

**CITY OF ALBANY LANDFILL**  
**LANDFILL PERMIT APPLICATION: 2024**  
**525 RAPP ROAD, ALBANY, NY 12205**  
**PHONE: 518-869-3651 FAX: 518-869-6825**

A complete landfill permit application and credit application are enclosed. A permit is required for any firm that wishes to access the site. Firms that wish to access the site and establish a charge account must complete both the permit and credit sections of this package.

***Permits expire at the end of each calendar year regardless of issuance date. No previous application forms will be accepted.*** This is the only acceptable application form. The application package includes the following components:

**Permit Application Materials:**

- |  |   |
|--|---|
| 1. Cover Sheet                               | (initial and return)                        |
| 2. Customer Information and Inputs           | (complete, initial and return)              |
| 3. General Permit Agreements                 | (complete, initial and return)              |
| 4. Unacceptable and Recycling Materials List | (initial and return)                        |
| 5. Billings & Payments and Site Policies     | (initial and return)                        |
| 6. Waste Acceptance Policies                 | (initial and return)                        |
| 7. Insurance Requirements & Indemnification  | (submit certificate(s), initial and return) |
| 8. Vehicle Tracking Form                     | (complete, initial and return)              |
| 9. Credit Application and Charge Form        | (complete, initial and return)              |
| 10. Credit Application Rider Form            | (complete, initial and return)              |
| 11. Recycling Compliance & Reporting         | (complete, initial and return)              |

Completed permit application packages must be accompanied by two checks: (1) a \$200 non-refundable processing fee and (2) a \$100 per vehicle permit fee. Please do not combine fees into a single check. Existing permit holders with charge accounts may choose to have the above permit fees charged directly to their account. Please refer to permit charge authorization form.

Return all submittals and fees to:

**City of Albany Landfill**  
**Attn: Joseph C. Giebelhaus, Deputy Commissioner**  
**525 Rapp Road**  
**Albany, NY 12205**  
**Email – [jgiebelhaus@albanyny.gov](mailto:jgiebelhaus@albanyny.gov)**

Failure to satisfactorily complete any part of the permit application package, including initialing the bottom of each page, will result in the rejection of your application. Applications can also be rejected by not complying with landfill regulations.

You will be notified within 10 business days of the receipt of your application as to your approval status. Approval letters will include permit sticker(s). If your permit is rejected, only the vehicle permit fee will be returned. Complete all relative pages and initial pages. Return original application to above; faxed copies are not acceptable. The city uses Dunn & Bradstreet for credit review. Please provide credit references from other disposal facilities.

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***Customer Information and Inputs***

**General Information:**

City of Albany permit #: \_\_\_\_\_ Date of application: \_\_\_\_/\_\_\_\_/\_\_\_\_

Company name: \_\_\_\_\_ D.B.A: \_\_\_\_\_

Address: \_\_\_\_\_ Contact Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

Email (required for landfill notifications including tip fees):  
\_\_\_\_\_

Disposal locations used in 2024: \_\_\_\_\_  
\_\_\_\_\_

Answers community agreements (specify): \_\_\_\_\_  
\_\_\_\_\_

Will you be using a third-party hauler?     Yes     No

Name of third-party hauler (note third party will also need permit to access facility):  
\_\_\_\_\_

**Projected Waste Inputs:**

Municipal solid waste (MSW): \_\_\_\_\_ tons per day (TPD)

Construction & demolition (C&D): \_\_\_\_\_ TPD

C&D – PACM/ACM\*: \_\_\_\_\_ TPD

Industrial waste\*: \_\_\_\_\_ TPD

Sludge\* \_\_\_\_\_ TPD

Petroleum contaminated soil (pcs)\*: \_\_\_\_\_ TPD

Alternative daily cover (ADC)\*: \_\_\_\_\_ TPD

*\*waste stream requires prior approval*

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***General Permit Agreements:***

I agree that the terms, conditions, policies, law and regulations including Section 313 of the City of Albany code apply to any individual within this firm and any other agent and/or subcontractor working on my behalf. Furthermore, I acknowledge receipt of and agree to the terms and conditions in the attached rider dated November 1, 2003, and all insurance and indemnification requirements.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print or Type Name:** \_\_\_\_\_

I hereby personally guarantee payment of any sums of money due under this agreement. (if this is an application made on behalf of a corporation, the signature below must be of a corporate officer)

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print or Type Name:** \_\_\_\_\_

N.B.: NYS law mandates that all municipalities enforce source separation ordinances after September 1, 1992. The City of Albany and the other ANSWERS municipalities have these laws on their books and are enforcing them. As items are identified for recycling, they must be excluded from the landfill and hauler who bring loads commingled with recyclables can lose their tipping privileges.

