

CHAPTER 26H

SOLID WASTE UTILITY REGULATIONS

Authority

N.J.S.A. 13:1E-1 et seq., 48:13A-1 et seq. and 48:13A-7.1 et seq.

Source and Effective Date

R.1996 d.253, effective June 3, 1996.

See: 28 N.J.R. 78(a), 28 N.J.R. 247(a), 28 N.J.R. 1147(a), 28 N.J.R. 2908(a).

Executive Order No. 66(1978) Expiration Date

Chapter 26H. Solid Waste Utility Regulations, expires on May 6, 2001.

Chapter Historical Note

Subchapter 1, General Requirements, was originally adopted as N.J.A.C. 14:3-10, Solid Waste Collection and Solid Waste Disposal, by R.1971 d.109, effective July 8, 1971. See: 2 N.J.R. 76(f), 3 N.J.R. 160(a). Subchapter 5, Solid Waste Collection Regulatory Reform, was originally adopted as N.J.A.C. 14:3-11, Solid Waste Collection Regulatory Reform, by R.1993 d.83, effective February 16, 1993. See: 24 N.J.R. 1459(a), 25 N.J.R. 692(a). N.J.A.C. 14:3-10 and 14:3-11 were readopted, effective May 6, 1996 and were recodified to N.J.A.C. 7:26H-1 and 7:26H-5, respectively, effective June 3, 1996, by R.1996 d.253. See: Source and Effective Date. As part of R.1996 d.253, Subchapter 2, Rules of Practice; Subchapter 3, Transactional Filings; Subchapter 4, Solid Waste Uniform Tariff; Subchapter 6, Uniform Bid Specifications for Municipal Solid Waste Collection Contracts; and Appendix A, Wording of the Uniform Bid Specifications, were adopted as new rules, effective June 3, 1996. See, also, section annotations.

OAL Note: All amendments and repeals in Emergency Adoption R.1997 d.404, with the exception of new rule N.J.A.C. 7:26-1.9 and amendments to N.J.A.C. 7:26-1.11, N.J.A.C. 7:26-1.12, N.J.A.C. 7:26-1.13, N.J.A.C. 7:26-6.10, and N.J.A.C. 7:26-6.11, which became operative on September 2, 1997, shall become operative upon final disposition of *Atlantic Coast Demolition and Recycling, Inc. v. Board of Chosen Freeholders of Atlantic County*. See: 29 N.J.R. 4170(a).

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SUBCHAPTER 1. GENERAL REQUIREMENTS

7:26H-1.1 Scope

Every utility engaged in solid waste collection and/or solid waste disposal shall be subject to the regulations as set forth herein, in addition to the Board's Rules of Practice and Administrative Orders heretofore promulgated as applicable to all utilities.

Case Notes

Municipalities required to enter into solid waste disposal contracts only after advertising for competitive bids; Public Contracts Law did not repeal municipal public bidding for scavenger services statute; such contracts are not "schedules of charges" or "tariffs" to permit bidding exemption. In re: Application of Saddle River Boro., 71 N.J. 14, 362 A.2d 552 (1976).

Board of Public Utilities has statutory authority to penalize solid waste licensees who commit statute, regulation or order violations; regulations promulgated under statutory authority. Board of Public Utilities v. Hamm's Sanitation, Inc., 2 N.J.A.R. 59 (1979).

7:26H-1.2 Construction and severability

(a) These rules shall be liberally construed to permit the Department to discharge its statutory function.

(b) If any subchapter, section, subsection, provision, clause or portion of this chapter or the application thereof to any person, is adjudged unconstitutional or invalid in any judicial or administrative proceeding, the remainder of this chapter shall not be affected thereby.

7:26H-1.3 Practice where these rules do not govern

The Commissioner may rescind, amend or expand these rules from time to time, and such rules shall be promulgated in accordance with the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq. In any matter concerning solid waste management that arises not governed by these rules, the Commissioner or Director shall exercise his or her discretion within the authority of N.J.S.A. 48:13-1 et seq. and 48:13A-7.1 et seq.

7:26H-1.4 Definitions

The following words and terms, when used in this chapter, have the following meanings, unless the context clearly indicates otherwise.

"Act" means the Solid Waste Utility Control Act, N.J.S.A. 48:13A-1 et seq.

"Bulky waste" means any type 13 waste, as defined at N.J.A.C. 7:26-2.13(g), including large items of waste material, such as, appliances, furniture, tires, whole trees, branches, tree trunks and stumps generated by residential, commercial, institutional or industrial sources. Also included are waste building materials and rubble resulting from construction, remodeling, repair and demolition operations on houses, commercial buildings, improvements and other structures. Specifically excluded for the purpose of Department regulation are discarded automobiles, trucks and trailers and large vehicle parts.

"Commercial solid waste" means any type 10 waste, as defined at N.J.A.C. 7:26-2.13(g), generated in wholesale, retail or service establishments, including, but not limited to, restaurants, stores, markets, theaters, hotels and warehouses.

"Commissioner" means the Commissioner of the Department of Environmental Protection or any other person designated to act on the Commissioner's behalf.

"Compacted waste" means solid waste that has been compressed by non-residential mechanical or hydraulic machinery.

"Compacted food waste" means any type 10 waste, as defined at N.J.A.C. 7:26-2.13(g), generated in the preparation and consumption of meals at commercial restaurant establishments which has been compressed by non-residential mechanical or hydraulic machinery.

"Customer" means any person, partnership, firm, corporation, governmental subdivision or agency receiving service from any solid waste utility.

"Department" means the New Jersey Department of Environmental Protection.

"Director" means the Director of the Division of Solid and Hazardous Waste or any person designated to act on the Director's behalf.

"Division" means the Division of Solid and Hazardous Waste in the Department.

"Disposal" means the storage, treatment, utilization, processing, transfer or final disposal of solid waste.

“Dry sewage sludge” means any type 12 waste, as defined at N.J.A.C. 7:26-2.13(g), which is a sludge from a sewage treatment plant which has been digested and dewatered and does not require liquid handling equipment.

“Effective competition” means the existence of circumstances which ensures customers of a competitive environment in which they are not subjected to artificially low collection rates which would endanger a competitive environment or are not subjected to exorbitant collection prices resulting from insufficient competitive pressure, collusion or tacit pricing agreements.

“Engaged in the business of solid waste” means obligating oneself, through a contract or some other means, to provide collection, transportation, treatment, storage or disposal of solid waste in the State of New Jersey, including employment of a licensed hauler, including a subsidiary, to do the actual collection, transportation, treatment, storage or disposal.

“Food waste” means any type 10 waste, as defined at N.J.A.C. 7:26-2.13(g), generated in the preparation and consumption of meals at commercial restaurant establishments consisting of food scraps, soiled paper and other organic materials.

“Hazardous waste” means those solid wastes identified as hazardous wastes in accordance with N.J.A.C. 7:26.

“Industrial solid waste” means any type 27 waste, as defined at N.J.A.C. 7:26-2.13(g), generated in manufacturing, industrial, and research and development processes and operations which are non-hazardous in accordance with the standards and procedures set forth in N.J.A.C. 7:26.

“Institutional solid waste” means any type 10 waste, as defined at, N.J.A.C. 7:26-2.13(g), generated in the operation of institutions, including, but not limited to, hospitals, colleges, schools, nursing homes, medical and dental professional buildings, research and development processes, and laboratories.

“Limited service” means service that is available only at certain specified hours of the day or season of the year.

“Liquid wastes” means any type 72, 73 or 74 waste, as defined at N.J.A.C. 7:26-2.13(g), including bulk liquids and semi-liquids, septic tank cleanout wastes and liquid sewage sludge, they include liquids or a mixture consisting of solid matter suspended in a liquid media which is contained within, or is discharged from, any one vessel, tank, other container which has the capacity of 20 gallons or more (not included is any type 12 waste); pumping from septic tanks and cesspools; and liquid residue from a sewage treatment plant consisting of sewage solids combined with water and dissolved materials.

“Loose food waste” means any type 10 waste, as defined at N.J.A.C. 7:26-2.13(g), generated in the preparation and consumption of meals at commercial restaurant establishments which has not been compressed by non-residential or mechanical or hydraulic machinery.

“Loose waste” means solid waste that has not been compressed by non-residential mechanical or hydraulic machinery.

“Materials recovery” means the processing and separation of solid waste utilizing manual or mechanical methods for the purpose of recovering recyclable materials for disposition and recycling prior to the disposal of the residual solid waste at an authorized solid waste facility.

“Material recovery facility” means a transfer station or other authorized solid waste facility at which nonhazardous solid waste, which solid waste is not source separated by the generator thereof prior to collection, is received for on-site processing and separation utilizing manual or mechanical methods for the purpose of recovering recyclable materials for disposition and recycling prior to the disposal of the residual solid waste at an authorized solid waste facility.

“Mixed district load” means waste of the same type but from different solid waste management districts contained in the same container or vehicle.

“Multiple dwelling” means any building of one or more stories which contains three or more dwelling units. The solid waste generated by residents of a multiple dwelling may be considered waste type 10, commercial for economic regulation purposes.

“Person” means an individual, a corporation, a partnership, an association, a joint stock company, a business trust, or any organized group of persons, whether incorporated or not, or any receiver or trustee.

“Petition” means an application made to the Department pursuant to N.J.A.C. 7:26H-2.

“Public Utility MRF” means a material recovery facility or transfer station that has received a certificate of public convenience and necessity to accept solid waste for disposal from solid waste collectors or generators.

“Recycling” means any process by which materials which would otherwise become solid waste are collected, separated, or processed and returned to the economic mainstream in the form of raw materials or product. Materials to be recycled include those materials as defined in N.J.S.A. 13:1E-99 and the individual District Solid Waste Management Plans.

“Reform Act” means the Solid Waste Collection and Regulatory Reform Act, N.J.S.A. 48:13A-7.1 et seq.

“Residential service, curb collection” means service by the collector which requires collection by the collector at the curb of the residence.

“Residential service, walk-in” means service by the collector at a point other than the curb of the residence involved, provided such other collection point does not require the collector to drive the collection vehicle beyond the curb to the point of collection, or walk a distance greater than 50 feet from the curb-line.

“Residential service, special collection” means service that requires the collection of residential solid waste at irregular intervals.

“Residential solid waste” means type 10 waste, as defined at N.J.A.C. 7:26-2.13(g), generated in the day to day activities of a residence and includes animal and vegetable waste resulting from the handling, processing, preparing, cooking and consuming of food, and includes household liquids. Residential solid waste does not mean used motor oil, grass clippings and other specified nonacceptable waste as defined in the applicable District Solid Waste Management Plan or N.J.S.A. 13:1E-1 et seq.

“Resource recovery facility” means a solid waste facility constructed and operated for the incineration of solid waste for energy production and the recovery of metals and other materials for refuse, or a mechanized compost facility or any other solid waste facility constructed or operated for the collection, separation, recycling of metals, glass, paper and other materials for reuse or for energy production.

“Sanitary landfill” means a permitted solid waste facility, at which solid waste is deposited on or into the landfill for the purpose of permanent disposal or storage for a period of time exceeding six months, except that it shall not include any waste facility approved for disposal of hazardous waste.

“Septic waste” means a mixture consisting of sewage solids combined with water and dissolved materials in varying amounts obtained from pumping septic tanks and cess-pools, but shall not include wastes from a sewage treatment plant.

“Sewage sludge” means solid, semi-solid or liquid residue generated by the processes of a domestic treatment works as defined at N.J.A.C. 7:14A. Sewage sludge includes, but is not limited to, domestic septage, scum or solids removed in primary, secondary, or advance wastewater treatment processes, and a material derived from sewage sludge. Sewage sludge does not include ash generated during the firing of sewage sludge in a sewage sludge incinerator or grit and screenings generated during preliminary treatment of domestic sewage in a treatment works.

“Solid waste” means garbage, refuse, and other discarded material resulting from industrial, commercial and agricultural operations, and from domestic and community activities, and shall include all other waste materials including liquids, except for solid animal and vegetable wastes collected by swine producers licensed by the State Department of Agriculture to collect, prepare and feed such waste to swine on their own farms.

“Solid waste collection” means the activity related to pickup and transportation of solid waste from its source or location to an authorized solid waste facility, but does not include activity related to the pickup, transportation or unloading of septic waste.

“Solid waste collection services” means the service provided by persons engaging in the business of solid waste collection.

“Solid waste collector” means a person engaged in the collection of solid waste and holding a certificate of public convenience and necessity pursuant to N.J.S.A. 48:13A-6 and 48:13A-9.

“Solid waste disposal” means the storage, treatment, utilization, processing or final disposal of solid waste.

“Solid waste disposal services” means the services provided by persons engaging in the business of solid waste disposal.

“Solid waste facility” means and includes the plants, structures and other real and personal property acquired, constructed or operated or to be acquired, constructed or operated by any person pursuant to this subchapter or any other act, including transfer stations, incinerators, resource recovery facilities, sanitary landfill facilities or other plants for the disposal of solid waste, and all vehicles, equipment and other real and personal property and rights therein and appurtenances necessary or useful and convenient for the collection or disposal of solid waste in a sanitary manner.

“Transfer station” means a solid waste facility at which solid waste is transferred from a solid waste collection vehicle to a licensed solid waste haulage vehicle for transportation to a solid waste facility.

“Uniform tariff” means a tariff filed in the form required by N.J.A.C. 7:26H-4.

“Vegetative waste” means any type 23 waste, as defined at N.J.A.C. 7:26-2.13(g), including waste materials from farms, plant nurseries and greenhouses that are produced from the raising of plants. This waste includes such crop residues as plant stalks, hulls, leaves and tree wastes processed through a wood chipper.

“Yard trimmings compost facility” means a recycling center which is designed and operated for the purpose of composting grass clippings, leaves and brush exclusively and shall also include leaf mulching operations.

7:26H-1.5 Offices and hours

(a) All inquiries and correspondence relative to this chapter should be directed to the following address:

New Jersey Department of Environmental Protection
Division of Solid Waste and Hazardous Waste
Bureau of Solid Waste Regulation
CN 414
Trenton, New Jersey 08625-0414

(b) All offices of the Department are open from 8:00 A.M. to 5:00 P.M., legal holidays, Saturdays and Sundays excluded.

7:26H-1.6 Certificate of public convenience and necessity

(a) No person shall engage in the business of solid waste collection or solid waste disposal as defined by N.J.S.A. 48:13A-3 unless such person is the holder of a certificate of public convenience and necessity issued by the Department.

(b) Unless otherwise provided by statute or Department rule, no certificate shall be issued to any person until such person has registered with and is licensed by the Department in accordance with N.J.A.C. 7:26-3 and 7:26-16.

(c) No person may bid for a solid waste collection contract or solid waste disposal contract with a municipality or other political subdivision or commercial or industrial entity unless that person is the holder of a certificate of public convenience and necessity issued by the Department.

(d) In the event that a license, as defined at N.J.A.C. 7:26-16.2, is denied, revoked, or withdrawn, the certificate shall immediately become invalid.

Amended by R.1996 d.253, effective June 3, 1996.
See: 28 N.J.R. 78(a), 28 N.J.R. 247(a), 28 N.J.R. 1147(a), 28 N.J.R. 2908(a).

Case Notes

Municipal procedure for negotiation of public contracts after unsuccessful competitive bidding proper; unsuccessful bidder lacked standing to challenge award as it would not be entitled to contract if challenge successful; award justified; contention that contractor was morally irresponsible due to lack of PUC Certificate was patently frivolous. *Interstate Waste Removal Co., Inc. v. Bd. of Commissioners, City of Bordentown*, 140 N.J.Super. 65, 355 A.2d 197 (App.Div.1976).

7:26H-1.7 Registration

No certificate shall be issued for solid waste collection or disposal until the proposed collection or disposal utility has been registered with and approved by the Department as evidenced by its issuance of a certificate of registration.

Amended by R.1996 d.253, effective June 3, 1996.
See: 28 N.J.R. 78(a), 28 N.J.R. 247(a), 28 N.J.R. 1147(a), 28 N.J.R. 2908(a).

7:26H-1.8 Application for a certificate

(a) Each applicant for a certificate shall file an application with the Department with:

1. The full name, business address, date of birth of the applicant or, if the applicant is a business concern, of any officers, directors, partners or key employees thereof, or if the business is a corporation, all persons holding five percent or more of the issued and outstanding stock of the applicant corporation;
2. A description of the applicant's experience, training, or education in the solid waste collection and/or solid waste disposal industry together with all supporting data in order to enable the Department to determine the applicant's qualifications to engage in such business;
3. Proof of financial responsibility including with each application a statement of financial condition;
4. New utilities shall furnish a schedule of proposed rates and charges for the character of service proposed to be rendered. New utilities shall submit proposed schedules of rates and charges in the form required by the Department;
5. A registration application filed in accordance with N.J.A.C. 7:26-3.2 and 7:26-16 or copy of letter certifying that registration has been approved; and
6. Any other information the Department may deem necessary to determine the qualifications of the applicant to engage in the business of solid waste collection and/or disposal.

(b) The Department shall not begin processing an application for a certificate until the applicant has submitted a complete application which includes the items listed at (a)1 through 6 above.

Amended by R.1996 d.253, effective June 3, 1996.
See: 28 N.J.R. 78(a), 28 N.J.R. 247(a), 28 N.J.R. 1147(a), 28 N.J.R. 2908(a).

Case Notes

Requirements for obtaining certificate of public convenience and necessity to operate solid waste transfer station were neither overly broad nor burdensome. *Matter of Recycling & Salvage Corp.*, 246 N.J.Super. 79, 586 A.2d 1300 (A.D.1991).

Discussion of moral integrity as an issue in Certificate decision; local regulation of solid waste disposal and zoning thereof preempted by Solid Waste Management Act and Solid Waste Utility Control Act. *Little Falls Twp. v. Bardin*, 173 N.J.Super. 397, 414 A.2d 559 (App.Div. 1979), certiorari denied.

7:26H-1.9 Issuance of certificate

(a) The procedures for Department review and approval or denial of an application for a certificate shall be in accordance with the following:

1. Upon receipt of an application, the Department shall review the application for completeness. After reviewing the application, the Department shall within 30 calendar days of receipt of the application notify the petitioner, in writing, whether the application is complete or incomplete.

2. If the application is deemed incomplete, the Department shall provide the applicant with a written list of the deficiencies required to make the application complete. Failure to correct the deficiencies shall constitute cause for denial of the application without prejudice. A determination of incompleteness shall stop any review until such time as a completed application is received by the Department.

3. Within 14 calendar days after receiving a notification of deficiency, the applicant shall inform the Department, in writing, of its intent to either withdraw the application or supply the requested information and the failure to supply the requested information within 60 calendar days after receiving notification of deficiency shall constitute cause for denial of the application without prejudice.

(b) The Department may impose such conditions as it finds to be proper and necessary when issuing a certificate of public convenience and necessity either in the form of a certificate or by its order.

(c) The Department may deny, after hearing, any request for authority to issue a certificate of public convenience and necessity for any applicant who failed to obtain a certificate prior to operating, managing or otherwise engaging in solid waste collection.

Amended by R.1991 d.221, effective May 6, 1991.

See: 22 N.J.R. 1112(a), 23 N.J.R. 1439(b).

Stylistic changes only.

Amended by R.1996 d.253, effective June 3, 1996.

See: 28 N.J.R. 78(a), 28 N.J.R. 247(a), 28 N.J.R. 1147(a), 28 N.J.R. 2908(a).

Case Notes

Proper denial of right to cross-examination during Certificate proceedings; local regulation of solid waste disposal and zoning thereof preempted by Solid Waste Management Act and Solid Waste Utility Control Act. *Little Falls Twp. v. Bardin*, 173 N.J.Super. 397, 414 A.2d 559 (App.Div.1979), certiorari denied.

Board empowered to grant Certificate applications ex parte without a full hearing; competitors did not have right to intervene; no requirement for showing or finding that existing service inadequate. In re: Application for Certificate of Public Convenience and Necessity, 134 N.J.Super. 500, 342 A.2d 219 (App.Div.1975).

7:26H-1.10 Application form

Every person engaged in solid waste collection or solid waste disposal on May 6, 1970, or thereafter shall, before obtaining a certificate of public convenience and necessity, complete the application form available for such purpose upon request at the address specified in N.J.A.C. 7:26H-1.5.

Amended by R.1996 d.253, effective June 3, 1996.

See: 28 N.J.R. 78(a), 28 N.J.R. 247(a), 28 N.J.R. 1147(a), 28 N.J.R. 2908(a).

7:26H-1.11 Revocation or suspension of certificate

(a) The Department may, upon notice, after hearing, by order in writing, revoke or suspend a certificate of public convenience and necessity issued to any person engaged in the solid waste collection or solid waste disposal business upon finding that such person:

1. Has refused or failed to comply with any lawful order of the Department; or

2. Has failed or refused to comply with the provisions of N.J.S.A. 48:13A-7.16 through 7.18;

3. Has violated any provision of N.J.S.A. 48:13A-1 et seq., N.J.S.A. 48:13A-7.1 et seq., or N.J.S.A. 13:1E-1 et seq., or any rule, regulation or order adopted or issued thereunder;

4. Has been denied approval of a license or has failed to renew a license or has had a license revoked pursuant to N.J.S.A. 13:1E-126 et seq.; or

5. Fails to submit the annual fee as required by N.J.S.A. 48:13A-7.4, the annual assessment as required by N.J.S.A. 48:2-62, or the annual licensing renewal fee as required by N.J.A.C. 7:26-16 on or before the deadlines established by the Department.

