

**ULSTER COUNTY RESOURCE RECOVERY AGENCY**



**Business/Self Hauler Name :** \_\_\_\_\_

**Permit #:** \_\_\_\_\_

**CREDIT APPLICATION**

**ULSTER COUNTY RESOURCE RECOVERY AGENCY**  
**CREDIT APPLICATION PACKAGE**

**TABLE OF CONTENTS**

|                                                           | <u>PAGE</u> |
|-----------------------------------------------------------|-------------|
| 1. INSTRUCTIONS.....                                      | 3           |
| 2. CREDIT APPLICATION.....                                | 4           |
| 3. PAYMENT GUARANTEE.....                                 | 7           |
| 4. AGENCY ACTION.....                                     | 8           |
| 5. AGENCY BY-LAWS.....                                    | 9           |
| 6. TRANSFER STATION & MRF TIPPING FLOOR SAFETY RULES..... | 16          |
| 7. RULES OF CONDUCT POLICY.....                           | 19          |

## **INSTRUCTIONS FOR COMPLETION AND SUBMISSION OF CREDIT APPLICATION**

1. The credit application packet may be obtained from the Ulster County Resource Recovery Agency, 999 Flatbush Road, Kingston, New York 12401 OR by visiting our website [www.ucrra.org](http://www.ucrra.org).
2. The application forms must be completed in entirety, and the certifications signed by an officer or principal of the applicant. All forms MUST be printed in ink or typed.
3. Each applicant must submit a completed application signed by the principal or an officer of the applicant.
4. Those applicants who require additional information or assistance may contact the Ulster County Resource Recovery Agency's Main Office at (845) 336-0600 between 7:30 AM and 3:30 PM.

## **CREDIT APPLICATION**

I, \_\_\_\_\_, hereby request credit to dispose of municipal solid waste,  
(Applicant Name)  
construction and demolition debris (C&D) and/or recyclables at the Ulster County Resource Recovery Agency  
facilities. I agree that the information provided below is true and accurate. I also agree, if credit is granted, to pay  
the fees charged by the Ulster County Resource Recovery Agency for the disposal of the materials under this credit  
application, 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 the rules and by-laws.

DATE: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Mailing Address) (City) (State) (Zip)

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_ Emergency Contact Number: \_\_\_\_\_

Total number of vehicles: \_\_\_\_\_

**VEHICLE LICENSE PLATES:** Attach additional list, if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **CREDIT APPLICATION**

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fed. ID#: \_\_\_\_\_

Officers, Partners or Spouse:

|    | <u>Name</u> | <u>Address</u> | <u>Title</u> | <u>Home Phone</u> | <u>S.S. #</u> |
|----|-------------|----------------|--------------|-------------------|---------------|
| 1. | _____       | _____          | _____        | _____             | _____         |
| 2. | _____       | _____          | _____        | _____             | _____         |
| 3. | _____       | _____          | _____        | _____             | _____         |

Description of Business: \_\_\_\_\_

Is it:    ( ) Corporation                      ( ) Partnership                      ( ) Individual (DBA)

Date Business Established: \_\_\_\_\_

Amount of Credit Request: \_\_\_\_\_

Trade References:

|    | <u>Name</u> | <u>Address</u> | <u>Phone</u> | <u>Account #</u> |
|----|-------------|----------------|--------------|------------------|
| 1) | _____       | _____          | _____        | _____            |
| 2) | _____       | _____          | _____        | _____            |
| 3) | _____       | _____          | _____        | _____            |
| 4) | _____       | _____          | _____        | _____            |

Tax Status (attach certificate):            ( ) Taxable    ( ) Resale    ( ) Exempt

Terms:            Net 30 days. 1½ % service charge per month will be assessed on all past due accounts.

The undersigned agrees that should credit be granted by the Agency under the above-mentioned credit application, the applicant and the undersigned owners, stockholders and directors agree to be personally liable, jointly and severally, for the payment of all invoices presented. Accounts are due and payable in accordance with the terms stated. It is understood that the undersigned will pay all costs of collection, including reasonable attorney's fees.

