



**DEPARTMENT OF ENVIRONMENTAL MANAGEMENT**  
**SOLID WASTE DIVISION**

COUNTY OF HAWAII – 345 KEKŪANĀO‘A ST., SUITE 41 – HILO, HI 96720  
 HILO (808) 961-8339

For Office Use Only:	Permit No. _____
\$25 Bus. Fee _____	Date _____
Received Date _____	New _____ Renewal _____
Effective Date _____	Exp Date _____

**APPLICATION FOR**  
**SOLID WASTE FACILITY DISPOSAL PERMIT**

Permittee (Customer Name)\*: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address (Required): \_\_\_\_\_

Cell No.: \_\_\_\_\_ Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Entity: Corporation \_\_\_ LLC \_\_\_ Sole Proprietor \_\_\_ Other: \_\_\_\_\_

Federal ID # (EIN): \_\_\_\_\_ State ID # (GET): \_\_\_\_\_

\*Attach copy of DCCA business registration (Excluding Sole Proprietors).

Guarantor (Person Guaranteeing Payment) \*\*: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Telephone No. : \_\_\_\_\_ Fax No. : \_\_\_\_\_

Email Address: \_\_\_\_\_

Driver's License #: \_\_\_\_\_

\*\*Must be registered owner/member/manager if Permittee is a business.

**Authorized Vehicles (copy of vehicle registration required):**

License Plate No.	Vehicle Description (make, model, year)	Vehicle Identification No. (VIN)

REFUSE PRODUCT(S): \_\_\_\_\_

ORIGIN(S): S. Hilo Puna Ka'ū S. Kona N. Kona  
 S. Kohala N. Kohala Hāmākua N. Hilo

**AUTHORITY:**

**Pursuant to Chapter 20, Article 3, Section 20 – 35, Hawai'i County Code:**

No business, Federal or State agency, religious entity or nonprofit organization shall dispose of refuse at any County solid waste facility without first obtaining a disposal permit issued by the director and making payment of the permit fee as required herein. The disposal permit shall be effective for a period of one year from the date of issuance.

**Pursuant to Chapter 20, Article 4, Section 20-47 (Collection of Fees):**

1. Payments are due before the end of the month following the month in which charges are incurred.
2. Finance charge of 1.0% monthly (annual rate of 12%) shall be charged on all balances which are past due.
3. Access to County Solid Waste Facilities may be denied until the account is current.

**THE PERMIT IS GRANTED SUBJECT TO THE FOLLOWING CONDITIONS:**

1. The Permittee and Guarantor shall follow all established landfill and solid waste facility rules. Failure to comply with these rules may result in suspension or revocation of disposal permit.
2. A copy of this permit shall be kept in the vehicle utilizing the disposal permit and shall be made available for inspection by solid waste personnel or other representatives of the Department of Environmental Management, upon request.
3. All loads are subject to inspection. Bagged refuse may be required to be opened. Hazardous waste will be rejected and removed from the landfill or other solid waste facility by the carrier.
4. Guarantor shall be personally responsible for all charges accrued on this account which are not paid by the Permittee on a timely basis.
5. Guarantor certifies that Guarantor and/or the Permittee does not have any delinquent Solid Waste accounts or have an approved payment arrangements to bring their accounts current.
6. All fees are to be paid when due. Access to County Solid Waste Facilities will be denied until the account is current.
7. Guarantor is responsible for reporting any changes to authorized vehicles, additions or deletions, in writing to the Solid Waste Division.

I hereby agree to all terms above and acknowledge that any violation of the above terms may result in suspension and/or revocation of the solid waste facility disposal permit.

Applicant/Guarantor: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature: Registered owner / member / manager

Print name: \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Director or Designee, Department of Environmental Management

STATE OF HAWAI'I )  
 ) SS.  
COUNTY OF HAWAI'I )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_  
\_\_\_\_\_, to me known/proved to be the person  
described in and who executed the foregoing instrument as the free act and deed of such person.

\_\_\_\_\_  
Signature Line

\_\_\_\_\_  
Print Name

Notary Public, State of Hawai'i

My commission expires: \_\_\_\_\_

<b>NOTARY CERTIFICATION</b>	
Doc. Date: _____	# pages: _____
Notary Name: _____	_____ Circuit
Doc. Description: <u>APPLICATION FOR SOLID WASTE</u>	
<u>FACILITY DISPOSAL PERMIT</u>	
Notary Signature _____	Date _____



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HILO (808) 961-8339

### **SOLID WASTE FACILITY DISPOSAL PERMIT APPLICATION** **INSTRUCTIONS**

1. Fill out the permit application as follows:

**Permittee** is to be used for the customer name that should appear on the account. This may be the name of the business or an individual. Businesses (excluding Sole Proprietor) must attach a copy of their DCCA business registration. Link: <https://hbe.ehawaii.gov/documents/search.html>

