

**Housatonic Resources Recovery Authority**

**2020-21 Annual Permit and Municipal Registration Application** *(Effective August 1, 2020-July 31, 2021)*

**DO NOT leave questions blank. Incomplete applications will be returned, and late fees may be applied.**

You must provide an answer to every question. If the question is not applicable to you, write "N.A." or "Not Applicable."

- **Form A:** HRRRA Permit Application and Municipal Registration filled out completely and signed.
- **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.
- **Form E:** Vehicle Information. Must be completed per vehicle.
- **Form F:** *NEW 2020-21* - HRRRA Recyclable Material Guidelines & CGA Sec. 22a-241b Recycling Requirements
- **Form G:** *NEW 2020-21* - Proof of DOT Inspection
- **Annual Municipal Solid Waste Report(s):** You must submit one report for each municipality in which your company collects for the 2019-20 FY. Completed and signed
- **Certificate of Insurance:** 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.*



**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>       | \$250.00 | _____ |
| <input type="checkbox"/> | <b>Kent</b>          | \$250.00 | _____ |
| <input type="checkbox"/> | <b>New Fairfield</b> | \$250.00 | _____ |
| <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>    | \$250.00 | _____ |
| <input type="checkbox"/> | <b>Weston</b>        | \$250.00 | _____ |

**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:*

*Received Date:* \_\_\_\_\_

*Processed Date:* \_\_\_\_\_

*Mailed Date:* \_\_\_\_\_

- Form A**
- Form B**
- Form C**
- Form D**
- Form E**
- Form F**
- Form G**
- AMSWR**
- COI**
- MVR**
- Payment**

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**Housatonic Resources Recovery Authority****2020-21 Annual Permit and Municipal Registration Application** *(Effective August 1, 2020-July 31, 2021)***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

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- 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

## Housatonic Resources Recovery Authority

2020-21 Annual Permit and Municipal Registration Application *(Effective August 1, 2020-July 31, 2021)***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.

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 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**

**2020-21 Annual Permit and Municipal Registration Application** *(Effective August 1, 2020-July 31, 2021)*

**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)*

\_\_\_\_\_  
*(Name of Company)* (hereinafter “Collector”) and,

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**

**2020-21 Annual Permit and Municipal Registration Application** (Effective August 1, 2020-July 31, 2021)

**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**

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**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 \_\_\_\_\_





**Housatonic Resources Recovery Authority**  
**2020-21 Annual Permit and Municipal Registration Application** (Effective August 1, 2020-July 31, 2021)

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

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

<b>Complete ALL the boxes</b>	Vehicle #1		Vehicle #2		Vehicle #3		Vehicle #4	
Make								
Year								
Body Type (Use Chart Below)								
License Plate #								
Use: <b>MSW or Recycling</b>								
Registration Expires								
DOT Inspection Required	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>

<b>Complete ALL the boxes</b>	Vehicle #1		Vehicle #2		Vehicle #3		Vehicle #4	
Make								
Year								
Body Type (Use Chart Below)								
License Plate #								
Use: <b>MSW or Recycling</b>								
Registration Expires								
DOT Inspection Required	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>

<b>Complete ALL the boxes</b>	Vehicle #1		Vehicle #2		Vehicle #3		Vehicle #4	
Make								
Year								
Body Type (Use Chart Below)								
License Plate #								
Use: <b>MSW or Recycling</b>								
Registration Expires								
DOT Inspection Required	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>

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	

**Housatonic Resources Recovery Authority**

**2020-21 Annual Permit and Municipal Registration Application** (Effective August 1, 2020-July 31, 2021)

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

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

<b>Complete ALL the boxes</b>	Vehicle #1		Vehicle #2		Vehicle #3		Vehicle #4	
Make								
Year								
Body Type (Use Chart Below)								
License Plate #								
Use: <b>MSW or Recycling</b>								
Registration Expires								
DOT Inspection Required	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>

<b>Complete ALL the boxes</b>	Vehicle #1		Vehicle #2		Vehicle #3		Vehicle #4	
Make								
Year								
Body Type (Use Chart Below)								
License Plate #								
Use: <b>MSW or Recycling</b>								
Registration Expires								
DOT Inspection Required	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>

