

Collection License Application Required Information

Per the 2014 Multnomah County Solid Waste & Recycling Management Administrative Rules, Section 10 – Annual License Application:

- d. The application must include the following information:
 - i. The name and address of the business;
 - ii. State of Oregon business license number;
 - iii. The address of the business' operating yard;
 - iv. The names and business addresses of all principals of the business;
 - v. Disclosure, for the business and each principal of the business, of:
 1. All civil litigation within the course and scope of the applicant's solid waste and recycling collection activities in Oregon within the last ten years resulting from allegations of property damage, discrimination, or violations of environmental laws;
 2. All accidents, performed during the course and scope of your solid waste collection activities, that occurred within the Metro wasteshed, and required the filing of an ODOT Motor Carrier Crash Report (Form 735-9229); and,
 3. All Department of Environmental Quality and Metro enforcement actions, including a description of nature of enforcement action and outcomes.
 4. All prohibitions from operating collection vehicles due to an unsatisfactory safety fitness rating from either the U.S. Department of Transportation or the Oregon Department of Transportation.
 - vi. The number of residential, multifamily, and commercial customers being serviced by the applicant in unincorporated Multnomah County at the time of application, including drop box customers.
 - vii. A complete list of outreach and education activities conducted by the applicant in unincorporated Multnomah County in the previous year, including frequency.
 - viii. Insurance Certificates. Proof of insurance as follows:
 1. Commercial general liability insurance on an occurrence basis with a combined single limit of not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage, with an annual aggregate limit of \$2,000,000. The Certificate of Insurance must state "Additional Insured Form (include form number) attached. This form is subject to policy terms, conditions, and exclusions." The County must be listed as an Additional Insured by Endorsement on a primary and non-contributory basis. Coverage must specifically include products and completed operations coverage. A cross-liability clause or separation of insureds condition must be included.
 2. Commercial Automobile Liability insurance with a combined single limit or the equivalent of not less than \$2,000,000 for each occurrence for Bodily Injury and Property damage, including coverage for owned, hired, or non-owned vehicles.

3. Workers' Compensation insurance in compliance with ORS 656.017. Employer's Liability insurance with coverage limits of not less than \$500,000 must be included.
 4. Coverage must be without prejudice to other existing coverage. Licensee shall pay all deductibles and retentions. Licensee's coverage will be primary in the event of loss.
 5. Licensee must provide that the County will be given 30 days' advance written notification if the policy's limits are reduced or if the policy is terminated or changed.
- ix. Hold Harmless Agreement. The applicant will furnish to the County on a form provided by the County, a signed statement that the licensee will hold harmless the County, its officials, agents, and employees and will indemnify the County, its officials, agents, and employees for any claims for injury or damage to property that may arise as a result of any activity carried on by the licensee, or the licensee's employees or agents.
- x. License Fees. Prior to final approval, any outstanding Annual License Fee balance, including penalties and interest owed, must be paid to the County.
- xi. The applicant, when submitting a new or renewal application, will pay a nonrefundable application fee of \$150.00.
- xii. The annual fee paid by the licensee will be calculated according to the number of regularly scheduled customers serviced by licensee at the time of application in accordance with the following formula: (\$1.00 per residential, multi-family, and business customer) (per month) = license fee.
1. If a hauler previously not licensed by Multnomah County applies for a license within the calendar year, the fee will be prorated to reflect the number of months remaining in that calendar year rounded to the nearest month.
 2. If the license fee is greater than the application fee, the County will subtract the application fee from the licensing fee to calculate the total amount owed.
 3. The County will accept quarterly payments in lieu of annual payments.
- xiii. Approval or Denial of an Application. The County may deny a license application or renewal when:
1. The applicant or its principals have one or more unresolved Notices of Violation;
 2. An applicant provides late, incomplete or inaccurate information on the application;
 3. An applicant is unable to meet local, state or federal requirements, including but not limited to licenses, registrations, etc.;
 4. An applicant fails or refuses to comply with the requirements of Section 11, Licensee Responsibilities; or
 5. Failure to pay license fee when due.
- xiv. An applicant may appeal an application denial as outlined in these rules.