

Revised 06/2005

ALLIANCE FOR UNIFORM HAZMAT TRANSPORTATION PROCEDURES
Application and Instruction Packet
For
The Uniform State Hazardous Materials Transportation
Motor Carrier Registration and Permit Program

**This packet includes Parts I, II, III & IV for New Applicants or the Part II Permit Review
LONG FORM – Required every three years**

If you do not transport hazardous waste in or through the states of Ohio and Minnesota or low-level radioactive waste in or through the state of Nevada, Part III may be omitted.

The uniform registration and permitting application shall be completed by all motor carriers who:

Transport:

- 1) hazardous materials of a type and amount that require the transport vehicle to be placarded pursuant to 49 CFR, Part 172.500 et seq.; OR
- 2) hazardous waste of a type and amount that requires the shipment to be accompanied by a Uniform Hazardous Waste Manifest contained in 40 CFR, Part 262, including “state” designated hazardous wastes”. State designated hazardous wastes are additional hazardous wastes that have been officially determined by states that have been authorized by the United States Environmental Protection Agency to manage RCRA programs within their respective states. OR
- 3) low-level radioactive waste regulated by the Nuclear Regulatory Commission under 10 CFR, Parts 20 and 61.

And who operate in the following jurisdictions that participate in the uniform registration and permit program.

Illinois, Michigan, Oklahoma - Hazardous Waste Only
West Virginia - All Hazardous Materials
Minnesota, Ohio - All Hazardous Materials, Part III for Hazardous Waste
Nevada - All Hazardous Materials, Part III for Radioactive Materials

Note: Transportation of wastes not covered under the Uniform State Hazardous Materials Transportation Motor Carrier Registration and Permit Program may have additional permit/registration/manifest requirements in various Program States. Questions should be directed to the specific Program State regarding the waste transportation as noted below:

Illinois: Non-hazardous special waste, potential infectious medical waste, used tires
Michigan: Non-hazardous liquid industrial waste, scrap tires, PCB

Please refer to the instructions that accompany this application before contacting the base state with questions or requests for additional information.



Revised 06/2005

Alliance for Uniform HazMat Transportation Procedures

Application and Instruction Packet

- New Applicant
- Permit Renewal

PART I – Required for all Applicants			Section A: Motor Carrier Information		
1. Legal Name			2. Doing Business Name (DBA)		
3. Mailing Address			4. Physical Street Address		
5. City	6. State/Province	7. Zip Code	8. City	9. State/Province	10. Zip Code
11. Principal Business Phone Number		12. Principal Contact Cellular Phone		13. Principal Business Fax Number	
14. 24 Hr. Emergency Response Number		15. IRS Tax ID Number		16. RSPA HazMat Registration Number	
17. USDOT#		18. MC or MX #		19. U.S. EPA ID# (Required for Hazardous Waste)	
20. Application Contact Person			21. Email address		

Section B: Motor Carrier Operation	
22. Carrier Operation (Check all that apply) A. <input type="checkbox"/> Interstate B. <input type="checkbox"/> Intrastate C. <input type="checkbox"/> For-Hire D. <input type="checkbox"/> Private	23. Do you transport hazardous waste in a manner that requires a uniform manifest? <input type="checkbox"/> Yes <input type="checkbox"/> No 24. Do you anticipate transportation of radioactive waste in Nevada? <input type="checkbox"/> Yes <input type="checkbox"/> No
25. Do you anticipate transportation of hazardous waste in the following states? <input type="checkbox"/> Illinois <input type="checkbox"/> Michigan <input type="checkbox"/> Minnesota <input type="checkbox"/> Nevada <input type="checkbox"/> Oklahoma <input type="checkbox"/> Ohio <input type="checkbox"/> West Virginia	26. Did you transport hazardous waste in any of the following states in the previous 12 months? <input type="checkbox"/> Illinois <input type="checkbox"/> Michigan <input type="checkbox"/> Minnesota <input type="checkbox"/> Nevada <input type="checkbox"/> Oklahoma <input type="checkbox"/> Ohio <input type="checkbox"/> West Virginia

Section C: Fleet Information

Provide the following information for the applicant's fleet. If the applicant maintains multiple fleets for purposes of IRP reporting, complete a separate copy of this page (Section C) for each fleet. IRP covers only 10,000 pound and heavier vehicles. Therefore, also include non-IRP (and non-IFTA) power units as a separate fleet(s) if necessary.

