

GUIDELINES FOR LEVEL 2 SUBSIDY PERMITS
OTSEGO COUNTY NY

1. APPLICANTS MUST HAVE A SOLID WASTE COLLECTION AND DISPOSAL AGREEMENT WITH OTSEGO COUNTY PRIOR TO APPLYING FOR A LEVEL 2 SUBSIDY PERMIT. *Copies of agreements may be obtained from the County Solid Waste Department. PLEASE NOTARIZE AND RETURN BOTH COPIES.*
2. APPLICANTS MUST COMPLETE AN APPLICATION FOR EACH PROJECT SEEKING A LEVEL 2 SUBSIDY.
3. COMPLETED APPLICATIONS MUST BE SUBMITTED FOR CONSIDERATION TO THE COUNTY SOLID WASTE DEPARTMENT.
4. APPLICANTS FOR A LEVEL 2 SUBSIDY MUST BE ABLE TO SHOW PROOF OF INSURANCE PRIOR TO PERMIT APPROVAL.
5. APPLICANTS REQUIRING CREDIT MUST HAVE PRIOR CREDIT APPROVAL AND A LINE OF CREDIT ACCEPTABLE TO MOSA. APPLICANTS INTERESTED IN ESTABLISHING A LINE OF CREDIT WITH MOSA MUST COMPLETE THE APPLICATION FOR CREDIT AND ATTACHED IT WITH THE LEVEL 2 PERMIT APPLICATION.
6. UPON RECEIPT OF A COMPLETED LEVEL 2 PERMIT APPLICATION; THE COUNTY SOLID WASTE DEPARTMENT WILL FORWARD THE COMPLETED APPLICATION TO MOSA FOR CONFIRMATION OF REGISTRATION AND CREDIT REVIEW.
7. DELIVERIES TO MOSA MAY OCCUR ONLY AFTER APPROVAL IS GRANTED AND A PERMIT CERTIFICATE IS AWARDED.
8. PERMIT CERTIFICATES MUST BE CLEARLY DISPLAYED DURING DELIVERIES TO MOSA.
9. APPLICANTS WILL BE RESPONSIBLE FOR ALL COST OF DEBRIS IN EXCESS OF, OR SHORT OF THE TONNAGE GUARANTEED FOR THE APPROVED SUBSIDY RATE. For example: If a contractor applies for and receives a permit for hauling an estimated 50-75 tons of C&D at a subsidy rate of \$30/ton, but only delivers 45 tons upon completion, the contractor will receive the standard subsidy rate of \$14/ton. Conversely, a contractor who applies for and receives a subsidy rate of \$30/ton based on a minimum of 50 tons, but delivers over 100 tons is entitled to receive the higher subsidy rate of \$45/ton. APPLICANTS SHALL BE RESPONSIBLE FOR NOTIFYING THE COUNTY WHEN SUCH A SHORTFALL OR OVERRUN IS ANTICIPATED.

10. BILLING OF PERMITTED LEVEL 2 PROJECTS WILL BE MONTHLY AT THE STANDARD \$14/TON SUBSIDY RATE. UPON PROJECT COMPLETION, REIMBURSEMENT WILL BE ESTABLISHED BASED ON TOTAL DOCUMENTED TONNAGE PER PROJECT APPROVAL AND CALCULATED ACCORDINGLY. REIMBURSEMENTS FOR THE LEVEL 2 SUBSIDY RATE WILL COME DIRECTLY FROM THE COUNTY WITHIN 45 DAYS OF NOTIFICATION OF PROJECT COMPLETION.

Otsego County Solid Waste Department
197 Main Street
Cooperstown, NY 13326
607-547-4225

CHECKLIST FOR COMPLETED APPLICATION: Please reference application checklist according to A, B or C.

A. APPLICANTS WHO ARE NOT CURRENTLY SUBSIDIZED AND WISH TO APPLY FOR A LINE OF CREDIT. Those not interested in applying for a line of credit should include all forms except the * Customer Credit application.

___ Solid Waste and Disposal Agreement with Otsego County (attached)

___ * Customer Credit Application form to MOSA (attached). This form is only necessary when seeking a line of credit with MOSA.

