



NONHAZARDOUS SPECIAL WASTE COLLECTION & DISPOSAL APPLICATION

TO BE COMPLETED BY GENERATOR

GENERAL INSTRUCTIONS

The Virgin Islands Waste Management Authority (VIWMA), pursuant Title 19 V.I.C. Chapter 56 § 1563 (14) (18) requires disposal sites to operate with a permit and dispose of waste at an approved disposal site. This form must also be completed if the hauler must reapply because of an expired permit or one which will expire. If more space is needed, attach separate page(s). Return application and all supporting documents to the VI Waste Management Authority along with a **non-refundable processing fee of \$200.00**. Additional testing or documentation may be required upon receipt of application.

Special Waste: Title 19 Chapter 56 1560-1: “Special waste” is any solid waste which is designated as such and regulated in this Subchapter. It includes solid wastes that are difficult to handle, require special precautions because of their properties or the particular nature of the wastes create solid waste management problems.

Unacceptable Waste:

1. Hazardous Waste and PCB waste as defined by Federal or VI law, and waste which is a threat to the public health and the environment.
2. Waste prohibited from landfill disposal by VI or Federal law, regulation, rule, code, permit, or permit condition.
3. Waste which in the judgment of the Waste Management Authority will cause unreasonable operational problems, hazard, risks to solid waste and waste water personnel, or create unreasonable liability for the Authority.
4. Waste water that has been chemically altered, tires, motor oil, lead/acid batteries, and sealed drums and containers.

Unacceptable wastes include the following and can be subject to change:

Asbestos, batteries, electronic devices, flammable paint, fluorescent bulbs, fats, oils, grease, medical waste, and tires. Exceptions include gas cylinders (unless punctured or the top is cut off), junked cars (remove tires, batteries, and drain all fluids), and white goods (appliances remove freon). All mixed loads must be sorted by category.

APPLICATION INSTRUCTIONS (PART I):

1. The generator of the waste is required to determine whether or not the waste is hazardous prior to filling out the application. The Virgin Islands Waste Management Authority cannot make that determination. **(THE AUTHORITY DOES NOT ACCEPT ANY SPECIAL WASTE CONSIDERED HAZARDOUS!)**
2. Fill in the application form completely. Incomplete or unsigned applications shall not be processed.
3. **Supporting documents required to process application are:**
 - a. **Current business license;**
 - b. **Proof of liability insurance; and**
 - c. **Payment**
 - d. **Waste Manifest**
 - e. **Waste Analysis of the material from a Certified Lab, MSDS Sheets, other supporting documentation**
 - f. **Description of the waste in a cover letter**



APPLICATION INSTRUCTIONS (PART I) CONTINUED:

****PLEASE ENSURE THAT THE SPECIAL WASTE ARE CHARACTERIZED AND DO NOT CONTAIN ANY HAZARDOUS MATERIAL****

4. ALL NON-HAZARDOUS SPECIAL WASTE ARE SUBJECT TO THE FEE OF \$50.00 PER TON. Each disposal load is subject to the completion of the Waste Manifest and must be accompany each load of disposal.
5. Once the application is received, **the processing period of all completed applications is thirty (30) days from the date in which the application is received by the Compliance Management and Environmental Enforcement Division at VIWMA.** A representative from the Compliance Management and Environmental Enforcement Division at VIWMA will contact you to schedule an inspection of the special waste site and/or vehicles associated with the application for transport of waste. PLEASE ENSURE THAT YOU ADHERE TO THE VIRGIN ISLANDS RULES AND REGULATIONS, GUIDELINES PROVIDED BY VIWMA AND THE FEDERAL REGULATIONS. Any violations will be subject to enforcement actions with penalties.
6. Application must be signed by the person who is responsible for the accuracy of the information given.
7. If the application is approved, an approved permit will be faxed and/or mailed to you. You may then make a disposal appointment the day before you plan to deliver solid waste or waste water, by calling the Waste Management Authority at (340)712-4962 (STX) or (340) 775-9100 (STT/STJ) and request for the Compliance Division.

