

POLK COUNTY ENVIRONMENTAL SERVICES

SOLID WASTE LOCAL / AREA HAULER LICENSE APPLICATION

License Name: _____

License No.: _____

Date of Issuance: _____

Renewal Date: _____

Section I. Business Identification

1. Name _____

2. Address _____

3. Telephone number _____; E-mail: _____

4. Applicant is a(n) circle one:

Individual

Corporation

Local Government

Partnership

Association

Other: _____

5. Business Name (if different from Name) _____

6. Business Address (if different from Address) _____

7. Business Telephone and E-mail (if different) _____

8. Contact Person and Title _____

9. Individuals who are non-residents of the County, corporations, partnerships and associations must appoint a natural person who is a legal Minnesota resident as its manager or agent. (County Solid Waste Ordinance)

Contact Person: _____

Contact Address: _____

Contact Telephone: _____

Contact E-mail: _____

Contact Website: _____

10. List Officers or Partners etc. (use existing language)

Name

Address

Title

11. Social security number or Minnesota business identification number _____

As required by the Minnesota Department of Revenue under Minn. Stat. 270.72 (1995).

Section II. Hauler License Types:

The information contained in Exhibit A (enclosed) should be reviewed by all potential applicants to determine which type(s) of solid waste and solid waste services require a license from Polk County. Dependent upon the type(s) of wastes serviced, the location the service is provided and the manner in which the service is rendered will determine the type of license(s) required. In multi county service areas, more than one license may be required from Polk County.

Applicants seeking either the Area Waste Hauler Collector License or Area Waste Hauler Transportation License shall indicate which County(ies) they operate within, and return a signed Exhibit B form for each of those County(ies) that contains the signature(s) from the appropriate Solid Waste Officer(s) stating the applicant meets all legal requirements to operate in that jurisdiction(s) for each type of waste they offer waste hauling services.

Haulers shall indicate below which license(s) they wish to apply for:

Designated Collectors (*collection of burnable MSW to be delivered to the Polk County Resource Recovery Facility in Fosston on behalf of that specific county, and charged to that specific county*):

_____ **Local Waste Hauler Collector License:** * Polk County Solid Waste District #2 Only *
_____ **Area Waste Hauler Collector License:** Non-Polk County (list below which County(ies) serving):

_____ Beltrami
_____ Clearwater
_____ Hubbard
_____ Mahnomon
_____ Norman
_____ Other (list): _____

Non-Designated Collectors: (*collection and/or transportation of those types of solid waste(s) that require a license in Polk County, or materials generated outside of Polk County to be delivered to the Polk County Landfill Complex, and charged to that Hauler*)

_____ **Local Waste Hauler Transportation License:** Polk County (Dist #1 or #2)
_____ **Area Waste Hauler Transportation License:** Non-Polk County (list below which County(ies) serving):

_____ Beltrami
_____ Clearwater
_____ Hubbard
_____ Mahnomon
_____ Norman
_____ Other (list): _____

Special Hauling: indicate below if services offered would include special wastes such as contaminated soils or asbestos.
_____ Asbestos Materials _____ Contaminated Soils _____ Organics

Exhibit A contains information applicants shall review to determine the type(s) of solid waste(s) which require a Hauler License, the distinctions between the various licensing categories and the requirements for each waste classification.

Exhibit B contains the form required to haul waste from outside Polk County to a Polk County facility. It requires the signature of the Solid Waste Officer for each County in which you propose to collect and/or haul waste materials.

Section III. License Application Process

The Applicant herein applies for a license to operate a Local Solid Waste Collection and/or Transportation Hauling Service within Polk County, Minnesota, or operate an Area Solid Waste Collection and/or Transportation Hauling Service to deliver waste generated outside Polk County to a Polk County Solid Waste Facility as allowed by Polk County Solid Waste Ordinance.

All applicants are herein referred to the Polk County Solid Waste Ordinance, currently on file in the County Auditor's Office and available on the Polk County website. The provisions of the Polk County Solid Waste Ordinance state the authority for this license and the specific application requirements contained therein.

This license shall be good for a period of up to one year and shall expire on December 31 of the year for which it was issued, unless continued by the Polk County Board of Commissioners.

In accordance with the provisions of the Polk County Solid Waste Ordinance, issuance of this license shall be contingent upon the Applicant furnishing the following at a minimum:

- A - License Fee. License fee of \$200 per license, payable to Polk County Environmental Services.
 - Local Hauler License (Collection and/or Transportation) = \$200
 - Area Hauler License (Collection and/or Transportation) = \$200
 - Combination Hauler License (Combination of above) = \$400

- B - Bond. A bond in the amount of \$5,000 naming Polk County as Obligee. A single bond may serve both a Collection Hauler and Transportation Hauler License, or a Polk County License and Non-Polk County Hauler License.