___ Commercial Vehicle Registration form, when applicable (see attached)

___ Permit application for Level 2 Subsidy (attached)

B. APPLICANTS WHO ARE CURRENTLY SUBSIDIZED AND CURRENTLY HAVE A LINE OF CREDIT APPROVAL WITH MOSA.

___ Permit application for Level 2 Subsidy (attached)

___ Commercial Vehicle Registration form, when applicable (see attached)

C. APPLICANTS WHO ARE CURRENTLY SUBSIDIZED AND ARE REQUESTING CREDIT APPROVAL WITH MOSA.

___ Customer Credit Application form to MOSA (attached)

___ Commercial Vehicle Registration form, when applicable (see attached)

___ Permit application for Level 2 Subsidy (attached)

**SOLID WASTE
COLLECTION AND DISPOSAL AGREEMENT
(FOR CURRENT NON-SUBSIDIZED ENTITIES)
(SUBMIT IN DUPLICATE)
2009**

In accordance with the terms of the *Solid Waste Collection and Disposal Agreement* in effect between the County of Otsego and the business identified below, I hereby submit this authorization to renew this existing Agreement as follows:

- I agree to accept the County subsidy of \$14 per ton of solid waste delivered.
- I agree to pay \$92.00 per ton of solid waste delivered.
- All other terms of the existing Agreement in place with the County remain unchanged.

Company Name: «Company»

Your Name: _____ Date: _____

STATE OF NEW YORK
COUNTY OF OTSEGO SS:

On this ____ day of _____, _____, before me personally came _____, to me personally known, who being by me duly sworn, did depose and say that he/she resides at _____; that he/she is the _____ of the corporation described in and which executed the within Agreement; that he/she knows the seal of said corporation; that the seal was so affixed by authorization of the Board of Directors; and that he/she signed his/her name thereto by like order.

Notary Public

Qual. In Otsego Co.

My Comm. Expires _____

***Please return this form (IN DUPLICATE) to the Otsego County Planning Department.
197 Main Street, Cooperstown, NY 13326 Telephone – (607) 547-4225**

**SOLID WASTE
COLLECTION AND DISPOSAL AGREEMENT
(FOR CURRENT NON-SUBSIDIZED ENTITIES)
(SUBMIT IN DUPLICATE)
RENEWAL FOR 2009**

In accordance with the terms of the *Solid Waste Collection and Disposal Agreement* in effect between the County of Otsego and the business identified below, I hereby submit this authorization to renew this existing Agreement as follows:

- I agree to accept the County subsidy of \$14 per ton of solid waste delivered.
- I agree to pay \$92.00 per ton of solid waste delivered.
- All other terms of the existing Agreement in place with the County remain unchanged.

Company Name: «Company»

Your Name: _____ Date: _____

STATE OF NEW YORK
COUNTY OF OTSEGO SS:

On this ____ day of _____, _____, before me personally came _____, to me personally known, who being by me duly sworn, did depose and say that he/she resides at _____; that he/she is the _____ of the corporation described in and which executed the within Agreement; that he/she knows the seal of said corporation; that the seal was so affixed by authorization of the Board of Directors; and that he/she signed his/her name thereto by like order.

Notary Public

Qual. In Otsego Co.

My Comm. Expires _____

***Please return this form (IN DUPLICATE) to the Otsego County Planning Department.
197 Main Street, Cooperstown, NY 13326 Telephone – (607) 547-4225**

May 2009

**OTSEGO COUNTY
TEMPORARY LEVEL #2 SUBSIDY SOLID WASTE PERMIT FOR THE
DISPOSAL OF CONSTRUCTION AND DEMOLITION DEBRIS**

All permits are subject to revocation for non-payment of disposal fees and violation of any contract agreements as set forth.

(TO BE COMPLETED BY OTSEGO COUNTY SOLID WASTE DEPARTMENT, CC TO MOSA)	
Application Date: ____ day of ____ 2009	Permit issued by: _____
Expiration Date: _____	Project No.: _____
	Subsidy Rate: _____

APPLICANT INFORMATION

(TO BE COMPLETED BY THE APPLICANT)

PLEASE COMPLETE THE FOLLOWING INFORMATION:

MOSA Customer Number: _____

Name of Applicant: _____ **Phone:** _____

(if business: Use Business Name) (Last name) (First Name) (Middle initial)

Billing Address: _____ **City:** _____

Zip: _____

Vehicle Description (year, make, model)	License Plate Number	Permit Issued (County use only)

PROJECT INFORMATION

Project Location(s): _____

(Street address or PO location) (City/Village/Town) (Zip)

(Street address or PO location) (City/Village/Town) (Zip)

(Street address or PO location) (City/Village/Town) (Zip)

MOSA transfer station(s) receiving waste: Oneonta ___ Randall ___ Howes Cave ___

May 2009

Description of project:

What is the estimated C&D tonnage? _____
How many structures are involved? _____
What is the estimate time frame for completion? _____
Does the project involve friable asbestos? _____
Method of hauling: example, roll offs, tractor trailers, etc. _____

Contact Information at project site:

Name: _____ Phone: _____
Cell: _____
Relationship to applicant: _____

I, _____ the applicant owning, operating, or directing the above described vehicle(s) will deliver to the MOSA Transfer Station(s) as indicated above only C&D wastes generated from project identified above and agree to place the temporary permit certificate on the drivers side door window of the vehicle(s). My signature below certifies that the above information is true and correct. I further certify that I am fully aware of the regulations for use of the MOSA Transfer station. I will be responsible for removing the permit certificate upon project completion. In consideration of the issuance of the above-described permit(s), commercial account holders agree to pay any and all charges, together with a service computed at one and one half percent per month on all delinquent accounts, (18 percent annually) for solid waste disposal fees incurred by vehicles displaying said permit.

