

HRRR Permit, RTI Permit and Municipal Registration Checklist

Hauling Company's Name _____

Please remember, the HRRR permit fee doubles to \$130 per vehicle for renewals received or completed after July 1st.

_____ Review the guidance and recommendations from the CDC on precautions and appropriate work practices for waste haulers to minimize exposure to swine flu and other flu pandemics.

_____ Review information from New Milford Farms on food waste tips fees in the region.

_____ HRRR Permit Application and Municipal Registration Form filled out – including my e-mail address.

_____ Provide updated Certificate of Insurance naming HRRR, RTI and all municipalities in which you collect as additional insureds.

_____ Hauler/Collector Indemnification and Attestation forms filled out, signed, dated and witnessed.

_____ Review last year's permit (copy enclosed) to determine if any vehicles should be deleted or added and whether all the municipalities in which you collect are checked.

_____ To add a new vehicle to your permit, fill out a Vehicle Information Form (Appendix F), check the municipalities in which the vehicle(s) will collect, and include a copy of the vehicle registration(s).

_____ Enclose one check made payable to HRRR for the total due to HRRR, RTI and the municipalities in which you collect. HRRR will forward the funds due to each municipality and to RTI. Use the worksheet below to determine the amount due.

of vehicles needing an HRRR permit _____ x \$65 = _____

of vehicles needing an RTI permit _____ x \$50 = _____

Do you collect in New Fairfield? If so, add \$50 = _____

of vehicles over 1 registering in New Fairfield _____ x \$5 = _____

Do you collect in Bethel? If so add \$25 = _____

Do you collect in Bridgewater? If so, add \$100 = _____

Do you collect in Brookfield? If so, add \$25 = _____

Do you collect in Danbury? If so, add \$100 = _____

Do you collect in Redding? If so, add \$500 = _____

Do you collect in Sherman? If so, add \$50 = _____

Do you collect in Newtown? If so, add \$100 = _____

Do you collect in Ridgefield? If so, add \$100 = _____

Total - Make check payable to HRRR for this amount : _____

**HOUSATONIC RESOURCES RECOVERY AUTHORITY
PERMIT APPLICATION AND MUNICIPAL REGISTRATION FORM**

PART I: GENERAL INFORMATION

a. Company Location (Street Address only – no Post Office Boxes)

Company Name: _____

Owner(s) Name: _____ Contact Person: _____

Address: _____

Town, State, Zip Code: _____

Phone: _____ Fax: _____

Cell Phone: _____ E-Mail (required): _____

b. Bill/Mailing Address (If different from above)

Company Name: _____

Address: _____

Town, State, Zip Code: _____

c. Federal Tax I. D. Number: _____

or Social Security Number: _____

d. Type of Business: Sole Proprietor _____ Partnership _____ LLC _____

Corporation _____ Municipality _____

e. Is your company required by law to carry Workers' Compensation Coverage?

Yes _____ No _____

f. Transfer Stations Used: Danbury _____ Newtown _____ Ridgefield _____

g. Does your company deliver recyclables to RTI? Yes _____ No _____

h. Are you applying for an RTI permit? Yes _____ No _____

i. If your company does not use RTI, where do you tip recyclables the company collects?

APPENDIX B

(Please Transfer Onto Your Company Letterhead)

WHEELABRATOR ENVIRONMENTAL SERVICES, INC.

CREDIT AGREEMENT

To Wheelabrator Environmental Services, Inc.:

In consideration of the extension of credit to the undersigned by Wheelabrator Environmental Services, Inc. (WES), in lieu of being required to pay cash, the undersigned agrees that all invoices rendered by WES for disposal charges incurred at the HRRA system on or after July 1, 2004, will be paid within thirty (30) days from the Invoice Date.

