



**Housatonic Resources Recovery Authority**  
**2019-20 Annual Permit and Municipal Registration Application** *(Effective August 1, 2019-July 31, 2020)*

To: Solid Waste Collectors Working in the HRRRA Region  
From: Jennifer Heaton-Jones, HRRRA Executive Director  
Subject: 2019-20 Renewal Packet  
Date: June 7, 2019

Please read carefully. This year's registration and permitting process has changed.

The contract between Wheelabrator Technologies and the Housatonic Resources Recovery Authority will expire on June 30, 2019. Beginning July 1, 2019 the HRRRA will enter into a new contract with Oak Ridge Waste and Recycling, LLC for the transfer, transport and disposal of all HRRRA solid waste and recycling.

The enclosed municipal registration and permit application is **due no later than July 31, 2019**. **After that date, the HRRRA permit fee doubles to \$500 per vehicle, the municipal registration fees double, and access to the transfer stations may be suspended if any information is incomplete or missing.** Payments not received on time will be deemed delinquent and will be charged an interest fee at the rate of 1.5% per month from the original due date.

We accept **credit card payments**. There is a processing fee based on the dollar amount. Call or email the office for the fee schedule.

Please make sure to answer **ALL the questions** on the renewal forms even if the answer is "not applicable". **Renewals with unanswered questions or missing items will be returned and considered incomplete and may incur a late fee.**

If you need assistance with the renewal form contact Tiffany Carlson at [Tiffany@hrra.org](mailto:Tiffany@hrra.org) or 203.312.1069.

Jennifer A. Heaton-Jones  
HRRRA Executive Director



## **Housatonic Resources Recovery Authority Annual Permit and Municipal Registration Policy**

Connecticut law requires haulers/collectors to register with each municipality in which they collect solid waste, including recycling and C&D. Municipal registration fees vary and are set by each municipality.

Connecticut law also requires that each year haulers report the destination of all solid waste and recyclables they collect to every municipality in which they work, and the tonnage of that material if it is delivered to a facility that is not permitted by the State of Connecticut, e.g. an out of state transfer station. One report must be done for each municipality in which a hauler collects and turned in to HRRRA with their permit/registration renewal paperwork.

HRRRA permits (for use of the MSW transfer stations in Danbury, Ridgefield and Newtown), Oak Ridge permits (for use of the regional recycling facility on White Street in Danbury), and municipal registrations for all HRRRA municipalities can all be renewed at the same time using the same form and paying with one check or credit card through HRRRA.

HRRRA permits and municipal registration renewals are due no later than July 31<sup>st</sup> of each year. After that date, the HRRRA permit and municipal registration fees double, and access to the transfer stations may be suspended if any information is incomplete or missing.

New Haulers/Collectors who either report themselves as a new business or are identified and notified by the authority have 30 days from the day of initial notice to comply with all state regulations and HRRRA requirements to register with each municipality they are doing business in and obtain a permit for each operating vehicle. After 30 days, the HRRRA permit and municipal registration fees double, and access to the transfer stations may be suspended if any information is incomplete or missing.

Haulers/Collectors may pay by check or credit card. A credit card processing fee will be applied but will not exceed the amount of the merchant processing fee to HRRRA.

Payments not received by July 31<sup>st</sup> or 30 days for a new collector become delinquent, with interest charged at the rate of 1.5% per month from the original due date.

Checks that have been returned by the bank shall be subject to a thirty-dollar (\$30.00) handling fee.

*This policy was approved by the HRRRA Authority on 12/7/18*

## Annual Renewal

### Housatonic Resources Recovery Authority

#### 2019-20 Annual Permit and Municipal Registration Application *(Effective August 1, 2019-July 31, 2020)*

- Form A:** HRRRA Permit Application and Municipal Registration filled out completely and signed.  
***DO NOT leave questions blank. Incomplete applications will be returned, and late fees may be applied.***
- Form B:** Transfer Station Access Agreement and Release of Liability and Indemnification Agreement
- Form C:** Oak Ridge Transfer Station, LLC Credit Agreement signed.
- Form D:** Sworn Affidavit: Signed, dated and notarized with embossed stamp.
- Form E:** Vehicle Information. Must be completed per vehicle.
- Annual Municipal Solid Waste Report(s):** You must submit one report for **each municipality** in which your company collects for the 2018-19 FY. Completed and signed
- Certificate of Insurance:** Provide an updated COI including naming **HRRRA, OAK RIDGE and all HRRRA municipalities** in which you collect as additional insureds for both general liability and auto liability. See attached Instructions.
- Motor vehicle registrations:** Copies of motor vehicle registrations must be provided for **all** vehicles being permitted. The owner(s) on the vehicle registrations must be shown as an insured on the certificate of insurance.
- Payment:** Credit Card or Checks are payable to HRRRA for both permits and registration.  
***NOTE: The HRRRA permit fee doubles to \$500 per vehicle and the municipal registration fees double for renewals received or completed after July 31st, and access to the transfer stations will be suspended on August 1st.***



Start Here

Company Name: \_\_\_\_\_

Check off each town in which you are doing business:

- |                          |                      |          |       |
|--------------------------|----------------------|----------|-------|
| <input type="checkbox"/> | <b>Bethel</b>        | \$250.00 | _____ |
| <input type="checkbox"/> | <b>Bridgewater</b>   | \$250.00 | _____ |
| <input type="checkbox"/> | <b>Brookfield</b>    | \$250.00 | _____ |
| <input type="checkbox"/> | <b>Danbury</b>       | \$100.00 | _____ |
| <input type="checkbox"/> | <b>Kent</b>          | \$250.00 | _____ |
| <input type="checkbox"/> | <b>New Fairfield</b> | \$200.00 | _____ |
| <input type="checkbox"/> | <b>New Milford</b>   | \$250.00 | _____ |
| <input type="checkbox"/> | <b>Newtown</b>       | \$250.00 | _____ |
| <input type="checkbox"/> | <b>Redding</b>       | \$500.00 | _____ |
| <input type="checkbox"/> | <b>Sherman</b>       | \$250.00 | _____ |
| <input type="checkbox"/> | <b>Ridgefield</b>    | \$100.00 | _____ |

**Total Registration Fees** \$ \_\_\_\_\_

**MSW Permits** \_\_\_\_\_ **x \$250:** \$ \_\_\_\_\_

**Total Amount Due:** \$ \_\_\_\_\_

**Check Number:** \_\_\_\_\_ *Checks payable to HRRRA.*

- Check here if paying by credit card**  
*Contact the HRRRA office for the credit card fee schedule.*

For HRRRA Use:

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**Housatonic Resources Recovery Authority**

**2019-20 Annual Permit and Municipal Registration Application** (Effective August 1, 2019-July 31, 2020)

PERMIT & MUNICIPAL REGISTRATION FORM **DO NOT LEAVE ANY QUESTIONS BLANK, if not applicable write N/A**

a. \*Company Name: \_\_\_\_\_

Name or Names of all Company Owners/Partners: \_\_\_\_\_

Street Address (No PO Boxes): \_\_\_\_\_

Town, State, Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Main telephone (required): \_\_\_\_\_

Cell Phone (required): \_\_\_\_\_

E-Mail (required): \_\_\_\_\_

b. \*Mailing Address (If different from above): \_\_\_\_\_

Address: \_\_\_\_\_

Town, State, Zip Code: \_\_\_\_\_

c. Type of Business:       Sole Proprietor     Partnership     LLC     Corporation     Municipality

d. Is your company required by law to carry Workers' Compensation Coverage?       Yes     No

e. Which HRRR Transfer Stations do you use:       Danbury     Newtown     Ridgefield

f. Does your company deliver recyclables to the Danbury White Street Transfer Station?       Yes     No

g. If your company does not use the Danbury Transfer Station, where do you tip recyclables?

