



South Central Solid Waste Authority

Service Application

Office: (575) 528-3800/E-mail: SCSWAApplicant@las-cruces.org

Service Requested (REQUIRED): Recycling Solid Waste

SCSWA may offer credit and/or service to:

1. Accounts having “dump charges” of \$300.00 or more a month (**For Solid Waste Accounts ONLY**)
2. Commercial entities within the City of Las Cruces city limits and that have no outstanding balance with SCSWA and/or the City of Las Cruces.
3. City, State and Federal departments
4. Approval may take up to five (5) business days

For Recycling Service Only*:

- Minimum monthly service charge of \$50 + tax (front-load service)
- Minimum \$145.15 + tax (on-call/roll-off type service)

SCSWA will verify creditworthiness by:

- Past payment for existing customers
- Reference check for new customers

SCSWA will offer credit terms (*solid waste ONLY*) of:

- Due on the 25th day of the invoiced month.

SCSWA WILL collect overdue bills by taking the following steps:

1. 30 day(s) past due, reminder sent, customer may be locked out of the Transfer Station.
2. 45 day(s) past due, statement is sent and/or the customer is called.
3. 60 day(s) past due, **IS LOCKED OUT OF THE TRANSFER STATION**, recycling service suspended; customer is contacted by phone or mail that payment must be received by 3:00 PM, five (5) days from the date of call/letter or account may be dropped **permanently** from the credit list, recycling service may be cancelled and container permanently removed, may have their utilities shut off (if applicable) and/or sent to collections.

NOTE: Customer is to maintain a minimum monthly charge of \$300.00 in order for credit to be extended. If balance falls below \$300.00 a month, customer may be dropped from the credit list. Customers dropped from the credit list WILL NOT be reinstated.

***PLEASE READ SCSWA RECYCLING SERVICES GUIDELINES**

Location Name: _____	On-Site Contact: _____
Service/Physical Address: _____	
Business Phone: _____	Cell Phone: _____
E-Mail: _____	
Container and Service Frequency Requested (REQUIRED FOR RECYCLING):	
# of containers needed : _____	# of Weekly Pick-ups Needed: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
Billing to: _____	Billing Contact: _____
<i>* If different from Location Name</i>	
Billing/Mailing Address: _____	
City, State and Zip Code: _____	
Business Phone: _____	E-Mail: _____

Three (3) Company Credit References Requested

Name of organization/company: _____

Address: _____

City, State and Zip Code: _____

Name and title of person to contact: _____

Tel. Phone: _____

Dates and Services Provided: _____

Name of organization/company: _____

Address: _____

City, State and Zip Code: _____

Name and title of person to contact: _____

Tel. Phone: _____

Dates and Services Provided: _____

Name of organization/company: _____

Address: _____

City, State and Zip Code: _____

Name and title of person to contact: _____

Tel. Phone: _____

Dates and Services Provided: _____

By signing this agreement, you agree to the terms listed above AND within the SCSWA Commercial Recycling Services Guidelines:

AUTHORIZED SIGNATURE AND RESPONSIBLE PARTY:

Print Name and Signature

Date

FOR SCSWA ADMIN. ONLY:

MUST be approved or denied by SCSWA Director or authorized SCSWA staff.

APPROVED DENIED BY: _____

SCSWA COMMERCIAL RECYCLING SERVICE GUIDELINES: Front Load Service

F1.1 Collection Time/Placement

SCSWA containers must remain in the same location they were delivered. If the containers are not in the same location delivered, they will not be serviced. Customer may request a container to be relocated and provide a possible relocation location provided that the proposed location meets the placement requirements as outlined in this section; however, the container will have final placement determined by SCSWA authorized staff in order to ensure the serviceability of the container. Due to unforeseen problems on the route, SCSWA cannot guarantee the same time of pick-up each day. Customer is required to provide unobstructed access to the equipment at all times on the schedule collection days. If the equipment is located behind a gate, the gate must be unlocked and opened as SCSWA is not responsible for opening/closing and or unlocking/locking gates. Equipment to which clear and unobstructed access is not provided will not be serviced. **SCSWA shall not be liable for damage to any private property of any route reasonably necessary to perform the services contracted and customer assumes all liabilities if damage occurs.**

F1.2 Containment

Do not overload the container as container with recyclable material exceeding the top may NOT be emptied. Do not put boards, bags or any excess materials on the sides of the containers. SCSWA container are not to be modified except by SCSWA authorized staff.

