

Small Business Users
PERMIT INSTRUCTIONS

1. Fill out Permit application.
2. Check box for 1 year or 2 year permit option.
3. **Sign back of form** at the bottom of “Terms and Conditions” page.
4. Review Vehicle list and make corrections (if renewing).
5. Contact your insurance agent to have certificate sent or faxed to OCRRA. **Current insurance is required for renewal.** (Fax 315-453-2872)
6. Send check payable to **OCRRA** for \$50 (1-year) or \$75 (2-year) Option.

Mail to: OCRRA
100 Elwood Davis Road
North Syracuse, NY 13212



**ONONDAGA COUNTY SOLID WASTE MANAGEMENT SYSTEM
SMALL USER BUSINESS AGREEMENT**

- \$50 one-year option non-refundable registration fee for 2012 only
- \$75 two-year option non-refundable registration fee for 2012-2013

COMPANY _____

MAILING ADDRESS _____
 Include City, State & Zip _____

CONTACT NAME _____ **PHONE** _____ **FAX** _____
 (please complete)

E-MAIL _____ **CELL PHONE #** _____

PHYSICAL ADDRESS (if different) _____

- | | | |
|--|--|---|
| BUSINESS CLASSIFICATION | INSURANCE CARRIED (Provide Copies) | TYPE OF BUSINESS (specify) |
| <input type="checkbox"/> Individually Owned | <input type="checkbox"/> Liability | <input type="checkbox"/> Construction/Remodeling |
| <input type="checkbox"/> Partnership/Corporation | <input type="checkbox"/> Vehicle Insurance | <input type="checkbox"/> Plumbing/Electrical work |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Workers' Comp | <input type="checkbox"/> Other _____ |

List all vehicles that will or may use Agency Facilities (Attach separate sheet if necessary) – *if you are renewing your permit, please refer to the attached vehicle list and mark appropriate changes. Insurance Certificates Must Also Be Provided To OCRRA At Policy Renewal. (See back for details.)*

LICENSE PLATE# (*MUST BE LISTED*)	YEAR	MAKE	TYPE	ASSIGNED TRUCK # (FOR OCRRA USE ONLY)

PLEASE NOTE: It is important that you complete this Small User Business Agreement to qualify for the Permitted Small Business tip fee of **\$74.00** per ton for MSW loads for **2012** and **\$79.00** per ton for MSW loads for **2013**. The permit year begins January 1, **2012**. If you utilize OCRRA facilities after that date, but prior to renewal/registration, the MSW rate will be no less than **\$90** per ton – **NO EXCEPTIONS**. County designated recyclables must be taken to a Recycling Facility. Please call (315)453-2870 for help with your recycling questions or visit our web-site at www.ocrra.org. **PLEASE REVIEW THE TERMS AND CONDITIONS IN THE FOLLOWING AGREEMENT AND INDICATE YOUR ACCEPTANCE BY SIGNING IT ON THE SIGNATURE LINE ON THE BACK OF THIS FORM.** Please note this agreement will not be processed without your **required signature**.

QUESTIONS ABOUT THIS AGREEMENT

Inquiries about Agency Rules and Regulations which are part of this Agreement should be made to the following: **OCRRA BUSINESS UNIT, 100 Elwood Davis Road, North Syracuse, NY 13212, (315) 453-2866, fax (315) 453-2872.**

Please Do Not Mark Below This Line – CONTINUED ON REVERSE

SUMMARY INFORMATION - FOR AGENCY USE ONLY

Current Ins. Cert.		Data entry		Fee collected (\$50/75)				Date issued	Init
YES	NO	YES	NO	Ck#	Cash	NA	NA		
PC Scale ACCT #				MAS ACCT #			Permit Type: (Cash Customer)		

Additional Remarks: ONE-YEAR OPTION TWO YEAR OPTION

OCRRA SMALL USER BUSINESS AGREEMENT
Terms and Conditions

USE OF FACILITIES

Small User will be allowed, under the terms and conditions of this Agreement, and pursuant to the Agency Rules referenced below, to use all OCRRA facilities in the calendar year(s) at the Small User rates.

SMALL HAULER USE PROCESS

The Agency will send a new Small User Business Agreement to individuals/firms that bring materials other than their own residential waste to the Agency facilities. You (your firm) agree to send in your **SIGNED** agreement prior to January 1st of the new permit period with applicable implementation fee set by the Agency and the appropriate insurance certificate(s). The OCRRA Small User Business Information Attachment is included as part of this Small User Business Agreement.

