Generator Info.** Specify the name, address (including house number, street name, suite number, city, state and zip code) and phone number of the generator. The type of waste and the capacity of the tank, trap or interceptor must be indicated. Mixing incompatible wastes is not allowed, and the collection of hazardous waste or any other unapproved wastes is strictly prohibited. The number of gallons removed and the date of the removal must also be specified. Additional notes, such as the percent wetted solids, should not obscure other entries. State manifest regulations also require that the generator's signature be provided.
- 2. 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.
- 3. 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.

4. **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:

1. **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.
2. **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 the Austin Water Utility for not less than five years from the date the ticket was completed.
3. **Transporter – gold copy.** The transporter shall retain the gold copy of each manifest in a file available for inspection by the Austin Water Utility for not less than five years from the date the ticket was completed.
4. **Receiver – pink copy.** The receiving station shall retain the pink copy of each manifest in a file available for inspection by the Austin Water Utility for not less than five years from the date the ticket was completed.
5. **Austin Water Utility – white original.** The original record shall remain in the book and be returned to the Austin Water Utility's Customer Services Division (TAPS) office no later than the 30th day after after all manifests in the book have been used. Transporters are allowed to have only a limited number of books checked out at one time. Therefore, the purchase of additional manifest books usually requires that the completed books be returned at the same time.

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 Utility) copy should be included when returning the book.

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