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***Solid waste shall not contain the following:***

1. Explosives or ammunitions
2. Combustible liquid or gas container, bottles, cylinders or cans
3. Caustic acids, corrosives, chemicals or other hazardous wastes, radioactive or other contamination or pollutants prohibited by mandatory and binding laws or regulations of the United States and New York State
4. Liquid or slurry wastes
5. Unopened containers, except empty household spray cans
6. No lawn clearing debris including grass, leaves, stumps tree trunks or limbs
7. Thick walled or solid metallic objects such as castings, forgings, gas cylinders or motors
8. Steel or nylon rope, cables, or slings more than four feet long.
9. Case hardened or alloy steel chains over 3/8 inches in diameter or 4 feet in length
10. Animal wastes or parts of animals other than normal household garbage
11. No recyclables as determined by the Commissioner of the Department of General Services
12. Solid blocks of metal, rubber or plastic more than two cubic feet
13. Any material classified as infectious, hazardous wastes (contaminated hypodermic needles, syringes, broken glass, and scalpel blades, isolation waste, cultures and stock from laboratories, human blood and blood products)
14. No barrels or drums
15. No incinerated or partially incinerated materials
16. Wastes that are not easily recognizable or wastes that may pose a health risk to landfill employees will only be accepted with written approval from the landfill.

***The following recyclable items are banned from disposal at the landfill:***

1. Paper: ONP, OMG, OCC, office paper, craft, junk mail, other recyclable papers
2. Containers:
  - Plastic - #1-# 7 (except for #6 Styrofoam) glass – green, brown & clear
  - Cans – ferrous and bi-metal
  - Juice boxes, aseptic packaging and milk cartons
3. Yard waste and grass clippings
4. White goods (used appliances)
5. Scrap metal including pipe, studs, conduit, appliances, & auto parts
6. Tires
7. Batteries except for household alkaline batters (i.e. A, Aa, AAA, C & D)
8. Motor oil
9. Textiles
10. Electronics

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***The following policies will apply to both your firm, or agents and subcontractors:***

**Billings & Payments Policies:**

1. Payment options: checks made payable to the Treasurer of the City of Albany, via the establishment of a charge account or credit card (\$20,000 max).
2. Cash is not accepted at the landfill.
3. ***If amounts due go beyond 60 day's late, accounts and permits will be closed/cancelled until payments are made. It is important to ensure that payments are made in timely manner to keep accounts in good standing. Consistently late accounts will be reviewed and/or converted to COD accounts.***
4. ***Late charges are not optional and all customers are subject to late charges when their accounts go beyond the 30-day term account limits.***
5. Permitted firms may not authorize a second party to use their account
6. Firms with multiple divisions may not establish multiple accounts
7. ***All landfill receipts shall be reviewed before leaving the Scalehouse to ensure correct Price, Tonnage, and Bill To. The proper time to address these issues is at the time of disposal not after the invoice is received.***
8. ***The only way to get a copy of a scale ticket is to go to the Scalehouse and request one from the scale operator. No other methods exist.***
9. Should a billing disputes occur it shall be made in writing and directed to the city of Albany Treasurer.
10. Stored tare weights will be confirmed twice per year. Disputes over vehicle tare weights will be made at the time of the transaction.
11. Checks returned for insufficient funds will result in the immediate loss of tipping privileges.
12. A ½ ton minimum charge will be assessed to all transactions
13. Loads delivered via a third party will be accompanied by a bill of lading or manifest. Third party haulers will have a permit with the city to access the site.

**Site Access Policies:**

1. All customers will check into the Scalehouse prior to accessing the site
2. ***All loads will be tarped. All loads will be un-tarped in the landfill. Drivers that un-tarp or un-load in areas not designated by the city will be given one warning, a second offence will be enforced with a fine, and third offence will be enforced by barring from the site.***
3. All vehicles accessing the landfill will have tow hooks firmly affixed to the front and rear of each vehicle. The city does aid at the request of drivers ***but a fee will be assessed. The city does not assume responsibility for damage to vehicles or equipment.***
4. Customers are to use extreme caution while on site; unsafe drivers will be barred from the site.
5. ***The site speed limit is 10 mph. This is strictly enforced and violators will be barred from the site.***
6. For safety reasons, passenger vehicles are not permitted in the landfill.
7. Permit holder recognizes the inherent dangers of entering a landfill. The permit holder assumes responsibility for developing and enforcing a health and safety plan for their employees.