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Signature

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Date

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Signature

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Date

## **PAYMENT GUARANTEE**

In consideration of the Agency, its affiliates or subsidiaries, providing service to the credit applicant or applicants mentioned above, I (we) the undersigned, unconditionally, jointly, and/or severally guarantee and hold myself (ourselves), and/or successors or assigns for the performance of all obligations created by the license granted herein, including the payment, when due, of all sums that may, for any reason or purpose, be due or become due to you from purchaser of the services from the Agency, whether evidenced by open account, promissory note or any other form of indebtedness. I (we) hereby waive notice of default in performance or payment, or notice of protest, or any notice or other evidence of indebtedness and notice of non-payment. I (we) will pay you immediately any and all sums due or to become due in event of default by the applicant (s), I (we) agree to pay any and all late fees (1 ½ % per month), reasonable attorney's fees, costs of collection and shall remain in force until revoked by me (us) by notice in writing to the Agency, but such revocation shall be effective only as to claims which arise out of transactions entered into after receipt of such notice. My (our) guarantee shall cover the renewal of any claims against the credit application or extensions of time and payment and shall not be affected by any surrender or release by the Agency of any other security held by it for any claim hereby guaranteed.

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

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

WITNESS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**AGENCY ACTION (for completion by Agency only)**

The within application is denied. \_\_\_\_\_

The within application is accepted and the applicant is granted license # \_\_\_\_\_ for January 1, \_\_\_\_\_ – December 31, \_\_\_\_\_. The Ulster County Resource Recovery Agency agrees to provide services to the applicant as long as the applicant complies with the terms of its license and the rules and by-laws of the Ulster County Resource Recovery Agency.

Dated: \_\_\_\_\_

\_\_\_\_\_  
ULSTER COUNTY RESOURCE RECOVERY AGENCY



***BY-LAWS FOR USE OF FACILITIES***

**AMENDED INTERIM BY-LAWS FOR USE OF FACILITIES OF  
THE ULSTER COUNTY RESOURCE RECOVERY AGENCY  
INCLUDING FINANCIAL, CREDIT, INVOICING AND ACCOUNT PRODEDURES**

1. The Ulster County Resource Recovery Agency hereby amends the Interim By-Laws of the Ulster County Resource Recovery Agency which were originally effective April 1, 1993.
2. The Ulster County Resource Recovery Agency incorporates by reference into the Amended By-Laws, the permit application procedures promulgated by the County of Ulster Health Department for Solid Waste Haulers as Part C of the Interim By-Laws Transfer Station Facilities of the Ulster County Resource Recovery Agency.
3. These Amended Interim By-Laws are effective as of August, 1997.

Authority: Public Authorities Law, Section 2050-e(10)

Date: May 2007  
Kingston, NY 12401

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Executive Director  
Ulster County Resource Recovery Agency

AMENDED  
INTERIM BY-LAWS  
ULSTER COUNTY RESOURCE RECOVERY AGENCY

TABLE OF CONTENTS

|              |                                                                                                        |
|--------------|--------------------------------------------------------------------------------------------------------|
| PART A       | FACILITY USE REQUIREMENTS                                                                              |
| Section 1.0  | General                                                                                                |
| Section 2.0  | License Required                                                                                       |
| Section 2.1  | Application Procedure                                                                                  |
| Section 2.2  | Application Approval Process                                                                           |
| Section 2.3  | Revocation of License                                                                                  |
| Section 3.0  | Denial of Access                                                                                       |
| <br>         |                                                                                                        |
| PART B       | FINANCIAL PROCEDURES                                                                                   |
| Section 1.0  | Billing, Credit, Invoicing and Accounting                                                              |
| Section 1.1  | General Procedures                                                                                     |
| Section 1.2  | Calculation of User Fees                                                                               |
| Section 1.3  | Late Charges                                                                                           |
| Section 1.4  | Additional Penalties                                                                                   |
| Section 1.5  | Normal Credit Terms                                                                                    |
| Section 1.6  | Credit Procedures                                                                                      |
| Section 1.7  | Agency Accounting Procedures                                                                           |
| Section 1.8  | Reports                                                                                                |
| Section 1.9  | Budgeting                                                                                              |
| Section 1.10 | Audit                                                                                                  |
| <br>         |                                                                                                        |
| PART C       | ULSTER COUNTY HEALTH DEPARTMENT SOLID<br>WASTE HAULER PERMIT PROCEDURES<br>(Incorporated by Reference) |

