

AMERICAN RECLAMATION, INC.

**MEDIUM VOLUME CONSTRUCTION, DEMOLITION, AND
INERT DEBRIS PROCESSING**

FACILITY PLAN

Prepared for:

American Reclamation, Inc.
4560 Doran Street
Los Angeles, CA 90039-1006
(323) 245-0125

Prepared by:

L. Miner and Associates

(310) 993-1676

May 2024

OWNER/APPLICANT CERTIFICATION STATEMENT
FOR
AMERICAN RECLAMATION
CONSTRUCTION, DEMOLITION, AND INERT MATERIAL
PROCESSING FACILITY

In accordance with California Code of Regulations Title 27, Section 21570(e), the undersigned, as owner/applicant of the American Reclamation Construction, Demolition, and Inert Material Processing Facility, and as the applicant for a solid waste permit to operate said facility, hereby attest that all information in the application package, and Facility Plan, are true and accurate to their best knowledge and belief.

<u>John Gasparian</u> Applicant's Name (Print)	<u></u> Applicant's Signature	<u>May 14, 2024</u> Date
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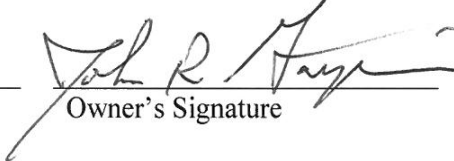
<u>John Gasparian</u> Owner's Name (Print)	<u></u> Owner's Signature	<u>May 14, 2024</u> Date
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1.0 NAME OF OPERATOR AND OWNER

This document has been prepared in accordance with Title 14, Section 18223 of the California Code of Regulations (CCR), which lists the specific requirements for inclusion in a “Facility Plan” for a medium volume construction, demolition and inert debris (CDI) processing facility. This Facility Plan describes the design and operation of the American Reclamation, Inc., CDI facility located at 4560 Doran Street in the City of Los Angeles, California. American Reclamation, Inc. also operates a recycling facility on the subject property. Source separated recyclable material will continue to be accepted at the facility.

Names of Owner and Operator

Name of Station: American Reclamation, Inc.

CalRecycle SWIS No.: 19-AR-1241

Facility Address: 4560 Doran Street
Los Angeles, CA 90039-1006
APN 5593-005-031

Land Owner: Glendale Metals and Recycling, Inc.
4560 Doran Street
Los Angeles, CA 90039-1006
(818) 245-0125
(818) 552-4074
(818) 558-8814 fax
Attn: John R. Gasparian, Jr.

Operator: American Reclamation, Inc.
4560 Doran Street
Los Angeles, CA 90039-1006
(818) 245-0125
(818) 552-4074
(818) 558-8814 fax
Attn: John R. Gasparian, Jr.

Key Personnel: John Gasparian

Permitted CDI Capacity: 174 Tons Per Day (TPD)

Design Capacity: 700 TPD

2.0 SCHEMATIC DRAWINGS

Figure 1 shows the general location of the site and **Figure 2** is an aerial photograph showing the site and the surrounding area.

2.1 ADJACENT LAND USE

The subject property is located in an industrial area of the City of Los Angeles, near the junction of the Golden State (5) and Ventura Freeways (134), and adjacent to the Glendale city limits. The project site, as well as the majority of surrounding, privately owned properties in the area, is zoned M3, Heavy Industrial. The exceptions include a small area on the east side of San Fernando Road West, which is zoned M2, Light Industrial, the Los Angeles River located to the west, which is zoned OS, Open Space, and the Golden State and Ventura Freeways, located west and north of the project site, respectively, which are zoned PF, Public Facilities. **Figure 3** shows the City of Los Angeles zoning for the project site and surrounding area.

2.2 SITE PLAN DESCRIPTION

Figure 4 shows the CDI processing area (shaded in gray) and related facilities. The CDI facility occupies approximately 60,000 square feet of the site. A recycling operation, inert material processing and associated warehouse and administrative offices are located on the property and operated separately, but are not located within the permitted CDI processing area. Customer access to the site is from Doran Street, which is a cul-de-sac, via Gate #1, and an access driveway that runs along the eastern property line, via Gate #2. The site is developed with the following improvements:

- Inbound and outbound 70-foot truck scales
- Scale house (100 SF)
- Material Recovery Facility (MRF) Elevated Sort Line and Baler – Not part of Solid Waste Facility Permit
- CDI processing operation (uncovered) on approximately 35,500 SF of land
- Employee restroom building (300 SF)
- Warehouse/office building with loading dock (5,000 SF) – Not part of CDI Facility Permit
- Truck maintenance building (1,860 SF); – Not part of CDI Permit.

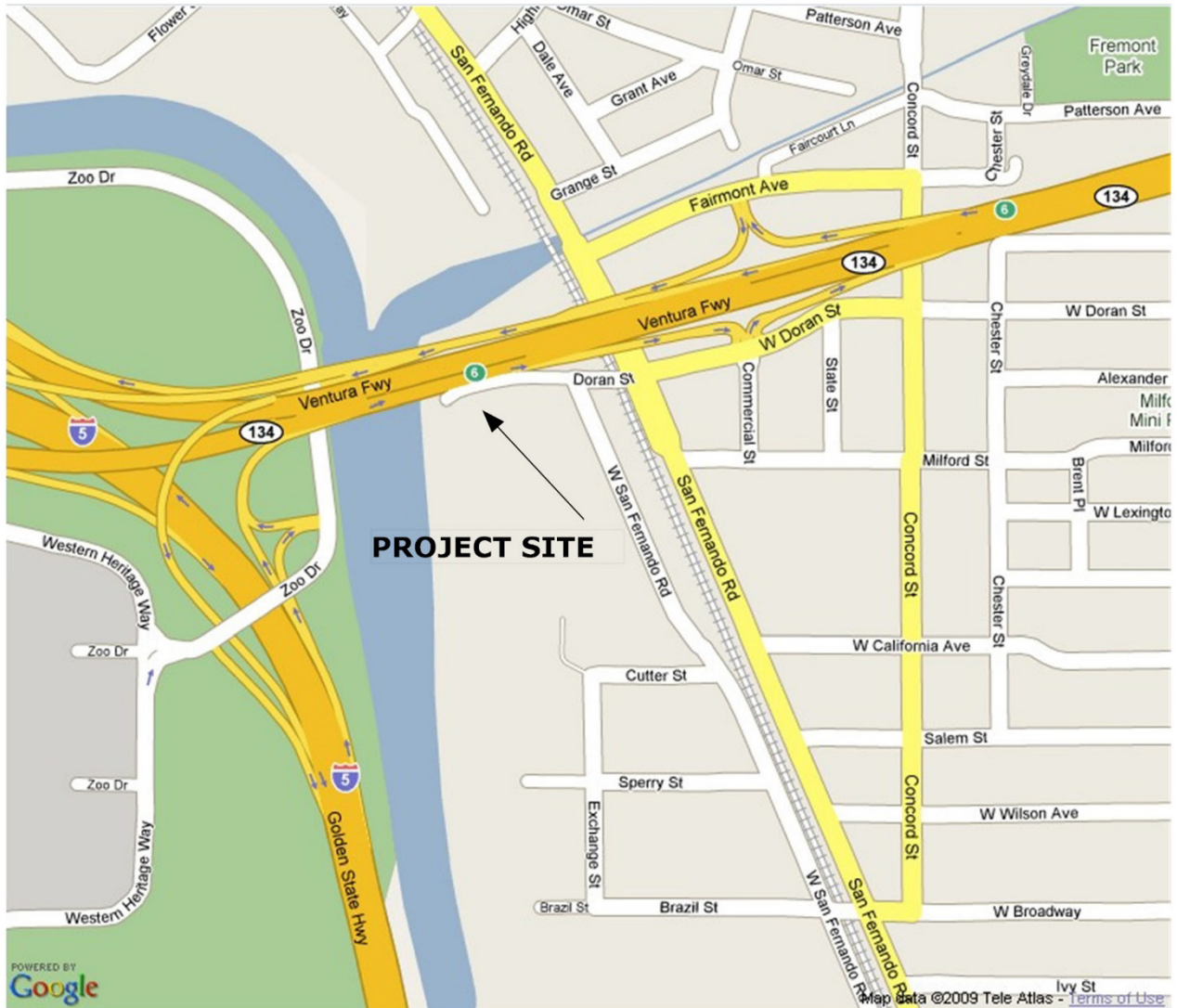
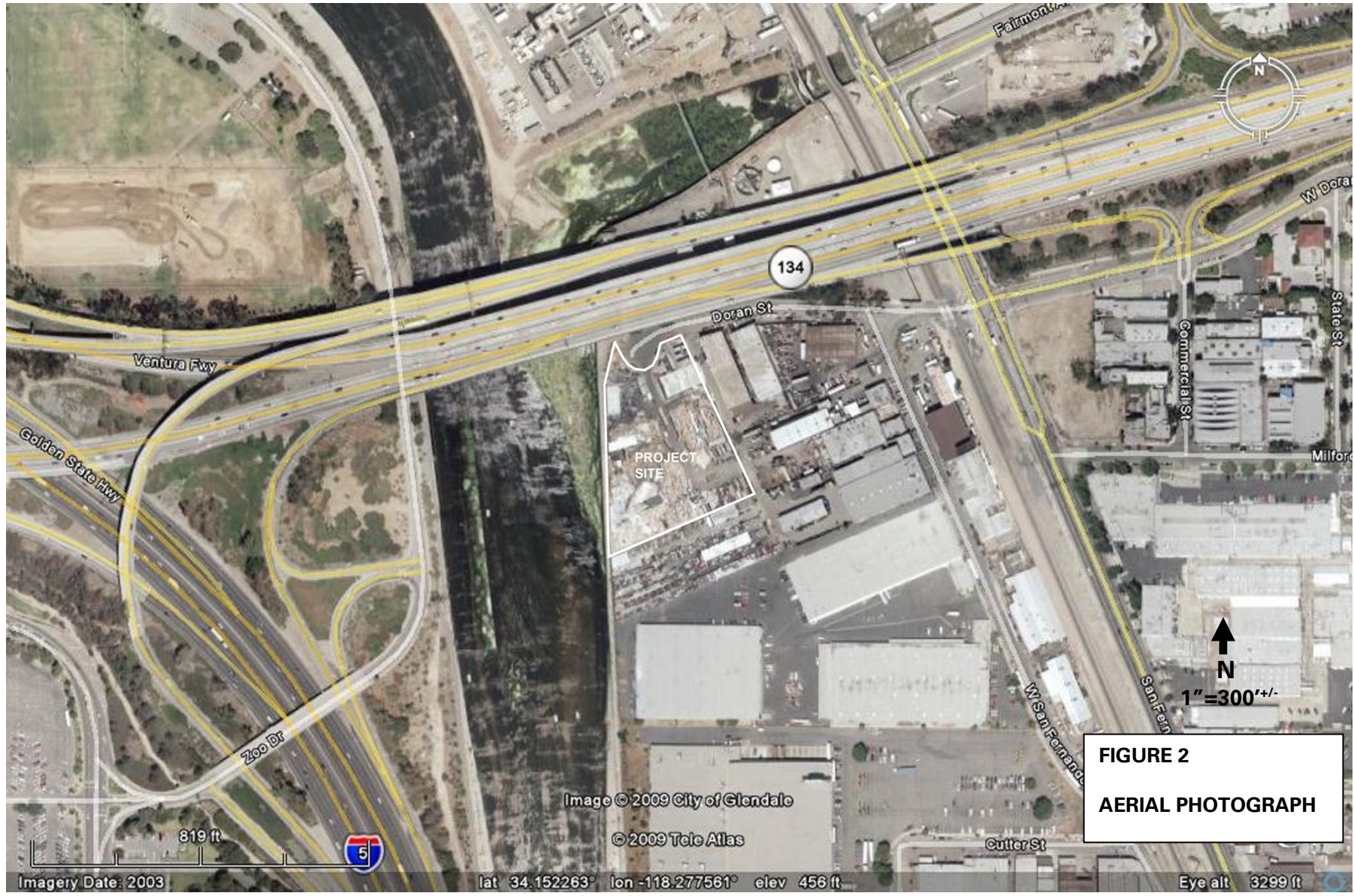
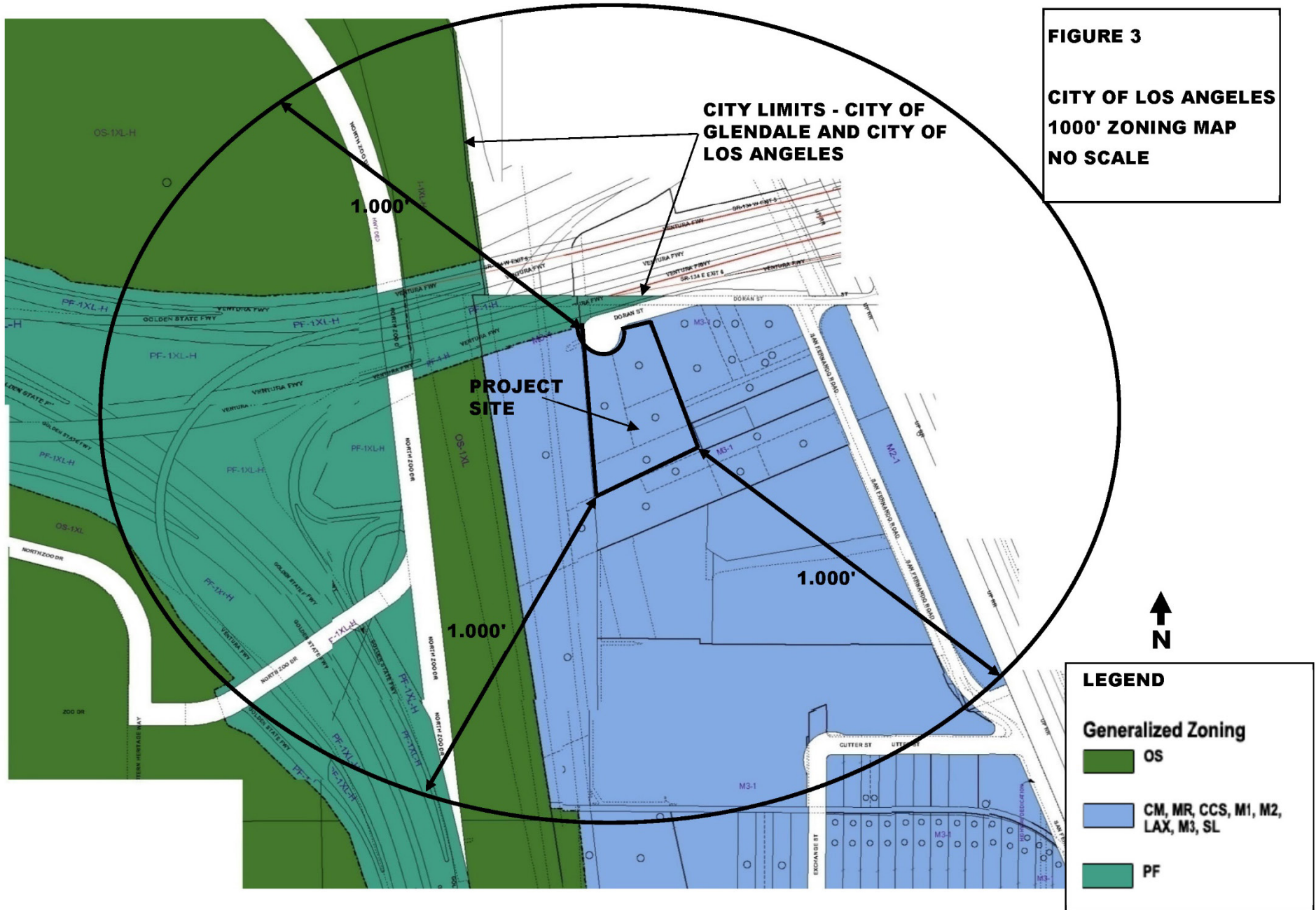
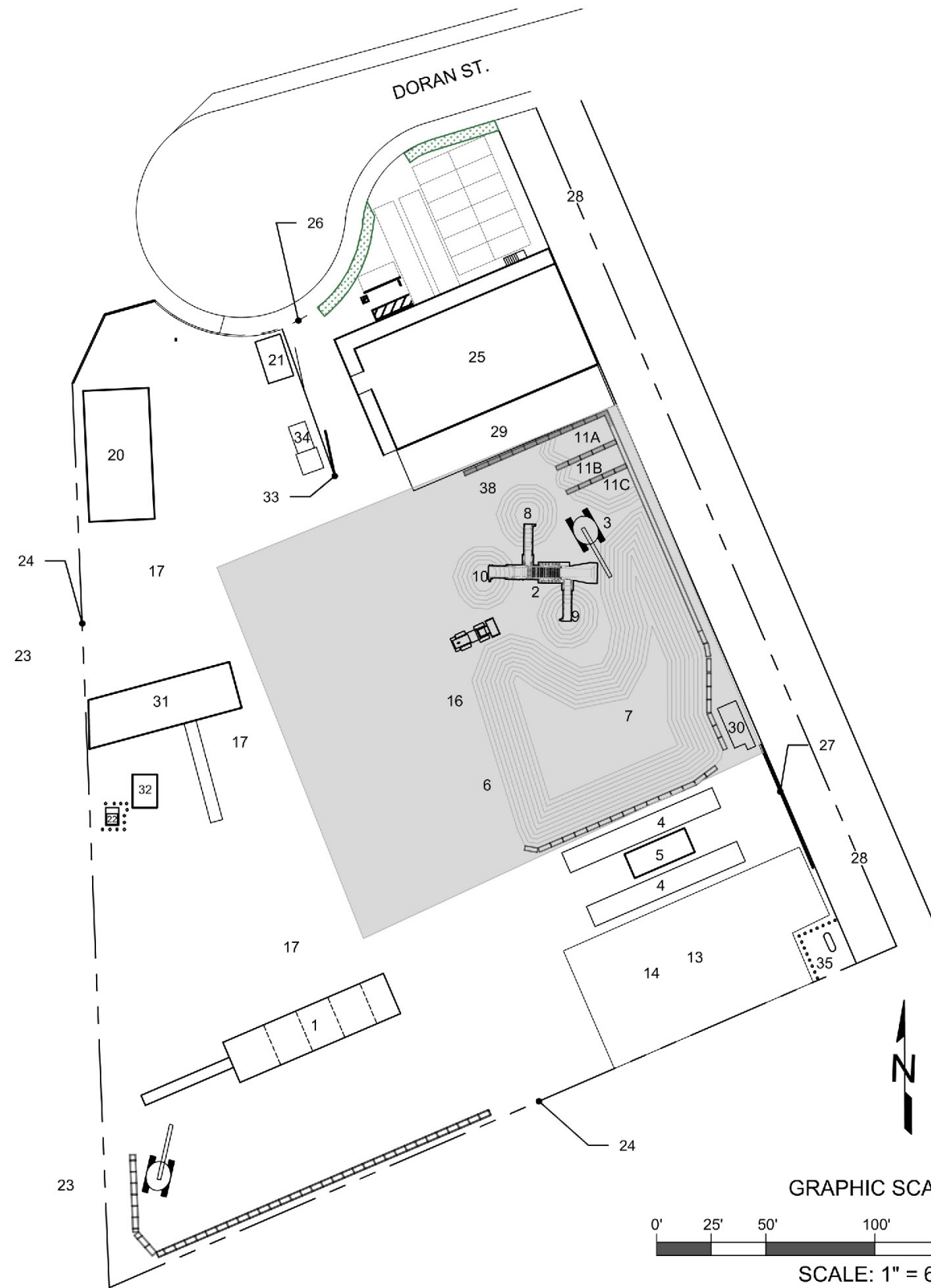


