

HRRRA Permit, WINTERS Permit and Municipal Registration Checklist

Hauling Company's Name _____

Please remember, the HRRRA permit fee doubles to \$130 per vehicle for renewals received or completed after July 31st.

_____ Form A HRRRA Permit Application and Municipal Registration filled out completely and signed

_____ Updated Certificate of Insurance provided **naming HRRRA, WINTERS and all HRRRA municipalities** in which you collect as additional insureds for both general liability and auto liability. The vehicle owner shown on the motor vehicle registration as well as the applicant **must** be a named insured on the certificate of insurance.

_____ Form B Hauler/Collector Indemnification and Sworn Affidavit signed, dated and notarized.

_____ Form C Wheelabrator Credit Agreement signed.

_____ 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 permit (copy enclosed) to determine if any vehicles should be deleted, any plate numbers changed 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. The owner(s) on the vehicle registrations must be shown as an insured on the certificate of insurance.

_____ Enclose **one check made payable to HRRRA** for the total due to HRRRA and the municipalities in which you collect. Use the worksheet below to determine the amount due.

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

of vehicles needing WINTERS permit _____ = No Charge

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 Sherman? 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 HRRRA for this amount _____

FORM A
HRRRA AND WINTERS PERMIT APPLICATION AND 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. HRRRA Transfer Stations Used: Danbury _____ Newtown _____ Ridgefield _____
- f. Does your company deliver recyclables to WINTERS? Yes _____ No _____
- g. Are you applying for a WINTERS permit? Yes _____ No _____
- h. If your company does not use WINTERS, 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 _____

*k. Do you collect: MSW _____ Dual Stream Recycling _____ C&D _____
 Single Stream Recycling _____ Yard Waste _____ Bulky 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:

Name	Address
Name	Address
Name	Address
Name	Address
Name	Address

*n. As required by state law, the company agrees to report to each municipality with which it is registered or to HRRA in their stead: (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 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, 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.)

*o. 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.

- *p. Are all the vehicles to be permitted and/or registered equipped with tarps that will be used to keep loads covered at all times as required by State law? (Copies of the state laws are enclosed with this packet.) Yes _____ No _____
- q. Can all the vehicles to be permitted and/or registered be automatically tipped at the transfer station or at WINTERS without the driver exiting the vehicle, as required by transfer station regulations? Yes _____ No _____
- *r. Do any of the vehicles to be permitted operate in interstate commerce and have a gross vehicle weight rating or gross combination weight rating of 10,001 pounds or more? Yes_____ No_____
- *s. Do any of the vehicles to be permitted operate only in CT and have a gross vehicle weight rating or gross combination weight rating of 18,001 pounds or more? Yes_____ No_____
- *t If you answered Yes to either of the last two questions, please provide the company's USDOT or USDOT CT number: _____
- *u. Is the company's USDOT number or USDOT CT number displayed on the company's vehicles as required by law? Yes_____ No_____
- *v. Is the company's name displayed on all vehicles as required by State law? Yes _____ No _____
- w. Does the company agree to deliver all MSW generated by and collected from a HRRRA member municipality to one of the three transfer stations in the HRRRA system? Yes_____ No_____
- x. Does the company agree to deliver recyclables generated from and collected within a HRRRA member municipality to WINTERS? Yes_____ No_____
- *y. Does the company agree to deliver recycling tonnage as generated from and collected from municipal and school facilities in all HRRRA municipalities, except Redding and Ridgefield, to WINTERS? Yes_____ No_____
- z. Does the company agree to notify HRRRA at the time of sale of existing assets or purchase of new assets that have or will need HRRRA or WINTERS permits or municipal registrations, a change in the ownership of said company as listed in item (a) above, a company/business name change, and/or the dissolution of any company/business registered to collect in any HRRRA municipality. Yes, I agree. _____ (HRRRA permit requires agreement.)
- *aa. Are all the drivers who will collect or transport solid waste in any HRRRA municipality legally permitted to operate the applicable motor vehicle in the State of CT? Yes_____ No_____
- *bb. Are all the Company's employees who will collect and/or work within any HRRRA municipality legally able to work in the United States? Yes_____ No_____

I personally filled out and/or verified the accuracy of the information in this application and attest under penalty of perjury that all the information herein provided is true and accurate.

 Sign Name of Company's Authorized Agent

 Print Name

 Date

*Question or information required as a matter of law or to determine compliance with law.

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), operated on behalf of HRRA, 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, Wheelabrator CT (WES), Winters Bros. Transfer Stations of CT, LLC (WINTERS) 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, WINTERS, 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

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 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

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				
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		
HRRRA Permit #				
New/Replaces #				
WINTERS 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				
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 #				
WINTERS 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

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. **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. Winters Bros. Transfer Stations of CT, LLC (WINTERS) must be listed as additional insured on all policies except those for workers' compensation and employer's liability insurance if a permit for WINTERS is sought.** (Companies renewing municipal registrations ONLY do not have to list HRRA and WINTERS as additional insured, but must list all municipalities in which the company is registered.)

Sample language: *The Housatonic Resources Recovery Authority (HRRA), all HRRA member municipalities, and Winters Bros. Transfer Stations of CT, LLC (WINTERS) 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 HRRA as well as the owner's name listed on the motor vehicle registration of any and all permitted vehicles.

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

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

I. HRRA's name and address 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 HRRA 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 HRRA when a policy renews.

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

The Ridgefield and Newtown 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	

NOTE THIS CHANGE: The Danbury transfer station will be closed on all the above holidays except for Martin Luther King's Birthday, Presidents' Day and Columbus Day, when the Danbury transfer station only will be open.

HARRA TIP FEE HISTORY

	CY 04	CY 05	CY 06	CY 07	CY 08	CY 09	CY 10	CY 11
MSW								
Transfer fee	\$5.06	\$5.15	\$5.26	\$5.32	\$5.43	\$5.44	\$5.53	\$5.58
Transport fee	7.49	7.62	7.78	7.87	8.03	8.05	8.19	8.26
Disposal fee	61.41	62.45	63.78	64.53	65.87	66.06	67.11	67.69
HRRA Program fee	0.55	0.55	0.55	0.56	0.58	0.62	0.69	0.77
WES Tip Fee Reduction	0	0	0	0	0	0	0	0
MSW Facility Tip Fee	\$74.51	\$75.77	\$77.37	\$78.28	\$79.90	\$80.16	\$81.52	\$82.29

	FY04/05	FY05/06	FY06/07	FY07/08	FY08/09	FY09/10	FY10/11	FY11/12
RECYCLING								
Sliding Scale tip fee	\$39.96	\$41.05	\$46.08	\$47.16	\$44.88	\$49.68	\$50.27	
Less Revenue Sharing	-5.25	-16.00	-18.94	-16.50	-29.07	-39.24	-9.41	
HRRA Admin Fee	3.80	13.46	11.37	8.34	23.19	28.56	-1.86	7.00
RTI Tip Fee	\$38.51	\$38.51	\$38.51	\$39.00	\$39.00	\$39.00	\$39.00	\$28.50