ULSTER COUNTY RESOURCE RECOVERY AGENCY

Board of Directors
Andrew Ghiorse, Chair
James Gordon Member
Regis Obijiski, Treasurer
Donna Egan, Member
David Gilmour, Member

Legal Staff
Kenneth Gilligan, Esq.

P.O. Box 6219, 999 Flatbush Road
Kingston, NY 12402
Email: UCRRRA@UCRRRA.org
Website: www.UCRRRA.org
Social: @UCRRRA

Administrative Staff
Anna Roppolo, Interim Executive Director
Timothy DeGraff, CPA, Director of Finance & Admin
Charles Whittaker, Director of Operations and Compliance
Angelina Brandt, Director of Sustainability

Phone: (845) 336-0600
Fax: (845) 336-4129

2024
COMMERCIAL HAULER LICENSE APPLICATION

HAULER NAME: __________________________________________________________

PERMIT #: ___________________________________________________________
# TABLE OF CONTENTS:

- TABLE OF CONTENTS:.................................................................3
- INSTRUCTIONS AND GENERAL INFORMATION............................5
- COMPANY / ORGANIZATION INFORMATION..................................7
- CORPORATION ..............................................................................7
- EXPERIENCE...............................................................................8
- TRADE BUSINESS AND PARTNERSHIPS......................................8
- ULSTER COUNTY DEPARTMENT OF HEALTH LICENSE NO...............9
- UCRRA TRANSFER STATION(S) USED ........................................9
- TYPES OF MATERIAL ACCEPTED AT THE UCRRA FACILITIES......9
- VEHICLE STORAGE......................................................................9
- VEHICLE INFORMATION..............................................................10
- CONTAINER LOCATIONS.............................................................12
- DAILY ROUTE AND PICKUP SCHEDULE .......................................14
- INSURANCE ...............................................................................16
- ACKNOWLEDGEMENT ................................................................16
- LICENSEE’S CERTIFICATION – INDIVIDUAL OR PARTNERSHIP ....17
- CERTIFICATE OF AUTHORITY - CORPORATIONS ..........................17
- ACCOUNTS RECEIVABLE COLLECTION PROCEDURES ...............27
- TRANSFER STATION AND MRF TIPPING FLOOR SAFETY RULES ....31
THIS PAGE INTENTIONALLY LEFT BLANK
INSTRUCTIONS AND GENERAL INFORMATION:

1. Please type or print clearly.

2. **This application form must be completed in full.**

3. All certifications must be signed by an officer or principal of the applicant.

4. Each application must be submitted with the application fee of $200.00

5. Please include $100.00 for each vehicle and/or trailer (as defined below) to be used by you in Ulster County:
   - Total number of vehicles from page 9: __________ x $100.00
   - Total enclosed: $__________

6. Those applicants who require additional information or assistance may contact the Ulster County Resource Recovery Agency at (845) 336-0600 between 7:30am and 3:30pm, Mon-Fri.

7. **Completed applications will be accepted between December 1 and December 31, 2023.**

8. Please keep a copy of this application for your records.

Term of License:

Each license issued shall be valid for a term expiring on December 31st of the year of issuance, unless issued in the month of December, in which case it shall expire the 31st day of December of the next year. License renewals shall be considered in the same manner and subject to the same conditions as original applications.

- Any vehicle and/or trailer that hauls MSW **must** be registered and permitted.
- “Trailer” is defined as any structure carrying MSW attached to a vehicle.
- There is a separate $100 registration fee for each vehicle and/or trailer.

Agency hours of operation:

**Ulster:**

- **Ulster Transfer Station:**
  - Mon – Sat from 6:00am – 3:00pm
- **Materials Recovery Facility**
  - Mon – Fri from 6:00am – 3:00pm
- **Administrative Office**
  - Mon – Fri from 7:30am-3:30pm

**New Paltz:**

- **New Paltz Transfer Station:**
  - Mon – Fri from 6:00am – 3:00pm
COMPANY/ORGANIZATION INFORMATION:

*** All information is required ***

Business Name: ___________________________________________________________________________________

Owner, Officer, Etc.: ______________________________________________________________________________

Mailing Address: _________________________________________________________________________________

______________________________________________________________________________________________

Email: ___________________________________________________________________________________________