FIGURE 1
SITE LOCATION MAP

↑
N
No Scale







NOTES

1. Elevated Sort Line (Not In Use)
2. Screen
3. Excavator
4. Inbound and Outbound Scale
5. Scale House
6. CDI Tipping Area
7. Pile #1 - Incoming CDI Material (Approximately 18' in height) - 1,400 tons of storage capacity
8. Pile #2 - Post-Screen Unders (-1 inch) (Approximately 8' in height) - 88 tons of storage capacity
9. Pile #3 - Post-Screen Unders (-1/4 inch) (Approximately 8' in height) - 88 tons of storage capacity
10. Pile #4 - Post-Screen Overs (Approximately 8' in height) = 88 tons of storage capacity
- 11A. Bunker #1 - Inert Material Bunker - 23 tons of storage capacity
- 11B. Bunker #2 - Inert Material Bunker - 54 tons of storage capacity
- 11C. Bunker #3 - Inert Material Bunker - 54 tons of storage capacity
12. NOT USED
13. Salvaged Commodities in Piles/Roll-Off Containers - 140 tons of storage capacity
14. Truck/Roll-Off Storage
15. Load Out Ramp
16. Load Out Area
17. Recycling Center (Not a Part of Solid Waste Facility Permit)
18. Not Used
19. Not Used
20. Truck Repair Facility - 1,850 SF (Not Part of Solid Waste Facility Permit)
21. Hazardous Material Storage Locker
22. Electrical Transformer
23. LA County Flood Control Channel
24. Perimeter Fence
25. Warehouse/Breakroom (5,000 SF) and Offices (3,000 SF) (Not Part of Solid Waste Facility Permit)
26. Ingress/Egress Gate #1
27. Ingress/Egress Gate #2
28. 40' Wide Access Driveway
29. Truck Wash (Not Part of Solid Waste Facility Permit)
30. Employee Restrooms
31. Baler
32. Electrical Room
33. Gate
34. Diesel Above Ground Storage Tank with Canopy Over Fuel Dispenser.
35. Propane Tank and Fueling Area

LEGEND

- MEDIUM VOLUME CDI FACILITY PERMIT AREA (35,500 +/- SF/.81 acres)
- EXISTING LANDSCAPE AREAS

- 4-FOOT TALL STACKING BLOCK WALL (EACH BLOCK MEASURES 2' W x 2' H x 6').

PILE FOOTPRINTS AND LOCATIONS ARE SHOWN FOR DIAGRAMMATIC PURPOSES - FIELD CONDITIONS MAY VARY. ALL MATERIAL PILES WILL BE MAINTAINED WITH SAFE SLOPES AND HEIGHTS AT ALL TIMES.

GRAPHIC SCALE



SCALE: 1" = 60'

FIGURE 4

3.0 DESCRIPTIVE STATEMENT

3.1 TRAFFIC FLOW

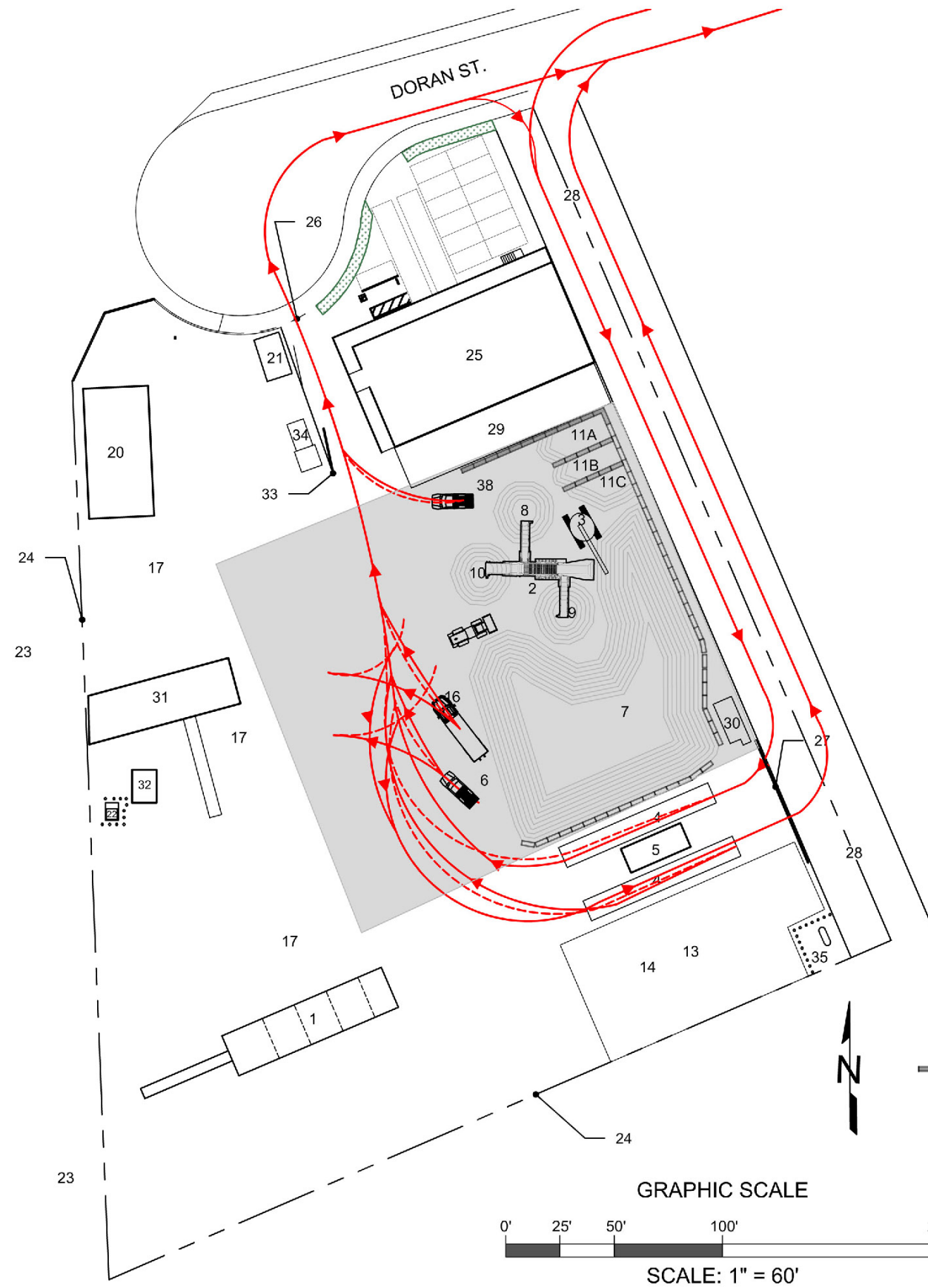
The primary ingress and egress to the CDI processing facility is from Doran Street via an access driveway located along the eastern property line to Gate #2. The access driveway allows approximately 300 feet of stacking distance between the scales and Doran Street, and could accommodate approximately ten roll-off trucks. Doran Street is a dead end, cul-de-sac, street that is improved with a variable width roadway within a 48' right-of-way. Gate #1, which is accessed directly from Doran Street, also provides site ingress and egress, but is used primarily by larger transfer and commodities trucks. **Figures 5 and 6** show the vehicle circulation patterns for the facility.

3.2 INCOMING WASTE

Incoming trucks with source separated CDI materials enter the site from Doran Street via Gate #2, and proceed to the inbound truck scale to weigh in. After weighing in, and screening by the scale house attendant to determine material type, the trucks tip their loads in the appropriate area, which shall be clearly marked and bounded, as directed by a spotter. Vehicles with prohibited waste such as MSW will be directed to the transfer station facility. Green waste loads are sent to the American Reclamation Chip and Grind Facility (reference SWIS No. 19-AR-1242). After depositing their loads, the trucks proceed to an open scale to weigh out and exit via Gate #1 or #2 onto Doran Street. As soon as any waste is tipped, it will be pushed into the CDI pile. Transfer and commodity trucks also enter the site via Gate #2 and proceed to designated load-out areas. In order to weigh out, these larger transfer and commodities trucks exit the site via Gate #1, proceed onto Doran Street and back to the inbound scale via Gate #2 to weigh out. Transfer and commodity trucks may also back on to a scale and exit via Gate #1. After weighing out, transfer and commodities trucks proceed back to Gate #1 and exit the site on Doran Street. No material from the recycling area or transfer area will be unloaded in the designated CDI processing area.

3.3 PROCESSING

Sorting of the CDI materials will initially be accomplished by hand and with an excavator or wheeled loader. During the initial floor sort incidental green waste, trash and large pieces of metal, wood and drywall are removed by the loader and by hand, and placed in a roll off container or a pile (see Note No. 13 on **Figure 4**). The loader, or a forklift with a rotating bucket, may also be used to move material. Large pieces of concrete and inerts are transported by a loader to bunkers (see Note Nos. 11A, 11B and 11C on **Figure 4**). After the initial floor sort, material is loaded by an excavator into a McCloskey 3-way screen which creates two “unders” inert material piles, and an “overs” residual material pile. When a pile height reaches the conveyor belt height, the material, may be temporarily stored in a bunker. During slow periods, stored material is transferred by loader into transfer trucks for disposal at local landfills or into end dump trucks for transport to inert material landfills.