27. IRP/IFTA Account Number	28. Reporting Period (12 months) <input type="checkbox"/> Calendar Yr _____ <input type="checkbox"/> Other - from _____ to _____
29. Average number of power units owned, leased or operated for the time period indicated in Item 28.	30. Average number of cargo tanks owned, leased or operated for the time period indicated in Item 28. Above 3500 water gallons _____ Capacities at or below 3500 water gallons _____

31. International Registration Plan (IRP) Percentages – Fleet # _____

AL _____%	FL _____%	KY _____%	MO _____%	NJ _____%	RI _____%	VA _____%
AK _____%	GA _____%	LA _____%	MT _____%	NM _____%	SC _____%	WA _____%
AZ _____%	HI _____%	MA _____%	NC _____%	NY _____%	SD _____%	WV _____%
AR _____%	ID _____%	MD _____%	ND _____%	OH _____%	TN _____%	WI _____%
CA _____%	IL _____%	ME _____%	NE _____%	OK _____%	TX _____%	WY _____%
CO _____%	IN _____%	MI _____%	NV _____%	OR _____%	UT _____%	DC _____%
CT _____%	IA _____%	MN _____%	NH _____%	PA _____%	VT _____%	Other North American _____%
DE _____%	KS _____%	MS _____%				

32. Percentage of transportation activity that involves hazardous materials

<input type="checkbox"/> None- MIDPOINT 0.0%	<input type="checkbox"/> 30.1 to 40.0 – MIDPOINT 35.0%	<input type="checkbox"/> 70.1 to 80.0 – MIDPOINT 75.0%
<input type="checkbox"/> Greater than 0 to 10.0 – MIDPOINT 5.0%	<input type="checkbox"/> 40.1 to 50.0 – MIDPOINT 45.0%	<input type="checkbox"/> 80.1 to 90.0 – MIDPOINT 85.0%
<input type="checkbox"/> 10.1 to 20.0 – MIDPOINT 15.0%	<input type="checkbox"/> 50.1 to 60.0 – MIDPOINT 55.0%	<input type="checkbox"/> 90.1 to 100.0 – MIDPOINT 95.0%
<input type="checkbox"/> 20.1 to 30.0 – MIDPOINT 25.0%	<input type="checkbox"/> 60.1 to 70.0 – MIDPOINT 65.0%	

33. Percentage of transportation activity noted in Item 32 attributed to only hazardous waste for the twelve month period indicated in Item 28 _____

34. Check each applicable class, division and zone of hazardous materials transported. (See 49 CFR 173.2 et.seq)

- | | |
|--|---|
| <input type="checkbox"/> Div 1.1 Explosives (with mass explosion hazard) | <input type="checkbox"/> Div 4.2 Spontaneously Combustible material |
| <input type="checkbox"/> Div 1.2 Explosives (with projection hazard) | <input type="checkbox"/> Div 4.3 Dangerous when wet material |
| <input type="checkbox"/> Div 1.3 Explosives (with predominantly fire hazard) | <input type="checkbox"/> Div 5.1 Oxidizer |
| <input type="checkbox"/> Div 1.4 Explosives (with no significant blast hazard) | <input type="checkbox"/> Div 5.2 Organic Peroxide |
| <input type="checkbox"/> Div 1.5 Very insensitive explosives; blasting agents | <input type="checkbox"/> Div 6.2 Infectious substance (Etiologic agent) |
| <input type="checkbox"/> Div 1.6 Extremely insensitive detonating substances | <input type="checkbox"/> Div 6.1 A (Poison Liquid which is a PIH Zone A) |
| <input type="checkbox"/> Div 2.1 Flammable gas | <input type="checkbox"/> Div 6.1 B (Poison Liquid which is a PIH Zone B) |
| <input type="checkbox"/> Div 2.1 LPG (Liquified Petroleum Gas) | <input type="checkbox"/> Div 6.1 Poison (Poisonous liquid with no inhalation hazard) |
| <input type="checkbox"/> Div 2.1 Methane Gas | <input type="checkbox"/> Div 6.1 Solid (Meets the definition of a poisonous solid) |
| <input type="checkbox"/> Div 2.2 Non-flammable compressed gas | <input type="checkbox"/> Class 7 Radioactive materials |
| <input type="checkbox"/> Div 2.2 A (Anhydrous Ammonia) | <input type="checkbox"/> HRCQ (Highway Route Controlled Quantity of Radioactive Material) |
| <input type="checkbox"/> Div 2.3 A (Poison Gas which is Poison Inhalation Hazard (PIH) Zone A) | <input type="checkbox"/> Class 8 Corrosive material |
| <input type="checkbox"/> Div 2.3 B (Poison Gas which is PIH Zone B) | <input type="checkbox"/> Class 8 A (Corrosive liquid which is a PIH Zone A) |
| <input type="checkbox"/> Div 2.3 C (Poison Gas which is PIH Zone C) | <input type="checkbox"/> Class 8 B (Corrosive liquid which is a PIH Zone B) |
| <input type="checkbox"/> Div 2.3 D (Poison Gas which is PIH Zone D) | <input type="checkbox"/> Class 9 Miscellaneous hazardous material |
| <input type="checkbox"/> Class 3 Flammable and combustible liquid | <input type="checkbox"/> Elevated Temperature Material Infectious Waste |
| <input type="checkbox"/> Class 3 A (Flammable liquid which is a PIH Zone A) | <input type="checkbox"/> Marine Pollutants |
| <input type="checkbox"/> Class 3 B (Flammable liquid which is a PIH Zone B) | <input type="checkbox"/> Hazardous Sub (RQ) |
| <input type="checkbox"/> Combustible Liquid (Refer to 49 CFR 173.20 (b)) | <input type="checkbox"/> Hazardous Waste |
| <input type="checkbox"/> Div 4.1 Flammable Solid | <input type="checkbox"/> ORM |