NAME OF HAULING FIRM

DATE: _____

BY: _____
AUTHORIZED SIGNATURE

TITLE

APPENDIX C
CERTIFICATE OF INSURANCE
INSTRUCTIONS

- A. Agent's / Broker's name and address.
- B. Your business name and address.
- C. Name of insurance companies issuing your policies, which companies must meet the requirements set forth in the Procedures.
- D. The minimum insurance coverage you must carry is either Option 1 or Option 2 below:

Option 1

- **Comprehensive General Liability** insurance with a broad form endorsement, a minimum combined single limit coverage for bodily injury and property damage of not less than one million (\$1,000,000.00) dollars on a per occurrence basis and an aggregate of at least two million (\$2,000,000) dollars; and
- **Automobile Liability** insurance covering **all owned, non-owned or hired vehicles** with a minimum combined single limit coverage of not less than one million (\$1,000,000.00) dollars on a per occurrence basis; and
- **Workers' Compensation Insurance** in such amounts as required by Connecticut law or certificate of self-insurance issued by the State of Connecticut's Board of Compensation Commissioners pursuant to Section 31-284 of the Connecticut General Statutes; and
- **Employer's Liability Insurance** with a minimum combined single limit coverage of not less than five hundred thousand (\$500,000.00) dollars.

Option 2

- **Umbrella /Excess Liability Insurance** with coverage of one million (\$1,000,000.00) dollars per occurrence, underlying both general liability and automobile liability insurances; and
- **Comprehensive General Liability** insurance with a broad form endorsement, a minimum combined single limit coverage for bodily injury and property damage of

not less than five hundred thousand (\$500,000.00) dollars on a per occurrence basis and an aggregate of at least one million (\$1,000,000) dollars; and

- **Automobile Liability** insurance covering **all owned, non-owned or hired vehicles** with a minimum combined single limit coverage of not less than five hundred thousand (\$500,000.00) dollars on a per occurrence basis; and
- **Workers' Compensation Insurance** in such amounts as required by Connecticut law or certificate of self-insurance issued by the State of Connecticut's Board of Compensation Commissioners pursuant to Section 31-284 of the Connecticut General Statutes; and
- **Employer's Liability Insurance** with a minimum combined single limit coverage of not less than one hundred thousand (\$100,000.00) dollars.

E. HRRA, and all HRRA municipalities in which the hauler/collector works must be listed as additional insureds on **all** policies except those for workers' compensation and employer's liability insurance. Recycling Technologies, Inc. (RTI) must be listed as additional insured on all policies except those for workers' compensation and employer's liability insurance if a permit for RTI is sought.

F. HRRA must receive notice at least 30 days prior to cancellation of insurance policies.

G. HRRA must have the original certificate bearing the original signature.

H. HRRA's name and address must appear as follows:

Housatonic Resources Recovery Authority
Old Town Hall
162 Whisconier Road
Brookfield, CT 06804

APPENDIX D

**HOUSATONIC RESOURCES RECOVERY AUTHORITY
TRANSFER STATION ACCESS AGREEMENT and
RELEASE OF LIABILITY AND INDEMNIFICATION AGREEMENT**

_____, the
(Name of Company's Authorized Agent)
undersigned, is the _____ of
(Position of Authorized Agent)
_____ (hereinafter "Collector") and,
(Name of Company)

as such is fully authorized to enter into this Agreement on behalf of the Collector.

As a condition for receiving a permit to haul Acceptable Waste to the Transfer Station(s), the undersigned Permittee hereby understands and agrees that the Collector proceeds at the Transfer Station(s) at its own risk, and agrees to abide by the Rules and Regulations as currently adopted by the Housatonic Resources Recovery Authority, WES, RTI or the Transfer Station operator(s), as may be amended from time to time. Collector acknowledges that he has received, read, and understands the Rules and Regulations and further agrees that all obligations assumed by the Collector pursuant to the Rules and Regulations are binding upon the Collector and are subject to enforcement by WES, RTI, their agents, and the Housatonic Resources Recovery Authority, and further agrees that:

The Permittee shall at all times defend, indemnify and hold harmless the Authority, any Operator, any Municipality that is a member of the Authority, and their respective officers, agents and employees on account of and from any and all claims, damages, losses, judgments, worker's compensation payments, litigation expenses, and counsel fees arising out of injuries to the person(s) (including death) or damage to property alleged to have been sustained by (a) Permittee, or its officers, agents and employees, or (b) the Authority, any Operator, or their respective officers, agents and employees, or (c) any Authority Municipality, or their officers, agents and employees, or (d) any other person to the extent such injuries or damages are caused or are alleged to have been caused in part or in whole by acts, omissions or neglect of

the Permittee or its officers, agents or employees, or by faulty, defective or unsuitable material or equipment used by it or them.