AMENDED  
INTERIM BY-LAWS  
ULSTER COUNTY RESOURCE RECOVERY AGENCY  
FOR USE OF AGENCY FACILITIES  
PART A

Facilities Use Requirements

1.0 General

The Agency has established two Regional Transfer Stations and a Materials Recovery Facility to receive municipal solid waste, construction & demolition debris (C&D) and/or recyclables generated in Ulster County. These Regional Transfer Stations are referred to as the “Facility” or “Facilities” herein. They are:

1. New Paltz Regional Transfer Station, Clearwater Road, New Paltz, New York
2. Ulster Regional Transfer Station, Route 32, Ulster, New York
3. Materials Recovery Facility, Route 32, Ulster, New York

2.0 License Required

No one may dispose of solid waste at the Facilities until a license to do so has been granted by the Agency Executive Director. No person may dispose of solid waste at the Facilities unless permission is granted by the Executive Director.

2.1 Application Procedure

Any person seeking a license shall obtain a licensing packet from the Agency. The license application, in the form annexed hereto, must be submitted to the Agency, attention of the Executive Director/Controller.

2.2 Application Approval Process

The Executive Director/Controller shall approve or deny all applications for a license within ten (10) business days of receipt of a complete application. If an application is denied, the Executive Director/Controller shall provide the reasons for denial.

2.3 Revocation of License

The Executive Director/Controller shall have the power to revoke any license on the following grounds,

- (i) The licensee has violated the terms of the by-laws of the Agency, including specifically Part B of the by-laws;
- (ii) The licensee has violated or has been served with a notice of violation of the Solid Waste permit granted by the Ulster County Health Department; or
- (iii) Licensee has violated or been served with a notice of violation of the Ulster County Mandatory Source Separation Law (Local Law No. 8 of 1991) or the Ulster County Solid Waste Management Law (Local Law No 9 of 1991);

(iv) The licensee has violated or been served notice of violation of the provisions a Federal or State law, rule or regulation applicable to the collection, transportation and disposal of Solid Waste.

Before revoking a license, the Executive Director shall first serve notice of revocation of the licensee. The Executive Director shall provide the licensee with an opportunity to respond to the notice of revocation. Such response may be in the form of a written documentary submission and/or a hearing before the Executive Director. Any response to the notice of revocation must be received within (30) days of the mailing of the notice of revocation. The Executive Director must hold the hearing within fifteen (15) business days of the request for same. Revocation of the license will not become effective unless and until such documentary submission or hearing has been held. The Executive Director may suspend a license pending his determination of revocation.

The Executive Director shall provide the licensee with written notification of revocation of the license and the reasons therefore.

### 3.0 Denial of Access

The Executive Director/Controller may deny any licensee access to the Facilities if the Facilities if the Executive Director/Controller, upon due investigation, determines that the licensee has violated any provision of these by-laws, including, specifically, Part B hereof.

## AMENDED INTERIM BY-LAWS ULSTER COUNTY RESOURCE RECOVERY AGENCY FOR USE OF AGENCY FACILITIES

### PART B

#### Financial Procedures

### 1.0 Billing, Credit, Invoicing and Accounting

#### 1.1 General Procedures

The Agency has the responsibility to set fees for the use of Agency facilities and to bill and collect from users of these facilities

All revenues and other monies received by the Agency will be deposited daily into the Agency's Operating account at a local bank. Within four weeks of receipt, a portion of these revenues are transferred into accounts established under the Escrow Agreement. The Agency may withdraw money from the operating account from time to time to pay operating expense.