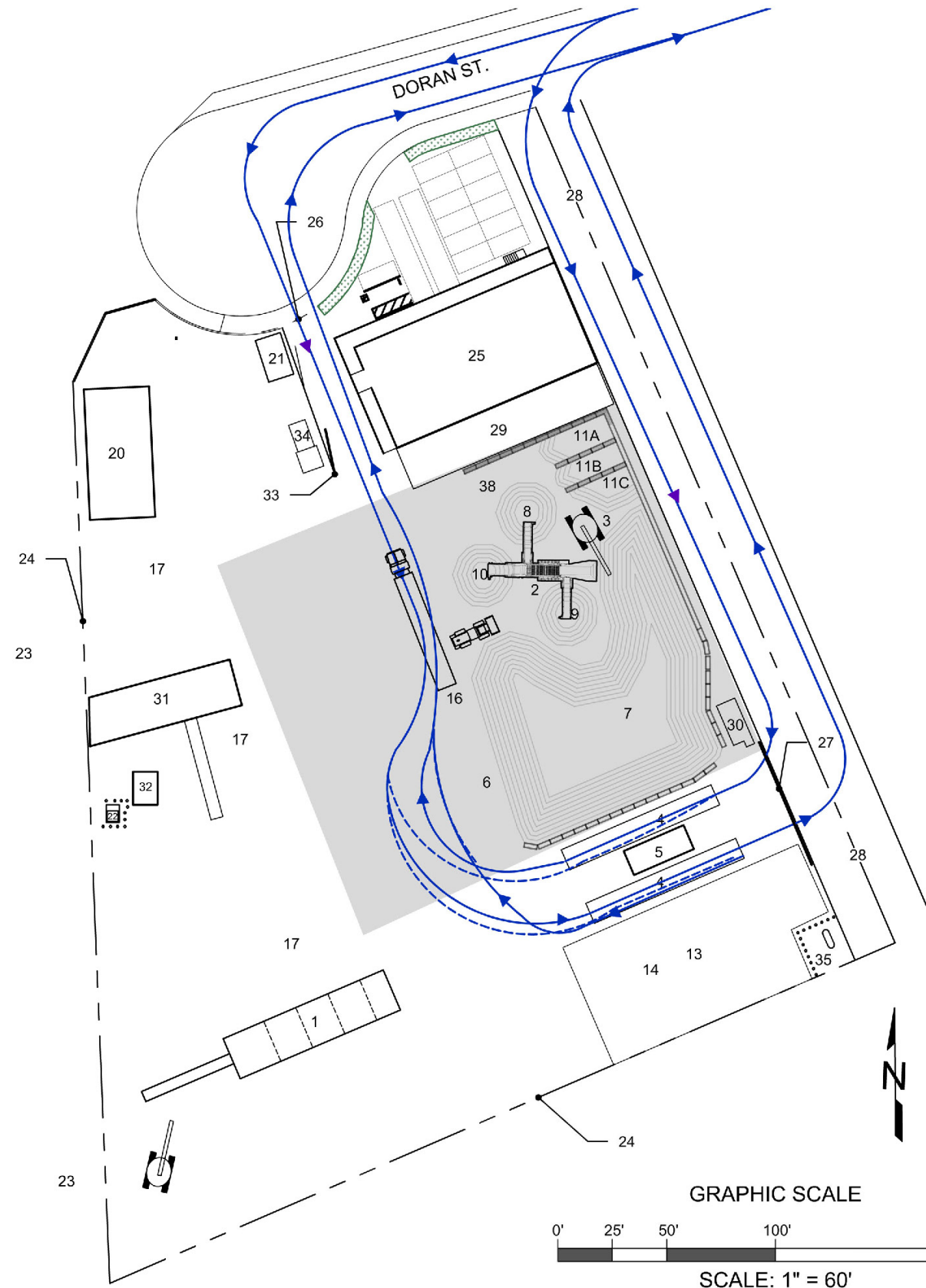
NOTES

1. Elevated Sort Line (Not In Use)
2. Screen
3. Excavator
4. Inbound and Outbound Scale
5. Scale House
6. CDI Tipping Area
7. Pile #1 - Incoming CDI Material (Approximately 18' in height) - 1,400 tons of storage capacity
8. Pile #2 - Post-Screen Unders (-1 inch) (Approximately 8' in height) - 88 tons of storage capacity
9. Pile #3 - Post-Screen Unders (-1/4 inch) (Approximately 8' in height) - 88 tons of storage capacity
10. Pile #4 - Post-Screen Overs (Approximately 8' in height) = 88 tons of storage capacity
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12. NOT USED
13. Salvaged Commodities in Piles/Roll-Off Containers - 140 tons of storage capacity
14. Truck/Roll-Off Storage
15. Load Out Ramp
16. Load Out Area
17. Recycling Center (Not a Part of Solid Waste Facility Permit)
18. Not Used
19. Not Used
20. Truck Repair Facility - 1,850 SF (Not Part of Solid Waste Facility Permit)
21. Hazardous Material Storage Locker
22. Electrical Transformer
23. LA County Flood Control Channel
24. Perimeter Fence
25. Warehouse/Breakroom (5,000 SF) and Offices (3,000 SF) (Not Part of Solid Waste Facility Permit)
26. Ingress/Egress Gate #1
27. Ingress/Egress Gate #2
28. 40' Wide Access Driveway
29. Truck Wash (Not Part of Solid Waste Facility Permit)
30. Employee Restrooms
31. Baler
32. Electrical Room
33. Gate
34. Diesel Above Ground Storage Tank with Canopy Over Fuel Dispenser.
35. Propane Tank and Fueling Area

LEGEND

- MEDIUM VOLUME CDI FACILITY PERMIT AREA (35,500 +/- SF/.81 acres)
- EXISTING LANDSCAPE AREAS
- INBOUND SELF HAUL AND ROLL-OFF TRUCK CIRCULATION AND DIRECTION OF TRAVEL (DASHED LINES REPRESENT A VEHICLE BACKING UP)
- ROLL-OFF/SELF HAUL TRUCK CIRCULATION AND DIRECTION OF TRAVEL (DASHED LINES REPRESENT A VEHICLE BACKING UP)
- 4-FOOT TALL STACKING BLOCK WALL (EACH BLOCK MEASURES 2' W x 2' H x 6').
- PILE FOOTPRINTS AND LOCATIONS ARE SHOWN FOR DIAGRAMMATIC PURPOSES - FIELD CONDITIONS MAY VARY. ALL MATERIAL PILES WILL BE MAINTAINED WITH SAFE SLOPES AND HEIGHTS AT ALL TIMES.

FIGURE 5



NOTES

1. Elevated Sort Line (Not In Use)
2. Screen
3. Excavator
4. Inbound and Outbound Scale
5. Scale House
6. CDI Tipping Area
7. Pile #1 - Incoming CDI Material (Approximately 18' in height) - 1,400 tons of storage capacity
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20. Truck Repair Facility - 1,850 SF (Not Part of Solid Waste Facility Permit)
21. Hazardous Material Storage Locker
22. Electrical Transformer
23. LA County Flood Control Channel
24. Perimeter Fence
25. Warehouse/Breakroom (5,000 SF) and Offices (3,000 SF) (Not Part of Solid Waste Facility Permit)
26. Ingress/Egress Gate #1
27. Ingress/Egress Gate #2
28. 40' Wide Access Driveway
29. Truck Wash (Not Part of Solid Waste Facility Permit)
30. Employee Restrooms
31. Baler
32. Electrical Room
33. Gate
34. Diesel Above Ground Storage Tank with Canopy Over Fuel Dispenser.
35. Propane Tank and Fueling Area

LEGEND

- MEDIUM VOLUME CDI FACILITY PERMIT AREA (35,500 +/- SF/.81 acres)
- EXISTING LANDSCAPE AREAS

TRANSFER/COMMODITY TRUCK CIRCULATION AND DIRECTION OF TRAVEL
(DASHED LINES REPRESENT A VEHICLE BACKING UP)



- 4-FOOT TALL STACKING BLOCK WALL (EACH BLOCK MEASURES 2' W x 2' H x 6').

PILE FOOTPRINTS AND LOCATIONS ARE SHOWN FOR DIAGRAMMATIC PURPOSES - FIELD CONDITIONS MAY VARY. ALL MATERIAL PILES WILL BE MAINTAINED WITH SAFE SLOPES AND HEIGHTS AT ALL TIMES.

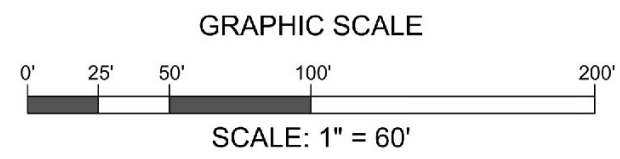


FIGURE 6

Floor sorting, using a loader and/or excavator and up to ten workers can process approximately 15 tons per hour (TPH) of CDI material, and the McCloskey three-way screen has the capacity to process approximately 15 TPH of CDI material. Overall, the Facility will have the capacity to process 30 TPH of CDI material which will allow 174 TPD to be processed in approximately 6 hours. All incoming material will be processed within 14 days of receipt on a first in, first out basis. All pre and post processed piles will be maintained with slopes that do not exceed a 1:1 ratio, and bales of processed recyclables shall not be used in lieu of stacking blocks to increase pile storage capacity, slopes steeper than 1:1 resulting in unsafe pile conditions.

3.4 OUTGOING WASTE

Residual waste from the incoming CDI, which is generated during the initial floor sort and as a byproduct of the screening process, is removed within 48 hours of generation. It is anticipated that approximately two loads of residual waste will be generated per day at a diversion rate of 70 percent.

Waste residue, which will at all times be stored within the boundary of the CDI permit area, will be transported to a permitted Class III municipal solid waste landfill. At no time will residual waste be allowed to encroach into vehicle travel-ways or to preclude the efficient operation of the facility.

3.5 OUTGOING MATERIALS

Outgoing materials such as inerts and drywall are stored on-site until a sufficient quantity is accumulated for transfer to end users or local inert debris landfills. Recovered metals, wood and green waste are transferred to local processing facilities and commodities markets, and residual waste material is transferred to local landfills. These materials are shipped either early in the morning, at the end of the workday, or as a back-haul when empty trucks leave the facility and are headed in the same direction as the facility receiving the recycled material. Recovered material sorted for reuse or resale is removed from the site within one month.

4.0 DAYS AND HOURS OF OPERATION

The current operations are open from 6:00 a.m. to 5:00 p.m. Monday through Friday and from 6 a.m. to 3 p.m. on Saturday. The facility is closed on Sundays. The facility can and reserves the right to operate 24 hours a day, 7 days a week for all functions, if desired. Under 24 hour a day operation, the start of the day will be 12:01 a.m. The facility will be closed on Christmas Day, New Year’s Day, and Thanksgiving Day. Local Enforcement Agency (LEA) officers shall be allowed to inspect the site during any operating hours.

The LEA will be notified in writing prior to any change in actual operating days and hours.

MAINTENANCE SCHEDULE

6:00 a.m.	to	5:00 p.m.	Monday thru Friday
6:00 a.m.	to	3:00 p.m.	Saturday

5.0 TOTAL ACREAGE

The CDI facility takes up approximately 1.38 acres (60,000 square feet) of the Western Yard site which in total comprise 2.6 acres.

5.1 AREA PER FUNCTION

The CDI facility has the following uses and areas associated with it:

<u>USE</u>	<u>ACRES</u>	<u>SQUARE FEET</u>
C&D Processing	1.38	60,000

6.0 FACILITY DESIGN CAPACITY

The design capacity of the CDI processing facility is 600 TPD based on a 20-hour operating day and a processing capacity of 30 TPH. Under the registration permit for this facility, the maximum amount of CDI processing is limited to 174 TPD. The details concerning capacities and throughput of various facility operations are listed below. The facility can operate 24 hours per day, seven days a week, and peak loading is calculated on three 8-hour shifts.

The following calculations support the facility design with respect to vehicle weighing, unloading, loading, storage, and processing:

- It takes one minute to weigh-in a truck, and a maximum of 60 trucks could be weighed in one hour, or 660 trucks in 11 hours. During peak operating times it may take up to five minutes to weigh-in which would allow a total of 12 trucks per hour or 132 trucks in 11 hours. This capacity exceeds the expected four incoming trucks per hour, or 44 total trucks per day, based on an average truck load of four tons and the maximum daily capacity of 174 TPD.
- Backing up and tipping takes 10 minutes, and two trucks can unload simultaneously. This totals 12 loads per hour or 132 loads per 11-hour day. Again, this exceeds the expected 44 loads per day at a maximum 174 TPD of CDI material.
- Peak hours can be double the average traffic flow, and peak hour volumes would have up to eight incoming vehicles staged, weighing in, tipping or weighing out. As shown in the above calculations, the facility can handle up to 12 trucks per hour through the weighing and tipping process. The processing system is designed to handle 30 to 35 tons per hour. A peak hour of 12 trucks represents roughly 50 tons of material.

Detailed volume and capacity calculations are included in **Appendix 6** based on the pile sizes and material storage locations as shown in **Figure 4**. There is over 2,500 tons of storage capacity onsite as follows:

- Pile #1: 2,000 tons of incoming CDI material
- Pile #2: 88 tons of post-screen unders (-1")
- Pile #3: 88 tons of post-screen overs (-1/4")
- Pile #4: 88 tons of residual material (+1")
- Bunker #1: 23 tons of inert material
- Bunker #2: 54 tons of inert material
- Bunker #3: 54 tons of inert material
- Recovered Material Storage Area: 140 tons

Recovered recyclables such as drywall, metal and wood will be stored in roll-off containers and/or piles as shown on **Figure 4** (Note #13). Wood and lumber are taken to the American Reclamation Chip and Grind facility throughout the operating day, and the other recyclables are transferred to the appropriate processors, end users or commodities markets within 14 days of being generated. The facility should easily be able to absorb three days of material without running out of storage area. During the slower hours, the processing operation reduces the incoming material storage piles and allows the transport of separated materials to recyclers and the commodities markets.

7.0 TYPES AND DAILY QUANTITIES OF DEBRIS

7.1 CONSTRUCTION AND DEMOLITION DEBRIS

All incoming material arrives from construction and demolition sites. The expected breakdown of incoming material, based on waste characterization of similar operations, is shown in the **Table 1**.