(b) Any solid waste collector who receives a notice of intent to revoke or suspend a certificate may, upon a written request to the Department within 20 days of receipt of notice, request an adjudicative hearing thereon in the manner provided for contested cases pursuant to the Administrative Procedure Act, N.J.S.A. 52:14B-1.1 et seq. The solid waste collector shall deliver the written request to the following addresses:

Department of Environmental Protection
Office of Legal Affairs
ATTENTION—Adjudicatory Hearing Requests
401 East State Street—CN 402
Trenton, New Jersey 08625-0402

Division of Solid and Hazardous Waste
CN 414
Trenton, New Jersey 08625-0414

Department of Law and Public Safety
Division of Law—Public Utility Section
124 Halsey Street
Newark, New Jersey 07101

1. The solid waste collector shall include the following information in a request for a adjudicatory hearing under (b) above:

i. The solid waste collector's name, address and telephone number;

ii. Information supporting the request, and specific references to or copies of other documents relied upon to support the request;

iii. An estimate of the time required for the hearing (in days and/or hours); and

iv. A request, if necessary, for a barrier-free hearing location.

2. The Department may deny a request for an adjudicatory hearing under (b) above if:

i. The solid waste collector fails to provide all information required under (c) above; and

ii. The Department receives the request after the expiration of the time allotted under (b) above;

(c) When the Department determines that the contested suspension or revocation is necessary to alleviate an imminent danger to the environment or the public health, safety or welfare, the Department may suspend the license immediately and provide a hearing on an expedited basis.

(d) No person shall continue to engage in the business of solid waste collection or solid waste disposal if the Department has entered a final order suspending or revoking the certificate of public convenience and necessity held by such person.

(e) Motions for reconsideration of a Department order to suspend or revoke a certification of public convenience and necessity shall be filed in accordance with N.J.A.C. 7:26H-2.9(a).

7:26H-1.12 Rates

(a) The Department upon complaint or on its own initiative may, after hearing, upon notice, by order in writing, direct any solid waste disposal or solid waste collection utility to furnish proof that its rates for service do not exceed just and reasonable rates for such service.

(b) Should the Department find, after hearing, that the rates are excessive, it may order the solid waste disposal utility earning such excessive rates to make an adjustment in its tariffs, contracts or agreements to a sum which shall result in just and reasonable rates.

(c) Rates for solid waste disposal service which have for their objective the making effective of initial rates or revisions, changes or alterations of existing rates and which are not filed because of the need for additional revenue from services covered by existing rates and which do not propose increases in charges to customers shall be filed in accordance with N.J.A.C. 7:26H-3.10.

(d) Rates for solid waste disposal service or petitions which have as their objective the making effective of revisions, changes or alterations of existing rates which propose to increase the charges for the service either directly or by the alteration of any classification practice, rule or regulation as to result in such an increase shall be filed in accordance with N.J.A.C. 7:26H-3.11.

(e) The procedures for Department review of a solid waste collection utility's rates and charges shall be in accordance with the procedures established in N.J.A.C. 7:26H-5.

Amended by R.1996 d.253, effective June 3, 1996.

See: 28 N.J.R. 78(a), 28 N.J.R. 247(a), 28 N.J.R. 1147(a), 28 N.J.R. 2908(a).

7:26H-1.13 Uniform tariffs

Tariffs showing territory served, standard terms and conditions, rate schedules for various types of service and contracts shall be filed in accordance with N.J.A.C. 7:26H-4.

Amended by R.1996 d.253, effective June 3, 1996.

See: 28 N.J.R. 78(a), 28 N.J.R. 247(a), 28 N.J.R. 1147(a), 28 N.J.R. 2908(a).

Case Notes

Municipalities required to enter into solid waste disposal contracts only after advertising for competitive bids; Public Contracts Law did not repeal municipal public bidding for scavenger services statute; such contracts are not "schedules of charges" or "tariffs" to permit bidding exemption. In re: Application of Saddle River Boro., 71 N.J. 14, 362 A.2d 552 (1976).

7:26H-1.14 Service requirements; failure to render service

(a) It shall be the duty of every solid waste utility to furnish safe, adequate and proper service, including furnishing and performing services in a manner that tends to preserve the quality of the environment.

(b) Should any solid waste collection utility fail to render service pursuant to any contract or agreement or should any customer in any geographic area have trouble securing solid waste collection services, the Department will take such action as it deems necessary in accordance with the procedures set forth at N.J.A.C. 7:26H-5.11(c).

(c) Should any solid waste disposal utility fail to render service pursuant to a filed tariff or contract, the Department may order any solid waste disposal utility engaged in such business to extend its disposal service into the area where service has been discontinued, and the Department shall permit just and reasonable rates to be charged for such service in the extended area as found by the Department in the same manner as its determination for initial rates. See N.J.A.C. 7:26H-1.12.

(d) No solid waste disposal utility shall discontinue service to any customer without first filing a petition with the Department, which petition shall give the reasons for such

discontinuance. Such proposed discontinuance shall not become effective until approved by the Department.

(e) Where service to a customer is interrupted and it appears that the interruption will continue for more than one day or one pick up, a report shall be made to the Board forthwith giving a full account and statement of the reasons for such interruption and the estimated duration.

Amended by R.1996 d.253, effective June 3, 1996.
See: 28 N.J.R. 78(a), 28 N.J.R. 247(a), 28 N.J.R. 1147(a), 28 N.J.R. 2908(a).

Case Notes

Municipal incinerator authority, as created by the Solid Waste Utility Control Act, is not subject to Board's jurisdiction and cannot be compelled by Board to continue service until given permission to cease. *Jersey City Incinerator Authority v. Dept. of Public Utilities*, 146 N.J.Super. 243, 369 A.2d 923 (App.Div.1976), certiorari dismissed as moot 75 N.J. 600, 384 A.2d 830 (1978).

Curtailment of agreed upon six day-per-week collection to one day-per-week constituted a regulatory violation as a substantial discontinuance of service without prior Board approval. *Board of Public Utilities v. Hamm's Sanitation, Inc.*, 2 N.J.A.R. 59 (1979).

7:26H-1.15 Agreements to limit bidding or territorial withdrawal

(a) No solid waste collection or solid waste disposal utility shall agree with any other collection or disposal utility or person to limit bidding or withdraw from a specific territory, nor shall any solid waste collection or solid waste disposal utility, individually or in agreement with others, endeavor to eliminate competition.

(b) Actions that evidence an endeavor to eliminate competition may include, but are not limited to, the following:

1. Patterns or practices of undercharging or overcharging customers;
2. Employing predatory pricing practices;
3. Use, assumption, disposition, control, or merger and consolidation of assets, including customer lists, of any other person or business concern, whether or not that person or business concern is licensed as a solid waste collection or disposal utility, without the prior approval of the Department;
4. Patterns or practices of illegal or unauthorized disposal of solid waste; or
5. Any other activity that has the intent or effect of creating an anti-competitive economic advantage for particular solid waste collection or disposal utility(ies) or person(s).

Amended by R.1996, d.253, effective June 3, 1996.
See: 28 N.J.R. 78(a), 28 N.J.R. 247(a), 28 N.J.R. 1147(a), 28 N.J.R. 2908(a).

Case Notes

Fourteenth Amendment precludes court from automatic revocation of probation and imposition of prison term for nonpayment of restitution. *State v. Townsend*, 222 N.J.Super. 273, 536 A.2d 782 (A.D.1988).

Evidence supported determination by the Board of Public Utilities that garbage collection corporation and its president possessed dangerous probability of success of monopolizing specific areas. *Matter of Inter County Refuse Service, Inc.*, 222 N.J.Super. 258, 536 A.2d 775 (A.D.1988), certification granted 111 N.J. 618, 546 A.2d 535.

Regulation prohibiting certain anticompetitive conduct by solid waste collectors was valid. *Matter of Inter County Refuse Service, Inc.*, 222 N.J.Super. 258, 536 A.2d 775 (A.D.1988), certification granted 111 N.J. 618, 546 A.2d 535.

Transfer of all stock in corporation did not free corporation from moral turpitude of transferee and did not preclude revocation of corporation's certificate of public convenience and necessity. *Matter of Inter County Refuse Service, Inc.*, 222 N.J.Super. 258, 536 A.2d 775 (A.D.1988), certification granted 111 N.J. 618, 546 A.2d 535.

Authority of the Board of Public Utilities to exclude individual from solid waste collection business where such person has violated the Solid Waste Utility Control Act or regulation adopted thereunder may be reasonably implied, though the Act does not expressly authorize exclusion from the business. *Matter of Scioscia*, 216 N.J.Super. 644, 524 A.2d 855 (A.D.1987), certification denied 107 N.J. 652, 527 A.2d 471.

Total exclusion of individual from solid waste business following his conviction for conspiracy to restrain trade was not unreasonable. *Matter of Scioscia*, 216 N.J.Super. 644, 524 A.2d 855 (A.D.1987), certification denied 107 N.J. 652, 527 A.2d 471.

Evidence was sufficient to support conclusion of the Board of Public Utilities, in proceeding to revoke firm's certificate of public convenience and necessity, that firm and manager had violated the Solid Waste Utility Control Act prohibition against monopolization. *Matter of Scioscia*, 216 N.J.Super. 644, 524 A.2d 855 (A.D.1987), certification denied 107 N.J. 652, 527 A.2d 471.

Board of Public Utilities, in determining whether to grant a new certificate or to revoke an existing certificate, is not restricted to determining whether the applicant itself has violated the Solid Waste Utility Control Act and its implementing regulations, but also may consider whether any principal of the applicant has been guilty of such a violation. *Matter of Scioscia*, 216 N.J.Super. 644, 524 A.2d 855 (A.D.1987), certification denied 107 N.J. 652, 527 A.2d 471.

Board of Public Utilities could not be required to adopt regulation excluding from the solid waste business a violator of Solid Waste Quality Control Act. *Matter of Scioscia*, 216 N.J.Super. 644, 524 A.2d 855 (A.D.1987), certification denied 107 N.J. 652, 527 A.2d 471.

Solid waste collector not exempt from Antitrust Act; evidence sufficient that defendants involved in single overall conspiracy to eradicate competition in garbage collection industry. *State v. Scioscia*, 200 N.J.Super. 28, 490 A.2d 327 (App.Div.1985), certification denied 101 N.J. 277, 501 A.2d 942 (1985).

Attempt to eliminate competition warranted revocation of solid waste authority and debarment order. *Matter of Allegations, Cicalese*, 95 N.J.A.R.2d (EPE) 217, certification denied 143 N.J. 319, 670 A.2d 1061.

7:26H-1.16 Sale or transfer of assets; securities; debt issuances

(a) No sale or transfer of assets of a solid waste disposal utility or any change in majority control of such disposal utility shall be consummated without prior authorization of the Department. Filings for authority shall be in accordance with N.J.A.C. 7:26H-3.2 (Petitions for the approval of the sale or lease of property) and 3.3 (Petitions for authority to transfer capital stock).

7:26H-1.24 Property, equipment and facilities

(a) Unless otherwise provided in this section, all public utilities engaged in the business of solid waste collection or solid waste disposal shall own and have title to all property, equipment and facilities used and useful in providing safe, adequate and proper service.

(b) The solid waste utility may use property, equipment and facilities to which it does not have title provided it enters into a written lease and said lease is filed with the Department. Such filing shall contain a statement therein whereby the lessor of the property, equipment and facilities to be used for utility purposes agrees that the lessor's interest in such property, equipment and facilities becomes subject to the jurisdiction and regulation of the Department for term of said agreement.

Recodified from N.J.A.C. 14:9-4.2 by R.1991 d.221, effective May 6, 1991.

See: 22 N.J.R. 907(a), 23 N.J.R. 1012(a), 23 N.J.R. 1439(b).

Amended by R.1996 d.253, effective June 3, 1996.

See: 28 N.J.R. 78(a), 28 N.J.R. 247(a), 28 N.J.R. 1147(a), 28 N.J.R. 2908(a).

7:26H-1.25 Rate adjustments for construction and demolition (Type 13C) waste

(a) All solid waste disposal utilities with approved tariff rates for Type 13 waste on file with the Department may, after January 29, 1996, increase or decrease the approved disposal rates for the construction and demolition portion of the Type 13 waste stream (Type 13C waste) without prior Department approval.

(b) After January 29, 1996, solid waste disposal utilities shall implement rate adjustments for Type 13C waste in accordance with the following:

1. The authority to implement rate adjustments for Type 13C waste without the prior approval of the Department shall be effective until the earlier of enactment of Federal legislation authorizing flow control over C&D waste or an order of the Court imposing further or supplementary relief with respect to C&D or modifying its prior order;
2. By April 29, 1996, every solid waste disposal utility shall submit a status report to the Department, on forms provided by the Department (or on duplication of same). The status report shall, at a minimum, include:
 - i. The tonnage of Type 13C waste received;
 - ii. The rates charged for Type 13C waste; and
 - iii. An assessment of the market stability of the C&D waste stream.
3. The Department reserves its authority to require the submission by one, some or all solid waste disposal utilities of additional status reports or a schedule of fixed rates for Type 13C waste.

(c) After January 29, 1996, a solid waste disposal utility may file a revenue neutral petition to adjust rates for some or all other waste types to recover revenues lost due to a reduction in the type 13C waste stream in order to ensure that sufficient revenues are maintained during the effective period of these rules.

1. All such petitions filed during the effective period of these rules shall be filed on forms provided by the Department (or on duplication of same) and shall provide the following information:

i. Part "A" (1995) of the petition shall contain a statement of gross revenues at present rates by waste type and volume. The petition should then segregate Type 13 waste between C&D waste and the remaining components of Type 13 waste. The petition should then multiply C&D volume by the type 13 rate to identify projected revenue shortfall attributable to loss of C&D waste;

ii. Part "B" (1996) of the petition should then delete Type 13C waste from the volume listed in part "A" and show the calculation of revised tariff rates based on dividing the previous Revenue Requirement by waste flow allocation. Petition shall include the revised tariff, including a rate specific to Type 13C material, if applicable; and

iii. A copy of the form of notice to customers.

2. The Department shall review the petition and prepare an order accepting the revised tariff on an interim basis.

(d) Each solid waste disposal utility that makes a filing pursuant to (c) above shall publish a notice of such filing in a newspaper of general circulation in the utility's service area which shall, at a minimum, set forth both the current and the proposed rates for each waste type which is the subject of the rate petition. Each solid waste disposal utility shall submit a copy of the public notice to the Department for approval at least 10 days prior to publication. The notice required by this subsection shall be in accordance with N.J.S.A. 48:2-32.4.

(e) After January 29, 1996 and until these rules are superseded or repealed, in-State solid waste disposal utilities may enter into long term contracts for receipt of Type 13C waste without prior review and approval of the Department. Solid waste disposal facilities shall submit copies of such contracts to the Department within five days of execution.

(f) Notwithstanding any existing tariff provision to the contrary, a designated district facility utilized for weighing or weighing and inspection may assess a reasonable fee for such services without prior Department approval; provided that such fee, if established, shall be a new fee and applicable only to Type 13C waste. The Department reserves the right to exercise oversight in the event an unreasonable fee is assessed.

(g) No solid waste disposal utility, required by the Department to have a tariff on file, shall adjust its rates for any other waste type without prior review and approval of the Department in accordance with the procedures established in (c) above.

Emergency amendment R.1996 d.114, effective January 26, 1996 (operative January 29, 1996; to expire March 26, 1996).

See: 28 N.J.R. 1305(a).

Adopted concurrent proposal, R.1996 d.202, effective March 26, 1996.

See: 28 N.J.R. 1305(a), 28 N.J.R. 2380(a).

SUBCHAPTER 2. RULES OF PRACTICE

7:26H-2.1 Scope

These rules shall govern practice and procedure before the Division of Solid and Hazardous Waste of the Department of Environmental Protection.

7:26H-2.2 Construction

These rules shall be liberally construed to permit the Department to effectively carry out its statutory functions and to secure just and expeditious determination of issues properly presented to the Department.

7:26H-2.3 Pleadings

(a) Pleadings before the Department shall be petitions, answers, and replies which, for purpose of these rules, are defined as follows:

1. "Petition" means any pleading filed to initiate a proceeding involving the jurisdiction of the Department;

2. "Answer" means any pleading filed by a respondent or other party against whom a petition is direct or who is affected by the filing of a petition; and

3. "Reply" means any pleading filed by petitioner or others in response to an answer.

(b) All pleadings, correspondence and other papers should be mailed to the address listed in N.J.A.C. 7:26H-1.5.

(c) Unless otherwise required by the Department, there shall be filed with the Department for its own use an original and four conformed copies of each pleading.

1. Filings must include a self-addressed stamped envelope for the return of a stamped and dated copy of the filing.

2. The stamped, dated copy of the filing shall constitute proof of filing.

(d) Pleadings shall be liberally construed with the view to effect justice. The Department may disregard errors or defects in pleadings which do not affect the substantial rights of the parties. However, if the defect in a pleading prejudices a substantial right of any party the Department may, on notice, strike the pleading or take such other action as it deems appropriate.

(e) Service and notice of proceedings shall be as follows:

1. Unless otherwise provided for by statute or in these rules or unless otherwise ordered or permitted by the Department, the following provisions shall govern:

i. A petition filed on behalf of a solid waste utility shall be served upon each respondent named in such petition;

ii. A petition originating a proceeding filed by a party other than a solid waste utility shall be served by the Director upon each respondent named in the petition;

iii. Every other pleading shall be served by the party filing the same on all other parties of record concurrent with or prior to the filing thereof; and

iv. Whenever public notice is required, the same shall be at the expense of the party directed to give such notice.

2. Whenever a party has the right or is required to do some act within a prescribed period of time after the serving of a notice or other paper upon said party, and the notice or paper is served upon said party by mail, three days from the date of mailing shall be added to the prescribed period.

(f) All pleadings initiating a proceeding or otherwise seeking affirmative relief shall be verified except for those matters brought upon the Department's own motion or the motion of the Attorney General of the State of New Jersey.

7:26H-2.4 Petitions

(a) All petitions shall comply with the provisions of this subchapter to the extent applicable; shall clearly and concisely state the facts and relief sought; shall cite by appropriate reference the statute or other authority under which the Department's action is sought; and shall contain such information or statements as may be required by statute, rule or order of the Department.

(b) Petitions directed to particular respondents shall conclude with a direction that the respondent act in accordance with the demands set forth in the petition or file and serve an answer within 20 days in accordance with these rules.

(c) Where relief sought in a petition also requires the approval or authorization of any other State or Federal regulatory body, the petition to the Department shall so state and include the following:

1. A statement of the amount and terms of the proposed issue including the nature of the security, if any; the purposes for which the proceeds are to be used; and the nature of all rights and limitations applicable to the security;

2. Where one of the purposes is the acquisition of property, a general description of the property, the name of the transferrer, and a copy of the contract, if any, for such acquisition. In the case of property to be acquired for right-of-way purposes, a general description of the proposed route and a map or plot plan will be sufficient;

3. Where one of the purposes is the construction, completion, extension or improvement of facilities, a general description of the work proposed to be done, and an estimate of the cost thereof in reasonable detail. Where one of the purposes is the improvement or maintenance of service, there shall be included a description of the existing service as well as of the improvements, or betterments proposed;

4. Where one of the purposes is the refunding of securities, a description of the securities and obligations to be refunded, including the kind, amount, date of issue and date of maturity, together with the terms of refunding and all other material facts affecting the same must be set out;

5. Where one of the purposes is the issuance of capital stock based upon the investment of earnings in plant which might have been distributed in dividends, a complete and reasonably detailed enumeration of petitioner's property, priced at original cost (estimated if not known). The petitioner shall produce evidence at the hearing in support of such enumeration and pricing;

6. Where one of the purposes is to reimburse the treasury for expenditures not capitalized by the issuance of securities, the petitioner shall also show the exact period and amount for which reimbursement is desired; comparative financial statements which shall include, as a minimum, balance sheets and utility plant by accounts as at the beginning and end of the period, as well as changes in the period (in the case of utility plant, additions and retirements shall be stated separately for each year); a statement indicating the source and application of funds during the period; a statement indicating the manner in which the petitioner proposes to use the proceeds from the security issue; and the necessity and reasonableness of the proposed transaction;

7. Where one of the purposes is for the issuance of common capital stock in connection with the organization of a new corporation to operate as a solid waste utility, the petition must contain the following:

- i. A copy of certificate of incorporation;
- ii. The names and addresses of the elected or proposed officers, directors and stockholders of the compa-

ny and the number of shares of capital stock to be held by each;

iii. The required number of stockholders and directors and the state in which they reside pursuant to the statute under which the corporation will be organized;

iv. The corporate resolution or proposed resolution of directors of the utility authorizing the issuance of the stock;

v. A copy of a pro forma balance sheet of the new corporation and copy of a pro forma income statement of estimated operating results anticipated for the first two years of its proposed operations, unless a different period is specified by the Department;

vi. The name of the municipality and the street and number therein:

(1) In which the principal office in this State is to be located, and the name of the agent in charge of such principal office upon whom process against the corporation may be served;

(2) In which the principal business office is to be located;

(3) At which the records, books, accounts, documents and other writings referred to in N.J.S.A. 48:3-7.8 are to be kept and the name, place of residence within this State, and place of business of the agent who shall have custody of said corporate records and upon whom process for the production of the same before the Department may be served. The books of account must be kept in conformity with the Uniform System of Accounts prescribed by the Department. These books and records must be kept within this State unless authority to do otherwise is obtained from the Department;

vii. A detailed list of organization expenditures;

viii. A copy of a pro forma balance sheet giving effect to the issuance of the proposed securities;

ix. Copy of a pro forma income statement giving effect to the issuance of the proposed securities;

x. The effective rate of interest or of the cost of money to the petitioner and the reasonableness thereof, if authority is requested to issue stocks, bonds, notes or other evidence of indebtedness by means of private placement and not at a public offering, and the financial sources that the petitioner has contacted in this connection. The petitioner shall submit information as to the computation of the effective rate of interest or of the cost of money as distinguished from the nominal rates which may be indicated;

8. Where one of the purposes is the issuance of bonds to be secured by an existing mortgage a statement show-

ing the amount and use made of the proceeds of the bonds, if any, already issued under such mortgage;

9. Information relating to the current financial condition of the petitioner setting forth:

i. As to each class of capital stock of the petitioner, the amount authorized and the amount issued and outstanding;

ii. As to each class of preferred stock of the petitioner, a summary statement of the terms of preference thereof;

iii. As to each issue or series of long-term indebtedness of the petitioner, the principal amount authorized to be issued, date of issue, date of maturity, rate of interest and principal amount outstanding; and as to each such issue secured by a mortgage upon any property of the petitioner, the date of said mortgage, name of trustee, principal amount authorized to be secured, and a brief description of the mortgaged property;

iv. Other indebtedness of all kinds, giving same by classes and describing security, if any;

v. Amount of interest charged to income during previous fiscal year upon each kind of indebtedness and rate thereof; and, if different rates were charged, amount charged at each rate;

vi. Amount of dividends paid upon each class of stock during previous fiscal year and rate thereof;

vii. Detailed income statement for previous fiscal year and balance sheet showing condition at the close of that year;

10. A statement whether any franchise or right is proposed to be capitalized directly or indirectly. In case it is proposed to capitalize any franchise as authorized by N.J.S.A. 48:3-5, a copy of such franchise and a statement, together with an affidavit showing the amount actually paid for said franchise shall be attached to the petition;

11. Where any contract, agreement or arrangement, verbal or written, has been made to sell the securities proposed to be issued, a description of such contract, agreement or arrangement and, if in writing, a copy thereof;

12. If no contract, agreement, or arrangement has been made for the sale or other disposition of the securities proposed to be issued, the proposed method of sale or other disposition must be set forth together with an affidavit of a competent person showing the amount which can probably be realized from the sale and disposition thereof, and the reasons for the opinion of the affiant;

13. Petitions filed pursuant to this section shall contain a certified copy of the resolution of the board of directors or other authority authorizing the proposed issuance of securities and shall be verified. The verification must include a statement that it is the intention of the petitioner in good faith to use the proceeds of the securities proposed to be issued for the purposes set forth in the petition; and

14. The information required to be furnished pursuant to this section which is contained in a report, document, pleading or other instruments previously filed with the Department may be incorporated by reference to that filing provided that said information is still correct.

