

Background/Objective:

The City’s approved receiving station for hauled liquid wastes is located at the Walnut Creek Wastewater Treatment Plant at [7113 East Martin Luther King, Jr. Blvd. \(FM 969\)](#). The facility accepts septic tank waste, portable toilet waste, and waste-activated sludge from residential wastewater treatment plants (pre-approval required). The current regular business hours are Monday through Friday, 6:30am to 2:30pm and Saturday from 7:00am to 2:45pm. However, any permitted hauler may make an online request to extend the receiving station hours of operation.

Important Notes:

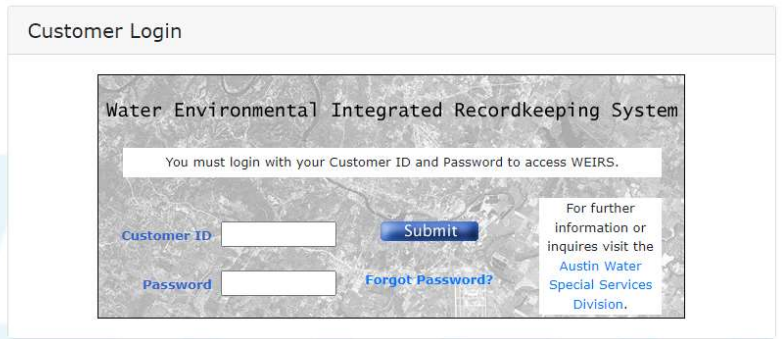
- The After-Hours request should be made at least two (2) weeks in advance. However, the further out the request, the more likely that the Treatment Plant can schedule staff to accommodate the request.
- If approved, payment of all applicable fees must be made before the additional hours will be scheduled.

The below are step-by-step procedures on how a Liquid Waste Hauler (LWH) authorized representative can apply for a Liquid Waste Hauler After-Hours Request.

Procedure:

1. Login to the WEIRS database at:
<https://services.austintexas.gov/water/weirs/cust/index.cfm?fuseaction=home.login>

WEIRS



2. You will see the WEIRS home page for your company account. Click on the name of your company (blue hyperlink) to the right of the “Customer Account” text.

WEIRS Home Logout Help



- In the "Customer Information" screen, click the blue "Liquid Waste Hauler" hyperlink.

Customer Information

| Customer Information | |
|--------------------------|--|
| Customer Name | Web Address |
| SOUTHWASTE DISPOSAL, LLC | www.southwaste.com |

| Business/Site | Contact | Ext User |
|--|---|----------|
| Currently displaying: Active - Show Inactive | | |
| Collapse All Expand All | | |
| DBA | <input type="text"/> | + |
| Type | Industrial User | |
| Service Address | <input type="text" value="800 LINGER LN"/> | |
| DBA | <input type="text"/> | + |
| Type | Liquid Waste Hauler | |
| DBA | <input type="text" value="(=710739)"/> | + |
| Type | Waste Facility | |
| Service Address | <input type="text" value="99999 CR 210 78608"/> | |

Note: Your company may have other "Types" listed such as Waste Facility, Industrial User, etc. In this instance, be sure to doublecheck you are selecting "Liquid Waste Hauler".

- From the resulting "Business / Site Details" screen, click on the "Application" tab.

Business / Site Details

| Business / Site Details | |
|--|---------------------|
| Customer | Type |
| SOUTHWASTE DISPOSAL, LLC | Liquid Waste Hauler |

| Details | Contact | Application | Vehicle | Book |
|------------------------|---|-------------|---------|------|
| City Permit | <input type="text" value="111"/> | | | |
| City Permit Expiration | <input type="text" value="Aug 18, 2024"/> | | | |
| State Registration | <input type="text" value="12345"/> | | | |
| State Reg. Expiration | <input type="text" value="Jul 6, 2025"/> | | | |
| Insurance Expiration | <input type="text" value="Jun 23, 2025"/> | | | |
| Available Volume | <input type="text" value="0 Gal."/> | | | |
| Available Inspections | <input type="text" value="8"/> | | | |
| Books | <input type="text" value="0 Available"/> | | | |
| | <input type="text" value="43 Distributed"/> | | | |
| Wastes Hauled | <input type="text" value="Chemical Toilet"/> <input type="text" value="Drilling Mud"/> <input type="text" value="Dry Sludge"/> <input type="text" value="Grease"/> <input type="text" value="Grit"/> <input type="text" value="Leachate"/> <input type="text" value="Septic"/> <input type="text" value="Sludge"/> <input type="text" value="Wastewater (Sanitary)"/> | | | |
| Notes | | | | |
| <input type="text"/> | | | | |

| Volume | Load | Driver | Manifest |
|--------|------|--------|----------|
| | | | |

