

# FACILITY REPORT

## CALIFORNIA WASTE SERVICES LARGE VOLUME CONSTRUCTION AND DEMOLITION/INERT (CDI) DEBRIS PROCESSING FACILITY

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**SECTION 1.0**  
**FACILITY OVERVIEW**



## **1.0 FACILITY OVERVIEW**

### **1.1 INTRODUCTION AND PURPOSE**

The California Waste Services Resource Recovery Facility (CWSRRF) is a Large Volume Construction and Demolition/Inert (CDI) Debris Processing Facility located in Los Angeles County. The California Code of Regulations, Title 14 (14 CCR), Section 17381 (q), defines a large volume construction and demolition/inert debris processing facility as “a facility that receives 175 tons or more of any combination of C&D debris and Type A inert debris per operating day for the purposes of storage, handling, transfer, or processing.” Type A inert debris as defined in 14 CCR, Section 17381 (k)(1), “includes but is not limited to concrete (including fiberglass or steel reinforcing bar embedded in the concrete) fully cured asphalt, glass, fiberglass, asphalt or fiberglass roofing shingles, brick, slag, ceramics, plaster, clay and clay products.”

In accordance with the current tiered permitting requirements included in 14 CCR, a Solid Waste Facilities Permit (SWFP) Revision is required for the CWSRRF to include the as-built changes, and the consolidation of the two separate operations (i.e., units) currently being conducted at the site. Therefore, a Facility Report (FR) amendment was prepared as part of a SWFP Revision application package. This FR Amendment has been prepared to include the specific information requirements outlined in 14 CCR, Section 18223.5.

The purpose of this document is to present information on the CWSRRF to accurately reflect current design and operational conditions as part of the SWFP Revision. This FR will serve as the basis for approval of the SWFP Revision application package.

### **1.2 PROPOSED CHANGES TO DESIGN AND OPERATIONS**

CWS recently built a modified electrically powered mechanized C&D sorting system on the east side of the property. The changes requiring a SWFP Revision and a FR Amendment include the as-built mechanical sorting equipment, storage bunkers, scales, and circulation pattern. Additionally, the consolidation of the two separate operations will require a revision to the permitted tons per operating

day and traffic volume to accommodate current permitted throughputs associated with each facility.

The property is designated Assessor Parcel Number's (APN) 6120-001-001 (1.54 acres), 6120-001-002 (1.11 acres), and 6120-001-017 (3.12 acres), which totals 5.9 acres (Figure 1). The total permitted area of the existing facility is 5.9 acres as shown on Figure 1 (contains all three parcels in their entirety). The mechanized sorting system replaced the existing skid loader and hand sorting system utilized in the 12 processing bays. The new system streamlines the sorting process by consolidating the tipping area from 12 piles to a single pile. The facility modernization restructured the design and operation of the facility to make it more efficient and reduce environmental impacts.

The majority of the mechanized equipment is located within the two existing buildings located on the eastern end of the parcel. Most of the automated material separation will be conducted within the buildings. The components of the sort-line that will be outdoors include: 60" Infeed conveyor and a small portion of the action taper-slot screen (vibratory screen). As identified by Sherbrooke O.E.M. Ltd. (equipment layout designer) the system capacity is up to 450 cy/hr based on an average bulk density of 400 lb/cy which would be approximately 80 tons per hour. The material separation breakdown is further discussed in Section 3.1.4.1. Highlights of the as-built state-of-the-art sorting equipment design and operational features from beginning to end include the following equipment:

- 60" Infeed Conveyor;
- Action Taper-Slot Screen (Vibratory Screen);
- Sortline conveyor and up to 18 sorting stations and associated material bays;
- Overhead Magnet;
- 54" Star-Gear Screen (separates material by size using screens);
- Action Snap Screen;
- Small Action Dense-Out;
- Large Action Dense Out;
- Electric Rotochopper Grinder; and
- a Baler.

In addition to the new mechanized sorting equipment described above, other as-built site features include:

- Nine scales (nine scales total, six existing and three proposed) and two scale houses to expedite traffic flow;
- Implementation of modified circulation pattern for inbound and outbound material vehicles which will eliminate queuing on the street while waiting to load;
- Relocation of storage areas for the various materials;
- Additional meshed screening along the northern and eastern end of the facility;
- Elimination of the diesel powered wood grinder;
- Minimization of mobile equipment usage and associated reductions in noise and air emissions; and
- Relocation of vehicle and container storage area to the western end of the parcel.

A Mitigated Negative Declaration (MND) was previously certified in November 2008 by the City of Los Angeles LEA for the design and operational changes originally proposed for the mechanized recyclable material separation process (see Section 4.1.3 for details). The Lead Agency also prepared a follow-up CEQA document (Addendum to Final Initial Study/Mitigated Negative Declaration) in September 2011. The Addendum addressed the changes in the location of the facility operations which was relocated to the east side of the property. Additionally, the LEA prepared Addendum No. 2 to the CEQA documentation in February 2016 in order to address minor site configuration and equipment changes as well as the consolidation of the two separately permitted operations.

### **1.3 OWNER/OPERATOR**

The site is owned by Harbor Redondo L.L.C.; CWSRRF is owned and operated by California Waste Services L.L.C. The resume for key site personnel for CWSRRF is included in Appendix A.

### **1.4 SITE LOCATION**

The facility is located in the City of Los Angeles (Gardena Area) in Los Angeles County (see Figure 2). The address of the facility is 621 West 152nd Street, Gardena, California 90247. Access to the facility is from 152nd Street (see Figure 3).

## **1.5 SITE PLAN DESCRIPTION**

The CWSRRF is a large volume construction and demolition/inert debris processing facility (CDI facility) located on an approximate 5.9-acre parcel (see Figure 3). The CWSRRF is a regional facility designed to assist the City of Los Angeles and surrounding areas in complying with the waste reduction mandates of AB939. The facility accepts construction and demolition debris and Type A inert debris. Materials designated for recovery are currently processed/separated using mechanical equipment as described in Section 1.2 and depicted on Figure 3. The recyclables are then sold to secondary materials markets. The residual waste will be taken to Chiquita Canyon Landfill or other locally permitted solid waste facility.

Figure 3 shows designated areas for: inbound and outbound scales, mixed C&D tipping area, self-haul tipping area, unloading of source separated materials (e.g. wood), kick-sort material storage, and storage of recyclable (recovered) materials, loading areas, vehicle parking, office administrative activities, hazardous waste storage (from on-site refuse load checking activities) and miscellaneous activities related to the items listed above.

## **1.6 ADJACENT LAND USE**

Land use within 1,000 feet of the CWSRRF includes the following: Interstate 110 borders the site to the east with light manufacturing and some residential beyond the freeway; a variety of manufacturing and commercial uses are immediately adjacent to the south with residential uses south of Redondo Beach Blvd.; heavy and light manufacturing, the railroad, and a park exist to the west; to the north across from the railroad there are single-family residences. The parcels located to the southwest of the CWSRRF are vacant or in the process of being redeveloped (see Figure 4).

## **1.7 AREA CLIMATOLOGY**

The climate of the Gardena area is mild. Seasonally, summer temperatures typically range between 57° and 79° Fahrenheit (F). Winter temperatures range between 45° and 67° F. The wet season at the CWSRRF extends from October through April, and January is typically the wettest month. The average annual rainfall for the area is approximately 13.7 inches. Average wind speed is 5 to

7 mph with prevailing winds blowing from west to east. See Appendix I for wind rose diagrams.

**SECTION 2.0**  
**FACILITY INFORMATION**

## 2.0 FACILITY INFORMATION

### 2.1 FACILITY ACTIVITIES

The following sections describe the proposed activities to be conducted at the CWSRRF from materials receiving to transfer of refuse and recovered materials off-site as required by 14 CCR, Section 18223.5 (a)(3). As new opportunities in recycling/reclamation arise CWSRRF will pursue them. The operator shall notify the LEA, in writing, of any proposed changes in facility operation or design during the planning stages. The operator first submits to the LEA a notice of said changes at least 180 days before said changes are undertaken, and those changes are approved by the LEA.

Appendix K provides the existing site plan, traffic pattern plan, and throughput calculations for the CDI facility. Also, included in Appendix K are the existing site plan and circulation plan for Inerts Operation.

#### 2.1.1 MATERIALS RECEIVING

##### CDI Facility

Trucks delivering CDI materials will enter the site on the south side of the facility via 152<sup>nd</sup> Street. Each truck will be weighed at one of the scales, located between Building 1 and the freeway in the eastern end of the property (Figure 3). Then they will be directed by the Yard Supervisor to the appropriate tipping location of the facility for unloading. Loads will be tipped in one of the following locations as shown on Figure 3:

- Commercial C&D Tipping Area;
- Self-Haul C&D Tipping Area; or
- A recovered commodity storage bunker for materials that are source separated.

##### Inerts Operation

Trucks delivering CDI materials will enter the site on the south side of the facility via 152<sup>nd</sup> Street. Each truck will be weighed at one of the proposed scales, to be

located just west of the Inert Operations Area in the center of the property (see Figure 3). Then they will pull forward to the appropriate tipping location for unloading where materials will be tipped over the bunker wall from an elevated position.

## 2.1.2 UNLOADING

### CDI Facility

All incoming materials will be unloaded in the appropriate designated area. Mixed C&D is unloaded at the main tipping area, which can handle a maximum of four commercial and three self-haul loads at a time. The tipping area is about 100' x 60' in size with push walls on the north and east. Materials will be unloaded on the west end of the tipping area. To the north the material will be segregated from the 25 foot access lane between the tipping area and the property boundary. The facility has the capacity to store approximately 1,260 tons of incoming mixed C&D material in the tipping area over a 16 hour period (see Appendix B-1). This storage capacity is sufficient to handle periods during the operating day when the incoming tons per hour exceeds the processing tons per hour. Unloading of C&D debris can take place simultaneously in alternative stalls at the tipping area without interfering with others (Figure 3). CWS trucks and trucks with known tare weights tip their load and then exit the facility west along the north property boundary, around the inert screening operations building and then south to 152<sup>nd</sup> Street (Figure 8A). Trucks with unknown tare weights tip their load and follow the same exit pattern as trucks with known tare weights but will be weighed before leaving the facility (Figure 8A). Vehicles with source separated materials will tip their loads in the in one of the recovered commodity bunkers (depending on material) located at the center of the facility along Building 1 and 2, and then exit the facility to the South, to 152<sup>nd</sup> Street (Figures 8A and 11).

Upon the truck's departure, the sorting process begins. The load will be checked for potential hazardous waste and other non-approved materials. Once approved for sorting, the kick-sort process will begin, a process using manual labor, skid loaders with specialized sorter boxes, and a wheel loader. After kick-sort an excavator (equipped with a grapple attachment) will place the mixed C&D debris into the in-feed conveyor.



## Inerts Operation

All incoming materials are unloaded in the tipping area. Unloading of inert debris can take place simultaneously into the various bays without interfering with others. The truck tips its load and then exits the facility across the rumble strip and returns to 152nd Street. The majority of the incoming vehicle's tare weights are registered/logged with the Scale Master, thus eliminating the need for the truck to return to the scale after dumping its load. If the vehicle is not registered, it must stop at the exit scales before exiting to 152nd Street (Figure 8B).

### 2.1.3 CDI FACILITY MATERIALS PROCESSING, STORAGE, AND TRANSFER

The proposed operating procedure will continue to be sorting and separating of recyclable materials from C&D waste as it is received. Additionally, the facility receives an average of 50 tpd of source separated C&D debris, which will be tipped directly into the specific material storage bunker. The proposed mechanical/manual sorting process and general operations of the facility will allow CWSRRF to process 1,330 tpd (assuming that the mechanical/manual process can operate at an average of 80 tons per hour or 1,280 tpd plus the 50 tpd of source separated C&D debris). This assumes a 16 hour operating day, with alternating breaks and lunch for the line sorters. Therefore, the input of 1,330 tpd will be within the capabilities of the facility design (Appendix B-1).

Storage capacity for the various recovered material will be modified as operations require based on actual material recovery data. Bunkers will be either made larger or smaller depending on the actual recovery throughput.

Table 1A provides a breakdown of the estimated recovery rates, storage capacity, maximum storage times and outbound truck per day for the various materials identified below. Figure 11 depicts the various storage locations and pile heights.

#### 2.1.3.1 KICK SORT (PRE-SORT)

Kick sort (pre-sort) material consists of large bulky items, wood, metal, carpet, stringy materials, and significant amounts of separated recoverable material that

can be deposited into recovered material bunkers. Kick sort will be the initial process once the mixed C&D is deposited on the tipping floor. The kick sort will be primarily conducted by up to ten laborers on the tipping floor assisted by skid loaders (equipped with specialized sorter boxes) to segregate material for removal from the tipping area. Recovered materials will be moved by the front end loader to the designated bunker depending on the type of material. Residual recovered during kick sort will be either directly deposited into the transfer truck for disposal or temporarily stored in the residual bunker. The amount of kick sort material expected to be separated at the facility is approximately 64 tpd.

#### 2.1.3.2 METALS

Ferrous metals will be separated from the mixed C&D as it travels on the conveyors depending on size. Fines will be separated from larger materials by a roll screen which will divert all C&D fines to the secondary line. The first step in the secondary line is to separate ferrous metals using a suspended self cleaning overhead Electromagnet. The material will be discharged into a 20 cy roll-off box. The remaining ferrous metal will be recovered as it passes through the sort line where it will be dropped into a bunker. The amount of ferrous metal material expected to be separated at the facility is approximately 64 tpd, with a proposed storage capacity of 187 tons. It will require approximately six trucks per day to transfer the recovered metal materials, as the average load for metal is 11 tons. This material is typically loaded after 4:30 p.m. to avoid interference with loading of other high volume materials.

Non-ferrous metals recovered as they pass through the sort line where it will be dropped into an 8 cy cart. Once the cart is full it will be taken to a 40 cy roll-off located between Building 1 and 2. The amount of non-ferrous metal material expected to be separated at the facility is approximately 3.2 tpd, with a proposed storage capacity of 10 tons (assumes the utilization of two carts and a 40 cy roll-off). Additional carts available onsite will be used for storage as necessary.

#### 2.1.3.3 CARDBOARD

Cardboard will be separated from the mixed C&D by sorters as it travels on the conveyor. The material will be dropped into the cardboard bunker underneath the mechanical equipment. Cardboard will then be taken to Building 2 to be

baled and stored. The facility will have storage capacity for baled cardboard on the west end of Building 2. The amount of cardboard material expected to be separated at the facility is approximately 12.8 tpd, with a proposed storage capacity of 86 tons for un-baled cardboard in the bunker underneath the equipment. Cardboard will continue to be brokered for use domestically or for export to Asia at a rate of one truck load every two to three days.

#### 2.1.3.4 WOOD

Wood will be separated from the mixed C&D as it travels on the conveyor and as part of the kick-sort process. The separation will occur as the wood material travels by the sorters and material is retrieved and dropped into one of the four wood bunkers underneath the mechanical equipment and a 40 cy roll-off located outside of Building 1 to the east. Wood will then be taken to Building 2 to be chipped and stored for loading. Loading of chipped wood will be conducted using an in-feed hopper and a conveyor to top load transfer trailers. The amount of wood material expected to be separated at the facility is approximately 220 tpd, with a proposed storage capacity of 178 tons under the processing equipment bunkers (4 total). Additional storage space is located in Building 2 as part of the Wood Grinding Area infeed and chipped wood material piles. It will require eight trucks per day to transfer the recovered wood materials.

#### 2.1.3.5 RE-USABLE LUMBER

Re-usable lumber such as large dimensional lumber or straight beams will be removed by the kick sort process and set aside. The amount of re-usable lumber material expected to be separated at the facility is approximately 10-20 tpd. Smaller pieces of lumber will be picked as it travels through the conveyor and dropped into the wood bunkers. Re-usable lumber will be transferred to the pallet company (operated by others) west of the C&D Facility.

#### 2.1.3.6 GREENWASTE

Greenwaste will be separated from the mixed C&D on the tipping floor as kick sort (pre-sort). The material will be taken to the green waste bunker located adjacent to Building 2. Only greenwaste that is contained in source-separated CDI loads will be accepted at the facility. Loads containing only greenwaste will be turned away from the facility.

#### 2.1.3.7 DRYWALL

Drywall will be separated by sorters from the mixed C&D on the tipping floor as kick sort (pre-sort). The material will be taken to the drywall bunker adjacent to Building 2. Some of the drywall makes it to the sort line where it is removed and placed in large plastic buckets to be dumped to the sort platform into a chute directly into the drywall storage bunker. The amount of drywall material expected to be separated at the facility is approximately 77 tpd, with a proposed storage capacity of 237 tons. It will require three trucks per day to transfer the recovered drywall material.

#### 2.1.3.8 INERTS (AGGREGATES)

Source separated inerts are currently received at the adjacent facility, Inert Operations Area, located west of the proposed mixed C&D processing area. This facility will continue to operate (i.e., receipt, separation, and transfer) concurrently within the proposed CDI scenario.

Inerts will be separated from the mixed C&D as it travels on the conveyor. The first separation will occur when the inert material travels by the sorters and material is retrieved and dropped into the inert bunker underneath the mechanical equipment. The second separation of inert material will be by the two De-Stoner units and a snap screen, which will then be conveyed to a bunker. The amount of inert material expected to be separated at the facility is approximately 187 tpd, with a proposed storage capacity of 204 tons. Inert material will be transferred to the Inert Operation west of the C&D facility.

#### 2.1.3.9 ALTERNATIVE DAILY COVER (ADC)

Alternative Daily Cover (ADC) materials will be developed by the separation of fines by the two De-Stoner units from the mixed C&D as it travels on the undersort line conveyor. The material will be dropped into the ADC bunker located in Building 1, an additional storage bunker will be located adjacent to Building 2 to the north. The amount of ADC material expected to be separated at the facility is approximately 390 tpd, with a proposed storage capacity of 197 tons. The ultimate destination of the ADC will be a landfill that is approved to use C&D

derived ADC as daily cover, allowed under 27 CCR, Section 20690 (b)(9). It will require seven trucks per day to transfer the recovered ADC material.

#### 2.1.3.10 PLASTICS

The CWSRRF is not currently recovering plastics.

#### 2.1.3.11 SELF-HAUL C&D

Self-Haul C&D materials delivered to the facility will be hand-unloaded by self-haulers onto the self-haul tipping area, which are the three stalls located south of the tipping area (see Figure 3). The material will be kick-sorted once self-haulers are finished unloading and then the remaining materials will be pushed towards the infeed excavator using a front end loader, coordinated by the Tipping Floor Manager. Some of the material delivered by Self-Haul patrons will be deposited directly into a commodity bunker; it is typical to have Self-Haulers with source separated loads.

#### 2.1.3.12 RESIDUAL

After all the commodities and inerts have been sorted out of the mixed C&D, the remaining material will be conveyed to the residual bunker underneath the mechanical equipment. An additional residual bunker is located adjacent to Building 2 to the north. The residual pile areas are self-contained with push walls on three sides. Residual waste will be maintained by a front-end loader to manage and ensure its compliance to the height restriction of fourteen feet. To adhere to this restriction and to ensure a steady and efficient operation, CWSRRF will continuously truck residual waste out of the facility throughout the day. Residual material will be removed from the site within 48 hours of generation or as approved by the LEA. The amount of residual material expected to be separated at the facility is approximately 256 tpd, with a proposed storage capacity of 97 tons. It will require nine trucks per day to transfer the residual material.

#### 2.1.4 INERTS OPERATION MATERIALS PROCESSING, STORAGE, AND TRANSFER

The proposed operating procedure will continue to be sorting and separating of recyclable materials from inert materials as it is received. The proposed sorting process and general operations will allow CWSRRF to process 1,500 tpd (assuming that the sorting process can operate at an average of 150 tons per hour). This assumes a 16 hour operating day, with alternating breaks and lunch for the line sorters. Therefore, the input of 1,500 tpd will be within the capabilities of the facility design (Appendix B-2).

Storage capacity for the three types of recovered material will be modified as operations require it, based on actual material recovery data. Bunkers will be either made larger or smaller depending on the actual recovery throughput.

Table 1-B provides a breakdown of the estimated recovery rates, storage capacity, maximum storage times and outbound truck per day for the various materials identified below. Figure 11 depicts the various storage locations and pile heights.

##### 2.1.4.1 CONCRETE

Concrete will be separated from the mixed inerts as it travels on the conveyor. The separation will occur when the inert material travels by the sorters and material is retrieved and dropped into the concrete bunker underneath the mechanical equipment. The amount of concrete material expected to be separated at the facility is approximately 375 tpd, with a proposed storage capacity of 424 tons (underneath the inerts sorting line). It requires approximately three hours to load 375 tons of concrete into 18 trucks. The outgoing concrete loads are on average 21 tons per load and shipped out throughout the day as needed. The concrete is trucked out by a contracted carrier.

##### 2.1.4.2 FINES AND OVERS

Once the majority of the concrete is removed by the sorters the remaining material will continue on the conveyor and then it will drop onto a screen. Mixed

inert materials will be screened using a grizzly screen (non-mechanical gravel screen) to produce <6" (fines) and >6" (overs) material.

### Fines

The amount of fines expected to be separated at the facility is approximately 750 tpd, with a proposed storage capacity of 628 tons (two bunkers in the Inert Operation Area as shown on Figure 11). It requires approximately five hours to load 628 tons of fines into 29 trucks. The outgoing fines loads are on average 26 tons per load and shipped out throughout the day as needed. The fines are trucked out by a contracted carrier.

### Overs

The amount of overs expected to be separated at the facility is approximately 375 tpd, with a proposed storage capacity of 277 tons (one bunker in the Inert Operation Area as shown on Figure 11). It requires approximately three hours to load 375 tons of overs into 18 trucks. The outgoing overs loads are on average 21 tons per load and shipped out throughout the day as needed. The overs are trucked out by a contracted carrier.

#### 2.1.4.3 METAL

Metals will be recovered as it passes through the sort line where it will be dropped into an 8 cy cart. Once the cart is full it will be taken to a 40 cy roll-off located between Building 1 and 2. The amount of metal material expected to be separated at the inert operation is less than 15 tpd, with a proposed storage capacity of 10 tons (assumes the utilization of two carts and a 40 cy roll-off). Additional carts available onsite will be used for storage as necessary.

#### 2.1.5 LOADING TRUCKS

##### CDI Facility

Transfer trailers will be side loaded by a front end loader or forklift depending on the material in one of two loading areas as shown on Figure 3. To get to the main loading area transfer trailers and high-side trucks will enter the site through 152<sup>nd</sup> Street by utilizing the entrance located near the eastern boundary adjacent

to the freeway. They will then turn left just before the east end of Building 2 where they will be able to queue (queueing area for up to 4 transfer trucks) before moving to the load out canopy located north of Building 2 (tare weights are known for all outbound transfer trucks). Loading of baled cardboard and bagged ground wood will be conducted in the loading area on the western end of Building 2. Residual waste or recovered materials will be distributed within the trailer according to gross weight limitations. Once the trailer is loaded, it will pull out of the loading area and head south to 152<sup>nd</sup> Street (Figure 8A). Scales located under the loading areas will be used to weigh outbound materials as they are being loaded (i.e., Scales 4 and 5).

All loading operations of recovered materials and residuals can be handled simultaneously without interrupting each other. At maximum throughput, approximately 32 trucks a day will be needed to haul residuals and recovered materials out of the facility (see Appendix B-1). On most days, it will require approximately 30 trucks, due to the occasional output of some recyclable materials.

### Inert Operation

Inert transfer trucks enter the site through the Eastern entrance off of 152<sup>nd</sup> Street. They will then turn left just before the east end of Building 2 where they will be able to queue (queueing area for up to 4 transfer trucks) before moving to the loading area located north of Building 2 (tare weights are known for all outbound transfer trucks) The trucks then proceed to the load out canopy (see Figure 8B) where they are loaded by a front end loader. Scales located under the loading areas will be used to weigh outbound materials as they are being loaded (i.e., Scales 4 and 5). Once the truck is loaded, it pulls out of the loading area and exits over the rumble strip and out onto 152<sup>nd</sup> Street.

At peak loading, approximately 6 trucks per hour can be loaded, approximately 65 trucks per day will be needed to haul the materials out of the facility.



## 2.2 HOURS OF OPERATION

Facility/Operation operating hours are summarized on Table 2.

**TABLE 2  
CALIFORNIA WASTE SERVICES RESOURCE RECOVERY FACILITY  
OPERATING HOURS**

<b>Facility</b>	<b>Operating Days</b>	<b>Operating Hours</b>
Mixed Material Processing	Monday – Saturday	6:00a.m. – 10:00 p.m.
Material Acceptance	Monday – Friday Saturday Sunday	6:00a.m. – 10:00 p.m. 6:00a.m. – 7:00 p.m. 7:00a.m. – 2:00 p.m.
Plant Maintenance	7 days a week	24 hours

## 2.3 FACILITY DESIGN

The following sections provide a description of the CWSRRF proposed design and design calculations in accordance with 14 CCR, Section 18223.5 (6).

### 2.3.1 DESIGN PLANS

The proposed Site Plan presented as Figure 3 shows the locations of site buildings and other structures, the general layout for all loading and unloading, storage, processing and parking areas at the facility. Figures 8A and 8B show the typical flow of traffic into and out of the facility for the CDI facility and Inerts operation respectively. Figure 6A shows the drainage plan which will not change.

### 2.3.2 DESIGN CALCULATIONS

The CWSRRF was designed in accordance with accepted engineering practices for this type of CDI debris processing facility. Title 14 CCR regulations pertaining to the operation of CDI debris processing facilities were developed to evaluate a

facility's performance through objective periodic inspections. Design criteria utilized to determine the facility's material handling capacity, traffic loading and drainage system capability have been demonstrated repeatedly by the level of compliance the operator is able to maintain at the current permitted tonnage allowed for in the 2011 SWFP.

The proposed facility design is able to accommodate in excess of the maximum permitted daily inflow rate of 2,500 tpd of materials (see Appendices B-1 and B-2). CWSRRF has a combined storage capacity of 5,098 tons of material (1,260 tons mixed C&D tipping area, 1,316 tons inert tipping area, 1,194 tons in various bunkers and carts for recovered CDI materials and residual, and 1,329 tons in various bunkers and cart for separated inert materials). The mechanical/manual sorting process and general operations of the CDI facility allows CWSRRF to process 1,330 tons a day (assuming that the mechanical/manual process can operate at an average of 80 tons per hour or 1,280 tons per day plus the 50 tons per day of source separated materials). The sorting process and general operations of the Inert operation allows CWSRRF to process 1,500 tons a day (assuming that the sorting process can operate at an average of 150 tons per hour or 2,400 tons per day). All loading operations of recovered materials and residuals are handled simultaneously without interrupting each other. At maximum capacity, approximately 112 trucks a day will be needed to haul residues and recovered materials out of the facility. Therefore, the maximum output of 2,500 tons per day will continue to be within the capabilities of the facility/operation.

## **2.4 WASTE TYPE AND VOLUME**

### **2.4.1 WASTE TYPES**

The CWSRRS receives source separated C&D debris and Type A inert debris. In accordance with 14 CCR, Section 17407.5(a) and (c), the operator does not intentionally accept or store hazardous wastes, including paint or any liquid wastes (i.e., sewage sludge, industrial waste, water treatment sludge, grit screenings or other high liquid content wastes), designated waste or wastes requiring special handling. In addition, untreated medical wastes are not accepted by the operator in accordance with 14 CCR, Section 17408.2.

## 2.4.2 WASTE QUANTITIES

The CWSRRF design is capable of receiving, processing, and transferring materials beyond the permitted maximum of 2,500 tpd of source separated C&D debris and Type A inert debris materials. This figure represents the maximum quantity of material the facility can handle during the hours of operations. This design also allows the operator to have adequate storage capacity for residual wastes awaiting removal to a disposal site within 48 hours as allowed under 14 CCR, Section 17410.1.

The current average daily throughput is approximately 1,500 tpd with peak loadings up to 2,500 tpd. Sufficient space to store materials during peak operating periods without infringing upon traffic flow or equipment operation is available at the facility. In instances of emergency situations where the inflow rate could be increased and/or additional waste storage is needed, the LEA will be contacted to obtain approvals and coordinate the best procedures to minimize potential public health hazards for this type of short term condition.

## 2.4.3 FINAL DISPOSAL OF RESIDUAL WASTE

After all the commodities and inerts have been sorted out by manual and mechanical process, the remaining material is conveyed to the residual storage bunkers located adjacent to Building 2 to the north. The bunkers will be self-contained with cement retaining block walls on at least two sides. The residual waste will be loaded into transfer trucks and hauled away to Chiquita Canyon Landfill or other locally permitted solid waste facility.

## 2.5 **EQUIPMENT**

### CDI Facility

A variety of equipment is used in the operation of the facility. The equipment on-site adequately serves operational and maintenance needs in accordance with 14 CCR, Section 17416.3. A detailed list of current equipment is shown on Table 3. In addition, Table 3 includes equipment capacity information, as applicable.

**TABLE 3  
CALIFORNIA WASTE SERVICES RESOURCE RECOVERY FACILITY  
LIST OF OPERATING EQUIPMENT**

Description	Numbers of Equipment	Equipment Capacity
Baler	1	6-7 tph
Forklifts	4	Varies
New Holland 885 Skid Loader	4	N/A
Mobile Vacuum Sweeper	2	N/A
Water Truck	1	N/A
Komatsu WA250	1	2.5 yard grapple bucket
Komatsu WA470 Loader (back up/stand by)	1	5.5 yard grapple bucket
Komatsu WA400	1	5.5 yard bucket
Hyundai R210LC-9 Excavator with Gapple	1	1.5 yard bucket
Hyundai HL730-9 Loader (back up/stand by)	1	2.5 yard grapple bucket
Hyundai HL770-9 Loader	1	5.5 yard grapple bucket
Mechanical Equipment*	1	See Drawing 2
Rotochopper B66E Electric Wood Grinder	1	72 TPD
<b>Total Numbers of Equipment</b>	<b>21</b>	

\*See Drawing 2 for full description of mechanical sorting equipment

This represents the current and proposed equipment at the site. Additional equipment may be brought on site, as necessary, to more efficiently process and transfer the material.

#### Inerts Operation

The inerts operation will require two wheeled loader for this operation. Its bucket has a capacity of 4.5 yards.

### 2.5.1 EQUIPMENT MAINTENANCE

Daily maintenance of the mobile and stationary equipment includes checking belts, engine oil, hydraulic fluid, fuel, etc. An equipment maintenance program for repairs and routine servicing is performed by the operator. All maintenance and repairs are performed by in-house personnel. A sample Daily Equipment Inspection Sheet is included in Appendix D.

### 2.5.2 STANDBY EQUIPMENT

CWSRRF has a standby wheel loader for the CDI and Inerts facility/operation. Tractors and trailers are available through sub-contractors and they can also be rented or leased from local equipment rental companies.

**SECTION 3.0**  
**OPERATIONS PLAN**

### 3.0 OPERATIONS PLAN

#### 3.1 OPERATIONS

##### 3.1.1 SUPERVISION AND PERSONNEL

The operator maintains adequate numbers of qualified personnel to ensure the proper operation of the facility. An existing organizational chart is shown on **Figure 7**. Personnel are cross-trained to provide coverage in the event that an employee is unavailable for work. The proposed CWSRRF staff responsible for the day to day operation of the facility are listed below:

**TABLE 4  
CALIFORNIA WASTE SERVICES RESOURCE RECOVERY FACILITY  
LIST OF EMPLOYEES**

<b>Position</b>	<b>Current Number of Employees</b>
Facility Manager	1
Inerts Operation Manager	1
Janitorial	2
Facility General Maintenance	2
Welder (s)	3
Mechanic (s)	4
Wheel Loader Operator (s)	9
Skid Loader Operator (s)	8
C&D Sorter (s)	44
C&D Kick-Sorter (s)	20
Inert Sorter (s)	10
Traffic Spotter	1
Scale Operator	4
Administrative	1
Excavator Operator	2
<b>Total Employees</b>	<b>112*</b>

\*Employment at Maximum Capacity

Due to staggered shifts, not all 112 employees will be on the site at the same time. Seasonal changes in work load affect the number of employees, which may vary from 102 to 112. For those employees working during weekends or late shifts, a supervisor or manager will be on duty to properly manage the facility.

#### 3.1.1.1 EMERGENCY CONTACT

In accordance with 14 CCR, Section 17410.2, an emergency contact list is provided to the LEA and local fire authority in the event of an emergency situation. The emergency contact list is included in Appendix C.

#### 3.1.1.2 TRAINING

Facility personnel attend regularly scheduled training meetings. In accordance with 14 CCR, Section 17410.3, these training meetings emphasize proper facility operation and maintenance, hazardous waste recognition and screening, environmental and nuisance controls, use of equipment, safety procedures, and emergency situation procedures. In addition, all employees receive regular safety tips and training, as well as opportunities for formal education or equipment qualification instruction when necessary. Training sessions occur quarterly with periodic "tailgate" meetings. Safety meetings are conducted on a weekly basis for both pre-sorters and line sorters. A record of personnel training is maintained at the CWSRRF main administration office for reference during facility inspections.

#### 3.1.2 FACILITY MAINTENANCE

In accordance with 14 CCR, Section 17408.6, preventative maintenance and facility repairs are conducted as necessary. Facility personnel have been instructed to report any defective or deteriorated conditions to their supervisor. In addition, the Facility Manager on a monthly basis monitors the facility for defective or deteriorated conditions. A Monthly Safety Inspection Sheet is included in Appendix D, which allows the Facility Manager to log inspections. When a problem is identified, prompt repair will be implemented.



### 3.1.2.1 CLEANING

The facility buildings and grounds are cleaned of loose materials and litter each operating day in accordance with 14 CCR, Section 17407.2(a)(1). The facility is at its cleanest stage between 7 p.m. to 10 p.m. Monday through Friday. A clean-up crew is dispatched regularly to provide general housekeeping at the facility. The crew is responsible for the collection of any off-site litter, which may have been generated by the facility, this includes areas where trucks will be circulating. Litter pick-up within and around the facility yard is conducted on a continual basis to prevent the tracking or off-site migration of waste materials in accordance with 14 CCR, Section 17407.2(b). Additionally, a professional street sweeping service has been hired by CWSRRF to vacuum sweep the facility twice a day, and adjacent public roadways (i.e., Orchard Avenue twice per day and Redondo Boulevard curbs and center turning lane once per week).

### 3.1.2.2 CONTAINER CLEANING

Containers (i.e., recycle bins, refuse cans, debris boxes) utilized for the storage and/or transport of waste are cleaned on an as-needed basis, usually to remove accumulated dust and dirt. Constant monitoring of containers by facility personnel allow the operator to ensure that all of the containers are cleaned to prevent the creation of nuisances and the harborage of vectors.

### 3.1.2.3 HOUSEKEEPING

In accordance with 14 CCR, Section 17416.1, general housekeeping is conducted at the facility to minimize the accumulation of materials (i.e., used parts, inoperable equipment, tires, scrap and similar items) inherent in the operation of a CDI debris processing facility. Housekeeping activities are conducted on a continual basis by facility personnel.

### 3.1.3 NON-SALVAGEABLE ITEMS

In accordance with 14 CCR, Section 17408.4, drugs, cosmetics, foods, beverages, hazardous wastes, poisons, medical wastes, syringes, needles, pesticides and other materials capable of causing public health or safety problems are not salvaged at the CWSRRF.

### 3.1.4 SCAVENGING AND SALVAGING

Scavenging is prohibited at the CWSRRF in accordance with 14 CCR, Section 17409.3(a). However, salvaging and storage operations of materials (e.g., including ferrous metals, non-ferrous metals, drywall, wood, lumber, plastic, cardboard, and inerts) is performed at the facility. Items such as copper wire, glass or plastic bottles (CRV) are stored in 3-yard containers in Building 2 to prevent any scavenging of such items.

#### 3.1.4.1 MATERIALS SEPARATION AND SORTING

##### CDI Facility

The CWSRRF proposed mechanized system for separation and sorting will be designed to accept and process construction & demolition materials as shown on Figure 9A & 9B (Drawing 2). A Mass Balance Analysis for the mechanical equipment is shown on Figure 12A. Once the vehicle has been weighed and the load inspected by the Yard Supervisor, the truck will be directed to the appropriate tipping location: Self-haul C&D, a source separated storage area, or the main Tipping Area. The following is a sequential description of the proposed mechanized system:

- 1) After being approved for sorting, a labor force of about ten men on the tipping floor will separate large bulky items, large metal, greenwaste, large clean lumber, and drywall as a preliminary floor sort (Kick Sort). Skid loaders assist in the process using specialized sorter boxes. A small Hyundai wheel loader also assists and pushes the sorted material within reach of the in-feed excavator. Once these items are removed the in-feed excavator will place the Mixed C&D into the in-feed conveyor.
- 2) The Vibratory Screen will separate the material, overs will be conveyed to a post sort on the main sort line, 6" minus size material will fall and will be conveyed to a secondary line.
- 3) Overs on the main sort line will be hand-sorted into the following categories (into bunkers): cardboard, wood, aggregates, ferrous metals, non-ferrous metals, drywall, plastic (dependant on market conditions), and alternative daily cover material (fines); the remainder will be conveyed to a residual bunker at the end of the sort line.

- 4) 6" minus material conveyed to the secondary line will pass through overhead Electromagnet where 6" minus metals will be separated and dropped into a bin, the remaining material will be conveyed to the Star-Gear Screen.
- 5) The Star-Gear Screen will separate the material into two fines products, overs (<6") will pass over the screens and conveyed to the De-Stoner, 1" minus size material will be conveyed to the Snap Screen.
- 6) Two sorters pull wood, drywall, metal, and aluminum from overs (<6"). For every 10 hour shift the separate approximately 1.5 tons of wood, 0.2 tons of drywall, 0.1 tons of metal, and 192 pounds of aluminum.
- 7) Overs (<6") will be conveyed to the De-Stoner (Air-Classifier) and will be air separated into heavy and light (aggregate is the heavy, wood and other similar materials are light). Heavy material will drop and will be conveyed to the aggregate bunker. Light material will be conveyed to the ADC bunker.
- 8) 1" minus material will be conveyed to the Snap Screen and will be separated into heavy and light. Heavy material will drop and will be conveyed to the aggregate bunker. Light material will be conveyed to the small De-Stoner.
- 9) Light material will be conveyed to the small De-Stone (Air-Classifier) and will be air separated into heavy and light. Heavy material will drop and will be conveyed to the aggregate bunker. Light material will be conveyed to the ADC bunker.

The materials will be dropped into designated bunkers of which some are part of the mechanical equipment and the others are located adjacent to Building 2 (see Figure 11 and Drawing 1). Typical materials recovered at the facility will continue to include: drywall, lumber, cardboard, wood, ferrous metals, non-ferrous metals, plastic, alternative daily cover material (fines), and inerts.

### Inerts Operation

The inert operation proposed separation and sorting system will be designed to accept and process mixed inert materials as shown on Figure 9C. A Mass Balance Analysis for the sorting equipment is shown on Figure 12B. Once the vehicle has been weighed and the load inspected by the Yard Supervisor, the truck will be directed to the designated tipping area (see Figure 3). The following is a sequential description of the proposed mechanized system:

- 1) After being approved for sorting, a wheel loader will be used to load the mixed inert material into the infeed conveyor.
- 2) Concrete on the sort line will be hand-sorted and dropped into the concrete bunker beneath the equipment.
- 3) Mixed inerts that continue on the conveyor will be screened using a grizzly screen (non-mechanical gravel screen) to produce <6" (fines) and >6" (overs) material.

#### 3.1.4.2 STORAGE OF SALVAGED OR RECOVERED MATERIALS

There will be no long-term storage of recovered materials at the CWSRRF. All recovered materials will be stored in either a baled form (e.g., cardboard) or in containers, bins, or bunkers (see Figure 11). Bunkers for wood, drywall, aggregates, concrete, alternative daily cover (ADC), mixed plastics, and residual waste will be located underneath the processing equipment or adjacent to Building 2. Ferrous and non-ferrous metals will be stored initially in 20-yard and 3-yard containers respectively. Ferrous metals are then placed in 3-yard transfer dumpsters and stored on the west end of Building 2. Non-ferrous metals are placed in the storage bunker adjacent to Building 2. Cardboard will be baled and stored on the west end of Building 2. Wood will be stored initially in bunkers underneath the processing equipment. Wood is then moved to Building 2 for further processing (chipping) where it will be stored prior and after processing. The proposed average storage limits and capacities are presented for various recyclable items are shown on Table 1A and 1B.

Greenwaste and residual waste will never be stored for more than 48 hours.

#### 3.1.4.3 MATERIALS PROCESSING AND VOLUME REDUCTION

Volume reduction operations will be conducted at the CWSRRF. Cardboard that is recovered at the facility will continue to be baled to increase the weight per unit volume. The baler will be located in Building #2 as shown on Figure 3. Material size reduction will be achieved through the use of the excavator as it prepares materials for the in-feed conveyor. Additional size reduction will be through the use of a grinder for wood.

#### 3.1.4.4 MATERIALS REMOVAL

Materials removal operations at the facility are conducted on an ongoing basis. When a full shipment of recovered materials is ready it is transported to a secondary materials market. The amount of materials and frequency of removal depends upon the composition of the recovered materials, the amount of material recovered and the efficiency of sorting.

During normal operating conditions CDI debris are processed the same working day. In no case are materials allowed to be stored on-site for a period of time which may result in the creation of a public health hazard, nuisance or fire hazard in accordance with 14 CCR, Section 17409.3(d).

#### 3.1.5 BURNING WASTES AND OPEN BURNING

In accordance with 14 CCR, Section 17407.1(a), if burning wastes are inadvertently received at the CWSRRF they are separated from other wastes to a safe area away from the unloading and processing areas where it can be spread and extinguished (see Figure 3). Open burning of solid waste at the CWSRRF is prohibited in accordance with 14 CCR, Section 17407.1(b).

#### 3.1.6 HAZARDOUS, LIQUID, AND SPECIAL WASTE EXCLUSION

In accordance with 14 CCR, Section 17407.5 (a), the operator has implemented control measures as necessary to protect public health, safety and the environment. The operator conducts hazardous waste screening in the form of a load-checking program. In the event that a hazardous or prohibited waste is detected as part of the load checking program, it will be either rejected or, if the hauler cannot be identified, separated or cordoned off with traffic cones or similar devices. The load-checking program is discussed in further detail in Section 3.1.9.

In the event of a spill, the LEA will be contacted. All unlawful incidents of disposal will be noted in the operator's log of special occurrences. The manager shall complete a full report that describes the type and quantity of hazardous waste found, the time and circumstances of the hazardous waste discovery, the isolation measures taken, and any information that may identify the origin of the

waste and any other pertinent information. This report shall be completed when the hazardous waste is secured in a locked container and submitted by the Yard Supervisor to the LEA within 48 hours. The waste will be stored in the temporary hazardous waste storage area located adjacent tipping area along the north fence as shown on Figure 3. The waste will be removed within the timeframe required by Title 22, Section 66262.34. Copies of the contamination tickets and incident form records for the last year are maintained in the operating record and are available for review by the regulatory agencies.

### 3.1.7 MEDICAL WASTE

In accordance with 14 CCR, Section 17408.2, medical waste at the CWSRRF shall not be accepted at the facility. If discovered, the Yard Supervisor records it in his Special Waste Incident Ledger (see Appendix D) and contacts the LEA and the Department of Health Services Medical Waste Management program personnel. A licensed sub-contractor will also be contacted to remove the material.

### 3.1.8 PERSONNEL HEALTH AND SAFETY PROGRAM

In accordance with 14 CCR, Section 17408.7, the operator has prepared a safety plan in accordance with SB 198 (Injury and Illness Prevention Program) included as Appendix H. This plan is maintained at two locations at the CWSRRF, one in the main administration office and the other by the employee time clock.

All personnel directly involved with the operation of the CDI debris processing facility are equipped and required to use proper footwear. Safety equipment, such as hard hats, gloves, high visibility vests, and safety glasses are provided. Earplugs and dust masks are required when performing any task that could produce flying particles or excessive noise levels. Appropriate gloves are provided and required when handling materials with sharp or jagged edges, which may result in lacerations. In addition, heavy equipment operators use radios to communicate constantly with ground crew personnel to minimize any possible accident.

Industrial first aid kits are provided and are located in the warehouse break area adjacent to the main office, at the sorter break area in Building 2, and on the line sort platform. Emergency eyewash units (three total) are provided and are

located in the same location as the first aid kits. Hand washing facilities and liquid hand soap are provided and their use required for personal hygiene.

### 3.1.9 LOAD CHECKING

In accordance with 14 CCR, Section 17409.5(a), the operator has implemented a load-checking program at the CWSRRF. The Load Check Data Sheet is included in Appendix D. In accordance with 14 CCR, Section 17409.5(a)(2), prohibited wastes removed during the loadchecking process will be temporarily stored in a separately secured area in the northeast corner of the facility as shown on Figure 3. Site personnel are trained in the recognition, proper handling and disposition of prohibited waste in accordance with 14 CCR, Section 17409.5(a)(3). In accordance with 14 CCR, Section 17409.5(a)(3) load checking records for the previous year are maintained for future reference at the CWSRRF main administration office.

The screening of incoming loads for hazardous and prohibited wastes begins at the scale house. Customers are asked if they have any hazardous or prohibited waste within their load. Signs indicating what types of waste are prohibited are posted on the scale house.

The company has adopted a visual inspection program to prevent the unloading of any unacceptable materials including hazardous waste. If hazardous materials are detected in a load, the scale house attendant will notify the driver that the load contains hazardous materials that are not accepted at the facility. Before the vehicle is turned from the site, all information indicated on the Load Check Data Sheet (see Appendix D) is obtained and recorded. The Load Check Data Sheet will be signed by both the driver and the load-checking inspector. The information obtained can be used to notify the hauler if the load is illegally dumped.

Due to the nature of the proposed facility process, loads will be routinely monitored for unacceptable materials by wheeled loader and excavator operators as the material is unloaded or pre-sorted prior to loading onto the in-feed conveyor for processing. Unacceptable materials include hazardous waste, special wastes, medical wastes, whole tires, paints and any other material prohibited from disposal at a municipal solid waste landfill. Random load checks are performed and recorded 2 times per every 1,000 tons of incoming materials.

When unacceptable materials are identified, observations are recorded on a load check data sheet included in Appendix D. When necessary photographs and samples are taken. Facility staff completes the load checking data sheet and, along with the driver, signs the form. If hazardous or other unacceptable wastes are identified, the responsible party is notified to remove the waste from the facility.

### 3.1.10 SOLID WASTE REMOVAL

In accordance with 14 CCR, Section 17410.1(2) solid waste at the CWSRRF is removed within 48 hours of receipt. Transfer trucks continuously remove waste from the site throughout the operating day.

### 3.1.11 WASTEWATER DISPOSAL

Wastewater from the facility is generated in the following areas:

- Employee restrooms/sanitary sources
- Waste handling areas

Wastewater generated from the sanitary facilities is directly discharged into the city sanitary sewer system. Wastewater generated through contact with waste materials flow into a clarifier for reduction of high BOD and suspended solids prior to discharge into a bioswale. Quench or process water used at the facility for dust suppression does not create any run-off and as such there is no wastewater disposal associated with such use.

## 3.2 **FACILITY CONTROLS**

### 3.2.1 ODOR CONTROL

Typically, CDI debris are not a source of significant odors. However, in accordance with 14 CCR, Section 17406.2(d), odor control measures are instituted at the CWSRRF. Odors are controlled by the rapid processing and transportation of waste after it is deposited at the facility including residual waste generated in the resource recovery process.



### 3.2.2 DRAINAGE CONTROL

In accordance with 14 CCR, Section 17407.3, the facility was designed with drainage control features. Drainage is controlled using an underground drainage system. The facility layout has been designed to direct all runoff and storm water into the drainage system. Drainage control features include:

- The separation of wastewater and pollutant sources from contact with storm water discharges.
- Connection of drainage system areas to a storm water treatment system, which currently includes two 8,400 gallon aboveground storage tanks (two additional tanks are planned), and a bioswale measuring approximately 35' x 15', which provide sufficient capacity for stormwater produced during rain events.
- Facility management systems will ensure that operations personnel maintain proper housekeeping and spill containment for overall pollutant reduction.

A surface drainage and water runoff control plan is shown on Figures 6A & 6B. The design complies with the NPDES industrial storm water permit regulations adopted by the State Water Quality Control Board.

CWSRRF is subject to the Statewide Industrial Storm Water Permit and has a Storm Water Pollution Prevention Plan (SWPPP) see Appendix F.

### 3.2.3 DUST CONTROL

In accordance with 14 CCR, Section 17407.4, dust control measures are conducted at the CWSRRF. All surfaces subject to frequent equipment and vehicle traffic are paved. A street sweeper is used to clean the paved areas on site and access roads off site. There is a 10-foot tall solid wall topped with 10 vertical feet of meshed fabric for dust screening that surrounds the entire facility, minimizing dust migration. Dust generating loads that are dumped are sprayed with 2 inchwater hoses located at the loading and tipping areas. As these loads are dumped, water is sprayed as needed on to the debris which drastically reduces airborne particles. Approximately 120 gallons per day (40 gallons per minute x one minute x three times a day) are used for dust control as

dust generating loads are dumped. Water is sprayed in a mist over the areas where the debris is processed (see Figure 3).

In addition to the measures described above, the new sorting system is located within two enclosed buildings. Misters are used at the loading area below the fabric mesh screens.

#### 3.2.4 LITTER CONTROL

In accordance with 14 CCR, Section 17408.1, litter control is conducted at the CWSRRF. All loads entering the facility are required to be covered. Load inspection crews are on hand to collect any litter or other contaminants to the site as each truck unloads. Any litter collected is placed in covered receptacles and taken to the landfill.

#### 3.2.5 NOISE CONTROL

The proposed sorting equipment is state of the art, and for the most part, it will be located within two enclosed buildings. A noise study was conducted for the Mitigated Negative Declaration to ensure that no significant noise impacts would occur from the proposed changes in design and operation.

#### 3.2.6 NUISANCE CONTROL

In accordance with 14 CCR, Section 17408.5, the facility is operated so as to not create a public nuisance, health or safety problem. The facility is located within a primarily industrial area. The views from public roads are buffered with a masonry wall, topped with 10 vertical feet of meshed fabric. All facility personnel are trained to eliminate any aesthetic nuisance that may be created from daily operations. Proper drainage minimizes standing water. Residual waste is removed at a frequency that prevents fly breeding or odor problems.

#### 3.2.7 PROTECTION OF USERS

In accordance with 14 CCR, Section 17408.8, the facility is operated in such a manner so as to minimize contact between users and wastes. Signs are provided to direct the flow of traffic. Spotter and shift supervisors direct traffic and facility operations in an effort to reduce potentially dangerous situations from occurring.

Visitors to the site are required to park in designated parking areas adjacent to the main office building to avoid circulation conflict with trucks.

### 3.2.8 VECTOR, BIRD, AND ANIMAL CONTROL

In accordance with 14 CCR, Section 17410.4, the operator institutes measures to control or prevent the propagation, harborage and attraction of flies, rodents or other vectors and animals, and to minimize bird attraction. All residual waste materials which are brought to the site are transported for disposal within 48 hours. Materials that are recovered as recyclables are processed and removed from the site at regular intervals. These materials will not attract vectors. Items received at the facility which tend to attract vectors (e.g., food, wastes, seed, etc.) are rapidly processed and transferred off-site for ultimate disposal at a Class III landfill. All containers are inspected and cleaned regularly if they appear to be an attraction to any vectors. Proper drainage prevents any standing water from accumulating along the edge of the buildings or wash areas. If fly larvae are noted, the area is sprayed with an appropriate fly control agent and wet material is removed so larvae will not return. A regular maintenance program to prevent vector problems is conducted by a professional exterminator.

### 3.2.9 TRAFFIC CONTROL

Pursuant to 14 CCR, Section 17418.3, traffic flow through the CWSRRF shall be controlled to prevent interference with or creation of a safety hazard on adjacent public streets or roads, on-site safety hazards and interference with operations. Adequate on-site (off public street) parking for transfer vehicles is provided at the CWSRRF as shown on Figure 3.

The facility is proposed to have a total of nine scales that will improve traffic flow in and out of the site reducing wait time and associated queuing distances. The circulation pattern for outgoing materials will also be improved resulting in elimination of street staging while waiting to enter the site and load. The proposed traffic flow patterns for the CDI facility and Inert operation are shown on Figures 8A and 8B respectively.

### **3.3 FACILITY IMPROVEMENTS**

#### **3.3.1 ROADS**

In accordance with 14 CCR, Section 17409.1 all roads and driveways at the site are designed and constructed to withstand daily loading and minimize the generation of dust. Pot-holes in the paved surfaces are repaired promptly with a similar material. The surface of the paved areas are conducive to regular thorough cleaning conducted as part of the facility's cleaning and housekeeping procedures discussed in Section 3.1.2.1 and 3.1.2.3. Additional cleaning includes continuously vacuuming the public right-of-way (Orchard St. & 152<sup>nd</sup> St.) which is the entrance to the facility. The sidewalk adjacent to Orchard is broom swept every morning. In addition, the street and sidewalk are visually inspected throughout the day for litter and debris that may have been blown or fallen from vehicles utilizing the facility.

CWSRRF also voluntarily cleans and maintains roads, sidewalks, and gutters around the facility as part of its good neighbor efforts which include:

- Redondo Beach Blvd. off-ramp on the southbound 110 freeway,
- Redondo Beach Blvd. from the 110 freeway to a point 300' west of the Orchard Ave./Redondo Beach Blvd. intersection.

A professional street sweeping service has been hired by CWSRRF to vacuum sweep the facility twice per day, and adjacent public roadways (i.e., Orchard Avenue twice per day and Redondo Boulevard curbs and center turning lane once per week).

#### **3.3.2 SANITARY FACILITIES**

In accordance with 14 CCR, Section 17409.2, sanitary facilities are available for both facility personnel and the public at the CWSRRF. Sanitary facilities are located at the main office for facility personnel and at the southeast corner of Building 2 (break room) for drivers/visitors.

### 3.3.3 SIGNS

In accordance with 14 CCR, Section 17409.4(b), identification signs are posted at the point of access to the facility at the end of Orchard Street and at the scales located on the eastern end of the facility adjacent to the freeway. Additional signage describing traffic flow, prohibited materials and cautions are also prominently posted. These signs are large enough to be visible and clearly read by vehicle drivers entering the site. Entry signs provide the following information:

- Facility Name
- Delivery hours
- Acceptable materials
- Non-acceptable materials
- Emergency phone numbers
- Public dumping rate

In addition, other information such as speed limits, the location of all tipping and parking areas and the allowable direction of traffic flow are clearly posted.

### 3.3.4 PARKING

In accordance with 14 CCR, Section 17409.6, adequate off-street parking areas are and will continue to be provided. CWSRRF has ample parking to accommodate company vehicles, employees and visitors. Company trucks are stored overnight within our gated facility and most are parked inside the main warehouse. Employees and visitors park in 64 parking spaces located throughout the proposed permitted area of the facility. The location of these parking spaces are identified on the Proposed Site Plan (see Figure 3).

### 3.3.5 COMMUNICATIONS EQUIPMENT

In accordance with 14 CCR, Section 17415.1, adequate communication equipment is available to site personnel to allow response to emergencies. Facility managers, supervisors and equipment operators are equipped with cellular phones and portable radios to communicate with each other. Managers have offices on site, which are furnished with telephones to be used for internal and external communications. Scale house operators also have access to

portable radios and telephones, which will permit communication to the Plant Manager and the main office.

### 3.3.6 FIRE FIGHTING EQUIPMENT

In accordance with 14 CCR, Section 17415.2 fire suppression equipment is continuously available at the CWSRRF. Fire hydrants are available at three locations adjacent to the property, one at the corner of Orchard Avenue and 152<sup>nd</sup> Street, the other is on the north side of 152<sup>nd</sup> Street, the last one is located on the northwest corner of Building #2. The exact location of fire hydrants can be seen on the Proposed Site Plan (see Figure 3). All areas of the premises and each piece of equipment has a fire extinguisher. Fire fighting equipment is available and can readily be accessed. The facility is under the protection of the City of Los Angeles Fire Department, if needed.

An excerpt from the Hazardous Materials Business Plan for the California Certified Unified Program Agencies (CalCUPA) is included in Appendix J. The excerpt provides fire prevention measures that the CWSRRF follows.

### 3.3.7 LIGHTING

In accordance with 14 CCR, Section 17416.2, lighting is available at the CWSRRF. Exterior lighting is provided on buildings, in storage areas, in traffic areas and in parking areas. Site lighting is installed according to all City and County standards.

The existing ambient lighting conditions in the area are quite illuminated due to the existing baseline conditions at the facility, the surrounding commercial and industrial land uses, the Interstate 110 corridor and surrounding surface street lighting. The existing lighting at the CWSRRF is depicted on the attached lighting Plan, (Figure 10). All existing lights are 1,000 watts (recently replaced with 400 watt LED which are more efficient and accurate with light) and mounted on poles as noted in the plan. Seven existing lights were removed in the vicinity of the residences to the north. Nineteen (19) additional 400 watt LED lights were placed as noted. The lights that were removed are located in the northwest portion of the property where the existing facility operations are located and where the residential uses are the closest. The lights that were recently installed are located on the northeast and southeast portion of the property which is

located further away from residential uses. These additional lights are directed and shielded to prevent off-site glare. In addition, the increased height of the railroad berm in the east where the new lights were installed will partially block the lights from the facility. The net result of the lighting plan has resulted in an overall reduction in visible lighting in the vicinity of the residents to the north.

### 3.3.8 SITE SECURITY

In accordance with 14 CCR, Section 17418.1, site security at the facility is provided. A ten-foot high masonry wall on the south side of the property, a chain link fence on the western end along the freeway, and a 10' steel fence with screen above on the north side surround the entire facility providing adequate security. Entrance gates are locked after normal operating hours. Yard lights are kept on during night hours and are shielded from off site receptors. The location of the entrance gates is shown on Figure 3.

### 3.3.9 SITE ATTENDANT

In accordance with 14 CCR, Section 17418.2, a site attendant is available at the facility at all times. During normal operating hours, the attendant is typically the scale house operator. When the scale house attendant is not available, the facility general maintenance manager will be the attendant.

### 3.3.10 VISUAL SCREENING

In accordance with 14 CCR, Section 17419.1, the CWSRRF was designed and is operated to provide an attractive and aesthetically acceptable appearance. The facility is located in an industrial and manufacturing setting. As part of a "Good Neighbor" policy to obstruct visibility into the operations, fences (masonry wall on the south side of the property, a chain link fence on the western end along the freeway, and a 10' steel fence with screen above on the north side) have been constructed along the perimeter of the site. This integrated system reduces any "unsightly" equipment and operations and reduces odors, dust, and litter migration off the site.

### 3.3.11 WATER SUPPLY

In accordance with 14 CCR, Section 17419.2, potable water is available for station personnel at the CWSRRF. The water supply for the CWSRRF is provided by the Los Angeles Department of Water and Power (LADWP).

## 3.4 **RECORD KEEPING**

In accordance with 14 CCR, Section 17414, all records are maintained at the CWSRRF main administration building for a period of at least three years. In addition, the operator will notify the LEA by telephone within 24 hours of all incidents requiring the implementation of emergency procedures. CWSRRF will submit copies of specified records to the LEA upon request or at a frequency approved by the LEA, in accordance with 14 CCR, Section 17414(c).

### 3.4.1 WEIGHT AND VOLUME RECORDS

The facility keeps records of each transaction on the truck scale computer including the origin of waste in accordance with 14 CCR, Section 18809. The weight of daily incoming waste and recyclable materials is recorded by source, material type and tonnage and entered into a computer database. Records of monthly quantities of recyclable materials received, sold and inventoried are also recorded. Inventory records include the material location, volume and density. Density of the incoming material is determined using assumed density numbers. Density of the waste material is used to convert the weight into volume. Outgoing waste is weighed and a record is maintained for the facility.

### 3.4.2 SPECIAL OCCURRENCES

Operating personnel are trained to report any incidents to the facility supervisors. The supervisors report the incident to the Facility Manager. All site managers and supervisors are authorized to make an entry in the Incident Form. Incidents that may be recorded in the logbook include:

- Accidents
- Fire
- Injury



- Property damage
- Explosions
- Hazardous Waste Incidents
- Flooding
- Receipt or Rejection of Prohibited Wastes
- Lack of Sufficient Number of Personnel in Accordance with 14 CCR, Section 17410.2
- Earthquake Damage
- Other unusual occurrences

The log records the date, time and a detailed explanation of the incident. The logbook is kept in the administration building and is made available to the LEA upon request.

#### 3.4.3 PUBLIC COMPLAINTS

The operator maintains a record of any written public complaints including the nature of the complaint; the date of the complaint; name, address, telephone number of the person(s) making the complaint, and any action(s) taken in response.

#### 3.4.4 OPERATOR NOTIFICATION

The operator maintains a copy of the written notification to the LEA of the names, address and telephone number of the operator or other person(s) responsible for the operations.

#### 3.4.5 EMPLOYEE TRAINING RECORDS

Employee training generally consist of on-the-job training under the supervision of someone experienced in the various aspects of the skills being taught. Potential hazards and safety procedures are stressed. Currently there are weekly safety meetings and meetings for updates and procedural clarifications, as needed.

All employees receive training in recognizing and responding to hazardous waste spills and disposal. In addition to the above training, all employees attend weekly safety meetings.

#### 3.4.6 INSPECTION OF RECORDS

All records are maintained at the CWSRRF administration main office and are available for inspection by the LEA and duly authorized regulatory agencies during all normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m.

#### 3.5 **DOCUMENTATION OF ENFORCEMENT AGENCY APPROVAL, DETERMINATIONS, AND REQUIREMENTS**

In accordance with 14 CCR, Section 17414.1, any approvals, determinations and other requirements the LEA is authorized to make under 14 CCR, Chapter 3 are maintained at the CWSRRF main administration office.

## **SECTION 4.0**

### **REGULATORY AGENCY REQUIREMENTS**

## **4.0 REGULATORY AGENCY REQUIREMENTS**

### **4.1 PERMITS AND APPROVALS**

#### **4.1.1 INTRODUCTION**

In order to operate a construction and demolition/inert debris processing facility in the State of California, the project proponent must obtain various permits from those local and state agencies having jurisdiction over the handling and disposal of non-hazardous solid waste.

The following sections list the responsible agencies which have jurisdiction over the CWSRRF and the permit they require to operate the facility in accordance with 14 CCR, Section 18223.5 (16).

#### **4.1.2 DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY (CALRECYCLE)**

All solid waste facilities are required to have a SWFP issued by the LEA and concurred on by CalRecycle. The CWSRRF is permitted to operate a Large Volume CDI debris processing facility. The current SWFP No. 19-AR-1225 was issued by the LEA on December 12, 2011 for the operation of the CWSRRF. The CWSRRF is also permitted to operate a Type A inert debris operation under an existing Enforcement Agency Notification (EAN). The current EAN No. 19-AR-1233 was issued by the LEA on July 15, 2015. A copy of the SWFP and EAN for the facility are included in Appendix E. As part of this SWFP Revision the Large Volume CDI debris processing facility and Type A inert debris operations will be combined into a single permit (i.e., Revised SWFP No. 19-AR-1225).

#### **4.1.3 CITY OF LOS ANGELES, DEPARTMENT OF BUILDING AND SAFETY**

The City of Los Angeles, Department of Building and Safety is the current local enforcement agency (LEA) having jurisdiction over this facility. The LEA is the local regulatory body acting on behalf of CalRecycle which issues and enforces the terms and conditions of the SWFP.

Additionally, the City of Los Angeles, Department of Building and Safety is also the Lead Agency for the CEQA documentation performed for the SWFP Revision effort. A Mitigated Negative Declaration (MND) was previously certified in November 2008 by the City of Los Angeles LEA for the design and operational changes originally proposed for the mechanized recyclable material separation process. The LEA prepared an Addendum to the CEQA documentation in September 2011 in order to address the proposed changes in equipment location and type since the 2008 MND was certified. Additionally, the LEA prepared Addendum No. 2 to the CEQA documentation in February 2016 in order to address minor site configuration changes, equipment changes, and the combination of the two operations into one permit.

As mentioned above the most recent SWFP for the CWSRRF was issued in 2011 and is designated as 19-AR-1225. The LEA is responsible for processing any permit changes, which are necessary to keep the SWFP accurate and up-to-date.

#### 4.1.4 LOCAL LAND USE AUTHORITY

The local land use authority is the City of Los Angeles. No Use Permit has been required for the site. The site is shown to be located in the M2-1VL-0 Zone. The sorting, salvaging, storing and shipping of building materials from construction and demolition sites is an allowable use of the property under the current zoning (see Appendix E).

#### 4.1.5 FIRE DEPARTMENT

The City of Los Angeles Fire Department is the local fire authority having jurisdiction over the CWSRRF. Permits issued by the City of Los Angeles Fire Department are maintained at the CWSRRF main administration office.

#### 4.1.6 SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT

The California Air Resources Board (CARB) establishes air quality and emission standards and rules for Air Pollution Control Districts (APCD) based on EPA guidelines under the Clean Air Act. APCDs are responsible for implementing local air quality controls and issuing permits for new sources of air pollution. The CWSRRF falls under the jurisdiction of the South Coast Air Quality Management District (SCAQMD). In a recent visit by the SCAQMD, CWSRRF was informed

that it was no longer required to report to the agency, due to the elimination of the wood grinding operation. In addition, the CWSRRF has not received a visit from SCAQMD for dust complaints for over four years.

The CWSRRF has a current "Permit to Construct" for construction of the waste receiving and screening system (automated separation equipment) issued by the SCAQMD on January 1, 2010.

#### 4.1.7 CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY/DEPARTMENT OF TOXIC SUBSTANCES CONTROL

The CWSRRF does not knowingly accept hazardous waste. The Hazardous Waste Exclusion Program is implemented to ensure that toxic or hazardous wastes are removed from the waste stream and do not reach the landfill. The material is inventoried and prepared for shipment (lab packs, drums, etc.). The material is shipped to appropriate recycling facilities or disposal sites. The State of California Department of Toxic Substances Control (DTSC) has issued the CWSRRF a hazardous generator number (CAL000238132) for generation of hazardous waste diverted from the waste stream. In addition, the CWSRRF is registered with the DTSC as a CRT Material Handler.

#### 4.1.8 LOS ANGELES REGIONAL WATER QUALITY CONTROL BOARD

The CWSRRF is covered under the SWRCB's general stormwater permit for industrial activities as administered by the Los Angeles Regional Water Quality Control Board. CWSRRF manages storm water through implementation of a site-specific SWPPP which is included in Appendix F.

#### 4.1.9 OTHER REGULATORY AGENCY REQUIREMENTS

##### **Countywide Integrated Waste Management Plan (CIWMP)/Non-Disposal Facility Element (NDFE)**

The California Integrated Waste Management Act of 1989 (Public Resources Code Section 40000, seq.) required cities and counties to prepare a plan for their solid waste system known as a CIWMP. The County of Los Angeles has completed their CIWMP and NDFE. The CWSRRF operations are included in the NDFE.

## **SECTION 5.0**

## **REFERENCES**

## 5.0 REFERENCES

1. California Code of Regulations, Title 14, Chapters 3 and 5.
2. California Department of Resources Recycling and Recovery, 2011, "Solid Waste Facility Permit No. 19—AR-1225 for the California Waste Services," issued by the City of Los Angeles Environmental Affairs Department acting as the Local Enforcement Agency.
3. California Department of Resources Recycling and Recovery, 2015, "Enforcement Agency Notification No. 19-AR-1233 for the CWS Inert Debris Operation," issued by the City of Los Angeles Department of Building and Safety acting as the Local Enforcement Agency.
4. Tetra Tech BAS, 2007, Amendment No. 1 2015, "Operations Plan for the California Waste Services Type A Inert Debris Operation,"



## **TABLES**

TABLE 1A

CALIFORNIA WASTE SERVICES  
 CDI MATERIAL PROCESSING RATE AND STORAGE CAPACITY

MATERIAL <sup>1</sup>	PERCENT PER HOUR <sup>6</sup>	TONS PER HOUR (80 TPH)	TONS PER DAY (1,280 TPD)	STORAGE CAPACITY (CY)	STORAGE CAPACITY (TONS)	MAX. STORAGE TIME (Processed Materials)	OUTBOUND TRUCKS/DAY
<b>TIPPING FLOOR</b>							
Kick Sort <sup>2</sup>	5.0%	4	64				N/A
Drywall	6.0%	4.8	76.8	263	237	3 weeks	3
<b>INFEED CONVEYOR AND VIBRATORY SCREEN</b>							
<b>MANUAL PICKING LINE (Vibratory Screen &gt;4")</b>							
Wood <sup>3</sup>	17.25%	13.8	220.8	808	178	3 weeks	8
Cardboard <sup>4</sup>	1.0%	0.8	12.8	172	86	3 weeks	1 every 2-3 days
Ferrous	5.00%	4	64	353	177	3 weeks	2
Non-Ferrous	0.25%	0.2	3.2	40	10	3 weeks	1 every 6-7 days
Inert (Aggregates) <sup>5</sup>	1.00%	0.8	12.8	59	39	3 weeks	Transferred to Inert Operations Area
Fines	5.5%	4.4	70.4	118	30	3 weeks	1 every 2-3 days
Residual	20.0%	16	256	485	97	24 hours	9
<b>MAGNET (Vibratory Screen &lt;6")</b>							
Ferrous (Cart 1)	0.5%	0.4	6.4	20	10	3 weeks	1 every 5 to 6 days
<b>STARGEAR SCREEN/DE-STONER/SMALL DE-STONER</b>							
Alternative Daily Cover (ADC)	25.00%	20	320	333	167	3 weeks	12
<b>STARGER SCREEN/DE-STONER/SNAP SCREEN</b>							
Aggregate (Concrete) <sup>5</sup>	13.50%	10.8	172.8	249	165	3 weeks	Transferred to Inert Operations Area
1 - All materials are shipped out continually throughout the day as needed in order to prevent exceeding the storage capacity							
2 - Kick Sort material consist of large bulky items, carpet, wood, stringy materials, and significant amounts of recoverable materials; which will be distributed either to a recovered material or residual bunker.							
3 - In addition to the bunker storage capacity, an area on the west end of Building 2 will be used to grind and load ground wood.							
4 - In addition to the bunker storage capacity, an area on the east end of Building 2 will be used for baled cardboard storage.							
5 - Recovered aggregates will be transferred to the Inert Operations located next to the CWS C&D facility on a regular basis utilizing a front end loader.							
6 - Percent per hour assumptions provided by CWS and equipment manufacturer.							