7:26H-3.6 Petitions for approval of management agreements

(a) No solid waste collection or disposal utility shall enter into a management agreement with any person without filing a Notice of Intent and obtaining Department approval if such management agreement contains any of the following terms and conditions:

1. Grants general operational control to the managing company including but not limited to, the authority to hire or fire employees, purchase equipment, or maintain the books and records of the utility; or

2. Delegates to the managing company the responsibility to make any filings with the Department.

(b) The solid waste collection or disposal utility shall file for Department authorization of a management agreement described in (a) above at least 30 days prior to the completion of the transaction. Notwithstanding the notice provisions of this subsection, the Department may waive the 30 day notice requirement where extraordinary circumstance can be shown. Extraordinary circumstances may include, but are not limited to, the death, disabling disease or injury of an owner or key employee. In no event will the agreement take effect without Department approval.

(c) The solid waste collection or solid waste disposal utility shall notify every affected customer of its intent to enter into a management agreement with any person at least 30 days prior to the completion of the transaction.

(d) In the event that a solid waste collection or solid waste disposal utility determines that it can no longer provide safe, adequate or effective service to its customers, the notice of intent to enter into a management agreement must be accompanied by a petition to discontinue service and surrender its certificate of public convenience and necessity.

(e) Prior to receiving the Department's written approval, no solid waste collection or disposal utility or any other person, whether or not such person is engaged in the business of solid waste, shall:

1. Bill customers under the name of the managing company whether on the utility's invoice or manager's invoice;
2. Dispose of the solid waste at the designated disposal facilities under the account of the managing company;
3. Provide written notice to the customers of the proposed purchase agreement or pending management agreement; or
4. Discontinue service to any customers.

7:26H-3.7 Petitions for authority to change depreciation rates

(a) No solid waste disposal utility shall act to cause a change in depreciation rates established in accordance with N.J.S.A. 48:2-18 without prior written approval of the Department.

(b) Petitions for the approval of change or variation in the rates of depreciation used by solid waste disposal utilities shall conform to the provisions of N.J.A.C. 7:26H-2, to the extent applicable, and shall in the body thereof, or in attached exhibits, also provide the following information:

1. The existing and proposed rates of depreciation;
2. The existing and proposed methods of calculating or determining the rates of depreciation;
3. The calculations or studies supporting the proposed change in depreciation rates;
4. The effect of the proposed changes on operating revenue deductions and operating income; and
5. A statement as to the date when it is proposed to make the changes in depreciation rates effective, which date shall not be earlier than 90 days after the filing of a petition under this section.

7:26H-3.8 Petitions for authority to exercise power of eminent domain

(a) Petitions for authority to exercise the power of eminent domain shall conform to the requirements of N.J.A.C. 7:26H-2 and shall in the body thereof, or in attached exhibits, also provide the following information:

1. The names and addresses, if known, of the owners of the property to be condemned or of any interest therein, with a specification of the interest of each such owner;
2. The names of such owner or owners whose whereabouts or address is unknown;
3. A map or plot plan. In addition, there shall be filed with the petition four copies of a separate sheet designated Schedule "A", which shall contain a lots and block description taken from the tax map;
4. A brief description of the improvements thereon, if any, and the present and potential character and uses of the property;

5. Allegations that the property desired is reasonably necessary for the service, accommodation, convenience and safety of the public, and that the taking of such property is not incompatible with the public interest, and would not unduly injure the owners of private property;

6. A statement of the reasons why the property cannot be purchased by negotiation; and

7. Where the petitioner has, after diligent search, been unable to determine the name and address of the owner of the property to be condemned or of any interest therein, such facts must be stated in an affidavit of inquiry prepared in the manner provided for in the rules of the Superior Court.

(b) Where the petitioner has, after diligent search, been unable to determine the name and address of any respondent, the petitioner shall publish notice of hearing, addressed to such respondent by name, or other appropriate designation if the name is unknown. Notices shall be published in a legal newspaper circulating in the county or municipality where the property is located, and in at least one newspaper of general circulation published in the State not less than 20 days prior to that date. Said publication shall contain a description of the property to be condemned. Sworn proof of publication must be filed at least five days prior to the hearing date.

7:26H-3.9 Petitions for permission to keep books and records outside the State of New Jersey

(a) Petitions for authority to keep books, records, accounts, documents and other writing outside the State of New Jersey, filed with the Department, as required under N.J.S.A. 48:3-7.8, shall conform to the provisions of N.J.A.C. 7:26H-2 and shall in the body thereof or in attached exhibits also provide the following information:

1. A complete description of the specific books, records, accounts, documents and other writings that are proposed to be kept outside the State of New Jersey;
2. The exact location where the books and records will be kept;
3. If all books and records will not be kept outside the State, what remaining records will be kept at the New Jersey location;
4. The reason for proposing to keep its books and records at a location outside the State;
5. The availability of adequate required space, facilities and experienced personnel at the new location;
6. The cost to the petitioner of maintaining the books and records at the new location as compared with that of maintaining the records at the New Jersey location;
7. The extent of the financial advantage to the customers and other benefits to the public utility which will result from keeping the books and records outside the State;

8. Whether the books and records which will be kept at the location outside the State will be, on notice in writing of the Department, produced at such time and place within this State as the Department may designate;

9. Whether the petitioner will pay to the Department any reasonable expenses or charges incurred by the Department for any investigation or examination, if the Department grants said permission;

10. The location where the petitioner will continue to maintain an office within the State of New Jersey for the convenience of its customers to pay bills, file complaints and conduct other business with the utility; and

11. The name and address of the petitioner's statutory agent.

7:26H-3.10 Tariff filings which do not propose increases in charges to customers; solid waste disposal utilities

(a) Tariff filings for the purpose of making effective initial tariffs or revisions, changes or alterations of existing tariffs and which are not filed because of the need for additional revenue from services covered by existing tariffs and which do not propose increases in charges to customers, shall conform to the provisions of N.J.A.C. 7:26H-2 and shall in the body thereof, or in attached exhibits, also provide the following information:

1. Four copies of the proposed tariff or revision, change or alteration thereof, together with an explanation of the manner in which the tariff or change differs from the existing or a prior tariff, and the effect, if any, upon revenue;

2. A statement of the reasons why the tariff or change is proposed to be filed;

3. A copy of the text of each of said notices;

4. A statement as to the date on which it is proposed to make the tariff or change effective, which date shall not be earlier than 30 days after the filing unless otherwise permitted by the Department; and

5. In the case of initial tariffs, pro forma income statements for each of the first two years of operations and actual or estimated balance sheets as at the beginning and the end of each year of said two-year period.

7:26H-3.11 Tariff filings or petitions which propose increases in charges to customers; solid waste disposal utilities

(a) Petitions seeking revisions, changes or alterations of existing tariffs which propose to increase any rate or charge or to so alter any classification, practice, rule or regulation as to result in such an increase shall conform to the provisions of N.J.A.C. 7:26H-2 and shall in the body thereof, or in attached exhibits contain all applicable information and data set forth in N.J.A.C. 7:26H-3.10 and in addition shall contain the following:

1. A comparative balance sheet for the most recent three-year period (calendar year or fiscal year);

2. A comparative income statement for the most recent three-year period (calendar year or fiscal year);

3. A balance sheet at the most recent date available;

4. A statement of the amount of revenue derived in the calendar year last preceding the institution of the proceedings from the intrastate service rendered, the rates, tolls, or charges for which are the subject matter of the filing;

5. A pro forma income statement reflecting operating income at present and proposed rates and an explanation of all adjustments, as well as calculation showing the indicated rate of return on the average net investment for the same period as that covered by the pro forma income statement that is, investment in plant facilities plus supplies and working capital to the extent claimed, less the reserve for depreciation and advances and contributions for facilities;

6. If the request for rate relief is based upon N.J.S.A. 48:2-21.2, there shall be included, in lieu of the requirements of the foregoing paragraph, a statement showing that the facts of the particular situation meet the statutory requirements;

7. An itemized schedule showing all payments or accruals to affiliated companies or organizations and to those who own in excess of five per cent of the solid waste disposal utility's capital stock regardless of the form or manner in which such charges are paid or accrued and an explanation of the service performed for such charges; and

8. A copy of the form of notice to customers.

(b) Each solid waste disposal utility that makes a filing under (a) above shall, unless otherwise ordered or permitted by the Department, give notice as follows:

1. Serve a notice of the filing and a copy of the proposed tariff or a copy of the petition or a statement of the effect of the proposed filing upon the municipal clerk in each of the municipalities in which there is rendered a service, the charge for which is proposed to be increased, the clerk of the Board of Chosen Freeholders of each affected county and, where appropriate, the executive officer of each affected county; and

2. Serve a notice of the filing and a statement of the effect on customers of various classes on all current customers who are billed on a recurring basis and who will be affected by said filing. Such notice may be by bill insert or by publication in newspapers published and circulated in the solid waste disposal utility's service area.

(c) Each solid waste disposal utility that makes a filing under (a) above shall, after being advised by the Department of the time and place fixed for hearing, if any, and unless otherwise ordered or permitted by the Department, serve notice at least 20 days prior to such time on those persons specified in (b)1 and 2 above; and shall give such notice to those persons designated in (b)3 above as current customers billed on a recurring basis, by bill insert or by publication 20 days prior to the date set for hearing, in newspapers published and circulated in the solid waste disposal utility's service area.

(d) The notices provided for in (b) and (c) above may be given simultaneously.

(e) Where notice is prescribed under this section it shall be at the cost and expense of the party obligated to give or serve the notice.

SUBCHAPTER 4. SOLID WASTE UNIFORM TARIFF

7:26H-4.1 Scope

This subchapter shall govern the arrangement, filing and posting of tariffs, schedules, rates and other charges including standard terms and conditions for solid waste collection and disposal utilities.

7:26H-4.2 General

(a) All solid waste collection and disposal utilities shall file tariffs with the Department and shall keep a copy of all tariffs open to public inspection on the premises of the utility or at the office of a designated agent. Tariffs must show the service area, standard terms and conditions, and all general privileges and franchises granted. The tariffs shall be available during office hours, and shall be produced on demand for any Department official, local government official or any person for examination during normal business hours.

(b) All solid waste disposal utility tariffs approved and on file with the Department in effect as of June 3, 1996 shall continue in force until legally changed. All new tariffs or amendments to existing tariffs, filed after June 3, 1996, shall conform to this subchapter. The Department, upon written notice to a utility, may direct the reissuance or modification, as to form of any tariff or any part thereof whenever the tariff or amendment thereto fails to conform with the provisions of this subchapter.

(c) All new disposal tariffs submitted to the Department after (the effective date of these rules) shall be in conformance with the format and language as outlined in this subchapter.

(d) Effective September 1, 1996, all approved disposal tariffs currently on file with the Department shall conform with the format and language as outlined in this subchapter.

Case Notes

Request for tariff increase for soil waste disposal service was approved in part. In the Matter of the Petition of Mercer County Improvement Authority for Permanent and Interim Increases in Rates, 96 N.J.A.R.2d (BRC) 1.

7:26H-4.3 Arrangement and form of filed schedules

(a) All rate sheets shall be clearly printed, photocopied or typewritten on paper measuring 8.5 × 11 inches in size. Approved tariffs filed with the Department for public inspection shall be printed or typewritten; no facsimile reproductions will be accepted. All sheets shall be bound in loose leaf form so that changes can be made by substituting or inserting a single sheet and the left hand margin of each sheet must be two inches wide.

(b) The first tariff or series of schedules issued by a solid waste collection or disposal utility, shall be designated as DEP No. 1—Solid Waste. This designation shall appear as part of the caption of each schedule sheet, directly under the company name at the upper left-hand corner. When a tariff is refiled in its entirety it should be given the next consecutive number.

(c) Each tariff filed with the Department must contain the following:

1. A tariff cover page showing the DEP number, the territories served, the complete name, address and telephone number of the solid waste collector or disposal facility and the name of the officer authorized to issue the tariff;

2. A table of contents containing a complete list of contents by schedule number, description of service, and sheet numbers. Whenever a new schedule of rates or a new sheet is added, the table of contents shall be revised to show the title of the new sheet, the schedule number and the sheet number; and

3. Standard terms and conditions shall be filed on sheets consecutively numbered or in consecutive sections with the sheets of each section consecutively numbered, following the Table of Contents.

(d) In addition to the requirements of (c)1 through (3) above, each disposal tariff filed with the Department must contain a set of rate schedules in accordance with the following:

1. All rates for solid waste disposal services shall be included in a single tariff. Within each class of service, the rates for each waste type collected shall be filed as a separate schedule and shall whenever feasible and practicable begin on a separate sheet.

2. All rates for solid waste disposal services shall be included in a single tariff. The rates for each waste type accepted shall be filed on a rate schedule listing the cost of disposal per ton and the cost of disposal per cubic yard, to be applied only when scales are inoperable;

3. Each rate sheet for a material recovery facility shall, for waste received from each district of origin, be arranged alphabetically, with the following printed at the top or bottom of every rate sheet: "For Waste Type ___ Accepted From ___ District; to Be Processed with Residual Return in Accordance With N.J.A.C. 7:26-2.11, 2.13(a), and 2B.9"; and

4. For solid waste disposal services the rate schedules for each separate and distinct class of service shall be numbered consecutively, so as to facilitate reference to the rate schedules.

(e) Each sheet of every tariff shall bear a sheet number which shall be placed in the upper right-hand corner of the sheet in a position opposite the name of the company, except that, where separate sheets are filed for each of a given number of specified areas, designation by area may be used in lieu of a sheet number. Upon the first filing of the sheet it shall be designated as Original Sheet No. ____, or Original Sheet where no number is required. This same sheet number (or section and sheet number) shall appear on all subsequent issues of the sheet, and the revisions of the sheet shall be numbered, as follows:

1. On the first revision of the sheet shall be designated:

FIRST REVISED SHEET NO. ____

SUPERSEDING

ORIGINAL SHEET NO. ____

2. On the second revision of the sheet shall be designated:

SECOND REVISED SHEET NO. ____

SUPERSEDING

FIRST REVISED SHEET NO. ____

3. On all subsequent revisions the sheet shall bear consecutive revision numbers and shall indicate the cancellation of the superseded sheet, tariff, or portion thereof. Revision numbers used on sheets disapproved or rejected by the Department may be repeated on refiling.

4. When a schedule of rates is filed for a new class of service, an original sheet number shall be assigned to the sheet on which the new rates appear.

5. In the arrangement of the tariff it will be recognized that it may be necessary in the future to file additional schedules of rates within the established series. To provide a proper place for subsequent filings in relation to schedules, terms and conditions, and so forth, already filed, reservation of sheet numbers may be made at time of original filing. The reservation of sheet numbers should be noted in the table of contents.

6. In lieu of the requirements listed in (d)1 through 5 above, the tariff may be divided into numbered sections, and the sheets in each section numbered consecutively beginning with Sheet 1.

7. Whenever a tariff is to be revised pursuant to an order or authorization of the Department, additions must be identified by underline and deletions must be signified by brackets.

(f) Each page containing rates or provisions established or revised pursuant to an order or authorization of the Department shall bear the issue date, the effective date and the bear the name of the individual authorized by the facility to issue the tariff and shall bear the following notation:

"Filed pursuant to (here insert nature of authorization including docket number) of the New Jersey Department of Environmental Protection, dated _____".

7:26H-4.4 Solid waste collection tariff terms and conditions

(a) The following shall apply to all solid waste collection companies:

1. The solid waste collection utility shall have unencumbered access to any customer's container, utility container or other area from which solid waste is to be collected. If containers are located in an enclosed structure, said structure must allow for access. In the event that the structure prevents access, the collector shall return on the next regularly scheduled collection date. All containers and areas from which solid waste is to be collected shall be kept free from all hazards and potential hazards. During periods of inclement weather, containers are to be reasonably free from ice and snow.

2. Collection service shall be provided according to a schedule contained in a the collector's tariff.

3. Where more than one rate schedule is available to a particular customer, the solid waste utility shall have at all times the responsibility to assist such customer in the selection of the rate schedule most favorable for their individual requirements and to make every reasonable effort to ensure that such customer is served under the most advantageous schedule. Each such utility shall include among the terms and conditions of its tariff the provision that it will assist customers in the selection of the rate schedule most favorable for their individual requirements.

4. The collector may provide miscellaneous collection services, including collection of yard clippings, garden refuse, bulky household refuse and additional types of

solid waste not provided for in the basic service. Specific provisions must be outlined in the appropriate service section of the collector's tariff.

5. The collector may require that solid waste potentially dangerous to health and liable to cause injury be packaged in a manner which limits the possibility of exposure and/or injury. Specific provisions must be outlined in the terms and condition section of the collector's tariff.

6. Collectors are prohibited from collecting commingled loads of solid waste and designated source separated recyclable materials, except in those instances where a specific municipal exemption has been granted to the generator of those materials as provided by N.J.S.A. 13:1E-99.16(d). Each solid waste management district plan contains a definition of the district's designated recyclable materials. Collectors are prohibited from disposing of leaves in any manner that differs from that outlined in N.J.S.A. 13:1E-99.21.

7. Should the collector fail to pick up solid waste on a regularly scheduled day, and such failure is not caused by any act or omission of the customer, the collector shall make the pick up as soon as possible, but in no event shall it be later than the next regularly scheduled collection day.

8. In the event of inclement weather when operation of a solid waste collection vehicle would pose a threat to the safety of the public and/or the equipment and personnel of the collector, pick-ups shall be made no later than the next regularly scheduled day. In those cases where collection is scheduled on a one collection per week basis, that collection shall be made as soon as possible.

9. A collector may discontinue service to a customer provided it gives the customer at least 10 days' written notice of its intention to discontinue. A collector may discontinue service for nonpayment of bills provided it gives the customer at least seven days' written notice of its intention to discontinue. At least 10 days' time for payment shall be allowed after sending a bill. The notice of discontinuance shall not be served until the expiration of the said 10 day period. However, in the case of fraud, illegal use, or when it is clearly indicated that the customer is preparing to leave, immediate payment of accounts may be required.

i. All notices of discontinuance to residential customer's shall contain the following:

(1) A statement that the collector is subject to the jurisdiction of the New Jersey Department of Environmental Protection;

(2) The address and telephone number of the collection utility; and

(3) A statement that in the event the customer is either unable to make payment of a bill or wishes to contest a bill the customer should contact the utility. The notice shall contain information sufficient for the customer to make an appropriate inquiry.

ii. A solid waste collector shall transmit copies of notices of discontinuance to the Department at the same time such notice is transmitted to the customer.

10. Residential customers who wish to discontinue or suspend service for periods of 30 days or more must give notice to the utility, by telephone or in writing, not less than seven days prior to the date they wish discontinuance of service and if applicable, indicate the date they wish service to resume. The utility is not obligated to credit a residential customer who fails to provide notice in the manner required herein.

11. A collector may terminate service to a customer for one of the acts or omissions listed below provided the collector complies with the notice provisions contained in subsection (a)9 above:

i. Non-payment of a valid bill at a present or previous location. Non-payment of bill for service to a commercial establishment shall not be cause for discontinuance of residential service;

ii. Fraudulent representation in relation to use of service;

iii. Customer moving from the premises unless the customer requests that the service be continued;

iv. Providing a collector's service to others without the collector's approval; or

v. Failure to make or increase an advance payment or deposit as provided for in the collector's tariff.

