

**GAPLESS SERVICES, COPE, COPES**

**SECTION 1. BROKER AND INSURED INFORMATION**

**BROKER INFORMATION**

Broker Firm Name:		Website:
Broker / Producers Name:	Phone:	Email:
Address:	City/St:	Zip Code:
Accounting Contact:		

**APPLICANT INFORMATION**

Applicant First Name Insured:		
Description of Operations:		
Website:		
Address:	City/St:	Zip Code:
Contact	Title:	
Telephone:	Fax:	Email:
Year Business Established:	FEIN:	

Additional Named Insureds:	Relationship to Applicant:
_____	_____
_____	_____
_____	_____

Company is an (select all that apply):     INDIVIDUAL     PARTNERSHIP     CORPORATION     JOINT VENTURE

OTHER (please describe): \_\_\_\_\_

Association Memberships: \_\_\_\_\_

ISO 9001 Certified:	YES NO	ISO 14001 Certified:	YES NO
ISO 18000 Certified:	YES NO	OSHA SHARP VPP:	YES NO

## SECTION 2. EXISTING COVERAGE AND EXPOSURE INFORMATION

### A. Existing Coverage

Coverage	Carrier	Premium	Limits	Expiration	Deductible or SIR
General Liability					
Contractors Pollution					
Professional Liability					
Excess Liability					

### B. Exposure History

Revenue	Domestic	Foreign	Intercompany
Estimated next 12 months			
Current 12 Month Policy Period			
Second Prior Year			
Third Prior Year			

### C. Operations

What is the geographical extent of the Applicant's operations? Please provide the province/state/country, where services are performed and associated percentage of revenue.

Province/State/Country	Services Performed

## SECTION 3. BREAKOUT OF CONTRACTING AND CONSULTING REVENUES

**A. Client Industries**

Category	Percent (%)	Category	Percent (%)
Commercial		Real Estate Development	
Residential		Lending Institutions	
Industrial		Airport or Port Authorities	
Federal Government		Educational/Institutional	
State Government		Other (Please explain below)	
Other Government			

What percentage of your work is with repeat customers? \_\_\_\_\_

**B. Revenue and Payroll by Contracting and Consulting Work**

	Total Projected Gross	Percentage of work subcontracted	Projected Payroll
<b>ENVIRONMENTAL CONTRACTING</b>			
Dredging - Remedial			
PCB Removal			
Barrier / Liner Construction			
Emergency Response Cleanup of Hazardous and Other Materials			
Hazardous Materials Soil / Groundwater Cleanup			
Landfill Construction / Expansion / Capping			
Waste Disposal and Hauling			
AST Installation, Removal and Maintenance			
UST Installation, removal and Maintenance			
Wet Lands Contracting			

Above-ground tank cleaning			
Lab Packing			
Sampling of Groundwater / Soil			
Industrial Cleaning			
Asbestos/Lead Abatement - Commercial			
Asbestos/Lead Abatement - Residential			
Asbestos/Lead Abatement - Other			
Mold abatement - Commercial			
Mold abatement - Residential			
Mold abatement - Other			
Contracting All Other			
<b>NON - ENVIRONMENTAL CONTRACTING</b>			
Electrical			
HVAC			
Carpentry / Framing			
Dredging			
Drilling Oil / Water / Gas			
Construction Manager (General Contractor - Oversight)			
Excavation / Grading			
Industrial Cleaning			
Roofing / Insulation			
Masonry / Concrete			
Marine Construction / Activities			
Oil and Gas Well Servicing*			
Painting / Coating Application			
Plumbing			
Pesticide / Herbicide / Fertilizer Application			
Pipeline / Railroad Construction			

Restoration Contractor - Residential			
Restoration Contractor - Commercial			
Steel Erection			
Residential Builders / Developers			
Street and Road Contracting			
Waste Disposal and Hauling			
Contracting – All Other			
<b>Total All Contracting</b>			
<b>ENVIRONMENTAL CONSULTING</b>			
Air Quality Testing			
Asbestos/Lead Assessment, Remedial Design & Monitoring - Residential			
Asbestos/Lead Assessment, Remedial Design & Monitoring - Commercial			
Asbestos/Lead Assessment, Remedial Design & Monitoring - Other			
Mold Assessment, Remedial Design & Monitoring - Residential			
Mold Assessment, Remedial Design & Monitoring - Commercial			
Mold Assessment, Remedial Design & Monitoring - Other			
Decommissioning Design for Radioactive and Nuclear Facilities			
Health and Safety Training			
Lab Analysis			
Phase I – Environmental Risk Assessments			
Phase II – Environmental Risk Assessments			
Phase III – Environmental Risk Assessments			
Project Management			
Regulatory Consulting – Permitting & Compliance Audits			