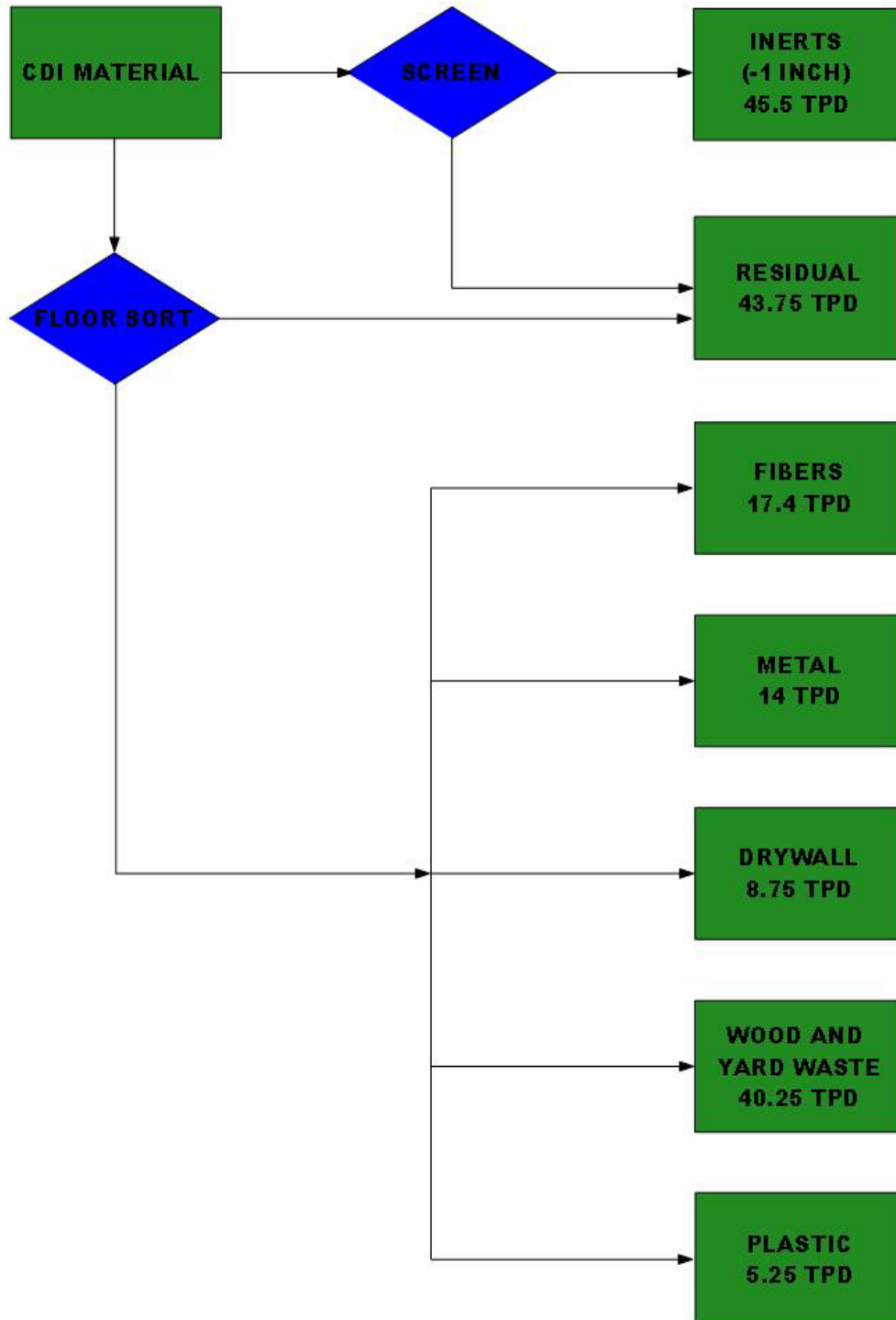
Table 1			
Breakdown of Incoming Waste Material			
#	Material	Percentage, %	Tons
1	Inerts	26	45.5
2	Wood & Yard Waste	23	40.25
3	Fibers	10	17.4
4	Metals	8	14
5	Drywall	5	8.75
6	Plastics	3	5.25
7	Waste Residue	<u>25</u>	<u>43.75</u>
	Total	100	174.9

The average incoming load weight, based on projects of similar size and operation, is roughly 4 tons per vehicle.

7.2 PROCESS FLOW CHART

The amount of each product depends on the composition of incoming material. **Figure 7** shows a typical process flow of materials. As shown in **Table 1**, at a diversion rate of 75 percent, approximately 130 TPD would be recovered as recyclable material.

Figure 7



8.0 ESTIMATES OF THE AMOUNT OF RESIDUAL

The facility achieves a diversion rate of between 70 to 75%. When operating at a capacity of less than 175 TPD between 44 and 52 TPD of residual waste could be generated for disposal at local landfills.

9.0 APPLICABILITY OF STATE MINIMUM STANDARDS

This facility subject to this Article will comply with the Registration Permit tier requirements for **Medium Volume Construction and Demolition/Inert Debris Processing Facilities** as set forth in CCR, Title 14, Division 7, Chapter 5.0, Article 3.0, commencing at section 18100 et. seq. as follows:

- (a) The amount of residual in the C&D debris and type A inert debris will be less than 40% of the amount of such material by weight. The residual amount is calculated on a monthly basis and certified by Los Angeles Sanitation.
- (b) All material is processed on a first in first out manner. The unprocessed CDI pile capacity of 1,400 tons will accommodate approximately five days of incoming CDI material. The unprocessed pile size and height, and enforceable pile limit will ensure that incoming material is being processed well within 15 days.
- (c) Approximately 535 tons of recovered recyclables, such as wood, drywall, inerts, metal and fiber can be stored onsite and approximately 130 tons of material is recovered each day. Recovered material is typically removed from the site within four days. In no case will recovered materials be stored outside the limits of the storage areas. CDI debris that has been processed and sorted for resale or reuse may remain stored on site for not more than one year.
- (d) The maximum amount of material that may be stored on the site due to space limitations will be 1,950 tons.
- (e) Storage time limits may be extended in accordance with sections 17384(a) (Land Use Entitlement), 17384(b) (Storage Plan), and 17384(c) (Financial Assurances) of this Article.
- (f) Residual material shall be removed from the site within 48 hours or at an alternate frequency approved by the EA.
- (g) An application for a Registration Permit and a CDI Processing Facility Plan will be submitted to the LEA.
- (h) The facility shall be inspected monthly by the EA in accordance with PRC section 43218. If additional inspections become necessary due to conditions on site, operator shall be responsible for the costs of these extra inspections pursuant to LAMC.

- (i) Where the public may have access to them, the debris piles and other piles of materials on site must be stable and otherwise configured so as to protect the public health and safety. Pile slopes will not exceed a 1:1 ratio, and paper or plastic bales will not be used to support piles to increase storage capacity.
- (j) If the facility exceeds any combination of the following limitations, which are more fully described in this Section 17383.5, three (3) or more times within any two (2) year period which the EA determines constitutes a violation of this Article, the facility no longer qualifies for a Registration Permit under this section. Upon the third such violation, the EA shall notify the operator in writing that the facility no longer qualifies for a Registration Permit, and the operator must within 30 days apply for a Full Permit as if it were a large volume CDI processing facility pursuant to Section 17383.6. In addition, the EA shall issue a cease and desist order pursuant to Section 18304 directing, among other things, that the operator immediately cease accepting material at the site until the operator has demonstrated to the EA that it has corrected the violation and eliminated the cause of the violation. The limitations to which this subdivision applies are:
 - (1) Maximum amount of residual specified in Subsection 17383.5(a) – less than 40 percent calculated on a monthly basis.
 - (2) Maximum tonnage received per day as specified in Subsection 17381(t) – 174.
 - (3) Maximum amount of material on site as specified in 17383.5(d) – 5,220 tons.
- (l) Each operator shall determine the weight of all material received at the facility for handling and shall maintain records of the weight of materials in accord with State Minimum Standards. Weight shall be determined by the use of scales which may be located at the facility or off-site.
- (m) All incoming loads are evaluated to ensure that the material delivered to the site is source-separated CDI only.

9.1 GENERAL DESIGN REQUIREMENTS

The design of the facility was completed by Clements Environmental and L. Miner and Associates with input from John Gasparian of American Reclamation, Incorporated.

The design was based on appropriate data regarding the expected service area, the nature and quantity of waste to be received, physical setting, adjacent land use, types and number of vehicles anticipated, adequate off-street parking, drainage control, the hours of operation and other pertinent information. Since the facility is open to the public, spotters play an important role in insuring safe circulation and tipping.

The CDI tipping and processing areas are surrounded on three sides by stacking blocks, and the entire property is fenced to minimize litter from blowing offsite. Vectors are minimized by processing the CDI on a first-in first-out basis and always as quickly as possible. See following sections for dust control, noise control, public health, etc.

Residual waste is loaded out on a “first in-first out” basis and in no case is residual waste from the initial floor sort allowed to stay on the premises longer than 48 hours. See following sections for more details.

9.2 BURNING WASTES AND OPEN BURNING

All incoming CDI material arrives in containers and vehicles that are tarped. If any container is smoking or burning it will be noticed at the scale or prior to tipping. Such containers will be directed to an open area south of the truck scale, and will either be put out with fire extinguishers, onsite fire hoses (100 ft long), or the L.A. Fire Department will be called for help.

9.3 CLEANING

Dry sweeping will reduce dirt buildup on vehicle travel-ways which can be a source of dust, and is used to clean and remove litter from the CDI area, as well as surrounding areas, including the access driveway and public road adjoining the site. The CDI processing area as well as the remaining areas in the facility will be cleaned throughout the day, and at the end of each operating day (approximately 4:00 p.m. to 5 p.m.) by a minimum of two workers. Entrances and exits will be cleaned to remove off-site windblown waste material on a regular basis during all hours the facility is in operation.

9.4 DRAINAGE CONTROL

The proposed facility is completely paved and storm water drains properly into the catch basin located in Doran Street or a clarifier associated with the truck wash. No contact water will be used onsite for cleaning purposes; and, all open areas will be cleaned to protect storm sewers from pollution. Sufficient absorbent materials will be stored onsite to control accidental spills and protect nearby storm sewers. In addition, during the rainy season, sand bags or absorbent “socks” may be placed around storm drain inlets and outlets in order to allow sediment to settle before the water enters the storm drain system.

The facility will apply for a General Industrial Activity Storm water permit from the Los Angeles Regional Water Quality Control Board and the facility will take storm water samples and file Annual Reports as required.

9.5 DUST CONTROL

Dust will be controlled during the tipping, sorting and inert screening and loading processes through the use of water hoses. Suppression of dust is a priority at American Reclamation and laborers are assigned and instructed to wet down all dust generating activities so that dust does not migrate offsite. During periods of strong winds, tipping may be discontinued, or multiple water hoses used to control dust. All material stored in bunkers is protected from the wind on three sides, and material stored in roll-off bins can be covered with a tarp if necessary. The facility avoids loading material during periods of high wind and wets the material prior to and during loading to eliminate dust from migrating off site. Employees working on or near the tipping floor are provided with dust masks in order to protect them from excess dust inhalation and for overall respiratory health protection. If dust cannot be controlled with the use of water hoses, permanent or potable misting systems may

be used and/or wind/dust screens installed around the perimeter of the facility.

9.6 HAZARDOUS LIQUID AND SPECIAL WASTES

The facility does not accept hazardous wastes, liquid wastes, or sludge (including batteries, oil, paint, and special wastes). Signs are posted at the facility entrance clearly identifying that only source separated CDI debris is accepted at the site. In addition scale house operator questions the drivers about the contents of the trucks and verifies doubtful loads before allowing them to unload. All unacceptable truck loads are rejected and forced to leave the facility. All incidences are noted in the Log of Special Occurrences.

When hazardous wastes are discovered, trained employees recognize, remove and store such materials in a special hazardous materials locker (incompatible materials such as acids/alkalis and flammable materials/oxidizing agents should be separately stored), for future removal by a licensed hazardous waste hauler. A double-contained standard industry hazardous waste storage locker is located at the east end of the site near the truck repair facility. In case a reportable quantity of hazardous material is identified, the following agencies will be contacted: 1) LEA - 213-252-3348; 2) Department of Toxic Substances Control (818)-551-2830; and, 3) LAFD Hazardous Material Section, non-emergency, telephone: (213) 978-3680. All incidences are noted in the Log of Special Occurrences.

9.7 LITTER CONTROL

The facility is cleaned several times during the day, and at the end of each operating day. Employees sweep the facility and the surrounding area free of litter to prevent safety hazards, nuisance, and off-site litter migration. All incoming and outgoing containers must be covered with a tarp prior to entering or exiting the facility with any violations of this policy noted by the scale house attendant. Additional surcharges may be applied to the companies and/or drivers that violate the tarping policy.

9.8 MEDICAL WASTE

Untreated medical wastes are not accepted at the facility. In the event that unauthorized medical waste arrives at the facility, the LEA, and the L.A. County Dept. of Health Services (323) 890-7754 or Medical Waste Division (213) 890-4317 will be notified. All incidences are noted in the Log of Special Occurrences.

9.9 NOISE CONTROL

Noise is controlled by proper maintenance of equipment, and noise mufflers to prevent health hazards and nuisance to neighbors. The facility is located in an M-3, Heavy Industrial, zone where general levels of industrial noise are allowed.

9.10 NON-SALVAGEABLE ITEMS

Drugs, cosmetics, foods, beverages, toys, hazardous wastes, poisons, medical wastes, syringes, needles, pesticides and other materials capable of causing public health or safety problems are not salvaged.

9.11 NUISANCE CONTROL

The facility and its surrounding area are maintained to control nuisances. In case of odors, the source of the odor will be determined and eliminated immediately, and a deodorant used for masking applied to the source or problem area. An updated complaint logbook is maintained onsite to include complaints, responses, and corrective actions. CDI debris is not expected to generate significant odor due to its relatively inert nature.

9.12 MAINTENANCE PROGRAM

All vehicles and equipment at the facility are maintained in a state of good repair. Implementation of a preventative maintenance program and prompt repairs insure that all material will be processed in a timely and efficient manner. A maintenance logbook is kept onsite.

9.13 PERSONNEL HEALTH AND SAFETY

The Injury and Illness Prevention Program (IIPP) is available onsite for review by local and state inspectors during operating hours. Workers shall be provided with personal protection equipment (PPE) including reflective vests, eye protection, hard hats, glove, and dust masks. Nothing in this section is intended to make the LEA responsible for enforcing the IIPP, which is included in **Appendix 2**.

9.14 PROTECTION OF USERS

The site perimeter is fenced and gated to keep unauthorized people out and waste within the facility. Visitors are accompanied by facility personnel at all times during their visit. Self-haulers and commercial haulers are guided throughout the time they are using the CDI facility by trained spotters, and operators are allowed outside their truck only for loading and unloading.

9.15 ROADS

The entire site is paved. All paved areas are maintained to minimize the generation of dust and tracking of dirt onto adjacent public roads. All paved surfaces within the facility are swept daily. The facility is accessible during dry and wet weather conditions. If necessary, shake plates will control the tracking of dirt and mud onto local streets. All internal roads and vehicle circulation areas will be kept clear of debris.