- C - Commercial General Liability Coverage. Occurrence based liability policy which shall include, but not limited to, coverage for bodily injury, property damage, personal injury, contractual liability (applying to this license, independent licensee, and "XC&U"). As an alternative, an Insurance Services Office Comprehensive General Liability policy that includes a "Broad Form Endorsement" shall be considered acceptable policy form. General liability coverage in the amount of \$1,000,000 single occurrence, \$2,000,000 aggregate, shall apply to liability for bodily injury, personal injury and property damage

- D - A completed Certification of Compliance with Minnesota's Workers Compensation Law (MN. DOLI)

- E - Service Area / Route map.

- F - Polk County (Local) Non-residential Burnable MSW Report (*Polk Designated Local Haulers only*)

Section IV. Collection and Transportation Vehicles and Equipment

- A. Primary Equipment Available: List all collection and transportation vehicles to be used and evidence of current safety inspection(s): (Supply a copy of current MN DoT Vehicle Inspection Report for each vehicle listed) All vehicles shall have leak-proof bodies of easily cleanable construction and shall be completely covered with metal, canvas, or fishnet type material to prevent their contents from escaping. Each vehicle shall be clearly marked by either print, paint or decal, with the name, address and phone number of the service provider. Vehicle numbers and letters shall be a minimum of 3" in height.

<u>License Plate</u>	<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Type</u>	<u>Capacity (cu. yd)</u>	<u>Tare Wt.</u>

- B. Backup Equipment Available: List of all collection and transportation vehicles to be used in a back-up capacity to the primary equipment listed above. MN DoT Vehicle Inspection Reports shall be furnished before being put into use.

<u>License Plate</u>	<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Type</u>	<u>Capacity (cu. yd)</u>	<u>Tare Wt.</u>

- C. Solid Waste Collection Containers: Each cart, dumpster, roll-off type container or other storage device used as a part of their solid waste service shall be clearly marked by either print, paint or decal, with the name, address and phone number of the service provider. Container numbers and letters shall be a minimum of 2" in height.

Section V. Solid Waste Services Offered (check applicable)

Traditional Solid Waste Stream Material Types (Mark with an "X" as appropriate):

MATERIAL TYPE	AREA COUNTIES					
	<u>POLK</u>	<u>BLTRM</u>	<u>CLWTR</u>	<u>HUBRD</u>	<u>MAHN</u>	<u>NORMN</u>
Burnable MSW						
Non-burnable MSW						
Demolition Debris						
Industrial Waste						
Asbestos						
Yard Waste						
SSOM Compost						

Traditional Recycling Material Streams (Mark with an "X" as appropriate):

MATERIAL TYPE	AREA COUNTIES					
	<u>POLK</u>	<u>BLTRM</u>	<u>CLWTR</u>	<u>HUBRD</u>	<u>MAHN</u>	<u>NORMN</u>
Single Stream Recycl						
Dual Stream Recycl						
Source Separated Recycl:						
Aluminum						
Tin/Steel						
Glass						
Plastics						
Mixed Paper						
Cardboard						

Other (list): _____

Special Waste/Recycling Material Streams (Mark with an "X" as appropriate):

MATERIAL TYPE	AREA COUNTIES					
	<u>POLK</u>	<u>BLTRM</u>	<u>CLWTR</u>	<u>HUBRD</u>	<u>MAHN</u>	<u>NORMN</u>
Appliances						
Electronics						
Scrap Metal						
Used Oil/Filters						
Tires						
Lead Acid Battery						
Flu. Bulb/Ballast						
Carpet/Textiles						
Wood Waste						
Other (list):	_____					
Other (list):	_____					
Other (list):	_____					
Other (list):	_____					

The Hauler is required to provide to Polk County Environmental Services, using enclosed forms, an **ANNUAL** report of the total quantity and type of recyclable materials collected from Polk County businesses and residents, and the market destination for each. Unless otherwise requested by Polk County Environmental Services, the Annual Recycling Recycling report shall be submitted by February 15th as a requirement part of that years' Polk County Waste Haulers License. This information is used to complete the required State Recycling Report (SCORE Report).