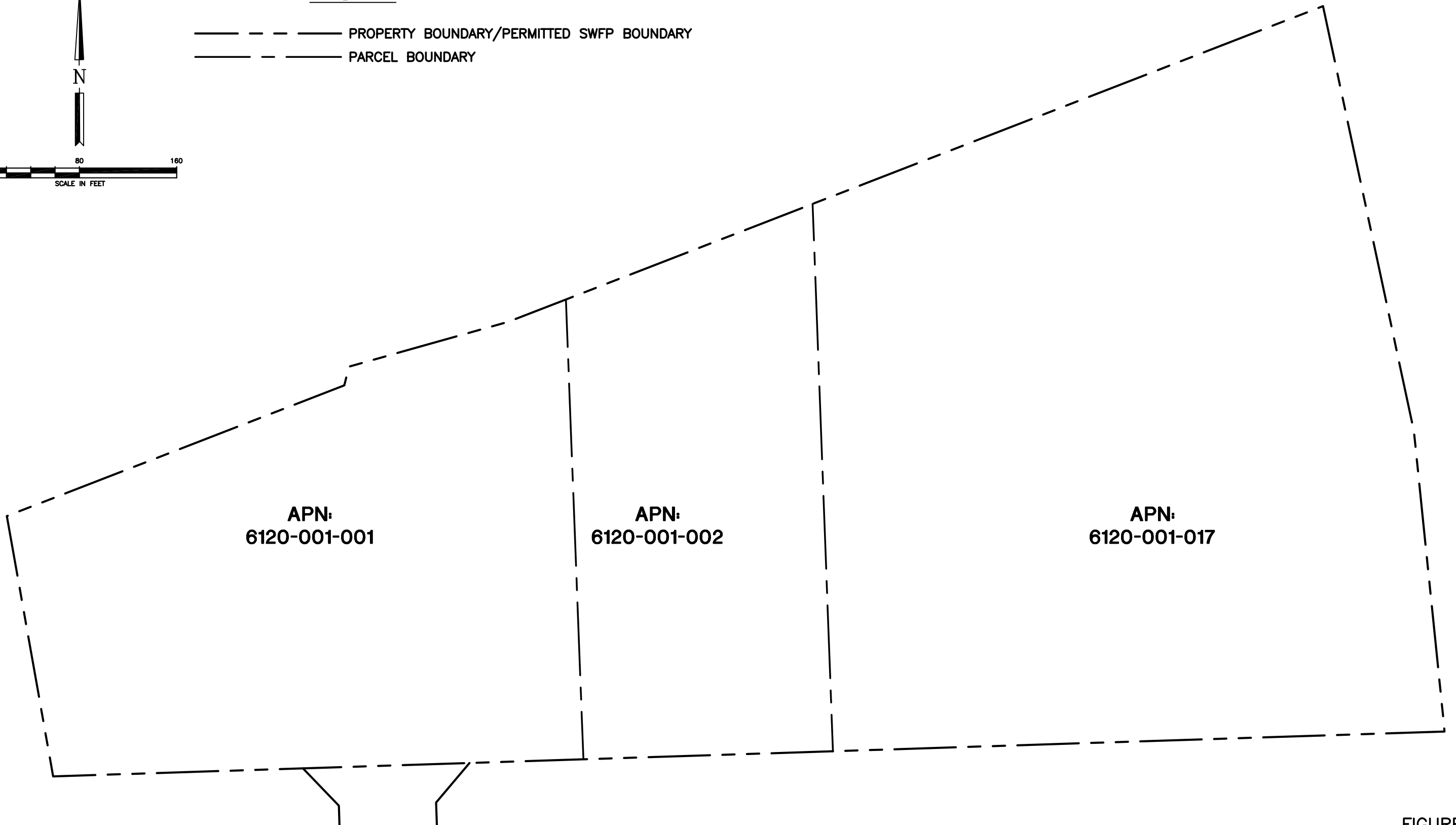
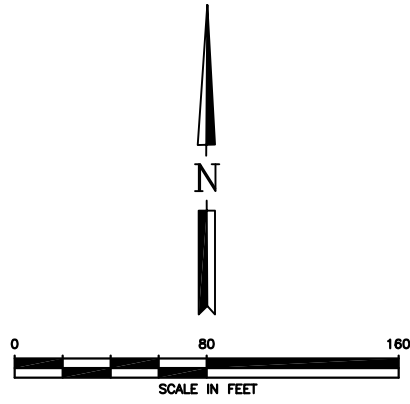
**TABLE 1B****CALIFORNIA WASTE SERVICES  
TYPE A INERT PROCESSING RATE AND STORAGE CAPACITY**

<b>MATERIAL</b>	<b>PERCENT PER HOUR</b>	<b>TONS PER HOUR (150 TPH)</b>	<b>TONS PER DAY (1,500 TPD)</b>	<b>STORAGE CAPACITY (CY)</b>	<b>STORAGE CAPACITY (TONS)</b>	<b>MAX. STORAGE TIME (Processed Materials)</b>	<b>OUTBOUND TRUCKS/DAY</b>
<b>INFEEED CONVEYOR</b>							
<b>MANUAL PICKING LINE</b>							
Concrete	25.00%	37.5	375	450	424	3 weeks	18
<b>GRIZZLY SCREEN</b>							
Fines	50.00%	75	750	465	628	3 weeks	29
Overs	25.00%	37.5	375	294	277	3 weeks	18

## FIGURES

**LEGEND**

- PROPERTY BOUNDARY/PERMITTED SWFP BOUNDARY
- PARCEL BOUNDARY



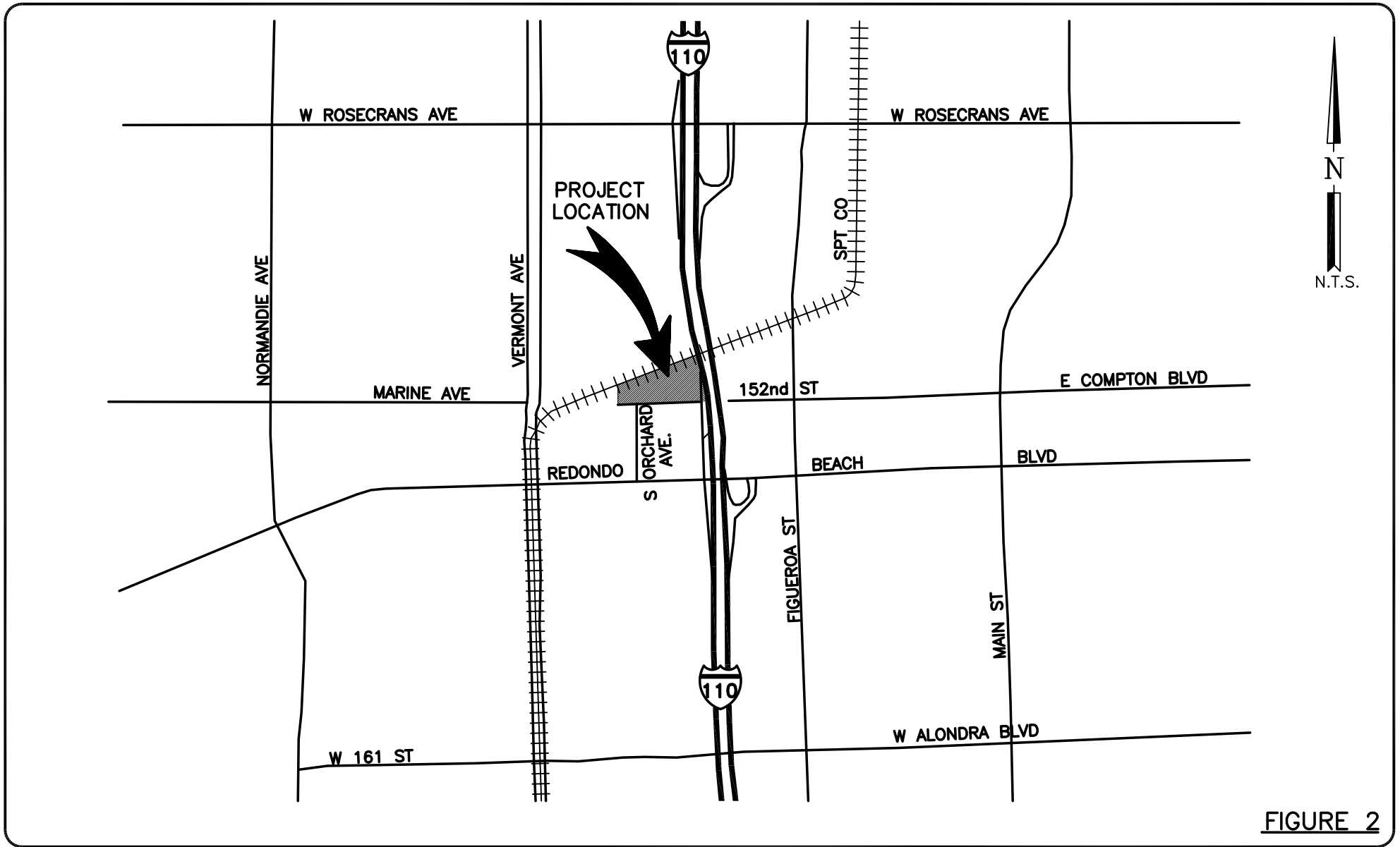
**FIGURE 1**



CALIFORNIA WASTE SERVICES

PERMITTED FACILITY BOUNDARY - PARCEL MAP

JOB NO. 2015.0206
DATE 2-2016
DRAWN BY C.A.L.
FILE NAME: 30-1436FIG



**FIGURE 2**



**TETRA TECH BAS**  
 1360 Valley Vista Drive, Diamond Bar, CA 91765  
 TEL 909.860.7777 FAX 909.860.8017

**CALIFORNIA WASTE SERVICES**

**LOCATION MAP**

JOB NO.  
2015.0206  
 DATE  
2-2016  
 DRAWN BY  
C.A.L.  
 FILE NAME:  
30-1437FIG

**LEGEND**

- PROPERTY BOUNDARY/PERMITTED SWFP BOUNDARY
- PUSH WALL
- (H) HAZARDOUS WASTE STORAGE
- (B) BURNING WASTE SEPARATION AREA
- (4) NUMBER OF PARKING SPACES/LOCATION
- ⊕ FIRE HYDRANTS
- ⊕ EYE WASH/FIRST AID STATION

**NOTE:**

- 1) SEE FIGURES 9A, 9B, AND 9C FOR DETAILED AUTOMATED AND SORTING EQUIPMENT PLANS
- 2) SEE FIGURE 11 FOR STORAGE AND PILE VOLUME PLAN

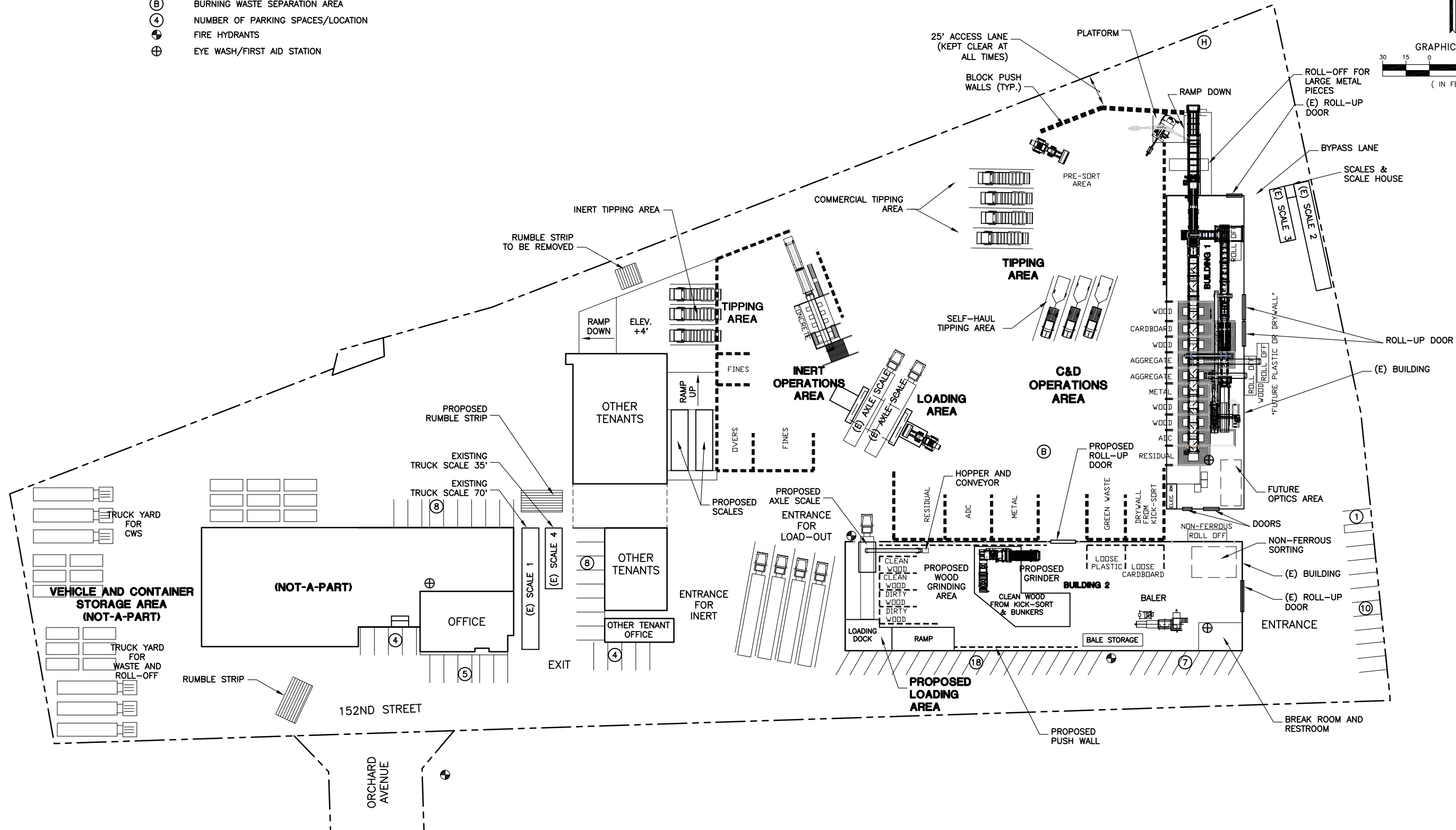
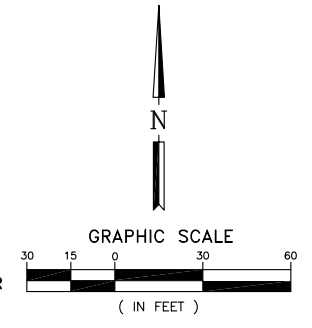
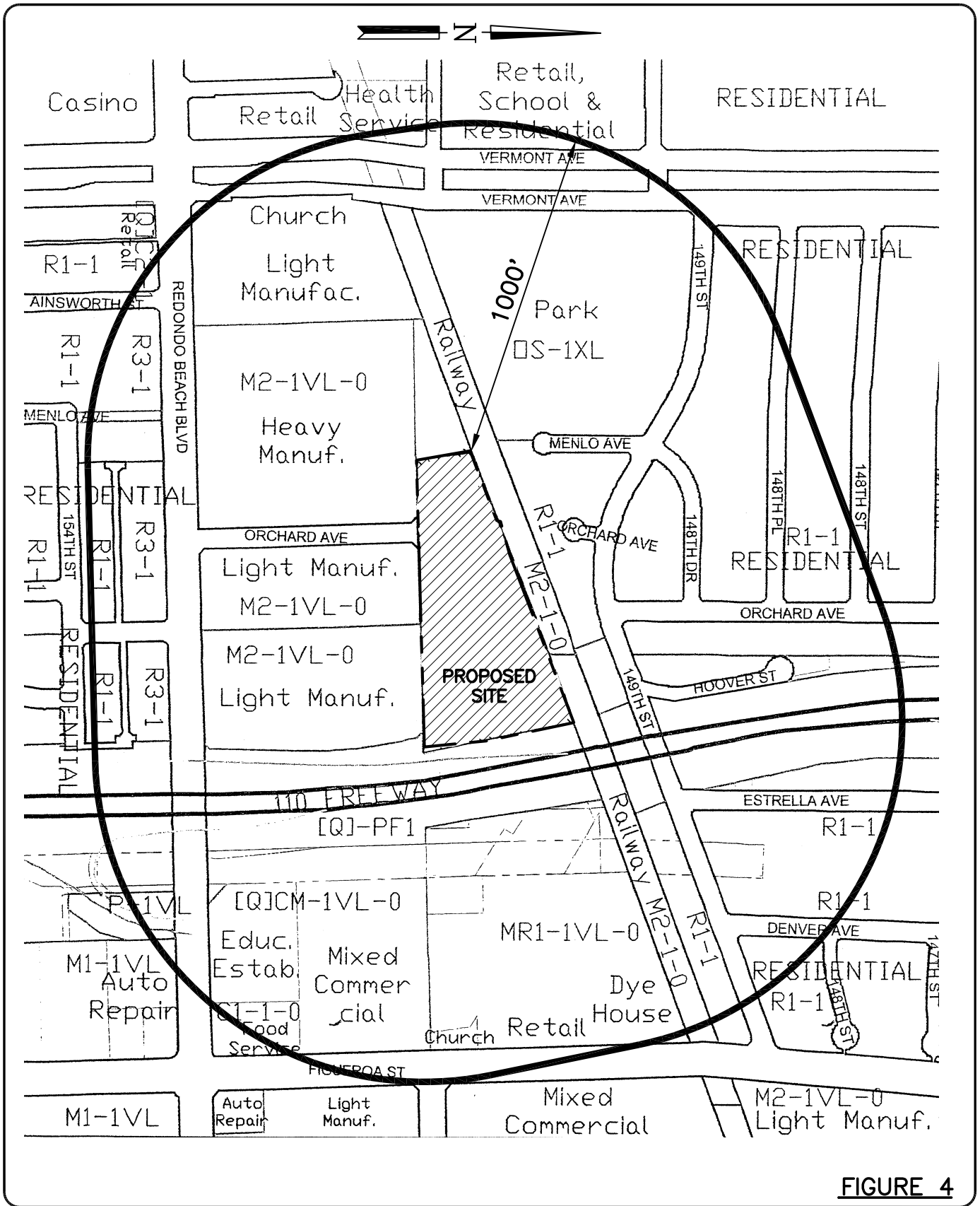


FIGURE 3

<b>TETRA TECH BAS</b> <small>1360 Valley Vista Drive, Diamond Bar, CA 91765          TEL 909.860.7777 FAX 909.860.8017</small>			<b>CALIFORNIA WASTE SERVICES</b> <b>PROPOSED SITE PLAN</b>		
	DESIGNED BY : C.A.L.	SCALE : AS SHOWN	DRAWN BY : C.A.L./P.V.	DATE : 2-2016	FILE NO.: 30-1427FIG
	CHECKED BY : C.A.L.	DATE : 2-2016			
	APPROVED BY : C.M.A.	DATE : 2-2016			SHEET <b>1</b> OF <b>1</b>
NO.	REVISION DESCRIPTION	BY:			



**FIGURE 4**



**TETRA TECH BAS**  
 1360 Valley Vista Drive, Diamond Bar, CA 91765  
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**CALIFORNIA WASTE SERVICES**

**LAND USE WITHIN 1000 FEET**

JOB NO.  
2015.0206  
 DATE  
2-2016  
 DRAWN BY  
C.A.L.  
 FILE NAME  
30-1438FIG



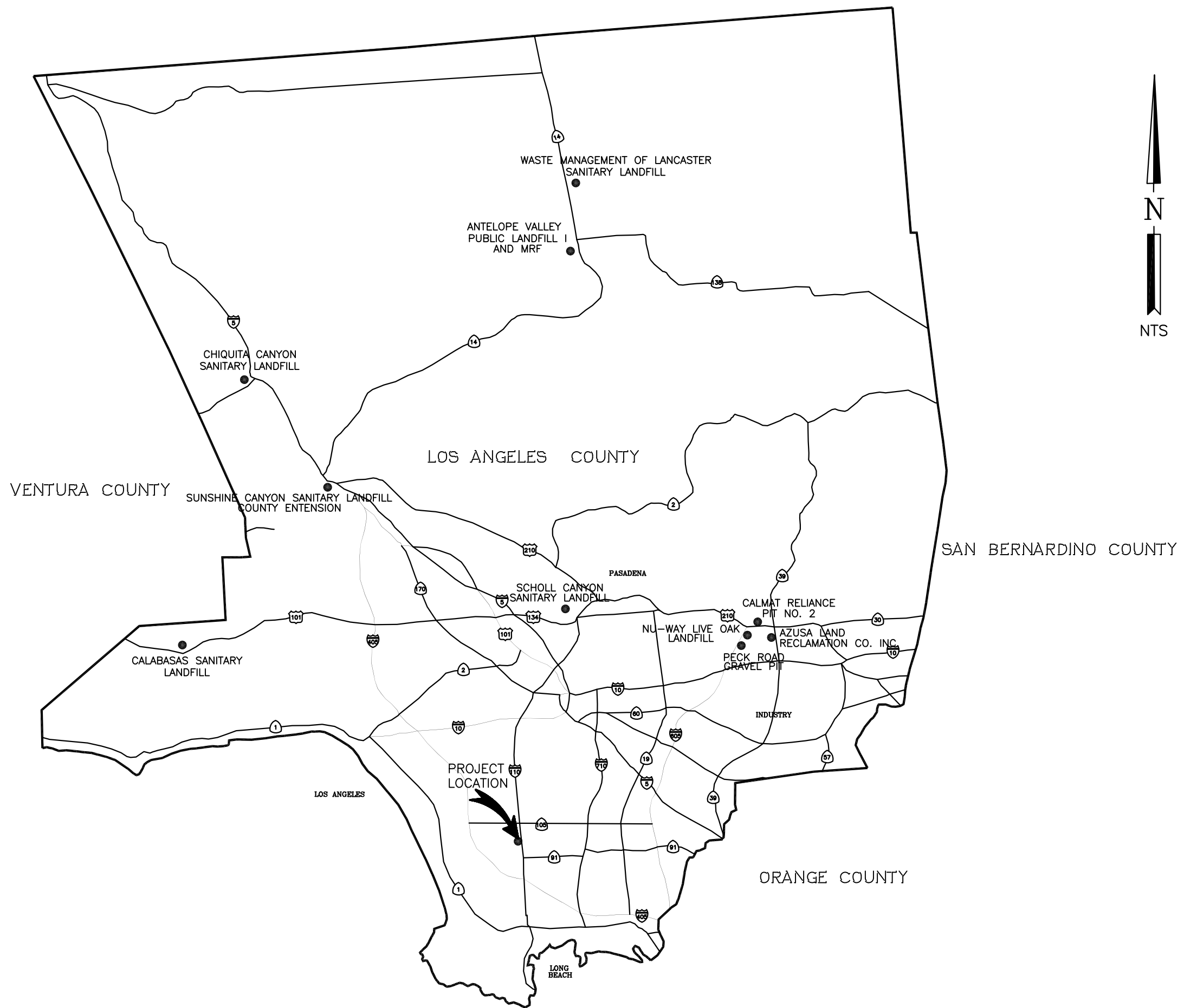


FIGURE 5

JOB NO.	2015.0206
DATE	1-2016
DRAWN BY	C.A.L.
FILE NAME	30-1439FIG

CALIFORNIA WASTE SERVICES

**AREA LANDFILLS**



**TETRA TECH BAS**  
 1360 Valley Vista Drive, Diamond Bar, CA 91765  
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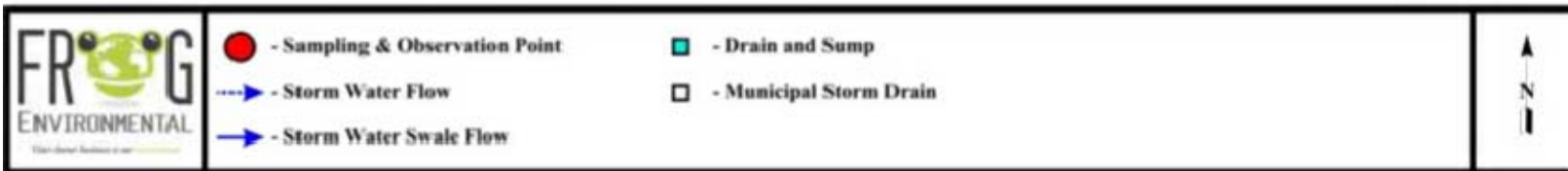


FIGURE 6A

CALIFORNIA WASTE SERVICES

STORMWATER DRAINAGE AREAS

JOB NO.  
2015.0206

DATE  
1-2016

DRAWN BY  
C.A.L.

FILE NAME:  
30-1440FIG



**TETRA TECH BAS**  
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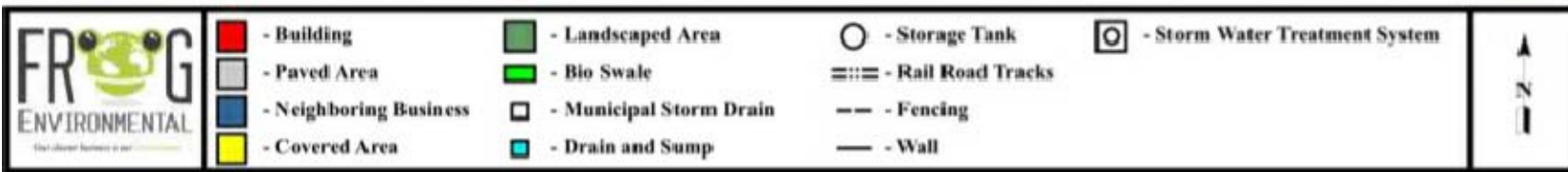


FIGURE 6B

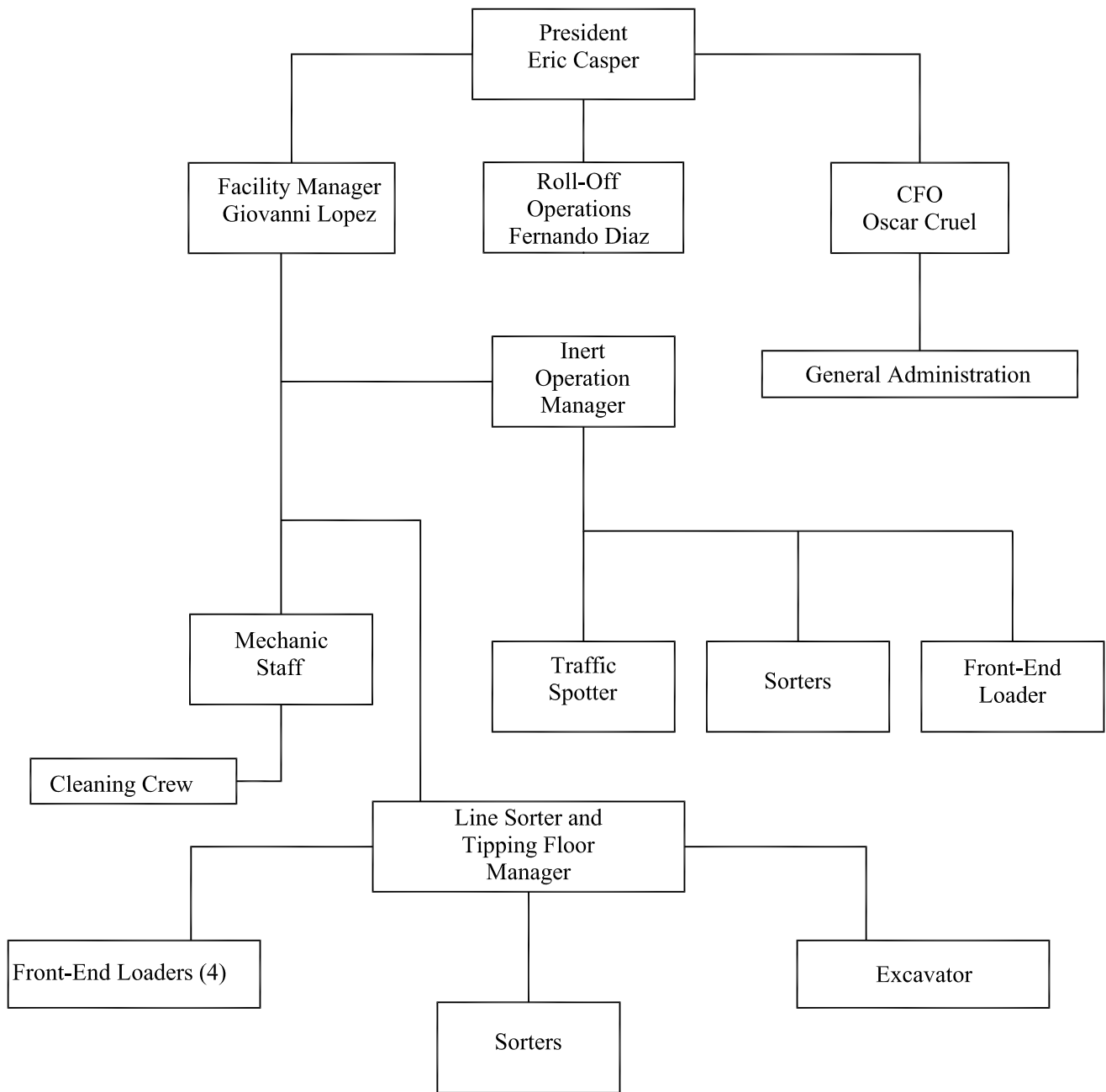


**TETRA TECH BAS**  
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**CALIFORNIA WASTE SERVICES**

**STRUCTURAL CONTROL MEASURES**

JOB NO. 2015.0206
DATE 1-2016
DRAWN BY C.A.L.
FILE NAME: 30-1440FIG



**FIGURE 7**

**LEGEND**

- PROPERTY BOUNDARY
- INBOUND C&D MATERIAL
- OUTBOUND RECOVERED MATERIALS

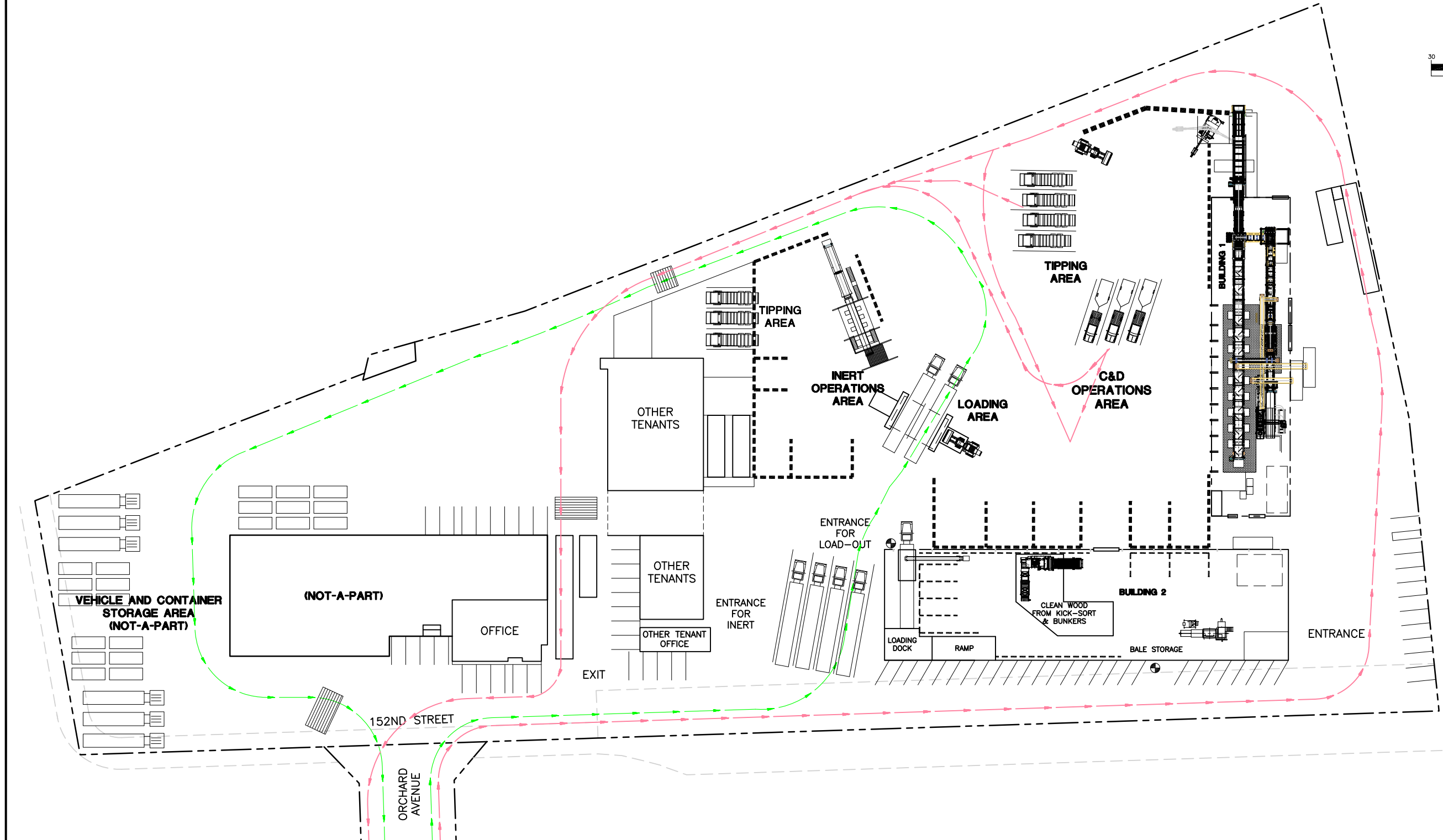
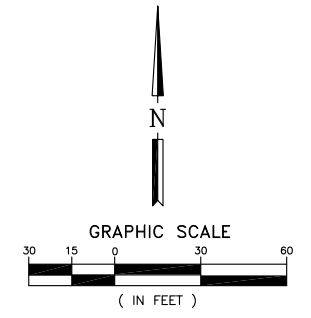


FIGURE 8A

NO.	REVISION DESCRIPTION	BY:


**TETRA TECH BAS**  
 1360 Valley Vista Drive, Diamond Bar, CA 91765  
 TEL 909.860.7777 FAX 909.860.8017

**CALIFORNIA WASTE SERVICES**  
**CDI FACILITY PROPOSED TRAFFIC PATTERN**

DESIGNED BY : C.A.L.	SCALE : AS SHOWN
DRAWN BY : C.A.L.	DATE : 2-2016
CHECKED BY : C.A.L.	DATE : 2-2016
APPROVED BY : P.W.	DATE : 2-2016

FILE NO.: 30-1443FIG  
 SHEET 1 OF 1

**LEGEND**

- PROPERTY BOUNDARY
- INBOUND TYPE A INERT MATERIAL
- OUTBOUND SEPARATED MATERIALS

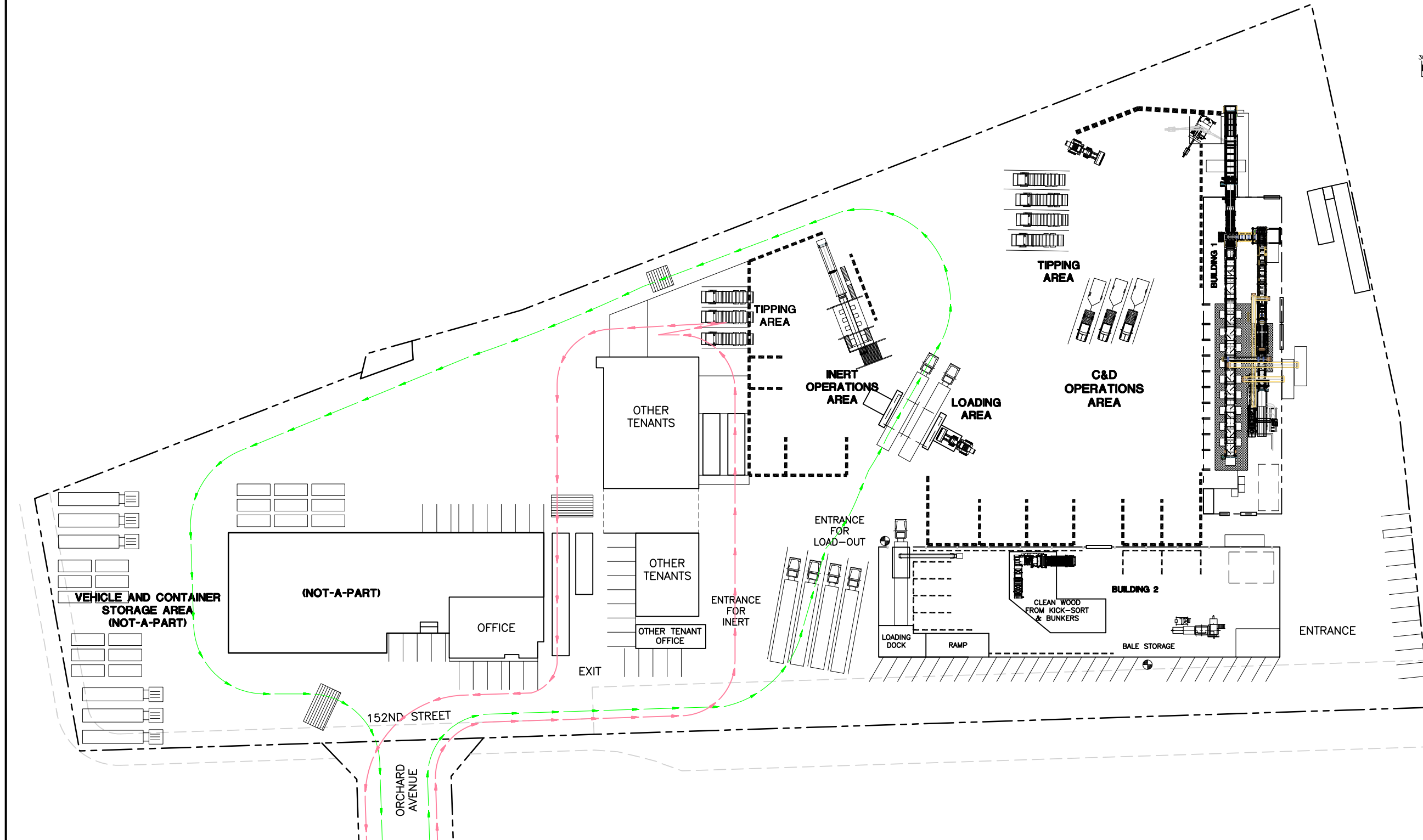
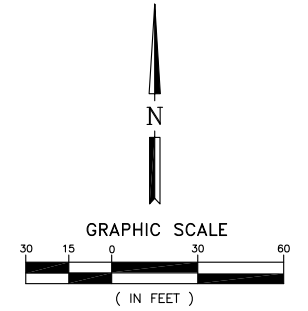
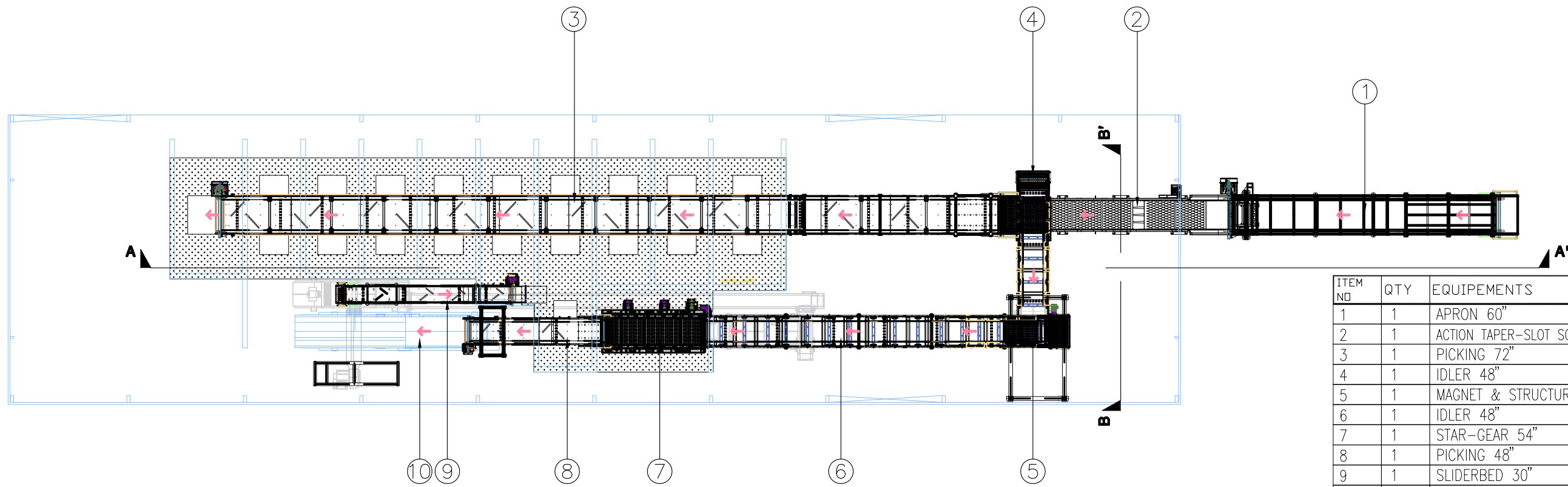


FIGURE 8B

NO.	REVISION DESCRIPTION	BY:

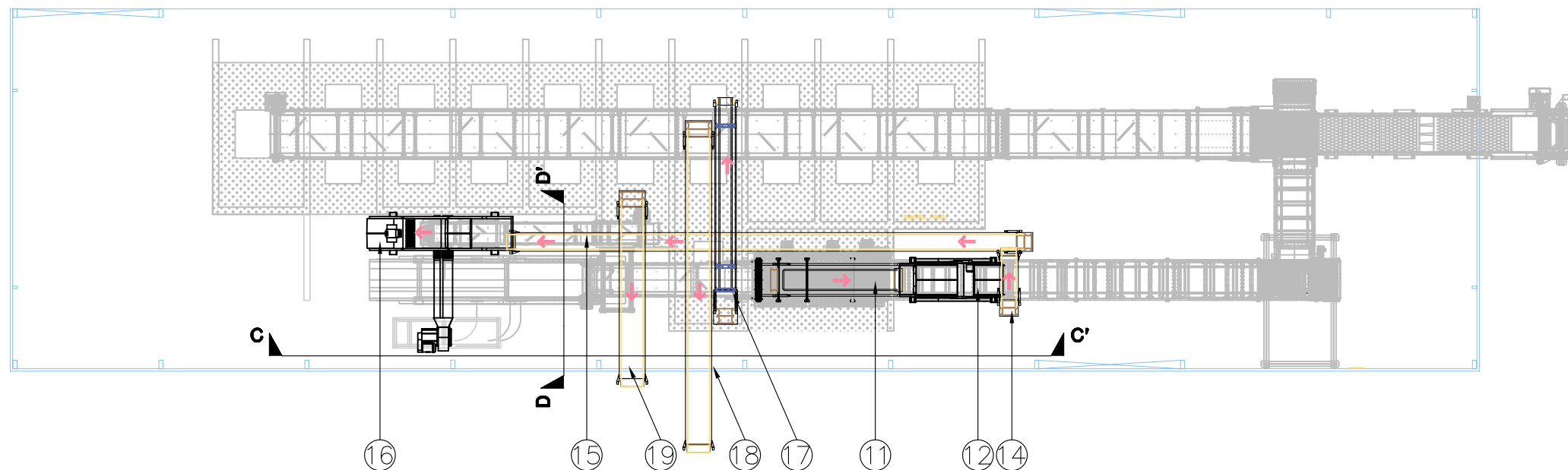
**TETRA TECH BAS**  
 1360 Valley Vista Drive, Diamond Bar, CA 91765  
 TEL 909.860.7777 FAX 909.860.8017

CALIFORNIA WASTE SERVICES INERT OPERATION PROPOSED TRAFFIC PATTERN		
DESIGNED BY : C.A.L.	SCALE : AS SHOWN	FILE NO.: 30-1443FIG
DRAWN BY : C.A.L.	DATE : 2-2016	
CHECKED BY : C.A.L.	DATE : 2-2016	
APPROVED BY : P.W.	DATE : 2-2016	SHEET 1 OF 1



**PLAN VIEW LEVEL 1**

SCALE: 1" = 20'



**PLAN VIEW LEVEL 2**

SCALE: 1" = 20'

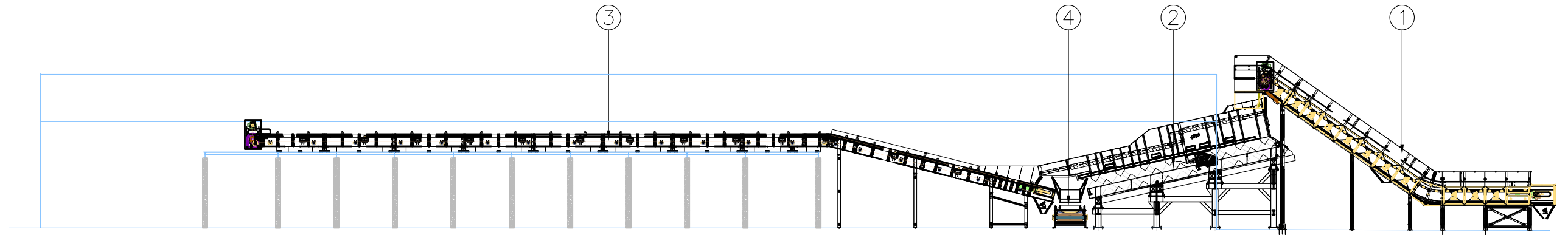
ITEM NO	QTY	EQUIPEMENTS
1	1	APRON 60"
2	1	ACTION TAPER-SLOT SCREEN & STRUCTURE (BY CUSTOMER)
3	1	PICKING 72"
4	1	IDLER 48"
5	1	MAGNET & STRUCTURE (BY CUSTOMER)
6	1	IDLER 48"
7	1	STAR-GEAR 54"
8	1	PICKING 48"
9	1	SLIDERBED 30"
10	1	ACTION DENSE-OUT & STRUCTURE (BY CUSTOMER)
11	1	TROUGHING IDLER
12	1	ACTION SNAP-SCREEN (BY CUSTOMER)
13	1	TROUGHING IDLER
14	1	SLIDER BED CONVEYOR
15	1	SLIDER BED CONVEYOR
16	1	ACTKIN DENSE-OUT (BY CUSTOMER)
17	1	TROUGHING IDLER CONVEYOR
18	1	SLIDERBED CONVEYOR
19	1	SLIDERBED CONVEYOR

NOTE:  
SEE FIGURE 9B FOR ELEVATIONS

**LEGEND**

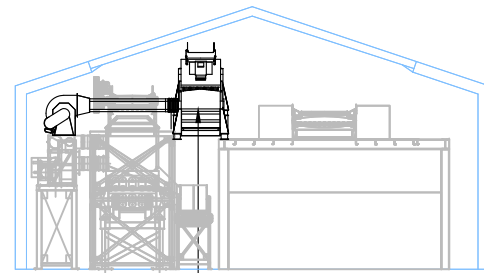
- MATERIAL FLOW DIRECTION
- ▨ MANUAL SORTING STATION

**FIGURE 9A**



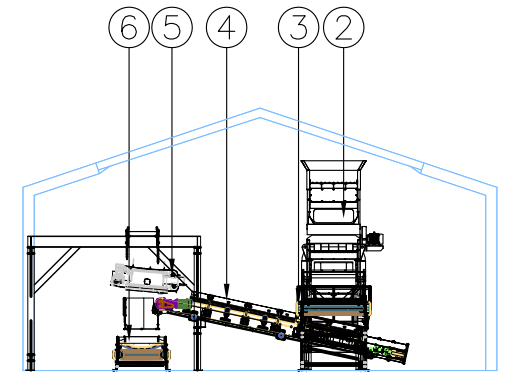
**ELEVATION VIEW A-A'**

SCALE: 1" = 20'



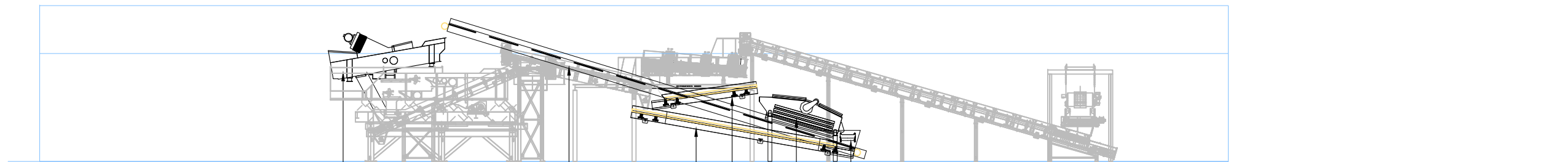
**ELEVATION VIEW D-D'**

SCALE: 1" = 20'



**ELEVATION VIEW B-B'**

SCALE: 1" = 20'

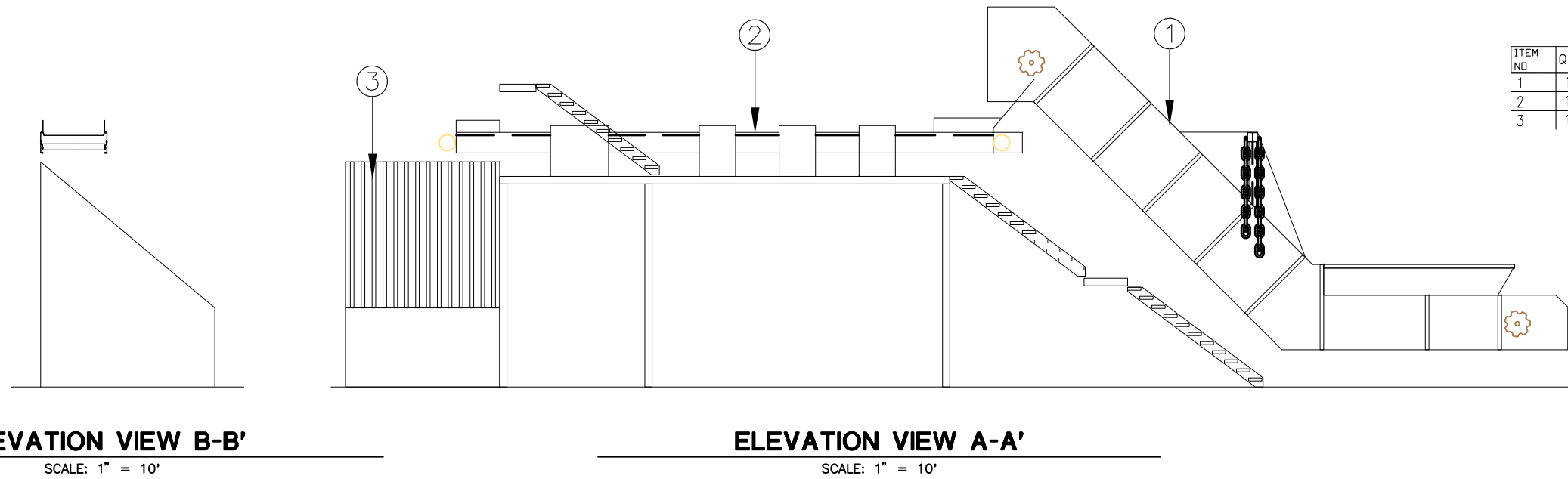
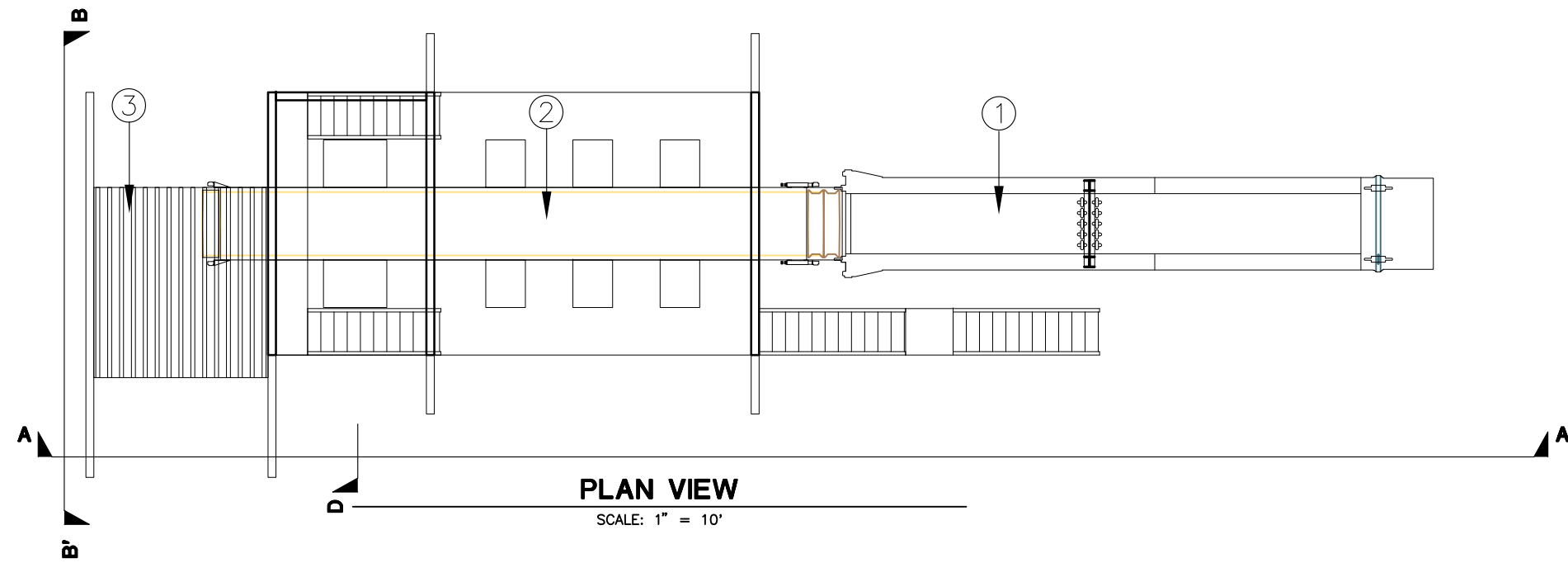


**ELEVATION VIEW C-C'**

SCALE: 1" = 20'

FIGURE 9B



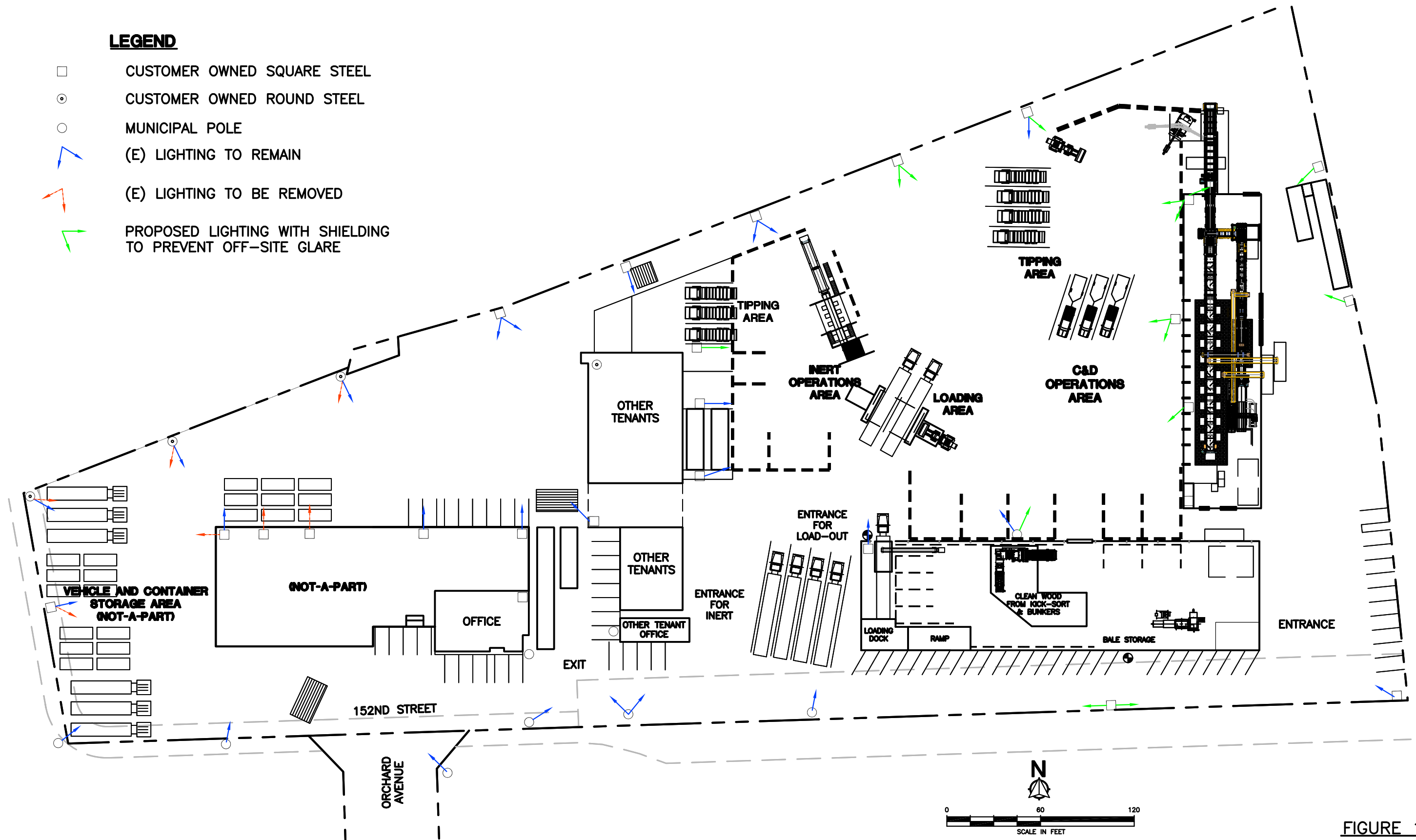


ITEM NO	QTY	EQUIPEMENTS
1	1	APRON INFEEED CONVEYOR
2	1	PICKING CONVEYOR
3	1	GRIZZLY SCREEN

FIGURE 9C

**LEGEND**

- CUSTOMER OWNED SQUARE STEEL
- ⊙ CUSTOMER OWNED ROUND STEEL
- MUNICIPAL POLE
- ↙ (E) LIGHTING TO REMAIN
- ↘ (E) LIGHTING TO BE REMOVED
- ↗ PROPOSED LIGHTING WITH SHIELDING TO PREVENT OFF-SITE GLARE



**FIGURE 10**

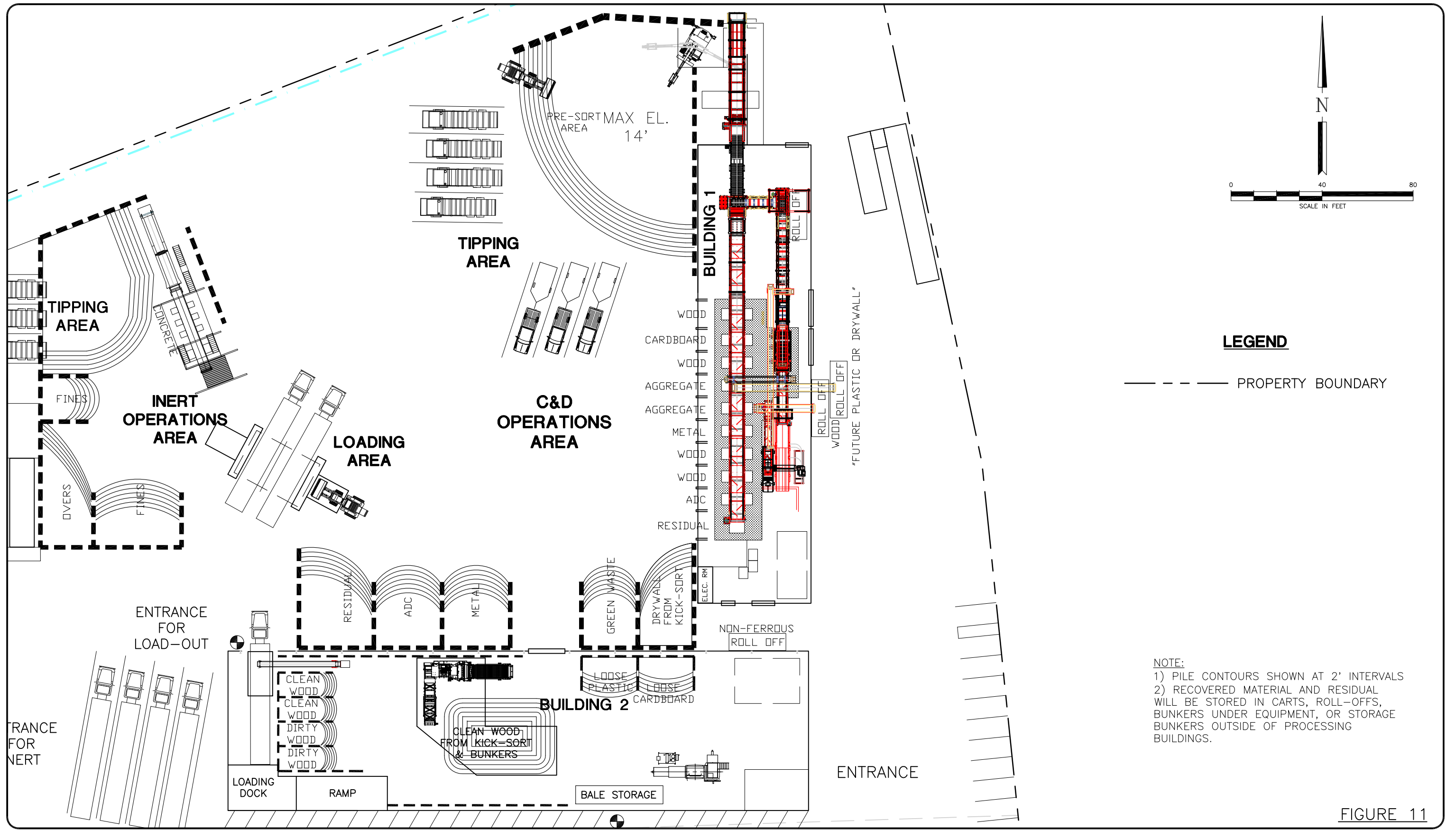


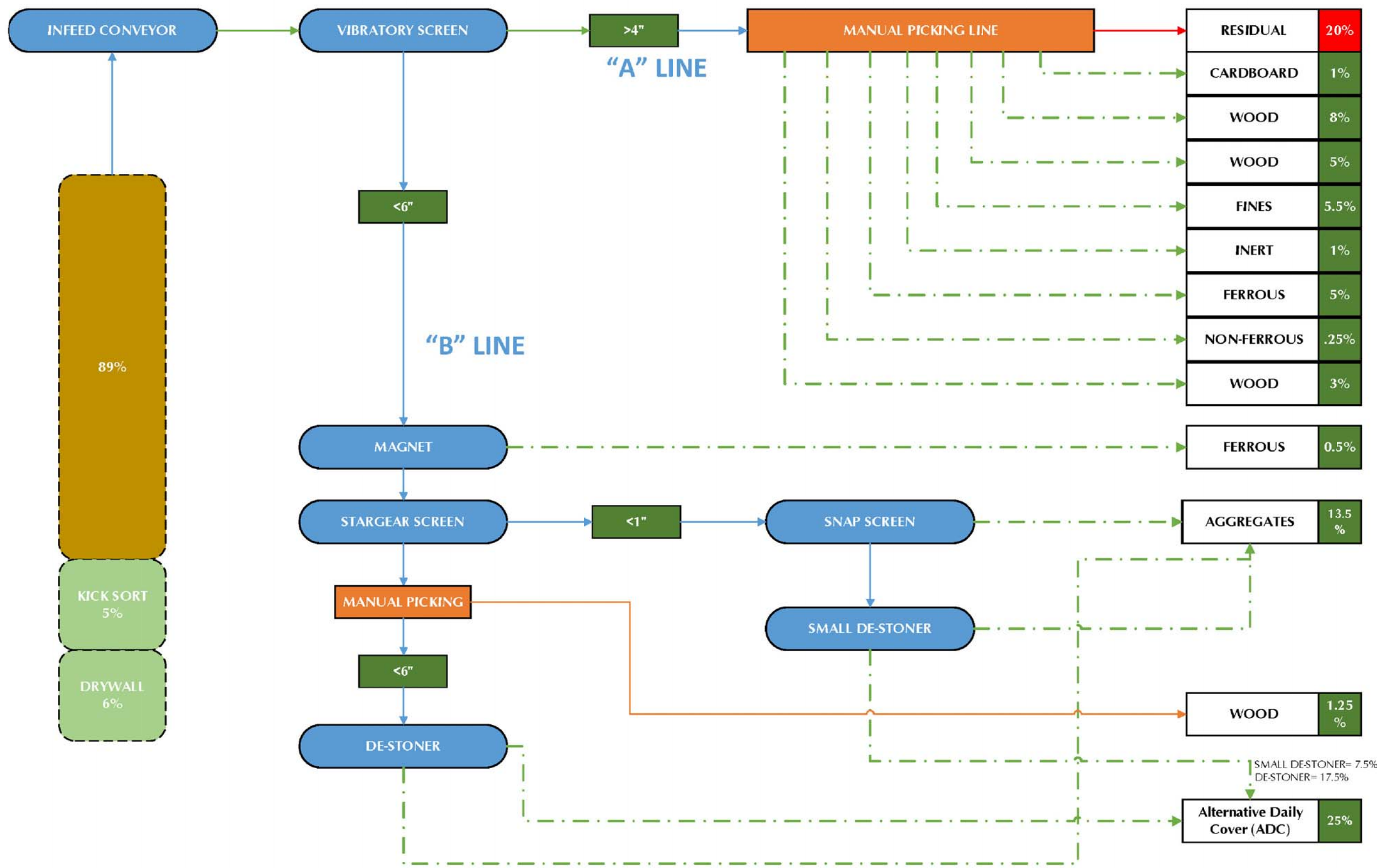
FIGURE 11

CALIFORNIA WASTE SERVICES

STORAGE AND PILE VOLUME PLAN

**TETRA TECH BAS**  
1360 Valley Vista Drive, Diamond Bar, CA 91765  
TEL 909.860.7777 FAX 909.860.8017

JOB NO.  
2015.0206  
DATE  
2-2016  
DRAWN BY  
C.A.L.  
FILE NAME:  
30-1447FIG.DWG



RESIDUAL	20%
CARDBOARD	1%
WOOD	8%
WOOD	5%
FINES	5.5%
INERT	1%
FERROUS	5%
NON-FERROUS	.25%
WOOD	3%
FERROUS	0.5%
AGGREGATES	13.5%
WOOD	1.25%
Alternative Daily Cover (ADC)	25%

FIGURE 12A

CALIFORNIA WASTE SERVICES

CDI FACILITY  
MASS BALANCE ANALYSIS

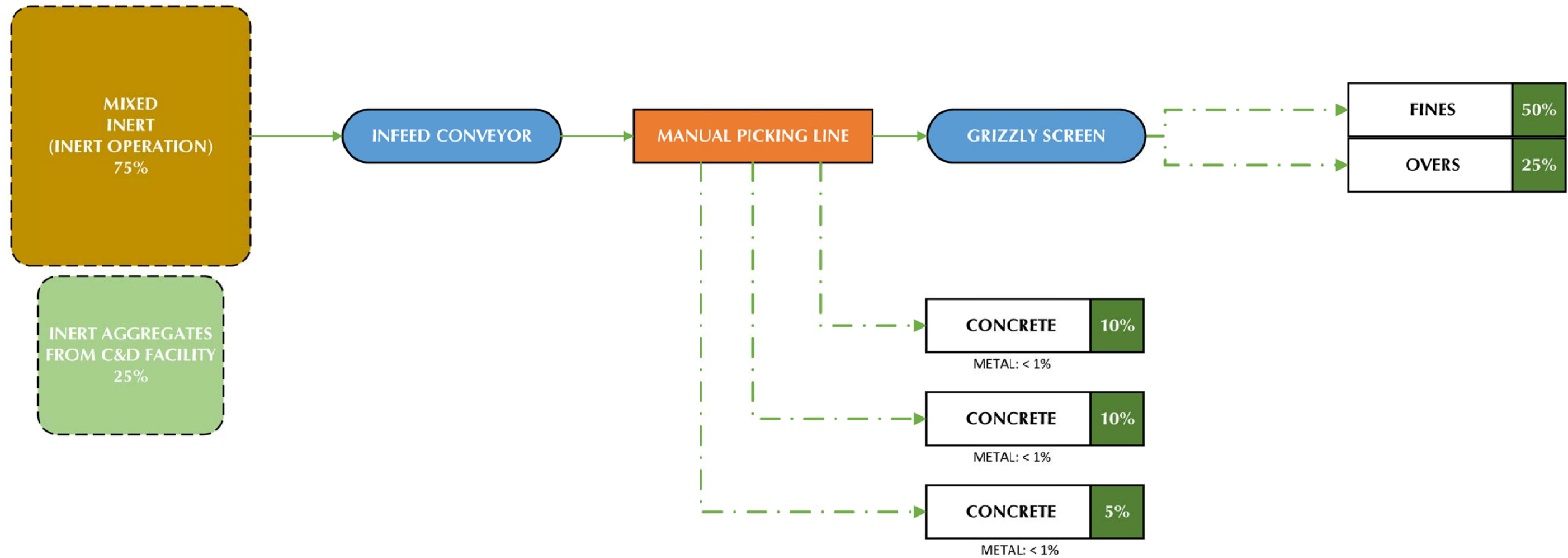


FIGURE 12B

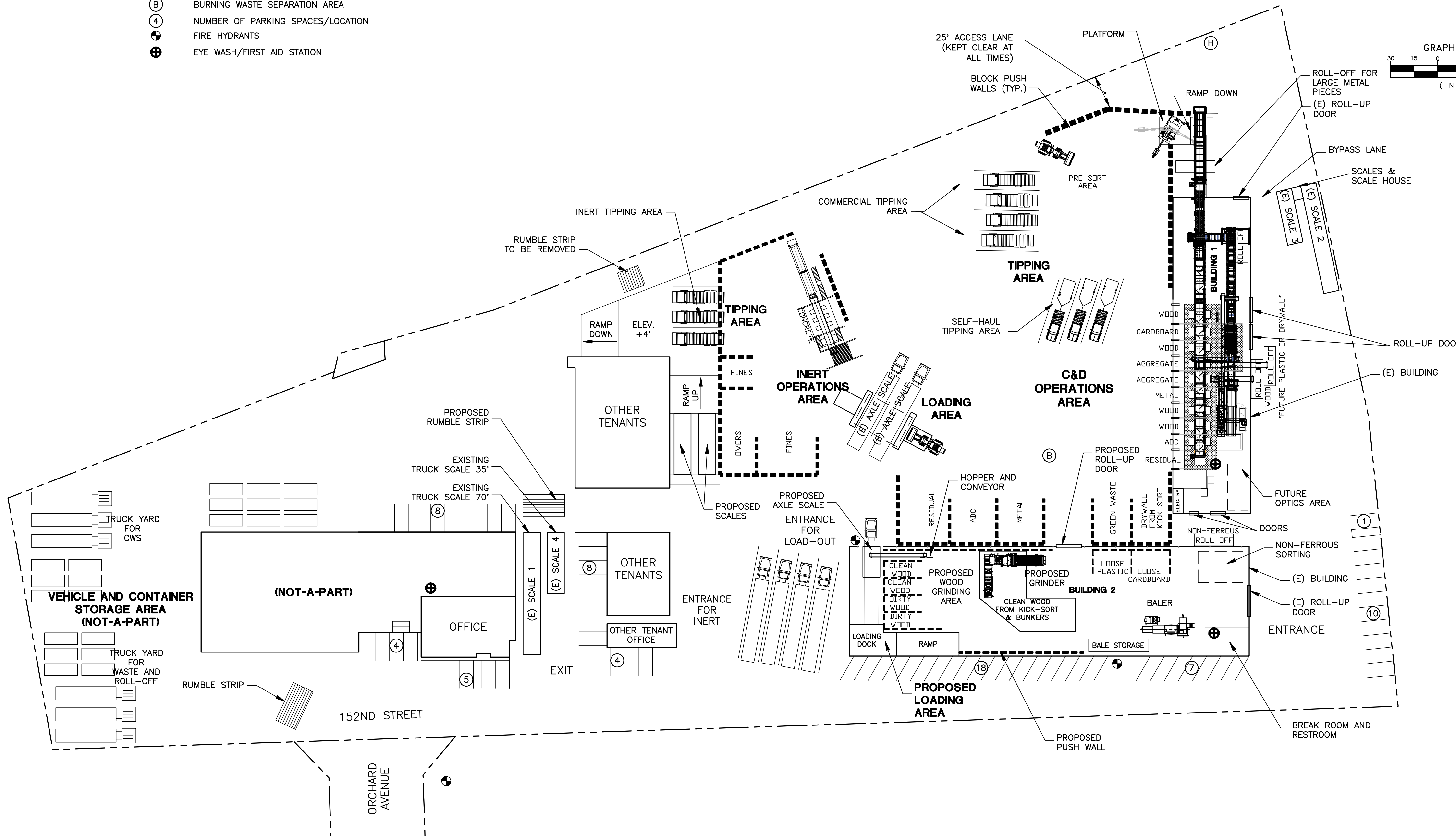
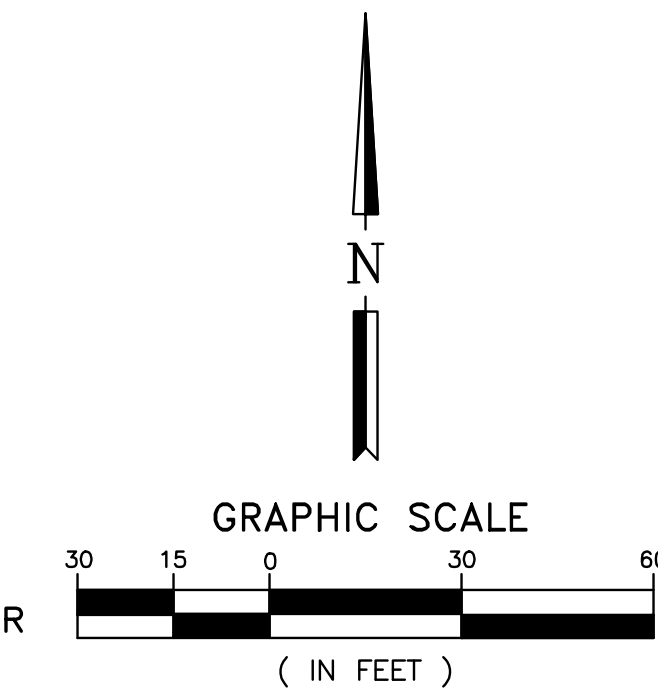
## **DRAWINGS**

**LEGEND**

- PROPERTY BOUNDARY/PERMITTED SWFP BOUNDARY
- PUSH WALL
- (H) HAZARDOUS WASTE STORAGE
- (B) BURNING WASTE SEPARATION AREA
- (4) NUMBER OF PARKING SPACES/LOCATION
- ⊕ FIRE HYDRANTS
- ⊕ EYE WASH/FIRST AID STATION

**NOTE:**

- 1) SEE FIGURES 9A, 9B, AND 9C FOR DETAILED AUTOMATED AND SORTING EQUIPMENT PLANS
- 2) SEE FIGURE 11 FOR STORAGE AND PILE VOLUME PLAN



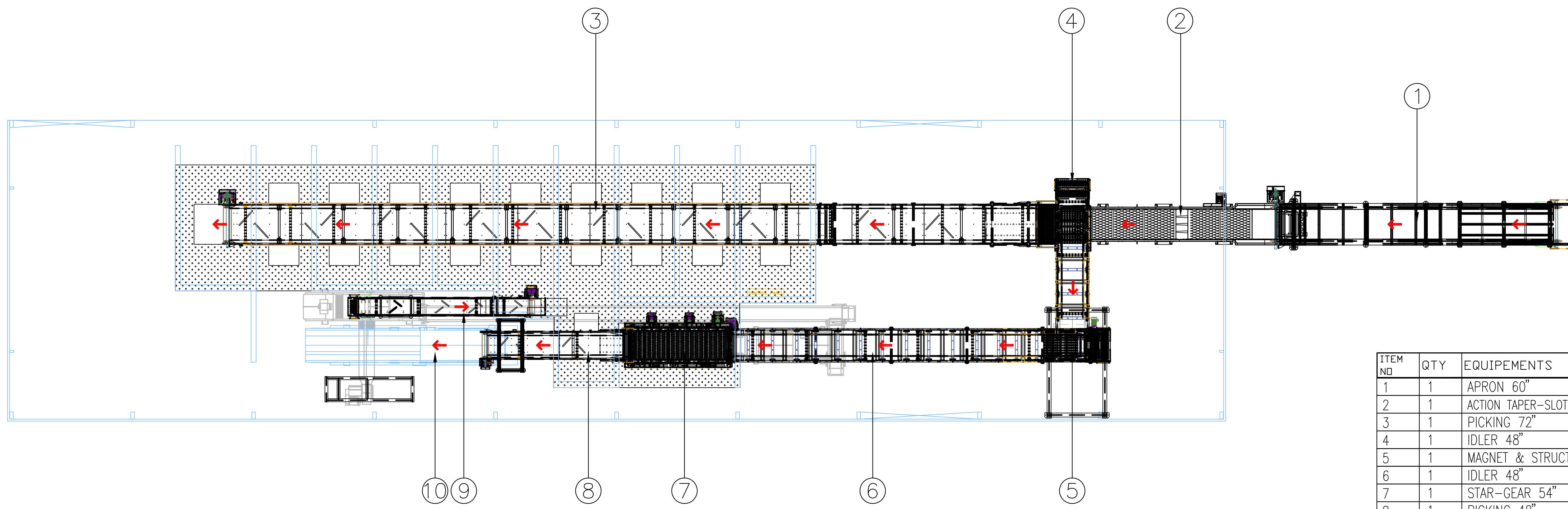
DRAWING 1

NO.	REVISION DESCRIPTION	BY:

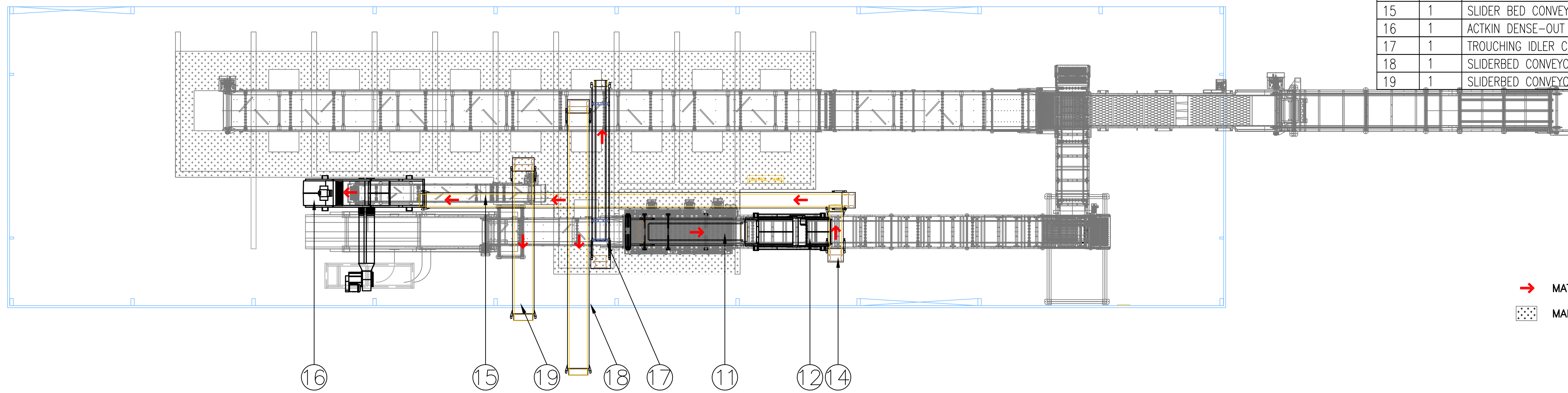

**TETRA TECH BAS**  
 1360 Valley Vista Drive, Diamond Bar, CA 91765  
 TEL. 909.860.7777 FAX 909.860.8017

**CALIFORNIA WASTE SERVICES  
 PROPOSED SITE PLAN**

DESIGNED BY : C.A.L.	SCALE : AS SHOWN
DRAWN BY : C.A.L.	DATE : 3-2016 FILE NO.: 30-1427FIG
CHECKED BY : C.A.L.	DATE : 3-2016
APPROVED BY : C.M.A.	DATE : 3-2016 SHEET 1 OF 1



**PLAN VIEW LEVEL 1**  
SCALE: 1" = 20'



**PLAN VIEW LEVEL 2**  
SCALE: 1" = 10'

ITEM NO	QTY	EQUIPEMENTS
1	1	APRON 60"
2	1	ACTION TAPER-SLOT SCREEN & STRUCTURE (BY CUSTOMER)
3	1	PICKING 72"
4	1	IDLER 48"
5	1	MAGNET & STRUCTURE (BY CUSTOMER)
6	1	IDLER 48"
7	1	STAR-GEAR 54"
8	1	PICKING 48"
9	1	SLIDERBED 30"
10	1	ACTION DENSE-OUT & STRUCTURE (BY CUSTOMER)
11	1	TROUGHING IDLER
12	1	ACTION SNAP-SCREEN (BY CUSTOMER)
13	1	TROUGHING IDLER
14	1	SLIDER BED CONVEYOR
15	1	SLIDER BED CONVEYOR
16	1	ACTKIN DENSE-OUT (BY CUSTOMER)
17	1	TROUGHING IDLER CONVEYOR
18	1	SLIDERBED CONVEYOR
19	1	SLIDERBED CONVEYOR

**LEGEND**  
 → MATERIAL FLOW DIRECTION  
 [Dotted Pattern] MANUAL SORTING STATION

SOURCE: SHERBROOKE O.E.M. LTD 3/2015

DRAWING 2

NO.	REVISION DESCRIPTION	BY:

**BAS**  
 BRYAN A. STIRRAAT & ASSOCIATES  
 CONSULTING CIVIL & ENVIRONMENTAL ENGINEERS  
 1360 E. VALLEY VISTA DRIVE  
 DIAMOND BAR, CALIFORNIA 91765  
 (909) 860-7777

CALIFORNIA WASTE SERVICES EQUIPMENT PLAN		
DESIGNED BY : C.A.L.	SCALE : AS SHOWN	
DRAWN BY : J.M.L.	DATE : 3-2016	FILE NO.: 30-1444FIG
CHECKED BY : C.A.L.	DATE : 3-2016	
APPROVED BY : P.W.	DATE : 3-2016	SHEET <b>1</b> OF <b>1</b>



**APPENDIX A**  
**RESUME OF KEY PERSONNEL**

## **Eric Casper, President**

Mr. Casper founded a construction and demolition materials (C&D) hauling company in 1997, Construction Waste Services of Aspen, Colorado. He and his partners successfully operated it as the fastest growing C&D hauling company in Colorado's Western Slope until 1999 when it was sold to Allied Waste/BFI, the nation's second largest solid waste company by revenue. Mr. Casper also successfully permitted, designed, constructed and operated the State of Colorado's first C&D processing facility.