35. Which of the following hazardous material(s) does your company transport, check all that apply:

- | | |
|--|--|
| <input type="checkbox"/> 1. Highway Route Controlled Quantities (HRCQ of Radioactive materials) | <input type="checkbox"/> 3. (cont'd) material in a bulk package (capacity greater than 450 liters (119 gallons), a material meeting the definition of a Hazard Zone C or D (TIH) material in a bulk packaging that has a capacity greater than 13,248 L (3,500 gallons). |
| <input type="checkbox"/> 2. More than 25 kg (55 pounds) of a Division 1.1, 1.2, or 1.3 material or a quantity of Division 1.5 material that requires placarding | <input type="checkbox"/> 4. Shipments of compressed or refrigerated liquid methane or liquefied natural gas with a methane content of at least 85% in a bulk packaging that has a capacity greater than 13,248 L (3,500 gallons) |
| <input type="checkbox"/> 3. For materials that meet the definition of "material poisonous by inhalation (TIH) as defined in 49 CFR 171.8: More than 1 liter (1.08 quarts) per package of a material meeting the definition of a Hazard Zone A (TIH) material, a material meeting the definition of a Hazard Zone B (TIH) (cont'd in next column) | |

35a. If you checked any of the boxes in Item 35, you **must certify the following four statements** with your initials in the line to the left of each statement.

- | | |
|-------|---|
| _____ | 1. I certify that the applicant has been issued a Satisfactory Safety Rating from the Federal Motor Carrier Safety Administration. |
| _____ | 2. I certify that the applicant's out of service rate is not in the top 30% of the national average. |
| _____ | 3. I certify that the applicant's crash rate is not in the top 30% of the national average. |
| _____ | 4. I certify that, to the best of my knowledge, the applicant has a system to adequately communicate and/or track shipments of hazardous materials per 49 CFR 385.415 |

PART II – Required for all Applicants only during Permit Review Year	
Initials	Section A: Certifications
	1. I certify that, to the best of my knowledge, the applicant has a properly executed Form MCS82 or MCS90, and has in effect and will maintain the minimum level of financial responsibility as required by 49 CFR 387 or required coverage for intrastate carriers, if applicable.
	2. I certify that, to the best of my knowledge, all applicant owned and operated vehicles have received a periodic inspection within the past year under the requirements detailed in 49 CFR 396.17 and the applicant maintains vehicle maintenance records in accordance with Part 396 all inclusive.
	3. I certify that, to the best of my knowledge, all of the applicant's drivers subject to 49 CFR 383 have a current commercial driver's license, including all applicable endorsements for hazardous materials and cargo tankers and a complete driver qualification file is maintained in accordance with Part 391.
	4. I certify that, to the best of my knowledge, the applicant complies with all applicable USDOT bulk packaging requirements as required by 49 CFR 100, 180, inclusive.
	5. I certify that, to the best of my knowledge, the applicant is in compliance with 29 CFR 1910.120(q) regulations pertaining to an emergency response plan.
	6. I certify that, to the best of my knowledge, the applicant is aware of, and will observe, all state designated routing requirements as required by 49 CFR 397 and will so instruct its drivers.
	7. I certify that, to the best of my knowledge, the applicant is in compliance with 29 CFR 1910.1200 and 49 CFR 172 Subpart H and 49 CFR 177.800 dealing with training requirements for hazardous materials employees.
	8. I certify that, to the best of my knowledge, the applicant retains its shipping papers, or an electronic image thereof, for a period of one year in conformance with 49 CFR 177.817(f)
	9. I certify that, to the best of my knowledge, the applicant maintains all hours of service records as required in 49 CFR 395.8 and is in compliance with the hours of service regulations in 49 CFR 395.
	10. I certify that, to the best of my knowledge, the applicant meets the motor carrier safety requirements found in 49 CFR 100 to 180 inclusive.
	11. I certify that, to the best of my knowledge, the applicant meets the federal requirements relating to security including security awareness training, the development of security plans, and security plan administration, as required by 49 CFR 172.704, 172.800 and 172.802 [RSPA Docket HM-232]

Part III Additional Information Required from Motor Carriers of Hazardous Waste

Part III is required only for transporters of hazardous waste in or through the states of Minnesota and Ohio and transporters of low-level radioactive waste in or through the state of Nevada. Hazardous waste transporters may substitute information from documents filed for other purposes to meet the requirements of Part III. Specific page references that link the provided documents to the requested information must be provided.

Section A. Incorporation

If the applicant is incorporated, provide the date of incorporation: _____ Place of incorporation: _____
 The applicant shall provide a table of organization showing the applicant's position in relationship to parent and subsidiary firms.
 The applicant shall provide an organization chart for key management personnel.