9.16 SANITARY FACILITIES

Sanitary facilities and lockers are located onsite adjacent to the CDI processing area, and are maintained routinely to provide a safe and healthy workplace.

9.17 SCAVENGING AND SALVAGING

Scavenging at the facility is not permitted and all facility employees are personally informed about

the restriction. Only facility employees are allowed to carry out sorting/recycling activities in designated areas. Salvaging is allowed for specific items depending on usefulness to the company. Metals, fibers, woods, plastics, drywall, and other inert materials are salvaged as an integral part of the operation and stored in bunkers or containers (see **Figure 4**). All salvaging activities are conducted in a planned manner so as not to interfere with other aspects of site operation. Salvaging activities are controlled to prevent health, safety and nuisance problems.

Salvaged wood is removed from the site on a constant basis to minimize storage piles, which in turn minimizes the risk of fire, health and safety hazards, and vector harborage.

9.18 SIGNS

The following visible signs are posted at the entrance and the scale house, in both English and Spanish:

- Name of Facility, Owner, Address
- Operator's telephone number
- Hours of Operation
- List of unaccepted Materials
- List of accepted Materials
- Schedule of Charges.

Additional safety signs are posted at various locations to remind employees and visitors to protect their health and safety.

9.19 LOAD CHECKING

The facility conducts a random load check of one load per day in addition to questioning of the drivers at the scale house and verifying the material during tipping. Any company found to bring incompatible material to the facility will be rejected prior to tipping, or stopped during tipping and asked to reload the unacceptable material. The load check is conducted in the tipping area; during off peak hours from loads arriving at different hours of the day (i.e. if a load arrives at a peak hour and is selected for load check, the contents will be tipped in an empty area of the tipping floor, left partially separated from other incoming loads, until a load check is carried out). The load check will be adequately coned off.

The shift supervisors are trained in the recognition, proper handling, and disposition of prohibited and household hazardous waste. Results of load checking are recorded and dated in a logbook which is kept in a readily accessible location. All prohibited material is stored in the double contained, industry standard hazardous waste locker. A copy of the load checking records are maintained onsite and are available for review by the appropriate regulatory agencies.

The load checking report includes the following information:

- Date and time of load checks,
- Names of employee conducting the load check,
- Name of hauling company, vehicle number and driver's name,

- List of prohibited materials found, and storage location of the prohibited material,
- Signature of supervisor.

9.20 PARKING

The facility provides sufficient off-street parking for employees and visitors to the north of office/warehouse building, adjacent to Doran Street.

9.21 SOLID WASTE REMOVAL

Waste residues from the CDI processing operation is stored for a maximum of 48 hours which are then loaded onto roll-off trucks for disposal at a permitted Class III municipal solid waste landfill.

9.22 SUPERVISION AND PERSONNEL

American Reclamation has been in service for 70 years, and while the CDI recycling business is a new operation, American Reclamation has an experienced management team with an extensive background operating and managing recycling and MRF facilities. American Reclamation's experience, and existing management structure, will provide adequate supervision and existing qualified personnel to ensure proper operation of the site in compliance with Federal, State, and City of Los Angeles laws, regulations, and permit conditions. Names and telephone numbers of the owner and the operator are stated in part 1 of this plan.

9.23 TRAINING

Personnel assigned to the facility are adequately trained in subjects pertinent to CDI recycling and transfer operations, facility maintenance, hazardous materials recognition and screening, use of mechanized equipment, environmental controls, and emergency procedures. Records for training history are maintained and made available for inspection.

Apart from health & safety, protective equipment, and emergency response training, employees take part in monthly safety meetings to discuss health, safety, and other topics related to facility operations. All training records are kept on-site for review.

9.24 VECTOR, BIRD AND ANIMAL CONTROL

The facility takes adequate steps to control and prevent propagation, harborage and attraction of flies, rodents, and other vectors. The facility utilizes the services of a pest control company to help accomplish this task. Rodent traps are used to control any possible rat infestation. Once every two weeks, the pest control company inspects the site, monitors the effectiveness of the traps, and performs other measures to improve and reach ultimate rodent control as needed. Fly control will be provided as necessary.

9.25 RECORD KEEPING REQUIREMENTS

The following kinds of records are maintained at the facility:

- The facility maintains records of all incoming and outgoing loads in a manner approved by LEA. All records are submitted to the LEA or CalRecycle upon request.
- The facility will submit copies of specified records to the LEA upon request or at a frequency approved by LEA.
- The facility maintains a daily log book or file of special occurrences encountered during operations and methods used to resolve problems arising from these events, including details of all incidents that require implementing emergency procedures. Special occurrences include but are not limited to: fires, injury and property damage, accidents, explosions, receipt or rejection of prohibited wastes, lack of sufficient number of personnel pursuant to section 17410.2, flooding, earthquake damage and other unusual occurrences. In addition, the facility will notify the LEA by telephone or email within 24 hours of all incidents requiring the implementation of emergency procedures, unless the LEA determines that a less immediate form of notification will be sufficient to protect public health and safety and the environment;
- the facility records any written public complaints received by the operator, including:
 - (1) the nature of the complaint,
 - (2) the date the complaint was received,
 - (3) if available, the name, address, and telephone number of the person or persons making the complaint, and
 - (4) any actions taken in response to the complaint;
- The facility operator maintains a copy of the written notification to the EA and local health agency of the name, address and telephone number of the operator or other person(s) responsible for the operations as required by section 17410.2;
- The facility maintains records of employee training as required by section 17410.3;
- The facility maintains records as required by section 18809 et seq. including records for all: incoming and outgoing waste tonnages, number of loads, categories of outgoing material, incoming and outgoing vehicle types and numbers. This information is tabulated in the form of spreadsheets in an easily understandable format.

9.26 DOCUMENTATION OF ENFORCEMENT AGENCY APPROVALS, DETERMINATIONS AND REQUIREMENTS

All approvals, determinations and other requirements received in writing from the Enforcement Agency are recorded in the operating record and kept at the facility together along with all the other records required.

9.27 COMMUNICATIONS EQUIPMENT

This is relatively a small facility and key personnel and equipment operators are equipped with two-way radios for communication. The facility has telephone and intercom system for internal and external communication.

9.28 FIRE FIGHTING EQUIPMENT

The facility has fire extinguishers and water hose continuously available, properly maintained and located as required by the local fire authority. Employees will be trained in how to handle fire extinguishers and hoses and when to use them.

9.29 HOUSEKEEPING

The facility utilizes a daily housekeeping checklist which includes litter patrols by designated personnel throughout the day and the maintenance and cleaning of essential facility equipment such as loaders and processing equipment. The facility also minimizes the accumulations of used fuel drums, inoperable equipment, parts, tires, scrap, and similar items.

9.30 LIGHTING

The facility and equipment are equipped with adequate lighting, to ensure the ability to monitor incoming loads, effectiveness of operations, and public health, safety and the environment.

9.31 EQUIPMENT

Station equipment includes Cat 950 and 938 wheel loaders, a John Deere loader, a skip loader, one Hitachi and one Case excavator, a McClosky 3-way screen and Hyster forklift. Equipment is adequate in type, capacity, and number, and sufficiently maintained to allow the facility to meet all requirements set forth in CCR, Title 14, Division 7, Chapter 5.0, Article 3.0.

In case of equipment breakdown, an onsite mechanic or offsite service provider will fix the equipment. Also, the facility has the option of using an equipment rental company such as Sonsray Machinery in Santa Fe Springs, in case of extended equipment breakdown. When an equipment breakdown causes delays in the processing of incoming material, as soon as the tipping area reaches its permitted capacity, the facility will stop accepting any new material until the repairs are completed or equipment components replaced. If the facility is required to stop accepting material, the LEA will be notified, and it will be noted in the Log of Special Occurrences.

If equipment necessary for transfer and/or processing operations, such front-end loaders or excavators, is not repaired or replaced within 24 hours of breaking down, no material will be accepted until the equipment is repaired or replaced.

9.32 SITE SECURITY

A 10-foot fence surrounds the site perimeter which serves to discourage unauthorized access by persons and vehicles to the facility.

9.33 SITE ATTENDANT

A scale house attendant and the facility supervisor receive customers and visitors during public operating hours. The facility is inspected by the manager on a regularly basis to ensure that it meets all of the permit conditions.

9.34 TRAFFIC CONTROL

Traffic flow through the facility is controlled by the scale attendant and facility supervisor, or a designated spotter at all times the facility is open to the public, to prevent the following:

- (1) interference with or creation of a safety hazard on adjacent public streets or roads,
- (2) on-site safety hazards, and
- (3) interference with operations.

9.35 VISUAL SCREENING

The facility has a 10-foot tall fence surrounding the entire operation.

9.36 WATER SUPPLY

The City of Los Angeles Department of Water and Power provides the potable water supply. A small quantity of water is used at the facility for dust control and for sanitary needs of the employees.

10.0 ANTICIPATED VOLUME OF QUENCH OR PROCESS WATER

Twenty gallons per minute (gpm) for 60 minutes total is anticipated to be used for dust control. This water is fully absorbed in the CDI material. An additional 450 gallons per day (gpd) is anticipated for sanitary use, for a maximum of approximately 12 employees.

11.0 DESCRIPTION OF PROVISIONS TO HANDLE UNUSUAL PEAK LOADING

A maximum of 174 tons of CDI material is received on a daily basis. All CDI loads arrive at the facility in tarp covered roll off containers or self-haul vehicles. In case of any unusual peak loading due to an earthquake or other natural disaster, the facility will add additional shifts and equipment as needed. The facility will not accept more than 174 TPD, unless approved by the LEA under emergency conditions. Once the CDI tipping & processing area are full, trucks will be turned away until there is room for the debris.

12.0 DESCRIPTION OF TRANSFER, RECOVERY & PROCESSING EQUIPMENT

A wheeled loader will be used initially to sort CDI materials. A screen will be used to process inert material. Other equipment may be added in the future with proper notification and approval of the LEA.

13.0 PLANNED METHOD OF FINAL DISPOSITION OF DEBRIS

All waste residue is removed within 48 hours of generation and hauled to local landfills for disposal.

14.0 STORAGE AND REMOVAL OF SALVAGED MATERIAL

All the recyclables recovered at the CDI processing facility are stored onsite in containers and bunkers prior to sale and transfer to processors. Due to limited onsite storage capacity, all recovered materials are transferred from the facility within days or weeks, but always within 30 days.

15.0 RESUME OF MANAGEMENT ORGANIZATION

Figure 8 provides an organization chart for the American Reclamation CDI Facility and the following are brief descriptions of key personnel at the Facility.

John R. Gasparian, President of American Reclamation, has been involved with the business since 1988, starting out as a sales manager. Overall, Mr. Gasparian is responsible for all management and financial decisions related to the operation of American Reclamation. Day to day responsibilities include management of scrap metal and wastepaper buy back operations, management of the rubbish division, overseeing the establishment and efficiency of truck routes, domestic and overseas sales, and design and operation of solid waste and recycling systems.

John Gasparian Jr., Business Development Manager has been with American Reclamation since 2016. Experienced in diversion rate analysis, marketing and operations, John Gasparian Jr. is also responsible for regulatory and environmental compliance related to new business development.

Jose (Joe) Pimentel, Operations Manager, has been with American Reclamation since 1999. As Operations Manager, Mr. Pimentel is responsible for customer inquiries and complaints, special projects, franchise fees and AB 939 reporting.

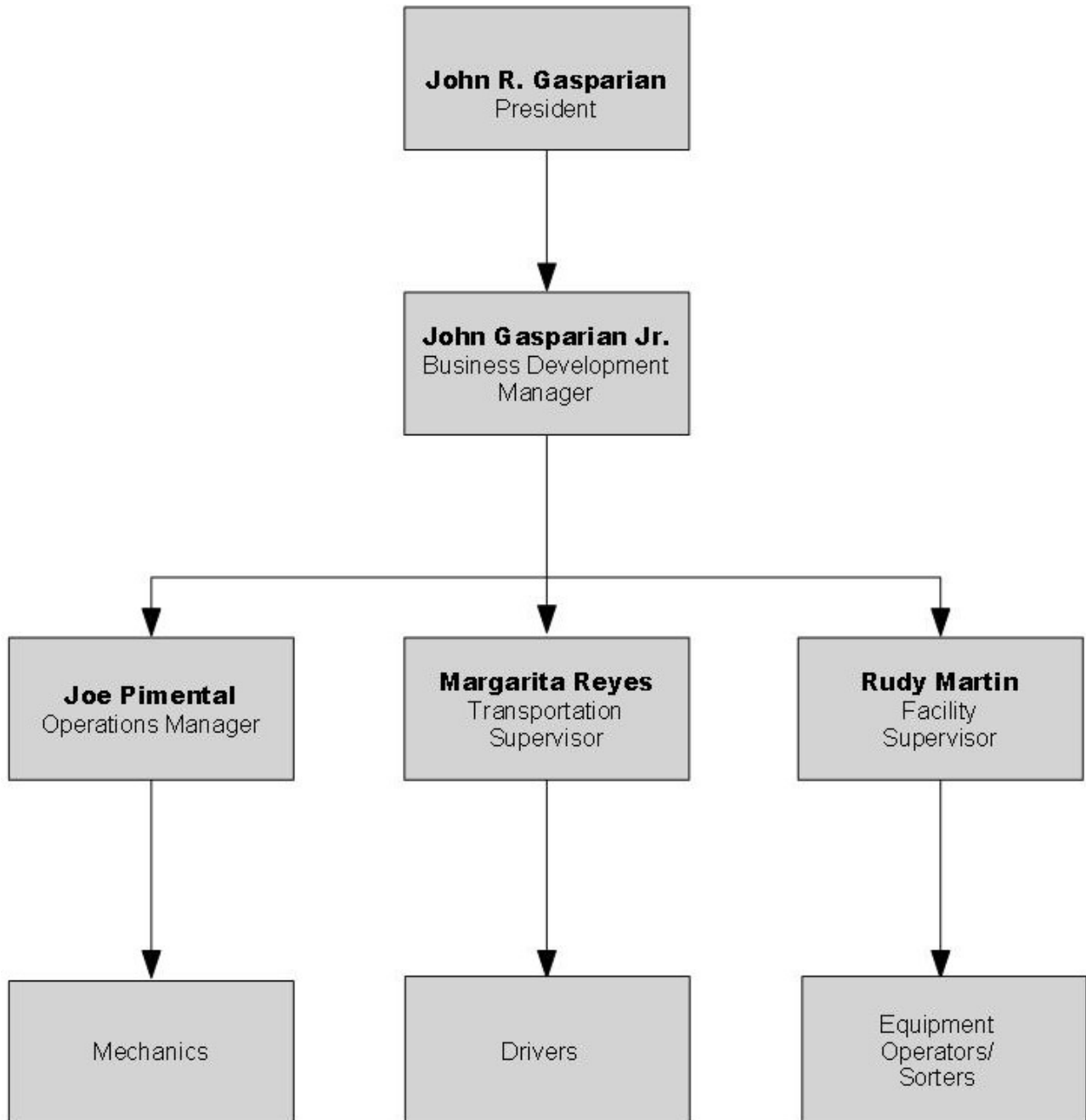
Margarita Reyes, Transportation Supervisory, has been with American Reclamation since 1985 and as dispatcher runs schedules day to day trucking operations and as weighmaster/cashier issuing weight tickets and screening incoming loads,

Rudy Martin, Facility Manager, has over 30 years of experience in the recycling industry and specializes in processing mixed wastes. Rudy is responsible for sorting and marketing recovered materials. Rudy is experienced in responsible material management practices, operation of all company machinery, and ensuring proper safety and health requirements are met.