Tank System Design and Testing			
Waste brokering			
Consulting – All Other			
<b>NON – ENVIRONMENTAL</b>			
Construction at Risk			
Construction Agency			
Design Build			
Geotechnical			
Non Environmental Lab Analysis			
Land Surveying			
Mechanical Engineering			
Process Engineering – Water / Wastewater			
Process Engineering - Other			
Project management			
Software Design / Programming			
Structural Engineering			
<b>Total All Consulting</b>			

\*Indicate dollar portion of revenues for offshore work (if any) \_\_\_\_\_

#### SECTION 4. LOCATION INFORMATION

Complete the spreadsheet for all locations you own or operate locations where you lease space and locations utilized for the treatment and disposal of your waste or waste from projects.

#### SECTION 5. SUBCONTRACTORS AND SUB CONSULTANTS

1. What percentage of the time are certificates of insurance received from \_\_\_\_\_

subcontractors and sub consultants prior to the performance of work?

2. What percentage of the time does the Applicant require subcontractors' policies to name you as an additional insured? \_\_\_\_\_

3. What percentage of the time are total defense and indemnity agreements obtained from your subcontractors/sub consultants? \_\_\_\_\_

4. a. Are subcontractors required to have pollution liability insurance? (Y, N)  
b. Are sub consultants required to have professional liability insurance? (Y, N)

5. What are the minimum limits of liability required for your subcontractors and sub consultants?

\_\_\_\_\_ General liability    \_\_\_\_\_ Pollution liability    \_\_\_\_\_ Professional liability

6. What percentage of the time are subcontractors and sub consultants hired under written contract? \_\_\_\_\_

## SECTION 6. CONTRACTING PROCEDURES

a. What percentage of your projects have a signed contract prior to the commencement of services? \_\_\_\_\_

b. Do contracts have limitation of liability provisions? If yes, for what contracting or consulting services?  
\_\_\_\_\_

c. Who has the authority to sign contracts? \_\_\_\_\_

d. Does inside or external counsel review contracts? (Y, N)

## SECTION 7. SAFETY AND TRAINING

a. Do you have a written safety training plan? (Y, N)

b. Do you have a written worker training plan that addresses the services you provide? (Y, N)

c. Do you have a written driver safety training plan? (Y, N)?

d. List licenses and certifications: \_\_\_\_\_

## SECTION 8. TRANSPORTATION

- a. Is there a written fleet safety program that addresses all company drivers?

IF NO, explain:

- b. Do you have a written policy regarding the use of cellphones while operating vehicles?

- c. Do you have a written Substance Abuse Policy?

- d. Are you aware of any people that have access to any company vehicle, including family members, with a conviction for DUI, DWI, Reckless Driving or other serious driving violations in the past year?

IF YES, please provide their name, position and type of vehicle they have access to:

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- e. Do you haul your own products? Do you backhaul or haul for others?

IF YES for backhaul or haul for others, explain:

- f. Do you have GPS or other tracking devices on your vehicles?



IF YES, explain:

- g. Are any of the company vehicles allowed to be taken home?

IF YES, explain:

- h. Is there personal use of company vehicles?

IF YES, explain:

- i. Are any family members allowed to drive a company vehicle?

IF YES, explain:

- j. Do any employees use their personal auto for business (sales, admin, maintenance, etc.)?

IF YES, do they maintain minimum personal auto liability limits of \$100,000/\$300,000?

IF NO for personal limits, explain

- k. Do you rent, hire or lease vehicles on a short term basis (6 months or less)?

IF YES, what is your estimated annual cost?