Section B. Facilities Owned and Operated

List the name, business address, EPA or State ID Number (as applicable) and principal type of business of all North American facilities which currently are, or have in the last three years been, owned, operated or leased by the applicant, which during that time have been engaged in any of the activities described below. For each facility, also list all federal, state and local agencies which have regulated the facility's activities listed in 1-4 below, and list all permits, licenses and registrations applied for or held during that time by the applicant's firm for such activity.

1. RCRA or non-RCRA hazardous waste transportation, generation, treatment, storage, transfer, disposal, recycling or other handling. Note: "Non-RCRA hazardous waste" includes a number of materials regulated by certain, but not all, states as hazardous waste, such as waste asbestos, used oil and contaminated soil.
2. Biohazardous (infectious or medical) waste transportation, treatment or disposal.
3. Septic or industrial wastewater transportation, treatment or disposal.
4. Solid waste transportation, disposal or other handling.

Provide information in a matrix format with the following headings as Attachment III.B to this application.

- Facility Name
- Address
- EPAState ID#
- Principal Business
- Regulatory Agency
- Permits, Licenses, Registrations Held or Applied for

Section C. Identification of Key Management Personnel

For purposes of this disclosure statement, "key management personnel" means any individual having positions of discretionary responsibility, control or influence over the applicant's environmental, waste management, or transportation operations. Provide identifying information for such personnel as specified below as Attachment III.C to this application.

1. Basic Identifying Information. Provide the full name, date of birth, driver's license number and all aliases used for individuals who hold, or have held in the last three years, the following key management positions (as applicable) in the applicant's firm:
 - a. All individuals holding or controlling 10 percent or more of the equity (including stock) in, or debt liability of, the applicant either directly or through another individual, excluding commercial lending institutions.
 - b. All directors
 - c. All corporate officers, including but not limited to the firm's president, vice-president, secretary and chief financial officer.
 - d. All managers of environmental regulatory compliance.
 - e. All first-line supervisors who manage a facility at which the applicant transports, transfers, or stores hazardous waste.
2. If the initial background investigation of any key management personnel raises questions as to the identity of the person(s) for which information is provided, the state may request fingerprint cards for the person(s) whose identity is in question.

Section D. Permits Held

List all state hazardous materials transportation registrations, permits, licenses or similar types of credentials held in the last three years. If necessary, provide additional sheets as Attachment III.D.

Jurisdiction	Current or Recent Permit or Registration Number	Years Held	Type of Material (HM, HW, RAM)

Part III Continued

Section E. Related Business Concerns

Parent companies: List all persons which hold, or which have held in the last three years, either directly or through another person, 10 percent or more of the equity in, or debt liability of, the applicant's firm, excluding lending institutions. List all names and addresses used by such persons in the last three years as Attachment III.E of this application.

North American affiliates and subsidiaries: List all persons in which the applicant's firm, or any person listed in Part C, holds or has held in the last three years, 10 percent or more of the equity or debt liability. List all names and addresses used by such persons in the last three years.

Major contractors and persons involved in the brokering of hazardous waste: List all contractors and brokers that account for 10 percent or more the applicant company's contracted work in the last three years with the applicant has contract in any of the activities listed in Part B.

Leased vehicles: List all companies, not listed elsewhere, from which 25 percent or more of the applicant's vehicles are leased and used for the activities described in Part III, Section B.

Major clients: List all persons that accounted for 10 percent or more of the work performed by the applicant's firm in the last three calendar years.

Section F. Legal Proceedings

Attach a list and explanation of all legal proceedings, associated with the crimes identified below, against the applicant's business, and key management personnel, as defined in Part C, and against any North American parent, affiliate or subsidiary company of the applicant. For purposes of this Disclosure Statement, "legal proceedings" means any federal, state or local enforcement actions, whether administrative, civil or criminal, pending or adjudicated in the last three years. Include the following crimes:

- | | |
|----------------|---|
| Murder | Theft and related crimes |
| Kidnapping | Forgery and fraudulent practice |
| Gambling | Racketeering |
| Robbery | Perjury or false swearing |
| Bribery | Assault constituting felony |
| Extortion | Anti-trust violations |
| Criminal usury | Fraud in the offering, sale, or purchase of securities |
| Arson | Alteration of motor vehicle identification numbers |
| Burglary | Unlawful possession or use of destructive devices or explosives |

Section G. Changes

The applicant shall report to the regulating agency in writing, within 90 days, any changes in majority ownership or convictions against the applicant or the applicant's key management personnel for any crime covered under Part III, Section F, Legal Proceedings.