12. The collector shall have the right to refuse pick-up of waste for any of the following reasons:

i. Waste is not placed in proper containers;

ii. Waste is not placed at designated pick-up location;

iii. Waste contains hazardous material (as defined in N.J.A.C. 7:26), or other matter is likely to cause injury to the public or the collector's personnel;

iv. Waste is not placed out for collection on the scheduled day;

v. Passage on the street or into the property is obstructed in any way by the operations to pave the street, by the digging of water or sewer lines or other type of construction. Pick up shall be provided on the next regularly scheduled collection day;

vi. The collector is asked to move the collection vehicle by an authorized government official or a member of the local police or fire department because the customer, either residential, commercial or industrial, has not provided either adequate or legal parking for the collection of garbage, refuse or solid waste. Under these circumstances, the collector may leave and not be obligated to return until the next regularly scheduled collection day;

vii. Containers exceed prescribed weight limits as prescribed in the collector's tariff;

viii. Containers are over filled or overflowing;

ix. The particular service and/or waste type is not included in the collector's tariff; or

x. Solid waste is commingled with designated source separated recyclable material.

13. Collection services may be restored upon proper application when the conditions under which such service were discontinued are corrected, and upon the payment of all proper charges due from the customer as provided in the collector's tariff.

14. A collector who utilizes a certificated material recovery facility or transfer station for intermediate processing may substitute that facility's disposal rate for the district of origin disposal rate that is or would be listed in its tariff.

(b) The following provisions shall apply to all solid waste collection utilities regarding billings and payments for services.

1. The collector may bill customers for service on a monthly or quarterly basis in advance. At least 10 days' time for payment shall be allowed after sending a bill. Bills for payment of services shall be mailed to the address indicated by the customer at the time service is requested, absent subsequent notice by the customer.

2. If the collector does not utilize advanced billing, residential, commercial and industrial solid waste collection billings are to be made with payment due in 30 days. At least 10 days' time for payment shall be allowed after sending a bill. If payment has not been received after 10 days past the date the bill was payable, then the collector may discontinue service to the customer upon providing seven days written notice in accordance with (a)10 above.

3. All bills for collection will include and list separately the following information:

i. The date of the bill;

ii. The time period for which the service is rendered;

iii. The size and number of containers;

iv. The frequency of service;

v. The waste type;

vi. The disposal facility and tariff rate applied, including:

(1) The disposal component (actual weight for roll-off services);

(2) The service component;

(3) The material recovery adjustment, if applicable;

(4) Special or additional charges, if applicable; and

(5) If pursuant to a contract, the date and docket number of Department authorization.

vii. A separate line item showing the surcharge applied, if any, pursuant to P.L. 1981, c.438, to fund county health department enforcement activities, N.J.S.A. 13:1E-9.1;

viii. Separate line items showing the Solid Waste Service Tax, Resource Recovery Investment Tax and, if applicable, Solid Waste Importation Tax, N.J.S.A. 13:1E-136 et seq.;

ix. A separate line item showing the Host Community Benefit surcharge, if any;

x. Separate line items showing the Sanitary Landfill Closure and Contingency Fund Tax, N.J.S.A. 13:1E-100 et seq.; and

xi. The total charge for the service.

4. Residential rates are based on an annual service charge. No credit shall be extended to the customer or deduction allowed should the collector fail to make a collection for reasons outside the collector's control, or should the customer not provide refuse, garbage or solid waste for collection except as allowed in (a)11 above.

5. If credit has not been established, the collector may request a reasonable deposit. The initial deposit shall be equal to the estimated average bill of the customer for a given billing period. In determining the amount of the deposit, there shall be excluded from the average bill such portion thereof, if any, for which payment is received in advance. If the actual bills of the customer subsequently rendered prove the deposit is either insufficient or excessive, the deposit may be adjusted in accordance with the facts. Failure to tender the required deposit shall result in the discontinuance of service in accordance with (a)10 above.

i. Customers who have defaulted in payment of bills may be required to furnish a deposit or increase an existing deposit in an amount sufficient to secure payment of future bills. The amount of such deposit shall be reasonably related to the probable charge for service during a billing period, this period to include the average time required for collection after bills are rendered. If a customer fails to make the required deposit, the disposal facility may discontinue service in accordance with (a)10 above.

ii. If a customer who has made a deposit fails to pay a bill, the collector may apply such deposit in so far as is necessary to liquidate the bill and require the deposit to be restored to the original amount.

iii. The collector shall furnish a receipt to each customer who has made a deposit.

iv. Upon closing any account the balance of any deposit remaining after the closing bill for service has been settled shall be returned promptly to the customer plus simple interest at a rate of 400 basis points over the short term applicable Federal Rate established by the Internal Revenue Service under 26 U.S.C. §1274, in effect on the date of the refund. Where return of the deposit is made in cash, surrender of the receipt or, in lieu thereof, proof of identity may be required.

6. No customer shall be required to pay, reward or to give any gratuity to receive the waste collection service to which the customer is entitled by contract or regulation.

7. The collector may require from institutional, commercial and industrial customers a written acknowledgment of services rendered (receipt). Such receipt will be provided by the collector and may state the date, time of arrival, time of departure, amount of refuse removed as well as other information reasonably necessary for account billing. The collector shall provide a copy of the receipt to the customer.

7:26H-4.5 Solid waste collection tariff formula

(a) All solid waste collection tariffs must adhere to the requirements contained in this section.

1. All solid waste collection utility tariffs must conform to the format provisions as set forth in N.J.A.C. 7:26H-4.3.

2. Where a current non-uniform tariff is being converted to conform to the requirements of this subchapter, the service component shall be derived by subtracting the disposal component from the authorized rate in the collector's current non-uniform tariff.

3. The disposal component shall be derived by utilizing the average compaction ratio of five uncompacted cubic yards to one compacted cubic yard for solid waste collected in a solid waste front end or rear end loader packer vehicle and by utilizing the average conversion ratio of 3.3 compacted cubic yards to one ton.

4. The disposal component shall be derived utilizing the disposal rate at the designated district disposal facility at the time of filing uniform tariff or when the existing tariff was approved.

5. For containerized food waste, the disposal component for loose food waste shall be derived by utilizing the average conversion ratio of 8.147 cubic yards to one ton. The disposal component for compacted food waste shall be derived by utilizing the average conversion ratio of three cubic compacted yards to one ton.

6. A solid waste collection utility may utilize a compaction ratio or a conversion ratio that differs from the averages set forth above if, for services currently provided,

it submits to the Department for review and approval a three-month historic study supporting a different ratio, setting forth with specificity, the volumes, waste types, county of origin, weights and equipment utilized.

(b) The following formula shall be utilized to derive the disposal component for residential service(weight):

- 1. Weight per container _____ pounds (lbs.)
- 2. Number of containers _____ :
- 3. Number of pick-ups per week _____ (wk.)
- 4. Multiply line 2 x line 3 _____ cans/bags/wk.
- 5. Multiply line 4 x 52 wks. _____ cans/bags/year (yr.)
- 6. Multiply line 5 x line 1 _____ lbs/yr.
- 7. Divide line 6 by 2000 _____ tons/yr.
- 8. Multiply line 7 by disposal cost/ton (excluding surcharges, taxes) _____ cost/yr.
- 9. Divide line 8 by 12 _____ disposal cost/month (mo.)

(c) The following formulas shall be utilized to derive the disposal component for commercial services:

1. Commercial service (uncompacted) per pick-up disposal charge shall be calculated as follows:

- i. Container size _____ cubic yard (cu. yds.)
- ii. Number of Pick-ups _____ wk/mo.
- iii. Multiply line 1 x line 2 _____ cu. yds.
- iv. Multiply line 3 x 52 for weekly pickup or 12 for monthly pickup _____ cu. yds./yr.
- v. Divide line 4 by 5 _____ compacted cu. yds.
- vi. Divide line 5 by 3.3 _____ tons.
- vii. Multiply line 6 by disposal cost/ton (excluding taxes and charges) _____ disposal cost/ton.
- viii. Divide line 7 by 12 _____ disposal cost/mo.

2. Container service (compacted) monthly disposal charge shall be calculated as follows:

- i. Container size _____ cu. yds.
- ii. Number of pick-ups _____ wk/mo.
- iii. Multiply line 1 x line 2 _____ cu. yds.
- iv. Multiply line 3 x 52 for weekly pickup or 12 for monthly pickup _____ cu. yds./mo.
- v. Divide line 4 by 3.3 _____ tons.
- vi. Multiply line 5 by disposal cost/ton (excluding taxes and charges) _____ disposal cost/ton.
- vii. Divide line 6 by 12 _____ disposal cost/mo.

3. Container service monthly disposal charge for restaurant waste (uncompacted) shall be calculated as follow:

- i. Container size _____ cu. yds.
- ii. Number of pick-ups _____ wk/mo.
- iii. Multiply line 1 × line 2 _____ cu. yds.
- iv. Multiply line 3 × 52 for weekly pickup or 12 for monthly pickup _____ cu. yds./yr.
- v. Divide line 4 by 8.1 _____ tons/yr.
- vi. Multiply line 5 by disposal cost/ton (excluding taxes and charges) _____ disposal cost/ton.
- vii. Divide line 6 by 12 _____ disposal cost/mo.

4. Container service monthly disposal charge for restaurant waste (compacted) shall be calculated as follow:

- i. Container size _____ cu. yds.
- ii. Number of pick-ups _____ wk/mo.
- iii. Multiply line 1 × line 2 _____ cu. yds.
- iv. Multiply line 3 × 52 for weekly pickup or 12 for monthly pickup _____ cu. yds./yr.
- v. Divide line 3 by 3 _____ tons/yr.
- vi. Multiply line 5 by disposal cost/ton (excluding taxes and charges) _____ disposal cost/ton.
- vii. Divide line 6 by 12 _____ disposal cost/mo.

(d) In converting to this section's tariff format, collection utilities shall be required to certify, in a form prescribed by the Department, to the following:

1. That rates have not changed as a result of the conversion to the uniform tariff;
2. That the disposal components contained in the tariff are based on container weights established by the Department;
3. That no services have changed as a result of the conversion to the uniform tariff; and
4. That no additional service areas or collection services have been added during conversion to the uniform tariff.

7:26H-4.6 Solid waste collection uniform tariff forms

All solid waste collection utilities shall use the following forms as guides in filing their solid waste uniform tariff.

TARIFF COVER PAGE

1. Application

This Tariff contains the terms and conditions and schedules of rates governing the services furnished by a public utility and holder of a Certificate of Public Convenience and Necessity (#) for the collection of solid waste. The Utility's principal location is:

Street Address
 City, State, Zip code
 Telephone Number

2. Territory Served

Solid waste collection services are provided by the utility as set forth in this document and are applicable in the Counties of:

By the filing of this Tariff Document, the Utility named above agrees to conform with all rules and regulations promulgated by the District Solid Waste Management Plans and the New Jersey Department of Environmental Protection in accordance with N.J.S.A. 48:13A-1 et seq., and N.J.S.A. 13:1E-1 et seq.

RESIDENTIAL SERVICE

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Hours of operation	
General provisions	
Billing and payment procedures	
Schedule of Rates	

STANDARD TERMS AND CONDITIONS

1. Hours of operation:

The collector shall pick-up waste in accordance with the following schedule:

The collector will not pick-up waste on the following holidays:

When a scheduled collection day occurs on a listed holiday, collection will be made on the next scheduled collection day. In those cases where collection is scheduled on one collection per week basis, collection will be made as soon as possible.

2. General provisions:

This section contains the general provisions applicable to the provision of residential solid waste collection service.

Service is limited to collection and disposal of residential solid waste as defined in N.J.A.C. 7:26H-1.4. Supplemental services, if any, are provided for in the miscellaneous service section of this tariff.

3. Billing and payment procedures:

This section contains rate schedules and methods of payment for the collection and disposal of residential solid waste.

SCHEDULE OF RATES
RATE SCHEDULE NO. ____
RESIDENTIAL SERVICE

The rates contained herein do not include applicable taxes and surcharges. These charges are listed on the customer's bill as prescribed in the Tariff Terms and Conditions N.J.A.C. 7:26H-4.5.

Application in: _____			Disposal Charge ____ Containers Per Pick-up @ ____ lbs. or Per Container Charge		Waste Directed to _____	
	<u>Service Charge</u>				<u>Additional Container Charge (if applicable)</u>	<u>Monthly Charge</u>
Curbside Service (if applicable)						
1 x /wk	_____	+	_____	+	_____	= _____
2 x /wk	_____	+	_____	+	_____	= _____
other_____	_____	+	_____	+	_____	= _____
Walk in Service * (if applicable)						
1 x /wk	_____	+	_____	+	_____	= _____
2 x /wk	_____	+	_____	+	_____	= _____
other_____	_____	+	_____	+	_____	= _____

* Additional Walk in Fee for each 50 ft. increment or part thereof beyond Standard walk in distance of 50 ft. To determine total walk-in rate add appropriate additional walk in fee to total rate from above.

Drive in Service (if applicable)						
1 x /wk	_____	+	_____	+	_____	= _____
2 x /wk	_____	+	_____	+	_____	= _____
other_____	_____	+	_____	+	_____	= _____

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COMMERCIAL, INDUSTRIAL AND
INSTITUTIONAL SERVICE

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The collector will not pick-up waste on the following holidays:

When a scheduled collection day occurs on a listed holiday, collection will be made on the next scheduled collection day. In those cases where collection is scheduled on one collection per week basis, collection will be made as soon as possible.

2. General Provisions:

This section contains the general provisions and charges applicable to the provision of containerized general service.

Containers: Sharing of containers is prohibited unless prior arrangements are made with the collector concerning joint use of the container. Waste quantity, container rental and service charges will be assessed based upon the percentage use of each customer.

3. Billing and payment procedures:

STANDARD TERMS AND CONDITIONS
CONTAINER SERVICE

1. Hours of operation:

The collector shall pick-up waste in accordance with the following schedule:

SCHEDULE OF RATES
RATE SCHEDULE NO. ____
CONTAINER SERVICE

The rates contained herein do not include applicable taxes and surcharges. These charges are listed on each customer's bill as prescribed in N.J.A.C. 7:26H-4.5.

Application in: _____

Waste Directed to _____

COMPACTED WASTE TYPE
Front Rear (Circle one)
MONTHLY DISPOSAL AND SERVICE CHARGE
FREQUENCY OF SERVICE—PICKUPS PER WEEK/MONTH

Container size in cu. yds.	1	2	3	4	5	6	other
1 Disposal Service							
2 Disposal Service							
3 Disposal Service							
4 Disposal Service							
etc.							
Other Service							

DISPOSAL CHARGE: At district of origin or at an intermediate disposal facility, if applicable.

RATE SCHEDULE NO. ____

CONTAINER SERVICE

The rates contained herein do not include applicable taxes and surcharges. These charges are listed on the customer's bill as prescribed in N.J.A.C. 7:26H-4.5.

Application in: _____

Waste Directed to _____

UNCOMPACTED WASTE TYPE
Front Rear (Circle one)
MONTHLY DISPOSAL AND SERVICE CHARGE
FREQUENCY OF SERVICE—PICKUPS PER WEEK/MONTH

Container size in cu. yds.	1	2	3	4	5	6	other
1 Disposal Service							
2 Disposal Service							
3 Disposal Service							
4 Disposal Service							
etc.							
Other Service							

DISPOSAL CHARGE: At district of origin or at an intermediate disposal facility, if applicable.

RATE SCHEDULE NO. ____
CONTAINER SERVICE

The rates contained herein do not include applicable taxes and surcharges. These charges are listed on the customer's bill as prescribed in N.J.A.C. 7:26H-4.5.

Application in: _____ Waste Directed to _____

WASTE TYPE 13—BULKY
Front Rear (Circle one)
MONTHLY DISPOSAL AND SERVICE CHARGE
FREQUENCY OF SERVICE—PICKUPS PER WEEK/MONTH

Container size in cu. yds.	1	2	3	4	5	6	other
1 Disposal Service							
2 Disposal Service							
3 Disposal Service							
4 Disposal Service							
etc.							
Other Service							

DISPOSAL CHARGE: At district of origin or at an intermediate disposal facility, if applicable.

SCHEDULE OF RATES
RATE SCHEDULE NO. ____
ON CALL SERVICE

The rates contained herein do not include applicable taxes and surcharges. These charges are listed on the customer's bill as prescribed in N.J.A.C. 7:26H-4.5.

Application in: _____ Waste Directed to _____

MONTHLY DISPOSAL AND SERVICE CHARGE
(WASTE TYPES 10 AND 13)

Container size in cu. yds.	Bulky	Front Load	Rear Load
1 Disposal Service			
2 Disposal Service			
3 Disposal Service			
4 Disposal Service			
etc.			
Other Service			

ADDITIONAL CHARGES (if any)
CONTAINER RENTAL (if applicable)

DISPOSAL CHARGE: At district of origin or at an intermediate disposal facility, if applicable.

TABLE OF CONTENTS
ROLLOFF SERVICE

	Page
Terms and Conditions	
Hours of operation	
General provisions	
Containers	
Billing and payment procedures	
Schedule of Rates	

2. General Provisions:

This section contains the general provisions and charges applicable to the provision of limited and general rolloff service.

Service is limited to collection and disposal of acceptable commercial, industrial, institutional or bulky solid waste as defined in N.J.A.C. 7:26H-1.4. Service is rendered via an open or closed box type container which is rolled off or pulled on the chassis of a straight truck or semi-trailer by gravitational or mechanical means.

Containers. Sharing of containers is prohibited unless prior arrangements are made with the collector concerning joint use of the container. Waste quantity, container rental and service charges will be assessed based upon the percentage use of each customer.

3. Billing and payment procedures:

STANDARD TERMS AND CONDITIONS
ROLLOFF SERVICE

1. Hours of operation:

The collector shall pick-up waste in accordance with the following schedule:

The collector will not pick-up waste on the following holidays:

When a scheduled collection day occurs on a listed holiday, collection will be made on the next scheduled collection day. In those cases where collection is scheduled on one collection per week basis, collection will be made as soon as possible.

SCHEDULE OF RATES

RATE SCHEDULE NO. ____
ROLLOFF SERVICE

The rates contained herein do not include applicable taxes and surcharges. These charges are listed on each customer's bill as prescribed in N.J.A.C. 7:26H-4.5.

Application in: _____

Waste Directed to _____

WASTE TYPE ____
OPEN CONTAINER
MONTHLY SERVICE CHARGE
FREQUENCY OF SERVICE—PICKUPS PER WEEK/MONTH

Container size in cu. yds.	1	2	3	4	5	6	other
10							
20							
30							
40							

DISPOSAL CHARGE: At district of origin or at an intermediate disposal facility, if applicable.

RATE SCHEDULE NO. ____
ROLLOFF SERVICE

The rates contained herein do not include applicable taxes and surcharges. These charges are listed on the customer's bill as prescribed in N.J.A.C. 7:26H-4.5.

Application in: _____

Waste Directed to _____

WASTE TYPE _____
 CLOSED COMPACTED
 MONTHLY SERVICE CHARGE
 FREQUENCY OF SERVICE—PICKUPS PER WEEK/MONTH

Container size in cu. yds. 10 20 30 40	1	2	3	4	5	6	other
--	---	---	---	---	---	---	-------

DISPOSAL CHARGE: At district of origin or at an intermediate disposal facility, if applicable.

TABLE OF CONTENTS
 MISCELLANEOUS SERVICE

	Page
Terms and Conditions	
Hours of operation	
General provisions	
Schedule of Rates	
Bulky waste	
Seasonal waste	
Additional services	

STANDARD TERMS AND CONDITIONS
 ROLLOFF SERVICE

1. Hours of operation:

The collector shall pick-up waste in accordance with the following schedule:

The collector will not pick-up waste on the following holidays:

When a scheduled collection day occurs on a listed holiday, collection will be made on the next scheduled collection day. In those cases where collection is scheduled on one collection per week basis, collection will be made within 48 hours.

2. General Provisions:

This section contains the general provisions and charges applicable to the provision of solid waste collection services which are ancillary to a customer's main service and are not otherwise provided for in other classes of service.

Service is rendered on a limited basis.

BULKY WASTE COLLECTION

1. Description of service:

The following subsection contains the rates and charges applicable to the provision of collection and removal services for bulky refuse as defined in N.J.A.C. 7:26H-1.4.

2. Special provisions:

3. Billing and payment procedures:

The rates contained herein do not include applicable taxes and surcharges. These charges are listed on each customers bill as prescribed in N.J.A.C. 7:26H-4.5.

RATE SCHEDULE NO. _____
 BULKY WASTE

Service Charge/Disposal Charge

(applicable to On Call Service which requires special pick-ups for items or bulk too small for rolloff and too large for the hopper of a standard collection vehicle).

Items to be Collected	<u>Service</u>	<u>Rate</u>	<u>Disposal</u>
1. Construction/demolition debris			
2. Stoves			
3. Etc.			

SEASONAL SERVICE

1. Description of services:

The following subsection contains the rates and charges applicable to the provision of residential solid waste services on a limited basis and restricted to collection and removal of yard clippings and garden waste.

2. Special provisions:

3. Billing and payment procedures:

The rates contained herein do not include applicable taxes and surcharges. These charges are listed on each customers bill as prescribed in N.J.A.C. 7:26H-4.5.

RATE SCHEDULE NO. _____
 SEASONAL SERVICE

Service charge/disposal charge:

Items to be Collected	<u>Service</u>	Rate	<u>Disposal</u>
1.			
2.			

ADDITIONAL SERVICES

1. Description of service:

The following subsection contains the rates and charges applicable to the provision of solid waste collection service not otherwise provided for in the tariff.

