CITY OF INDUSTRY

Section:	City Manager	Date Adopted: Last Amended:
Subject:	**Recyclable Materials Generator, Collector, and Self-Hauler Permit and Fee Policy**	
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SECTION 1. PURPOSE

Under Article V of Chapter 8.20 of the Industry Municipal Code (IMC), no person may engage in the generation, collection, or self-hauling of salvage and other recyclable materials in the City unless an applicable permit has first been issued in accordance with the provisions of Article V. This policy establishes further administrative policies and procedures regarding the issuance of and applicable fees for such permits.

SECTION 2. DEFINITIONS

Unless otherwise defined in this policy, the words and terms used have the definitions set forth in Section 8.20.010 of the Industry Municipal Code (IMC).

"Administrator" means the City Manager or such other person or entity that has been assigned or delegated the authority by the City Council or City Manager to administer the day-to-day operations of the City's recycling program established under Article V of Chapter 8.20 of the IMC.

"Bin" means a container for accumulating and collecting recyclable materials in such size as may be approved by the administrator and that meets the requirements of IMC section 8.20.460.

"Collector" means and includes a collector of recyclable materials, a person who engages in "salvage collecting" and a "salvage collector" as such terms are defined in IMC section 8.20.010.

"Generator" means and includes a generator of recyclable materials and a "salvage generator" as such term is defined in IMC section 8.20.010.

"Recyclable materials" includes "salvage" as such term is defined in IMC section 8.20.010.

SECTION 3. GENERATOR PERMIT

A. Each business located in the City may choose between three options for the collection of recyclable materials generated at the site:

1. Regular solid waste option – The generator may include the recyclable materials with the normal solid waste disposal and allow the City's franchised collector to separate, recycle, and prepare the required reports.

2. Self-haul option - The generator may obtain a self-haul permit and assume responsibility for placing the recyclable materials in bins, hauling the materials, and preparing the necessary reports.

3. Recyclable materials collector option - The generator may place the recyclable materials in approved bins and select one of the City permitted collectors to recycle the material and prepare the necessary reports.

Should a generator not indicate a preference, the default option will be the regular solid waste option.

B. Each generator that selects the recyclable materials collector option or that generates at least four cubic yards of solid waste per week must obtain a generator permit from the administrator by submitting an application on the form prescribed by the administrator, which form will be available at City Hall and on the City's website.

C. The information on the permit application form will include the name of the business or occupancy and the address of the location where the recyclable materials will be generated, the types of materials that will be generated, and such other information as the administrator deems reasonably necessary.

D. No fee will be charged as part of the application for the issuance of a generator permit.

E. The administrator will determine in writing within 30-days of the City's receipt of an application whether it is complete, and if so, whether the application is approved or denied. If the application is denied, the administrator will describe the reasons for such denial. If within such 30-day period the application is deemed incomplete, the administrator will advise the applicant in writing what additional information or material is needed to complete the application.

F. All notices required under this section will be provided by either first class mail or electronic transmission (as selected by the applicant) to the address indicated on the permit application.

G. The generator permit will not need to be renewed annually, but must be updated if there is any change in the location of the business, contact personnel, or the types of recyclable materials generated.

SECTION 4. COLLECTOR PERMIT

A. An application for a collector permit must be made upon the form prescribed by the administrator, which form will be available at City Hall and on the City's

website.

B. The information on the permit application form will include the name and address of the proposed collector, a description and the number of the collection vehicles proposed to be used, the type and size of the bins proposed to be used, the name and location of each generator from which recyclable materials will be collected, the types of recyclable materials that will be collected at each location, a certificate of vehicle insurance in such amount as the administrator may determine is reasonably sufficient for the proposed collection activities (which certificate must name the City of Industry and its officials, officers, employees, and agents as additional insureds), and such other information as the administrator may reasonably require. The application must be accompanied by the applicable annual collector permit fee amounts described in Section 5 of this policy.

C. The administrator will determine in writing within 30-days of the City's receipt of an application whether it is complete, and if so, whether the application is approved or denied. If the application is denied, the administrator will describe the reasons for such denial. If within such 30-day period the application is deemed incomplete, the administrator will advise the applicant in writing what additional information or material is needed to complete the application.

D. All notices required under this section will be provided by either first class mail or electronic transmission (as selected by the applicant) to the address indicated on the permit application.

E. A collector permit will be valid for a period of one year that runs concurrently with the City's fiscal year, which is July 1 to June 30.

F. Applications for the annual renewal of a collector permit must be made on the form prescribed by the administrator and submitted to the City by no later than June 1 of each year. Renewal applications will be processed in the manner described in subsection (C) of this section.

G. Amendments to the collector permit to include additional locations of collection, additional bins, additional recyclable materials collected, and other such changes in operation must be made on the form prescribed by the administrator. The amendment application must be accompanied by the applicable annual permit fee amounts, if any, described in Section 5 of this policy. Amendment applications will be processed in the manner described in subsection (C) of this section.

SECTION 5. COLLECTOR PERMIT FEES

A. The fees for the annual collector permit will be in such amounts as established by the City Manager. The current fee schedule for the permit is attached to this policy as part of Exhibit A. The applicable annual collector permit fees for each collector will consist of the following components:

1. The base permit amount. This amount will be fixed at the same level for each collector; provided, however that new permit applicants will be assessed a prorated amount adjusted to the nearest quarter. The purpose of this fee amount is to help defray the administrative costs of the City's recycling program and compliance with state solid waste mandates such as AB 939 and AB 341.

2. The recyclable materials monitoring amount. This amount will be a fixed amount applied to each additional type of recyclable material being collected from generators. The purpose of this fee amount is to help defray the administrative costs of monitoring and reporting the different types of recyclable materials that are being collected.