16.0 INJURY RECORDS

The facility records and retains records onsite of any serious workplace related injury as well as for any complaint of adverse health effects attributed to operation of the facility.

FIGURE 8
Organization Chart
CDI Processing Facility



17.0 RETAINING OF RECORDS

The facility retains onsite a record of injuries, training and instruction completed in accordance with Article 6.2, section 17410.3 for a period of seven (7) years.

18.0 INJURY AND ILLNESS PREVENTION PLAN

See **Appendix 2**.

19.0 FIRE PREVENTION, CONTROL AND MITIGATION PLAN

See **Appendix 4** for the complete American Reclamation Fire Preservation Plan.

A. DESCRIPTION OF THE MEASURES TO PREVENT FIRES

- Provide employee training on fire prevention, control and the use of fire extinguishers.
- Prohibit all open flame operations near flammable material.
- Prohibit the use of flammable solvents.

B. IDENTIFICATION AND DESCRIPTION OF THE EQUIPMENT

Fire extinguishers and fire hoses are available onsite, and a fire hydrant is located on the north side of Doran Street, west of the project site.

C. DESCRIPTION OF THE MEASURES TO MITIGATE THE IMPACTS OF FIRE

- Prohibit the use of flammable chemicals.
- Provide absorbent material, shovels and personal protective equipment.

D. ARRANGEMENTS WITH LOCAL FIRE AUTHORITY

- Provide site plan to local fire authority.
- Provide list of materials used and stored on-site.
- Provide list of chemicals used and stored on-site and their location.

E. DISCUSSION OF THE ABILITY OF THE LOCAL FIRE AUTHORITY

The closest fire station, City of Los Angeles Fire Station 50, is located at 3036 Fletcher Drive, approximately 3.4 miles south of the project site.

F. EVIDENCE OF PLAN SUBMITTAL TO LOCAL FIRE AUTHORITY

The plan was submitted to the local fire control authority for review and the authority found it to be in compliance with the authority's applicable requirements. See **Appendix 4** for evidence of submittal.

Appendix 1

REGISTRATION PERMIT APPLICATION

Appendix 2

INJURY AND ILLNESS PREVENTION PLAN

AMERICAN RECLAMATION, INC.

MANAGEMENT POLICY STATEMENT

To All Employees:

As Chief Executive Officer, I, John R. Gasparian, accept responsibility for overall safety and health in our operations. Joe Pimental will report to me and have the authority to implement and maintain our safety program.

All management is responsible for leadership of the safety and health program, for its effectiveness and improvement and for providing the safeguards required to insure safe conditions.

Supervisors are responsible for insuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.

Employees are responsible for wholehearted, genuine cooperation with all aspects of the safety and health program and for continuously practicing safety while performing their duties.

American Reclamation COMPANY POLICY FOR INJURIES

The State of California, under the Labor Code, has enacted specific rules that cover the care and treatment of employees who have been injured on the job. There was great concern about how work injuries would be treated, so the state made all work related injuries NO FAULT in nature. What this means is that if you are injured on the job:

- Your medical bills will be paid;
- You will receive Temporary Pay if you are unable to work; and
- You will receive payments as set by the state for any Permanent Disability you may suffer as a result of that injury. You will be retrained in another occupation if you cannot return to your regular employment.

On January 1, 1990, the state enacted new rules designed to further protect you. These rules state that if you are injured on the job, your employer must provide you with a claim form that lets the employer know that there has been an injury and explains to you just what benefits are potentially available to you.

In order that we at American Reclamation do the very best job to insure that you receive all benefits due to you in the event you are injured on the job. We have developed the following set of rules that cover all instances where there has been an actual, or even possible, injury. And since the law is very specific, you must even report minor or first aid injuries.

What must be done in case of an injury?

- 1) All injuries, no matter how small, must be REPORTED IMMEDIATELY, Labor Code 5400 says “No claim to recover compensation... shall be maintained unless...there is served upon the employer notice in writing, signed by the person injured. Normally, you have several days to report an injury. However, because we are so concerned about your safety and well being, we have decided to set our policy so that EVERY INJURY MUST BE REPORTED IMMEDIATELY,

With this policy, we are assured that you will receive both proper treatment and all of the information required regarding your rights.

PLEASE NOTE: YOUR FAILURE TO FOLLOW THIS POLICY WILL BE CONSIDERED A VIOLATION OF COMPANY RULES AND YOU WILL BE SUBJECT TO DISCIPLINARY ACTION.

This policy IS NOT INTENDED TO SCARE YOU, but rather to let you know that we are concerned about you and want to make sure that all injuries are reported and treated in a timely manner.

- 2) When you report the injury, you will be given a copy of the state claim form called the DWC-1. It lets us know what happened and when it occurred. It also gives you information about the benefits that are available to you should the injury prove to be serious.

To insure that all benefits are provided to you in a timely manner, this form MUST be filled out and returned to us immediately, and in no event later than three (3) working days after the form has been given to you.

Again, as in the case of reporting the injury, your wellbeing is of utmost importance to us. By your returning the form to us, we can insure that any benefits such as medical or disability payments can begin.

PLEASE NOTE: As with reporting injuries, failure to return the DWC-1 form is also a violation of our policy and will subject you to possible disciplinary action.

Above all, please remember that safety is EVERYONE’S JOB. However, we all know that no matter how careful we are, there will still be occasional injuries. We therefore need to know about every injury, no matter how small, so that it will be treated properly and you will receive any benefits you are legally entitled to.

Your services are of value to us and we want you to be assured that all that can be done for you will be done in case you are injured on the job. However, we cannot do our job well if you don’t do yours, so please remember.

IMMEDIATELY REPORT ALL INJURIES, NO MATTER HOW SMALL, TO YOUR SUPERVISOR OR PERSONNEL.

RETURN THE DWC-1 CLAIM FORM TO YOUR SUPERVISOR OR PERSONNEL AS SOON AS POSSIBLE, BUT IN NO EVENT, NO LATER THAN THREE (3) WORKING DAYS AFTER YOU HAVE BEEN GIVEN THE FORM.

Please be sure to contact your Supervisor or Personnel Department if you have any questions regarding this company policy.

Local Clinic RapidCare
Address 1130 W. Olive Ave.
 Burbank, CA 91506-2214
Telephone (818) 843-8555

Hospital: Glendale Memorial Hospital
Address: 600 N. Pacific Avenue
 Glendale, CA 91203
Telephone: (818) 502-2212

Signature _____

Date _____

**AMERICAN RECLAMATION
IDENTIFICATION OF PLAN ADMINISTRATORS**

The following person(s) responsible for implementing the accident prevention plan for American Reclamation.

NAME/TITLE

Joe Pimental/Safety Coordinator and Floor Supervisor

RESPONSIBILITIES

MANAGERS:

In effectively executing their safety responsibilities, managers will:

- 1) Familiarize themselves with the safety program and insure it's effective implementation;
- 2) Be aware of all safety considerations when introducing a new process, procedure, machine or material to the workplace;
- 3) Give maximum support to all programs and committees whose function is to promote safety and health;
- 4) Actively participate in safety committees, as required; and
- 5) Review serious accidents to insure that proper reports are completed and appropriate action is taken to prevent repetition.

SUPERVISORS:

Our supervisors are the foundation of the safety program. Their responsibilities are to:

- 1) Familiarize themselves with company safety policies, programs and procedures;
- 2) Provide complete safety training to employees prior to the assignment of duties;
- 3) Consistently and fairly enforce all company safety rules;
- 4) Investigate injuries to determine cause, then take action to prevent repetition;
- 5) See that all injuries, no matter how minor, are treated immediately and referred to the personnel office to insure prompt reporting to the insurance carrier;
- 6) Inspect work areas often to detect unsafe conditions and work practices. Utilize required company self-inspection checklists to achieve this.

EMPLOYEES:

Employee responsibilities for safety include the following:

- 1) Adhere to all safety rules and regulations;
- 2) Wear appropriate safety equipment as required;
- 3) Maintain equipment in good condition, with all safety guards in place when in operation;
- 4) Report all injuries, no matter how minor, immediately to a supervisor;
- 5) Encourage co-workers to work safely; and
- 6) Report unsafe acts and conditions to the supervisor.

Signature _____

Date _____

American Reclamation
SAFETY RULES

For the protection and safety of all employees, American Reclamation has established the following rules designed to prevent accidents and injuries.

Compliance with these rules is mandatory. Documentation will be provided when the rules are distributed to new employees;

- 1) Proper footwear and clothing will be worn at all times.
- 2) Do not wear loose clothing or jewelry. Keep long hair in a down position when there is a danger of catching such articles in moving machinery.
- 3) Horseplay, running, fighting or any activity that may result in injury or waste will not be tolerated.
- 4) Eye protection is required when performing any task that could produce flying particles.
- 5) Operate machinery with all guards in place. Tampering with safety devices is cause for immediate disciplinary action.
- 6) Do not operate any machine with which you are not familiar with.

- 7) Machines must never be cleaned, adjusted or repaired until after the machine is turned off, the circuit is broken at the power source (including lockout) and a warning tag is placed at the controls. Each person involved in maintenance must have his/her own personal padlock to insure total lack of power until all work has been completed.
- 8) Any defects in materials, machinery, tools and equipment must be reported immediately to a supervisor.
- 9) Do not leave tools, materials or other objects on the floor that might cause others to trip and fall.
- 10) Do not block exits, fire doors, aisles, fire extinguishers, gas meters, electrical panels or traffic lanes.
- 11) Avoid risk of rupture, internal injury or back injury in attempting to lift or push excessive loads. If any object is too heavy to move without strain **ASK FOR HELP**.
- 12) Observe the correct position for lifting. Stand with your feet slightly apart; assume a squatting position with knees bent and tuck your chin. Tilt head forward, grasp the load with both hands and gradually push up with your legs, keeping your back straight and avoiding any abrupt movement.
- 13) Do not distract others while working. When approaching a machine operator for any purpose, do so from the front or the side in a way that he or she will see you coming and will not be shocked or surprised. If conversation is necessary, first make sure the machine is turned off.
- 14) Do not allow oil, wax, water or any other material to remain on the floor where you or others may slip. Report any spills to your supervisor.
- 15) When handling hazardous materials, insure that you follow prescribed safety procedures and use required safety equipment. When using secondary containers filled by others, insure that they are labeled as to their contents and hazards.
- 16) Use appropriate gloves when handling materials with sharp or jagged edges that may result in lacerations.
- 17) Do not attempt to operate machinery for which you are not trained.
- 18) Unnecessary and excessive haste is the cause of many accidents. Exercise caution at all times.
WALK, DO NOT RUN!
- 19) The use of hot production equipment or materials for the purpose of cooking or heating food is strictly prohibited.
- 20) All work-related injuries and accidents, no matter how minor, must be reported immediately to your supervisor.

It is imperative that all employees become thoroughly familiar with the above safety rules. Failure to comply with safety rules or procedures, or failure to wear the appropriate safety equipment, will result in disciplinary action up to and including termination.

Signature _____

GUIDE “SAFE PRACTICES AND OPERATIONS CODE”

THE FOLLOWING MUST BE POSTED AT THE WORKPLACE IN AN AREA VISIBLE TO ALL WORKERS:

General:

- 1) Hazardous machinery, equipment or conditions and unsafe practices or acts shall be reported to your foreman at once;
- 2) The use, or possession, of intoxicating beverages is prohibited on the job. Reporting to work intoxicated warrants immediate dismissal;
- 3) Caution other employees exposed to hazards created by your work activities;
- 4) All injuries shall be reported promptly to an authorized representative so that arrangements can be made for medical or first aid treatment;
- 5) Authorization for medical services must be given by a foreman for “On the Job” injuries before obtaining medical attention or seeing a doctor;
- 6) Do not engage in horseplay on the job;
- 7) Warning signs, barricades, guardrails, etc., shall be kept in place;
- 8) Place guards around or over all roof openings, floor openings, excavations, open manholes, elevator shafts or any other opening where there is a hazard of falling, etc.;
- 9) Machinery and equipment shall be operated or repaired by qualified personnel only;
- 10) Keep out of hazardous areas when not a member of the work crew involved;
- 11) Always use the proper lifting technique to prevent back strain and injury; and
- 12) Do not enter manholes, underground vaults, chambers, tanks, silos, etc., until it has been determined that there is a sufficient amount of air and that it contains no flammable or toxic gases or vapors.

PERSONAL PROTECTIVE EQUIPMENT:

- 1) Hard hats shall be worn where there is a hazard from falling or flying materials.
- 2) Wear proper footwear with substantial soles.

- 3) Wear appropriate dark goggles or welding helmet when working on or near arc, acetylene welding or burning.
- 4) Wear safety glasses or a face shield in areas where flying particles are encountered or hot material can splash.
- 5) Protection for the hands and other parts of the body is required when exposed to cuts, burns or harmful substances.
- 6) Use safety belts and lifelines when working at heights or where unprotected by guardrails or safety nets.
- 7) Flag men, truck spotters, grade checkers, etc. shall wear orange shirts or vests and use proper warning signs, and flags.

LADDERS AND SCAFFOLDS:

- 1) Defective ladders shall not be used.
- 2) When using ladders other than stepladders, set feet securely and tie off at the top.
- 3) Face the ladder going up or down and keep hands free of tools or materials.
- 4) Before using a scaffold, check proper blocking, bracing ties, guardrails and planking. If defective, do not use until corrected.
- 5) Scaffold platforms shall be kept clear of unnecessary tools or material. Do not overload.
- 6) Scaffolds or platforms 7 1/2 feet or more above ground shall be equipped with guardrails and toe boards.
- 7) Before working on scaffolds, check braces, guys, wheel retainers, wheel locks and outriggers.