\_\_\_\_\_

h. Is your company paid to collect solid waste, bulky waste, recycling, C&D, and/or organics?       Yes     No

*If you answered No, do you collect from your own business?*       Yes     No

Please describe: \_\_\_\_\_

i. \*Do you collect from: Residential Properties?     Yes     No      Commercial Properties?     Yes     No

**Housatonic Resources Recovery Authority**

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PERMIT & MUNICIPAL REGISTRATION FORM **DO NOT LEAVE ANY QUESTIONS BLANK, if not applicable write N/A**

j. \* Do you collect:  MSW  Dual Stream Recycling  C&D  Single Stream Recycling  
 Yard Waste  Organics (Food Scrap)  Bulky Waste  Other / Please list other:

k. List all subsidiaries or related solid waste companies operated by the same owner(s):

l. \* Provide the name and address of all **non-HRRA disposal facilities**, i.e. transfer stations, recycling processing centers, and/or volume reduction facilities which your company uses or anticipates using for MSW, recycling, C&D, yard waste and/or any other solid waste the company collects, including out of state facilities:

m. \* As required by state law, the company agrees to report to each municipality with which it is registered or to HRRA in their stead: (a) the types of solid waste, including recyclables, generated within each municipality and collected by the company, (b) the name, location and contact information for the first destination where such solid waste, including recyclables, was delivered by the collector during the previous fiscal year, (c) the types and actual or estimated amounts of such solid waste, including recyclables, directly delivered to an out-of-state destination or to an end user or manufacturer in the state, and (d) such additional information as the commissioner of the Department of Energy and Environmental Protection deems necessary. The company further agrees that such reports shall be submitted annually, on or before July 31<sup>st</sup>, for solid waste collected during the prior fiscal year, on a form prescribed by the Commissioner.  Yes Initial \_\_\_\_\_  
(Such reports to be filed with HRRA as part of the annual registration renewal.)

n. \* As required by state law, **please list all municipalities** in which the company collects MSW, recycling, C&D, yard waste, or other solid waste. The list should include all municipalities in Connecticut and all municipalities in which the company collects in any other State. Attach an additional page if needed.

o. \* Are all the vehicles to be permitted and/or registered equipped with tarps that will be used to keep loads covered at all times as required by State law?  Yes Initial \_\_\_\_\_

p. Can all the vehicles to be permitted and/or registered be automatically tipped at the transfer station without the driver exiting the vehicle, as required by transfer station regulations?  Yes Initial \_\_\_\_\_

q. \* Do any of the vehicles to be permitted operate in interstate commerce and have a gross vehicle weight rating or gross combination weight rating of 10,001 pounds or more?  Yes  No

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PERMIT & MUNICIPAL REGISTRATION FORM **DO NOT LEAVE ANY QUESTIONS BLANK, if not applicable write N/A**

r. \* Do any of the vehicles to be permitted operate only in CT and have a gross vehicle weight rating or gross combination weight rating of 18,001 pounds or more?  Yes  No

s. \* If you answered Yes to either of the last two questions, please provide the company's USDOT or USDOT CT number: #: \_\_\_\_\_  N/A

t. \* Is the company's USDOT number or USDOT CT number displayed on the company's vehicles as required by law?  N/A  Yes  No

u. \* Is the company's name displayed on all vehicles as required by State law?  Yes Initial \_\_\_\_\_

v. Does the company agree to notify HRRRA at the time of sale of existing assets or purchase of new assets that have or will need HRRRA or OAK RIDGE permits or municipal registrations, a change in the ownership of said company as listed in item (a) above, a company/business name change, and/or the dissolution of any company/business registered to collect in any HRRRA municipality.  Yes Initial \_\_\_\_\_ (HRRRA permit requires agreement.)

w. \* Are all the drivers who will collect or transport solid waste in any HRRRA municipality legally permitted to operate the applicable motor vehicle in the State of CT?  Yes Initial \_\_\_\_\_

x. \* Are all the Company's employees who will collect and/or work within any HRRRA municipality legally able to work in the United States?  Yes Initial \_\_\_\_\_

y. Does the company offer unit base pricing (also known as PAYT or SMART) charging customers three levels of pricing based on the number of MSW bags, number of containers or size of containers? *In order to provide the appropriate financial incentive and protect haulers financially, variable volume prices should reflect a clear advantage to the consumer to reduce their volume of MSW and increase recycling.*  Yes  No

I personally filled out and/or verified the accuracy of the information in this application and attest under penalty of perjury that all the information herein provided is true and accurate.

\_\_\_\_\_  
Sign Name of Company's Authorized Agent

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

*\*Question or information required as a matter of law or to determine compliance with law.*

**Housatonic Resources Recovery Authority**

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**TRANSFER STATION ACCESS AGREEMENT and RELEASE OF LIABILITY AND INDEMNIFICATION AGREEMENT**

\_\_\_\_\_, the  
(Name of Company's Authorized Agent)

undersigned, is the \_\_\_\_\_ of  
(Position of Authorized Agent)

\_\_\_\_\_(hereinafter "Collector") and,  
(Name of Company)

as such is fully authorized to enter into this Agreement on behalf of the Collector.

