



Morris County Municipal Utilities Authority (MCMUA) Vegetative Waste Facility Application Packet

Administrative Office Information

Telephone: 973-285-8383

Fax: 973-285-8397

E-mail: muainurance@co.morris.nj.us

Office Hours: 8:00 a.m. - 4:30 p.m., Monday-Friday

Office Location:

Morris County Municipal
Utilities Authority
214A Center Grove Road
(Dalrymple House)
Randolph, NJ 07869

Mailing Address:

Morris County Municipal
Utilities Authority
214A Center Grove Road
Randolph, NJ 07869

FedEx/Airborne Address:

Morris County Municipal
Utilities Authority
214A Center Grove Road
(Dalrymple House)
Randolph, NJ 07869



Facility Information

Parsippany-Troy Hills Facility

500 West Hanover Ave
Parsippany, NJ 07054
(Behind the Morris County Public Safety Training Academy)
Hours of Operation:
Monday - Friday 7 am - 12 pm & 1 pm - 3 pm

Mount Olive / Camp Pulaski Facility

Waterloo Rd.
Mount Olive, NJ 07828
(Entrance at the intersection of Waterloo Valley and Waterloo Rd.)
(Near the International Trade Center - Mt. Olive)
Hours of Operation:
Monday - Friday 7 am - 12 pm & 1 pm - 3 pm



Customer Application

Account Name: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____

Contact Name (s) & Title(s): _____

Email Address: _____

Email Address: _____

VEHICLE INFORMATION

Please check below according to your vehicle. *(For insurance purposes only)*

25,599 lbs. & Under _____ 26,000 lbs. & Over _____

PLEASE FILL OUT THE FOLLOWING VEHICLE INFORMATION FOR YOUR BUSINESS



Morris County
Municipal Utilities Authority
 Solid Waste Division
 Vegetative Waste Program



VEHICLE INFORMATION

	VEHICLE NUMBER	VEHICLE MAKE	VEHICLE MODEL	LICENSE PLATE NUMBER	MAX LOAD CAPACITY IN C.Y.	WILL COME AS COMPACTED LOAD	OTHER / TYPE OF VEHICLE
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Owner/Supervisor Contact Name:	Owner/Supervisor Contact Phone:
Owner/Supervisor Contact E-Mail Address:	Company Webpage Address:



Insurance Requirements – Compost

Commercial customers entering the premises of the Morris County Municipal Utilities Authority (MCMUA) shall obtain and maintain proper insurance coverage. Please be advised the MCMUA mails out expiration notices specific to each customer's account and it is each customer's responsibility to ensure the MCMUA is in possession of all updated certificates of insurance at the time of their renewal. **Failure to provide current insurance certificates in accordance with MCMUA requirements will result in the account being made inactive and access to the compost sites being denied.**

All certificates of insurance must be submitted for approval in order to use either compost site. Exceptions or exemptions to any coverage must be pre-approved by the MCMUA via submission of a detailed explanation in writing. Insurance certificates shall either be mailed, faxed (973-285-8397) or emailed to insurance@MCMUA.com.

Automobile Liability & General Liability Insurance

All vehicles, except private automobiles, accessing the MCMUA compost sites are required to carry Owned, Hired and Non-Owner Vehicle insurance coverage. **Please see samples below for specific language regarding the endorsement itself. Certificates & endorsements maybe rejected due to improper wording.**

For Contractors with Vehicles:	26,000 lbs. & Over	25,599 lbs. & Under
General Liability Per Occurrence	\$1,000,000	\$300,000
General Aggregate	\$2,000,000	N/A
MCMUA & The County of Morris named Additional Insured – General Liability	Required	Required
Additional Insured Endorsement	CG2010	N/A
Automobile Liability Combined Single Limit Per Accident	\$1,000,000	\$300,000
MCMUA & The County of Morris named Additional Insured – Auto Liability	Required	Required

Verify your certificate has the following prior to submitting for approval:

- **Certificate Holder:**
MCMUA & The County of Morris – 214A Center Grove Rd. Randolph, NJ 07869
- **Description of Operations:**
Account#: The County of Morris & MCMUA are named additional insured. (Excluding Workers Comp.)
- **CG 2010 Endorsement's Name of Additional Insured Person(s) or Organization(s):**
MCMUA & The County of Morris – 214A Center Grove Rd. Randolph, NJ 07869
- **CG 2010 Endorsement's Location (s) of Covered Operations:**
Various Locations; Contractor drop off vegetative waste at recycling (compost) facility



POLICY NUMBER: **GL POLICY #**

COMMERCIAL GENERAL LIABILITY - CG 20 10 07 04

THIS ENDROSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY
ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:
 COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
COUNTY OF MORRIS & MCMUA	VARIOUS LOCATIONS CONTRACTOR DROP OFF VEGETATIVE WASTE AT RECYCLING (COMPOST) FACILITY
Information required to complete this Schedule, if not shown above, will be shown in the Declarations	

A. Section II - Who Is An Insured is amended to include as an additional insured person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.



Workers Compensation & Employers Liability Insurance

In accordance with the mandated statutory requirements of the State of New Jersey, Employers' Liability insurance shall have the following limits:

For Contractors with Vehicles:	Over 26,000 lbs.	Under 26,000 lbs.
Each Accident	\$500,000	\$500,000
Disease – Each Employee	\$500,000	\$500,000
Disease – Policy Limit	\$500,000	\$500,000

All contractors who are self-employed do not need to carry this coverage. However, they must sign the Self Employed Contractor Certification in order to meet all requirements for utilizing the MCMUA Compost sites.

Failure of contractors who are self-employed to sign the required Self Employed Contractor Certification will result in the account being made inactive and access to MCMUA facilities being denied.



Self-Employed Contractor Certification

The Morris County Municipal Utilities Authority (MCMUA) requires Commercial Compost facility Customers to carry Workers Compensation and Employer's Liability Insurance in accordance with the mandated statutory requirements of the State of New Jersey unless the commercial customer is a self-employed contractor.

The MCMUA is requiring all companies claiming to be self-employed contractors to certify their status as such in order to continue use of the MCMUA compost facilities without providing proof of Workers Compensation coverage. Please complete the certification below and return back to the MCMUA via email (insurance@mcmua.com) fax (973-285-8397) or regular mail (214A Center Grove Rd. Randolph, NJ 07869). Self-Employed Contractor Certifications must be updated every calendar year.

If your status has changed and you are no longer a self-employed contractor, please provide us with proof of coverage.

I, the owner of _____ operate as a Self Employed Contractor that uses the MCMUA Compost Facilities and as such, my company is not required to carry Workers Compensation and Employers Liability Insurance in accordance with the mandated statutory requirements of the State of New Jersey

Print Name: _____

Sign: _____

Date: _____



Morris County Municipal Utilities Authority (MCMUA) Vegetative Waste Facility
Work Site Rules and Regulations

