



Allenstown Sewer Commission

35 Canal Street
Allenstown, New Hampshire 03275
Tel. (603) 485-5600 or 485-2027
Fax 800-859-0081



HAULER ACCOUNT POLICY

I. New Haulers:

- A. Acceptance or rejection of all new hauler accounts is at the sole discretion of the Allenstown Sewer Commission (ASC).
- B. All new haulers must provide:
 1. A fully completed and executed Hauled Waste Discharge Permit Application, including credit references and application fee.
 2. A current Certificate of Liability Insurance showing a minimum of \$1,000,000.00 (\$1 million) in general liability coverage and listing ASC as additional insured.
- C. All accepted new hauler accounts may be provided with a credit limit to be determined by the ASC (generally, no more than \$2,500.00) for the first six months, and may be set up on either weekly or monthly billing. Once the credit limit is reached, the account will be suspended and dumping privileges will be rescinded until full payment is made.
- D. If all billing policies are followed without incident for six months, on the first day of the seventh month the credit limits may be removed, and the account may be switched to an open credit status account.
- E. New haulers are subject to all other Hauler Billing Policies, as described throughout this document.

II. Account Conditions:

A. Surety Bond

1. A surety bond may be required in an amount and time period determined by the ASC.

B. Account Payments

1. The ASC reserves the right to verify any instrument submitted for payment of an account. Any instrument found to be insufficient or unverifiable at the time of submission shall be deemed unacceptable as a form of payment.

C. Monthly Accounts:

1. The Monthly billing period is from the first day of the month through the last day of the month

2. Monthly statements of account are sent out by mail no later than the fifth of each month for the preceding month. If an unforeseeable emergency forces billing to go out later than the fifth, the due date will be extended to allow for a minimum of ten full days between the billing date and the due date.
3. Monthly bills must be paid in full as follows:
 - a. Monthly statement totals of less than \$10,000.00 are due by the 15th.
 - b. Monthly statement totals of \$10,000.00 or greater are due by the 25th.
 - c. Accounts with permits that have been revoked for non-payment at any time may be designated a due date of the 15th either temporarily or permanently at the discretion of the ASC, regardless of monthly invoice totals.

D. Weekly Accounts:

1. The weekly billing period is from Friday at 12:00 am until the following Thursday at 11:59 pm.
2. Billing will be on Friday (the day after the weekly billing period ends).
3. An email address or fax must be provided for delivery of weekly bill.
4. Weekly bills must be paid in full, no later than the following Friday at 4:00 pm (one week after the close of the weekly period).

E. Pay on Delivery Accounts:

1. Pay on delivery accounts are due and payable upon delivery of hauled waste.
2. Payment may be made by cash, check or charge card.
 - a. Upon the first instance of an uncollectable instrument (eg. check) at the time of payment, the account shall revert to cash or charge card only.

III. Delinquent accounts in excess of \$100.00:

A. Monthly Accounts

1. On the first business day after the due date, a late notice will be sent out. Interest, collections' costs (if any) and legal costs (if any) shall begin accruing.
2. On the first business day after five days past due, a final notice will be sent via certified mail. The notice will state the permit revocation date, the amount due to prevent permit revocation, and the reinstatement procedures if the permit is revoked.
3. On the first business day after 10 days past the due date, the permit shall be revoked.
4. If account has a surety bond in place at the time of permit revocation, and the account is not paid in full after 30 days past due, a claim shall be issued on the bond to collect all amounts due on the account.
5. Any unpaid account balances after 90 days shall be automatically sent to our legal team for collections without any further notice. All legal and collections' costs (if any) incurred in attempting to collect on delinquent accounts are the responsibility of the account holder, and will be charged as such.

B. Weekly Accounts

1. If payment is not received in full on or before due date, the permit shall be revoked, and dumping privileges shall cease.
2. On the first business day after the due date, a late notice shall be sent out. Interest, collections' costs (if any) and legal costs (if any) shall begin accruing.
3. If account has a surety bond in place at the time of permit revocation, and the account is not paid in full after 30 days past due, a claim shall be issued on the bond to collect all amounts due on the account.
4. Any unpaid account balances after 90 days past due shall be automatically sent to our legal team for collections without any further notice. All legal and collections' costs (if any) incurred in attempting to collect on delinquent accounts are the responsibility of the account holder, and will be charged as such.

IV. Permit Reinstatement Process

A. Monthly Accounts

1. Once a permit is revoked, reinstatement requires all amounts due on the account to be paid in full, including but not limited to: past due balances, current balances (if any), interest, permit fee, collections' costs (if any), legal fees (if any), and any other fees or charges.
2. Penalties for monthly accounts revoked for non-payment:
 - a. If all amounts due are paid in full within 30 days of revocation, the account may return to monthly billing status, due on the 15th of each month.
 - b. If all amounts due are not paid in full within 30 days past due, reinstatement shall be subject to the following, in addition to full payment of all due amounts:
 - i. The account shall revert to weekly account for a minimum six month period.
 - ii. Following the six-month weekly billing period the account may be reinstated to monthly billing, due on the 15th of each month, provided a surety bond in an amount no less than two times the total of the account's highest monthly statement is issued to the ASC. Said bond shall be required to remain in effect permanently on the account to maintain monthly billing status.

B. Weekly Accounts

1. Once a permit is revoked, reinstatement requires all amounts due on the account to be paid in full, including but not limited to: past due balances, current balances (if any), interest, permit fee, collections' costs (if any), legal fees (if any), and any other fees or charges.
2. Penalties for weekly billed accounts revoked for non-payment:
 - a. If all amounts due are paid in full within 3 days past due the account may return to weekly billing status.

- b. If all amounts due are not paid in full within 3 business days past due, reinstatement shall be subject to the following in addition to full payment of all due amounts:
- Permit shall revert to a pay on delivery account for a minimum six-month period.
 - Following the six-month pay on delivery status, the account may be reinstated to weekly or monthly billing status as determined by the ASC.

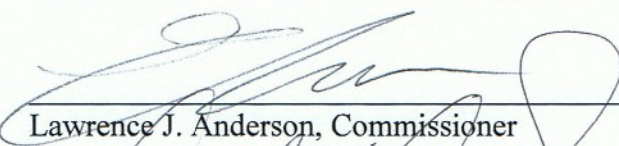
V. **Grease Deliveries** - If any hauler delivers grease without scheduling the delivery with the ASC, or schedules delivery of grease but does not deliver grease as scheduled, the company shall be charged a fee of \$50.00 for each incident.

VI. **The ASC reserves the right to change or rescind this policy, in part or in full, at any time, at their discretion. The ASC also reserves the right to revoke or reinstate any or all Septage Discharge Permits at any time, with or without notice, at their discretion.**

Adopted this eleventh day of February 2013:

Jeffrey R. McNamara, Commission Chairman


Date



Lawrence J. Anderson, Commissioner

2-11-13

Date



Carl M. Caporale, Commissioner

2-11-13,

Date