

PRIVATE WASTE HAULERS/CONTRACTORS PERMIT AND AB939 COMPLIANCE FEE PROGRAMS

This package contains the following:

This Instruction Guide
Bureau of Sanitation Letter To Waste Hauler Customers
Permit Application Form (Terms and Conditions on back)
Annual Reporting Form
FAQ Sheet for Solid Waste Haulers
FAQ Sheet for Solid Waste Customers

Synopsis

All private waste haulers operating within the city of Los Angeles are required to obtain a permit. Contractors that collect over 1,000 tons of solid waste per year are required to obtain hauler permits. Haulers and contractors must submit the permit application form and the annual reporting form to the Bureau of Sanitation before a permit can be granted. Once approved, each hauler will be given a set of decals that must be affixed in the front windshield of each vehicle that will be used for collection and transportation of solid waste. Permittees will also receive quarterly AB939 Compliance Fee payment forms, that together with the payments, should be submitted to the Bureau of Sanitation within 30 days following the end of each calendar quarter.

Instructions For Completion of Forms:

Solid Waste Hauler/Contractor Application Form

- The application for a permit to collect, transport and dispose solid waste must be completed accurately before a permit is granted and decals distributed. Since this will be the first time that haulers and contractors are applying for a permit, the “New Application” box must be checked. Company and corporate name along with address, phone numbers, and president/owner/contact information must be completely filled out. If the company operates under multiple names in the City of Los Angeles, those names will need to be provided. Please also provide the mailing address, if it is different from the company address. Haulers and contractors must also submit their Business Tax Registration Certificate (BTRC) Number. Businesses operating in the City of Los Angeles are required to obtain a business tax license from the Office of Finance. The Office of Finance can be reached at (213) 626-9271.
- Haulers and contractors will need to specify the number of vehicles that will be used for the collection of solid waste in the City. This will be the number of decals that will be issued to permit holders. Permittees may request for additional decals in the future if old vehicles are replaced, or if new ones are put in operation. Haulers and contractors must also provide the addresses where these vehicles will be garaged.

(over)

Waste Hauler/Contractor Annual Reporting Form

- Permitted haulers and contractors will be required to submit the Waste Hauler/Contractor Annual Reporting Form to the City along with the Permit Application/Renewal form. For this initial Annual Reporting Form, haulers and contractors will have to use accounts and waste tonnage information from calendar year 2001.
- Section I of the form shall contain company information including corporate name, DBAs, address, phone numbers, contacts, and business tax registration number.
- Section II of the form requires that haulers and contractor provide totals of receipts for refuse collection and roll-off services. **Please note**, since this information is for the year 2001, the AB939 Compliance Fee **will not** apply to these receipts. Haulers and contractors must also provide the number of accounts per sector and indicate how many of these accounts participate in a recycling program.
- Section III of the form will require *actual* tonnages disposed and recycled for the year 2001. For this section, tonnages should be reported by material type. The materials are divided into three major groups: commingled and mixed recyclables, source-separated materials, and solid waste. Source-separated materials are further divided into sub-groups of materials, such as plastics, glass, organics, inerts, etc. All other materials that do not fit either recyclables or source-separated categories shall be considered solid waste. For solid waste taken to a materials recovery facility or processor for further recycling, actual tons recycled and disposed for these materials must be reported.
- In Section IV, provide a percentage (or estimated percentage) of breakdown of waste disposal by sector. Residential waste shall include waste from single-family or multi-family (apartments, condominiums, townhouses, mobile homes) residences. Non-residential waste shall include commercial and industrial waste collections.
- In Section V, provide actual disposal and recycling tonnages by destination facilities. The facilities that are currently listed are destinations that were utilized by haulers and contractors from the surveys taken in the year 2000. For facilities that are not listed, please provide the name on the space provided in the table or list them on a separate page if more space is necessary.