Mr. Casper, having signed a non-compete agreement in the State of Colorado, founded California Waste Services ("CWS") in Los Angeles, California in 1999. CWS is both a hauler and processor of C&D with a focus on providing the highest level of customer service in the marketplace. CWS has grown quickly and has, in six years, become the third largest C&D roll-off company in the Los Angeles area and contributes significantly to waste diversion goals in the greater Los Angeles area through its C&D processing operations.

Eric Casper's leadership and management skills have been developed over the last 15 years having built numerous businesses as a successful entrepreneur in a range of industries including; hospitality and contracting and construction management.

---

## ▶ Oscar Cruel

28600 Mt Shasta Dr Rancho Palos Verdes CA 90275

Phone: 310.528.1367

E-mail: [olcruel@gmail.com](mailto:olcruel@gmail.com)

### Objectives

Continue challenging career in the field of financial accounting and reporting

### Education

**University of California, Los Angeles** (March 1990 Certificate in Business Administration and Accounting) Bachelor of Arts, Economics, Ateneo University Manila Philippines

- ▶ Consistently meets or exceeds targets set by management in terms of delivering information to senior management
- ▶ Developed a product costing model that showed senior management the revenue, cost of materials, labor, overhead, utilities, commissions and margins of each program
- ▶ Developed a commissions payment model that computes the commissions of the company's strategic account managers as well as third party sales representatives

### Experience

**Accounting Manager** (July 2011 –present)

California Waste Services LLC (621 W 152<sup>nd</sup> st Gardena, CA 90247)

Responsible for the day to day accounting operations of the company

Prepares the daily cash position report for the president

Prepares the financial statements of the company for submission to the investors

Have balance sheet reconciliation and approval responsibilities

Prepares the MD&A for management

April 2006 – March 2009

---

### Dupont Display Enhancement/Touch International

Responsible for all aspects of the month end close

Downloads financial and reports month end results of the Torrance and China facilities to senior management with commentaries on significant variances to the budget

Assists the Finance Manager in preparing the budget and mid-year templates and meets with department heads to discuss budget preparation guidelines

### Skills

- ▶ Proficiency in Excel spreadsheets (pivot tables, vlookup, ,nested conditional statements)
- ▶ Working knowledge of Excel Visual Basic
- ▶ Working knowledge of MAS 200 general ledger system
- ▶ Proficiency in Hyperion Enterprise

## **APPENDIX B**

### **DESIGN CALCULATIONS (B-1 CDI FACILITY; B-2 TYPE A INERTS OPERATION)**

## **B-1 CDI FACILITY**

## APPENDIX B-1

### **LARGE VOLUME CONSTRUCTION AND DEMOLITION/INERT (CDI) DEBRIS FACILITY** **at 1,330 Tons Per Day Peak**

*The purpose of the following calculations is to prove that the proposed design of the unloading and loading bays, storage piles, and processing equipment is capable of handling the design throughput. Pile volume is included on the attached Table 1 as calculated by CADD Software. All assumptions were provided by California Waste Services (CWS) Staff.*

#### **Incoming**

##### **1,330 Tons Per Day (TPD) Peak Incoming**

##### **Mixed C&D**

Assumption: Average tons per load: 5.5 tons  
Average unloading time: 10 minutes  
Number of tipping bays: 4 Total

4 bays x 6 loads/hr x 5.5 tons/lb = 132 tons/hour (*this is a theoretical maximum, in reality the loads are spread out throughout the day*)

##### **Self-Haul**

Assumption: Average tons per load: 1 tons  
Average unloading time: 20 minutes  
Number of tipping bays: 3 Total

3 bays x 3 loads/hr x 1 tons/lb = 9 tons/hour (*this is a theoretical maximum, in reality the loads are spread out throughout the day*)

It will take approximately 9.5 hours to reach proposed capacity for the facility running at maximum intake (*this is a theoretical maximum, in reality the loads are spread out throughout the day*).

#### **Incoming Tipping Area Storage Pile**

Storage capacity = 2,800 yd<sup>3</sup> - From CADD software calculations using contours denoted on floor plan (see **Figure 11**)

Weight = .45 tons/yd<sup>3</sup>

2,800 x .45 = 1,260 tons of storage

## Processing and Storage

Primary Sorting Equipment- 80 TPH x 16 hrs = 1,280 TPD

Source Separated Materials (Self-Haul) – 50 TPD

The proposed mechanical/manual sorting process and general operations of the CWS Recycling Facility will allow CWS to process 1,330 tpd (assuming that the mechanical/manual process can operate at an average of 80 tons per hour or 1,280 tpd plus the 50 tpd of source separated recyclables). This assumes a 16 hour operating day, with alternating breaks and lunch for the line sorters.

The table below identifies the expected material recovery rates and the storage capacity being proposed. Storage capacity for the various recovered material will be modified as operations require it, based on actual material recovery data. Bunkers will be either made larger or smaller depending on the actual recovery throughput.

### **Material Processing Rate & Storage Capacity**

MATERIAL <sup>1</sup>	PERCENT PER HOUR <sup>6</sup>	TONS PER HOUR (80 TPH)	TONS PER DAY (1,280 TPD)	STORAGE CAPACITY (CY)	STORAGE CAPACITY (TONS)	MAX. STORAGE TIME (Processed Materials)	OUTBOUND TRUCKS/DAY
<b>TIPPING FLOOR</b>							
Kick Sort <sup>2</sup>	5.0%	4	64				N/A
Drywall	6.0%	4.8	76.8	263	237	3 weeks	3
<b>INFEEED CONVEYOR AND VIBRATORY SCREEN</b>							
<b>MANUAL PICKING LINE (Vibratory Screen &gt;4")</b>							
Wood <sup>3</sup>	17.25%	13.8	220.8	808	178	3 weeks	8
Cardboard <sup>4</sup>	1.0%	0.8	12.8	172	86	3 weeks	1 every 2-3 days
Ferrous	5.00%	4	64	353	177	3 weeks	2
Non-Ferrous	0.25%	0.2	3.2	40	10	3 weeks	1 every 6-7 days
Inert (Aggregates) <sup>5</sup>	1.00%	0.8	12.8	59	39	3 weeks	Transferred to Inert Operations Area
Fines	5.5%	4.4	70.4	118	30	3 weeks	1 every 2-3 days
Residual	20.0%	16	256	485	97	24 hours	9
<b>MAGNET (Vibratory Screen &lt;6")</b>							
Ferrous (Cart 1)	0.5%	0.4	6.4	20	10	3 weeks	1 every 5 to 6 days
<b>STARGEAR SCREEN/DE-STONER/SMALL DE-STONER</b>							
Alternative Daily Cover (ADC)	25.00%	20	320	333	167	3 weeks	12
<b>STARGER SCREEN/DE-STONER/SNAP SCREEN</b>							
Aggregate (Concrete) <sup>5</sup>	13.50%	10.8	172.8	249	165	3 weeks	Transferred to Inert Operations Area

1 - All materials are shipped out continually throughout the day as needed in order to prevent exceeding the storage capacity.

2 - Kick Sort material consist of large bulky items, carpet, wood, stringy materials, and significant amounts of recoverable materials; which will be distributed either to a recovered material or residual bunker.

3 - In addition to the bunker storage capacity, an area on the west end of Building 2 will be used to grind and load ground wood.

4 - In addition to the bunker storage capacity, an area on the east end of Building 2 will be used for baled cardboard storage.

5 - Recovered aggregates will be transferred to the Inert Operations located next to the CWS C&D facility on a regular basis utilizing a front end loader.

6 - Percent per hour assumptions provided by CWS and equipment manufacturer.



Baler – the baler can process 20 to 30 TPH which exceeds the 10 TPD of OCC that need to be baled daily.

Grinder – the grinder can process an average of 60 TPH depending on the desired material which exceeds the estimated 220 TPD of wood that would be processed daily.

## **Outbound**

Assumption: 20% Residual (256 tons) vs. 80% (1,024 tons) Recovered Material

### **Residual**

256 TPD

Assumption: 22 tons per load outgoing. Approximately 9 trucks are needed for daily outgoing residual.

Assumption: Average tons per load: 22 tons  
Average loading time: 20 minutes  
Number of loading bays: 1 Total

1 bays x 3 loads/hr x 22 tons/lb = 66 tons/hour (*this is a theoretical maximum, in reality the loads are spread out throughout the day*)

It will take approximately just over 4 hours to load the estimated 256 tons of residual when the facility running at maximum intake.

### **Outgoing Products / Recovered Materials**

184 TPD of Aggregates

Aggregates recovered are transferred to the Inert Operations on a regular basis utilizing a front end loader.

840 TPD of all other recovered materials

Assumption: 22 tons per load outgoing. Approximately 38 trucks are needed for daily outgoing recovered material.

Assumption: Average tons per load: 22 tons  
Average loading time: 20 minutes  
Number of loading bays: 2 Total

2 bays x 3 loads/hr x 22 tons/lb = 132 tons/hour (*this is a theoretical maximum, in reality the loads are spread out throughout the day*)

It will take approximately just over 8 hours to load/transfer the estimated 1,024 tons of recovered materials when the facility running at maximum intake. The loading bays are located separately the main loading area is located at the center of the facility and the other one (will be used primarily to load baled cardboard and chipped wood) will be located

adjacent to the cardboard (baled) storage area as shown on Figure3. Due to the occasional output and storage capacity of some recovered materials not all trucks will be needed daily.

### **Conclusion**

From the calculations listed above, it is determined that the CWS CDI facility can operate at 1,280 tons per day.

## **B-2 TYPE A INERTS OPERATIONS**

## APPENDIX B-2

### **TYPE A INERT OPERATION** **at 1,500 Tons Per Day Peak**

*The purpose of the following calculations is to prove that the proposed design of the unloading and loading bays, storage piles, and processing equipment is capable of handling the design throughput. Pile volume is included on the attached Table 1b as calculated by CADD Software. All assumptions were provided by California Waste Services (CWS) Staff.*

#### **Incoming**

#### **1,500 Tons Per Day (TPD) Peak Incoming**

##### **Mixed Inert**

Assumption: Average tons per load: 7.5 tons

Average unloading time: 10 minutes

Number of tipping bays: 3 Total

3 bays x 6 loads/hr x 7.5 tons/lb = 135 tons/hour (*this is a theoretical maximum, in reality the loads are spread out throughout the day*)

It will take approximately 11 hours to reach permitted capacity for the facility running at maximum intake (*this is a theoretical maximum, in reality the loads are spread out throughout the day*).

#### **Incoming Tipping Area Storage Pile**

Storage capacity = 1,400 yd<sup>3</sup> - From CADD software calculations using contours denoted on floor plan (see **Figure 11**)

Weight = .94 tons/yd<sup>3</sup>

1,400 x .94 = 1,316 tons of storage

**Processing and Storage**

Sorting Equipment- 150 TPH x 16 hrs = 2,400 TPD

The proposed mechanical/manual sorting process and general operations of the CWS' Type A Inert Operation will allow CWS to process 2,400 tpd (assuming that the mechanical/manual process can operate at an average of 150 tons per hour or 2,400 tpd). This assumes a 16 hour operating day, with alternating breaks and lunch for the line sorters.

The table below identifies the expected material recovery rates and the storage capacity being proposed. Storage capacity for the various recovered material will be modified as operations require it, based on actual material recovery data. Bunkers will be either made larger or smaller depending on the actual recovery throughput.

**Material Processing Rate & Storage Capacity**

MATERIAL	PERCENT PER HOUR	TONS PER HOUR (150 TPH)	TONS PER DAY (1,500 TPD)	STORAGE CAPACITY (CY)	STORAGE CAPACITY (TONS)	MAX. STORAGE TIME (Processed Materials)	OUTBOUND TRUCKS/DAY
<b>INFED CONVEYOR</b>							
<b>MANUAL PICKING LINE</b>							
Concrete	25.00%	37.5	375	450	424	3 weeks	18
<b>GRIZZLY SCREEN</b>							
Fines	50.00%	75	750	465	628	3 weeks	29
Overs	25.00%	37.5	375	294	277	3 weeks	17

## **Outbound Product / Recovered Materials**

Assumption: < 1% Metal (15 tons) vs. 99% (1,485 tons) Separated Inert Material

**Fines:** 750 tons per day recovered

Assumption: 26 tons per load outgoing. Approximately 29 trucks are needed for daily outgoing recovered material (Fines).

Assumption: Average tons per load: 26 tons  
Average loading time: 10 minutes  
Number of loading bays: 1 Total

1 bays x 6 loads/hr x 26 tons/lb = 156 tons/hour (*this is a theoretical maximum, in reality the loads are spread out throughout the day*). It will take approximately 5 hours load/transfer the estimated 750 tons of fines recovered.

**Concrete and Overs:** 750 tons per day recovered

Assumption: 22 tons per load outgoing. Approximately 34 trucks are needed for daily outgoing recovered material (Concrete and Overs).

Assumption: Average tons per load: 22 tons  
Average loading time: 10 minutes  
Number of loading bays: 1 Total

1 bays x 6 loads/hr x 22 tons/lb = 132 tons/hour (*this is a theoretical maximum, in reality the loads are spread out throughout the day*). It will take approximately 6 hours load/transfer the estimated 750 tons of concrete and overs recovered.

It will take approximately 11 hours to load/transfer the estimated 1,485 tons of recovered materials when the facility running at maximum intake. The loading bay is located in the main loading area, which is located at the center of the facility as shown Figure3.

Metal is stored in a roll-off and removed from the facility on a daily basis.

## **Conclusion**

From the calculations listed above, it is determined that the CWS Type A Inert Operation can operate at 1,500 tons per day.

**APPENDIX C**  
**EMERGENCY CONTACT LIST**

**CALIFORNIA WASTE SERVICES  
RESOURCE RECOVERY FACILITY  
EMERGENCY CONTACT LIST**

<b>Name</b>	<b>Position</b>	<b>Telephone Number</b>	<b>Cellular Phone Number</b>	<b>Email</b>
Eric Casper	President	(310) 538-5998 x101	(310) 962-9458	<a href="mailto:eric@californiawasteservices.com">eric@californiawasteservices.com</a>
Giovanni Lopez	Operations Manager	(310) 538-5998 x105	(310) 292-5403	<a href="mailto:giovanni@californiawasteservices.com">giovanni@californiawasteservices.com</a>
Oscar Cruel	Accounting Manager	(310) 538-5998 x110	(310) 528-1367	<a href="mailto:oscar@californiawasteservices.com">oscar@californiawasteservices.com</a>



## **APPENDIX D**

**LOAD CHECK DATA SHEET / LOG SHEETS**

**INCIDENT LEDGER**

**CONTAMINATION TICKET**

**DAILY EQUIPMENT INSPECTION SHEET**

**MONTHLY SAFETY INSPECTION SHEET**

**CALIFORNIA WASTE SERVICES  
RESOURCE RECOVERY FACILITY  
LOAD CHECK DATA SHEET**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Hauling Firm of Vehicle Owner: \_\_\_\_\_

Drivers Name: \_\_\_\_\_

Company Telephone: \_\_\_\_\_

Vehicle License Plate: \_\_\_\_\_

Source of Waste: \_\_\_\_\_

Types of  
waste/observations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Drivers Signature: \_\_\_\_\_

CWS Employees Signature: \_\_\_\_\_



CALIFORNIA WASTE SERVICES - INCIDENT FORM

TO

FROM

DEPARTMENT

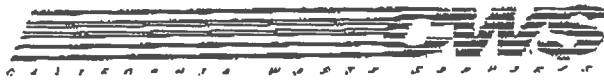
SUBJECT  DATE  TIME

PLACE

COMMENTS:

[Multiple horizontal lines for text entry]

SIGNATURES		DATE
ORIGINATING DEPARTMENT	SAFETY DEPARTMENT	
SUPERVISOR	DIRECTOR	



**CONTAMINATION TICKET**

CWS TICKET NUMBER \_\_\_\_\_ TONS \_\_\_\_\_

DATE: \_\_\_\_\_ BIN NUMBER: \_\_\_\_\_

40YRD \_\_\_\_\_ DUMP SLOT \_\_\_\_\_

<b>BATTERIES</b> QTY _____	FEE \$ _____	<b>ELECTRICAL</b> QTY _____	FEE \$ _____
<b>PAINT</b> QTY _____	FEE \$ _____	<b>TIRES</b> QTY _____	FEE \$ _____
<b>OIL</b> QTY _____	FEE \$ _____	<b>CHEMICALS</b> QTY _____	FEE \$ _____
<b>TOXIC WASTE</b> QTY _____	FEE \$ _____	<b>OTHER</b> QTY _____	FEE \$ _____

10YRD INERT \_\_\_\_\_ TIME \_\_\_\_\_

<b>DIRT CONTAMINATED</b>	FEE \$ _____	_____ AM/PM
<b>CONCRETE CONTAMINATED</b>	FEE \$ _____	



SIGNATURE \_\_\_\_\_

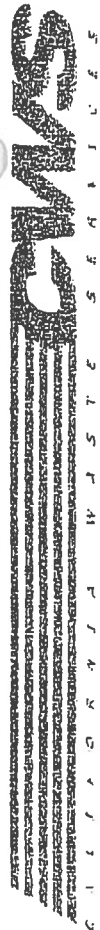
COMMENTS: \_\_\_\_\_

CWS OFFICE USE ONLY: ACCT NUMBER: \_\_\_\_\_

TOTAL FEE: \$ \_\_\_\_\_ DATE: \_\_\_\_\_ BY: \_\_\_\_\_

Daily Equipment Inspection Sheet

Month / Day Year 2007



No.	Equipment	Operator's Name	Oil/Lube	Cleaning	Damage Yes/No	Comments	Operator's Initials
50	Forklift 1	Sergio Placencia	Sergio			Placencia	SP
53	Old Forklift 2	Javier Verdugo	Pollcarpio			Lorenzo	P.L
54	Skid Loader Fork	Giovane Valdez Quiñonez	Giovanni			G. VADIEZ	GV
56	Skid Loader Fork	Jose Luis					J.L.R
56	Sweeper	Edgardo Salazar	Edgardo Salazar				E.S
57	Komatsu Big Loader	Federico Buenrostro	Federico	Buenrostro			F.B
59	Wood Grinder						
61	Skid Loader 3	Ismael Carrillo	Ismael Carrillo				I.C
62	Skid Loader 4	Pedro Morales	Pedro Morales				P.M
64	JD Wheel Loader	Maño Gomez	Maño Gomez				MG
65	Skidloader	Jeremia O.	Jeremia Orellana				J.O
66	Skidloader	Rafael Melendez	Rafael Melendez				R.M
67	Vacuum Sweeper	Marco Anezeca	Marco Anezeca				MA
		Juan Manzo	Juan Manzo				J.M
69	Wheel Loader Komat	Adan Lorenzo	Adan Lorenzo				A.L
77	Skidloader	Edgardo	Edgardo				E.L

By Mechanic: \_\_\_\_\_

Approval: \_\_\_\_\_

Abel Amador



MONTHLY SAFETY INSPECTION SHEET

MONTH SEPT/OCT DATE 06

OFFICE AREA

EXIT LIGHTS ILLUMINATED (2) 1  2  OK - 1 \_\_\_ 2 \_\_\_ NOT OK

EMERGENCY LIGHT TEST (2) 1  2  OK - 1 \_\_\_ 2 \_\_\_ NOT OK

SECURITY CAMERAS WORKING F1830  OK \_\_\_ NOT OK

FIRE EXTINGUISHER CHARGED  OK \_\_\_ NOT OK

CARPET TEARS OR UNEVEN SURFACES \_\_\_ OK - \_\_\_ NOT OK

COMMENTS \_\_\_\_\_  
BY \_\_\_\_\_

SAFETY SUPPLIES

DUST MASKS  OK - \_\_\_ NOT OK

EARPLUGS \_\_\_ OK - \_\_\_ NOT OK

SAFETY VESTS \_\_\_ OK - \_\_\_ NOT OK

GLASSES \_\_\_ OK - \_\_\_ NOT OK

FIRST AID KIT STOCKED \_\_\_ OK - \_\_\_ NOT OK

SAFETY SUGGESTION BOX FILLED \_\_\_ OK \_\_\_ NOT OK

COMMENTS \_\_\_\_\_  
BY \_\_\_\_\_

GARAGE

EXIT LIGHT ILLUMINATED

OK -  NOT OK

ALL OVERHEAD LIGHTS ILLUMINATED.

OK -  NOT OK

*NEWLY INSTALLED*

FIRE EXTINGUISHERS CHARGED AND SIGNED (4)

1  2  3  4  OK - 1  2  3  4  NOT OK

POSTINGS INTACT AND CORRECT

OK -  NOT OK

EYEWASH STATION OPERABLE

OK -  NOT OK

WELDING TANKS SECURED AND CHAINED PROPERLY

OK -  NOT OK

ALL BARRELS AND FLUID CONTAINERS PROPERLY LABELED

OK -  NOT OK

BENCH GRINDER WHEELS GUARDS PROPERLY ADJUSTED

OK -  NOT OK

ALL EXTENSION CORDS IN USE ARE IN SAFE CONDITION

OK -  NOT OK

PORTABLE GRINDER(S) GUARDS IN PLACE AND OPERABLE

OK -  NOT OK

HAZARDOUS MATERIAL WASTE AREA CLEAN AND ORGANIZED. NO SPILLS

OK -  NOT OK

INSPECT SPRINKLER ALARM SYSTEM AND PRESSURE

OK -  NOT OK

CHECK ALL EQUIPMENT UNDER REPAIR FOR PROPER LOCK-OUT AND WHEEL CHOCKING

OK -  NOT OK

COMMENTS \_\_\_\_\_

BY \_\_\_\_\_

GROUNDS

CHECK PROPANE TANK FOR LEAKS  OK -  NOT OK

ALL SAFETY SIGNS SECURE AND LEGIBLE  OK  NOT OK

CHECK FIRE EXTINGUISHERS

1  2  OK - 1  2  NOT OK

CHECK NIGHT EXTERIOR LIGHTS  OK  NOT OK

*REPAIRED*

INSPECT ALL WORKING AREAS FOR BROKEN PAVEMENT  OK -  NOT OK

*ALL AREAS PLANNED FOR REPAIR*

CHECK OIL STORAGE AREA FOR LEAKS  OK  NOT OK

COMMENTS \_\_\_\_\_

BY \_\_\_\_\_

EQUIPMENT

CHECK THAT GRINDER PINCH POINTS ARE SHIELDED  OK -  NOT OK

CHECK ALL RECYCLE MACHINERY BACK-UP ALARMS (11)

1  2  3  4  5  6  7  8  9  10  11  OK

1  2  3  4  5  6  7  8  9  10  11  NOT OK

CHECK LOCK-OUT MECHANISM USED FOR MACHINERY UNDER REPAIR  OK -  NOT OK

CHECK WHEEL BLOCK PROCEDURE ON ALL EQUIPMENT UNDER REPAIR  OK -  NOT OK

CHECK FACILITY EQUIPMENT FOR LEAKS  OK -  NOT OK

COMMENTS \_\_\_\_\_

BY \_\_\_\_\_



WOOD CRUSHING AREA

FIRE EXTINGUISHERS   OK

LIGHTS WORKING  OK  NOT OK

ALL SAFETY POSTINGS ARE CORRECT  OK  NOT OK

COMMENTS \_\_\_\_\_

BY \_\_\_\_\_

FABRICATION SHOP

FIRE EXTINGUISHERS  OK  NOT OK

OVERHEAD LIGHTS  OK  NOT OK

EXTENSION CORDS  OK  NOT OK

GRINDER GUARDS  OK  NOT OK

GAS TANKS CHAINED AND SECURED  OK  NOT OK

**APPENDIX E**

**PERMITS**

**SOLID WASTE FACILITY PERMIT 19-AR-1225**

BOARD OF  
BUILDING AND SAFETY  
COMMISSIONERS

MARSHA L. BROWN  
PRESIDENT

HELENA JUBANY  
VICE-PRESIDENT

VICTOR H. CUEVAS  
VAN AMBATIELOS  
ELENORE A. WILLIAMS

CITY OF LOS ANGELES

CALIFORNIA



ANTONIO R. VILLARAIGOSA  
MAYOR

DEPARTMENT OF  
BUILDING AND SAFETY  
201 NORTH FIGUEROA STREET  
LOS ANGELES, CA 90012

ROBERT R. "BUD" OVROM  
GENERAL MANAGER

RAYMOND S. CHAN, C.E., S.E.  
EXECUTIVE OFFICER

December 12, 2011

Mr. Eric Casper, President  
California Waste Services, LLC  
621 W.152<sup>nd</sup> Street  
Gardena, CA 90247

Subject: CWS (SWFP No. 19-AR-1225)  
Issuance of Revised Solid Waste Facility Permit


Dear Mr. Casper,

The City of Los Angeles Local Enforcement Agency (LEA) is transmitting your copy of the revised Solid Waste Facility Permit (SWFP) for California Waste Services, SWIS No 19-AR-1225, to operate a large volume Construction and Demolition/Inert Debris Processing Facility.

The next SWFP 5-year review date for this facility is December 12, 2016. If there are any changes in facility design or operation before the next 5-year review date, then a completed SWFP application with supporting documentation must be submitted to the LEA for review at least 180 days prior to the intended implementation of said changes. The CDI Debris Processing Facility Report must reflect current operating conditions at all times. If changes in operation are made which are not included in the current Facility Report on file, then an amendment must be filed in accordance with Title 14 of the California Code of Regulations, Section 18223.5 (b).

If you have any questions regarding this permit, please contact David Thompson at (213) 252-3348.

Sincerely,

  
Wayne Tsuda  
LEA Program Manager

cc: David Porter, LEA  
Sue Markie, CalRecycle  
Nicki Ruszczycky, CalRecycle  
Paul Willman, BAS

# SOLID WASTE FACILITY PERMIT

Facility Permit Number: **19-AR-1225**

**1. Name and Street Address of Facility:**

California Waste Services L.L.C.  
621 West 152<sup>nd</sup> Street  
Gardena, California 90247

**2. Name and Mailing Address of Operator:**

California Waste Services L.L.C.  
621 West 152<sup>nd</sup> Street  
Gardena, California 90247

**3. Name and Mailing Address of Owner:**

Harbor Redondo L.L.C.  
17800 South Main Street, Suite #107  
Gardena, California 90248

**4. Specifications:**

**a. Permitted Operations:**

- Solid Waste Disposal Site
- Transformation Facility
- Transfer/Processing Facility (MRF)
- Composting Facility (yard wastes)
- Large Volume Construction and Demolition/Inert Debris Processing Facility

**b. Permitted Hours of Operation:**

Material Acceptance..... 6 am to 10 pm, Monday – Friday  
 ..... 6 am to 8 pm, Saturday  
 ..... 8 am to 4 pm, Sunday  
 Material Processing/Transfer..... 6 am to 10 pm, Monday - Saturday  
 Plant Maintenance..... 24 Hours per Day, Monday - Sunday

**c. Permitted Tons per Operating Day:**

Total: 1,000 Tons/Day

**d. Permitted Traffic Volume:**


Total: 217 Trucks/Day

**e. Key Design Parameters (detailed parameters are shown on site plans):**

	Total	Disposal	CDI Processing	Composting	Transformation
Permitted Area (acres)	5.9 Acres	N/A	5.9 Acres	N/A	N/A
Design Capacity		N/A	1,000 tons per day (tpd)	N/A	N/A
Max. Elevation (ft. MSL)		N/A			
Max. Depth (ft. BGS)		N/A			
Estimated Closure Date		N/A			

Upon a significant change in design or operation from that described herein, this permit is subject to revocation or suspension. The attached findings and conditions are integral parts of this permit and supersede the conditions of any previously issued solid waste facility permit.

**5. Approval:**

  
 Approving Officer Signature  
 Wayne Tsuda, LEA Program Manager  
 Name/Title

**6. Local Enforcement Agency Name and Address:**

City of Los Angeles  
 Department of Building and Safety  
 3550 Wilshire Boulevard, 18<sup>th</sup> Floor  
 Los Angeles, California 90010

**7. Received by CalRecycle:** December 7, 2011

**8. CalRecycle Concurrence Date:** December 12, 2011

**9. Permit Issue Date:**

December 12, 2011

**10. Permit Review Date:**

December 12, 2016

**11. Owner/Operator Transfer Date:**

**VALID PERMIT**

December 12, 2011

**SOLID WASTE FACILITY PERMIT**

Facility Name: California Waste Services

SWFP No. 19-AR-1225

Page 2 of 5

**12. Legal Description of Facility:**

Gardena Track, MR 99-85/86, Lot PT3 (APN 6120-001-001)

**13. Findings:**

- a. The facility is identified in the City of Los Angeles Non-Disposal Facility Element, amended November 2004. [Public Resources Code (PRC), Section 50001 (a)(2)]
- b. This Permit is consistent with standards adopted by the California Department of Resources Recycling and Recovery (CalRecycle) [PRC, Section 44010].
- c. The design and operation of the facility is in compliance with the State Minimum Standards for Solid Waste Handling and Disposal as determined by the Local Enforcement Agency (LEA). [PRC, Section 44009].
- d. The local fire protection agency, the Los Angeles City Fire Department, has determined that the facility is in conformance with applicable standards as required in PRC, Section 44151.
- e. In 2000, California Waste Services began operations as a large volume construction and demolition / inert processing facility at 621 West 152<sup>nd</sup> Street in Gardena, California. The facility was designed with a capacity of 1,000 tons per day of incoming construction and demolition / inert debris. The facility is located in an M2-1VL-O zone in which storing and salvaging of building materials from construction and demolition sites is permitted. This determination was confirmed by Mr. Ken Gill of the City of Los Angeles, Department of Building and Safety in a letter to Mr. Paul Willman, dated May 25, 2006.
- f. In August 2003, the State's new Construction and Demolition and Inert Debris Transfer/Processing Regulations went into effect that required California Waste Services to obtain a permit to continue operations. Pursuant to 14 CCR 17385, the facility was classified as a Pre-Existing facility. On December 30, 2004, after a public information meeting was conducted, the LEA issued a Temporary Registration Permit to California Waste Services for the operation of a 1,000 ton per day construction and demolition/inert debris processing facility. Since the issuance of the temporary permit, the facility has been operating within the permit limit with no expansion of use or negligible changes in operations.
- g. In September 2008, California Waste Services applied for an RFI Amendment to allow for the construction of a mechanized sorting line. The proposed mechanization project was analyzed under the California Environmental Quality Act (CEQA) and a Mitigated Negative Declaration (MND) (SCH No. 2008091130) was prepared by the LEA acting as lead agency. The MND was submitted to the State Clearinghouse and circulated for a 30-day public comment period. The LEA considered the public comments and made the determination that the proposed project features and mitigation measures will adequately protect the public health and safety and the environment. Therefore, the LEA adopted the MND and filed a Notice of Determination with the City Clerk on November 20, 2008 and with the County Clerk on November 21, 2008.
- h. On May 25, 2011, California Waste Services applied for a SWFP revision to allow for the expansion of the permitted facility boundary in order to move the location of the mechanization project further away from the residential properties and to partially construct the equipment in the existing structures. The LEA analyzed the SWFP application and determined that there was no significant change in the site's operation and adopted an amendment to the MND that was previously adopted for the mechanization project in November 2008.
- i. The Los Angeles City Planning Department prepared and filed a Notice of Exemption – General Exemption for the continued operation of the existing California Waste Services.
- j. This facility shall comply with all federal, state, and local requirements and enactments including all mitigation measures given in any certified environmental document filed pursuant to the Public Resources Code, Section 21081.6
- k. This permit covers the CDI Debris Processing Facility and recognizes that the solid waste collection vehicle yard and container storage operation in the adjacent property is covered under the LEA-issued Solid Waste Collection Vehicle Yard permit authorized under the City of Los Angeles Municipal Code Section 66.15.2. Inspections will be documented in separate reports by the LEA. The Solid Waste Collection Vehicle Yard permit shall conform to the operating hours allowed within the M-2 zone by right.
- l. Based on the CDI Debris Processing Facility Report (Facility Report), dated December 2006, Revised February 2007, Amendment No. 1 September 2008 and Amendment No 2 May 2011, the LEA is satisfied that this facility will provide measures to adequately control noise levels, gas/odor nuisances, traffic congestion, litter nuisances, and vectors such that there will be no significant impact on the local residences.

**14. Prohibitions:**

The permittee is prohibited from accepting any liquid waste sludge, non-hazardous wastes requiring special handling, designated waste or hazardous waste unless such waste is specifically listed below, and unless the acceptance of such waste is authorized by all applicable permits. In the event that hazardous or suspected hazardous wastes are brought into the facility the operator is required to follow procedures for obtaining information, notification, handling and disposal as outlined in the Hazardous, Liquid, Electronic, and Special Wastes section of the Facility Report.

The permittee is additionally prohibited from the following items or activities:

- Acceptance of non-source separated construction and demolition/inert debris
- Acceptance of Municipal Solid Waste (MSW) or greenwaste (except for small incidental amounts with the source separated construction and demolition loads)
- Acceptance of friable or non-friable asbestos
- Acceptance of chromated copper arsenate (CCA) pressure treated wood or other pressure treated wood.
- Acceptance of lead painted wood or creosote treated wood.
- Acceptance of liquid or hazardous waste, containerized or not
- Acceptance of radioactive wastes
- Scavenging or open burning.
- Acceptance of sewage sludge, or septic tank pumpings, slurries, untreated medical waste, fats, oils, grease and dead animals.

**VALID PERMIT**

December 12, 2011

<b>SOLID WASTE FACILITY PERMIT</b>	<b>Facility Name: California Waste Services</b>	
	<b>SWFP No. 19-AR-1225</b>	<b>Page 3 of 5</b>

<b>15. The following documents also describe and/or restrict the design and operation of this facility:</b>			
	<b>Date:</b>		<b>Date:</b>
CDI Debris Processing Facility Report	December 2006 Revised February 2007 Amendment No.1 September 2008 Amendment No. 2 May 2011	Notice of Exemption – General Exemption (2004-2516-CE)	April 22, 2004
Land Use and/or Conditional Use Permit Building & Safety Determination Letter	May 25, 2006	Mitigated Negative Declaration (MND) (SCH No. 2008091130)	November 2008
Identification in Non-Disposal Facility Element	November 2004	Mitigated Negative Declaration Amendment	October 2011

**16. Self-Monitoring: Results of all self-monitoring programs as described in the Facility Plan will be reported as follows:  
(The monitoring reports are delinquent 30 days after the end of the reporting period)**

<b>Program:</b>	<b>Reporting Frequency:</b>	<b>Agency Reported To:</b>
The types and quantities of construction and demolition / inert wastes, including separated or commingled recyclables, received each day. The operator shall maintain these records on the facility's premises for a minimum of one year and made available to any Enforcement Agencies' personnel on request.	<b>Monthly</b> (Due by the 15th of each month)	<b>LEA</b>
Quantity and types of wastes salvaged/recycled per month and the final destination of these diverted materials.		
The quantities and types of hazardous wastes, untreated medical wastes, or otherwise prohibited wastes found in the waste stream and the disposition of these materials		
All incidents of unlawful disposal of prohibited materials and the operator's actions taken. Indicate those incidents which occurred as a result of the random load checking program.		
Copies of all written complaints regarding this facility and the operator's actions taken to resolve these complaints. (Notification to the LEA within one day following the complaint is also required.)		
Final disposal site for transferred wastes		
The number and type of vehicles using the facility per day.		
Reports of all special/unusual occurrences and the operator's actions taken to correct these problems.		
Record of receipt of a Notice of Violation from any regulatory agency. In addition, the operator shall notify the LEA <b>at once</b> following receipt of a Notice of Violation or upon receipt of notification of complaints regarding the facility, which have been received by other agencies.		
Notify the LEA and CoSWMC, in writing, of any change in name of operator or in control of ownership of land	<b>45 Days Before Any Change</b>	<b>LEA, CoSWMC</b>
Notify any new owner or operator by letter, a copy of which shall be filed with the LEA of the existence and terms of the Solid Waste Facility Permit.		<b>LEA and New Owner</b>

**VALID PERMIT**

December 12, 2011

## 17. LEA Conditions:

- a. This facility shall comply with all the State Minimum Standards for Solid Waste Handling and Disposal as specified in Title 14 and Title 27, California Code of Regulations.
- b. Information concerning the design and operation of this facility shall be furnished, in a timely manner, on request to the LEA.
- c. This permit is subject to review by the LEA and may be suspended, revoked, modified, or revised at any time for sufficient cause.
- d. The LEA reserves the right to suspend or modify this permit when deemed necessary due to an emergency, a potential health hazard or the creation of a public nuisance.
- e. The operator shall notify the LEA, in writing, of any proposed significant changes in the routine facility operation or changes in facility design during the planning stages. In no case shall the operator undertake any changes unless the operator first submits to the LEA a notice of said changes at least 180 days before said changes are undertaken, and those changes are approved by the LEA. Any significant change, as determined by the LEA, would require a revision of this permit.
- f. A summary of all potential pilot projects must be submitted to the LEA in writing prior to the implementation of that pilot project. The LEA must approve all pilot projects before they can be implemented.
- g. The operator must notify the LEA 45 days in advance of any proposed change in ownership or operator.
- h. The operator shall maintain a copy of this permit and Facility Report at the facility so as to be available at all times to facility personnel and to Enforcement Agencies' personnel.
- i. The facility operator shall ensure that only construction and demolition/inert debris as defined in California Code of Regulations, Title 14, Division 7, Chapter 3.0, Article 5.9 are accepted for handling, processing and/or storage.
- j. The site must be supervised by trained individuals with relevant experience at all times during operating hours. Supervisors and managers must have the authority to commit company resources to resolve emergency and non-emergency health, safety and environmental issues, if such action is necessary to protect the health and safety of all individuals onsite and the nearby community.
- k. The operator shall ensure that all incoming construction and demolition/inert debris will be processed within 15 days of acceptance and that all residual waste be removed from the site within 48 hours.
- l. All debris, waste or storage piles shall not exceed the height of the perimeter solid wall. The debris piles and other piles of materials on site must be stored in a stable manner and configured so as to protect public health and safety.
- m. Signs shall be provided to ensure orderly and safe operation of the facility. The operator shall install and maintain signs at the entrance pursuant to the signage requirements found in 14 CCR 17409.4.
- n. Dust and noise generation must be minimized to the maximum practical extent feasible through work practices, maintenance and engineering controls, if needed. The operator shall ensure the approved dust control systems are operational and adequate at all times. If the existing dust and odor control measures are determined to be inadequate, the LEA may require that additional control measures be implemented.
- o. Limited and reasonable monitoring for dust, noise or other environmental impacts or conditions will be conducted by qualified firms or individuals, if determined to be necessary by the LEA and results will be provided to the LEA by the facility operator at the operator's expense.
- p. The operator shall comply with the established Litter Control Program as outlined in the Facility Report. This program includes tarping requirements, containment of litter, site and facility clean-up. The site supervisor is required to conduct routine monitoring of the facility and adjacent streets and properties to ensure that litter is being controlled. It is the responsibility of the operator to keep all surrounding streets used for ingress and egress and adjacent properties free of litter resulting from the facility operation.
- q. The operator shall provide daily sweeping of the entire facility and the street and sidewalk adjacent to the site's entrance to minimize dust and litter. If water is used for clean up, runoff from such wash downs shall not leave the site.
- r. The operator shall provide and maintain rumble strips at the facility exit to control the track out of dirt and debris onto the adjacent street. If it is determined that these control measure are inadequate, the LEA may require additional mitigations measures to control dust to be implemented.
- s. The operator will maintain a professional vector control service at all times. It is the responsibility of the operator to eliminate rodent harborages and food sources.
- t. All recyclables shall be stored within designated areas in a neat and orderly manner so as not to generate litter, harbor vectors or pose a nuisance.
- u. The operator shall maintain, at the facility, accurate daily records of the weight and/or volume of construction and demolition/inert debris received. These records shall be made available to the LEA's personnel and to the CalRecycle's personnel for inspection and shall be maintained on site for a period of at least one year.



- v. The permitted daily capacity of this facility has been determined to be 1,000 tons per day. On no day shall more than 1,000 tons of construction and demolition/inert debris, be received at this facility, and unless temporary permission is first obtained from the LEA
- w. The entire area within the permitted boundaries of the site must have adequate drainage control and be free of ponded water within 48 hours of rainfall.
- x. Operational controls shall be established to preclude the receipt and disposal of hazardous waste and volatile organic chemicals or other types of prohibited wastes. The operator shall comply with the approved Hazardous Waste Load Checking Program as described in the Facility Report. Any changes in this program must be approved by the LEA prior to implementation. The following Solid Waste Facility Permit conditions supplement those conditions:
- (1) The minimum number of random waste vehicle loads to be inspected daily at this facility is two (2). The LEA reserves the right to increase the required number of incoming waste load inspections.
  - (2) The personnel training and load check procedures necessary for the program must be submitted and approved by the LEA. Visual inspections are to be performed by trained spotters and equipment operators. The LEA must review and approve this program and operation. Additional measures may be required upon the request of the LEA.
  - (3) In the event that hazardous or suspected hazardous wastes are brought into the facility, the operator is required to follow procedures for obtaining information, notification, handling and disposal as outlined in Facility Report.
  - (4) Suspected hazardous wastes must be properly labeled and stored in the hazardous waste containment area. The hazardous waste storage area shall provide for adequate storage and secondary containment for different chemical classifications to avoid storage of incompatible materials.
  - (5) It is the responsibility of the facility operator to dispose of any prohibited materials (hazardous or suspected hazardous materials, liquid, sludges, radioactive or medical wastes) in accordance with all local, state and federal regulations.
  - (6) Incidents of unlawful disposal of prohibited materials shall be reported to the LEA monthly as described in the monitoring section of this permit. In addition, the following agencies shall be notified immediately, after each occurrence, if applicable, of any incidents of illegal hazardous materials disposal.
    - I. Los Angeles County Fire Prevention Bureau, Hazardous Materials Division
    - II. Environmental Crimes Division, L A. County District Attorney
    - III. California Highway Patrol
- y. The operator shall maintain a daily log of special/unusual occurrences. If there are no special occurrences for a given day, that day's entry shall read "none". This log shall include, but are not necessarily limited to:
- Any loads refused entry into the facility and the basis for the refusal, i.e., potentially live ammunition, fires, explosions, earthquakes, discharge of hazardous liquids or gases to the ground or the atmosphere, or significant injuries, accidents, or property damage. Each of these log entries shall be accompanied by a summary of any actions taken by the operator to mitigate the occurrence. The operator shall maintain this log at the facility so as to be available at all times to site personnel and to the Enforcement Agencies' personnel. Any of these specified entries made in this log must be promptly reported to the LEA. Call the duty officer, City of Los Angeles, Local Enforcement Agency at (213)252-3939, Monday through Friday 8:00 AM to 5:00 PM. For after hours incidents, the operator shall call the pager number provided to them by the LEA. Only authorized personnel can make entries into this log. If a situation arises that cannot be handled by facility personnel then call 911 or another outside emergency agency appropriate for the situation as listed in the Facility Report. The LEA shall be notified immediately after the appropriate outside emergency agency has been notified.
- z. In the event of a declared local emergency involving demolition and recovery activities, this facility will cooperate to the maximum extent feasible with the City of Los Angeles Emergency Operations Organization in coordination with the LEA.
- aa. The operator shall comply with the CalRecycle Disposal Reporting System regulations and the Los Angeles County Department of Public Works Disposal Reporting requirements, including tracking diversion by jurisdiction of origin, and providing requesting jurisdictions with requested data.

&lt;END OF DOCUMENT&gt;

**ENFORCEMENT AGENCY NOTIFICATION 19-AR-1233**

**ENFORCEMENT AGENCY NOTIFICATION**

Enforcement Agency:	City of Los Angeles	Official Use Only	
Department of Building and Safety		SWIS Number:	19-AR-1233
County:	Los Angeles	Date Received:	July 15, 2015

**I. GENERAL INFORMATION**

Operation Name:	CWS Inert Debris Operation						
Address:	621 W. 152nd	City:	Los Angeles	State:	CA	Zip:	90247
Phone:	310-538-5998	Fax:	310-538-9040				
Operator Name:	California Waste Services L.L.C.						
Address:	621 W. 152nd	City:	Gardena	State:	CA	Zip:	90247
Phone:	310-538-5998	Fax:	310-538-9040				
Land Owner:	Harbor Redondo L.L.C.						
Address:	1971 W. 190th #200	City:	Torrance	State:	CA	Zip:	90504
Phone:	310-323-1550	Fax:	310-538-4078				

**II. OPERATION INFORMATION**

Authorizing Eligibility (State Section of 14 CCR Division 7, Chapter 3 of 3.1) See back for more details	17383.7
Type(s) of Waste/Material Handled:	Type A Inert Debris
Volume of Waste/Material Handled:	Under 1,500 tons per day
Peak Loading: <input type="checkbox"/> See Attached Operations Plan <input type="checkbox"/> Cubic Yards or <input type="checkbox"/> Tons	Annual Loading: 182,000 ave. <input type="checkbox"/> Cubic Yards or <input checked="" type="checkbox"/> Tons
Days and Hours of Operation: See Attached	Operation Acreage: 1 Acre
Brief Description of the Operation:	see attached

**III. DOCUMENTATION OF LOCAL NOTIFICATION (check one and submit with EA Notification)**

<input type="checkbox"/>	Proof of Compliance with the California Environmental Quality Act (CEQA).
<input type="checkbox"/>	Correspondence from the local planning department that compliance with CEQA is not required for the operation to obtain local land use approval.
<input checked="" type="checkbox"/>	Written notice to the local planning department of the operator's intent to commence operations.

**IV. OWNER/OPERATOR CERTIFICATION**

I hereby certify under penalty of perjury that the information provided is true and accurate to the best of my knowledge and belief.

Signature of Land Owner:		Date:	6/4/15
Signature of Operator:	ERIC CASPER PRESIDENT	Date:	6-1-15

\* Completion of this form is not required by regulation; however, it will provide the enforcement agency with the information required by 14 CCR 18103.1.  
• A separate Notification is required for each eligible operation.

Please cite only one of the following Title 14 regulations when filling in the "authorizing eligibility" box of Notification Form CIWMB 169:

**Section 17362.2. Contaminated Soil Transfer/Processing Operations.**

All contaminated soil transfer/processing operations, except as otherwise provided in this Article, shall comply with the Enforcement Agency Notification requirements set forth in Title 14, Division 7, Chapter 5.0, Article 3.0 of the California Code of Regulations (commencing at section 18103). These operations shall be inspected by the enforcement agency at least once quarterly.

**Section 17377.2. Nonhazardous Ash Transfer/Processing Operations.**

(a) All operators of nonhazardous ash transfer/processing operations, except as otherwise provided in this Article, shall comply with the Enforcement Agency Notification requirements set forth in the California Code of Regulations, Title 14, Division 7, Chapter 5.0, Article 3.0 (commencing with section 18103).

**Section 17383.3. Small Volume C&D Wood Debris Chipping and Grinding Operations (less than 200 tons per day)**

**Section 17383.4. Small Volume Construction and Demolition/Inert Debris Processing Operations.**

(less than 25 tons per day) All small volume CDI debris processing operations shall comply with the EA Notification requirements set forth in CCR, Title 14, Division 7, Chapter 5.0, Article 3.0, commencing at section 18100. These operations shall be inspected quarterly by the EA to verify compliance with minimum standards. To the greatest extent possible, all inspections shall be unannounced and shall be conducted at irregular intervals. The operator shall specify the operation's boundary area in the operating record.

**Section 17383.7. Inert Debris Type A Processing Operations.**

(less than 1500 tons per day) All inert debris Type A processing operations subject to this Article shall comply with the EA Notification requirements set forth in CCR, Title 14, Division 7, Chapter 5.0, Article 3.0 and commencing with section 18100.

**Section 17383.9. Emergency Construction and Demolition/Inert Debris Processing Operations.**

(a) All emergency CDI debris processing operations shall comply with the EA Notification requirements set forth in CCR, Title 14, Division 7, Chapter 5.0, Article 3.0, section 18100 et. seq. Such operations may occur at locations which are not permitted solid waste facilities. These operations shall be inspected by the EA as necessary to verify compliance with minimum standards, but in no case less than monthly. To the greatest extent possible, all inspections shall be unannounced and shall be conducted at irregular intervals. The operator shall specify the operation's boundary area in the operating record.

**Section 17388.3. Inert Debris Engineered Fill Operations.**

Inert debris engineered fill operations shall submit EA Notifications, as set forth in CCR, Title 14, section 18100 et seq. and shall comply with all applicable RWQCB waste discharge requirements.

**Section 17403.2. Sealed Container Transfer Operations.**

All sealed container transfer operations subject to this Article shall comply with the Enforcement Agency Notification requirements set forth in Title 14, Division 7, Chapter 5.0, Article 3.0 of California Code of Regulations (commencing with section 18100). These operations shall be inspected by the EA, as necessary to verify compliance with minimum standards. Inspections shall be conducted quarterly, unless the EA determines a lesser frequency is necessary, but in no case shall the frequency be less than annual. The operator shall specify the operation's boundary area in the operating record.

**Section 17403.3. Limited Volume Transfer Operations.**

All limited volume transfer operations subject to this Article shall comply with the Enforcement Agency Notification requirements set forth in Title 14, Division 7, Chapter 5.0, Article 3.0 of the California Code of Regulations (commencing with section 18100). These operations shall be inspected by the EA as necessary to verify compliance with minimum standards. Inspections shall be conducted quarterly, unless the EA determines a lesser frequency is necessary, but in no case shall the frequency be less than annual. The operator shall specify the operation's boundary area in the operating record.

**Section 17403.5. Emergency Transfer/Processing Operations.**

(a) All emergency transfer/processing operations shall comply with the Enforcement Agency Notification requirements set forth in Title 14, Division 7, Chapter 5.0, Article 3.0 of the California Code of Regulations (commencing with section 18100). These operations shall be inspected by the EA as necessary to verify compliance with minimum standards, but in no case shall the frequency be less than monthly. The operator shall specify the operation's boundary area in the operating record.

**Section 17856. Agricultural Material Composting Operations.**

(a) All agricultural material composting operations and chipping and grinding operations shall comply with the Enforcement Agency Notification requirements set forth in Title 14, Division 7, Chapter 5.0, Article 3.0 (commencing with Section 18100) of the California Code of Regulations, except as otherwise provided by this Chapter. Agricultural Compostable Materials Handling Operations shall only be subject to the requirements of section 17863.4 if the EA makes a written determination that the operation has violated the requirements for odor impacts of section 17867.

**Section 17857.1. Green Material Composting Operations.**

(a) A green material composting operation that has up to 12,500 cubic yards of feedstock, compost, or chipped and ground material on-site at any one time shall comply with the EA Notification requirements set forth in Title 14, Division 7, Chapter 5.0, Article 3.0 (commencing with Section 18100) of the California Code of Regulations.

**Section 17859.1. Biosolids Composting at POTWs.**

(a) Except as provided in section 17855(a)(5)(B), the composting of biosolids on-site at a Publicly Operated Treatment Works (POTW) shall comply with the EA Notification requirements set forth in Title 14, Division 7, Chapter 5.0, Article 3.0 (commencing with Section 18100) of the California Code of Regulations

**Section 17862. Research Composting Operations.**

(a) An operator conducting research composting operations shall not have more than 5,000 cubic-yards of feedstock, additives, amendments, chipped and ground material, and compost on-site at any one time, and shall comply with the EA Notification requirements set forth in Title 14, Division 7, Chapter 5.0, Article 3.0 (commencing with Section 18100) of the California Code of Regulations, except as otherwise provided by this Chapter.

**Section 17862.1. Chipping and Grinding Operations.**

(a) A chipping and grinding operation that receives up to 200 tons per day of material that may be handled by a green material composting operation shall comply with the EA Notification requirements set forth in Title 14, Division 7, Chapter 5.0, Article 3.0 (commencing with Section 18100) of the California Code of Regulations, except as otherwise provided by this Chapter.

## **USE VERIFICATION**

---

COUNTY CLERK'S USE

CITY OF LOS ANGELES  
OFFICE OF THE CITY CLERK  
200 NORTH SPRING STREET, ROOM 360  
LOS ANGELES, CALIFORNIA 90012

CITY CLERK'S USE

CALIFORNIA ENVIRONMENTAL QUALITY ACT

# NOTICE OF EXEMPTION

(California Environmental Quality Act Section 15062)

Filing of this form is optional. If filed, the form shall be filed with the County Clerk, 12400 E. Imperial Highway, Norwalk, CA 90650, pursuant to Public Resources Code Section 21152 (b). Pursuant to Public Resources Code Section 21167 (d), the filing of this notice starts a 35-day statute of limitations on court challenges to the approval of the project. Failure to file this notice with the County Clerk results in the statute of limitations being extended to 180 days.

LEAD CITY AGENCY <b>City of Los Angeles Department of City Planning</b>	COUNCIL DISTRICT
--	------------------

PROJECT TITLE <b>* CALIFORNIA WASTE SERVICES (CWS)</b>	LOG REFERENCE ENV <b>2004-2916 CE</b>
---	--

PROJECT LOCATION  
**\* 621 W. 152nd ST. 90247**

DESCRIPTION OF NATURE, PURPOSE, AND BENEFICIARIES OF PROJECT:  
**\* TO OBTAIN STATE SOLID WASTE FACILITY PERMIT**

NAME OF PERSON OR AGENCY CARRYING OUT PROJECT, IF OTHER THAN LEAD CITY AGENCY:  
**\* ENVIRONMENTAL AFFAIRS. Calif Waste Svcs.**

CONTACT PERSON <b>* ERIC CASPER</b>	AREA CODE <b>* 310</b>	TELEPHONE NUMBER <b>* 538-5998</b>	EXT.
--	---------------------------	---------------------------------------	------

EXEMPT STATUS: (Check One)

	STATE CEQA GUIDELINES	CITY CEQA GUIDELINES
<input type="checkbox"/> MINISTERIAL	Sec. 15268	Art. II, Sec. 2b
<input type="checkbox"/> DECLARED EMERGENCY	Sec. 15269	Art. II, Sec. 2a (1)
<input type="checkbox"/> EMERGENCY PROJECT	Sec. 15269 (b) & (c)	Art. II, Sec. 2a (2) & (3)
<input type="checkbox"/> CATEGORICAL EXEMPTION	Sec. 15300 <i>et seq.</i>	Art. III, Sec. 1
<input checked="" type="checkbox"/> GENERAL EXEMPTION	Sec. 15060	n/a

Class \_\_\_\_\_ Category \_\_\_\_\_ (City CEQA Guidelines)

OTHER (See Public Resources Code Sec. 21080 (b) and set forth state and City guideline provision.)

JUSTIFICATION FOR PROJECT EXEMPTION:  
**EXISTING RECYCLING FACILITY**

IF FILED BY APPLICANT, ATTACH CERTIFIED DOCUMENT ISSUED BY THE CITY PLANNING DEPARTMENT STATING THAT THE DEPARTMENT HAS FOUND THE PROJECT TO BE EXEMPT.

SIGNATURE 	TITLE <b>PRESTON CPA</b>	DATE <b>4/22/04</b>
---------------	-----------------------------	------------------------

FEE: <b>58-</b>	RECEIPT NO. <b>244670</b>	REC'D. BY <b>M.D. BOLDEN</b>	DATE <b>4-22-04</b>
--------------------	------------------------------	---------------------------------	------------------------

DISTRIBUTION: (1) County Clerk, (2) City Clerk, (3) Agency Record  
Rev. 11-1-03

IF FILED BY THE APPLICANT:

**ERIC CASPER**  
NAME (PRINTED)

SIGNATURE

**\* 4/22/04**  
DATE

CITY OF LOS ANGELES  
CALIFORNIA



ANTONIO R. VILLARAIGOSA  
MAYOR

DEPARTMENT OF  
BUILDING AND SAFETY

201 NORTH FIGUEROA STREET

LOS ANGELES, CA 90012

ANDREW A. ADELMAN, P.E.  
GENERAL MANAGER

RAYMOND CHAN  
EXECUTIVE OFFICER

BOARD OF  
BUILDING AND SAFETY  
COMMISSIONERS

EFREN ABRATIQUÉ, P.E.  
PRESIDENT

JAVIER NUÑEZ  
VICE-PRESIDENT

VAN AMBATIELOS

PEDRO BIRBA

MARSHA L. BROWN

May 25, 2006

California West Services  
621 W. 152<sup>nd</sup> Street  
Gardena, CA 90247

Att: Paul Willman

RE: APN # 6120-001-001

In response to your request of May 03, 2006, regarding zoning information on the above referenced property, please be advised of the following:

The property, known as Lot: PT 3, Arb: 26, Block: NONE, Tract: GARDENA TRACT, is shown on the Zoning Map to be located in the M2-IVL-O Zone. See attached print out of the Parcel Profile Report for all zoning related information pertaining to this property.

You requested a determination for whether a "Storing and salvaging of building materials from construction and demolition sites and shipped to market" is an allowable use of the property. A "Storing and salvaging of building materials from construction and demolition sites and shipped to market" appears to be similar to an "Salvage Business". A "Salvage Business" is an allowable use in the M2 Zone as per LAMC Section 12.19.A4.(5) with limitation of Section 12.19.A4.(5)(b):

LAMC Section 12.19.A4, - "M2" Light Industrial

(5) The open storage of materials and equipment, including used materials and equipment. The phrase "used materials and equipment" includes vehicles, boats, or airplanes which are inoperable, wrecked, damaged or unlicensed, i.e. not currently licensed by the Department of Motor Vehicles. (Added by Ord. No. 162,335, Eff. 6/ 6/87.)

(b) Limitations.

(1) No crushing, smashing, baling or reduction of metal is conducted on the premises unless such is conducted without producing substantial amounts of dust and is so conducted that the noise emanating therefrom, as measured from any point on adjacent property shall be no more audible than the noise emanating from ordinary street traffic and from other commercial or industrial uses measured at the same point on said adjacent property; provided, however, that such noise shall be permitted in the event it does not exceed the levels provided in Section 111.03 of this Code as measured from any point on adjacent property in an "A", "R", "C", "P" or "M" zone. (Amended by Ord. No. 156,363, Eff. 3/29/82.)

Page 2

(2) The use is conducted wholly within an enclosed building or within an area completely enclosed with a solid masonry wall not less than eight feet in height with necessary solid gates of like height; or within an area completely enclosed with a solid fence not less than eight feet in height with necessary solid gates of like height. (Amended by Ord. No. 137,470, Eff. 11/29/68.)

(3) In the event the use is conducted in an area enclosed by a wall or fence as herein above provided, no material shall be stored to a height greater than the height of the enclosing wall or fence, except that the storage of empty second-hand wooden boxes and at when located at least 300 feet from a more restrictive zone or use, may be permitted an additional foot above the enclosing wall or fence for each two feet such boxes are set back from said enclosing wall or fence; provided that such stacking shall not exceed 18 feet in height. In no event shall such stacks violate the limitations imposed by Section 57.58.04 of the Los Angeles Municipal Code. (Amended by Ord. No. 165,342, Eff. 1/19/90.)

(4) (Amended by Ord. No. 145,040, Eff. 1/15/73.) Paved off- street parking spaces are provided for buildings as required by Section 12.21-A of this Code, and for all other portions of the lot, other than public parking areas, as follows:

- (i) For up to the first acre a minimum of six spaces;
- (ii) For the second acre – one space for each 12,000 square feet of lot area; and
- (iii) For each acre exceeding two – one space for each acre of lot area.

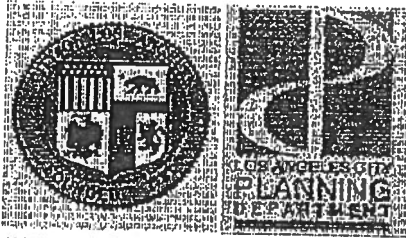
(5) In the event the use is conducted in an area enclosed by a wall or fence as herein above provided, all property adjacent to any street is landscaped to a minimum depth of two feet measured at a right angle from the adjacent street and extending the full length of the property contiguous to such street except for areas necessary for ingress and egress. (Amended by Ord. No. 137,470, Eff. 11/29/68.)

This information is provided as of May 25, 2006, and the zone is as shown on the Zoning Map. Should you need any further assistance pertaining to this matter, please contact Kadhim Jawad at (213) 482-6881.



Ken Gill  
Zoning Engineer  
Department of Building and Safety  
cc: Office File.





**City of Los Angeles  
Department of City Planning**

05/15/2006

**PARCEL PROFILE REPORT**

**PROPERTY ADDRESSES**

**ZIP CODES**

**RECENT ACTIVITY**  
None

**CASE NUMBERS**  
CPC-1986-254  
CPC-1983-506-SP  
ORD-171682  
ORD-163982-SA610  
ORD-162128  
PS-60  
OB-12683  
PRIOR-07/29/1962

**Address/Legal Information**

PIN Number: 072B197 69  
 Area (Calculated): 77,883.4 (sq ft)  
 Thomas Brothers Grid: PAGE 734 - GRID B4  
 Assessor Parcel Number: 6120001001  
 Tract: GARDENA TRACT  
 Map Reference: M R 99-85/86  
 Block: None  
 Lot: PT 3  
 Arb (Lot Cut Reference): 26  
 Map Sheet: 072B197

**Jurisdictional Information**

Community Plan Area: Harbor Gateway  
 Area Planning Commission: Harbor  
 Neighborhood Council: Harbor Gateway North  
 Council District: CD 15 - Janice Hahn  
 Census Tract #: 2912.10  
 2911.30  
 LADBS District Office: San Pedro  
 Building Permit Info: View

**Planning and Zoning Information**

Special Notes: None  
 Zoning: M2-1VL-O  
 Zoning Information (ZI): ZI-2128 Mid-Alameda Corridor  
 State Enterprise Zone  
 Light Manufacturing  
 South Central Alcohol Sales  
 See Plan Footnotes  
 Harbor Gateway  
 General Plan Land Use: None  
 Specific Plan Area: None  
 Site Specific Footnote Req.: None  
 Additional Plan Footnotes: None  
 Historic Preservation Overlay Zone: None  
 Historical Cultural Monument: None  
 Mills Act Contract Number: None  
 POD - Pedestrian Oriented Districts: None  
 CDO - Community Design Overlay: None  
 Streetscape: No  
 Sign District: No  
 Adaptive Reuse Incentive Area: None  
 35% Density Bonus: Not Eligible  
 CRA - Community Redevelopment Agency: None  
 Central City Parking: No  
 Downtown Parking: No  
 Building Line: None  
 500 Ft School Zone: No

**Additional Information**

Airport Hazard: None  
 Coastal Zone: None  
 Farmland: Area not Mapped  
 Very High Fire Hazard Severity Zone: No  
 Fire District No. 1: No  
 Fire District No. 2: Yes  
 Flood Zone: None  
 Hazardous Waste / Border Zone Properties: No  
 Methane Hazard Site: None  
 High Wind Velocity Areas: No  
 Hillside Grading: No  
 Oil Wells: None  
 Alquist-Priolo Fault Zone: No

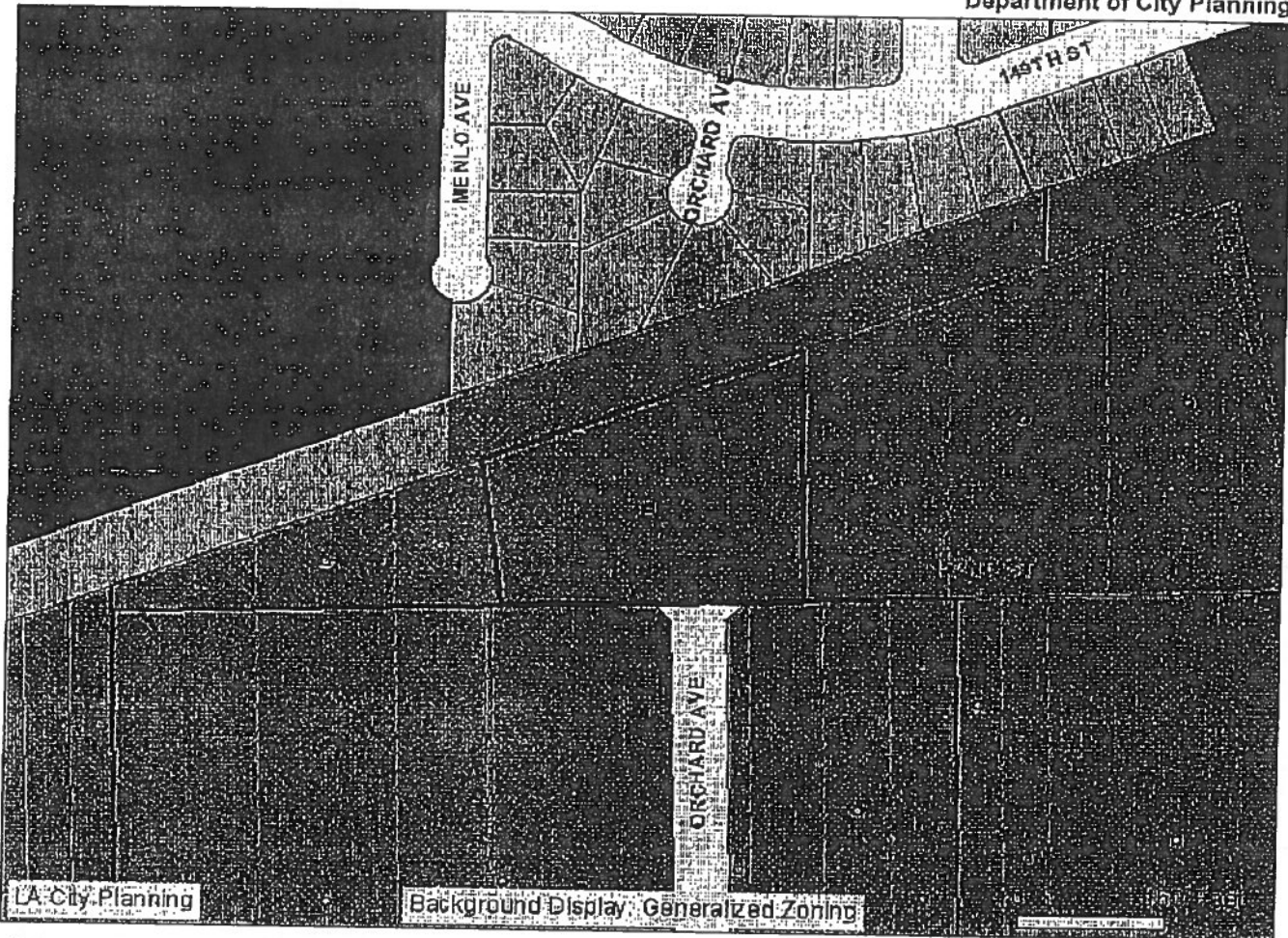
Distance to Nearest Fault: 2.26878 (km)  
 Landslide: No  
 Liquefaction: No

**Economic Development Areas**

Business Improvement District: None  
 Federal Empowerment Zone: None  
 Renewal Community: No  
 Revitalization Zone: None  
 State Enterprise Zone: Mid-Alameda Corridor State Enterprise Zone  
 Targeted Neighborhood Initiative: None

**Assessor Information**

Assessor Parcel Number: 6120001001  
 L.A. County Ownership Info: HARBOR REDONDO LLC  
 17800 S MAIN ST STE 107  
 GARDENA CA 90248  
 City Clerk Ownership Info: HARBOR REDONDO LLC  
 17800 S. MAIN ST. STE 107  
 GARDENA CA 90248  
 Parcel Area (Approximate): 67,082.4 (sq ft)  
 Use Code: 3300 - Warehouse Distributor  
 (under 10000 sqft)  
 Building Class: S1  
 Assessed Land Val.: \$496,585  
 Assessed Improvement Val.: \$1,164  
 Year Built: 1952  
 1966  
 1957  
 1978  
 1957  
 Last Owner Change: 06/03/98  
 Last Sale Amount: \$1,640,016  
 Number of Units: 0  
 Number of Bedrooms: 0  
 Number of Bathrooms: 0  
 Building Square Footage: 14,200.0 (sq ft)  
 Tax Rate Area: 19  
 Deed Reference No.: 932049

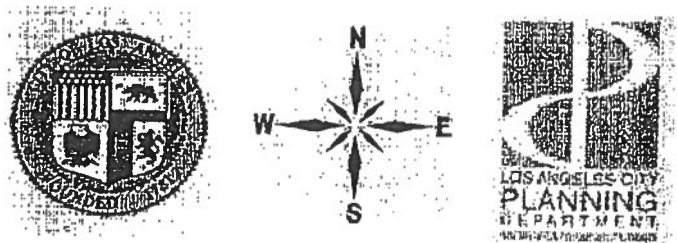


**Generalized Zoning**

- OS
- A, RA
- RE, RS, R1, RU, RZ, RW1
- R2, RD, RMP, RW2, R3, RAS3, R4, RAS4, R5
- ADP, C1, C1.5, C2, C4, C5, CR, CW, LASED, WC
- CM, MR, CCS, M1, M2, LAX, M3, SL
- P, PB
- PF
- HILLSIDE

**Property Information**

Address:	None
APN:	6120001001
Tract:	GARDENA TRACT
Block:	None
Lot:	PT 3
Arb:	26
PIN #:	072B197 69
Zoning:	M2-1VL-O
General Plan:	Light Manufacturing





**APPENDIX F**

**STORMWATER POLLUTION PREVENTION PLAN**

# **STORM WATER POLLUTION PREVENTION PLAN**

**California Waste Services, LLC**

**Revised April 2015  
Effective July 1, 2015**

California Waste Services, LLC  
621 W 152nd Street  
Los Angeles, CA 90247



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# **1 INTRODUCTION**

## **1.1 SWPPP Overview**

This Storm Water Pollution Prevention Plan (SWPPP) is prepared for California Waste Services, LLC, located at 621 W 152nd Street in Los Angeles County. The purpose of this SWPPP is to:

- Identify potential sources of contaminants that may impact storm water, and eliminate or control them effectively;
- Eliminate non-storm water discharges (e.g., unpermitted process wastewater and non-contact cooling water), if applicable;
- Implement a storm water monitoring program;
- Implement Best Management Practices (BMPs) to identify, reduce, eliminate, and prevent the pollution of storm water;
- Provide for emergency cleanup of spills or discharges that could impact storm water; and
- Prevent surface water quality, ground water quality, and sediment management standard violations.

This SWPPP was developed in accordance with California's General Permit for Storm Water Discharges Associated with Industrial Activities, adopted on April 1, 2014, with an effective date of July 1, 2015.

The SWPPP is available on-site to all employees during all hours of operation, and will be made available upon request by a State or Municipal inspector. The SWPPP is effective as of July 1, 2015.

### **1.1.1 Permit Registration Documents**

The company registered for coverage by certifying and submitting the required Permit Registration Documents (PRDs) via SMARTS (<http://smarts.waterboards.ca.gov>), which include:

- A completed Notice of Intent (NOI) and signed certification statement;
- A copy of a current Site Map from the SWPPP
- A copy of this SWPPP, and
- Payment of the Annual Fee

### 1.1.2 Other Requirements and Existing Facility Plans

In addition to this SWPPP, there are several other regulatory agencies, regulations, and written plans in place at the facility that pertain directly or indirectly to the goal of preventing storm water pollution. Where appropriate these other requirements are included in this plan, and are otherwise incorporated herein by reference, including:

- Hazardous Material Business Plan;
- Spill Prevention Control and Countermeasures (SPCC) Plan;
- Hazardous Waste Regulations and Permits;
- Wastewater discharge permits;
- Air Quality Regulations and Permits ; and
- Clean Water Act Section 401 Water Quality Certifications and Section 404 Permits.

### 1.2 Facility Information

California Waste Services, LLC is a construction waste material recycling facility for wood, concrete, metal, drywall, and other construction-related waste materials from demolition activity. The facility also manages small quantities of recyclable aluminum cans and plastic bottles. Industrial activity includes sorting materials, and processing wood materials. The processed and sorted materials are stored at the facility until delivery to outside businesses, which use the materials for further commercial activities. The facility covers approximately 6.2 acres. The facility is located in Los Angeles and is within the Los Angeles Region (4) of the Water Quality Control Board. The facility is located adjacent to the 110 Freeway, approximately 1.5 miles north of the 91 Freeway. The nearest body of water is the Dominguez Channel, which is on the south side of the 91 freeway (1.5 miles south), and which flows to the Los Angeles harbor and the Pacific Ocean.

Standard Industrial Classification (SIC) Code(s): 5093.

North American Industrial Classification System (NAICS) Code(s): 423930

Environmental Protection Agency (EPA) Identification Number is None

Waste Discharger Identification (WDID) Number: 4 19I018105

Estimated area of industrial activity at site exposed to storm water: (acres) 6.2 acres

Discharge to surface waters?  Yes  No

Discharge into a municipal storm water conveyance system?  Yes  No

Discharge 303(d)-listed waters?  Yes  No

### 1.3 Scheduled Operating Hours

Monday - Friday: 6:00 AM – 10:00 PM  
 Saturday: 6:30 AM – 7:00 PM  
 Sunday: 7:00 AM – 2:00 PM

In the event that industrial activities are suspended for ten (10) or more consecutive calendar days during a reporting year, Best Management Practices (BMPs) necessary to ensure compliance with the General Permit during the suspension of the industrial activity will be implemented as described in Section 3.3, Temporary Suspension of Industrial Activities, on Page 21, below.

### 1.4 Contact Information/Responsible Parties

#### **Facility Operator(s):**

Name: California Waste Services, LLC  
 Address: 621 W 152nd Street  
 City, State, Zip: Los Angeles, CA 90247  
 Telephone Number: (310) 538-5998

#### **SWPPP Contact:**

Name: Giovanni Lopez  
 Title: Government Compliance Manager  
 Telephone number: (310) 538-5998  
 Email: giovanni@cawasteservices.com

### 1.5 Storm Water Pollution Prevention Team

Staff Names and/or Title	Individual Responsibilities
Giovanni Lopez	Oversees permit requirements, including housekeeping, observations and record keeping, run-off sampling, and other permit requirements that may arise in day-to-day permit management
Eric Casper	Assists with implementation of BMPs and SWPPP compliance.

Giovanni Lopez is the Lead SWPPP Administrator, and has primary responsibility for implementing the SWPPP. The Lead SWPPP Administrator will coordinate with other members of the Pollution Prevention Team as needed. The Pollution Prevention Team shall hold regular meetings at least annually to review the overall operation and effectiveness of the BMPs, establish responsibilities for inspections, operation and maintenance, and availability for emergency situations. All members of the Pollution Prevention Team shall be trained in the operation, maintenance and inspection of BMPs, and reporting procedures.