Part IV – Required for all Applicants

General Application Certifications

- I certify that the applicant's hazardous materials transportation (including hazardous waste) license, permit, or registration has not been withdrawn, denied, suspended or revoked by any state, local, or federal agency in the past year.
- I certify that the applicant's USDOT safety rating has not changed in the past year.
- I certify that the applicant has had no changes in majority ownership or convictions against the applicant or the applicant's key management personnel for any crime covered under Part III, Section F, Legal Proceedings in the past year.
- I certify that the applicant has a properly executed Form MCS-82 or MCS-90 and has in effect and will maintain the minimum level of financial responsibility as required by 49 CFR, Part 387 or required coverage for intrastate carriers, if applicable.
- I certify that there have been no changes in the applicant's operations that would require the applicant to obtain a higher level of credential under the Uniform Program. (Example: A carrier with a Part II Hazardous Materials permit begins transporting hazardous waste in a state that requires the Part III disclosure.)
- I understand that any information contained in this application may be verified through either a desk audit or on-site audit.
- I certify that, to the best of my knowledge and after due investigation, the information contained in this application is true, accurate, and complete.

Name (please type or print)

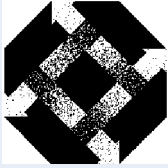
Title

Signature – Must be signed by owner or officer of the company

Date

False statements may violate 18 U.S.C. 1001, may incur state penalties, and may invalidate the registration and permit form.

This page MUST be signed in INK and returned with the application



Alliance for Uniform HazMat Transportation Procedures Fee Worksheet Summary Form

If applicant maintains multiple fleets for purposes of IRP reporting, complete a separate copy of this page for each fleet. IRP covers only 10,000 pound and heavier vehicles. Therefore, also include a non-IRP and non-IFTA power units as a separate fleet(s) if necessary.

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Fleet # _____

Please read instructions 1-9 on this page before filling out the calculation spreadsheet

General Processing Fee Item 1	Permit Review Fee Item 2	Power Units Item 3	x	% IRP Mileage Item 4	x	% HazMat Activity Item 5	or	% HazWaste Activity Item 6	=	Round up to whole # Item 7	x	Vehicle Fee Item 8	=	Total per State Fees Item 9
1. IL \$250.00	N/A		x		x	N/A	or		=		x	\$20.00	=	
2. MI \$50.00	\$500.00		x		x	N/A	or		=		x	\$50.00	=	
3. OK \$50.00	\$500.00		x		x	N/A	or		=		x	\$100.00	=	
4. MN \$50.00	N/A		x		x		or		=		x	\$30.00	=	
5. NV \$125.00	\$500.00		x		x		or		=		x	\$125.00	=	
6. OH \$50.00	N/A		x		x		or		=		x	\$20.00	=	
7. WV \$50.00	N/A		x		x		or		=		x	\$50.00	=	
Add Lines 1-7														
Add Base State Processing Fee (Item 1)														
Add Base State Permit Review Fee (Item 2)														
Total Remittance														

- Item 1 General Processing Fee - Pay this fee only to the Base Jurisdiction
- Item 2 Part II Permit Review Fee - Pay this fee only to the Base Jurisdiction during a Permit Review Year (Part II Renewal or Original Application Year)
- Item 3 Enter average number of power units owned, leased or operated for the time period indicated in Section C, item 28 on page 1
- Item 4 Enter IRP mileage percentages from Section C, item 31 on page 1. All percentages should be rounded to two decimal places and the sum of these percentages must equal 100 percent. Intrastate carriers should allocate 100 percent to the state in which they operate.
- Item 5 Enter HazMat activity percentage from Section C, item 32 on page 1. **This percentage represents total activity in all states combined. Do not split activity among states.** The percentage of hazardous materials activity for less-than-truckload shipments shall be the weight of all hazardous materials shipments divided by the total weight of all shipments for either the last calendar year or the applicant's fiscal year. For truckload shipments, the percentage of hazardous materials activity shall be the number of placarded or marked shipments divided by the total number of shipments for the most recent twelve-month period for which this information is available. A carrier that transports both less-than-truckload and truckload shipments of hazardous materials shall calculate the percentage of hazardous materials activity on a proportional basis.
- Item 6 Enter the total percentage attributed ONLY to hazardous waste activity from Section C, item 33 on page 1 for the states of Illinois, Michigan and Oklahoma. **This percentage represents total hazardous waste activity in all states combined. Do not split activity among states.**
- Item 7 Enter the result of multiplying number of vehicles X IRP% X HM (or) HW % and round up to the nearest whole number
- Item 8 Vehicle Registration Fee - Pay this fee per vehicle after calculating mileage and activity
- Item 9 Enter the result of multiplying the whole number in Item 7 X per vehicle registration fee in Item 8 above

Note: A separate invoice for the Part III Review fee will be sent directly to the Applicant from the Part III Review jurisdiction.

