



## 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 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 two (2) bound or stapled copies of the Application Form and TMP, including attachments, and a cover letter that briefly describes the nature of the business, and the activities for which license is sought. **At least one copy of the Application must be submitted with the original signature.**
- 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**

	<b>Application Fee</b>	<b>Hourly Fee for Reviews and Vehicle Inspections A.A.C. R18-13-1409(D)</b>	<b>Annual License Fee (ADEQ sends invoice)</b>	<b>Annual Fee Due Date A.A.C. R18-13-1409(B)</b>
New License	\$2,000 A.A.C. R18-13-1409(C)	\$122/hr	\$750 A.A.C. R18-13-1409(B)	December 31
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	\$750 A.A.C. R18-13-1409(B) & (D)	December 31
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?**

Program guidance can be found on our website at: <http://www.azdeq.gov/envIRON/waste/solid/plan.html>. A copy of the rules and statutes relating to Biohazardous Medical Waste and Discarded Drug management can also be found at: <http://www.azdeq.gov/envIRON/waste/solid/rules.html>. 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 Permits and Plan Review Unit at (602) 771-4123 or toll free in Arizona at (800) 234-5677, ext. 771-4123.

**WHERE DO I SUBMIT MY APPLICATION?**

Submit your application to:

Arizona Department of Environmental Quality  
Permits and Plan Review Unit  
1110 West Washington Street  
Phoenix, AZ 85007

## 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 \_\_\_\_\_  
 Proposed Operational Counties in Arizona \_\_\_\_\_  
 Registered to do business in Arizona? ☐ Yes ☐ No

#### 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.*

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 (please check box and attach copies, as applicable)**

- ☐ 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).
- ☐ Acknowledgement that Certificate of Disclosure is not required; attach a statement indicating that a Certificate of Disclosure is not required for this entity [A.A.C. R18-13-1409(B)(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).

**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)] is attached.
- ☐ Listing of Vehicles Used for Biohazardous Medical Waste Transport is 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.