

# RAMSEY/WASHINGTON COUNTY MSW HAULER REBATE PROGRAM

## Overview and Administrative Procedures

### Introduction

In November 2006, NRG Energy, Inc. sold its resource recovery assets, including the Ramsey/Washington County Resource Recovery Facility in Newport to Resource Recovery Technologies, Inc. (RRT). Ramsey and Washington Counties have entered into a new Processing Agreement with RRT, with a term of 2007 through 2012. According to that Agreement, RRT will now be responsible for contracting with waste haulers for delivery of waste. Therefore, the current waste delivery agreements between haulers and the Counties will end on December 31, 2006. Beginning January 1, 2007, in its contracts with haulers, RRT will establish a "market-based" tipping fee at the Facility.

Another provision in the Processing Agreement between the Counties and RRT is the use of a hauler rebate to pay for waste processing. The Counties have agreed to pay licensed waste haulers a per ton processing rebate for each ton of Ramsey/Washington County waste delivered to the Resource Recovery Facility or to an Alternate Facility Collection Point, as defined in the Processing Agreement, such as a transfer station operated by RRT (Collectively called an "Authorized Facility.") The rebate will also be paid for incidental quantities of MSW collected in other counties only if prior written authorization has been received from the Resource Recovery Project (RRP). The rebate will be \$12 per ton of Municipal Solid Waste (MSW) delivered in 2007 through 2010, and \$14 per ton for 2011 and 2012.

### Rebate Program Description

The rebate program will be administered through the Ramsey/Washington County Resource Recovery Project (RRP). The RRP will make Rebate Request Forms available, verify rebate requests submitted, issue the rebate payments on a monthly basis, and respond to rebate-related inquiries. The RRP will also work with Ramsey and Washington County staff to determine which haulers are eligible for the rebate program. The RRP may modify program procedures as necessary. Contact information is at the end of this document.

### Rebate Eligibility

To receive a rebate, a hauler must:

- ❑ Hold a current and valid hauler license from Ramsey and/or Washington Counties;
- ❑ Deliver MSW from Ramsey or Washington County to an Authorized Facility;
- ❑ Complete and send in a Rebate Request Form;
- ❑ Follow the guidelines and instructions in this document; and
- ❑ Comply with State and County regulations and ordinances, to include but not be limited to the collection and remittance of the County Environmental Charge (CEC).

Haulers that have not fully complied with all items above are not eligible for a rebate.

### Rebate Request Form

To receive a rebate, an eligible hauler must submit a completed Rebate Request Form for each month to the RRP. If a hauler does not deliver any waste in a month, a form is not required for that month. The RRP will make Rebate Request Forms available to eligible haulers, and the form may also be downloaded and printed from the Resource Recovery Project's web page.

The rebate request form contains the following elements (see attached copy):

Line No.	Item	Description
1.	<i>Report Month &amp; Year</i>	Month and year during which MSW was delivered to an Authorized Facility. Submit only one month per form.
2.	<i>Licensee Name</i>	Name of the licensed entity as it appears on the hauler license (e.g., "Joe's Rubbish, Inc.").
3.	<i>Federal Tax ID No.</i>	Licensee's Federal Tax ID Number is needed for the RRP to make the rebate payments.
4.	<i>Mailing Address</i>	Mailing address to which the rebate payment should be sent.
5.	<i>Contact Name</i>	Name of the primary contact person for rebate payment issues.
6.	<i>Contact Phone Number</i>	Primary contact person's telephone number.
7.	<i>Tons of MSW Delivered</i>	Actual number of tons of MSW collected within Ramsey and Washington Counties, and incidental amounts of out-of-county MSW as authorized by the RRP in writing in advance of delivery, which was delivered to an Authorized Facility during the report month.
8.	<i>Certification</i>	Certification shall be signed by a representative of the hauler who is knowledgeable with the hauling operations, to include deliveries to the Authorized Facility and who has been authorized by the hauler to sign the Monthly Rebate Request Forms.