STATE ADMINISTERING AGENCY**UNIFORM PROGRAM LEVEL**

Illinois

Illinois Environmental Protection Agency
Division of Land Pollution Control
1021 North Grand Avenue East
Springfield, IL 62702

Phone: 217/785-8604
FAX: 217/782-9290

Part II for Hazardous Waste

Make checks payable to: TREASURER, STATE OF ILLINOIS

Michigan

Michigan Department of Environmental Quality
P.O. Box 30657
Lansing, MI 48909

Phone: 586/753-3850
FAX: 586/753-3831

Part II for Hazardous Waste

Make checks payable to: STATE OF MICHIGAN

Minnesota

Minnesota Department of Transportation
Administrative Truck Center
1110 Centre Point Curve
Mendota Heights, MN 55120

Phone: 651/405-6060
FAX: 651/405-6100

Part II for Hazardous Materials
Part III for Hazardous Waste*Make checks payable to: COMMISSIONER OF TRANSPORTATION*

Nevada

Nevada Highway Patrol
HazMat Registration & Permit Section
555 Wright Way
Carson City, NV 89711-0525

Phone: 775/684-4622
FAX: 775/684-4649

Part II for Hazardous Materials/Waste
Part III for Radioactive Waste*Make checks payable to: NEVADA HIGHWAY PATROL*

Ohio

Public Utilities Commission of Ohio
Motor Carrier Registration, 14th Floor
180 East Broad Street
Columbus, OH 43215-3793

Phone: 614/466-3392
FAX: 614/728-9292

Part II for Hazardous Materials
Part III for Hazardous Waste*Make checks payable to: TREASURER, STATE OF OHIO*

Oklahoma

Oklahoma Corporation Commission
Transportation Division
P.O. Box 52000
2101 North Lincoln Blvd.
Oklahoma City, OK 73152-2000

Phone: 405/521-2915
FAX: 405/521-2916

Part II for Hazardous Waste

Make checks payable to: OKLAHOMA CORPORATION COMMISSION

West Virginia

Public Service Commission of West Virginia
Motor Carrier Section
201 Brooks Street
Post Office Box 812
Charleston, WV 25323

Phone: 304/340-0456
FAX: 304/340-0394

Part II for All Materials/Waste

Make checks payable to: PUBLIC SERVICE COMMISSION OF WEST VIRGINIA

Alliance for Uniform Hazmat Transportation Procedures
Application Instructions for Long Form
Revised October 10, 2005

General Instructions

- Use the “Long Form” if applicant is applying for the first time or if the applicant is renewing their permit. Use the “Short Form” if applying for annual registration renewal.
- The application may be submitted by mail or in person to the designated state agency in the applicant's base state. (A list of designated agencies is provided as Appendix A to the application.)
- The application should be completed by all motor carriers of hazardous materials who operate in states that administer the registration and/or permit programs for hazardous materials transporters, as indicated on the application cover page.
- The term "applicant" as used in the application refers to the company or individual seeking a registration or permit.
- The application must be filled out completely. **Do not leave any item blank.** If an item does not apply to the applicant, write "N/A" and, if appropriate, include a brief explanation.
- The application should be computer processed, typewritten, or filled out clearly and neatly with ink. Pencil will not be accepted. Illegible responses will result in your application being returned for correction.
- If the space provided on the form is not sufficient to answer any questions, attach additional sheets (in the same dimensions as the application) to the back of the application.
- Remittance of all registration and/or permit fees is required at the time the application is submitted to the base state. The base state will not process the application unless all applicable fees are enclosed.
- All questions and all information requested must be answered completely and truthfully. Fraudulent, deceptive, or misleading answers may result in denial or revocation of permit and potential initiation of enforcement activities. Applications will be returned to applicant if requested information is missing or omitted. Applicant is expected to make reasonable efforts to check his/her company records so that complete and accurate answers are provided. Falsification may subject applicant to additional penalties as provided for under state law.
- If the applicant encounters difficulty in completing the form or has any questions, please contact the base state for assistance. Correcting errors before submitting the form will greatly reduce the possibility of enforcement actions and/or delays due to return of your submittal for amendment.
- After completing all applicable sections (Parts I-III), the information must be certified by an authorized representative of the applicant in Part IV.

How to Determine What Type of Application to File

Determine the nature of the applicant's hazardous materials transportation activity (i.e., hazardous materials, hazardous waste, and/or radioactive materials) and the states in which it transports these materials.

The applicant must then determine the states in which it operates and the program "level" operated by each of the states in which it operates. See "Appendix A" of the application for a listing of participating jurisdictions and their program level.

Identification of an Applicant's Base State

All applicants shall use the following procedures for determining the base state to which the applicant **MUST** submit its application for registration and/or permit under the Uniform Program.

[1] If a motor carrier does not operate in a state that is a participating jurisdiction, the carrier is not subject to the Uniform Program and need not submit an application for a registration and/or permit.

[2] If a motor carrier operates only in a state or states that require the Uniform Program registration (Part I) and Permit (Part II) the motor carrier's base state shall be:

(A) the state that is the motor carrier's principal place of business, i.e., where the applicant maintains its central records related to the transportation of hazardous materials, or

(B) if the state that is the motor carrier's principal place of business is not participating in the Uniform Program, the state that is a participating jurisdiction in which the motor carrier records the most miles traveled based on the percentages reported in Part I, Item 31, Page 1 of the application.