This section is reserved for solid waste utilities to outline those services not otherwise provided for in this document. General format procedures as described herein must be followed and all variations must be submitted by format petition to the Department for consideration and approval.

2. Special provisions:

3. Billing and payment procedures:

The rates contained herein do not include applicable taxes and surcharges. These charges will be outlined on customer bills as prescribed in N.J.A.C. 7:26H-4.5.

RATE SCHEDULE NO. ____

ADDITIONAL SERVICE

Items to be Collected	<u>Service</u>	Rate	<u>Disposal</u>
1.			
2.			

7:26H-4.7 Solid waste disposal tariff provisions

(a) The following terms and conditions shall apply to all certificated solid waste disposal facilities:

1. The disposal utility shall operate according to the schedule contained in its permits and approved tariff. All hours shall be publicly posted. In the event that a disposal utility maintains public hours that differ from operating hours, then the tariff must so state. Approved hours shall not be extended without prior written approval from the Department. Upon notification to the Department, a facility may close, open or remain open beyond its posted hours when conditions are such as to pose a threat to the safety and welfare of its employees and customers or when continued operations or cessation of operations would create a violation of applicable statutes, rules or regulations.

2. All owners, operators and vehicles entering a facility to dispose of solid waste shall be in compliance with all rules and regulations established by the facility and the Department and shall have all licenses, permits and decals as required by law and shall, upon request, furnish evidence of compliance with same.

3. Upon arrival at the facility, each vehicle shall report as required to the scalehouse. Upon departure, unless otherwise provided for, all vehicles shall proceed to the outbound scale or return to the scalehouse to determine the tare weight, refuse quantity and disposal charges, in accordance with the posted tariff, and receive an invoice detailing the same. In the event the scales are inoperative, charges for waste disposal shall be calculated on a cubic yard basis as prescribed in the facility's approved tariff.

4. Each disposal facility shall establish and maintain records in accordance with N.J.A.C. 7:26H-1.20 and N.J.A.C. 7:26-2.13.

5. Each vehicle entering a facility shall be constructed, maintained, loaded and operated so as not to cause any spillage, excessive noise or other problems of any sort and it shall be capable of discharging its cargo quickly and expeditiously. Any vehicle which, in the opinion of facility personnel, shall create a hazard to the facility's employees or other customers, may be refused admittance.

6. The disposal utility shall accept only identifiable and acceptable solid waste in accordance with its certificate and permit, and all other applicable rules and regulations.

i. The facility may refuse to accept, permanently or temporarily, any material it would not be able to handle and dispose of in compliance with all applicable rules, regulations, ordinances, statutes, or that would endanger the safety of the facility.

ii. The facility may require any material brought to the facility to be tested to ascertain the nature of the contents of any vehicle whenever it reasonably believes that the load includes excluded waste. In the event that testing reveals that the load contains excluded waste, the actual costs of such tests shall be borne by the customer or generator.

7. The facility shall deny access to any customer under the following circumstances:

i. The customer engages in behavior which endangers the safety of other customers, facility employees or the general public;

ii. The customer is carrying unauthorized waste or otherwise fails to conform with the provisions of the tariff; and

iii. Failure to display all necessary decals on the vehicles and containers.

8. The facility may deny access to any customer, with a minimum of seven days written notice, under the following circumstances:

i. Failure to make payments as prescribed;

ii. Failure to provide evidence of compliance with applicable rules and regulations;

iii. Personnel cannot readily identify or ascertain the nature of the vehicle's contents;

iv. Failure to produce appropriate Department registration card; or

v. Failure to comply with the rules and regulations of the facility. Each facility shall post the same and provide copies to each driver who enters the facility.

9. All vehicles using the access roads to and on the site shall be insured. Operators and owners shall carry proof of the same.

10. The disposal facility may permit private non-commercial vehicles with a gross weight of 5,000 pounds or less to make use of a convenience center established on its property. All wastes shall be placed in the containers made available. Scavenging is not permitted and any non-commercial user found engaging in same may be denied access to the facility or may be required to comply with the provisions of (a)2 above.

11. An intermediate disposal facility receiving a solid waste load containing less than 60 percent, by weight of volume, of recoverable material shall have the right to designate the load not eligible for material recovery and shall apply the authorized disposal rate for the district of origin. An intermediate disposal facility shall document its decision and shall keep such documentation on file at the facility for a minimum of five years. Documentation shall include, but need not be limited to, photographic evidence and a commodity breakdown report, by volume and shall be signed by the supervisor on duty at the time any such load is delivered.

(b) Billing requirements for all solid waste disposal facilities are as follows:

1. All charges for solid waste disposal shall be calculated based upon the difference between the gross weight and the tare weight of the delivering vehicle, as weighed at the facility, or in the case where the tare weight cannot reasonably be taken at the time of departure, based on the actual gross weight and the registered tare weight of such vehicle as calculated by the facility's certified scale. In the event that scales are inoperable or unavailable, charges shall be calculated by multiplying the cubic yard capacity of the vehicle times the cubic yard rate, which shall be calculated on the basis of 3.3 cubic yards being equivalent to one ton.

2. All bills and invoices shall be sent out on a monthly or bi-monthly basis, with payment due in 30 days. All payments must be received no later than 10 days from the due date specified in the bill or invoice. Upon seven days written notice, the facility may refuse admittance to a customer who fails to submit payment. All bills and invoices for disposal shall include the following information and shall list each as a separate line item:

i. The date of the bill;

ii. The time period for which the service is rendered;

iii. The gross weight and the tare weight of each vehicle and the net weight of the solid waste or, where applicable, the capacity of the vehicle in cubic yards;

iv. The waste type;

v. The tariff rate applied;

(1) Material recovery adjustment and processing fee, if applicable;

(2) Special or additional charges, if applicable; and

(3) If pursuant to a contract, date and docket number of Department authorization.

vi. A separate line item showing the surcharge applied, if any, pursuant to P.L. 1981, c.438, to fund county health department enforcement activities, N.J.S.A. 13:1E-9.1;

vii. Separate line items showing the Solid Waste Service Tax, Resource Recovery Investment Tax and, if applicable, Solid Waste Importation Tax, N.J.S.A. 13:1E-136 et seq.;

viii. A separate line item showing the Host Community Benefit surcharge, if any; and

ix. The total charge for the service.

3. No credit shall be extended to the customer or deduction allowed should the facility refuse admittance due to failure to comply with all applicable rules and regulations or the facility is unable to determine the contents of the vehicle.

4. The disposal facility shall not assess a late payment charge on an unpaid bill unless such charge is provided for in the disposal facility's applicable rate schedule approved by the Department. A late payment charge will be approved if it is applicable to payments made more than 45 days past due.

(c) General payment requirements for all solid waste disposal facilities are as follows:

1. The disposal facility may require its customers to establish and maintain advance payment accounts in accordance with the following:

i. A letter of credit issued by a local bank on behalf of the customer agreeing to honor all written demands for payment submitted by the facility. Payment in full shall be made within seven days of receipt of the demand for payment; provided, however, that such payment shall not exceed the value of the letter of credit. In the event that the accumulated disposal charges exceed the amount of the letter of credit, the customer may be required to pay cash or be denied entry into the facility until the account balance is

sufficiently reduced, or the amount contained in the letter of credit account is satisfactorily replenished. The customer shall ensure that the funds provided by the letter of credit account are sufficient to cover projected disposal costs for the billing cycle. The facility shall provide the customer with an invoice containing the information specified at (b)2 above and listing all payment demands made on the letter of credit account;

ii. An interest bearing security escrow account established by the facility at a local bank where customers can deposit an amount of money sufficient to cover the projected costs of disposal for the billing cycle. The facility shall debit the customer's escrow account for waste actually delivered to the facility. The customer shall ensure that the funds are sufficient to cover the anticipated disposal costs during the billing period. When a customer's escrow account drops below the minimum required by the facility, the facility shall notify the customer who will make an additional deposit sufficient to raise the escrow account to the full amount. In the event that the accumulated disposal charges exceed the amount of the escrow account, the customer may be required to pay cash or be denied entry into the facility until the account balance is sufficiently reduced, or the amount contained in the escrow account is satisfactorily replenished. The facility shall provide the customer with an invoice containing the information specified at (b)2 above and listing all debits to the customer's account. The bank shall issue interest checks in the customer's name on a yearly basis;

iii. A prepaid cash deposit in an amount equal to no more than 100% of the projected costs of disposal for the billing cycle. The facility shall debit the customer's account for solid waste received at the facility. When a customer's deposit drops below the minimum required by the facility, the facility shall notify the customer who will make an additional deposit sufficient to raise the deposit to the full amount. If the customer lacks sufficient funds on deposit with a facility to cover the costs of disposal, the customer may be denied access to the facility until such time as the account is replenished. The facility shall provide the customer with an invoice containing the information specified at (b)2 above and listing all debits to the customer's cash deposit;

iv. The facility may establish alternate advanced payment billing arrangements subject to Department approval; and

v. If, pursuant to a court order or New Jersey Department of Environmental Protection order, any user shall be permitted to dispose of waste without prepaying the charges therefore, the terms of payment shall be cash payment in full tendered within 10 days of the date the waste was delivered to the facility.

2. The facility may establish, through rules and regulations, procedures by which a customer may open and utilize a charge account.

3. If credit has not been established by a customer or generator, the disposal facility may, with Department approval, request a reasonable deposit as a condition of admittance to the facility. Initial deposits are not to exceed two days estimated charges and the utility shall furnish a receipt to every customer required to make a deposit. If the actual bills of the customer demonstrate that the deposit is either insufficient or excessive, the deposits may be changed in accordance with the facts. After satisfactory credit has been established or upon closing the account, which ever event occurs first, deposits must be returned to the customer with accumulated interest at a rate equal to 400 basis points over the short-term applicable Federal Rate established by the Internal Revenue Service under 26 U.S.C. §1274, in effect on the date of the return of the deposit.

i. Customers who have defaulted in payment of bills may be required to furnish a deposit or increase an existing deposit to secure payment of future bills. The amount of such deposit shall be determined in accordance with the above procedures. If a customer fails to make the required deposit, the disposal facility may deny admittance upon seven days written notice.

ii. Customers having deposits with the disposal facility who fail to pay their bills may have their deposits applied to the balance due and may be required to restore the deposits to the original amount, within a reasonable time period as a condition of admittance.

iii. The disposal facility shall furnish a receipt to each customer who has made a deposit.

iv. Upon closing any account the balance of any deposit remaining after the closing bill for service has been settled shall be returned promptly to the depositor with interest due. Where return of the deposit is made in cash, surrender of the receipt or, in lieu thereof, proof of identity may be required.

4. Non-credit customers disposing of waste shall pay by cash or check before leaving the facility. Cash customers who repeatedly fail to pay their disposal charges in full may not be admitted to the facility until they establish a prepayment or charge account. Any charge customer who has a history of repeatedly leaving the facility without paying may be required to make a prepayment before being allowed to dispose of any solid waste at the facility. The prepayment shall be based on the cubic yard capacity of the vehicle and the type of waste contained within the vehicle in accordance with authorized rates contained in the facility's tariff. This prepayment shall be paid with cash or money order and a refund shall be given the customer after disposal, if appropriate.

7:26H-4.8 Solid waste disposal tariff format

(a) All solid waste disposal utility tariffs shall adhere to the requirements contained in this section.

- 1. All solid waste disposal utility tariffs must conform to the format set forth in N.J.A.C. 7:26H-4.3.
2. Each county from which the utility has been authorized to accept waste for transfer, processing or disposal shall be listed on a separate page and arranged alphabetically.

(b) All public utility material recovery facilities shall use the following steps to convert existing tariff rates:

- 1. The material recovery facility adjustment represents the cost savings realized from a reduction of solid waste by means of manual or mechanical separation of recyclable materials from the waste stream plus any other debits or credits associated with that reduction.
2. The material recovery facility tipping fee shall be derived by utilizing the tipping fee for the county of origin, inclusive of taxes, subtracting the material recovery facility adjustment, adding the processing fee, and multiplying the total by the weight of waste accepted for transfer, processing or disposal.

(c) The material recovery facility tariff rate shall be calculated as follows:

- 1. Tipping fee at county of origin ____/ton.
2. Material recovery facility adjustment ____
3. Processing fee for recycled material ____/ton.
4. Subtract line 2 from line 1 ____
5. Add line 4 to line 3 ____cost/ton.

7:26H-4.9 Solid waste disposal uniform tariff forms

All solid waste disposal utilities shall use the following forms as guides in filing their solid waste uniform tariff.

TARIFF COVER PAGE

1. Application

This Tariff contains the terms and conditions and schedules of rates governing the services furnished by a public utility and holder of a Certificate of Public Convenience and Necessity (#) for the collection and/or disposal of solid waste. The Utility's principal location is:

Street Address
City, State, Zip code
Telephone Number

2. Territory Served

Processing, Transfer and/or Disposal Services are applicable to solid waste received from the Counties of:

By the filing of this Tariff Document, the Utility named above agrees to conform with all rules and regulations promulgated by the District Solid Waste Management Plans and the New Jersey Department of Environmental Protection in accordance with N.J.S.A. 48:13-1 et seq., and N.J.S.A. 13:1E-1 et seq.

TABLE OF CONTENTS

Table with 2 columns: Item and Page. Items include Cover Page, Table of Contents, Terms and Conditions, Hours of operation, Other provisions, Waste types accepted, Unacceptable waste types, Billing and payment procedures, and Schedule of Rates.

STANDARD TERMS AND CONDITIONS

1. Hours and dates of operation:

The utility shall accept wastes and/or operate in accordance with the following schedule:

The utility will not accept wastes or will be closed on the following legal holidays:

2. Other provisions:

3. Acceptable waste types:

4. Unacceptable waste types:

5. Billing and payment procedures:

SCHEDULE OF RATES

RATE SCHEDULE NO. ____

Application in: _____

Waste directed to: _____

Table with 3 columns: TYPE I.D. NUMBER, WASTE DESCRIPTION, and RATE NET OF APPLICABLE TAXES, SURCHARGES AND HOST COMMUNITY BENEFITS. Rows include Municipal Solid Waste and Bulky Waste.

The above rates are exclusive of applicable taxes.

RATE SCHEDULE NO. ____

INTERMEDIATE PROCESSING FACILITY

"For waste type ____ accepted from _____ District; to be processed with residual returned in accordance With N.J.A.C. 7:26-2.11, 2.13, and 2B.9."

Type I.D. Number	County Rate +	Processing Mrf Fee -	Mrf Adjustment =	Rate	
10	Municipal Solid Waste	\$__	\$__	\$(__)	\$__
13	Bulky Waste	\$__	\$__	\$(__)	\$__ etc.

The above rates are inclusive of all applicable taxes.

7:26H-4.10 In-lieu payment rates for solid waste

All solid waste facilities identified in N.J.A.C. 7:26-6 as disposal facilities to which a waste flow has been directed may file with the Department an initial tariff for special in-lieu payment applicable to transfer stations and materials recovery facilities. Should this optional tariff be pursued, said tariff must be calculated to enable the disposal facility to recover all costs of debt service, administrative cost, depreciation and anticipated equity return which represents the costs the disposal facility would have recovered if the waste had been received excluding the cost of disposing of such waste.

New Rule, R.1993 d.508, effective October 19, 1993.
See: 24 N.J.R. 3286(c), 25 N.J.R. 4763(a).
Recodified from 14:11-7.10 by R.1996 d.253, effective June 3, 1996.
See: 28 N.J.R. 78(a), 28 N.J.R. 247(a), 28 N.J.R. 1147(a), 28 N.J.R. 2908(a).

7:26H-4.11 Petitions for special in-lieu payment tariff provision

(a) The following pertain to petitions by designated district disposal facility for special in-lieu payments:

1. An initial tariff for special in-lieu payments applicable to transfer stations and materials recovery facilities submitted pursuant to N.J.A.C. 7:26H-4.10 shall conform to the filing requirements of N.J.A.C. 7:26H-4.7, to the extent applicable.

2. Notice of the initial tariff shall be provided to the solid waste implementing agencies of all other districts in the State of New Jersey, and to all solid waste disposal facilities to which a waste flow has not been directed and which are registered with the Department.

3. No initial special in-lieu payment tariff shall become effective until the Department shall have approved same, by order, in writing.

(b) The following pertain to petitions by permitted solid waste flow facilities to which a waste flow has not been directed, for special in-lieu payments:

1. Any permitted solid waste facility which processes and transfers a solid waste stream in accordance with N.J.A.C. 7:26-2B.9 may petition the Department for an order requiring that one or more designated district facilities file a special in-lieu payment tariff or show cause why the presence of special circumstances, such as risks of financial or environmental harm, warrant an exemption from the special in-lieu payment tariff provision.

2. Notice of the petition shall be provided to the solid waste implementing agencies of all districts from which the petitioner is requesting a tariff filing, to the solid waste implementing agency of the district in which the petitioner is located and to all other solid waste disposal facilities to which a waste flow has not been directed and which are registered with the Department.

3. Affected districts and any other interested parties shall submit responses to the petition requesting an order mandating a special in-lieu payment tariff within 15 days of receipt of the notice from petitioner. After evaluation of the responses, the Department shall issue an order determining whether the petitioner's request is contested. If it is so determined, the Department shall issue an order that all filings be transmitted to the Office of Administrative Law for an Initial Decision on both the accounting of the special in-lieu payment tariff that should be mandated for the district and any special circumstances warranting exemption. In the event that the petitioner's filing is not contested, an order shall be issued granting the district 10 days to submit the initial tariff sheet in accordance with N.J.A.C. 7:26H-4.11(a).

SUBCHAPTER 5. SOLID WASTE COLLECTION REGULATORY REFORM

7:26H-5.1 Purpose

(a) The purpose of this subchapter is to:

1. Establish rules and procedures for regulatory reform and the eventual termination of traditional public utility rate regulation of the solid waste collection industry; and

2. Establish a responsible State supervisory role to ensure safe, adequate and proper solid waste collection service at competitive rates.

Law Review and Journal Commentaries

Environmental Law—Solid Waste. P.R. Chenoweth, 138 N.J.L.J. 72 (1994).

7:26H-5.2 Authority

These rules are promulgated pursuant to the authority vested in the Department by N.J.S.A. 48:13A et seq., 13:1E-1 et seq., 48:2-21 and 48:13A-7.1 et seq. and shall be construed in conformity with, and not in derogation of, such statutes.

Amended by R.1996 d.253, effective June 3, 1996.
See: 28 N.J.R. 78(a), 28 N.J.R. 247(a), 28 N.J.R. 1147(a), 28 N.J.R. 2908(a).

7:26H-5.3 Scope

These rules shall govern the pricing practices of the solid waste collection industry and will provide for the compilation of data to monitor the extent and effect of competition in the solid waste collection industry.

7:26H-5.4 Rates

(a) No solid waste collector shall charge or receive rates or charges for solid waste collection service which are greater than or less than rates or charges that would result from effective competition.

(b) Upon expiration of the transition period a solid waste collector shall have the discretion to adjust their service charges to a sum which shall result in competitive pricing. During and after the transition period, the Department, within its authority pursuant to the Act, shall supervise the solid waste collection industry to promote effective competition and prohibit anti-competition practices of undercharging and overcharging.

(c) Notwithstanding the requirements of (a) and (b) above, the provisions of N.J.S.A. 48:13A-7.8 and N.J.S.A. 48:13A-7.9 shall not apply to any solid waste collector transporting C&D waste exempted from the waste flow requirements pursuant to N.J.A.C. 7:26-6.3(a)9.

Emergency amendment R.1996 d.114, effective January 26, 1996 (operative January 29, 1996; to expire March 26, 1996).

See: 28 N.J.R. 1305(a).

Adopted concurrent proposal, R.1996 d.202, effective March 26, 1996.

See: 28 N.J.R. 1305(a), 28 N.J.R. 2380(a).

Changes upon adoption effective May 6, 1996.

Added (c).

Amended by R.1996 d.253, effective June 3, 1996.

See: 28 N.J.R. 78(a), 28 N.J.R. 247(a), 28 N.J.R. 1147(a), 28 N.J.R. 2908(a).

7:26H-5.5 Definitions

The following words and terms, when used in this subchapter, shall have the following meanings, unless the context clearly indicates otherwise.

“Act” means P.L. 1991, c.381, known as the Solid Waste Collection Regulatory Reform Act.

“CPI” means the averaged Consumer Price Index as reported by the United States Department of Labor, Bureau of Labor Statistics for the New York Urban and Philadelphia area for all urban consumers for the calendar year period just ended.

“Materials recovery” means the processing and separation of solid waste utilizing manual or mechanical methods for the purpose of recovering recyclable materials for disposition and recycling prior to the disposal of the residual solid waste at an authorized solid waste facility.

“Materials recovery facility” means a transfer station or other authorized solid waste facility at which nonhazardous solid waste, which materials is not source separated by the generator thereof prior to collection, is received for on-site processing and separation utilizing manual or mechanical

methods for the purposes of recovering recyclable materials for disposition and recycling prior to the disposal of the residual solid waste at an authorized solid waste facility.

“Rate bands” means the minimum/maximum parameters established under N.J.A.C. 14:3-11.7(c) by which a solid waste collector may adjust the service fee of their uniform tariff during the transition period.

“Septic waste” means pumping from septic tanks and cesspools, but shall not include wastes from a sewage treatment plant.

“Solid waste” means garbage, refuse, and other discarded material resulting from industrial, commercial and agricultural operations, and from domestic and community activities, and shall include all other waste materials including liquids, except for solid animal and vegetable wastes collected by swine producers licensed by the State Department of Agriculture to collect, prepare and feed such wastes to swine on their own farms.