#### 1.2 Calculation of User Fees

User fees are determined by the amount of waste delivered at each facility times the tipping fee. The tipping fees are determined by Agency resolutions on a periodic basis. Each vehicle is weighed upon entering and exiting the facility site (in some cases the tare weight stored in the computer is used). As each vehicle crosses the inbound scale, the scale operator enters the identification number and any additional required data into the computer. Upon crossing the outbound scale, the computer will calculate the net weight of material delivered, stores this information, and prints out a delivery ticket, or receipt, showing the date, time and amount of waste delivered. The computer will accumulate records or deliveries from each user on a daily basis. The billing cycle is the last day of each

month, invoices are prepared for each user covering waste delivered during the previous month. Payment of invoice is due upon receipt.

### 1.3 Late Charges

Late charges for overdue tipping fee payments will be assessed and paid if the Agency has not received the full amount of any payment required for tipping fees charged by the end of 30 calendar days from the invoice date. The amount of this late charge will be 1.5% per month of the overdue amount.

### 1.4 Additional Penalties

If an invoice is not paid within 30 days of the invoice date, the user is notified that s/he may be barred from the Agency's facilities until arrangements are made to have the account settled.

### 1.5 Normal Credit Terms

Normal credit terms are net 30 days of the invoice date. However, in the case of new facility users, or users with a history may impose stricter terms.

### 1.6 Credit Procedures

1. Customer applies for credit by filling out a credit application;
2. Upon receipt of credit application, the company is checked out through Dunn and Bradstreet. If the company is not listed with Dunn and Bradstreet, the Agency checks out the references supplied on the credit application;
3. The credit application includes a payment guarantee which must be signed. If the customer refuses to sign, the Agency may refuse credit terms or allow only limited credit terms;
4. A decision is then made on whether or not to grant credit, and if granted, how much and the terms of the credit, and the customer will be notified by the Agency.

This decision is based on certain criteria such as age of company, recent payment history, payment trends which are available from D&B, bank references, references from other Solid Waste facilities, and high credit granted by other companies.

The decision is made by the Controller after reviewing the applicant's credit information. He may consult with the Finance Committee. The decision is reduced to writing and given to the credit department. At the next Finance Committee meeting, the decision is discussed and reviewed.

A letter is sent notifying the customer of the determination on credit terms established responsibilities.

5. The Agency then implements instructions to set up the customer account. The Controller is responsible for setting up the account on the Scalehouse computer, entering the maximum tonnage credit limitation, and any other computer restrictions. S/He is also responsible for entering any Special Credit Terms Log and notifying all Scalehouse personnel of the new customer and special terms.

If the account is delinquent and the Agency turns the account over to legal counsel for handling, the customer will be responsible for all reasonable attorney's fees, even though no legal action is commenced, as well as the costs of any legal action.

6. If a customer goes over the maximum tonnage credit, or has a credit hold on the account, the computer will display a message on the Scalehouse computer screen when the operator tries to enter a transaction for this account number. The transaction cannot be completed. The Scalehouse operator will abort the transaction, tell the driver the circumstances and to pull over to the side of the road while s/he calls the Business department for instructions. The operator will then communicate these instructions to the driver.

If the customer's credit hold was previously satisfied, or a decision is made to allow the transaction, the computer block will be removed. Only the Executive Director/Controller is authorized to remove or change computer credit blocks.

The Business department gives approval or disapproval depending on the current situation. If the situation brings a past due balance, the Business department will notify the business, by phone, in attempt to collect all past due monies. Depending on the situation and after consultation with the Executive Director/Controller, the customer is then notified as to what the current status of the account is. In some cases, the customer will be allowed to use the facilities and then get a payment from the business and bring it back to the facility. In some cases however, a business will not be allowed to use the facility until payment is received.

If the customer has been barred from the Facility for any reason, permission to tip can only be given by the Executive Director or his designee.