- Statements will be mailed to the attention of the Permittee. Provide **Mailing Address, Physical Address, Telephone No., Fax No., Email Address, Type of Entity, Federal ID Number, and State ID Number** for the Permittee.
- **Guarantor** is the person requesting the permit and guaranteeing payment on the account if payment is not made by the Permittee on a timely basis. The Guarantor must be a registered owner, member, manager or any person authorized to sign contracts on behalf of the organization if permit is for a business entity. Documentation must be attached showing that Guarantor is authorized to sign on behalf of the organization (e.g., corporate resolution, company bylaws, etc.). If the Permittee is an individual, the Guarantor may be the same as the Permittee. Guarantor will be notified if Permittee’s account becomes past due. Provide **Mailing Address, Physical Address, Telephone No., Fax No., Email Address, and Driver’s License #** for the Guarantor.
- List all vehicles which are authorized to charge on this account. Vehicles that are registered to another Permittee will not be allowed to be registered to this account; however, the vehicle could be authorized to charge to this account if it is included in the Authorized Vehicles section. Include the **License Plate No., a description of the vehicle (make, model, and year), and VIN**. Attach additional sheets if necessary. Attach a copy of the current vehicle registration for each vehicle.
- **Refuse product(s)** - provide a brief description of the material(s) to be disposed of such as household refuse, commercial refuse, green waste, construction debris, etc.
- **Origin(s)** can be one or more districts of the island. Please circle all that are appropriate.

2. The Guarantor must sign the application in the presence of a Notary Public.

3. **Any business, Federal or State agency, or nonprofit organization applying for permit must include a payment of \$25.00 with the application.**

Make check payable to: **COH – Director of Finance**

4. Return the permit application and payment (if applicable) to:

Mailing address:  
COH – DEM - Solid Waste Division  
345 Kekūanāo‘a St., Suite 41  
Hilo, HI 96720

5. Copies of the permit, once approved by the Director or the Director’s designee, will be returned to you.



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### ORGANICS FACILITIES OPERATIONAL RULES:

1. The following items are **NOT** accepted at the organics facilities, please make every effort to keep them out:

- garbage bags and rubbish
- food waste
- lumber including sawdust
- plastics
- rocks & dirt
- glass
- metal
- treated or painted pallets (identified by paint or tinted wood color)
- invasive species of any kind (plant or animal), and the greenwaste material that may contain the invasive species
- **any ‘ōhi‘a vegetative material. *Even if it appears uninfected. Please do not transport to our facilities; compost ‘ōhi‘a material on-site to prevent the spread of Rapid ‘Ōhi‘a Death fungus.***
- logs, branches or other material in excess of **18 inches in diameter** or **5 feet in length at the East Hawaii Organics Facility (EHOF) and the West Hawaii Organics Facility (WHOF)** (*must be reduced in size prior to arrival at our facility*).

*Loads of greenwaste deemed excessively contaminated will be rejected and directed to landfill disposal. For contaminated greenwaste loads disposed at the landfill, regular landfill disposal fees will apply.*

2. The following items **ARE** accepted at the organics facilities:

- palm fronds, leaves
- tree and hedge cuttings
- grass clippings
- untreated and unpainted wood pallets
- logs, branches or other material less than **18 inches in diameter** or **5 feet in length at the East Hawaii Organics Facility (EHOF) and the West Hawaii Organics Facility (WHOF)**.



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### **LANDFILL OPERATIONAL RULES**

1. Vehicles and passengers enter at their own risk. All vehicles must check in and out at the weigh station.
2. Adhere to all written, posted and verbal instructions from landfill personnel.
3. All vehicles must be weighed at the scale house before and after dumping.
4. No vehicles will be admitted into the landfill after the posted closing time.
5. Smoking in the dumping area and consumption of alcoholic beverages on County property are prohibited.
6. Loitering within the landfill site is prohibited. All persons must leave the landfill site immediately after weighing out or “taring out.”
7. Observe all posted speed limits and traffic warning signs. Unless otherwise posted, the speed limit of all roads in the landfill site is 15 mph. Always drive at safe speeds and use low gears while driving downhill.
8. All children under 16 years of age must remain in the vehicle at all times.
9. Tools, tailgates, etc., must be kept on, in or under the vehicle while dumping.
10. Dangerous practices such as rapid backing up to discharge loads, operating vehicle with unsecured doors, etc., are prohibited.
11. Load “pull-off” service is not provided.
12. Littering on local streets or roads and other areas within or leading to the landfill site is prohibited. Loads must be securely tied and/or covered to prevent spillage.
13. Dumping is permitted only in those areas designated by signs or landfill personnel.
14. The salvaging or scavenging of dumped materials is prohibited.
15. Tree stumps, roots, telephone poles, pilings, cables and wire fences and other similar materials must be cut to lengths of 4 (four) feet or less.
16. Travel within the landfill is to be on designated routes only. Any vehicle unable to negotiate these routes because of faulty or malfunctioning equipment will be prohibited from entering the landfill.

17. Vehicles must maintain a minimum distance of 25 feet from the bulldozer operations at all times.
18. Dead animals, animal parts or similar organic wastes; medical wastes; oversized and other special handling wastes will be accepted at the landfill by appointment only. Please call Hilo at 961-8663, 7 am – noon/12:30 – 4 pm daily or Pu'uana'hulu at 886-8059, 7 am – 4 pm Mon-Sat.
19. Pursuant to County of Hawai'i Ordinance No., 07-182, tires whether whole, cut, sliced, chipped or shredded are not accepted at any landfill.
20. Derelict vehicles are prohibited from disposal at any landfill.
21. Witness requirement for confidential document destruction must be provided by the agency or individual requesting such special handling.
22. The following is the minimum required PPE for all individuals while outside the vehicle at the landfill active disposal area: closed toe shoes or work boots, long pants and sleeved shirts, work gloves and ANSI high visibility vest or shirt.
23. County employees must also follow all health and safety regulations at the landfill governing the general public. Any concerns regarding a violation of safety practices should be reported to the Director.