F1.3 Unacceptable Materials/Waste and Weight

Do not to place any waste materials (any items not listed as acceptable or fitting within the general category of acceptable material), hazardous, radioactive, toxic, explosive, or corrosive materials (including tires, oil, paint, batteries, and antifreeze) into the recycling container provided up by SCSWA. Appliances (including washers, dryers, water heaters, and refrigerators) and furniture (including couches, bed frames, and mattresses) cannot be placed into any SCSWA recycling commercial containers. Presence of unacceptable material exceeding 10% of the volume of materials present may be rejected as contamination. **The Customer agrees to be solely liable for any and all required remedial action to service of the rejected load. Rejected load WILL result in service fee of \$25.00, applicable solid waste disposal tipping fees and applicable taxes.**

Containers with unacceptable waste/materials and heavy material such dirt, rock, concrete, block tiles, cactus, shingles, manure or other heavy materials, may be too heavy for the truck to dump. If SCSWA's truck is unable to dump the container, the Customer will be responsible for partially emptying the container in order to lighten the load (additional fees may apply if a second trip is needed to empty the container).

Customer agrees to reimburse SCSWA for any regulatory fines attributable to the Customer improperly packaging, manifesting, or labeling the recyclable material picked up and transported by SCSWA. Service is subject to immediate cancellation if any of the above mentioned materials are placed into the recyclables collected.

F1.4 Service Frequency

Customer will be placed on a service route based on regional routing. SCSWA will make attempt to accommodate service day requests; however, this is at the discretion of SCSWA. Customer agrees to minimum service frequency of once per week collection. Customer requesting reduced service frequency to once every two weeks or on-call pick-up (not to exceed 4 pick-ups per month) and will be charged the minimum service fee for once a week collection per applicable container.

F1.5 Service Frequency Change and Container Requests

Customer requesting modification of their recycling service frequency (increase or decrease service collection) must provide a written request to SCSWA after 60 days of service at the current service frequency. Requests must be

received by SCSWA on or before the last Friday of the current service month. Service frequency changes will become effective within the next service period.

Customer needing an additional container or decrease in existing container count must provide SCSWA with a written request on or before the last Friday of the current service month. Containers will be scheduled for delivery or removal to become effective by the last day of the current service month. In an event that the final Friday occurs on an observed holiday or closure (see Holiday/Closure Schedule at <http://www.scswa.net/>), a written request must be received by the preceding business day.

F1.6 Equipment

Customer agrees that all reusable equipment shall remain the property of SCSWA. The equipment shall be utilized only for its intended use and shall not be moved or altered. Customers shall not disfigure or cover up any numbering, lettering, or insignia displayed on the equipment and shall see that the equipment is not subjected to careless and unusually or needlessly rough usage. Customer shall be liable for all loss or damage to such equipment at SCSWA's discretion (except for normal wear and tear and for loss or damage resulting from SCSWA's handling of the equipment). **Customer shall indemnify, defend and hold harmless SCSWA from and against all losses arising from an injury or death to person or loss or damage to property arising out of Customer's use, operation, or possession of the equipment. SCSWA shall have the right to take possession of any or all items of the equipment without demand, notice or legal process, wherever they may be located. Customer hereby waives any and all damages occasionally by such taking of possession.**

F1.7 Missed Collections

If your location is skipped/not serviced due to obstruction of the container, you may request that we return to your location later that same day. **We will honor these requests at our discretion.**

F1.8 Extra Collections

For an excessive amount of recyclables to be disposed of which will not fit in the container, please contact SCSWA's Recycling Coordinator. An additional collection can be scheduled with an additional charge of \$25 per service pick-up/per container.

F1.9 Billing and Payment

Customer agrees to pay recycling service fees and any applicable fees (extra collection, etc.) incurred under the service agreement. Recycling services will be invoiced by mail monthly through our fiscal agent, City of Las Cruces. These fees will be charged via invoice prior to services performed, excluding some additional fees (extra collections) incurred after scheduled service has been performed.

F1.10 Unpaid Balance and Collections

Customers with unpaid balance greater than 60 days may result in SCSWA removal of equipment and recycling service account cancelled. Unpaid balance may be sent to collections.

F1.11 Cancellation Policy

Customer may request to cancel service, in writing to SCSWA after 60 days of service origination. The written request to cancel service must be received by SCSWA on or before the last Friday of the current service month. In an event that the final Friday occurs on an observed holiday or closure (see Holiday/Closure Schedule at <http://www.scswa.net/>), a written request must be received by the preceding business day.

You may cancel your service via e-mail to cs-scswa@las-cruces.org.