City: ___________________ State: ___________________ Zip: ____________________

Phone (Day): _______________ Ext.: _________

Phone (Evening): _______________ Ext.: _________

Fax: __________________________________________________________________________________________

MAIN CONTACT (If different from above)

Name: ___________________________________________________________________________________________

Phone: _______________ Email: __________________________________________________________________

BILLING CONTACT (If different from above)

Name: ___________________________________________________________________________________________

Phone: _______________ Email: __________________________________________________________________
CORPORATION:

Please provide the names and addresses of each officer and director:

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

EXPERIENCE:

Please briefly describe the experience of your business of collection and disposal of refuse and similar material below:

__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

TRADE BUSINESS AND PARTNERSHIPS:

Applicants conducting business under a trade name or a partnership must submit a copy of the trade name or partnership certificate duly certified by the Clerk of the county in whose office the certificate was filed.
ULSTER COUNTY DEPARTMENT OF HEALTH LICENSE NO.: __________________ (Required)

UCRRA TRANSFER STATION(S) USED (circle one): ULSTER     NEW PALTZ     BOTH

TYPES OF MATERIAL ACCEPTED AT THE UCRRA FACILITIES:

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<thead>
<tr>
<th>MATERIAL</th>
<th>ACCEPTED AT</th>
<th>CHECK ALL THAT APPLY</th>
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<tbody>
<tr>
<td>Municipal Solid Waste (MSW)</td>
<td>Ulster / New Paltz TS</td>
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<td>Regulated Recyclables</td>
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<tr>
<td>Commingled Containers (Glass, Plastic, Metal)</td>
<td>Ulster MRF</td>
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<td>Paper / Mixed News</td>
<td>Ulster MRF</td>
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<tr>
<td>Corrugated Cardboard (OCC)</td>
<td>Ulster MRF</td>
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<tr>
<td>Industrial Waste (Special license modification from DEC req.)</td>
<td>Ulster / New Paltz TS</td>
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<tr>
<td>Source Separated Organic Waste / Food Waste</td>
<td>Ulster Compost Facility</td>
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<td>Yard Waste</td>
<td>Ulster Compost Facility</td>
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<tr>
<td>Construction and Demolition (C&amp;D)</td>
<td>Ulster / New Paltz TS</td>
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</table>

THE FOLLOWING TYPES OF MATERIAL ARE NOT ACCEPTED AT ANY UCRRA FACILITIES:

- Medical Waste
- Friable Asbestos
- Hazardous Waste
- Single Stream Recycling

Please call the Agency for information regarding the above items.

VEHICLE STORAGE:

Are there any terminals or facilities in which the collection vehicles can or may be stored at other than the main facility located at the address above?

Yes: ___ No: ___

If yes, please indicate the locations below:

<table>
<thead>
<tr>
<th>STREET ADDRESS</th>
<th>CITY</th>
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**VEHICLE INFORMATION:**

(Copy or attach additional sheets as necessary)

**TOTAL NUMBER OF VEHICLES:** _________________

Please indicate the following information for your vehicles:

*Any change in truck registration needs to be reported to the Agency with 24 hours of such change, ie: changed registration plates, addition of or deletion of any truck(s). Please be aware that trucks that are not listed on your permit with the Agency may not be allowed to dump at either facility.*

Hauler Truck ID – This is your company truck identification. e.g.: PK1 PK2 T1 R1 etc.

Model – Please indicate the type of vehicle according to the following key:

- PACKER.....................................................V1
- ROLL-OFF.................................................V2
- RECYCLING TRUCK.................................V3
- SPLIT BODY..............................................V4
- TRACTOR TRAILER....................................V5
- TRAILER – CONTAINING MSW.................V6
- OTHER (explain).........................................V7

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<tr>
<th>HAUER TRUCK ID</th>
<th>OWNERSHIP</th>
<th>MAKE</th>
<th>YEAR</th>
<th>MODEL OF CHASSIS</th>
<th>BODY TYPE</th>
<th>CUBIC CAPACITY OR TARE WEIGHT</th>
<th>COLOR</th>
<th>VIN NUMBER</th>
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UCRRA 2023 Hauler License App.  Rev. 11/23
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CONTAINER LOCATIONS:

Please indicate the number and location of all waste and recyclable materials containers distributed by you to customers within Ulster County. All containers must be clearly marked with your company information.

