

CVSWMD HAULER LICENSE APPLICATION INSTRUCTIONS

1. Hauler License Application

- **Application forms** (required)
Application, Memorandum of Understanding & Statement of Operations; please complete all sections that apply, sign & date.
- **Proof of insurance** (required)
Your company will not be issued a license without proof of insurance. This may be mailed with your application or faxed by your insurance company.
- **Vehicle forms** (required)
If you are licensing for the first time please complete the Vehicle Addition Form. If you are renewing a license a list of all your currently licensed vehicles has been provided with this application. Please review this list and make all necessary corrections. If you do not wish to renew a license that has been issued to you (because you sold a vehicle, for example) then please indicate this on your vehicle listing; if you wish to license new vehicles please use the blank Vehicle Addition Form. You may duplicate the Vehicle Addition Form if necessary or provide your own form which lists the same information for all vehicles. Return the vehicle listing and, if needed, the Vehicle Addition Form with your application.

Renewal applications must be received by the District no later than March 31, 2008. New applications may be submitted at any time.

2. Request for an Exception to the Access to Public Records Law (optional)
3. Application Fee (\$10.00/per hauler for up to 3 vehicles and \$10.00/per vehicle thereafter). For example, if you are licensing only 3 vehicles it is only \$10.00. If you are licensing 4 vehicles it will be \$20.00.

The following additional information is included in this packet:

- Monthly Solid Waste Report Form for haulers to use when submitting tonnage reports and surcharge. This form may be duplicated or you may create your own reporting form which includes the same information as the enclosed form.

The following information is not included with this application, but may be obtained by contacting the District or downloaded from the District Web site—www.cvswwmd.org:

- CVSWMD Notification Regarding Hauling Used Tires
- CVSWMD Notification Regarding Appointment of Compliance Investigator
- CVSWMD Ordinance #94-01 Waste Management & Mandatory Recycling
- CVSWMD Ordinance #90-1 Relating to the Imposition of a Solid Waste Disposal Charge
- CVSWMD Ordinance #92-01 Regulating the Collection, Transportation, Recycling, Resource Recovery and Disposal of Solid Waste Within the District
- Monthly Reporting FAQs

REQUEST FOR AN EXCEPTION TO PUBLIC RECORDS LAW

Please list and describe information you wish to have kept confidential with sufficient details and sign below. Attach additional sheets if necessary.

I hereby certify that the information described constitutes "trade secrets" as defined in 1 V.S.A. 317 in that it is a compilation of information known only to certain individuals within a commercial concern. This information is not generally available to the public, and the information gives the applicant an opportunity to obtain a business advantage over competitors who do not know such information. I hereby request that the Central Vermont Solid Waste Management District maintain such information as confidential and recognize that the District may be required to disclose such information by court order or another applicable law.

Name: _____ Title: _____

Business Name: _____

Signature: _____ Date: _____

2008 APPLICATION FOR LICENSE TO HAUL SOLID WASTE WITHIN THE CENTRAL VERMONT SOLID WASTE MANAGEMENT DISTRICT

This is an application to collect, accept, transfer, transport or deliver solid waste generated within the Central Vermont Solid Waste Management District. Licenses expire annually on December 31st.

INSTRUCTIONS: Please complete this form and return it with your vehicle listing(s) and check or money order made payable to CVSWMD at: CENTRAL VERMONT SOLID WASTE MANAGEMENT DISTRICT, 137 BARRE STREET, MONTPELIER, VT 05602.

Applicant Information (please complete all lines)

Name of Business: _____

Owner's Name: _____

Mailing Address: _____

Business Address: _____

Phone Number of Business: (_____) _____

License Information

(check only one): _____ New Application _____ Renewal Application

My intent in requesting this license is to (check all that apply):

___ Haul waste for hire

___ Haul waste for other business related activities, not for hire to haul waste by the general public

___ Other (please explain) _____

___ Check here to be added to our public information list of licensed haulers for hire

Number of Trucks to be Licensed: _____

Amount Enclosed for Licensing: \$ _____

FOR CVSWMD USE ONLY:

Payment received \$: _____

Received by: _____

Receipt date: _____

Check # _____

SOLID WASTE TO BE TRANSPORTED IS GENERATED IN (check all that apply):