## 1.6 Site Maps

Site maps are provided in Figures 1-4, below. The site maps identify various details about the facility, including:

**Figure 1: Area Map**

Shows the general location of the facility and a 1-mile radius.

**Figure 2: Facility Boundary and Storm Water Drainage Areas**

Depicts:

- The facility's boundaries;
- Storm water drainage areas within the facility boundary;
- Locations of storm water collection and conveyance systems, associated discharge locations, and direction of flow;
- Portions of any drainage area impacted by discharges from surrounding areas;
- Areas of soil erosion;
- Location(s) of nearby water bodies (such as rivers, lakes, wetlands, etc.) or municipal storm drain inlets that may receive the facility's industrial storm water discharges; and,
- Authorized NSWDS.

**Figure 3: Structural Control Measures**

Shows locations and descriptions of structural control measures that affect storm water discharges, non-storm water discharges, and run-on from off-site locations (if applicable)

**Figure 4: Industrial Activity Subject to the General Permit**

Areas of industrial activity subject to the General Permit, including:

- Industrial storage areas and storage tanks;
- Shipping and receiving areas;
- Fueling areas;
- Vehicle and equipment storage/maintenance areas;
- Material handling and processing areas;
- Waste treatment and disposal areas;
- Dust or particulate generating areas;
- Cleaning and material reuse areas; and,
- Other areas of industrial activity that may have potential pollutant sources.

Figure 1: Area Map



Figure 1, above, shows the general location of the facility and a 1-mile radius.

Figure 2: Facility Boundary and Storm Water Drainage Areas

California Waste Services LLC - Monitoring  
 621 West 152nd Street, Carson, CA 90247

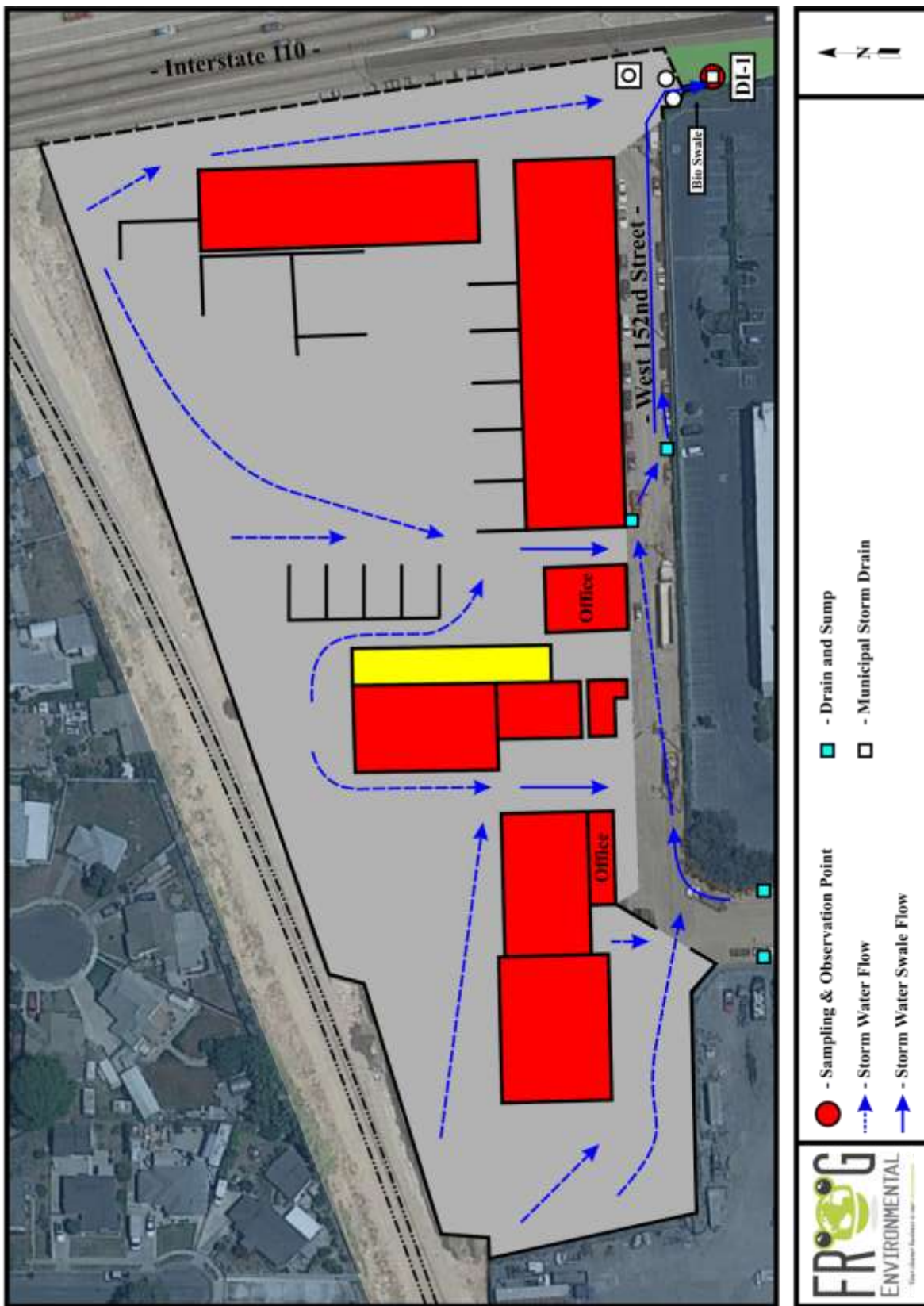


Figure 3: Structural Control Measures

California Waste Services LLC - Facility  
 621 West 152nd Street, Carson, CA 90247

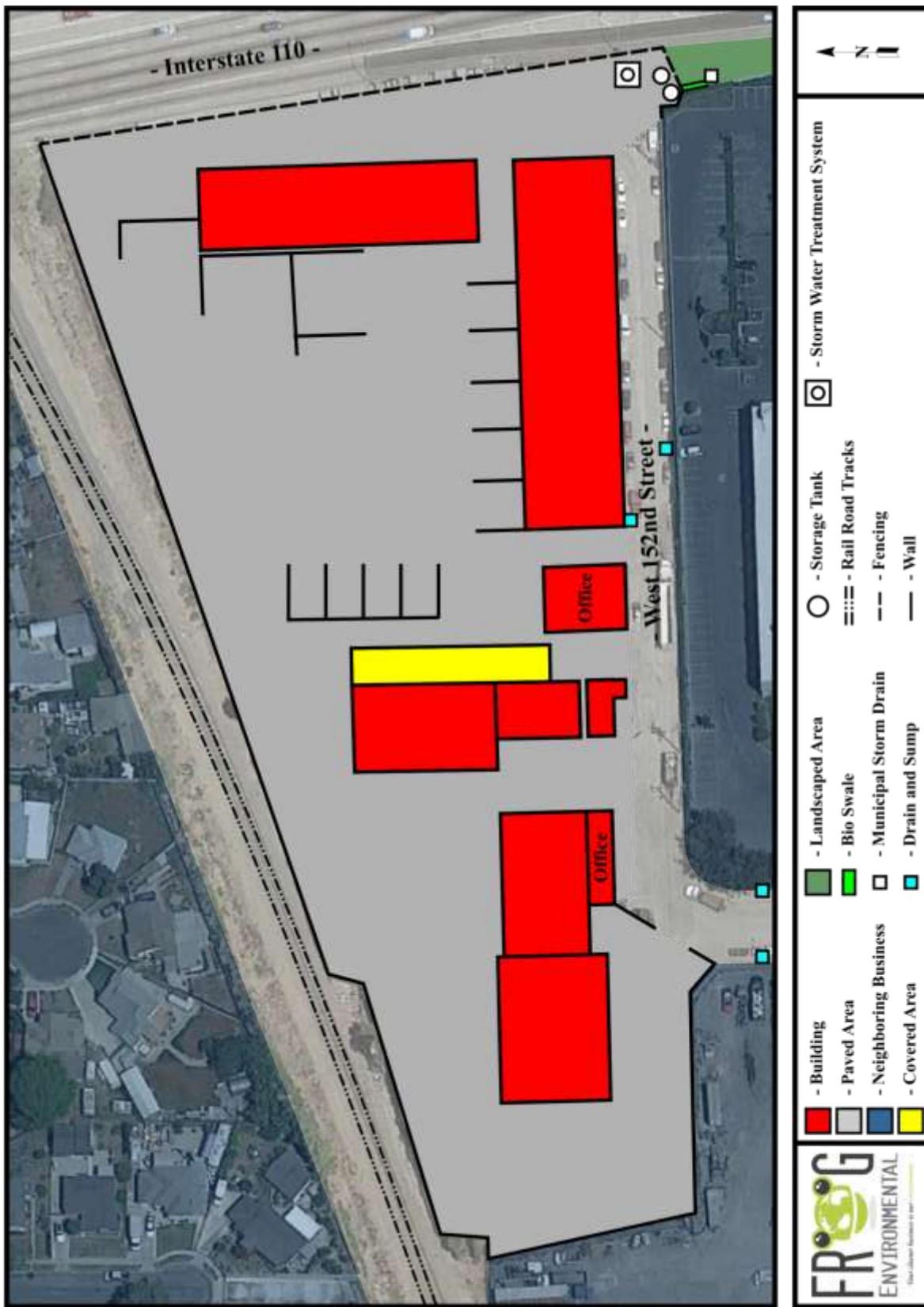
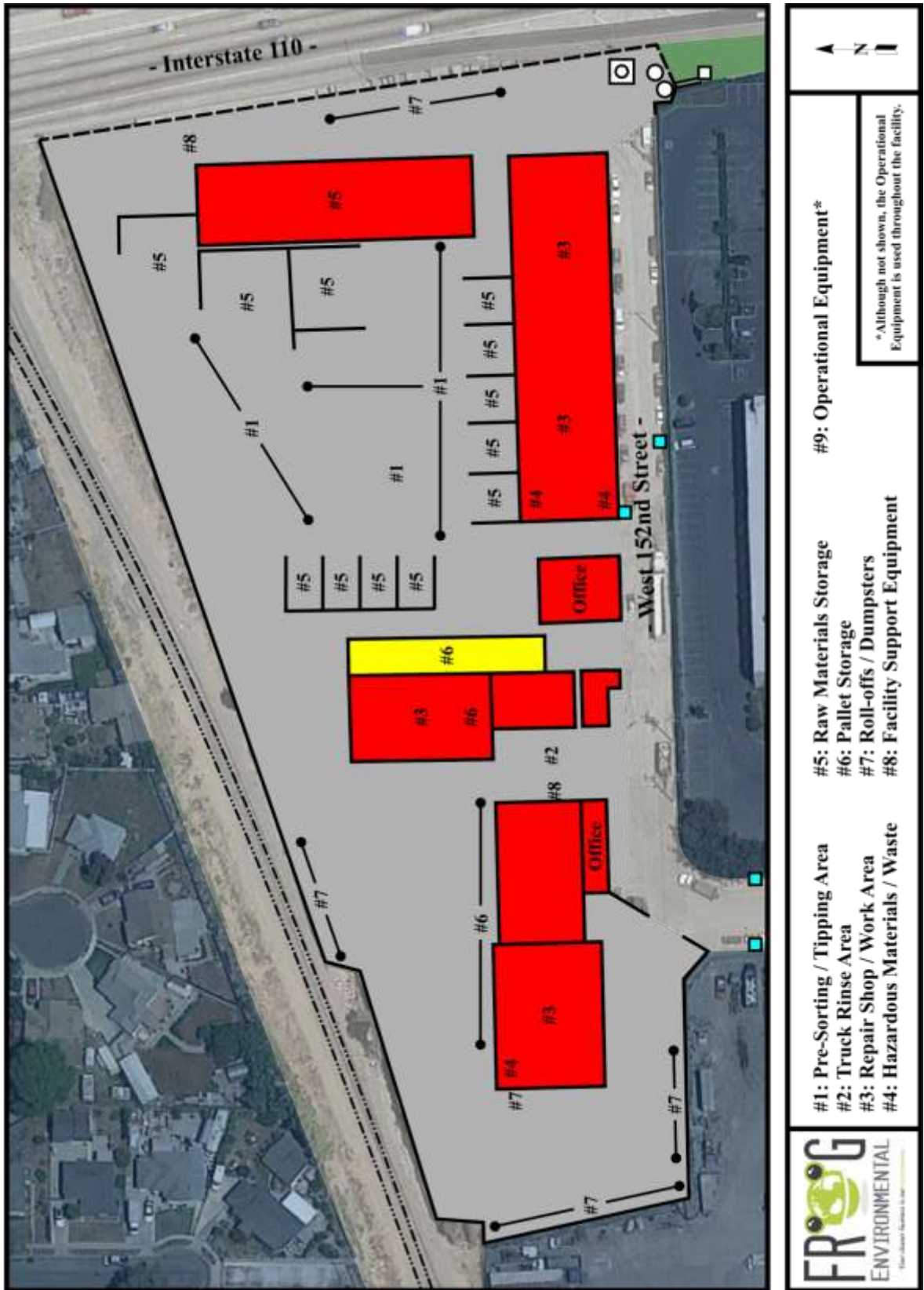




Figure 4: Industrial Activity Subject to the General Permit

**California Waste Services LLC - Potential Pollutants  
621 West 152nd Street, Carson, CA 90247**



## 2 FACILITY ASSESSMENT

### 2.1 Facility Description

California Waste Services, LLC is located at 621 W 152nd Street, in the City of Los Angeles, Los Angeles County, and is within the Los Angeles Region (4) of the Water Quality Control Board.

The facility is bordered on the north by railroad tracks, on the east by the 110 Freeway, and by neighboring businesses on the west. W 152<sup>nd</sup> Street runs along the south side of the property. The site is 100% impervious, with roughly 30% of the impervious area consisting of buildings or covered areas. There is one entrance to the facility at the north end of S Orchard Avenue.

Storm water on the site flows out of the yard to the south and meets the concrete channel, where it is directed eastward into the storm water treatment system, comprised of two 8,400-gallon separator tanks and a bioswale. Treated storm water discharging from the facility flows into the municipal storm water system, which flows southward toward the Dominguez Channel, to the Los Angeles River, and eventually to the Pacific Ocean, which is 9.5 miles south of the facility. The Dominguez Channel is listed on the 303(d) list of impaired waters for multiple parameters, including Lead (Pb) and Zinc (Zn), which are two of the five additional analytical parameters required for the facility's SIC Code (the others are Iron (Fe), Aluminum (Al), and Chemical Oxygen Demand (COD)).

The table below identifies sources of pollutants and categorizes each per Section X.G.1, Description of Potential Pollutant Sources, in the Storm Water General Permit:

**Table 1: Description of Potential Pollutant Sources**

Pollutant Source	SWPPP Section	Categories	Potential Pollutants							
			pH	TSS	O&G	Fe	Pb	Al	Zn	COD
Sorting Area	2.2.1	Outdoor Industrial Processes		X	X	X	X	X	X	X
Truck Parking	2.2.2	Material Handling and Storage		X	X					
Raw Materials Storage	2.2.2	Material Handling and Storage		X	X	X	X	X	X	X
Pallet Storage	2.2.2	Material Handling and Storage		X	X	X	X	X	X	X
Facility Support Equipment	2.2.2	Material Handling and Storage		X	X	X	X	X	X	X
Operational Equipment	2.2.2	Material Handling and Storage		X	X	X	X	X	X	X
Hazardous Materials/Waste	2.2.4	On-Site Waste Storage		X	X					
Roll-Offs/Dumpsters	2.2.4	On-Site Waste Storage		X	X	X	X	X	X	X
Repair Shop	2.2.5	Vehicle/Equipment Maintenance		X	X					
Truck Rinse Area	2.2.5	Vehicle/Equipment Cleaning		X	X	X	X	X	X	X

## **2.2 Industrial Activities and Potential Pollutant Sources**

The following subsections identify and briefly describe the various industrial activities at the facility that have potential to impact storm water run-off, and the pollutants associated with each activity.

### **2.2.1 Outdoor Industrial Processes**

#### **Sorting Area:**

There is one large Sorting Area located in the northwest portion of the facility. Materials that have been weighed on the Scale are unloaded in the Pre-Sorting Area and separated by a mechanical process into different commodities according to material composition. The sorted materials are dropped into bunkers and removed from the area into the larger Storage Bunkers, which provide storage for eventual export via semi-trailer.

The potential pollutants from the Sorting Area are Total Suspended Solids (TSS), Oil & Grease (O&G), Fe, Pb, Al, Zn, and COD.

### **2.2.2 Material Handling and Storage Areas**

#### **Truck/Trailer Parking:**

Trucks and other vehicles utilized for transporting waste and materials are parked in an area on the west end of the property.

The pollutants of concern from these areas are TSS and O&G.

#### **Raw Material Storage:**

There are Outdoor Storage Bunkers located in the northeast portion of the facility, around the perimeter of the Sorting Area. Sorted materials are stored in the Outdoor Storage Bunkers until further processing or delivery takes place.

The pollutants of concern from storage areas are TSS, O&G, Fe, Pb, Al, Zn, and COD.

#### **Operational Equipment:**

Operational Equipment includes forklifts, bobcats, skid loaders, trucks, and other machinery and equipment utilized throughout the facility.

The pollutants of concern from the Sorting Area are TSS, O&G, Fe, Pb, Al, Zn, and COD.

The table below identifies the industrial materials handled at the facility that are exposed, or have potential for exposure, to precipitation or runoff, and which could subsequently result in storm water pollution.

**Table 2: Material Handling and Storage Areas**

<b>Industrial Materials</b>	<b>Location</b>	<b>Typical Quantity</b>	<b>Frequency</b>
Wood	Various Piles & Bunkers	~ 200 tons	Per day
Drywall	Various Piles & Bunkers	~60 tons	Per day
Green Waste	Various Piles & Bunkers	~60 tons	Per day
Solid Waste	Various Piles & Bunkers	~200 tons	Per day
Metals	Various Piles & Bunkers	~ 80 tons	Per day
Concrete Waste	Various Piles & Bunkers	~ 200 tons	Per day
Diesel	Mobile Fuel Truck	~ 4,300 gallons	Per day
Oil	Mobile Fuel Truck	~ 160 gallons	Per month
Used Oil	Mobile Fuel Truck	~ 200 gallons	Per month
Waste Paint	Repair Shop	~ 20 gallons	Per month
Hydraulic Fluid	Repair Shop	~ 55 gallons	Per month

### 2.2.3 Dust or Particulate Generating Processes

#### **Sorting Area:**

Material handling in the tipping and sorting area, and operation of the automated sorting system will generate dust that comes in contact with surfaces exposed to storm water.

The potential pollutants dust-generating processes are T TSS, O&G, Fe, Pb, Al, Zn, and COD.

### 2.2.4 On-Site Waste Treatment, Storage, or Disposal

#### **Hazardous Materials/Wastes:**

Hazardous Materials/Wastes necessary for operation are stored in a designated area within the warehouse, just west of the Scale; there is no outdoor storage.

The pollutants of concern from the hazardous materials and waste storage area are TSS and O&G.

#### **Roll-offs:**

Roll-offs are located on the west end of the property, near the Truck/Trailer Parking area.

The pollutants of concern from the roll-off bins are TSS, O&G, Fe, Pb, Al, Zn, and COD.

## 2.2.5 Vehicle and Equipment Fueling, Maintenance, Cleaning

### Repair Shop:

General maintenance and repairs are performed in the Repair Shop, which is located in the same warehouse where the Hazardous Materials are stored.

The pollutants of concern from the Repair Shop area are TSS and O&G.

### Truck Rinse Area:

Trucks and vehicles are washed at the Truck Rinse Area, located just north of the Scale.

The pollutants of concern from the Truck Rinse Area are TSS, O&G, Fe, Pb, Al, Zn, and COD.

## 2.3 Non-Storm Water Discharges

Non-Storm Water Discharges (NSWD) are discharges that do not originate from precipitation events. NSWD include, but are not limited to, discharges of process water, air conditioner condensate, non-contact cooling water, vehicle wash water, sanitary wastes, concrete washout water, paint wash water, irrigation water, or pipe testing water.

NSWD that do not meet the criteria for “authorized” NSWD are “unauthorized,” and BMPs are required to eliminate them from the facility’s discharge.

The table, below, identifies all known NSWD at the facility:

**Table 3: Non-Storm Water Discharges**

Source	Quantity	Frequency	Characteristics	Authorized? (Y/N)
Condensate from air conditioning, and air compressors				Y
Washing of Pavement				N
Washing or Rinsing of Vehicles				N
Spills of fluids, particulates, or solids				N
Process wastewater				N

The authorized NSWD identified in the table, above, are managed by the BMPs described in Section 3 of this SWPPP. These BMPs are designed to:

- Reduce or prevent the contact of authorized NSWDs with materials or equipment that are potential sources of pollutants;

- Reduce, to the extent practicable, the flow or volume of authorized NSWDS;
- Ensure that authorized NSWDS do not contain quantities of pollutants that cause or contribute to an exceedance of a water quality standards; and,
- Reduce or prevent discharges of pollutants in authorized NSWDS in a manner that reflects best industry practice considering technological availability and economic practicability and achievability.

Monthly visual observations will be conducted for NSWDS, as described in Section 4.2.1, Monthly Visual Observations, below.

#### 2.4 Areas Where Spills and Leaks are Likely to Occur

This section describes any potential sources of pollutants that could result from a spill, leak, or release, as well as previous spills or leaks that are known to have occurred that pose an on-going risk of exposure to storm water.

**Table 4: Areas Where Spills and Leaks are Likely to Occur**

Location	Affected Discharge Point
Sorting Area	DP#1
Operational Equipment	DP#1
Repair Shop	DP#1
Truck Rinse Area	DP#1
Truck Parking Area	DP#1
Loading/Unloading Areas	DP#1

#### 2.5 Previous Spills or Leaks to Storm Water System

There have been no spills or leaks that have occurred in the last five years that resulted in an off-site discharge or potential off-site discharge.

#### 2.6 Erodible Surfaces

There are no erodible surfaces on the facility. The facility is 100% impervious surfaces consisting of concrete or structures.

#### 2.7 Drainage Areas with No Exposure

There are no drainage areas with no exposure to storm water or industrial activities.

### **3 BEST MANAGEMENT PRACTICES**

#### **3.1 Minimum BMPs**

The following minimum BMPs are intended to address the potential sources of storm water pollution presented in Section 2, in order to reduce or prevent pollutants in the facility's industrial storm water discharges.

##### **3.1.1 Good Housekeeping**

Ongoing housekeeping measures are particularly important to prevent storm water pollution. Housekeeping-related activities are continuous, with regularly scheduled maintenance of outdoor areas conducted.

The following potential pollutants are addressed by housekeeping BMPs:

- TSS
- O&G
- Fe
- Pb
- Al
- Zn
- COD

The following minimum housekeeping activities are required by the General Permit, and are implemented at the facility:

- Regularly observe outdoor areas, including storm water discharge locations, drainage areas, conveyance systems, waste handling/disposal areas, and perimeter areas impacted by off-facility materials or storm water run-on, to determine housekeeping needs. Any identified debris, waste, spills, tracked materials, or leaked materials shall be cleaned and disposed of properly;
- Minimize or prevent material tracking;
- Minimize dust generated from industrial materials or activities
- Ensure that all facility areas impacted by rinse/wash waters are cleaned as soon as possible;
- Cover all stored industrial materials that can be readily mobilized by contact with storm water;
- Contain all stored non-solid industrial materials or wastes (e.g., particulates, powders, shredded paper, etc.) that can be transported or dispersed via by the wind or contact with storm water;
- Prevent disposal of any rinse/wash waters or industrial materials into the storm water conveyance system;
- Minimize storm water discharges from non-industrial areas (e.g., storm water flows from employee parking area) that contact industrial areas of the facility; and

- Minimize authorized NSWDs from non-industrial areas (e.g., potable water, fire hydrant testing, etc.) that contact industrial areas of the facility.

The following additional housekeeping activities are also implemented:

- Spills and leaks of solid and liquid materials, including oils, solvents, fuels, and dust from manufacturing operations, on any exposed soil, vegetation, or paved area are promptly contained and cleaned up;
- All leaking connections, pipes, hoses, valves, etc. which can contaminate storm water are promptly repaired or replaced;
- Oil and fuel filters are drained before disposal.
- Storage containers used for liquids are either steel or plastic drums, in good condition, rigid and durable, corrosion resistant to the weather and fluid content, non-absorbent, water tight, rodent-proof, and equipped with a close fitting cover;

### **3.1.2 Preventive Maintenance**

The Maintenance Manager maintains a preventive maintenance schedule for facility equipment, including forklifts, bobcats, skid loaders, trucks, and other machinery and equipment utilized throughout the facility, and the storm water treatment system. Storm drains will be inspected at least once per month, and when storm water samples are taken.

The following potential pollutants are addressed by preventive maintenance:

- TSS
- O&G

Based on observations made during monthly inspections, the following preventive maintenance activities may be undertaken:

- Clean catch basins when the depth of debris or sediment reaches 60% of the sump depth, and/or the debris surface is less than 6 inches below the outlet pipe.
- Outdoor Equipment or vehicles that are leaking will be taken out of service, or other steps will be taken to prevent leaks from spilling on the ground until they are repaired.
- Spills and leaks will be cleaned up immediately (e.g., using absorbents, vacuuming, etc.) to prevent contamination of storm water runoff.



### 3.1.3 Spill Prevention and Emergency Cleanup Plan

Spills are most likely to occur in the areas identified Section 2.2 Industrial Activities and Potential Pollutants, above. The locations and design of the equipment in these areas, along with the housekeeping and preventative maintenance measures described in Sections 3.1.1 and 3.1.2, above, are integral to spill prevention and prevention of storm water contamination.

The following potential pollutants are addressed by housekeeping BMPs:

- TSS
- O&G
- Fe
- Pb
- Al
- Zn
- COD

The facility maintains emergency spill cleanup materials onsite, including the following minimum supplies:

- Salvage drums or container, such as high-density polyethylene, polypropylene or polyethylene sheet-lined steel; polyethylene or equivalent disposal bags;
- Safety gloves/clothes/equipment;
- Shovels or other cleanup and removal equipment;
- Oil containment booms and absorbent pads;

In the event of a spill, immediately stop, contain, and clean up the spill. If the spill has reached or may reach a sanitary or a storm sewer, ground water, or surface water notify the Regional Water Quality Control Board and/or the sanitation district immediately. Notification must comply with state and federal spill reporting requirements. During clean up, do not flush absorbent materials or other spill cleanup materials to a storm drain. Collect the contaminated absorbent material as a solid and place in appropriate disposal containers.

### 3.1.4 Material Handling and Waste Management

The following potential pollutants are addressed by housekeeping BMPs:

- TSS
- O&G
- Fe
- Pb
- Al
- Zn
- COD

To protect contamination of storm water from these materials and pollutants, the following BMPS for the handling and storage of liquid materials and hazardous waste are followed:

- Prevent or minimize handling of industrial materials or wastes that can be readily mobilized by contact with storm water during a storm event;
- Drums and containers of non-solid materials (e.g. liquids, particulates, powders, shredded paper, etc.) and hazardous waste are stored indoors whenever possible.
- Drums and totes/portable tanks containing liquids and non-solid materials are placed inside containment berms or onto containment trays.
- Waste disposal containers and material storage containers that contain industrial materials are kept closed when not in use;
- Run-on and storm water generated from within the facility is diverted away from all stockpiled materials;
- Spills of industrial materials or wastes that occur during handling are promptly cleaned up; and
- Drums and accumulation berms or trays are inspected regularly to ensure that containers are not leaking and that no liquids have accumulated.
- Containers of solid materials are placed on raised pallets, or kept indoors, to prevent run-on from contacting the containers.

### **3.1.5 Erosion and Sediment Control BMPs**

There are no Erosion and Sediment Control BMPs necessary at the site, as the entire facility is paved or covered by buildings.

### **3.1.6 Employee Training**

Proper training can reduce the potential for storm water pollution by improving the handling and storage of potential pollutants and general housekeeping efforts. Awareness, and the ability to identify, manage, and control potential sources of storm water pollution, is critical to implementing and sustaining a SWPPP.

SWPPP training will be conducted for all appropriate employees to ensure that they are familiar with this plan, potential sources of pollutants, points of discharge, and material handling procedures that have been adopted within this plan to minimize the potential for pollution of storm water from the facility.

New employees whose work relates to industrial activities described in this plan will receive SWPPP training as part of their orientation. Annual refresher training will be provided to all employees, and will include at a minimum:

- An overview of the storm water pollution prevention program
- Awareness and actions that employees can take to help the company comply with the provisions of SWPPP
- Spill prevention and reporting procedures
- Good housekeeping
- Requirements for inspecting and maintaining the storm drainage system
- An overview of the sampling, monitoring, and reporting requirements.

Training will be conducted at least once per year, and may be conducted during regularly scheduled employee meetings or during a specially scheduled session. A sign-in sheet will be used to record the date, time, and employees in attendance at each session.

### **3.1.7 Quality Assurance and Recordkeeping**

The following quality assurance and recordkeeping actions are required by the General Permit, and are implemented as indicated for each:

- Develop and implement management procedures to ensure that appropriate staff implements all elements of the SWPPP, including the Monitoring Implementation Plan.

Appropriate staff and their responsibilities for storm water pollution prevention are described in detail in the following sections:

- Section 1.4, Contact Information/Responsible Parties
- Section 1.5, Storm Water Pollution Prevention Team
- Section 3.1.2, Preventive Maintenance
- Section 4.2, Visual Observation Procedures
- Section 4.3, Sample Collection and Handling
- Section 5, Annual Comprehensive Facility Compliance Evaluation
- Section 6, Reporting and Recordkeeping
- Develop a method of tracking and recording the implementation of BMPs identified in the SWPPP.

Section 4, Monitoring Implementation Plan, describes the sampling, visual observations, and record procedures that ensure that BMPs are in place, effective, and well maintained.

- Maintain the BMP implementation records, training records, and records related to any spills and clean-up related response activities for a minimum of five (5)

years

Section 6, Reporting and Recordkeeping, describes the records that are kept to ensure compliance with the General Permit and this SWPPP.

## **3.2 Advanced BMPs**

Advanced BMPs are required when the minimum BMPs described in Section 3.1, Minimum BMPs, above, do not adequately reduce or prevent pollutants in storm water discharges. This section identifies the additional advanced BMPs in place at the facility.

### **3.2.1 Storm Water Containment and Discharge Reduction BMPs**

Storm Water Containment and Discharge Reduction BMPs divert, infiltrate, reuse, contain, retain, or reduce the volume of storm water runoff. BMPs that allow infiltration or reuse storm water are encouraged wherever feasible. They also minimize the exposure of manufacturing, processing, and material storage areas (including loading and unloading, storage, disposal, cleaning, maintenance, and fueling operations) to rain, snow, snowmelt, and runoff, by either locating these industrial materials and activities inside or protecting them with storm resistant coverings. Examples include:

- Us grading, berms, or curbing to prevent runoff of contaminated flows and divert run-on away from these areas.
- Performing cleaning operations indoors, under cover, or in bermed areas that prevent storm water runoff and run-on and also that capture any overspray.
- Ensuring that all wash water drains to a collection system that directs the wash water to further treatment or storage and not to the storm water drainage system.

The following subsections describe the storm water containment and discharge reduction BMPs in use at the facility.

#### **3.2.1.1 GRADING, BERMS AND CURBING**

All storm water on the facility is channeled to flow towards a concrete channel and into the storm water treatment system, located in the southeast corner of the facility.

This BMP addresses the following pollutants of concern: TSS, O&G, Fe, Pb, Al, Zn, and COD.

### **3.2.1.2 OUTSIDE STORAGE OF RAW MATERIALS, BY-PRODUCTS, AND FINISHED PRODUCTS**

Wood and metal debris stored at the facility is located only on paved surfaces, and all storm water that comes in contact with these materials is treated in the storm water treatment system before discharge off-site.

This BMP addresses the following pollutants of concern: TSS, O&G, Fe, Pb, Al, Zn, and COD.

### **3.2.2 Treatment BMPs**

The BMPs listed in the sections above are designed to prevent contact of storm water with pollutants. Contamination of storm water can still occur in spite of source control BMPs. This section describes the treatment BMPs that are in place to address residual pollution.

New treatment control BMPs installed after July 1, 2015 must be designed to comply with design storm standards in Section XII.D.2.a of the General Permit. The design storm standards for treatment control BMPs are as follows:

**Volume-based BMPs:** Calculate the volume to be treated using one of the following methods:

1. The volume of runoff produced from an 85th percentile 24-hour storm event, as determined from local, historical rainfall records;
2. The volume of runoff produced by the 85th percentile 24-hour storm event, determined as the maximized capture runoff volume for the facility, from the formula recommended in the Water Environment Federation's Manual of Practice;14 or,
3. The volume of annual runoff required to achieve 80% or more treatment, determined in accordance with the methodology set forth in the latest edition of California Stormwater Best Management Practices Handbook15, using local, historical rainfall records.

**Flow-based BMPs:** Calculate the flow needing treatment using one of the following methods:

1. The maximum flow rate of runoff produced from a rainfall intensity of at least 0.2 inches per hour for each hour of a storm event;
2. The maximum flow rate of runoff produced by the 85th percentile hourly rainfall intensity, as determined from local historical rainfall records, multiplied by a factor of two; or,
3. The maximum flow rate of runoff, as determined using local historical rainfall records, that achieves approximately the same reduction in total pollutant

loads as would be achieved by treatment of the 85th percentile hourly rainfall intensity multiplied by a factor of two.

The facility has a storm water treatment system, which currently includes two 8,400 gallon aboveground storage tanks (two additional tanks are planned), and a bioswale measuring approximately 35' x 15', which provide sufficient capacity for storm water produced during rain events.

This BMP addresses the following pollutants of concern: TSS, O&G, Fe, Pb, Al, Zn, and COD.

### **3.2.2.1 BIO-FILTRATION SWALES**

Treated storm water is transferred into the bioswale on the southeast corner of the facility, where it is allowed to percolate into the soil, evaporate, and for solids to settle before entering the storm drain and discharging off-site. The swale contributes to a reduction in TSS, O&G, Fe, Pb, Al, Zn, and COD.

### **3.3 Temporary Suspension of Industrial Activities**

Facilities that plan to temporarily suspend industrial activities for ten (10) or more consecutive calendar days during a reporting year may suspend monitoring if it is infeasible to conduct monitoring while industrial activities are suspended (e.g., the facility is not staffed, or the facility is remote or inaccessible), and the facility has been stabilized.

The following site stabilization BMPs will be implemented prior to suspension of industrial activities:

- All containers (with and without materials) will be lidded, sealed, and/or covered/contained.
- The inventory of materials will be minimized/reduced to the extent possible. When activities are resumed, inventory will be replenished as needed.
- Raw materials will be stored in graded and/or bermed areas, away from areas of storm water flow.
- The facility will be periodically inspected during the suspension of activities to ensure stabilization BMPs remain in place and the site is properly stabilized.

Once all of the above BMPs have been implemented to stabilize the facility, the facility is not required to:

- Perform monthly visual observations (Section 4.2 Visual Observation Procedures on Page 27, below); or,
- Perform sampling and analysis (Section 4.1 Sampling and Monitoring Overview, on Page 24, below) if it is infeasible to do so (e.g. facility is remotely located).

In order to take advantage of this provision, the following information must be uploaded to SMARTS seven (7) calendar days *prior* to the planned temporary suspension of industrial activities:

- 1) The SWPPP revisions specifically addressing the facility stabilization BMPs listed above;
- 2) The justification for why monitoring is infeasible at the facility during the period of temporary suspension of industrial activities, if applicable;
- 3) The date the facility is fully stabilized for temporary suspension of industrial activities; and,
- 4) The projected date that industrial activities will resume at the facility.

Upon resumption of industrial activities at the facility, the facility must confirm that industrial activities have resumed via SMARTS, and resume all compliance activities under this SWPPP and the General Permit.

Note: The Regional Water Boards may review the submitted information pertaining to the temporary suspension of industrial activities. Upon review, the Regional Water Board may request revisions or reject the Discharger's request to temporarily suspend monitoring.

3.4 BMP Summary Table

Table 5: BMP Summary Table

Implemented BMPs	Targeted Industrial Pollutants	Associated Pollutant Sources	Industrial Activity Location	BMP Implementation Schedule			Assigned Responsibility	Maintenance Procedures	Equipment & Tools Needed
				Frequency	Time of Day	Conditions			
Spill prevention training	TSS, O&G	Transfer and dispensing of fuel equipment and activity	Hazardous Materials / Fueling	Annual	-	N/A	Safety Manager	-	-
Storm Water Treatment	TSS, O&G, Fe, Pb, Al, Zn, COD	Storm Water from Facility	SE Corner of Site	Varies	Varies	Rainfall	Facility Manager		
Inspections	TSS, O&G	Material sorting, storage, transportation, vehicle traffic, truck washing, vehicle repairs	Sorting Area, Bunkers, Truck Wash Area, Repair Shop	Daily	Varies	N/A	Giovanni Lopez		
Absorbents/ Spill Kits	TSS, O&G	Tanks, Pumps, Indoor processes	Production Areas	As Needed	N/A	Spills	Facility Manager		
Housekeeping	TSS, O&G, Fe, Pb, Al, Zn, COD	Production Equipment, Storage Areas	Indoor/Outdoor Areas	Daily			Facility Manager		
Truck Washing	TSS, O&G, Fe, Pb, Al, Zn, COD	Vehicle Traffic, Outdoor Processing of Wood and Metal	Paved Areas	As needed	Varies	Visual observation	Truck Washing Assigned Person		



## **4 MONITORING IMPLEMENTATION PLAN**

This section describes the facility's Monitoring Implementation Plan, in compliance with the requirements of Section XI, Monitoring, of the General Permit.

### **4.1 Sampling and Monitoring Overview**

Samples will be collected by the following person(s):

Primary Sampler: Giovanni Lopez  
Alternate: Eric Casper

#### **4.1.1 Qualifying Storm Events**

A Qualifying Storm Event (QSE) is a precipitation event that:

- Produces a discharge for at least one drainage area; and,
- Is preceded by 48 hours with no discharge from any drainage area.

#### **4.1.2 Sampling Schedule**

Samples collection from each discharge location is required during scheduled facility operating hours, and must be collected within four (4) hours of:

- The start of the discharge; or,
- The start of facility operations if the QSE occurs within the previous 12-hour period (e.g., for storms with discharges that begin during the night for facilities with day-time operating hours).

Sample collection and visual observations are not required under the following conditions:

- During dangerous weather conditions such as flooding or electrical storms; or,
- Outside of scheduled facility operating hours, (although this does not mean that collecting samples or conducting visual observations is precluded outside of scheduled facility operating hours).

In the event that samples are not collected, or visual observations are not conducted due to these exceptions, an explanation must be included in the Annual Report.

#### **4.1.3 Discharge Locations**

The table, below, identifies all points of discharge to surface water, storm sewers, or ground water infiltration locations, (such as dry wells or detention ponds).

**Table 6: Discharge Locations**

<b>Discharge ID</b>	<b>Common Description</b>	<b>Discharge Type</b>	<b>Comments</b>
DP#1	Discharge from Bioswale	Treated Storm Water	To municipal storm drain

#### **4.1.4 Alternative Discharge Locations**

Alternative Discharge Locations are those discharge points that are:

- Affected by storm water run-on from surrounding areas that cannot be controlled; and/or,
- Difficult to observe or sample (e.g. submerged discharge outlets, dangerous discharge location accessibility).

There are no Alternative Discharge Locations at this facility.

#### **4.1.5 Exceptions for Sample Collection and Visual Observations**

Drainage areas with no exposure to industrial activities and materials (per the definitions in Section XVII of the General Permit) do not require sampling.

Sample collection and visual observations are not required:

- During dangerous weather conditions such as flooding or electrical storms; or,
- Outside of scheduled facility operating hours, (although sampling or conducting visual observations is not precluded outside of scheduled facility operating hours).

In the event that samples are not collected, or visual observations are not conducted due to these exceptions, an explanation must be included in the Annual Report.

#### **4.1.6 Representative Sample Reduction**

When storm water characteristics from several discharge points are substantially identical, a single representative discharge point may be sampled in lieu of sampling all identical outfalls. To qualify for reduced sampling, the facility must submit and certify the revisions to the Monitoring Implementation Plan via SMARTS, including the Representative Sampling Reduction justification. Upon submittal of the Representative Sampling Reduction justification, the number of sampling locations may be reduced.

The Regional Water Board may reject the Representative Sampling Reduction justification and/or request additional supporting documentation, in which case sampling must be resumed at each separate discharge point until the Regional Water Board approves the Representative Sampling Reduction justification.

To qualify for this exception, the following must be described in the SWPPP, and certified and submitted via SMARTS:

- The general industrial activities conducted in the drainage area of each identical discharge point
- The BMPs in place in the drainage area of each discharge point
- The exposed materials located in the drainage area that are likely to be significant contributors of pollutants.
- The pervious and impervious surfaces in the drainage area that could affect the percolation of storm water runoff into the ground (e.g.: asphalt, crushed rock, grass, etc.)
- The reason(s) that discharges from each point are substantially identical.

There is only one discharge point, therefore this exception is not applicable.

#### **4.1.7 Qualified Combined Samples**

The General Permit allows a discharger to authorize the analytical laboratory to combine samples from multiple discharge points into a single sample for analysis. To qualify for this exception, the facility must submit and certify revisions to the Monitoring Implementation Plan via SMARTS, including the Qualified Combined Sample justification. Upon submittal of the Qualified Combined Sample justification, the analytical laboratory may be authorized to combine multiple samples.

The Regional Water Board may reject the Qualified Combined Sample justification and/or request additional supporting documentation, in which case sampling must be resumed at each separate discharge point until the Regional Water Board approves the Qualified Combined Sample justification.

To qualify for this exception, the following must be described in the SWPPP, and certified and submitted via SMARTS:

- The general industrial activities conducted in the drainage area of each identical discharge point
- The BMPs in place in the drainage area of each discharge point
- The exposed materials located in the drainage area that are likely to be significant contributors of pollutants.
- The pervious and impervious surfaces in the drainage area that could affect the percolation of storm water runoff into the ground (e.g.: asphalt, crushed rock, grass, etc.)
- The reason(s) that discharges from each point are substantially identical.

There is only one discharge point, therefore this exception is not applicable.

### 4.1.8 Sampling Locations

Sampling is required at each distinct point of discharge where storm water associated with industrial activity is discharged off-site. When storm water characteristics from several discharge points are substantially identical, a single representative discharge point may be sampled in lieu of sampling all identical outfalls, as described in Section 4.1.6, Representative Sample Reduction, above. Discharges to the ground (where storm water infiltrates into the soil and does not leave the site) and sewer are not subject to sampling.

Table 7: Sampling Locations, below, identifies the locations selected for sampling based on requirements of the General Permit, and applicable exclusions described in this Plan.

**Table 7: Sampling Locations**

<b>Discharge ID</b>	<b>Common Description</b>	<b>Discharge Type</b>	<b>Comments</b>
DI-1	Discharge from Bioswale	Treated Storm Water	To municipal storm drain

## 4.2 Visual Observation Procedures

Visual observations will be made by the following person(s):

Primary Sampler: Giovanni Lopez  
 Alternate: Eric Casper

### 4.2.1 Monthly Visual Observations

At least once per calendar month, visual observations of each drainage area are conducted by trained team members during daylight hours of scheduled facility operating hours, and on days without precipitation. Observations will include:

- Outdoor industrial activities, equipment, and storage areas. Note observations of:
  - Spills or leaks; and
  - Uncontrolled pollutant sources
- BMPs, to identify and record:
  - That BMPs are properly implemented;
  - BMPs that need maintenance to operate effectively;
  - Any BMPs that have failed; or
  - Any BMPs that could fail to operate as intended.

- NSWDs: Observe each drainage area for the presence or indications of prior, current, or potential unauthorized NSWDs and their sources. Record observations including:
  - Presence or evidence of any NSWD (authorized or unauthorized);
  - Pollutant characteristics (floating and suspended material, sheen, discoloration, turbidity, odor, etc.); and
  - Source of discharge.

Observations will be documented on the *Visual Observation Log* (see Appendix A SWPPP Forms), and will be supplemented with a site specific BMP inspection checklist. Photographs used to document observations will be referenced on the *Visual Observation Log* and maintained with the Monitoring Records.

The Annual Report must include an explanation for any uncompleted monthly visual observations

#### **4.2.2 Sampling Event Visual Observations**

Visual observations will be conducted at the same time sampling occurs at each discharge location, and where each sample is taken. If volume-based or flow-based treatment BMPs are in place, visual observations of any bypass that occurs must be conducted.

Visual observations while sampling must include:

- The presence or absence of floating and suspended materials
- Oil and grease
- Discolorations
- Turbidity
- Odors
- Trash/debris, and
- Source(s) of any discharged pollutants.

In the event that a discharge location is not visually observed during a sampling event, the sampling log must note which discharge locations were not observed during sampling, or indicate that there was no discharge from the discharge location.

The Annual Report must include an explanation for any uncompleted sampling event visual observations.

### **4.2.3 Visual Observation Records and Response Actions**

Visual observation logs will include the date, approximate time, locations observed, presence and probable source of any observed pollutants, name of person(s) that conducted the observations, and any response actions and/or additional SWPPP revisions necessary in response to the visual observations.

Corrective action to revise the BMPs as necessary must be taken when the visual observations indicate pollutant sources have not been adequately addressed in the SWPPP.

### **4.3 Sample Collection and Handling**

Samples will be collected at the sampling locations identified in Section 4.1.8 Sampling Locations, on page 27. The following subsections provide specific details for sample handling, analytical parameters, and other details required to ensure that proper representative samples are taken.

To maintain sample integrity and prevent cross-contamination, sample collection must follow the protocols below.

- Collect samples only in containers provided by the analytical laboratory;
- Wear clean, powder-free nitrile gloves;
- Change gloves whenever something not known to be clean has been touched;
- Change gloves between sampling points;
- Decontaminate all equipment (e.g. bucket, tubing) prior to sample collection using a trisodium phosphate water wash, distilled water rinse, and final rinse with distilled water. (Dispose of wash and rinse water appropriately, i.e., do not discharge to storm drain or receiving water). Do not decontaminate laboratory provided sample containers;
- Do not smoke during sampling events;
- Never sample near a running vehicle;
- Do not park vehicles in the immediate sample collection area (even non-running vehicles);
- Do not eat or drink during sample collection; and
- Do not breathe, sneeze, or cough in the direction of an open sample container.

### 4.3.1 Preparation

The following sample containers should be on hand prior to a sampling event.

**Table 8: Sampling Containers**

Parameter	Bottle Type	Minimum Volume	Maximum Holding Time	Preservation
Oil & Grease	1 liter glass	750 ml	28 days	Nitric acid, refrigerate
Total Suspended Solids	500 ml wide-mouth poly	100 ml	7 days	Refrigerate/ cooler
Metals: Fe, Pb, Al, Zn	500 ml bottle (glass or poly)	250 ml	6 months	HNO <sub>3</sub> or HCL, refrigerate
Chemical Oxygen Demand (COD)	500 ml bottle (glass or poly)	50 ml	7 days	Refrigerate/ cooler

Sampling supplies should include the following:

- Powder-free nitrile gloves
- Sample collection equipment
- Coolers
- Identification labels
- Re-sealable storage bags
- Paper towels
- Personal rain gear
- Ice
- Sampling Log Sheets
- Chain of Custody (CoC) forms

If instruments are used to measure pH, temperature, or other parameters, the equipment must be properly calibrated before use. Calibrate instruments in accordance with the equipment's operation and use manual(s), which are incorporated herein by reference.

### 4.3.2 Parameters and Constituents for Laboratory Analysis

This section identifies the minimum parameters and constituents that will be sampled, as well as any additional parameters based on:

- Industrial pollutants identified in Section 2, Facility Assessment;
- The facility's Standard Industrial Classification (SIC) code(s);
- Industrial parameters related to receiving waters with 303(d) listed impairments or approved TMDLs.
- Required by the Regional Water Board, and added to SMARTS; and
- Specific requirements in Subchapter N of the General Permit. If the discharge is subject to ELGs, the Dischargers shall contact the Regional Water Board to determine appropriate analytical methods for parameters not listed in Table 10: Numeric Action Levels, below.

**Table 9: Parameters and Constituents for Sampling**

<b>Constituent</b>	<b>Basis for Selection</b>
pH	Minimum required constituent
Oil and grease	Minimum required constituent
Total Suspended Solids	Minimum required constituent
Iron (Fe)	SIC Code (5093) constituent
Lead (Pb)	SIC Code (5093) constituent TMDL/303(d) list constituent
Aluminum (Al)	SIC Code (5093) constituent
Zinc (Zn)	SIC Code (5093) constituent TMDL/303(d) list constituent
Chemical Oxygen Demand (COD)	SIC Code (5093) constituent

### 4.3.3 Sampling Frequency Reduction Certification

Dischargers may reduce the number of QSEs sampled each reporting year as follows:

- Results from four (4) consecutive QSEs that were sampled (QSEs may be from different reporting years) did not exceed any NALs, and
- The facility is in full compliance with the requirements of the General Permit and has updated, certified and submitted via SMARTS all documents, data, and reports required by the General Permit during the time period in which samples were collected.

To qualify for a reduction in sampling frequency, the facility must certify via SMARTS that it meets these conditions. Upon certification, one (1) sample must be collected and analyzed samples from a QSE within the first half of each reporting year (July 1 to December 31), and within the second half of each reporting year (January 1 to June 30). All other monitoring, sampling, and reporting requirements remain in effect.

The Regional Water Board may notify a Discharger that it may not reduce the number of QSEs sampled each reporting year if:

- The Sampling Frequency Reduction certification has been rejected,
- Additional supporting documentation must be submitted, or
- The facility is subject to an enforcement action.

Sampling Frequency Reduction certification is lost if an NAL exceedance occurs.



#### 4.3.4 Sampling Procedures

It is important that grab samples be taken properly. In general, the following should be observed when taking samples:

- Wear disposable powder-free latex gloves
- Allow storm water to flow directly into the sample bottle, rather than transferring it from another collection vessel
- Ensure that any preservative placed in the bottle by the laboratory (e.g. acid) is not lost prior to or during sampling.
- Never allow the bottle to overflow during sampling, particularly if it contains a preservative
- Keeps hands away from the sample bottle's opening to prevent contaminating the sample
- Hold the sample bottle facing upstream
- Take the sample directly from the discharge inlet/outlet
- As soon as the sample is taken, cap the bottle and label it.

Samples should be collected as the storm water falls from a pipe or from a running, turbulent stream of flow when possible so the source will be well mixed. When using a sample bottle, the bottle should be plunged below the surface in a sweeping arc and then brought upwards through the water surface again, so the water surface is broken twice by the mouth of the bottle.

#### **pH Methods (check the appropriate box):**

- The facility is not subject to Subchapter N ELGs mandating pH analysis related to acidic or alkaline sources and have never entered Level 1 status for pH, and may screen for pH using wide range litmus pH paper or other equivalent pH test kits. The pH screen shall be performed as soon as practicable, but no later than 15 minutes after the sample is collected.
- The facility is subject to Subchapter N ELGs mandating pH analysis related to acidic or alkaline sources, and may not screen for pH using wide range litmus pH paper or other equivalent pH test kits. Samples must be analyzed for pH using methods in accordance with 40 CFR 136 for testing storm water, or with a calibrated portable instrument for pH.
- The facility is in Level 1 status for pH, and must analyze for pH using methods in accordance with 40 CFR 136 for testing storm water, or with a calibrated portable instrument for pH.

**Oil and Grease:**

Oil and grease generally float on water so sampling it requires special attention. Oil and grease samples must be collected directly into the sample bottles supplied by the lab because oil and grease tends to stick to the sides of containers. Do not rinse the sampling bottles beforehand or pour the sample from another container. Do not fill the bottle completely and do not pour out some of the sample if the bottle is overfilled by mistake. If the bottle is overfilled, use a new bottle instead to collect the sample. There should be plenty of extra bottles on hand in order to ensure that a good sample is taken.

**Total Suspended Solids:**

Sample where the water has a moderate flow and, if possible, some turbulence, so that the storm water discharge will be well mixed and the sample will be representative. Sampling in still water should be avoided. The sample bottle should be placed so that the storm water flows directly into the bottle. Immediately place a lid on the bottle, label it, record the sampling information on the sampling log, and place it into a cooler with ice.

**Metals (e.g.: Zinc, Copper, Lead, Iron)**

Ensure that any preservative placed in the bottle by the laboratory (e.g. acid) is not lost prior to or during sampling. The sample bottle should be placed so that the storm water flows directly into the bottle. *Do not allow the water collected to overflow the lip of the bottle*, because the preservative placed in the bottle will be flushed away, rendering the sample unusable. If this happens, the bottle must be discarded and another bottle with preservative should be used for the sample. Immediately place a lid on the bottle, label it, record the sampling information on the sampling log, and place it into a cooler with ice.

**Chemical Oxygen Demand (COD)**

Ensure that the preservative placed in the bottle by the laboratory (e.g. acid) is not lost prior to or during sampling. The sample bottle should be placed so that the storm water flows directly into the bottle. *Do not allow the water collected to overflow the lip of the bottle*, because the preservative placed in the bottle will be flushed away, rendering the sample unusable. If this happens, the bottle must be discarded and another bottle with preservative should be used for the sample. Immediately place a lid on the bottle, label it, record the sampling information on the sampling log, and place it into a cooler with ice.

**4.3.1 Sample Handling and Transport to Lab**

The following sample handling procedures will be followed:

- Samples should be delivered to the laboratory as soon as possible on the day the samples are taken, or within 48 hours.
- Each sample should be labeled with waterproof ink to prevent ice or water from smearing the labels, and placed into plastic bags in a transportable cooler and covered in ice to keep each bottle cool. The label shall identify the date and time of sample collection, the person taking the sample, and the sample collection location or discharge point. The label should also identify any sample containers that have been preserved.

- A chain-of-custody form (provided by the lab) should be completed before delivering the samples to the lab.
- If Qualified Combined Samples are taken, the appropriate samples should be clearly identified so that the laboratory combines the correct samples.
- To prevent contamination, do not touch inside of sample container or cap or put anything into the sample containers before collecting storm water samples.
- Do not overfill sample containers. Overfilling can result in a loss of preservative and change the analytical results.
- Tightly screw on the cap of each sample container without stripping the threads of the cap.

**For automatic sampling devices:**

- Use only sample containers provided by the laboratory to collect and store grab samples. Use of any other type of containers may contaminate samples.
- If an automatic sampler is used, and it is not compatible with bottles provided by the laboratory, the sample container included with the automatic sampler should be sent to the laboratory for analysis.
- If automatic sampling device is used, it may only be used for sample parameters that the device is designed for. For pH, automatic sampling devices must read pH within 15 minutes of sample collection.
- An automatic sampling device for Oil and Grease, unless the automatic sampling device is specifically designed to sample for Oil and Grease.

### **4.3.2 Sampling Documentation**

For each sample taken, the following information will be recorded using waterproof ink:

- The date, exact place, method, and time of sampling or measurement
- The individual who performed the sampling or measurement
- A unique identification number for each sample
- If duplicate samples are taken, they should be identified consistent with the numbering system for other samples to prevent the laboratory from identifying duplicate samples. Duplicate samples will be identified in the Sampling Log.
- If an error is made on a document, sampling personnel will make corrections by lining through the error and entering the correct information. The erroneous information will not be obliterated. All corrections will be initialed and dated.

An example Sampling Log is included in Appendix A. A chain-of-custody form shall accompany the samples when submitted to the lab. The chain-of-custody, along with the laboratory's report and the Sampling Log, will be kept in the facility's records to satisfy recordkeeping requirements.

#### 4.4 Exceedance Response Actions (ERAs)

Laboratory sampling results must be compared to the two types of NAL values in Table 10: Numeric Action Levels, below, to determine whether either type of NAL has been exceeded for any parameter. The two types of NAL exceedances are:

1. **Annual NAL exceedance:** Determine by calculating the average concentration for each parameter for the entire facility for the reporting year, using the results of all of that year's sampling and analytical results. Compare the average concentration for each parameter to the corresponding annual NAL values in Table 10: Numeric Action Levels.

An annual NAL exceedance occurs when the average of all the analytical results for a parameter from samples taken within a reporting year exceeds the annual NAL value for that parameter listed in Table 10; and,

2. **Instantaneous maximum NAL exceedance:** Compare all sampling and analytical results from each distinct sample (individual or combined) to the corresponding instantaneous maximum NAL values in Table 10: Numeric Action Levels. An instantaneous maximum NAL exceedance occurs when two (2) or more analytical results from samples taken for any single parameter within a reporting year exceed the instantaneous maximum NAL value for TSS and O&G, or are outside of the instantaneous maximum NAL range for pH.

**Table 10: Numeric Action Levels**

PARAMETER	TEST METHOD	REPORTING UNITS	ANNUAL NAL	INSTANTANEOUS MAXIMUM NAL
pH*	See Section XI.C.2	pH units	N/A	Less than 6.0 Greater than 9.0
Suspended Solids (TSS)*, Total	SM 2540-D	mg/L	100	400
Oil & Grease (O&G)*, Total	EPA 1664A	mg/L	15	25
Zinc, Total (H)	EPA 200.8	mg/L	0.26**	
Lead, Total (H)	EPA 200.8	mg/L	0.262**	
Aluminum, Total	EPA 200.8	mg/L	0.75	
Iron, Total	EPA 200.7	mg/L	1.0	
Chemical Oxygen Demand	SM 5220C	Mg/L	120	

##### 4.4.1 Level One Status

A Discharger's baseline status for any given parameter changes to Level 1 if sampling results indicate an NAL exceedance for that same parameter. Level 1 status begins on July 1 following the reporting year during which the exceedance(s) occurred. Level 1 status triggers the requirements in the following subsections.

#### **4.4.1.1 LEVEL 1 ERA EVALUATION**

By October 1 following commencement of Level 1 status:

- Complete an evaluation, with the assistance of a QISP, of the industrial pollutant sources at the facility that are or may be related to the NAL exceedance(s); and,
- Identify in the evaluation the corresponding BMPs in the SWPPP and any additional BMPs and SWPPP revisions necessary to prevent future NAL exceedances. Although the evaluation may focus on the drainage areas where the NAL exceedance(s) occurred, all drainage areas shall be evaluated.

#### **4.4.1.2 LEVEL 1 ERA REPORT**

Based upon the Level 1 ERA Evaluation, as soon as practicable but no later than January 1 following commencement of Level 1 status:

1. Revise the SWPPP as necessary and implement any additional BMPs identified in the evaluation;
2. Certify and submit via SMARTS a Level 1 ERA Report prepared by a QISP that includes the following:
  - A summary of the Level 1 ERA Evaluation; and,
  - A detailed description of the SWPPP revisions and any additional BMPs for each parameter that exceeded an NAL.
3. Certify and submit via SMARTS the QISP's identification number, name, and contact information (telephone number, e-mail address).

A Discharger's Level 1 status for a parameter returns to baseline status once a Level 1 ERA report has been completed, all identified additional BMPs have been implemented, and results from four (4) consecutive QSEs that were sampled subsequent to BMP implementation indicate no additional NAL exceedances for that parameter.

Sampling results obtained for any parameter(s) being addressed by an additional BMP identified in the Level 1 ERA Evaluation or October 1, whichever comes first, are not included in the calculations of annual average or instantaneous NAL exceedances in SMARTS.

#### **4.4.2 Level Two Status**

A Discharger's Level 1 status for any given parameter changes to Level 2 if sampling results indicate an NAL exceedance for that same parameter while the Discharger is in Level 1. Level 2 status commences on July 1 following the reporting year during which the NAL exceedance(s) occurred. Level 2 status triggers the requirements in the following subsections.

#### 4.4.2.1 LEVEL 2 ERA ACTION PLAN

By October 1 following commencement of Level 1 status:

1. Dischargers with Level 2 status must certify and submit via SMARTS a Level 2 ERA Action Plan prepared by a QISP that addresses each new Level 2 NAL exceedance by January 1 following the reporting year during which the NAL exceedance(s) occurred.

For each new Level 2 NAL exceedance, the Level 2 Action Plan will identify which of the demonstrations in subsection D.2.a through c the Discharger has selected to perform.

A new Level 2 NAL exceedance is any Level 2 NAL exceedance for 1) a new parameter in any drainage area, or 2) the same parameter that is being addressed in an existing Level 2 ERA Action Plan in a different drainage area.

2. The Discharger shall certify and submit via SMARTS the QISP's identification number, name, and contact information (telephone number, e-mail address) if this information has changed since previous certifications.
3. The Level 2 ERA Action Plan shall at a minimum address the drainage areas with corresponding Level 2 NAL exceedances.
4. All elements of the Level 2 ERA Action Plan shall be implemented as soon as practicable and completed no later than 1 year after submitting the Level 2 ERA Action Plan.
5. The Level 2 ERA Action Plan shall include a schedule and a detailed description of the tasks required to complete the Discharger's selected demonstration(s) as described below in Section D.2.a through c.

#### 4.4.2.2 LEVEL 2 ERA TECHNICAL REPORT

On January 1 of the reporting year following the submittal of the Level 2 ERA Action Plan, a Discharger with Level 2 status must certify and submit a Level 2 ERA Technical Report prepared by a QISP that includes one or more of the following demonstrations:

1. **Industrial Activity BMPs Demonstration:** This demonstration must include the following, as applicable:
  - a) A description of the industrial pollutant sources and corresponding industrial pollutants that are or may be related to the NAL exceedance(s);
  - b) An evaluation of all pollutant sources associated with industrial activity that are or may be related to the NAL exceedance(s);
  - c) Where all of the implemented BMPs, including additional BMPs identified in the Level 2 ERA Action Plan, achieve compliance with the effluent

limitations of the General Permit and are expected to eliminate future NAL exceedance(s), provide a description and analysis of all implemented BMPs;

- d) In cases where all of the implemented BMPs, including additional BMPs identified in the Level 2 ERA Action Plan, achieve compliance with the effluent limitations of the General Permit but are not expected to eliminate future NAL exceedance(s), provide, in addition to a description and analysis of all implemented BMPs:
  - i. An evaluation of any additional BMPs that would reduce or prevent NAL exceedances;
  - ii. Estimated costs of the additional BMPs evaluated; and,
  - iii. An analysis describing the basis for the selection of BMPs implemented in lieu of the additional BMPs evaluated but not implemented.
- e) The description and analysis of BMPs required above must specifically address the drainage areas where the NAL exceedance(s) responsible for the Level 2 status occurred, although any additional Level 2 ERA Action Plan BMPs may be implemented for all drainage areas; and,
- f) If an alternative design storm standard for treatment control BMPs will achieve compliance with the effluent limitations of the General Permit, provide an analysis describing the basis for the selection of the alternative design storm standard.

**2. Non-Industrial Pollutant Source Demonstration: Includes:**

- a) A statement that the Discharger has determined that the exceedance of the NAL is attributable solely to the presence of non-industrial pollutant sources. (The pollutant may also be present due to industrial activities, in which case the Discharger must demonstrate that the pollutant contribution from the industrial activities by itself does not result in an NAL exceedance.) The sources must be identified as either run-on from adjacent properties, aerial deposition from man-made sources, or as generated by on-site non-industrial sources;
- b) A statement that the Discharger has identified and evaluated all potential pollutant sources that may have commingled with storm water associated with the Discharger's industrial activity and may be contributing to the NAL exceedance;
- c) A description of any on-site industrial pollutant sources and corresponding industrial pollutants that are contributing to the NAL exceedance;
- d) An assessment of the relative contributions of the pollutant from:
  - i. Storm water run-on to the facility from adjacent properties or non-industrial portions of the Discharger's property or from aerial deposition and

- ii. The storm water associated with the Discharger's industrial activity;
  - e) A summary of all existing BMPs for that parameter; and,
  - f) An evaluation of all on-site/off-site analytical monitoring data demonstrating that the NAL exceedances are caused by pollutants in storm water run-on to the facility from adjacent properties or non-industrial portions of the Discharger's property or from aerial deposition.
- 3. Natural Background Pollutant Source Demonstration:** This demonstration must include:
- a) A statement that the Discharger has determined that the NAL exceedance is attributable solely to the presence of the pollutant in the natural background that has not been disturbed by industrial activities. (The pollutant may also be present due to industrial activities, in which case the Discharger must demonstrate that the pollutant contribution from the industrial activities by itself does not result in an NAL exceedance);
  - b) A summary of all data previously collected by the Discharger, or other identified data collectors, that describes the levels of natural background pollutants in the storm water discharge;
  - c) A summary of any research and published literature that relates the pollutants evaluated at the facility as part of the Natural Background Source Demonstration;
  - d) Map showing the reference site location in relation to facility along with available land cover information;
  - e) Reference site and test site elevation;
  - f) Available geology and soil information for reference and test sites;
  - g) Photographs showing site vegetation;
  - h) Site reconnaissance survey data regarding presence of roads, outfalls, or other human-made structures; and,
  - i) Records from relevant state or federal agencies indicating no known mining, forestry, or other human activities upstream of the proposed reference site.

#### **4.4.2.3 LEVEL 2 ERA TECHNICAL REPORT SUBMITTAL**

The Level 2 ERA Technical Report must be certified and submitted via SMARTS.

The State Water Board and Regional Boards (Water Boards) may review the Level 2 ERA Technical Report. Upon review of a Level 2 ERA Technical Report, the Water Boards may reject the Level 2 ERA Technical Report and direct the Discharger to take further action(s) to comply with this General Permit.



Once a Level 2 ERA Technical Report has been submitted, the report only requires an annual update, based on:

- Additional NAL exceedances of the same parameter and same drainage area (if the original Level 2 ERA Technical Report contained an Industrial Activity BMP Demonstration and the implemented BMPs were expected to eliminate future NAL exceedances),
- Facility operational changes
- Pollutant source(s) changes, and/or
- Information that becomes available via compliance activities (monthly visual observations, sampling results, annual evaluation, etc.).

The Level 2 ERA Technical Report must be prepared by a QISP, and certified and submitted via SMARTS by the Discharger with each Annual Report. If there are no changes prompting an update of the Level 2 ERA Technical Report, as described above, a certification that there have been no changes warranting re-submittal of the Level 2 ERA Technical Report will be included in the Annual Report.

It is not precluded to submit a Level 2 ERA Action Plan or ERA Technical Report prior to entering Level 2 status, if information is available to adequately prepare the report and perform the required demonstrations. A Discharger who chooses to submit a Level 2 ERA Action Plan or ERA Technical Report prior to entering Level 2 status is automatically be placed in Level 2 in accordance to the Level 2 ERA schedule.

#### **4.4.2.4 ELIGIBILITY FOR RETURNING TO BASELINE STATUS**

Dischargers with Level 2 status who submit an Industrial Activity BMPs Demonstration and have implemented BMPs to prevent future NAL exceedance(s) for the Level 2 parameter(s) returns to baseline status for that parameter once results from four (4) subsequent consecutive QSEs sampled indicate no additional NAL exceedance(s) for that parameter(s).

If future NAL exceedances occur for the same parameter(s), the Baseline status will return to Level 2 status on July 1 in the subsequent reporting year during which the NAL exceedance(s) occurred.

Dischargers are ineligible to return to baseline status if they submit any of the following:

- An industrial activity BMP demonstration in accordance with subsection 4.4.2.2, Level 2 ERA Technical Report, paragraph d) above;
- An non-industrial pollutant source demonstration; or,
- A natural background pollutant source demonstration.

#### **4.4.2.5 LEVEL 2 ERA IMPLEMENTATION EXTENSION**

If additional time is needed to submit the Level 2 ERA Technical Report, an extension is automatically granted one time extension for up to six (6) months upon submitting the following items into SMARTS, as applicable:

- Reasons for the time extension;
- A revised Level 2 ERA Action Plan, including a schedule and a detailed description of the necessary tasks still to be performed to complete the Level 2 ERA Technical Report; and
- A description of any additional temporary BMPs that will be implemented while permanent BMPs are being constructed.

The Regional Water Boards will review Level 2 ERA Implementation Extensions for completeness and adequacy. Requests for extensions that total more than six (6) months are not granted unless approved in writing by the Water Boards. The Water Boards may:

- 1) Reject or revise the time allowed to complete Level 2 ERA Implementation Extensions,
- 2) Identify additional tasks necessary to complete the Level 2 ERA Technical Report, and/or
- 3) Require the Discharger to implement additional temporary BMPs.

## **5 ANNUAL COMPREHENSIVE FACILITY COMPLIANCE EVALUATION**

The facility will conduct one comprehensive Annual Evaluation for each reporting year (July 1 to June 30). If the Discharger conducts an Annual Evaluation fewer than eight (8) months, or more than sixteen (16) months, after it conducts the previous Annual Evaluation, it will document the justification for doing so.

Based on observations made during the Annual Evaluation, the SWPPP will be revised as needed, and revisions implemented within 90 days of the Annual Evaluation.

At a minimum, Annual Evaluations shall consist of:

- 1) A review of all sampling, visual observation, and inspection records conducted during the previous reporting year;
- 2) An inspection of all areas of industrial activity and associated potential pollutant sources for evidence of, or the potential for, pollutants entering the storm water conveyance system;
- 3) An inspection of all drainage areas previously identified as having no exposure to industrial activities and materials;
- 4) An inspection of equipment needed to implement the BMPs;
- 5) An inspection of any BMPs;
- 6) A review and effectiveness assessment of all BMPs for each area of industrial activity and associated potential pollutant sources to determine if the BMPs are properly designed, implemented, and are effective in reducing and preventing pollutants in industrial storm water discharges and authorized NSWDS; and,
- 7) An assessment of any other factors needed to comply with the requirements in Section 6.2, Annual Reports

## **6 REPORTING AND RECORDKEEPING**

### **6.1 Sampling Analysis Reporting**

Sampling and analytical results for all individual or Qualified Combined Samples must be submitted via SMARTS within 30 days of obtaining the results for each sampling event.

When an analytical result from samples taken is reported by the laboratory as a “non-detect,” or less than the method detection limit, the method detection limit should be entered; a value of “zero” is not acceptable.

Sample results reported by the laboratory as below the minimum level (often referred to as the reporting limit) but above the method detection limit must be provided in the data submitted via SMARTS. Reported analytical results will be averaged automatically by SMARTS. SMARTS will assign a value of zero (0) for all results less than the minimum level as reported by the laboratory.

### **6.2 Annual Reports**

An Annual Report must be certified and submitted via SMARTS no later than July 15<sup>th</sup> following each reporting year using the standardized format and checklists in SMARTS. The following information must be included in the Annual Report:

1. A Compliance Checklist indicating whether a facility complies with the General Permit, and has addressed all applicable requirements;
2. An explanation for any non-compliance of requirements within the reporting year, as indicated in the Compliance Checklist;
3. An identification, including page numbers and/or sections, of all revisions made to the SWPPP within the reporting year; and,
4. The date(s) of the Annual Evaluation.

### **6.3 Conditional Exclusion - No Exposure Certification (NEC)**

#### **6.3.1 Eligibility**

Facilities whose storm water discharges are composed entirely of storm water that has not been exposed to industrial activity are not industrial storm water dischargers, and are conditionally excluded from complying with the SWPPP and monitoring requirements of the General Permit if all of the following conditions are met:

1. There is no exposure of Industrial Materials and Activities to rain, snow, snowmelt, and/or runoff;

2. All unauthorized NSWDS have been eliminated and all authorized NSWDS meet the conditions of Section 0, The pollutants of concern from the Repair Shop area are TSS and O&G.

**Truck Rinse Area:**

Trucks and vehicles are washed at the Truck Rinse Area, located just north of the Scale.

The pollutants of concern from the Truck Rinse Area are TSS, O&G, Fe, Pb, Al, Zn, and COD.

3. Non-Storm Water Discharges;
4. The facility has certified and submitted via SMARTS Permit Registration Documents for NEC coverage; and,
5. The Discharger has satisfied all other requirements Section XVII of the General Permit

**6.3.2 NEC Specific Definitions**

**No Exposure:** All Industrial Materials and Activities are protected by a Storm-Resistant Shelter to prevent all exposure to rain, snow, snowmelt, and/or runoff.

**Industrial Materials and Activities:** Includes, but is not limited to, industrial material handling activities or equipment, machinery, raw materials, intermediate products, by-products, final products, and waste products.

**Material Handling Activities:** Includes the storage, loading and unloading, transportation, or conveyance of any industrial raw material, intermediate product, final product, or waste product.

**Sealed:** banded or otherwise secured, and without operational taps or valves.

**Storm-Resistant Shelters:** Includes completely roofed and walled buildings or structures. Also includes structures with only a top cover supported by permanent supports but with no side coverings, provided material within the structure is not subject to wind dispersion (sawdust, powders, etc.), or track-out, and there is no storm water discharged from within the structure that comes into contact with any materials.

**6.3.3 NEC Qualifications**

To qualify for an NEC, a facility must:

1. Except as provided in subsection 6.3.4, NEC Industrial Materials and Activities - Storm-Resistant Shelter Not Required, below, provide a Storm-Resistant Shelter

- to protect Industrial Materials and Activities from exposure to rain, snow, snowmelt, run-on, and runoff;
2. Inspect and evaluate the facility annually to determine that storm water exposed to industrial materials or equipment has not and will not be discharged to waters of the United States. Evaluation records must be maintained for five (5) years, in accordance with Section 6.4, Record Retention, below;
  3. Register for NEC coverage by certifying that there are no discharges of storm water contaminated by exposure to Industrial Materials and Activities from areas of the facility subject to the General Permit, and certify that all unauthorized NSWDS have been eliminated and all authorized NSWDS meet the conditions of Section 0, The pollutants of concern from the Repair Shop area are TSS and O&G.

**Truck Rinse Area:**

Trucks and vehicles are washed at the Truck Rinse Area, located just north of the Scale.

The pollutants of concern from the Truck Rinse Area are TSS, O&G, Fe, Pb, Al, Zn, and COD.

Non-Storm Water Discharges (Authorized NSWDS). NEC coverage and annual renewal requires payment of an annual fee; and,

4. Submit PRDs for NEC coverage.

**6.3.4 NEC Industrial Materials and Activities - Storm-Resistant Shelter Not Required**

To qualify for NEC coverage, a Storm-Resistant Shelter is not required for the following:

1. Drums, barrels, tanks, and similar containers that are tightly sealed, provided those containers are not deteriorated, do not contain residual industrial materials on the outside surfaces, and do not leak;
2. Adequately maintained vehicles used in material handling;
3. Final products, other than products that would be mobilized in storm water discharge (e.g., rock salt);
4. Any Industrial Materials and Activities that are protected by a temporary shelter for a period of no more than ninety (90) days due to facility construction or remodeling; and,
5. Any Industrial Materials and Activities that are protected within a secondary containment structure that will not discharge storm water to waters of the United States.

## **6.4 Record Retention**

The following documents must be maintained onsite for a minimum of five years:

- A copy of the General Storm Water Permit.
- Records of all sampling information, including the date, exact location, and time of sampling or measurement, the date analyses were performed, the person that performed the analyses, the analytical techniques or methods used, and the analytical results.
- Visual observation records, to include the date, approximate time, locations observed, presence and probable source of any observed pollutants, name of person(s) that conducted the observations, and any response actions and/or additional SWPPP revisions necessary in response to the visual observations.
- Equipment calibration records.
- BMP implementation records and maintenance records.
- For volume-based BMPs, calculations of the volume of runoff produced from an 85th percentile 24-hour storm event, as determined from local, historical rainfall records
- For flow-based BMPs, calculations of the flow needing treatment
- Training records
- Records related to any spills and clean-up related response activities
- NEC annual inspection and evaluation records

## **7 REVISION HISTORY**

List Date and a Summary of Revisions to the Plan



## **8 APPENDIX A – SWPPP FORMS**

Example Chain of Custody

**Irvine**

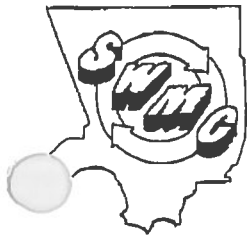
17461 Derian Ave  
Suite 100  
Irvine, CA 92614  
Tel: (949) 261-1022 / Fax: (949) 260-3297

**Chain of Custody Record**

TestAmerica Laboratories, Inc.