MACHINERY AND EQUIPMENT:

- 1) Oiling or repairing of machinery or equipment while in motion is prohibited unless special provision to do so safely has been provided.
- 2) Before any equipment is set in motion, operator must first check and be certain that no one will be injured by the operators action.
- 3) No employee shall be allowed to operate power-driven equipment until he has proven that he understands the safe practices of operation.

- 4) Operators of power-drive equipment shall make a careful inspection of the equipment at the start and end of each shift. Any changes or defects must be reported to both his relief and foreman.
- 5) Before leaving motorized equipment, ground the blade, bucket, scoop, pans, etc., and secure brakes.
- 6) Motorized equipment should be handled with caution in dangerous areas such as edges of deep fills, cut banks and steep slopes.
- 7) When making repairs on equipment where blocking is required, be sure blocking is secure.
- 8) Keep proper clearance from all high voltage lines.
- 9) Never swing suspended loads over workmen.
- 10) Getting on or off equipment while it is in motion is prohibited.
- 11) Riding equipment is prohibited unless the equipment is provided with adequate riding facilities.

HAND TOOLS:

- 1) Defective tools shall not be used. Keep all tools in good state of repair.
- 2) Do not carry sharp hand tools in clothing. Use proper carrying cases or tool kits.
- 3) Use hand tools only for the purpose for which they are intended.
- 4) Power actuated tools shall only be used by qualified operators.

ELECTRICAL:

- 1) Check all portable electric tools for ground and condition of cords. Do not use if defective. Report defective equipment to your supervisor.
- 2) Heed high voltage warning signs and keep proper distance
- 3) Do not lift or lower portable electric tools by means of the power cord. Use a rope.
- 4) Do not leave the cords of portable electrical tools where equipment will run over them.
- 5) When necessary to suspend portable power tools, hang them from some stable object by means of a rope or similar support of adequate strength.

FIRST AID:

- 1) Obtain immediate first-aid for all injuries, no matter how small, and report immediately to your supervisor.
- 2) Know location of first-aid kits and emergency equipment.
- 3) Do not move a seriously injured person unless the person is exposed to further injury from fire, falling objects or other hazards. Never remove foreign bodies from the eyes.
- 4) Use first-aid materials for emergency only.

FIRE HAZARDS:

- 1) When welding or cutting, be sure that hot sparks or slag does not come in contact with combustibles.
- 2) Use only closed metal containers labeled FLAMMABLE for storage of flammable liquids.
- 3) Keep oily rags and waste material in proper containers.
- 4) Use fire protection equipment only for fire fighting.
- 5) Know location of fire extinguishers and other fire fighting equipment.
- 6) Report all fire hazards to your foreman immediately.
- 7) Gasoline shall not be used purposes.
- 8) Do not use flammable fuels for starting or for “warm up” fires.

HOUSEKEEPING

- 1) Maintain good housekeeping in your area.
- 2) Do not leave scrap on ramps, runways, stairways or designated paths of travel.
- 3) Keep hoses, cables and ropes coiled, tied and in the clear.

SAFETY TRAINING

The goal of our safety-training program is to develop safe work habits and attitudes. It is critical that new workers understand work rules and procedures prior to being assigned a job. Supervisors are responsible for providing *safety* training to their department employees utilizing the job instruction training method described below.

HOW TO GET READY TO INSTRUCT

- 1) Have a Timetable- How much skill you expect them to have by a certain date.
- 2) Break Down the Job- List important steps pick out the key points (*Safety* is always a key point).
- 3) Have Everything Ready- Correct equipment, materials and supplies.
- 4) Have the Workplace Properly Arranged just as the worker will be expected to keep it.

Remember- when teaching adults, the following points are important:

- 1) Adults learn best in a warm, friendly atmosphere.
- 2) Adults don't like to waste time; and
- 3) Adults respond quickly to praise and attention.

JOB INSTRUCTION TRAINING (JIT) HOW TO INSTRUCT

- 1) Prepare- put the worker at ease. Define the job and find out what is already known about it.
- 2) Present- Tell, show and illustrate one IMPORTANT STEP at a time. Stress each KEY POINT.

Try Out Performance

- Have the person do the job - correct errors.
- Have the person explain each key point to you as the job is done again.
- Make sure the person understands.
- Continue until YOU know the person knows.

Follow-up

- Put them on their own.
- Designate to whom to go for help.
- Check frequently.
- Encourage questions.
- Taper off extra coaching and close follow-up.
- Safety is always a key point.

NEW EMPLOYEE SAFETY CHECKLIST

EMPLOYEE: _____ DEPARTMENT: _____

DATE HIRED: _____ SUPERVISOR: _____

Supervisor: Check off each item as you discuss it with the new employee prior to having that employee start work.

- 1. Provide company policy statement and safety rules. _____
- 2. Explained function of company safety committee _____
- 3. Reviewed injury reporting procedures. _____
- 4. Issued safety equipment-glasses, ear plugs, respirator, etc., and explained use and care. _____
- 5. Reviewed lockout and tag procedures. _____
- 6. Reviewed safe lifting procedures. _____
- 7. Will forklift training be required? If yes, when? _____
- 8. Reviewed housekeeping and clean-up procedures. _____
- 9. Located first aid kits and, or company hospital. _____
- 10. Reviewed hazard communication program, location of safety data sheets and how to read MSDS. _____
- 11. Reviewed evacuation procedures and any specific duties _____
- 12. Does the employee understand the above? _____

I acknowledge that information on the above subjects was furnished to me during my orientation.

EMPLOYEE'S SIGNATURE _____ DEPT. _____

I have instructed the above named employee in the fundamental of safety practices.

SUPERVISOR'S SIGNATURE _____ DEPT. _____

Sign and return the original copy immediately to the Personnel Office following the employee's date of hire or transfer into your department. Retain a copy in the employee's department file.

American Reclamation INSPECTIONS

Inspection works because it is an essential part of hazard control; it is an important management tool, not a gimmick. We will view inspections as a fact-finding process, not faultfinding. We will emphasize locating potential hazards that can adversely affect safety and health.

All personnel will be responsible for continuous, ongoing inspection of the workplace.

When uncovered, potentially hazardous conditions will be corrected immediately or a report will be filed to initiate corrective action.

Periodic planned inspections will be made by members of the safety committee (or other designated individuals) utilizing the company self-inspection form. The safety committee will review the report and action will be taken to eliminate uncovered potential hazards. Assignments, target dates for completion and actual completion dates will be documented in the minutes of the safety committee. All inspection sheets will be filed and stored on site.

SAFETY INSPECTION REPORT

INSPECTION CONDUCTED BY: _____

DATE: _____

DEPT: _____

PLANT: _____

SAFETY PRACTICES

-Are Employees Wearing the Required Safety Equipment?

Yes() No() Explain _____

-Are Employees using Adequate Foot Wear and Clothing?

Yes() No() Explain _____

-Are Employees Following Safety Rules and Procedures?

Yes() No() Explain _____

-Are Food or Drinks Present in the Work Area?

Yes() No() Explain _____

-Other Comments _____

HOUSEKEEPING (neatness/cleanliness of work area)

-Are Floors Kept Clean?

Yes() No() Explain _____

-Are Floors Slippery?

Yes() No() Explain _____

-Is Equipment & Material Neatly And Safely Kept and Stored?

Yes() No() Explain _____

-Are Working Tables Kept Neatly And Clean?

Yes() No() Explain _____

-Are Hazardous Materials Being Properly Stored And Labeled?

Yes() No() Explain _____

-Are There Adequate Trash Cans?

Yes() No() Explain _____

-Other Comments _____

FIRE SAFETY

-Are Fire Extinguishers Accessible, Serviced And Tagged? (Dated And Initialed Monthly)
Yes () No () Explain _____

-Are Fire Alarms Available And in Working Order? (Have you tested smoke alarms?)
Yes () No () Explain _____

-Are Exit Doors Accessible And Properly Marked?
Yes () No () Explain _____

-Are Flammable Materials Properly Stored And Labeled?
Yes () No () Explain _____

-Is Flammable Waste And Rubbish Being Properly Disposed?
Yes () No () Explain _____

-Are Overhead Fans Clean?
Yes () No () Explain _____

-Are Electrical Wiring, Connections, Boxes And Controls in Good Condition? (Covers, Doors, etc.)
Yes () No () Explain _____

-Are Fire Doors Free of Obstructions?
Yes () No () Explain _____

-Other Comments _____

MACHINERY & EQUIPMENT

-Are Moving Parts of Machines And Equipment Properly Guarded? (Vacuums, key machines, cords, etc.?)
Yes () No () Explain _____

-Are Points of Operation Properly Guarded?
Yes () No () Explain _____

-Are Safety Controls And Devices Operating Properly? (No manufacturer's guards are to be removed/disabled?)
Yes () No () Explain _____

-Are Cylinders Secured And Properly Stored?
Yes () No () Explain _____

-Are Fork Lifts in Good Working Order?

Yes () No () Explain _____

-Other Comments _____

GENERAL CONDITION

-Is There Adequate Ventilation?

Yes () No () Explain _____

-Is Dust Control Adequate?

Yes () No () Explain _____

-Are Hand Tools Properly Maintained and in Good Condition?

Yes () No () Explain _____

-Are Storage Racks in Good Condition And Earthquake Safe?

Yes () No () Explain _____

-Are Employees Aware of Safety Rules And Procedures?

Yes () No () Explain _____

-Is The Non-Smoking Policy Being Enforced?

Yes () No () Explain _____

-Are Bathrooms Clean And in Good Working Order?

Yes () No () Explain _____

-Are Required Safety Signs Properly Displayed?

Yes () No () Explain _____

-Is First Aid Cabinet Properly Stocked?

Yes () No () Explain _____

-Is Emergency Lighting Available and in good Working Order?

Yes () No () Explain _____

-Does the Supervisor Have a Working Flashlight? (Check batteries!)

Yes () No () Explain _____

-Are Aisles Properly Marked And Free of Obstructions?

Yes () No () Explain _____

-Other Comments _____

General Comments and Recommendations _____

**American Reclamation
SAFETY COMMITTEE & SAFETY MEETINGS:**

Our company safety committee will be comprised of members of the various departments and management. They will meet on a quarterly basis and review the following:

- 1) Minutes of the previous meeting;
- 2) Unfinished business of the previous meeting;
- 3) Self-inspection reports
- 4) Discussion of accidents and corrective action taken;
- 5) Accident trends;
- 6) New and outstanding recommendations submitted by outside agencies (insurance carrier, fire department, Cal-OSHA, etc.); and
- 7) New business.

All meetings will be documented. The managers will be responsible for holding property safety meetings on a monthly basis, after the monthly self-inspection. Employee attendance and discussion topics will be documented.

SAFETY COMMITTEE MEETINGS

COMPANY: _____ DATE: _____

COMMITTEE MEMBERS PRESENT: _____

COMMITTEE GUESTS: _____

MINUTES TAKEN BY: _____

- 1. REVIEW MINUTES OF PREVIOUS MEETING (held on __/__/__).
- 2. UNFINISHED BUSINESS OF THE PRIOR MEETING: _____

3.

REVIEW	<u>ACCIDENTS</u>	CORRECTIVE ACTION
_____ /		_____
_____ /		_____
_____ /		_____
_____ /		_____
_____ /		_____
_____ /		_____

4.

REVIEW	<u>ACCIDENT TRENDS</u>	CORRECTIVE ACTION
_____ /		_____
_____ /		_____
_____ /		_____

5.

REVIEW	<u>SELF-INSPECTION REPORTS</u>	CORRECTIVE ACTION
_____ /		_____
_____ /		_____
_____ /		_____
_____ /		_____
_____ /		_____

6. RECOMMENDATIONS SUBMITTED BY OURSIDE AGENCIES:
(Insurance carrier, fire department, Cal-OSHA, ect.): _____

7. NEW BUSINESS: _____

Committee Chairperson

American Reclamation ACCIDENT INVESTIGATIONS AND REPORTS

It is the policy of American Reclamation to carry out a thorough program of accident investigation. Management personnel will be primarily responsible for making an investigation of all accidents in their areas of responsibility. Accidents involving fire, death, serious injury or extensive property damage will be investigated jointly by the General Manager, Manager, and Safety Coordinator.

The primary goal of the accident investigation program is the prevention of future similar accidents through the use of knowledge derived from the investigations. Additionally, the investigation will be used to prepare reports required by Federal and State law as well as the Workers' Compensation Insurance Carrier. These reports are critical in establishing the Company's and the Manager's liability under the law.

When an employee is injured at work, the Manager is responsible for taking emergency action to have first aid administered, obtain professional medical attention as soon as possible and protecting other employees and equipment. The Manager must then begin to investigate the circumstances of the accident, the following procedures have been found to be effective when investigating the accident:

- A) GO to the scene of the accident at once.
- B) TALK with the injured person, if possible. Talk to witnesses. Stress getting the facts and not placing blame or responsibility. Ask open-ended questions.
- C) LISTEN for clues in the conversations around you. Unsolicited comments often have merit.
- D) ENCOURAGE people to give their ideas for preventing a similar accident.
- E) STUDY possible causes of unsafe conditions and unsafe practices.
- F) CONFER with interested persons about possible solutions.
- G) WRITE your accident report giving a complete, accurate account of the accident.
- H) FOLLOW UP to make sure conditions are corrected. If they cannot be corrected immediately, report this to your supervisor.
- I) PUBLICIZE corrective action taken so that all may benefit from the experience; and

In order for the Supervisor's Report to be effective, it should contain, as a minimum, a detailed answer to the following questions:

- A) What Was the Employee Doing? - Explain in detail the activity of the employee at the time of the accident.

- B) What Happened? - Indicate in detail what took place. Describe the accident, the type of injury, the part or parts of the body affected and whether the employee was wearing appropriate safety equipment.
- C) What Caused the Accident? - Explain in detail the condition, act, malfunction, etc., that caused the accident. Remember that it is possible to have more than one reason or cause for an accident.
- D) What Can Be Done to Prevent a Similar Accident? - Indicate corrective action to prevent recurrence.

The Supervisor's Report, along with the Employee Report, must be submitted to the Personnel Office not later than 24 hours after the accident. Each supervisor must maintain an adequate supply of the Supervisors Report and the Employee's Report forms that may be obtained from the Personnel Office.

