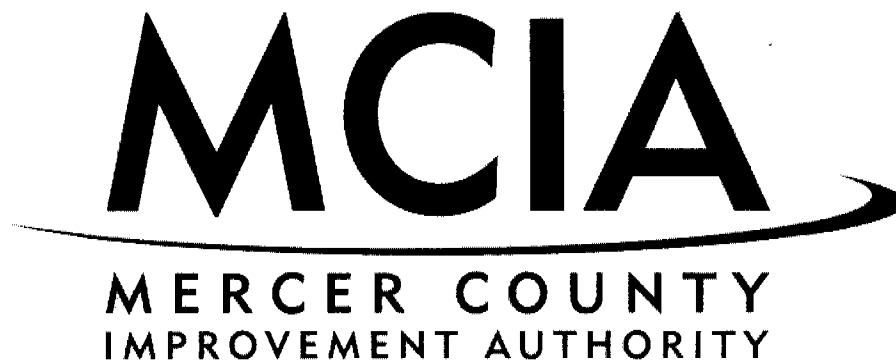


# THE MERCER COUNTY IMPROVEMENT AUTHORITY

## TRANSFER STATION PROCEDURES

### NEW ACCOUNTS



THE MERCER COUNTY IMPROVEMENT AUTHORITY

80 Hamilton Ave.

2<sup>nd</sup> Floor

Trenton, NJ 08611

609-278-8100

[www.mcia-nj.com](http://www.mcia-nj.com)

# MERCER COUNTY IMPROVEMENT AUTHORITY

## TRANSFER STATION PROCEDURES

### NEW ACCOUNTS

1. All haulers must open an account with The Mercer County Improvement Authority (MCIA); **cash is NOT accepted at any time**. Company check, money order and certified bank checks are acceptable forms of payment. Accounts must be opened at the MCIA office at the following address: 80 Hamilton Ave. 2<sup>nd</sup> Floor, Trenton, NJ 08611. If you require directions, please call 609-278-8100.
2. Every vehicle that hauls waste to the MCIA Transfer Station must be registered with the New Jersey Department of Environmental Protection (NJDEP). Consequently, we cannot open an account without a valid NJDEP number for your vehicle(s). **TO OBTAIN A NJDEP REGISTRATION PLEASE CONTACT THE NJDEP**. Also, haulers must present a valid NJDEP card to the scale master at the time of tipping.
3. Fill out the attached Application for a New Hauler Account and bring it to the MCIA offices. Inform the receptionist that you wish to open a hauler's account. Based upon the capacity of the vehicles(s), the type(s) of waste, and the frequency of trips to the transfer station, a deposit amount will be computed. The minimum amount is \$250.00. **Cash is NOT accepted at any time**. Company check, money order and certified bank checks are acceptable forms of payment. All returned checks will be subject to a returned check fee.
4. When dumping at the transfer station, you must submit a "Waste Origin and Disposal Form" at the scale house **FOR EACH LOAD**. You may photo copy the attached "Waste Origin and Disposal Form" for future use. All waste has the potential to be redirected to the PA landfill upon discretion of the MCIA. At this time municipal type 10 waste is processed on site unless otherwise directed to the PA landfill.
5. If you are only tipping a single load and wish to obtain a refund of your excess deposit, contact the Finance Department at 609-278-8100.
6. Haulers are notified that all waste flowing through the Mercer County Improvement Authority Transfer Station **MUST originate in Mercer County, NJ**. If not, you should contact the agency in charge of solid waste operations for the source county of your waste.
7. Haulers are to maintain their deposit balances by remitting tipping fees to the Mercer County Improvement Authority each time they go through the transfer station.
8. All haulers will receive a monthly statement. A positive ending balance indicates that there is a net deficiency in the account. A negative figure represents an excess deposit for future-tipping fees are being held in escrow with the MCIA.

The following is an extract from The Mercer County Improvement Authority's tariff as approved by the Board of Regulatory Commissioners effective November 18, 1992.

