

ULSTER COUNTY RESOURCE RECOVERY AGENCY

Board of Directors

Frederick Wadnola, Chairman
David Gordon, Esq., Vice Chairman
Charles Landi, Treasurer
Brian Devine, Member
John "Jack" Hayes, Member

Legal Staff

Kenneth Gilligan, Esq.



Executive Director

TIMOTHY B. ROSE, P.E., M.P.A.

999 Flatbush Road
P.O. Box 6219
Kingston, NY 12402

www.ucrra.org

Administrative Staff

Timothy DeGraff, C.P.A., Controller
Charles Whittaker, Operations Manager
Vacant, Recycling Coordinator
Thomas Briggs, Compliance Officer
Amy Lopiano, Chief Accounting Clerk

E-Mail: ucrra@ucrra.org
Phone: (845) 336-0600
Fax: (845) 336-4129

November 1, 2018

Dear Hauler,

Enclosed you will find the **2019 Hauler License Application**. Be advised that no Hauler shall collect, transport, or dispose of solid waste and/or recyclable materials generated within Ulster County without first obtaining a Hauler License issued by the Agency. The term of each license issued by the Agency expires on December 31st of the year of issuance, unless issued in the month of December, in which case it shall expire on the 31st day of December of the following year. **With this in mind, applications for renewal in 2019 will be accepted between December 1 and December 31, 2018.** Listed below are some important changes that were made to the application and recycling enforcement, as well as some repeats from 2018:

- 1.) **As a reminder, the Flow Control Law requires a permit from this Agency for any truck that will be used to pick up and carry MSW and transport it to either of this Agency's transfer stations.**
- 2.) **Applications must be completed in full and returned by the close of business on December 31, 2018.**
- 3.) **This Agency will no longer be accepting single stream recycling as of the close of business on December 31, 2018. Dual stream recycling will continue to be accepted at the Agency's Materials Recovery Facility. Recycling guidelines are enclosed.**
- 4.) **The Agency has received numerous calls with recycling complaints, which have been and will continue to be investigated. Please ensure that your customers are offered proper recycling containers, as well as outreach/education on what materials are acceptable for recycling in your collection program.**

Also, please ensure that during collection, recyclables are not being mixed with garbage in the same collection truck. Ulster County's Source Separation Law (Local Law Number 4 of 2010) makes it an unlawful act for "[a]ny hauler to collect, transport, store, or deliver regulated recyclable materials that contain solid waste."

- 5.) **Please advise your drivers to adhere to the posted speed limits for everyone's safety.**

The following materials are available at the Agency's office. You may also download them via our website or request copies by phone that can be picked up, mailed, or emailed.

- 1.) Local Law Number 4 of 2010, 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
- 2.) Local Law Number 9 of 1991, A Local Law Providing For The Management Of Solid Waste In The County Of Ulster
- 3.) Local Law Number 10 of 2012, A Local Law Amending Local Law Number 9 Of 1991, Ulster County Solid Waste Management Law

Should you have any questions regarding the application process, please feel free to contact me at (845) 336-0600 ext. 113 or by email at tbri@ucrra.org. Thank you for your cooperation.

Sincerely,

Thomas A. Briggs
Compliance Officer

CC: Timothy Rose, Executive Director; File

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2019

HAULER LICENSE APPLICATION



Hauler Name: _____

Permit #: _____

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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 \$ 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, 2018.**
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 7:00am – 4:00pm
- **Administrative Office**
Mon – Fri from 7:30am-3:30pm

New Paltz:

- **New Paltz Transfer Station:**
Mon – Fri from 7:00am – 4:00pm, Sat from 7:00am – 11:00am (Apr – Dec only)

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COMPANY / ORGANIZATION INFORMATION:

*****All information is required*****

Business Name: _____

Owner, Officer, Etc.: _____

Contact Name: _____

Mailing Address: _____

Email: _____

City: _____ **State:** _____ **Zip:** _____

Phone (Day): _____ **Ext.:** _____

Phone (Evening): _____ **Ext.:** _____

Fax: _____

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:

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

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

- Medical Waste
- Friable Asbestos
- Hazardous Waste
- Single Stream Recycling *New as of January 1, 2019*

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:

STREET ADDRESS	CITY	STATE	ZIP

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.

MUNICIPALITY KEY			
MUNICIPALITY	CODE	MUNICIPALITY	CODE
TOWNS		SAUGERTIES	15
DENNING	1	SHANDAKEN	16
ESOPUS	2	SHAWANGUNK	17
GARDINER	3	ULSTER	18
HARDENBURGH	4	WAWARSING	19
HURLEY	5	WOODSTOCK	20
KINGSTON	6	VILLAGES	
LLOYD	7	ELLENVILLE	V1
MARBLETOWN	8	NEW PALTZ	V2
MARLBOROUGH	9	SAUGERTIES	V3
NEW PALTZ	10	CITY	
OLIVE	11	KINGSTON	C1
PLATTEKILL	12		
ROCHESTER	13		
ROSENDALE	14		

CONTAINER TYPE i.e. toter, dumpster, roll off, etc.	TOTAL SIZE – CUBIC YARD	LOCATION OF CONTAINERS (MUNICIPALITY CODE)	NUMBER OF CONTAINERS (PER MUNICIPALITY)	WASTE (W) OR RECYCLING MATERIALS (RM)

ATTACHMENT A

COMMERCIAL HAULER WASTE REDUCTION AND RECYCLING PLAN

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MATERIALS RECYCLED:

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: *(Circle all that apply)*

- Plastic Containers
- Metal cans
- Glass
- Newspaper
- Cardboard
- Junk Mail and Magazines
- Other: _____

CUSTOMER EDUCATION:

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. **Attach a copy of Customer Recycling Instructions with this application.**

LIST RECYCLING PROCESSING FACILITIES USED:

Location	Name	Monthly Tonnages
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 that one be sent to you.

Date

Name

Title

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ATTACHMENT B

ACCOUNTS RECEIVABLE COLLECTION PROCEDURES

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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.

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ATTACHMENT C
EXCERPTS FROM SAFETY POLICY #002

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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. **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.
- 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.