DATE: _____

Applicant Signature

If applying by mail return to:

Otsego County Solid Waste Department
Attn: Karen Sullivan, Sr. Planner
197 Main Street
Cooperstown, NY 13326



**Montgomery-Otsego-Schoharie
Solid Waste Management Authority**

P.O. Box 160, Route 7
Howes Cave, NY 12092
Telephone (518) 296-8884
Fax (518) 296-8937

Customer/Credit Application Package

This application package contains the following:

- Customer Application (7 pages)
- Commercial Vehicle Registrations Application
- Policy and Procedures Statement
- Credit Limit Policy
- Returned Check Policy
- Procedure Manual
- Rate Schedule
- Application to Deliver Waste from Outside the Montgomery-Otsego-Schoharie Solid Waste Management Authority Service Area
- Materials Acceptance Protocol (MAP)
- Materials Not Acceptable with Commingled Bottles and Cans
- Letter clarifying subsidization

Directions:

The Customer Application must be completely filled out and all requested documents must be submitted to the MOSA Main Office for consideration.

The person signing the application must initial all pages of the package.

The original *Customer Application*, *Commercial Vehicle Registrations Application*, and *Policy and Procedures Statement* are to be returned. The Application to Deliver Waste from Outside the Montgomery-Otsego-Schoharie Solid Waste Management Authority Service Area is optional. Included in this mailing is a copy of MOSA's policies and procedures for your records. Please read all the attached policies and procedures.

Failure to satisfactorily complete any part of the application, including initialing the bottom of each page, may result in processing delays of the application.

Please note the Creditor's Certification and the Application to Deliver Waste from Outside the Montgomery-Otsego-Schoharie Solid Waste Management Authority Service Area (if applicable) must be notarized.

You will be notified within 45 days of receipt of your application as to your credit determination. During this period you can use the MOSA facilities on a cash/check only basis.

Initial: _____



**Montgomery-Otsego-Schoharie
Solid Waste Management Authority**
P.O. Box 160, Route 7
Howes Cave, NY 12092
Telephone (518) 296-8884
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Customer/Credit Application

1. Legal Name of Business (as shown on your income tax return)		Legal Address (Street, City, State, Zip Code)	
Business Name, if different from above		Billing Address, if different from above (Street, City, State, and Zip Code)	
Federal Identification Number	Telephone Number	Fax Number	E-mail Address
Name of Contact Person	Type of Business		Years in Business

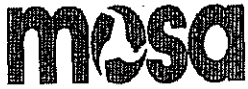
Check the appropriate box: Individual/Sole proprietor Corporation Partnership Other _____

For Corporation, list all Company Officers and Directors;

	<u>Name</u>	<u>Title</u>	<u>Years Held</u>
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____
e.	_____	_____	_____
f.	_____	_____	_____

List all the name(s) of the company(s) in which any of the partners or corporate officers identified in this application have previously operated or been affiliated with that have transported, collected, treated, disposed, processed, or recycled solid waste if the previous five (5) years:

Initial: _____



Montgomery-Otsego-Schoharie
Solid Waste Management Authority
Customer/Credit Application

2. Credit Limit Information

Credit Limit Requested \$ _____

Current Credit Limit \$ _____

3. Trade References

Please list trade references that are currently extending credit.

Name of Company	Contact Person	Account Number	Telephone Number	Fax Number
1.				
2.				
3.				

4. Bank References

Name of Bank _____
Bank Address _____

Contact Person _____
Telephone Number _____
Checking Account # _____

5. MOSA reserves the right to request additional information, including but not limited to audited financial statements and or tax returns, pending review of this application.

Initial: _____



**Montgomery-Otsego-Schoharie
Solid Waste Management Authority
Customer Application**

Credit Authorization to Release Information

To Whom It May Concern:

1. I/We have applied for credit from MOSA. As part of the application process, MOSA may verify information contained in my/our credit application and in other documents required in connection with the loan, either before the credit is granted or as part of its quality control program.
 2. I/We authorize you to provide to MOSA any and all information and documentation that they request. Such information includes but is not limited to bank information, account balances, and credit history.
 3. MOSA may address this authorization to any party named in the credit application, along with a credit bureau.
 4. I/We agree to hold you and MOSA harmless from any and all liability which may result from the transmission of any information provided hereunder.
 5. A copy of this authorization may be accepted as original
 6. Your prompt reply to MOSA is appreciated.
-