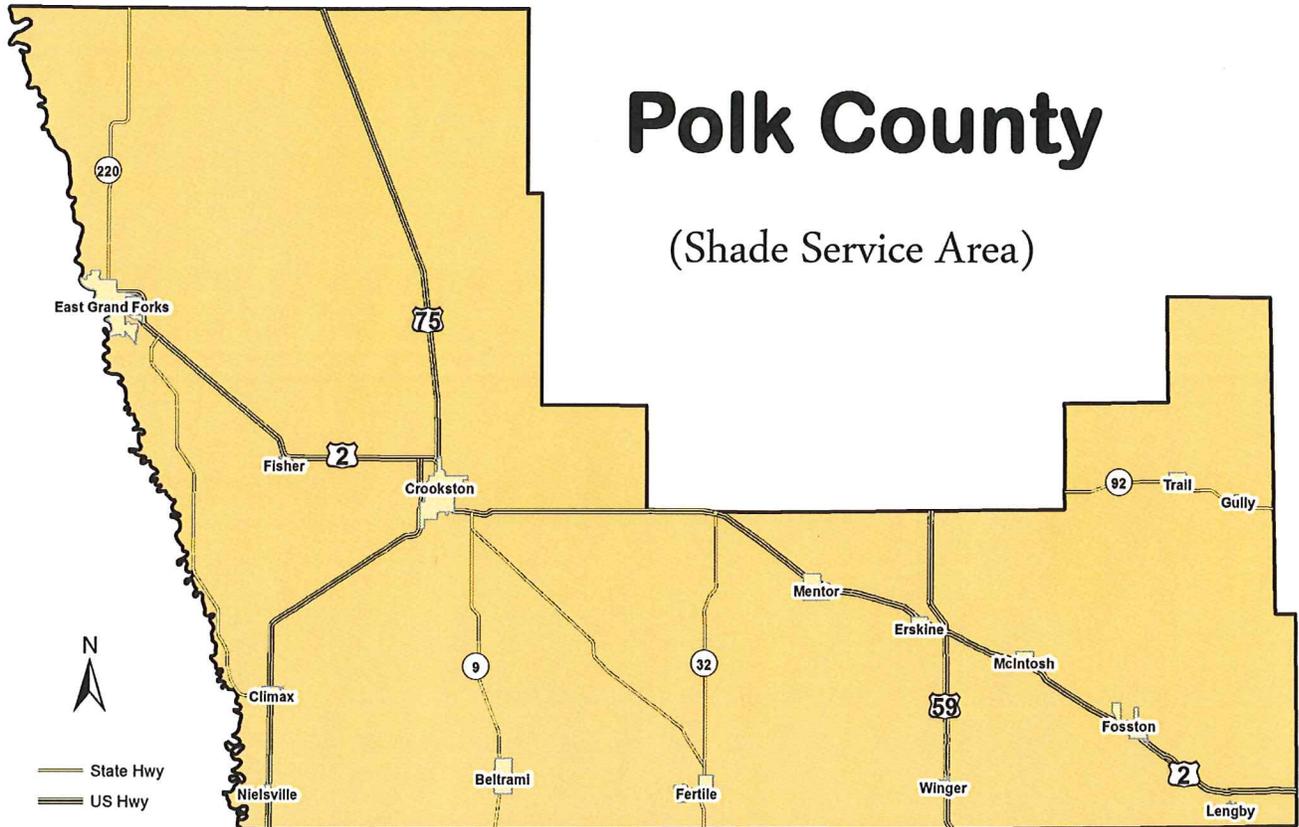
The Hauler is required to provide to Polk County Environmental Services, using the enclosed forms, an **ANNUAL** report of the average volumes/tonnage of burnable and non-burnable MSW for each of its Polk County non-residential customers. Unless otherwise requested by Polk County Environmental Services, the Annual Non-residential MSW report shall be submitted as a required part of the application for the next years' Polk County Waste Haulers License. This information is used to determine waste generation for the aforementioned SCORE Report and for calculation of Non-residential Service Fees.

Section VI. Service Area(s) and Route(s)