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**Waste Acceptance Policies:**

1. The city reserves the right to refuse acceptance for materials that require pre-approval.
2. The city reserves the right to reject waste that contains wastes specified in the waste acceptance protocol (pg. 4) and/or recycling list (pg. 5).
3. Acceptance of contaminated soil is subject to pre-approval and on an appointment basis only.
4. The city reserves the right to demand analytical testing for materials that, by their nature, are not easily identifiable or are from a specific generator.
5. A completed waste profile form is required for wastes that are not easily identifiable or are from a specific generator.
6. Should the characteristics of the waste differ from those indicated by the waste profile form or should the characteristics of the waste change, the city reserves the right to alter the pricing structure for the waste or refuse the waste.
7. Should a lot number be assigned by the city for a specific waste stream, the hauler will provide a bill of lading with that lot number clearly indicated.
8. ADC, PACM/ACM, Industrial Waste, and Special Waste acceptance forms can be obtained at <http://www.albanylandfill.com> under the customer menu tab.

**Tip Fee Policies:**

1. Tip Fees are subject to change with 5 business day notice. Tip fee increase/decrease notices will be provided by email only and will also be posted on <http://www.albanylandfill.com>.
2. The only approved method to obtain a tip fee quote for a project or waste stream is to obtain a written quote from the City of Albany Landfill or CHA such as email and/or waste profile sheets. To request a quote please email [coalandfill@albanyny.gov](mailto:coalandfill@albanyny.gov)

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***The following policies will apply to both your firm, or agents and subcontractors:***

**Insurance Requirements**

Applicant shall procure and maintain throughout the term of this permit, without any additional expense to the City of Albany the following insurance coverage:

- (a) General liability insurance: a policy or policies of general liability insurance with limits of not less than one million dollars (\$1,000,000.00) for each occurrence;
- (b) Automobile liability insurance: a policy or policies of automobile liability insurance with limits of not less than one million dollars (\$1,000,000.00) for each accident because of bodily injury, sickness, or disease, including death at any time, resulting there from, sustained by any person caused by accident and with limits of not less than one million dollars (\$1,000,000.00) for damage because of injury to or destruction of property, including the loss of use thereof, caused by accident and arising out of the ownership, maintenance, or use of any automobiles.
- (c) Workers' compensation and employer's liability insurance: a policy or policies of workers' compensation and employer's liability insurance providing protection for employees in the event of job-related injuries.

All insurance must be issued by an insurer licensed to do business in the state of New York and must have an a.m. Best rating of not less than "a". Each policy of insurance required shall be in form and content satisfactory to the city of Albany and shall provide that the City of Albany is named as an additional insured, on a primary and non-contributing basis. Before any permit is issued, applicant must provide the City of Albany with a certificate or certificates of insurance which show that applicant is in compliance with these requirements.

If at any time any of said policies shall be or become unsatisfactory to the City of Albany, applicant shall promptly obtain a new policy and submit proof of insurance of the same to the city for approval. Upon failure of applicant to furnish, deliver and maintain such insurance as above provided, the permit may, at the election of the city, be forthwith declared suspended, discontinued, or terminated. Failure of applicant to procure and maintain any required insurance shall not relieve applicant from any liability under the permit, nor shall the insurance requirements be constructed to conflict with the obligations of applicant concerning indemnification.

**Indemnification**

Applicant agrees to defend, indemnify, and hold harmless the City of Albany and its officers, employees and agents, from and against all claims, actions, causes of action, injuries, damages, losses, liabilities, and expenses (including, without limitation, reasonable attorney's fees and court costs) arising out of, or in consequence of, any negligent or intentional act or omission of applicant or its officers, employees, agents, or subcontractors to the extent of its or their responsibility for such claims, actions, causes of action, injuries, damages, losses, liabilities and expenses.

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***Truck Tracking Form***

Please provide the following information for all the vehicles that your firm is permitting. Please reproduce this form as necessary.