Name of Business	Date	Social Security/Fed ID #
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Authorized Signature	Title
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Initial: _____



**Montgomery-Otsego-Schoharie
Solid Waste Management Authority
Customer/Credit Application**

6. Source of Refuse

Please check each municipality that applicant will be delivering waste from:

Ames Village	Glen Town	Richmondville Town
Amsterdam City	Hagaman Village	Root Town
Amsterdam Town	Hartwick Town	Roseboom Town
Blenheim Town	Jefferson Town	Schenevus Village
Broome Town	Laurens Village	Schoharie Village
Burlington Town	Laurens Town	Schoharie Town
Butternuts Town	Maryland Town	Seward Town
Canajoharie Village	Middleburgh Village	Sharon Town
Canajoharie Town	Middleburgh Town	Sharon Springs Village
Carlisle Town	Middlefield Town	Springfield Town
Charleston Town	Milford Village	St. Johnsville Village
Cherry Valley Village	Milford Town	St. Johnsville Town
Cherry Valley Town	Minden Town	Summit Town
Cobleskill Village	Mohawk Town	Unadilla Village
Cobleskill Town	Morris Village	Unadilla Town
Conesville Town	Morris Town	Westford Town
Cooperstown Village	Nelliston Village	Worcester Town
Decatur Town	New Lisbon Town	Wright Town
Edmeston Town	Oneonta City	
Esperance Village	Oneonta Town	Albany County
Esperance Town	Otego Village	Chenango County
Exeter Town	Otego Town	Delaware County
Florida Town	Otsego Town	Fulton County
Fonda Village	Palatine Bridge Village	Greene County
Fort Johnson Village	Palatine Town	Herkimer County
Fort Plain Village	Pittsfield Town	Madison County
Fulton Town	Plainfield Town	Oneida County
Fultonville Village	Richfield Town	Saratoga County
Gilbertsville Village	Richfield Springs Village	Schenectady County
Gilboa Town	Richmondville Village	

List the municipal contracts (if more space is required, please attach additional sheet):

Municipality	Garbage/Recycling	Date Effective	Expiration Date	Collection Days

List facilities, other than MOSA, which have accepted waste from you in the previous six (6) months and in what quantity:

Name of facility	Type of Refuse	Quantity	Source of Refuse

Initial: _____



**Montgomery-Otsego-Schoharie
Solid Waste Management Authority
Customer/Credit Application**

Creditor's Certification

The undersigned certify the following:

1. I/We have applied for credit from the Montgomery-Otsego-Schoharie Waste Management Authority hereinafter referred to as "MOSA". In applying for the credit, I/we have completed the credit application containing information on assets, liabilities, credit, and accounts. I/We certify that all of the information is true and completed. I/We made no misrepresentations in the credit application or other documents, nor did I/we omit any pertinent information.
2. I/We understand and agree that MOSA reserves the right to request and obtain verification of the information provided on or required by the credit application with the undersigned's vendors, financial institutions, or any other source.
3. I/We fully understand that under Penal Law Section 210.40, it is a crime, punishable as a class "E" felony under the laws of the State of New York, for a person to knowingly, with intent, in and by a written instrument as a false statement to mislead a public servant in the performance of his official function.
4. This document is not a commitment by MOSA to give the undersigned credit. I/we are not entitled to rely upon any oral statements or commitments made by any employee, and that MOSA's commitment, if any, to give credit must be by separate written document (entitled "Credit Line Notification Letter") which may be subject to such conditions as MOSA deems prudent, and to the written acceptance thereof by the undersigned.
5. In the event of any dispute regarding this account, including but not limited to failure to pay a bill when due, I agree to waive my rights to a trial by jury. I agree that a lawsuit may be commenced by certified mail, return receipt requested at the address listed on this application, and that a service of summons and/or complaint by such method shall constitute good and proper service of process, or any other lawful means. In the event that legal action is required, I agree that MOSA is entitled to collect all court costs and reasonable attorney's fees and expenses.
6. By affixing my signature hereto, I hereby attest that I am the owner, or a responsible officer of the corporate owner of the entity executing this application, and that I am authorized to execute such application; I am familiar with the Rules and Regulations of the Authority as they pertain to Solid Waste Facilities, and I have read and understand the Credit Policy; and I understand that credit privileges, if granted, are subject to conditions indicated in said policy, which I have initialed.

Print Name of Applicant

Signature and Title Authorized Officer

Notary

Date

Initial: _____



**Montgomery-Otsego-Schoharie
Solid Waste Management Authority
Customer/Credit Application**

Personal Guarantee

I hereby personally guarantee payment of any sums of money due under this agreement (If this is an application made on behalf of a corporation, the signature below must be of a corporate officer.)

