


AB939 Compliance Permit

Look for the AB939 Compliance Application. Select the **Renew Application** button.



05/02/2019	PER-19-047	AB 939 Compliance Application	Prod Test	01/21/2022	Active	Renew Application
------------	------------	-------------------------------	-----------	------------	--------	-----------------------------------

Step 1: General Information

Reporting Information

Company Name

The Company Name will be the Waste Hauler's name that appears in the system to track information related to the user. It is not editable. If you would like to change your Company Name, you will need to email ab939hauler@lacity.org or call (213) 485-2260.

Home **Sanitation**

Create an AB 939 Application Search Applications

AB 939 Compliance Permit

1 General Information 2 People 3 Permit Information 4 Documents 5 Review 6

Step 1: General Information > Application Information

* Indicates a required field.

Application Details

To request a change in the Company Name listed below, please email ab939haulers@lacity.org or call (213) 485-2260.

*Your Company Name:

General Description:

[Save and resume later](#) [Continue »](#)



Step 2: People

Contact Information

Hauler Contact

Confirm the information under the **Hauler Contact**, **Business President**, and **Main Contact** are correct. To view or update current contact information, click the **Edit** button. To remove an existing contact, click the **Delete** button. To add any additional Contacts, click on the **Add New** button. *There must be one **Hauler Contact**, one **Main Contact**, and at least 1 **Business President**.

Contact List

To View/Edit current contact information, click Edit.
To add any additional Contacts, click on Add New below.

*** NOTE***
Business President Contact must set to Individual
Hauler Contact must set to Organization
Main Contact must set to Individual
Hauler DBA Contact must set to Organization

Select from Account

Add New

Showing 1-3 of 3

Full Name	Business Name	Contact Type	Business Phone	Mobile Phone	E-mail	Action
	Prod Test	Hauler	(213) 485-3474		ab939haulers@lacity.org	Edit Delete
Jane Doe		Business President				Edit Delete
John Doe		Main Contact	(213) 485-3474		katie.andrino@lacity.org	Edit Delete

If the information is correct, select the **Continue>>** button.

Continue »

Step 3: Permit Information

Permit Details


Enter Hauler information **Custom Fields**.

Not all fields listed in this page are required (*). If the user needs clarification on the field, select the question mark bubble (?).


Step 3: Permit Information > Permit Details


Custom Fields


Hauler Information

C&D Contractor:  ☐

C&D Waste Hauler: * ☐


recycLA Service Provider:  ☐

Non-recycLA Service Provider Bin Service:  ☐


Business Type: 


Sole Proprietorship

Hauler tonnage must include 2 years worth of data on new permit applications.

* Effective Date of Business: 


05/02/2019

Date of Incorporation: 

* City of Los Angeles Business Tax Registration: 

123456

* Number of trucks hauling material in Los Angeles.:

Help 

Check this box if you are a construction and demolition contractor that transports your own waste. Applicants may check more than one box.

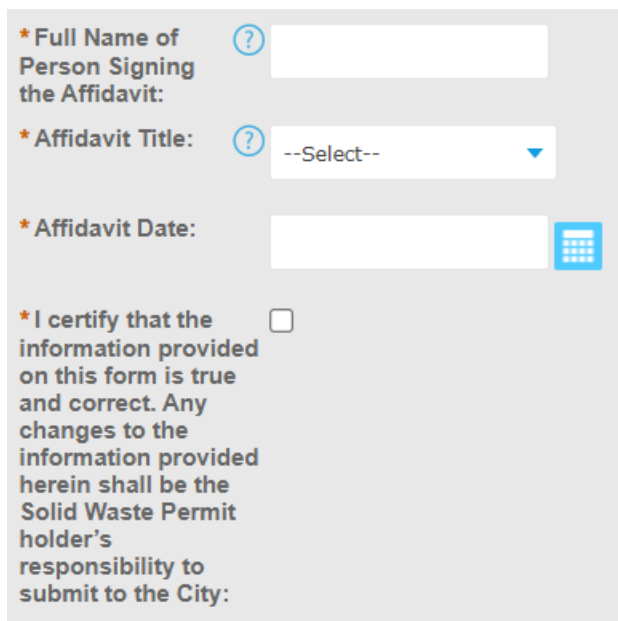
LA Sanitation & Environment | Waste Hauler LASAN Solid Resources Haulers and Facilities Portal
Updated March 2022

Page 3

Affidavit

The Affidavit will be used to see when the user certified the accuracy and submitted the record.

Enter **Name of Person Signing**, **Affidavit Title** (title of the user), and **Affidavit Date** (date of submittal). To enter affidavit date, select the **Calendar** on the right of the field. To confirm affidavit information is correct, read the affidavit text and check the checkbox next to the text.

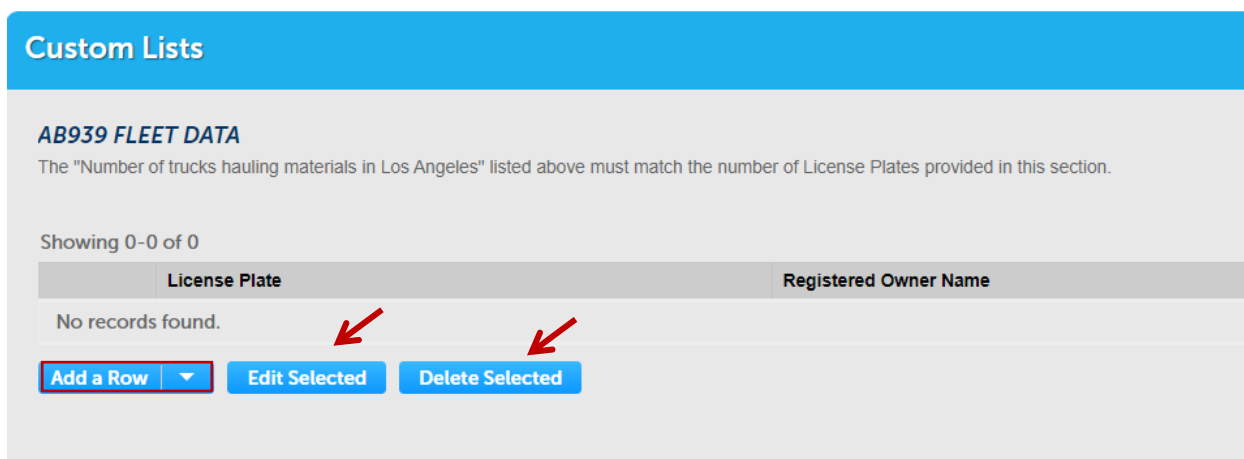


The screenshot shows a form with three main sections. The first section is labeled '* Full Name of Person Signing the Affidavit:' and has a text input field with a question mark icon. The second section is labeled '* Affidavit Title:' and has a dropdown menu with '--Select--' and a question mark icon. The third section is labeled '* Affidavit Date:' and has a text input field with a calendar icon. Below these is a checkbox and a paragraph of text: '* I certify that the information provided on this form is true and correct. Any changes to the information provided herein shall be the Solid Waste Permit holder's responsibility to submit to the City:'.

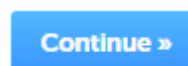
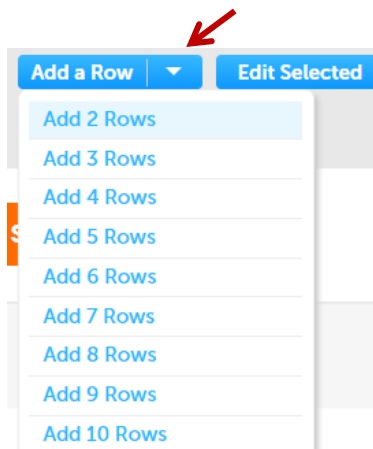
Fleet Data

Enter the number of trucks hauling material in Los Angeles in the **Custom Lists**.

To add license plate information, select the **Add a Row** button. To edit a license plate entered, click **Edit Selected**. To remove a license plate entered, click **Delete Selected**. To add multiple rows at a time, click on the drop down arrow.



The screenshot shows the 'Custom Lists' section with a blue header. Below the header is the title 'AB939 FLEET DATA' and a note: 'The "Number of trucks hauling materials in Los Angeles" listed above must match the number of License Plates provided in this section.' Below this is a table with two columns: 'License Plate' and 'Registered Owner Name'. The table is empty, showing 'Showing 0-0 of 0' and 'No records found.' Below the table are three buttons: 'Add a Row' (with a dropdown arrow), 'Edit Selected', and 'Delete Selected'. Red arrows point to the 'Add a Row' button and the 'Edit Selected' and 'Delete Selected' buttons.



When all information has been entered, select the **Continue>>** button.

Step 4: Documents

Attachments

If there are any documents or attachments for the record, it can be added here. Once you add a document, you will not be able to delete it. You will need to contact ab939haulers@lacity.org or call (213) 485-2260.

Select the **Add** button.