Commercial Recycling Service Guidelines: Compactor/Roll-off Service

R1.1 Collection and Placement

SCSWA containers must remain in the same location they were delivered. If the containers are not in the same location delivered, they will not be serviced. Customer may request a container to be relocated and provide a possible relocation location provided that the proposed location meets the placement requirements as outlined in this section; however, the container will have final placement determined by SCSWA authorized staff in order to ensure the serviceability of the container. Due to unforeseen problems on the route, SCSWA cannot guarantee the same time of pick-up each day. Customer is required to provide unobstructed access to the equipment at all times on the schedule collection days. If the equipment is located behind a gate, the gate must be unlocked and opened as SCSWA is not responsible for opening/closing and or unlocking/locking gates. Equipment to which clear and unobstructed access is not provided will not be serviced. **SCSWA shall not be liable for damage to any private property of any route reasonably necessary to perform the services contracted and customer assumes all liabilities if damage occurs.**

If the Customer's driveway is painted and/or coated, Contractor is NOT responsible for any damage to the painting/coating.

Customer may request a container to be relocated, but must ensure that the proposed placement area meets the above stated placement requirements and will not obstruct or hinder flow of traffic.

R1.2 Weight and Containment

Customer agrees not to overload the container and will not place unacceptable materials (see section R1.3) on the sides of the container. Customer understands that container with materials exceeding the top will not be emptied. Weight must be evenly distributed throughout the container.

The recycling processing included in the price quoted by SCSWA is as follows:

- 30 yard roll-off: 4 tons
- 40 yard roll-off: 5 tons

Any container above the included tonnage will be billed to the customer at the Scale House gate rates. Included recycling processing and overage rates are subject to change at any time and without prior notice.

If the truck is unable to dump the container, the Customer will be responsible for partially emptying the container in order to lighten the load (additional fees may apply if a second trip is needed to empty the container).

R1.3 Unacceptable Materials/Waste and Weight

Do not place any waste materials (any items not listed as acceptable or fitting within the general category of acceptable material), hazardous, radioactive, toxic, explosive, or corrosive materials (including tires, oil, paint, batteries, and antifreeze) into the recycling container to be picked up by SCSWA. Appliances (including washers, dryers, water heaters, and refrigerators) and furniture (including couches, bed frames, and mattresses) cannot be placed into any SCSWA recycling commercial containers. Presence of unacceptable material exceeding 10% of the volume of materials present may be rejected as contamination. **The Customer agrees to be solely liable for any and all required remedial action to service of the rejected load. Rejected load WILL result in service fee of \$25.00, applicable solid waste disposal tipping fees and applicable taxes.**

Containers with unacceptable waste/materials and heavy material such dirt, rock, concrete, block tiles, cactus, shingles, manure or other heavy materials, may be too heavy for the truck to dump. If the truck is unable to dump the container, the Customer will be responsible for partially emptying the container in order to lighten the load (additional fees may apply if a second trip is needed to empty the container).

Customer agrees to reimburse SCSWA for any regulatory fines attributable to the Customer improperly packaging, manifesting, or labeling the recyclable material picked up and transported by SCSWA. Service is subject to immediate cancellation if any of the above mentioned materials are placed into the recyclables collected.

R1.4 Service Frequency

Customer understands that these services are not setup on a regular schedule collection and the customer is responsible for contacting SCSWA to schedule service. Customer may request in writing to have the roll-off service scheduled for routine weekly collection. Roll-off service customers must have roll-off at least once per 21 days per container. Roll-off service customers with no service activity once every 21 days will incur a minimum fee of \$145 plus applicable taxes per container.

R1.5 Billing and Payment

Customer agrees to pay fees and any applicable fees (processing fees, etc.) incurred under the service agreement. Recycling services will be invoiced by mail monthly through our fiscal agent, City of Las Cruces. These fees will be charged via invoice after scheduled services have been performed.

R1.6 Unpaid Balance and Collections

Customers with unpaid balance greater than 60 days may result in SCSWA removal of equipment and recycling service account cancelled. Unpaid balance may be sent to collections.

R1.7 Cancellation Policy

Customer may request to cancel service, in writing to SCSWA after 60 days of service origination. The written request to cancel service must be received by SCSWA on or before the last Friday of the current service month. In an event that the final Friday occurs on an observed holiday or closure (see Holiday/Closure Schedule at <http://www.scswa.net/>), a written request must be received by the preceding business day.

You may cancel your service via e-mail to cs-scswa@las-cruces.org.