[3] If a motor carrier operates in one or more states that require the Uniform Program permit, the motor carrier's base state shall be:

(A) the state that is the motor carrier's principal place of business, if such a state is a participating jurisdiction and requires the national permit; or

(B) if the state that is the motor carrier's principal place of business is not a participating jurisdiction or does not require the national permit, the state that is a signatory and requires the national permit in which the motor carrier records the most miles traveled.

(C) if the applicant transports hazardous waste in a state that requires the Part III disclosure, the applicant should STILL submit its application to the state identified above regardless of whether it requires Part III. That state, if not a Part III state, will subcontract with the Part III state in which the applicant reports the most miles in Part I, Item 31, Page 1 of the application.

[4] A motor carrier may request that the Governing Board approve a participating jurisdiction as the base state other than that identified by the method above, if, and only if, the following criteria are satisfied:

(A) such request is not based on an attempt by the motor carrier to circumvent any requirement of the Uniform Program or avoid enforcement of the program requirements by its current base state or any other participating jurisdiction;

(B) approval of the request will improve administration of the Uniform Program; and

(C) the Governing Board consults with the jurisdiction that would otherwise be the base state and such jurisdiction concurs with the motor carrier's request.

Part I. Registration Application

Most items on the application are self-explanatory. Please make note of the following:

1. Provide Legal Name as it appears on federal Form MCS-150.
2. Provide "doing business as" (DBA) name, as it appears on federal Form MCS-150.
14. Provide a 24-hour phone number where the **CARRIER** may be contacted in case of an incident or emergency involving a power unit owned or operated by the applicant company. This number can include voice-mail, an answering machine, or an answering service during non-business hours. This number CANNOT be the number for a commercial emergency response telephone service such as Chemtrec.
16. Provide the U.S. DOT HazMat Registration Number issued to the applicant by the U.S. Department of Transportation Pipeline and Hazardous Materials Safety Administration (PHMSA). If the applicant does not carry hazardous materials of a type or quantity that requires a federal hazardous materials

registration number, please put "N/A" in the space provided. [NOTE: This number changes with each annual registration. The applicant should provide the most recently issued number.]

17. Provide the applicant's USDoT Motor Carrier Number as defined in 49 CFR Part 390.21.

18. Provide the Motor Carrier Docket number issued to the applicant by the FMCSA (previously known as the ICC number).

19. Provide the U.S. EPA Identification Number for the applicant's transportation activity, if the applicant company is required to have such number in accordance with federal requirements for transporting hazardous waste under 40 CFR 263.11. EPA guidance requires the transporter "headquarters" to obtain a U.S. EPA identification number. Do not supply generator or treatment, storage and disposal facility numbers. If the applicant's services do not require an U.S. EPA ID number, please put "N/A" in the space provided.

23. Indicate whether the applicant company transports hazardous waste subject to the manifest requirements of 40 CFR 262.20 et. seq., or applicable state law relating to the Uniform Hazardous Waste Manifest.

28. Indicate the previous twelve-month period for which information in this application is provided. The applicant may use the calendar year, fiscal year, or program year (e.g., IRP registration year). If the applicant elects to change the reporting year in a subsequent application, the applicant must inform the base state of its intention.

29. Applicant shall provide the average number of power units owned, leased or operated for the time period indicated in Part 1, Section C, Item 28 on page 1. For purposes of the Uniform Program, the definition of a power unit is the same as "truck" and "truck tractor" as defined in 49 CFR 390.5. The following categories of vehicles may be excluded from the average reported.

- Vehicles that are used exclusively for the transportation of personnel, as opposed to freight, including fleet maintenance vehicles.
- Power units that do not operate on public highways.

30. If the applicant owns, leases, or operates cargo tanks, please provide the average number of units for each category [(a) and (b)] in the space provided. Otherwise, please put "NONE" in the space provided.

31. Applicant shall provide the International Registration Plan (IRP) percentages (or their equivalent) for miles traveled in each state for the previous IRP reporting year for each fleet. All percentages should be rounded to two decimal places

(e.g., 13.247 percent should be reported as 13.25 percent) and the sum of these percentages must equal 100 percent. Intrastate carriers should allocate 100 percent to the state in which they operate.

If a carrier maintains IRP mileage, it must use its IRP percentages. If the carrier maintains IFTA fuel tax reporting mileage, but not IRP mileage, it must use the IFTA percentages for this purpose. Percentages must include non-IRP and non-IFTA fleet mileage. If the carrier does not maintain mileage records for either IRP or IFTA, the carrier must calculate the apportioned mileage and provide a brief explanation of the methodology used to calculate the percentages.

32. Each applicant must provide the percentage of its operations that can be considered transportation of hazardous materials. The percentage of hazardous materials activity for less-than-truckload shipments shall be the weight of all hazardous materials shipments divided by the total weight of all shipments for either the last calendar year or the applicant's fiscal year. For truckload shipments, the percentage of hazardous materials activity shall be the number of placarded or marked shipments divided by the total number of shipments for the most recent twelve-month period for which this information is available. A carrier that transports both less-than-truckload and truckload shipments of hazardous materials shall calculate the percentage of hazardous materials activity on a proportional basis.