Client Contact		Project Manager:			Site Contact:		Date:		COC No:	
Your Company Name here		Tel/Fax:			Lab Contact:		Carrier:		_____ of _____ COCs	
Address		Analysis Turnaround Time			Filtered Sample				Job No.	
City/State/Zip		Work Days (W) _____							SDG No.	
(xxx) xxx-xxxx Phone		TAT if different from Below _____								
(xxx) xxx-xxxx FAX		<input type="checkbox"/> Standard								
Project Name:		<input type="checkbox"/> 5 days								
Site:		<input type="checkbox"/> 2 days								
P.O.#:		<input type="checkbox"/> 1 day							Sample Specific Notes:	
Sample Identification		Sample Date	Sample Time	Sample Type	Matrix	# of Cont.				
<b>Preservation Used:</b> 1= Ice, 2= HCl; 3= H <sub>2</sub> SO <sub>4</sub> ; 4=HNO <sub>3</sub> ; 5=NaOH; 6= Other _____										
<b>Possible Hazard Identification</b>							<b>Sample Disposal ( A fee may be assessed if samples are retained longer than 1 month)</b>			
<input type="checkbox"/> Non-Hazard <input type="checkbox"/> Flammable <input type="checkbox"/> Skin Irritant <input type="checkbox"/> Poison B <input type="checkbox"/> Unknown							<input type="checkbox"/> Return To Client <input type="checkbox"/> Disposal By Lab <input type="checkbox"/> Archive For _____ Months			
<b>Special Instructions/QC Requirements &amp; Comments:</b>										
Relinquished by:		Company:		Date/Time:		Received by:		Date/Time:		
Relinquished by:		Company:		Date/Time:		Received by:		Date/Time:		
Relinquished by:		Company:		Date/Time:		Received by:		Date/Time:		

**APPENDIX G**  
**NONDISPOSAL FACILITY ELEMENT**



JAMES A. NOYES  
CHAIRMAN

LOS ANGELES COUNTY  
SOLID WASTE MANAGEMENT COMMITTEE/  
INTEGRATED WASTE MANAGEMENT TASK FORCE  
900 SOUTH FREMONT AVENUE, ALHAMBRA, CALIFORNIA 91803-1331  
P.O. BOX 1460, ALHAMBRA, CALIFORNIA 91802-1460  
[www.lacountyiswmtf.org](http://www.lacountyiswmtf.org)

July 1, 2004

Ms. Karen Coca  
Environmental Officer  
Solid Resources Citywide Recycling Division  
Bureau of Sanitation  
City of Los Angeles  
433 South Spring Street, Suite 400  
Los Angeles, CA 90013

Dear Ms. Coca:

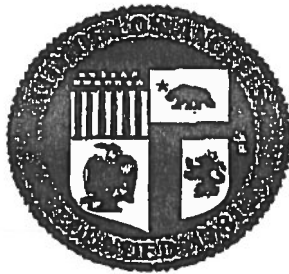
**NONDISPOSAL FACILITY ELEMENT REVIEW  
CITY OF LOS ANGELES**

In accordance with the requirements of the California Public Resources Code Section 41734(a)(1), and Title 14 of the California Code of Regulations, Section 18761(b), the Los Angeles County Solid Waste Management Committee/Integrated Waste Management Task Force has reviewed the amendment to the City of Los Angeles' Nondisposal Facility Element dated May 2004 (copy enclosed). The proposed amendment will add the California Waste Services Construction and Demolition Processing Facility to the City's NDFE. The Task Force's review is limited to the assessment of nondisposal facilities identified in the City's NDFE which would aid in meeting the solid waste management needs of the County of Los Angeles as well as the waste reduction mandates of the California Integrated Waste Management Act of 1989 (Assembly Bill 939).

The Task Force concurs with the proposed amendment to the City's NDFE subject to the following requirement:

The owner/operator of the facility is to submit monthly reports on the type and quantity of waste received for processing, recycling, and disposal. Enclosed is a sample form that may be used to comply with the requested information. The requests should be submitted on a quarterly basis to the County of Los Angeles Department of Public Works, Environmental Programs Division, P.O. Box 1460, Alhambra, California 91802-1460.

# May 2004 Amendment City of Los Angeles Non-Disposal Facility Element



May, 2004

City of Los Angeles, Bureau of Sanitation  
Citywide Recycling Division

Robinson, Director

Enrique C. Zaldivar, Assistant Director

Michele McManus, Division Manager



L.A. RESOURCE PROGRAM

California Waste Services is a Construction and Demolition which was not required to obtain a permit under previous California Integrated Waste Management Board regulations. As required under the new regulations, the facility is now applying for a SWFP.

TABLE 1.18

<b>LOCATED WITHIN THE CITY AND RECOVERING FIVE PERCENT OR MORE CALIFORNIA WASTE SERVICES CONSTRUCTION &amp; DEMOLITION PROCESSING FACILITY</b>	
<b>TYPE OF FACILITY</b>	A Materials Recovery Facility for processing Construction & Demolition debris.
<b>FACILITY CAPACITY</b>	Approximately 600 TPD.
<b>ESTIMATED AMOUNT OF WASTE SENT TO FACILITY</b>	Currently receives approximately 400 TPD.
<b>PARTICIPATING JURISDICTIONS</b>	Los Angeles, Anaheim, Westminster, Seal Beach, Palos Verdes Estates, Santa Ana, Pico Rivera, Bellflower, Tustin, Lakewood, Culver City, Burbank, West Hollywood, Cerritos, Compton, El Segundo, Glendale, Inglewood, Irvine, Lawndale, Manhattan Beach, Redondo Beach, Hermosa Beach, Newport Beach, Long Beach, Lake Forest, Huntington Beach, OC: Unincorp, Pasadena, Palos Verdes, Rolling Hills, Santa Monica, Torrance, Signal Hill, Lomita, Lynwood, Carson, Commerce, Costa Mesa, Downey, Gardena, Hawthorne, Rancho Palos Verdes, Santa Fe Springs, LA County Unincorporated
<b>DIVERSION RATE</b>	The recovery rate in 2003 was approximately 64.9%.
<b>LOCATION</b>	621 W. 152 <sup>nd</sup> Street, Los Angeles, California 90247
<b>PERMIT NUMBER AND DATE</b>	Facility was not required to obtain a permit under previous regulations. Operator is currently applying for a full SWFP.

**Attachment A**

**LOS ANGELES COUNTY SOLID WASTE MANAGEMENT COMMITTEE  
INTEGRATED WASTE MANAGEMENT TASK FORCE  
MONTHLY SOLID WASTE MONITORING AND REPORTING FORK  
NONDISPOSAL FACILITY**

COMPANY NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_

JURISDICTION NAME \_\_\_\_\_  
REPORTING PERIOD (MONTH/YR) \_\_\_\_\_

AVERAGE QUANTITY OF WASTE PROCESSED PER DAY: \_\_\_\_\_

CATEGORY	MATERIAL TYPE	DIVERSION/SALVAGED (TONS)				OTHER
		RESIDENTIAL	COMMERCIAL	INDUSTRIAL	OTHER	
PAPER	CORRUGATED CONTAINERS					
	MIXED PAPER					
	NEWSPAPER					
	HIGH GRADE LEDGER					
	OTHER PAPER					
PLASTICS	HIGH-DENSITY POLYETHYLENE (HDPE)					
	POLYETHYLENE TEREPHTHALATE (PET)					
	FILM PLASTICS					
	OTHER PLASTICS					
	REFILLABLE BEVERAGE GLASS					
GLASS	CALIFORNIA REDEMPTION VALUE GLASS					
	OTHER RECYCLABLE GLASS					
	OTHER NON-RECYCLABLE GLASS					
	ALUMINUM CANS					
	BI-METAL CONTAINERS AND TIN CANS					
METALS	FERROUS METALS					
	NON-FERROUS METALS INCL. ALUMINUM SCRAP					
	WHITE GOODS					
	LEAVES, GRASS, PRUNINGS					
	FOOD WASTES					
YARD WASTE	TIRES & RUBBER PRODUCTS					
	WOOD WASTES					
	AGRICULTURAL CROP RESIDUES					
	MANURE					
	TEXTILES & LEATHER					
OTHER ORGANICS	INERT SOLIDS (CONCRETE, BRICK, SAND)					
	HOUSEHOLD HAZARDOUS WASTES <sup>3</sup>					
	ASH					
	SEWAGE SLUDGE					
	INDUSTRIAL SLUDGE					
SPECIAL WASTE	ASBESTOS					
	AUTO SHREDDER WASTE					
	AUTO BODIES					
	OTHER SPECIAL WASTES					
	CONSTRUCTION AND DEMOLITION DEBRIS					
CONSTRUCTION AND DEMOLITION WASTE <sup>4</sup>	TYPE A INERT DEBRIS					
	TYPE B INERT DEBRIS					
		<b>TOTAL</b>				

INCOMING WASTE IN TONS BY JURISDICTION<sup>1</sup> OF ORIGIN FOR EACH JURISDICTION<sup>2</sup>:  
SOURCE WASTE QUANTITY  
Residential \_\_\_\_\_  
Industrial \_\_\_\_\_  
Commercial \_\_\_\_\_  
Self haul \_\_\_\_\_  
Other (please specify) \_\_\_\_\_  
TOTAL<sup>5</sup>: \_\_\_\_\_  
RECYCLING PROGRAM \_\_\_\_\_

TOTAL DIVERTED/SALVAGED MATERIAL IN TONS FOR THE SAME TIME PERIOD \_\_\_\_\_  
TOTAL QUANTITY (TONS) SHIPPED TO LANDFILL: \_\_\_\_\_  
LANDFILLS USED: \_\_\_\_\_

REPORT SUBMITTED BY: \_\_\_\_\_  
TITLE: \_\_\_\_\_ PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS \_\_\_\_\_

Note: <sup>1</sup>Monitoring/reporting forms submitted to other agencies which contain the information required in this form may be submitted in lieu of this.  
<sup>2</sup>A jurisdiction is a political boundary like City or County (unincorporated area).  
<sup>3</sup>Household hazardous wastes may be reported by weight or volume.  
<sup>4</sup>Construction and Demolition wastes may include inert solids.

**APPENDIX H**  
**INJURY AND ILLNESS PREVENTION PLAN (IIPP)**



**CWS I.I.P.P**

California Waste Services, LLC  
Illness, Injury Prevention Plan

Prepared for CWS, LLC  
By Eric Casper, President  
December 7, 2006

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<b>Chapter 4</b>	<b>Employee Safety</b>
<b>Chapter 5</b>	<b>Code of Safe Practices</b>
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	<b>Truck Driver Manual</b>
	<b>Laborer Manual</b>
	<b>General Worker Manual</b>
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<b>Chapter 8</b>	<b>Monthly Safety Inspections</b>
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**CHAPTER 1**  
**SAFETY POLICY**

## CWS Safety Policy

California Waste Services (CWS) recognizes that our people drive the business to success. As the most critical resource, employees will be safeguarded through training, provisions for safe and appropriate work surroundings, and procedures that enhance health and safety. All work conducted by CWS employees will take into account the spirit and intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

CWS is committed to the safety of its employees. Management will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty or the Injury and Illness Prevention Plan (IIPP) Administrator, Eric Casper, President of CWS.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and Company policies and procedures as described within this manual and all duty specific training materials. Failure to comply with these policies may result in disciplinary actions, including immediate termination.

Respecting this declaration, CWS will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, CWS subscribes to these principles:

1. All accidents are preventable through implementation of effective IIPP policies and programs.
2. Injury and Illness Prevention (IIP) procedures are constantly engrained within our work every day.
3. IIP is good business. It reduces human suffering, promotes better working conditions for everyone, portrays CWS in a higher regard with customers, and increases productivity.
4. Management is responsible for providing the safest possible workplace for all employees. Consequently, CWS is committed to allocating and providing all of the resources required to promote, and effectively implement, the IIPP.
5. Employees are responsible for following safe work practices and company procedures, and for preventing accidents and injuries. Management will establish open lines of communication to solicit and receive comments, information, suggestions and assistance from employees where IIP issues are concerned.
6. Management and supervisors will set an exemplary example with positive attitudes and a steadfast commitment to Injury and Illness Prevention in the workplace. Management will monitor the IIPP performance, working environment and conditions to ensure that the IIPP objectives are achieved.

The CWS IIPP program applies to all employees and persons affected, or associated in any way, by the scope of this business. It is the goal of all too constantly improve safety awareness and to prevent accidents, injuries and illness within the workplace.

---

Eric Casper, President

**CHAPTER 2**  
**I.I.P.P. ADMINISTRATOR**

## ***I.I.P.P. Administrator Duties***

The CWS injury and Illness Prevention Program (I.I.P.P.) Administrator is responsible for implementing, documenting, and successfully maintaining the program.

Below are minimum duties required by the I.I.P.P. Administrator:

1. Establish minimum safety standards.
2. Produce and ensure that all safety documents, meetings, posting and related materials be produced in Spanish and English.
3. Oversee the safety training programs for all employees: including supervisor training.
4. Encourage and stimulate employee interest and participation in safety compliance through the use of incentives, mandatory meetings, signs and posters and additional training.
5. Ascertain that safe practices and conditions are established.
6. Confirm that the I.I.P.P. practices are followed.
7. Review all accident reports, inspections reports, employee write-ups, monthly facility inspection sheets to identify necessary corrective actions or improvements.
8. Maintain the Employee Safety Bulletin Board and OSHA postings area.
9. Maintain and review the recommendations of an Employee Safety Suggestion Box.
10. Act as a liaison between the employees and outside safety agencies.
11. Annually update the I.I.P.P. to comply with newly enacted rules, regulations or modifications.
12. Submit all applicable injury claims to the Workman's Compensation Insurance Carrier.
13. Complete and manage the OSHA Form 300.
14. Ensure that the video surveillance system is operational.

The CWS I.I.P.P. Administrator is Eric Casper, President of CWS.

**CHAPTER 3**  
**ACCIDENT & SAFETY REVIEW COMMITTEE**

## ***CWS Accident Report & Safety Review Committee***

CWS has established an Accident Investigation and Safety Review Committee (“A.I.S.R.C.”) comprised of the following members:

- Eric Casper, President and I.I.P.P. Administrator;
- Abel Amador, Recycling Facility Administrator;
- Elaine Alonzo, Operations Manager;
- Mario Barrera – Recycling Facility Supervisor.

The A.I.S.R.C meets individually or as a group to:

- Set agenda for quarterly safety meetings;
- Conduct monthly safety review in respective departments;
- Review previous month’s safety record;
- To serve as an investigation committee should an accident occur;
- Serves as a point of contact for employees with safety concerns.

The following are samples of documents used and produced by the CWS Accident Investigation & Safety Review Committee:

- **Driver Incident Form**
- **Supervisor’s Accident Investigation Report**
- **Bureau of Labor’s Supplementary Record of Occupational Illness & Injury**





# DRIVER INCIDENT FORM

ALWAYS TAKE PICTURES OF VEHICLES, SITE, AND ANY DAMAGE

Date:       Time:   AM:  PM:

Driver: \_\_\_\_\_ Police Report: yes  no  Police office: \_\_\_\_\_

Location: \_\_\_\_\_ Road: \_\_\_\_\_ Direction heading: \_\_\_\_\_

### OTHER PARTY (IES):

Name: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_ Policy #: \_\_\_\_\_

Phone:       Address: \_\_\_\_\_

City: \_\_\_\_\_ State:   Zip:

### OTHER PARTY (IES):

Name: \_\_\_\_\_

Drivers License Number: \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_ Policy #: \_\_\_\_\_

Phone:       Address: \_\_\_\_\_

City: \_\_\_\_\_ State:   Zip:

### DESCRIPTION OF ACCIDENT

# Supervisor's Accident Investigation Report

Company Name		Facility or Job		Name of Injured or Driver	
Age	Employee in Previous Accident <input type="checkbox"/> Yes <input type="checkbox"/> No	Occupation	Employment Date	Date of Accident/Hour	<input type="checkbox"/> am <input type="checkbox"/> pm

Exact Location \_\_\_\_\_

Describe injury or damage \_\_\_\_\_

Was injured or driver acting in regular line of duty?  Yes  No (explain) \_\_\_\_\_

Name of Witness(es) \_\_\_\_\_

### Unsafe Act

- Operating without authority; failure to secure or warn
- Operating or working at unsafe speed
- Making safety devices inoperative
- Using unsafe equipment, hands in place of equipment, or equipment unsafely
- Failure to use safe attire or personal protective equipment
- Improper:  turn  lane usage  backing  
 interval  signal
- Unsafe loading, placing, mixing, combining, etc.
- Taking unsafe position or posture
- Working on moving or dangerous equipment
- Distracting, teasing, abusing, startling, etc.
- Lack of job training or instruction
- Judgment
- Other: \_\_\_\_\_

### Unsafe Conditions

- Improper guarding (unguarding, inadequately guarded, guard removal, etc.)
- Defective substances or equipment (broken, poorly designed, slippery etc.)
- Hazardous arrangement (unsafe piled material, poor layout, poor housekeeping, no aisle markings, etc.)
- Improper dress or apparel (goggles, gloves, shoes, masks, sleeves, etc.)
- Defective:  brakes  motor  lights  wipers  steering  wheels or rims  other:
- Improper illumination (none, glaring light, etc.)
- Improper ventilation (poor, dusty, gassy, high humidity, etc.)
- Poor road or visibility conditions

### Steps Taken to Prevent a Recurrence

- Instructed employee  Supplied safeguard  Eliminated condition  Guarded machine
- Warned employee  Supplied pers. prot. eqipt.  Repaired condition
- Other action \_\_\_\_\_
- Reported condition to: \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_ Employee \_\_\_\_\_ Date \_\_\_\_\_

Forward to Safety Manager after completion. Must be retained for 3 years

Bureau of Labor Statistics  
 Supplementary Record of  
 Occupational Injuries and Illnesses

U.S. Department of Labor



This form is required by Public Law 91-596 and must be kept in the establishment for 5 years. Failure to maintain can result in the issuance of citations and assessment of penalties.

Case or File No.

Form Approved  
 O.M.B. No. 1220-0029

**Employer**

1. Name
2. Mail address (No. and street, city or town, State, and zip code)
3. Location, if different from mail address

See OMB Disclosure Statement on reverse.

**Injured or Ill Employee**

4. Name (First, Middle, and last) Social Security No. 

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5. Home address (No. and street, city or town, State, and zip code)
6. Age 7. Sex (Check one) Male  Female
8. Occupation (Enter regular job title, not the specific activity he was performing at time of injury.)
9. Department (Enter name of department or division in which the injured person is regularly employed, even though he may have been temporarily working in another department at the time of injury.)

**The Accident or Exposure to Occupational Illness**

If accident or exposure occurred on employer's premises, give address of plant or establishment in which it occurred. Do not indicate department or division within the plant or establishment. If accident occurred outside employer's premises at an identifiable address, give that address. If it occurred on a public highway or at any other place which cannot be identified by number and street, please provide place references locating the place of injury as accurately as possible.

10. Place of accident or exposure (No. and street, city or town, State, and zip code)
11. Was place of accident or exposure on employer's premises? Yes  No
12. What was the employee doing when injured? (Be specific. If he was using tools or equipment or handling material, name them and tell what he was doing with them.)
13. How did the accident occur? (Describe fully the events which resulted in the injury or occupational illness. Tell what happened and how it happened. Name any objects or substances involved and tell how they were involved. Give full details on all factors which led or contributed to the accident. Use separate sheet for additional space.)

**Occupational Injury or Occupational Illness**

14. Describe the injury or illness in detail and indicate the part of body affected. (E.g., amputation of right index finger at second joint; fracture of ribs; lead poisoning; dermatitis of left hand, etc.)
15. Name the object or substance which directly injured the employee. (For example, the machine or thing he struck against or which struck him, the vapor or poison he inhaled or swallowed; the chemical or radiation which irritated his skin; or in cases of strains, hernias, etc., the thing he was lifting, pulling, etc.)

16. Date of injury or initial diagnosis of occupational illness
17. Did employee die? (Check one) Yes  No

**Other**

18. Name and address of physician
19. If hospitalized, name and address of hospital

Date of report	Prepared by	Official position
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**CHAPTER 4**  
**EMPLOYEE SAFETY**

## ***Employee Safety***

Employee Safety is the paramount concern at California Waste Services.

The following documents are components of our comprehensive system focusing on inspection, education and communication to ensure the very safest workplace possible:

**Code of Safe Practices**

**Employee Manuals**

**Safety Surveys**

**Safety Meetings**

**Equipment Inspections**

**Employee Inspections**

**CHAPTER 5**  
**CODE OF SAFE PRACTICES**

## ***Code of Safe Practices***

### General Practices

1. Emergency Exits and all aisles shall be kept free of debris at all times and maintain a width of at least 24" and shall never be obstructed;
2. Floors shall be kept clean and dry;
3. Floors and platforms shall be kept free of obstructions, holes, projections, and nuisances.
4. Machinery and equipment shall be arranged to maintain a 24" wide aisle for safe egress from the building, or a warning sign will be posted;
5. Fire extinguishers shall be posted throughout the facility. A map of the locations of all the fire extinguishers at the facility shall be posted in a highly visible spot at each of the fire extinguisher locations;
6. Fire extinguishers shall not be obstructed at any time;
7. Safety devices or guards shall not be removed and/or be replaced before operating any machinery;
8. All control buttons and switches shall be identified according to their functions;
9. All buttons and switches shall be colored coded;
10. All unsafe work conditions shall be reported to a supervisor or the safety coordinator or the CWS I.I.P.P Administrator;
11. All accidents, injuries or illnesses must be reported to a supervisor or the safety coordinator or the CWS I.I.P.P Administrator;
12. Correct or report any safety device that is missing or inoperative.
13. Maintenance of equipment will be conducted by qualified personnel. Do not attempt to fix things yourself;
14. No jewelry, loose hair or clothing is allowed any machinery while operating;
15. Horseplay and running in the workplace is forbidden;
16. Smoking is allowed only in designated "Smoking Areas".
17. Proper hygiene shall be used when leaving or returning to work areas for breaks and lunch (ie: washing hands);
18. Employees shall use proper lifting techniques

In addition to the General Codes outlined above, CWS has created a Code of Safe Practices for each specific job in the organization.

The follow are samples of documents that are given to each employee as they are hired.



C A L I F O R N I A W A S T E S E R V I C E S

DESCRIPCION DE EL TRABAJO Y ENTRENAMIENTO

GRINDER OPERATOR

OPERADOR DE LA MOEDARRO

1. DEBEN USAR TODO EL EQUIPO DE PROTECCION CUANDO ESTEN OPERANDO LA MAQUINA. ESTO INCLUYE: CHALECO DE PROTECCION, CASCO CON PROTECCION PARA LOS OIDOS, BOTAS DE PROTECCION, Y GUANTES.
2. CHEQUEEN SU ROPA Y EQUIPO DE PROTECCION DURANTE EL DIA PARA ASEGURARSE QUE NO HAYGAN COSAS COLGANDO QUE SE PUEDAN ATORAR EN LA MAQUINA.
3. SIEMPRE CIERREN LA MAYA CUANDO EL CONTENEDOR NO ESTE LLENO DE MATERIAL O CADA VEZ QUE ACABEN DE MOLER.
4. NUNCA USEN SUS MANOS PARA LIMPIAR PARTES DE LA MAQUINA. SIEMPRE USEN UNA ERRAMIENTA PARA LIMPIAR LA MAQUINA.
5. NUNCA PRIENDAN LA MAQUINA ANTES DE LAS 6:30 AM. LA MAQUINA SE TIENE QUE APAGAR A LAS 9:00 PM.
6. REPORTEN CUALQUIER PROBLEMA MECANICO DE LA MAQUINA AL SÚPERVISOR DEL SHOP.
7. SI ESCUCHAN ALGUN SONIDO DIFERENTE O EL SONIDO DE METAL EN LA MOEDARRO OPRIMAN EL BOTON QUE DISE " SHUT DOWN" EN EL PANEL DE CONTROL.
8. CUANDO LIMPIEN EL CONTENEDOR O ESTEN TRABAJANDO EN LA PORCION DE ARRIBA DE LA MAQUINA, LA LLAVE DEBE SER REMOVIDA Y UNA ETIQUETA DE LOCK-OUT DEBE SER COLOCADA.
9. CUANDO LA MAQUINA ESTE SIENDO USADA, LA PUERTA DEBE MANTENRSE CERRADA TODO EL TIEMPO.
10. CHEQUEEN EL EXTINGIDOR DE FUEGO TODOS LOS DIAS.
11. CHEQUEEN QUE EL TANKE EXTRA DE DIESEL NO ESTE GOTEANDO.
12. SIEMPRE MANTENGAN SU AREA DE TRABAJO LIMPIA Y EL PISO LIMPIO SIN NINGUNA BASURA CON LA CUAL SE PUEDAN TROPESAR.

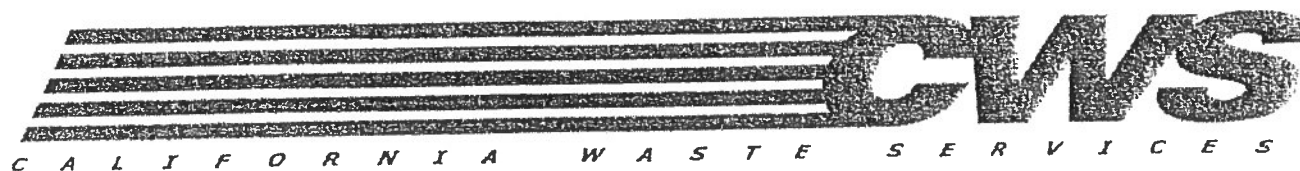
NOMBRE DE EL EMPLEADO \_\_\_\_\_

FECHA \_\_\_\_\_

ENTRENADOR O SUPERVISOR \_\_\_\_\_

FECHA \_\_\_\_\_





DESCRIPCION DEL TRABAJO Y ENTRENAMIENTO

LIMPIESA  
JANITORIAL

1. DEBEN USAR TODO EL EQUIPO DE PROTECCION CUANDO ESTEN OPERANDO LA MAQUINA. ESTO INCLUYE: CHALECO DE PROTECCION, CASCO CON PROTECCION PARA LOS OIDOS, BOTAS DE PROTECCION, Y GUANTES. DEBEN USAR SU CINTURON DE SEGURIDAD TODO EL TIEMPO. LA PROTECCION DE LOS OIDOS ES OPCIONAL PERO SI ES RECOMENDABLE.
2. DURANTE TODO EL DIA, MANTENGAN EL AREA DE LIMPIESA LIBRE DE BASURA Y DEBRI.
3. TIREN AGUA EN EL PISO, PARA EVITAR EL POLVO.
4. CUANDO USEN LA TORCHA, SIEMPRE MANTENGAN UN EXTINGIDOR DE FUEGO A LA MANO O UNA MANGERA POR SI ACASO HAYGA FUEGO A SU ALREDEDOR.
5. BARRAN EL ESPACIO DE RECICLAR EN LOS DESCANSOS Y AL FINAL DEL DIA SOLAMENTE.
6. BARRAN ARREGLEN Y ORGANISEN EL ALREDEDOR DE LOS EDEFICIOS Y EL LUGAR DONDE GUARDAMOS COSAS AL FINAL DEL DIA SOLAMENTE.
7. BARRAN EL LUGAR DONDE GUARDAMOS LOS BOTES AL MENOS DOS VECES POR SEMANA.
8. DEPOSITEN EL DESPERDICIO DE LA PINTURA EN LOS BOTES DE RECICLAR, QUE SE RECOJEN DIARAMENTE.
9. CHEQUEN Y LIMPIEN, EL MOSQUETERO DESPUES DE UNA TORMENTA. AFUERA ENFRETE DEL PORTON.
10. CHEQUEEN Y LIMPIEN, EL GRENAJE PARA LA LLUVIA UNA VES POR MES O DESPUES DE UNA TORMENTA.
11. TODOS LOS SABADOS DEBEN LIMPIAR LA CALLE ORCHARD INCLUYENDO EL PASTO.

NOMBRE DE EL EMPLEADO \_\_\_\_\_

ENTRENADOR O SUPERVISOR \_\_\_\_\_  
REPASO SEMANAL:

ENTRENADOR O SUPERVISOR \_\_\_\_\_

REPASO DEL MES:

ENTRENADOR O SUPERVISOR \_\_\_\_\_  
FECHA \_\_\_\_\_

DESCRIPCION DE EL TRABAJO Y ENTRENAMIENTO  
FORKLIFT  
MONTA CARGAS

1. DEBEN USAR TODO EL EQUIPO DE PROTECCION CUANDO ESTEN OPERANDO LA MAQUINA. ESTO INCLUYE: CHALECO DE PROTECCION, CASCO CON PROTECCION PARA LOS OIDOS, BOTAS DE PROTECCION, Y GUANTES. DEBEN USAR SU CINTURON DE SEGURIDAD TODO EL TIEMPO. LA PROTECCION DE LOS OIDOS ES OPCIONAL PERO SI ES RECOMENDABLE.
2. DEBEN DE POSEER UN PERMISO VALIDO PARA OPERAR EL MONTA CARGAS. APROVADO POR UN INSTRUCTOR. NO EXCEPCIONES.
3. DEBEN HACER UNA INSPECCION VISUAL DE SU MAQUINA. FIJENSE QUE NO HAYGAN LIQUIDOS GOTEANDO, LLANTAS BAJAS DE AIRE, PROBLEMAS ESTRUCTURALES, Y MANGERAS ROTAS. REPORTEN CUALQUIER DESCUBRIMIENTO AL MANAGER DEL SHOP Y ESCRIBANLO EN SU PAGINA DE CHEQUEAR DEL DIA.
4. CUANDO ESTEN TRABAJANDO EN EL AREA DE RECICLAR (SIEMPRE OPEREN LA MAQUINARIA EN BAJA VELOCIDAD. MUEVANSE CON CUIDADO SI ESTAN TRABAJANDO ALREDEDOR DE OTRAS PERSONAS.
5. ENTIENDAN EL PODER DE LAS MAQUINAS. PUEDEN DANAR Y DANARAN CUALQUIER COSA QUE SE CRUCE EN SU CAMINO. ES SU RESPONSABILIDAD DE OPERAR LA MAQUINA CON CUIDADO ALREDEDOR DE OTROS EMPLEADOS.
6. NUNCA SOBRE LLENEN LA MAQUINA. EL CENTRO DE GRAVEDAD ESTA ALTO CUANDO EL BOTE ESTA LEVANTADO. SE PUEDE VOLTEAR Y SE PUEDEN GOLPEAR O GOLPEAR A ALGUIEN.
7. MANTENGAN SU VISIBILIDAD TODO EL TIEMPO. ESTO INCLUYE MANTENER SUS VENTANAS LIMPIAS. SIEMPRE MANTENGANSE ALERTA DE SU ALREDEDOR.
8. CUANDO SE ACERQUEN AL MATERIAL QUE VAN A RECOGER, SIEMPRE APUNTEN EL BOTE HACIA ABAJO. ESTO MEJORARA SU CARGAMENTO Y LIMPIARA EL PISO ANTES DE LLEGAR AL MATERIAL QUE AHORRA LA LLANTA.
9. CUANDO ATAQUEN UNA PILA, NO GOLPEEN LA MAQUINA CONTRA LA PILA. ESTO HARA QUE LOS CYLINDROS HIDROLICOS SE QUEMEN Y CAUSARA FRACTURAS EN EL METAL. TAMBIEN HARA QUE EL MOTOR SE CANSE, CAUSANDO REPARACIONES INECESARIAS.
10. AL FINAL DE CADA SESSION DE TRABAJO, DEBEN DE INSPECCIONAR Y LUBRICAR LA MAQUINA. UNO DE LOS

MECANICOS DEBE FIRMAR SU TRABAJO. ELLOS TAMBIEN LES DARAN INSTRUCCIONES EN CUANTO A LOS REQUIRIMIENTOS.

11. MANEJAR SIN CUIDADO, Y CAUSAR DANO A LA MAQUINARIA A CAUSA DE DESCUIDOS, Y FALLO A CONDUCIR LAS INSPECCIONES NECESARIAS ES CAUSA PARA SUSPENSION O DESPIDO.
12. LEAN Y ENTIENDAN LAS REGLAS PARA OPERAR LA MAQUINARIA DE CAL/OSHA. UNA COPIA ESTA EN EL BULETIN ENFRETE DE EL RELOJ PARA PONCHARSE. UNA COPIA TAMBIEN SE LES SERA OTORGADA A CADA UNO.

NOMBRE DE EL EMPLEADO \_\_\_\_\_

FECHA \_\_\_\_\_

ENTRENADOR O SUPERVISOR \_\_\_\_\_

FECHA \_\_\_\_\_

REPASO SEMANAL:

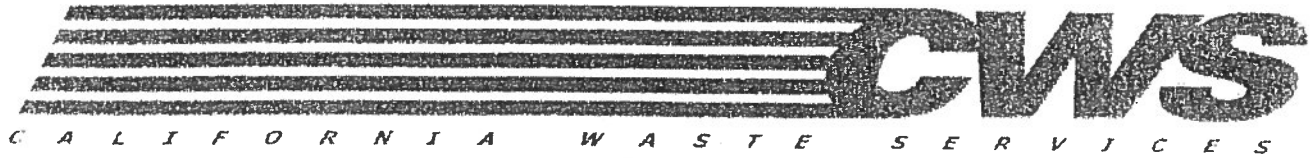
ENTRENADOR O SUPERVISOR \_\_\_\_\_

FECHA \_\_\_\_\_

REPASO DEL MES:

ENTRENADOR O SUPERVISOR \_\_\_\_\_

FECHA \_\_\_\_\_



## DESCRIPCION DEL TRABAJO Y ENTRENAMIENTO

### ALMACEN

### WAREHOUSE

1. DEBEN USAR TODO EL EQUIPO DE PROTECCION CUANDO ESTEN OPERANDO LA MAQUINA. ESTO INCLUYE: CHALECO DE PROTECCION, CASCO CON PROTECCION PARA LOS OIDOS, BOTAS DE PROTECCION, Y GUANTES. DEBEN USAR SU CINTURON DE SEGURIDAD TODO EL TIEMPO. LA PROTECCION DE LOS OIDOS ES OPCIONAL PERO SI ES RECOMENDABLE.
2. TRATEN DE NO REPETIR MOVIMIENTOS. CAMBIEN SU PROCESO PARA EVITAR ACCIDENTES.
3. USEN LA MANERA CORRECTA DE LEVANTAR, USEN SUS PIERNAS NO SU ESPALDA.
4. SEPAREN TODO EL MATERIAL POR CADA TIPO DE MATERIAL .
  - A. BOTES DE ALUMINIO
  - B. CONTENEDORES PLASTICOS BASILLOS.
  - C. BOTES BASILLOS DE AGUA O LECHE.
  - D. ALAMBRE ELCTRICO. REMUEVAN TODAS LAS CAJAS ELECTRICAS Y PLASTICAS.
  - E. ALAMBRE DE TELEFONO, ALAMBRE DE CABLE, ALAMBRE DE COMPUTADORA. REMUEVAN LO CONTAMINADO.
  - F. ALUMINIO LIMPIO. DEBE ESTAR LIBRE DE PINTURA Y METALES.
  - G. ALUMINIO SUCIO PINTADO. DEBE ESTAR LIBRE DE METALES.
  - H. CUALQUIER OTRO METAL QUE ESTE MIXTO
5. ASEGURENSE DE SORTEAR COMPLETAMENTE PARA TRABAJAR AL MAXIMO DE NUESTRAS COMODIDADES.
6. DEPOSITEN EL MATERIAL SORTEADO EN EL CONTENEDOR DE 40YD CORRESPONDIENTE.
7. REPORTEN AL SUPERVISOR DE RECICLAR CUANDO LOS CONTENEDORES DE 40YD ESTEN LISTOS PARA SALIR.
8. SI UN PEDASO DE MATERIAL ES MUY GRANDE PARA SORTEAR SOLO PIDAN AYUDA.
9. MANTENGAN SU AREA DE TRABAJO LIMPIA Y ORGANISADA TODO EL TIEMPO. AL FINAL DE SU TIEMPO DE TRABAJO LIMPIEN SU AREA Y GUARDEN SUS HERRMIENTAS. TODO EL TIEMPO.

NOMBRE DE EL EMPLEADO \_\_\_\_\_

ENTRENADOR O SUPERVISOR \_\_\_\_\_

REPASO SEMANAL:

ENTRENADOR O SUPERVISOR \_\_\_\_\_

REPASO DEL MES:

ENTRENADOR O SUPERVISOR \_\_\_\_\_

FECHA \_\_\_\_\_



C A L I F O R N I A W A S T E S E R V I C E S

## DESCRIPCION DEL TRABAJO Y ENTRENAMIENTO

### SORTER

#### SORTEADOR

1. DEBEN USAR TODO EL EQUIPO DE PROTECCION CUANDO ESTEN OPERANDO LA MAQUINA. ESTO INCLUYE: CHALECO DE PROTECCION, CASCO CON PROTECCION PARA LOS OIDOS, BOTAS DE PROTECCION, Y GUANTES. DEBEN USAR SU CINTURON DE SEGURIDAD TODO EL TIEMPO. LA PROTECCION DE LOS OIDOS ES OPCIONAL PERO SI ES RECOMENDABLE.
2. TRATEN DE NO REPETIR MOVIMIENTOS. CAMBIEN SU PROCESO PARA EVITAR ACCIDENTES.
3. USEN LA MANERA CORRECTA DE LEVANTAR, USEN SUS PIERNAS NO SU ESPALDA.
4. NO TIREN MATERIAL SOBRE OTROS.
5. TENGAN CUIDADO CON COSAS QUE LOS PUEDAN CORTAR, CLAVOS Y OTROS OBJETOS QUE LOS PUEDAN LASTIMAR.
6. SIEMPRE MANTENGANSE AL TANTO DE SU ALREDEDOR.
7. MANTENGAN SU AREA DE TRABAJO LIMPIA Y ORGANISADA TODO EL TIEMPO. AL COMPLETAR SUS HORAS DE TRABAJO, LIMPIEN SU AREA DE TRABAJO Y GUARDEN SUS HERRAMIENTAS.
8. SEPAREN EL MATERIAL QUE ENTRA, POR EL TIPO DE MATERIAL QUE ENTRA.
9. SI UN PEDASO DE MATERIAL ES MUY GRANDE PARA SORTEARLO SOLO, PIDA AYUDA.
10. MANTENGAN SU LUGAR DE TRABAJO LIMPIO Y ORGANISADO TODO EL TIEMPO. AL FINAL DE SUS HORAS DE TRABAJO, LIMPIEN SU AREA TOTALMENTE Y GUARDEN SUS HERRAMIENTAS.
  - A. REMUEVAN TODO EL MATERIAL QUE HA SIDO TRATADO O ESTA MARCADO "VERDE" MADERA Y TITRENLO A LA BASURA.
  - B. TODA LA PINTURA DEBE SER REMOVIDA Y DEPOSITADA EN LOS TAMBOS DE RECICLAR PINTURA.
  - C. TODAS LAS BATERIAS DEBEN SER REMOVIDAS Y GUARDADAS DEBIDAMENTE.
  - D. TODAS LAS LLANTAS DEBEN SER SEPARADAS.

NOMBRE DE EL EMPLEADO \_\_\_\_\_

ENTRENADOR O SUPERVISOR \_\_\_\_\_

REPASO SEMANAL:

ENTRENADOR O SUPERVISOR \_\_\_\_\_

REPASO DEL MES:

ENTRENADOR O SUPERVISOR \_\_\_\_\_

FECHA \_\_\_\_\_

DESCRIPCION DE EL TRABAJO Y ENTRENAMIENTO  
SKID LOADER  
TRACTOR MEDIANO

1. DEBEN USAR TODO EL EQUIPO DE PROTECCION CUANDO ESTEN OPERANDO LA MAQUINA. ESTO INCLUYE: CHALECO DE PROTECCION, CASCO CON PROTECCION PARA LOS OIDOS, BOTAS DE PROTECCION, Y GUANTES. DEBEN USAR SU CINTURON DE SEGURIDAD TODO EL TIEMPO. LA PROTECCION DE LOS OIDOS ES OPCIONAL PERO SI ES RECOMENDABLE.
2. DEBEN DE POSEER UN PERMISO VALIDO PARA OPERAR EL FORKLIFT Y EL WHEEL LOADER. NO EXCEPCIONES.
3. DEBEN HACER UNA INSPECCION VISUAL DE SU MAQUINA. FIJENSE QUE NO HAYGAN LIQUIDOS GOTEANDO, LLANTAS BAJAS DE AIRE, PROBLEMAS ESTRUCTURALES, Y MANGERAS ROTAS. REPORTEN CUALQUIER DESCUBRIMIENTO AL MANAGER DEL SHOP Y ESCRIBANLO EN SU PAGINA DE CHEQUEAR DEL DIA.
4. CUANDO ESTEN TRABAJANDO EN EL AREA DE RECICLAR, SIEMPRE OPEREN LA MAQUINARIA EN BAJA VELOCIDAD. MUEVANSE CON CUIDADO SI ESTAN TRABAJANDO ALREDEDOR DE OTRAS PERSONAS.
5. ENTIENDAN EL PODER DE LAS MAQUINAS. PUEDEN DANAR Y DANARAN CUALQUIER COSA QUE SE CRUCE EN SU CAMINO. ES SU RESPONSABILIDAD DE OPERAR LA MAQUINA CON CUIDADO ALREDEDOR DE OTROS EMPLEADOS.
6. NUNCA SOBRE LLENEN LA MAQUINA. EL CENTRO DE GRAVEDAD ESTA ALTO CUANDO EL BOTE ESTA LEVANTADO. SE PUEDE VOLTEAR Y SE PUEDEN GOLPEAR O GOLPEAR A ALGUIEN.
7. MANTENGAN SU VISIBILIDAD TODO EL TIEMPO. ESTO INCLUYE MANTENER SUS VENTANAS LIMPIAS. SIEMPRE MANTENGANSE ALERTA DE SU ALREDEDOR.
8. CUANDO SE ACERQUEN AL MATERIAL QUE VAN A RECOJER, SIEMPRE APUNTEN EL BOTE HACIA ABAJO. ESTO MEJORARA SU CARGAMENTO Y LIMPIARA EL PISO ANTES DE LLEGAR AL MATERIAL QUE AHORRA LA LLANTA.
9. CUANDO ATAQUEN UNA PILA, NO GOLPEEN LA MAQUINA CONTRA LA PILA. ESTO HARA QUE LOS CYLINDROS HIDROLICOS SE QUEMEN Y CAUSARA FRACTURAS EN EL METAL. TAMBIEN HARA QUE EL MOTOR SE CANSE, CAUSANDO REPARACIONES INECESARIAS.
10. AL FINAL DE CADA SESSION DE TRABAJO, DEBEN DE INSPECCIONAR Y LUBRICAR LA MAQUINA. UNO DE LOS MECANICOS DEBE FIRMAR SU TRABAJO. ELLOS TAMBIEN



LES DARAN INSTRUCCIONES EN CUANTO A LOS REQUIRIMIENTOS.

11. MANEJAR SIN CUIDADO, Y CAUSAR DANO A LA MAQUINARIA A CAUSA DE DESCUIDOS, Y FALLO A CONDUCIR LAS INSPECCIONES NECESARIAS ES CAUSA PARA SUSPENSION O DESPIDO.
12. LEAN Y ENTIENDAN LAS REGLAS PARA OPERAR LA MAQUINARIA DE CAL/OSHA. UNA COPIA ESTA EN EL BULETIN ENFRETE DE EL RELOJ PARA PONCHARSE. UNA COPIA TAMBIEN SE LES SERA OTORGADA A CADA UNO.

NOMBRE DE EL EMPLEADO \_\_\_\_\_

FECHA \_\_\_\_\_

ENTRENADOR O SUPERVISOR \_\_\_\_\_

FECHA \_\_\_\_\_

REPASO SEMANAL:

ENTRENADOR O SUPERVISOR \_\_\_\_\_

FECHA \_\_\_\_\_

REPASO DEL MES:

ENTRENADOR O SUPERVISOR \_\_\_\_\_

FECHA \_\_\_\_\_

## DESCRIPCION DE EL TRABAJO Y ENTRENAMIENTO

### OPERADOR DE LA MAQUINA DE COMPRESAR CARTON

1. DEBEN USAR TODO EL EQUIPO DE PROTECCION CUANDO ESTEN OPERANDO LA MAQUINA. ESTO INCLUYE: CHALECO DE PROTECCION, CASCO Y LENTES DE SEGURIDAD. BOTAS DE PROTECCION DEBEN SER USADAS TODO EL TIEMPO. MASCARA PARA RESPIRAR O CONTRA EL POLVO ES RECOMENDABLE.
2. DEBEN HACER UNA INSPECCION VISUAL DE SU MAQUINA. FIJENSE QUE NO HAYGAN LIQUIDOS GOTEANDO, LLANTAS BAJAS DE AIRE, PROBLEMAS ESTRUCTURALES, Y MANGERAS ROTAS. REPORTEN CUALQUIER DESCUBRIMIENTO AL MANAGER DEL SHOP Y ESCRIBANLO EN SU PAGINA DE CHEQUEAR DEL DIA.
3. ASEGURENSE QUE LA MAQUINA TAN SOLO SE OPERE CON EL GUARDIA EN LA POSICION DE ABAJO.
4. NUNCA SE SUBAN A LA MAQUINA AL MENOS QUE SE HAYGAN SEGUIDO LAS INSTRUCCIONES.
5. CUANDO LEVANTEN MATERIAL PARA ECHAR EN LA MAQUINA, NO LEVANTEN CON SU ESPALDA. LEVANTEN CON SUS PIERNAS. LEVANTEN DE LA MANERA CORRECTA. TAN SOLO LEVANTEN LA PORCION QUE ES ACEPTABLE PARA SU PESO.
6. COMIENSEN Y TERMINEN CADA CARGA CON UN PEDASO DE CARTON QUE CUBRA TODO LO DE ADENTRO DEL CONTENEDOR.
7. DESPUES DE LLENAR LA MAQUINA CON MATERIAL, BAJEN EL GUARDIA PARA ACTIVAR LA MAQUINA.
8. CUANDO LA MAQUINA YA NO PUEDA RECIBIR MAS MATERIAL ACTIVEN LA MAQUINA HASTA QUE CIERRE COMPLETAMENTE Y LUGO PAUSEN EL CONTROL.
9. HABRAN LA PUERTA PARA EXPONER LA CARGA.
10. DESLICEN UN MINIMO DE SEIS ALAMBRES IGUALES DENTRO DE LOS CANALES Y ASEGURENSE DE AMARAR LAS PUNTAS.
11. CUANDO LOS ALAMBRES ESTEN ASEGURADOS, VAYAN AL FINAL DE LA MAQUINA Y AMARREN LAS CADENAS EN LOS GANCHOS.
12. PARENSE AL LADO DE ENFRENTE DE LA MAQUINA Y REACTIVEN LA MAQUINA PARA ARRIBA. CUANDO LA MAQUINA SE RETRACTA EL CARTON CAERA AL PISO.
13. REMUEVAN EL CARTON Y ACOMODENLO, LUEGO CIERREN LA MAQUINA Y ASEGURENSE QUE LA PUERTA ESTE CERADA.
14. REGRESEN AL FINAL DE LA MAQUINA, DESATEN LAS CADENAS Y LUEGO COMIENSEN EL PROCESO DE NUEVO.

NOMBRE DE EL EMPLEADO \_\_\_\_\_

FECHA \_\_\_\_\_

ENTRENADOR O SUPERVISOR \_\_\_\_\_

FECHA \_\_\_\_\_

REPASO SEMANAL:

ENTRENADOR O SUPERVISOR \_\_\_\_\_

FECHA \_\_\_\_\_

REPASO DEL MES:

ENTRENADOR O SUPERVISOR \_\_\_\_\_

FECHA \_\_\_\_\_

DESCRIPCION DE EL TRABAJO Y ENTRENAMIENTO  
PALLET SORTER  
SORTEADOR Y LIMPIADOR DE PALETA DE MADERA

1. DEBEN USAR TODO EL EQUIPO DE PROTECCION CUANDO ESTEN OPERANDO LA MAQUINA. ESTO INCLUYE: CHALECO DE PROTECCION, CASCO Y LENTES DE SEGURIDAD. BOTAS DE PROTECCION DEBEN SER USADAS TODO EL TIEMPO. MASCARA PARA RESPIRAR O CONTRA EL POLVO ES RECOMENDABLE.
2. COLOQUEN LOS 2X4, 2X6, Y OTRA MADERA DIMENSIONAL SEPARADA EN PALETAS QUINA SEPA DONDE ESTAN. ASEGURENSE QUE EL MANEJADOR DE LA MAQUINA LOS VEA EN TODO MOMENTO.
3. DEBEN INSPECCIONAR TODA LA MADERA QUE ENTRA POR SI TIENE METAL O OBJETOS MAS GRANDE QUE LOS TORNILLOS NORMALES, O OTROS OBJETOS. SI LOS ENCUENTRAN PONGAN EL MATERIAL AL LADO DEL EDIFICIO. PARA DESASERNOS DE EL. ESTA ES SU UNICA RESPONSABILIDAD.
4. NUNCA SE SUBAN ENCIMA DE EN LA PILA DE MADERA.
5. SI ENCUENTRAN UNA PIESA DE MATERIAL CONTAMINADA QUE SEA MUY GRANDE PARA LEVANTAR SOLOS, PIDAN AYUDA.
6. EL METAL PUEDE TENER FILO, TENGAN CUIDADO CUANDO LO TOMEN PARA NO CORTARSE.
7. AL FINAL DE SU TIEMPO DE TRABAJO, AYUDARAN AL MOLEADOR A LIMPIAR LA MAQUINA. TAMBIEN SON RESPONSABLES MANTENNER EL CONVEYADOR Y EL LUGAR DE TRABAJO LIMPIO.

NOMBRE DE EL EMPLEADO \_\_\_\_\_

FECHA \_\_\_\_\_

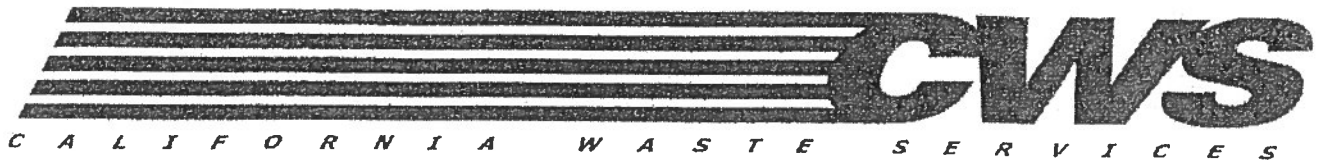
ENTRENADOR O SUPERVISOR \_\_\_\_\_

FECHA \_\_\_\_\_

ENTRENADOR O SUPERVISOR \_\_\_\_\_

FECHA \_\_\_\_\_

ENTRENADOR O SUPERVISOR \_\_\_\_\_



DESCRIPCION DEL TRABAJO Y ENTRENAMIENTO  
PLANT MAINTENANCE  
MANTENTENEDOR DE LA PLANTA

1. DEBEN USAR TODO EL EQUIPO DE PROTECCION CUANDO ESTEN OPERANDO LA MAQUINA. ESTO INCLUYE: CHALECO DE PROTECCION, CASCO CON PROTECCION PARA LOS OIDOS, BOTAS DE PROTECCION, Y GUANTES. DEBEN USAR SU CINTURON DE SEGURIDAD TODO EL TIEMPO. LA PROTECCION DE LOS OIDOS ES OPCIONAL PERO SI ES RECOMENDABLE.
2. TRATEN DE NO REPETIR MOVIMIENTOS. CAMBIEN SU PROCESO PARA EVITAR ACCIDENTES.
3. USEN LA MANERA CORRECTA DE LEVANTAR, USEN SUS PIERNAS NO SU ESPALDA.
4. CUANDO USEN EQUIPO ELECTRONICO, SIEMPRE ASEGURENSE DE LA EXTENSION Y EL EQUIPO ELECTRONICO. SIEMPRE USEN LOS LENTES PROTECTORES.
5. SI USAN ESCALERAS, ASEGURENSE QUE LA ESCALERA ESTE COLOCADA CORRECTAMENTE. SI SUBEN MAS DE 8" DEBEN DE TENER A ALGUIEN QUE LES SUPERVISE EL TRABAJO.
6. CUANDO USEN LA TORCHA, SIEMPRE MANTENGAN UN EXTINGIDOR DE FUEGO A LA MANO O UNA MANGERA POR SI ACASO HAYGA FUEGO A SU ALREDEDOR.
7. MANTENGAN SU AREA DE TRABAJO LIMPIA Y ORGANISADA TODO EL TIEMPO. AL COMPLETAR SUS HORAS DE TRABAJO, LIMPIEN SU AREA DE TRABAJO Y GUARDEN SUS HERRAMIENTAS.

NOMBRE DE EL EMPLEADO \_\_\_\_\_  
FECHA \_\_\_\_\_

ENTRENADOR O SUPERVISOR \_\_\_\_\_  
FECHA \_\_\_\_\_

REPASO SEMANAL:

ENTRENADOR O SUPERVISOR \_\_\_\_\_  
FECHA \_\_\_\_\_

REPASO DEL MES:

## ***Code of Safe Practices***

Computer Operator and Office Administrative Worker

### **Safe Work Conditions:**

1. Follow the General Safety Rules
2. Chairs must be adjustable and should be adjusted from time to time;
3. Video and Computer screens must have brightness controls to allow for adjustment and should be adjusted from time to time;
4. Telephone headsets are available for employees, should an employee choose to use a telephone headset, the volume control must allow for adjustment.
5. Employees should keep work areas free of unnecessary clutter.

### **Safe Practices:**

6. Employees should seek eye care to determine if eyeglasses are needed;
7. Employees should use rest periods to relax eyes and body;
8. Employees must operate all office machines as manufacturer intended. This includes reading safety manuals and obeying any and all warning stickers.

**CHAPTER 6**  
**EMPLOYEE MANUALS**

CWS I.I.P.P.

1/31/07

### ***Operations Description***

The California Waste Services LLC ("CWS") recycling operation is based upon a hand-sorting system that when at maximum daily capacity employs 12 groups of 6 laborers who hand-sort the mixed debris that comes into our recycling facility, load by load, into separate waste stream categories: residual waste and the various recyclable commodities such as: metal, paper, plastic, cardboard, drywall, etc. The hand sorting method produces a highly successful diversion rate. The process proceeds in the following manner:

- Vehicles enter the facility and stop at the State of California certified scale where they are weighed.
- The vehicle is then directed by a facility traffic flow attendant to one of the dozen sorting bays.
- As the vehicle backs into the sorting bay area, the team of workers who are assigned that sorting bay stand aside during unloading.
- As the vehicle dumps its load, a worker equipped with a hose mists the pile for dust reduction. Once the vehicle has finished dumping and has pulled away and the mist and dust has settled, the team of workers approach the pile of debris.
- Each member of the team is equipped with the following safety gear: a hard hat, safety glasses, a high-visibility, reflective-orange safety vest, heavy canvas work gloves, steel tipped work boots, and a particle mask.
- The team surrounds the pile of debris and working in a methodical, attentive and thorough manner (as they have been trained to do) work "top-to-bottom" and "outside-in". This methodology creates a systematic and standard procedure for safety, as each member understands the flow of work.
- As specific pieces of debris are culled from the pile they are placed into separate and distinct metal containers depending upon the item. In other words, wood goes into a wood container, metal into metal, etc. As these containers fill, they are replaced with fresh containers. The filled containers are taken by a small forklift (or Bobcat machine) to a specific area designated for that specific waste or recyclable product.
- When the pile has been completely sorted, the team waits for the next vehicle to be directed to their sorting bay. If there is light traffic flow and no immediate incoming work, the team is directed to stand-by for the next load.



## ***Employee Manual***

CWS has created an Employee Manual for each of the three worker categories:

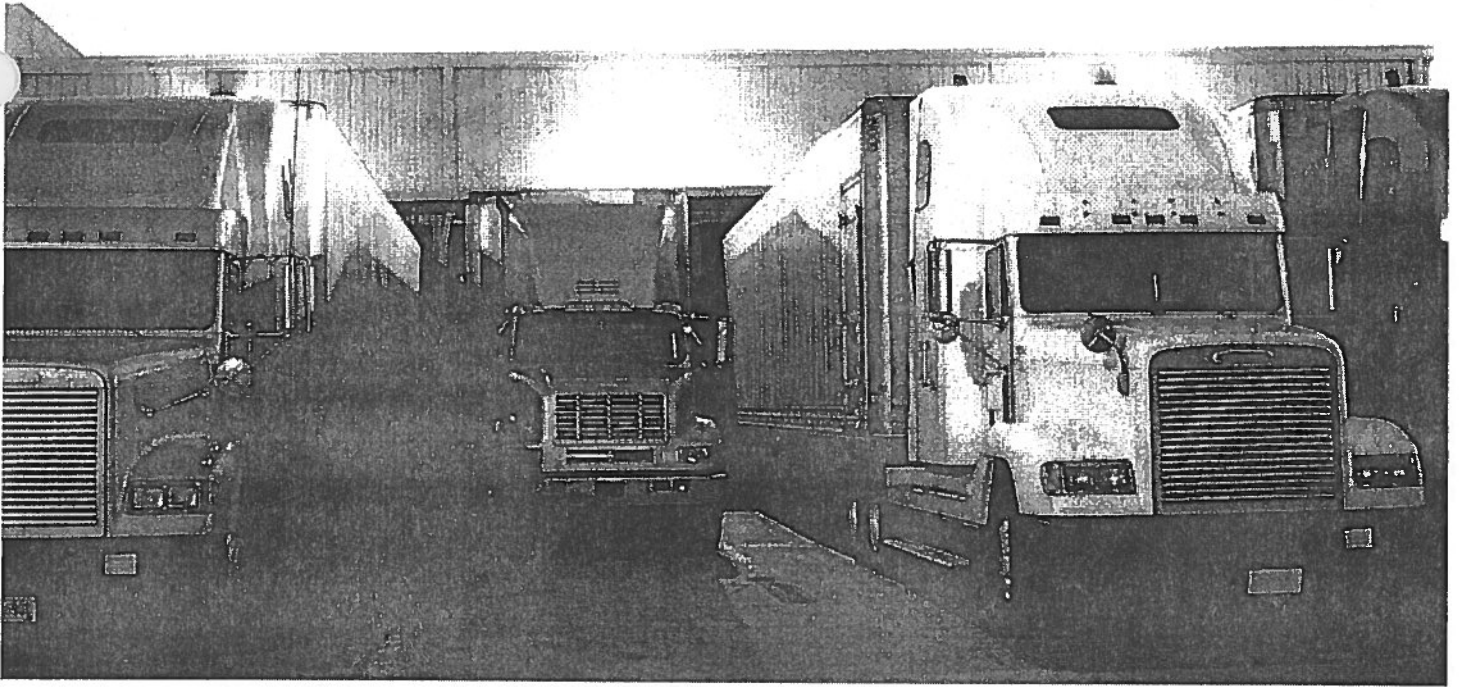
- Truck drivers
- Laborers
- General employee

Every employee is given a copy of the appropriate manual at the time of hire.

The Employee Manual plus the Code of Safe Practices constitutes the CWS Employee Information Kit.







# **Transportation Employee Safety Handbook**

## **California Waste Services**

**An Employee Guide to Safety Policies and Procedures  
to Support a Safety-Conscious Work Environment**

**Legal disclaimer to users of this form employee handbook:**

The materials presented herein are for general reference only. Federal, state and/or local laws, or individual circumstances, may require the addition of policies, amendment of individual policies, and/or the entire Handbook to meet specific situations. These materials are intended to be used only as guides and should not be used, adopted, or modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that the Company is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought.

## Commitment to Safety

California Waste Services recognizes that our people drive the business. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by California Waste Services's employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

California Waste Services is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community, and California Waste Services.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and Company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, California Waste Services will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, California Waste Services subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds California Waste Services in higher regard with customers, and increases productivity. This is why California Waste Services will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of California Waste Services is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of California Waste Services will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, Management must monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at California Waste Services must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood.

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President

01/01/06

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Risk Manager

01/01/06

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## Employee Safety Responsibilities

The primary responsibility of the employees of California Waste Services is to perform his or her duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees **MUST** become familiar with, observe, and obey California Waste Services's rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees **MUST** learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, he or she is under instruction **NOT** to begin the task until he or she discusses the situation with his or her supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, he or she is required to contact the Safety Coordinator.

**NO EMPLOYEE IS EVER REQUIRED** to perform work that he or she believes is unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others.

### General Safety Rules

#### Conduct

Horseplay, 'practical jokes,' etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.

#### Drugs and Alcohol

Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.

#### Housekeeping

You are responsible to keep your work area clean and safe. Clean-up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.

The following areas must remain clear of obstructions:

- Aisles/exits
- Fire extinguishers and emergency equipment
- All electrical breakers, controls, and switches

#### Injury Reporting

All work-related injuries must be reported to your supervisor immediately. Failure to immediately report injuries can result in loss of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment.

California Waste Services provides Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured or ill employee to heal under a doctor's care while she/he remains productive. Employees are required to return to work immediately upon release.

## Employee Safety Responsibilities

### Off-Site Safety

- a. Employees of California Waste Services are required to follow all off-site safety and security procedures during client visits.
- b. If your client host does not advise you regarding safety hazards consider the following:
  - Emergency exit location(s);
  - Keep your eye on the path you are walking and avoid any tripping/slipping hazards. When on stairs maintain three point contact (hand on rail and feet on stairs);
  - When visiting construction sites, eye protection, hearing protection, and hard hats are required. This equipment will be in the possession of the California Waste Services employee and not provided by the client
  - Wear shoes that support your feet and are slip resistant.
  - Avoid clothing that is either constrictive or too loose; loose clothing be get caught in machinery or other equipment.

These rules are established to help you stay safe and injury free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, may result in discipline, up to and including discharge.

When working at a customer location, employees are required to follow the above rules, as well as all customer rules and procedures, and work in a manner that reflects positively on the company. Before operating any equipment at a customer location, permission must first be secured from the customer contact.



## Safety Orientation Training

The Company is committed to providing safety and health related orientation and training for all employees at all levels of the Company. The Company will maintain and support a program to educate and familiarize employees with safety and health procedures, rules, and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data.

The training may include, but not be limited to the following:

1. Company specific accident and incident data
2. Hazards associated with the work area
3. Hazards associated with a specific job or task
4. Operation of specific equipment
5. Personal protective equipment
6. Emergency procedures
7. Employee accident reporting requirements
8. Return to work program
9. Any OSHA required training not included or addressed above

### Periodic Inspections

It is the policy of our Company that workplaces are subject to periodic safety and health inspections to ensure implementation and execution of our policies and procedures as relates to employees, contractors, and vendors.

All employees are responsible for cooperating during these inspections and managers and supervisors are responsible for initiating corrective actions to improve items discovered during the walk-through inspection.

### Incident Reporting

Any work-related injury or suspected injury must be reported immediately to your supervisor, Job Site Foreman and to Human Resources. A [insert form name] form must be completed. Failure to promptly report an injury may result in disciplinary action.

1. Human Resources will issue a [insert form name] for the injured employee to take to the treating medical practitioner. The employee must return this form to Human Resources by the next business day.
2. After each practitioner appointment, the employee must report to his/her supervisor and Human Resources to review his/her progress.
3. California Waste Services provides light duty work for employees recovering from injury. Employees are required to return to light duty work immediately upon release.
4. An accident investigation will be conducted to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.

## Return to Work Program

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both California Waste Services and its employees. We want our injured employees to get the best possible medical treatment immediately to assure the earliest possible recovery and return to work.

California Waste Services has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program.

California Waste Services wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a Transitional Duty program (light duty). Transitional Duty is a temporary program, not to exceed six months.

### Employee Procedures

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
- If a **post-accident drug screen** is not performed the **same day** as the injury, the employee will only be paid up to one hour while taking time out to have the drug screen sample collected.
- You must complete and sign an Injury Report.
- When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a Transitional Duty Evaluation form. Regardless of their choice of physicians, the Transitional Duty Evaluation form must be completed for each practitioner visit. California Waste Services will not accept a general note stating that you are only to be off of work.
- Under this program, temporary transitional work is available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional duty beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program, and may result in disqualification for certain employee benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and whose absences California Waste Services approves must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the Human Resources Department. You must also have your practitioner complete both the Transitional Duty Evaluation and Medical Certification form.
- Employees who are not eligible for leave under FMLA must return to transitional duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Employees must provide a Transitional Duty Evaluation form indicating they are capable of returning to full-duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Cooperate with our third-party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your Job Site Foreman and the Human Resources Department.

## Emergency Action Plan

### General Emergency Guidelines

- Stay calm and think through your actions
- Know the emergency numbers:
  - Fire/Police/Ambulance 911
  - Internal Emergency Number (Insert Number if Applicable)
  - Human Resources (Insert Number or extension)
  - Page (Insert number and instructions if applicable)
  - Operator "0"
- Know where the exits are located
- In the event of any emergency, do not take elevators, use the stairs
- Do not hesitate to call or alert others if you believe that an emergency is occurring, you will not "get in trouble."
- First aid supplies and emergency equipment are located (insert location) for use by those who are authorized and properly trained

### Evacuation

- Employees will be notified of a fire alarm either by the fire alarm system or by a paged announcement.
- Upon becoming aware of a fire alarm, employees should immediately evacuate the job site. Do not delay evacuation to get personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through. (Note: never use elevators during fire alarm situations).
- Supervisors should be the last persons to leave the area. Check the job site to be sure that all personnel have evacuated.
- Any employee having mobility, visual, hearing, or other condition, which may hinder them from becoming aware of an emergency or evacuating, should request special assistance through Human Resources.
- Upon exiting the building, all personnel should report for a headcount.
- If any employee is missing, an immediate report should be made to the incident commander who will in turn report to the first available fire department officer.
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy a job site or building will be issued by the incident commander.
- In the event of inclement weather, the incident commander will make arrangements for all personnel to move to shelter.

### Fire Safety

- Alert other persons in the immediate hazard area.
- Activate a fire alarm or call [insert name] to page an emergency announcement.
- If you have been trained, you can decide to use a fire extinguisher following these instructions:
  - P=Pull the safety pin
  - A=Aim the nozzle at the base of the fire
  - S=Squeeze the operating lever
  - S=Sweep side to side covering the base of the fire

*\*When using a fire extinguisher always stay between the fire and an exit; stay low and back away when the fire is extinguished.*

*\*Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.*

- Have someone notify the incident commander of where the emergency is located. He/she will relay this information to the fire department.

Emergency Contact Information



**FIRE DEPARTMENT:** \_\_\_\_\_  
**TELEPHONE:** \_\_\_\_\_

**POLICE DEPARTMENT:** \_\_\_\_\_  
**TELEPHONE:** \_\_\_\_\_

**EMERGENCY MEDICAL SERVICES (AMBULANCE):** \_\_\_\_\_  
**TELEPHONE:** \_\_\_\_\_

**HOSPITAL:** \_\_\_\_\_  
**TELEPHONE:** \_\_\_\_\_

**DOCTOR:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_  
**TELEPHONE:** \_\_\_\_\_

**JOBSITE TELEPHONE NUMBERS:**

**PROJECT NAME/NUMBER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
**TELEPHONE:** \_\_\_\_\_

**SITE SUPERINTENDENT:** \_\_\_\_\_  
**Cell/Home TELEPHONE:** \_\_\_\_\_

**CLIENT CONTACT:** \_\_\_\_\_  
**OFFICE TELEPHONE:** \_\_\_\_\_  
**Cell/Home TELEPHONE:** \_\_\_\_\_

## Sexual Harassment Policy

The Company does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers, or persons doing business with us. Any form of harassment related to an employee's race, color, sex, religion, national origin, age, citizenship status, veteran status, or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, or national origin; sexual advances; requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature. Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Examples of conduct prohibited by this policy include but are not limited to:

- Unwelcome sexual flirtation, advances, or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or referral of sexual overtures; and
- Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.

Harassment of our employees in connection with their work by non-employees may also be a violation of this policy.

If you believe that you are being subjected to workplace harassment, you should:

1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.
2. Report the incident immediately to your Manager, the Human Resources Manager, or the Employee Relations Department.
3. Report any additional incidents that may occur to one of the above resources.

Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including termination.

## Workplace Violence

- Any employee who feels that she/he has been threatened should immediately report their concern to the supervisor and to Human Resources.
- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify Human Resources and stay away from the person exhibiting threatening behavior.
- Depending upon the level of concern, the police department] (911) should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with Human Resources so that a prevention plan can be developed.

## Access to Employee Exposure & Medical Records

Employees and former employees, who are, have been, or will be exposed to toxic substances or harmful physical agents, such as noise, can have access to exposure and medical records maintained by the Company upon request.

## Vehicle Use Policy

Effective: All drivers of California Waste Services  
01/01/06

- This policy applies to:
  - Vehicles owned, leased, or rented to California Waste Services.
  - Personally owned vehicles driven by employees on behalf of California Waste Services.

The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and California Waste Services.

- All drivers must have a valid driver's license.
- Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an, 'unacceptable driver,' your employment may be terminated.
- Your supervisor must be notified of any change in your license status or driving record.

When operating your own vehicle for California Waste Services business:

- Your Personal Auto Liability insurance is the primary payer. California Waste Services's insurance is in excess of your coverage.
- You should carry at least \$[insert amount] per occurrence liability coverage. Evidence of insurance coverage is to be provided to California Waste Services each year, by a copy of your policy's Declaration page or a Certificate of Insurance.
- California Waste Services is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
- Report your mileage for expense reimbursement.

In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Comply with police instructions.
- Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.
- Report the accident to California Waste Services as soon as possible.

By signing this document you are agreeing that you have read and understood the Vehicle Use policy, and will comply with it.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date



## Motor Vehicle Record (MVR) Grading Criteria [Last 3 Years]

The following chart serves as a guideline for evaluating an employee's Motor Vehicle Record (MVR). An employee with an MVR grade of "poor" will possibly not be insurable by our insurance carrier and could jeopardize their employment if they are unable to be insured. Note that any "major" violation is a "poor" score.

Minor Violations	Number of at-fault accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any Major violation	Poor	Poor	Poor	Poor

Minor Violation	Major Violations
All moving violations not listed as a major violation.	<ul style="list-style-type: none"> <li>▪ Driving under influence of alcohol/drugs</li> <li>▪ Failure to stop/report an accident</li> <li>▪ Reckless driving/speeding contest</li> <li>▪ Driving while impaired</li> <li>▪ Making a false accident report</li> <li>▪ Homicide, manslaughter or assault arising out of the use of a vehicle</li> <li>▪ Driving while license is suspended/revoked</li> <li>▪ Careless driving</li> <li>▪ Attempting to elude a police officer</li> </ul>

## OSHA Compliance Programs

### Hazard Communication

1. All California Waste Services employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.
2. Material Safety Data Sheets (MSDS) are documents provided by the supplier of a chemical. MSDS detail the chemical contents, associated hazards, and general safe handling guidelines. At California Waste Services, the MSDS collection is located at [insert location]. Employees are free to utilize the MSDS as needed.
3. General rules for handling chemicals in an office environment are:
  - Read all label warnings and instructions.
  - Follow instructions for quantity. More is not better.
  - Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
  - Always wash your hands after handling chemicals.
  - If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
  - Any questions or concerns regarding chemicals should be reported to your Job Site Manager and Human Resources.
4. All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:
  - **FIRE** (red background color) - will the material burn?
  - **HEALTH** (blue background) - is the material dangerous to my body?
  - **REACTIVITY** (yellow background) - is the material dangerously unstable?

After each hazard (Fire, Health, and Reactivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hazard:

- 0 Minimal
- 1 Slight
- 2 Moderate
- 3 Serious

### Bloodborne Pathogens

1. Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which leads to AIDS and hepatitis.
2. Because we cannot tell by looking at a person if they are infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.
3. In the event of a person losing bodily fluids, stay away from the area and warn others to also do so. You can still stay close to the ill/injured person to support him/her, just be sure to stay out of contact any bodily fluids.
4. In the event that you find spilled bodily fluids, a syringe, or other medically contaminated materials, do not attempt clean up by yourself. Call Human Resources immediately for instructions.

### Respiratory Protection

1. Do not perform operations requiring respirators, unless you have been approved for use of respirators, fitted and trained the company's respiratory protection program.
2. Inspect respirators for cracked or worn parts before and after each use and after cleaning.
3. Do not work in an area that requires the use of respiratory equipment, if you fail to obtain a tight seal between the respirator and your face.
4. Do not wear a respirator if facial hair prevents a tight seal between the respirator and your face.
5. Clean and sanitize respiratory equipment according to manufactures recommendations after each use.
6. Store respiratory equipment in a clean and sanitary location.

### Personal Protective equipment (PPE)

Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.

- a) Safety Glasses – must be worn at all times in designated areas in this facility.
- b) Hard Hats – must be worn at all times in designated areas.
- c) Gloves – work gloves must be worn at all times when handling sharp or rough stock, welding, or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
- d) Welding – appropriate filter lens, welding helmet, gloves, and sleeves are required for welders at all times.
- e) Respirators – only employees trained and authorized to use respirators are allowed to do so.
- f) Hearing Protection – is required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss)

### Lockout/Tagout

Prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it means, "Keep your hands off."

1. Do not perform any maintenance, inspection, cleaning, adjusting or servicing of any equipment without following the company's lockout/ tagout program.
2. If required to work on powered equipment (hydraulic, electrical, air, etc.), you must have your personal padlock with your name on it and personal key on your person at all times.
3. Disconnect and padlock all machine power disconnects in the off position before removing guards for the purpose of working "ON" or "IN" the machinery or approaching its unguarded parts. (NOTE: When more than one employee is working on a single piece of equipment, each employee must use his own padlock along with lock-out tongs to lock out the equipment. When the work is completed, he must remove only his lock.
4. Do not commence equipment repair or maintenance work until you have verified that the tagged/locked out switch or control cannot be overridden or bypassed.
5. Replace all guards before removing personal padlocks from the control.
6. Do not use or remove another employee's protective lock. Do not remove a lock from equipment unless you placed it there.
7. Before machinery is put back into use after LOCKOUT/TAGOUT, give a verbal announcement or sound a warning to fellow employees.

### Fire Prevention

1. Smoking is only allowed in designated exterior smoking areas.
2. No candles or open flames are allowed within the office facility.
3. Contractors performing hot work must contact [insert name] for approval.
4. Only space heaters provided by the company are approved for use within the facility. Employees using space heaters are responsible to turn the heater off when leaving their desk for extended periods of time (lunch, end of the workday, etc.).
5. No flammable chemicals are allowed inside the building at any time. If you feel that there is a work-related need to use a flammable chemical, contact the supervisor for guidance on Hazard Communication and fire safety.

### Electrical Safety

1. With the exception of independently fused multi-tap cords for computers, extension cords are not allowed.
2. Keep electric cords out of areas where they will be damaged by stepping on or kicking them.
3. Turn electrical appliances off with the switch, not by pulling out the plug.
4. Turn all appliances off before leaving for the day.
5. Never run cords under rugs or other floor coverings.
6. Any electrical problems should be reported immediately.
7. The following areas must remain clear and unobstructed at all times:
  - Exit doors,
  - Aisles,
  - Electrical panels, and
  - Fire extinguishers.

## General Safety Precautions

### Lifting

1. Plan the move before lifting; ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object using your hands and fingers. Use handles when they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs, stand to an erect position.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
16. Never lift anything if your hands are greasy or wet.
17. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

### Ladders & Stepladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
5. Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or down it.
8. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder. Do not jump from ladders or step stools.
10. Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use the ladder or stepstool.
11. Do not stand on the top two rungs of any ladder.
12. Do not stand on a ladder that wobbles, or that leans to the left or right of center.
13. When using a straight or extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
14. Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
15. Do not move a rolling ladder while someone is on it.
16. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
17. Do not carry items in your hands while climbing up or down a ladder.