Signature and Title

Date

Initial: _____



Montgomery-Otsego-Schoharie
Solid Waste Management Authority
P.O. Box 160, Route 7
Howes Cave, NY 12092
Telephone (518) 296-8884
Fax (518) 296-8937

Commercial Vehicle Registration (CVR)

Customer Name

Customer Number

For MOSA use: _____

License Plate #: _____

Make: _____

Year: _____

Color: _____

Type of Vehicle: () Packer () Closed () Roll-Off () Pickup () Other

For MOSA use: _____

License Plate #: _____

Make: _____

Year: _____

Color: _____

Type of Vehicle: () Packer () Closed () Roll-Off () Pickup () Other

For MOSA use: _____

License Plate #: _____

Make: _____

Year: _____

Color: _____

Type of Vehicle: () Packer () Closed () Roll-Off () Pickup () Other

For MOSA use: _____

License Plate #: _____

Make: _____

Year: _____

Color: _____

Type of Vehicle: () Packer () Closed () Roll-Off () Pickup () Other



**Montgomery-Otsego-Schoharie
Solid Waste Management Authority
Customer/Credit Application**

Policy and Procedures Statement

I certify that I have read and understand the following procedures:

- **Credit Limit Policy**
- **Returned Check Policy**
- **Procedures Manual for Solid Waste Delivery to Montgomery-Otsego-Schoharie Solid Waste Manangement Authority Disposal Facilities**
- **Rate Schedule**
- **Recycling Materials Acceptance Protocol (MAP)**
- **Recycling Materials Not Acceptable with Commingled Bottles and Cans**

Signature and Title

Initial: _____

**Montgomery-Otsego-Schoharie
Solid Waste Management Authority**

Credit Limit Policy
(Revised 6/20/02)

- The Authority may extend credit so as to allow customers to accumulate charges to eliminate the need to make daily payments.

- The Authority may extend credit to registered commercial solid waste customers at an appropriate level based upon the Finance Department's review within 45 days of submission of the annual applications.

- Any customer denied credit can appeal the determination in writing to the Executive Director.

- Applicants may be required to provide a personal guarantee from a corporate officer or owner for payment of all charges, penalties, interest, etc., accumulated by the customer.

- Bonds may be required to secure credit.

- The Finance Department may modify or withdraw credit at any time based upon the monitoring of customers' accounts.

- The Authority will impose a finance charge as outlined in the rate schedule on any balance carried over from one monthly billing period past the last day of the following month.

- Customers will be required to make a payment equal to 50% of their outstanding balance when the balance of their account reaches a level that is 90% of their credit limit.

- The Authority will impose all costs related to collection upon the customer if such activity is required.

- If credit is revoked for any reason, the customer can submit a reapplication for credit.

**Montgomery-Otsego-Schoharie Solid Waste
Management Authority**

Returned Check Policy

- All checks returned for insufficient funds will be pursued toward collection of the amount due plus any service charge as outlined in the fee schedule, in the form of cash or certified check.

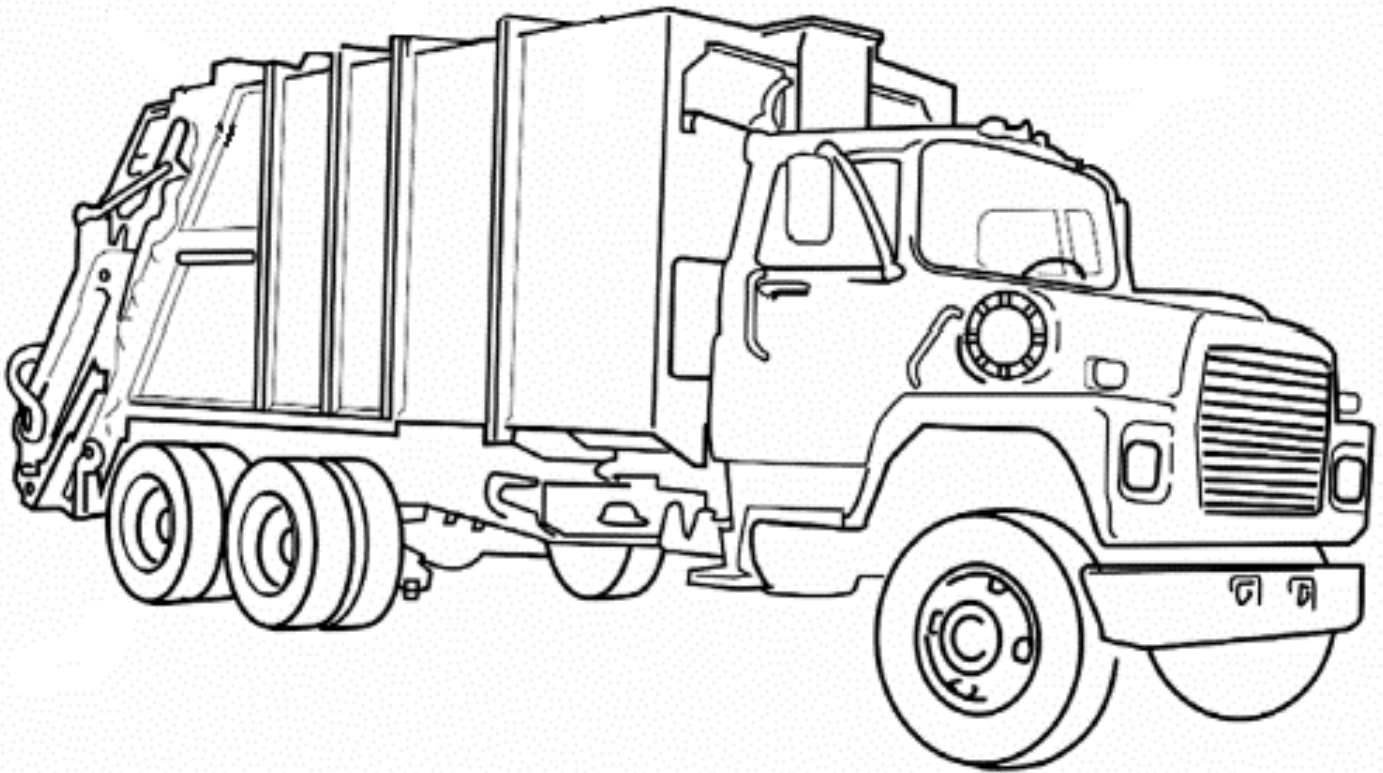
- Upon MOSA receiving notification of the returned check, the customer or user will not be allowed to use any MOSA facility until payment is received. Customers who have established credit with the Authority and who have checks returned for insufficient funds will have their credit revoked.