- | | | | |
|-------------------------------------|--|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Barre City | <input type="checkbox"/> Chelsea | <input type="checkbox"/> Northfield | <input type="checkbox"/> Walden |
| <input type="checkbox"/> Barre Town | <input type="checkbox"/> E. Montpelier | <input type="checkbox"/> Orange | <input type="checkbox"/> Washington |
| <input type="checkbox"/> Berlin | <input type="checkbox"/> Hardwick | <input type="checkbox"/> Plainfield | <input type="checkbox"/> Williamstown |
| <input type="checkbox"/> Bradford | <input type="checkbox"/> Marshfield | <input type="checkbox"/> Roxbury | <input type="checkbox"/> Woodbury |
| <input type="checkbox"/> Cabot | <input type="checkbox"/> Middlesex | <input type="checkbox"/> Strafford | |
| <input type="checkbox"/> Calais | <input type="checkbox"/> Montpelier | <input type="checkbox"/> Tunbridge | |

NOTE: Haulers may add or delete communities on their license at any time by informing the District in writing.

I WILL TRANSPORT SOLID WASTE GENERATED WITHIN THE CENTRAL VT SOLID WASTE MANAGEMENT DISTRICT TO THE FOLLOWING FACILITY (check all that apply):

- C.V. Transfer Station, E. Montpelier, VT
- Waste USA Landfill, Coventry, VT
- WSI Landfill, Moretown, VT
- Lebanon Landfill, Lebanon, NH
- North Country Environmental Services, Bethlehem, NH
- Other (please specify, attach additional sheet if necessary) _____

I have read the Central Vermont Solid Waste Management District's rules and regulations and understand that failure to adhere to these policies can result in fines and/or loss of the right to collect solid waste within the district boundaries, including revocation or suspension of this license.

As a condition of license approval, the District shall have the right to request and obtain from the licensee information on the number of residential and/or commercial stops per route and total tonnages.

Name of Business

Name of Owner

Signature of Owner

Date

FOR CVSWM D USE ONLY:		
 _____	 _____	 December 31, 2008
License Approved	Date Approved	Expiration Date

MEMORANDUM OF UNDERSTANDING

This is a Memorandum of Understanding (hereinafter referred to as an “MOU”) by and between the Central Vermont Solid Waste Management District (hereinafter referred to as “the District”) and _____ (hereinafter referred to as “the Hauler”). The following points memorialize the understanding of both parties, and shall be binding upon the parties.

1. The Hauler is a waste hauler within the jurisdiction of the District.
2. The Hauler, unless a business which self hauls, will maintain liability insurance coverage on the Hauler’s vehicles, whether owned or leased by the Hauler at or above the following minimum levels for the term of the license: \$100,000 per person and \$300,000 per occurrence for personal injury or death, and \$100,000 per occurrence for property damage. Insurance requirements for businesses, which self-haul are \$20,000 per person and \$40,000 per occurrence for personal injury or death, and \$10,000 per occurrence for property damage. The Hauler will also carry workers’ compensation insurance as required by law. ***Proof of insurance must be submitted with license application.*** Initial here if the undersigned is self-employed and has no employees. _____.
3. The Hauler will (re)apply for a Commercial Hauling License with the District and comply with the License requirements contained therein, except as modified by this MOU.
4. In the event that the Hauler chooses to haul waste to a legally certified disposal facility other than a facility contracted by the District, the District will not restrict the Hauler’s disposal choice, except as provided in paragraph 5.
5. If using a disposal facility which does not hold a contract with the District:
 - a. The Hauler will collect and remit to the District a surcharge of **\$21.00/per ton** pursuant to “Ordinance 90-1 Relating to the Imposition of a Solid Waste Disposal Charge” (may be amended from time-to-time by the District – District will provide at least 60 days notice of any increase in the surcharge).
 - b. The Hauler will send, **within thirty (30) days following the end of each month**, verification of the total weight of waste collected within the District and delivered to a non-contracted facility.
 - c. District will promptly invoice the Hauler based on the tonnage reported (and/or as verified by the receiving facility).
 - d. Surcharge will be payable by the Hauler within **thirty (30) days** following the end of its corresponding month.
 - e. To indicate acceptance of responsibility on the Hauler’s part in submitting the tonnage reports to the District, the following language will be included on every report **submitted monthly** to the District to provide better accountability and accuracy:

“Under penalties of perjury, I declare that I have examined this return and accompanying schedules and to the best of my knowledge and belief it is true, correct and complete.”
 - f. The monthly reports are to be signed by an officer or owner of the reporting entity