## General Safety Precautions

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### Housekeeping

1. Do not place materials such as boxes or trash in walkways and passageways.
2. Sweep up shavings from around equipment such as drill presses, lathes or planers by using a broom and a dust pan.
3. Mop up water around drinking fountains, drink dispensing machines and ice machines immediately.
4. Do not store or leave items on stairways.
5. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
6. Do not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used.
7. Straighten or remove rugs and mats that do not lie flat on the floor.
8. Remove protruding nails or bend them down into the lumber by using a claw hammer.
9. Return tools to their storage places after using them.
10. Do not use gasoline for cleaning purposes.
11. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

## Job-Specific Safety Precautions

### Driver Safety

1. Do not operate a vehicle if you are fatigued or ill.
2. Do not operate a vehicle if you are taking medication whose container label indicates that the medication may cause drowsiness or other negative side effects.
3. Obey all CDL requirements, traffic laws and signs at all times.
4. Do not exceed posted speed limits.
5. Do not make sudden lane changes except in emergency situations.
6. Be prepared to stop at a changing traffic signal.
7. Do not follow other vehicles too closely. To determine if you are too close, watch the vehicle ahead of you pass a fixed object; begin counting "one thousand one, one thousand two, one thousand three"; If you reach the object before counting to three, you are following too closely.
8. Give yourself additional distance from other vehicles when it is raining, when you are being tailgated, or when you are driving over 45 miles per hour.
9. Do not drive the vehicle through, around or under any crossing gate or barrier at a railroad crossing while such gate or barrier is in motion to open or close.
10. Do not drive under an overhang without ascertaining proper clearance.
11. Do not jump from your vehicle; always maintain 3 points of contact.
12. Do not sit on your wallet when driving as this will eventually result in back pain.
13. Do not park close to an intersection or STOP sign because your truck may block the view of oncoming traffic or pedestrians.
14. When backing from sunlight into the shadow of a dock, stop for a few minutes and allow your eyes to adjust to the change in light; always back slowly.
15. Do not unload your truck without first setting the hand brake and chocking the rear wheels.
16. Never attempt to open rear or side doors of a trailer before first tapping the doors with tightly closed fist. A change from a hollow to a muffled sound could indicate that your load has shifted.
17. Never stand directly in front of a swing door when opening, always stand to the side. Always lock doors firmly in place to prevent them from swinging.
18. Always release loadbars or other product restraining devices slowly.
19. Place heavier loads on the floor of the vehicle and not on shelves.
20. Do not try to stop falling products unless you can do so safely.
21. Tighten your stomach muscles and use both hands when closing trailer roll up doors.
22. Secure hand cart inside or on vehicle before driving.
23. After hitching your trailer, always examine 5th Wheel lockpin to make sure that it is locked in place. Test the security of lockpin by driving the trailer forward slowly.

### Avoid Aggressive Drivers

Aggressive driving is a serious problem which is responsible for many traffic accidents and fatalities. You should avoid aggressive drivers and potentially dangerous situations. If you encounter an angry or aggressive motorist:

1. Do not retaliate or in any way engage the other driver.
2. Do not make eye contact.
2. Keep your doors locked and your windows up.
3. Keep enough space between you and the vehicle in front of you to pull out from behind.
4. Do not underestimate the other driver's potential for aggression.

## Job-Specific Safety Precautions

### Don't Become an Aggressive Driver

Anyone can become an aggressive driver. Don't let stress and frustration get the best of you while driving.

1. Be patient and courteous.
2. Do not drive when angry, overtired, or upset.
3. Allow extra time to get to your destination.
4. When possible, change your schedule to avoid congestion.
5. Listen to relaxing music or books on tape.
6. Give other drivers the benefit of the doubt - all drivers make mistakes.
7. Avoid all conflict, even if you're right.

### Pre-Trip Inspection

Each operator is responsible for the safe operation of his/her vehicle. Drivers must make a daily inspection of the following items:

- a) Steering
- b) Brakes
- c) Mirrors and lights
- d) Horn and back-up alarm
- e) Tires
- f) Windshield wipers

### Fueling

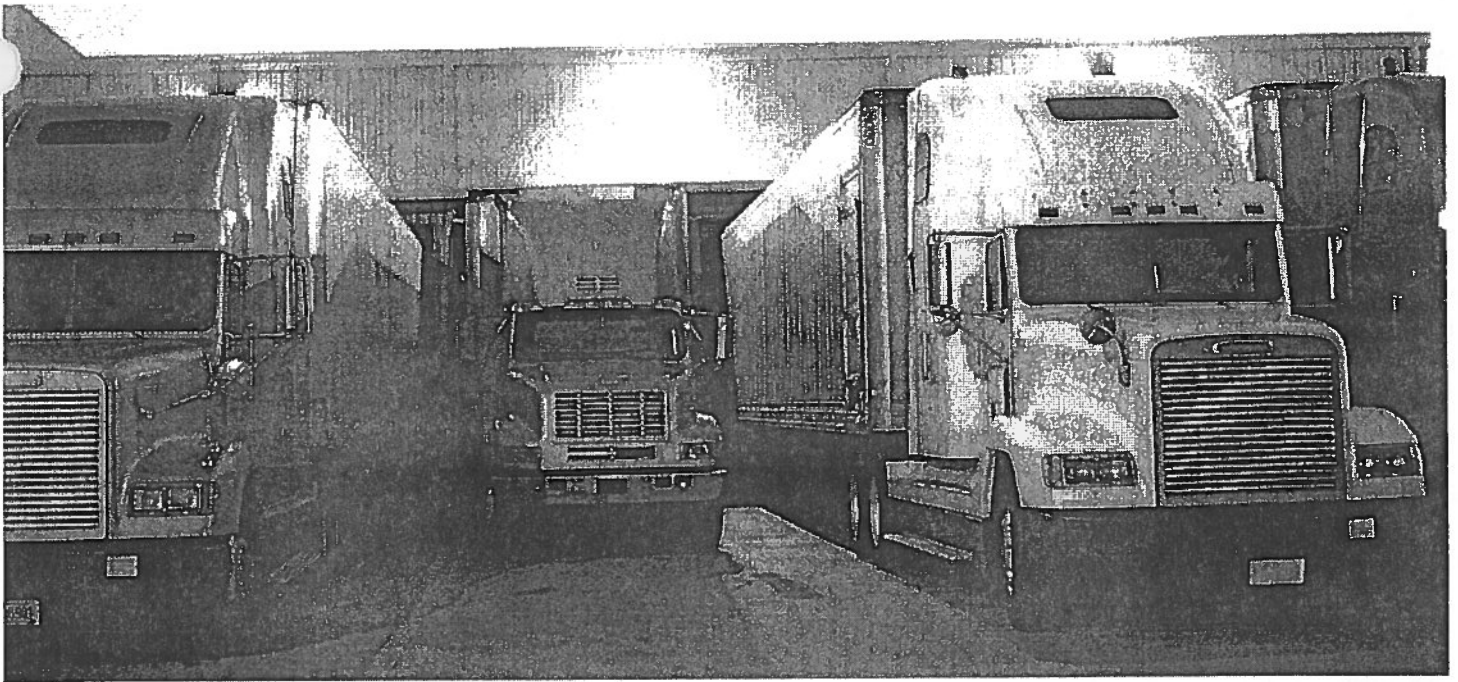
1. Turn the vehicle off before refueling.
2. Do not smoke while refueling a vehicle.
3. If you spill fuel on your hands, wash with soap and water.
4. Clean up small spills from around fuel tanks with paper towels or, rags before climbing onto tank.
5. If a large fuel spill occurs, do not walk through it; follow the company's reporting and clean up procedure.
6. Always stay in attendance when truck is being refueled

### Vans and Small Delivery Trucks

1. Do not permit customers to climb into your van.
2. Do not permit employees to ride in the back of vans or trucks unless equipped with seat belts.
3. Always secure your load before leaving each customer location.
4. Do not attempt to back into a tight or awkward location unless you have a spotter.
5. Do not overexert yourself when retrieving items from your van; always move material as close to the back of the van as possible before attempting to lift them.
6. Do not stand directly in front of the van door when opening it as load could have shifted.
7. Before driving away from customer location, always check behind and around your vehicle for possible obstructions.
8. Do not move your vehicle without first fastening your belt.







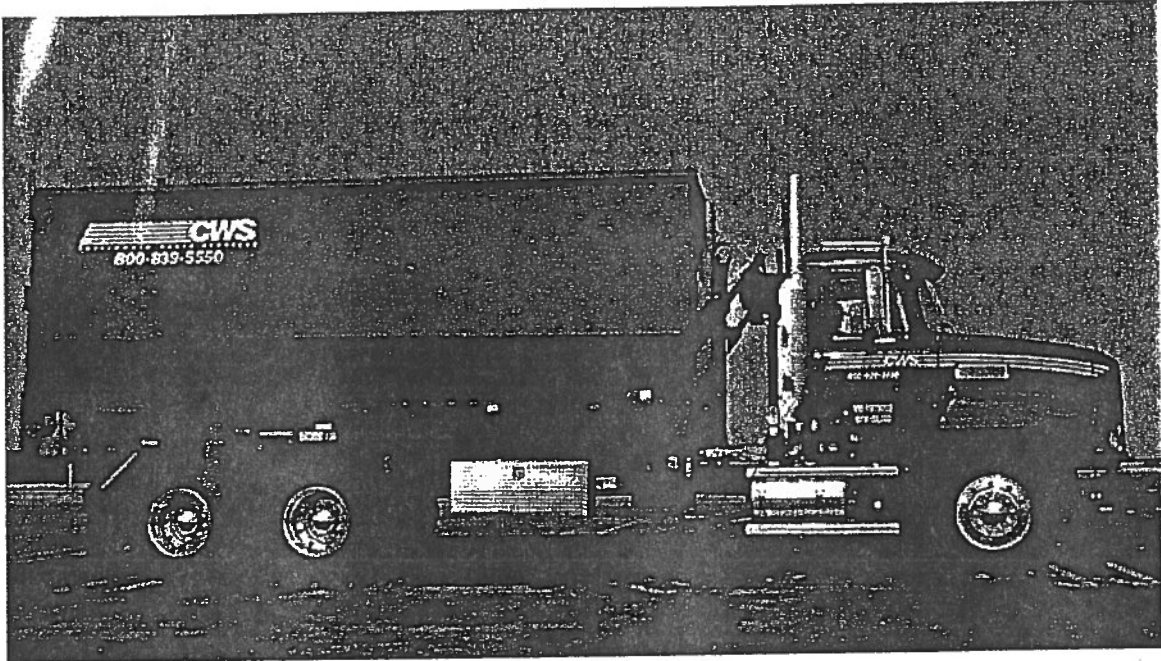
# **Roll-off Drivers Operating Manual**

## **California Waste Services**

**An Employee Guide to Safety Policies and Procedures  
to Support a Safety-Conscious Work Environment**

Legal disclaimer to users of this form employee handbook:

The materials presented herein are for general reference only. Federal, state and/or local laws, or individual circumstances, may require the addition of policies, amendment of individual policies, and/or the entire Handbook to meet specific situations. These materials are intended to be used only as guides and should not be used, adopted, or modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that the Company is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought.



# EMPLOYEE MANUAL



## COMPANY PHILOSOPHY

Introduction by Eric Casper, President

## EMPLOYEE GUIDELINES

- PUNCTUALITY
- ARRIVE IN UNIFORM AND READY FOR WORK
- OPERATING A COMPANY VEHICLE
- ACCIDENTS
- SEXUAL HARRASSMENT AND RACIAL DICRIMINATION
- STEALING
- INSUBORDINATON
- DISHONESTY
- DAYS OFF
- HOLIDAY AND VACATION POLICY
- INSURANCE
- GREIVENCES
- PAYDAY
- WRITTEN WARNINGS
- SUGGESTIONS

## DRIVERS MANUAL

- BEGINNING THE DAY
- PRE-TRIP PROCEDURE
- KNOWING YOUR WAY AROUND
- THE NEW DROP
- THE CHANGE-OUT
- THE PULL-OFF
- THE RE-SPOT
- OTHER MATTERS FOR DISCUSSION
- THE POWER TAKE-OFF (PTO)
- THE HOOK LIFT SYSTEM
- THE AUTOMATIC TARPING SYSTEM
- THE DIGITAL CAMERA
- ROAD TESTING AND PAPERWORK INSPECTIONS
- DRIVER BONUS ACCOUNT

## AFTERTHOUGHT

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## COMPANY PHILOSOPHY

*“California Waste Services Inc strives to be recognized as the best roll-off disposal company in Southern California. Period!”*

Only working together, as a team, will we achieve such recognition. All elements of the company including Sales, Administrators, Dispatch, Maintenance, Drivers, Equipment Operators, Recycling Personnel and Management must communicate openly and work to the best of their abilities in order to succeed.

CWS will provide a professional, rewarding, enjoyable and safe work environment in which everyone is treated with dignity and respect. The guidelines set forth within this manual provide the structure for each member of our team to succeed.

Thank you and welcome to CWS.

Eric Casper  
President

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## FILOSOFÍA DE LA COMPAÑÍA

*“Se reconozca como el mejor rueda -apagado la compañía de la disposición en California meridional Period!”*

Solamente trabajando juntos, en equipo, voluntad alcanzamos tal reconocimiento. Todos los elementos de la compañía incluyendo ventas, oficina, envío, mantenimiento, programas pilotos, operadores del equipo, reciclando a personal y a la gerencia deben comunicarse abiertamente y trabajar al mejor de sus capacidades para tener éxito.

CWS proporcionará a un ambiente profesional, de recompensa, agradable y seguro del trabajo donde cada uno se trata con dignidad y respeto. Las guías de consulta dispuestas dentro de este manual proporcionan a la estructura para cada miembro de nuestro equipo para tener éxito.

Gracias y délo la bienvenida a CWS.

Presidente De Eric Casper.

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## EMPLOYEE GUIDELINES

- CWS is committed to providing superior customer service to contractors, businesses, and private individuals. The disposal industry is very competitive, with over 60 companies operating in the markets we serve.
- CWS is able to separate itself from the competition by presenting a clean, organized and professional organization.
- CWS operates the most modern, best-maintained, and the cleanest vehicles and equipment in the industry.

As a member of the CWS team you must project, through your work, your uniform, and your attitude, a commitment to providing the highest level of service safely and efficiently. This applies to everyone!

- Please do not litter ever, anywhere or at any time.
- No matter where you are, clean up after yourself!
- Please do not smoke in the presence of a customer.  
You are a professional and it is rude!



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## GUÍAS DE CONSULTA DEL EMPLEADO

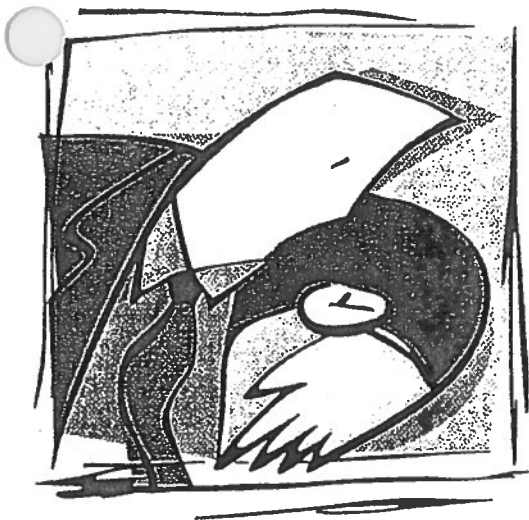
- ◆ el CWS está confiado a proporcionar a servicio de cliente superior a los contratistas, a los negocios, y a los individuos privados. La industria de la disposición es muy competitiva, con sobre 60 compañías funcionando en los mercados que servimos.
- ◆ el CWS puede separarse de la competición presentando una organización limpia, ordenada y profesional.
- ◆ el CWS funciona el más moderno, mejor-mantenido, y los vehículos y el equipo más limpios de la industria.

Como un miembro del equipo de CWS usted debe proyectar, a través de su trabajo, su uniforme, y su actitud, una consolidación con proporcionar al nivel más alto del servicio con seguridad y eficientemente. Esto se aplica a cada uno!

- ◆ no deja en desorden por favor siempre, dondequiera o en cualquier lugar
- ◆ No importa donde usted siempre es responsable de limpiar
- ◆ Por favor no fume en presencia del cliente recuerde es ud. Unprofecional y educado.







## **PUNCTUALITY**

is the most important aspect of the company performing efficiently.

If you are late for your shift, a written warning will be issued. If you are late

more than five days in one year, you may

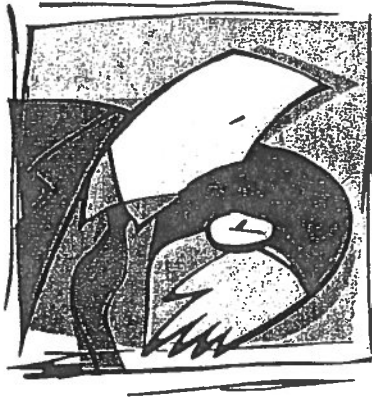
be suspended or terminated. Exceptions will be made on a case-by-case basis by your supervisor or the operations manager. Choosing to not show up for your scheduled shift and not calling implies that you have quit your employment with CWS, effective immediately. Your final paycheck will be mailed to you within 3 days after all, if any, deductions are made.



## **ARRIVE IN UNIFORM AND READY FOR WORK**

CWS will provide clean uniforms consisting of pants, shirts, hats, and jackets and vests. The dirty uniforms are to be turned in to the employee workroom by Tuesday morning of every week. The uniform is your responsibility. Everyone will be asked to fill out a release form that says: "All items of the uniform must be returned at the end of your employment or you will be charged the replacement cost of each item not returned. The amount for missing items will be deducted off your final payroll check." A \$35.00 set-up charge will be deducted.

## EL SER EL TIEMPO



es la pieza más importante para la compañía que se realiza eficientemente. Si usted es atrasado para su alerta escrita será publicada. Si usted es últimos más de ías en un año, usted puede ser suspendido o perder su trabajo. Las anomalías serán hechas en una base del caso-por-caso por su supervisor o el jefe de explotación. El elegir no mostrar para arriba para su rotación programar y el no llamar implica que usted ha salido su empleo con CWS.

Effective inmediatamente. Su cheque final sera' enviado a usted en el plazo de 3 dias.



## SEA EL TIEMPO, EN UNIFORME Y LISTO PARA EL TRABAJO

CWS proporcionará a los uniformes limpios que consisten en los pantalones, las camisas, los sombreros, y las chaquetas y los chalecos. Los uniformes sucios deben ser dados vuelta adentro al taller del empleado por la mañana de martes de cada semana. El uniforme es su responsabilidad.

Cada uno será pedido para completar una forma del desbloquear que diga: Un cargo de \$35 dolares sera deducido. Para hacer sus uniformes.

## **Rubber-soled work boots**

(above the ankle style) are mandatory for all drivers, steel toes are preferred.

## **Botas del trabajo del Caucho-soled**

(sobre el estilo del tobillo) son obligatorios para todos los programas pilotos, operadores del equipo, personal de mantenimiento y personal del reciclaje (personal del campo) que se prefieren las puntas de acero.

## **Safety Equipment and Rain Gear**

CWS will provide safety glasses.

CWS will provide one pair of work gloves on the first of each month. That is it, so don't loose them!

CWS will provide one three-piece rain suit.

CWS will provide a personal locker to store your valuables.

## **Equipo de seguridad y engranaje de la lluvia**

CWS también proporcionará a las gafas de seguridad y los auriculares a todo el personal del campo

CWS proporcionará a 1 par de guantes

del trabajo en el primer de cada mes. Por favor no los Pierdan

CWS proporcionará a un juego de la lluvia 3-piece.

CWS proporcionará a un armario personal para salvar sus objetos de valor.

## **When your shift begins, you must be ready to go to work!**

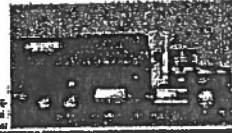
Your home life is left at home. Absolutely do not bring your domestic problems to work. You are now representing CWS, the best recycling company anywhere!

## **Cuando su turno de Trabajo comienza usted es listo ir a trabajar!**

No traiga absolutamente ninguno, de su casa sus problemas domésticos para el trabajo.

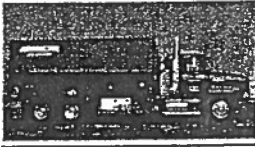
Usted ahora está representando CWS, la mejor compañía de la disposición dondequiera!

## **OPERATING A COMPANY VEHICLE**



- You must have a current and valid driver's license for your classification (Class A or B)
- You must obey all of the laws as governed by the State of California.
- Your seat belt must be worn at all times.
- You are advertising the company every time you get behind the wheel. By following the laws of the road, other motorists will view you as being courteous and professional.
- If your license has been revoked or suspended, you must report violations immediately to your supervisor.
- All traffic citations are the responsibility of the driver. Including but not limited to: speeding, reckless driving, driving too fast for conditions, improper turns, running of red lights, etc.
- CWS reserves the right to suspend or terminate the employment of any employee cited for moving violations deemed reckless or negligent.
- Violations due to mechanical breakdowns, such as turn signals not working, worn tires, etc. are the responsibility of the company. You must report the problem immediately to the mechanic or note it on your driver inspection form.
- *When using the two-way radios, please be direct with your information. Allow the dispatcher to direct the flow of communication. If you have a problem in the field, to insure privacy, stop and call the office from a payphone. Profanity on the radio is strictly prohibited. It is a federal crime.*

- Unauthorized personnel are not permitted to ride in company vehicles. Since they are not covered by our insurance.
- Littering, including cigarette butts, is prohibited. Remember, you are representing the clean and courteous image. That CWS works so hard to project.
- If you leave your vehicle, please lock it up!



## MIENTRAS QUE FUNCIONA UN DEL VEHÍCULO DE LA COMPAÑÍA

usted debe tener una licencia del programa piloto actual y válido para su clasificación (clase A o B)

- usted debe obedecer todas las leyes como gobernado por el estado del de California siempre use su cinturón de seguridad.
- usted está anunciando a compañía cada vez que usted consigue detrás de la rueda. Siguiendo las leyes del camino, otros motoristas opinión le como siendo cortesanos y profesionales.
- si se ha revocado o se ha suspendido su licencia, usted debe señalar violaciones inmediatamente a su supervisor.

**Todas las citaciones del tráfico que incluyen pero no limitadas a: el apresurar, el conducir imprudente, conduciendo para ayunar para las condiciones, las vueltas incorrectas, el ejecutarse de luces rojas, los etc son la responsabilidad del programa piloto.**

CWS reserva la derecha de suspender o de terminar el empleo de cualquier empleado citado para las violaciones móviles juzgadas imprudentes o negligentes. Las violaciones debido a las rupturas mecánicas, tales como vuelta señalan el trabajo, los neumáticos desgastados, el etc. son la responsabilidad de la compañía. Usted

debe señalar el problema inmediatamente al mecánico o a la nota sobre su forma del examen del programa piloto.

- ◆ al usar las radios bidireccionales, sea por favor directo con su información. Permita que el repartidor dirija el flujo de la comunicación. Si usted tiene un problema en el campo, asegure aislamiento, la parada y llamar la oficina de un teléfono de paga. La blasfemia en la radio se prohíbe terminantemente. Es un crimen federal.
- ◆ no permiten al personal desautorizado del para montar en vehículos de la compañía. Nuestro seguro lo no cubre.
- ◆ el que deja en desorden, incluyendo cigarrillo empalme, se prohíbe. Recuerde, usted están representando la imagen limpia y cortés, trabajos de CWS tan difícilmente para proyectar.
- ◆ el si usted deja su vehículo, lo bloquea por favor para arriba!

**Mecanismo impulsor con seguridad!**

**Drive safely!**

## **DRUGS AND ALCOHOL ARE PROHIBITED.**

CWS will enforce a ZERO TOLERANCE policy in regard to alcohol and drug use while on company property, in a company vehicle, or while at work. Any employee found in possession or under the influence of alcohol or illegal drugs will be **immediately terminated.**

CWS reserves the right to drug test any employee at any time without notice. If you are required to take medication by your physician, you are required to promptly inform the Operations Manager.

## **ABSOLUTELY NO FIREARMS OR WEAPONS**

are allowed on company property or inside any company vehicle at any time. If you are found in possession of either you will be **immediately terminated.**

## **ACCIDENTS**

are to be reported immediately to your supervisor or to the office. Stop what you are doing and ask for help! Assist others if needed.

First-aid supplies are located in the employee workroom and inside every vehicle. The supplies are for company use only. Please do not take them home.

If you are involved in an accident with a company vehicle, you must pull to the side of the road and immediately contact the office. Assist the injured if required. We will contact the authorities if necessary.

## **DO NOT ADMIT GUILT OR WRONGDOING TO ANYONE, EVEN IF YOU ARE AT FAULT.**

If you damage a company vehicle, company equipment, or other property because of carelessness, the cost of the repair is your responsibility. This includes, but is not limited to, bent bumpers, dents, shredded tires, walls or utility poles.

**Do not leave the scene of the accident unless instructed by the authorities or the Operations Manager.**

You may exchange insurance and your driver's license information only.

## SE PROHÍBEN LAS DROGAS Y EL ALCOHOL

CWS hará cumplir una política CERO de la TOLERANCIA en vista de uso del alcohol y de la droga mientras que en característica de la compañía, en un vehículo de la compañía, o mientras que en el trabajo. Cualquier empleado encontrado en la posesión o bajo influencia del alcohol o de las drogas ilegales será terminada inmediatamente.

CWS reserva la derecha a la prueba de la droga cualquier empleado en cualquier momento sin el aviso Si a su médico le requiere tomar la medicación, le requieren informar puntualmente al jefe de explotación.

### ABSOLUTAMENTE NINGUNOS ARMAS DE FUEGO O ARMAS

se permiten en característica o interior de la compañía cualquier vehículo de la compañía en cualquier momento Si le encuentran en la posesión de cualquiera le terminarán inmediatamente.

### ACCIDENTES

es ser señalado inmediatamente a su supervisor o a la oficina Pare lo que usted está haciendo y pida ayuda! Asista a otros si está necesitado. Las fuentes de primeros auxilios están situadas en el taller y el interior del empleado cada vehículo. Las fuentes están para el uso de la compañía solamente. Por favor no se las lleve a su hogar.

Si usted está implicado en un accidente con un vehículo de la compañía, usted debe tirar a la cara del camino y entrar en contacto con inmediatamente la oficina. Asista a dañado si está requerido. Entraremos en contacto con las autoridades en caso de necesidad.

NO ADMITA LA CULPABILIDAD A CUALQUIER PERSONA,

UNIFORME

USTED ES CULPABLE.



Si usted daña el vehículo de la compañía, el equipo de la compañía, o la otra característica debido a descuido, el coste de la reparación es su responsabilidad. Esto incluye, pero no se limita a, los topes doblados, las abolladuras, los neumáticos destrozados, las paredes o los postes del utilitario.

**No deje la escena del accidente a menos que sea mandado por las autoridades o el jefe de explotación".**

intercambie el seguro y la información de la licencia de su programa piloto solamente.

## **SEXUAL HARRASSMENT AND RACIAL DICRIMINATION**

will not be tolerated at any time.

If it occurs will be suspended immediately and you may lose your job.

CWS will assist the authorities with prosecution if necessary.

## **STEALING**

from the company, our customers, or from your co-workers is grounds for immediate dismissal.

## **INSUBORDINATON**

of any kind, such as using threatening or abusive language, refusing to perform work assignments, or arguing with your supervisor or the customer is unacceptable.

Violence directed towards a co-worker or towards a customer will nõt be tolerated.

You will receive a written warning or you may lose your job.

## **DISHONESTY**

in any form, such as punching in early, punching a co-workers timecard before they arrive, or tampering with the timecards or the time clock is considered stealing and will be grounds for immediate dismissal.

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### **ACOSO SEXUAL Y DICRIMINACION RACIAL**

no serán tolerados en cualquier momento. Le suspenderán inmediatamente. Usted puede perder su trabajo.

CWS asistirá a las autoridades con el procesamiento en caso de ser necesario.

### **EL ROBAR**

de la compañía, sus clientes, o de sus compañeros de trabajo son argumentos para el despido inmediato.

### **INSUBORDINATON**

de clase, tal como usar amenazar o lenguaje abusivo, rechazando realizar asignaciones del trabajo, o discutiendo con su supervisor o el cliente es inaceptable. La violencia dirigida hacia un compañero de trabajo o hacia un cliente no será tolerada. Usted recibirá una alerta escrita o usted puede perder su trabajo.

### **FALTA DE HONRADEZ**

en cualquier forma, tal como perforación adentro temprano, perforando un timecard de los compañeros de trabajo antes de que lleguen, o tratando de forzar con los timecards o el reloj de tiempo se considera el robar y será argumentos para el despido inmediato.

## HOLIDAY AND VACATION POLICY

### DAYS OFF

are usually not a problem. Make your request well enough in advance (one week) and you will most likely be satisfied.

Paid holidays include:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Paid holidays are based on an eight-hour workday. After your first full year of employment, you are entitled to two weeks paid vacation per year. In your third year you will receive three weeks paid vacation per year. Each week is based on a 40-hour work week. Vacations greater than a day in length must be taken between the months of January 1st and April 1st You must notify your supervisor 14 days in advance of your request to use your vacation time. It is your option to skip all or a portion of your vacation and receive payment instead. You may take one day or several days at a time. Or you may save your vacation time and use it all at once. The choice is yours.

**You have earned it!**

### INSURANCE

is offered to all employees after three months of full-time employment (40 hours per week) .

CWS will pay 90% of the monthly premium and you will pay 10%. Your portion will automatically be deducted from your paycheck.

Your family is eligible for coverage under the same policy, although you are responsible for the additional cost. The amount will automatically be deducted from your paycheck. For details ask Administration

### GREIVENCES

must be reported to your supervisor immediately. If the problem exists with your supervisor, you may report directly to the Operations Manager. All grievances will be kept confidential unless you choose otherwise.



## DÍA DE FIESTA Y VACACIONES

### Los DÍAS APAGADO

no son generalmente un problema. Haga su receptor de papel de la petición bastantes por adelantado (una semana) y usted será satisfecho muy probablemente.

Los días de fiesta pagados incluyen:

- ◆ día conmemorativo de Navidad
- ◆ día de Gracias
- ◆ del día del trabajo del
- ◆ día de la independencia
- ◆ del día memorial
- ◆ del día del Año Nuevo

Los días de fiesta pagados se basan en un día laborable de ocho horas. Después de su primer año completo del empleo, le dan derecho a 2 semanas pagadas vacaciones por año. En su 3ro año usted recibirá 3 semanas pagadas vacaciones por año. Cada semana se basa en un semana del trabajo 40-hour. Las vacaciones mayores que un día en longitud se deben tomar entre los meses del de enero 1 y de abril el 1. Usted debe notificar a su supervisor 14 días por adelantado de su petición de utilizar su tiempo de las vacaciones. Es su opción para saltar todas o una porción sus vacaciones y para recibir el pago en lugar de otro. Usted puede tomar un día o varios días al mismo tiempo. O usted puede salvar su tiempo de las vacaciones y utilizarlo de una vez. La opción es la tuya.

### Usted lo ha ganado!

### SEGURO

se ofrece a todos los empleados después de 3 meses del empleo a tiempo completo (40 horas por semana). CWS pagará el 90% del superior mensual y usted pagará el 10%. Su porción será deducida automáticamente de su cheque.

### Problema

debe ser señalado a su supervisor inmediatamente. Si el problema existe con su supervisor, usted puede señalar directamente al jefe de operaciones. Todos los agravios serán mantenidos confidenciales a menos que usted elija de otra manera.ise.

### PAYDAY

will be every other Friday after your shift.

If you are scheduled to have that day off, then you will receive your paycheck at the end of your previous shift. There will be no payroll advances. The operations manager may authorize exceptions for emergencies.

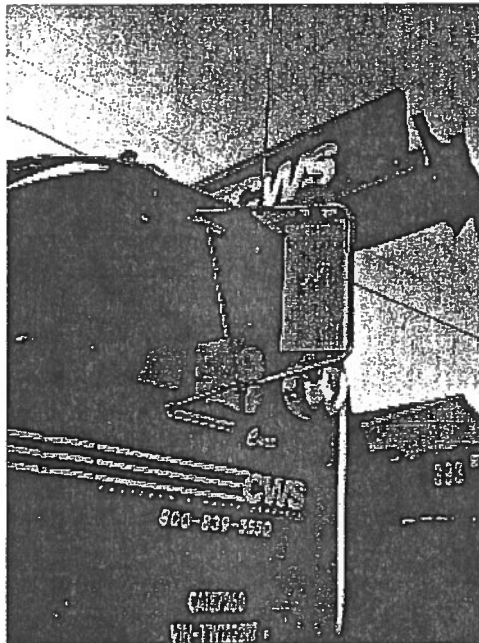
### WRITTEN WARNINGS

will result for failure to follow the guidelines described in this manual. The warnings will be entered into your employee file and may be used to determine pay raises or your employment status.

### SUGGESTIONS

are always welcome and encouraged. Feel free to offer better solutions to any problem you encounter. We need your help and your total effort to make CWS a success.

Thank-you and welcome to our team!



## DÍA DE PAGA

sea cada 2 semanas el viernes después de su rotación. Si usted programar apagado de trabajo ese día, entonces usted recibirá su cheque en el extremo de su rotación anterior. No habrá avances de la nómina de pago. El jefe de explotación puede autorizar las anomalías para las emergencias.

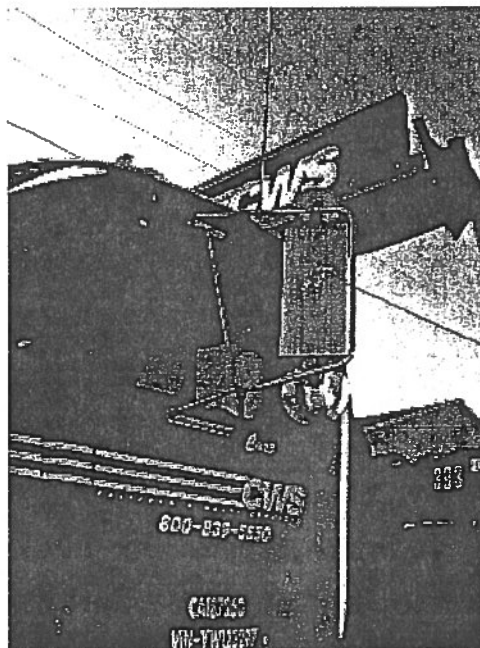
## Las ALERTAS ESCRITAS

resultarán para que el incidente siga las guías de consulta descritas en este manual. Las alertas serán incorporadas en su fichero del empleado y se pueden utilizar determinar aumentos de paga o su estatus de empleo.

## SUGERENCIAS

sea siempre agradable y animado. Siéntase libre ofrecer soluciones mejores a cualquier problema que usted encuentre. Necesitamos su ayuda y su esfuerzo total de hacer CWS un éxito.

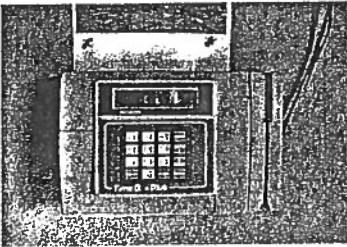
De agradecimiento y agradable a nuestro equipo!



# DRIVERS MANUAL

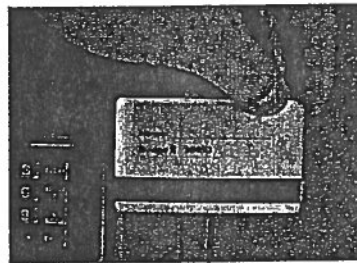
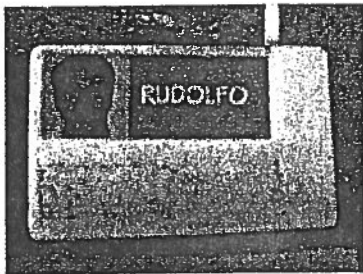
## BEGINNING THE DAY

The starting time is 5:45 a.m. sharp, unless otherwise noted on the schedule. The dispatcher or operations manager may also make schedule changes.



Clock in.

Do not punch in early. Please print your full name and the week ending date on the top of your timecard.

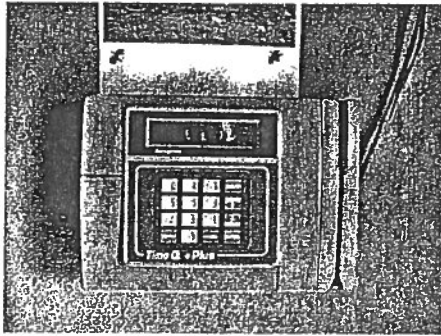


- Be ready to work physically and mentally. You may be required to work up to 12 hours or more. You may not get off of work until 6:00 p.m. or later.
  - Lunch breaks must be planned with the dispatcher. Radio ahead to choose the time that works with the schedule and the service commitments already promised.
  - Radio the dispatcher when your break begins and ends.
  - Be dressed in the approved uniform before you clock in. This includes jackets and vests. Rainwear will be supplied in season.
-



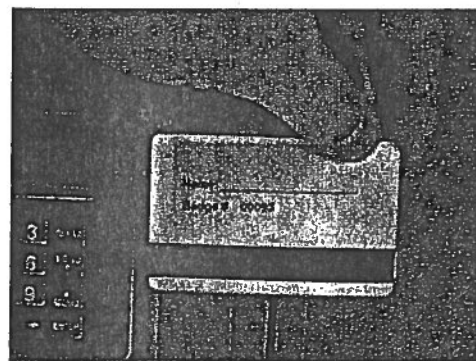
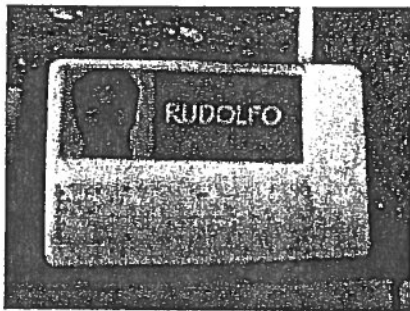
## INSTRUCCIONES DEL PROGRAMA PILOTO

El trabajo comienza 5:45 mañana a menos que se indicare en forma diferente en el horario. El repartidor o el jefe de operaciones



utilice el reloj de tiempo

Por favor no empiese antes de tiempo Imprima su nombre completo la Fecha en que termina la semana. En su carta de tiempo.



este listo para trabajar físicamente y mentalmente Usted puede ser requerido trabajar hasta 12 horas o más. Usted no puede bajar de trabajo hasta 6:00 P.m. o más adelante.

las horas de la almuerzo del se deben planear con el repartidor.  
Radic a continuación para elegir el tiempo que los trabajos con el  
horario y las consolidaciones del servicio prometieron ya.

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Radic a continuación para elegir el tiempo que los trabajos con el  
horario y las consolidaciones del servicio prometieron ya.

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## PRE-TRIP PROCEDURE

The pre-trip inspection is the most important procedure and must be made everyday  
before leaving the yard.

Safety is the first priority!

Collect your schedule from the dispatcher's desk. Included will be your beginning work  
order slip(s) with a matching map(s)

Pick-up a Driver's Inspection Form worksheet and punch-in with the time clock on the  
upper right-hand corner. Fill out the top information  
completely and accurately.( see Appendix for Pre Trip form)

### DRIVER'S VEHICLE CONDITION REPORT

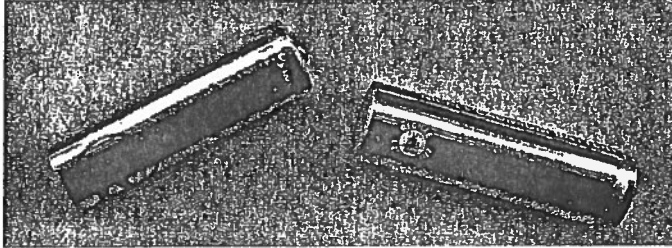
E 1 24

Unit: \_\_\_\_\_ Driver: \_\_\_\_\_  
Mileage: \_\_\_\_\_  
Finish Time \_\_\_\_\_

PRE	POST	<input checked="" type="checkbox"/>	Amount Added
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	Air	
<input type="checkbox"/>	<input type="checkbox"/>	Water	Qt. _____

Remove your work crate from your personnel locker and begin checking off the items listed on the Driver's Inspection Form.  
(see appendix for D I F)

Check your supplies including pens, work orders, paperclips, business cards etc. Make sure you have properly charged batteries for your digital camera.



You are ready to start the truck.

While the truck is warming-up, finish inspecting the rest of the items on your Driver's Inspection Form.

Walk around the truck. Look closely at all the items on the inspection form. The items include:

- tire inflation and wear
- leaks of any kind
- lights and directional signals
- body damage or scratches
- your tarp, straps, wheel locks, gloves
- fire extinguisher etc

Check the inside of the cab and dashboard. Look at the fuel level, the air pressure, and the voltage gauge along with the rest of the checklist.

Always make sure the container on your truck is completely empty before you leave the yard. If it is full, make sure you have the paperwork that matches the container number. Also, if you pick-up an empty container from one of the yard locations be sure it is empty. It is your job to check every item on the list everyday.

Failure to do so will cause delays in the field and disruption in the schedule.

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## PRE-TRIP PROCEDURE

El examen del pre-viaje es el procedimiento más importante y debe ser hecho diario antes de salir de la yarda.

La seguridad es la primeraprioridad!

Recoja su horario del escritorio del repartidor. Incluido sea su hoja de la orden de trabajo que comienza con un mapa.

Tome la hoja de trabajo de la forma del examen de un programa piloto y sacador-en con el reloj de tiempo en la esquina derecha superior Complete la información superior totalmente y accurately.

E 1 24

**DRIVER'S VEHICLE CONDITION REPORT**

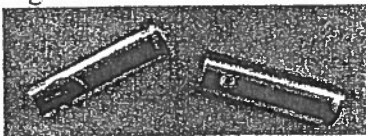
Unit: \_\_\_\_\_ Driver: \_\_\_\_\_  
Mileage: \_\_\_\_\_  
Finish Time \_\_\_\_\_

**FLUID LEVELS**

	PRE	POST	<input checked="" type="checkbox"/>	Amount Added
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Air	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Water	Qt. _____

Quite su cajón del trabajo de su armario del personal y comience a controlar de los items enumerados en la forma del examen del programa piloto.

Controle sus fuentes incluyendo plumas, órdenes de trabajo, paperclips, las tarjetas de visita etc. Se cerciora de usted haber cargado correctamente las baterías para su cámara fotográfica digital.



### *Usted es listo encender el carro.*

Mientras que el carro se está calentando -para arriba, acabe el examen del resto de los items en la forma del examen de su programa piloto Caminata alrededor del carro. Mire de cerca todos los items en la forma del examen. Los items incluyen;

- ◆ inflación y desgaste del neumático del
- ◆ escapes de la clase, todo el
- ◆ luces y señales direccionales
- ◆ daños o rasguños
- ◆ tarps, correas,
- ◆ bloqueos de la rueda, guantes
- ◆ extintor

Controle el interior del carro y del tablero de instrumentos. Mire el nivel del combustible, la presión de aire, y la galga del voltaje junto con el resto de la lista de comprobación.

Cerciórese de siempre que el envase en su carro sea totalmente vacío antes de que usted salga de la yarda. Si es llena, se cerciora de usted tener el papeleo que corresponde con el número del envase. También, si usted toma un envase vacío a partir de la una de las localizaciones de la yarda sea seguro que es vacío. Es su trabajo controlar cada item en la lista diaria.

El incidente de hacer tan causará retrasa en el campo y la interrupción en el horario.

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## SAFETY IS PRIORITY ONE.

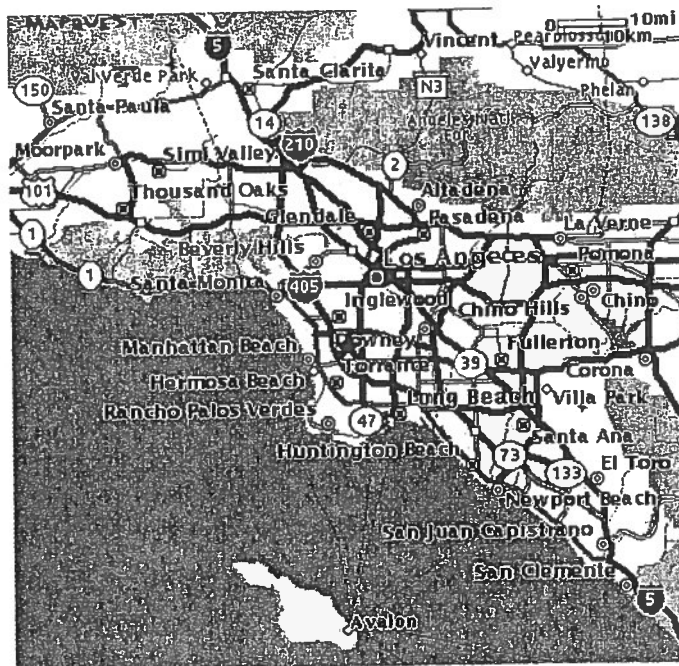
If you believe the truck is unsafe to operate, you must notify the Dispatcher or the Operations Manager immediately. Complete the Driver's Inspection Form for the broken truck. The Dispatcher will assign you a different truck. Then, start the Pre-trip process over again.

A written warning will occur if you forget pre-trip items.

## LA SEGURIDAD ES LA PRIORIDAD UNA.

Si usted cree el carro es inseguro de funcionar, usted debe notificar al repartidor o al jefe de operaciones inmediatamente. Llene el formulario el examen del programa piloto para el carro quebrado. El repartidor le asignará un diverso carro. Entonces, comience el proceso del Pre-viaje encima otra vez. Una alerta escrita ocurrirá si usted se olvida de items del pre-viaje.

## KNOWING YOUR WAY AROUND



CWS services the entire Los Angeles and Orange Counties. That is over 2400 SQUARE MILES of streets and addresses.

Understanding the Thomas Bros. Map is essential to your job.

**NEVER LEAVE THE YARD WITHOUT IT.**

Become knowledgeable with the freeway layout and the cities where CWS operates. Before leaving the yard or your existing location, become familiar with the directions to your next stop. Plan ahead. Know your freeway exit. Know the cross streets.

All dispatching is based on the Thomas Bros. Grid system. The Dispatcher will send, via the **Teletrac** system mounted in the cab of your truck, the customer information (name, address, contact), the size container (40 or 10), the type of service (GO = change out, nd = new-drop, po = pull-off) and the Thomas Bros. page and grid number.

**Example:**

Whiting Turner 23003 South St. Cerritos 40  
nd 797 B3

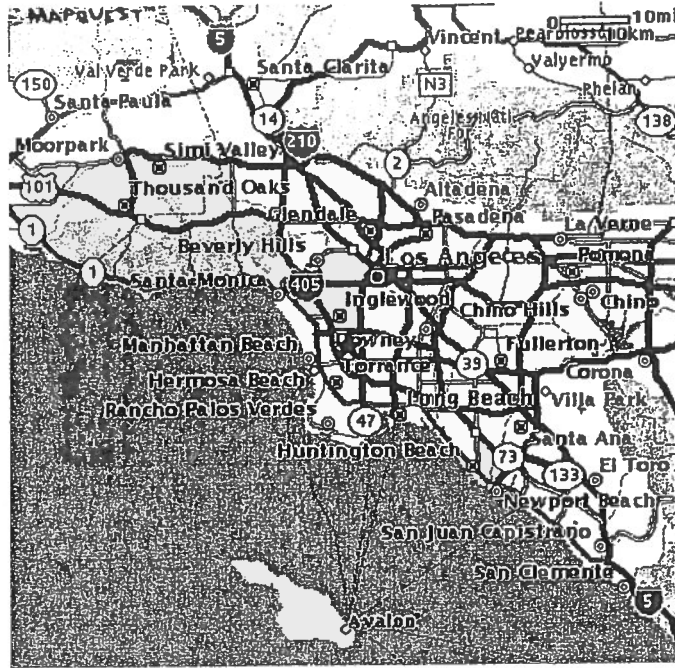
Use this information to complete the customer work ticket. Fill out the form completely.

It is the driver's responsibility to watch for posted roadways (No trucks allowed over 6000lbs.etc.) .The law allows you to travel on restricted roads only if your route is the shortest distance from a non-posted road. If you are unsure of the best route to your next location, ask the dispatcher or the other drivers to help you. Most likely someone is familiar with the area and the road restrictions.

**Getting lost is unacceptable.** Plan your route and fill out your customer ticket before you start moving.

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## SABER SU MANERA



CWS mantiene el Los Ángeles entero y los condados anaranjados. Eso está sobre 2400 MILLAS CUADRADAS de calles y de direccionamientos.

Entender al Thomas Bros. La correspondencia es esencial para su trabajo.

### NUNCA SALGA DE LA YARDA SIN ÉL

llegan a estar bien informado con la disposición de la autopista sin peaje y las ciudades en donde CWS funciona. Antes de salir de la yarda o de su localización existente, haga familiar con las direcciones a su parada siguiente. Plan a continuación. Sepa su salida de la autopista sin peaje. Sepa las calles cruzadas.

Todo el enviar se basa en el Thomas Bros. Sistema de la rejilla. El repartidor enviará, vía el sistema de Teletrack montado en el taxi de su carro, de la información del cliente (nombre, direccionamiento, contacto), del envase de la talla (40 o 10), del tipo de servicio (VA = el cambio hacia fuera, nd = nuevo-gota, el po = tira -apagado), y del número de la paginación y de la rejilla de Thomas Bros..



**Ejemplo:**

Whiting Turner 23003 South St. Cerritos 40nd 797 B3

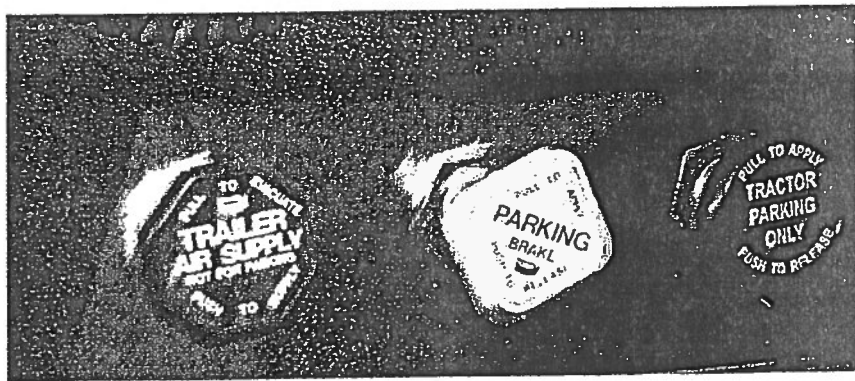
Use this information to complete the customer work ticket. Fill out the form completely.

Es la responsabilidad del programa piloto mirar para los caminos fijados (ningunos carros no prohibidos 6000lbs.etc excesivo.) La ley del The permite que usted viaje en los caminos restrictos solamente si su ruta es la distancia más corta de un camino no-fijado. Si usted es inseguro de la mejor ruta a su localización siguiente, pida que el repartidor o los otros programas pilotos le ayude. Alguien es muy probablemente familiar con el área y las restricciones del camino. El conseguir perdido es inaceptable. Planee su ruta y complete su boleto del cliente antes de que usted comience a moverse.

## THE NEW DROP

When you have arrived at the customer's site, engage your emergency flashers and safely pull to the side of the road. Apply the service brake.

Cuando usted ha llegado el sitio de cliente, contrate sus interruptores intermitentes de la emergencia y tire con seguridad a la cara del camino. Aplique el freno del servicio.



Certain larger construction sites require hardhats before entering. Be aware of this requirement and put it on!

Ciertos emplazamientos de la obra más grandes requieren hardhats antes de entrar. Esté enterado de este requisito y se pone le encendido!

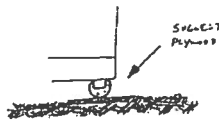
When going to the customer for the first time for a NEW DROP (ND) it is important to put the container in the right place the first time. If the contact person is not available, refer to the dispatcher for directions or he will call the customer for the placement information. If the contact person is there, please introduce yourself; this is your opportunity to introduce CWS and to demonstrate our customer service. Before leaving the truck, get organized, complete the work ticket as much as possible and prepare to act professionally. This is the customer's first impression. Ask if there are special instructions for container placement or any hazards to avoid when performing the service. It is very important to ask the customer to read the "terms and conditions" information on the work ticket before you drop the container.

Al ir al cliente para la primera vez para una NEW DROP(ND) es importante poner el envase en el derecho coloque la primera vez. Si la persona del contacto no está disponible, refiera al repartidor para las direcciones o él llamará a cliente para.

información de la colocación. Si la persona del contacto está allí, introdúzcase por favor; ésta es su oportunidad de introducir **CWS** y de demostrar nuestro servicio de cliente. Antes de dejar el carro, consiga ordenado, termine el reporte trabajo tanto como sea posible y prepárese para actuar profesionalmente. Ésta es la primera impresión del cliente. Pregunte si hay instrucciones especiales para que la colocación del envase o algunos peligros evite al realizar el servicio. Es muy importante pedir que el cliente lea la información de los " términos y de las condiciones " en el reporte trabajo antes de usted gota el envase.

If the customer requests a **new drop (ND)** on private property, show them the damage waiver on the work ticket. Any damage to private property. Resulting from directions by the customer, is the responsibility of the customer. Suggest they put plywood under the wheels to protect the grass, concrete, brick, or asphalt.

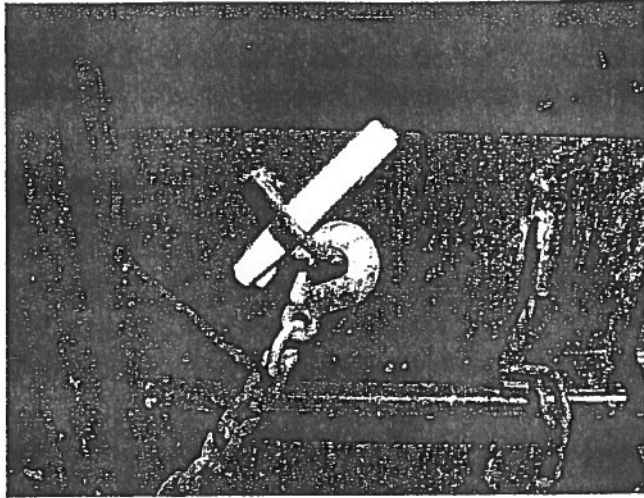
Si el cliente solicita una **NEW DROP (ND)** en característica privada, muéstrelas de la renuncia del daños en el boleto del trabajo. Cualquier daños a la característica privada de ser dirigido por el cliente es la responsabilidad del cliente. Sugiera que pusieran chapeado bajo las ruedas para proteger la hierba, el concreto, el ladrillo, o el asfalto.



The customer may be a cash account. The dispatcher will let you know by the radio or by the Teletrack the amount to be picked up. Write the amount and whether the payment was cash or check on the work ticket. This is the customer's receipt.

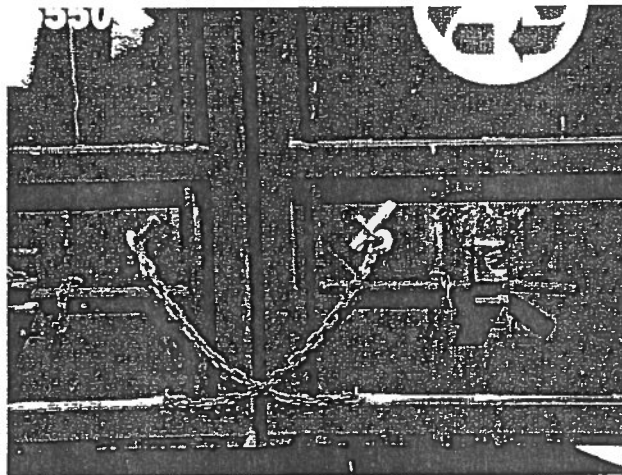
El cliente puede ser una cuenta de efectivo. El repartidor le dejará saber por la radio o por el Teletrack la cantidad que se tomará. Escriba la cantidad y si el pago era efectivo o controle en el boleto del trabajo. Éste es el recibo del cliente.

Ask the customer to sign and print their name on the work ticket and hand them the pink copy. If the customer is not there to receive the pink copy, write on the ticket : " no one to sign" and leave it in the mailbox or rolled up in the chains at the back of the container. It is very important to get the customer print their name after every service.



**Make the effort!**

Pida que el cliente firme e imprima su nombre en el boleto del trabajo y les dé la copia rosada. Si el cliente no está allí recibir la copia rosada, escribir en el boleto " nadie a la muestra " y dejarlos en la caja o rodada para arriba en los encadenamientos en la parte posterior del envase. Es muy importante conseguir a la impresion del cliente su nombre después de cada servicio.



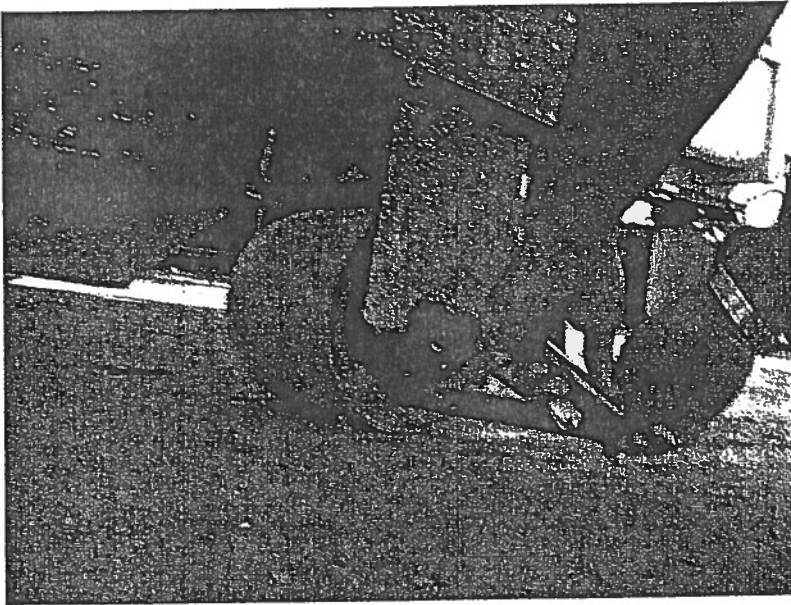
**Haga el esfuerzo!**

- Attach the cash or the check to the work ticket with a paper clip.
- Follow this procedure for all three types of service.
- Never place a container in a "red zone".
- Never place a container in a blind spot on a corner or around a curve.
- Never place a container where it will block emergency traffic or access.

If the location is a hilly area, you must put a locking pin, found in your toolbox, through the rear wheels.

- ◆ fijación del efectivo o el cheque al boleto del trabajo con un clip de papel.
- ◆ Siga este procedimiento para los tres tipos de servicio.
- ◆ Nunca coloque un envase en una "zona roja".
- ◆ Nunca coloque un envase en un punto oculto en una esquina o alrededor de una curva.
  
- ◆ Nunca coloque un envase donde bloqueará tráfico o el acceso de la emergencia

Si la localización es un área montañosa, usted debe poner un contacto que bloquea, encontró en su caja de herramientas, a través de las ruedas posteriores.

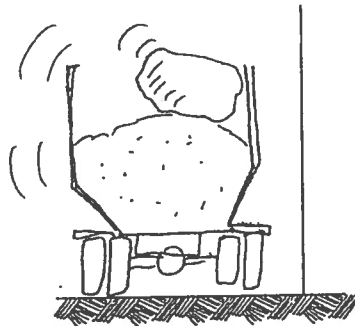


Always place the container where the next driver can make the exchange or the pull-off easily and safely.

Coloque siempre el envase donde el proximo chofer puede hacer el intercambio o tire - apagado fácilmente y con seguridad.

Understand how the container fully loaded will change when it is being removed. It may be top heavy and move to one side during the pull-off and hit a wall or a pole. Allow enough clearance just in case.

Entienda cómo el envase cargado completamente cambiará cuando se está quitando. Puede ser pesado superior y se mueve a una cara durante tira -apagado y golpeó de una pared o de un poste. Permita bastante separación apenas en caso de que.



When the new-drop (ND) is completed, radio the dispatcher that you have finished and are available to receive your next assignment.

Cuando se termina la nuevo-gota (ND), radie a repartidor que usted ha acabado y está disponible para recibir su asignación siguiente.

## THE CHANGE-OUT ,

Follow the same procedure as with the new-drop. Locate the full container on the job site. Note the full container number and the time you arrived at the jobsite on the customer work ticket. Visually inspect the outside of the container to make sure the doors are closed properly, there is no damage caused by the customer, and to become familiar with any surrounding obstructions. If the container has been vandalized with graffiti, sprayed with stucco, or shot with concrete, take a picture with the jobsite in the background. Then radio the office.

Siga el mismo procedimiento que con la nuevo-gota. Localice el envase lleno en el sitio del trabajo. Observe el número completo del envase y el tiempo que usted llegó el jobsite en el boleto del trabajo del cliente. Examine visualmente el exterior del envase para cerciorarse de que las puertas están cerradas correctamente, no hay daños causada por el cliente, y llegar a ser familiar con ningunas obstrucciones circundantes. Si ha sido el envase vandalized con la pintada, rociado con el estuco, o tirado con concreto, tome un cuadro con el jobsite en la parte posteriora redonda. Entonces radie la oficina.



CWS will never drop a dirtied or graffitied container. The container will be cleaned at the yard before it is returned to service.

If the load is above the sides, it is overloaded and not safe for transport. It could also tear the tarp. Take pictures of the container with the job site in the background. Ask the contact person to have the load adjusted or packed down to make it roadworthy, safe, and ready to cover. If the contact person is not available, you may be required to climb on top of the container and adjust the load. Wear your gloves and be careful to watch for nails and sharp objects.

**CWS nunca deje** un envase sucio o manchado

El envase sera limpiado en la yarda antes de que se vuelva al servicio.

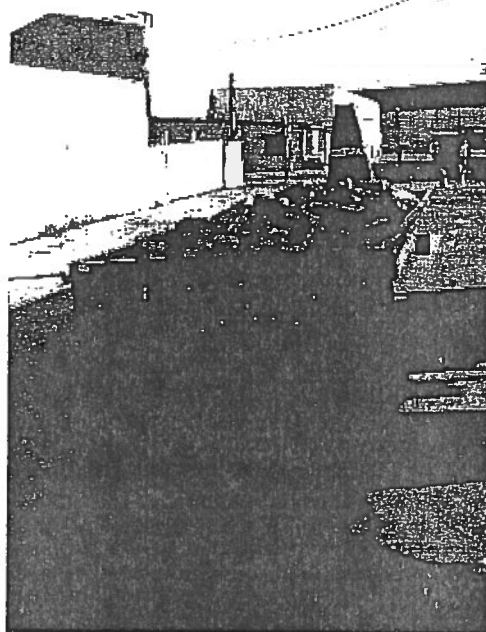
Si la carga está sobre las caras, se sobrecarga y no seguro para el transporte. Podría también rasgar el tarp. Tome los retratos del envase con el sitio del trabajo en la parte posteriora redonda. Pida que la persona del contacto haga la carga ajustar o pila de discos abajo para hacer el viaje, segura, y para alistarla para cubrir. Si la persona del contacto no está disponible, usted puede ser requerido subir encima del envase y ajustar la carga. Use sus guantes y tenga cuidado de mirar para los clavos y los objetos filosos.

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### “LOW BOY” (10- YARDER)

If the container is a lowboy (10- yarder) , first inspect the load to confirm there is no contamination and that the container is not overloaded.

Si el envase es un lowboy (el yarder 10), primero examine la carga para confirmar allí no es ninguna contaminación y que el envase no está sobrecargado.



Contamination is garbage, roots, grass, sod, leaves, wood etc. If so, note what the contamination is on the work ticket and ask the customer to sign and print their name if possible.

La contaminación es basura, raíces, hierba o el césped, se va, o la madera etc. Si es así observe cuál es la contaminación en el reporte del trabajo y pida que el cliente firme e imprima su nombre si es posible.



An overloaded container means the material is above the sides of the container. Depending on how badly the overload is, the dispatcher will determine whether to perform the service. If we choose not to, you must write on the work ticket "overloaded-unable to perform service" and get the customer to sign and print their name if possible.

Un envase sobrecargado significa que el material está sobre las caras del envase. Dependiendo de cómo la sobrecarga está gravemente, el repartidor se determinará si realizar el servicio. Si elegimos no a, usted debe escribir en el reporte del trabajo "sobrecargar-incapaz realizar servicio " y pedirle al cliente que firme y imprima su nombre.

**Take 2 or more pictures.** Try to get the container number in the picture with the job site in the back round. Manually cover the load using the tarp from the toolbox. Use plenty of bungee cords. An uncovered load can be an expensive ticket. It is your responsibility.

If the load is dumped at the CWS-Los Angeles facility and there is contamination hidden underneath, you must write the description on the work ticket and take pictures. After you are finished dumping the load in the LA facility, take the camera to the dispatcher to print the pictures and clear the film disk.

**Toma 2 o más cuadros.** Intente conseguir el número del envase en el cuadro con el sitio del trabajo en la parte posterior redondo. Cubra manualmente la carga usando el tarp de la caja de herramientas. Utilice un montón de cuerdas del amortiguador auxiliar. Una carga destapada puede ser un boleto costoso. Es su responsabilidad. Si la carga se vacía en el recurso de Los Angeles y hay contaminación oculta debajo, usted debe escribir la descripción en el boleto del trabajo y tomar cuadros. Después de que le acaben de vaciar la carga en el recurso de Los Angeles, lleve la cámara fotográfica al repartidor para imprimir los retratos y el claro el disco de la película.  
Reporte de trabajo y tomar unos retratos

### **WORK SAFELY!**

Locate a safe place to lower the empty container. Whether in the street or a parking lot, make sure not to obstruct traffic or block views for oncoming motorists. If needed, use the safety cones stored in your toolbox to mark the corners of the container.

**TRABAJO CON SEGURIDAD!** Localice un lugar seguro para bajar el envase vacío. Si en la calle o una porción del estacionamiento, cerciórese de no obstruir tráfico o no bloquear las visiones para los motoristas próximos. Si está necesitado, utilice los conos de seguridad salvados en su caja de herramientas para marcar las esquinas del envase.

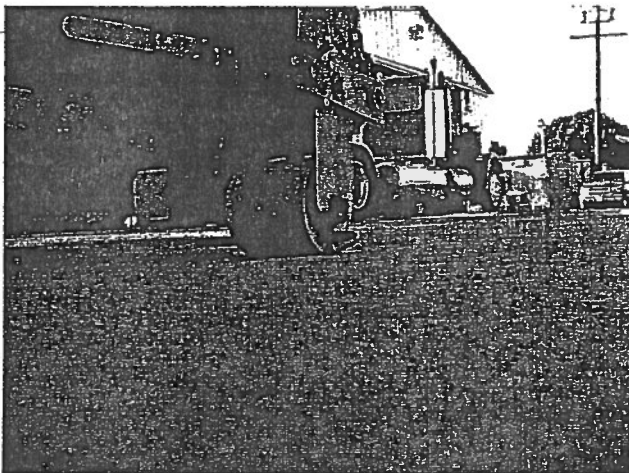
## WATCH FOR PEDESTRIANS AT ALL TIMES



## TENGA CUIDADO CON PEATONES SIEMPRE

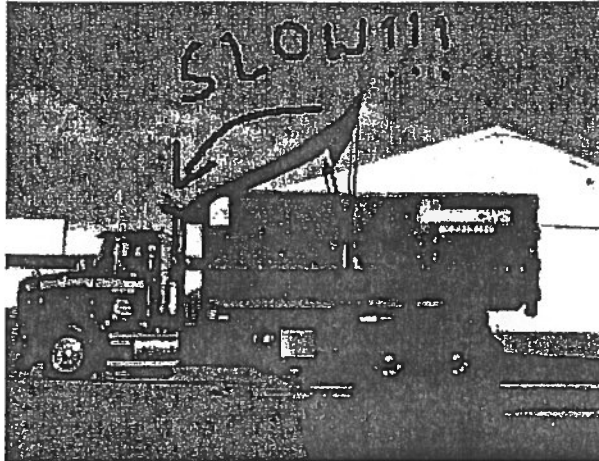
If the area is hilly, you will need to remove the wheel-locking pin before you move the container. Replace the wheel-locking pin after doing the change-out where it is visible to the next driver.

Si el área es escarpada, usted necesitará quitar el contacto rueda-que bloquea antes de que usted mueva el envase. Substituya el contacto rueda-que bloquea después de hacer cambian -hacia fuera donde está visible al programa dei Nuevo chofer.



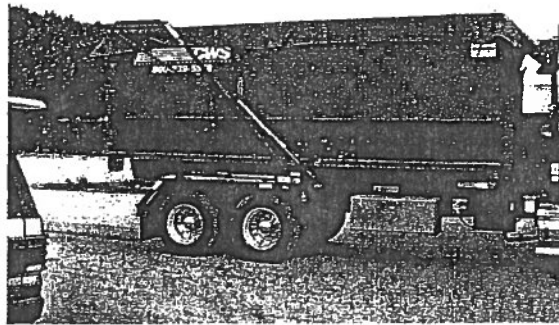
You are now ready to lift the full container onto your truck. Safely lift the container onto your truck and choose a location to drop the full container while you make the change-out (co) with the empty container. Pick up the empty container and place it as instructed by the job site contact or if no one is there to instruct you, place the container in the exact same spot as before. Pick-up the full container. Cover the load with the automatic tarp. Move the arms back slowly.

Usted es listo ahora levantar el envase lleno sobre su carro. Levante con seguridad el envase sobre su carro y elija una localización para caer el envase lleno mientras que usted hace cambia -hacia fuera (co) con el envase vacío. Tome el envase vacío y colóquelo como mandado por el contacto del sitio del trabajo o si nadie está allí mandarle, coloque el envase en el exacto el mismo punto que antes. Tome el envase lleno. Cubra la carga con el tarp automático. Mueva hacia atrás los brazos lentamente.



Do not slam the tarp arms and roller on the top of the container. They will bend. If during your visual inspection of the contents of the container you discover Styrofoam or extremely light materials that may blow out during transport, you must double tarp the load using the tarp in the toolbox.

No cierre de golpe los brazos y el rodillo del tarp en la tapa del envase. Se doblarán. Si durante su examen visual del contenido del envase usted descubre el styrofoam o los materiales realmente ligeros que pueden soplar hacia fuera durante transporte, usted debe doblar el tarp la carga usando el tarp en la caja de herramientas.



With the full container loaded on the truck, check the underside of the container and the truck frame for any dirt or rocks that could fall off while transporting the load to the disposal site. Tickets for material falling off the truck and the container are the responsibility of the driver. After the truck is loaded, tarped and inspected, radio the office that you are finished with the change-out (co). The dispatcher will then instruct you to your disposal site.

If you are directed to a landfill, always be aware of the ground where you are driving and dumping. Landfills are full of nails, pipes sticking out of the ground, rebar, etc. all waiting to puncture or shred a tire. A new tire costs over \$300 plus the cost of downtime. A patch costs a minimum of \$40 plus the cost of downtime.

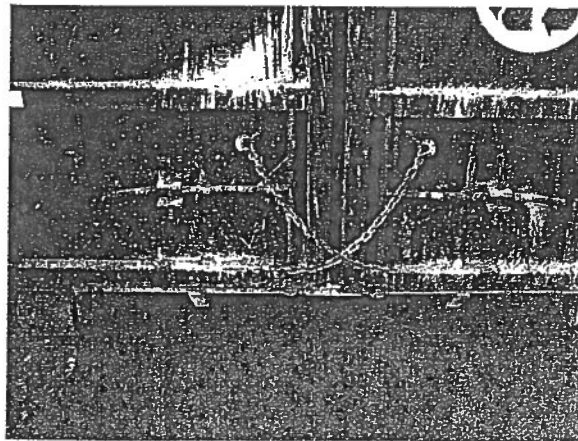
Con el envase lleno cargó en el carro, controlan el superficie inferior del envase y del bastidor del carro para saber si hay cualquier suciedad o roca que podría falloff mientras que transportaba la carga al vertedero. Los boletos para el material que se cae del carro y del envase son la responsabilidad del programa piloto. Después de que el carro se cargue, tarped y examinara, radie la oficina que le acaban con cambia -hacia fuera a repartidor del The (co) entonces le mandará a su vertedero. Si le dirigen a un terraplén, esté siempre enterado de la tierra adonde usted está conduciendo y el vaciar. Los terraplenes son llenos de clavos, de tubos pegándose fuera de la tierra, rebar, del etc. que espera todo a la puntura o destrozan un neumático. Un neumático nuevo cuesta sobre \$300 más el coste del tiempo muerto. Una corrección cuesta un mínimo de \$40 más el coste del tiempo muerto.

If the dispatcher directs you to put the full container in the Valley lot, the Orange lot, or in the Los Angeles lot, you must write the location on the work ticket. Some loads may be imbalanced or loaded unevenly. Use caution when transporting. If the load is top-heavy, cornering will be difficult. Reduce your speed to the appropriately safe level.

Si el repartidor le ordena poner el envase lleno en el lote del valle, el lote de Orange, o en en lote de Los Angeles, usted debe escribir la localización en el reporte de trabajo. Algunas cargas pueden ser imbalance adas o cargadas irregularmente. Tenga cuidado al transportar. Si la carga es pesada superior, el arrinconar será difícil. Reduzca su velocidad al nivel apropiadamente seguro.

### **THE PULL-OFF**

The **pull-off (PO)** procedure is the same as a change-out (CO) . Don't forget to visually inspect the container before you load it on the truck. If the rear doors are not closed properly and you pick-up the container; the material will fall out and you will have a big mess to clean up.



(Properly locked container doors)

Tire -apagado del procedimiento (PO) es iguales que cambie -hacia fuera (CO). No se olvide de examinar visualmente el envase antes de usted carga él en el carro. Si las puertas posteriores no están cerradas correctamente y usted toma el envase; el polvillo radiactivo y usted de la voluntad del material tendrán un lío grande a la limpieza general.

### **THE RE-SPOT**

The re-spot is when a customer needs their container moved to another location on the jobsite. Follow the same guidelines as above, depending on what is on your truck. A work ticket must be filled out "re-spot". Ask the customer sign and print their name.

El re-punto es cuando las necesidades de un cliente su envase se movieron a otra localización en el jobsite. Siga las mismas guías de consulta que arriba, dependiendo de cuál está en su carro. "re-punto" llene un reporte de Trabajo, pídale al cliente que firme y imprinte su nombre.

### **HEAD BACK TO THE YARD YOU ARE FINISHED DRIVING FOR THE DAY.**

At the yard please park your truck in a place that does not block others. Apply the service brake. Do not turn off the truck until it has idled for at least 5 minutes. The turbo needs to cool down. While the truck is cooling, perform the post-trip inspection. Check the tires, look for leaks, inspect the body for damage, and most of all report any mechanical problems. Not only write the problem on your report, but tell the mechanic as well. Clear your truck cab of all your items of value. Neatly place your trash on the driver's side floor. Turn off the truck, leaving the keys in the ignition.

En la yarda parquee por favor su carro en un lugar que no bloquee otros. Aplique el freno del servicio. No dé vuelta apagado al carro hasta que ha holgado por lo menos 5 minutos. El turbo necesita refrescarse abajo. Mientras que el carro se está refrescando, realice el examen del poste-viaje. Controle los neumáticos, busque los escapes, examine el cuerpo para saber si hay daño, y sobretodo señale cualquier problema mecánico. No sólo escribir el problema en su informe, sino también digaseio al mecánico también. Rejoca de su carro todas sus cosas del valor. Coloque cuidadosamente su basura en el suelo lateral del programa piloto. Dé vuelta apagado al carro, dejando las llaves en la ignición.

Pick-up you work order tickets and any pictures you have taken from the dispatcher and head to the driver's room to match up your paperwork. It is very important that you are correct with the paperwork. We do not want to charge the wrong amount to the wrong customer.

Punch out on your Driver's Inspection Form. Now complete your paperwork.

Lock your valuables in your storage locker. Make sure the camera and the tool kit are included. Clock out on your timecard.

Tómele los boletos de la orden de trabajo y cualquier cuadro que usted haya tomado del repartidor y de la pista al emparejamiento-para arriba del sitio del programa piloto su papeleo. Es muy importante que usted está correcto con el papeleo. No deseamos cargar la cantidad incorrecta al cliente incorrecto. Sacador hacia fuera en la forma del examen de su programa piloto. Ahora termine su papeleo. Bloquee sus objetos de valor en su armario del almacenaje. Cerciórese de que la cámara fotográfica y el kit de herramienta sean incluidos. Registre hacia fuera en su timecard.