Landfill ID Number: \_\_\_\_\_

Plate Number: \_\_\_\_\_

Vin Number: \_\_\_\_\_

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Landfill ID Number: \_\_\_\_\_

Plate Number: \_\_\_\_\_

Vin Number: \_\_\_\_\_

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Landfill ID Number: \_\_\_\_\_

Plate Number: \_\_\_\_\_

Vin Number: \_\_\_\_\_

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Landfill ID Number: \_\_\_\_\_

Plate Number: \_\_\_\_\_

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Landfill ID Number: \_\_\_\_\_

Plate Number: \_\_\_\_\_

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Landfill ID Number: \_\_\_\_\_

Plate Number: \_\_\_\_\_

Vin Number: \_\_\_\_\_

Initial: \_\_\_\_\_



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***Financial Information – Credit Applications Only***

**Section I – General**

Name of Bank: \_\_\_\_\_ Address: \_\_\_\_\_

Account #: \_\_\_\_\_

**Section II – Balance Sheet**

**Assets:**

Cash: \_\_\_\_\_

Investments: \_\_\_\_\_

Accounts Receivable: \_\_\_\_\_

Inventory: \_\_\_\_\_

Building & Equipment: \_\_\_\_\_

Accumulated Depreciation: \_\_\_\_\_

Total: \_\_\_\_\_

**Liabilities:**

Accounts Payable: \_\_\_\_\_

Accrued Liabilities: \_\_\_\_\_

Total: \_\_\_\_\_

**Equity:**

Common Stock: \_\_\_\_\_

Retained Earnings: \_\_\_\_\_

Total: \_\_\_\_\_

Monthly Gross Revenue: \_\_\_\_\_

Monthly Expenses: \_\_\_\_\_

Monthly Net Revenue: \_\_\_\_\_

Credit Line Requested: \_\_\_\_\_

I certify the above to be true and accurate at the time of this permit application:

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print or Type Name:** \_\_\_\_\_

*Note: Section II can be substituted with a recent Dunn and Bradstreet report on your company.*

***Credit Application Charge Form***

I agree to be liable for the annual **\$200** landfill credit application fee and the total of \$\_\_\_\_\_ for \_\_\_\_\_ trucks (**\$100.00 per vehicle**) as specified on page 1 of this agreement. I understand that application fees are not refundable nor are the permits transferrable. In addition, I am aware these charges will appear on my monthly statement and if these charges are not paid within 30 days, the above permits will be revoked.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print or Type Name:** \_\_\_\_\_

*Note: Charges and payments will appear on your monthly statement.*

Initial: \_\_\_\_\_

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***Rider Form – November 1, 2003***

I agree to be liable for all late charges at an interest rate of 1.5% compounded monthly for all charges credited to this account for more than 30 days. I understand that alternate payment terms may be enforced due to non-payment, poor credit rating or in the case of a new customer.

I understand that failure to remit all charges credited to my landfill account more than sixty (60) days will result in revocation of this permit.

In the event of any dispute regarding this account, including but limited to failure to pay an invoice on time, I agree that a lawsuit may be commenced by certified mail, return receipt requested at the address listed in the application form and that a service of a summons and or complaint by such method shall constitute good and proper service of process or any other lawful means.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print or Type Name:** \_\_\_\_\_

Initial: \_\_\_\_\_

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***Recycling Compliance & Reporting***

As a commercial waste hauler (hauler) working within the Capital Region Solid Waste Planning unit and as a condition of this permit, I agree to the following conditions:

1. The hauler shall have recycling collection services available to all residential, industrial and commercial waste generators under contract. The scope of these services shall include items listed in section 313-16 of the municipal code of the City of Albany and page 5 of this agreement.
2. The City of Albany shall initiate random waste inspections to assess compliance with local recycling ordinances. Because of such inspections, the city will identify specific waste deliveries that are deemed non-compliant and will initiate code enforcement action against the generator. The hauler will assist the city in the code enforcement action by disclosing the name, address and telephone number of commercial or residential generator(s) associated with that specific non-compliant delivery. Generator disclosure shall be provided by the hauler within five business days of the request.
3. In accordance with section 313-16, the city will allow for up to 180 days for the generator to become in compliance. Should the generator fail to comply and because of the city's assessment, the generator may be subject to fines outlined in local ordinance (up to \$325 fine).
4. The city shall provide to the hauler a standard recycling guide for distribution to all customers. Hauler shall distribute guide to all generators within 30 days of receipt. The hauler shall provide guide to all future generators. Copy of hauler recycling guide is attached.
5. Should fugitive wastes be detected in specific waste delivery and those materials are subject to an additional service fee or fine, the hauler agrees to payment of that service fee/fine and will make every reasonable effort to pass that cost to the individual generator responsible for the fugitive wastes. Fugitive wastes may include both the unacceptable materials list and recycling list (pages 4 & 5). Specific fees are posted at the scale house and are subject to change with five (5) business day written notice.
6. Hauler agrees to provide a quarterly summary report documenting the type, tonnage and the municipality of origin of all wastes (including materials diverted for recycling).

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print or Type Name:** \_\_\_\_\_

Initial: \_\_\_\_\_