

ePermits Instructions – Waste Transporter License Monthly Report

Creating an account

1. Go to <https://epermits.broward.org>
2. Click “Register”
3. Fill in all pertinent information for a login. Click “Create My Account”
4. You will then get an email asking for you to authorize your account.
5. Once you click the link, you will be logged into your account.
6. If you want to access the following applications please Check/Select the application name and click on Request Access

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- ☐ Upload: Click on the button to submit documents electronically. (This allows submittal of documents electronically for those programs not yet on ePermits.)
- ☐ ePermits: Click on the button to submit an electronic license or permit application. (Currently, only these programs have transitioned to ePermits.)

Request Access

7. Click both Upload and ePermits, then click Request Access.
8. **Make sure you’ve disabled popup blockers**
 - a. Internet Explorer: Menu Bar → Tools → Pop-up Blocker → Turn Off Pop-Up Blocker
 - b. Google Chrome: Settings → Show advanced settings → Privacy → Contents settings → Pop-ups → Allow all sites to show pop-ups OR Manage exceptions (to allow pop ups from the current site)
 - c. Mozilla Firefox: Tools → Options → Content → Uncheck “Block pop-up windows”
9. Once you’ve been approved, login again.

Logging in

10. Go to <https://epermits.broward.org>
11. Click “Sign in.” Fill in the email address and password and click “Sign In”

ePermits Main Page

Once you reach the Broward County ePermits **My Home Page**, you are ready to begin an application. On the ePermits page there are several actions you can take you can:

- ✓ **Apply** for a permit by creating a new application
- ✓ **Manage** your existing projects and applications or follow projects created by other users
- ✓ **Update** your application by uploading documents, paying fees, signing and sealing documents (which generates the electronic report), or signing application.

Creating & submitting a new application

12. Once logged in, you will see a table like the one pictured below.

Licensing/Permitting Program	
Air Quality License Asbestos Statement of Responsibilities Contaminated Site Development and Environmental Review Dewatering Plan Domestic Waste Water Construction License Domestic Waste Water Facility Operating License Domestic WW Treatment Facility Modification Environmental Resource License Environmental Resource General License Hazardous Material Facility License Hazardous Material Transfer Facility License Solid Waste License Surface Water License Tree Removal License Waste Transporter License	Proceed to ePermits
Air Quality Parking Facility HCED Permit HCED Plan Marine Facility Operating License Non-Domestic Discharge License Storage Tank Construction Tank Modification Permit Wellfield Zone Wetland Determination	Proceed to Upload

13. Click **Proceed to ePermits**
14. Click **Submit Application** button in the **Apply** box.

15. Choose **Waste Transporter License**

Application for a Waste Transporter License

☐ New Waste Transporter License
☐ Renewal
☐ Modification of Waste Transporter License
☒ Monthly Report

Waste Transporter License Number: (ex. WT-00-0000)

16. Select **Monthly Report**, input your **Waste Transporter License Number**, and hit **Next**.

17. Review the information, verify that it is correct, check the box and hit **Submit**. If you have any questions, contact (954) 519-1245 or e-mail: WasteTransporters@broward.org
License Number: WT-15-
Applicant Name: Bio -3173
Monthly Report for: October

☐ I verify all the information displayed above is correct.

[Click on the Submit button to create monthly report application.](#)

18. Confirm the information is correct and click the **Monthly Report Link**.

ePermit ID: 0000034089
Project Name: Monthly Report
License Number: V [REDACTED]
Applicant Name: B [REDACTED] 173

19. Review the information and hit **Submit**.

Would you like to complete the report for total quantities of waste transported to, from, and within Broward County during the reporting month?

Submit

Project Monthly Report

Monthly Report for November 2016

Thank you for updating your monthly report online.

ePermit ID: 0000034089
Project Name: Monthly Report
License Number: [REDACTED]
Applicant Name: [REDACTED] 173

22. If you did haul waste for the indicated month, select **Yes**. Fill in the Disposal Facility & Address for each type of waste hauled, along with the total gallons/tons. Once complete, hit **Submit**.

