



H·R·R·A
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Municipal Solid Waste Registration Renewal Packet

To: Solid Waste Hauler Registrants working in the HRRRA Region
From: Cheryl D. Reedy, HRRRA Director
Subject: 2011-12 Registration Renewal Packet
Date: May 12, 2011

It's registration renewal time again! Municipal registrations for all HRRRA municipalities, i.e. Bethel, Bridgewater, Brookfield, Danbury, Kent, New Fairfield, Newtown, Redding, Ridgefield and Sherman (except for the Town of New Milford), can be renewed at the same time through HRRRA using the enclosed forms. Municipal registration fees vary, and are set by each municipality. (See the list of fees on the Checklist.) All registration fees can be paid with one check made payable to HRRRA. (For New Milford, renew registrations at the Mayor's office.)

There are a number of changes in this year's registration renewal. Those changes are:

- Effective this year, all municipal registrations will expire each year on July 31st. A change in state law requires all haulers, by July 31st of each year, to submit an annual report to each municipality in which the hauler collects. Thus, we are making a permanent change in the renewal date, from July 1st to July 31st, for all HRRRA municipal registration renewals. The good news is that this year you'll get 13 months for the price of 12!
- HRRRA has added a part time Administrative Assistant, Jen Iannucci. We will both be working on the annual renewal process. If you have questions about your renewal, you can contact Jen at 203-775-6256 x307 or by e-mail at JenIannucci@hrra.org. She looks forward to meeting many of you as you drop by the office during the renewal process.
- Effective immediately, HRRRA will no longer chase haulers and/or their insurance agents to get updated, current certificates of insurance (COI). **It is the hauler's responsibility to ensure that HRRRA receives an updated COI on or before the policy's renewal date.** If a required insurance policy expires and HRRRA has not received an updated COI, HRRRA will notify DEP as well as the municipalities in which the hauler is registered.
- The new state law referenced above requires that haulers report to municipalities by July 31st every year the types of solid waste collected in each municipality, the first destination where each type of solid waste generated in that municipality was delivered for disposal/processing, and, for facilities not permitted by the State of Connecticut, the tonnage of the various types of solid waste delivered to such unpermitted facilities. Remember, you only have to report the **first facility** to which you delivered the various types of solid waste generated within a community **UNLESS**, that facility is not a CT permitted facility. Haulers using facilities that are not permitted by the State, for example an out of state transfer station or the as yet unpermitted railroad transfer facility in Hawleyville, must report tonnage as well as town of origin for each type of solid waste. **Annual reporting by July 31st for each municipality in which you are registered to collect is required to renew all municipal registrations and must be turned in as part of the registration renewal application. Quarterly reporting will no longer be required; just annual reporting.**

- Copies of the State form required under the new law are included in this renewal packet. We have provided one form for each municipality in which your company is registered to collect as well as one extra in case of mistakes. A computer fillable copy of the form is on the haulers page of our website at www.hrra.org/hrra_haulers along with instructions for the form provided by DEP.
- Included in this year's packet are copies of the state laws on littering and securing loads. The HRRRA member First Selectmen and Mayors asked that we send a copy to all haulers with the registration renewal packet and ask your cooperation in following those laws as well as local ordinances on litter. Some municipalities have considered pulling a hauler's registration to collect in that town if the laws on littering and securing loads have been repeatedly broken.

As you can see there are a lot of changes this year, so please take your time; read all the information in the packet carefully; and don't wait until the last minute to complete the forms and get your paperwork in. We recognize that it's complicated, and we're here to help. Please call if you have questions about how to fill out any of the paperwork or what is required. If you're going to stop by the office, we suggest you call first and make an appointment so we don't keep you waiting. Thanks for your patience. We look forward to working with all the haulers in the HRRRA region for another year.

Solid Waste Hauler Municipal Registration Checklist

Hauling/Collection Company's Name _____

Please remember municipal registrations must be renewed by July 31st each year.

- _____ Form A Municipal Registration completed and signed.
- _____ Updated Certificate of Insurance provided with **all HRRAs municipalities** in which you collect listed as additional insureds for both general liability and auto liability.
- _____ Form B Release of Liability and Indemnification Agreement and Sworn Affidavit signed, dated and notarized.
- _____ Annual Municipal Solid Waste Report(s) required by Public Act 10-87. (You must submit one report for each municipality in which your company collects.)
- _____ Review last year's registration (copy enclosed) to determine if all the municipalities in which you collect are checked.
- _____ Enclose **one check made payable to HRRAs** for the total due all the municipalities in which you collect. HRRAs will forward the funds due to each municipality. Use the worksheet below to determine the amount due.

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 New Fairfield? If so add \$50	=	_____
# of vehicles over 1 registering in New Fairfield _____ x \$ 5	=	_____
Do you collect in Newtown? If so add \$100	=	_____
Do you collect in Redding? If so add \$500	=	_____
Do you collect in Ridgefield? If so add \$100	=	_____
Do you collect in Sherman? If so add \$100	=	_____

Total - Make check payable to HRRAs for this amount = _____

FORM A
SOLID WASTE HAULER MUNICIPAL REGISTRATION

- *a. 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. 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 _____
- f. Is your company paid to collect solid waste and/or recycling? Yes _____ No _____
- *g. Do you collect: MSW _____ Dual Stream Recycling _____ C&D _____
Single Stream Recycling _____ Yard Waste _____ Bulky Waste _____
Other - Please list _____

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

*i. Provide the name and address of all 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:

Name	Address
Name	Address
Name	Address
Name	Address
Name	Address

*j. As required by state law, the company agrees to report annually: (a) the types of solid waste, including recyclables, generated within each municipality and collected by the company, (b) the name, location and contact information for the first destination where such solid waste, including recyclables, was delivered by the collector during the previous fiscal year, (c) the types and actual or estimated amounts of such solid waste, including recyclables, directly delivered to an out-of-state destination, to an unpermitted in-state facility, e.g. Strategic Disposal, or to an end user or manufacturer in the state, and (d) such additional information as the Commissioner of the Department of Environmental Protection deems necessary. The company further agrees that such reports shall be submitted annually to HRRA, as agent for its member municipalities, on or before July 31st, for solid waste collected during the prior fiscal year, on a form prescribed by the Commissioner. Yes_____ No_____ (Such reports to be filed with the annual registration renewal.)

*k. As required by state law, 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

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.

The Registrant shall at all times defend, indemnify and hold harmless the City/Town and its 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 Registrant, or its officers, agents and employees, or (b) the City/Town or its officers, agents and employees, or (c) 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 Registrant or its officers, agents or employees, or by faulty, defective or unsuitable material or equipment used by it or them.

Signature

Date

Title

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 and 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 and 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. **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.**

Sample language: *All Housatonic Resources Recovery Authority (HRRRA) member municipalities are additional insureds under the General Liability and Automobile Liability policies.*

F. The Named Insured must include the name of the Company to be registered 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, as certificate holder, must appear as follows:

Housatonic Resources Recovery Authority
Old Town Hall
162 Whisconier Road
Brookfield, CT 0680

J. It is the responsibility of the Company to ensure that HRRRA has a current, valid certificate of insurance (COI) on file at all times. Please arrange with your insurance company to automatically send an updated COI to HRRRA when a policy renews.