- Once payment is received, the customer or user will be allowed to use the MOSA facilities on a cash or certified check only basis, but they will be given a one-time opportunity to apply for future check writing privileges. The customer or user will be required to cover all costs associated with bank and credit checks.

Initial: _____

Commercial Hauler PROCEDURE MANUAL

**MONTGOMERY-OTSEGO-SCHOHARIE
SOLID WASTE MANAGEMENT AUTHORITY
TRANSFER FACILITIES**



**Montgomery-Otsego-Schoharie Solid Waste Management Authority
Procedures Manual for Solid Waste Delivery**

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**Montgomery-Otsego-Schoharie Solid Waste Management Authority
Procedures Manual for Solid Waste Delivery**

FACILITIES

Facilities, locations, phone numbers and hours of operations are as follows:

MONTGOMERY COUNTY

AMSTERDAM TRANSFER STATION

(City of Amsterdam, Southside)
5S, 1/4 mile east of Route 30
HOURS: Mon-Fri } 7:00 am - 3:00 pm
Saturday } 8:00 am - 11:30 am
PHONE: 518-843-5990

WESTERN TRANSFER STATION

(Randall, Town of Root)
Route 5S, 3 miles east of Route 162
HOURS: Mon-Fri } 7:00 am - 3:00 pm
Saturday } 8:00 am - 11:30 am
PHONE: 518-673-3262

OTSEGO COUNTY

NORTHERN CONVENIENCE STATION

(Outside Cooperstown, Route 28)
Route 28, 1.5 miles north of Cooperstown
east site of road
This facility accepts only residential waste
No Trailers allowed
HOURS: Wed & Sat } 8:00 am - 2:30 pm
PHONE: 607-547-5967

ONEONTA TRANSFER STATION

(Oneonta, Silas Road)
Off Route 1-88, Exit 13. South of exit on Route 205,
turn right on Silas Road
HOURS: Mon-Sat } 7:00 am - 3:00 pm
PHONE: 607-432-9540

SCHOHARIE COUNTY

SCHOHARIE TRANSFER STATION

(Route 7, Howes Cave)
Next to Administrative Office. North side
of Route 7, about 3.5 miles east of Cobleskill.
Exit 22 off I-88, then .9 miles east of Route 7
Thruway exit 25A for I-88
HOURS: Mon-Fri } 7:00 am - 3:00 pm
Saturday } 8:00 am - 11:30 am
PHONE: 518-296-8856

ADMINISTRATIVE OFFICE

P.O. Box 160
Howes Cave, New York 12092
North side of Route 7, about 3.5 miles east of
Cobleskill. Exit 22 off I-88, then .9 miles east of
Route 7. Thruway exit 25A for I-88
HOURS: Mon-Fri } 7:00 am - 4:00 pm
PHONE: 518-296-8884

The facilities are closed on the following Holidays:

New Years Day
Memorial Day
Fourth of July

Labor Day
Thanksgiving
Christmas Day

**Montgomery-Otsego-Schoharie Solid Waste Management Authority
Procedures Manual for Solid Waste Delivery**

MOSA RULES AND REGULATIONS

The following rules and regulations shall apply to any person using solid waste facilities operated by MOSA:

1. All persons must follow transfer station supervisor/operator's instructions at all times. The Authority is under no obligation to accept Solid Waste from persons or vehicles not complying with the identification system or with the delivery procedures established by this procedure manual.
2. Visitors are required to report to the scale house and sign in and out on a visitor's log. Visitors will be accompanied at all times by facility personnel and wear a high visibility vest, hard hat and safety glasses. This does not include Authorized Board Members.
3. No smoking in buildings or while in contact with trash (i.e. un-tarping).
4. When chains are in place access to tipping floor is prohibited. Chains across tipping floor entrance will only removed by staff.
5. Yield right of way to transfer equipment and vehicles at all times.
6. All vehicles must comply with posted traffic signs, with special attention to posted speed of 5 MPH.
7. All persons must abide by facility signage at all times.
8. No one under the age of 16 is permitted outside of vehicles at any time.
9. Pets will remain in vehicles at all times.
10. All vehicles entering the facility shall have the refuse covered or otherwise appropriately secured so as to keep such refuse securely within the hauling body. This applies to the hopper at the rear of garbage compactor trucks. **All uncovered loads will be charged double.**
11. All commercial solid waste vehicles entering the facility shall be equipped with external audible back up alarms; a minimum 85 dBA alarm must sound whenever the vehicle is in reverse.
12. All vehicles must stop prior to pulling on scale.
13. All vehicles entering the facility shall stop at the scale house and receive instructions from the scale operator before using the facility.
14. Only one person can exit the truck/vehicle on the tipping floor (except for hand unloads). The driver who exits the vehicle must stay within 6 feet of the vehicle.

**Montgomery-Otsego-Schoharie Solid Waste Management Authority
Procedures Manual for Solid Waste Delivery**

15. At no time will an individual throw material directly into the trailer. All material will be placed on the tipping floor, minimum four (4) feet from curb. This does not apply to vehicles that are able to dump directly into a trailer.
16. Tailgates and hoppers will not be manually opened next to tipping floor curb. All persons must be at least 4 feet from edge of tipping at all times.
17. Cleaning underneath opened hoppers is not permitted without proper safety mechanisms being engaged.
18. When closing or opening swinging doors, the driver is to stay with the moving door until it is properly secured. Conforming safety chains must be used to hold open roll-off container doors while unloading. Use of bungee cords, wire, ropes, etc, will not be permitted.
19. Tailgates, bodies, and hoists will be lowered before exiting the building.
20. All vehicles dumping at a facility shall either present their Driver's License if delivering their own waste or Commercial Vehicle Registration (CVR) provided by the Authority if delivering waste from more than one household, commercial establishment, store, hotel, motel, and/or industrial facility. Application must be made through the main office to obtain CVR's.
21. Scavenging of waste and/or recycling material from the waste/recycling stream is prohibited once the material has arrived on any Authority owned property. Customers are not allowed to sort through delivered material either while it remains in its delivered container or once it has been placed on the tip floor or in another receptacle to facilitate movement.
22. Credit and monthly billing privileges will be extended only to holders of Commercial Vehicle Registrations (CVRs).
23. All customers and users are required to sign ticket/signature pad before leaving site. By signing ticket you are verifying accuracy of information submitted. **Please be advised:** Verification by subscription and notice under penal law section 210.40 – It is a crime, punishable as a class "E" Felony under the laws of the State of New York for a person to knowingly, with intent, in and by a written instrument as a false statement to mislead a public servant in the performance of his official function.
24. All haulers and vehicles must comply with the applicable rules and regulations currently enforced by:
 - MOSA
 - Montgomery, Otsego and Schoharie Counties
 - NYS Department of Environmental Conservation (NYSDEC)