Project: Monthly Report				
License Number: [REDACTED]				
Applicant Name: [REDACTED]				
Monthly Report for November 2016				
Waste was hauled during the month? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
Type of Waste Hauled	Disposal Facility & Address	Total gallons/tons	Fee	Total
Used oil, Used oil filters, radiator fluid, nonhazardous industrial waste (liquid), (only water, bilge water, graywater)	[REDACTED]	[REDACTED]	\$.006 per gallon	= 0
RCRA hazardous waste, waste photochemical fix	[REDACTED]	[REDACTED]	\$.033 per gallon	= 0
Sludge (septic, sewage, raw sewage, portable toilets, sanitary & storm sewer debris, grease trap, etc.)	[REDACTED]	[REDACTED]	\$.003 per gallon	= 0
Dry sludge, WWTP sludge, residuals/biosolids (cake sludge)	[REDACTED]	[REDACTED]	\$ \$1.07 per short ton	= 0
Nonhazardous Contaminated soils	[REDACTED]	[REDACTED]	\$ \$.72 per short ton	= 0
Medical waste and nonhazardous industrial waste (solid)	[REDACTED]	[REDACTED]	\$ \$.72 per short ton	= 0
			Total Fees	= 0

Thank you for updating your monthly report online.

ePermit ID: 0000034089
Project Name: Monthly Report
License Number: [REDACTED]
Applicant Name: [REDACTED]
Monthly Report for November 2016 has been updated.

Please Pay Your Outstanding Fees of: \$54,797.31

[Click here for Month Report Link](#)

24. Choose an option to pay fees online

Please confirm and complete the following information for this secure transaction.

A total amount of
\$24,328,786.54 USD
 will be paid to Broward County

Credit Card Information

Card Type *

Card Number *

Expiration Date * / (MM/YYYY)

Please enter your name as it appears on the card.

Card Name *

Security Code *

Billing Information

This information will only be used for the purpose of authorizing this transaction.

First Name *

Last Name *

Address 1 *

Address 2 *

City *

State/Province *

Country *

Zip/Postal Code *

Daytime Phone # *

Email * (for electronic receipt)

IMPORTANT! To avoid double payment,
 click [Send Payment] only ONE TIME and
 do not use your browser's BACK button to pay again.

Pay your outstanding fees for this review

A total amount of \$54,797.31 will be paid to Broward County.

Account Name:

Routing Number:

Account Number:

Confirm Account Number:

Recipient Email Address:

The diagram shows a check with the following details:

- Pay to the order of:** John Jones, 123 Main Street, Anytown, MA 02345
- Amount:** \$ 0369 Dollars
- Routing Number:** 0369 (circled)
- Account Number:** 123456789011 (circled)
- Check Number:** 0289 (circled)

Labels with arrows point to the circled numbers:





- 0 digit Routing Number** points to 0369.
- Account Number (1-17 digits)** points to 123456789011.
- Check Number (do not include)** points to 0289.


IMPORTANT! To avoid double payment, click [Submit] only ONE TIME and do not use your browser again.



Submit

The transaction was successfully completed. Thanks!
Your confirmation information is below.

CONFIRMATION INFORMATION		
Items Paid For:	044014555-002	
Transaction Date:	8/14/2017 4:18 PM	Bank Authorization No.
Transaction No:	2017081400002	888888
Total Amount	\$24,328,786.54	

 Reply
  Reply All
  Forward
  IM


 Mon 8/14/2017 4:19 PM
 BCSD_PAYMENT_CONFIRM@broward.org
 Broward County ePermit Online Payment Receipt

To:  Erlenbach, Alexander;  EPermitsTest

Bing Maps Action Items

Thank you for your payment.