Signature

Date

Title

ATTESTATION

I hereby certify that the information provided herein and attached hereto is true and correct and that I have read and will comply with the requirements of the Authority's permitting, disposal and billing procedures governing the collection and disposal of Acceptable Waste and Recyclable Materials within the Authority. I further certify that the Permittee will comply with the solid waste, recycling, and litter control ordinances of every municipality with which Permittee has registered, that Permittee has registered with all municipalities in which it will provide collection services, and that Permittee will comply with the solid waste, recycling and litter control laws and regulations of the State of Connecticut. I further certify that I am authorized to sign this attestation on behalf of the Permittee.

Signature of Applicant

Title

Printed Name of Applicant

Date

Your Attestation signature must be witnessed!

Signature of Witness

Printed Name of Witness

APPENDIX E – PERMIT FEES

HOUSATONIC RESOURCES RECOVERY AUTHORITY

WARNING !!! – HRRR permits and municipal registrations must be renewed by July 1st every year. After July 1st the fee for a renewal permit will double.

HRRR PERMIT FEES

- A. Commercial Trash Hauler \$65.00 per vehicle – (\$32.50 per vehicle after Jan. 1st)
 \$ 0.00 per roll-off container
- B. Private Companies \$65.00 per vehicle – (\$32.50 per vehicle after Jan. 1st)
 \$ 0.00 per roll-off container
- C. Municipalities \$ 0.00

Each decal, which must be affixed to its respective vehicle or container in accordance with the PERMITTING, DISPOSAL AND BILLING PROCEDURES, enables the permittee to use all HRRR Transfer Station sites.

All HRRR permits expire on June 30th of every year.

RTI PERMIT FEES

- A. Commercial Trash Hauler \$50.00 per vehicle
- B. Private Companies \$50.00 per vehicle
- C. Municipalities \$ 0.00

All RTI permits expire on June 30th of every year.

MUNICIPAL REGISTRATION FEES

Bethel	\$25 per hauler	Newtown	\$100 per hauler
Bridgewater	\$100 per hauler	Redding	\$500 per hauler
Brookfield	\$25 per hauler	Ridgefield	\$100 per hauler
Danbury	\$100 per hauler	Sherman	\$50 per hauler

New Fairfield \$50 per hauler plus \$5 per truck for more than one truck

HRRR cannot provide municipal registration for haulers wishing to work in the Towns of New Milford or Kent. Such haulers must go to the Mayor's office in the New Milford Town Hall or to the First Selectmen's office in the Kent Town Hall to obtain a registration.

All municipal registrations expire June 30th of every year.

Company Name:

Date:

HRRRA Appendix F - Vehicle Information Form - Attach a copy of all vehicle registrations

	Vehicle Information		Vehicle Information		Vehicle Information	
Make of Vehicle						
Year of Vehicle						
Use - MSW, Recy, Both						
License Plate #						
State of Registration						
Vehicle Color						
Vehicle Capacity						
Vehicle Tare Weight						
Town Where Garaged						
Name Marked on Vehicle						
Body Type (see below)						
HRRRA Municipalities from which the vehicle will be collecting. Check all applicable towns/ cities. Municipal registration fee is per town for the company as a whole, not per vehicle.	Bethel		Bethel		Bethel	
	Brookfield		Brookfield		Brookfield	
	Bridgewater		Bridgewater		Bridgewater	
	Danbury		Danbury		Danbury	
	Kent		Kent		Kent	
	New Fairfield		New Fairfield		New Fairfield	
	New Milford		New Milford		New Milford	
	Newtown		Newtown		Newtown	
	Redding		Redding		Redding	
	Ridgefield		Ridgefield		Ridgefield	
Sherman		Sherman		Sherman		
Permit #						
New/Replaces #						

	Vehicle Information		Vehicle Information		Vehicle Information	
Make of Vehicle						
Year						
Use - MSW, Recy, Both						
License Plate #						
State of Registration						
Vehicle Color						
Vehicle Capacity						
Vehicle Tare Weight						
Town Where Garaged						
Name Marked on Vehicle						
Body Type (see below)						
HRRRA Municipalities from which the vehicle will be collecting. Check all applicable towns/ cities. Municipal registration fee is per town for the company as a whole, not per vehicle.	Bethel		Bethel		Bethel	
	Brookfield		Brookfield		Brookfield	
	Bridgewater		Bridgewater		Bridgewater	
	Danbury		Danbury		Danbury	
	Kent		Kent		Kent	
	New Fairfield		New Fairfield		New Fairfield	
	New Milford		New Milford		New Milford	
	Newtown		Newtown		Newtown	
	Redding		Redding		Redding	
	Ridgefield		Ridgefield		Ridgefield	
Sherman		Sherman		Sherman		
Permit #						
New/Replaces #						