Office Locations

#252 Estate Glynn Kingshill, VI
00850
PH: 340.712.4962 | FX: 340.719.1835

7410 Estate Bovoni, Bay 2,
St. Thomas, V.I. 00802
PH: 340.715.9100 FX: 340.777.3284

6 Susannaberg
Cruz Bay, VI 00830
PH: 340.774.2141 FX: 340.715.0458



APPLICATION INSTRUCTIONS PART II

GENERAL INFORMATION-SECTION A:

DESCRIPTION OF MATERIAL _____

GENERATOR _____

PHYSICAL ADDRESS _____

MAILING ADDRESS _____ CITY _____ ZIP _____

CONTACT PERSON _____ PHONE _____ FAX _____ E-MAIL _____

SITE ADDRESS _____ CITY _____ FAX _____

CONSULTANT _____

CONTACT PERSON _____ PHONE _____ FAX _____ E-MAIL _____

TRANSPORTER _____

CONTACT PERSON _____ PHONE _____ FAX _____ E-MAIL _____

WASTE CHARACTERIZATION-SECTION B:

DESCRIPTION OF MATERIAL _____

PROCESS GENERATING MATERIAL _____

TONS/GALLONS PER DISPOSAL _____ ANNUAL MONTHLY WEEKLY OTHER _____

PERMIT REQUESTED FOR: ONE YEAR THREE MONTHS ONE MONTH OTHER _____

TOTAL TONNAGE/GALLONS PER PERMIT PERIOD _____

HAS A "HAZARDOUS WASTE" DETERMINATION BEEN COMPLETED? YES NO

IS THE MATERIAL A HAZARDOUS WASTE AS DEFINED BY the EPA (RCRA) OR BY THE DEPARTMENT OF PLANNING AND NATURAL RESOURCES? YES NO

METHOD OF DETERMINATION: MSDS TEST/ANALYTICAL RESULTS
 KNOWLEDGE OF PROCESS-COVER LETTER OTHER _____

PAYMENT-SECTION C:

WHO WILL PAY DISPOSAL FEE, OR WHOSE ACCOUNT IS TO BE BILLED?

Generator Transporter Consultant: _____
(NAME)

Total Tons × \$50.00 = Total Due:



PAYMENT METHOD:

- a. Money Order
- b. Certified Check
- c. Credit Card (Visa and Master Card only)

PAYMENT-SECTION D: SOLID WASTE DISPOSAL FACILITY TO BE USED BY APPLICANT

- | | |
|--|-------------------------------------|
| <u>Facility</u> | <u>District</u> |
| <input type="checkbox"/> Anguilla Landfill | <input type="checkbox"/> St. Croix |
| <input type="checkbox"/> Bovoni Landfill | <input type="checkbox"/> St. Thomas |

CERTIFICATION OF ACCURACY OF INFORMATION

I _____, representing _____, hereby certify under penalty of Virgin Islands or Federal Laws that to the best of my knowledge, information and belief, the above-described waste is properly classified and identified and is not a RCRA or USVI hazardous waste, and that the information set forth herein is true and complete. I further certify that I have read the instructions on this application form and understand my responsibilities. The generator of this waste has determined that the subject waste stream (as described above) IS NOT a hazardous waste by the Department of Planning and Natural Resources/Division of Environmental Protection (DPNR/DEP) or the US Environmental Protection Agency (USEPA) criteria (Ref: Title 19, Chapter 56 VIC and 40CFR Subparts B-D, Part 261). Specifically, the generator has determined that the waste is not “Flammable”, “Corrosive”, “Toxic”, or “listed”, as defined in the above-referenced regulations, and therefore assumes all liabilities if the delivered waste is later determined to be a hazardous waste as defined by the Waste Management Authority, DPNR/DEP and/or the USEPA.

Signature _____ Date _____ Title _____

-DO NOT WRITE BELOW THIS LINE-

WASTE MANAGEMENT AUTHORITY ACTION: Disposal of the above-described waste is:

- APPROVED DISAPPROVED

Signature _____ Date _____

Special Instructions (See Permit for Details): _____



Credit Card Authorization Form

Date: _____

Name on the Card: _____

Business Name: _____

Type of Card: Visa MC

Credit Card Number: _____

Expiration Date: _____

Security Code: _____

Billing Address: _____

City, State, Zip: _____

Phone Number: _____

Order/ Invoice Number: _____

Item(s) Purchased _____

Amount to be Charged ___\$_____

By signing this form, you authorize the V.I Waste Management Authority to charge your card for the amount listed above.

Signed: _____ Date: _____



VIRGIN ISLANDS WASTE MANAGEMENT AUTHORITY

LANDFILL AND TRANSFER STATION OPERATING GUIDELINES

The Virgin Islands Waste Management Authority is required by law to operate and maintain a safe and healthy environment for our staff and all persons conducting business at our facilities. Consequently, all persons entering our facilities are required to adhere to the following guidelines:

OPERATING REGULATIONS:

1. Comply with the instructions provided by on-site VI Waste Management's Landfill Manager, staff and the Landfill/Transfer Station Operator at all times.
2. Vehicular speed shall be no more than 5 MPH from the entry off the main road as entering into the landfill. The speed limit is 5 MPH on the landfill and at the transfer station. No passing of vehicles is allowed. Obey all posted traffic signs and directives of the Authority's staff or their designated representative.
3. All drivers must stop at the Scale House and provide the required information.
4. All commercial drivers must wear a brightly colored safety vest when they are on site and out of the truck.
5. All drivers and passengers of trucks entering the landfill and transfer station must wear hard-sole safety shoes. **NO SNEAKERS OR SLIPPERS ARE ALLOWED.**
6. Haulers should ensure that their vehicles are in a safe, working condition.
7. The tarpaulin or authorized cover over the solid waste in the open bins or truck beds shall remain in place until the vehicle has reached the working face.
8. All drivers must off load waste on the working face **only** at the locations designated by the VIWMA staff or contractor's spotter.
9. Drivers should ensure that the safety pins on the 20, 30, and 40 yard bins are operable. Report all bins that are unsafe to the Landfill Manager.
10. Trucks and vehicles are not permitted to be cleaned in any area of the working face or any other area of the landfill or transfer station.
11. All vehicles shall leave the landfill or transfer station immediately after disposing of waste.
12. Collectors should not dispose of any unacceptable waste as stated in by the VI Waste Management Authority's Landfill and Transfer Station Acceptable Items Guidelines.
13. The Authority's transfer station and landfills **DO NOT ACCEPT** the following items for disposal:
 - Appliances and vehicles with freon
 - Tires
 - Fluorescent light bulbs
 - Lead acid batteries
 - Electronic devices
 - Flammable paint
 - Asbestos
 - Medical waste

- Liquid waste
- Hazardous chemicals
- Mercury -containing devices
- Grease
- Used motor oil (take it to the Household Hazardous Waste (HHW) or Do-It-Yourself (DIY) sites)
- Junked cars (unless fluids are drained, and tires and batteries are removed)
- Gas cylinders (unless punctured or the top is cut off)
- Construction & Demolition (C&D unless waste is reduced to 4"×4"×4" chunks)
- Mixed loads
- Hazardous materials
- Unpermitted loads or solid waste or wastewater

14. Mixed waste is not accepted at the landfill or transfer station. Therefore, mixed waste containers must be separated prior to entering the landfill or transfer station, as required by the VIWMA. In addition, loads are to be sorted by debris, construction & demolition (C&D), scrap metal, wood, and household waste.

15. Special waste may be accepted at the landfill or transfer station when accompanied by the VIWMA Special Waste Disposal Permit. Special Waste that is not accompanied by a permit is prohibited and must be removed from the landfill/transfer station immediately and disposed of in accordance with applicable local and federal regulations. Special Waste is defined in Title 19 Chapter 56 1560-1: "Special waste" is any solid waste which is designated as such and regulated in this Subchapter. It includes solid wastes that are difficult to handle, require special precautions because of their properties or the particular nature of the wastes create solid waste management problems.

16. There is no unpermitted scavenging of waste from any waste disposal container, storage container, or from anywhere on the landfill or in the on the transfer station allowed.

17. The use of **CELL PHONES ARE STRICLY PROHIBITED** at all times upon entering the facility.

18. Smoking is prohibited anywhere on the site, including buildings, outside or on the landfill/transfer stations.

19. All vehicles must have both license plates fully visible and clean.

20. All vehicles shall carry a legend on the vehicle's door giving the permittee's name and phone number.

21. All large trucks must have a functional reverse signal.

22. All vehicles must have registration, insurance and waste hauler permit at all times. All vehicles must display the decal of registration given by the Authority on their front windshield.

23. All vehicles should have a water tight hauling body constructed of metal or some type of water tight lining on the floor of the hauling body.

24. All collection vehicles must have the waste covered and tightly secured for transporting in order to avoid material from being dispersed when the vehicle is in motion.

25. No vehicle without a permanent cover shall transport waste to a level above the vehicle's side wall height.

26. Failure to follow this policy may result in the issuance of citations by the Authority's Environmental Enforcement Officers and a denial of entry into the landfill or transfer station.

- 27. All waste haulers are subject to having their trucks randomly inspected for hazardous waste deposits as directed by VIWMA personnel or the landfill operator.
- 28. All waste haulers must ensure that their drivers are trained in and follow safe driving practices and procedures as stipulated by the VI Code and the VI Police Department.
- 29. All haulers must ensure that their drivers are knowledgeable of and demonstrate an understanding of the Landfill and Transfer Station Operating Guidelines.
- 30. All haulers are to adhere to the posted and/or advertised hours of operations for the Territory's landfills and transfer stations (Please see Landfill and Transfer Station Hours of Operations Schedule).

We reserve the right to modify, delete and/or add to the above listed guidelines without prior written notices.

My signature certifies that I have read the VIWMA's Operating Guidelines and understand my responsibilities.

PRINT NAME: _____

SIGNATURE: _____

TITLE: _____

COMPANY: _____

DATE: _____