The applicant should place a check mark in the box next to the range that corresponds to the percentage of the applicant's total operations that involves the transportation of hazardous materials. Any worksheets or documentation that supports the applicant's answer to this item should be retained and are subject to review during an audit of the carrier's operations.

Part II. Permit Application--Certifications 1-11

EACH CERTIFICATION SHOULD BE SEPARATELY INITIALED IN THE BOX TO THE LEFT OF THE CERTIFICATION BY THE APPROPRIATE OFFICIAL OF THE APPLICANT COMPANY. *All information in the permit, including the certifications, is subject to verification through a desk or on-site audit. If all information is not found to be true and accurate, this will be grounds for withholding, suspending, or revoking the permit. If for any reason a certification does not apply to your business, please initial the certification anyway.*

Part III. Additional Information Required from Motor Carriers of Hazardous Waste

If the applicant transports manifested hazardous waste in a state that administers Part III of the Uniform Program, the applicant must provide the information requested in Sections A-G.

Section A. Incorporation

Please provide the date and place of incorporation pertaining to the applicant's current corporation filing. If the applicant is not a corporation, please indicate by putting "n/a" in response to both requests.

To assist the base state with its review of the application, the applicant **MUST** submit a table of organization showing the applicant's position relative to its parent company and any U.S. subsidiaries. If this question does not apply to the applicant's corporation (i.e., the firm is a single entity), please write "n/a" next to this item.

Each applicant must provide a staff organization chart which indicates each individual that the applicant believes is subject to the information requirements in Part III, Section C (page A-9). The chart should indicate the individual's name, title, division (if applicable), and the line of authority. The table of organization and the staffing chart should be provided as Attachment III.A to the application.

Note: There is no longer a general requirement for financial information. If, however, in the course of an application review, the base state determines that the availability of financial information will aid in the application review, the base state may request this information covering a period of not more than the past three years.

Section B. Facilities Owned and Operated

For each applicable facility, provide the following information.

- Facility Name
- Address
- EPA/State ID#
- Principal Business
- Regulatory Agency
- Permits, Licenses, Registrations Held or Applied For

This information should be provided as Attachment III.B to the application.

Section C. Identification of Key Management Personnel

For each applicable person employed by the applicant, provide the following information.

- Full Name
- Date of Birth
- Driver's License Number
- All Aliases

This information should be provided as Attachment III.C to the application.

If the applicant has any questions as to the applicability of this section to an employee, please contact the base state for clarification.

NOTE: There is no longer a fingerprint requirement for key management personnel. However, if during the initial background investigation of any individual raises questions as to his/her identity, the base state may request fingerprint cards for those individuals only.

Section D. Permits Held

Please provide the following information for each state hazardous materials registration, permit, license or similar type of credential held in the last three years.

Issuing Jurisdiction
Current or Most Recent Registration/Permit/Credential Identification Number
Years Held
Type of Material to Which the Registration/Permit/Credential Applies
HM = Hazardous Materials
HW = Hazardous Wastes
RAM = Radioactive Materials

This information may be entered directly on the application form or may be provided as Attachment III.D to this application.

NOTE: The applicant's response to this data request is compared to the states for which the applicant reports IRP mileage in Part I, Section 12b (page A-2). To aid in the base state's review, the applicant should, as part of this attachment, provide a list of states with IRP mileage in which the applicant DOES NOT transport hazardous materials, hazardous waste, or radioactive materials.

Section E. Related Business Concerns

Provide the requested information for each of the five (5) categories listed in Section E. This information should be provided as Attachment III.E to the application. If there are questions concerning the applicability of this data request to any firm or individual, please contact the base state for clarification.

Section F. Legal Proceedings

This information request applies to:

- the applicant business;
- any key management personnel identified in Part III, Section C; or
- any North American parent, affiliate, or subsidiary company.

This information should be provided as Attachment III.F to the application. If there are questions concerning the applicability of this data request to any firm or individual, please contact the base state for clarification.

Section G. Changes

The Part III permit issued by the base state is effective for three years unless notified otherwise by the base state. The applicant must still file an annual registration application with the base state and pay the appropriate fees. A motor carrier transporting hazardous waste under a Part III credential does not have to report any changes in its operations with the following exceptions.

- If there is a lapse in insurance coverage (i.e., the policies reported in Part II, Section H have expired AND have not been replaced by equal or higher coverage), this lack of coverage must be reported to the base state IMMEDIATELY.
- Within 90 calendar days, the motor carrier must report any changes in majority ownership of the credentialed company.
- Within 90 calendar days, the motor carrier must report any new convictions, associated with crimes covered under Part III, Section F-Legal Proceedings, against the applicant firm or any of the applicant's key management personnel.

This information should be submitted to the applicant's base state administering agency listed in Appendix A of this application.

Part IV. General Application Certifications

The certifications must be checked and the application must be signed by an official of the applicant company, authorized to certify applications for registrations and permits.