

**LINE-BY-LINE INSTRUCTIONS FOR COMPLETING
THE 2020 - 2022 REGIONAL MIXED MUNICIPAL SOLID WASTE
COLLECTION AND TRANSPORTATION (HAULER) LICENSE APPLICATION**
Applications are due on or before April 30, 2020

INTRODUCTION

You must apply for and receive a Regional License to offer mixed municipal solid waste (“MSW”) collection and transportation services in Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington Counties. The MSW license year will run from July 1, 2020 – June 30, 2022.

YOU DO NOT NEED A REGIONAL MSW LICENSE IF YOU ARE HAULING ONLY NON-MSW MATERIALS, SUCH AS CONSTRUCTION WASTE OR DEMOLITION DEBRIS.

LINE

NO. INSTRUCTIONS

1. Base & Operating County(-ies). Indicate with a check mark only those counties in which you intend to offer MSW collection and transportation services. Your business address (Line 5 of the application) will determine your Base County. Please submit your application to your Base County, which will issue your Base License. If you check a box for any other “Operating County,” your Base County will provide a copy of the application to that county, which will then issue to you a Regional Operating License. If you need to add an Operating License for another county in the region at a later date, please contact your Base County first. There is no charge to add an Operating County license.

Note: Hennepin, Ramsey and Washington Counties require all MSW haulers licensed in their counties to collect, report, and remit to the counties a hauler-collected service charge. These requirements apply even if you do not provide MSW services in these counties.

2. Business Name. Print the name of the company you will be doing business as. This is the same name that all vehicles used by the hauler—and all containers owned by the hauler—are to be identified by.
3. Licensee Name. Print the name of the person(s) or entity legally responsible for the operation of this business. If the business is a corporation, the licensee is the corporation.
4. Business Status. Indicate with a check mark the ownership status that describes the legal status of the licensee (i.e. licensee a corporation, partnership, individually owned, government agency or other type, such as cooperative or association). If you check “Other,” please include an explanation.
5. Business Address. Print the full address (including post office box, if applicable, City, and Zip Code) used by your business.
6. Official Mailing Address. If different than the Business Address, print the full address to which official notices should be mailed and to which correspondence should be sent. The County(-ies) will use this address for contacting you in connection with the license application.

7. Business Location. Identify all locations (street address, city, and state) where vehicles and equipment are kept and serviced and where business records are maintained. Attach additional sheets if necessary
8. Contact Person. Print the full name (first name, middle initial, and last name) of the person knowledgeable about, and responsible for, the day-to-day business activities of the company, and who you want the County to contact regarding this license and/or business operations.
9. Title. Print the job title or position of the Contact Person identified in Line 9.
10. Contact Information. Print the complete telephone number and FAX number, including area code, of the contact person identified in Line 8. Include an e-mail address or company web site, if available.
11. Owner Information. If the licensee, as set forth in Lines 3 & 4, is an individual, partnership, or other entity, complete Line 11 but not Line 12. If the business is a partnership, individually owned, or other entity, print the full name(s) (first name, middle initial, and last name), address(-es), and telephone number(s) of the owner(s). Attach additional sheets if necessary.
12. Names of Officers. If the licensee, as set forth in Lines 3 & 4 is a corporation, complete Line 12 but not Line 11. If the business is incorporated or other type such as a cooperative under the laws of Minnesota or any other state, print the full name(s) (first name, middle initial, and last name), address(-es), and telephone number(s) of all officers. Attach additional sheets if necessary.
13. Workers Compensation Insurance. If you have employees who are paid or otherwise compensated, supply the name of your workers compensation insurance company, address, policy number, and the policy's effective dates. If you do not have workers compensation insurance, check one of the reasons listed. If you are self-insured, supply your self-insurance permit number.
14. Liability Insurance. Submit with your application a certificate of insurance that complies with the minimum requirements listed. Contact your insurance agent immediately to get this certificate, and provide them with a copy of the language in Line 14 so that a correct certificate can be prepared. The certificate must name the Regional Hauler Licensing Board, and Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington Counties, as additional insureds. Be sure that the insured entity is the same as the licensee shown in Line 3. Also, note that all vehicles you may use in the course of business must be fully insured.
15. Total Number of Accounts by County. Indicate the total number of residential and non-residential accounts that you service for each county.
16. MSW by County. Enter the percent of your total annual MSW weight or volume you collect in each county. If you collect from a county outside the six-county metro area, please note the county name(s) and the percent of your total annual collection that comes from each county(-ies). The total must add up to 100 percent.

Vehicle Information Lines 17-25

17. License Plate Number. This is the number on the license plate assigned to the vehicle by the state in which the vehicle is registered.

