



SOLID WASTE COLLECTION & DISPOSAL PERMIT APPLICATION

GENERAL INSTRUCTIONS

The Virgin Islands Waste Management Authority (VIWMA), pursuant to Title 19 V.I.R.R. Chapter 56 § 1560-203(a), and 1560-201 (a) and (b) and Title 19 V.IC. Chapter 56 § 1555 (b) requires solid waste haulers who plan to dispose of solid waste into the Authority's Landfills, to complete and file a Solid Waste Collection and Disposal Permit Application and receive a VIWMA Solid Waste Collection and Disposal Permit before disposing. This form must also be completed if the hauler must reapply because of an expired permit or one which will expire.

Please read the following instructions in its entirety before completing the form. If you have questions about the application, or about the Authority's solid waste permit requirements, please contact the office of Compliance Management at (340) 712-4951 (STX) or (340) 715-9100 (STT/STJ).

1. You must answer all questions carefully. If more space is needed, please attach additional pages and number the responses to correspond with the specific questions asked.
2. If you have previously submitted information required by this application and that information is unchanged, please resubmit copies of the material so that the VIWMA can confirm that the information in our file is current and up to date.
3. The application must be signed and dated by an authorized representative of the applicant company or entity to be accepted. An **authorized representative** includes:
 - a. **A responsible corporate officer**, if the applicant is a corporation. For the purpose of this application, a responsible corporate officer means a president, secretary, treasurer, or vice president of the corporation, or some other person duly authorized by the corporation to bind the entity.
 - b. **A general partner or proprietor** if the applicant is a partnership or sole proprietorship, respectively;
 - c. **Duly authorized representatives** of the individual designated in (a) or (b) of this section if:
 - i. The authorization is made in writing by the individual set forth in (a) or (b).
 - ii. The authorization specifies either an individual or a position having responsibility for the overall operation of the hauling business, or having overall responsibility for environmental matters for the company; and
 - iii. The written authorization is duly executed and submitted to the VIWMA.
5. If on reapplication, an authorization previously submitted is no longer accurate because a different individual or position has responsibility for the overall operation of the hauling business, or overall responsibility for environmental matters for the applicant, a new authorization document satisfying the requirements of this Section must be submitted to the VIWMA prior to, or together with, the next report required of the permittee.



APPLICATION INSTRUCTIONS (PART I)

1. The completed application, supporting documents (please see below), and a *non-refundable* **APPLICATION PROCESSING FEE OF \$200.00, including a vehicle processing fee** (please see below) shall be submitted to the Virgin Islands Waste Management Authority approximately **thirty (30) days prior** to permit expiration to prevent disruption/suspension of disposal privileges, at the landfills.
2. **Payment Method**
 - a. **Money Order**
 - b. **Certified Check**
 - c. **Credit Card (Visa and Master Card only)**

*** Please make all certified checks and money orders payable to VIWMA**
3. **Incomplete applications will delay the issuance of the solid waste collection and disposal permit and will not be processed until all supporting documentation and payment is received by the Authority.**
4. **Late Application/Expired Permit:** It is the sole responsibility of the permittee to renew permits thirty (30) days prior to the expiration of the permit in order to avoid these additional costs and fees:
 - a. Permittees submitting applications after their expiration date will be charged **an additional \$200.00** in addition to all other fees associated with the permit process.
 - b. Permittees utilizing the landfill without a valid permit will be subject **to penalties including a fine of \$1,000.00**
5. **Supporting documents required for application processing:**
 - a. **Valid vehicle registration**
 - b. **Valid vehicle insurance**
 - c. **Current business license and proof of liability insurance**
 - d. **Commercial Motor Vehicles Inspection Lane Checklist**
 - e. **Payment**
6. **Vehicle processing fee:**

| | | |
|----|----------------|---|
| a. | 1-3 (Vehicles) | \$150.00 |
| b. | 4-6 | \$200.00 |
| c. | 7-10 | \$250.00 |
| d. | 11-13 | \$300.00 |
| e. | 14-17 | \$350.00 |
| f. | 17+ | \$350.00 plus \$50.00 for each additional (1-3) vehicle(s). |
7. **Once the application is received, the processing period of all completed applications is thirty (30) days from the date in which the application is received by the Compliance Management Division at VIWMA.** Once the permit has been generated, a VIWMA employee will contact you to schedule a vehicle inspection and issue the VIWMA sticker decals and official permit. **(Please see attached vehicle inspection checklist).** PLEASE ENSURE THAT YOU ADHERE TO THE VIRGIN ISLANDS SOLID WASTE RULES AND REGULATIONS, PERMIT GUIDELINES PROVIDED BY VIWMA, AND THE FEDERAL REGULATIONS. Any violations will be subject to enforcement actions with penalties.

