

Client Procedure for the Issuance of Wastewater Tanker / Recyclable Material Vehicle Pass and Recyclable Materials / Construction & Demolition Waste Collection Permit

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1. Purpose

The procedure ensures that the movement of waste / scrap / recyclable materials for trading in UAE or for export and oily wastes (e.g. oily sludge, oily wastewater, slop oil, etc.) and industrial wastes for recycling from facilities located within PCFC's jurisdiction complies with all relevant requirements.

2. Scope

All companies who will be collecting and transporting waste / scrap / recyclable materials for trading or export and oily wastes (e.g. oily sludge, oily wastewater, slop oil, etc.) and industrial wastes for recycling from Companies located within PCFC's jurisdiction.

3. Definitions

3.1 DM ⇒ Dubai Municipality

4. Procedure

4.1 Vehicle Pass – Wastewater Tanker / Recyclable Material Vehicle

4.1.1 Submit request for Wastewater Tanker Vehicle Pass (for liquid materials) or Recyclable Material Vehicle Pass (for other materials) through the Trakhees Online Service (<https://online.trakhees.ae/oaservices>). Enter relevant login credentials then navigate through the site as per the below:

EHS Customer Service → Recyclable Materials / Wastewater Vehicle Pass → Apply for Wastewater Tanker Vehicle Pass OR Apply Recyclable Materials Vehicle Pass (whichever is applicable) → fill-up and attach all required details and documents accordingly, then click Submit.

The required documents to be submitted are listed in the online application and shall be as follows:

a.) Wastewater Tanker Vehicle Pass

- Company's License
- Dubai Municipality (DM) Vehicle Approval (i.e. Hazardous Waste Transporter Permit, etc.)
- Vehicle Registration
- RASID Certificate
- for companies transporting oily waste – DM Oily Waste Collection Permit
- Other relevant document/s as deemed applicable which may include but not limited to the following:
 - ⇒ Relevant DM Permit for Disposal / Destruction of Unwanted Materials and Trakhees Industrial Wastes Recycling approval
 - ⇒ Relevant Authority (i.e. DM and / or Municipality in which the waste processing / recycling facility is located) approval for the transport of industrial wastes to the waste processing / recycling facility mentioned in the DM Permit for Disposal / Destruction of Unwanted Materials

b.) Recyclable Material Vehicle Pass

- Company's License
- for companies not having Jebel Ali Free Zone or National Industries Park license
 - ⇒ for waste collection and transportation company – DM Waste Management Activity Permit
 - ⇒ for waste processing facility – DM Environmental Clearance
- for companies having Jebel Ali Free Zone or National Industries Park license
 - ⇒ for waste processing facility – Trakhees Operations Fitness Certificate (OFC)
 - ⇒ for waste collection and transportation company – Trakhees Certificate of Environmental Compliance, Trakhees OFC
- Vehicle Registration

- for companies transporting oily waste – DM Oily Waste Collection Permit
- Other relevant document/s as deemed applicable which may include but not limited to the following:
 - ⇒ Relevant DM Permit for Disposal / Destruction of Unwanted Materials and Trakhees Industrial Wastes Recycling approval
 - ⇒ Relevant Authority (i.e. DM and / or Municipality in which the waste processing / recycling facility is located) approval for the transport of industrial wastes to the waste processing / recycling facility mentioned in the DM Permit for Disposal / Destruction of Unwanted Materials

4.1.2 The online submission shall be reviewed. If there are any revisions and / or documents required or payment advice for the requested service has been generated, a notification shall be received in the Client's registered email address or the current status of the online application can be viewed in the Trakhees Online Service. Client shall respond and / or attach the required document/s through the Trakhees Online Service.

4.1.3 The relevant fees shall be automatically debited from your Trakhees Pre-paid Account provided that there is a sufficient amount to settle the payment advice. Otherwise, the relevant payment advice for settlement can be viewed and downloaded in the Trakhees Online Service. Client may proceed with the settlement of the payment advice through any of the following payment channels:

- Finance Online Services (<https://online.trakhees.ae/oaservices>)
- Al Ansari Exchange
- Bank Transfer

4.1.4 Relevant Vehicle Pass shall proceed to issuance upon approval. Client can view and download the issued Vehicle Pass in the Trakhees Online Service.

