

WASTE HAULER VEHICLE PERMIT

This Quick Reference Guide (QRG) provides instructions for registered users on how to access the *ePermitting* system and obtain a waste hauler vehicle permit. Only registered users can access this function. An internet connection will be required to upload copies of county permits, motor vehicle registrations, and other documents. Details unique to individual waste hauler vehicles and trailers may also be required to complete the process.

Section One: How to Get a Waste Hauler Vehicle Permit

This section of the QRG explains how to search and apply for permits from the *ePermitting Home Page*. When you are done, you will be able to apply for a waste hauler vehicle permit from your registered account.

1. Navigate to the ePermitting Page

This is the main page where all *ePermitting* functions are performed.

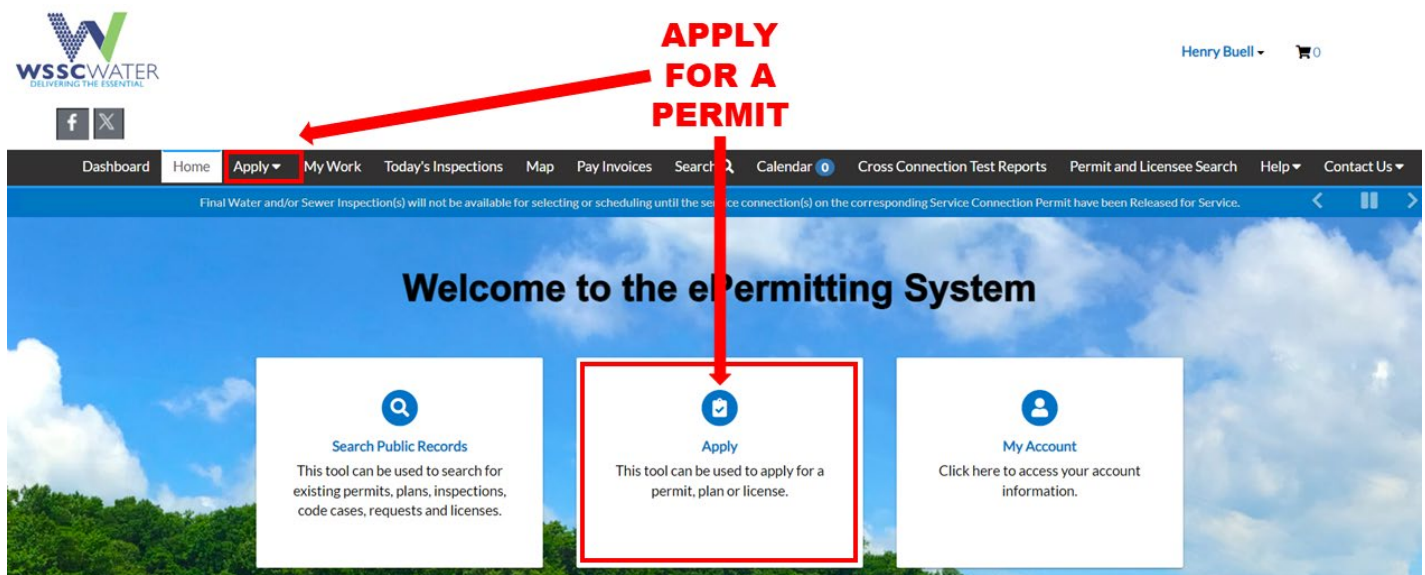
1. **Navigate** to the *ePermitting* web page and log into your account.

- If you are a registered user and logged in, your name will be shown in the top right of the page.
- If your name is not visible, **click** the Login or Register link to access your account.

2. Locate the Waste Hauler Vehicle Permit Application

Registered users can search and apply for permits specific to their vehicle and needs.

1. **Click** the large 'Apply' tile in the center of the *ePermitting Home Page*. Or **click** the 'Apply' drop-down, then **click** any of the 'All' links at the bottom and proceed to the next step.