<b>Complete ALL the boxes</b>	Vehicle #1		Vehicle #2		Vehicle #3		Vehicle #4	
Make								
Year								
Body Type (See Chart Below)								
License Plate #								
Use: <b>MSW or Recycling</b>								
Registration Expires								
DOT Inspection Required	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>

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	

**Housatonic Resources Recovery Authority****2020-21 Annual Permit and Municipal Registration Application** (Effective August 1, 2020-July 31, 2021)**HRRR RECYCABLE MATERIAL GUIDELINES.**

In an effort to enhance the quality of the recycling stream in the HRRR region and to defray increased processing cost, Oak Ridge Waste and Recycling will be implementing contamination fees on loads with more than 6% contamination.

Contamination means that portion of Recyclable Materials delivered to the Danbury Recycling Facility or the MRF that consists of material that is not specified as Recyclable Material in Appendix B-2, of the Regional Solid Waste and Recycling Agreement between the HRRR and Oak Ridge.

Appendix B-2 Recyclable Materials/Facility Delivery Standards: Recyclable Materials means all items designated from time to time by the Commissioner of DEEP pursuant to the provisions of Section 22a - 241 b(a) of the General Statutes as suitable for recycling and such other items as are designated from time to time by HRRR.

Mixed Recyclables means all Recyclable Material delivered to the Danbury Recycling Facility or the MRF from generators within the applicable Participating Municipalities in commingled single or dual stream. If any load of Mixed Recyclables contains more than 6 percent (6%) weight or volume of Non-Recyclable or Contaminants, Article IV of the Agreement shall apply.

Recyclable Material delivered to the Danbury Recycling Facility or the MRF Facility shall be free of dirt, food, and other liquid or solid residue material. Mixed glass bottles and cans may be delivered with labels, neck rings and caps.

#### Excerpts from ARTICLE IV – Regional Solid Waste and Recycling Agreement

OAK RIDGE WASTE AND RECYCLING will accept at the Danbury Recycling Facility or the MRF and either transfer to the MRF, as applicable, or otherwise process and sell all Products derived from HRRR Recyclable Material delivered to the Danbury Recycling Facility or the MRF by or on behalf of HRRR and the applicable Participating Municipalities, which acceptance, processing and sale shall be undertaken at OAK RIDGE WASTE AND RECYCLING's sole cost and expense in accordance with the terms of the Agreement. OAK RIDGE WASTE AND RECYCLING will accept such deliveries of HRRR Recyclable Material at the Danbury Recycling Facility and the MRF on an equal, non-discriminatory basis, as among the various Collectors, including any Collector that is an Affiliate of OAK RIDGE WASTE AND RECYCLING, with respect to hours of access, waiting times, tip fees and other conditions applicable to Collectors making such deliveries.

**Identification, Rejection, or Processing of Non-Recyclable Material or Recyclable Material Not Conforming to Facility Delivery Standards.** OAK RIDGE WASTE AND RECYCLING shall be responsible to inspect vehicles delivering Recyclable Material to the Danbury Recycling Facility and the MRF. OAK RIDGE WASTE AND RECYCLING's obligation to accept and process HRRR Recyclable Material from Collectors shall not restrict or limit OAK RIDGE WASTE AND RECYCLING's obligation to inspect all vehicles delivering Recyclable Material to the Danbury Recycling Facility or the MRF to determine whether such vehicle contains Hazardous Waste, Non-Recyclable Material in excess of Facility Delivery Standards or Recyclable Material not conforming to Facility Delivery Standards set forth in Appendix B-2. If during any such vehicle inspection, OAK RIDGE WASTE AND RECYCLING determines that the vehicle is delivering Recyclable Material not conforming to said Facility Delivery Standards, **OAK RIDGE WASTE AND RECYCLING shall require the Collector to remove the vehicle from the Site.** OAK RIDGE WASTE AND RECYCLING shall immediately notify HRRR of any such rejection stating the date and time of rejection, the Collector and driver's name, the Participating Municipality of origin, and the reason(s) for rejection and shall follow this with a report in writing of the same information within two (2) calendar days delivered to HRRR.