“Solid waste collection” means the activity related to pickup and transportation of solid waste from its source or location to an authorized solid waste facility, but does not include activity related to the pickup, transportation or unloading of septic waste.

“Solid waste collection services” means the services provided by persons engaging in the business of solid waste collection.

“Solid waste collector” means a person engaged in the collection of solid waste and holding a certificate of public convenience and necessity pursuant to sections 7 and 10 of P.L. 1970, c.40 (N.J.S.A. 48:13A-6 and 48:13A-9).

“Solid waste disposal” means the storage, treatment, utilization, processing or final disposal of solid waste.

“Solid waste disposal services” means the services provided by persons engaging in the business of solid waste disposal.

“Solid waste facility” means and includes the plants, structures and other real and personal property acquired, constructed or operated or to be acquired, constructed or operated by any person pursuant to the provisions of P.L. 1970, c.39 (N.J.S.A. 13:1E-1 et seq.) or any other act, including transfer stations, incinerators, resource recovery facilities, sanitary landfill facilities or other plants for the disposal of solid waste, and all vehicles, equipment and other real and personal property and rights therein and appurtenances necessary or useful and convenient for the collection or disposal of solid waste in a sanitary manner.

“Transition period” means the 48 month successive period commencing on April 14, 1992 and terminating on April 13, 1996.

“Transition year” means the successive 12-month period commencing on April 14 of that year. The first transition year commences April 14, 1992.

“Uniform tariff” means a tariff filed in the form required by N.J.A.C. 14:11-7.8, using the component rate structures and formulas provided by N.J.A.C. 14:11-7.7 and 7.8(b) through (d) and containing the certification required by N.J.A.C. 14:11-7.8(e).

Amended by R.1996 d.253, effective June 3, 1996.
See: 28 N.J.R. 78(a), 28 N.J.R. 247(a), 28 N.J.R. 1147(a), 28 N.J.R. 2908(a).

7:26H-5.6 Annual fee

(a) Every solid waste collector shall pay an annual fee of \$100.00. The annual fee shall be paid within 30 days from the date of the invoice issued by the Department. The annual fee will cover part of the costs of supervising the solid waste collection industry. The annual fee is in addition to the annual assessment required by N.J.S.A. 48:2-59 et seq.

(b) All checks for payment of the fees and charges established pursuant to (a) above shall be made payable to the order of the Treasurer, State of New Jersey.

1. Payments of such fees and charges shall be mailed to New Jersey Department of Environmental Protection, Bureau of Revenue, 428 East State Street-4th Floor, CN 402, Trenton, New Jersey 08625-0402.

(c) Nonpayment of the annual fee set forth in (a) above shall result in suspension or revocation of the Certificate of Public Convenience and Necessity, subject to the notice and hearing requirements of N.J.S.A. 52:14B-9.

Amended by R.1996 d.253, effective June 3, 1996.
See: 28 N.J.R. 78(a), 28 N.J.R. 247(a), 28 N.J.R. 1147(a), 28 N.J.R. 2908(a).

7:26H-5.7 Rate adjustments

(a) The following pertain to disposal costs adjustments:

1. Before a solid waste disposal facility may implement an initial rate or revised rate, whether interim or final, granted by order of the Department, such solid waste disposal facility shall give at least 14 days written notice of such initial or revised rate to all solid waste collectors authorized to use such solid waste disposal facility. Said notice shall be mailed to each collector and posted at the facility. The 14 day written notice requirement described above shall not apply to rate adjustments for Type 13C waste implemented during the effective period of these rules. The solid waste disposal facility shall post, in a conspicuous place at the facility, the rates applicable to Type 13C waste.

2. In the event of a decrease in disposal rates or charges received at an authorized solid waste facility, a solid waste collector may adjust its rate or charges by the full amount of such decrease.

3. In the event of an increase in disposal rates or charges received at an authorized solid waste facility, a solid waste collector may adjust its rates or charges by the full amount of such increase.

4. Before a solid waste collector may implement a rate adjustment, every customer affected thereby shall receive 10 days prior written notice of the adjustment, which notice shall include:

- i. The date on which the adjustment become effective;
- ii. The amount of the new rates and charges; and
- iii. A statement that customers have the right at any time, unless contractually obligated by a service agreement, to choose an alternate solid waste collector and that collection services are available to customers on a competitive basis.

(b) The following pertain to contracts of sale for collection services:

1. In every instance where a solid waste collector enters into a contract or agreement with a customer or government entity for the provision of collection services such solid waste collector shall file with the Department, Division of Solid and Hazardous Waste, two copies of the proposed contract.

2. All contracts for residential service entered into pursuant to this subsection shall contain a provision which permits the party contracting to receive collection services to terminate such contract upon 30 days written notice.

3. In the event a solid waste collector contracts with a municipal governing body, as defined by N.J.S.A. 40A:11-2(2)(b), for the provision of municipal solid waste collection services, which contract must be publicly bid pursuant to N.J.S.A. 40A:11-4, such contract is not subject to the provisions of (e)2 and 3 above.

i. If a solid waste collector enters into a contract or agreement with a municipal governing body for municipal solid waste collection service in a territory in which the successful bidder is currently tariffed to provide service, the successful bidder shall file Uniform Tariff Sheet(s) within 21 days of the award of the contract which state that “Provision of service for the municipality of (collector to provide the name of municipality) is authorized by operation of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., as outlined in the contract on file with the New Jersey Department of Environmental Protection, Division of Solid and Hazardous Waste, CN 414, Trenton, New Jersey 08625-0414.” The collector shall file two copies of the contact with the Department.

ii. If a solid waste collector enters into a contract or agreement with a municipal governing body for municipal solid waste collection service which would be in an expanded service area, the successful bidder shall file, within 21 days of the award of the contract, the initial Uniform Tariff Sheet(s) for that expanded service area only which state that "Provision of service in this County for the municipality of (collector to provide the name of the municipality) is authorized by operation of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., as outlined in the contract on file with the New Jersey Department of Environmental Protection, Division of Solid and Hazardous Waste, CN 414, Trenton, New Jersey 08625-0414." The solid waste collector shall file two copies of the contract with the Department.

Emergency amendment R.1996 d.114, effective January 26, 1996 (operative January 29, 1996; to expire March 26, 1996).

See: 28 N.J.R. 1305(a).

Adopted concurrent proposal, R.1996 d.202, effective March 26, 1996.

See: 28 N.J.R. 1305(a), 28 N.J.R. 2380(a).

Amended by R.1996 d.253, effective June 3, 1996.

See: 28 N.J.R. 78(a), 28 N.J.R. 247(a), 28 N.J.R. 1147(a), 28 N.J.R. 2908(a).

Case Notes

Rules promulgated under the Solid Waste Collection Regulatory Reform Act were not vague. *Waste Management of Cent. Jersey, Inc. v. State, Dept. of Environmental Protection and Energy*, 278 N.J.Super. 56, 650 A.2d 379 (A.D.1994).

Preventing new entrants from using solid waste collection rate bands during transition year in which they entered market was permissible. *Waste Management of Cent. Jersey, Inc. v. State, Dept. of Environmental Protection and Energy*, 278 N.J.Super. 56, 650 A.2d 379 (A.D.1994).

Solid waste collection contract rules were proper. *Waste Management of Cent. Jersey, Inc. v. State, Dept. of Environmental Protection and Energy*, 278 N.J.Super. 56, 650 A.2d 379 (A.D.1994).

7:26H-5.8 Refunds

(a) If the Department orders a solid waste collector to pay a refund pursuant to N.J.S.A. 48:13A-7.10b(2), the solid waste collector shall pay said refund, plus simple interest at a rate equal to 400 basis points over the short-term applicable Federal Rate established by the Internal Revenue Service under 26 U.S.C. § 1274, in effect on the date of the order.

(b) Any solid waste collector whose rates or charges have been adjusted pursuant to N.J.S.A. 48:13A-7.10b(2) shall file with the Department, revised Uniform Tariff sheet(s).

(c) Whenever a solid waste collector implements an adjustment pursuant to (b) above, every customer affected thereby shall receive 10 days prior written notice of the adjustment, which notice shall include:

1. The date on which the adjustment becomes effective;
2. The amount of the new rates and charges;

3. A copy of the applicable rate schedule; and

4. A statement that customers have the right at any time to choose an alternate solid waste collector and that collection services are available to customers on a competitive basis.

(d) Unless otherwise ordered by the Department, any refund requirement to be made pursuant to N.J.S.A. 48:13A-7.10(b)2 shall be by bill credit to current customers affected by the excessive rates, and by refund check to former customers affected by the excessive rates in the first billing cycle subsequent to entry of the final Department order.

Amended by R.1996 d.253, effective June 3, 1996.

See: 28 N.J.R. 78(a), 28 N.J.R. 247(a), 28 N.J.R. 1147(a), 28 N.J.R. 2908(a).

7:26H-5.9 Monitoring effective competition; records

(a) All books, records, accounts, documents and other writings relating to the business of solid waste collection, including accident reports, annual reports and customer lists, shall be created and maintained in accordance with the requirements of N.J.A.C. 7:26H-1.20.

(b) Every utility engaged in solid waste collection shall prepare and submit, on or before the date established by the Department each year, an annual report in accordance with the requirements of N.J.A.C. 7:26H-1.19.

(c) Every utility engaged in solid waste collection shall file and maintain customer lists in accordance with the following:

1. By June 3, 1997, every solid waste collector shall prepare and submit on or before the date established by the Department, a complete list, made under oath, of all residential, commercial, industrial and institutional customers.

i. The list of residential customers shall be subdivided by municipality. Within each municipality, the customers shall be sequentially numbered and set forth in numerical order by street address and the streets set forth in alphabetical order. The list shall include each customer's complete name and service address and billing address, if different than the service address, as of December 31, of the preceding year.

ii. The list of commercial, industrial or institutional customers shall be set forth as in (c)1i above and, in addition, shall include for each customer the rate schedule(s) applied, frequency and type of service supplied, and number of containers and the size of each.

iii. Utilities who did not provide solid waste collection service to any customer in New Jersey during the preceding year or who provided only solid waste collection or transportation service to customers outside the State of New Jersey should report the type of activity

performed and state that they provided no solid waste collection or transportation service to any customer in New Jersey.

iv. Utilities who provide service on an "on-call" basis shall provide a list of those customers who have been provided on-call service more than one time during the preceding year, even though the service locations may vary in the preceding year.

v. Customer list formats are as follows:

(1) MODEL RESIDENTIAL CUSTOMER LIST FORMAT

Customer #	Name	Address
1.	ABC	One A Street, Allentown, NJ 10000
2.	DCE	One B Street, Allentown, NJ 10000
1.	FGH	One A Street, Basking Ridge, NJ 20000
2.	IJK	One B Street, Basking Ridge, NJ 20000

(2) MODEL COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL CUSTOMER LIST FORMAT

Customer #	Name	Address
1.	ABC	One A Street, Allentown, NJ 10000
RATE SCHEDULE(S) APPLIED:		FREQUENCY AND TYPE OF SERVICE/PER PULL:
No. 10 Waste NUMBER AND SIZE OF CONTAINER:		2 x Week/Roll Off
2-8 Cubic Yard		

2. In each year following, every solid waste collector required to submit a customer list pursuant to (c)1i through iv above shall submit an update of its customer list on a quarterly basis. The update shall contain the following information:

i. The exact number of all residential, commercial, industrial and institutional customers serviced by the collector during the preceding quarter;

ii. For each class of customer, including on-call roll-off customers, specify the type of collection service supplied and the geographic area; and

iii. If a change occurs in the total number of residential, commercial, industrial, or institutional customers serviced in the preceding quarter, the collector shall provide the Department with a list of every customer by type of collection service and service area that was added to or dropped from the solid waste collector's customer list during the preceding quarter. The customer list update shall include the following:

(1) For each municipality, on a sheet entitled "Residential Customer List Update—added customers", list every new residential customer, by address, and list the streets in alphabetical order. The list shall include each customer's complete name and service address and billing address, if different than the service address (including post office box, zip code and any other identifying data) as of the last day of the preceding quarter.

(2) For each municipality, on a sheet entitled "Residential Customer List Update—deleted customers", list every deleted residential customer by street address, and list the streets in alphabetical order. The list shall include each customer's complete name and service address and billing address, if different than the service address (including post office box, zip code and any other identifying data) as of the last day of the preceding quarter.

(3) For every commercial, industrial or institutional customer added, on a sheet entitled "Commercial, Industrial and Institutional Customer List—added customers", set forth the name and address of each added customer, the frequency and type of service supplied, the number of containers and the size of each.

(4) For every commercial, industrial or institutional customer dropped, on a sheet entitled "Customer, Industrial and Institutional Customer List—deleted customers", set forth the name and service address and billing address, if different than the service address, of each deleted customer, the frequency and type of service supplied, the number of containers and the size of each.

iv. In the event that a utility reporting in accordance with (c)1iii above does become active and provides solid waste collection or transportation service to any customer, the utility shall report the exact number of all residential, commercial, industrial and institutional customers serviced by the utility and for each customer, including on-call, roll-off customers, set forth the name and service address and the billing address, if different from the service address, the service area and the type of collection service provided during the previous quarter.

v. Solid waste collectors shall submit quarterly updates to the following address within 20 days of the end of each calendar quarter:

New Jersey Department of Environmental Protection
 Division of Solid and Hazardous Waste
 CN 414
 Trenton, New Jersey 08625-0414

3. The Department, in its discretion, may direct a solid waste collector to submit a complete customer list pursuant to N.J.S.A. 48:13A-7.17(e).

4. Each solid waste collection utility shall maintain customer lists in the form prescribed in (c)1v above, in writing or on systems approved by the Department, and shall make such customer lists available for inspection by representatives of the Department at any time during normal business hours.

(c) All specifications for the performance of residential waste collection from single and multi-family homes shall include the following information:

1. The number of residences requiring service or the actual number of pick-ups;
2. The type of waste containers that will be used, options to include, but need not be limited to, individual waste containers;
3. The location of waste containers on the premises on collection day (curbside, rear yard, etc.);
4. The frequency of collection in the number of collections per week; month; and year and the days on which collection is to occur; and
5. The types of waste(s) that will be collected and any excluded wastes.

(d) All specifications for the performance of residential waste collection from apartment and/or condominium complexes shall include the following information:

1. The name and address or location of each pick-up location;
2. The type of waste containers that will be used, options to include, but need not be limited to, individual waste containers, front-end containers, rear-end containers, or roll-off containers;
3. The location of waste containers on the premises on collection day;
4. The frequency of collection in collections per week; month; and year and the days on which collection is to occur;
5. The type of waste(s) that will be collected and any excluded wastes; and
6. The party responsible for providing the required containers.

(e) All specifications for the performance of commercial waste collection from wholesale, retail or service establishments and/or the performance of institutional waste collection from hospitals, research institutions and public buildings shall include the following information:

1. The name and address or location of each pick-up location;
2. The type of waste containers that will be used, options to include, but need not be limited to, individual waste containers, front-end containers, rear-end containers, or roll-off containers;
3. The location of waste containers on the premises on collection day;
4. The frequency of collection in collections per week; month; and year and the days on which collection is to occur;

5. The type of waste(s) that will be collected and any excluded wastes; and

6. The party responsible for providing the required containers.

(f) Where collection services other than those listed and described above are to be included in the contract, the contracting unit shall provide the following information in the work specifications:

1. A detailed description of each type of collection service, examples include but are not limited to: litter containers; yard waste bulky waste; municipal buildings; and on-call roll-off service;
2. The name and address or location of each pick-up location;
3. The type of waste containers that will be used, options to include, but need not be limited to, individual waste containers, front-end containers, rear-end containers, or roll-off containers;
4. The location of waste containers on the premises on collection day;
5. The frequency of collection in collections per week; month; and year and the days on which collection is to occur;
6. The type of waste(s) that will be collected and any excluded wastes;
7. The party responsible for providing the containers required;
8. Weight in tons or pounds of that particular kind of waste that have been generated in the past three years and projections for the life of the contract; and
9. Any additional information that will be useful for the bidder to properly evaluate the services to be provided.

(g) All bid specifications should include the following information describing the service area:

1. The population at the time of the request for bid proposals and any projections for population increases or decreases over the life of the contract;
2. Seasonal fluctuations in population, if any;
3. If any residential waste will be collected under the contract, the amount by weight in pounds or tons of residential waste generated, collected and disposed of in the service area in each 12 month period for the last three years;

4. If any commercial waste will be collected under the contract, the amount by weight in pounds or tons of commercial waste generated, collected and disposed of in the service area in each 12 month period for the last three years;

5. If any commercial waste will be collected under the contract, the amount by weight in pounds or tons of institutional waste generated, collected and disposed of in the service area in each 12 month period for the last three years;

6. The amount by weight in pounds or tons and waste type of any other type of waste to be collected under the contract in each 12 month period for the last three years; and

7. Projections for future waste generation over the term of the contract.

7:26H-6.13 Conditions for curbside and rear yard collection

(a) Unless otherwise specified in this section, individual waste containers shall be plastic or metal receptacles or bags not to exceed 30 gallons in size or 50 pounds in weight when filled, but may be greater than 30 gallons in size or 50 pounds in weight when filled, in the instance where a mechanical lifting device is utilized in the tipping of the individual waste container. Individual waste containers shall be equipped with two carrying handles.

(b) For curbside collection, containers should be left on the curb, but in the event that this is not possible, shall be placed no further than 20 feet from the curb.

(c) For curbside and rear yard collection, the contractor shall have safe and reasonable access to waste containers.

(d) The contractor is not required to enter a locked gate to remove waste containers.

(e) The contractor is not required to render service if the presence of any interference prevents access to waste containers and/or poses a threat to the contractor or the contractor's employees or agents.

(f) Waste containers that are stored in any of the following shall not be eligible for collection:

1. Under porches or other structures of a similar nature or kind;
2. On porches or other parts of the dwelling; and
3. In other areas not readily available or visible from the public sidewalk.

(g) The contracting unit shall notify all customers within the service area(s) of the conditions in (a) through (f) above and the consequences for failing to comply with those conditions. If the contractor is unable to pick-up waste in accordance with the collection schedule due to customer violation of any of the conditions in (a) through (f) above, the contracting unit shall not hold the contractor responsible. The contractor shall make the pick-up as soon as possible once the problem that prevented pick-up is rectified.

7:26H-6.14 Authorized disposal facility

(a) All waste collected within the municipality shall be disposed in accordance with the applicable District Solid Waste Management Plan.

(b) The contracting unit may designate another disposal facility in accordance with the District Solid Waste Management Plan and/or any waste flow orders or in the event that the designated disposal facility is unable to or prohibited from accepting waste from a particular municipality.

(c) The contractor may utilize a materials recovery facility for intermediate processing as long as the residue is disposed of in a manner consistent with N.J.A.C. 7:26-2B.9.

7:26H-6.15 Additional terms and conditions

(a) The contractor shall maintain telephone service attended by an employee of the contractor during scheduled hours of collection, on all collection days. The contractor's telephone number shall be in service prior to the commencement of service and the contracting unit shall be responsible for publishing the number in the same manner it publishes the telephone numbers of all providers of governmental services.

(b) The contractor shall promptly and properly attend to all complaints of residents and all notices, directives and orders of the contract administrator within 24 hours of the receipt of same. The contractor shall keep a record of complaints and the date and time of the responses to such complaints, as well any action taken. A written summary of all complaints and responses shall be provided to the contract administrator each month.

(c) The contractor shall ensure that no agent or employee shall solicit or be permitted to receive gratuities of any kind for any of the work or services provided in connection with the contract.

(d) All collection vehicles shall be compaction type, completely enclosed and watertight. Subject to the prior approval of the contract administrator, the contractor may employ equipment other than compaction type vehicles on streets whose width precludes the use of such vehicles. The contractor shall specify whether the vehicles are side, front or rear loading.

(e) The contractor shall maintain all collection vehicles in good working order and shall ensure that no collection vehicle is used in such a manner that littering and spillage of solid waste occurs. The contract administrator may inspect the contractor's collection vehicles during the term of the contract to ensure that the collection vehicles are being operated and maintained in accordance with the requirements of this subsection. The contractor shall comply with all reasonable requests to inspect collection vehicles and shall comply with the contract administrator's requests relative to the maintenance, cleanliness and repair of the collection vehicles. Failure to respond to reasonable requests to inspect shall constitute a breach of contract and may result in termination of the contract. Upon contractor's failure to respond to reasonable requests regarding maintenance, cleanliness and repair of a collection vehicle, the contract administrator shall have the right to order the non-conforming collection vehicle out of service. In such event, the contractor shall provide, at its sole cost and expense, a conforming vehicle.

7:26H-6.16 Invoice and payment procedures

(a) The contractor shall submit all invoices for collection and disposal services in accordance with the following requirements:

1. The contractor shall submit an invoice to the contracting unit for services rendered no more than 30 days from the end of the preceding calendar month or "billing month"; and
2. Where the contractor has paid the costs of disposal, the contractor shall submit a separate invoice to the contracting unit for reimbursement no more than 30 days from the end of the preceding calendar month or "billing month".

(b) The governing body shall pay all invoices within 30 days of receipt; provided however, the governing body shall not be obligated to pay a defective invoice until the defect is cured by the contractor. The governing body shall have 30 days from the date of receipt of the corrected invoice to make payment.

(c) All invoices for collection shall include the following information or be deemed defective:

1. The date of the invoice;
2. The amount of the invoice;
3. The time period for which service is rendered; and
4. The type of collection service rendered.

(d) All invoices for reimbursement for the costs of disposal shall include the information listed above at (c) and in addition shall contain the following or be deemed defective:

1. The number and type of vehicle used for collection in the governing body for that billing month;

2. The number of cubic yards and the tonnage of the material disposed of each day during the billing month; and

3. Monthly receipts issued by the disposal facility showing:

- i. The dates of delivery;
- ii. The origin of the waste;
- iii. The vehicle license plate number(s);
- iv. The total number or cubic yards and the tonnage of the material disposed of during the billing month; and
- v. The authorized tipping rate plus an itemized list of all taxes and surcharges.