7. These procedures do not apply to governmental customers.

#### 1.7 Agency Accounting Procedures

The computer system is utilized to maintain billing, recordkeeping and accounting for the Agency. The Business Office contains a remote terminal of the Scalehouse computer. This remote terminal allows access to all scale data and performs processing invoices and payments. The accounting programs include the following:

- Recording and invoicing for all municipal solid waste, construction & demolition debris (C&D) and/or recyclables deliveries;
- Preparation of budgets and comparison of other operating expenses to budgeted allowances.

#### 1.8 Reports

Various reports will be prepared through the Scalehouse computer to assist the accounting operations. These reports are as follows;

- Daily Chronological Report:  
List of each transaction with the same information that is printed on the delivery ticket (excluding the customer's address);
- Daily Account Summary:  
List of transactions by account;
- Daily Vehicle Log:  
List of information for each vehicle including number of loads, total net weight, total charges and grand totals;
- Monthly Recovered Material Summary:  
List of the number of loads, net weight and total charges for each recovered material type removed from the site.

A copy of each delivery ticket is delivered to the Business office by the Scalehouse operator at the end of each business day. All transaction data is transferred to permanent storage daily. Invoices to haulers

are computed from the summary of delivery ticket records.

1.9 Budgeting

The Agency operates on a fiscal year which coincides with the calendar year. Under the terms of the Enabling Act and agreements with the County, the Agency must annually establish a tipping fee at a level which will produce sufficient revenues to meet the following requirements for the ensuing fiscal year. Under the Solid Waste Management Agreements, the Agency must establish the tipping fee with certain guidelines and procedures.

1.10 Audit

Following the end of the Agency's fiscal year, all records and with tickets will be audited by a firm of independent public accountants. All facilities transactions will be audited as part of the annual audit.

PART C

ULSTER COUNTY HEALTH DEPARTMENT  
WASTE HAULER PERMIT PROCEDURES

Section 1.0

Permit Procedures

Section 1.1

Incorporation by Reference

The permit procedure of the Ulster County Department of Health for Solid Waste Haulers are incorporated herein by reference.

## ULSTER COUNTY RESOURCE RECOVERY AGENCY

### Safety Policy #002

#### **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 an/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).
- Equipment operators and other UCRRA employees must stay clear of loose swinging truck doors. A minimum of 15 feet of clearance space must be maintained between employees and tipping/unloading vehicles(s). After load is tipped/unloaded, drivers will be required to pull forward, away from "pile" outside of the transfer station to close and secure door(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.
- Barricades, mechanical signals or stops of some type shall be used to guard the edge of a pit. All sides of loading pits that are not used for loading shall be equipped with guardrails or barriers. All guardrails and barriers/stops must be painted safety yellow, or, have other highly visible markings.
- 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.
- If packer blades need to be cleaned, drivers will be required to pull vehicle to the vehicle cleaning area behind the VMF. All refuse will be placed in the trash container provided.



## **Floor Safety**

- During all receiving hours, the transfer station/MRF must be manned by at least two persons at all times. The Manager must approve any exceptions.
- A maximum of one (1) tipping/unloading vehicle at a time will be allowed in each bay of the transfer station.
- UCRRA employees must make eye contact with all drivers and mobile equipment operators to ensure that they are aware of the intentions of the employee before walking near or around mobile equipment. Operators must put buckets, claws or arms on the floor or load and have the controls in the neutral position before acknowledging permission for the employee to advance.
- No UCRRA employee will operate machinery until they are sure that the operation of the equipment will not cause harm or damage to individuals or equipment. The location of all individuals and other rolling stock must be known at all times.
- 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.
- All heavy equipment, forklifts and roll-off trucks will be equipped with backup alarms, and operable head, tail and running lights. All UCRRA trucks and mobile equipment will have their lights on at all times when in operation.
- Upon the identification of any “special waste” (i.e. hazardous materials or medical waste), the Site Manager will be contacted. The Manager will initiate the appropriate measures to secure and remove the material(s) safely. Tip floor area employees will not handle this material unless specifically authorized and/or trained to do so.
- 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 employees working in the tipping floor areas must wear high visibility reflective clothing or vests, hard hats, safety glasses and a minimum of 6-inch, steel toe, lace up leather boots.
- All UCRRA drivers, commercial haulers, contractors and customers will be required to wear hard hats and safety glasses. Employer 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.
- UCRRA prohibits the use of Cell Phones, Walkman and other non-authorized audio equipment while operating any vehicle or equipment in the facility. Two-way radios authorized for company business are

allowed but the operator must stop to use these devices.