Please print this message for your records.
If any information below is inaccurate, please call us at (954) 765-4400 immediately.

Receipt Date: 8/14/2017 4:18 PM
Items Paid For: 044014555-002
Transaction ID: 2017081400002
Total: \$24,328,786.54
Convenience Fee: \$0.00
Grand Total: \$24,328,786.54
Confirmation number: **Permits Online Payment Authorization Code: 888888**

Billing Information
Date Paid: 8/14/2017 4:18 PM
Paid By: safdsad
Credit Card #: ****1111

Contact Information
Address: asdf Plantation FL 33313
Phone: 123-123-1233
Email: aerlenbach@broward.org

29. If at any point you must go quit midway through submitting your application, simply login, proceed to ePermits, and select “My Applications” on the sidebar.

ePermits – Waste Transporter License, New Application, Renewal, or Modification

Creating a new account

1. Go to <https://epermits.broward.org>
2. If you have not used ePermits before, click “Register” & Fill in all information. Click “Create My Account”
3. You will get an email to authorize your account. click the link in the email
4. Click ePermits, then click Request Access.
5. **Make sure you’ve disabled popup blockers**
<http://www.wikihow.com/Disable-Popup-Blockers>

Creating and submitting a New Application

1. Once logged in, you will see the table pictured below.

Licensing/Permitting Program	
Air Quality License Asbestos Statement of Responsibilities Contaminated Site Development and Environmental Review Dewatering Plan Domestic Waste Water Construction License Domestic Waste Water Facility Operating License Domestic WW Treatment Facility Modification Environmental Resource License Environmental Resource General License Hazardous Material Facility License Hazardous Material Transfer Facility License Solid Waste License Surface Water License Tree Removal License Waste Transporter License	Proceed to ePermits
Air Quality Parking Facility HCEP Permit HCEP Plan Marine Facility Operating License Non-Domestic Discharge License Storage Tank Construction Tank Modification Permit Wellfield Zone Wetland Determination	Proceed to Upload

2. Click **Proceed to ePermits**
3. Click **Submit Application** button in the **Apply** box.

4. Choose **Waste Transporter License**
5. You will be prompted with choosing either a new, modification, or renewal to a waste transporter license.
6. If you choose “Renewal” or “Modification,” you will be prompted to add your existing Waste Transporter License, be given the option to add/remove vehicles,

and to change/add the wastestream to your license.

Application for a Waste Transporter License

☐ New Waste Transporter License
☐ Renewal
☒ Modification of Waste Transporter License

Waste Transporter License Number:

☒ Add Vehicle
☐ Delete Vehicle
☐ Change/Add Wastestream to the License

7. Fill in the pertinent information, choose what you are submitting and hit **Next**.
8. You will see a link that shows the supplemental documents needed to complete the application. Once finished reading, hit **Next**.
9. Choose the nature of your business/license type. Check the pertinent boxes and hit **Next**.

Nature of Business/License Type

☒ Sludge Hauling
☐ Septic
☐ Dry Sludge
☐ Grease Trap
☐ Sewage from Portable Toilets
☐ Sewage from Lift Stations
☐ Storm & Sanitary Sewer Debris
☐ Other

☒ Discarded Hazardous Material Hauling
☐ Used Oil
☐ RCRA Hazardous Waste
☐ Photochemical Waste
☐ Nonhazardous Industrial Waste (Solid)
☐ Nonhazardous Industrial Waste (Liquid)
☐ Contaminated Soils
☐ Other

☒ Biomedical Waste Hauling

Department of Health Certification Number:

☐ I do not have a Department of Health Certification

10. You then must fill in your business name, check whether your business organization is registered with Florida Department of State Division of Corporations, and whether the corporation name is the same as the business name entered.