On your way out, hand your paper work to the dispatcher. If you left a full container in the Valley lot, the Orange lot, or in the Los Angeles yard place the matched paperwork in the proper file on the side of the dispatcher's desk. Also, ask if there are any special instructions for your first stop the following morning.

En su salida, dé su trabajo de papel al repartidor. Si usted dejó un envase lleno en la porción del valle, la porción anaranjada, o en el lugar de la yarda de Gardena el papeleo correspondido con en el fichero apropiado en la cara del escritorio del repartidor.

También, pregunte si hay algunas instrucciones especiales para su primera parada la mañana siguiente.

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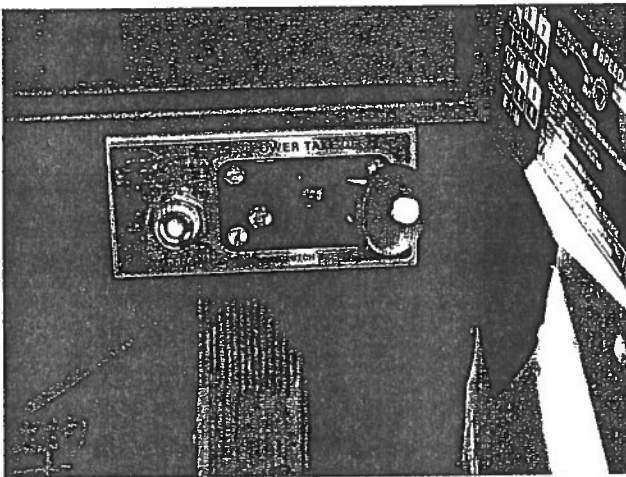
## OTHER MATTERS OF DISCUSSION

### OTRAS MATERIAS DE LA DISCUSIÓN

#### THE POWER TAKE-OFF (PTO)

The switch for the Power Take-Off (PTO) is located to the right under the steering column.

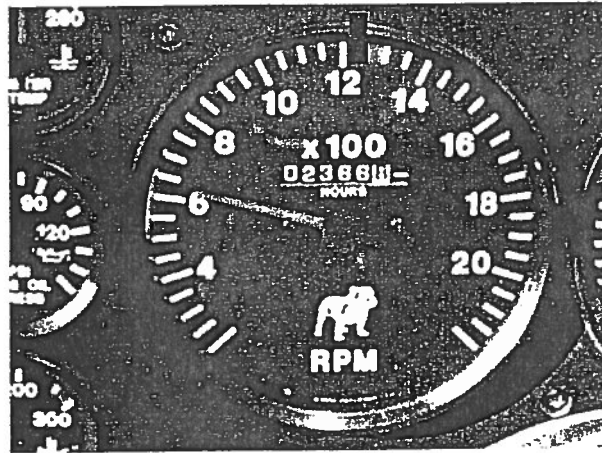
El interruptor para el despegue de la potencia (PTO) está situado a la derecha bajo la columna del manejo.



Put the transmission in neutral. To engage the PTO depress the clutch and move the lever to the right. The red light will come on once the PTO is activated. If you hear a grinding noise or the lever will not move over, release the clutch and try moving the lever once again. If this doesn't work, write the problem up on your Driver's Inspection Form and the Operations Manager will assign you another truck. Do not drive with the PTO engaged for distances greater than 100 feet. It is acceptable to leave the PTO engaged during a change-out (CO) only if you do not travel long distances. The PTO and the tachometer (RPM's) should never exceed 12,000. Only if the hoist cannot pick-up the container should you go beyond 12,000. Call the dispatcher if this becomes necessary. Do not try to shift gears while the PTO is engaged, you will ruin it.

Ponga la transmisión en hilo neutro. Para contratar el PTO presione el embrague y mueva la palanca a la derecha. La luz roja se adelantará una vez que se active el PTO. Si usted oye que un ruido que muele o la palanca no se moverá encima, release/versión el embrague e intenta mover la palanca de nuevo. Si esto no trabaja, escriba el problema para arriba en la forma del examen de su programa piloto y el jefe de explotación le

asignará otro carro. No conduzca con el PTO contratado para las distancias mayor de 100 pies. Es aceptable dejar el PTO contratado durante cambia -hacia fuera (CO) solamente si usted no viaja las largas distancias. El PTO y el tacómetro (RPM) deben nunca exceder de 12.000. Solamente si el alzamiento no puede tomar el envase si usted va más allá de 12.000. Llame a repartidor si esto llega a ser necesario. No intente cambiar de puesto los engranajes mientras que se contrata el PTO, usted lo arruinará.



Burning up PTO's is expensive. If you are rough on the truck and the equipment, the repair cost may be yours to pay.

To turn-off the PTO, simply move the lever to the left when you are finished.

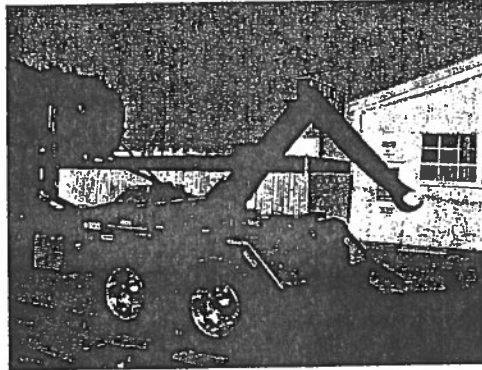
El quemarse encima de PTO es costoso. Si usted es áspero en el carro y el equipo, el costo de la reparación puede ser su obligacion de pagar. A turn-off el PTO, mueve simplemente la palanca a la izquierda cuando agia acabado de usuario.

#### **THE HOOK LIFT SYSTEM**

The reason CWS chose the hook system is for safety and speed. We are one of the only companies using the system in Southern California. Only with the PTO engaged, as described on the previous page, will the hoist operate properly. To drop a container, the hoist must be fully extended back.

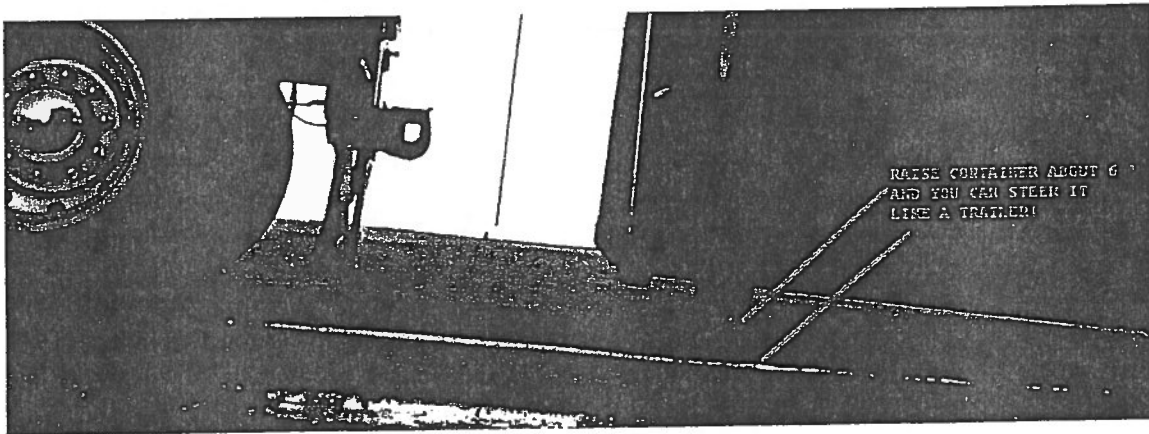


La razón CWS eligió el sistema del gancho está para la seguridad y la velocidad. Somos una de las únicas compañías usando el sistema en California meridional. Solamente con el PTO enganchó. como descrito en la paginación anterior, quiera el alzamiento funcionan correctamente. Para caer un envase, el alzamiento se debe ampliar completamente detrás.



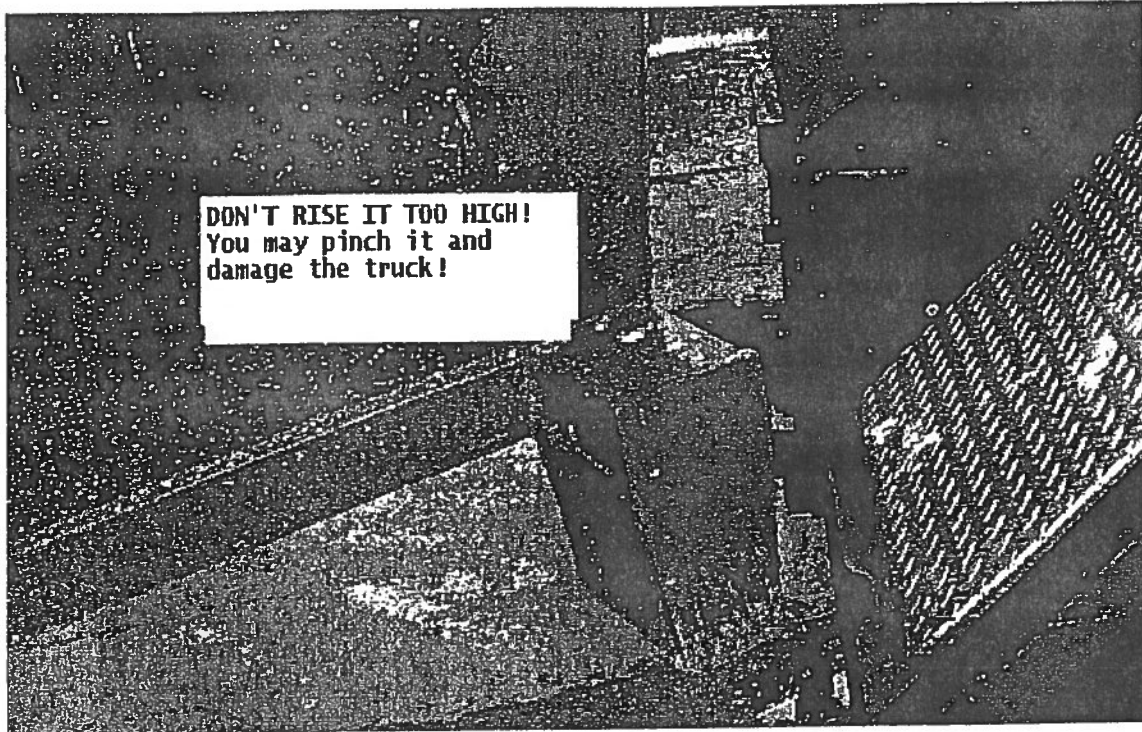
Then you may begin to lower the container until it is completely touching the ground.

Entonces usted puede comenzar a bajar el envase hasta que está tocando totalmente la tierra.



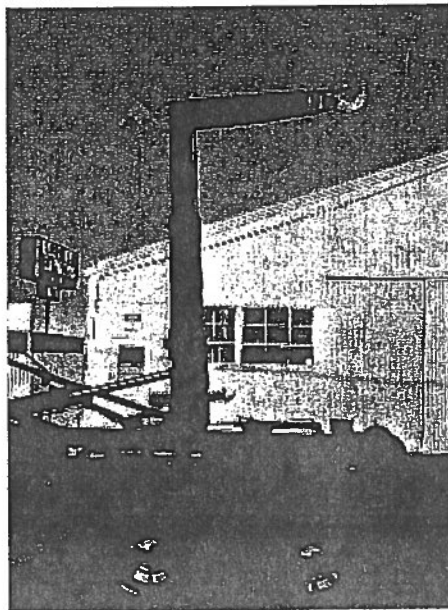
If you leave the container just partially off the ground (approx. 6"). you will be able to move and steer the container just like a trailer. If you raise the container any higher, you will pinch the back corner of the truck and possibly cause damage.

Si usted deja el envase justo parcialmente de la tierra (aprox. 6 ") usted podrá mover y dirigir el envase justo como un acoplado. Si usted levanta el envase más arriba, usted pellizcará la esquina posterior del carro y estropeará posiblemente.



In certain circumstances you may need to extend the hook to place or pick-up a container. To do this, extend the arm back to the 12:00 position. Once at the 12:00 position you may extend the arm out to add more reach.

En ciertas circunstancias usted puede necesitar ampliar el gancho al lugar o tomar un envase. Para hacer esto, amplíe el brazo de nuevo a la posición de 12:00. Una vez en la posición de 12:00 usted puede ampliar el brazo hacia fuera para agregar más alcance.



To dump a container the arm must be fully forward.

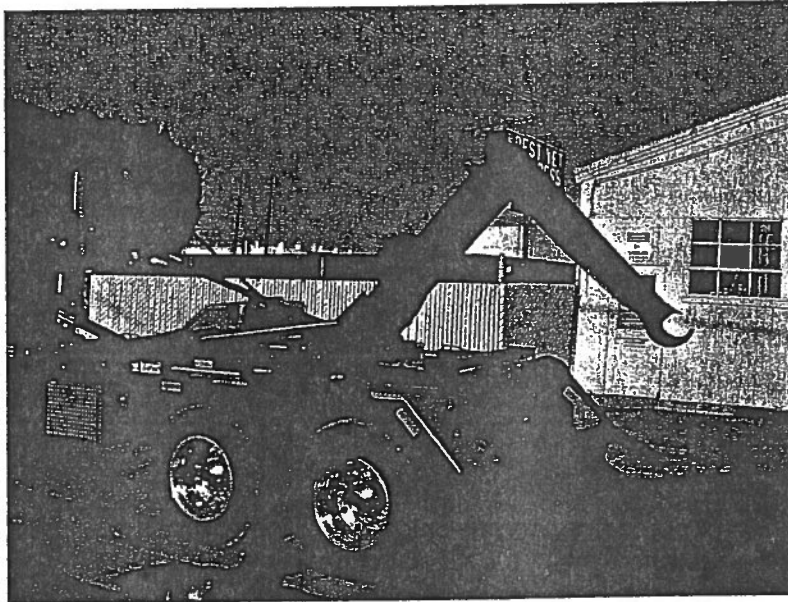
Vaciar un envase el brazo debe ser completamente delantero.

After you open the rear doors of the container and securely chain them, you may raise the container and dump the load.

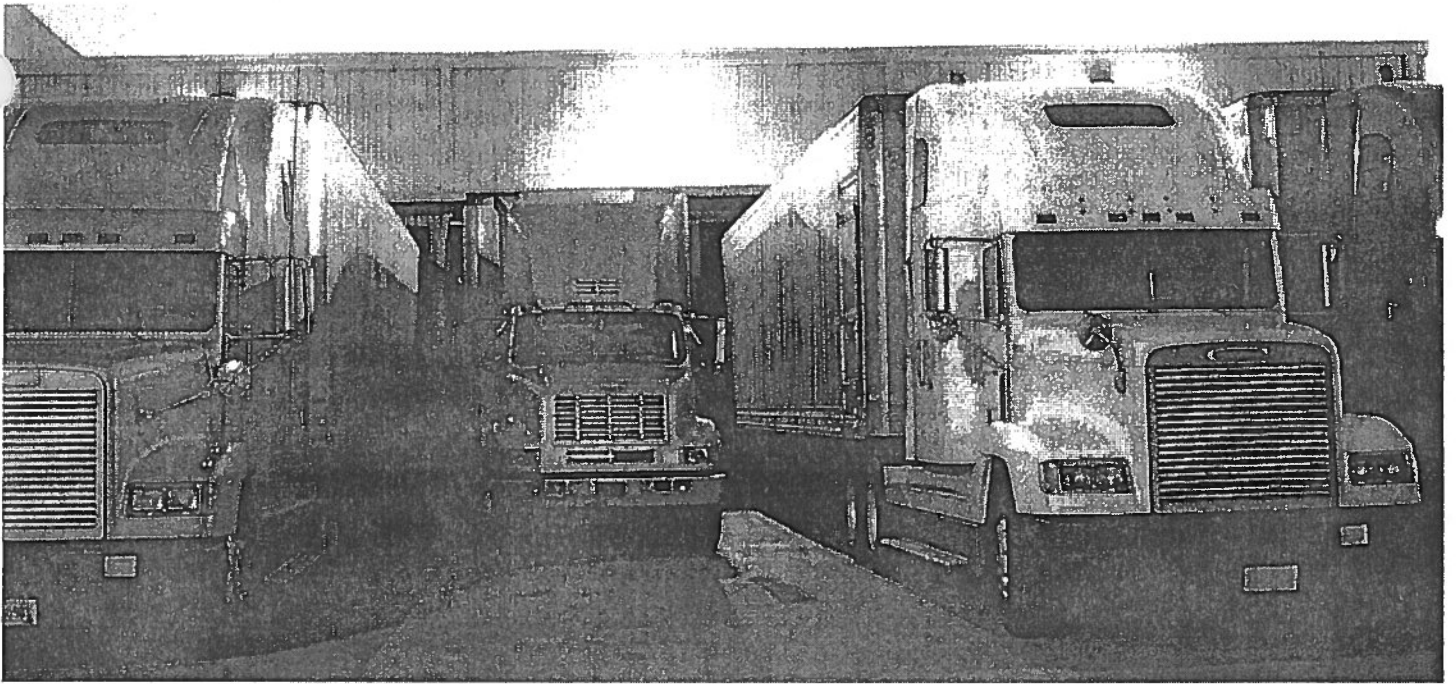
Después de que usted abra las puertas posteriores del envase y con seguridad del encadenamiento ellos, usted puede levantar el envase y vaciar la carga.

**Never drive with the hook extended.**

**Nunca conduzca con el gancho extendido.**







# **Recycling Sorter Employee Safety Handbook**

## **California Waste Services**

**An Employee Guide to Safety Policies and Procedures  
to Support a Safety-Conscious Work Environment**

Legal disclaimer to users of this form employee handbook:

The materials presented herein are for general reference only. Federal, state and/or local laws, or individual circumstances, may require the addition of policies, amendment of individual policies, and/or the entire Handbook to meet specific situations. These materials are intended to be used only as guides and should not be used, adopted, or modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that the Company is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought.

## COMPANY PHILOSOPHY

To be recognized as the best roll-off recycling company in Southern California.  
Period!

Only working together, as a team, will we achieve such recognition. All elements of the company including Sales, Office, Dispatch, Maintenance, Drivers, Equipment Operators, Recycling Personnel and Management must communicate openly and work together to the best of their abilities in order to succeed.

CWS will provide a professional, rewarding, enjoyable and safe work environment where everyone is treated with dignity and respect.

The guidelines set forth within this manual provide the structure for each member of our team to succeed.

Thank you and welcome to CWS.

Eric Casper  
President

## La FILOSOFIA de la COMPAÑIA

Para ser reconocida como la mejor compañía de reciclaje del sur de California.

Sólo trabajando juntos, en equipo, a si lograremos tal reconocimiento. Todos los elementos de la compañía. Incluyeundo, ventas, administracion, reciclaje, despacho, choferes, operarios de equipo, y mantenimiento. Deberan trabajar juntos y abiertamente de acuerdo a sus habilidades para poder triunfar.

CWS proporcionará un ambiente, profesional de trabajo y remunerador. Donde todos seran tratados con dignidad y respeto. Las clausulas que se exponent dentro de este manual, proporcionaran la estructura para cada miembro de nuestro equipo para triunfar.

Gracias y bienvenido a CWS.

Eric Casper  
El Presidente de la compañía,

## EMPLOYEE GUIDELINES

CWS is committed to providing superior customer service to contractors, businesses, and private individuals. The disposal and recycling industry is very competitive, with over 60 companies operating in the markets we serve.

CWS is able to separate itself from the competition by presenting a clean, organized and professional organization.

CWS operates the most modern, best-maintained, and the cleanest vehicles and equipment in the industry.

## CLAUSULAS DE EMPLEADO

CWS esta comprometida a proporcionar un servicio superior al cliente, contratistas, negocio, y individuos privados. La industria de recoleccion y reciclaje es muy competitiva con mas de 60 companias operando en el Mercado que servimos.

CWS sera capaz de separarse del resto de la competencia presentando una organizaci3n limpia, organiza y profesional.

CWS opera el equipo mas moderno, mejor mantenido, y los vehiculos m3s limpios de la industria.

BEING ON TIME and ready to work is the most important part for your success with the company. If you are late for your shift, a written warning will be given. If you are late more than three days in one year, you may be suspended or lose your job.

If you are going to be late you must call the Recycling Supervisor before your shift begins.

Exceptions will be made on a case-by-case basis by your supervisor or the operations manager.

Choosing to not show up for your scheduled shift and not calling implies that you have quit your employment with CWS, effective immediately. Your final paycheck will be ready the Friday after your last day of work and after all, if any, deductions are made.

SER PUNTUAL y prepárese para trabajar sera la parte más importante para su éxito con la compañía. Si usted llega tarde asu turno de trabajo, se le dara una advertencia escrita. Si usted llega tarde más de tres días al año usted podra ser suspendido o perder su trabajo.

Si usted piensa llegar tarde, usted debe llamar al Supervisor de Reciclaje antes que su turno de trabajo comience.

Excepciones serán hechas caso por caso por su supervisor o el director de operaciones.

El no llegar ha su turno de trabajo o el no llamar por telefono, se significara que usted ha dejado su trabajo con CWS. Efectivo inmediatamente. Su cheque de pago final estará listo el viernes después que su último día de trabajo y seran restadas cualquier deducciones que apliquen.

WORKDAYS Your schedule will be posted at the entrance of the warehouse. You must work the days that you are signed up.

DIAS LABORABLES su horario se anunciara en la entrada del almacén. Usted sólo trabaja los días que esten programados en su horario. Usted solamente trabajara los dias que usted firme en el calendario de trabajo.

OFF-LIMITS Entering the office area and using the telephone or the bathroom is prohibited, unless, permission is given by the Operations Manager or the Recycling Supervisor.

ESTARA FUERA DE SUS LIMITES El área de oficinas y usar el teléfono localisado en el cuarto de baño, al menos que algun permiso sea concedido por el director de operaciones o el supervisor de reciclaje.



TELEPHONE USE Personnel phone calls and messages to the office from your friends or family will not be taken unless it is an emergency. A public telephone is located on the building to east of the office.

LAS LLAMADAS TELEFONICAS Personales o mensajes de sus amigos o familiares no serán aceptadas a menos que sea emergencia. Un teléfono público esta localizado al lado este del edificio de la oficina.

SAFETY is most important. If you see anything that you think may be unsafe, please report the problem to your supervisor.

Careless or reckless work habits will not be tolerated. This includes but is not limited to: throwing objects over other workers, not wearing your hardhat or your safety glasses, speeding on the equipment and horsing around.

Always let the equipment operators and the truck drivers know where you are. Never lose sight of equipment around you and its direction. Never approach a truck or a piece of equipment from the blind-side. You could get run over or seriously injured. If I see anyone doing this I will personally ask you to leave and not come back. Remember safety is for your own good and mine!

LA SEGURIDAD es muy importante. Si usted ve que algo puede ser peligroso, por favor le informa el problema a su supervisor.

Los hábitos inseguros y descuidados de trabajo no se tolerarán. Esto incluye: tirar objetos hacia otro trabajador, no traer puestos sus lentes de seguridad y casco, usar el equipo a alta velocidad y el estar jugando con los demas trabajadores.

Siempre dejele saber a los operadores de equipo y choferes de camiones donde se encuentra usted. Nunca pierda de vista el equipo que este a su alrededor y su direcion. Nunca se acérque a un camión o equipo por el lado que no lo pueden mirar, podría usted ser atropellado y ser seriamente

lastimado. Si yo personalmente veo a algún empleado hacer esto le pediré personalmente salir de la propiedad y no regresar a trabajar. ¡Recuerde la seguridad es por su propio bien!

**DAMAGE** If you damage company property because of carelessness or abuse, the cost of the repair is your responsibility. The amount will be automatically deducted from your paycheck. This includes, but is not limited to, tools, doors, forklifts, loaders, and water hoses.

**El DAÑO** Si usted daña alguna propiedad de la compañía a causa de descuido o abuso, el costo de la reparación será su responsabilidad. La cantidad será descontada automáticamente de su cheque de pago. Esto incluye, pero no es limitado, a herramientas, puertas, montacargas, cargadoras, mangueras de agua.

**WORKGEAR.** Rubber-soled steel toe work boots (above the ankle style) are mandatory. The company will pay \$25.00 of the cost.

CWS will also provide safety glasses. The glasses must be worn at all times except for breaks. No exceptions!

CWS will provide work gloves.

CWS will provide a hardhat and an orange safety vest. Both must be worn at all times except for breaks.

CWS will provide one 2-piece rain suit when needed.

CWS will provide tools to all sorting personnel. You will be asked to sign a release form agreeing to pay for the replacement cost if they are lost or damaged from misuse. If the tool is worn, it will be replaced at no charge.

CWS will provide a personal locker to store your valuables and your tools.

EQUIPO DE TRABAJO Debera usar para trabajar botas de trabajo con casquillo de acero y suela de hule. (arriba de tobillo) es mandatorio. La compañía pagará \$25.00 delores su costo.

CWS proverá lentes de seguridad. Los lentes se deberan ser usados todo el tiempo excepto durante los descansos ¡No excepciones!

CWS proverá guantes de trabajo.

CWS proverá casco duro para la cabeza y un chaleco color naranja de seguridad. Ambos deberan de usarse todo el tiempo exceptó en los descansos.

CWS proverá un traje para la lluvia de dos piezas cuando sea necesario.

CWS proverá herramientas a todo el personal de clasificacion, se la dara a firmar una hoja de salida donde usted estara de acuerdo a pagar el costo de reemplazo si. Son perdidas dañados por usalar mal. Si la herramienta se desgastada o quebra pro uso normal sera reemplasada a no costo.

CWS proverá un locker personal donde podra guardar sus articulos personales y herramientas.

When your shift begins you must be ready to go to work! Your home life is left at home. Absolutely do not bring your problems to work.

¡Cuándo su turno de trabajo este por comensar usted debera estar listo para trabajar! Su vida personal y problemas familiares deberan quedarse en su casa.

DRUGS AND ALCOHOL ARE PROHIBITED. CWS will enforce a ZERO TOLERANCE policy in regard to alcohol and drug use while on company property.

Any employee found in possession or under the influence of alcohol or illegal drugs will terminated immediately.

CWS reserves the right to drug test any employee at any time without notice.

If you are required to take medication by your physician, you are required to promptly inform the Operations Manager.

DROGAS Y ALCOHOL SON PROHIBIDOS. CWS impondrá una norma de la TOLERANCIA de CERO con respecto al uso de alcohol y drogas cuando este en propiedad de la compañía.

Cualquier empleado que se encontró en posesión o bajo la influencia de alcohol o drogas sera despedido inmediatamente.

CWS reserva el derecho de hacer pruebas de drogas cualquier momento o dia sin previo aviso.

Si usted requiere de tomar medicina recetada por su médico, es requerido informar inmediatamente al Director de Operaciones.

ABSOLUTLEY NO FIREARMS OR WEAPONS are allowed on company property. If you are found in possession of either you will terminated immediately.

ABSOLUTAMENTE NO SE PERMITIRAN ARMAS de fuego o de otra clase en el area de trabajo. Si usted es encontrado en posesión de alguna arma usted sera despedido inmediatamente.

ACCIDENTS are to be reported immediately to your supervisor or to the office. Stop what you are doing and ask for help! Assist others if needed.

First-aid supplies are located in the warehouse across from the vending machines. The supplies are for company use only. Please do not take them home.

If you are involved in an accident or you are injured, stop what you are doing and inform your supervisor. If you request medical assistance, the company will drive you to the medical clinic or the hospital. If needed, an ambulance will be called. You are covered by Workman's Compensation insurance. There is no cost to you.

The date and time you are able to return to work after being injured is a decision made by the clinic or the hospital.

Injuries caused by carelessness or playing around while at work will be treated as workplace injuries and are covered by Workman's Comp, but you will lose your job as a result.

Always assist the injured if possible.

Los ACCIDENTES deberán ser reportados inmediatamente a su supervisor o a la oficina. ¡Pare lo que este haciendo y pida ayuda! Asista a otros si lo necesitan.

Los suministros de primeros auxilios estan localizados en el almacén frente a las máquinas que venden sodas y dulces. Los suministros son solamente para uso en la compañía. Por favor no selos lleven a casa.

Si usted esta envuelto en un accidente pare de trabajar y reportelo a su supervisor. Si usted necesita ayuda médica o al hospital.

Si necesita una ambulancia se llamará inmediatamente. Usted esta cubiertó por una aseguransa de compensación al trabajador no habra ningun costo para usted.

La fecha que usted este listo para trabajar solamente sera decisida por su doctor.

Las heridas que sean causadas por descuido o por estar jugando con otros, mientras este trabajando, serán tratadas como accidentes de trabajo y esteran cubiertas por la aseguransa. Pero usted perderá su trabajo como resultado.

Siempre ayude el heridó si le es posible.

SEXUAL HARRASSMENT AND RACIAL DICRIMINATION, will not be tolerated at any time. You will be suspended immediately. You may lose your job.

CWS will assist the authorities with prosecution if necessary.

DISCRIMINACION RACIAL Y SEXUAL de ninguna manera será tolerada. Usted será suspendido inmediatamente y podria perder su trabajo. CWS ayudará a las autoridades si es necesario.

SMOKING is permitted only outside the warehouse and away from the woodpile. Anyone caught smoking near the woodpile will receive one warning. The second time you will be fired.

FUMAR se permite sólomente afuera del almacén y lejos del monton de madera. Cualquiera que se encontrado cerca del monton de medera fumando recibira una advertencia. La segunda advertencia sera despedido.

STEALING from the company or from your co-workers is grounds for immediate dismissal.

Removing items from the sorting area during work times will not be tolerated. You cannot stop your work to save something and put it in your locker or your car. However, you may set it aside and then on your break move the item to your locker.

If you remove anything from the property, you must have permission. Everything that is dumped at this facility is the property of the company unless authorized by the operations manager. Taking things without permission will be considered stealing and you will be fired.

Scavenging will not be tolerated. No reading of magazines or papers. You will receive one warning only. You are here to work.

Absolutely no personal vehicles are allowed on the property at any time without authorization.

Please do not litter outside the property or down the street. It is our responsibility to keep the street clean.

ROBAR de la compañía o algún compañero será motivo para despido inmediatamente.

Llevarse artículos del área de clasificación hacia su carro durante horas de trabajo no se tolerará. Usted no podrá parar de trabajar para recoger algo y llevarse a su carro o a su locker. Sin embargo, usted si puede ponerlo por un lado y en su descanso llevarlo hacia su carro o locker.

Si usted se lleva algo fuera de la propiedad deberá tener permiso todo lo que se descarga en el piso es propiedad de la compañía a menos que este autorizado por el director de operaciones. Las cosas que se lleven sin ningún permiso será considerado como robo y usted será despedido.

Pepenar no será tolerado, no leer revistas o papeles cuando este trabajando usted recibirá una advertencia. Usted esta aquí para trabajar.

Absolutamente ningún vehículos personal será permitido dentro de la propiedad, sin ninguna autorización.

Por favor no tire basura fuera de la propiedad en la calle. Es nuestra responsabilidad mantener la calle limpia.

INSUBORDINATION of any kind, such as using threatening or abusive language, refusing to perform work assignments, or arguing with your supervisor will not be tolerated.

Violence directed towards a co-worker will not be tolerated. You will lose your job.

INSUBORDINACION de cualquier manera, como usar palabras amenazantes o abusivas. O el rehusarse a realizar tareas de trabajo, o discutir con su supervisor no se tolerará.

Violencia dirigida hacia un compañero de trabajo no será permitida. Usted perderá su trabajo.

DAYS OFF are usually not a problem. Make your request well enough in advance and you will most likely be satisfied.

DIAS DE PERMISO para faltar al trabajo usualmente no son ningún problema. Haga su pedido con mucho tiempo por adelantado y probablemente serán concedidos.

CELL PHONE use during your workday is permitted only during breaks.

EL USO DE TELEFONO CELULAR durante los días laborables solo se permitirán durante las horas de descanso.

HOLIDAY AND VACATION POLICY. Paid holidays include: New Year's Day - Memorial Day - Independence Day - Labor Day - Thanksgiving Day - Christmas Day.

Paid holidays are equal to \$75.

After your first full year of employment, you are entitled to a \$300 bonus. In your 3rd year you will receive a \$600 bonus. Vacations are allowed, but are not paid.

Vacations greater than a day in length must be taken between the months of January 1 and April 1.



POLIZA DE VACACION Y DIAS FESTIVOS. Los dias festivos son: Día de Nuevo Año - Día memorial - Día de independencia - Día del Trabajo - Día de acción de gracias - Día de navidad.

Los dias festivos se pagaran \$75.00 dolares por dia.

Despues de un ano de empleado, usted tendra derecho a un bono de \$300 dolares. Al tercer ano de empleado usted tendra derecho a un bono de \$600 dolares. Vacaciones son permitidas pero no seran pagadas.

Las vacaciones que duren mas de un dia deberan tomarce entre los meses de enero y abril.

GREIVENCES must be reported to your supervisor immediately. If the problem exists with your supervisor, you may report directly to the Operations Manager.

All grievances will be kept confidential unless you choose otherwise.

QUEJAS deberan ser informadas a su supervisor inmediatamente. Si el problema es con su supervisor, usted podra informarle directamente al Director de Operaciones.

Todas las quejas seran confidenciales a menos que usted lo escojá de otro manera.

PAYDAY will be every 2 weeks on a Friday after your shift. There are no pay advances. The operations manager may authorize exceptions for emergencies.

DIAS DE PAGO será cada 2 semanas los viernes después de su turno de trabajo. No habra avances de nómina. El director de operaciones podra autorizar excepciones en caso de emergencias.

WRITTEN WARNINGS will result for failure to follow the guidelines described in this manual. The warnings will be entered into your employee file and may be used to determine pay raises or your employment status.

LLAMADAS DE ATENCION escritas resultaránsi usted no sigue al pie de la letra las reglas descritas en este manual. Las llamadas de atencion seran archivadas en su archivo personal de empleado y seran tomadas encuesta para futuros aumentos de salario o posición de empleo.

SUGGESTIONS are always welcome and encouraged. Feel free to offer better solutions to any problem you may encounter. We need your help and your total effort to make CWS a success.

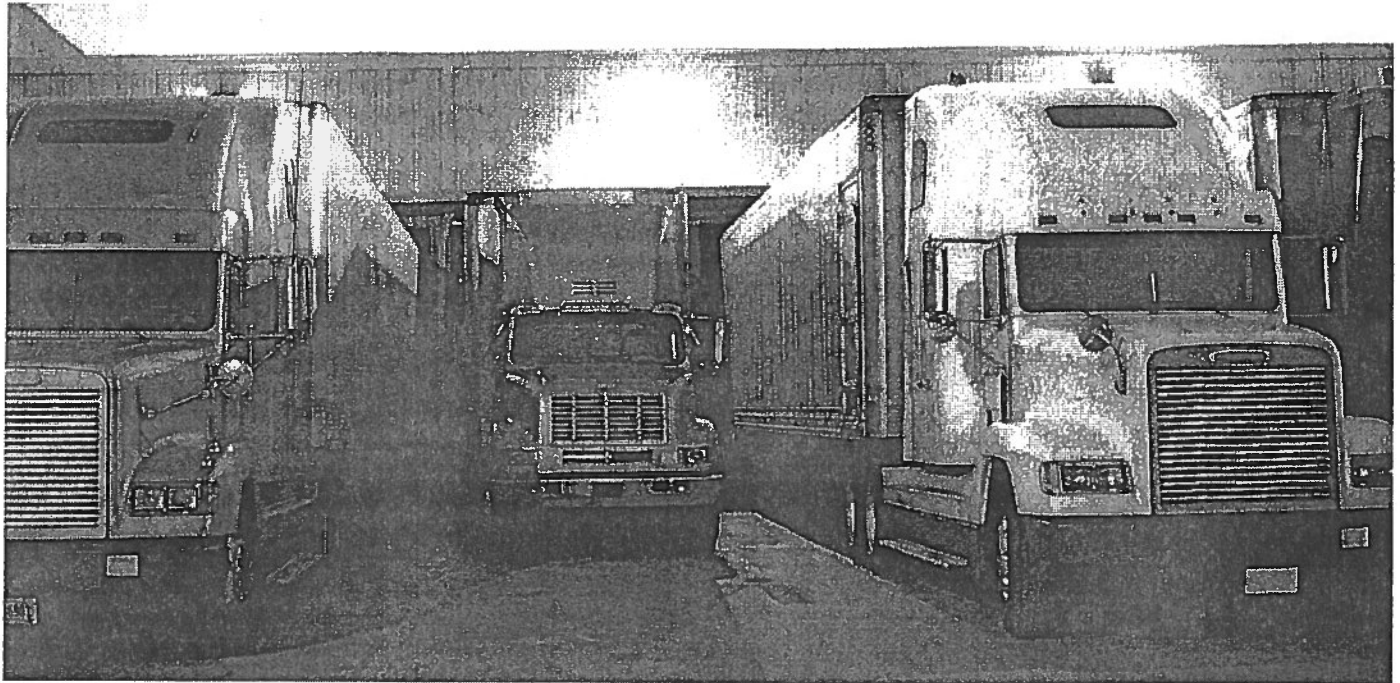
SUGERENCIAS sera siempre bienvenidas. Siéntase libre de proponer mejores soluciones a cualquier problema que usted puede encontrar. Necesitamos toda su ayuda y su esfuerzo para hacer CWS un éxito. .

**Thank-you and welcome to our team!**

¡Gracias y bienvenido a nuestro equipo!

Eric Casper





# **Employee Safety Manual**

## **California Waste Services LLC**

**An Employee Guide to Safety Policies and Procedures**

**In Support of a Safety-Conscious Work Environment  
and the CWS Injury and Illness Prevention Plan  
(IIPP)**

Legal disclaimer to users of this form employee handbook:

The materials presented herein are for general reference only. Federal, state and/or local laws, or individual circumstances, may require the addition of policies, amendment of individual policies, and/or the entire Handbook to meet specific situations. These materials are intended to be used only as guides and should not be used, adopted, or modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that the Company is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought.

## Commitment to Safety

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California Waste Services (CWS) recognizes that our people drive the business to success. As the most critical resource, employees will be safeguarded through training, provisions for safe and appropriate work surroundings, and procedures that enhance health and safety. All work conducted by CWS employees will take into account the spirit and intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

CWS is committed to the safety it's employees. Management will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty or the Injury and Illness Prevention Plan (IIPP) Administrator, Eric Casper, President of CWS.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and Company policies and procedures as described within this manual and all duty specific training materials. Failure to comply with these policies may result in disciplinary actions, including immediate termination.

Respecting this declaration, CWS will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, CWS subscribes to these principles:

1. All accidents are preventable through implementation of effective IIPP policies and programs.
2. Injury and Illness Prevention (IIP) procedures are constantly engrained within our work every day.
3. IIP is good business. It reduces human suffering, promotes better working conditions for everyone, portrays CWS in a higher regard with customers, and increases productivity.
4. Management is responsible for providing the safest possible workplace for all employees. Consequently, CWS is committed to allocating and providing all of the resources required to promote, and effectively implement, the IIPP.
5. Employees are responsible for following safe work practices and company procedures, and for preventing accidents and injuries. Management will establish open lines of communication to solicit and receive comments, information, suggestions and assistance from employees where IIP issues are concerned.
6. Management and supervisors will set an exemplary example with positive attitudes and a steadfast commitment to Injury and Illness Prevention in the workplace. Management will monitor the IIPP performance, working environment and conditions to ensure that the IIPP objectives are achieved.
7. The CWS IIPP program applies to all employees and persons affected, or associated in any way, by the scope of this business. It is the goal of all too constantly improve safety awareness and to prevent accidents, injuries and illness within the workplace.

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Eric Casper –President/ IIPP Administrator

01/11/06

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## Employee Safety Responsibilities

The primary responsibility of the employees of CWS is to perform his or her work duties safely and in such a manner as to prevent injury to themselves and to others.

As a condition of employment, employees **MUST** become familiar with, observe, and obey the rules and procedures established for health, safety, and preventing injuries and illness while at work. Additionally, employees **MUST** learn the approved safe practices and procedures that apply to their specific work and **MUST** sign an acknowledgement recognizing this to be true.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules for the specific task. Safety guidelines are available for every job description. Your supervisor will provide the information to you.

If an employee has any questions or uncertainty about how a task should be done safely, he or she is under instruction **NOT** to begin the task until he or she discusses the situation with his or her supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, he or she is required to contact Eric Casper, the IIPP Administrator.

**NO EMPLOYEE IS EVER REQUIRED** to perform work that he or she believes is unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others.

### General Safety Rules

#### Conduct

Horseplay, 'practical jokes,' etc., are forbidden. Employees are required to work in an injury-free manner displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.

#### Drugs and Alcohol

Use and/or possession of illegal drugs or alcohol on company property, or on company time, are forbidden and will result in immediate termination. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.

#### Housekeeping

You are responsible to keep your work area clean and safe. Clean-up your work-space several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished.

The following areas must remain clear of obstructions at all times:

- Aisles and building exits
- Fire extinguishers locations and emergency equipment
- All electrical breakers, controls, and switches

#### Injury Reporting

All work-related injuries and illnesses must be reported to your supervisor immediately. Failure to immediately report injuries can result in loss or delay of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the CWS approved medical care facility – Center Point Medical Clinic.

CWS provides "Transitional Return to Work" (light duty) jobs for persons injured at work, but are restricted by the tending physician to less than normal duties. Transitional work is meant to allow the injured or ill employee to heal under a doctor's care while she/he remains productive to the employer, yet at a reduced workload than normal. Employees are required to return to work immediately upon release as directed by the physician.

## Employee Safety Responsibilities

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### Off-Site Safety

- a. Employees of CWS are required to follow all IIPP procedures during customer jobsite visits.
- b. If the customer does not advise you regarding safety hazards consider the following:
  - Emergency exit location(s);
  - On construction sites, eye protection and hard hats are required. This equipment is supplied by CWS and must be kept in your vehicle.
  - Steel-toe leather work shoes that are slip resistant are absolutely required.
  - Avoid wearing clothing that is either too tight or too loose; loose clothing be get caught in machinery or other equipment resulting in serious injury.

These rules have been established to help you remain injury illness free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, may result in discipline, up to, and including discharge.

When performing service at a customer jobsite, employees are required to follow the above CWS rules, as well as all customer rules and procedures with regard to Injury and Illness Prevention. Under no circumstances are you to engage in any activity that you deem unsafe or may cause damage to the personal property of the customer or of CWS, regardless of the instruction by the customer. Call your supervisor to inform and discuss appropriate action. It is forbidden to operate any non-CWS equipment at a customer's jobsite.



## Safety Orientation Training

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CWS is committed to providing safety and health related orientation and training for all employees as outlined in the IIPP. CWS will maintain and support programs to educate and familiarize employees with safety and health procedures, rules, and safe work practices utilizing training materials that have been developed using industry best practices criteria and site-specific data.

The training may include, but is not limited to the following:

1. Historical CWS specific accident and incident data
2. Specific hazards associated with the work area
3. Hazards associated with a specific job or task
4. Operation of specific equipment
5. Personal protective equipment
6. Emergency procedures
7. Employee accident reporting requirements
8. Transitional Return to Work Program
9. Any OSHA required training not included or addressed above

### **Periodic Inspections**

It is the policy of CWS that workspaces and workplaces will be subject to recorded periodic safety and health inspections to ensure implementation and execution of our policies and procedures as relates to employees, contractors, and vendors.

All employees will cooperate during these inspections. Managers and supervisors are responsible for initiating corrective actions to improve deficient items discovered during the walk-through inspection and implement corrective actions to eliminate the deficiency.

### **Incident Reporting**

Any work-related injury or suspected injury must be reported immediately to your Supervisor, Manager or the IIPP Administrator. An Incident Report form must be thoroughly completed. Take pictures when appropriate. Utilize witness statements when appropriate. Check the video surveillance recordings if needed. Failure to promptly report an injury may result in disciplinary action.

1. Management will issue a voucher for the injured employee. CWS will arrange transportation to and from the Center Point Medical facility, unless an ambulance is required. Upon release from the treatment facility, the employee must present a copy of the admittance form to the CWS supervisor, as prepared by the treatment facility, within 24 hours. The employee must adhere to the instructions of the treating physician as documented on the form.
2. If follow-up appointments are required, the employee must present the physicians report to his/her supervisor for review and to monitor the treatment process.
3. Transitional to Work (light duty) for employees recovering from injury is available and required by CWS. The treating physician will notify employees of this conditional work release. Employees are required to return to light duty as specified by the physician.
4. An accident investigation will be conducted by the IIPP Administrator to determine the cause of the accident. The injured employee and all witnesses will be asked to participate in the investigation. Video surveillance will also be utilized.

## Return to Work Program

It is everyone's goal to prevent work-related injuries from happening. If an injury occurs, CWS want our injured employee to get the best possible medical treatment immediately, and to assure the earliest possible recovery and return to work.

CWS employees are covered by Workman's Compensation Insurance for all work related injuries. If you are unable to work, as specified by the treating physician, for more than three workdays the employee is eligible for lost income benefits. The IIPP Administrator, Eric Casper, and the Workman's Compensation provider will determine your eligibility for wage loss or medical expenses.

CWS will provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a Transitional Duty program (light duty). Transitional Duty is a temporary program, not to exceed six months.

### Employee Procedures

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
- A mandatory **post-accident drug screen** is performed immediately upon arrival to the treatment facility.
- You must complete and sign, with the assistance of your supervisor, a CWS Incident Report Form.
- All work-place injuries will be directed to the CWS approved treatment clinic – Center Point Medical Facility. The treating physician is the only person who determines eligibility for "light duty".
- Under this program, temporary transitional work is available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional duty beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program, and may result in disqualification for certain employee benefits and, in some cases, be a basis for termination.
- Employees who are unable to work, and whose absences CWS approves, must keep management continually informed of their medical status. Failure to do so will result in a reduction in benefits available and discipline, up to, and including, termination from employment.
- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the IIPP Administrator. You must also have your treating physician complete both the Transitional Duty Evaluation and Medical Certification form.
- Employees who are not eligible for leave under FMLA must return to transitional duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Employees must provide a Transitional Duty Evaluation form, provided by the treating physician, indicating they are capable of returning to full-duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Cooperate with our third-party insurance administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your Supervisor or the IIPP Administrator.

## General Emergency Guidelines

- Stay calm and think through your response.
- Know the emergency numbers:
- Fire/Police/Ambulance 911.
- Know where the exits are located.
- Do not hesitate to call or alert others if you believe that an emergency is occurring, you will not "get in trouble."
- First aid supplies and emergency equipment are located in all vehicles and in the office for use by those who are authorized and properly trained.

## Evacuation

- Employees will be notified of a fire alarm by the fire alarm bell sounding.
- Upon becoming aware of a fire alarm, employees should immediately evacuate the facility. Do not delay evacuation to get personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through.
- Supervisors and Managers should be the last persons to leave the area. Check to be sure that all personnel have evacuated.
- Any employee having mobility, visual, hearing, or other condition, which may hinder them from becoming aware of an emergency or evacuating, should request special assistance through the IIPP Administrator
- Upon exiting the building, all personnel should report for a headcount.
- If any employee is missing, an immediate report should be made to the IIPP Administrator, who will in turn report to the first available fire department officer.
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy a job site or building will be issued by the IIPP Administrator.
- In the event of inclement weather, the IIPP Administrator will make arrangements for all personnel to move to shelter.

## Fire Safety

- Alert other persons in the immediate hazard area.
- Activate the fire alarm or call 911.
- If you have been trained, you can decide to use a fire extinguisher following these instructions:
  - P=Pull the safety pin
  - A=Aim the nozzle at the base of the fire
  - S=Squeeze the operating lever
  - S=Sweep side to side covering the base of the fire

*\*When using a fire extinguisher always stay between the fire and an exit; stay low and back away when the fire is extinguished.*

*\*Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.*

### **Medical Emergency**

- Upon discovering a medical emergency, call 911.
- Notify your supervisor and report the nature of the medical emergency and location.
- Stay with the person involved, being careful not to come in contact with any bodily fluids such as blood.
- Send a person to the front entrance to await the fire department.
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- The IIPP Administrator will make any necessary notifications to family members of the person injured.

Emergency Contact Information

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**FIRE DEPARTMENT: 911**

**POLICE DEPARTMENT: 911**

**EMERGENCY MEDICAL SERVICES (AMBULANCE): 911**

**IIPP ADMINISTRATOR: ERIC CASPER 310-962-9458**

**IIPP ASSISTANT ADMINISTRATOR: ABEL AMADOR 562-522-3498**

## Sexual Harassment Policy

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CWS will not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers, or persons doing business with the company. Any form of harassment related to an employee's race, color, sex, religion, national origin, age, citizenship status, veteran status, or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, or national origin; sexual advances; requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature. Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Examples of conduct prohibited by this policy include but are not limited to:

- Unwelcome sexual flirtation, advances, or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or referral of sexual overtures; and
- Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.

Harassment of our employees in connection with their work by non-employees may also be a violation of this policy.

If you believe that you are being subjected to workplace harassment, you should:

1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable and safe enough to do so.
2. Report the incident immediately to your Supervisor, Manager, or the IIPP Administrator.
3. Report any additional incidents that may occur to one of the above resources.

Retaliation of any kind against an employee who reports a suspected incident of sexual harassment is prohibited. An employee who violates this policy or retaliates against an employee, in any way, will be subject to disciplinary action up to and including termination. The police will be called if required.

## Workplace Violence

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- Any employee who feels that she/he has been threatened should immediately report the incident to their Supervisor, Manager, or to IIPP Administrator.
- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify their Supervisor, Manager, or the IIPP Administrator. Stay away from the person exhibiting threatening behavior.
- Depending upon the circumstance, the police department] (911) should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with your supervisor so that an appropriate action can be implemented.

## Access to Employee Exposure & Medical Records

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Employees and former employees, who are, have been, or will be exposed to toxic substances or harmful physical agents, such as noise, can have access to medical records maintained by CWS during their employment.



## Vehicle Use Policy

**To: All drivers of CWS vehicles**

**Effective: 01/11/06**

- This policy applies to:
  - Vehicles owned, leased, or rented by CWS.
  - Personally owned vehicles driven by employees on behalf of CWS.

The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and CWS.

- All drivers must have a valid driver's license.
- Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an, 'unacceptable driver,' your employment may be terminated.
- Your supervisor must be notified of any change in your license status or driving record.

When operating your own vehicle for CWS business:

- Your Personal Auto Liability insurance is the primary payer. CWS' insurance is in excess of your coverage.
- You should carry at least \$500,000.00 per occurrence liability coverage. Evidence of insurance coverage is to be provided to CWS each year, by a copy of your policy's Declaration page or a Certificate of Insurance.
- CWS is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
- Report your mileage for expense reimbursement to the Payroll Department.

In the event of an accident:

- Take necessary steps to protect the wellbeing of yourself and others involved.
- Comply with police instructions.
- Do not assume or admit fault. Others will determine liability and negligence after thorough investigation by the appropriate authorities.
- Report the incident to CWS as soon as possible.

By signing this document you are agreeing that you have read and understood the Vehicle Use policy, and will comply with its conditions.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

## Motor Vehicle Record (MVR) Grading Criteria [Last 3 Years]

The following chart serves as a guideline for evaluating an employee's Motor Vehicle Record (MVR). An employee with an MVR grade of "poor" will possibly not be insurable by our insurance carrier and could jeopardize their employment if they are unable to be insured. Note that any "major" violation is a "poor" score.

Minor Violations	Number of at-fault accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any Major violation	Poor	Poor	Poor	Poor

Minor Violation	Major Violations
All moving violations not listed as a major violation.	<ul style="list-style-type: none"> <li>▪ Driving under influence of alcohol/drugs</li> <li>▪ Failure to stop/report an accident</li> <li>▪ Reckless driving/speeding contest</li> <li>▪ Driving while impaired</li> <li>▪ Making a false accident report</li> <li>▪ Homicide, manslaughter or assault arising out of the use of a vehicle</li> <li>▪ Driving while license is suspended/revoked</li> <li>▪ Careless driving</li> <li>▪ Attempting to elude a police officer</li> </ul>

### Hazard Communication

1. All employees have a right to know what chemicals they come in contact with, what the hazards are, and how to handle them safely.
2. Material Safety Data Sheets (MSDS) are documents provided by the supplier of a chemical. MSDS detail the chemical contents, associated hazards, and general safe handling guidelines. At California Waste Services, the MSDS collection is located with the IIPP Administrator. Employees are free to utilize the MSDS as needed.
3. General rules for handling chemicals in the office are:
  - Read all label warnings and instructions.
  - Follow instructions for quantity required. More is not always better.
  - Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin and keep your face clear to reduce inhalation.
  - Always wash your hands after handling chemicals.
  - If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. The eye-wash station is located adjacent to the vending machines. The injury must be reported immediately.
  - Any questions or concerns regarding chemicals should be reported to your Supervisor or the IIPP Administrator.
4. All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:
  - **FIRE** (red background color) - is the material flammable?
  - **HEALTH** (blue background) - is the material dangerous to my body?
  - **REACTIVITY** (yellow background) - is the material dangerously unstable if mixed with something else?

After each hazard (Fire, Health, and Reactivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hazard:

- 0 Minimal
- 1 Slight
- 2 Moderate
- 3 Serious

### Bloodborne Pathogens

1. Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which leads to AIDS and hepatitis.
2. Because one cannot tell by looking at a person if they are infected with a pathogenic disease, one must take precautions following an illness or injury when bodily fluids are released.
3. In the event of a person losing bodily fluids, stay away from the area and warn others to do so as well. You may remain near to the ill/injured person in support, just be certain to remain out of contact any bodily fluids.
4. In the event that you find spilled bodily fluids, a syringe, or other medically contaminated materials, do not attempt clean up by yourself. Contact the IIPP Administrator immediately.

### Respiratory Protection

1. Do not perform operations requiring respirators, unless you have been approved for use of respirators, fitted and trained the company's respiratory protection program.
2. Inspect respirators for cracked or worn parts before and after each use and after cleaning.
3. Do not work in an area that requires the use of respiratory equipment, if you fail to obtain a tight seal between the respirator and your face.

4. Do not wear a respirator if facial hair prevents a tight seal between the respirator and your face.
5. Clean and sanitize respiratory equipment according to manufactures recommendations after each use.
6. Store respiratory equipment in a clean and sanitary location.

### Personal Protective Equipment (PPE)

Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.

- a) Safety Glasses – must be worn at all times in designated areas in the facility.
- b) Hard Hats – must be worn at all times in designated areas.
- c) Gloves – work gloves must be worn at all times when sorting, handling sharp or rough objects, welding, or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
- d) Welding – appropriate filter lens, welding helmet, gloves, and sleeves are required for welders at all times.
- e) Respirators – only employees trained and authorized to use respirators are allowed to do so.
- f) Hearing Protection – is required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss).

### Lockout/Tag-out

Prior to working on any machinery when safety guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it means, "Keep your hands off."

1. Do not perform any maintenance, inspection, cleaning, adjusting or servicing of any equipment without following the company's lockout/ tagout program.
2. If required to work on powered equipment (hydraulic, electrical, air, etc.), you must have your personal padlock with your name on it and personal key on your person at all times.
3. Disconnect and padlock all machine power disconnects in the off position before removing guards for the purpose of working "ON" or "IN" the machinery or approaching its unguarded parts. (NOTE: When more than one employee is working on a single piece of equipment, each employee must use his own padlock along with lock-out tongs to lock out the equipment. When the work is completed, he must remove only his lock.
4. Do not commence equipment repair or maintenance work until you have verified that the tagged/locked out switch or control cannot be overridden or bypassed.
5. Replace all guards before removing personal padlocks from the control.
6. Do not use or remove another employee's protective lock. Do not remove a lock from equipment unless you placed it there.
7. Before machinery is put back into use after LOCKOUT/TAGOUT, give a verbal announcement or sound a warning to fellow employees.

### Fire Prevention

1. Smoking is only allowed in designated exterior smoking areas.
2. No candles or open flames are allowed within the office facility.
3. Only space heaters provided by the company are approved for use within the facility. Employees using space heaters are responsible to turn the heater off when leaving their desk for extended periods of time (lunch, end of the workday, etc.).
4. No flammable chemicals are allowed inside the building at any time. If you feel that there is a work-related need to use a flammable chemical, contact your supervisor for guidance on Hazard Communication and fire safety.

### Electrical Safety

1. With the exception of independently fused multi-tap cords for computers, extension cords are not generally allowed.
2. Keep electric cords out of areas where they will be damaged by stepping on or kicking them.
3. Turn electrical appliances off with the switch, not by pulling out the plug.
4. Turn all appliances off before leaving for the day.
5. Never run cords under rugs or other floor coverings.
6. Any electrical problems should be reported immediately.
7. The following areas must remain clear and unobstructed at all times:
  - Exit doors,
  - Aisles,
  - Electrical panels, and
  - Fire extinguishers.

## General Safety Precautions

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### Lifting

1. Plan the move before lifting; ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object using your hands and fingers. Use handles when they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs, stand to an erect position.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
16. Never lift anything if your hands are greasy or wet.
17. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

### Ladders & Stepladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
5. Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or down it.
8. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder. Do not jump from ladders or step stools.
10. Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use the ladder or stepstool.
11. Do not stand on the top two rungs of any ladder.
12. Do not stand on a ladder that wobbles, or that leans to the left or right of center.
13. When using a straight or extension ladder, extend the top of the ladder at least 3 feet above the edge of the landing.
14. Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
15. Do not move a rolling ladder while someone is on it.
16. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
17. Do not carry items in your hands while climbing up or down a ladder.

## General Safety Precautions

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### Housekeeping

1. Do not place materials such as boxes or trash in walkways and passageways.
2. Mop or vacuum up standing water in areas that may pose a hazard.
3. Do not block or obstruct exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
4. Straighten or remove rugs and mats that do not lie flat on the floor.
5. Return tools to their storage places after using them.
6. Do not use gasoline for cleaning purposes.
7. Use caution signs or cones to barricade areas under repair or that are restricted.
8. Clean-up all spills of solvent, chemicals or oil immediately.



### Driver Safety

1. Do not operate a vehicle if you are fatigued or ill.
2. Do not operate a vehicle if you are taking medication whose container label indicates that the medication may cause drowsiness or other negative side effects.
3. Obey all CDL requirements, traffic laws and signs at all times.
4. Do not exceed posted speed limits.
5. Do not make sudden lane changes except in emergency situations.
6. Be prepared to stop at a changing traffic signal.
7. Do not follow other vehicles too closely. To determine if you are too close, watch the vehicle ahead of you pass a fixed object; begin counting "one thousand one, one thousand two, one thousand three"; If you reach the object before counting to three, you are following too closely.
8. Give yourself additional distance from other vehicles when it is raining, when you are being tailgated, or when you are driving over 45 miles per hour.
9. Do not drive the vehicle through, around or under any crossing gate or barrier at a railroad crossing while such gate or barrier is in motion to open or close.
10. Do not drive under an overhang without ascertaining proper clearance.
11. Do not jump from your vehicle; always maintain 3 points of contact.
12. Do not sit on your wallet when driving as this will eventually result in back pain.
13. Do not park close to an intersection or STOP sign because your truck may block the view of oncoming traffic or pedestrians.
14. When backing from sunlight into the shadow of a dock, stop for a few minutes and allow your eyes to adjust to the change in light; always back slowly.
15. Do not unload your truck without first setting the hand brake and chocking the rear wheels.
16. Never attempt to open rear or side doors of a trailer before first tapping the doors with tightly closed fist. A change from a hollow to a muffled sound could indicate that your load has shifted.
17. Never stand directly in front of a swing door when opening, always stand to the side. Always lock doors firmly in place to prevent them from swinging.
18. Always release loadbars or other product restraining devices slowly.
19. Place heavier loads on the floor of the vehicle and not on shelves.
20. Do not try to stop falling products unless you can do so safely.
21. Tighten your stomach muscles and use both hands when closing trailer roll up doors.
22. Secure hand cart inside or on vehicle before driving.
23. After hitching your trailer, always examine 5th Wheel lockpin to make sure that it is locked in place. Test the security of lockpin by driving the trailer forward slowly.

### Avoid Aggressive Drivers

Aggressive driving is a serious problem which is responsible for many traffic accidents and fatalities. You should avoid aggressive drivers and potentially dangerous situations. If you encounter an angry or aggressive motorist:

1. Do not retaliate or in any way engage the other driver.
2. Do not make eye contact.
2. Keep your doors locked and your windows up.
3. Keep enough space between you and the vehicle in front of you to pull out from behind.
4. Do not underestimate the other driver's potential for aggression.

### **Don't Become an Aggressive Driver**

Anyone can become an aggressive driver. Don't let stress and frustration get the best of you while driving.

1. Be patient and courteous.
2. Do not drive when angry, overtired, or upset.
3. Allow extra time to get to your destination.
4. When possible, change your schedule to avoid congestion.
5. Listen to relaxing music or books on tape.
6. Give other drivers the benefit of the doubt - all drivers make mistakes.
7. Avoid all conflict, even if you're right.

### **Pre-Trip Inspection**

Each operator is responsible for the safe operation of his/her vehicle.

Drivers must make a minimum daily inspection, utilizing the CWS Pre/Post Trip Inspection Form, of the following items:

- a) Steering
- b) Brakes
- c) Mirrors and lights
- d) Horn and back-up alarm
- e) Tires
- f) Windshield wipers

### **Fueling**

1. Turn the vehicle off before refueling.
2. Do not smoke while refueling a vehicle.
3. If you spill fuel on your hands, wash with soap and water.
4. Clean up small spills from around fuel tanks with paper towels or rags.
5. If a large fuel spill occurs, do not walk through it; follow the company's reporting and clean up procedure.
6. Always stay in attendance when truck is being refueled

## Job-Specific Safety Precautions

### Mechanics – General Rules

1. No smoking or eating while performing work.
2. Before eating or drinking, wash your hands with soap and water.
3. Wear safety glasses when working on a brake drum or rotor.
4. Use the rear engine start and stop buttons to control the engine when making repairs.
5. When reaching in and around the engine or changing oil, apply barrier cream on your arms to prevent oil from penetrating your skin.
6. Use flexible tubing to vent exhaust fumes to the outdoors when running engine while the shop doors are closed.

### Hydraulic Lifts

1. Follow the operating instructions provided by the lift's manufacturer.
2. Wear eye protection when working under vehicles to block dirt, debris, and parts from entering your eyes.
3. Use and never by-pass the safety latches on the hydraulic lift contact pads.
4. Do not stand in front of vehicles that are being driven onto the lift.
5. Do not raise the lift with anyone inside the vehicle.
6. Remove all tools, cords, hoses, trash and any other debris from the lift area and wipe up all grease and oil spills before driving a vehicle into your service bay.
7. Do not use any lift that has cracked contact pads, cracked lift arms or any other visible damage.
8. Do not leave the controls unattended while the lift is in motion.
9. Do not block or "tie open" the lift's control while the lift is in motion.
10. Do not use the engine or transmission supports or stands as a substitute for jack stands.
11. If the vehicle begins to slip off of the lift, run in the opposite direction of the fall, but not toward a wall or work bench that might trap you between the object and the vehicle.
12. Before you lower the vehicle, remove tool trays, jack, engine, and transmission stands, and any other obstruction from under the vehicle.

### Machine Safety

1. Do not remove, alter or bypass any safety guards or devices when operating mechanical equipment such as mechanical power presses, press brakes, metal working lathes, radial arm saws, drills, horizontal mill, punch press, or when bending or forming materials.
2. Replace guards, before starting the machine, after making adjustments or repairing the machine.
3. Do not try to stop a workpiece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing the jam.
4. Do not wear loose clothing, jewelry or ties in the machine shop.
5. Read and obey safety warnings posted on or near any machinery.
6. Long hair must be contained under a hat or hair net, regardless of gender.

### Grinders & Grinding Wheels

1. Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage by conducting a "ring" test. Tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead sound rather than a ring sound, do not use the wheel.
2. Do not use a grinding wheel that has chips, cracks or grooves.
3. Do not use the grinding wheel if it wobbles. Tag it "Out of Service".
4. Adjust the tongue guard so that it is no more than 1/4 inch from the grinding wheel.
5. Adjust the tool rest so that it is no more than 1/8 inch from the grinding wheel.
6. Do not use a bench grinder if it is not firmly anchored to the work bench or other secure platform.
7. Do not install a grinding wheel whose labeled RPM is lower than the rated speed of the grinder.
8. Stand to one side of the plane of a rotating grinding wheel during the first few seconds of operation.
9. Grind on the side of the wheel only when it is made for side grinding.
10. Turn the grinder "off" when you have finished working with it and remain at the machine until it has completely stopped turning.

### Hand Tool Safety

1. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
2. Tag worn, damaged or defective tools "Out of Service" and do not use them.
3. Do not use a tool if the handle surface has splinters, burrs, cracks or splits.
4. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
5. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
6. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels or files in your pocket unless the tool or your pocket is sheathed.
7. Do not perform "make-shift" repairs to tools.
8. Do not throw tools from one location to another or from one employee to another.
9. Transport hand tools only in tool boxes or tool belts. Do not carry tools in your hand or clothing when climbing.

### Forklift Safety

1. Only employer authorized personnel may operate forklifts.
2. Do not exceed the forklift lift capacity (Refer to the lift capacity plate on the forklift).
3. Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment to a forklift.
4. Lift the load an inch or two to test for stability: If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a higher lift capacity.
5. Do not raise or lower a load while you are in route. Wait until you are in the loading area and have stopped before raising or lowering the load.
6. After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
7. Drive with the load at a ground clearance height of 4-6 inches at the tips and 2 inches at the heels in order to clear most uneven surfaces and debris.
8. Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.
9. Approach railroad tracks at a 45 degree angle.
10. Do not drive over objects in your pathway.
11. Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.
12. Steer wide when making turns.
13. Do not drive up to anyone standing or working in front of a fixed object such as a wall.
14. Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.
15. Obey all traffic rules and signs.
16. Sound the horn when approaching blind corners, doorways or aisles to alert other operators and pedestrians.
17. Do not exceed a working speed of five miles per hour and slow down in congested areas.
18. Stay a minimum distance of three fork truck lengths from other operating mobile equipment.
19. Drive in reverse and use a signal person when your vision is blocked by the load.
20. Look in the direction that you are driving; proceed when you have a clear path.
21. Do not use bare forks as a man-lift platform.
22. Do not load pallets of wood that are not banded on to the forklift.
23. Do not drive the forklift while people are on an attached aerial lift platform.
24. Drive loaded forklifts forward up ramps and in reverse when driving down a ramp.
25. Drive unloaded forklifts in reverse when going up a ramp & forward when going down a ramp.
26. Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.
27. Do not attempt to turn around on a ramp.
28. Do not use "Reverse" to brake.
29. Lower the forks completely, turn off the engine and set the parking brake before leaving your forklift.

## Job-Specific Safety Precautions

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### Compressed Gas Cylinders – Storage & Handling

1. Do not handle oxygen cylinders if your gloves are greasy or oily.
2. Store all cylinders in the upright position.
3. Place valve protection caps on gas cylinders that are in storage or not in use.
4. Do not lift cylinders by the valve protection cap.
5. Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled "Corrosive."
6. Do not place cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit..
7. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.
8. If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.

### Electrical Arc Welding

1. Obey all signs posted in the welding area.
2. Use the welding screen to shield other employees from flying slag and intense light.
3. Wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt and long pants when welding.
4. Do not perform welding tasks while wearing wet cotton gloves or wet leather gloves.
5. Do not change electrodes with bare hands; use dry welder's gloves.
6. Do not use the welding apparatus if the power cord is cut, frayed, split or otherwise visibly damaged or modified.

### Welding/Cutting/Brazing

1. Obey all signs posted in the welding area.
2. Do not leave oily rags, paper such as blueprints or other combustible materials in the welding, cutting or brazing area.
3. Do not perform "hot work," such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible."
4. Use the red hose for gas fuel and the green hose for oxygen.
5. Do not use worn, burned or cracked hoses.
6. Do not use oil, grease or other lubricants on the regulator.
7. "Blow Out" hoses before attaching the torch.
8. Ignite torches with friction lighters only. Do not use a cigarette lighter.
9. Do not change electrodes with bare hands; use dry rubber gloves.
10. Bleed oxygen and fuel lines at the end of the work-shift.
11. Do not wear contact lenses when welding.
12. When welding, wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt, long pants, and an apron.
13. Wear clothing made of cotton, wool, or non-synthetic fibers. Wear long sleeve shirts, long pants, boots, and gloves.
14. Use the welding screen to shield other employees from flying slag and intense light.
15. Before welding place the floor fan behind you to keep welding fumes away from your face.
16. Do not use a torch on any container that is labeled "Flammable" or "Combustible."

## Job-Specific Safety Precautions

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### Spray Painting

1. Store rags that have oil or paint on them in closed metal containers labeled "oily rags".
2. Press the pressure relief valve on painting canisters and painting guns prior to disconnecting them.
3. Do not eat, drink, smoke or apply cosmetics where spray painting is taking place.
4. Do not operate spark inducing tools such as grinders, drills or saws near containers labeled "Flammable." or in an explosive atmosphere such as paint spray booths or rooms.
5. Perform all spray painting operations in the spray booth or room.

6. Do not point the spray gun toward any part of your body or at anyone else.
7. Turn the control switch to the "on" position to operate the mechanical ventilation system before and during all spraying operations.

## Employee Acknowledgement Form

CWS is committed to your safety and will do everything possible to prevent workplace accidents by providing a safe working environment for you and your fellow employees. You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to your Supervisor.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and CWS policies and procedures. Failure to comply with these policies may result in disciplinary actions. Respecting this, CWS will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, CWS subscribes to these principles:

1. All accidents are preventable through implementation of effective Injury and Illness Prevention policies and programs.
2. Injury and Illness Prevention (IIP) are a primary concern of our work every day.
3. IIP is good business. It reduces human suffering, promotes better working conditions for everyone, portrays CWS in a higher regard with customers, and increases productivity.
4. Management is responsible for providing the safest possible workplace for all employees. Consequently, CWS is committed to allocating and providing all of the resources required to promote, and effectively implement, the IIPP.
5. Employees are responsible for following safe work practices and company procedures, and for preventing accidents and injuries. Management will establish open lines of communication to solicit and receive comments, information, suggestions and assistance from employees where IIP issues are concerned.
6. Management and supervisors will set an exemplary example with positive attitudes and a steadfast commitment to Injury and Illness Prevention in the workplace. Management will monitor the IIPP performance, working environment and conditions to ensure that the IIPP objectives are achieved.
7. The CWS IIPP program applies to all employees and persons affected, or associated in any way, by the scope of this business. It is the goal of all too constantly improve safety awareness and to prevent accidents, injuries and illness within the workplace.

Every employee at CWS must be involved and committed to safety. This must be a team effort. Together, we can prevent injury and illness which assures a safe and healthy work environment.

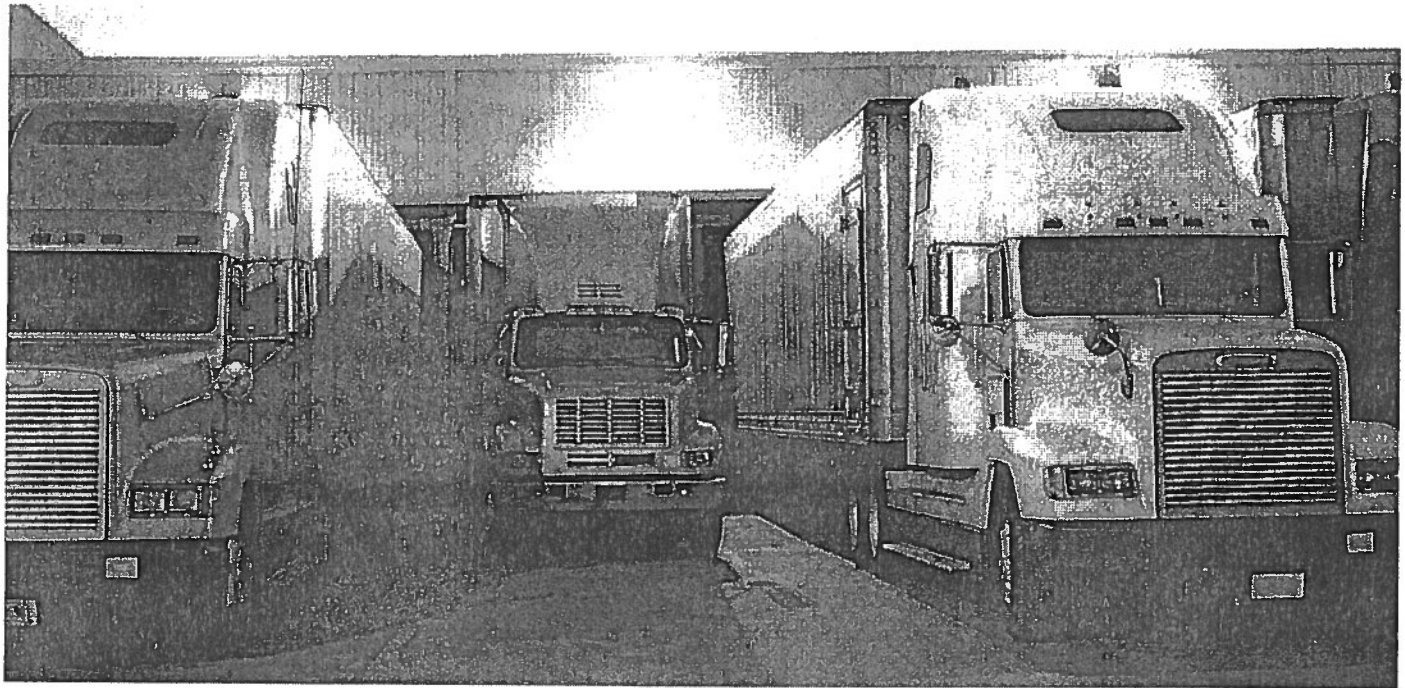
By signing this document, I confirm the receipt of CWS' employee safety handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date







# **Summary Employee Safety Manual**

## California Waste Services LLC

**An Employee Guide to General Safety Policies and Procedures**

**In Support of a Safety-Conscious Work Environment  
and the CWS Injury and Illness Prevention Plan  
(IIPP)**

Legal disclaimer to users of this form employee handbook:

The materials presented herein are for general reference only. Federal, state and/or local laws, or individual circumstances, may require the addition of policies, amendment of individual policies, and/or the entire Handbook to meet specific situations. These materials are intended to be used only as guides and should not be used, adopted, or modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that the Company is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought.

## COMPANY PHILOSOPHY

To be recognized as the best roll-off recycling company in Southern California.  
Period!

Only working together, as a team, will we achieve such recognition. All elements of the company including Sales, Office, Dispatch, Maintenance, Drivers, Equipment Operators, Recycling Personnel and Management must communicate openly and work together to the best of their abilities in order to succeed.

CWS will provide a professional, rewarding, enjoyable and safe work environment where everyone is treated with dignity and respect.

The guidelines set forth within this manual provide the structure for each member of our team to succeed.

Thank you and welcome to CWS.

Eric Casper  
President

## La FILOSOFIA de la COMPAÑIA

Para ser reconocida como la mejor compañía de reciclaje del sur de California.

Sólo trabajando juntos, en equipo, a si lograremos tal reconocimiento. Todos los elementos de la compañía. Incluye ventas, administracion, reciclaje, despacho, choferes, operarios de equipo, y mantenimiento. Deberan trabajar juntos y abiertamente de acuerdo a sus habilidades para poder triunfar.

CWS proporcionará un ambiente, profesional de trabajo y remunerador. Donde todos seran tratados con dignidad y respeto. Las clausulas que se exponen dentro de este manual, proporcionaran la estructura para cada miembro de nuestro equipo para triunfar.

Gracias y bienvenido a CWS.

Eric Casper  
El Presidente de la compañía,

## EMPLOYEE GUIDELINES

CWS is committed to providing superior customer service to contractors, businesses, and private individuals. The disposal and recycling industry is very competitive, with over 60 companies operating in the markets we serve.

CWS is able to separate itself from the competition by presenting a clean, organized and professional organization.

CWS operates the most modern, best-maintained, and the cleanest vehicles and equipment in the industry.