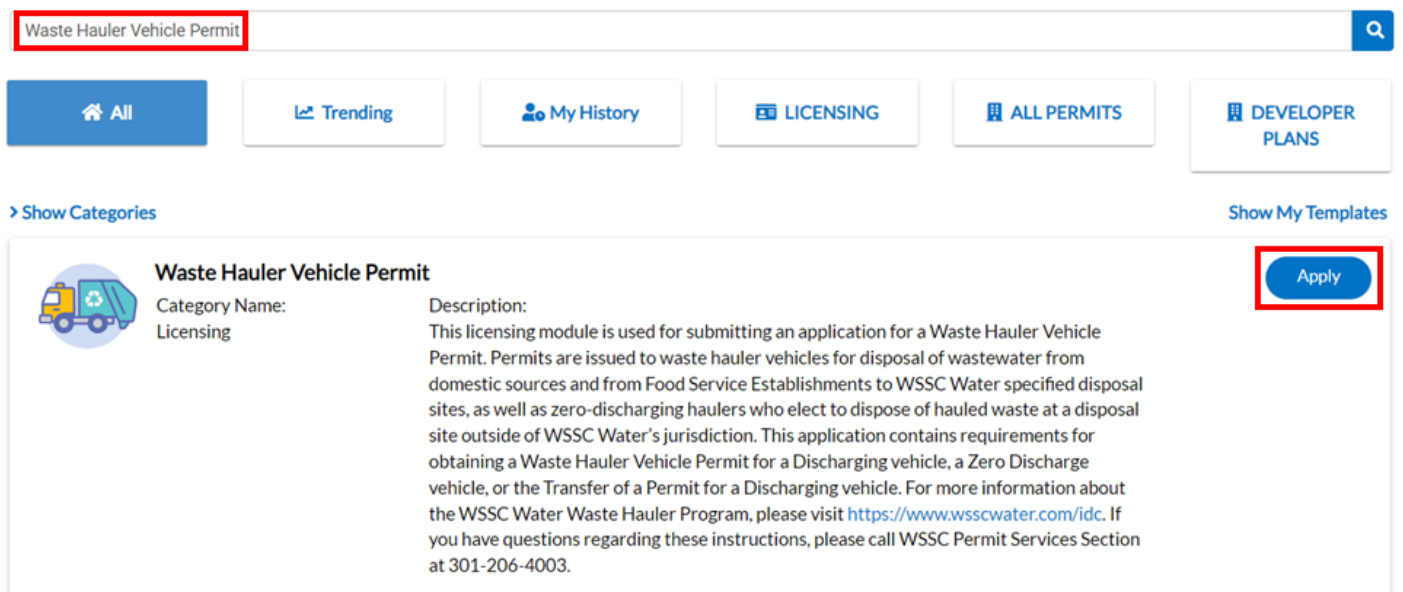


3. Begin the Waste Hauler Vehicle Permit Application Process

This page starts the application process for a Waste Hauler Vehicle Permit.

1. **Type** 'Waste Hauler Vehicle Permit' into the 'Search' bar at the top of the page.
 - The text field will update as you type. After a few letters it should display the full phrase, allowing you to **click** the text instead of typing it all.
2. **Press** the 'Apply' button to the right of the screen and proceed to the following step.

Application Assistant



Waste Hauler Vehicle Permit

Waste Hauler Vehicle Permit

Category Name: Licensing

Description: This licensing module is used for submitting an application for a Waste Hauler Vehicle Permit. Permits are issued to waste hauler vehicles for disposal of wastewater from domestic sources and from Food Service Establishments to WSSC Water specified disposal sites, as well as zero-discharging haulers who elect to dispose of hauled waste at a disposal site outside of WSSC Water's jurisdiction. This application contains requirements for obtaining a Waste Hauler Vehicle Permit for a Discharging vehicle, a Zero Discharge vehicle, or the Transfer of a Permit for a Discharging vehicle. For more information about the WSSC Water Waste Hauler Program, please visit <https://www.wsscwater.com/idc>. If you have questions regarding these instructions, please call WSSC Permit Services Section at 301-206-4003.

Apply

4. Review License Details

This page is Step One of the Waste Hauler Vehicle Permit application process.

1. Review the *License Type*.
2. **DO NOT TYPE** in the Description box.
3. Review the *License Holder*.
4. **Press** 'Next' and proceed to the following step.

5. Confirm Applicant Details

This page is Step Two of the Waste Hauler Vehicle Permit application process.

1. Confirm the details of the permit applicant.
2. **Press** 'Next' and proceed to the following step.

6. Enter Vehicle Details and Trailer if Applicable

Step Three of the process requires users to submit a separate Waste Hauler Vehicle Permit application for each vehicle. Complete the following section for each vehicle or trailer. If your permit is for a trailer, please include information regarding both the trailer and tractor.

1. Fill in all fields relevant to your vehicle or trailer. If applicable, include information on your tractor too.
 - Any text with a *Red Asterisk in front of it indicates a required field.
 - Failure to provide information in required fields will prevent your application from being submitted.
2. At the bottom of the page, **select** 'AGREE' from the drop-down menu.
3. Confirm the information entered is correct, and **press** 'Next' to navigate to the next page.