Office Locations

#252 Estate Glynn
Kingshill, VI 00850
PH: 340.712.4962 | FX: 340.719.1835

7410 Estate Bovoni, Bay 2,
St. Thomas, V.I. 00802
PH: 340.715.9100 FX: 340.777.3284

6 Susannaberg
Cruz Bay, VI 00830
PH: 340.774.2141 FX: 340.715.0458



**SOLID WASTE COLLECTION & DISPOSAL
PERMIT APPLICATION PART II**

SECTION A: GENERAL INFORMATION

Check the appropriate box: Generator Hauler New Applicant Renewal

1. **BUSINESS NAME OF APPLICANT** _____

1a. Corporate Name, if different _____

2. **BUSINESS PHYSICAL ADDRESS** *(If different from mailing address)* _____

3. **MAILING ADDRESS** _____ **ZIP** _____

4. **NAME OF PERSON TO RECEIVE PERMIT:**

Name: _____ Title _____

5. **BILLING ADDRESS** _____ **ZIP** _____

6. **NAME OF PERSON TO RECEIVE BILL:**

Name: _____ Title: _____

7. **AUTHORIZED REPRESENTATIVE:**

(If Authorized and Facility Representative is the same person, complete 7 only)

Name: _____ Title: _____

Telephone No.: _____ Facsimile No.: _____

E-Mail Address: _____

8. **FACILITY REPRESENTATIVE** (Contact person information contained herein):

Name: _____ Title: _____

Telephone No.: _____ Facsimile No.: _____

E-Mail Address: _____



SECTION B: PERMIT TYPE

- Solid Waste Junk Dealer Salvage Operator Green Waste

SECTION C: WASTE CHARACTERIZATION

1. DESCRIPTION OF MATERIAL _____
2. PROCESS/PROJECT GENERATING MATERIAL _____

3. TOTAL TONNAGE/GALLONS PER PERMIT PERIOD _____ (Estimated)

SECTION D: SOLID WASTE DISPOSAL FACILITY TO BE USED BY APPLICANT

- | <u>Facility</u> | <u>District</u> |
|---|-------------------------------------|
| <input type="checkbox"/> Anguilla Landfill | <input type="checkbox"/> St. Croix |
| <input type="checkbox"/> Bovoni Landfill | <input type="checkbox"/> St. Thomas |
| <input type="checkbox"/> Susannaberg Transfer Station | <input type="checkbox"/> St. John |

* Susannaberg Transfer Station does not permit disposal of any waste over 5cyd.

SECTION E: VEHICLES (Collection and Hauling)

1. Number of vehicles to be used to collect and haul solid waste: Vehicle #____
2. Provide the information in the following tables for each vehicle to be used to collect and haul solid waste:
3. **Vehicle Inventory Listing (See Table on next page)**

If more than the allotted space for the vehicles to collect and haul solid waste are required, please attach a separate sheet of paper with the above information for the additional vehicles. *Vehicles not listed shall not be permitted to dispose at disposal facilities.*



Vehicle Inventory Listing (Continued)

| No. | License Plate # | Vehicle Identification No. | Make/Model | Year | Cab Color | Tank Color | Capacity (Tons/Cubic Yds) |
|-----|-----------------|----------------------------|------------|------|-----------|------------|---------------------------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |

SECTION F: COLLECTION & TRANSPORTATION

Provide list of generators, specifically business, industrial or commercial establishments procuring commercial collection service. *Listing shall ensure the aforementioned compliance with Title 19 Chapter 56 §1560-2(l) and 1506-200 (b).*

If more than the allotted space is required to list the waste generating establishments, please attach a separate sheet of paper with the above information for the additional businesses. *Businesses not listed above shall not be permitted to dispose of waste at the Territories landfills or Transfer Stations.*

| | BUSINESS NAME | CONTRACT TERM | |
|----|---------------|---------------|----|
| | | From | To |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |



SECTION G: ACCURACY OF INFORMATION & ACCEPTANCE OF LIABILITY

I _____, duly authorized representative of _____ hereby certify under penalty of perjury under United States Virgin Islands (USVI) or Federal Laws, rules and regulations, that to the best of my knowledge and belief, the appended document and all attachments were prepared under my direct or delegated supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or the persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief, true, accurate and complete.