FEES/RATES

Tipping fee and rate schedules for the current period will be mailed to the Small Users annually and will be posted at the Agency's weigh stations. In addition to tipping fees, you (your firm) will be charged for special handling, including but not restricted to tires, refrigerants, etc. at the rates listed on the current schedule.

GENERAL INFORMATION

This Business Agreement is made with you (your firm) and must be renewed prior to January 1st of the following permit period. You (your firm) will be issued pre-numbered permit sticker(s) which will become your user number with the Agency which you must affix to the driver's side (left) front bumper of your vehicle and visible to the weighmasters.

AGREEMENT RULES/REGULATIONS

Acceptance of your signed Agreement by the Agency means you agree to conform to the Agency's posted rules and regulations regarding operational and processing requirements. You (your firm) further understand that the Agency is under strict processing requirements by various regulatory authorities and as a permitted user you (your firm) may be subject to certain warning/violation notices. You (your firm) may also be subject to specific stipulated contractual payments for violation of the OCRRA System Rules such as disposing of County designated recyclables and regulated or hazardous wastes at OCRRA System Facilities. You (your firm) further agree to pay such stipulated payments to the Agency within time frame requested. You (your firm) may have certain rights to request a review of any contractual payment under its dispute resolution procedure. **You (your firm) agree to deliver all solid waste which you pick up or transport generated from sources in Onondaga County to OCRRA System Facilities.**

CHANGE IN CLASSIFICATION

Should the Agency determine that your usage pattern puts you in a classification as a "Hauler" as defined by the Agency, you (your firm) must complete a Hauler Permit and Agreement with the Agency and you may also be subject to its terms and conditions.

Applicant agrees to all Agency terms and conditions of this Small User Business Agreement. Reference to specific rules and regulations including applicable contractual penalties apply to all OCRRA facility users and are posted and available at Agency transfer facilities or may be requested by writing to the Agency Business Office.

X _____ X _____
CONTRACT SIGNATURE **2nd SIGNATURE (If Applicable)** **DATE**

(Print Name) (Print Name)

AGENCY ACCEPTANCE OF SMALL USER BUSINESS AGREEMENT

Small User Business Agreement accepted and agreed to this _____ day of _____, 201__ by the Onondaga County Resource Recovery Agency.

Authorized Agency Signature _____

COUNTY DESIGNATED RECYCLABLES

Onondaga County has a Source Separation Law mandating source separation of designated recyclables by every household, business and institution within Onondaga County. Small User agrees to recycle and not dispose of the following, as well as any items subsequently designated during the agreement term:

1. Corrugated boxes
2. Mixed office paper
3. Newspaper, magazines and catalogs
4. Glass bottles and jars
5. Metal food cans and lids
6. Empty Aerosol cans
7. Plastic bottles #1 and #2
8. #5 plastic containers
9. Paper milk and juice cartons
10. Foil and foil baking tins
11. Brown paper bags
12. Paperboard and pizza boxes

CHECK CASHING POLICY

The Agency's check cashing policy is posted at each Transfer Station and is available by request from the Agency business office at the address stated on the front page of this agreement. In general, the Agency accepts checks from business customers for the amount of the tipping fees. The business name must be imprinted upon the check. We may require down payments prior to dumping. The Agency strictly enforces the collection of any returned checks and you (your firm) will be subject to service fees and collection expense. Returned checks may also affect your future Small User Business Agreements and result in certain restrictions on you (your firm) using Agency facilities.

FAILURE TO COMPLY WITH TERMS AND CONDITIONS

Failure to comply with the terms and conditions of this Agreement including Agency Rules may restrict your transfer privileges.

CERTIFICATE(S) OF INSURANCE

Small User hereunder is required to provide the Agency with appropriate certificates of insurance to conform to the following minimum limitations and to name the Agency as an additional insured:

Vehicle	\$300,000 combined single limit
General Liability	\$500,000 combined single limit
Workers Comp	Statutory Limits (when applicable)

Small User hereunder has an ongoing obligation to provide the Agency with any changes in carriers and/or copies of renewals that occur during the term of this Agreement. A non-refundable surcharge of \$20 per load will be assessed if proof of insurance is not provided to the Agency within ten (10) days of execution of this Agreement and renewal date of the insurance policy or policies.