- Daily inspections will be conducted to ensure that safe working areas and walking paths are maintained.
- 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.

**ULSTER COUNTY RESOURCE RECOVERY AGENCY  
(UCRRA)**

**Rules of Conduct Policy**

**Purpose**

Ulster County Resource Recovery Agency (UCRRA) facilities should be welcoming and safe for everyone, whether they're visitors, customers, employees, or contractors. This policy has been created to establish boundaries for how everyone entering our site shall conduct themselves in a normal and safe manner. The Agency must provide an atmosphere free of harassment, intimidation, or any abuse, be it physical, political, psychological or sexual at all times. The employees, visitors, vendors, and customers must be assured they are in a safe environment. The Agency Must Maintain a level of security and integrity, free from political intimidation and all other threats that would allow our facilities to provide a service to all of Ulster County for the safe removal municipal solid waste, construction debris and the recycling of post-consumer material at all times.

**Definitions**

*UCRRA Owned or Leased Property* means the 999 Flatbush Road, Kingston and 1 Clearwater Rd, New Paltz, and any facility designated by UCRRA from time to time.

*Loitering* means to remain at a location for more than 10 minutes for purposes other than the disposal or unloading of solid waste

*Motor Vehicle* is defined as any self-propelled conveyance including, without limitation, automobile, pickup truck, semi-truck, box-truck or other self-propelled or motorized piece equipment.

*Infraction* means a violation of any policy established by the Board of Directors of any Rule set forth. **A FILE** of the violator illustrating the date, place of infraction, name of Violator, the Rule violated, a brief description of the circumstances underlying the Infraction, less the name of the employee/ person issuing the Infraction. All person/persons will be kept confidential and at the discretion of the Executive Director.

*Person* is defined as any visitors, customers, employees, or contractors to any UCRRA Owned or Leased Property.

*Policy* is a course or principle of action adopted or proposed by a government, party, business, or individual.

*Scavenging* means the removal by unauthorized Personnel of materials from the solid waste stream at waste handling areas of a solid waste disposal facility or solid waste transfer facility.

*Suspension* means being temporarily or permanently barred from entering upon any UCRRA Owned or Leased Property.

*Transfer Stations* are those solid waste transfer stations operated by UCRRA located at 999 Flatbush Road, Kingston, and 1 Clearwater Rd, New Paltz and such other locations as designated by UCRRA from time to time.

*Warning* is a notice, in verbal or written form, issued by UCRRA indicating to the violator that a Rule has been violated by the recipient.

## **Rules of Conduct**

The following Rules shall apply to all non-UCRRA Persons who are moving on, in, or about any portion of UCRRA Owned or Leased Property.

Obey 5-10 MPH speed limit at all times

All Motor Vehicles Must Be Tarped when hauling any material as per NYS Law and the facilities 360 permit. All motor vehicles must be tarped when entering UCRRA facilities.

No Littering.

Use Only Designated Tarping/Untarping Area(s).

Follow Direction(s) Of UCRRA Employees.

No Person shall fail to respond and act in accordance with verbal or hand. Directions of designated UCRRA employees.

Stay Within Six (6) Feet of Motor Vehicle at Unloading Zone.

Transfer Station Equipment Has The Right-Of-Way At All Times.

No bypassing another customer (Line Gauging) unless instructed by Transfer Station Staff.

Obey all posted signs including stop signs.

No Smoking.

No Loitering.

No harassment or threatening behavior.

No obscene or abusive language.

No destruction of property.

No unsafe conduct.

No intoxication.

NO Public Urination.