As a condition for receiving a permit to haul Acceptable Waste to the Transfer Station(s), operated on behalf of HRRRA, the undersigned Collector hereby understands and agrees that the Collector proceeds at the Transfer Station(s) at its own risk, and agrees to comply with the provisions of Chapter 446d of the Connecticut General Statutes applicable to collectors of solid waste, regulations of the Connecticut Department of Energy and Environmental Protection and the Rules and Regulations as currently adopted by the Housatonic Resources Recovery Authority (HRRRA), Oak Ridge Transfer Stations, LLC (OAK RIDGE) or the Transfer Station operator(s), as may be amended from time to time. Collector acknowledges that he has received, read, and understands the Rules and Regulations and further agrees that all obligations assumed by the Collector pursuant to the Rules and Regulations are binding upon the Collector and are subject to enforcement by OAK RIDGE, their agents, and the Housatonic Resources Recovery Authority, and further agrees that:

The Collector shall at all times defend, indemnify and hold harmless the Authority, any Operator, any Municipality that is a member of the Authority, and their respective officers, agents and employees on account of and from any and all claims, damages, losses, judgments, worker's compensation payments, litigation expenses, and counsel fees arising out of injuries to the person(s) (including death) or damage to property alleged to have been sustained by (a) Collector, or its officers, agents and employees, or (b) the Authority, any Operator, or their respective officers, agents and employees, or (c) the Authority, Municipality, or any of their officers, agents and employees, or (d) any other person to the extent such injuries or damages are caused or are alleged to have been caused in part or in whole by acts, omissions or neglect of the Collector or its officers, agents or employees, or by faulty, defective or unsuitable material or equipment used by it or them.

Signature

Title

Date



**Housatonic Resources Recovery Authority**

**2019-20 Annual Permit and Municipal Registration Application** (Effective August 1, 2019-July 31, 2020)

**OAK RIDGE TRANSFER STATION, LLC CREDIT AGREEMENT**

ARTICLE VIII - PAYMENTS - Regional Solid Waste and Recycling Agreement.

**8.1** Oak Ridge will invoice the Collectors weekly for all MSW Tip Fees and Recyclables Tip Fees applicable to that month. Copies of all invoices will also be sent to HRRRA at the same time as sent to the Collectors. Also, within fifteen (15) days of the end of each month, Oak Ridge will send to HRRRA an accounts receivable aging report, showing the amount of the receivable from each Collector, with aging of current, 30, 60 and 90 and over days, as of the end of such month. In the event a Participating Municipality is a Collector, an invoice will be sent to that Participating Municipality. Except as otherwise agreed to by Oak Ridge, Collectors shall make payment to Oak Ridge of all invoice amounts within forty-five (45) days from the date of such invoice.

If an error on the part of the Collector results in an overpayment to Oak Ridge, Oak Ridge shall promptly notify the Collector, and shall either promptly refund such overpayment to the Collector or apply the overpayment to the Collector's next invoice. No interest shall accrue to the Collector as a result of such overpayment.

In the event the Collector disputes a portion of any invoice, the Collector shall pay the undisputed portion of said invoice within the term of this Section 8. 1 and shall promptly pay the remaining balance, if any, upon resolution of such dispute.

**8.2.** The obligation of OAK RIDGE and the Collectors to pay the amounts to be paid by each party from time to time hereunder shall not be subject to diminution by reason of any shutdown of any of the Transfer Stations, the White Street Facilities (or any portion thereof), or the MRF, or of any set-off, abatement, counterclaim, existence of a dispute or any other reason, known or unknown, foreseeable or unforeseeable, which might otherwise constitute a legal or equitable defense or discharge of the liabilities of either party hereunder or limit recourse against either party.