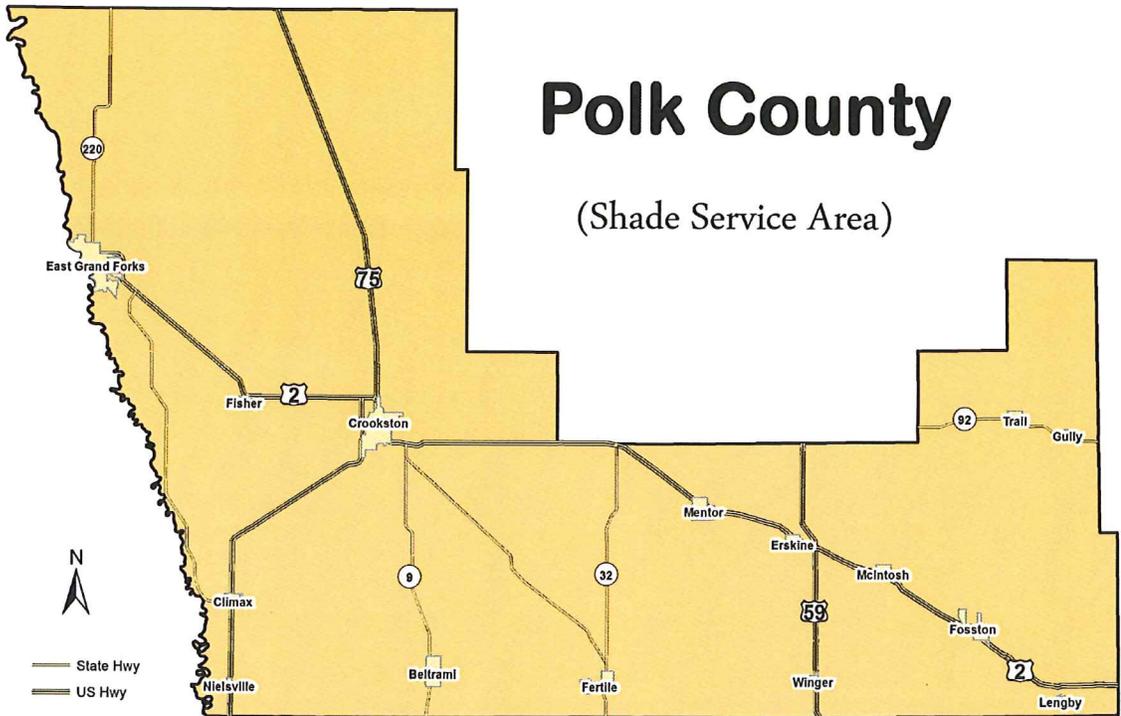
All Local Haulers, Area Haulers and Combination Haulers shall indicate (by shading the maps below) those areas in each County in which they provide the following type(s) of service indicated: Residential burnable MSW service, Non-residential burnable MSW service and Non burnable MSW service.

LOCAL HAULER SERVICE:

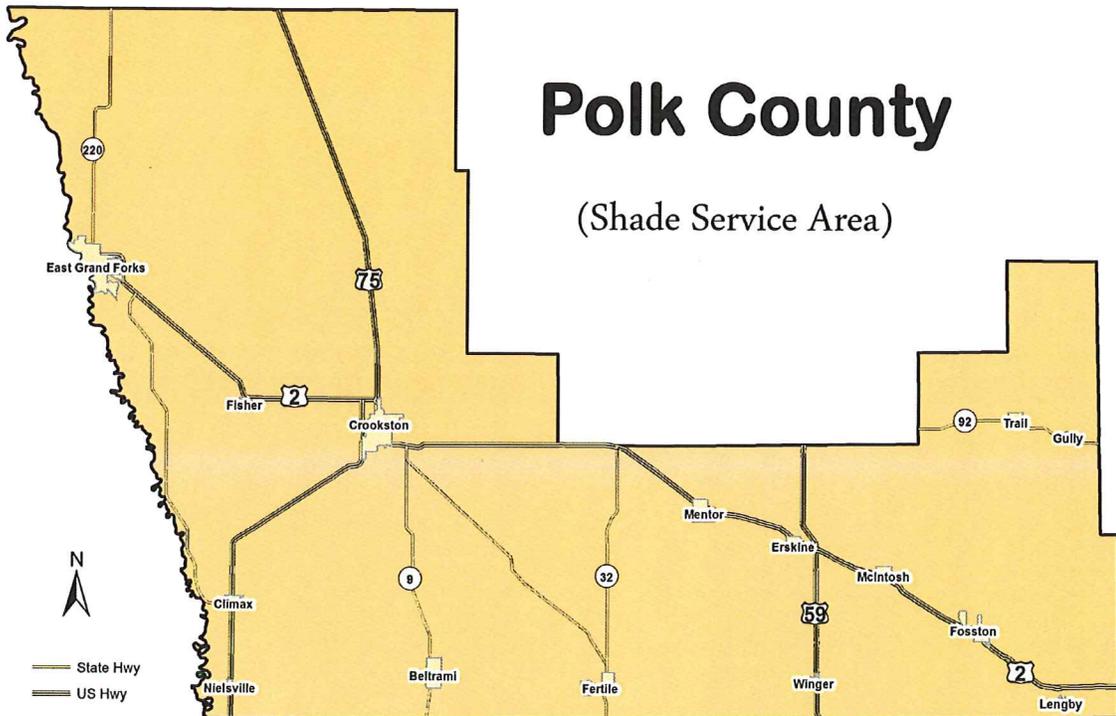
A. Local Hauler Service Area – Residential Burnable MSW:



B. Local Hauler Service Area – Non-residential Burnable MSW:

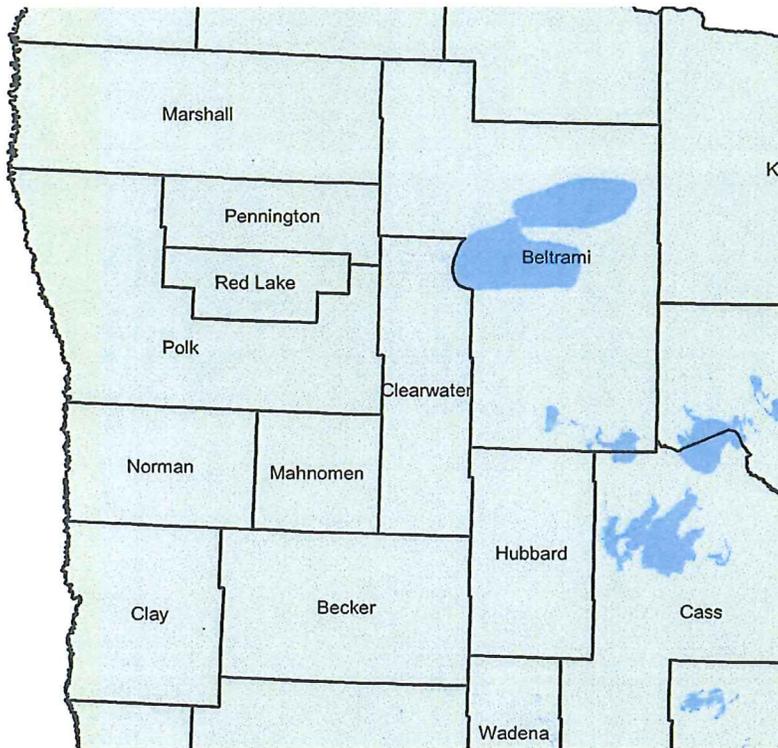


C. Local Hauler Service Area - Non-burnable MSW:

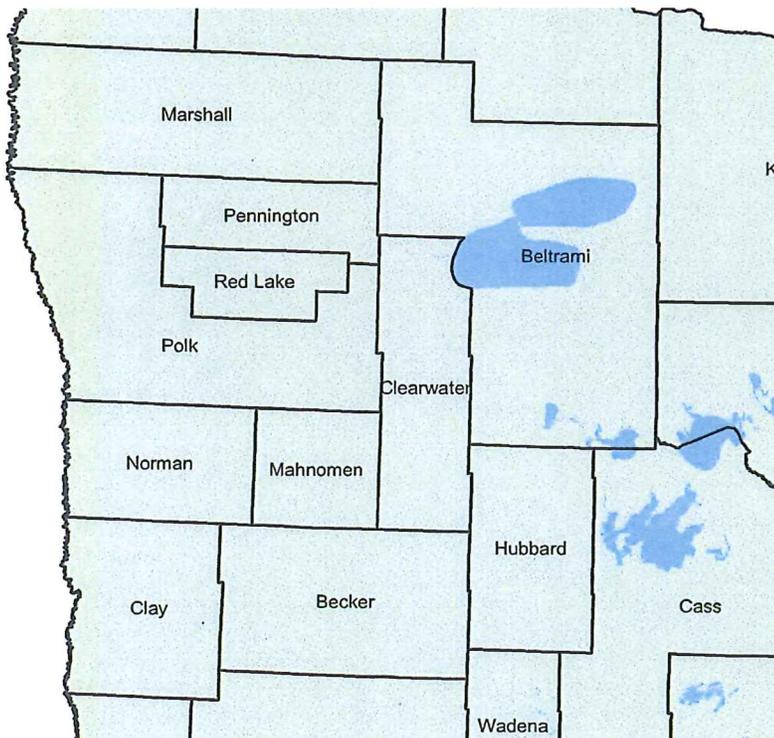


AREA HAULER SERVICE:

D. Area Hauler Service Area – **Burnable MSW (Collector License):**



E. Area Hauler Service Area – **Non-burnable MSW (Transport License):**



Section VII. Volume or Weight Based Pricing

As of January 1, 1993, in accordance with Minnesota Statutes 115A.93 Subdivision 3 (Licensing of Solid Waste Collection) Polk County requires that all licensees impose charges for collection of Mixed Solid Waste that increase with the volume or weight of the waste collected. Licensees shall establish a multiple unit pricing system that ensures that amounts of waste generated in excess of the base unit amount, are priced higher than the base unit price.

Furthermore, licensees cannot charge residents who recycle more than residents who do not recycle. This means licensees may include a recycling charge in fees and then residents can choose whether or not to recycle.

The Hauler must submit with this application that documentation necessary to establish that they use a volume based pricing schedule.

Section VIII. Waste Deposit Disclosure (Minn. Stat. 115A.9302 (1995))

State law requires that each year between January 1 and March 31, a person who collects construction debris, industrial waste, or MSW for transportation to a waste facility, must disclose to each waste generator from whom waste is collected the name and location of the disposal or processing facilities used, the type of permit held by the facility and the permit number, and the approximate waste deposited at each of the two primary facilities used. The disclosure must be made in writing at least once a year.

