

# **Jefferson County Recycling & Waste Management**

Waste Hauler Permit Requirements, Permit Application & Transfer  
Station Use Rules

Effective December 10, 2024

Updated September 3, 2025

Jefferson County Recycling & Solid Waste

27138 NYS Route 12

Watertown, NY 13601

Phone 315-786-6900

Fax 315-786-6982

[www.jeffersoncountyny.gov/departments/RecyclingWasteManagement](http://www.jeffersoncountyny.gov/departments/RecyclingWasteManagement)

Kyle V. Rutigliano, Director



## **Section 1.0 – Permit Process**

Haulers and other entities must apply for and be granted a Commercial Waste Permit to utilize the County transfer station. Permits are valid from the date of issuance until revoked or suspended. The Commercial Waste Permit Application form must be filled out completely and submitted along with the appropriate fees and required documentation or it will be denied at the County's discretion.

Upon receipt of the Commercial Waste Permit Application, County staff shall review the application for completeness and accuracy. If the information presented by the applicant is accurate and complete, and applicant deemed qualified to be issued a Permit, the Permit will be granted.

If a hauler's permit is revoked or suspended, a new and complete application must be submitted for reinstatement along with the appropriate fees and required documentation. Revocation or suspension is for a minimum of 30 days before reconsideration on renewal. Reinstatement must be signed off by the Director of the transfer site and also County Administration.

Upon issuance of a Permit, the hauler will be given an identification decal for each vehicle that has been registered. The decal is specific to the vehicle and shall not be affixed to other vehicles for any reason. The Vehicle Data section may be used to update information about existing permitted vehicles, such as license plate changes. There will be no fee for modifications of that nature.

If a permitted hauler is more than 10 days overdue with any payment, he/she may not be allowed to use any County or DANC facility, UNTIL BILL IS PAID IN FULL.

## **Section 2.0 – Enforcement**

Failure to comply with any provision of relevant Federal, State or Local laws or these rules and regulations may subject the Permit holder to revocation of the Permit, fines, reporting to regulatory agencies or any other action deemed appropriate by the County.

## **Section 3.0 – Recycling**

The County prohibits the commingling and disposal of recyclables with solid waste. Haulers must inform their customers that they are strictly prohibited from disposing of recyclable materials in their solid waste.

Loads containing excessive recyclables, as deemed by County staff, may be subject to rejection of the load.

Haulers with 3 repeat violations of excessive recyclables in their loads may be subject to revocation of their Commercial Waste Permit for 30 days.

See attachment for acceptable recycling items.



#### **Section 4.0 – Vehicle Requirements**

A hauler must ensure that all permitted vehicles are legally owned or leased in the hauler's name. A hauler must ensure that all permitted vehicles are properly licensed and registered in accordance with all New York State Department of Transportation and Department of Motor Vehicle standards. All operators of permitted vehicles must be properly qualified and licensed.

Vehicles must be in good repair such that leachate does not discharge from the vehicle except within the active tipping floor area.

All loads shall be tarped per DEC Law Enforcement Regulations and in a manner that contains the waste in the vehicle and does not allow escaping litter.

**Note: County staff shall refuse entry to any vehicle not in compliance with these requirements.**

#### **5.0 – Safety Requirements**

When entering the transfer station, drivers will stop at the point indicated by signage. The driver will not proceed to the tipping floor until notified to do so.

The use of cell phones, headphones, ear buds, or any other electronic/audio device is prohibited while operating a vehicle on County property.

No smoking is allowed on County property.

Spacing between vehicles while dumping is a minimum of 15 feet on either side. Dump trailers should have a minimum spacing of 25 feet on each side.

Drivers must remain with their vehicles while at the transfer station. No person under the age of 16 is permitted outside of the vehicle.

Drivers should not stand near the rear of the vehicle while unloading. Unless required to operate vehicle unloading controls, drivers should always remain in their vehicle at the transfer station.

If it's necessary to exit the vehicle, drivers must have closed-toed shoes and a high-visibility outer garment such as a vest or jacket. Drivers should make eye contact with transfer station equipment operators or any other vehicle operators before exiting the vehicle.

The County reserves the right to detain any waste hauling vehicle and its driver on site for any reason deemed appropriate until the matter that warranted the detention is resolved.

