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CITY OF ALBANY
DEPARTMENT OF GENERAL SERVICES
ONE CONNERS BOULEVARD, ALBANY, NEW YORK 12204-2514
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TO: ALL SPECIAL MATERIALS CLIENTS
FROM: ED MACH, LANDFILL SUPERINTENDENT
DATE: JANUARY 05, 2026
RE: SPECIAL MATERIALS ACCEPTANCE PROTOCOL

The City of Albany utilizes non-hazardous contaminated soil as cover material at the Rapp Road landfill. In order to insure compliance with all NYSDEC regulations, the City has developed the following protocol for the acceptance of the material. The attached documents and this Term Sheet must be completed and forwarded as specified below.

CONTACT INFORMATION:

Timmolyn Gray
CHA
III Winners Circle
Albany, NY 12205
Telephone: 518-453-4752
Email: albanylandfill@chacompanies.com

SPECIAL MATERIALS DISPOSAL TERMS:

1. The entire profile will be submitted. Profile shall include Data Sheet, Disposal Terms signed by Broker, original laboratory test results emailed directly from the lab to CHA, completed Analytical Summary Sheet, and Waste Generator letter. Profile will not be reviewed until all information is received.
2. Generator letter will be on generator's letterhead.
3. Sampling procedure shall be in accordance with EPA method SW-846. A representative sample must be taken and analyzed according to the methods listed in this profile.
4. Special Materials customer/project manager will complete an analytical summary sheet for each laboratory result submitted.
5. Laboratory analyses must be performed by a laboratory currently certified under the appropriate approval categories by the New York State Department of Health's Environmental Laboratory Approval Program (ELAP). The City reserves the right to designate a laboratory.
6. Incomplete submittals will be rejected. The City requires a minimum of 2 business days to review a complete submittal.
7. The original complete laboratory result package(s) must be sent to the City's consultant, CHA Consulting, from the laboratory to the above address.
8. A minimum of 1 grab sample per 1,000 tons of material will be required.

9. Virgin spill letters from NYSDEC may be used to waive testing at the discretion of the City. Virgin spill letters must be received at the above address prior to acceptance of material.
10. For material from New York, a NYSDEC Spill ID is required. For material from Vermont, a DEC Spill Number is required. For material from Connecticut, DEP Case Number is required. For material from Massachusetts, a DEP Release Tracking Number (RTN) is required. For material from other states, please contact the above for additional requirements.
11. All haulers, brokers and/or environmental companies conducting business with the City shall maintain a current Landfill Permit. Haulers shall maintain and provide copies of their 6 NYCRR Part 364 & 6 NYCCR Part 381 Waste Transporter Permits.
12. Material does not contain any hazardous waste as defined in 40 CFR Part 261.
13. Material cannot be generated from a hazardous waste spill.
14. The City will assign a Lot Number to each specific job. No loads will be accepted without prior approval**.** The Lot Number must appear on the Bill of Lading or the Non-Hazardous Waste Manifest for each load.
15. Due to demand for disposal space, the City will accept loads on an appointment basis only. The City reserves the right to charge the maximum MSW tip fee for loads of Special Materials that arrive without an appointment.
16. The City reserves the right to reject any given load or any given Lot at any time.
17. The City will not accept any foreign matter in the material (i.e., drums, containers, lumber, etc**).** Loads containing foreign matter will be assessed at the maximum MSW tip fee.
18. Tow hooks must be mounted on both the front and rear of all vehicles. The City does not assume damage to vehicles at the landfill. Frozen loads will be excavated at the request of the driver for a fee.
19. All haulers and brokers must maintain a current Landfill Permit Application with the City, to be renewed annually. Payment terms will be dictated by the permit process.
20. Any person violating Article III of Chapter 313 of the Code of the City of Albany shall have their permit revoked for a period not to exceed one (1) year and shall further be subject to penalties as set forth in Chapter 258 of the Code of the City of Albany.
21. The undersigned hereby acknowledges that they have read the indemnification policy as stated on Page 9 of the permit application and agree to all the terms thereof.

I, _____, hereby acknowledge that I have read the City of Albany's Special Materials disposal terms, that I fully understand the contents of the terms, and that I will comply fully with them.

_____ _____

Signature Date