"...All privately-owned solid waste haulers shall be required to maintain a prepayment account with the Authority. The amount of such a prepayment account shall be based on the customer's average number of cubic yards or tons disposed of with the Authority on a twelve (12) day basis or \$250.00, whichever is greater. Required prepayment accounts must be replenished in full every five (5) days."

"...When the Authority first requires a prepayment account from a customer, the Authority shall allow the customer to start the prepayment account by providing a six (6) day balance initially and shall not require a twelve (12) day balance until two weeks after such requirement was imposed."

"...A late payment charge of one percent (1%) per month, calculated daily, shall be applied to the accounts of all customers who have outstanding amounts due to the Authority for solid waste disposal services rendered."

The tariff further provides:

"...The Mercer County Improvement Authority reserves the right to discontinue service (on three days notice) for the failure to make payments in accordance with the terms of this tariff and the billing statement unless other arrangements with the Mercer County Improvement Authority are made in advance."

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### **Commonwealth of Pennsylvania Act 90**

On June 29, 2002 the Commonwealth of Pennsylvania adopted Act 90, a law which establishes a Waste Transportation Safety Program (WTSP)

The WTSP requires owners of waste transportation vehicles with a registered weight greater than 17,000 lbs and trailers registered for more than 10,000 lbs to obtain written authorization from the Pennsylvania Department of Environmental Protection (PADEP).

The WTSP prohibits in state disposal facilities from accepting waste from unauthorized vehicles after December 26, 2002.

To obtain the PADEP application package all haulers should contact the;

Pennsylvania Department of Environmental Protection  
Bureau of Land Recycling and Waste Management  
Division of Municipal and Residual Waste  
P.O. Box 8472  
Harrisburg, PA 17105-8472  
(717) 787-7381

The package can also be obtained via the web at <http://www.dep.state.pa.us> (direct link "permits")

**The Mercer County Improvement Authority**  
 80 Hamilton Ave.  
 2<sup>nd</sup> Floor  
 Trenton, NJ 08611  
 609-278-8100

**APPLICATION FOR NEW HAULER ACCOUNT**

APPLICATION DATE \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

TAX ID # \_\_\_\_\_

CONTACT PERSON FOR TRUCK INFORMATION \_\_\_\_\_

CONTACT PERSON FOR BILLING \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

ACTUAL (PHYSICAL) ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

TELEPHONE NUMBER ( ) \_\_\_\_\_

CELLULAR TELEPHONE NO. ( ) \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

IS YOUR ORGANIZATION INCORPORATED WITH THE SECRETARY OF THE STATE OF NEW JERSEY? \_\_\_\_ YES, \_\_\_\_ NO. IF YES, PLEASE COMPLETE THE FOLLOWING:

NAME OF CORPORATION: \_\_\_\_\_ DATE INCORPORATED: \_\_\_\_\_

NAME OF REGISTERED AGENT: \_\_\_\_\_

ADDRESS OF AGENT: \_\_\_\_\_

TYPE OF WASTE TO BE DISPOSED \_\_\_\_\_

IS THIS MERCER COUNTY WASTE? \_\_\_\_ YES, \_\_\_\_ NO

(IF NO, YOU ARE NOT PERMITTED TO DUMP IN MERCER COUNTY)

TYPE OF ACCOUNT \_\_\_\_ ONE LOAD, \_\_\_\_ CONTINUING ACTIVITY

**TRUCK INFORMATION:**

	NJDEP NUMBER (5 DIGITS)	DECAL NUMBER	VEHICLE PLATE NUMBER	CAPACITY (TONS/CU.YD)	TYPE OF TRUCK
1.					
2.					
3.					
4.					
5.					

I certify that to the best of my ability the information listed above is true and correct. I agree to notify the Mercer County Improvement Authority (MCIA) immediately of any material changes to this information. I further authorize the MCIA to verify information supplied and obtain credit information and reports.

APPLICANT'S NAME (PRINT) \_\_\_\_\_ APPLICANTS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

INITIAL \$250.00 PREPAYMENT REQUIREMENT OR ESTIMATED 12 DAY AVERAGE DISPOSAL COST, WHICHEVER IS GREATER, ALONG WITH A COPY OF IDENTIFICATION AND NJDEP REGISTRATION MUST BE SUBMITTED WITH APPLICATION.