- g. Surcharge unpaid after **thirty (30) days** shall incur interest of 1.5% per month. Arrears of **sixty (60) days** or more will be considered an event of default, and shall be considered grounds for termination of this MOU.
- 6. The Hauler must report, to the District, all recyclable materials collected, transported or processed. The tonnage reports are due for each month and submitted to the District **within thirty (30) days following the end of each month.**
- 7. Failure by the Hauler to comply with the terms of this MOU and District Ordinances may result in action by the District, including proceedings pursuant to the license requirements of District Ordinance 90-1; 92-01; and 94-01 as modified herein.
- 8. Either party may terminate this MOU by providing **thirty (30) days** written notice to the other party. Amendments must be agreed to in writing by both parties.
- 9. This MOU takes effect on January 1, 2007 and expires on December 31, 2007.

SIGNED:

Hauler, Owner or Appointed Designee Date

Central Vermont Solid Waste Management District Date

CVSWMD STATEMENT OF OPERATIONS FOR LICENSED HAULERS

The following information is required of all haulers **who haul solid waste for hire** to describe hauler operations and ensure compliance with District ordinances. If any of this information changes, you are required to contact the District in writing.

The following information is required:

- Trash services offered; for example: pay as you throw; solid waste facility; curbside collection.
- Itemized list of recycling offered
- Hazardous waste services offered
- Rate schedule for all services offered
- Locations of all services offered within the District



Check here if you DO NOT haul or accept trash & recycling for hire



Check here if you attached your own listing which describes ALL requested information (please title attachment "CVSWMD Statement of Operations for Licensed Haulers")

TRASH SERVICES OFFERED (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Pay as you throw | <input type="checkbox"/> Disposal & recycling facility |
| <input type="checkbox"/> Curbside collections | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Cleanups |
| <input type="checkbox"/> Other (please specify all other services offered) _____ | |
| _____ | |
| _____ | |

RECYCLING SERVICES OFFERED (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Clear glass |
| <input type="checkbox"/> #2 plastic | <input type="checkbox"/> Tin/Aluminum cans |
| <input type="checkbox"/> Office paper | <input type="checkbox"/> Cardboard |
| <input type="checkbox"/> Other (please specify all other recycling services offered) _____ | |
| _____ | |
| _____ | |

HAZARDOUS WASTE SERVICES OFFERED (describe ALL operations in detail)

DISPOSAL & RECYCLING RATES

Enclose a listing (titled "Disposal & Recycling Rates") or describe ALL fees charged pertaining to solid waste services offered within the District. The list must include all variations of trash and recycling fees (for example: curbside residential, commercial pick up, trash per bag inclusive of recycling, trash per bag exclusive of recycling, recycling per bag, small bags, large bags, dumpsters, barrels, etc.). ***Do not include charges for specific customers, just the amounts you would quote to general customers.***

LOCATIONS OF FACILITIES & COLLECTIONS

Enclose a listing (titled "Locations of Facilities & Collections") or fill in the following section pertaining to ALL locations where you offer any facility, per bag or other solid waste collection.

Location Description (or address)

Services Offered

Location Description (or address)	Services Offered
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CVSWMD MONTHLY SOLID WASTE REPORT

Date: _____ Submitting for the month of _____ Year 20 _____

(The month listed above is for the month the waste was collected and disposed of. Monthly reports are required of all licensed haulers and are due within thirty (30) days following the end of each month.)

Hauler or Business Name: _____

Contact Name (if different from above): _____

Contact Phone Number: _____

TRASH COLLECTION

Total tons trash collected _____

Total tons trash collected NOT taken to a facility which collects the surcharge on your behalf (i.e. Casella CV Transfer Station) _____ X \$21.00/ton surcharge

Surcharge payment enclosed \$ _____

Please check here if payment is being sent under separate cover.

RECYCLING COLLECTION

Total tons recycling collected _____

Please specify types and amounts of material collected. Attach additional sheets if necessary.

material	total tons	destination facility

“Under penalties of perjury, I declare that I have examined this return and the accompanying schedules and to the best of my knowledge and belief it is true, correct, and complete.”

Signature, Title

Send completed reports to CVSWMD at 137 Barre St., Montpelier, VT 05602 or by fax to 802-229-1318 or e-mail to fieldprograms@cvsmd.org. It is the responsibility of the sender to confirm electronic submittals. For questions contact us at 802-229-9383 ext. 105.