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<tr>
<th>MUNICIPALITY KEY</th>
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<th>CONTAINER TYPE</th>
<th>TOTAL SIZE – CUBIC YARD</th>
<th>LOCATION OF CONTAINERS (MUNICIPALITY CODE)</th>
<th>NUMBER OF CONTAINERS (PER MUNICIPALITY)</th>
<th>WASTE (W) OR RECYCLING MATERIALS (RM)</th>
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DAILY ROUTE AND PICKUP SCHEDULE:

Applicant’s proposed daily route and pickup schedule for each area and building to be serviced. (Copy or attach additional sheets as necessary)

NOTE: Within thirty (30) days of occurrence, any changes in the daily route and pickup schedule shall be reported, in writing, to the Agency. This shall not apply to such routes and special districts as are provided for by contract with a Municipality.

If any company reports and/or route sheets clearly indicate your daily route, you may submit these instead.
INSURANCE:

Before a license may be issued by the Agency, each applicant shall file with the Agency proof of the following insurance coverage, consisting of a certificate of the insurance carrier.

- Worker’s compensation insurance or proof of exemption.
- Disability benefits insurance.
- Bodily Injury Liability Insurance in an amount not less than ONE MILLION AND 00/100 ($1,000,000.00) DOLLARS for each occurrence, and in an amount not less than ONE MILLION AND 00/100 ($1,000,000.00) DOLLARS general aggregate.
- Property Damage Liability Insurance in an amount not less than ONE MILLION AND 00/100 ($1,000,000.00) DOLLARS for each occurrence and in an amount of not less than ONE MILLION AND 00/100 ($1,000,000.00) DOLLARS general aggregate.

Please note: a current certificate of insurance must be on file with the Agency at all times. Be sure to send a copy of your certificate to the Agency when your policy renews.

REVOCATION OR DENIAL OF LICENSES:

The Agency is authorized to deny any application or suspend or revoke a hauler license issued where one or more situations exist as stated within Local Law Number 10 of 2012.

ACKNOWLEDGEMENT

I, _____________________________, hereby request a license to collect municipal solid waste within the County of Ulster. I agree that the information provided is true and accurate. I also agree, if the license is granted, to pay the fees charged by the Ulster County Resource Recovery Agency for the disposal of the materials under this license, and to comply with the rules and by-laws for the use of facilities of the Ulster County Resource Recovery Agency dated April 1993; as amended August 1997. I further acknowledge that I have received and reviewed a copy of Local Law Number 4 of 2010, Local Law Number 9 of 1991 and Local Law Number 10 of 2012.

______________________________________________  ______________________________
Name (Print)                                         Title

______________________________________________  ______________________________
Signature                                           Date
LICENSEE’S CERTIFICATION – INDIVIDUAL OR PARTNERSHIP:

STATE OF NEW YORK  )
COUNTY OF ULSTER  ) ss

On this ____________ day of __________________________, 20 __________, before me personally came ________________ ________________, to me known, and known to me to be the same person described in and who executed the same for the purpose herein mentioned and, if operating under any trade name, that the certificate required by the New York State General Business Law Section 130 has been filed with the County Clerk of Ulster County.

CERTIFICATE OF AUTHORITY – CORPORATIONS:

I, ____________________________, certify that I am the ________________ ________________ of the ____________________________, a corporation duly organized and in good standing under the ____________________________, named in the foregoing License, that __________ ________________, who signed said License on behalf of the Licensee was, at the time of execution __________ ________________ of the Licensee and I further certify that said License was duly signed for and in behalf of said Licensee by authority of its Board of Directors, thereunto duly authorized, and that such authority is in full force and in effect at the date hereof.

(Corporate Seal)

(Notary Seal)
ATTACHMENT A

COMMERCIAL HAULER WASTE REDUCTION AND RECYCLING PLAN
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COMMERCIAL HAULER WASTE REDUCTION AND RECYCLING PLAN:

*** All information is required in order for your application to be processed. ***

GENERAL INFORMATION

Company Name: ___________________________ Date: ________________________

Address: ____________________________ ____________________________

______________________________ ____________________________

Contact Person: ___________________________ Phone: ________________________

RECYCLING METHOD

(Circle all that apply)