(e) Where the contracting unit will be invoiced directly by the disposal facility for the costs of disposal of solid waste collected pursuant to collection contract, the contractor shall submit to the contracting unit all monthly receipts issued by the disposal facility, as described in (d)3 above.

7:26H-6.17 Insurance requirements

(a) If a contract is awarded, the contractor shall be required to purchase and maintain during the life of the contract, comprehensive general and contractual liability insurance, comprehensive automobile liability insurance and workers' compensation insurance with limits of not less than the following:

1. For workers' compensation, unlimited coverage and in accordance with New Jersey statutes for employer's liability;

2. For comprehensive general and contractual liability insurance coverage, the policies to include personal liability, property, contractual liability, explosion, collapse and underground hazard coverage, and completed operations coverage for the term of the contract, bodily injury liability limits of \$1,000,000 each person and property damage liability limits of \$3,000,000 each occurrence; and

3. For comprehensive automobile liability insurance coverage, bodily injury liability limits of \$500,000 each person and \$1,000,000 each occurrence, and property damage liability limits of \$1,000,000 each occurrence.

(b) The insurance certificate shall list the governing body as additional insured on the comprehensive general contractual liability, automobile liability, and umbrella policies.

(c) Each insurance policy shall contain a provision stating that neither the insured, nor the insurer may cancel, materially change, or refuse renewal without 30 days prior written notice to the contract administrator. All insurance required pursuant to (a) above shall remain in full force and effect until the final contract payment.

(d) Each insurance policy shall provide that neither the contractor, nor its insurer, shall have any right to subrogation against the governing body. Each insurance policy shall provide primary coverage for any and all losses and shall be drafted so as to protect all of the parties.

(e) Certificates of insurance shall be delivered to the contract administrator at the time designated by the contracting unit provided however, that the time so designated shall be after the contract is awarded and prior to the commencement of performance.

7:26H-6.18 Recycling

(a) The contracting unit may, at its option, request bid proposals for the collection of recyclable materials together with its request for proposals for solid waste collection and disposal services.

(b) The form and content of the bid specifications for recycling collection services may follow the requirements of this subchapter as set forth in Appendix A.

APPENDIX A

Wording of the Uniform Bid Specifications

(a) The requirements concerning the wording of the uniform bid specifications are as follows:

1. All requests for bid proposals for municipal solid waste collection services shall conform to the form contained herein, except that instructions in brackets are to be replaced with the relevant information and the brackets deleted; and

2. The forms provided are mandatory, all other forms shall be provided by the contracting unit in accordance with the provisions of this subchapter.

[CONTRACTING UNIT]
UNIFORM BID SPECIFICATIONS
SOLID WASTE
[AND RECYCLABLE MATERIALS]
COLLECTION SERVICE

1. INSTRUCTIONS TO BIDDERS

1.1. THE BID

The [CONTRACTING UNIT] is soliciting bid proposals from solid waste collectors interested in providing solid waste collection and/or disposal services for a period of [] year(s), to commence on [MONTH, DAY, YEAR] and ending on [MONTH, DAY, YEAR], in accordance with the terms of these Bid Specifications and N.J.A.C. 7:26H-6 et seq.

1.2. CHANGES TO THE BID SPECIFICATIONS

Notice of revisions or addenda to advertisements or bid documents relating to bids will, no later than five days, Saturdays, Sundays and holidays excepted, prior to the date for acceptance of bids, be published in the [NAME OF LEGAL NEWSPAPER CIRCULATING IN THE COUNTY OR MUNICIPALITY], and in the [NAME OF NEWSPAPER OF GENERAL CIRCULATION PUBLISHED IN THE STATE].

1.3. BID OPENING

All bid proposals will be publicly opened and read by the [TITLE OF OFFICIAL] at [IDENTIFY THE TIME AND PLACE INDICATED IN THE ADVERTISED NOTICE TO BIDDERS]. Bids must be delivered by hand or by mail to the [TITLE OF OFFICIAL] no later than [TIME AND DATE]. All bid proposals will be date and time stamped upon receipt. Bidder is solely responsible for the timely delivery of the bid proposal and no bids shall be considered which are presented after the public call for receiving bids. Any Bid Proposal received after the date and time specified will be returned, unopened, to the bidder.

1.4. DOCUMENTS TO BE SUBMITTED

The following documents shall be submitted by every bidder at the time and date specified in the public notice to prospective bidders:

1. Certified photo-copies of bidder's certificate of public convenience and necessity and an approval letter issued in conformance with N.J.S.A. 13:1E-126;

2. Questionnaire setting forth experience and qualifications;

3. Bid Guarantee in the form of a bid bond, certified check or cashier's check in the amount of 10% of the total amount of the bid proposal, not to exceed \$20,000; payable to the [GOVERNING BODY];

4. Non-collusion affidavit;

5. Stockholder statement of ownership;

6. Certificate of surety; and

7. Bid Proposal.

All of the foregoing shall be submitted in accordance with the instructions hereinafter contained. The division of the Bid Specifications into parts is merely for convenience and ready reference; all parts of the Bid Specifications constitute a single document.

2. DEFINITIONS

"Bid proposal" means all documents, proposal forms, affidavits, certificates, statements required to be submitted by the bidder at the time of the bid opening.

“Bid guarantee” means the bid bond, cashier’s check or certified check submitted as part of the bid proposal, payable to the contracting unit, ensuring that the successful bidder will enter into a contract.

“Bid specifications” means all documents requesting bid proposals for municipal solid waste collection services contained herein.

“Certificate of insurance” means a document showing that an insurance policy has been written and includes a statement of the coverage of the policy.

“Collection site” means the location of waste containers on collection day.

“Collection source” means a generator of designated collected solid waste to whom service will be provided under the contract.

“Consent of surety” means a contract guaranteeing that if the contract is awarded, the surety will provide a performance bond.

“Contract” means the written agreement executed by and between the successful bidder and the governing body and shall include the bid proposal, and the bid specifications.

“Contract administrator” is the person authorized by the contracting unit to procure and administer contracts for solid waste collection services.

“Contracting unit” means a municipality or any board, commission, committee, authority or agency, and which has administrative jurisdiction over any district other than a school district, project, or facility, included or operating in whole or in part, within the territorial boundaries of any county or municipality which exercise functions where are appropriate for the exercise by one or more units of local government, and which has statutory power to make purchases and enter into contracts or agreements for the performance of any work of the furnishing or hiring of any materials or supplies usually required, the costs or contract price of which is to be paid with or out of public funds.

“Contractor” means the lowest responsible bidder to whom award of the contract shall be made.

“Designated collected recyclable material” means [LIST DESIGNATED RECYCLABLE MATERIALS HERE AND IDENTIFY ORDINANCE OF THE GOVERNING BODY, IF APPLICABLE].

“Designated collected solid waste” means solid waste types [WASTE IDENTIFICATION NUMBER(S)]. Designated collected solid waste shall not consist of recyclable materials, hazardous waste, or solid animal and vegetable wastes collected by swine producers licensed by the State Department of Agriculture to collect, prepare and feed such waste to swine on their own farms.

“Disposal facility” means those sites designated in the [DISTRICT] Solid Waste Management Plan for use by the [CONTRACTING UNIT].

[IDENTIFY NAME AND ADDRESS OF AUTHORIZED DISPOSAL FACILITY(S) THAT ACCEPT THE TYPES OF WASTE THAT WILL BE COLLECTED PURSUANT TO THE CONTRACT]

“Governing body” means the governing body of the municipality, when the contract or agreement is to be entered into by, or on behalf of a, municipality as further defined at N.J.A.C. 40A:11-2.

“Holiday” means a regularly scheduled collection day on which the authorized Disposal Facilities are closed, including:

[LIST HOLIDAYS ON WHICH THE DISPOSAL FACILITIES IDENTIFIED ABOVE AT SECTION I, PART J WILL BE CLOSED]

“Legal newspaper” means the [NAME OF THE NEWSPAPER SELECTED BY THE CONTRACTING UNIT FOR PUBLISHING OFFICIAL NOTICES AND ADVERTISEMENTS FOR BIDS].

“Proposal forms” mean those forms that must be used by all bidders to set forth the prices for services to be provided under the contract.

“Service Area” means the geographic area described in Section IV herein. The service area(s) is(are) as follows:

[DESCRIBE GEOGRAPHIC BOUNDARIES OF THE CONTRACTING UNIT OR OF INDIVIDUAL DISTRICTS IN THE CONTRACTING UNIT. MAPS IDENTIFYING THE SERVICE AREA SHOULD BE ATTACHED IF SUCH MAPS WILL CLARIFY THE SERVICE AREA]

“Surety” means a company that is duly certified to do business in the State of New Jersey and that is qualified to issue bonds in the amount and of the type and character required by these specifications.

3. BID SUBMISSION REQUIREMENTS

3.1. BID PROPOSAL

A. Each document in the bid proposal must be properly completed in accordance with N.J.A.C. 7:26H-6.5. No bidder shall submit the requested information on any form other than those provided in these bid specifications.

B. Bid Proposals shall be hand delivered or mailed in a sealed envelope, and the name and address of the bidder and the name of the bid as set forth in the Public Advertisement for Bids must be written clearly on the outside of the sealed envelope. No bid proposal will be accepted past the

date and time specified by the [CONTRACTING UNIT] in the advertisement for bids.

C. Each bidder shall sign, where applicable, all bid submissions as follows:

1. For a corporation, by a principal executive officer;
2. For a partnership or sole proprietorship, by a general partner or the proprietor respectively; or
3. A duly authorized representative if:
 - a. The authorization is made in writing by a person described in sections 1 and 2 above; and
 - b. The authorization specifies either an individual or a position having responsibility for the overall operation of the business.

D. The bid proposal contains option bids. The [GOVERNING BODY] may, at its discretion, award the contract to the bidder whose aggregate bid price for the chosen option, or any combination of options is the lowest responsible bidder; provided, however, the shall not award the contract based on the bid price for separate options.

E. Any Bid Proposal that does not comply with the requirements of the bid specifications and N.J.A.C. 7:26H-6.1 et seq., shall be rejected as non-responsive.

3.2. BID GUARANTEES

A. A Bid Guarantee in the form of a Bid Bond, Cashier's Check or Certified Check, made payable to the [CONTRACTING UNIT] in the amount of 10% of the highest aggregate [NUMBER] year bid submitted, not to exceed twenty thousand dollars (\$20,000) must accompany each Bid Proposal. In the event that the bidder to whom the Contract is awarded fails to enter into the Contract in the manner and within the time required, the award to the bidder shall be rescinded and the bid guaranty shall become the property of the [CONTRACTING UNIT].

3.3. EXCEPTIONS TO THE BID SPECIFICATIONS

Any conditions, limitations, provisos, amendments, or other changes attached or added by the bidder to any of the provisions of these Bid Specifications or any changes made by the bidder on the Proposal Forms shall result in the rejection of the Bid Proposal by the [GOVERNING BODY].

3.4. "OR EQUAL" SUBSTITUTIONS

Whenever the Work Specifications identify a brand name, trade name or a manufacturer's name, this designation is used for classification or descriptive purposes only, and the bidder may substitute an equal product, subject to the approval of the [GOVERNING BODY].

3.5. COMPLIANCE

The bidder shall be familiar with and comply with all applicable local, state and federal laws and regulations in the submission of the Bid Proposal and, if the bidder is awarded the contract, in the performance of the contract.

3.6. CONFLICT OF INTEREST AND NON-COLLUSION

Each bidder must execute and submit as part of the Bid Proposal a "Non-Collusion Affidavit" which at a minimum shall attest that:

A. The bidder has not entered into any agreement or participated in any collusion with any other person, corporate entity or government entity, or competitive bidding either alone or with any other person, corporate entity or government entity in connection with the above named project;

B. All statements made in the bid proposal are true and correct and made with the full knowledge that the contracting unit relies upon the truth of those statements in awarding the contract; and

C. No person or business is employed to solicit or secure the contract in exchange for a commission, percentage brokerage agreement or contingency fee unless such person possesses a Certificate of Public Convenience and Necessity and a License issued pursuant to N.J.A.C. 7:26-16 et seq.

3.7. NO ASSIGNMENT OF BID

The bidder may not assign, sell, transfer or otherwise dispose of the Bid or any portion thereof or any right or interest therein. This section is not intended to limit the ability of the successful bidder to assign or otherwise dispose of its duties and obligations under the contract provided that the [CONTRACTING UNIT] agrees to the assignment or other disposition. No such assignment of disposition shall become effective without the written approval of the New Jersey Department of Environmental Protection.

4. AWARD OF CONTRACT

4.1. GENERALLY

A. The [GOVERNING BODY] shall award the contract or reject all bids within the time specified in the invitation to bid, but in no case more than 60 days, except that the bids of any bidders who consent thereto may, at the request of the contracting unit, be held for consideration for such longer period as may be agreed. All bidders will be notified of the [GOVERNING BODY'S] decision, in writing, by certified mail.

B. The contract will be awarded to the bidder whose aggregate bid price for the selected option or options is the lowest responsible bid.

C. The [GOVERNING BODY] reserves the right to reject any bid not prepared and submitted in accordance with the provisions hereof, and to reject any or all bids. In the event that the [GOVERNING BODY] rejects all bids, the [CONTRACTING UNIT] shall publish a notice of re-bid no later than ten days, Saturdays, Sundays and holidays excepted, prior to the date for acceptance of bids.

4.2. NOTICE OF AWARD AND EXECUTION OF CONTRACT

Within fourteen calendar days of the award of the contract, the [CONTRACTING UNIT] shall notify the successful bidder in writing, at the address set forth in the Bid Proposal and such notice shall specify the place and time for delivery of the executed contract, the performance bond, the vehicle dedication affidavit and the appropriate affirmative action documentation. Failure to deliver the aforementioned documents as specified in the notice of award shall be cause for the [CONTRACTING UNIT] to declare the contractor non-responsive and to award the contract to the next lowest bidder.

4.3. RESPONSIBLE BIDDER

The [CONTRACTING UNIT] shall determine whether a bidder is "responsible" in accordance with N.J.S.A. 40A:11-6.1 and N.J.A.C. 7:26H-6.8. The Bid Proposal of any bidder that is deemed not to be "responsible" shall be rejected.

4.4. PERFORMANCE BOND

A. For a one year contract, the successful bidder shall provide a one year performance bond issued by a Surety in an amount equal to no more than 100% of the award price. The successful bidder shall provide said performance bond [SPECIFY THE TIME AND PLACE FOR DELIVERY OF THE PERFORMANCE BOND; PROVIDED, HOWEVER, THAT THE TIME SPECIFIED SHALL BE PRIOR TO OR CONCURRENT WITH THE DELIVERY OF THE EXECUTED CONTRACT].

B. Failure to provide the required one year performance bond at the time and place specified by the [CONTRACTING UNIT] shall be cause for assessment of damages as a result thereof in accordance with Section G below. In the event that the successful bidder fails to provide said performance bond, the [CONTRACTING UNIT] may award the contract to the next lowest responsible bidder or terminate the bid process and re-bid the collection services in accordance with N.J.A.C. 7:26H-6.7(d) and Section A above.

C. For a [FILL IN NUMBER OF YEARS] contract the successful bidder shall provide a performance bond issued by a Surety in an amount equal to no more than 100% of the annual value of the contract. The successful bidder shall provide said performance bond [SPECIFY THE TIME AND PLACE FOR DELIVERY OF THE PERFOR-

MANCE BOND; PROVIDED, HOWEVER, THAT THE TIME SPECIFIED SHALL BE PRIOR TO OR CONCURRENT WITH THE DELIVERY OF THE EXECUTED CONTRACT]. The performance bond for each succeeding year shall be delivered to the [CONTRACTING UNIT] with proof of full payment of the premium one hundred twenty (120) days prior to the expiration of the current bond.

D. Failure to deliver a performance bond for any year of a multi-year, contract one hundred twenty (120) days prior to the termination of the current bond will constitute a breach of contract and will entitle the [GOVERNING BODY] to terminate the contract upon the expiration of the current bond. Notwithstanding termination pursuant to this section, the contractor is obligated to fully perform through the date of termination of the contract and damages shall be assessed in an amount to the costs incurred by the [CONTRACTING UNIT] in re-bidding the contract.

4.5. AFFIRMATIVE ACTION REQUIREMENTS

A. If awarded a contract, the successful bidder will be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

B. Within seven days after receipt of notification of the [GOVERNING BODY'S] intent to award any contract the contractor must submit one of the following to the contracting unit:

1. If the Contractor has a federal affirmative action plan approval which consists of a valid letter from the Office of Federal Contract Compliance Programs, the Contractor should submit a photo copy of its letter of approval.

2. If the Contractor has a certificate of employee information report, the Contractor shall submit a photo copy of the certificate.

3. If the Contractor has none of the above, the contracting unit shall provide the Contractor with an (A.A.302) affirmative action employee information report.

C. If the Contractor does not submit the affirmative action document within the required time period the [CONTRACTING UNIT] may extend the deadline by a maximum of the fourteen calendar days. Failure to submit the affirmative action document by the fourteenth calendar day shall be cause for the [CONTRACTING UNIT] to declare the Contractor to be non-responsive and to award the contract to the next lowest bidder.

4.6. VEHICLE DEDICATION AFFIDAVIT

The Contractor shall execute and submit at the time and place specified in the award notice a vehicle dedication affidavit which at a minimum shall attest that: The successful bidder will dedicate a fixed number of vehicles, reasonably calculated to meet the requirements of these bid speci-

fications; or to the extent that dedication of a fixed number of vehicles is not feasible, the Contractor shall covenant that the [CONTRACTING UNIT] will only be accountable for its proportional share of the waste contained in the collection vehicle and shall be assessed charges based only on its share of the waste at the time of disposal.

4.7. ERRORS IN PRICE CALCULATION

Any discrepancy between a numerical price and a price written in words shall be resolved in favor of the price as written in words. Any discrepancy between the unit price multiplied by the quantity and a corresponding total price figure set forth in the Proposal Forms(s) shall be resolved in favor of a total price reached by multiplying the unit price by the quantity. The corrected total shall be used to determine the award of the contract. After all Bid Proposals have been read, the bids will be tabulated and adjusted, if necessary, in accordance with this paragraph. If any mathematical corrections must be made on any bid proposal, then the [GOVERNING BODY] may not award a contract until all tabulations are complete.

5. WORK SPECIFICATIONS

[THE NUMBER OF COLLECTION OPTIONS THAT MAY BE LISTED IN THE WORK SPECIFICATIONS IS UNLIMITED. EACH COLLECTION OPTION SHALL BE CONSECUTIVELY NUMBERED AND SHALL SPECIFY EACH SERVICE THAT MUST BE BID AS PART OF THAT OPTION. BE SPECIFIC. IF THE SERVICE AREA IS DIVIDED INTO ZONES, SPECIFY THE DAYS AND THE COLLECTION SERVICES TO BE PROVIDED TO EACH ZONE. IF RECYCLABLE MATERIALS WILL BE BID AS PART OF THE SOLID WASTE COLLECTION CONTRACT, THE SERVICE MAY BE DESCRIBED HEREIN.]

5.1.

The Contractor shall provide service for each Option awarded by the [GOVERNING BODY]. The [GOVERNING BODY] shall select one collection Option for the contract period of [NUMBER OF MONTHS/YEARS] in accordance with any of the option proposals submitted.

5.2.

The Contractor shall provide collection, removal and disposal from within the territorial and geographical boundaries of the [CONTRACTING UNIT] as described below:

5.3. COLLECTION OPTIONS

OPTION #1 [DESCRIPTION]

The following materials shall be collected on [DAY(S) OF WEEK]. The Contractor may request the collection day to be changed with approval by the [CONTRACTING UNIT].

[LIST AND DESCRIBE THOSE SOLID WASTE COLLECTION SERVICES THAT ARE TO COMPRISE PROPOSAL OPTION #1; SPECIFY THE TYPE(S) OF WASTE TO BE COLLECTED AND THE SOURCE.]

OPTION #2 [DESCRIPTION]

The following materials shall be collected on [DAY(S) OF WEEK]. The Contractor may request the collection day to be changed with approval by the [CONTRACTING UNIT].

[LIST AND DESCRIBE THOSE SOLID WASTE COLLECTION SERVICES THAT ARE TO COMPRISE PROPOSAL OPTION #2; SPECIFY THE TYPE(S) OF WASTE TO BE COLLECTED AND THE SOURCE.]

[LIST ADDITIONAL COLLECTION OPTIONS AS NECESSARY.]

5.4. CONTAINERS

[SPECIFY ANY CONTAINER REQUIREMENTS HERE]

5.5. COLLECTION SCHEDULE

A. All collection services, as described in these specifications, shall be performed on all designated days between [MORNING TIME] and [EVENING TIME].

B. The following legal holidays are exempted from the waste collection schedule:

[LIST ALL DAYS THAT ARE EXEMPTED FROM THE WASTE COLLECTION SCHEDULE; ALSO SPECIFY HOW CUSTOMERS ARE TO BE NOTIFIED AND WHETHER OR NOT THERE WILL BE AN ALTERNATE COLLECTION DAY OR DAYS SCHEDULED.]

5.6. SOLID WASTE DISPOSAL

A. All solid waste collected within the [CONTRACTING UNIT] shall be disposed of in accordance with the [COUNTY] Solid Waste Management Plan. For the term of this contract, all waste collected pursuant to the terms of the contract shall be disposed of at [AUTHORIZED DISPOSAL FACILITY, INCLUDE THE ADDRESS AND A PHONE NUMBER OF THE AUTHORIZED DISPOSAL FACILITY].