7. Upload Necessary Documents

Step Four requires document uploads. Depending on the vehicle or trailer, and what type of waste will be hauled, there will be at least two documents which must be uploaded to the *ePermitting* system.

1. Upload applicable *County Permits* by **pressing** the '+' icon in the center of the blue *County Permit* card.
2. Upload *Motor Vehicle Registrations* using the same process described for uploading *County Permits*.
3. To upload additional documents, or if you have more than one of any document type, use the drop-down menu on the third blue card to **select** the correct document type. Then, **press** the '+' icon in the center of the blue 'Add Attachment' card, and upload each document until they are all loaded into the system.
 - When any document is loaded into the *ePermitting* system, the color of the associated document card changes from blue to white.
 - To remove an upload, **press** the 'Remove' button at the bottom of any white document card. This will remove the selected document from your permit application.
 - If you have problems, use the phone number listed on this page to contact the *ePermitting* team during normal working hours, Monday through Friday, except holidays.
4. Confirm all necessary documents have been uploaded, and **press** 'Next' to navigate to the next page.

8. Review Permit Application Information for Accuracy

The final part of this process is Step Five, where the application is submitted.

1. Review the permit information to ensure it is accurate, and then **press** 'Submit' to send the request. Applications are only reviewed Monday through Friday, during normal working hours, so be patient.
2. You will be taken to a page with '**License Number: WHV-84105**' displayed in bold at the top. The ending numbers are unique to each permit. This will become your 'Permit Number' or 'License Number.'
 - You or anyone else can now use this number in the *ePermitting* system to check the status of your permit application, payment, or view other details. **Click** the 'Search' field, **type** your unique number in the search bar, and **press** 'Enter'. For example, 'WHV-84105.' At this stage of the permitting process, this is the only way to view details on an application for a Waste Hauler Vehicle Permit.
3. Congratulations, you've successfully submitted your permit application. Continue to the next section to learn where you can check the status of your application, and how to print issued permits.

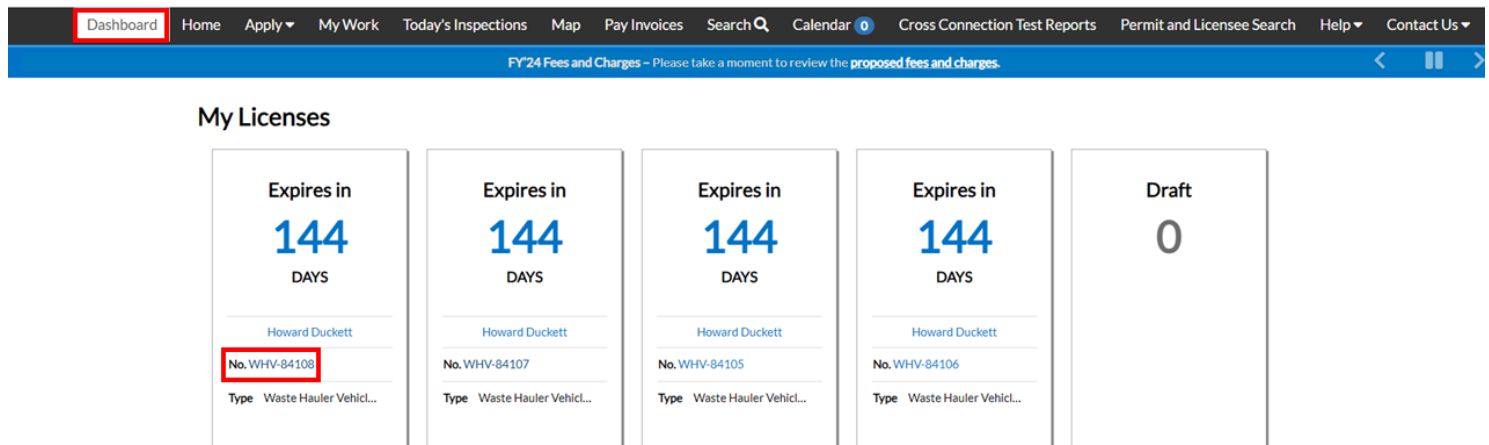
Section Two: How to Check Status and Print Waste Hauler Vehicle Permits

This section of the QRG explains how to check the status of permits from the *ePermitting Home Page*, and how to print them. When you are finished here, you will be able to view and print waste hauler vehicle permits from your registered account. Please note that payment must be made on permits before they will be issued.