**Montgomery-Otsego-Schoharie Solid Waste Management Authority
Procedures Manual for Solid Waste Delivery**

- NYS Department of Motor Vehicles (DMV)
 - NYS Department of Transportation (DOT)
 - Occupational Safety & Health (OSHA)
 - Public Employee Safety & Health (PESH)
24. Commercial haulers hauling waste in roll-off containers and metal dump body vehicles may request assistance from Authority personnel to remove **frozen material** from boxes so long as they have a signed material removal authorization on file and pay any applicable fee as designated on the current Rate Schedule. This service is **only provided for roll-off containers and metal dump bodies**. It is not intended for pick up boxes, rack or stake type body trucks or similar vehicles. Drivers and helpers must remain in vehicle during dig-outs. Removal of frozen materials is at the discretion of the site supervisor.
25. No roll-off/compactor boxes shall be stored on Authority owned property.
26. All delivery vehicles weighed in must be weighed out. No tare weights will be saved.
27. Compactor boxes need to be dropped and turned at the designated locations at all Authority sites.
28. Wastes from outside the Counties may be accepted at the Official MOSA tip fee unless application is made for reduced rates, if available. The customer will be requested to declare the source of each load of refuse as it is delivered to the facilities.
29. Payment for use of the facility shall be based on the current Rate Schedule as adopted/amended by the Governing Board.
30. A minimum fee is charged for the use of facilities for waste delivered on a scaled basis. The minimum fee is based on the current Rate Schedule.
31. MOSA's bag rate is based on a 30-35 gallon bag/container size. All bags that are 35 gallons or less will be charged by the bag count multiplied by the bag rate. All bags over the 35 gallon size will be charged by weight.
32. Prohibited materials, unless exempted by MOSA, are as follows:
- a. All liquids;
 - b. Barrels must be clean, have both ends removed and crushed;
 - c. Dead animals and carcasses, including rendering products, hides, fleshings and residues from meat packing facilities; **(accepted only by special application to the Executive Director)**;

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- d. Hazardous wastes as defined by NYSDEC Part 371;
 - e. Industrial waste (*accepted only by special application to the Executive Director*);
 - f. Regulated Medical Waste as defined by NYSDEC Part 360-17.2(h);
 - g. Friable Asbestos Waste as defined by NYSDEC Part 360-1.2(b) (11);
 - h. Radioactive Waste;
 - i. Junk vehicle bodies;
 - j. Septage wastes;
 - k. Sludges;
 - l. Grits and screenings (*accepted only by special application to the Executive Director*).
33. Loads will be randomly inspected to determine customer compliance with the General Rules and Regulations of the Authority. Each County will be notified of any and all rejected loads. Such notice shall indicate the date of the rejection, the person that attempted the delivery and the reason for the rejection.
34. Chipped brush and trees, leaves, lawn and garden wastes will be charged on the basis of standard rates.
35. Some items such as tires and/or bulky waste items shall be paid for either on a per item basis, a tonnage basis, or both as designated on the current Rate Schedule.
36. Haulers and Customers will not be allowed access inside break room without approval from Site Supervisor.
37. Only Authorized persons will be allowed access into the scale house.
38. Haulers and customers cannot access Authority facilities outside of normal operating hours without prior approval from the Executive Director.
39. The Authority assumes no liability for damages to vehicles or injuries to individuals on Authority property. Report any accident immediately to transfer station supervisor or designee.
40. Haulers will be responsible for damages they cause to Authority property.

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**FAILURE TO FOLLOW THESE RULES ESTABLISHED IN THIS
PROCEDURE MANUAL MAY RESULT IN BEING BANNED FROM
DISPOSAL FACILITIES.**

**Montgomery-Otsego-Schoharie
Solid Waste Management Authority**

2009 RATE SCHEDULE

<i>Materials and Services</i>	<i>\$ Amount</i>
MOSA Official Fee All Non-Hazardous Waste	106.00/Ton
Montgomery County Subsidized Rate	85.50/Ton
Otsego County Subsidized Rate (County Contract Required)	92.00/Ton
Schoharie County Subsidized Rate (County Contract Required)	92.00/Ton
All Non-Hazardous Waste Outside Service Area (Requires approval from MOSA's Main Office in Howes Cave)	106.00/Ton
Scaled MSW Minimum Fee	16.00
MOSA MSW Per Bag Fee - Approximately 30 gallon bag/container	4.00/Bag
Freon Removal	20.00/Unit
Non-Refrigerant Bulky White Goods	No Cost
Non-Refrigerant Bulky White Goods Mixed with MSW	25.00/Unit + Applicable \$/Ton
Refrigerant Bulky White Goods Mixed with MSW	25.00/Unit
Auto Tires up to 17"- Without Rims (Market Rate + \$0.65)	1.75/Tire
Auto Tires up to 17"- With Rims (Market Rate + \$0.65)	2.50/Tire
Commercial Truck Tires up to 24.5 in. - (Market Rate + \$0.65)	6.25/Tire
Commercial Truck Tires are NOT Accepted with Rims	
All Other Tires Without Rims	.36/Lb.
Tires Mixed with MSW	10.00/Tire + Applicable \$/Ton
Certified Weight Charge	5.00
Returned Check Charge	30.00
Commercial Vehicle Registration (CVR) - Per Vehicle	No Cost
Resident User Card	No Cost
Uncovered Loads	Double Charge
Special Handling Arrangements	At Cost
Placing Trailers at C&D Sites (in addition to applicable County tip fee) (Requires approval from MOSA's Main Office in Howes Cave)	Available Upon Request
Finance Charge on Past Due Unpaid Balances	1.00%/mo.

12/29/08

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