



CITY OF THOUSAND OAKS

PUBLIC WORKS DEPARTMENT

Commercial Recycling Permit Conditions and Requirements

The City of Thousand Oaks Commercial Recycling Permit is subject to all the following conditions, including any conditions written on the Permit. Failure to comply with all conditions shall be grounds for revoking the Permit.

Application Law, Purpose and Intent: The recyclable materials and activities authorized under this permit are subject to all applicable laws and regulations including but not limited to the City of Thousand Oaks Municipal Code, Title 6, Chapter 2: Solid Waste, Green Waste and Recyclable Materials Collection Processing and Disposal.

Definitions: **Recyclable Materials:** The process of collecting, sorting, cleansing, treating and/or marketing recyclable materials which would otherwise be disposed of in a landfill. The collection, transportation or disposal of solid waste not intended for, or capable of reuse is not recycling.

By-Product Materials: Materials produced in the making of a product.

Commodities: Useful products / materials that can be turned to commercial advantage.

The intent of these regulations is to authorize the collection and processing of recyclable materials in the City, and to provide a uniform basis for reporting the types and weights of materials collected and processed by Permittees, so the City may effectively comply with the statutory requirements of Assembly Bill 939. The regulations are not intended to authorize collection for by-product or commodities products/materials.

Permittee agrees to perform under the terms of the permit in such a manner so as to comply with all applicable local, state and federal laws and regulations pertaining to the collection, storage, transportation and processing of recyclable materials, and with all other ordinances and regulations of the City, and applicable laws and regulations of the County of Ventura, State of California and the United States of America and shall obtain and keep in force all required permits and business licenses.

Permit Issuance and Term: The City Manager or designee shall issue Commercial Recycling Permits. Applicants must satisfy all the requirements, provisions, rules and regulations of the permit and its conditions as set forth by the City Manager or designee prior to and during the issuance and use of the permit. Each permit upon conditioned approval shall continue in effect until expiration of the applicable City business license, unless revoked.

Reporting: The Permittee shall file an original City of Thousand Oaks Quarterly Recycling Report by the last business day of the month following the end of each quarter and shall include the following:

- The name and address of all customers in the City and types of materials recycled.
- The type and quantities by weight of recyclable materials collected from each customer.
- The processing site(s) used during the quarter with tonnage taken to each site.

Permittee shall submit such reports on a form, or in a methodology approved by the City, including

electronically if requested. Permittee shall cooperate with the City in the performance of waste composition studies.

Inspection of Records: Permittee shall keep full, complete and accurate records. Records shall be subject to review and reproduction by the City Manager or designee, at the Permittee's business location indicated on the permit form. Records shall be available for inspection during normal business hours, Monday through Friday, except federal and state holidays. At a minimum, the records shall contain:

- The name and address of all customers in the City and types of materials recycled.
- The quantities (in tons) and types of recyclable materials collected from each customer.
- The locations where recyclable materials are processed.
- The name of the processor, if processed by a firm or person other than the Permittee.

Hold Harmless: In consideration for issuance of this permit, Permittee agrees to indemnify and save the City, its officers, employees, volunteers and agents harmless of and from any and all claims, demands, actions or causes of action of every kind and description resulting directly or indirectly, arising out of, or in any way connected with the exercise of the permit, including, but not by way of limitation, any act or omission of any officer, employee, or agent of Permittee and further specifically including any and all liability of the City arising from Permittee's arranging for or disposing of any waste in any disposal site whether to the United States Government, State of California or any other public or private person, firm or agency.

Insurance: Permittee shall, at Permittee's sole cost and expense and throughout the term of this permit carry: (1) Workers' Compensation statutory benefits as required by law with Employers Liability limits of \$1,000,000 per accident; (2) Commercial General Liability insurance ("occurrence" form) with liability limits of not less than \$2,000,000 each occurrence and \$3,000,000 aggregate; and (3) Automobile Liability insurance ("any auto" form) with liability limits of not less than \$2,000,000 combined single limit. Permittee shall provide City with copies of Certificate of Insurance for all policies, and endorsements for Commercial and Automobile policies adding "City of Thousand Oaks, Thousand Oaks Redevelopment Agency, its Officials, employees and volunteers" as additional insured.

Transfer or Assignment: A Commercial Recycling Permit issued may not be transferred or assigned to another. Any transfer or assignment shall be void and the attempt assignment shall result in revocation of the Permittee's permit.

Prohibitions: Permittee shall not collect solid waste, green waste or mixed waste containing solid waste and/or green waste and/or recyclable materials. Permittee shall only collect those recyclable materials from such occupants of premises that it has an agreement with and which occupant separates the recyclable materials from its solid waste and places such recyclable materials at a designated collection location for collection by the Permittee. Permittee shall not charge, nor shall Permittee receive, any fees from the waste generator for the Permittee's services.

Revocation: Permit may be revoked by the City Manager or designee in the event that the Permittee has not complied with either the provisions of this permit or all other applicable statutes, ordinances, rules and regulations. The City Manager or designee will notify the Permittee in writing of non-compliance and shall order compliance within 30 days. If non-compliance is not corrected within 30 days of written notice of non-compliance, the City Manager or designee may revoke the Permit or take another action as necessary.



City of Thousand Oaks

Public Works Department

ANNUAL COMMERCIAL RECYCLING PERMIT

Permittee must comply with all City regulations and standards, including conditions listed on this form and on the attached Commercial Recycling Permit Conditions and Requirements.

PERMITTEE IS RESPONSIBLE FOR ANY DAMAGE WITHIN THE CITY RIGHT-OF-WAY.

APPLICANT INFORMATION			
BUSINESS NAME		BUSINESS ADDRESS	
CITY		STATE	ZIP CODE
OWNER / OFFICER NAME			TITLE
PHONE #	FAX #	EMAIL	
MATERIALS TO BE COLLECTED (cardboard, metal, etc.)			

CITY BUSINESS LICENSE INFORMATION		
BUSINESS LICENSE #	BEGINNING DATE	END DATE

PROCESSING FACILITY INFORMATION		
FACILITY 1:	ADDRESS	
CITY	STATE	ZIP CODE
MATERIALS PROCESSED		
FACILITY 2:	ADDRESS	
CITY	STATE	ZIP CODE
MATERIALS PROCESSED		
If necessary, attach a listing of additional processing facilities to be used.		

I DECLARE UNDER PENALTY OF PERJURY THAT THE FOREGOING STATEMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT THE INFORMATION IS SUBJECT TO VERIFICATION.

SIGNATURE _____ TITLE _____ DATE _____

FOR OFFICE USE ONLY		
PERMIT #	BEGINNING DATE	END DATE
ADDITIONAL REMARKS / CONDITIONS		
STAFF SIGNATURE		DATE