



# DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

## *SOLID WASTE DIVISION*

COUNTY OF HAWAII – 345 KEKŪANĀO‘A ST., SUITE 41 – HILO, HI 96720  
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, Driver's License #, and Driver's License expiration date** 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. 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.

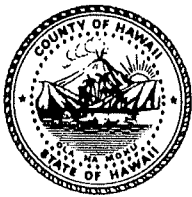
3. **Any business, Federal or State agency, or nonprofit organization applying for permit must include a payment of \$25.00 with the application.**

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

4. Return the **ORIGINAL** 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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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 #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\*\*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 20-03-02, Hawai'i County Code:**

(a) Every business, government agency, religious entity or nonprofit organization shall first obtain a disposal permit issued by the director and make payment of the permit fee as required before disposing of solid waste at any SWD facility.

**Pursuant to Chapter 20, Article 4, Section 20-04-02 (Collection of Fees):**

(a) All disposal fees shall be collected by the department and due at the time of disposal, unless a net thirty account has been established with the department.

(b) A finance charge shall be charged to all net thirty accounts on all balances which are past due. In addition to this, access to County SWD 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: \_\_\_\_\_

**NOTARY CERTIFICATION**

Doc. Date: \_\_\_\_\_ # pages: \_\_\_\_\_

Notary Name: \_\_\_\_\_

Doc. Description: APPLICATION FOR SOLID WASTE \_\_\_\_\_ Circuit

FACILITY DISPOSAL PERMIT

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Date



# DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

## *SOLID WASTE DIVISION*

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

### Landfill Operating Rules

1. All solid waste, except for prohibited materials, shall be accepted at the sanitary landfill when properly deposited.
2. All sanitary landfill customers shall have a current Solid Waste Facility Disposal Permit, except for household self-hauled customers.
3. Any unauthorized person entering the sanitary landfill during nonworking hours shall be considered to be a trespasser and shall be subject to criminal enforcement under chapter 20, HCC.
4. All customers enter the facility at their own risk.
5. All customers shall adhere to all communications from SWD personnel and/or County contractors.
6. Customer's load may be inspected before and after unloading. If the load contains unacceptable material, the material may be rejected and reloaded into the customer's vehicle.
7. All customers' vehicles shall check in and be weighed at the scalehouse before and after unloading. Customers who fail to weigh out shall be charged for the entire inbound weight.
8. The SWD personnel may search and/or recover lost items from the reload facility at the discretion of the SWD and the customer shall be charged a fee for said service.
9. No customer(s) shall be admitted into the sanitary landfill after the posted closing time.
10. Loitering within the sanitary landfill site is prohibited. All customers shall leave the sanitary landfill site immediately after weighing out.
11. Everyone entering SWD facilities shall observe all posted speed limits and traffic warning signs.
12. Use of handheld devices while operating a vehicle within the landfill is prohibited. Making phone calls, sending text messages or emails while driving is prohibited. Completing paperwork or any other type of task that would distract the driver from the operation of the vehicle is also prohibited.
13. Children under the age of 16 and all pets must remain in the vehicle at all times.
14. Tools, tailgates, etc., must be kept on, in, or under the vehicle while unloading.
15. Dangerous practices, such as rapid backing up to discharge loads, operating vehicles with unsecured doors, etc., are prohibited.
16. Load pull off service is not provided.
17. Loads shall be securely tied and/or covered upon arrival at the scalehouse to prevent spillage. All unsecured loads will be assessed an unsecured load fee.
18. All sanitary landfill users shall first communicate with the sanitary landfill SWD personnel before unloading. Unloading is permitted only in those areas designated by the SWD personnel.



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19. The scavenging of unloaded material is prohibited.
20. Tree stumps, roots, telephone poles, pilings, cables and wire fences and other similar material shall be cut to lengths of 4 feet or less, to avoid paying special handling charges. Disposal of materials requiring special handling shall be scheduled in advance with Waste Management at (808)886-0940.
21. Travel within the sanitary landfill shall be on designated routes only. Any vehicle unable to negotiate these routes because of faulty or malfunctioning equipment shall be prohibited from entering the sanitary landfill.
22. Customers and vehicles shall maintain a minimum distance of 25 feet from the sanitary landfill equipment at all times.
23. Witness requirement for confidential document destruction shall be provided by the agency or individual requesting such special handling.
24. Any concerns regarding a violation of safety practices should be reported to the SWD personnel.
25. Closed toe shoes, high visibility vest, shirts, etc, shall be worn at the sanitary landfill working face.
26. All vehicles must have a current County of Hawai'i vehicle registration and safety inspection, which shall be made available upon request by SWD personnel.
27. Drinking alcoholic beverages, smoking, use of drugs, or use of firearms is prohibited.



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### Organics Facilities Operating Rules

1. Only acceptable organics (as posted at the facilities or as published on the SWD website) and greenwaste shall be accepted at the organics facilities. Contaminated loads may be rejected.
2. All greenwaste customers' vehicles must be weighed at the scalehouse before and after unloading. Commercial and non-self-hauling customers who fail to weigh out shall be charged for the entire inbound weight. Customers who do not weigh out may be prohibited from the facility in the future.
3. Mulch customers may bypass the scalehouse with approval of the director.
4. All business, government agency and non-profit agency greenwaste customers shall have a current Solid Waste Facility Disposal Permit.
5. Customer's load may be inspected before and after unloading. If the load is contaminated, the material may be rejected and reloaded into the customer's vehicle.
6. Any unauthorized person entering the organics facility during nonworking hours shall be considered to be a trespasser and shall be subject to criminal enforcement under chapter 20, HCC.
7. All customers enter the facility at their own risk.
8. All customers shall adhere to all communications from SWD personnel and/or County contractors.
9. Loitering within the organic facility site is prohibited. All customers shall leave the organic facility immediately after loading and unloading.
10. Everyone entering SWD facilities shall observe all posted speed limits and traffic warning signs.
11. Use of handheld devices while operating a vehicle is prohibited. Making phone calls, sending text messages or emails while driving is prohibited. Completing paperwork or any other type of task that would distract the driver from operating the vehicle is also prohibited.
12. Children under the age of 16 and all pets shall remain in the vehicle at all times.
13. Dangerous practices, such as rapid backing, operating vehicles with unsecured doors, etc., are prohibited.
14. Customers shall unload their greenwaste or be loaded with mulch in areas designated by the SWD personnel or County contractors.



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15. Travel within the organics facility shall be on designated routes only. Any vehicle unable to negotiate these routes because of faulty or malfunctioning equipment shall be prohibited from entering the organics facility.
16. Any concerns regarding a violation of safety practices should be reported to the SWD personnel and/or County contractor.
17. All vehicles shall have a current County of Hawai'i vehicle registration and safety inspection, which shall be made available upon request by SWD personnel.
18. Incoming greenwaste loads shall be securely tied and/or covered upon arrival at the scalehouse and outgoing mulch loads shall be covered and secured to prevent spillage. All unsecured greenwaste loads shall be assessed an unsecured load fee.
19. Drinking alcoholic beverages, smoking, use of drugs, or use of firearms is prohibited.