



**Recycle-Pro Insurance**

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Insurance Protection for the Recycling Industry

*Offered Exclusively by Hibbs-Hallmark & Company*

## Recyclers Questionnaire

Named Insured:

Website:

### GENERAL OPERATION

Provide percentage of material processed:

Ferrous	Non-ferrous metal	Autos	Car Radiators	Aluminum Cans
Car Batteries	Handling Details:			

Are any other recyclables accepted?		Glass	Y	N
Cardboard/Paper	Y	N	Yes, details	
Tires	Y	N	Yes, details	
Plastic	Y	N	Yes, details	

Is scrap material accepted from the general public (walk ins)?	Y	N
If so, is there a controlled drop-off area on premises?	Y	N
Is area supervised by an employee?	Y	N
Do you accept full bins, truck or container loads from others?	Y	N
Are those drivers directed to a designated off-load area by an employee?	Y	N
Please describe procedure:		

Is employee on duty trained in hazardous waste identification?	Y	N	
Are materials tested for hazardous substances?	Y	N	
Are radiation detectors used?	Y	N	If so, what type and how often?

Is the general public allowed into the production yard for the purpose of removing parts from scrap autos?	Y	N
If yes, provide details		

Are any processed autos repaired and returned to service?	Y	N
If yes, details		

Do you re-sell scrap material as "used" goods? Y N

If yes, please explain and include any details regarding warranty on such products.

**OTHER OPERATIONS**

Smelting Y N Incinerator Y N Co-generation Y N Landfill Y N

Have you ever operated as a landfill? Y N

If yes to any, please explain:

Do you place collection bins/containers on premises of others? Y N

If yes, approximate number at any given time?

Is there any other offsite work, such as demolition, wrecking, dismantling or salvage operations? Y N

If yes, describe

Do you provide any other refuse services? Y N

If yes, details:

Is facility fully fenced? Y N Lighted? Y N Gated? Y N Locked after Hours? Y N

Security? Y N Alarm System Y N What type? Y N

Surveillance Cameras Y N Motion Detectors Y N Fence Alarm Y N Security Guard(s) Y N

Dog(s) Y N Other

Torching/Welding done away from buildings, machinery and public? Y N

Describe:

Is there private fire protection or water tenders for processing equipment in the yard? Y N

If yes, describe:

Are any shipments made by rail? Y N Do you have a side track? Y N

Formal safety program? Y N If possible, please provide a copy.

Who administers the program: Designated Safety/Loss Control Manager  Yard Manager  Owner/Officer

Other:

Regular Safety Meetings? Y N How often?

Have you ever or do you use an independent safety consultant? Y N

If yes, how often and for what areas?

Are certificates of insurance required from all sub contractors? Y N

If no, please explain why not

**AUTOMOBILE**

Do you comply with US DOT and State specific safety standards? Y N

Describe your driver hiring procedure:

Describe your new driver training procedure:

Do you pull MVRs on all drivers? Y N How often?

What are your MVR guidelines?

What action is taken on a poor MVR?

Do all commercial drivers have CDLs? Y N Are drivers trained in hazardous waste identification? Y N

Do you have a post accident investigation policy? Y N Perform random and/or post accident drug/alcohol testing? Y N

Do you require any ICC filings? Y N

If yes, please explain:

Do you tarp or otherwise enclose loose material you transport? Y N Are all vehicles on the application titled to the Named Insured? Y N

Are pre and post trip inspections done on commercial vehicles? Y N Do you have a vehicle maintenance program in place? Y N

Do you have an employed mechanic? Y N Any servicing done "in house"? Y N

If yes, describe:

Please describe and include frequency of service:

Who performs major repairs?

What is the typical radius of operation of **commercial** vehicles? 0-50 miles 51-200 miles 201 miles or greater

Are family members permitted to drive company vehicles? Y N

If yes, please indicate which vehicle(s) they drive and include them as drivers on the application. This includes family members covered by DOC.

***If you have a written driver training, safety and/or vehicle maintenance program that answers any of the questions above, please attach a copy in lieu of answering the questions above.***

**INLAND MARINE**

Do you receive verification of training or provide training for equipment operators? Y N

If yes, please detail:

Are all crane operators certified? Y N Are hydraulic and other fluids stored in approved containers and away from flammables? Y N

How often is equipment inspected? Who does the inspection?

Are records kept of the inspections and any maintenance/repairs done to the equipment? Y N

Do you ever lease equipment from others, with or without operator? Y N

If yes, describe:

If leased with operator, are credentials verified?

Do you ever lease your equipment to others, with or without operator?

Y      N

If yes, list equipment and provide annual revenue:

**PART VI – VERIFICATION**

Name of person completing this form (PLEASE PRINT)

Title

Company or Agency Name

City, State, Zip

Email Address

Signature

Phone Number with Area Code

**WARNING:** Virginia law required complete and truthful information by an applicant for insurance. That includes providing any information that would be materials to your business organization, even if not specifically asked for on this application. Your failure to provide truthful answers and all material information can result in the insurance company electing to rescind your policy. This means they will not be responsible for any claims, which are presented. To avoid such a situation, answer all of the foregoing questions truthfully and completely.

# Recyclers Survey

- 1) Does the facility utilize a shredder comprised of hammers rotating on a shaft?
- 2) Does this facility utilize a shear/guillotine?
- 3) Does this facility have any balers?
  - a. If no to any of the above questions, please describe the process of disassembling metal products.
- 4) What is the size of the motor driving the shredder/shear or baler? What type of motor? (DC, Synchronous, etc.)
- 5) Is the motor couples directly to the shredder/shear or baler, or is a gear reducer used? If gears are used, please provide the size, and maintenance practices.
- 6) What other equipment is present at the facility that is critical to operations?
- 7) Are there spares kept on site for critical equipment such as hammers, rotor, gears, motor, etc?
- 8) What contingencies are in place if the shredder/shear or baler fails? Does production stop, or is there a plan to continue manually or outsource?
- 9) What are the ages of the above mentioned equipment?
- 10) Is the rotor or hammers subject to periodic non-destructive testing? Please describe.
- 11) What type of maintenance does the motor receive? (Insulation resistance testing, polarization index testing, etc)
- 12) Please describe any mechanical or electrical equipment failures in the past 5 years.
- 13) Are metals screened for radioactive materials?
- 14) Are electromagnetic cranes used at the site? Please describe the size and maintenance practices.