5. Within the “Application” tab, click on the green “A” for ‘Add’ button on the right side of the screen.

Business / Site Details

| Customer | | Type | | |
|--------------------------|--------------|---------------------|----------|------|
| SOUTHWASTE DISPOSAL, LLC | | Liquid Waste Hauler | | |
| N | | | | |
| Details | Contact | Application | Vehicle | Book |
| Type | Received | Status | Total | A |
| Initial / Renewal | Jan 13, 2021 | Accepted | \$530.65 | |
| Payment Date | | Amount | Status | |
| Feb 23, 2021 | | \$530.65 | Final | |

6. On the resulting screen, click on the blue “Continue” button.

Hauler Permit Application Selection

Select a Liquid Waste Hauler Application Type

After Hours Request

Continue Cancel

7. The “Add After Hours Application” screen contains all the fields you will need to complete for each “After Hours Request”. Steps 8-17 will walk you thru completing this screen.

Note: On the “Add After Hours Application” screen, only the **bolded** fields (referenced in steps 8-10 below) are required. However, the more information provided, the better.

8. Start the request by entering the date that the After-Hours Request is requested to begin by clicking on the red calendar icon next to the “Request Begin Date/Time” field. Then, click on the requested start day.

Add After Hours Application

Add After Hours Application for Liquid Waste Hauler
SOUTHWASTE DISPOSAL, LLC

Request Begin Date/Time Aug 24, 2023 00 00

Add After Hours Application


**Add After Hours Application for Liquid Waste Hauler
SOUTHWASTE DISPOSAL, LLC**

Request Begin Date/Time Oct 15, 2023 00 00

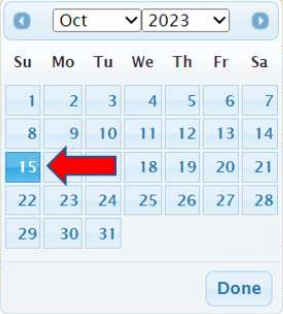
Total Hours Requested

Fee Estimate

Available: Select...

Selected: 

Note



| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

Done

Notes:

1. The calendar will default to the first available start date being two-weeks after the date the request is being made (current date).
2. The “Done” button on the calendar should be ignored. Once the proper day is selected (as indicated by the red arrow in the above snippet), the date will automatically change.
3. If you selected the wrong start date, click on the red calendar icon again and select another date.

9. Next select the start time of your request using the two (2) drop-down menus next to the date.
 - The hours are listed in military time (ex. 1 would be 1:00am and 13 would be 1:00pm).
 - The minutes are available on the top of the hour or bottom of the hour (ex. 00 or 30).
 - As an example, if you wish your request to begin at 4:30pm, you will select “16” and “30”.

Add After Hours Application

**Add After Hours Application for Liquid Waste Hauler
SOUTHWASTE DISPOSAL, LLC**

Request Begin Date/Time Oct 15, 2023 00 00 

Example: Request with a start date of October 15, 2023 at 4:30pm.

Add After Hours Application

**Add After Hours Application for Liquid Waste Hauler
SOUTHWASTE DISPOSAL, LLC**


Request Begin Date/Time Oct 15, 2023 16 30

10. Next use the drop-down menu to the right of the “Total Hours Requested” field to select how long the request is being made for on the requested date. Hours are available in 2-hour increments, up to 36 hours. The “Fee Estimate” in the line under the “Total Hours Requested” will automatically populate based on the hours requested.

Add After Hours Application

Add After Hours Application for Liquid Waste Hauler
SOUTHWASTE DISPOSAL, LLC

Request Begin Date/Time: Oct 15, 2023 [calendar icon] 16 ▾ 30 ▾

Total Hours Requested: Select... ▾ 

Fee Estimate:

Example: Request with a start date of October 15, 2023 at 4:30pm for six (6) hours. The fee estimate is automatically calculated to be \$936.00.

Add After Hours Application

Add After Hours Application for Liquid Waste Hauler
SOUTHWASTE DISPOSAL, LLC

Request Begin Date/Time: Oct 15, 2023 [calendar icon] 16 ▾ 30 ▾

Total Hours Requested: 6 ▾

Fee Estimate: \$936.00

11. If other hauler companies are to be employed as subcontractors working for your company for this After-Hours Request, use the “Select” drop-down menu next to the “Available” field to add each company to each request.

