



LANDFILL CHARGE ACCOUNT POLICY

Approved by the Union Parish Police Jury effective August 5th, 2025

PURPOSE: Policy to establish uniform procedures in the opening of charge accounts for the Union Parish Sanitary Landfill.

SCOPE: This policy applies to all customers using the Union Parish Sanitary Landfill. Policy includes governmental agencies, privately owned business and individual customers.

POLICY STATEMENT: Government entities may charge for services where there is clear legal authority to do. Charges should cover the full cost of the service. All charges must be approved by the relevant authority and be subject to regular review.

Application Process

A credit application/request should be submitted by the customer to the Union Parish Sanitary Landfill or the Union Parish Police Jury. The application should include the following:

- Name and contact details
- Amount request or credit limit
- Supporting documentation (credit application with credit references)

Credit Approval

A credit assessment will be conducted by the Union Parish Police Jury Annex. Credit references will be verified. Public records will be checked for bankruptcies and lawsuits. Once the review process has been completed, the Landfill Superintendent will be notified.

There will be three levels of approval:

- Low risk – Approval by Landfill Superintendent with signature on application
- Medium risk – Approval by Secretary/Treasurer with signature on application
- High risk or large account – Approval by the Police Jury President or Finance Chairman

Late Payment Fee

A Late Payment fee will be charged on all outstanding invoices. Service interruption fees can also be assessed. Late payment fees are intended to help the Union Parish Sanitary Landfill recover costs incurred in managing customers' unpaid accounts. Payments shall be due within 30 days of invoice issuance. Late payments shall be subject to a 2% late charge per month.

Charging Privileges Suspended

Tipping Fee Customers - All charging privileges will be suspended when larger tipping customers have a balance that exceeds \$15,000 after thirty (30) days.

The Secretary/Treasurer will be notified and a certified demand letter will be sent out to the customer. Accounts must be made current before charging again.

Container Rental Customers – Containers will be picked up after three (3) months of non-payment.

Existing Accounts

Existing Accounts that have not been used in six (6) months will go through the approval process.

Container Rental

Container Rentals are charged a flat fee of \$75.00 each month in addition to the number of times dumped. If a container has to be picked up for non-payment and then re-delivered, a delivery fee of \$100 will be charged. The re-delivery fee and any previous balances must be paid up front.