**AUTHORITY USE ONLY**

ACCOUNT NUMBER: \_\_\_\_\_

DATE OPENED: \_\_\_\_\_

OPENED BY: \_\_\_\_\_

## NOTICE TO HAULERS

Date: January 1, 2017

To: Solid Waste Haulers Operating in Mercer County  
From: Phillip S. Miller, Executive Director, Mercer County Improvement Authority

RE: **Solid Waste Tipping Fees-2017**

Please be advised the tip fee for Mercer County generated waste types 10, 13, 23, 27 and 27A remain as follows:

<u>Waste Type</u>	<u>Rate/ton<sup>1</sup></u>	<u>Taxes/ton<sup>2</sup></u>	<u>Total Rate/ton</u>
10T Municipal Solid Waste <u>Transferred</u>	\$110.50	\$7.50	<b>\$118.00</b>
10N Municipal Solid Waste Non-Transferred	\$101.27	\$7.50	<b>\$108.77</b>
13 Bulky and C&D	\$101.27	\$7.50	<b>\$108.77</b>
23 Vegetative	\$101.27	\$7.50	<b>\$108.77</b>
25 Animal	\$101.27	\$7.50	<b>\$108.77</b>
27 Industrial (Non-Toxic)	\$101.27	\$7.50	<b>\$108.77</b>
27A Asbestos	\$101.27	\$7.50	<b>\$108.77</b>

<sup>1</sup>Rate includes: PA Surcharge (\$4.00/ton)

<sup>2</sup>Taxes includes: Host Community Benefit (\$4.50/ton) & NJ Recycling Tax (\$3.00/ton)

**HOW TO OBTAIN A NJDEP REGISTRATION NUMBER**

**Please contact:** The New Jersey Department of Environmental Protection  
Solid and Hazardous Waste Regulation  
401 East State Street  
Trenton, NJ 08625  
Attn: Licensing and Registration Unit  
609-292-7081  
<http://www.nj.gov/dep/dshw/>

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION-DIVISION OF SOLID AND HAZARDOUS WASTE  
**SOLID WASTE ORIGIN AND DISPOSAL FORM**