I am aware that there are significant penalties for submitting false information in our application or reports to the VIWMA, including the possibility of fine and imprisonment or the denial of or revocation of disposal privileges for knowing violations.

All waste scheduled for disposal at the VIWMA Landfills is properly classified and identified and is not a Resource Recovery and Conservation Act (RCRA) or USVI hazardous waste as defined by the Virgin Islands Waste Management Authority, the Department of Planning and Natural Resources/Division of Environmental Protection (DPNR/DEP) or the US Environmental Protection Agency (USEPA) criteria (Ref: Title 19, Chapter 56 VIC, and 40CFR Subparts B-D, Part 261).

I further certify that I have read the instructions on this application form and understand my responsibilities and have authorized the preparation and filing of this application.

Signature _____ Title _____ Date _____

-DO NOT WRITE BELOW THIS LINE-

Receipt Number: _____ Cashier: _____ Date: _____

WASTE MANAGEMENT AUTHORITY ACTION: Disposal of Application: APPROVED DISAPPROVED

Signature _____ Date _____



Credit Card Authorization Form

Date: _____

Name on the Card: _____

Business Name: _____

Type of Card: Visa MC

Credit Card Number: _____

Expiration Date: _____

Security Code: _____

Billing Address: _____

City, State, Zip: _____

Phone Number: _____

Order/ Invoice Number: _____

Item(s) Purchased _____

Amount to be Charged ___\$_____

By signing this form, you authorize the V.I Waste Management Authority to charge your card for the amount listed above.

Signed: _____ Date: _____

LANDFILL AND TRANSFER STATION OPERATING GUIDELINES

The Virgin Islands Waste Management Authority is required by law to operate and maintain a safe and healthy environment for our staff and all persons conducting business at our facilities. Consequently, all persons entering our facilities are required to adhere to the following guidelines:

OPERATING REGULATIONS:

1. Comply with the instructions provided by on-site VI Waste Management's Landfill Manager, staff and the Landfill/Transfer Station Operator at all times.
2. Vehicular speed shall be no more than 5 MPH from the entry off the main road as entering into the landfill. The speed limit is 5 MPH on the landfill and at the transfer station. No passing of vehicles is allowed. Obey all posted traffic signs and directives of the Authority's staff or their designated representative.
3. All drivers must stop at the Scale House and provide the required information.
4. All commercial drivers must wear a brightly colored safety vest when they are on site and out of the truck.
5. All drivers and passengers of trucks entering the landfill and transfer station must wear hard-sole safety shoes. **NO SNEAKERS OR SLIPPERS ARE ALLOWED.**
6. Haulers should ensure that their vehicles are in a safe, working condition.
7. The tarpaulin or authorized cover over the solid waste in the open bins or truck beds shall remain in place until the vehicle has reached the working face.
8. All drivers must off load waste on the working face **only** at the locations designated by the VIWMA staff or contractor's spotter.
9. Drivers should ensure that the safety pins on the 20, 30, and 40 yard bins are operable. Report all bins that are unsafe to the Landfill Manager.
10. Trucks and vehicles are not permitted to be cleaned in any area of the working face or any other area of the landfill or transfer station.
11. All vehicles shall leave the landfill or transfer station immediately after disposing of waste.
12. Collectors should not dispose of any unacceptable waste as stated in by the VI Waste Management Authority's Landfill and Transfer Station Acceptable Items Guidelines.
13. The Authority's transfer station and landfills **DO NOT ACCEPT** the following items for disposal:
 - Appliances and vehicles with freon
 - Tires
 - Fluorescent light bulbs
 - Lead acid batteries
 - Electronic devices
 - Flammable paint
 - Asbestos
 - Medical waste

- Liquid waste
- Hazardous chemicals
- Mercury -containing devices
- Grease
- Used motor oil (take it to the Household Hazardous Waste (HHW) or Do-It-Yourself (DIY) sites)
- Junked cars (unless fluids are drained and tires and batteries are removed)
- Gas cylinders (unless punctured or the top is cut off)
- Construction & Demolition (C&D unless waste is reduced to 4"×4"×4" chunks)
- Mixed loads
- Hazardous materials
- Unpermitted loads or solid waste or wastewater

14. Mixed waste is not accepted at the landfill or transfer station. Therefore, mixed waste containers must be separated prior to entering the landfill or transfer station, as required by the VIWMA. In addition, loads are to be sorted by debris, construction & demolition (C&D), scrap metal, wood, and household waste.

