

ULSTER COUNTY
RESOURCE RECOVERY AGENCY



**BUSINESS/SELF-HAULER
LICENSE APPLICATION**

ULSTER COUNTY RESOURCE RECOVERY AGENCY
LICENSE APPLICATION PACKAGE

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**INSTRUCTIONS FOR COMPLETION AND SUBMISSION OF APPLICATION FOR A LICENSE
TO USE THE AGENCY'S FACILITIES**

1. The license application packet may be obtained from the Ulster County Resource Recovery Agency, 999 Flatbush Road, Kingston, New York 12401 (**Mailing: P.O. Box 6219, Kingston, New York 12402**)
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 at (845) 336-0600 between 7:30AM and 3:30PM.

Agency Facilities operation hours are from 7:00AM – 2:30PM.

Timothy Rose
Executive Director
Ulster County Resource
Recovery Agency

**APPLICATION FOR LICENSE TO USE FACILITIES OF THE
ULSTER COUNTY RESOURCE RECOVERY AGENCY**

I, _____, hereby request a license to dispose of municipal solid waste,
(Applicant Name)
construction & 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 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 the rules and by-laws.

DATE: _____
Name: _____
Title: _____

Licensee Name: _____

Address: _____
(Mailing Address) (City) (State) (Zip)

Business Phone: _____ Emergency Contact Person: _____

Emergency Contact Phone: _____

TOTAL NUMBER OF VEHICLES: _____

EXPIRATION DATE: December 31, 2011

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

WASTE INVENTORY

Estimate Tons of MSW collected monthly: _____ Estimate Tons Recycling collected monthly: _____

UCRRA TRANSFER STATIONS USED:

Ulster _____ Monthly Tonnage _____

New Paltz _____ Monthly Tonnage _____

<u>RECYCLABLE MATERIAL</u>	<u>TONS</u>	<u>FACILITY USED</u>
Co-mingled Containers _____	_____	_____
Mixed _____	_____	_____
Paper _____	_____	_____
Cardboard _____	_____	_____
Other _____	_____	_____

INSURANCE: (Attach or have agent forward copy of a “CERTIFICATE OF INSURANCE”)

Applicants must carry insurance that is adequate under industry standards. Applicants must provide certificates showing workers’ compensation; general liability; and automotive liability (property and personal injury). **The Agency must be named as an additional insured** by the general liability and automotive policy. The certificates must provide for thirty (30) days notice of cancellation. No license can be granted without prior receipt of proper certificates.

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 evidences 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 1/2% 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 _____

ULSTER COUNTY RESOURCE RECOVERY AGENCY

CREDIT APPLICATION

Company 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: _____
() Corporation () Partnership () Individual

Date Business Established: _____

Amount of Credit Requested: _____

Trade References:

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

Bank References:

	<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Account #</u>
Checking:	_____	_____	_____	_____
Lines of Credit:	_____	_____	_____	_____
Const. Financing/Mortgage:	_____	_____	_____	_____
Savings:	_____	_____	_____	_____

ULSTER COUNTY RESOURCE RECOVERY AGENCY

CREDIT APPLICATION (continued)

Employed By: _____

Bank Release Signature: _____

Tax Status (attach certificate): Taxable Resale Exempt

Certificate attached? Yes No

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.

Signature Date Signature Date

ULSTER COUNTY RESOURCE RECOVERY AGENCY

Applicant Authorization and Consent for Release of Credit Information

PLEASE READ CAREFULLY

I, the undersigned applicant, do hereby certify that the information provided by me for the purpose of the attached application is true and complete to the best of my knowledge. I understand that any false statement provided by me will be considered as cause for rejection of my application. All results of the research into my credit background will be proprietary and kept confidential. The information obtained will not be provided to any parties that are not part of the decision process.

This Authorization and Consent for Release of Credit Information acknowledges that the Ulster County Resource Recovery Agency may now obtain a copy of any credit information or history that may be on file with any credit reporting agency, consumer reporting agency, creditor, insurer, employer, landlord, other business, or any other agency that has information pertaining to my credit history, in any State, Territory, Possession, or Jurisdictional Area of the United States of America, or other Nations or Countries. I acknowledge by my signature below that favorable consideration of this application is contingent upon a satisfactory credit history.

I have read and understand this Authorization and Consent for Release of Credit Information, and I authorize the credit report. I authorize persons, current and former employers, and other organizations and agencies providing such information from any and all claims and damages connected with their release of any requested information, I agree that any copy of this document is valid as the original.

I do hereby agree to forever release and discharge the Ulster County Resource Recovery Agency, their agents and their associates, to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any charge or complaint filed with any agency arising from the retrieving and reporting of this information. According to the Federal Fair Credit Reporting Act, I am entitled to know if my application was denied based on the credit information obtained, and to receive upon written request, a disclosure of the credit information obtained.

I acknowledge receipt of a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act."

Applicant's Full Name: _____
(PLEASE PRINT)

Social Security Number _____ - _____ - _____ Date of Birth: _____

Current Street Address: _____

City: _____

State & Zip: _____

Signature (must be signed by applicant) Date _____

DISCLOSURE AND AUTHORIZATION FORM

Ulster County Resource Recovery Agency will procure a consumer report and/or Investigative consumer report on you in connection with your employment application. Intelius Inc., a consumer reporting agency, will obtain the report for the Company. Intelius is located at 500 108th Avenue NE, 25th Floor, Bellevue, WA 98004, and can be reached at (425) 974-6100.

The report may contain information bearing on your character, general reputation, personal characteristics, mode of living and credit standing. The types of information that may be obtained include, but are not limited to: credit reports, social security number verification, criminal records checks, public court records checks, driving records checks, educational records checks, verification of employment positions held, personal and professional references checks, and licensing and certification checks. The information contained in the report will be obtained from private and/or public record sources, including sources identified by you in your job application or through interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances.

Provided to you with this authorization is a summary of your rights under the Fair Credit Reporting Act in a form prescribed by the Federal Trade Commission. Please do not sign the authorization until you have reviewed this summary.

You also are entitled to request more information about the nature and scope of the report we are requesting. You can submit a written request to Ulster County Resource Recovery Agency Executive Director at P.O. Box 6219 Kingston, NY 12402.

SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every “consumer reporting agency” (CRA). Most CRAs are credit bureaus that gather and sell information about you — such as if you pay your bills on time or have filed bankruptcy — to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. §§ 1681-1681u, at the Federal Trade Commission’s web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you — such as denying an application for credit, insurance, or employment — must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.

- You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.

- You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs — to which it has provided the data — of any error.) The CRA must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA’s investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.

- Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.

- You can dispute inaccurate items with the source of the information. If you tell anyone — such as a creditor who reports to a CRA — that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA — usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

FOR QUESTIONS OR CONCERNS REGARDING: PLEASE CONTACT:

CRAs, creditors and others not listed below Federal Trade Commission

Consumer Response Center -FCRA

Washington, DC 20580 * 202-326-3761

National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)

Office of the Comptroller of the Currency

Compliance Management, Mail Stop 6-6

Washington, DC 20219 * 800-613-6743

Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)

Federal Reserve Board

Division of Consumer & Community Affairs

Washington, DC 20551 * 202-452-3693

Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)

Office of Thrift Supervision

Consumer Programs

Washington, DC 20552 * 800-842-6929

Federal credit unions (words "Federal Credit Union" appear in institution's name)

National Credit Union Administration

1775 Duke Street

Alexandria, VA 22314 * 703-518-6360

State-chartered banks that are not members of the Federal Reserve System

Federal Deposit Insurance Corporation

Division of Compliance & Consumer Affairs

Washington, DC 20429 * 800-934-FDIC

Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate

Commerce Commission

Department of Transportation

Office of Financial Management

Washington, DC 20590 * 202-366-1306

Activities subject to the Packers and Stockyards Act, 1921

Department of Agriculture

Office of Deputy Administrator -GIPSA

Washington, DC 20250 * 202-720-7051

AGENCY ACTION (for completion by Agency only)

The within application is denied. _____

The within application is accepted and the applicant is granted license # _____ for 2011. 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.

Ulster County Resource Recovery Agency

Dated:
Kingston, NY

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

Timothy Rose
Executive Director
Ulster County Resource
Recovery Agency

AMENDED
INTERIM BY-LAWS
ULSTER COUNTY RESOURCE RECOVERY AGENCY

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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.