Type of Vehicles: Packer: Split Body Rear Loader Front Loader

Roll-Off

Dump Truck

Recycling Truck

Other: ____________________________

Types of Containers: Dumpsters Roll-offs Wheeled Containers/Carts Recycling Bins

RECYCLING COLLECTION SCHEDULE

Days/Frequency of recycling pick up: Mon Tues Wed Thurs Fri Sat Sun EOW Weekly Bi-Weekly

Describe different levels of service for residential, commercial and institutional customers such as types of containers and methods of collection. (Attach a sample copy of any schedule)
In accordance with County Local Law No. 4 of 2010, County of Ulster, A Local Law Amending Local Law Number 8 Of 1991 As Amended By Local Law Number 8 Of 2007 Ulster County Mandatory Source Separation And Recycling Law “All haulers who provide solid waste collection services in Ulster County must also provide collection for regulated recyclable materials. All haulers should make every attempt to notify their customers in writing as to how the regulated recyclable materials should be sorted, either separated into designated categories or commingled. The hauler also should provide reasonable notice to its customers of any change in instructions”. The Law also states under “Reporting” that annual recycling and MSW tonnages must be reported to the Agency to compile data for the mandated NYSDEC report. To be in compliance with this law, I/we submit the following:

Materials Recycled: *(Check all that apply)*

- [ ] Metal Cans
- [ ] Glass
- [ ] Newspaper
- [ ] Cardboard
- [ ] Junk Mail and Magazines
- [ ] Plastic Containers
- [ ] Other: ____________________________

Please specify the types of plastic containers accepted in your recycling program: *(Check all that apply)*

- [ ] Bottles & Jugs
- [ ] Food Tubs & Lids
- [ ] Buckets/Large Jugs
- [ ] Bulky Rigid Plastics
- [ ] Clamshell Packaging
- [ ] Cups
- [ ] Molded Packaging
- [ ] Yogurt Cups
- [ ] Bakery Domes
The Agency recognizes that the recycling industry is always changing, and that both public and private waste handlers must adapt to changing recycling markets. Have there been any significant changes to your recycling program since the last time you completed this form? (Examples: switch to bi-weekly pick-ups, added/removed items accepted, changes to how customers source separate into categories, etc.)

CUSTOMER EDUCATION:

Does your company have a designated recycling educator as a customer resource? If so, please list their public contact information:

Contact Person: ___________________________ Title: ___________________________

Email: ___________________________ Phone: ___________________________

Describe how your company promotes and encourages recycling compliance from customers. Outline procedures for new customers regarding recycling education including how educational material will be distributed:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

**Required**: Attach a copy of Customer Recycling Instructions with this application. Your application will not be processed until we have this information.

Provide a direct URL link to recycling instructions on your company’s website:

________________________________________________________________________

UCRRA offers free educational resources about recycling, waste reduction, and composting. Would you like to receive more information about recycling education?

Send to Email: ___________________________
RECYCLING CERTIFICATION:

Recycling: It’s the Law.

1) Have all of your customers been advised of the requirements for recycling as required in Local Law Number 4 of 2010, Ulster County Mandatory Source Separation and Recycling Law by your company?

   Yes: _____________   No: ___________

2) If requested, have your customers been given or will they be given a copy of Local Law Number 4 of 2010, Ulster County Mandatory Source Separation and Recycling Law?

   Yes: _____________   No: ___________

3) Have you provided proper recycling containers to all of your customers?

   Yes: _____________   No: ___________

A copy of Local Law No. 4 of 2010, County of Ulster, A Local Law Amending Local Law Number 8 Of 1991 As Amended By Local Law Number 8 Of 2007 Ulster County Mandatory Source Separation And Recycling Law is available for download on our website (www.ucrra.org). You can also obtain a copy by calling the Agency at (845) 336-0600 and requesting one be sent to you.

__________________________________________
Name (Print)  _________________________________

__________________________________________
Title

__________________________________________
Signature  _________________________________

__________________________________________
Date
ATTACHMENT B

ACCOUNTS RECEIVABLE COLLECTION PROTOCOLS
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UCRRA

ACCOUNTS RECEIVABLE COLLECTION PROCEDURES

The Agency prepares invoices on a monthly basis for its customers with charge accounts. Account applications are reviewed and approved prior to accounts being opened. Each applicant signs a payment guarantee and agrees to payment terms of net 30 (1 ½ % service charge per month will be assessed on all past due accounts). In the event an account goes into arrears, the following procedures are followed:

**Past due 30 days** – phone call is made and a statement of account is mailed out

**Past due 60 days** – phone call is made, statement of account is mailed out (second notice), and the customer’s account is deactivated. Customer’s account will be reactivated when account balance is zero.