If a load of Recyclable Material is unloaded onto the Danbury Recycling Facility or MRF tipping floor, and OAK RIDGE WASTE AND RECYCLING determines that said load contains Hazardous Waste, Non-Recyclable Material in excess of Facility Delivery Standards or Recyclable Material not conforming to Facility Delivery Standards set forth in Appendix B-2, OAK RIDGE WASTE AND RECYCLING shall immediately notify HRRR. The load shall be processed, if reasonably possible, and any costs, in addition to normal operating costs associated with processing a load of conforming Recyclable Materials, **shall be charged to the Collector**, provided however, if the Collector cannot be determined or if the non-

**Housatonic Resources Recovery Authority****2020-21 Annual Permit and Municipal Registration Application** (Effective August 1, 2020-July 31, 2021)**HRRR RECYCLABLE MATERIAL GUIDELINES.**

conforming materials were delivered by someone other than a Collector, shall be the responsibility of OAK RIDGE WASTE AND RECYCLING.

If a load of Recyclable Material described above cannot be processed because it is contaminated with Hazardous Waste, OAK RIDGE WASTE AND RECYCLING will promptly notify HRRR and follow the guidelines in accordance with its DEEP permit, as follows: "Ensure that any unacceptable solid waste inadvertently received, or solid waste which is unsuitable for processing at the [Facility] is: (i) promptly sorted, separated, isolated and temporarily stored in a safe manner prior to off-site transport; (ii) recorded in the daily log and reported in the quarterly report required by this document; and (iii) disposed at a facility lawfully authorized to accept such waste. A spare container shall be available for any storage emergency."

### Public Education & Outreach

It is the responsibility of each hauler to know the Connecticut recycling laws. Haulers are encouraged to read the complete text of the laws by using the links posted on the HRRR website or the CT General Assembly website.

[https://www.cga.ct.gov/current/pub/chap\\_446d.htm#Sec\\_22a-207](https://www.cga.ct.gov/current/pub/chap_446d.htm#Sec_22a-207)

It is also the responsibility of each hauler to educate their customers to recycle right.

The HRRR is dedicated to providing public education and outreach to all residents, businesses, and municipalities. HRRR has adopted the State of Connecticut universal guide *What's In What's Out*. This guide of what residents should and should not recycle should be used by all haulers to reduce contamination. Registered haulers may request copies of any education material listed on the HRRR website [www.hrrr.org](http://www.hrrr.org) for distribution at no charge.

**Haulers should email the request to [Info@HRRR.org](mailto:Info@HRRR.org).**

By signing below, you acknowledge you have read and understand Section IV of the Regional Solid Waste and Recycling Agreement and the provisions outlined in CT Chapter 446d\* Solid Waste Management and you acknowledge that you have access to free educational material for your customers through the HRRR.

---

NAME OF HAULING COMPANY

---

AUTHORIZED SIGNATURE

---

DATE

For more information on recycling in CT visit the DEEP website at [www.ct.gov/dep/recycle](http://www.ct.gov/dep/recycle) or call 860.424.3365 or [www.hrrr.org](http://www.hrrr.org) and call 203.775.4539

Housatonic Resources Recovery Authority

2020-21 Annual Permit and Municipal Registration Application (Effective August 1, 2020-July 31, 2021)

**DOT INSPECTION** Must be completed for each vehicle that is required to have an annual inspection

New for 2020-21, for the safety of the public and transfer station operators, a copy of the RECORD OF ANNUAL INSPECTION must be submitted with any and all vehicles the applicant will be using to conduct business in the HRRR region and for which an inspection is required by state or federal law. A hauler must not use any such vehicle unless each component identified on the RECORD OF ANNUAL INSPECTION has passed an inspection by a qualified inspector who has training or certification to inspect and maintain commercial motor vehicles at least once during the preceding 12 months.