3. The bin decal amount. This amount will be a fixed amount applied to each bin decal issued to a collector. The purpose of this fee amount is to defray the cost of the bin decal.

4. The weight of recyclable materials collected amount. The amount will be assessed based on the weight of the recyclable materials collected by a collector each month from generators. All reported weight transactions must be conducted on state or county certified or City approved scales that are available for inspection by the City.

B. The applicable portion of the collector permit fee for the base permit amount, recyclable materials monitoring amount, and bin decal amount must be paid at the time of application for the permit, as well as with any amendment to the permit requiring additional fees, and with each annual permit renewal.

C. The applicable portion of the salvage collector permit fee for the weight of recyclable materials collected amount must be paid on a monthly basis and submitted along with the monthly report of the tonnage of recyclable materials collected on the form provided by the administrator.

SECTION 6. SELF-HAUL PERMIT

A. An application for a permit by a generator to self-haul its recyclable materials must be made upon the form prescribed by the administrator, which form will be available at City Hall and on the City's website.

B. The information on the permit application form will include the name and address of the generator, the type and size of the bins proposed to be used, a description of the vehicles proposed to be used for such hauling (which must be owned or operated by the self-hauler), the types of recyclable materials that will be hauled from the location, a certificate of vehicle insurance in such amount as the administrator may determine is reasonably sufficient for the proposed hauling activities (which certificate must name the City of Industry and its officials,

officers, employees, and agents as additional insureds), and such other information as the administrator may reasonably require.

C. The administrator will determine in writing within 30-days of the City's receipt of an application whether it is complete, and if so, whether the application is approved or denied. If the application is denied, the administrator will describe the reasons for such denial. If within such 30-day period the application is deemed incomplete, the administrator will advise the applicant in writing what additional information or material is needed to complete the application.

D. All notices required under this section will be provided by either first class mail or electronic transmission (as selected by the applicant) to the address indicated on the permit application.

E. A self-haul permit will be valid for a period of one year that runs concurrently with the City's fiscal year, which is July 1 to June 30.

F. Applications for the annual renewal of a self-haul permit must be made on the form prescribed by the administrator and submitted to the City by no later than June 1 of each year. Renewal applications will be processed in the manner described in subsection (C) of this section.

G. Amendments to the self-haul permit to include additional recyclable materials hauled and any other operational changes must be made on the form prescribed by the administrator. The amendment application must be accompanied by the applicable annual permit fee amounts, if any, described in Section 7 of this policy. Amendment applications will be processed in the manner described in subsection (C) of this section.

SECTION 7. SELF-HAUL FEES

A. The fees for the annual self-haul permit will be in such amounts as established by the City Manager. The current fee schedule for the permit is attached to this policy as part of Exhibit A. The applicable annual self-haul permit fees for each self-hauler will consist of the following components:

1. The base permit amount. This amount will be fixed at the same level for each self-hauler; provided, however that new permit applicants will be assessed a prorated amount adjusted to the nearest quarter. The purpose of this fee amount is to help defray the administrative costs of the City's recycling program and compliance with state solid waste mandates such as AB 939 and AB 341.

2. The recyclable materials monitoring amount. This amount will be a fixed amount applied to each different type of recyclable material being self-hauled by a generator. The purpose of this fee amount is to help defray the administrative costs of monitoring and reporting the different types of materials that are being recycled.

3. The bin decal amount. This amount will be a fixed amount applied to each bin decal issued to a self-hauler. The purpose this fee amount is to defray the cost of the bin decal.

4. The weight of recyclable materials amount. The amount will be assessed based on the weight of the recyclable materials self-hauled by a generator each month. All reported weight transactions must be conducted on state or county certified or City approved scales that are available for inspection by the City.

B. The applicable portion of the self-haul permit fee for the base permit amount, recyclable materials monitoring amount, and bin decal amount must be paid at the time of application for the permit, with any amendment to the permit requiring additional fees, and with each annual renewal.

C. The applicable portion of the self-haul permit fee for the weight of recyclable materials amount must be paid on a monthly basis and submitted along with the monthly report of the tonnage of recyclable materials self-hauled on the form provided by the administrator.

SECTION 8. PENALTIES FOR FAILURE TO OBTAIN A PERMIT

Any person who fails to obtain or maintain a collector permit or self-haul permit prior to commencing recycling activities, as applicable, will be subject to a penalty that will result in the doubling of the applicable base permit amount for the required annual permit. Any person who fails to obtain or maintain a generator permit will, in additional to any other remedies available to the City, be subject to administrative citation under IMC Chapter 1.20. All permits issued under this policy are subject to revocation in accordance with IMC section 8.20.480.

SECTION 9. COMPLIANCE WITH APPLICABLE REGULATIONS

The provisions of this policy are intended to supplement the regulations set forth in Article V of IMC Chapter 8.20 beginning at Section 8.20.370. Each generator, collector, and self-hauler operating in the City must comply with all applicable regulations set forth in IMC Chapter 8.20.

EXHIBIT A

CURRENT PERMIT FEES

A. ANNUAL COLLECTOR PERMIT FEES:

1. The base permit amount is $500.
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2. The recyclable materials monitoring amount is $200 per each additional type of recyclable material collected.

3. The bin decal amount is $10 per decal.

4. The weight of recyclable materials collected amount is $2.35 per ton or fraction thereof per month.

B. ANNUAL SELF-HAULER PERMIT FEES:

1. The base permit amount is $250.
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2. The recyclable materials monitoring amount is $100 per each additional type of recyclable material self-hauled.

3. The bin decal amount is $10 per decal.

4. The weight of recyclable materials self-hauled amount is $2.35 per ton or fraction thereof per month.