All written disclosures must contain the following statement:

"You may be responsible for any liability that results from contamination at a facility where your waste has been deposited. Minnesota believes that its waste management system provides substantially more financial and environmental protection than depositing waste in landfills in other states. Managing your waste in Minnesota may minimize your potential liability."

If the primary facilities identified by the hauler are not located in Minnesota then the disclosure must state:

"The landfill to which your waste may be sent during the current calendar year is not a Minnesota landfill."

- A. Hauler is in compliance with the aforementioned Waste Deposit Disclosure requirement?
Yes _____ or No _____

Section IX. Attachment Checklist

A. The following must be attached to this license application for the application to be considered complete:

- | | |
|---|--|
| _____ License Fee(s) (\$200 ea./\$400 max.) | _____ Bond |
| _____ Certificate of Insurance | _____ Vehicle Safety Inspection Report(s) |
| _____ Description of Routes in Polk County | _____ Documentation of Volume/Weight Based Pricing |
| _____ MN's Worker Comp Certification | _____ Notarization |

1. All employees will perform all duties in a manner consistent with the intent of the Polk County Solid Waste Ordinance.
2. The licensee will comply with the statutes and regulations applicable to the Minnesota Department of Labor and Industry on matters pertaining to occupational safety and health. On specific matters concerning equipment safety, fire prevention and employees safety requirements, contact the Accident Prevention Division of the Department of Labor and Industry. (Phone (651) 296-6116)
3. As of January 1, 1993, in accordance with Minnesota Statutes 115A.93 Subdivision 3 (Licensing of Solid Waste Collection) Polk County requires that all licensees impose charges for collection of Mixed Solid Waste that increase with the volume or weight of the waste collected. Licensees shall establish a multiple unit pricing system that ensures that amounts of waste generated in excess of the base unit amount, are priced higher than the base unit price.

Furthermore, licensees cannot charge residents who recycle more than residents who do not recycle. This means licensees may include a recycling charge in fees and then residents can chose whether or not to recycle.

Section X. Affidavit of Applicant

_____ Being duly sworn, deposes and says, that the information enclosed in this Application, is to the best of his/her knowledge and belief, true and correct, and that he/she will comply with all applicable laws and regulations, including, but not limited to, the Polk County Solid Waste Ordinance, Minnesota Pollution Control Agency regulations, Minnesota Public Service Commission regulations, Minnesota Department of Labor and Industry regulations, Minnesota Department of Revenue regulations, and the conditions of the license issued hereunder.

Applicant Signature _____

Subscribed and sworn before me this _____ day of _____, 20____.

_____ Notary Public

Section XI. Action Taken on Application (To be completed by County)

Recommended for: _____ Approval
 _____ Denial

Solid Waste Administrator

Chairman of County Board

Date

Date

Exhibit A: Waste Types Requiring a License

The following information should be reviewed by all potential applicants to determine if a Polk County Haulers License is required for the service contemplated, the location(s) service is provided, or the materials for which service is provided.

Types of Solid Waste which require a Polk County Hauler License:

A Polk County Haulers License is required to collect, haul or transport Solid Waste generated *inside* Polk County District #2 (see enclosed Polk County District Map – Exhibit D), or to haul or transport Solid Waste generated *outside* of District #2 to a Polk County Solid Waste Facility. Classifications of Solid Waste which require a Haulers License to collect, haul or transport include: Burnable Mixed Solid Waste (Burnable MSW), Non-burnable Mixed Solid Waste (Non-burnable MSW), Source Separated Organic Material (SSOM), Construction/Demolition Debris (C&D or Demo), Industrial Solid Waste and Asbestos Contaminated Material (ACM). Solid Waste classifications are defined by the Polk County Solid Waste Ordinance.

Types of Solid Waste or Solid Waste Services exempt from a Polk County Hauler License:

A Polk County Haulers License is NOT required for Self-haulers: a person may haul to a solid waste facility that Solid Waste for which they generated. For contractors, a Haulers License is NOT required for that Solid Waste they generated during the commission of their work. If a contractor hires a 3rd party to haul waste associated with their project, that 3rd party SHALL be required to obtain a Haulers License. Certain classifications of Solid Waste are exempt from the requirement of a Haulers License. Exempt Solid Wastes for which a Haulers License is NOT required include: Recyclable Materials, Special/Regulated Solid Wastes, Yard Wastes, Industrial Byproduct, Road Construction Materials, and Aggregate/Mining Materials.