Add After Hours Application


Add After Hours Application for Liquid Waste Hauler
SOUTHWASTE DISPOSAL, LLC




Request Begin Date/Time: Oct 15, 2023 [calendar icon] 16 ▾ 30 ▾

Total Hours Requested: 6 ▾

Fee Estimate: \$936.00

Other Haulers Assisting

Available: Select... ▾ 




Selected:   

Note: When selecting other haulers, you will need to choose their company’s legal name, not their DBA (“Doing Business As”) name.

12. After selecting the company, click the green “A” to “Add” the company. Once this is done, the other Liquid Waste Hauler will show on the “Selected” line underneath “Available”.

Add After Hours Application



Add After Hours Application for Liquid Waste Hauler
SOUTHWASTE DISPOSAL, LLC

| | | | |
|--------------------------------|---|----|----|
| Request Begin Date/Time | Oct 15, 2023 | 16 | 30 |
| Total Hours Requested | 6 | | |
| Fee Estimate | \$936.00 | | |
| Other Haulers Assisting | | | |
| Available: | WASTEWATER TRANSPORT SERVICES, LLC (WWTS)   | | |
| Selected: |  | | |

Example: Request with a start date of October 15, 2023 at 4:30pm for six (6) hours with Wastewater Transport Services, LLC employed as subcontractors working for your company.

Add After Hours Application

Add After Hours Application for Liquid Waste Hauler
SOUTHWASTE DISPOSAL, LLC

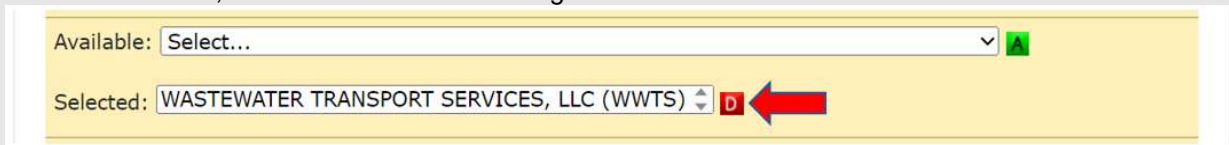
| | | | |
|--------------------------------|---|----|----|
| Request Begin Date/Time | Oct 15, 2023 | 16 | 30 |
| Total Hours Requested | 6 | | |
| Fee Estimate | \$936.00 | | |
| Other Haulers Assisting | | | |
| Available: | Select...  | | |
| Selected: | WASTEWATER TRANSPORT SERVICES, LLC (WWTS)  | | |

Note: All LWHs operating in City of Austin (COA) jurisdiction must have current COA permits. For any outside company you are bringing in as a subcontractor, please ensure they have enough time to complete the COA permitting process for liquid waste transport before the event. A list of LWHs with a valid City of Austin permit is available here: [WEIRS - City of Austin - Liquid Waste Haulers](#).

13. If more than one company is subcontracting with your business for an event, repeat steps 11-12 until all subcontracting companies are listed.

Notes:

1. If a subcontracting company previously selected for your event needs to be removed from the "Selected" list, click on the red "D" to the right of their name.



2. If a company you wish to use in the After-Hours request as a subcontractor is not listed in WEIRS when you try to add them to your request, please email or call the Austin Water Special Services Division (awlwh@austintexas.gov / 512-972-1090) to ensure that the company has a current and valid permit with the City of Austin.
3. If you later add or remove any subcontracting companies (before plant management has reviewed your submittal) be sure to edit your request to add or remove companies as needed. This is necessary for access control of other companies to the receiving station under your company's After-Hours Request.

14. Enter any useful information in the "Notes" field. Such information could include:

- The name of the event the request is for.
- Any contact information for event managers.
- The physical address(es) of the place(s) where service will be provided during the event by you (or your contractors) for the Generator of the waste.

Add After Hours Application

Add After Hours Application for Liquid Waste Hauler
SOUTHWASTE DISPOSAL, LLC

| | | | |
|--|---|----|----|
| Request Begin Date/Time | Oct 15, 2023 | 16 | 30 |
| Total Hours Requested | 6 | | |
| Fee Estimate | \$936.00 | | |
| Other Haulers Assisting | | | |
| Available: | Select...  | | |
| Selected: | WASTEWATER OPERATIONS, LLC (WASTEWATER SOLUTIONS)  | | |
| Notes (250 Characters Maximum) | | | |
| <div style="border: 1px solid #ccc; padding: 5px; min-height: 50px;">For the Lalala Festival at Green Trees Park, 123 Main Street. Festival Manager: John Doe, 512-123-9876.</div> | | | |

15. Read the “Certification and Acknowledgement Statement” and click on the check box to the left. If you do not read and check this certification, your application will not be accepted for submittal.