**A. Transporter Section** (To be completed by the Transporter prior to transport to the disposal site)

<p>1. Name of Registered Transporter: _____ Phone No. _____</p> <p>2. NJDEP Registration No.: _____</p> <p>3. Type of Transporter Registration: (Check One) <input type="checkbox"/> A-901 Licensed <input type="checkbox"/> Registered self-generator <input type="checkbox"/> Registration Exempt</p> <p>4. Waste Self-Generated: (Check One) <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>5. Name of LESSOR if the solid waste vehicle is leased: _____</p> <p>6. Decal No. _____ Type _____ License Plate No. _____ Capacity _____ Leased - Yes or No _____</p> <p>Cab or Single Unit _____</p> <p>Container _____ N/A _____</p> <p>Trailer _____</p> <p>8. Transporter to complete waste origin information.</p> <p>Municipality (ies) _____ County(ies) _____ State _____ % of Total Load _____</p>	<p>7. A. Waste Types (Please circle)</p> <p>ID 10 ID 13 ID 13C ID 23</p> <p>ID 25 ID 27 ID 27A ID 27I</p> <p>Other: _____</p> <p>B. Source Separated Recyclables: (Please circle)</p> <p>Paper / Corrugated / Glass / Metal / Plastics</p> <p>Concrete / Asphalt / Wood / Yard Material</p> <p>Other: _____</p> <p>* Sending Facility: (If solid waste is transported from a solid waste intermodal, transfer, or material recovery facility, list the facility name in the Municipality column, ID # in the County column and the State in which the sending facility is located in the State column.)</p>
<p>9. Date Waste Collected: _____</p>	
<p>10. Transporter's Certification: I CERTIFY THAT THE INFORMATION PROVIDED ON THIS FORM IS TRUE TO THE BEST OF MY KNOWLEDGE.</p> <p>PRINT DRIVER'S NAME _____ SIGNATURE _____ DATE _____</p>	
<p><b>B. Disposal Destinations</b></p> <p>11. Final Disposal Facility Name &amp; State (Transporter Completes 11 &amp; 12): _____</p> <p>12. Non Hazardous Manifest # or Bill of Lading # or Pull Ticket #: _____</p> <p>13. In State weigh location (Weigh master completes 13 through 16): _____</p> <p>14. GROSS WT.: _____ NET WT. (IN STATE DISPOSAL ONLY): _____ 15. SCALE TICKET NO. (IN STATE DISPOSAL ONLY): _____</p> <p>16. Weigh master's Certification: I CERTIFY THAT THIS FORM HAS BEEN COMPLETED BY THE REGISTERED TRANSPORTER IDENTIFIED ABOVE, AND THAT THE GROSS WEIGHT FIGURE IS TRUE AND ACCURATE FOR LDHAIN GOING OUT OF STATE.</p> <p>SIGNATURE: _____ DATE: _____</p>	
<p><b>C. In State Disposal Facility Section</b> (To be completed by facility operator for loads disposed of in State only)</p> <p>17. New Jersey Receiving Facility Operator Certification: I CERTIFY THAT THIS FORM HAS BEEN COMPLETED BY THE REGISTERED TRANSPORTER IDENTIFIED ABOVE, AND THAT THE WASTE AS IDENTIFIED BY THE TRANSPORTER IS PERMITTED TO BE DISPOSED OF AT THIS FACILITY.</p> <p>Receiving Facility Permit or ID#: _____ DATE _____ TIME _____ OPERATOR'S STAMP OR SIGNATURE _____</p>	

### Instructions for completing NJDEP Solid Waste Origin And Disposal Form

1. **Name of Registered Transporter and Phone Number:** The transporter must use the registered trade name of the transporter as identified on the NJDEP Solid Waste Transporter Registration along with the appropriate telephone number (including area code) of the company. Nicknames, aliases and abbreviations are not acceptable.
2. **NJDEP registration No.:** The correct NJDEP Solid Waste Transporter Registration Number must be filled out. This number appears on the registration certificate which must be carried with the vehicle.
3. **Type of Transporter Registration:** The appropriate box must be checked depending on whether the transporter is licensed, is a self generator exempted from licensing requirements, or the vehicle is not subject to NJDEP registration requirements.
4. **Waste Self Generated:** The appropriate box must be checked to disclose whether the waste was self generated by the entity performing the transportation.
5. **Name of LESSOR if the solid waste vehicle is leased:** The name of the lessor as indicated on the lease must be filled in if the vehicle is leased. The lease must be carried in the registered vehicle.
6. **Decal No., Type, License Plate No., Capacity, and Leased:** The decal number must be filled in for the appropriate type of registered equipment (i.e. container, trailer, cab, etc.). The license plate must also be filled in for the appropriate equipment along with the capacity (i.e. 30 cubic yard container). Yes or No must be filled in next to the appropriate type of equipment to indicate if it is leased.
7. **Waste Types and Source Separated Recyclables:** The transporter must indicate the type(s) of waste being transported by circling the appropriate waste types. An example of "other" would be non hazardous bulk liquid (type 72) for example. If a load consists of source separated recyclables the transporter must circle the appropriate material. If the load consists of more than one co-mingled type of recyclable, "co-mingled" must be indicated under the "Other" section along with the approximate percentages (i.e. co-mingled paper 25%, metal 50%, plastics 25%)
8. **Municipality, County State, % of Load:** The transporter must identify the waste origin by municipality, county, and state along with the respective percentage of each waste origin. In the event waste is transported from one solid waste facility to another (for example from a transfer station to a landfill for disposal) the transporter must indicate the sending facility's name in the municipality column, the facility permit # in the County column, and the State in which the sending facility is located in the State column, in addition to the waste origin(s). The percentage of waste sent from a single solid waste facility such as a transfer station should be recorded as 100%.
9. **Date Waste Collected:** The transporter must fill in the actual date the solid waste was collected.
10. **Transporter's Certification:** The driver representing the transporter must print and sign his/her name and date to certify the information in the Transporter Section was completed accurately.
11. **Final Disposal Facility Name & State:** The transporter must fill in the final disposal facility name and State in which the facility is located.
12. **Non Hazardous Manifest # or Bill of Lading # or Pull Ticket #:** The transporter must identify the appropriate manifest or bill of lading number for loads being transported for out of State disposal. The pull ticket number must be recorded for all loads where such a document is generated.
13. **In State weigh location:** The weigh master must complete the location of the weighing facility. For most instances of in State disposal this is the same location as the disposal facility, however in cases involving loads being transported out of State, the weigh location may be designated to be a location other than a disposal facility.
14. **Gross Wt. And Net Wt.:** The weigh master must complete the gross weight for all vehicles transporting waste and recyclables into solid waste facilities within this State. The gross weight must also be completed for all loads destined for out of State waste disposal facilities. The net weight must be recorded for all loads being disposed of in this State.
15. **Scale ticket #:** The weigh master must record the appropriate scale ticket # generated for loads received for disposal within this State.
16. **Weigh master's Certification:** The weigh master must certify the information he or she recorded is accurate.
17. **New Jersey Receiving Facility Operator Certification:** The person responsible for recording information for loads received at New Jersey solid waste facilities must fill in the facility number the date and time and stamp or sign the form to certify the form was completed by the transporter and that the waste identified by the transporter is permitted to be accepted at the facility for disposal.