Special Wastes that Require Pre-approval under a Hauler License

Asbestos and Contaminated Soils may be hauled under a valid Haulers License to the Polk County Landfill Complex. However, each of those materials requires a material-specific approval process. Contaminated soils require testing and engineer review before a determination can be made about the materials ability to be accepted at the Landfill. Asbestos materials require various state permits and a 72 hour notice prior to delivery of materials at the Landfill. The Hauler is required to supply the required documents (chain of custody and/or manifest) upon arrival at the Landfill. The Landfill will not provide these documents for these materials, and loads arriving without proper documentation, notice and/or approval will be rejected.

Exhibit B: License Types and Distinctions

Designated vs. Non-Designated Hauler License

A Designated Waste Hauler refers to the Hauler being approved to collect and/or transport waste on behalf of one or more counties (Beltrami, Clearwater, Hubbard, Mahnomen, Norman and Polk) to be delivered at a specific Polk County facility (Landfill or Resource Recovery Facility). The delivery of said waste on behalf of that county would be charged back to that specific county for payment of tip fees. This is a formal arrangement with that county, and often requires either a notice or permit to do so. A Non-designated Waste Hauler is not engaged to perform that service on behalf of a specific County, and therefore delivery of waste is at the expense of the Waste Hauler.

Local vs. Area Haulers License

A Local Hauler refers to a Waste Hauler who is licensed to collect waste in Polk County Solid Waste District #2 (all areas outside of the incorporated EGF City limits). A Hauler who operates in the City of East Grand Forks (that portion of Polk County only) and/or the Counties of Beltrami, Clearwater, Hubbard, Mahnomen and Norman would be referred to as an Area Hauler. An Area Hauler must comply with any licensing requirements found in the Community in which they operate.

Collection vs. Transport Haulers License

A Collection Haulers License refers to the collection of burnable MSW from a resident or non-residential generator which is intended to be delivered to the Polk County Resource Recovery Facility. Generally this refers to collection in a packer truck from multiple sites on a route, each generators waste being set aside for collection in a specific size cart, bag, can or dumpster.

A Transport Haulers License refers to the collection on all other types of Solid Waste except burnable MSW. This can include Non-burnable MSW, Demolition Debris, Industrial Waste, Source Separated Organic Material, or other similar materials. These materials are intended to be delivered to the Polk County Landfill. If disposal outside of the Polk County system is allowed by the community the waste is generated within, a Transport License is still required. Generally this refers to the placement, servicing or hauling of roll-off containers, dump trailers, dump box(es), dumpster transports or live floor transfer trailers.

Combination Haulers License:

A Combination Haulers License refers to holding multiple types of Haulers License(s). A Designated hauler can have both a Local and Area License, and/or be a Collection and/or Transport Hauler. In these situations it is extremely important that each impacted County knows exactly what waste stream is being served, the generator location served and the responsible party for billing. No routes for Collection Hauling service shall cross a solid waste district or county line. No pro-rating of waste loads will be allowed. Suspected violations will result in corrective action, and any violation will result in revocation of all Polk County Haulers License(s), which may be grounds for disqualification of future licensing as well.

Haulers License for Outside Polk County District #2:

A Haulers License is required to haul or transport Solid Waste generated outside Polk County District #2 to a Polk County Disposal Facility. The Hauler License type sought to haul Solid Waste generated outside Polk County District #2 is referred to as an Area Haulers License. If transporting Burnable MSW outside District #2, the type of Hauler License sought would be a Designated Area Haulers License. To obtain a Designated Area Haulers License, approval by the County(ies) from which the Burnable MSW in generated within will be required. Polk County will confirm those approvals.

Exhibit C: Area Waste Collection/General Haul License

As part of the Polk County Waste Haulers License application process, any applicant who intends to provide waste collection and/or transportation service outside of Polk County and bring that material to Polk County for disposal shall be required to obtain the signature from the Solid Waste Officer that they are eligible and/or compliant in engaging in those services in the County that they serve.

Waste Collector/Hauler Information

1. Name _____
2. Address _____
3. Telephone number _____; E-mail: _____.

Waste Collector/Hauler

Haulers shall indicate below which license(s) they wish to apply for:

Designated Collectors *(collection of burnable MSW in a specific county, delivered to the Polk County Resource Recovery Facility in Fosston on behalf of that specific county, and charged to that specific county):*

_____ **Collector Waste Hauler License:** Polk County Solid Waste District #2

_____ **Collector Waste Hauler License:** Non-Polk County (list below which County(ies) serving):

_____ Beltrami	_____ (SW Admin signature)
_____ Clearwater	_____ (SW Admin signature)
_____ Hubbard	_____ (SW Admin signature)
_____ Mahanomen	_____ (SW Admin signature)
_____ Norman	_____ (SW Admin signature)
_____ Other (list):	_____ (SW Admin signature)