**Past due 90 days** – phone call is made, statement of account is mailed out (final notice), and customer’s account remains deactivated. Customer’s account will be reactivated when account balance is zero.

**Past due 120 days** – account remains deactivated, and a demand letter is mailed out by regular and certified mail. Customer’s account will be reviewed by the Agency Controller and Executive Director for potential reactivation when account balance is zero.

**Past due 150 days** – outside legal counsel retained and litigation will commence. If litigation ever commences against a customer, reactivation of their account can only be approved by the Agency’s Board.
ATTACHMENT C

EXCERPTS FROM SAFETY POLICY #002
ULSTER COUNTY RESOURCE RECOVERY AGENCY

Excerpts from Safety Policy #002 that Pertain to Users of Agency Facilities

TRANSFER STATION AND MRF TIPPING FLOOR SAFETY RULES

UCRRA’s daily operating goal is to maintain an accident/injury free workplace. For the protection of all personnel, the following Tipping Floor Rules must be followed at all times:

**Material Tipping**

- Tipping areas will be limited to within the confines of the transfer station and MRF. No vehicle will dump outside of the transfer station/MRF doors. All tipping floor personnel will be equipped with radios to communicate with company vehicles, scale operator and supervisors.

- Passengers or helpers in self-tipping vehicles will remain in vehicle at all times when waiting to unload or when unloading, unless engaged in assisting the driver. The designated person who exits the vehicle must stay within 6 feet of the vehicle. When closing swinging door(s), the driver or helper is to stay with the moving door until it is closed and secured. ALL DOORS WILL BE CLOSED ON ROLL-OFF VEHICLES OUTSIDE OF THE TRANSFER STATION, CLEAR OF TRAVELED WAY. NO vehicle is to be left unattended at any time while waiting to tip/unload, during unloading or after unloading.

- A minimum of **15 feet** must be maintained between any persons and mobile equipment. If helpers must leave the vehicle for any reason other than to assist the driver, they will do so **before** vehicle is directed to tip/unload or **after** vehicle has tipped/unloaded and exited the tipping area.

- Drivers, passengers and/or helpers will be restricted to activities related to the tipping and/or unloading of their vehicles. It is strictly prohibited for drivers, passengers and/or helpers to be moving about anywhere else throughout the tipping area(s).

- Drivers and/or helpers that are tipping or unloading must open doors as far away as possible from heavy equipment and forklift. Drivers/helpers will not approach the rear of the truck unless adequate floor space exists between the truck and the loading pit and conveyor. A minimum distance of **10 feet** between driver/helper and pit/conveyor must be maintained. No driver, helper, traffic spotter or other individual is allowed under a raised tailgate without proper block out, t-bar or similar device.

- UCRRA tipping floor personnel are not allowed to help tipping or unloading vehicles with the unloading of MSW or other material(s) unless it is absolutely necessary to correct an unsafe situation.

**Floor Safety**

- A maximum of one (1) tipping/unloading vehicle at a time will be allowed in each bay of the transfer station.

- Walking or standing in the transfer station unnecessarily by any individual is prohibited at all times. If a person enters the transfer station for any other reason than listed above, all activity must cease immediately and that person questioned.

- Trailer drivers must stand either outside building or next to Office Safe Zone while loading is in progress. Any driver not in compliance will not be loaded.
• Non-essential vehicle traffic will be prohibited.

• Speed limit on all property is 5-10 mph.

• Smoking is not allowed except in designated smoking areas.

• Scavenging any item(s) or material(s) delivered to the transfer station/MRF by users or UCRRA employees is **strictly prohibited**.

• All UCRRA drivers, commercial haulers, contractors and customers will **be required to wear** hard hats and safety glasses. **Employee** of commercial drivers and contractors will supply safety equipment.

• Visitors will be accompanied at all times by UCRRA personnel and must wear hard hats and safety glasses. Visitor safety equipment will be available at each location.

• All violations of these rules and procedures by a vehicle driver, helper, passenger, occupant, visitor, contractor or UCRRA employee will be reported to a supervisor.