**ALL INDIVIDUALS WHO SEEK ENTRY
SHALL BE AWARE AND COMPLY WITH THE FOLLOWING**

1. The standard working hours for both the Parsippany and Mount Olive facilities are Monday through Friday from 07:00 Hrs. – 12:00 Hrs. and 13:00 Hrs. – 15:00 Hrs. The site is closed for lunch for 1 hour between 12:00 Hrs. – 13:00 Hrs. ***No commercial contractors will be permitted on the site during the 1-hour window.***
2. Upon entering either of the compost sites all visitors are required to sign in and report to site personnel for proper instructions.
3. Maintain low speed (15mph maximum) when entering the compost facility for safety and dust control.
4. No smoking is permitted on-site at any time.
5. Seat belts shall be worn at all times by both the driver of vehicles and operators of the equipment.
6. Strict adherence to all posted signs are mandatory and all visitors and drivers are required to obey these postings.
7. All loads must be inspected by site personnel before off-loading. Illegal dumping will be charged equal to the cost incurred for removal.
8. Landscapers and Contractors must first have their tickets filled out by site personnel along with a check before off-loading.
9. Landscapers and Contractors **must supply a check** to site personnel prior to **dropping off** material. A blank check can be dropped off for the first transaction of the week and cover all transactions for that week. The total of that check will be communicated to the landscaper or contractor at the beginning of the following week by MCMUA Main Office Personnel. Materials cannot be dropped off at either of the two MCMUA Compost Facilities without paying at the time of the transaction or without leaving a blank check for the week.
10. Landscapers and Contractors **picking up** material are required to place all sales orders through the current MCMUA marketing contractor for all outbound sales of MUA vegetative waste products. For more information and pricing please visit http://mcmua.com/sw_veg.asp#bus.
11. Municipal entities using our sites shall correctly fill out the recycling material receipt forms before they enter and exit the site.
 - Compacted loads are billed at a higher rate than a regular load and shall bear the written word **COMPACTED** on the ticket.
 - All municipalities that use the facilities are subject to the full load policy. This means that all loads will be, regardless of size, invoiced as a full load according to the size of the vehicle. The dump ticket shall have the written words **MAX LOAD CAPACITY** and **NUMERIC VALUE**.
 - All government entities are required to submit and keep up-to-date their "Municipal Vehicle Information" sheets with the MUA.

12. Our facilities only accept cleanly separated loads of leaves, brush, grass, and wood chips. Loads must not contain any contaminants (rocks, dirt, plastics, stumps, etc.).
13. Our facilities will not accept loads of vegetative waste mixed with large quantities of either ice and/or snow. Frozen loads prevent the natural break down of vegetative waste materials and render our machines inoperable when processed.
14. Our facilities only accept brush and/or tree parts up to 4 inches in diameter and up to 6 feet long.
15. **NOTE:** Any dumped loads of material in violation of line items 12,13, or 14 will not be accepted and the entity who dumped the load will be required to remove or pay for the cost of removal from the facility. Those entities who violate this policy will have their license suspended from future use.
16. All visitors are responsible for their own safety and must wear appropriate apparel/clothing, including sturdy safety toe work shoes, safety garment vest, safety glasses or eye protection, hard hat, and appropriate hearing protective device.
 - Safety glasses or other eye protection means are required as the specific task mandates as meeting ANSI Z87.1.
 - A minimum of ANSI 107 Class 2 vest is required on all MCMUA sites.
 - Foot protection shall meet the "Standard Test Methods for Foot Protection as defined in ASTM F-2412-2005.
 - Hard hat protection shall meet the standard as defined in 29 CFR 1910.135 that governs hard hat requirements for general industry workers.
 - Persons arriving on the project site without proper attire will not be allowed permission to enter!
17. Fire extinguishers and first aid kits must be maintained in all vehicles entering the site. Visitors are responsible for providing their own equipment.
18. **NEVER APPROACH** equipment from the rear or exit your vehicle until the operator(s) are aware of your location.
19. Keep a safe distance from and yield to the on-site loaders. **NEVER APPROACH** the operators/loaders feeding the tub grinder. **STEER CLEAR** of the tub grinder and the windrow turner. **Machines may throw objects at high speeds.**
20. When backing up or unloading material from equipment, ensure a clear view of your vehicle's path. If your view is blocked, then you will be responsible for having someone to direct you and/or traffic that may be affected by your movement.
21. Backup alarms shall be installed and in working order on all off-road trucks, lowboys, dump trucks, and equipment.
22. All injuries and incidents, regardless of severity, must be reported to the site supervisor and an accident incident report must off-road within 24 hours of the incident.
23. All outgoing loads of mulch or compost must be tarped before leaving the facility.

By signing my name below, I certify that I have read the above information. Any questions concerning these policies have been discussed. My signature also certifies my understanding of an agreement with the above policies. You may receive a copy of this document upon request.

Signature	Name (print)	Company Name (print)	Phone No.	Date
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PLEASE SUBMIT ALL COMPLETED FORMS TO MUINSURANCE@CO.MORRIS.NJ.US FOR APPROVAL