



# Morris County Municipal Utilities Authority (MCMUA) Vegetative Waste Facility Rules and Regulations Document

## Administrative Office Information

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



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](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.**

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