



BIOHAZARDOUS MEDICAL WASTE TRANSPORTER LICENSE APPLICATION INSTRUCTIONS

INSTRUCTIONS

Effective July 1, 2012, biohazardous medical waste transporters must pay a fee for initial licensing, five-year renewals, and amendments. An annual fee is also required. Refer to the fee schedule on page ii of the Application Instructions. The license is not transferable from person to person or from vehicle to vehicle.

Pursuant to the Arizona Administrative Code (A.A.C.) R18-13-1409, a Biohazardous Medical Waste Transporter shall obtain a medical waste transporter license from the Arizona Department of Environmental Quality (ADEQ) before commencement of transportation activities in the state.

Please read the information contained in this application and A.A.C. R18-13-1409, Transportation, Biohazardous Medical Waste and Discarded Drugs Rule, before completing this transporter license application. Please note that the term "Biohazardous Medical Waste," and additional relevant terms, are defined at A.A.C. R18-13-1401, and that additional program information may be obtained by reading all of A.A.C., Title 18, Chapter 13, Article 14 – Biohazardous Medical Waste and Discarded Drugs.

The completed and signed application for Arizona Biohazardous Medical Waste Transporter License and supporting documents, **including county permits and inspection reports**, must be submitted to ADEQ. Each page of supporting documentation must be numbered and must carry a heading for easy identification. Any illustrations, photographs, newspaper/magazine advertisements, etc., submitted with the application shall be legible and should be no smaller than 8.5 by 11 inches in size.

ADEQ will review and approve or disapprove an application. If the application is approved, you will be notified of the initial five-year license. If the application is denied, ADEQ will provide the basis of its decision. ADEQ's decision is an appealable agency action per Arizona Revised Statutes (A.R.S.) §41-1092.

Pursuant to A.A.C. R18-13-1409(E), a transporter license is valid for five years after issuance. To renew the license, an application must be submitted no later than 60 days before the expiration. Renewals are subject to the fee schedule on page ii of the Application Instructions.

This document is divided into three main parts:

- 1) **Instructions** – The instructions are intended to give you basic information regarding the application process, how long the process may take, and how much it will cost. More detailed information can be obtained by referencing the specific rule citation listed with each application item. Please do not submit the instructions with your application.
- 2) **General Information** – This section includes basic applicant and facility information.
- 3) **Technical Information** – This section requires information regarding the Transportation Management Plan (TMP). A TMP is to be attached to the application. For your convenience, ADEQ has provided a template to assist you in the development of your TMP. Please ensure that the TMP includes a Table of Contents that matches the TMP document you submit, and that extraneous template language is removed (i.e., if the template language does not apply to your operations, remove that text in the process of developing your custom plan).

GENERAL APPLICATION PROCESS

- 1) Applicant submits the completed Application Form with the **original signature** and an electronic copy of the TMP, including attachments, and a cover letter that briefly describes the nature of the business, and the activities for which license is sought.
- 2) Applicant satisfies any administrative deficiencies.
- 3) ADEQ sends a Decision to Grant/Deny the application.
- 4) ADEQ assigns a License Number (if Decision to Grant).
- 5) ADEQ mails the License (if Decision to Grant).

FEES

	Application Fee	Hourly Fee for Reviews and Vehicle Inspections A.A.C. R18-13-1409(D)	Annual License Fee (ADEQ sends invoice)	Annual Fee Due Date A.A.C. R18-13-1409(B)
New License	\$2,000 A.A.C. R18-13-1409(C)	\$122/hr		
Existing License	--	--	\$750 A.A.C. R18-13-1409(B)	December 31
5-Year Renewal	\$2,000 A.A.C. R18-13-1409(C) & (D)	\$122/hr		
Amendments (after issuance) Vehicles changes TMP revisions	\$100 A.A.C. R18-13-1409(F)	\$122/hr	--	--

The maximum fee for new licenses and 5-year renewals shall be \$20,000 [A.A.C. R18-13-1409(D)]

The maximum fee for amendments shall be \$5,000 [A.A.C. R18-13-1409(F)]

HOW LONG DOES THE APPLICATION PROCESS TAKE?

Licensing Time Frames (LTF) are specified by Arizona Department of Environmental Quality in A.A.C. R18-1-525, which limits the number of business days (excludes Saturdays, Sundays, and Holidays) ADEQ can review your application without a penalty. ADEQ has 32 business days to review the application.

WITHDRAWING YOUR APPLICATION

An application may be withdrawn by the applicant at any time during the application process in accordance with A.A.C. R18-1-517. You may withdraw your application by submitting a written request to the reviewer assigned to your application. Withdrawing your application causes the LTF to cease.

WHERE DO I GET HELP?

A copy of the rules relating to Biohazardous Medical Waste and Discarded Drug management can be found at: http://apps.azsos.gov/public_services/Title_18/18-13.pdf. It is strongly recommended that you review the applicable rules and statutes to ensure that you provide a complete and accurate application. During the application process, you are encouraged to communicate with the ADEQ to discuss any questions you may have.

For additional assistance or inquiries regarding the biohazardous medical waste transporter licensing process, please contact ADEQ Solid Waste Unit at (602) 771-4123 or toll free in Arizona at (800) 234-5677, ext. 771-4123 or by email to solidwaste@azdeq.gov.

WHERE DO I SUBMIT MY APPLICATION?

Please submit the completed Application Form, TMP, and any other documents to solidwaste@azdeq.gov.

You may also submit by mail to:

Arizona Department of Environmental Quality
Waste Programs Division, Solid Waste Unit
1110 West Washington Street
Phoenix, AZ 85007

If submitting hardcopies, understand that an electronic copy of the TMP and other documents may be requested.