1. Locate and View a Waste Hauler Vehicle Permit

Now that you have successfully applied for a permit, you'll need to know how to find it.

1. To see a list of all issued Waste Hauler Vehicle Permits you have applied for, **select** the 'Dashboard' option on the far left of the web page menu bar. Remember, if you've just submitted your application, it won't be shown here. Go to Step Eight in Section One and 'Search' for your application there.
2. Choose the permit you would like more information on by **selecting** the link next to the 'No.' or 'Number' field. The window will refresh, displaying information on the selected permit.
 - Permit numbers for Waste Hauler Vehicles begin with WHV and a series of five numbers. For example, *WHV-84105*. These appear under the permit holder's name, as shown in the image below.

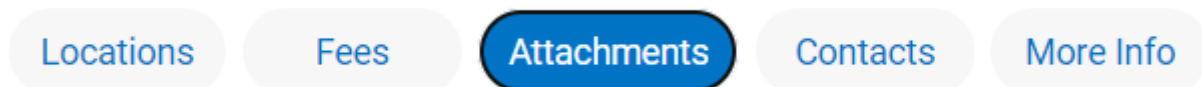


The screenshot shows the 'My Licenses' section of the ePermitting dashboard. At the top, there is a navigation bar with 'Dashboard' highlighted. Below the navigation bar, a blue banner displays 'FY24 Fees and Charges - Please take a moment to review the proposed fees and charges.' The 'My Licenses' section contains five cards. The first four cards represent active permits, each showing 'Expires in 144 DAYS' and the permit holder's name 'Howard Duckett'. The first card's permit number 'No. WHV-84108' is highlighted with a red box. The fifth card shows 'Draft 0'. All permits are listed as 'Type: Waste Hauler Vehicl...'.

2. View Information on a Waste Hauler Vehicle Permit

To access detailed information on a permit, you will need to take additional steps.

1. Scroll down and **press** the 'Attachments' button on the bottom menu.



2. When the page refreshes, one or more selectable PDF files will be shown beneath the menu. Each of these files is different, although some look the same. Depending on where your application is in the permitting process, you may see no files, or more than one. Please refer to the next page for further information on the files you might see, what they mean, and how to print your permit.

3. Understanding the Permit Application and Issuance Process

Permits are processed and issued in three distinct stages. These are explained below.

1. The first stage is the Initial Permit Application, which is covered in the beginning of this QRG. At this stage you will have no documents visible, but your permit has been successfully submitted and has a *License Status* of 'Pending.'
 - If you copied the 'License Number,' you can use the 'Search' option on the black menu bar of the home page to get details on your pending permit application by entering your 'License Number.'
2. The second stage is Awaiting Payment. This occurs after your permit has been reviewed and the information on it has been verified. Your permit will have a *License Status* of 'Awaiting Payment.' Your invoice needs to be paid now.
3. The third and final stage of the process is permit issuance. At this stage you will have paid your invoice and should see all three documents shown in Step Four below. Now you're ready to print your permit.

4. Print a Waste Hauler Vehicle Permit

Permits must be printed and kept with the licensed vehicle and trailer at all times.

4. To locate your permit, **select** the file ending in the name 'Permit' as shown below.
5. This will open a PDF file. Depending on the system you are using to access the *ePermitting* application, you will be given the option to download, open, print, or save.
6. **Save** this file to your system. It is your permit. At all times it must be kept both in the permittee's office file and in the permitted vehicle or in the tractor pulling a permitted trailer. Because of this requirement, you will want to print at least two copies of the permit and keep one in your vehicle at all times.

[Attachments](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

Attachments

Sort Needs Action ▾

 Attachment WSSC (121) - WHV License Application.pdf Uploaded: 02/06/2024 Notes: WSSC R-121 Attachment (Issue License) IO	 Attachment WSSC (122) - WHV Permit.pdf Uploaded: 02/06/2024 Notes: WSSC R-122 Attachment (Issue License) IO	 Attachment WSSC (121) - WHV License Application.pdf Uploaded: 01/30/2024 Notes: WSSC R-121 Attachment (New License) IO	Select Type ▾ Add Attachment  Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt, .dwg, .zip, .csv, .rtf, .dxf, .dw...
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Submit

7. Congratulations, you have successfully completed our QRG for Waste Hauler Vehicle Permits. Now you know how to print your permit so you can legally operate your vehicle and trailer at WSSC dump sites. Remember, you must always have a copy of your permit in your vehicle or tractor and trailer.