Failure to pay tipping fee (Bounce checks, dump and dash, wrong payment type etc.).

No bribing staff (sandwiches, coffee, money, tickets etc.).

Illegal cell phone or recording devices/pictures.

Violation of any posted signs.

Non-essential vehicle traffic will be prohibited.

NO Scavenging any item(s) or material(s) delivered to the transfer station  
Failure to remove any unwanted/ unaccepted material dumped as directed by UCRRA staff.

UCRRA prohibits the use of Cell Phones, Walkmans and other non-authorized audio equipment while operating any vehicle or equipment in the facility. Two-way radios authorized for company business are allowed but the operator must stop to use these devices.

UCRRA employee(s) must report all violations of these rules and procedures by vehicle driver`s, helper, passenger, occupant, visitor, contractor to a supervisor.

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.

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.

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).

Customers, Vendors, and Visitors must stay clear of loose swinging truck doors and equipment operators. A minimum of 15 feet of clearance space must be maintained between employees and tipping/unloading vehicles(s). After load is tipped/unloaded, drivers will be required to pull forward, away from “pile” outside of the transfer station to close and secure door(s).

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.

Any incident resulting in property damage UCRRA Owned or Leased Property *at* the 999 Flatbush Road, Kingston and 1 Clearwater Rd, New Paltz, or from time to time any facility designated by UCRRA, ID's required, photo identification, Insurance information, and if necessary, a police report shall be provided upon request.  
All incoming waste is tipped at your risk including flat tires, damage, or personal injury, (ENTER AT YOUR OWN RISK).

### **Issuance of Warnings or Notices of Infraction**

UCRRA employees designated by UCRRA's Executive Director or Director of Operations & Compliance may issue a warning for an infraction of these Rules.

Agency employees must report all violations of this policy.

A report of Infraction shall be in written form and shall be kept on file concerning the pertinent facts of the Person committing the infraction as soon as possible after the occurrence of the infraction.

A Warning may be issued in verbal or written form and shall indicate the nature of the infraction and the Rule violated and filed at the Agency.

A Denial shall be issued to any person who enters upon UCRRA Owned or Leased Property during the time of revocation of privileges.

### **Administration of Penalties**

Pursuant to this policy, the Executive Director or Director of Operations & Compliance may suspend and/or place said Person or persons on restriction from the Agency for violating the Rules set forth in this policy.

Any Infraction, the Executive Director or Director of Operations & Compliance shall cause an investigation to be conducted into the events, facts, and circumstances.

A Person may be issued any number of Warnings without penalty.

The Person may be suspended from entering upon or using the facilities of any UCRRA Owned or Leased Property.

Prior to suspending a Person or person's privileges or placing individual/company on a list permanently banned from the property, the Executive Director or his Director of Compliance shall conduct an internal review with agency council in which the evidence against the Person shall be presented and its findings filed at the Agency's main office.

If a Person has been suspended from entering upon or about the premises of UCRRA Owned or Leased Property, such Person's employer shall be informed of such suspension or probation and informed of any such terms of suspension or probation.

If a Person is found by the Executive Director or Director of Operations & Compliance to have violated a Rule or to have entered upon UCRRA Owned or Leased Property while banned from the property, that Person shall be subject to the following penalties:

1. Asked to leave said property immediately
2. Police enforcement if necessary.
3. Permeant restriction from facility.

Administration of penalties for infraction of the Rules does not preempt or limit any applicable criminal or civil prosecution and will be enforced in addition to any civil or criminal penalty assessed by a court of law.

### **Management Rights**

Except as specifically and lawfully abridged, or modified by the Board of Directors or law, the Agency retains the right to manage its business affairs and services and to direct the workforce, including the right of its business and service operations to be conducted and rendered; the control and conditions of its buildings and equipment, along with all employees which may be used in the operation of its business or supplying its services; to maintain order and efficiency in all departments and operations including the right to discipline, hire, suspend and discharge employees; to hire layoff, assign, promote and determine if any policies were violated, to disallow, suspend, and if needed permanently remove all services.