## CLAUSULAS DE EMPLEADO

CWS esta comprometida a proporcionar un servicio superior al cliente, contratistas, negocio, y individuos privados. La industria de recolecion y reciclaje es muy competitiva con mas de 60 companias operando en el Mercado que servimos.

CWS sera capaz de separarse del resto de la competencia presentando una organizaci3n limpia, organiza y profesional.

CWS opera el equipo mas moderno, mejor mantenido, y los vehiculos m3s limpios de la industria.

BEING ON TIME and ready to work is the most important part for your success with the company. If you are late for your shift, a written warning will be given. If you are late more than three days in one year, you may be suspended or lose your job.

If you are going to be late you must call the <sup>Your</sup> Recycling Supervisor before your shift begins.

Exceptions will be made on a case-by-case basis by your supervisor or the operations manager.

Choosing to not show up for your scheduled shift and not calling implies that you have quit your employment with CWS, effective immediately. Your final paycheck will be ready the Friday after your last day of work and after all, if any, deductions are made.

SER PUNTUAL y prepárese para trabajar sera la parte más importante para su éxito con la compañía. Si usted llega tarde asu turno de trabajo, se le dara una advertencia escrita. Si usted llega tarde más de tres días al año usted podra ser suspendido o perder su trabajo.

Si usted piensa llegar tarde, usted debe llamar al Supervisor de Reciclaje antes que su turno de trabajo comience.

Excepciones serán hechas caso por caso por su supervisor o el director de operaciones.

El no llegar ha su turno de trabajo o el no llamar por telefono, se ignificara que usted ha dejado su trabajo con CWS. Efectivo inmediateamente. Su cheque de pago final estará listo el viernes después que su último día de trabajo y seran restadas cualquier deduciones que apliquen.

WORKDAYS Your schedule will be posted at the entrance of the warehouse. You are to only work the days that you are scheduled.

DIAS LABORABLES su horario se anunciara en la entrada del almacén. Usted sólo trabaja los días que esten programados en su horario.

TIMECLOCK You must clock in and out for every shift or you will not be paid for that day. Only swipe the timecard once. You will hear a “beep” if it worked.

If you leave the property for any reason during the day or you leave early as allowed by your supervisor, you must clock out. Failure to do so will be considered stealing and you will be fired.

RELOJ MARCARDOR DE TIEMPO Usted debera de marcar su tarjeta de tiempo, cada vez que comience o termine su turno de trabajo. Si usted no marca su tarjeta, ese dia no sera pagado.

Si usted sale de la propiedad por cualquier razón durante el día o usted sale temprano con permiso del supervisor, usted debera marcar su tarjeta para afuera. Si no lo hace se considerada robo hacia la compania y sera despedido inmediatamente.

DISHONESTY in any form, such as punching in early, punching a co-workers timecard before they arrive, or tampering with the timecards or the time clock is considered stealing and will be grounds for immediate dismissal.

You will receive 2 15-minute breaks. One at 9:00AM and one at 3:00PM. You will also receive a 30-minute lunch break starting at 12:30 PM.

La FALTA DE HONRADEZ de cualquier forma, tal como marcar su tarjeta de tiempo mas temprano de su hora de entrada o marcar la tarjeta de un companero sin el haber llegado, o tratar de mover el reloj o su tarjeta se considerara robo y sera motivo para su despido inmediato.

Usted recibirá dos descansos de 15 minutos cada uno. El primero a las 9:00AM y el Segundo a las 3:00PM. Usted recibirá 30 minutos de almuerzo comenzando a las 12:30 pm.

OFF-LIMITS Entering the office area and using the telephone or the bathroom is prohibited, unless, permission is given by the Operations Manager or the Recycling Supervisor.

ESTARA FUERA DE SUS LIMITES El área de oficinas y usar el teléfono localizado en el cuarto de baño, al menos que algun permiso sea concedido por el director de operaciones o el supervisor de reciclaje.

TELEPHONE USE Personnel phone calls and messages to the office from your friends or family will not be taken unless it is an emergency. A public telephone is located on the building to east of the office.

LAS LLAMADAS TELEFONICAS Personales o mensajes de sus amigos o familiares no serán aceptadas a menos que sea emergencia. Un teléfono público esta localizado al lado este del edificio de la oficina.

SAFETY is most important. If you see anything that you think may be unsafe, please report the problem to your supervisor.

Careless or reckless work habits will not be tolerated. This includes but is not limited to: throwing objects over other workers, not wearing your hardhat or your safety glasses, speeding on the equipment and horsing around.

Always let the equipment operators and the truck drivers know where you are. Never lose sight of equipment around you and its direction. Never approach a truck or a piece of equipment from the blind-side. You could get run over or seriously injured. If I see anyone doing this I will personally ask you to leave and not come back. Remember safety is for your own good and mine!

LA SEGURIDAD es muy importante. Si usted ve que algo puede ser peligroso, por favor le informa el problema a su supervisor.

Los hábitos inseguros y descuidados de trabajo no se tolerarán. Esto incluye: tirar objetos hacia otro trabajador, no traer puestos sus lentes de seguridad y casco, usar el equipo a alta velocidad y el estar jugando con los demás trabajadores.

Siempre dejele saber a los operadores de equipo y choferes de camiones donde se encuentra usted. Nunca pierda de vista el equipo que este a su alrededor y su dirección. Nunca se acerque a un camión o equipo por el lado que no lo pueden mirar, podría usted ser atropellado y ser seriamente lastimado. Si yo personalmente veo algún empleado hacer esto le pedire personalmente salir de la propiedad y no regresar a trabajar. ¡Recuerde la seguridad es por su propio bien!

**DAMAGE** If you damage company property because of carelessness or abuse, the cost of the repair is your responsibility. The amount will be automatically deducted from your paycheck. This includes, but is not limited to, tools, doors, forklifts, loaders, and water hoses.

**El DAÑO** Si usted daña alguna propiedad de la compañía a causa descuido a abuso, el costo de la reparación sera su responsabilidad. La cantidad sera descontada automáticamente de su cheque de pago. Esto incluye, pero no es limitado , a herramientas, puertas, montacargas, cargadoras, mangeras de agua.

**WORKGEAR.** Rubber-soled steel toe work boots (above the ankle style) are mandatory. The company will pay \$25.00 of the cost.

CWS will also provide safety glasses. The glasses must be worn at all times except for breaks. No exceptions!

CWS will provide work gloves.

CWS will provide a hardhat and an orange safety vest. Both must be worn at all times except for breaks.

CWS will provide one 2-piece rain suit when needed.

CWS will provide tools to all sorting personnel. You will be asked to sign a release form agreeing to pay for the replacement cost if they are lost or damaged from misuse. If the tool is worn, it will be replaced at no charge.

CWS will provide a personal locker to store your valuables and your tools.

EQUIPO DE TRABAJO Debera usar para trabajar botas de trabajo con casquillo de acero y suela de hule. (arriba de tobillo) es mandatorio. La compañía pagará \$25.00 delores su costo.

CWS proverá lentes de seguridad. Los lentes se deberan ser usados todo el tiempo excepto durante los descansos ¡No excepciones!

CWS proverá guantes de trabajo.

CWS proverá casco duro para la cabeza y un chaleco color naranja de seguridad. Ambos deberan de usarse todo el tiempo exceptó en los descansos.

CWS proverá un traje para la lluvia de dos piezas cuando sea necesario.

CWS proverá herramientas a todo el personal de clasificacion, se la dara a firmar una hoja de salida donde usted estara de acuerdo a pagar el costo de reemplazo si. Son perdidas dañados por usalar mal. Si la herramienta se desgastada o quebra pro uso normal sera reemplasada a no costo.

CWS proverá un locker personal donde podra guardar sus articulos personales y herramientas.

When your shift begins you must be ready to go to work! Your home life is left at home. Absolutely do not bring your problems to work.

¡Cuándo su turno de trabajo este por comensar usted debera estar listo para trabajar! Su vida personal y problemas familiares deberan quedarse en su casa.



DRUGS AND ALCOHOL ARE PROHIBITED. CWS will enforce a ZERO TOLERANCE policy in regard to alcohol and drug use while on company property.

Any employee found in possession or under the influence of alcohol or illegal drugs will be terminated immediately.

CWS reserves the right to drug test any employee at any time without notice.

If you are required to take medication by your physician, you are required to promptly inform the Operations Manager.

DROGAS Y ALCOHOL SON PROHIBIDOS. CWS impondrá una norma de la TOLERANCIA de CERO con respecto al uso de alcohol y drogas cuando este en propiedad de la compañía.

Cualquier empleado que se encontró en posesión o bajo la influencia de alcohol o drogas será despedido inmediatamente.

CWS reserva el derecho de hacer pruebas de drogas cualquier momento o día sin previo aviso.

Si usted requiere de tomar medicina recetada por su médico, es requerido informar inmediatamente al Director de Operaciones.

ABSOLUTELY NO FIREARMS OR WEAPONS are allowed on company property. If you are found in possession of either you will be terminated immediately.

ABSOLUTAMENTE NO SE PERMITIRAN ARMAS de fuego o de otra clase en el área de trabajo. Si usted es encontrado en posesión de alguna arma usted será despedido inmediatamente.

**ACCIDENTS** are to be reported immediately to your supervisor or to the office. Stop what you are doing and ask for help! Assist others if needed.

First-aid supplies are located in the warehouse across from the vending machines. The supplies are for company use only. Please do not take them home.

If you are involved in an accident or you are injured, stop what you are doing and inform your supervisor. If you request medical assistance, the company will drive you to the medical clinic or the hospital. If needed, an ambulance will be called. You are covered by Workman's Compensation insurance. There is no cost to you.

The date and time you are able to return to work after being injured is a decision made by the clinic or the hospital.

Injuries caused by carelessness or playing around while at work will be treated as workplace injuries and are covered by Workman's Comp, but you will lose your job as a result.

Always assist the injured if possible.

**Los ACCIDENTES** deberán ser reportados inmediatamente a su supervisor o a la oficina. ¡Pare lo que este haciendo y pida ayuda! Asista a otros si lo necesitan.

Los suministros de primeros auxilios estan localizados en el almacén frente a las máquinas que venden sodas y dulces. Los suministros son solamente para uso en la compañía. Por favor no selos lleven a casa.

Si usted esta envuelto en un accidente pare de trabajar y reportelo a su supervisor. Si usted necesita ayuda médica o al hospital.

Si necesita una ambulancia se llamará inmediatamente. Usted esta cubiertó por una aseguransi de compensación al trabajador no habra ningun costo para usted.

La fecha que usted este listo para trabajar solamente sera decidida por su doctor.

Las heridas que sean causadas por descuido o por estar jugando con otros, mientras este trabajando, serán tratadas como accidentes de trabajo y esteran cubiertas por la aseguransa. Pero usted perderá su trabajo como resultado.

Siempre ayude el heridó si le es posible.

SEXUAL HARRASSMENT AND RACIAL DICRIMINATION. will not be tolerated at any time. You will be suspended immediately. You may lose your job.

CWS will assist the authorities with prosecution if necessary.

DISCRIMINACION RACIAL Y SEXUAL de ninguna manera será tolerada. Usted será suspendido inmediatamente y podria perder su trabajo. CWS ayudará a las autoridades si es necesario.

SMOKING is permitted only outside the warehouse and away from the woodpile. Anyone caught smoking near the woodpile will receive one warning. The second time you will be fired.

FUMAR se permite sólamente afuera del almacén y lejos del monton de madera. Cualquiera que se encontrado cerca del monton de medera fumando recibira una advertencia. La segunda advertencia sera despedido.

STEALING from the company or from your co-workers is grounds for immediate dismissal.

Removing items from the sorting area during work times will not be tolerated. You cannot stop your work to save something and put it in your locker or your car. However, you may set it aside and then on your break move the item to your locker.

If you remove anything from the property, you must have permission. Everything that is dumped at this facility is the property of the company unless authorized by the operations manager. Taking things without permission will be considered stealing and you will be fired.

Scavenging will not be tolerated. No reading of magazines or papers. You will receive one warning only. You are here to work.

Absolutely no personal vehicles are allowed on the property at any time without authorization.

Please do not litter outside the property or down the street. It is our responsibility to keep the street clean.

ROBAR de la compañía o algun companero sera motivo para despido inmediatamente.

Llevarse artículos del área de clasificacion hácia su carro durante horas de trabajo no se tolerará. Usted no podra parar de trabajar para recojer algo y llevarselo a su carro o a su locker. Sin embargo, usted si puede ponerlo por un lado y en su descanso llevarlo hacia su carro o locker.

Si usted se lleva algo fuera de la propiedad debera tener permiso todo lo que se descarga en el piso es propiedad de la compania a menos que este autorizado por el director de operaciones. Las cosas que se lleven sin ningun permiso sera considerado como robo y usted será despedido.

Pepenar no sera tolerado, no leer revistas o papeles cuando este trabajando usted recibirá una advertencia. Usted esta aquí pará trabajar.

Absolutamente ningun vehículos personal sera permitido dentro de la propiedad, sin ninguna autorización.

Por favor no tire basura fuera de la propiedad en la calle. Es nuestra responsabilidad mantener la calle limpia.

INSUBORDINATION of any kind, such as using threatening or abusive language, refusing to perform work assignments, or arguing with your supervisor will not be tolerated.

Violence directed towards a co-worker will not be tolerated. You will lose your job.

INSUBORDINACION de cualquier manera, como usar palabras amenazantes o abusivas. O el rehusarse a realizar tareas de trabajo, o discutir con su supervisor no se tolerará.

Violencia dirigida hacia un compañero de trabajo no será permitida. Usted perderá su trabajo.

DAYS OFF are usually not a problem. Make your request well enough in advance and you will most likely be satisfied.

DIAS DE PERMISO para faltar al trabajo usualmente no son ningún problema. Haga su pedido con mucho tiempo por adelantado y probablemente serán concedidos.

CELL PHONE use during your workday is permitted only during breaks.

EL USO DE TELEFONO CELULAR durante los días laborables solo se permitirán durante las horas de descanso.

HOLIDAY AND VACATION POLICY. Paid holidays include: New Year's Day - Memorial Day - Independence Day - Labor Day - Thanksgiving Day - Christmas Day.

Paid holidays are based on an 8-hour workday or 10 hours if you are a salaried employee.

After your first full year of employment, you are entitled to 1 week paid vacation per year. In your 3rd year you will receive 2 weeks paid vacation per year. Each week is based on a 40-hour workweek or on your salary.

Vacations greater than a day in length must be taken between the months of January 1 and April 1.

You must notify your supervisor 14 days in advance of your request to use your vacation time.

It is your option to skip all or a portion of your vacation and receive payment instead. You may take one day or several days at a time. Or you may save your vacation time and use it all at once.

The choice is yours. You have earned it!

POLIZA DE VACACION Y DIAS FESTIVOS. Los dias festivos son: Día de Nuevo Año - Día memorial - Día de independencia - Día del Trabajo - Día de acción de gracias - Día de navidad.

Los dias festivos se basan en un día laborable de 8 horas o 10 horas si usted es un empleado asalariado.

Después de un año de empleo, usted tendra derecho a tomar una semana de vacación (pagados). Al tercer ano de empleo usted tendra derecho a dos semana de vacaciones (pagadas). Cada semana de vacaciones se basa en una semana laborable de 40 horas o equivalente a su salario.

Las vacaciones que duren mas de un dia deberan tomarce entre los meses de enero y abril.

Usted debe notificar a su supervisor 14 días por adelantado para poder usar el tiempo de sus vacaciones.

Sera su option si usted prefiere no tomar o tomar una porción de sus vacación o recibir pago por ellas. Usted puede tomar un día a la vez o usar todo su tiempo. Sera su decicion.

¡Usted se ha ganado sus vacaciones!

HEALTH INSURANCE is offered to all employees after 6 months of full-time employment (minimum of 40 hours per week).

CWS will pay half of the monthly premium and you will pay the other half. Your portion will automatically be deducted from your paycheck.

Your family is eligible for coverage under the same policy, although you are responsible for the additional cost. The amount will automatically be deducted from your paycheck.

If you choose to cancel a portion of your policy, 30 days notice is required.

SEGURO DE SALUD es ofrecido a todos los empleados de tiempo completo despues de 6 meses de empleo (trabajar minimo de 40 horas a la semana).

CWS pagará la mitad del costo de contrato por mes, a usted le correspondera la otra mitad. Descantan dose automáticamente de su cheque de pago.

Su familia es elegible para inscribirse en la misma poliza, pero usted sera responsable del costo adicional. La cantidad sera descontará automáticamente de su cheque de pago. Si usted quiere cancelar una parte o toda su poliza de seguro, se require avisar con 30 días de anticipacion.

GREIVENCES must be reported to your supervisor immediately. If the problem exists with your supervisor, you may report directly to the Operations Manager.

All grievances will be kept confidential unless you choose otherwise.

QUEJAS deberan ser informadas a su supervisor inmediatamente. Si el problema es con su supervisor, usted podra informarle directamente al Director de Operaciones.

Todas las quejas seran confidenciales a menos que usted lo escojá de otro manera.

PAYDAY will be every 2 weeks on a Friday after your shift.

There are no payroll advances. The operations manager may authorize exceptions for emergencies.

DIAS DE PAGO será cada 2 semanas los viernes después de su turno de trabajo. No habra avances de nómina. El director de operaciones podra autorizar excepciones en caso de emergencias.

WRITTEN WARNINGS will result for failure to follow the guidelines described in this manual. The warnings will be entered into your employee file and may be used to determine pay raises or your employment status.

LLAMADAS DE ATENCION escritas resultaránsi usted no sigue al pie de la letra las reglas descritas en este manual. Las llamadas de atencion seran archivadas en su archivo personal de empleado y seran tomadas encuesta para futuros aumentos de salario o posición de empleo.

SUGGESTIONS are always welcome and encouraged. Feel free to offer better solutions to any problem you may encounter. We need your help and your total effort to make CWS a success.

SUGERENCIAS sera siempre bienvenidas. Siéntase libre de proponer mejores soluciones a cualquier problema que usted puede encontrar. Necesitamos toda su ayuda y su esfuerzo para hacer CWS un éxito.

**Thank-you and welcome to our team!**

¡Gracias y bienvenido a nuestro equipo!

Eric Casper



## Employee Manual Acceptance Form

La Forma de la Aceptación del empleado Manuel

I \_\_\_\_\_ hereby confirm that I was  
(NAME)  
instructed and educated about the importance of knowing the safety  
procedures , technical advice and daily operation routines described in the  
CWS Employee Manual. I understand the procedures described in the  
CWS Employee Manual are CWS Inc. specific and that I will keep this  
manual and all internal company matters confidential.

Yo \_\_\_\_\_ confirmo por este medio que fui  
(el nombre)  
instruido y educado de la importancia de saber los procedimientos  
de seguridad, advertencia tecnica y las rutina diaria descrita en el  
manual de empleado de CWS. Yo entiendo y comprendo todos los  
procedimientos descritos en el manual de empleado son especificos  
a la compania CWS Inc. y mantendre este manual y  
procedimientos internos confidencial.

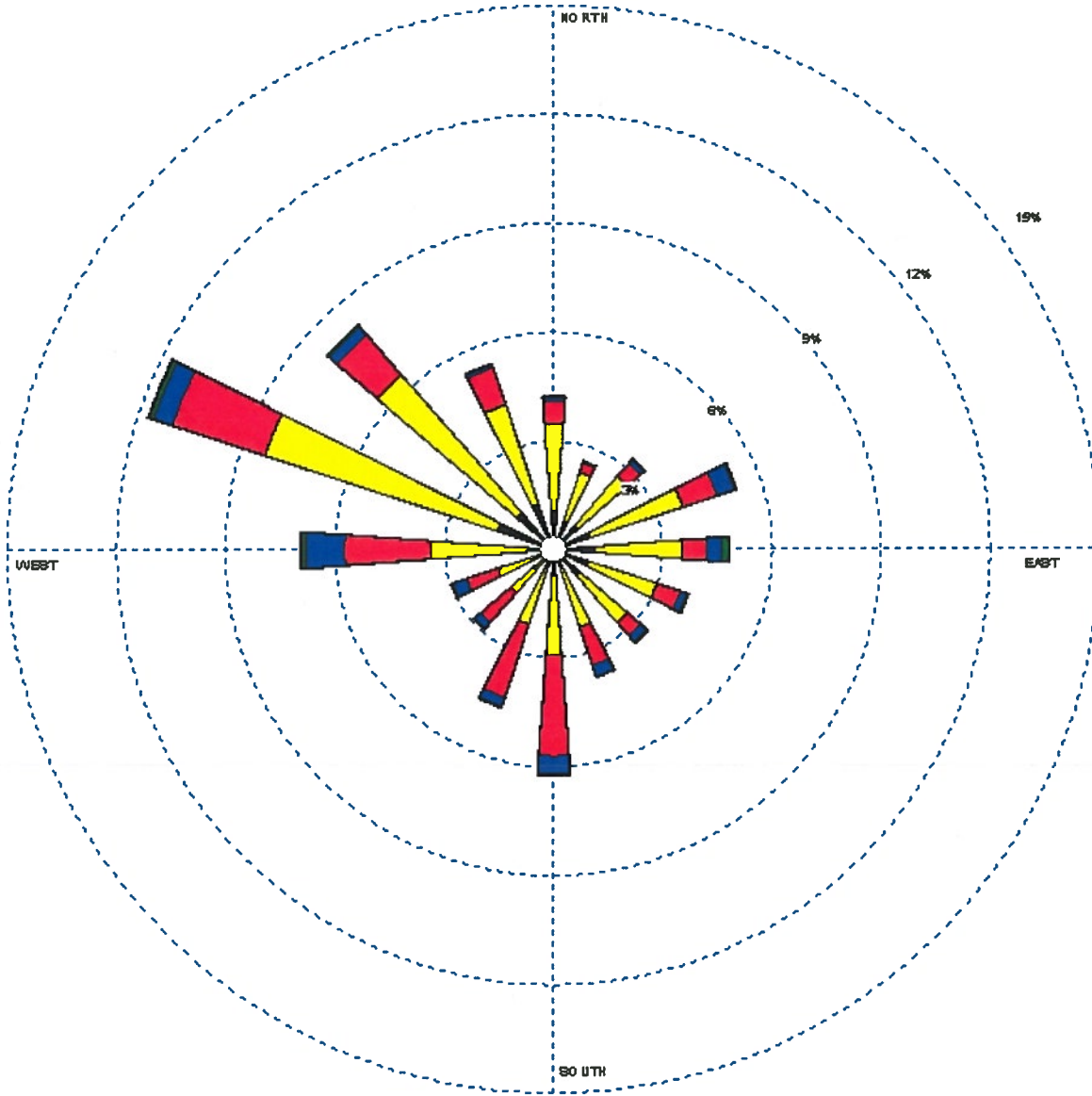
\_\_\_\_\_  
SUPERVISOR  
EL SUPERVISOR

\_\_\_\_\_  
EMPLOYEE  
EL EMPLEADO

**APPENDIX I**  
**WIND ROSE DIAGRAMS**

WIND ROBE PLOT

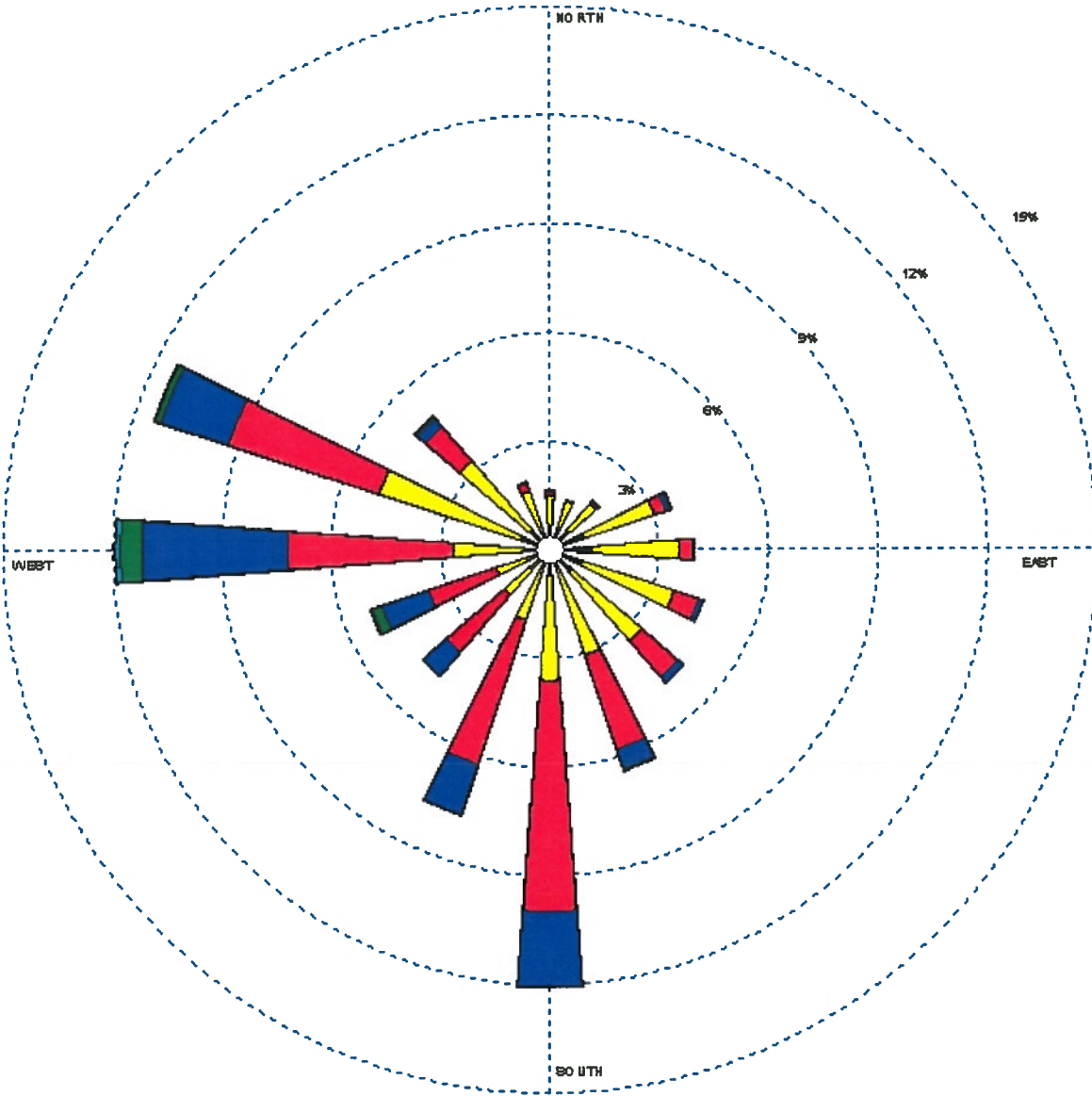
Station #23129 - ,



<p>Wind Speed (m/s)</p> <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: black; margin-right: 5px;"></span> 0.51 - 1.80</li> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: yellow; margin-right: 5px;"></span> 1.80 - 3.34</li> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: red; margin-right: 5px;"></span> 3.34 - 5.40</li> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: blue; margin-right: 5px;"></span> 5.40 - 8.49</li> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: green; margin-right: 5px;"></span> 8.49 - 11.06</li> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: cyan; margin-right: 5px;"></span> &gt; 11.06</li> </ul>	<p>MODELER Sara West</p>	<p>DATE 9/6/2002</p>	<p>COMPANY NAME USDA-ARS</p>	
	<p>DISPLAY Wind Speed</p>	<p>UNIT m/s</p>	<p>COMMENTS</p>	
	<p>AVG. WIND SPEED 3.12 m/s</p>	<p>CALM WINDS 19.52%</p>		
	<p>ORIENTATION Direction (blowing from)</p>	<p>PLOT YEAR-DATE-TIME 1961 Jan 1 - Jan 31 Midnight - 11 PM</p>		

WIND ROSE PLOT

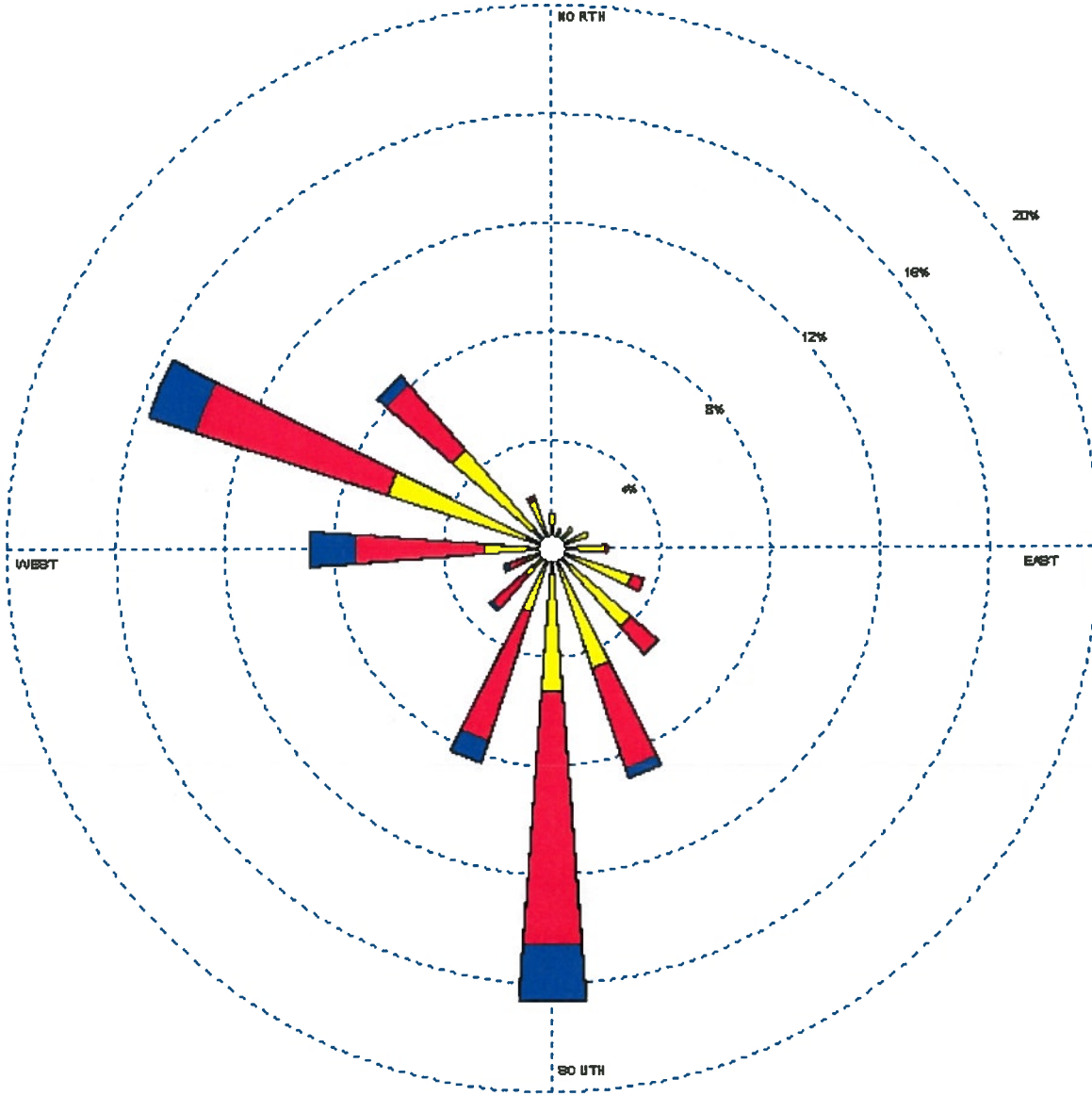
Station #23129 - ,



<p>Wind Speed (m/s)</p> <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: #008080; border: 1px solid black; margin-right: 5px;"></span> &gt; 11.05</li> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: #006400; border: 1px solid black; margin-right: 5px;"></span> 8.49 - 11.05</li> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: #000080; border: 1px solid black; margin-right: 5px;"></span> 5.40 - 8.49</li> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: #FF0000; border: 1px solid black; margin-right: 5px;"></span> 3.34 - 5.40</li> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: #FFFF00; border: 1px solid black; margin-right: 5px;"></span> 1.80 - 3.34</li> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: #000000; border: 1px solid black; margin-right: 5px;"></span> 0.51 - 1.80</li> </ul>	<p>MODELER Sara West</p>	<p>DATE 9/6/2002</p>	<p>COMPANY NAME USDA-ARS</p>	
	<p>DISPLAY Wind Speed</p>	<p>UNIT m/s</p>	<p>COMMENTS</p>	
	<p>Avg. WIND SPEED 3.77 m/s</p>	<p>CALM WINDS 11.81%</p>		
	<p>ORIENTATION Direction (blowing from)</p>	<p>PLOT YEAR-DATE-TIME 1961 Apr 1 - Apr 30 Midnight - 11 PM</p>		

WIND ROSE PLOT

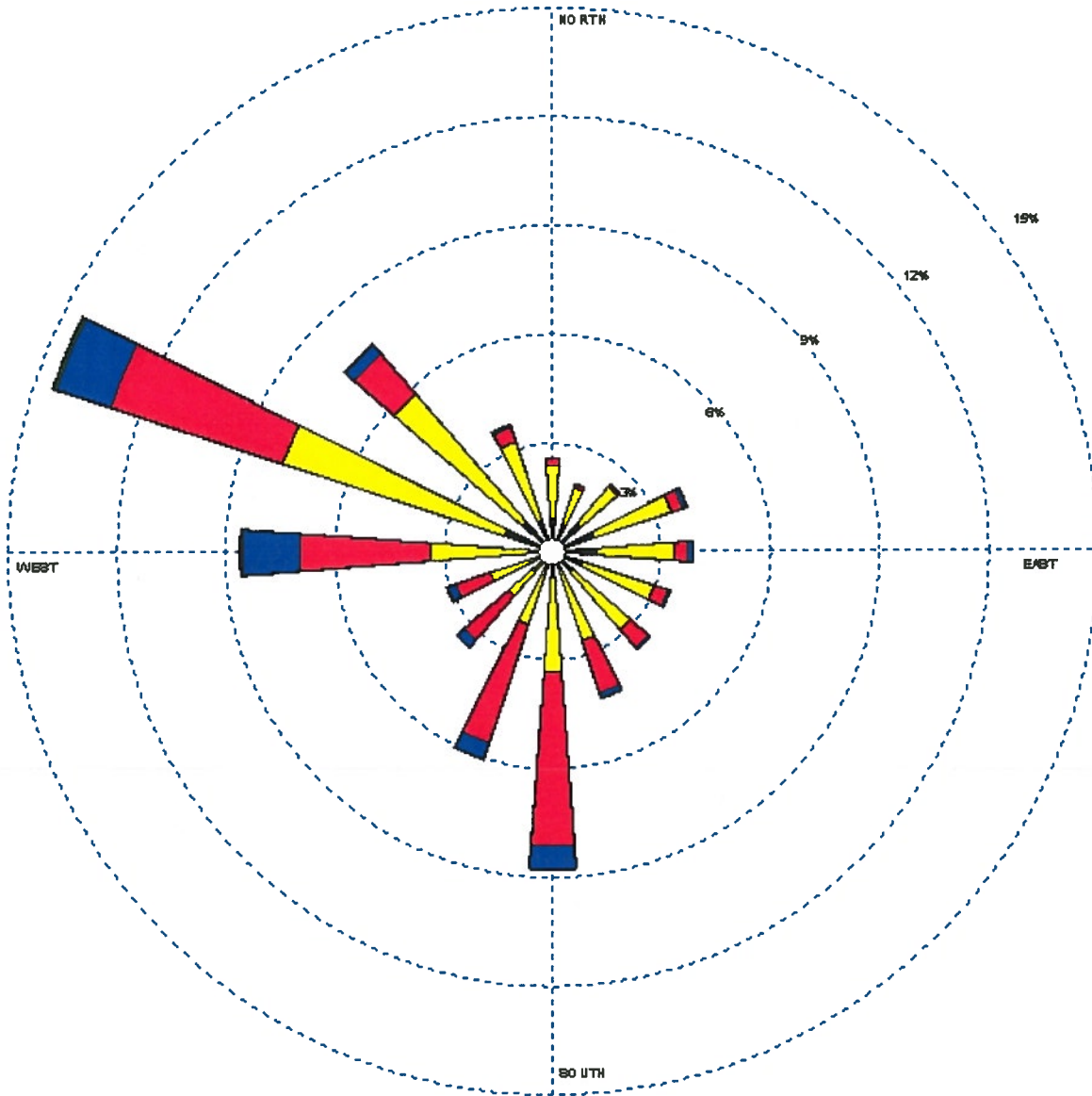
Station #23129 - ,



<p>Wind Speed (m/s)</p> <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: blue; border: 1px solid black; margin-right: 5px;"></span> &gt; 11.05</li> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: green; border: 1px solid black; margin-right: 5px;"></span> 8.49 - 11.05</li> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: red; border: 1px solid black; margin-right: 5px;"></span> 5.40 - 8.49</li> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: yellow; border: 1px solid black; margin-right: 5px;"></span> 3.34 - 5.40</li> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: black; border: 1px solid black; margin-right: 5px;"></span> 0.51 - 1.80</li> </ul>	<p>MODELER Sara West</p>	<p>DATE 9/6/2002</p>	<p>COMPANY NAME USDA-ARS</p>	
	<p>DISPLAY Wind Speed</p>	<p>UNIT m/s</p>	<p>COMMENTS</p>	
	<p>AVG. WIND SPEED 3.51 m/s</p>	<p>CALM WINDS 10.82%</p>		
	<p>ORIENTATION Direction (blowing from)</p>	<p>PLOT YEAR-DATETIME 1961 Jul 1 - Jul 31 Midnight - 11 PM</p>		

WIND ROBE PLOT

Station #23129 - ,



<p>Wind Speed (m/s)</p> <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: blue; border: 1px solid black; margin-right: 5px;"></span> &gt; 11.06</li> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: green; border: 1px solid black; margin-right: 5px;"></span> 8.49 - 11.06</li> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: red; border: 1px solid black; margin-right: 5px;"></span> 5.40 - 8.49</li> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: yellow; border: 1px solid black; margin-right: 5px;"></span> 3.31 - 5.40</li> <li><span style="display: inline-block; width: 10px; height: 10px; background-color: black; border: 1px solid black; margin-right: 5px;"></span> 0.51 - 3.31</li> </ul>	<p>MODELER Sara West</p>	<p>DATE 9/6/2002</p>	<p>COMPANY NAME USDA-ARS</p>	
	<p>DISPLAY Wind Speed</p>	<p>UNIT m/s</p>	<p>COMMENTS</p>	
	<p>AVG. WIND SPEED 3.20 m/s</p>	<p>CALM WINDS 17.96%</p>		
	<p>ORIENTATION Direction (blowing from)</p>	<p>PLOT YEAR-DATETIME 1961 Oct 1 - Oct 31 Midnight - 11 PM</p>		

**APPENDIX J**  
**FIRE PREVENTION**

# FIRE PREVENTION, CONTROL AND MITIGATION PLAN

APPROVED  
LOS ANGELES FIRE DEPARTMENT  
FIRE PREVENTION BUREAU  
BY *[Signature]*  
3/22/07

## A. Description of Measures

California Waste Services will take all reasonable measures to prevent, control and extinguish fires at the site. This includes twenty-two 2-inch water hose stations spaced equally around the facility. The primary debris pile of concern in a CDI operation is the woodpile. The risk of fire is mitigated by loading out the wood onsite within seven days or sooner. Typically, the wood is loaded out of the yard within 48 hours. Additionally, water is always applied to the mixed CDI pile prior to sorting to mitigate dust and further, dampens the CDI and lowers the risk of combustion.

## B. Equipment on Site

The equipment onsite consists of professionally monitored fire sprinkler system in all buildings, three 2-inch fire hoses that are connected to the fire sprinkler system (shown on Figure 1 by red asterisk), and twenty-two 2-inch water hoses (shown on Figure 1 by blue circle) spread throughout the facility (fifteen are located in the direct vicinity of the material dumping area). The wood grinding building has a water misting system to suppress dust, but also soaks the material continuously. A high-pressure 5,000-gallon water truck is also available to assist with fire suppression. There are numerous fire extinguishers located throughout the facility as instructed by the Fire Authority.

## C. Mitigation

If a fire should arise the fire department will be immediately notified (911). The supervisor and trained employees will immediately extinguish the fire. The fire department will be automatically dispatched in case the fire grows beyond our ability to control. Once the fire is extinguished the fire department will verify the fire has been extinguished completely. The burnt debris will be transported to a permitted disposal facility. The fire department has ample access to the facility off of 152<sup>nd</sup> Street. There are several access points for water to suppress a fire onsite and the flammable materials onsite would be accessible from different points on the facility. Further, since the facility is capped with concrete and/or asphalt paving, there is not potential for subsurface fires. There are also two city fire hydrants available, one on 152<sup>nd</sup> Street and the other on the corner of Orchard Avenue and 152<sup>nd</sup> Street as shown on Figure 1. The LEA will be notified and the incident will be logged into the Special Occurrences Log.



## **D. Facility Permits**

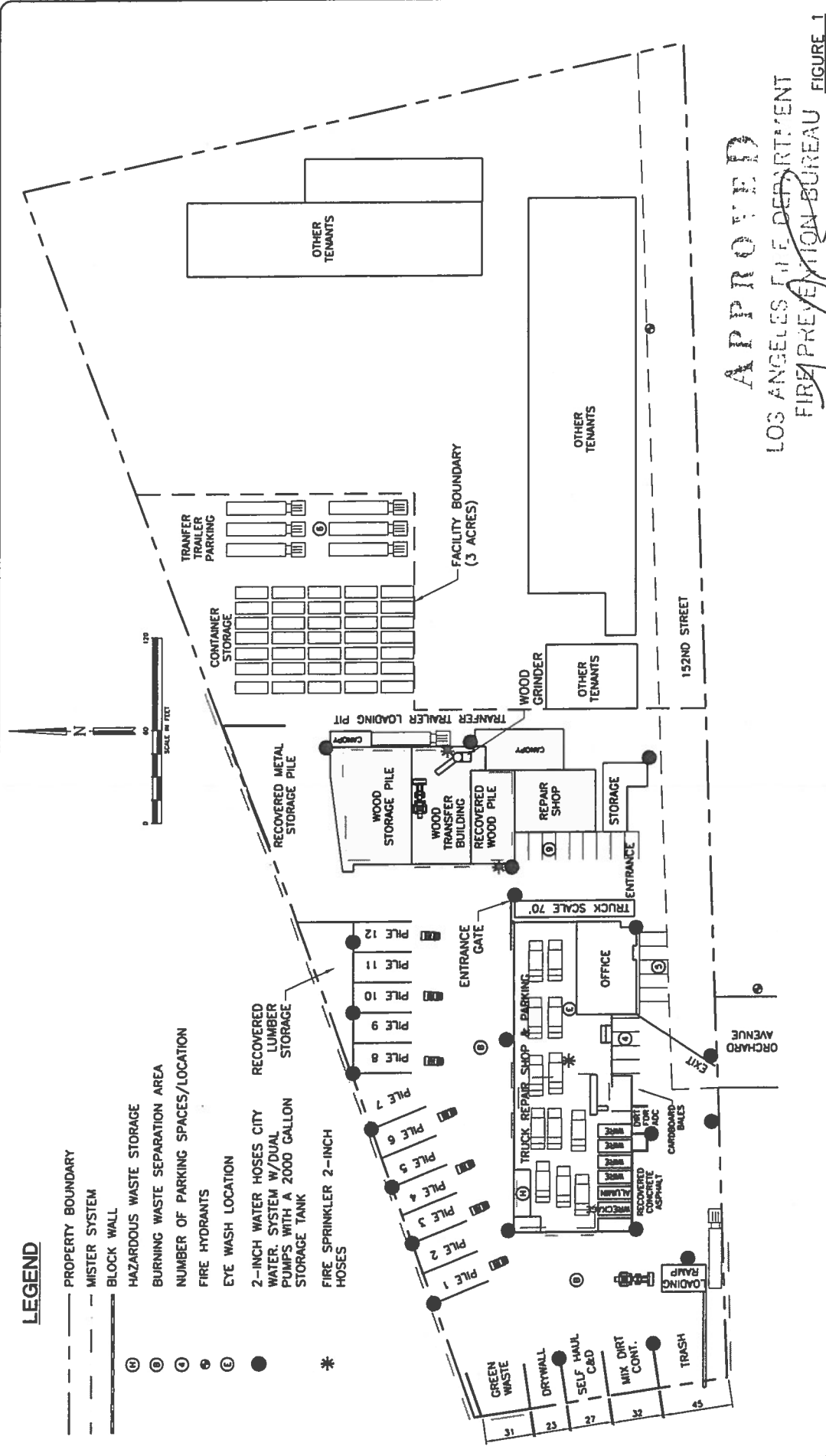
- CIWMB Permit

## **E. LA City Fire Department**

The local LA City Fire Department has received our site map and fire mitigation plan. The LA Fire Department performs a yearly inspect to ensure facility is compliant with local fire codes. Our facility has met the appropriate standards and the latest inspection report is included with this fire plan.

**LEGEND**

- PROPERTY BOUNDARY
- - - MISTER SYSTEM
- BLOCK WALL
- ① HAZARDOUS WASTE STORAGE
- ② BURNING WASTE SEPARATION AREA
- ③ NUMBER OF PARKING SPACES/LOCATION
- ④ FIRE HYDRANTS
- ⑤ EYE WASH LOCATION
- 2-INCH WATER HOSES CITY WATER SYSTEM W/DUAL PUMPS WITH A 2000 GALLON STORAGE TANK
- \* FIRE SPRINKLER 2-INCH HOSES



**APPROVED**  
 LOS ANGELES FIRE DEPARTMENT  
 FIRE PREVENTION BUREAU FIGURE 1

CALIFORNIA WASTE SERVICES

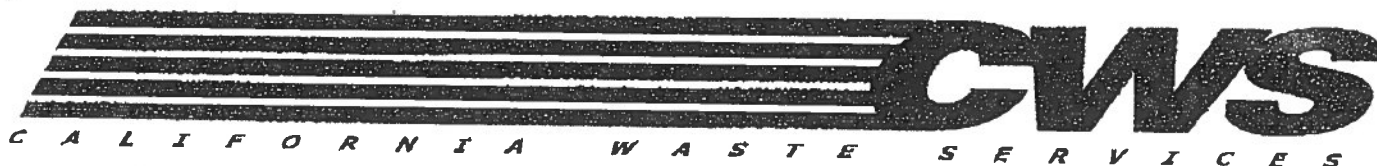
FIRE PREVENTION - CONTROL - AND MITIGATION PLAN

BY *[Signature]* 3/22/07

(909) 860-7777

**BAS**  
 BRYAN A. STIRRAAT & ASSOCIATES  
 CIVIL AND ENVIRONMENTAL ENGINEERS  
 1386 VALLEY VISTA DRIVE DIAMOND BAR, CA 91765

JOB NO. 2006.0070  
 DATE 03-2007  
 DRAWN BY CAL  
 FILE NAME: 17282106.DWG



## CONSOLIDATED CONTINGENCY PLAN

### 1. PREVENTION:

PROPANE- No smoking signage, labeled storage tanks, red in color concrete filled post crash protection surrounding tanks located 30' from the building, fire extinguisher within 30', employees required to wear hand and eye protection when handling.

DIESEL FUEL- No smoking signage, labeled storage tanks, fire extinguishers adjacent, spill pans, stored outside, employees required to wear hand and eye protection when handling.

WASTE OIL- No smoking signage, labeled storage tanks, fire extinguisher adjacent, concrete curbed and covered containment area, concrete filled concrete post crash protection, employees required to wear hand and eye protection when handling.

WASTE PAINT-Same as WASTE OIL.

### 2. MITIGATION:

PROPANE- same as above including evacuation plan in the event of fire and no storage of combustible materials within 30'. Because the stored quantity is relatively small, in the event of a minor leak the area would be sealed off and the provider called to repair the problem. In the event of a major leak or explosion 911 would be notified and the area evacuated.

DIESEL FUEL-Same as above including having absorbent material available for spills. In the event of fire, 911 would be notified and the area evacuated.

WASTE OIL-Same as above including regularly scheduled removal service and having absorbent material available for spills. In the event of fire, 911 would be notified and the area evacuated.

WASTE PAINT-Same as WASTE OIL.

### 3. ABATMENT:

PROPANE-Because the quantity is relatively small and the material is gas, the clean up would be minimal.

DIESEL FUEL- Each drum has a spill tray to capture the minor spills. For larger spills absorbent rags will sufficiently handle the incident. In the event of fire, the residual would be pumped into a 55-gallon drum and prepared for the hazardous material service to remove.

WASTE OIL- the drums are kept in a curbed containment area that will allow for the entire contents of one drum to completely spill. The waste oil would be

pumped into another drum for processing. If the spill were greater than one drum, absorbent rags and dams would contain the incident.

WASTE PAINT- same as WASTE OIL.

**APPENDIX K**

**EXISTING**  
**DESIGN AND OPERATIONS**

## **C&D PROCESSING FACILITY**

**LEGEND**

- PROPERTY BOUNDARY
- - - - - PUSH WALL
- (H) HAZARDOUS WASTE STORAGE
- (B) BURNING WASTE SEPARATION AREA
- (+) NUMBER OF PARKING SPACES/LOCATION
- (⊕) FIRE HYDRANTS
- (⊕) EYE WASH/FIRST AID STATION

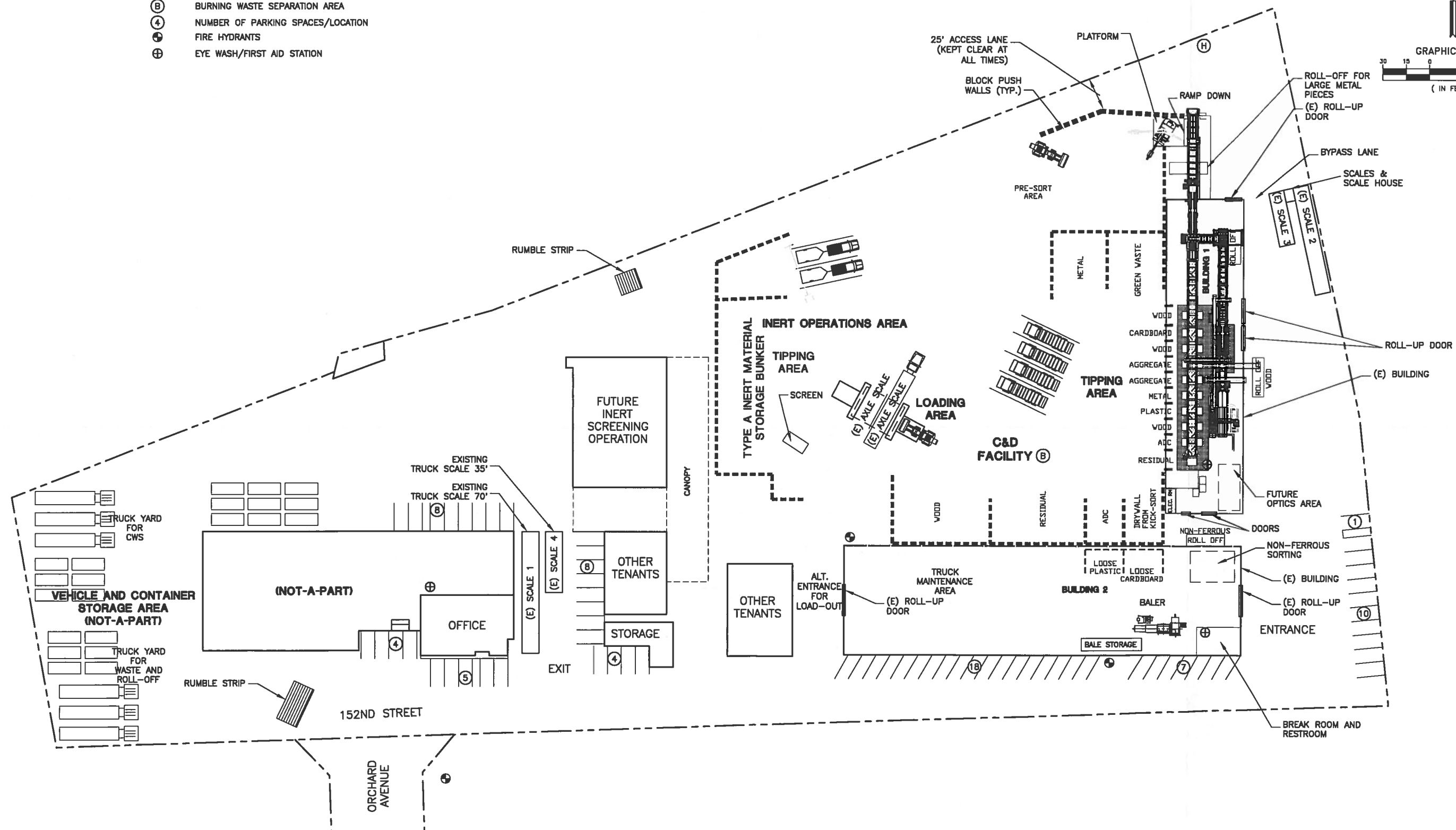
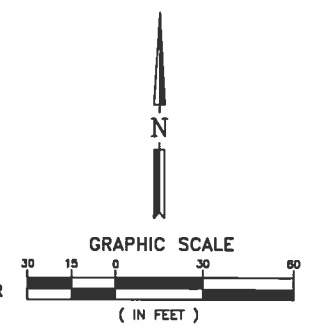



FIGURE E-1

	 <b>TETRA TECH BAS</b> <small>1360 Valley Vista Drive, Diamond Bar, CA 91765          TEL 909.860.7777 FAX 909.860.8017</small>	<b>CALIFORNIA WASTE SERVICES</b> <b>EXISTING SITE PLAN</b>																																	
	DESIGNED BY : C.A.L. DRAWN BY : C.A.L./P.V. CHECKED BY : C.A.L. APPROVED BY : C.M.A.	SCALE : AS SHOWN DATE : 12-2015 FILE NO.: 30-1426FIG DATE : 12-2015 DATE : 12-2015 SHEET <b>1</b> OF <b>1</b>																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">NO.</th> <th style="width: 75%;">REVISION DESCRIPTION</th> <th style="width: 20%;">BY:</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	NO.	REVISION DESCRIPTION	BY:																																
NO.	REVISION DESCRIPTION	BY:																																	

**LEGEND**

- PROPERTY BOUNDARY
- INBOUND C&D MATERIAL
- OUTBOUND RECOVERED MATERIALS

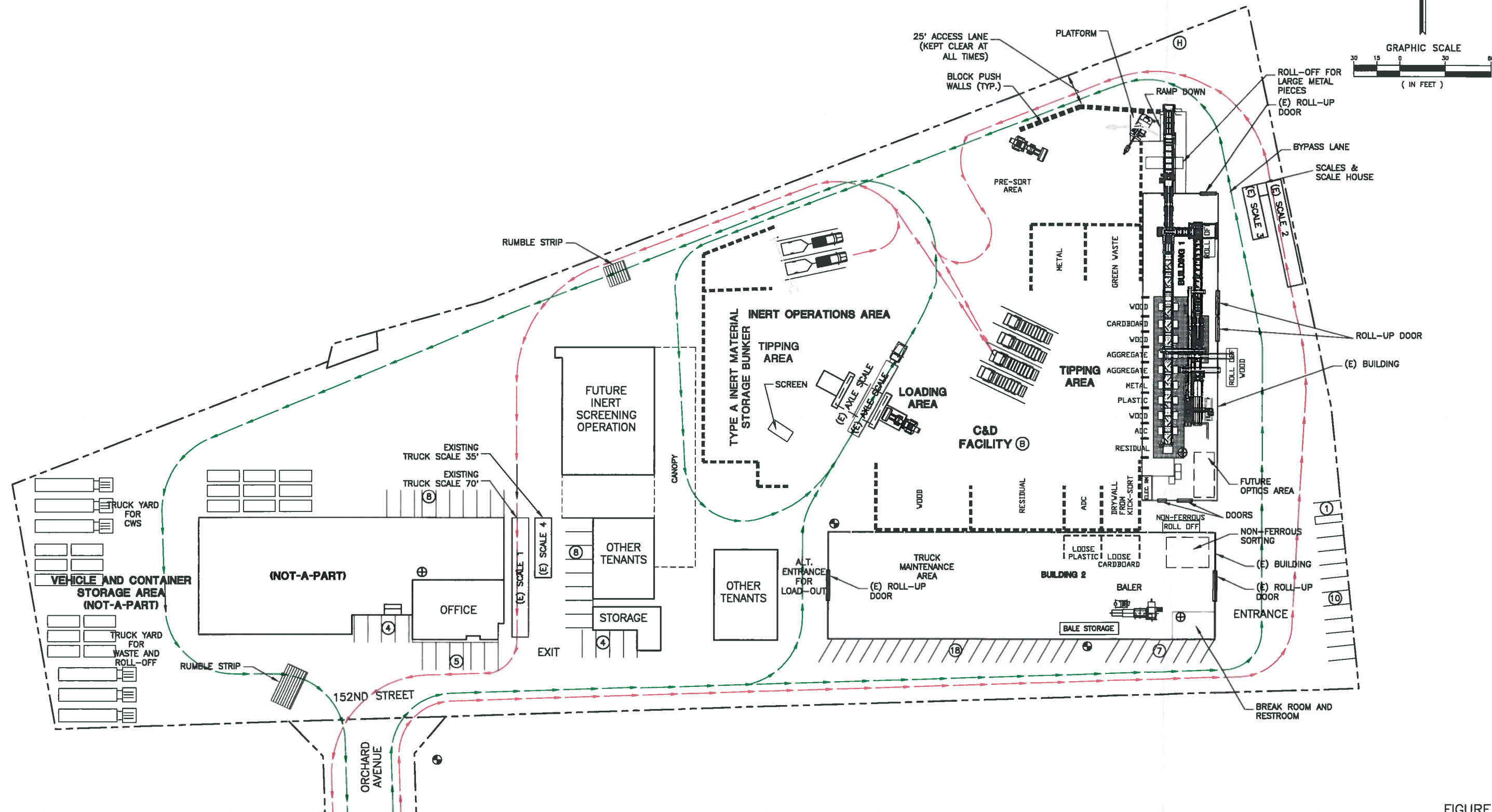
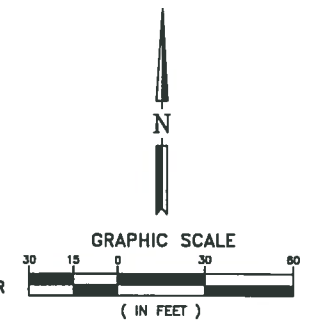


FIGURE E-2

		<b>TETRA TECH BAS</b> <small>1360 Valley Vista Drive, Diamond Bar, CA 91765          TEL: 909.860.7777 FAX: 909.860.8017</small>	<b>CALIFORNIA WASTE SERVICES</b> <b>EXISTING TRAFFIC PATTERN</b>															
		DESIGNED BY : C.A.L. DRAWN BY : C.A.L./P.V. CHECKED BY : C.A.L. APPROVED BY : C.M.A.	SCALE : AS SHOWN DATE : 12-2015 DATE : 12-2015 DATE : 12-2015 FILE NO.: 30-1426FIG SHEET <b>1</b> OF <b>1</b>															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">NO.</th> <th style="width: 75%;">REVISION DESCRIPTION</th> <th style="width: 20%;">BY:</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	NO.	REVISION DESCRIPTION	BY:															
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## APPENDIX B

### LARGE VOLUME CONSTRUCTION AND DEMOLITION/INERT (CDI) DEBRIS FACILITY at 1,000 Tons Per Day Peak

*The purpose of the following calculations is to prove that the design of the unloading and loading bays, storage piles, and processing equipment is capable of handling the design throughput. Pile volume is included on the attached Table 1 as calculated by CADD Software. All assumptions were provided by California Waste Services (CWS) Staff.*

#### Incoming

##### **1,000 Tons Per Day (TPD) Peak Incoming**

#### Mixed C&D

Assumption: Average tons per load: 6 tons  
Average unloading time: 10 minutes  
Number of tipping bays: 3 Total

3 bays x 6 loads/hr x 6 tons/lb = 108 tons/hour (*this is a theoretical maximum, in reality the loads are spread out throughout the day*)

#### Self-Haul

Assumption: Average tons per load: 1 tons  
Average unloading time: 20 minutes  
Number of tipping bays: 1 Total

1 bays x 3 loads/hr x 1 tons/lb = 3 tons/hour (*this is a theoretical maximum, in reality the loads are spread out throughout the day*)

It will take approximately 9 hours to reach capacity for the facility running at maximum intake.

#### Incoming Tipping Area Storage Pile

Storage capacity = 1,522 yd<sup>3</sup> - From CADD software calculations using contours denoted on floor plan (see **Figure 11**)

Weight = .45 tons/yd<sup>3</sup>

1,522 x .45 = 685 tons of storage

Self-Haul Tipping = Typically the facility receives an average of 50 tons per day; this material is rarely processed, as it is primarily source separated materials. Loads that are source separated will be tipped in the recovered commodity bunker as appropriate;

mixed C&D from self-haul will be tipped in the designated self-haul tipping stalls (see Figure 3).

### **Processing and Storage**

Primary Sorting Equipment- 70 TPH x 16 hrs = 1,120 TPD  
Source Separated Materials (Self-Haul) - 50 TPD

The proposed mechanical/manual sorting process and general operations of the CWS Recycling Facility will allow CWS to process 1,170 tpd (assuming that the mechanical/manual process can operate at an average of 70 tons per hour or 1,120 tpd plus the 50 tpd of source separated recyclables). This assumes a 16 hour operating day, with alternating breaks and lunch for the line sorters.

The table below identifies the expected material recovery rates and the storage capacity being proposed. Storage capacity for the various recovered material will be modified as operations require it, based on actual material recovery data. Bunkers will be either made larger or smaller depending on the actual recovery throughput.

### Material Processing Rate & Storage Capacity

MATERIAL <sup>1</sup>	PERCENT PER HOUR	TONS PER HOUR	TONS PER DAY	STORAGE CAPACITY (CY)	STORAGE CAPACITY (TONS)	MAX. STORAGE TIME	OUTBOUND TRUCKS/DAY
Kick Sort <sup>2</sup>	5.0%	3.5	50				N/A
<b>INFEED CONVEYOR AND VIBRATORY SCREEN</b>							
<b>MANUAL PICKING LINE (Vibratory Screen &gt;4")</b>							
Dirty Wood	15.0%	10.5	150	380	84	24 hours	5
Cardboard <sup>3</sup>	2.0%	1.4	20	175	88	3 weeks	1 every 2-3 days
Clean Wood	3.0%	2.1	30	983	162	3 weeks	3
Ferrous	2.0%	1.4	20	477	239	3 weeks	N/A
Non-Ferrous	0.25%	0.175	2.5	130	33	3 weeks	N/A
Aggregate (Concrete) <sup>4</sup>	5.0%	3.5	50	115	76	3 weeks	Move to Inert Operations
Drywall	7.0%	4.9	70	513	462	3 weeks	3
Plastic	1.75%	1.2	17.5	115	29	3 weeks	1
Roofing	2.0%	1.4	20	75	38	3 weeks	1
Others <sup>5</sup>	3.0%	2.1	30	10	9	3 weeks	1 occasionally
Residual	10.0%	7	100	142	28	24 hours	5
<b>MAGNET (Vibratory Screen &lt;4")</b>							
Ferrous (Cart 1)	2.0%	1.4	20	20	10	N/A	N/A
<b>STARGEAR SCREEN (Vibratory Screen &lt;4")</b>							
RSM (ADC) <sup>6</sup>	15.0%	10	150	231	116	3 weeks	10
<b>DE-STONER (Stargear Screen 2-4")</b>							
Aggregate (Concrete) <sup>4</sup>	12.0%	8.4	120			3 weeks	Move to Inert Operations
Residual	15.0%	10	150	230	46	24 hours	6

1 - All materials are shipped out continually throughout the day as needed in order to prevent exceeding the storage capacity.

2 - Kick Sort material consist of large bulky items, carpet, stringy materials, and significant amounts of recoverable materials; which will be distributed either to a recovered material or residual bunker.

3 - In addition to the bunker storage capacity, an area on the east end of Building 2 will be used for baled cardboard storage.

4 - Additional storage for recovered aggregates is located next door at the inert debris operation.

5 - Others include carpet, carpet padding, and rigid plastic. A low-boy roll-off will be placed on the sorting platform and removed when full.

6 - RSM (Recycled Screening Material or Alternative Daily Cover – Stargear Screen <1-1/2")

Baler – the baler can process 20 to 30 TPH which exceeds the 20 TPD of OCC that need to be baled daily.

## Outbound

Assumption: 25% Residual (250 tons) vs. 75% (750 tons) Recovered Material

### Residual

250 TPD

Assumption: 22 tons per load outgoing. Approximately 11 trucks are needed for daily outgoing residual.

Assumption: Average tons per load: 22 tons  
Average loading time: 20 minutes  
Number of loading bays: 1 Total

1 bays x 3 loads/hr x 22 tons/lb = 66 tons/hour (*this is a theoretical maximum, in reality the loads are spread out throughout the day*)

It will take approximately just over 4 hours to load the estimated 250 tons of residual when the facility running at maximum intake.

### Outgoing Products / Recyclables

750 TPD

Assumption: 22 tons per load outgoing. Approximately 34 trucks are needed for daily outgoing recovered material.

Assumption: Average tons per load: 22 tons  
Average loading time: 20 minutes  
Number of loading bays: 2 Total

2 bays x 3 loads/hr x 22 tons/lb = 132 tons/hour (*this is a theoretical maximum, in reality the loads are spread out throughout the day*)

It will take approximately just over 6 hours to load the estimated 750 tons of recovered materials when the facility running at maximum intake. Additionally, there will be a loading area for baled cardboard located adjacent to the cardboard storage area as shown on Figure 3. Due to the occasional output and storage capacity of some recyclable materials not all 34 trucks will be needed daily.

## Conclusion

From the calculations listed above, it is determined that the CWS facility can operate at 1,000 tons per day.

## **TYPE A INERT OPERATION**

**LEGEND**

- PROPERTY BOUNDARY
- PARCEL BOUNDARY
- PUSH WALL
- (H) HAZARDOUS WASTE STORAGE
- (B) BURNING WASTE SEPARATION AREA
- (4) NUMBER OF PARKING SPACES/LOCATION
- (⊕) FIRE HYDRANTS
- (⊕) EYE WASH/FIRST AID STATION
- ▨ CWS C&D FACILITY AREA (OPERATED UNDER SEPARATE SWFP)

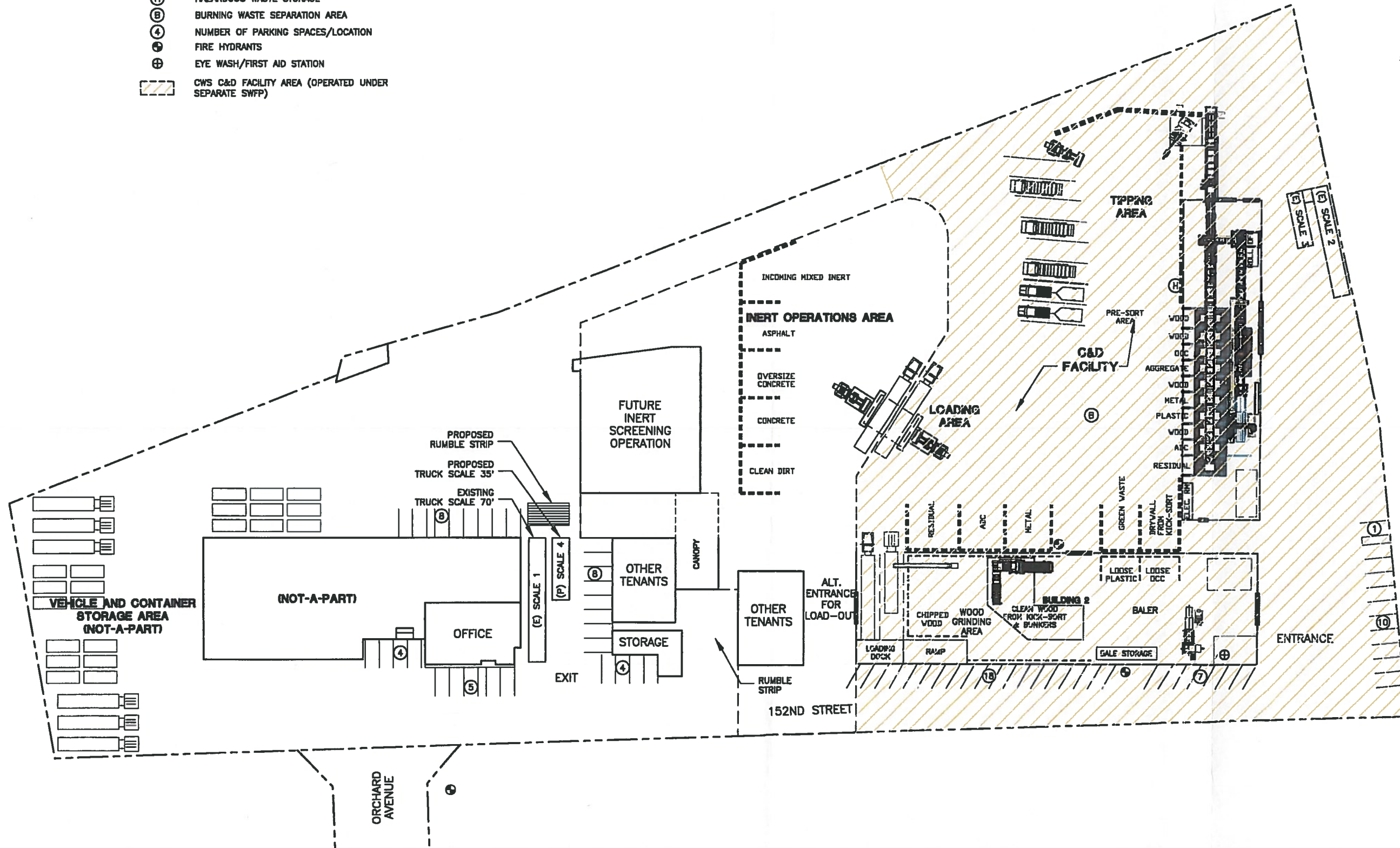
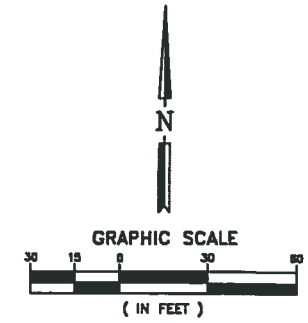


FIGURE 2





NO.	REVISION DESCRIPTION	BY:

**TETRA TECH BAS**  
 1340 Valley Vista Drive, Diamond Bar, CA 91745  
 TEL. 909.840.7777 FAX 909.840.8517

**CALIFORNIA WASTE SERVICES  
 INERT OPERATIONS SITE PLAN**

DESIGNED BY : C.A.L.	SCALE : AS SHOWN
DRAWN BY : C.A.L.	DATE : 5-2015 FILE NO.: 30-1181FG
CHECKED BY : C.A.L.	DATE : 5-2015
APPROVED BY : C.M.A.	DATE : 5-2015 SHEET 1 OF 1

**LEGEND**

-  PROPERTY BOUNDARY
-  INBOUND CIRCULATION
-  OUTBOUND CIRCULATION
-  CWS C&D FACILITY AREA (OPERATED UNDER SEPARATE SWFP)

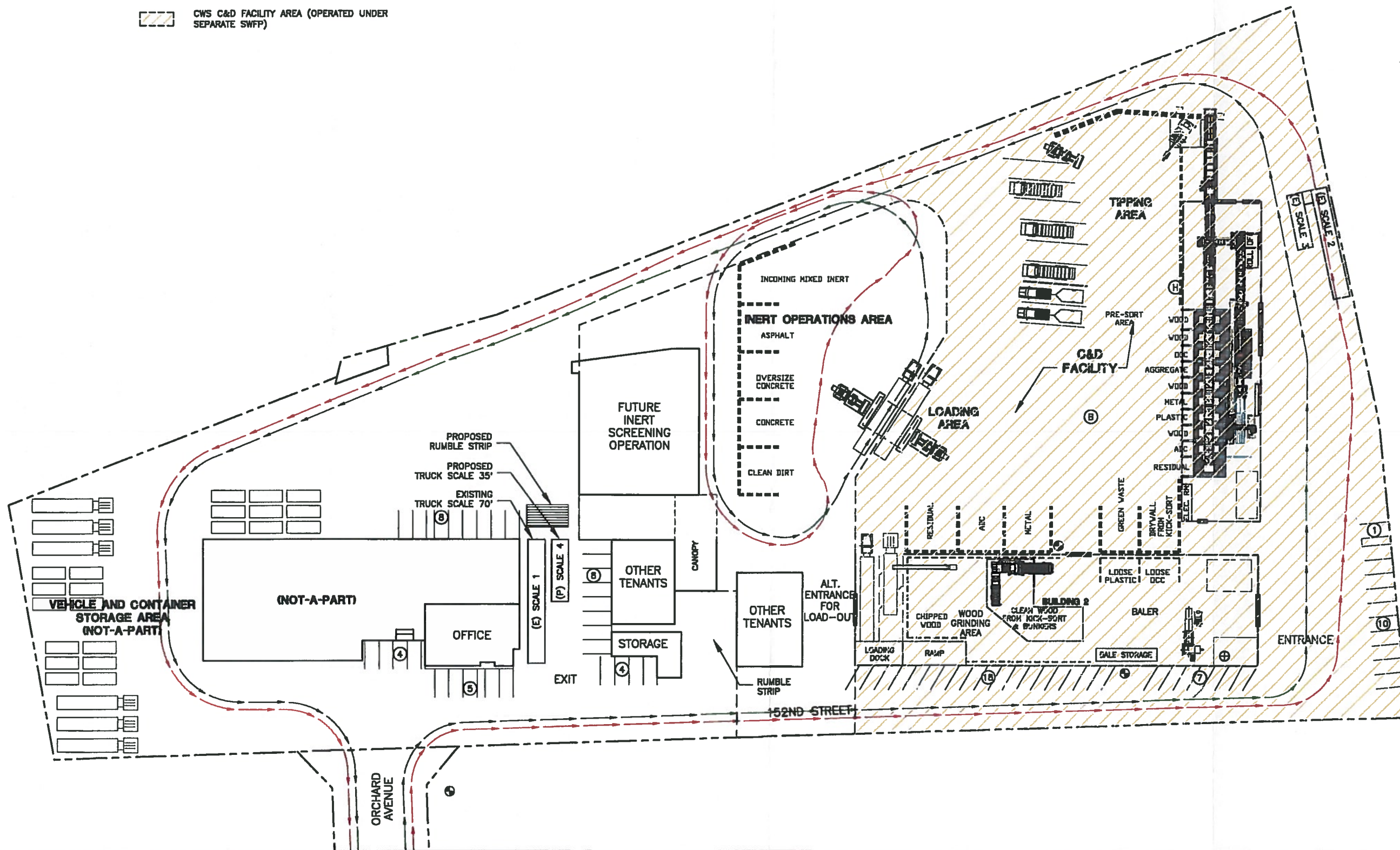
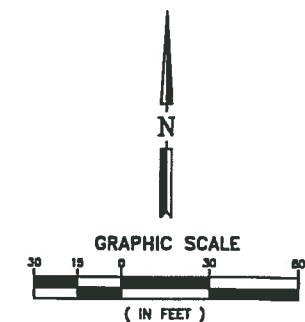


FIGURE 3

NO.	REVISION DESCRIPTION	BY:

**Tt** **TETRA TECH BAS**  
 1360 Valley Vista Drive, Diamond Bar, CA 91765  
 TEL. 909.860.7777 FAX 909.860.8017

CALIFORNIA WASTE SERVICES INERT OPERATIONS CIRCULATION PLAN		
DESIGNED BY : C.A.L.	SCALE : AS SHOWN	FILE NO.: 30-1192FIG
DRAWN BY : C.A.L.	DATE : 5-2015	DATE : 5-2015
CHECKED BY : C.A.L.	DATE : 5-2015	DATE : 5-2015
APPROVED BY : C.M.A.	DATE : 5-2015	SHEET 1 OF 1