Non-Designated Collectors: *(collection and/or transportation of those types of solid waste(s) that require a license in Polk County, or materials generated outside of Polk County to be delivered to the Polk County Landfill Complex, and charged to that Hauler)*

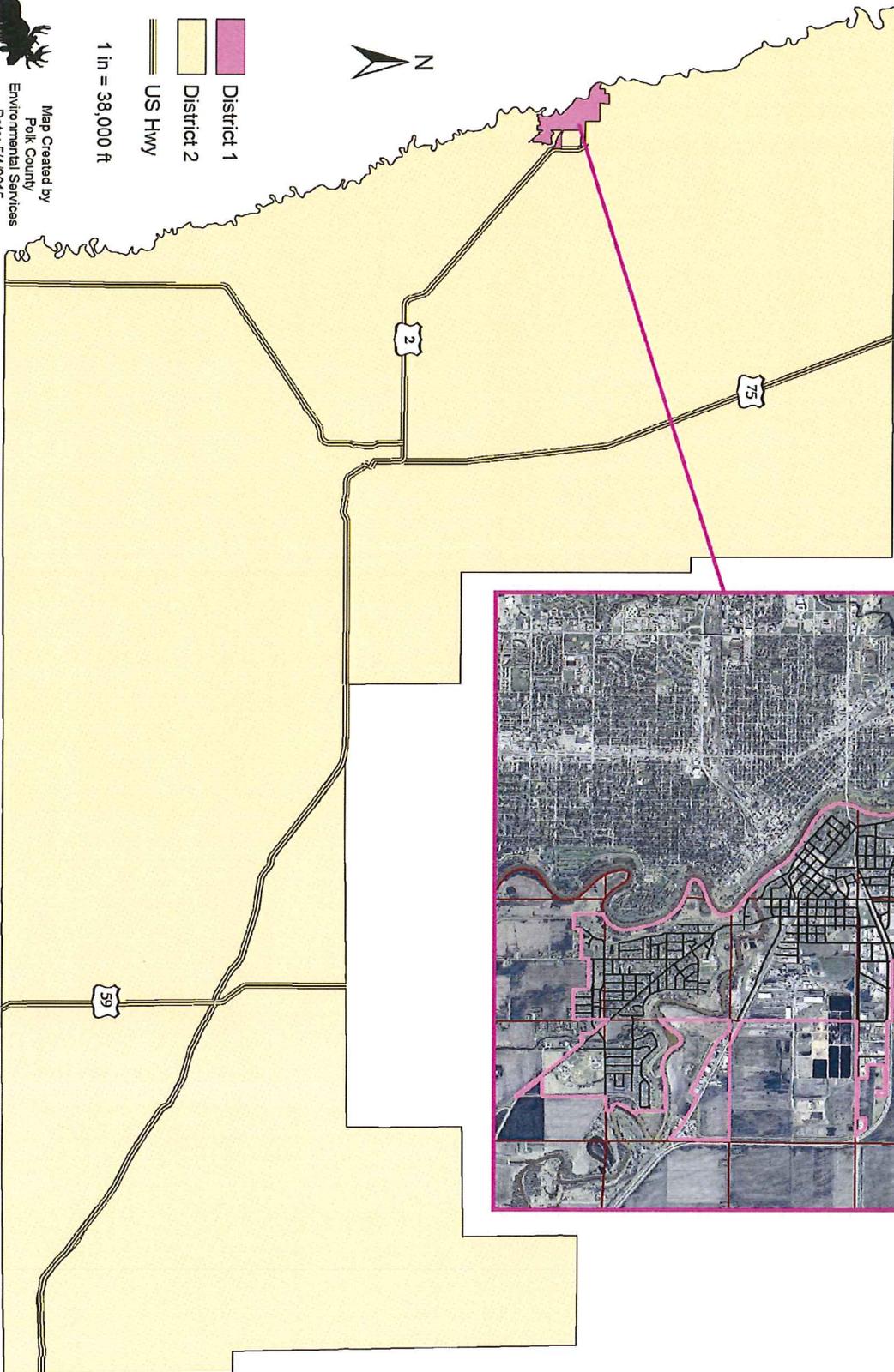
_____ **General Waste Hauler License:** Polk County (Dist #1 or #2)

_____ **General Waste Hauler License:** Non-Polk County (list below which County(ies) serving):

_____ Beltrami	_____ (SW Admin signature)
_____ Clearwater	_____ (SW Admin signature)
_____ Hubbard	_____ (SW Admin signature)
_____ Mahanomen	_____ (SW Admin signature)
_____ Norman	_____ (SW Admin signature)
_____ Other (list):	_____ (SW Admin signature)

Exhibit D: Polk County Solid Waste District Map

Polk County Solid Waste Districts



Map Created by
Polk County
Environmental Services
Date: 5/4/2015