Vehicle Schedule

Vehicle Type	# Driven ≤ 50 mile	# Driven > 50 mile
Private Passenger		
Light Truck		
Medium Truck		
Heavy		
Extra Heavy Truck		

Truck Tractor		
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## SECTION 9. CLAIMS AND CIRCUMSTANCES

Have you ever had a claim or loss over \$50,000? Yes No

If "Yes", please provide details (if not indicated in the attached loss runs) :

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In the last five years, has the applicant had any reportable releases or spills of hazardous substances, hazardous wastes or any other pollutants as defined by applicable environmental statutes or regulations?  
Yes No

If "Yes", please provide details:

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In the last five years, has the applicant been prosecuted or is the applicant currently being prosecuted for contravention of any standard or law relating to the release or threatened release of a hazardous substance, hazardous waste or other pollutant as defined by applicable environmental statutes or regulations? Yes No

If "Yes", please provide details:

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List all claims made against the applicant during the past five years for cleanup or response action, "toxic tort" or other bodily injury, or property damage, resulting from the release of hazardous substances, hazardous waste, or other pollutant, from this location or other locations owned or operated by the

applicant, into the environment.

Please provide a brief description of the claim(s) and their disposition:

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None to report

List all claims made against the applicant during the past five years for bodily injury, property damage, or environmental damage resulting from the ingestion, inhalation or release of hazardous substances or other pollutants related to any of your products.

Please provide a brief description of the claim(s) and their disposition:

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None to report

For the purpose of Questions 6 and 7 below, "you" means the manager or supervisor of the applicant responsible for environmental affairs, control or compliance, or any manager of the location(s) which is the subject of this application, or any officer, director or partner of the applicant.

At the time of the signing of this application, do you know of any facts or circumstances which may reasonably be expected to result in a claim or claims being asserted against your company for environmental damage, or for bodily injury or property damage arising from the release of

hazardous substances or other pollutants into the environment?    Yes    No

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If "Yes", please provide details:

At the time of the signing of this application, do you know of any facts or circumstances which may reasonably be expected to result in a claim or claims being asserted against your company for bodily injury or property damage arising from the ingestion, inhalation or release of hazardous substances or other pollutants related to any of your products? Yes No

If “Yes, please provide details:

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**I. Warranty**

AFTER REASONABLE INQUIRY, THE BELOW SIGNATORY ON BEHALF OF THE APPLICANT REPRESENTS AND WARRANTS THAT THE INFORMATION SUBMITTED TO THE COMPANY IN THIS APPLICATION, AND ANY SUPPLEMENTARY INFORMATION THERETO, IS TRUE, COMPLETE AND ACCURATE AND THAT NO MATERIAL OR RELEVANT FACT HAS BEEN SUPPRESSED OR MISSTATED AS OF THE DATE SUCH INFORMATION IS SUBMITTED TO THE COMPANY. THE APPLICANT AGREES TO ADVISE THE COMPANY OF ANY CHANGES TO THE INFORMATION PROVIDED IN THIS APPLICATION INCLUDING BUT NOT LIMITED TO ANY CHANGE IN THE PROFESSIONAL SERVICES OR CONTRACTING OPERATIONS SPECIFICALLY DESCRIBED IN THIS APPLICATION, NOTICES OF ANY CLAIM OR OF ANY POTENTIAL CLAIM, OR OF ANY CIRCUMSTANCES THAT MAY GIVE RISE TO A CLAIM, UNTIL THE COMPANY BINDS A POLICY OR UNTIL THE COMPANY DECLINES TO BIND A POLICY. IF A POLICY IS ISSUED BY THE COMPANY, THIS APPLICATION SHALL BECOME PART OF THE POLICY AND SHALL BE DEEMED TO BE ATTACHED TO THE POLICY.

ANY MISREPRESENTATION, NON-DISCLOSURE, CONCEALMENT, SUPPRESSION OR MISSTATEMENT OR BREACH OF WARRANTY IN THIS APPLICATION OR SUPPLEMENTARY INFORMATION THERETO SHALL BE CONSTRUED AGAINST THE APPLICANT.

COMPLETION OF THIS APPLICATION DOES NOT BIND COVERAGE.

Applicant:	Title:
Applicant Signature:	Date:
Agent/Broker Name:	Email Address:

**Additional Space for Answers**

Please indicate Section letter and Question number when completing answer.