Safety inspections can be performed at either a DMV office equipped for inspections or at designated emissions inspection stations run by the state's emissions inspection contractor. Inspections are performed at the DMV facilities in Danbury, Enfield, Hamden, Northwest (Winsted), Old Saybrook, Waterbury, Wethersfield, and Willimantic and at the emissions inspection stations in Bridgeport, Danbury, Darien, East Lyme, Manchester, North Haven, North Windham, Southington, Taftville, Thomaston, and Waterbury.

**RECORD OF ANNUAL INSPECTION** 405876

INSPECTOR'S NAME \_\_\_\_\_ DATE OF INSPECTION \_\_\_\_\_

MOTOR CARRIER NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

VEHICLE IDENTIFICATION NUMBER \_\_\_\_\_

TYPE OF VEHICLE \_\_\_\_\_ MODEL \_\_\_\_\_

VEHICLE COMPONENTS / RESULT OF INSPECTION											
COMPONENT	PASS	FAIL	COMPONENT	PASS	FAIL	COMPONENT	PASS	FAIL	COMPONENT	PASS	FAIL
Brake Systems			Fuel System			Steering Mechanism			Tires		
Service Brakes			Leaks			Steering Wheel Free Play			Treads		
Parking Brakes			Caps			Steering Column			Labels		
Brake Drums			Bolts / Brackets			Front Axle Beam			"Not for Highway Use"		
Brake Rotors			Lighting System			Steering Components			Markings		
Brake Hoops			Headlights			Gear Box			Mixed Tires on Same Axle		
Brake Tubing			Turn Signals			Planar Arm			Flaps		
Low Pressure Warning			Identification			Power Steering			Response		
Devices			Tail Lights			Ball & Socket Joints			Repair Work		
Tractor Protection Valve			Stop Lights			Tie Rods and Drag Link			Excess Load Limits		
Air Compressor			Clearance			Nuts			Contact with Vehicle		
Electric Brakes			Reflections			Skating System			Leaks		
Hydraulic Brakes			License Plate Lights (Rear)			Suspension			Other		
Vacuum System			Other			U-Bolts			Wheels & Rims		
Coupling Devices			Other			Spring Hangers			Lock or Side Ring		
Film Wheel			Other			Axle Positioning Parts			Wheels & Rims		
Plate Holes			Other			Spring Assembly			Fasteners		
Crane/Lift/Tractor Eye			Other			Torque Rods or			Welds		
Drawbar/Tongue			Other			Trucking			Windshield Glazing		
Safety Devices			Other			Frame			Cracks		
Exhaust System			Other			Frame Members			Distortion		
Leads			Other			Tire & Wheel Clearance			Windshield Reducing Matter		
Location			Other			Adjustable Axle			Windshield Wipers		
			Other			Assemblies			Inoperative		
			Other			(Sliding Subframes)			Missing or Damaged Parts		

Notes: \_\_\_\_\_

I certify the accuracy and completeness of this inspection. This inspection complies with all the requirements of 49CFR parts 395.21, 395.21 and Appendix G.

INSPECTOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**RECORD OF ANNUAL INSPECTION**  
405876

DATE OF INSPECTION \_\_\_\_\_

MOTOR CARRIER NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

VEHICLE IDENTIFICATION NUMBER \_\_\_\_\_

This vehicle has passed an inspection in accordance with 395.17  
Printed by Labelmaster, An American Labelmark Co., Chicago, IL 60649 (800) 621-5508

By signing below, you acknowledge you have read and agree to FORM G.

NAME OF HAULING COMPANY

AUTHORIZED SIGNATURE

DATE



**Housatonic Resources Recovery Authority**  
**CERTIFICATE OF INSURANCE – INSTRUCTIONS**

- A. Agent's / Broker's name, address and fax number.
- B. Your business name and address.
- C. Name of insurance companies issuing your policies.
- D. The minimum insurance coverage you must carry is either Option 1 or Option 2 below:
- E. **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.*
- F. 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.
- G. 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





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 2019-20**  
 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, 2019-June 30, 2020) 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 :	
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	<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>			
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<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: \_\_\_\_\_



Department of Environmental Protection  
 Bureau of Material Management  
 & Compliance Assurance  
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