



## Annual Service Agreement for Commercial Food Waste Composting

Thank you for composting your food scraps! ISWR is proud of our community's recycling efforts and the positive impact they have on our community and environment. In order to protect the health of the ISWR recycling staff, preserve the compost-ability of food waste, and ensure that the program runs smoothly, it is critical **that you and your business adhere to the following requirements.**

The following are the responsibilities of commercial food waste composting customers:

- To review and comply with Teton County Payment Policies.
- To select a quarterly or annual billing schedule and make payments on time.
- To provide a 30-day notice of service cancellation.
- To ensure that the food waste container/bin is never blocked and always accessible by the food waste collection truck.
  - This includes snow/ice removal and management in winter.
- To comply with the following Food Waste Contamination requirements:
  - **Please collect FOOD ONLY.** This includes meat, dairy, other animal products except shellfish\*, fruit, vegetable scraps, grains, etc.
  - Please **DO NOT** send any of the following prohibited items:
    - \*Shellfish: includes but is not limited to the meat and shell/exoskeleton of shrimp, lobster, clams, mussels, scallops, and oysters
    - Plastic or glass food packaging.
    - Gloves.
    - Egg cartons.
    - Sugar/sauce packets
    - Paper products, napkins, or coffee filters.
    - Produce stickers or rubber bands.
    - Plastic and compostable service ware, including cups, plates, or coffee cups.



**Fun Fact:** According to a United Nations Environment Program report published in 2021, food waste accounts for roughly 8 percent to 10 percent of global green-house gas emissions.

Download the illustrated **Food Waste Do's and Don'ts** flyer here ([English](#), [Spanish](#)). Laminated Copies are available upon request.

Chronic and severe contamination in compost bins, specifically with glass and shellfish, as well as failure to comply with other responsibilities as listed above, will result in the following response sequence:

- 1<sup>st</sup> Non-compliance- Verbal notice and bin contents must be discarded as trash.
- 2<sup>nd</sup> Non-compliance- Bin contents must be discarded as trash. Redistribution of educational materials and required on-site visit from an ISWR team member for your staff members.
- 3<sup>rd</sup> Non-compliance - Warning of termination of service and \$50 sort fee assessment for the contaminated load, in addition to the regular service fee.



Business Name: \_\_\_\_\_

Person Guaranteeing Account: \_\_\_\_\_

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

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

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Level of Service:  35 Gallon  64 Gallon  96 Gallon

How many containers? \_\_\_\_\_

Per week (indicate 1x or 2x): \_\_\_\_\_

- Food Waste Pick-Up schedule is Tuesday and Friday. If you have selected 1x/week service, your pick-up will be Tuesday.
- All Food Waste containers are bear resistant. Please read the instruction label **located on the container** on use and care.

#### Composting Contact Person

Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred method of contact:  Phone  Text  E-mail

#### Prior to beginning service, please provide confirmation of the following:

\*Please note that composting service cannot begin until all below requirements have been completed.

I have designated a composting contact person above. This person will serve as the liaison between ISWR and my business regarding all composting correspondence. (required)

I would like to schedule a site visit with an ISWR team member prior to beginning composting service (not required, but **highly recommended!**). This resource is available at any time when you are a Commercial Food Waste Compost Service participant.



Your security deposit should equal **three months** of service. To establish your account, you must provide one of the following: (See page four for more information.)

Check

Payment Bond

Letter of Credit

**ACKNOWLEDGEMENT**

I certify that the above information is true and correct to the best of my knowledge and belief. The undersigned also acknowledges that the Teton County Integrated Solid Waste and Recycling Commercial Composting Account deferred payment to be extended will be accumulated over a period of one (1) month and payment of such charges will be made within thirty (30) days from the date of the monthly statement. Late payments are subject to a late fee in the monthly amount of 1.5% (18% per annum). I have read and agree to the terms of the service agreement for commercial cardboard recycling (Note: Updated Service Agreement required annually).

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understand the Teton County ISWR Payment Policy Initials: \_\_\_\_\_

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**Office Use Only:**

Credit Limit (security amount):  
\_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Rejected By: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Non-Approval: \_\_\_\_\_



## INFORMATION ON CHARGE ACCOUNT SECURITY DEPOSITS OPTIONS

To establish a charge account with Teton County you must provide one of the following with your application.

1. Check – This type of deposit is a check made out to the Teton County ISWR. ISWR will process the check as surety of payment until you cancel the account, at which time a check will be issued to your business if your account is paid in full.
2. Bond Deposit – There are quite a few accredited bonding agencies that will issue bonds. The bond is to be submitted with the application with all acknowledgements and corporate seal affixed. The Teton County Treasurer will hold the original bond until the account is cancelled, at which time the bond will be returned to you with a letter of release as long as the account is paid in full.
3. Letter of Credit – A Letter of Credit from your financial institution is acceptable. The letter must be made payable to Teton County Treasurer and automatically renew every year the account is open. The Teton County Treasurer will hold the original until the account is cancelled, at which time the letter will be returned to you with a letter of release, as long as the account is paid in full.

Deliver completed account application and security deposit to:  
Teton County Integrated Solid Waste and Recycling  
3270 S. Adams Canyon Road  
PO Box 9088  
Jackson WY 83002-9088  
Ph: 307-733-7678  
Fax: 307-733-7616

*Every customer who establishes a Charge Account enters into a formal agreement for services and disposal fees provided by Teton County Integrated Solid Waste and Recycling. After authorization of the agreement has been approved and a security deposit received, your account will be established.*



## TETON COUNTY INTEGRATED SOLID WASTE AND RECYCLING

### Payment Policy

- Teton County Integrated Solid Waste and Recycling (ISWR) accepts cash, checks, credit cards (Visa and Master Card) and charges to an established Teton County charge account. We do NOT accept American Express. You may make payments over the phone.
- Charge accounts may be established for customers who frequently use the ISWR facilities or have a composting account. An application form and a security deposit in the form of a check, letter of credit, or payment bond are required.
- Statements for charge accounts are sent out quarterly on or about the first of the month for the preceding quarter's business.
- Payment of the total amount billed must be received no later than 30 days from the date of the quarterly statement.
- All charge accounts are subject to a 1.5% late charge fee for non-payment received after 30 days of the current billing cycle. This fee continues to be assessed monthly until payment is received in full.
- Accounts 30 days past due will be placed on a "Cash Only" basis at all ISWR facilities for services including waste disposal, shredding, e-waste and hazardous waste.
- For Food Waste Compost Service Customers – Once an account becomes "Cash Only," compost pickup service will be suspended until the entire balance is paid in full, including late fees.
- Charging privileges may be denied if a charge account becomes 30 days overdue. At 90 days overdue, if there is no resolution with the account holder, their cashier's check or other security deposit will be cashed, and the account will be closed.
- If a check is returned from the bank for Insufficient Funds (NSF), a \$25.00 service charge per check will be added to the costs. Insufficiently funded checks must be redeemed with cash, check or a money order.
- Charging privileges will be reinstated once the account is in good standing.
- Mail checks to: Teton County Integrated Solid Waste and Recycling, PO Box 9088, Jackson, WY 83002. *Transfer Station payments must include the account number.* Please do not combine payments for the Transfer Station and Recycling Center services.
- Payments sent to an incorrect County address may be delayed in posting and could incur late charges. The correct mailing address can be found on your monthly statement.
- Billing discrepancies shall be reported to ISWR within 30 days of receipt of bill.