**8.3.** In the event that any Collector is more than forty-five (45) days delinquent (that is payment has not been made within forty-five (45) days (or such longer period if so provided under OAK RIDGE-approved payment plan with such Collector) of the date of the invoice) (the "Shut Off Date") in payment of any MSW Tip Fee, Recycling Tip Fee, or Other Acceptable Materials Tip Fee due and owing, OAK RIDGE shall reject any further deliveries from such Collector to the Transfer Stations, the White Street Facilities and/or the MRF until such amount is paid in full, provided that OAK RIDGE has followed its standard billing procedures, as consistently applied. Upon request from the HRRRA, OAK RIDGE will advise the HRRRA of OAK RIDGE's standard billing procedures. OAK RIDGE may immediately begin to reject a Collector's deliveries until the account is brought current if a Collector defaults on the terms of a payment plan entered into with OAK RIDGE. The above collections protocol shall be applied equally to all Collectors, including without limiting the generality of the foregoing, any Collector that is an Affiliate of OAK RIDGE, provided however, that OAK RIDGE must reject deliveries of a Collector that is an Affiliate of OAK RIDGE and more than forty-five (45) days delinquent whether or not OAK RIDGE has applied the collection protocol to such Affiliate.

If any Collector fails to deliver to OAK RIDGE any required payment within forty-five (45) days of the statement date, the HRRRA will, and where permitted by applicable law will cause each Participating Municipality to, suspend such Collector's license to collect Acceptable Solid Waste from the Participating Municipalities. Upon request, OAK RIDGE will provide to the HRRRA documentation which reflects the non-payment by any such Collector and the procedures used by OAK RIDGE to collect amounts owed from any such Collector, which procedures shall be in accordance with OAK RIDGE's billing and collection procedures.

In consideration of the extension of credit to the undersigned by Oak Ridge Transfer Station, LLC, in lieu of being required to pay cash, the undersigned agrees that all invoices rendered by OAK RIDGE for disposal charges incurred at the HRRRA system on or after July 1, 2019, will be paid within thirty (30) days from the Invoice Date.

\_\_\_\_\_  
NAME OF HAULING COMPANY

\_\_\_\_\_  
NAME OF COMPANY OWNER/PARTNERS TITLE

\_\_\_\_\_  
AUTHORIZED SIGNATURE DATE

**Housatonic Resources Recovery Authority**

**2019-20 Annual Permit and Municipal Registration Application** (Effective August 1, 2019-July 31, 2020)

**SWORN AFFIDAVIT**

I hereby certify under penalty of perjury that the information provided herein (in Forms A, B, and D), in the certificates of insurance and in the Annual Municipal Solid Waste Reporting forms and attached hereto is true and correct, that, as a condition of the issuance of each municipal registration for which the Permittee/Registrant has applied, the Permittee/Registrant agrees that it will comply with the solid waste, recycling, and litter control ordinances of every municipality with which Permittee/Registrant has registered, that the Permittee/Registrant has registered with all municipalities in which it will provide collection services, and that the Permittee/Registrant will comply with the solid waste, recycling and litter control laws and regulations of the State of Connecticut and the United States. I further certify that I am authorized to sign this attestation and agreement on behalf of the Permittee/Registrant and acknowledge that Permittee/Registrant's failure to comply with any of the ordinances, laws, rules or regulations may result in the revocation or suspension of the Permittee/Registrant's permit and/or registration to act as a collector of solid waste and/or recyclable materials in the applicable municipality or municipalities and/or the collector's ability to access one of the HRRRA transfer stations in the region.

\_\_\_\_\_  
Signature of Authorized Agent Title Date

On this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me

\_\_\_\_\_  
(Name of Notary)

the undersigned officer, personally appeared \_\_\_\_\_  
(Name of Authorized Agent)

who acknowledged himself/herself to be the \_\_\_\_\_  
(Title of Authorized Agent)

of \_\_\_\_\_, a business authorized  
(Name of Business)

to operate in the State of CT, and that he/she as such \_\_\_\_\_  
(Title of Authorized Agent)

being authorized to do so, executed the foregoing instruction for the purposes therein contained, and certified, under penalty of perjury, that the information provided in this application is true and correct by signing the name of the business of himself/herself as \_\_\_\_\_  
Title of Authorized Agent)

In witness whereof I hereunto set my hand.

