



Old Town Hall
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Brookfield, CT 06804

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✉ info@hrra.org

Permit Packet

To: HRRRA Permitted Haulers
From: Cheryl D. Reedy, HRRRA Director
Subject: 2010-11 Permit Packet
Date: June 1, 2010

All HRRRA permits, RTI permits and municipal registrations expire every June 30th. RTI is Recycling Technologies, Inc., the regional recycling processing center located at 307 White Street in Danbury. HRRRA permits, RTI permits and all municipal registrations (**except for the Town of New Milford**) can be renewed using the enclosed forms. For New Milford, registrations may be renewed at the Mayor's office.

The HRRRA permit fee remains at \$65 per vehicle. **However, if your renewal is received after July 31st, either in the mail or in person, the permit fee doubles to \$130 per vehicle.** The RTI permit remains at \$50 per vehicle. Municipal registration fees vary and are set by each municipality. The municipal registration fees that have changed since last year are Brookfield and Bethel, both at \$250 and Kent at \$100 per company. All fees can be paid with one check made payable to HRRRA.

The permit renewal packet is coming out a month later this year because a new State law that passed in May made changes to the municipal registration requirements effective as of July 1st. Those changes had to be incorporated into the renewal packet. The law also made changes in the State's mandatory recycling program and imposed some new requirements on haulers. A copy of the new law is posted on the HRRRA website.

Due to a change in top management at RTI and the Danbury transfer station, you have likely noticed some changes. For example, existing transfer station rules, such as the requirement that all loads be tarped, or that all vehicles must be capable of tipping without the driver exiting the vehicle, are being more consistently and fairly enforced.

With the agreement of RTI, HRRRA has solicited proposals from vendors capable of processing single stream recycling. We hope to offer all haulers the option to tip single stream recycling at RTI sometime later this year. If all goes well, we will hold a haulers' meeting to get your input before we finalize how a single stream program would operate.

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 31st.

- _____ Form A HRRR Permit Application and Municipal Registration filled out completely and signed
 - _____ Updated Certificate of Insurance provided **naming HRRR, RTI and all HRRR municipalities** in which you collect as additional insureds. The vehicle owner shown on the motor vehicle registration is a Named Insured as well as the permit applicant.
 - _____ Form B Hauler/Collector Indemnification and Attestation filled out, signed, dated and witnessed. (A notarized signature is no longer required, just a witness.)
 - _____ Form C Wheelabrator Credit Agreement signed.
 - _____ 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 D, and check off the municipalities in which the vehicle(s) will collect.
 - _____ Motor vehicle registrations provided for all vehicles being permitted.
 - _____ 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 \$ 5.00 | = | _____ |
| Do you collect in Bethel? If so add \$250 | | = | _____ |
| Do you collect in Bridgewater? If so, add \$100 | | = | _____ |
| Do you collect in Brookfield? If so, add \$250 | | = | _____ |
| Do you collect in Danbury? If so, add \$100 | | = | _____ |
| Do you collect in Kent? 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 | | = | _____ |
- (Ridgefield registration fee is for commercial garbage haulers only.)

Total - Make check payable to HRRR for this amount _____

FORM A

HRRRA AND RTI PERMIT APPLICATION AND MUNICIPAL REGISTRATION

a. Company Name, Ownership & Location

Company Name: _____

Name or Names of all Company Owners/Partners: _____

Street Address (No PO Boxes): _____

Town, State, Zip Code: _____

Contact Person: _____ Telephone: _____

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

b. Mailing Address (If different from above)

Company Name: _____

Address: _____

Town, State, Zip Code: _____

c. Type of Business: Sole Proprietor _____ Partnership _____

LLC _____ Corporation _____ Municipality _____

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

Yes _____ No _____

e. HRRRA Transfer Stations Used: Danbury _____ Newtown _____ Ridgefield _____

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

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

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

i. Do you collect from: Residential Properties? Yes _____ No _____ Commercial Properties?

Yes _____ No _____ Only from your own non-solid waste business? Yes _____ No _____ Other?

Please describe other _____

j. Is your company paid to collect solid waste and/or recycling? Yes _____ No _____
(If you checked "No", please skip all the remaining questions on this form, sign and date.)

k. Do you collect: MSW_____ Recycling_____ C&D_____ Yard Waste_____

Other - Please list _____

l. List all subsidiaries or related solid waste companies operated by the same owner(s):

m. Provide the name and address of all non-HRRA disposal facilities, i.e. transfer stations, recycling processing centers, and/or volume reduction facilities which your company uses or anticipates using for MSW, recycling, C&D, yard waste and/or any other solid waste the company collects, including out of state facilities:

n. The company agrees to report to HRRA quarterly the tonnage and town of origin of all solid waste, whether MSW, recycling, C&D, or other solid waste, generated within a HRRA member municipality that is delivered to a solid waste facility that is not permitted by the State of CT, e.g. an out of State transfer station or MRF, an in-state paper mill, etc.? Yes_____ No_____

o. Please list all municipalities in which the company collects MSW, recycling, C&D, yard waste, or other solid waste. The list should include all municipalities in Connecticut and all municipalities in which the company collects in any other State. Attach an additional page if needed.

FORM B

**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 and the United States. 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

FORM C

(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 HRRRA 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

HRRA - Vehicle Information Form D - Attach a copy of all vehicle registrations

Company Name:

Date:

	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)			
HRRA 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	
HRRA Permit #			
New/Replaces #			
RTI Permit #			
	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			
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	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 #			
RTI Permit #			

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

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

Company Name:

Date:

	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						
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	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		
HRRRA Permit #						
New/Replaces #						
RTI Permit #						
	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						
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	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 #						
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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

CERTIFICATE OF INSURANCE
INSTRUCTIONS

- A. Agent's / Broker's name, address and fax number.
- B. Your business name and address.
- C. Name of insurance companies issuing your policies.
- 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. HRRRA, and all HRRRA 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.

Sample language: The Housatonic Resources Recovery Authority (HRRRA), all HRRRA member municipalities, and Recycling Technologies, Inc. (RTI) are all additional insureds under the General Liability and Automobile Liability policies.

F. The Named Insured must include the name of the Company to be permitted by HRRRA as well as the owner's name listed on the motor vehicle registration of any and all permitted vehicles.

G. HRRRA must receive notice at least 30 days prior to cancellation of insurance policies.

H. HRRRA must have the original certificate bearing the original signature.

I. HRRRA's name and address must appear as follows:

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

APPENDIX E – PERMIT FEES

HOUSATONIC RESOURCES RECOVERY AUTHORITY

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

HRRRA 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 HRRRA Transfer Station sites.

All HRRRA 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	\$250 per hauler	Newtown	\$100 per hauler
Bridgewater	\$100 per hauler	Redding	\$500 per hauler
Brookfield	\$250 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	Kent	\$100 per hauler

HRRRA cannot provide municipal registration for haulers wishing to work in the Town of New Milford. Such haulers must go to the Mayor's office in the New Milford Town Hall to obtain a registration.

All municipal registrations done through HRRRA expire June 30th of every year.

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 HRRRA transfer stations will be closed on the following nine holidays. If the holiday falls on a weekend, please check with the transfer stations in advance for the day each will be closed:

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