15. Special waste may be accepted at the landfill or transfer station when accompanied by the VIWMA Special Waste Disposal Permit. Special Waste that is not accompanied by a permit is prohibited and must be removed from the landfill/transfer station immediately and disposed of in accordance with applicable local and federal regulations. Special Waste is defined in Title 19 Chapter 56 1560-1: "Special waste" is any solid waste which is designated as such and regulated in this Subchapter. It includes solid wastes that are difficult to handle, require special precautions because of their properties or the particular nature of the wastes create solid waste management problems.

16. There is no unpermitted scavenging of waste from any waste disposal container, storage container, or from anywhere on the landfill or in the on the transfer station allowed.

17. The use of **CELL PHONES ARE STRICLY PROHIBITED** at all times upon entering the facility.

18. Smoking is prohibited anywhere on the site, including buildings, outside or on the landfill/transfer stations.

19. All vehicles must have both license plates fully visible and clean.

20. All vehicles shall carry a legend on the vehicle's door giving the permittee's name and phone number.

21. All large trucks must have a functional reverse signal.

22. All vehicles must have registration, insurance and waste hauler permit at all times. All vehicles must display the decal of registration given by the Authority on their front windshield.

23. All vehicles should have a water tight hauling body constructed of metal or some type of water tight lining on the floor of the hauling body.

24. All collection vehicles must have the waste covered and tightly secured for transporting in order to avoid material from being dispersed when the vehicle is in motion.

25. No vehicle without a permanent cover shall transport waste to a level above the vehicle's side wall height.

26. Failure to follow this policy may result in the issuance of citations by the Authority's Environmental Enforcement Officers and a denial of entry into the landfill or transfer station.

- 27. All waste haulers are subject to having their trucks randomly inspected for hazardous waste deposits as directed by VIWMA personnel or the landfill operator.
- 28. All waste haulers must ensure that their drivers are trained in and follow safe driving practices and procedures as stipulated by the VI Code and the VI Police Department.
- 29. All haulers must ensure that their drivers are knowledgeable of and demonstrate an understanding of the Landfill and Transfer Station Operating Guidelines.
- 30. All haulers are to adhere to the posted and/or advertised hours of operations for the Territory's landfills and transfer stations (Please see Landfill and Transfer Station Hours of Operations Schedule).

We reserve the right to modify, delete and/or add to the above listed guidelines without prior written notices.

My signature certifies that I have read the VIWMA's Operating Guidelines and understand my responsibilities.

PRINT NAME: _____

SIGNATURE: _____

TITLE: _____

COMPANY: _____

DATE: _____



VEHICLE CHECKLIST

Date:

General Information

| |
|--|
| Company Name: |
| License: |
| Vehicle ID#: |
| Valid License Plate and must be Visible: |
| Company LOGOS on truck: |

Vehicle Type

| Flat Bed | Dump Truck | Roll On/Off | Other |
|----------|------------|-------------|-------|
| | | | |

Hydraulic System

| | Pass | Fail | N/A |
|----------------|------|------|-----|
| Functional | | | |
| Leaks | | | |
| Safety Devices | | | |

Body Box or Dump Truck

| | Pass | Fail | N/A |
|-----------|------|------|-----|
| Structure | | | |

Lights

| | Pass | Fail | N/A |
|---------------------|------|------|-----|
| Hazard | | | |
| Reverse | | | |
| Reverse Horn/Beeper | | | |
| Signals | | | |
| Brakes | | | |
| Head Lights | | | |

Tools

| | Pass | Fail | N/A |
|--------------------------|------|------|-----|
| Fire Extinguisher | | | |
| Tarpaulin/Cover | | | |
| Triangle/Cones/Spill Kit | | | |

Must Have Two of the Following:

- 1) Shovel 2) Rake 3) Broom