\_\_\_\_\_  
(Signature of Notary Public)

Date Commission Expires \_\_\_\_\_



This form must be completed in full

**Housatonic Resources Recovery Authority**

**2019-20 Annual Permit and Municipal Registration Application** (Effective August 1, 2019-July 31, 2020)

**HRRA VEHICLE INFORMATION Attach a copy of all vehicle registrations**

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

Complete ALL the boxes	Vehicle #1	Vehicle #2	Vehicle #3	Vehicle #4
Make				
Year				
Body Type (See Chart Below)				
License Plate #				
Permit Type – MSW or Recycling				
Registration Expires				

	Vehicle #5	Vehicle #6	Vehicle #7	Vehicle #8
Make				
Year				
Body Type (See Chart Below)				
License Plate #				
Permit Type - MSW or Recycling				
Registration Expires				

	Vehicle #6	Vehicle #7	Vehicle #8	Vehicle #9
Make				
Year				
Body Type (See Chart Below)				
License Plate #				
Permit Type - MSW or Recycling				
Registration Expires				

Vehicle Body Types			
<b>FL</b> - Front Loader	<b>FB</b> - Flatbed	<b>DT</b> - Dump Truck	<b>PU</b> - Pickup
<b>RL</b> - Rear Loader	<b>VN</b> - Van	<b>TR</b> - Tractor	<b>CO</b> - Container
<b>SL</b> - Side Loader	<b>RO</b> - Roll-Off/Lift Truck	<b>TL</b> - Trailer	

**Form E (2 of 2)**

**Housatonic Resources Recovery Authority**

**2019-20 Annual Permit and Municipal Registration Application** (Effective August 1, 2019-July 31, 2020)

**HRRA VEHICLE INFORMATION Attach a copy of all vehicle registrations**

Company Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Complete ALL the boxes</b>	Vehicle #__	Vehicle #__	Vehicle #__	Vehicle #__
Make				
Year				
Body Type (See Chart Below)				
License Plate #				
Permit Type - <b>MSW or Recycling</b>				
Registration Expires				

	Vehicle #__	Vehicle #__	Vehicle #__	Vehicle #__
Make				
Year				
Body Type (See Chart Below)				
License Plate #				
Permit Type - <b>MSW or Recycling</b>				
Registration Expires				

	Vehicle #__	Vehicle #__	Vehicle #__	Vehicle #__
Make				
Year				
Body Type (See Chart Below)				
License Plate #				
Permit Type - <b>MSW or Recycling</b>				
Registration Expires				

<b>Vehicle Body Types</b>			
<b>FL</b> - Front Loader	<b>FB</b> - Flatbed	<b>DT</b> - Dump Truck	<b>PU</b> - Pickup
<b>RL</b> - Rear Loader	<b>VN</b> - Van	<b>TR</b> - Tractor	<b>CO</b> - Container
<b>SL</b> - Side Loader	<b>RO</b> - Roll-Off/Lift Truck	<b>TL</b> - Trailer	



Department of Environmental Protection  
 Bureau of Material Management  
 & Compliance Assurance  
 79 Elm Street – 4th Floor  
 Hartford, CT 06106-5127

**CONNECTICUT SOLID WASTE COLLECTOR  
 ANNUAL MUNICIPAL SOLID WASTE  
 REPORTING FORM  
 FOR HRRRA MUNICIPALITIES FY 2018-19**  
 Use one form per town/city in which you collect

This form must be completed and submitted by collectors (i.e. haulers) of solid waste and recyclables by July 31st for the previous Fiscal Year (i.e., July 1, 2018-June 30, 2019) to each CT municipality in which they collect. Completed reports for all HRRRA member municipalities should be submitted to HRRRA in person or by mail (162 Whisconier Rd, Brookfield, CT 06804), fax (203-617-4727) or by e-mail to info@hrra.org.

**THIS FORM IS FOR THE TOWN/CITY OF:** \_\_\_\_\_

Collector Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_ Street Address : \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

**PART 1 - RECYCLABLES COLLECTED**

<b>RECYCLABLE ITEMS COLLECTED</b> <i>(See list at bottom of page)</i>	<b>SOURCE<sup>1</sup></b> <i>(check all that apply)</i>	<b>DESTINATION OF RECYCLABLES</b> <i>(Where is the material being tipped?)</i>	<b>TONS<sup>2</sup></b> <i>(If out of state)</i>
	<input type="checkbox"/> Residential <input type="checkbox"/> Non-Residential <input type="checkbox"/> Both	Destination Name: Address :	
	<input type="checkbox"/> Residential <input type="checkbox"/> Non-Residential <input type="checkbox"/> Both	Destination Name: Address :	
	<input type="checkbox"/> Residential <input type="checkbox"/> Non-Residential <input type="checkbox"/> Both	Destination Name: Address :	
	<input type="checkbox"/> Residential <input type="checkbox"/> Non-Residential <input type="checkbox"/> Both	Destination Name: Address :	
	<input type="checkbox"/> Residential <input type="checkbox"/> Non-Residential <input type="checkbox"/> Both	Destination Name: Address :	
	<input type="checkbox"/> Residential <input type="checkbox"/> Non-Residential <input type="checkbox"/> Both	Destination Name: Address :	
	<input type="checkbox"/> Residential <input type="checkbox"/> Non-Residential <input type="checkbox"/> Both	Destination Name: Address :	
	<input type="checkbox"/> Residential <input type="checkbox"/> Non-Residential <input type="checkbox"/> Both	Destination Name: Address :	

**RECYCLABLE ITEMS:** Mixed Recyclables, Dual Stream, Glass, Card board, Food Waste, Scrap Metal, Brush, Leaves, Other List items

**1 SOURCE** means real estate containing one or more dwelling units. Condominiums and apartments are residential sources of recyclables. Hospitals, motels or hotels are “nonresidential” - CGS Section 22a-220a(a). Any waste (other than waste oil) burned is considered disposed.

**2 TONS** – It is mandatory to report tons if the 1st destination of the recyclables is out-of-state or is an end user (e.g. paper mill, manufacturer, etc.). Ideally, tonnages should be reported for recyclables which never pass through a CT-permitted solid waste facility.

**PART 2 - OTHER SOLID WASTE COLLECTED**

TYPE OF SOLID WASTE COLLECTED for DISPOSAL	CT CITY or CT TOWN within which the material was GENERATED from	NAME & DESTINATION OF MATERIAL <i>(Where is the material being tipped?)</i>	TONS <sup>2</sup> <i>(If out of state)</i>
MSW			
MSW			
MSW			
<b>OVERSIZED MSW</b> <i>i.e. furniture, carpets, mattresses, etc.</i>			
<b>OVERSIZED MSW</b> <i>i.e. furniture, carpets, mattresses, etc.</i>			
<b>OVERSIZED MSW</b> <i>i.e. furniture, carpets, mattresses, etc.</i>			
<b>Construction &amp; Demolition Waste</b>			
<b>Construction &amp; Demolition Waste</b>			
<b>Landclearing Logs &amp; Stumps</b>			
<b>Landclearing Logs &amp; Stumps</b>			
<b>Others</b> <i>Specify:</i>			
<b>Others</b> <i>Specify:</i>			

**PART 3 - CERTIFICATION & SIGNATURE**

This report, which is required to be submitted to each municipality in which your company collects solid waste (including recyclables) on a regular basis, shall be signed by your company's chief executive officer or a duly authorized representative of such officer and by the individual(s) responsible for actually preparing this document. Each such individual shall certify in writing as follows:

*"I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify, based on reasonable investigation, including my inquiry of those individuals responsible for obtaining the information, that the submitted information is true, accurate and complete to the best of my knowledge and belief. I understand that any false statement made in the submitted information may be punishable as a criminal offense under §53a-157b of the Connecticut General Statutes and any other applicable law."*

**Print Name** of Collector/Hauler- Chief Executive Officer: \_\_\_\_\_

**Signature** of Chief Executive Officer or Authorized Representative: \_\_\_\_\_

**Print Name** of Authorized Representative: \_\_\_\_\_

Person responsible for preparing report: \_\_\_\_\_

**Signature** of person preparing report: \_\_\_\_\_

## Housatonic Resources Recovery Authority

### CERTIFICATE OF INSURANCE – INSTRUCTIONS

Agent's / Broker's name, address and fax number.

☐ Your business name and address.

☐ Name of insurance companies issuing your policies.

☐ The minimum insurance coverage you must carry is either Option 1 or Option 2 below:

☐ **HRRA, and all HRRA municipalities in which the hauler/collector works must be listed as additional insureds on all policies except those for workers' compensation and employer's liability insurance. Oak Ridge must be listed as additional insured on all policies except those for workers' compensation and employer's liability insurance if a permit for Oak Ridge is sought.**

**Sample language: *The Housatonic Resources Recovery Authority (HRRA), all HRRA member municipalities, and Oak Ridge Transfer Stations, LLC are all additional insureds under the General Liability and Automobile Liability policies.***

☐ The Named Insured must include the name of the Company to be permitted by HRRA as well as the owner's name listed on the motor vehicle registration of any and all permitted vehicles.

☐ HRRA must receive notice at least 30 days prior to cancellation of insurance policies. H. HRRA must have the original certificate bearing the original signature.

I. HRRA's name and address must appear as follows:

Housatonic Resources Recovery Authority, Old Town Hall, 162 Whisconier Road, Brookfield, CT 06804

#### Option 1

- **Comprehensive General Liability** insurance with a broad form endorsement, a minimum combined single limit coverage for bodily injury and property damage of not less than one million (\$1,000,000.00) dollars on a per occurrence basis and an aggregate of at least two million (\$2,000,000) dollars; and
- **Automobile Liability** insurance covering **all owned, non-owned and hired vehicles** with a minimum combined single limit coverage of not less than one million (\$1,000,000.00) dollars on a per occurrence basis;
- **Workers' Compensation Insurance** in such amounts as required by Connecticut law or certificate of self-insurance issued by the State of Connecticut's Board of Compensation Commissioners pursuant to Section 31-284 of the Connecticut General Statutes; and
- **Employer's Liability Insurance** with a minimum combined single limit coverage of not less than five hundred thousand (\$500,000.00) dollars.

#### Option 2

- **Umbrella /Excess Liability Insurance** with coverage of one million (\$1,000,000.00) dollars per occurrence, underlying both general liability and automobile liability insurances; and
- **Comprehensive General Liability** insurance with a broad form endorsement, a minimum combined single limit coverage for bodily injury and property damage of not less than five hundred thousand (\$500,000.00) dollars on a per occurrence basis and an aggregate of at least one million (\$1,000,000) dollars; and
- **Automobile Liability** insurance covering **all owned, non-owned and hired vehicles** with a minimum combined single limit coverage of not less than five hundred thousand (\$500,000.00) dollars on a per occurrence basis; and
- **Workers' Compensation Insurance** in such amounts as required by Connecticut law or certificate of self-insurance issued by the State of Connecticut's Board of Compensation Commissioners pursuant to Section 31-284 of the Connecticut General Statutes; and
- **Employer's Liability Insurance** with a minimum combined single limit coverage of not less than one hundred thousand (\$100,000.00) dollars.



**Waste & Recycling**

*"Our Roots Are In Your Community"*

## **OAK RIDGE TRANSFER STATIONS, LLC**

Recycling Permit #0340199 – Transfer Fate 4/21/2011

MSW & C&D Permit #0340946 – Issuance Date 7/1/2010

### **HOURS OF OPERATION**

Monday – Friday 6:00am – 4:00pm

Saturday: 7:00am – 1:00pm

### **YARD RULES**

- **NO HAZARDOUS MATERIALS ACCEPTED\***
- SPEED LIMIT IN THE YARD IS **5 MILES PER HOUR** (5 MPH)
- PROPER SAFETY ATTIRE **REQUIRED AT ALL TIMES**\*\*
- VEHICLES SHOULD NEVER BE LEFT UNATTENDED
- SCAVENGING IS ILLEGAL AND STRICTLY PROHIBITED
- SMOKING IN OR AROUND ANY BUILDING IS PROHIBITED
- NO UNTARPING OF LOADS WHILE IN SCALE LINE
- DUMP-STYLE TRUCK BODIES ONLY

\* Unacceptable Waste: Recyclable Materials, Hazardous Waste, Explosives, Liquid Waste, Asbestos, Motor Vehicle Parts, Tires, Animal Products, Ashes, Human or Animal Remains, Offal (internal organs of a butchered animal), American Flags, Pathological or Biological Waste, Pressurized Containers, Radioactive Materials, Sealed Drums, Sludge, and Tar.

\*\* Hard hat and reflective safety vest/jacket/shirt worn AT ALL TIMES