B. The [CONTRACTING UNIT] reserves the right to designate another disposal facility [or, if applicable, disposal facilities] in accordance with the [COUNTY] Solid Waste Management Plan and/or any waste flow orders or in the event that the designated Disposal Facility [or, if applicable, Disposal Facilities] is unable to accept waste. The [CONTRACTING UNIT] will assume all additional costs or benefits that are associated with such designation.

5.7. VEHICLES AND EQUIPMENT

A. All vehicles shall be registered with, and conform to the requirements of the New Jersey Department of Environmental Protection, in accordance with N.J.A.C. 7:26-3.1 et seq.

B. All collection trucks shall be compaction types, completely enclosed and water tight. Subject to the prior approval of the Contract Administrator, the Contractor may employ equipment other than compaction type vehicles on streets whose width precludes the use of such vehicles. The Contractor shall specify whether the vehicles are side, front or rear loading.

C. All vehicles shall be maintained in good working order and shall be constructed, used and maintained so as to reduce unnecessary noise, spillage and odor. The Contract Administrator shall have the right to inspect all vehicles, at any time, during the term of this contract, and the Contractor shall comply with all reasonable requests relative to the maintenance and repair of said vehicles and other equipment used in the execution of the Contract. All vehicles shall be equipped with a broom and shovel.

D. The Contract Administrator may order any of the Contractor's vehicles used in performance of the contract out of service if the vehicle is not maintained in accordance with the requirements of these Work Specifications. In such event, the Contractor shall replace such vehicle, at its sole cost and expense, with a conforming vehicle satisfactory to the Contract Administrator.

5.8. NAME ON VEHICLES

The name, address and service phone number of the Contractor shall be placed clearly and distinctly on both sides of all vehicles used in connection with the collection services.

5.9. TELEPHONE FACILITIES AND EQUIPMENT

A. The Contractor must provide and maintain an office within reasonable proximity of the [CONTRACTING UNIT] with sufficient telephone lines to receive complaints or inquiries. The Contractor shall ensure that phone service is activated prior to the commencement of service.

B. Telephone service shall be maintained on all collection days, between the hours of [0:00AM] and [0:00PM]. The [CONTRACTING UNIT] shall list the Contractor's telephone number in the Telephone directory along with other listings for the [CONTRACTING UNIT].

5.10. FAILURE TO COLLECT

A. The Contractor shall report to the Contract Administrator, within one (1) hour of the start of the Collection Day, all cases in which severe weather conditions preclude collection. In the event of severe weather, the Contractor

shall collect solid waste no later than the next regularly scheduled collection day. In those cases where collection is scheduled on a one collection per week basis, that collection will be made as soon as possible, but in no event later than the next scheduled collection day.

5.11. COMPLAINTS

A. The Contractor shall promptly and properly attend to all complaints of customers and all notices, directives and orders of the Contract Administrator within twenty-four (24) hours of the receipt of same. The Contractor shall be required to maintain a log of all complaints received and the action taken to remedy the complaints. The Complaint log shall be available for inspection by the [CONTRACTING UNIT].

B. The Contractor shall submit a copy of all complaints received and the action taken to the [CONTRACTING UNIT].

5.12. SOLICITATION OF GRATUITIES

The Contractor shall ensure that no agent or employee shall solicit or receive gratuities of any kind for any of the work or services provided in connection with the contract. The Contractor shall be subject to the Liquidated Damage clause herein contained for breach hereof.

5.13. INVOICE AND PAYMENT PROCEDURE

A. The Contractor shall submit all invoices for collection and/or disposal services in accordance with the requirements of this section.

1. Within 30 days after the end of each calendar month during the term of the contract during which the Contractor provided services as provided in these Bid Specifications, the Contractor will submit an invoice to the [CONTRACTING UNIT] for the preceding calendar month (the "Billing Month").

2. Where the Contractor has paid the costs of disposal, the Contractor shall submit a separate invoice to the [CONTRACTING UNIT] for reimbursement.

B. The [CONTRACTING UNIT] shall pay all invoices within 30 days of receipt. The [CONTRACTING UNIT] will not be obligated to pay a defective invoice until the defect is cured by the Contractor. The [CONTRACTING UNIT] shall have 30 days from the date of receipt of the corrected invoice to make payment.

C. Invoices shall specify the number and type of vehicle used for collection in the contracting unit, the loads per truck, and the number of cubic yards and the tonnage of the material disposed of each day during the billing month. The tonnage for which the [CONTRACTING UNIT] shall be charged shall be the difference between the weight of the

vehicle upon entering the disposal facility and the tare weight of the vehicle.

D. The Contractor shall submit an invoice setting forth the costs (including all taxes and surcharges) of disposal billed by or paid to the Disposal Facility. Where the Contractor has paid the costs of disposal, the [CONTRACTING UNIT] shall reimburse the Contractor for the actual quantity of waste disposed of based on the monthly submission of certified receipts from the Disposal Facility. The invoices shall specify the number and type of vehicle used for collection in the governing body; the number of cubic yards and the tonnage of the material disposed of each day during the billing month; and monthly receipts issued by the disposal facility showing:

1. The amount of the invoice;
2. The origin of the waste;
3. The truck license plate number;
4. The total quantity and weight of the waste; and
5. The authorized tipping rate plus all taxes and surcharges.

E. Where the [CONTRACTING UNIT] will pay the costs of disposal, the disposal facility shall bill the [CONTRACTING UNIT] directly for all costs (including taxes and surcharges).

F. The Contractor may utilize a materials recovery facility for intermediate processing as long as the residue is disposed of in a manner consistent with N.J.A.C. 7:26-2B.9. In the event that the Contractor chooses to utilize a Materials Recovery Facility (MRF), the Contractor shall identify the MRF on the proposal forms.

5.14. COMPETENCE OF EMPLOYEES

The Contractor's employees must be competent in their work, and if any person employed shall appear incompetent or disorderly, the [CONTRACTING UNIT] shall notify the contractor and specify how the employee is incompetent or disorderly and the contractor shall take steps to correct and remedy the situation, including disciplinary action if necessary. Any employee who drives or will drive a vehicle in the course of the employee's employment pursuant to the contract must possess a valid New Jersey driver's license for the type of vehicle operated.

5.15. SUPERVISION OF EMPLOYEES

The Contractor shall employ a Superintendent or Foreman who shall have full authority to act for the Contractor. The Contractor shall notify the Contract Administrator, in writing, that a supervisor has been appointed. Such notification shall be given prior to beginning performance of the contract. The Contractor shall promptly notify the Contract Administrator, in writing, of any changes.

5.16. INSURANCE REQUIREMENTS

The Contractor shall take out and maintain in full force and effect at all times during the life of this Contract insurance in conformance with the requirements of N.J.A.C. 7:26H-6.19. The insurance policy shall name the [CONTRACTING UNIT] as an Additional Named insured indemnifying the [CONTRACTING UNIT] with respect to the Contractor's actions pursuant to the Contract.

5.17. CERTIFICATES

Upon notification by the [CONTRACTING UNIT], the lowest responsible bidder shall supply to the Contract Administrator, within five days of notification, a certificate of insurance as proof that the insurance policies required by these specifications are in full force and effect.

5.18. INDEMNIFICATION

The Contractor shall indemnify and hold harmless the [CONTRACTING UNIT] from and against all claims, damages, losses, and expenses including all reasonable expenses incurred by the [CONTRACTING UNIT] on any of the aforesaid claims that may result or arise directly or indirectly, from or by reason of the performance of the contract or form any act or omission by the Contractor, its agents, servants, employees or subcontractors and that results in any loss of life or property or in any injury or damage to persons or property.

6. BIDDING DOCUMENTS

6.1. BIDDING DOCUMENTS CHECKLIST

- 6.2. Certified photo-copies of bidder's certificate of public convenience and necessity and an approval letter issued in conformance with N.J.S.A. 13:1E-126.
- 6.3. Statement of bidder's qualifications, experience and financial ability.
- 6.4. A bid guarantee in the form of a bid bond, certified check or cashier's check in the proper amount made payable to the [CONTRACTING UNIT].
- 6.5. Stockholder statement of ownership.
- 6.6. Non-collusion affidavit.
- 6.7. Consent of surety.
- 6.8. Proposal.

Name of Firm or Individual	Title
Signature	Date

6.2. CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY/A-901 APPROVAL LETTER

Name _____
Complete Address _____

Telephone Number _____

Name of Firm or Individual Title

Signature Date

Certificate Number

Subscribed and sworn to before me this
_____ day of _____, 19____.

Date _____

Notary Public of

My Commission expires _____, 19____.

ATTACH AN ORIGINAL COPY OF CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY TOGETHER WITH AN ORIGINAL COPY OF A-901 APPROVAL LETTER

Note: A partnership must give firm name and signature of all partners. A corporation must give full corporate name and signature of official, and the corporate seal affixed.

6.3. STATEMENT OF BIDDER'S QUALIFICATIONS, EXPERIENCE AND FINANCIAL ABILITY

QUESTIONNAIRE

AFFIDAVIT

STATE OF NEW JERSEY }
COUNTY OF } SS: [PROJECT NAME]

This questionnaire must be filled out and submitted with as part of the Bid Proposal for solid waste collection and disposal for the [CONTRACTING UNIT]. Failure to complete this form or to provide any of the information required herein shall result in rejection of the Bid Proposal.

I, [NAME OF AFFIANT], am the [IDENTIFY RELATIONSHIP TO BIDDER: OWNER, PARTNER, PRESIDENT, OR OTHER CORPORATE OFFICER] of the [NAME OF BIDDER], and being duly sworn, I depose and say:

Answers should be typewritten or printed neatly in black or blue ink. Answers must be legible. Any answer that is illegible or unreadable will be considered incomplete. If additional space is required, the bidder shall add additional sheets and identify clearly the question being answered.

1. All of the answers set forth in the Questionnaire are true and each question is answered on the basis of my personal knowledge.
2. All of the answers given in the Questionnaire are given by me for the express purpose of inducing the [GOVERNING BODY] to award to [NAME OF BIDDER] the contract for solid waste collection [and recycling] services in the event said bidder is the lowest responsible bidder on the basis of the bid proposal which is submitted herewith.
3. I understand and agree that the [CONTRACTING UNIT] will rely upon the information provided in the Questionnaire in determining the lowest, responsible bidder to be awarded the contract.
4. I also understand and agree that the [GOVERNING BODY] may reject the bid proposal in the event that the answer to any of the foregoing questions is false.
5. I do hereby authorize the [CONTRACTING UNIT], or any duly authorized representative thereof, to inquire about or to investigate the answer to any question provided in the Questionnaire, and I further authorize any person or organization that has knowledge of the facts supplied in such statement to furnish the [CONTRACTING UNIT] with any information necessary to verify the answers given.

1. How many years has the bidder been in business as a contractor under your present name?
2. List any other names under which the bidder, its partners or officers have conducted business in the past five years.
3. Has the bidder failed to perform any contract awarded to it by the [GOVERNING BODY] under its current or any past name in the past five years? If the answer is "Yes", state when, where and why. A complete explanation is required.
4. Has any officer or partner of the bidder's business ever failed to perform any contract that was awarded to him/her as an individual by the [GOVERNING BODY] in the past five years? If the answer is "Yes", state when, where and why. A complete explanation is required.
5. List all public entity contracts which the bidder or its partners is now performing or for which contracts have been signed, but work not begun. Give the name of the municipality or owner, the amount of the contract and the number of years the contract covers.
6. List the government solid waste collection and disposal services contract that the bidder has completed within the last five years. Give detailed answers to questions below relating to this subject.

- (a) Name of contracting unit;
- (b) Approximate population of contracting unit;
- (c) Term of contract from to;
- (d) How were materials collected?
- (e) Give location of disposal site or sites and methods used in the disposal of solid waste;
- (f) Name and telephone number of Contract Administrator or some other official in charge of collection and disposal.

7. State all equipment owned by and/or available to the bidder for use in collection of the waste described in the work specifications. Include the make of each vehicle, the year of manufacture, the capacity, years of service, present condition and the type and size of the truck bodies.

8. Where can this equipment described above be inspected?

9. Identify all equipment that is not presently owned or leased by the bidder that will be necessary to perform the services in accordance with the work specifications.

10. Describe how you will obtain such equipment if you are awarded the contract. If such equipment is to be leased, provide the name, address and phone number of the lessor. If the equipment is to be purchased, provide the name, address and phone number of the seller.

11. If the equipment to be leased or purchased is not located at the address(s) given above in answer 9, identify where the equipment can be inspected.

12. List the name and address of three credit or bank references.

13. Supply the most recent annual Report, as required to be filed with the Department of Environmental Protection, and the financial statement or balance sheet of the bidder, certified by a certified public accountant.

14. Additional remarks.

6.4. BID GUARANTY

[FORM SUPPLIED BY CONTRACTING UNIT]

6.5. STOCKHOLDER STATEMENT OF OWNERSHIP

[FORM SUPPLIED BY CONTRACTING UNIT]

6.6. NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY }
 COUNTY OF } SS: [PROJECT NAME]

I, [NAME OF AFFIANT], of the City of _____ in the State (Commonwealth) of _____, being of full age and duly sworn according to law, on my oath depose and say that:

I am employed by the firm of [NAME OF BIDDER], the bidder submitting the Bid Proposal for the above named project, in the capacity of [TITLE OF AFFIANT], and I have executed the Bid Proposal with full authority to do so. Further, the bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or other wise take any action in restraint of free, *competitive bidding* in connection with the above named project. All statements contained in said Bid Proposal and in this affidavit are true and correct and made with full knowledge that the State of New Jersey and the [GOVERNING BODY] rely upon the truth of the statements contained in this affidavit and in said bid Proposal in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by the [NAME OF BIDDER].

 Name of Firm or Individual Title

 Signature Date

Subscribed and sworn to before me this _____ day of _____, 19____.

 Notary Public of

My Commission expires _____, 19____.

6.7. CONSENT OF SURETY

[FORM SUPPLIED BY CONTRACTING UNIT]

6.8. PROPOSAL

Proposal for Solid Waste Collection beginning _____.

[NAME OF THE CONTRACTING UNIT]:

I or We _____
 of _____

 [COMPLETE ADDRESS]

 [CITY, STATE, ZIP]

hereby agree to provide complete performance in accordance with the Contract and Specifications for the Prices listed on the Proposal Sheets.

NOTE:

Bidders are required to sign all Option Proposal sheets.

Signature

Affix seal if a corporation.

Bidders are invited to bid on all or any Option Proposal.

Title

6.8.1. PROPOSED OPTION #1

[THE CONTRACTING UNIT SHALL LIST, BY WASTE TYPE, THE NUMBER OF COLLECTIONS PER WEEK/MONTH AND THE SOURCE, IF OTHER SERVICES ARE TO BE INCLUDED, THEY SHOULD BE LISTED BELOW]

The following is an example and shall not be construed as a mandatory form of collection option:

One (1) day collection of solid waste per week from residential and municipal sources.

	<u>SOLID WASTE</u>	<u>[RECYCLABLE MATERIALS]</u>	<u>[ADDITIONAL SERVICE]</u>
Year 1	\$ _____	\$ _____	\$ _____
Year 2	\$ _____	\$ _____	\$ _____
Year 3	\$ _____	\$ _____	\$ _____
Year 4	\$ _____	\$ _____	\$ _____
Year 5	\$ _____	\$ _____	\$ _____
Total	\$ _____	\$ _____	\$ _____

Waste Directed to: [NAME OF FACILITY]
[ADDRESS]
[RATE PER TON]

Individual

Signature

Name of Firm or Title

Date

6.8.2. PROPOSED OPTION #2

[THE CONTRACTING UNIT SHALL LIST, BY WASTE TYPE, THE NUMBER OF COLLECTIONS PER WEEK/MONTH AND THE SOURCE, I OTHER SERVICES ARE TO BE INCLUDED, THEY SHOULD BE LISTED BELOW]

The following is an example and shall not be construed as a mandatory form of collection option:

Two (2) day collection of solid waste per week from residential and municipal sources.

	<u>SOLID WASTE</u>	<u>[RECYCLABLE MATERIALS]</u>	<u>[ADDITIONAL SERVICE]</u>
Year 1	\$ _____	\$ _____	\$ _____
Year 2	\$ _____	\$ _____	\$ _____
Year 3	\$ _____	\$ _____	\$ _____
Year 4	\$ _____	\$ _____	\$ _____
Year 5	\$ _____	\$ _____	\$ _____
Total	\$ _____	\$ _____	\$ _____

Waste Directed to: [NAME OF FACILITY]
[ADDRESS]
[RATE PER TON]

Individual

Signature

Name of Firm or Title

Date

7. CONTRACT DOCUMENTS

7.1. CONTRACT

[FORM SUPPLIED BY CONTRACTING UNIT]

7.2. PERFORMANCE BOND

[FORM SUPPLIED BY CONTRACTING UNIT]

7.3. VEHICLE DEDICATION AFFIDAVIT

AFFIDAVIT

STATE OF NEW JERSEY }
COUNTY OF } SS: [PROJECT NAME]

I, [NAME OF AFFIANT], am the [IDENTIFY RELATIONSHIP TO BIDDER: OWNER, PARTNER, PRESIDENT, OR OTHER CORPORATE OFFICER] of the [NAME OF BIDDER], and being duly sworn, I depose and say:

All statements contained in this affidavit are true and correct and made with full knowledge that the State of New Jersey and the [GOVERNING BODY] rely upon the truth of the statements contained in this affidavit and in said Bid Proposal in signing the contract for the said project.

At all times during the performance of the collection contract, I agree to commit, for use only in the in the [CONTRACTING UNIT], the number of collection vehicles reasonably calculated to ensure safe, adequate and proper service. I further warrant that in the event that dedication of vehicles for use only in the [CONTRACTING UNIT] is not feasible, that the [CONTRACTING UNIT] will not be responsible for disposal costs for waste generated outside the [CONTRACTING UNIT].

I also understand and agree that failure to comply with the representations container herein shall be cause for breach of contract and will entitle the [CONTRACTING UNIT] to damages arising therefrom.

Name of Firm or Individual Title
Signature Date
Subscribed and sworn to before me this day of 19
Notary Public of
My Commission expires 19

7.4. CERTIFICATE OF INSURANCE

[FORM SUPPLIED BY CONTRACTING UNIT]

7.5. AFFIRMATIVE ACTION AFFIDAVIT

STATE OF NEW JERSEY }
COUNTY OF } SS: [PROJECT NAME]

I, [NAME OF AFFIANT], of the City of in the State [Commonwealth] of being of full age and duly sworn according to law, on my oath depose and say that:

I am employed by the firm of [NAME OF BIDDER], the bidder submitting the Bid Proposal for the above named project, in the capacity of [TITLE OF AFFIANT], and I have executed the Bid Proposal with full authority to do so. Further, the bidder will comply with the provisions of Public Law 1975, Chapter 127, and shall require all subcontractors to comply with the provisions of Public Law 1975, Chapter 127.

Name of Firm or Individual Title

Signature Date

Subscribed and sworn to before me this day of 19

Notary Public of

My Commission expires 19

ATTACHMENT #1

Procurement and Service Contract—Mandatory Language

P.L. 1975, C.127 (N.J.A.C. 17:27)
MANDATORY AFFIRMATIVE ACTION LANGUAGE
PROCUREMENT, PROFESSIONAL
AND SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause;

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation;

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c.127, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c.127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c.127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and

applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

ATTACHMENT #2

[CONTRACTING UNIT]—[MONTH/YEAR]
MUNICIPAL DATA

RESIDENTIAL SOURCES:

Single family	[NUMBER OF UNITS]
Multi-family	[NUMBER OF UNITS]
Apartment/Condominiums	[NUMBER OF UNITS]
[OTHER]	[NUMBER OF UNITS]
Total	[NUMBER OF UNITS]

Containers [PROVIDE VOLUME OR WEIGHT LIMITS, TYPE, OTHER RELEVANT INFORMATION]

COMMERCIAL SOURCES:

Total [NUMBER OF UNITS]

Containers [PROVIDE VOLUME OR WEIGHT LIMITS, TYPE, OTHER RELEVANT INFORMATION]

INSTITUTIONAL SOURCES:

Schools	[NUMBER OF UNITS]
[OTHER]	[NUMBER OF UNITS]
Total	[NUMBER OF UNITS]

Containers [PROVIDE VOLUME OR WEIGHT LIMITS, TYPE, OTHER RELEVANT INFORMATION]

MUNICIPAL SOURCES:

Municipal buildings	[NUMBER OF UNITS]
Litter baskets	[NUMBER OF UNITS]
[OTHER]	[NUMBER OF UNITS]
Total	[NUMBER OF UNITS]

Containers [PROVIDE VOLUME OR WEIGHT LIMITS, TYPE, OTHER RELEVANT INFORMATION]

POPULATION: [DESCRIBE POPULATION AND POPULATION TRENDS FROM PAST 3 YEARS, PLUS ANY POPULATION PROJECTIONS FOR THE TERM OF THE CONTRACT. INCLUDE, WHERE NECESSARY, ANY SEASONAL FLUCTUATIONS.]

AREA: [IN SQUARE MILES]

TOTAL ROAD MILES: [APPROXIMATE NUMBER AND TYPE: STATE, COUNTY AND/OR LOCAL]

TONNAGE REPORT (199 YEAR):

Solid Waste:	
Type 10	[TONS]
Type 13	[TONS]
Type 23, 25, & 27	[TONS]
Total	[TONS]

Recyclable Materials: (If included in the bid proposal)

Delay in implementation of uniform bid specification.
See: 28 N.J.R. 4675(a).