



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 dumping locations.
  - **DO NOT DUMP** until directed to do so by site personnel.
3. Maintain low speed (5mph maximum) when entering compost facility for safety and dust control.
4. No smoking is permitted onsite at any time.
5. Seat belts shall be worn at all times by both the driver of vehicles and operators of 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. All landscapers and contractors **must supply a check** to site personnel prior to picking up or 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 or picked up 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.
  - **Failure to correctly fill out these material receipt forms will result in revocation of future access to our sites.**
10. 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**.  
**Failure to correctly fill out these material receipt forms will result in revocation of future access to our sites.**
11. **NEVER APPROACH** equipment from the rear or exit your vehicle until the operator(s) are aware of your location.

12. 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.**
13. **NOTE: Our facilities only accept clean separated loads of leaves, brush, grass, and wood chips.** Loads must not contain any contaminants (rocks, dirt, plastics, stumps, etc.). Dumped loads which contain any contaminants will be refused and the entity who dumped the load will be required to remove the contaminated load. Those entities who violate this policy can have their license revoked from future use.
14. **NOTE: 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. Dumped loads of materials containing ice and snow will be refused and the entity who dumped the load will be required to remove the load in question. Those entities who violate this policy can have their license revoked from future use.
15. Brush must be no larger than 4 inches in diameter.
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. When backing or unloading equipment make sure to look back and have 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.
19. Backup alarms shall be installed and in working order on all off road trucks, lowboys, dump trucks and equipment.
20. All injuries and incidents, regardless of severity, must be reported to the site supervisor and an accident incident report must be completed within 24 hours of the incident.
21. 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.**

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<b>Signature</b>	<b>Name (print)</b>	<b>Company Name (print)</b>	<b>Phone No.</b>	<b>Date</b>
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**If you have any questions or comments about these rules and regulations, please call 973-631-5109.**