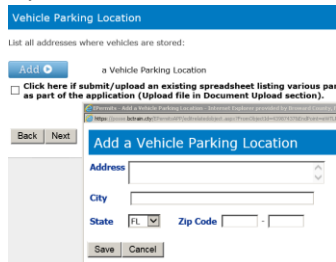
Business Name:

Is your business organization registered with the Florida Department of State Division of Corporations? ☐ Yes ☐ No

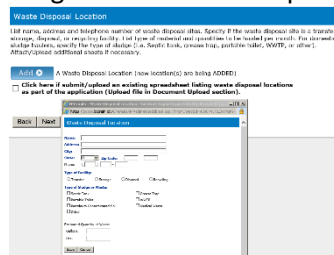
Is Corporation Name same as Business Name entered above? ☐ Yes ☐ No

11. You then must fill in pertinent information about your vehicles. Here you can add, delete, or change the information about your vehicles. Alternatively, you can submit a spreadsheet listing all the trucks in the inventory as part of the application in the Document Upload section. Once complete, hit **Next**.

12. You then must fill in pertinent information about your vehicle parking locations. Alternatively, you can submit a spreadsheet listing all of the parking locations in the inventory as part of the application in the Document Upload section. Once complete, hit **Next**.

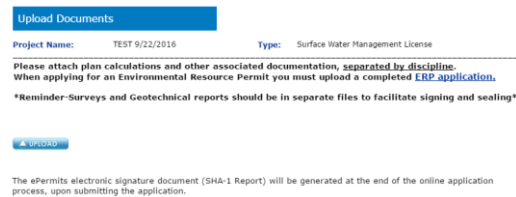


13. Next you must add your Waste Disposal Location(s) and all pertinent information requested. Alternatively, you can submit a spreadsheet listing all of the waste disposal locations in the inventory as part of the application in the Document Upload section. Once complete, hit **Next**.

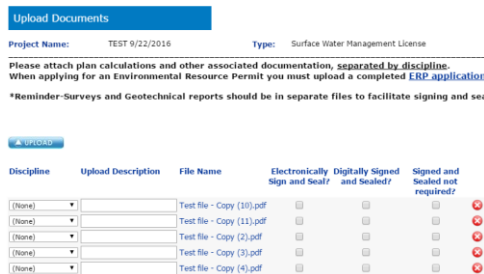


14. Next you will find the **Select or Add Business Owner(s)** section. Here you must add the correct owner of the company and/or select the owner from a list of existing parties that you may have created in previous ePermit submittals. Once complete, hit **Next**.
15. Next you will indicate which of the owners you selected would be considered the Contact, Applicant, or authorized agent. Once complete, hit **Next**.
16. Next you will find the **Add Contact Information** section. Here you must add the correct contact for the company and/or select from a list of existing parties that you may have created in previous ePermit submittals. Once complete, hit **Next**.

17. You will then do the same thing for the Applicant and Authorized Agent.
18. Next you will reach the **Upload Documents** section. Here you can upload PDF documents.

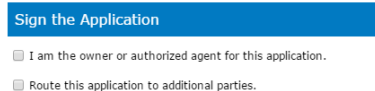


19. Click the **Upload Document** tab and follow the instructions of the uploader to add your documents. Once they've been uploaded you should see a screen similar to the one below.



Discipline	Upload Description	File Name	Electronically Sign and Seal?	Digitally Signed and Sealed?	Signed and Sealed not required?
(Name)		Test file - Copy (10).pdf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Name)		Test file - Copy (11).pdf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Name)		Test file - Copy (12).pdf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Name)		Test file - Copy (13).pdf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(Name)		Test file - Copy (14).pdf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

20. You must select the discipline of each document and give it an upload description. Please be informative and brief.
21. Once finished, hit **Next**.
22. Next you will see the **Sign the Application** section



23. If you're the owner/authorized agent for the app., check that box and sign your name in the box below.
24. If you are not the owner or authorized agent for this application, click the **Route this Application to additional parties** and choose or create a party who is required to sign the application.
25. Click the **Submit** button.