BIOHAZARDOUS MEDICAL WASTE TRANSPORTER LICENSE APPLICATION

GENERAL INFORMATION

1. Applicant [A.A.C. R18-1-503(A)(3)]:
Identify "who" is applying for this License. Provide the name and title of the highest ranking local Company official responsible for day-to-day operations. Include the name of the Company as it should appear on the License and its mailing and street address. Include one phone number for the identified Company official and a business phone number for the Company.

Name and Title _____
 Company _____
 Mailing Address _____ City _____ State _____ Zip _____
 Street Address _____ City _____ State _____ Zip _____
 Telephone Numbers: (a) _____ (b) _____
 E-mail _____

Registered to do business in Arizona? Yes No

Proposed Operational Counties in Arizona? (Select all that apply)

- | | | | | |
|-----------------------------------|-----------------------------------|------------------------------------|---------------------------------|-------------------------------------|
| <input type="checkbox"/> Apache | <input type="checkbox"/> Gila | <input type="checkbox"/> La Paz | <input type="checkbox"/> Navajo | <input type="checkbox"/> Santa Cruz |
| <input type="checkbox"/> Cochise | <input type="checkbox"/> Graham | <input type="checkbox"/> Maricopa* | <input type="checkbox"/> Pima | <input type="checkbox"/> Yavapai |
| <input type="checkbox"/> Coconino | <input type="checkbox"/> Greenlee | <input type="checkbox"/> Mohave | <input type="checkbox"/> Pinal | <input type="checkbox"/> Yuma |

***If operating within Maricopa County (MC), the vehicle(s) must be inspected by MC prior to submitting this application.**

2. Name and Title, Address, and Contact Information of Company Contact [A.A.C. R18-13-1409(B)(1)]:
If ADEQ has questions regarding this application, who should we contact? This may be the official identified above, or another individual. Check this box if the contact information of company contact is the same as in item 1, above.

Name _____
 Address _____ City _____ State _____ Zip _____
 Telephone _____ Fax _____
 E-mail _____

3. Name and Title, Address, and Contact Information of Company's Legal Owners [A.A.C. R18-13-1409(B)(2)]:
Identify who owns the Company, and if the Company is a wholly-owned subsidiary of another entity. If necessary, attach additional sheets.

Company Name _____
 Address _____ City _____ State _____ Zip _____
 Telephone _____ Fax _____
 Email _____
 Subsidiary Name _____
 Address _____ City _____ State _____ Zip _____
 Telephone _____ Fax _____
 E-mail _____

4. Name and Title, Address, and Contact Information of Authorized Agent [A.A.C. R18-1-503(A)(3)]:
If you are designating an Authorized Agent for receipt of official communications, please provide contact information here; otherwise, Section 4 may be left blank.

Name _____
 Address _____ City _____ State _____ Zip _____
 Telephone _____ Fax _____
 E-mail _____

GENERAL INFORMATION

5. Attachments (Required: please check box and attach copies, as applicable)

- Acknowledgment that Certificate of Disclosure ([A.R.S. §49-109](#)) is not required; attach a statement indicating that a Certificate of Disclosure is not required for this entity [A.A.C. R18-13-1409(C)(4)]. Check this box if applicable; otherwise leave this item blank (do not check the box).
- Additional operational approvals, permits, or licenses held by the Applicant for this type of activity [A.A.C. R18-13-1409(A)]. Check this box and attach copies if applicable; otherwise leave this item blank (do not check the box).
- Certificate of Disclosure ([A.R.S. §49-109](#)), if required. Check this box if applicable; otherwise leave this item blank (do not check the box).

TECHNICAL INFORMATION

6. Transportation Management Plan

A Transportation Management Plan (TMP) template is provided on the ADEQ web site for use. Please use this template to develop your TMP and ensure that you provide all required information, including Tracking document, description of vehicles, and all other required information. Please note that the TMP template includes further instructions within each section header; please review those instructions and provide facility-specific information, as appropriate. NOTE: For vehicle changes/additions, only the "Listing of Vehicles Used for Biohazardous Medical Waste Transport", Appendix 3 of the TMP template, should be submitted.

- Copy of the Transportation Management Plan [A.A.C. R18-13-1409(C)(6)] is attached.
- Listing of Vehicles Used for Biohazardous Medical Waste Transport is attached.
- Maricopa County Permit(s), if operating within Maricopa County [A.A.C. R18-13-1409(C)(5)] is(are) attached.

FEES

7. Fee [A.A.C. R18-13-1409 (C), (D) and (F)]

ADEQ will not process a new license, 5-year renewal, vehicle change, or TMP revision without the appropriate fee.

Check the appropriate box that indicates the type of fee attached:

- \$2,000 new license
- \$2,000 5-year renewal
- \$100 vehicle change
- \$100 TMP revision

CERTIFICATION

The Certification Statement provided below is to be signed by the same individual identified in item 1 above.

I certify under penalty of law that I have personally examined and am familiar with the information submitted in, and attached to this form, and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information.

Print Name _____ Title _____

Signature _____ Date _____

Pursuant to Arizona Revised Statutes (A.R.S. § 41-1030):

- (1) ADEQ shall not base a licensing decision, in whole or in part, on a requirement or condition not specifically authorized by statute or rule. General authority in a statute does not authorize a requirement or condition unless a rule is made pursuant to it that specifically authorizes the requirement or condition.
- (2) Prohibited licensing decisions may be challenged in a private civil action. Relief may be awarded to the prevailing party against ADEQ, including reasonable attorney fees, damages, and all fees associated with the license application.
- (3) ADEQ employees may not intentionally or knowingly violate the requirement for specific licensing authority. Violation is cause for disciplinary action or dismissal, pursuant to ADEQ's adopted personnel policy. ADEQ employees are still afforded the immunity in A.R.S. §§ 12-821.01 and 12-820.02.