#### **6.0 – Insurance Requirements**

See attachment for commercial waste permit insurance requirements.



## **7.0 – Transfer Station General Requirements**

Jefferson County Recycling & Waste Management

27138 NYS Rte. 12

Watertown, NY 13601

Open 7:30am to 3:00pm Monday-Friday

Open 7:30am to 1:00pm Saturday

See County website for holiday schedule

Tipping fees are based on weight as determined by the County scales. Rates are determined annually during budget preparation and approved by the Board of Legislators. Current fees can be found on the County's website.

Site speed limit is 15 mph. Drivers exceeding the posted speed limit will be subject to enforcement.

All waste hauling vehicles must weigh in and weigh out. The driver will stop at the spot designated for waste hauling vehicles to wait until the scale clears.

No un-tarping or turnbuckles undone at the scales or prior to the scales.

When it's the waste hauler's turn to approach the scale, the vehicle must proceed slowly onto the scale and come to a complete stop.

The hauler will supply the scale operator with all the requested information about the load to be disposed of. This includes material type, cash or check, and any other information that the scale operator requests. Drivers who are unable to provide the required information will not be allowed to dump until the information can be obtained.

Any hauler willfully misrepresenting the required information about the load or attempting to deliver unacceptable waste, may be subject to temporary or permanent revocation of permit.

All loads are subject to inspection by County staff. If directed, the hauler shall discharge the load in a designated area for inspection.

The County reserves the right to impose surcharges on or reject any load containing unacceptable or unauthorized waste. Additionally, County staff may require the driver, the vehicle and its contents to remain at the facility until representatives of the NYS DEC, or other regulatory agency, have inspected the material. The County may also take any corrective action it deems appropriate, not limited to, excavating, loading, transporting and disposing of the unacceptable waste at proper facilities at cost to the hauler. The hauler agrees to assist the County or other legally constituted enforcement agencies in efforts to identify the origin of the unacceptable waste.

Prohibited materials found within the load shall be returned to the hauler.



Scavenging of dumped waste will not be permitted at any time.

Vehicles must be cleaned out in the tipping floor area such that no debris leaves the vehicle outside the active tipping floor area.

There is no overnight staging of waste on County property.

## **8.0 – Waste Categories**

The County will accept non-hazardous solid waste, including municipal solid waste, construction and demolition debris as approved by County staff. The County also accepts recyclable materials. See attachment for acceptable recycling items.

The County will NOT accept:

any hazardous waste as identified in 6NYCRR 360-1.5(b)

septic tank pumping (liquid sludge)

large dead animals

junked motor vehicles

explosives

pesticides

hot ashes

sealed containers

waste oils

infectious waste and untreated regulated medical waste

radioactive materials

fluorescent lighting



## **9.0 – Unloading (dig-out) and Recovery Assistance**

All able-bodied people using the transfer station are generally required to unload their own vehicles and recover their own vehicles if they become stuck. However, assistance may be provided for vehicle recovery and/or unloading in certain instances, such as people with a disability who need assistance. This service is provided at no charge under the following rules:

Customers must sign an “Unloading and Recovery Assistance Agreement”, which will be kept on file. Customer will be provided with a copy and should display the agreement when requested by County staff.

Able-bodied customers must request assistance after exhausting all reasonable efforts to unload or recover their vehicle.

The customer assumes full liability for any damage to the vehicle, or any of its parts during the unloading or recovery assistance and the County will not be financially responsible for such damage.

Unloading will only be performed at the rear of the vehicle.

The customer will be responsible for attaching any recovery device (rope, strap, etc.) to their vehicle. County staff will not attach recovery devices to a customer’s vehicle.

The customer will be responsible for unloading or removing from the transfer station any waste not removed by County staff.

Unloading and/or recovery assistance will be provided when and how the conditions of the tipping floor traffic permit. This means that the customer may be required to wait a reasonable period for assistance and may not unload in the same order or at the same location as unassisted customers.

The County reserves the right to refuse unloading and/or recovery assistance in its sole discretion. Customer cooperation with this policy will enable the County to continue offering unloading and/or recovery assistance to our customers at no cost to them. Except for people with a disability, if there is a need to assist the same customer multiple times, we will require that customer to resolve the issue causing the frequent need for assistance. Failure to do so will result in a charge for each assist or refusal to allow the customer access to the transfer station.



## Unloading /Recovery Assistance Agreement

Jefferson County Recycling & Waste Management

27138 NYS Rte. 12

Watertown, NY 13601

Phone: 315-786-6900

Fax: 315-786-6982

Company or

Customer Name: \_\_\_\_\_

Address: \_\_\_\_\_

I, \_\_\_\_\_ individually or acting as owner or authorized representative of the above-named Company do, hereby, acknowledge that I have read the rules of the Jefferson County Recycling & Waste Management department covering unloading and recovery assistance at the County transfer station. I, or the above-named Company for which I am acting, agree to abide by the regulations, the terms of which are incorporated by reference herein. If I am signing for a Company, the Company will inform its drivers of the terms of this agreement and authorize them to request the unloading and/or recovery assistance as they deem necessary. In consideration of the provision of unloading and/or recovery assistance, I or the Company for which I sign agree to hold harmless and release Jefferson County and Jefferson County Recycling & Waste Management , and any acting on their behalf, from all liability for any damage to the customer's vehicle or any part thereof caused by the action of Jefferson County Recycling & Waste Management employee or equipment providing unloading and/or recovery assistance.

In consideration of the promises and agreements made herein by the customer, Jefferson County Recycling & Waste Management agrees to provide the unloading and/or recovery assistance described in the regulations.

Print Customer's Name: \_\_\_\_\_

Customer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Jefferson County Recycling & Waste Management

By: \_\_\_\_\_ Date: \_\_\_\_\_



## 10.0 – Surcharges

As authorized by County of Jefferson local law #3 of 1991, Article 12, surcharges will be imposed on waste containing recyclables or prohibited materials delivered to a County facility. The Director, or designee, shall visually determine if the waste delivered contains unacceptable levels of such materials and shall use the following schedule as a guideline:

a) Fraction of Recyclables and/or Prohibited <u>Materials Delivered in Load</u>	<u>Surcharge Amount Per Load</u>
1/10 or less	\$0
Between 1/10 and ½	\$100
More than ½	\$300

b) Large amounts of uncontaminated, accessible recyclables may be removed from the load and delivered to the recycling center, with the assistance of the load's driver. No adjustment to the gross weight of the load will be made in such instances.



Jefferson County Recycling & Waste Management

27138 NYS Route 12

Watertown, NY 13601

Phone 315-786-6900

Fax 315-786-6982



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**Application approval takes approximately 5-7 business days.**

Before returning your Commercial Waste Permit Application, please use the following checklist to ensure submission of all required information.

\_\_\_\_\_ Commercial Waste Permit Application

\_\_\_\_\_ \$150.00 Permit Fee

\_\_\_\_\_ "Certificate of Insurance" for General Liability Coverage\*

\_\_\_\_\_ "Certificate of Insurance" for Automobile Liability Coverage\*

\_\_\_\_\_ "Certificate of Insurance" for Workers' Compensation Coverage\*\*

\_\_\_\_\_ "Certificate of Insurance" for Disability Insurance Coverage\*\*

\_\_\_\_\_ "Certificate of Insurance" for Paid Family Leave Benefits Coverage\*\*

\_\_\_\_\_ Copies of Vehicle Registrations

\*Insurance cards, binders, declaration page, or postings are not acceptable.

\*\*If not required to carry Workers' Compensation, Disability and Paid Family Leave Benefits, a Form CE-200 must be submitted.



# JEFFERSON COUNTY

## COMMERCIAL WASTE PERMIT APPLICATION



**Instructions:** Please complete all applicable sections and return with permit fee of \$150.00 and all supporting documentation to: Jefferson County Recycling and Waste Management, 27138 NYS Route 12, Watertown, NY 13601. Checks are made payable to "Jefferson County Treasurer".

### PART I

Business Name _____ Address _____ _____ Contact Person _____ Phone Number _____ Billing Email _____ Type of Customer Served in Jefferson County (check applicable box; complete section) _____ Residential                      Complete Section A _____ Commercial                    Complete Section B _____ Industrial                       Complete Section C _____ Haul Own Waste Only        Complete Section D Scale Ticket Email _____	<b>COUNTY USE ONLY</b> Permit # _____ Date Issued _____ Fee:    _____ Yes    _____ No Special Condition: _____ Yes    _____ No <b>RECORD OF VIOLATIONS:</b> <table border="1"> <thead> <tr> <th>Date</th> <th>Violation</th> <th>Action</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	Date	Violation	Action												
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### SECTION A: RESIDENTIAL WASTE COLLECTOR

Municipalities (if partial, submit route map)	# of Households	Frequency/Day of Collection	Recyclables (R) Waste (W) Or Both (B)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

For additional routes, attach additional pages and use same format



**SECTION B: COMMERCIAL WASTE COLLECTOR**

<b>Business Name</b> (or submit route map with customers marked)	<b>Frequency/Day of Collection</b>	<b>Recyclables (R) Waste (W) Or Both (B)</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

For additional businesses, attach additional pages and use the same format

**SECTION C: INDUSTRIAL WASTE COLLECTOR**

<b>Municipalities</b> (if partial, submit route map)	<b># of Households</b>	<b>Frequency/Day of Collection</b>	<b>Recyclables (R) Waste (W) Or Both (B)</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

For additional businesses, attach additional pages and use the same format

**SECTION D: HAUL OWN WASTE**

<b>Description of Waste</b>	<b>Frequency/Day of Collection</b>	<b>Recyclables (R) Waste (W) Or Both (B)</b>



**PART II  
VEHICLE DATA**

License #	Make	Year	Type	Color	Cubic Capacity	COUNTY USE ONLY Sticker# Issued
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

For additional vehicles, attach additional pages and use same format

**PART III**

Please submit the following documentation:	COUNTY USE ONLY	
	YES	NO
1. Proof of valid NYS registration for each vehicle.	NYS Registration	_____
2. Proof of Workers' Compensation Insurance as required by law.	Workers' Compensation	_____
3. Proof of insurance coverage as required by Jefferson County's Local Law No. 2 of 1991	Insurance Certificate	_____

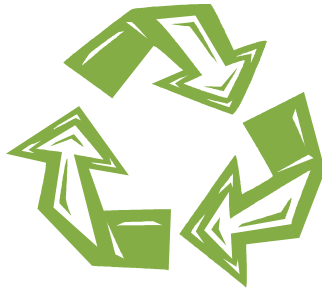
**PART IV  
CERTIFICATION**

I CERTIFY UNDER PENALTY OF LAW THAT I HAVE PERSONALLY EXAMINED AND AM FAMILIAR WITH THE INFORMATION SUBMITTED IN THIS AND ALL ATTACHED DOCUMENTS, AND THAT BASED ON MY INQUIRY OF THOSE INDIVIDUALS IMMEDIATELY RESPONSIBLE FOR OBTAINING THIS INFORMATION, I BELIEVE THAT THE SUBMITTED INFORMATION IS TRUE, ACCURATE, AND COMPLETE. I CERTIFY THAT NO PROHIBITED WASTES AND NO WASTES GENERATED OUTSIDE THE COUNTY OF JEFFERSON WILL BE DELIVERED IN MY VEHICLE(S) TO ANY SOLID WASTE FACILITY OWNED BY THE COUNTY. I AGREE TO INDEMNIFY AND HOLD HARMLESS THE COUNTY FROM ANY LIABILITY ARISING FROM THE DISPOSAL OF SUCH WASTES DELIVERED BY MY VEHICLE(S). I AM AWARE THAT THERE ARE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE INFORMATION, INCLUDING THE POSSIBILITY OF FINES AND IMPRISONMENT.

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_





**JEFFERSON COUNTY  
COMMERCIAL WASTE PERMIT INSURANCE REQUIREMENTS**

The "**Certificate(s) of Insurance**" to be filed with the application shall be executed by the representatives of an insurance company duly authorized and qualified to do business in the State of New York, evidencing that said insurance company has issued liability and property damage insurance policies covering the following: (a) all motor vehicles owned or operated by the applicant or any other person, firm, or corporation employed by the applicant, and (b) general liability protection covering applicant's business operations and premises protecting the public and any person from personal injuries or property damages sustained by actions or omissions of the applicant, his or her agent, and employees.

The "**Certificate(s)**" shall specifically evidence, at a minimum, the following amounts of insurance coverage which shall remain in effect for the term of the permit and shall provide that written notice shall be given to the Director at least thirty (30) days prior to any change in the conditions of the certificate or any expiration or cancellation thereof:

**Automobile Liability Insurance** – minimum split limits coverage of \$100,000 per person/\$300,000 per accident/\$50,000 property damage **OR** minimum combined single limit coverage of \$300,000 per accident

**General Liability Insurance** - \$500,000.

A "**Certificate of Insurance**" for **Workers' Compensation Insurance** **OR** Workers' Compensation Board Form CE200.

A "**Certificate of Insurance**" for **Disability Insurance** coverage **OR** Workers' Compensation Board Form CE200.

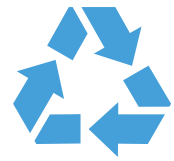
A "**Certificate of Insurance**" for **Paid Family Leave Benefits** coverage **OR** Workers' Compensation Board Form CE200.

If the applicant is **not required** to carry coverage for Workers' Compensation Insurance, Disability Insurance and/or Paid Family Leave Benefits under the laws of the State of New York, Form CE200 must be completed by the applicant. For more information contact the Workers' Compensation Board at (866) 546-9322 or visit the website at [www.wcb.ny.gov](http://www.wcb.ny.gov).





# Let's Get Recycling!



## Acceptable Items at the Jefferson County Transfer Station

### Glass

Containers Should be Empty & Rinsed

- ✓ Bottles & Jars (No Need to Separate by Color)
- ✗ No Windows, Plate Glass, Mirrors, Broken Glass
- ✗ No Dishes & Drinking Glasses
- ✗ No Ceramic Dishes, Clay Pots, ect.
- ✗ No Light Bulbs



### Plastic

Containers Should be Empty & Rinsed

- ✓ Bottles, Containers, Tubes with 1-7
- ✗ No Styrofoam (Even with Symbol)
- ✗ No Automotive Oil Containers
- ✗ No Plastic Bags



### Metal

Containers Should be Empty & Rinsed

- ✓ Tin Food Cans
- ✓ Aluminum Pans & Foil
- ✓ Aluminum Food & Beverage Cans

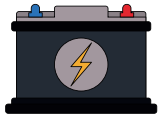


### White Goods

- ✓ Scrap Metal

### Batteries

- ✓ Nickle- Cadmium
- ✓ Lead Acid
- ✓ Lithium Ion
- ✓ Lead Acid Car Battery



### Electronic Equipment - Fees Charged

- ✓ TV's
- ✓ VCR's & DVR's
- ✓ Computers & Monitors
- ✓ Keyboards & Mice
- ✓ Video Game Consoles
- ✓ Cable or Satellite Receivers
- ✓ Fax Machines, Printers, & Scanners



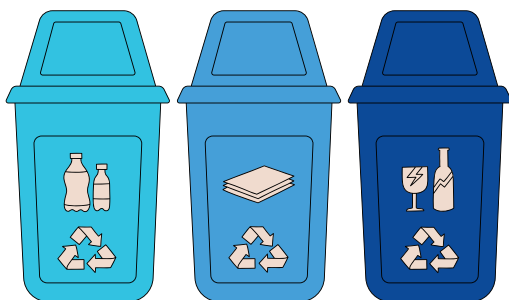
### Cardboard

- ✓ Corrugated Cardboard Boxes
- ✓ Cereal & Food Boxes
- ✓ Paper Grocery Bags
- ✗ No Wax Plastic, Styrofoam, or Metal Coatings

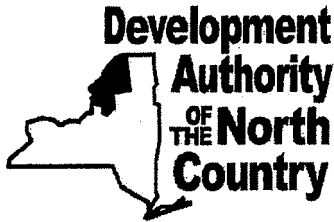


### Mixed Paper

- ✓ Office, Shredded & Copier Paper
- ✓ Junk Mail & Envelopes
- ✓ Newspaper, Magazines & Catalogues
- ✓ Paperback & Telephone Books
- ✗ No Hardcover Books Unless Cover is Removed
- ✗ No Paper Cups, Plates, Tissue & Toilet Paper
- ✗ No Carbon Paper







Dulles State Office Building  
317 Washington Street, Suite 414  
Watertown, New York 13601  
Telephone (315) 661-3200  
TDD (800) 662-1220 • danc.org

July 22, 2024

Dear Solid Waste Hauler,

The Development Authority of the North Country (Authority) and the counties of Jefferson, Lewis and St. Lawrence are part of a single Solid Waste Management Planning unit that is regulated by the New York State Department of Conservation. A requirement of the Planning Unit is to develop a Local Solid Waste Management Plan that implements initiatives that reduce the waste generated per person and increase the waste diverted per person. New York State requires that all permitted landfills and transfer stations enforce recycling regulations. Successful reduction, reuse and recycling of waste reduces the material entering the landfill, maintaining this valuable resource for future generations. Each of the county partners is required to implement recycling programs and individual waste haulers are responsible for offering recycling pick-up to their customers and complying with recycling regulations.

The Authority's most recent waste composition analysis, completed in March 2024, indicated that forty six percent (46%) of the material entering the landfill was found to be material that could have been recycled. Of the 46%, approximately 18% was comprised of various types of recyclable plastic, 14% paper, 9% cardboard, 3% metals, and 2% glass.

Recycling is mandated by New York State General Municipal Law § 120-aa and is a requirement of the Authority's 6 NYCRR Part 360 Operating Permit and the Counties' transfer stations. Commingling and disposal of recyclables with solid waste is prohibited.

To receive a permit for waste disposal within the Planning Unit, a hauler of solid waste must:

1. Offer customers recycling services in addition to solid waste disposal.
2. Inform customers that they are strictly prohibited from disposing of recyclable materials in their solid waste.
3. Provide information to customers about what materials are collected for recycling in this region and what is prohibited from being disposed of in the trash.
4. Spot-check customer's loads for compliance with recycling.

Hauler trucks will be rejected at the Transfer Stations and at the Authority's Materials Management facility if excessive recycling is noticed before the load is tipped. If the load is tipped before the recycling is noticed, fines will be imposed on the hauler. To ensure the Authority is meeting its regulatory requirements, additional inspections will be performed at transfer stations and the Authority's Materials Management Facility.

Your diligence in supporting New York State's recycling mandate is greatly appreciated. It is important that you notify your customers, whom are not recycling, of these regulatory requirements and discontinue serving any customers that disregard recycling laws as it may result in the revocation of your permit to haul solid waste to a permitted facility.

If you have any questions, please feel free to contact your County Solid Waste or Authority contact. Their contact information is below.



County Contact	Title	Name	Phone Number	Email
Jefferson	Supervisor	Kyle Rutigliano	315-775-6154	krutigliano@co.jefferson.ny.us
Jefferson	Highway Superintendent	Jim Lawrence	315-786-3600	jlawrence@co.jefferson.ny.us
Lewis	Director of Solid Waste	Kip Turck	315-377-2018	kipturck@lewiscounty.ny.gov
St. Lawrence	Deputy Director of Solid Waste	Ellen Hooker	315-379-9084 x2793	ehooker@stlawco.gov
St. Lawrence	Superintendent of Highways	Don Chambers	315-379-1542	dchambers@stlawco.gov
Development Authority of the North Country	Director Materials Management	Shawn Thornton	315-661-3214	MMFservices@danc.org

Kyle Rutigliano

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Kyle Rutigliano  
Solid Waste Maintenance Supervisor  
Jefferson County

Kip Turck

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Kip Turck  
Director of Solid Waste  
Lewis County

Donald Chambers

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Donald Chambers  
Superintendent of Highways  
St. Lawrence County

R. Shawn Thornton

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R. Shawn Thornton  
Director of Materials Management Division  
Development Authority of the North Country

Signature: 

Kyle V. Rutigliano (Jul 23, 2024 10:06 EDT)

Email: krutigliano@jeffersoncountyny.gov

Signature: 

Kip Turck (Jul 26, 2024 09:49 EDT)

Email: kipturck@lewiscounty.ny.gov

Signature: *Donald Chambers*

Email: dchambers@stlawco.gov

Signature: *R. Shawn Thornton*

Email: rthornton@danc.org