



City of Mansfield
Environmental Services Department
Recycling Providers and Transporters License Agreement

This license agreement reinforces the requirements to haul or transport recyclable materials from industrial/commercial/institutional customers within the City limits of Mansfield. These requirements can be found in the Mansfield Garbage and Recycling Ordinance as passed on May 26, 1998.

In addition to a complete license application form, any entity, here after licensee, seeking to haul or transport recyclable material within the City limits of Mansfield, hereafter the City, must have a license agreement signed by an appropriate executive of the licensee.

This license agreement contains requirements for license approval that may not be contained within the license application form(s). In order for a license application to be considered for approval a completed license application form must be submitted, along with a signed license agreement and applicable documentation to show proof of compliance with the requirements of the Garbage and Recycling Ordinance.

All licensees must demonstrate the following. Please initial next to each item to indicate you are aware and understand that failure to disclose or provide information related to these items is grounds to deny or revoke a recycling hauler/transporter license:

- Knowledge, understanding and compliance with required State or Federal regulations concerning the hauling of recyclable materials.
- Any claim or judgment against the applicant, any employee for the applicant or person with whom the applicant has been associated with for damages resulting from the negligent operation of a motor vehicle.
- Rates and/or fees the applicant proposes to pay or charge for services rendered.
- Contact number and location of industrial/commercial/institutional customers.
- Contact number, location, and name of destination facilities to be used in providing service and materials serviced at each location.
- Proof of liability insurance in an amount not less than \$1,000,000 per occurrence issued by a company authorized to do business in the state.

This license agreement shall be valid based upon the City's fiscal year. The valid period shall be that defined within the signature blocks at the end of this agreement. At the end of the fiscal year, a new application and license agreement may be submitted to continue to operate within City limits.

Payment of the City's recycling license fee of 8% of gross receipts on all revenues and incomes collected from any source derived from the operation of recyclable collection service within the City. Failure to pay the recycling license fee shall result in the revocation of the license granted and shall preclude the licensee from establishing a new license until all back payments have been remitted.

As part of this license agreement, the licensee agrees that it shall not knowingly haul or transport containers in which solid waste has been comingled with recyclable materials. The Garbage and Recycling Ordinance specifies that all ICI recyclables shall be source separated. This includes separating different recyclable materials from one another. To be clear, a separate container would be needed at a site for paper, plastic, and aluminum. If all three materials were being collected and hauled or transported from this site, three containers would need to be placed at the site for recyclables, and one for solid waste. If the licensee is using a facility which can accept single stream recyclables, a waiver application to haul comingled recyclable materials must be approved by City Staff prior to the license agreement being approved, and would only apply for materials that can be handled at the specified facility, as identified within the waiver application. A separate single stream destination waiver application form would need to be completed and submitted with the license application.

It is the responsibility of the licensee and source facility employees to ensure that comingling does not occur. City staff has the authority to inspect containers for comingling and revoke licenses once comingling is discovered. A given licensee and related source facility shall be notified if comingling of products is detected. These parties shall be provided a period as specified in the notification in order to remedy the issues as described and shall provide written acknowledgment and compliance actions taken. If comingling of materials persists, the license may be revoked. Any licensee and source facility that has a license revoked shall be prohibited from reapplying for a license until the end of the following fiscal year. Notification may occur by email, telephone or written letter. Telephone notification shall be followed up with a written letter. Notification shall be considered received three days after it is properly mailed in the U.S. Mail return receipt requested addressed to the person or position as indicated in the signature block of the license agreement or as amended in writing thereafter

The licensee agrees to make books and records available for inspection by the City Manager, or designated representatives, at reasonable times.

The licensee agrees that if a transfer station is used, the use of that transfer station or material recovery facility shall be for the consolidation of recyclable materials only. No material collected within City Limits in a container designated for recyclable material shall have that material comingled with solid wastes in a transfer station. If the licensee intends to use a transfer station for the collection and/or processing of recyclable material collected within City Limits, the licensee must notify the City of this intent and list the address or other location information for the transfer station, as well as indicate the operator of such transfer station.

A license may be issued if the City Manager, or designated representatives, determines that the applicant has complied with all requirements for the issuance of a license.

A licensee agrees to operate within reasonable hours. Servicing of containers can be begin no earlier than 7 a.m. Monday through Friday and should end no later than 6 p.m. Saturday servicing should begin no earlier than 9 a.m. and should end no later than 5 p.m. No Sunday servicing shall be allowed. All collection times shall be as outlined herein and shall also comply with all other applicable city ordinances.

An approved license may be revoked or suspended for any of the following reasons:

- Licensee provided false or inaccurate information on the application form or in the license agreement.
- Licensee refused to cooperate in the redress of grievances submitted in writing by the City or licensee's customer.

- Licensee has maintained unsightly or unsanitary collection receptacles, as defined in the Garbage and Recycling Ordinance, after being notified of same in writing by City or customer.
- Licensee has continued to provide, after written notice from the City to correct deficiencies, irregular service or service that creates a public nuisance.
- Licensee has failed to pay a fee required by this license agreement by the deadline.
- Licensee has conducted recyclable collection and hauling operations using vehicles maintained in an unsatisfactory condition.

The licensee may appeal a denial, revocation or suspension as explained in the Garbage and Recycling Ordinance.

Approval of this license agreement or license shall not exempt the licensee from other City codes and regulations regarding the servicing of recyclable materials. Approval of this license agreement shall not be construed as implicit or explicit permission or authorization to begin operations without complying with other City codes and regulations regarding servicing of recyclable materials. All license applicants are encouraged to research screening, enclosure, access and other requirements regarding the servicing of recyclables materials before submitting an application.

Certification:

I do hereby certify that I have read and understood all requirements of the City of Mansfield Recycling Providers and Haulers License Agreement and Application, and the Garbage and Recycling Ordinance. I understand that submitting an application to provide recycling services in the City does authorize my company to begin operations within the City. I understand that it is the responsibility of the licensee and customer to ensure that solid wastes are not comingled with recyclable materials. I understand that it is the responsibility of the destination facility operator to conduct business in a legal and sanitary manner, following all Federal, State and local regulations regarding the collection, processing and dispersing of recyclable materials. I understand that any violation of this license agreement or the Garbage and Recycling Ordinance can result in the denial, revocation or suspension of any and all recycling licenses within the City.

Licensee:

Signature	Date
Printed Name	Title
Company Name	email Address

Destination Facility:

Signature	Date
Printed Name	Title

Company Name

email Address

City:

Signature

Date

Peter Phillis
Printed Name

Director of Finance
Title

License Number: _____ Valid Period: _____ to _____