Haulers must submit a separate, completed Rebate Request Form for each month during which they delivered MSW from Ramsey or Washington Counties to an Authorized Facility. A Form may only report delivery amounts for a single month and may be submitted in by US Mail, fax, or by e-mailing the form in a PDF file.. The Federal Tax ID Number must be provided on the Form for payment to be made. Forms must be signed to be considered complete. Forms can be submitted at anytime following a month, and will be processed as soon as information is available to verify the claims.

Submit Rebate Request Forms to the RRP by one of the following means:

Mailed to: **Ramsey/Washington County Resource Recovery Project**  
2785 White Bear Ave. N., Suite 350  
Maplewood, MN 55109-1320  
Attn.: Hauler Rebate Program

Faxed to: **Ramsey/Washington County Resource Recovery Project**  
Attn.: Hauler Rebate Program  
651-266-1177.

E-mailed to: **Ramsey/Washington County Resource Recovery Project**  
Attn.: Hauler Rebate Program  
HaulerRebate@co.ramsey.mn.us

## **Records Retention, Review and Audit**

Haulers are encouraged to review their record-keeping procedures to ensure that all information necessary to support their rebate requests is readily available. The RRP may request the hauler provide additional supporting documentation at any time. If a hauler does not provide the requested supporting documentation, the rebate will not be paid for the period covered by the Rebate Request Form until it is provided.

As has been the case in the current waste delivery agreements between the Counties and haulers, the Counties acknowledge that there will be times when waste generated in other counties is collected along with waste from the Counties for operational and routing efficiency. Incidental delivery of small amounts of waste from other counties may be allowed to be claimed for rebate as long as prior written authorization has been obtained from the Counties. The hauler will provide the Counties with a list of generators from which Acceptable Waste will be delivered to an Authorized Facility that is generated in other counties. This list must be updated by the hauler on a quarterly basis. The RRP may conduct spot checks of loads delivered to Authorized Facilities for which a rebate is claimed to determine whether the MSW delivered follows these criteria. The list of generators will be deemed non-public trade secret information under the Minnesota Government Data Practices Act.

As required by Minnesota Statutes §16C.05 subd. 5 (2006) , haulers must keep good business records related to this Rebate Program, and in accordance with generally accepted accounting practices, and shall maintain those records for at least six (6) years following the submission of a Rebate Request Form. These records are subject to examination, duplication, transcription and audit by the RRP, either County and either the Legislative or State Auditor pursuant to Minnesota Statutes.

## **Verifying the Rebate Request**

The RRP will process rebate requests in a timely manner and as they arrive. The time for review will depend on the information available to verify hauler claims. The RRP will verify the information submitted on a request form by reviewing such records as may be necessary. For example, the RRP could compare a hauler's reported MSW volumes against Authorized Facility data. CEC Remittance Reports may also be used to verify rebate requests. Rebates will apply only to MSW generated in Ramsey and Washington Counties or to incidental amounts out-of-county MSW as identified above, and verified as delivered to an Authorized Facility. Such verification may result in an adjustment of the rebate amount issued.

**Submission of false information will result in forfeiture of a rebate for that reporting period, and may result in criminal prosecution.**

## **Rebate Payment**

For the period of 2007 to 2010, the RRP will issue to any eligible hauler a rebate in the form of a check for \$12 per ton of qualifying MSW reported on a Rebate Request Form and verified as delivered to and accepted by an Authorized Facility. Checks will be mailed to the address of the licensed hauler listed on the Rebate Request Form. In 2011 and 2012, the rebate amount is \$14 per ton. The RRP will issue rebate payments to haulers at the address included in the Form. Rebate payments will be made after the claims have been verified and processed.

## **Right to Appeal**

Haulers have the right to appeal a decision by the RRP that results in a reduction in or denial of a rebate request. To appeal a rebate decision, a hauler must submit to the RRP the following:

1. A statement requesting review of the reduction or denial of a rebate request; and
2. Any and all documents necessary to support the appeal.

A hauler must submit a request for appeal and supporting documents within 30 days of the rebate issuance date. The RRP will issue written responses to all rebate appeals that will include an explanation as to why the appeal was granted or denied.

## **Questions?**

Call the RRP at 651-266-1195 or email [HaulerRebate@co.ramsey.mn.us](mailto:HaulerRebate@co.ramsey.mn.us)