4.2 Collection Permit – Recyclable Materials / Construction Wastes

4.2.1 Client shall ensure that there is sufficient amount in their Trakhees Pre-paid Account before transporting the loaded vehicle to the Trakhees Satellite Office located near Gate No. 3 / Roundabout No. 5, Jebel Ali Free Zone. Upon reaching the Trakhees Satellite Office, all of the following documents shall be presented:

a.) Recyclable Materials

- Fully filled-up Recyclable Materials Collection Permit form ([TRK-EHS-ENV-CF06b](#))
- If the Generator Details portion in the Recyclable Materials Collection Permit form ([TRK-EHS-ENV-CF06b](#)) is not signed and stamped, NOC issued to the collector written in the recyclable materials generator's letterhead and signed by authorized representative
- DP World Weighbridge Slip (weighbridge slips issued by other entities are acceptable during unavailability of DP World's weighbridge facility or any similar instances as deemed acceptable by the Environment Officer)
- Dubai Customs Gate Pass
- Other relevant document/s as deemed applicable

b.) Construction & Demolition Wastes

- Relevant Trakhees CED Permit / NOC (e.g. Building Permit, Modification Permit, Infrastructure NOC, General NOC, etc.)
- NOC issued by the Contractor / Client mentioned in the relevant Trakhees CED Permit / NOC; the NOC should specifically mention the company name who will be conducting the transport of construction wastes to Dubai Municipality (DM) designated landfill

Note that only Trakhees Pre-qualified Collection and Transport Companies or Waste Processing Facilities for Recyclable Materials or Construction & Demolition Wastes shall be allowed to apply Trakhees Collection Permit. Additionally, only Trakhees approved vehicle for collecting construction wastes shall be allowed to transport construction wastes.

4.2.2 Environment Officer shall review the submitted documents and shall inspect the loaded vehicle to ensure the following:

- The materials loaded in the vehicle are the same materials mentioned in the submitted form / NOC
- Loaded vehicle's weight is appropriate with the vehicle's capacity
- Loaded vehicle does not have any substance that may lead to any spillages

4.2.3 Once the document review and vehicle inspection have been conducted, the application shall proceed either of the below:

- Approve the Request – the required fees shall be deducted from the client pre-paid account and then Environment Officer shall stamp the submitted Recyclable Materials Collection Permit / Client NOC for the collection and transportation of construction wastes.
- If not approved, the client is recommended to unload the vehicle and the required action is explained to proceed for approval.

4.2.4 Upon approval, the **Collection Permit** shall proceed for issuance to client.

5. Service Completion Time

#	Service	Completion Time
5.1	Wastewater Tanker / Recyclable Material Vehicle Pass	5 Working Days
5.2	Recyclable Materials / Construction & Demolition Waste Collection Permit	Within the day

6. Service Fees

#	Service	Fees Parameter	Fee Amount (AED)
6.1	Wastewater Tanker / Recyclable Material Vehicle Pass	per vehicle / per month	200/-
6.2	Recyclable Materials Collection Permit	with valid vehicle pass, 3 tons or less	200/-
6.3		without valid vehicle pass, 3 tons or less	300/-
6.4		with or without valid vehicle pass, container / trailer	350/-
6.5	Construction & Demolition Waste Collection Permit	n / a	350/-
6.6	Collection Permit Book	n / a	100/-

Knowledge Dirham and Innovation Dirham fees for a total of AED 20/- shall be added for each of the services mentioned above.

7. Related Forms

7.1 Recyclable Materials Collection Permit

TRK-EHS-ENV-CF06b

8. Applicable References and Regulations

- 8.1 EHS Regulations and Guidelines
- 8.2 Dubai Municipality (DM) Technical Guidelines / Guidance

9. Workflow