1	2 People	3 Application Information	4 Documents	5 Review	6 Record Issuance
---	----------	---------------------------	-------------	----------	-------------------

Step 4: Documents > Attachments

* indicates a required field.

Attachments

To upload attachments:

1. Click Add to start the process
2. Click Add for each file to upload
3. Click Continue when done
4. Click Save after entering any additional information

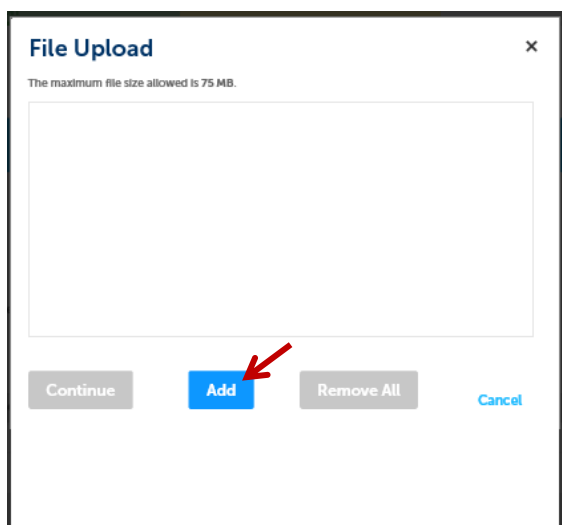
The Last Update column will say Pending until all attachments have been uploaded.

The maximum file size allowed is 75 MB.

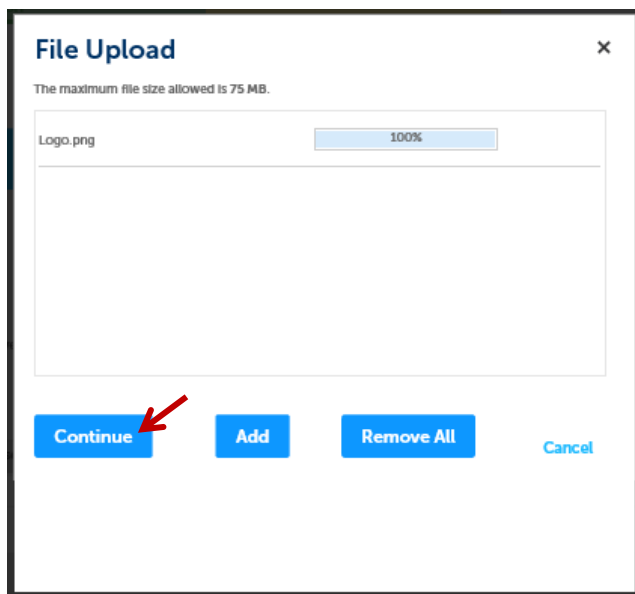
Name	Type	Description	Size	Latest Update	Action
No records found.					

Select from Account
Add

A pop-up titled **File Upload** appears. Select the **Add** button.



A pop-up appears with files from the user's computer. Click on the appropriate file and select **Open**. Once the file is uploaded 100%, select the **Continue** button.



Select the document **Type** from the dropdown list and enter a **Description** of the document. When all information is correct, select the **Save** button.

*Type:

--Select--

--Select--

Audits

City Notices & Reports

Regulatory Permits

Rejection Slips and Photos

Signed Application

Waste Characterization

Weight Tickets

*Description:

Save Add Remove All

If the information is correct, select the **Continue>>** button.

Continue »

Step 5: Review

All information entered can be reviewed on this page. Confirm all information is correct, if any edits need to be made, select the **Edit** button and the page will change to the appropriate page.

Home Sanitation

Create an AB 939 Application Search Applications

AB 939 Compliance Permit

1 General Information 2 People 3 Permit Information 4 Documents 5 Review 6 Record Issuance

Step 5: Review

Save and resume later Continue »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue" to move on.

Record Type

AB 939 Compliance Permit

Application Details Edit

Once all the information has been verified, click on the check box to certify all the permit information is true and correct.

By checking the box below, I certify that the information provided on this form is true and correct. In addition, I agree to accept and comply with the terms and conditions pertaining to the Waste Hauler Permit that I am applying for. Any changes to the information provided herein shall be the Solid Waste Permit holder's responsibility to submit to the City. To view the Solid Waste Hauler/Contractor Permit Terms and Conditions, click [HERE](#).

☒ By checking this box, I agree to the above certification. Date: 03/22/2022

If the information is correct, select the **Continue>>** button.

Continue >>

NOTE: From the Review Page, the **Continue>>** button **SUBMITS** the Record.