Failure to carefully follow these instructions in accurately completing the Solid Waste Origin and Disposal Form can lead to enforcement action including penalties.

- Waste Type ID 10 = municipal solid waste
- Waste Type ID 13 = bulky solid waste
- Waste Type ID 13C = construction & demolition debris
- Waste Type ID 23 = vegetative waste
- Waste Type ID 25 = animal and food processing waste
- Waste Type ID 27 = dry industrial waste
- Waste Type ID 27A = asbestos containing waste
- Waste Type ID 271 = incinerator ash



# **Notice to all Solid Waste Haulers using the MCIA Transfer Station:**

Effective immediately, all hauler payments to the MCIA are to be sent to the following address:

**The Mercer County Improvement Authority  
80 Hamilton Ave.  
2<sup>nd</sup> Floor  
Trenton, NJ 08611**

**Attn: Finance Department**

Indicate your account number on all checks and on any remittance advice.  
Phone #: 609-278-8100

## **DIRECTIONS TO THE MCIA TRANSFER STATION**

The MCIA Transfer Station is located at Dover and Stokes Avenue in Ewing Township, Mercer County, New Jersey. The main entrance is on North Olden Avenue. From Route 1 South continue onto Route 1 South (Business) to the Brunswick Circle. Take the second right turn off the circle. Go to the second traffic light and turn right, this is Spruce Street. Go to the first traffic light and turn left, this is Arctic Parkway. Go to the first traffic light and turn left, this is North Olden Avenue. Approximately 50 yards on the right is the MCIA Transfer Station.

## **DIRECTIONS TO TULLYTOWN/GROWS LANDFILL**

The Tullytown/GROWS landfill is located at 1000 New Ford Mill Road in Falls Township, PA. After leaving the MCIA Transfer Station turn right onto North Olden Avenue. Go to the third traffic light and turn right. Follow signs onto Route 1 South. Stay on Route 1 South into Pennsylvania. Once in PA follow signs to Route 13 South. Take Route 13 South to Tyburn Road East. Take Tyburn Road East to the first traffic light, this is New Falls Road. Turn right and go to the first stop sign. At the stop sign either turn right for Tullytown Landfill or turn left for the GROWS Landfill. This is determined by which landfill is marked on the back of the MCIA weigh ticket.