Vehicle Body Types

FL - Front Loader
 RL - Rear Loader
 SL - Side Loader

PU - Pickup
 FB - Flatbed
 VN - Van

RO - Roll-off/Lift Truck
 CO - Container
 DT - Dump Truck

TR - Tractor
 TL - Trailer

APPENDIX G
HOURS OF OPERATION

RIDGEFIELD TRANSFER STATION:

Monday through Saturday: 7:30 AM to 3:00 PM

NEWTOWN TRANSFER STATION:

Monday through Saturday: 7:00 AM to 3:00 PM

DANBURY TRANSFER STATION:

Monday through Friday: 6:30 AM to 4:00 PM

Saturday: 7:00 AM to 1:00 PM

HOLIDAY SCHEDULE
FOR ALL TRANSFER STATIONS

All the above HRRR transfer stations will be closed on the following nine holidays:

New Years Day	Labor Day
Martin Luther King's Birthday	Columbus Day
Presidents' Day	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

HRRRA TIP FEE HISTORY

	FY 93/94	FY 94/95	FY 95/96	FY 96/97	FY 97/98	FY 98/99	FY 99/00	FY 00/01	FY 01/02	FY 02/03	FY 03/04	CY 04	CY 05	CY 06	CY 07	CY 08	CY 09
MSW																	
Transfer fee	\$9.50	\$9.59	\$9.88	\$10.14	\$10.48	\$10.65	\$10.83	\$11.19	\$11.68	\$12.06	\$12.11	\$5.06	\$5.15	\$5.26	\$5.32	\$5.43	\$5.44
Transport fee	9.00	9.09	9.36	9.60	9.93	10.09	10.26	10.60	11.07	11.43	11.48	7.49	7.62	7.78	7.87	8.03	8.05
Disposal fee	56.25	56.67	57.93	59.07	60.61	61.37	62.14	63.74	65.81	66.41	67.86	61.41	62.45	63.78	64.53	65.87	66.06
HRRRA Program fee	3.25	2.65	0.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.55	0.55	0.55	0.56	0.58	0.62
WES Tip Fee Reduction	0	0	0	-0.81	-3.02	-4.11	-5.23	-7.52	-10.56	-11.91	-18.45	0	0	0	0	0	0
MSW Facility Tip Fee	\$78.00	\$78.00	\$78.00	\$78.00	\$78.00	\$78.00	\$78.00	\$78.00	\$78.00	\$78.00	\$73.00	\$74.51	\$75.77	\$77.37	\$78.28	\$79.90	\$80.16

	FY 93/94	FY 94/95	FY 95/96	FY 96/97	FY 97/98	FY 98/99	FY 99/00	FY 00/01	FY 01/02	FY 02/03	FY 03/04	FY 04/05	FY 05/06	FY 06/07	FY 07/08	FY 08/09	FY 09/10
RECYCLE																	
Sliding Scale tip fee	\$26.00	\$30.00	\$30.56	\$37.51	\$35.08	\$35.54	\$39.28	\$36.68	\$ 37.58	\$38.16	\$42.70	\$39.96	\$41.05	\$46.08	\$47.16	\$44.88	\$49.68
Less Revenue Sharing	0.00	0.00	-4.30	-25.35	0.00	-2.73	-0.77	-2.24	-17.38	-0.49	-6.07	-5.25	-16.00	-18.94	-16.50	-29.07	-39.24
HRRRA Admin Fee	7.50	3.50	7.24	9.84	0.00	2.27	0.00	4.07	18.31	0.84	1.88	3.80	13.46	11.37	8.34	23.19	28.56
RECYCLE Facility Tip Fee	\$33.50	\$33.50	\$33.50	\$22.00	\$35.08	\$35.08	\$38.51	\$38.51	\$38.51	\$38.51	\$38.51	\$38.51	\$38.51	\$38.51	\$39.00	\$39.00	\$39.00