If there is a need to modify what was submitted, see Record Issuance below for contact information.

Step 6: Record Issuance

The Record Issuance page will display the final Record Number for the Permit Renewal. This Record Number needs to be referenced if the user contacts the City regarding any errors or updates made to the submitted record. After the record has been submitted, all information submitted during the renewal can be viewed by clicking [View Record Details](#).


Home **Sanitation**

Create an AB 939 Application Search Applications

AB 939 Compliance Permit

1 General Information 2 People 3 Permit Information 4 Documents 5 Review 6 Record Issuance

Step 6: Record Issuance

 Your permit has been successfully submitted.

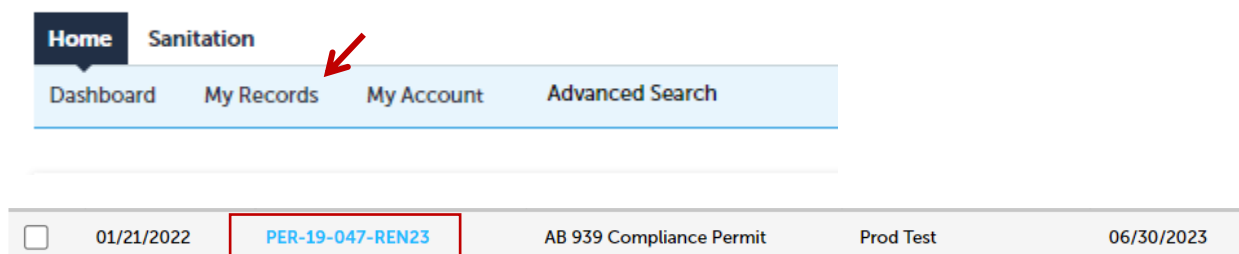
Thank you for using our online services.
Your permit number is **PER-19-047-REN23**.

You will need this number to check the status of your permit. Once your permit is approved, you will be notified via email. Decals will be mailed to the mailing address you have provided in the application and/or the permit. You can also monitor the progress of your permit from the "My Records" section of the "Home" portal.

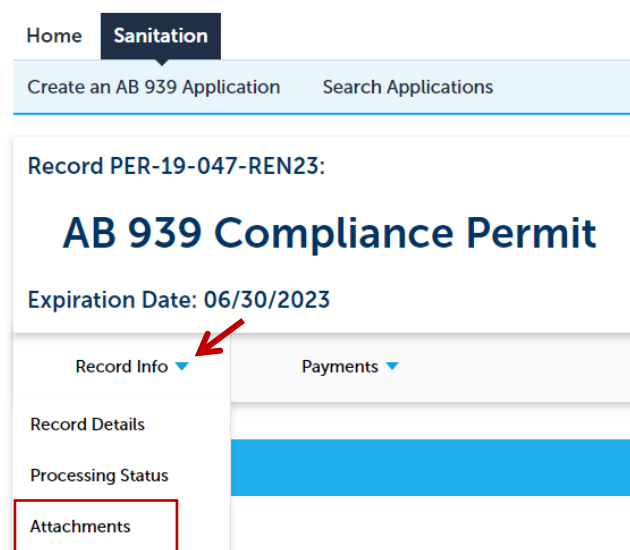
[View Record Details >>](#)

Step 7. Permit Approval Letter

Once the permit renewal record has been reviewed and approved by City staff, an automated email notification for permit approval will be sent to the email addresses on file. A copy of your Permit Approval Letter will be attached to the record. To access this letter, go to **My Records** from the **Home** tab then click on the Record ID of the record you are trying to access the **Permit Approval Letter** for.



Select the **Record Info** drop down list and select the **Attachments** button.



Click on the blue hyperlink under the Name field to download a PDF copy your report, then open the report.

Record PER-19-047-REN23:

[Add to collection](#)

AB 939 Compliance Permit

Record Status: Active

Expiration Date: 06/30/2023

Record Info ▼

Payments ▼

Attachments

To upload attachments:

1. Click Add to start the process
2. Click Add for each file to upload
3. Click Continue when done
4. Click Save after entering any additional information

The Last Update column will say Pending until all attachments have been uploaded.

The maximum file size allowed is **75 MB**.

Name	Type	Size	Latest Update	Description	Action
/LETTER_PermitApproval_20220322_135842.pdf	Regulatory Permits	415.88 KB	03/22/2022		Actions ▼

If you have any issues accessing this report please contact ab939haulers@lacity.org or (213) 485-2260.