## **FOR ALL HAULERS UTILIZING THE TULLYTOWN / GROWS LANDFILL:**

### **INSTRUCTIONS FOR CALCULATING YOUR TOTAL DOLLARS DUE PER WASTE LOAD TIPPED:**

Upon leaving the Tullytown/GROWS Landfill, all drivers have received and should bring back to their company office two (2) receipt documents for each load of waste disposed:

- One received from the MCIA Transfer Station (see SAMPLE document #1).
- One received from the Tullytown/GROWS Landfill (see SAMPLE document #2)
- To ensure accuracy, the two (2) documents should be matched utilizing the six (6) digit code found in the "TICKET" box of the MCIA document (SAMPLE #1) and on the Tullytown/GROWS document following "Haul Tk#" (SAMPLE #2).
- To calculate your total dollars due per waste load tipped, take the "RATE" found on the MCIA document (SAMPLE #1) PLUS \$7.50 (see step 1) and multiply that by the "Tons" (see step 2) found on the Tullytown/GROWS document (SAMPLE #2). The result will be the dollar amount you were charged for that load of waste and should be remitted to the MCIA within three (3) business days of the date of the waste tipped.

Repeat this procedure for EACH LOAD of waste that goes through the MCIA Transfer Station and then on to the Tullytown/GROWS Landfill for disposal.

Please be reminded that the receipt documents your drivers receives, both from the MCIA Transfer Station and from Tullytown/GROWS Landfill, are considered your invoices for services rendered and should be treated accordingly.

**SAMPLE # 1**

MCIA Transfer Station  
 640 S. Broad St. PO Box 8068  
 Trenton, NJ 08650

Account # Your Company Name  
 Address

DATE	TICKET	GND			
02	019485	←			
DATE IN	DATE OUT	TIME IN	TIME OUT	VEHICLE	ROLL OFF
02/29/00	02/29/00	07:07	07:07	00828	
RECEIVED			ORIGIN		
1109-PRINCETON BORO					

Scale 1 Gross Wt.	9720	LB	Inbound - Charge ticket
Manual Tare Wt.	9720	LB	
Net Weight	0	LB	

QTY	UNIT	DESCRIPTION	RATE	EXTENSION	FEES	TOTAL
0.00	TON	ASBESTOS 27A	97.03	0.00	0.00	0.00

(Step 1)  
 97.03  
 + 7.50  
 -----  
 104.53

Operating hours 6:30AM to 1PM M-F to 12PM on Sat.  
 The rate does not include \$4.50/ton Host Community Benefit  
 plus \$3.00/ton Recycling Tax  
 The rate includes PA Surcharge of \$4.00/ton

NET AMOUNT	0.00
TOTAL	
CHANGE	
CHECK NO	

WWS1 TO REORDER CONTACT CAROLINA SOFTWARE (910) 799-0462 SIGNATURE \_\_\_\_\_



**SAMPLE # 2**

TRRF Landfill  
 1000 New Ford Mill Road  
 Morrisville, PA, 19067  
 PH: 215-736-1700

Original Ticket# 871055

Customer: WMC1ADIRECTHAUL WM M.C.I.A. Direct H Carriers.  
 1450 North Olden Avenue  
 Trenton, NJ, 08610

Tkt Date 02/29/2000	Vehicle# 6021	Volume
Pay Type Credit Account	Trailer#	
Billing# 0002209	License#	
Acc Tons 31.82	Driver	
Man Tkt	Haul Tkt 019485 ←	
PC#	Dest T3	

Generator	Profile#
EPA ID #	Waste # PA
Manifest	Origin #/County NJ/NEW JERSEY (State of NJ)
Trailer#	Origin Name NEW JERSEY

Date/Time	Scale	Operator	Operation	Type-inbound	
In 02/29/2000 07:33	TRRF LAB	INBO WE Lic.	Inbound	Gross	9700 lb
Out 02/29/2000 09:28	TRRF 3	OUTBOU SR Lic		Tare	7480 lb
				Net	2220 lb
				Tons	1.11

(Step 2)  
 104.53  
 X 1.11  
 -----  
 116.03

Comments

Product	LD#	Qty	UOM	Rate	Tax	Amount	Origin
1	Asb Friable-Tons-A 100	1.11	Tons				NJ

Total Tax  
 Total Ticket