Add After Hours Application

**Add After Hours Application for Liquid Waste Hauler
SOUTHWASTE DISPOSAL, LLC**

Request Begin Date/Time Oct 15, 2023 16 30

Total Hours Requested 6

Fee Estimate \$936.00

Other Haulers Assisting

Available: Select... A

Selected: WASTEWATER OPERATIONS, LLC (WASTEWATER SOLUTIONS) D

Notes (250 Characters Maximum)

For the Lalala Festival at Green Trees Park, 123 Main Street.
Festival Manager: John Doe, 512-123-9876.

Certification and Acknowledgement Statement

I acknowledge that this request for services is subject to approval from an authorized representative of the City of Austin and is contingent upon the full payment of the applicable fee by the due date.



16. To submit your request to wastewater plant management, click on the green “Submit” button underneath the certification statement.

Certification and Acknowledgement Statement

I acknowledge that this request for services is subject to approval from an authorized representative of the City of Austin and is contingent upon the full payment of the applicable fee by the due date.



17. Click on “OK” in the popup box that appears.


etest-apps.austintexas.gov says

Add this application?

Note: You must repeat the above steps for **each** different date/time that you wish to request the liquid waste receiving station be open outside the normal operating hours of the station.


After your request has been submitted, your After-Hours Request will appear on the “Application” tab for your company.

- **To Review Your Request:** Click on the blue hyperlink “After Hours Request” text.

| Business / Site Details | | | | |
|---|--------------|---------------------|----------|--------|
| Customer | | Type | | |
| SOUTHWASTE DISPOSAL, LLC | | Liquid Waste Hauler | | |
| | | N | | |
| Details | Contact | Application | Vehicle | Book |
| Type | Received | Status | Total | A |
| Initial / Renewal | Jan 13, 2021 | Accepted | \$530.65 | |
| | | Payment Date | Amount | Status |
| | | Feb 23, 2021 | \$530.65 | Final |
| Initial / Renewal | Feb 12, 2020 | Accepted | \$626.20 | |
| | | Payment Date | Amount | Status |
| | | Feb 24, 2020 | \$626.20 | Final |
| Initial / Renewal | Feb 21, 2019 | Accepted | \$797.75 | |
| | | Payment Date | Amount | Status |
| | | Feb 26, 2019 | \$797.75 | Final |
|  After Hours Request | Aug 14, 2023 | New | \$936.00 | E W |
| Volume | Load | Driver | Manifest | |


- **To Withdraw Your Request:** Click on the red “W” button on the right of the request.

| | | | | |
|-------------------------------------|--------------|-----|----------|-----|
| After Hours Request | Aug 14, 2023 | New | \$936.00 | E W |
|-------------------------------------|--------------|-----|----------|-----|



- **To Edit Your Request:** Click on the yellow “E” button on the right of the request.


| | | | | |
|-------------------------------------|--------------|-----|----------|-----|
| After Hours Request | Aug 14, 2023 | New | \$936.00 | E W |
|-------------------------------------|--------------|-----|----------|-----|



Note: If you need to make changes to an After-Hours application already approved by the Treatment Plant management, **you must contact Treatment Plant management directly**. The current Maintenance Supervisor, Adam DeLeon, can be reached via phone at 512-972-1433.

- Once you are done, locate and click the “Logout” link at the top of the WEIRS screen.

WEIRS Home Logout Help



Business / Site Details

| Business / Site Details | | | | |
|--------------------------|--------------|---------------------|----------|------|
| Customer | | Type | | |
| SOUTHWASTE DISPOSAL, LLC | | Liquid Waste Hauler | | |
| N | | | | |
| Details | Contact | Application | Vehicle | Book |
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| Initial / Renewal | Jan 13, 2021 | Accepted | \$530.65 | |
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| Initial / Renewal | Feb 12, 2020 | Accepted | \$626.20 | |
| Payment Date | | Amount | Status | |
| | Feb 24, 2020 | \$626.20 | Final | |
| Initial / Renewal | Feb 21, 2019 | Accepted | \$797.75 | |
| Payment Date | | Amount | Status | |
| | Feb 26, 2019 | \$797.75 | Final | |
| After Hours Request | Aug 14, 2023 | New | \$936.00 | E W |
| Volume | Load | Driver | Manifest | |

You will see a subsequent screen showing you have logged out of the system successfully.

Customer Logout

Water Environmental Integrated Recordkeeping System

You have successfully logged out.

[Login Screen](#) | [Close the Browser](#)

Note: If you encounter any technical issues submitting an After-Hours Request or need any further information about the process, please contact the Austin Water Special Services Division (Email: awlwh@austintexas.gov / Phone: 512-972-1090) or visit the [Liquid Waste Hauler Program](#) webpage.