18. Year. This is the year the vehicle was manufactured.
19. Make. This is the manufacturer of the vehicle (e.g., Ford, Mack, International).
20. Model. This is the particular style of vehicle.
21. Vehicle Type. Enter one of the following codes: RL = rear loader, FL = front/top loader, SL = side loader, RO = roll-off, O = other.
22. Capacity. This is the volume of solid waste, in cubic yards, that the vehicle was designed to hold when fully loaded. For roll-off vehicles, indicate "NA."
23. Fleet Number. This is the number that your company has assigned its vehicle(s).
24. ID number. This is the identification number assigned to the vehicle by a disposal facility (e.g., RRT Newport) or a government entity (Hennepin County). Enter all of the ID numbers assigned to the vehicle. Enter only one ID number on a line. If more than one ID number has been assigned to the same vehicle, enter these ID numbers in their space on subsequent lines. If you don't have facility ID numbers assigned, enter "NA."
25. Number of Axles. Indicate the number of drive axles for each waste hauling vehicle to be licensed.
26. Type of Service. Indicate by circling "Yes" or "No" the service(s) your waste hauling business offers, including:

Type of Service	Description of Service
Non-Residential Collection	Waste removal provided to non-residential customers.
Residential Collection	Waste removal provided on a routine scheduled basis, (i.e. weekly or biweekly).
Public Entity/Governmental	Waste removal provided to Schools, City, County, Regional, or State Government offices/facilities, etc.
One-time clean outs	Waste removal during house, garage, apartment clean outs.
Construction/Demolition (On-call)	Waste removal and disposal of construction waste and demolition debris, including roofing shingles, sheetrock/wall board, concrete, lumber and other wood waste, etc.
Self-Hauler	Collection and disposal of only that MSW and other waste generated by your own business activities.
Transfer	Hauling waste from a transfer station directly to a disposal facility, typically using semi-trailers. This does not include waste generated by transfer station activities.
Other	Describe on dotted line.

27. The Regional License Fee. Enter the license fee data as follows:
- Line 27a: Enter the total number of MSW vehicles to be licensed as identified on page 3 of the application, then multiply that number by **\$100.00**, and enter the amount on Line 27a.
- Line 27b: Late Application Fee. If the application is postmarked **after** the due date of **April 30, 2020**, or if the application is received by the County after that date, you must submit a late application fee. The late fee amount is calculated as follows:
- If the application is received between one (1) and seven (7) calendar days after the due date, the late fee is be equal to **25% of the license fee**;
 - If the application is received between eight (8) and 30 calendar days after the due date, the late fee is equal to **50% of the license fee**; and
 - If the application is received between more than 30 calendar days after the due date, the late fee is equal to **100% of the license fee**.
- If a late fee is due, enter the appropriate amount in the Line 27b.
- Line 27c: Total Fee Remitted. Add the amounts on Lines 27a and 27b, and enter the total on Line 27c. ***You must submit a check for this amount, payable to your Base County, with your completed application.***
28. License Application Certification. The license application must be signed by the owner(s) if a sole proprietorship or partnership, or by an officer of the corporation if it is a corporation. The full name (first name, middle initial, and last name) of the individual must be printed in item "a." The signature of the individual named in item "a" must be entered in item "b." The title of the individual named in item "a" must be printed in item "c." The date the application is completed must be entered in item "d."
29. Appendix A Recycling Services Provided. This information was collected last year to assure accuracy in educational outreach by the counties with residents and businesses. For an example of how this information was used, please review [https://www.co.dakota.mn.us/Environment/RecyclingWaste Reduction/Residents/Documents/ResidentialRecyclingItemsAccepted.pdf](https://www.co.dakota.mn.us/Environment/RecyclingWaste%20Reduction/Residents/Documents/ResidentialRecyclingItemsAccepted.pdf). Please indicate with a check mark in the Residential and Non-Residential columns which materials you accept for recycling and organics collection. Respond, where applicable, to the additional questions or add any comments.
30. Appendix B: Pursuant to Minnesota Statute, Section 115A.151, as of January 1, 2016, commercial building owners that contract for 4 cubic yards or more per week of mixed municipal solid waste collection must implement recycling for at least three types of material. The Counties are committed to identifying ways to assist businesses in meeting this requirement. The Counties intend to utilize answers provided in Appendix B to consider what services businesses are already receiving and work with haulers to provide additional services that may be needed by businesses.

License Application Checklist

Please be sure you have provided all information necessary to complete your hauler license application, including:

- Proof of Worker's Compensation Insurance (Line 13);
- Insurance certificate (see Line 14);
- A check made out to the licensing Base County (Line 27c);
- The Application Certification, signed by an owner or officer (Line 28);
- A completed ***Regional MSW Hauler License Application Information form***

To avoid a late fee, you must submit a COMPLETE license application and payment to your Base County on or before April 30, 2020.

Submit your completed license application and payment to:

(Base County Contact info and mailing address here)

If you have any questions about completing the hauler license application, contact: