

## WASTE COLLECTION: Collector and Recycler Registration

Jan. 2018 ~ Local Planning and Assistance Fact Sheet 11

### SOLID WASTE HAULER REQUIREMENTS—DEP FORM 5033 Municipal Solid Waste (MSW) Collector and Recycler Registration and Report Form

Collection, transportation, processing and disposal of Municipal Solid Waste (otherwise called garbage or trash) are all regulated activities in Kentucky. At the state level, waste haulers, including those for the purpose of recycling, are required to meet environmental regulations and obtain a license to operate a solid waste transportation vehicle (for vehicles with Gross Registered Weight over 10,000 lbs.). Additionally, waste haulers must abide by local solid waste ordinances, as well as register and report annually to the counties in which they provide service.

#### SOLID WASTE HAULER REQUIREMENTS:

- **Register and report** annually to all counties in which service is provided using DEP 5033—Municipal Solid Waste (MSW) Collector and Recycler Registration and Reporting Form. DEP 5033 requires contact information, tonnage amounts, facilities, tipping fees, number of households serviced, types of recyclables collected and other pertinent information. (see attached DEP 5033 Form).
- **Follow regulatory requirements** for disposal/recycling. Municipal solid waste must be taken to appropriate recycling facilities, permitted landfills, permitted transfer stations or licensed incinerators. KRS 224.40-100 requires disposal at a permitted facility; penalties are strictly enforced for violators.
- **Obtain a License** to Operate a Municipal Solid Waste Transportation Vehicle. Contact the Kentucky Department for Vehicle Regulation for information regarding transporting municipal solid waste. A MSW Transportation Vehicle license is required depending on the size of the truck. The statute for MSW Transportation Vehicles is KRS 174.450.
- **Cover all loads to prevent spillage** and contents from escaping. The statute for vehicle standards (KRS 189.150) is strictly enforced for public safety.
- **Contact the counties and/or cities** in which service will be provided. Start at the county or city clerks' offices.
  - Obtain a copy of the local ordinance and fulfill all local requirements such as obtaining a permit to operate or signing a contract for specific service areas.
  - Obtain the name and contact information for the Solid Waste Coordinator for the county. Solid Waste Coordinators must be made aware of all service cancellations due to non-payments. Delinquent customers should be tracked accordingly.
  - Obtain a copy of the DEP 5033—Municipal Solid Waste (MSW) Collector and Recycler Registration and Reporting Form from the Solid Waste Coordinator or other local official in the areas in which you provide service. Complete and submit to the Solid Waste Coordinator (or other local official) by February 1st each year.

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## *Solid Waste Coordinator's Role In Collection Programs*

The local Solid Waste Coordinator (SWC) is an important point of contact for waste haulers and recyclers. SWCs manage a variety of programs and they are typically the main point of contact for managing and overseeing collection programs. Examples of responsibilities include:

- ◆ enforcing solid waste ordinances and codes
- ◆ updating collection ordinances
- ◆ providing oversight for municipal-owned collection
- ◆ monitoring franchised waste services
- ◆ monitoring permit requirements
- ◆ tracking household collection participation
- ◆ tracking delinquent customers
- ◆ following up on non-participants
- ◆ following up on self-haulers
- ◆ setting up and managing recycling collection
- ◆ educating the community about solid waste
- ◆ advertising collection services and rates
- ◆ overseeing transfer stations
- ◆ overseeing convenience centers
- ◆ contacting waste haulers for annual reports
- ◆ completing Annual Reports using DEP 5033

### Regulations and Statutes Relevant to MSW Collector and Recycler Registration and Reporting

- ◆ KRS 224.43-315
- ◆ KRS 224.99-010
- ◆ 401 KAR 49:080

For a complete listing of solid waste laws and to view statutes and regulations in detail, please visit the Kentucky Legislature website at:  
<http://www.lrc.state.ky.us/>

### *References:*

- <http://www.epa.gov>
- <http://waste.ky.gov>
- <http://waste.ky.gov/RLA>

**FOR MORE INFORMATION: Contact the Local Assistant Assigned to Your Area Development District (ADD)**

<a href="mailto:Lynn.True@ky.gov">Lynn.True@ky.gov</a>	502-782-6484	Section Supervisor, Buffalo Trace Counties
<a href="mailto:Deborah.DeLong@ky.gov">Deborah.DeLong@ky.gov</a>	502-782-6351	Purchase, Pennyrite, Bluegrass and Gateway Counties
<a href="mailto:Anita.Young@ky.gov">Anita.Young@ky.gov</a>	502-782-6482	Lake Cumberland, Cumberland Valley, Big Sandy, KY River and FIVCO Counties
<a href="mailto:ShannonL.Powers@ky.gov">ShannonL.Powers@ky.gov</a>	502-782-6435	Green River, Barren River, Lincoln Trail, KIPDA and NKSWMAs Counties

Kentucky Department for Environmental Protection  
 Division of Waste Management  
 Recycling and Local Assistance Branch  
 Local Planning and Assistance Section  
[Waste.ky.gov](http://Waste.ky.gov)

This document was developed by the Local Assistance Section. Information in this fact sheet is offered only as a guidance. Reliance of information from this document is not for use in enforcement actions or litigation. Please refer questions about regulatory requirements to the Local Assistance staff for further information.

**MUNICIPAL SOLID WASTE (MSW) COLLECTOR AND RECYCLER**  
**REGISTRATION AND REPORT FORM (DEP Form 5033)**

As part of their duties, Solid Waste Coordinators contact all of their waste haulers and recyclers at the end of the year to remind them about the annual registration and reporting requirements using DEP Form 5033. Waste haulers and recyclers can expect to receive the following correspondence at the end of the year for reporting activities for that calendar year.

Dear (Waste Hauling/Recycling Company)

As a requirement for providing solid waste collection service, or collection for the purpose of recycling, within (name of county) during (calendar year), you are required by law to register and report information to the county by February 1 (following year).

KRS 224.43-315(2) states that "all persons providing [municipal solid waste] collection service, including collection for the purpose of recycling, shall **register** annually with the counties in which they provide the service." KRS 224.43-315(3) states that "all persons providing collection service, including collection for the purpose of recycling, shall **report** annually to the counties in which they provide the service."

This registration and reporting to the county must be completed by February 1 of each year. 401 KAR 49:080(2). Solid waste collectors and recyclers required to register and report shall use DEP Form 5033 "Municipal Solid Waste (MSW) Collector and Recycler Registration and Reporting Form" (or a county form containing at least the same information.) A copy of DEP Form 5033 is enclosed.

Any person violating these requirements shall be liable for a civil penalty not to exceed the sum of one thousand dollars (\$1,000) for said violation and an additional civil penalty not to exceed one thousand dollars (\$1,000) for each day during which the violation continues. KRS 224.99-010. In order to avoid non-compliance, please submit a completed DEP Form 5033 to the address below by (date).

**Solid Waste Coordinator**  
**County Solid Waste Management**  
**Address**  
**Phone**

If you have questions, please call me at (number).

Sincerely,

Name

Solid Waste Coordinator, (county)

C: County Judge Executive



**MUNICIPAL SOLID WASTE (MSW) COLLECTOR AND RECYCLER  
REGISTRATION and REPORT FORM**

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NAME OF COUNTY: \_\_\_\_\_ REPORTING PERIOD: Jan 1 – Dec 31, \_\_\_\_\_

CITY OF \_\_\_\_\_

COLLECTOR TYPE:

\_\_\_\_ permit hauler

\_\_\_\_ city permit hauler

\_\_\_\_ franchise hauler

\_\_\_\_ municipally owned

\_\_\_\_ private hauler

\_\_\_\_ city franchise hauler

\_\_\_\_ recycler

\_\_\_\_ transfer station or convenience center allowing self haul

1. Name of Collector: \_\_\_\_\_

2. Company Name: \_\_\_\_\_

3. Doing Business As: \_\_\_\_\_

4. Contact Person Name and Title: \_\_\_\_\_

5. Contact Person Phone Number: \_\_\_\_\_

6. Contact Person Fax Number: \_\_\_\_\_

7. Contact Person E-Mail Address: \_\_\_\_\_

8. Address: \_\_\_\_\_

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

9. Routes and Coverage Area: \_\_\_\_\_

\_\_\_\_\_

(please identify cities, subdivisions, neighborhoods, etc.)

10. Number of Households Served: \_\_\_\_\_

Number of Businesses from which MSW is collected for disposal or recycling: \_\_\_\_\_

12. Of the total from 11, how many of these establishments are industrial facilities?: \_\_\_\_\_

**For solid waste collection reporting, answer questions 13-14.**

13. Average monthly cost per household: \$ \_\_\_\_\_ (for waste pick-up)  
 \$ \_\_\_\_\_ per bag (cost if charged per bag)  
 \$ \_\_\_\_\_ (rate for low income/elderly)

14. List the tonnage of Municipal Solid Waste collected for disposal by your company from \_\_\_\_\_ County.

<u>Amount Disposed</u>	<u>Disposal Facility/Transfer Station</u>	<u>Tipping Fees</u>
_____ tons	_____	\$ _____/tons
_____ tons	_____	\$ _____/tons
_____ tons	_____	\$ _____/tons
_____ tons	_____	\$ _____/tons

TOTAL \_\_\_\_\_ tons

**For recycling reporting, answer questions 15-17.**

15. Do you offer door-to-door recycling? Yes \_\_\_\_\_ No \_\_\_\_\_.
16. How many households in the county in which you are registering do you provide door-to-door recycling for each year? \_\_\_\_\_  
 Average monthly cost per household for recycling: \$ \_\_\_\_\_ (curbside recycling)  
 \$ \_\_\_\_\_ (yard waste pick-up)
17. Amounts of recyclables collected by weight per year. Auto salvage yards and scrap yards shall report the number of tons of material (metals, batteries, etc.) shipped off site to be recycled, not parts sold for reuse.
- |                                 |                                    |
|---------------------------------|------------------------------------|
| Newspaper _____ tons            | Metals – Non ferrous _____ tons    |
| Plastic _____ tons              | Steel cans _____ tons              |
| Cardboard _____ tons            | Motor oil _____ gallons            |
| Office paper – mixed _____ tons | Mixed residential paper _____ tons |
| Office paper – white _____ tons | Lead acid batteries _____ each     |
| Glass _____ tons                | Electronic equipment _____ tons    |
| Aluminum _____ tons             | Other _____ tons                   |
| Metals – Ferrous _____ tons     |                                    |