Signature _____

Date _____

**Supervisor's Accident
Investigation Report**

Plant or Job		Name of injured or driver		
EST. AGE	Married? ___Yes ___No	Occupation	Employment Date	Date of Injury/Time ___AM ___PM
Exact Location				
Describe injury or damage				
Was injured or driver acting in regular line of duty? ___Yes ___No				
Name of Witness				
UNSAFE ACT (what happened)				
___ Operating without authority; failure to secure or warn ___Unsafe loading, placing, mixing, combining, et ___ Operating or working at unsafe speed ___Taking unsafe position or posture ___ Making safety devices inoperative ___Working on moving or dangerous equipment ___ Using unsafe equip. hands instead of equip, or equip. unsafely ___Lack of job training or instruction ___ Failure to use safe attire or personal protective equipment ___Lack of job training or instruction ___ Improper: ___turn ___lane usage ___backing ___interval ___interval ___signal ___judgment ___Other:				
UNSAFE CONDITIONS				
___Improper guarding (unguarded, inadequately guarded, guard removal, etc.) ___Improper illumination (none, glaring light, etc.) ___Defective substances or equipment (broken, poor design, slippery, etc.) ___Improper ventilation (poor, dusty, gassy, high ___Hazardous arrangement (unsafely piled material, poor layout, poor lighting) humidity, etc.) ___Housekeeping. (No aisle markings, etc.) ___Poor road or visibility condition ___Improper dress or apparel (goggles, gloves, shoes, masks, sleeves, etc.) ___Defective: ___brakes ___motor ___wipers ___steering ___tires ___tires ___wheels or rims ___Other:				
STEPS TAKEN TO PREVENT A RECURRENCE				
Unsafe Act:				
___ Instructed employee		___ Supplied safeguard	___ Eliminated condition	___ Reported condition to:
___ Warned employee		___ Supplied personal equipment	___ Repaired condition	
___ Other action			___ Guarded machine _____	___ Other action _____
_____ SUPERVISOR'S SIGNATURE			_____ DATE	

Quality Assurance Smarts

Addendum F

FIRE EXTINGUISHERS

Fire extinguishers can be an effective method of fighting small fires that may occur.

The type of extinguisher used will depend on the type of fire being fought. The following are the different types of extinguishers available and their uses:

TYPE A	-paper products only
TYPE B	-flammable liquids
TYPE C	-electrical fire
TYPE D	-all purpose

The types of extinguisher used here are:

TYPE A	-paper products only
TYPE B	-flammable liquids
TYPE C	-electrical fire
TYPE D	-all purpose

Most extinguishers are designed to extinguish only small fires. Large fires should be abandoned and left to the expertise of professional firefighters.

All employees shall be instructed on the proper use of fire extinguishers. In addition to this, the instructions for use are clearly posted on each extinguisher.

FIRE ALARMS

Fire alarms are utilized by employees to warn employees and visitors of the existence of a fire. Fire department personnel turn off the fire alarms only.

FIRE DRILLS

The Safety Coordinator shall conduct regular fire drills. These drills are designed to test the fire alarm equipment and inspect the procedures used by the employees in reacting to the fire alarms. All employees must take all fire drills seriously. When a fire drill is conducted, all procedures for an actual fire emergency shall be followed with the exception of the notification of actual emergency personnel from responding agencies. No fire alarms should be utilized during drills that automatically notifies local emergency services agencies of a potential fire,

FIRE EMERGENCY PROCEDURES

Fires can start from a variety of sources and can spread rapidly. Quick and effective action is necessary to prevent the loss of life and reduce the amount of property damage.

- **Sound the alarm.** Special care must be taken during the activating of alarms to anticipate potential panic by our employees and visitors.
- Once an alarm goes off and there is no verification of fire, two members of the fire team should go to the effected zone to verify the fire.
- Ensure that the fire department is notified (even if the fire was put out). The facility manager will advise the fire Department of the facility name and address, and advise as to the type of fire, if known (chemical, electrical, paper) and if there are any known injuries. Also advise as to where employees and visitors will be regrouping. Let them know if someone is trying to extinguish the fire..
- The facility manager should be contacted after the Fire Department has been called. The facility manager or their designee will decide who should be notified,
- The department managers should report IMMEDIATELY to the facility manager for instruction.
- Once the fire Department arrives, the captain should be told where the emergency box is located.

Quality Assurance Smarts Addendum F

- The facility manager or their designee will assign certain employees to assist with the evacuation of handicapped employees where necessary.
- Interior lights will be left on unless otherwise directed by fire personnel.
- Attempts to extinguish fires shall be done exercising good judgment.
- Do not attempt to extinguish the fire when:
 - 1) It is obviously beyond the capability of the available equipment.
 - 2) The fire could block your exit from the building.
 - 3) You are unfamiliar with the operation of the fire extinguisher.
- Do attempt to extinguish a fire when:
 - 1) The fire department has been called.
 - 2) The fire is small and contained as in a wastebasket, cushion, or mattress.
 - 3) You can fight the fire with your back to a clear exit.
 - 4) You are familiar with how to operate the fire extinguisher.
- As soon as possible, employees shall take a “roll call” of those persons assembled at the “regrouping” area to determine if any persons are missing. This information shall be given to the Fire Department or Police Department upon arrival.
- In the event the fire involves chemicals, this information shall be stressed to the Fire Department upon initial contact.
- If the “regrouping” area is downwind of the chemical fire, an alternate location shall be used which places the evacuees upwind from the fire.
- If the fire is threatening the administrative office, the following items should be removed if can be done safely:

Personnel-Put active personnel files and INS 1-9 files in fireproof safe,

- Once the fire has been controlled and operations have returned to normal, the General Manager is responsible to ensure an incident form is completed and a copy is sent to the insurance company and the corporate office.

Quality Assurance Smarts Addendum F

EVACUATIONS

CAUSES OF EVACUATION

A variety of disaster or emergency agents can cause the necessity of evacuation from the premise. Such events include fire, chemical accidents, structural damage, bomb threats, or similar suspicious objects, gas leaks, and flooding.

AUTHORITY TO EVACUATE

The authority to evacuate the facility is vested in the General Manager or their designee.

EVACUATION LOCATIONS

In the event of a fire or other emergency which requires only a temporary evacuation 01 the will be directed to the regrouping area (SEE PAGE 23). Guests and employees not involved in the evacuation process will be assembled at this location and accounted for by the supervisor on duty.

EVACUATION EMERGENCY PROCEDURE

In the event that the General Manager, their designee, or fire/police officials make a decision to conduct an evacuation, the following procedures will be followed:

NOTIFICATION

Notification of evacuating our premises would be accomplished through the use of fire alarms, or verbally. The General Manager and/or their designee will assign certain employee to the task.

The General Manager and/or their designee will immediately notify the fire department that the evacuation is being conducted, Provide the fire department with as much detail as possible,

STAFF PROCEDURES

Perform the same procedures as those listed under “Fire Emergencies”.

REGROUPING

All people will leave the building and regroup at a specific designated area.

ACCOUNTABILITY

The employee(s) designated by the facility manager or their designee will, as soon as possible, conduct a roll call to ensure that all are accounted for. This information will be transmitted to the fire or police department upon arrival.

An incident report must be completed and presented to the General Manager.

**American Reclamation
DISCIPLINARY PROCEDURES**

Employees who fail to comply with safety rules will be subject to disciplinary action up to and including termination. Supervisors will follow the normal disciplinary procedures as follows:

- 1) verbal counseling is - the first step that must be documented in the employees personnel file.
- 2) Written warning - outlining nature of offense and necessary corrective action;
- 3) Suspension without pay - the third step or separate disciplinary action resulting from a serious violation; and
- 4) Termination - if an employee is to be terminated, specific and documented communication between the supervisor and the employee, as outlined, must have occurred.

Supervisors will be subject to disciplinary action for the following reasons:

- 1) Repeated safety rule violation by their department employees;
- 2) Failure to provide adequate training prior to job assignment;
- 3) Failure to report accidents and provide medical attention to employees injured at work.
- 4) Failure to control unsafe conditions or work practices; and
- 5) Failure to maintain good housekeeping standards and cleanliness in their departments;

Supervisors who fail to maintain high standards of safety within their departments will be demoted or terminated after three documented warnings have been levied during any calendar year.

Signature _____

Date _____

American Reclamation HAZARD COMMUNICATION

HAZARD EVALUATION

Chemical manufacturers and importers are required to review the available scientific evidence concerning the hazards of the chemicals they produce and to then report that information to employers who purchase their product. In most cases, American Reclamation will choose to rely on the evaluations performed by our suppliers. If, for some reason, we do not trust the evaluation of the manufacturer, we will arrange for additional testing.

We will consider any chemicals listed in one of the following sources to be hazardous:

- 29 CER 1910, Subpart Z, Toxic and Hazardous Substances, Occupational Safety and Health Administration (OSHA);
- Threshold Limit Values for Chemical Substances and Physical Agents in the Work Environment, American Conference of Governmental Industrial Hygienists (ACGIH); or
- Those hazardous substances prepared pursuant to Labor Code Section 6382.

LABELS AND OTHER FORMS OF WARNING

We will make certain that containers are adequately labeled to identify the hazardous chemicals contained therein, and will show hazard warnings appropriate for employee protection. The warnings will utilize a combination of words, pictures and symbols that will convey the hazards of the chemical(s) in the container. The labels will be legible and prominently displayed.

Exceptions to this rule are as follows:

- We are permitted to post signs which convey the hazard information if there are a number of stationary containers in a given area which have similar contents and hazards;
- Operating procedures, process sheets, batch tickets, blend tickets and similar written materials can be substituted for container labels on stationary process equipment if they contain the same information and are readily available to employees.
- We are not required to label portable containers, as long as the transferred, chemical is for immediate use by the employee who made the transfer.
- We are not required to label pipes or piping systems; and
- Our employee-training program will include instruction on how to read and interpret label information.

MATERIAL SAFETY DATA SHEETS (MSDS)

The management of American Reclamation is responsible for obtaining or developing a MSDS for each chemical used in the workplace. Each MSDS will include the specific chemical identity of the chemical involved and the common names.

Each data sheet will provide: information on the physical and chemical characteristics of the chemical; known acute and chronic health effects and related health information; exposure limits; whether the chemical is considered to be a carcinogen; precautionary measures; emergency and first aid procedures; and the identification of the organization responsible for preparing the sheet.

Each department supervisor will be responsible for maintaining the MSDS's describing chemicals used in the supervisor's department and for keeping them readily available to employees. The program coordinator will maintain a master file for all departments.

Our employee-training program will include how to read and interpret information on a MSDS, and how employees can obtain and use the available hazard information.

EMPLOYEE TRAINING

It is the goal of American Reclamation to provide hazard communication training during the first 30 days of employment and whenever a new chemical is introduced to a given work area. Training will be done in a classroom setting and will be conducted by the program Coordinator other properly trained personnel. The training program will consist of:

- How the hazard communication program is implemented, how to read and interpret information on labels and MSDS and how employees can obtain and use the available hazard information.
- The hazards of the chemicals in the work area;
- Measures employees can take to protect themselves from the hazards.
- Specific procedures put into effect by the company to provide protection, such as personal protective equipment; and
- Methods and observations, such as visual appearance or smell, workers can use to detect presence of a hazardous chemical.
- A right to know center is located in the main office and in the hallway in the east entrance of the building posted on the wall.

American Reclamation
RIGHT-TO-KNOW TRAINING PROGRAM

PERFORM THESE STEPS

- 1) Introduce the Right-to-Know coordinator and explain the coordinator's role.
- 2) Review the company's written hazardous communication program and explain how to obtain and use the document.
- 3) Explain applicable safety and health requirements mandated by OSHA and state standards.
- 4) Identify locations where hazardous chemicals are stored, handled, dispensed or transported, and the location of each process and operation that uses them.
- 5) Explain how to recognize potential health hazards and review monitoring used to detect potential health hazards.
- 6) Explain how to read MSDS's and related information and/or labels.
- 7) Explain safety precautions to be taken by the individual worker.
- 8) Explain in detail the labeling system used by the company.
- 9) Use audiovisuals to teach basic hazardous communication information to the general plan population.
- 10) Warn about specific work activities that increase the likelihood of a loss.

Signature _____

Date _____

American Reclamation EMERGENCY ACTION PLAN

Major disasters must be anticipated and procedures must be developed and mastered if the well being of our personnel is to be protected and if we are ready to serve our community.

The following pages detail the organizational structure of our plan and outlines emergency measures to be taken in the event of fire or other emergency.

Remember, your conduct and actions during the first few minutes of any emergency may not only save your life but the lives of your fellow workers and other members of the community as well.

GENERAL INFORMATION

Two important telephone calls need to be made if the facility is to be evacuated for any of the following reasons:

1. A fire or disaster within the facility; or,
2. An external hazardous condition threatening the facility.

If either of these two situations occurs, call 911:

1. Fire department.
2. Civil Defense.
3. Gas Company.
4. Electric Company.

The telephone numbers will be posted for these agencies.

Upon order of management or other person(s) in charge to totally evacuate the facility, the following action will be taken:

1. Initiate evacuation center receiving plan. It may be necessary to transport company personnel to a local evacuation center.
2. Handicapped employees must be shown utmost responsibility towards getting them to safety.
3. Materials and supplies to be evacuated including first-aid kits and personnel roster.

RESPONSIBILITIES

The Safety Committee will:

1. Coordinate the emergency Evacuation Plan throughout the facility.

2. Make certain the Program is familiar to all personnel and that all new employees are promptly oriented.
3. Schedule fire classes as necessary.
4. Arrange and execute fire drills within the facility.
5. Maintain a log of fire drills conducted. The log shall include the date and time of each drill, the time required to evacuate the building and the initials of the person making the recording.
6. Report any deficiencies noted during the fire drill.
7. Correct any deficiencies noted during the fire drill.
8. Maintain a file of committee meetings and activities, including committee minutes.

The Safety Committee will be aided by Supervisors who will:

1. Facilitate the Emergency Evacuation Plan.
2. Keep a constant check on all personnel to be sure that they are completely familiar with all phases of the Plan that they are required to know.
3. See that all personnel participate in ALL fire drills, fire classes, and other practice sessions.
4. Be certain that all personnel are familiar with, and make thorough fire prevention inspections when they are assigned to do so.
5. Take the necessary steps required to correct any fire hazards discovered.

It is the duty of every employee to:

1. Be completely familiar with the Emergency Evacuation Plan and the employee's duties and responsibilities in the program.
2. Participate in all fire drills and practice sessions.
3. Attend all fire training classes when assigned.
4. Learn the location of and how to operate all fire alarm systems and all fire extinguishing equipment.
5. Report any fire and/or safety hazard located any place on Company property.

FIRE PROCEDURE

“Keep Calm...Report all fires and smoke.”

Personnel have been assigned to:

1. Sound internal fire alarm.
2. Notify office staff.
3. Remove personnel from the building.
4. Close all doors and windows in the fire area, but ONLY if this can be done safely
5. Notify the fire department.

The person reporting the fire to the fire department will provide them with the following information:

1. Company name.
2. Address.
3. What is burning (machines, paper, etc.)?
4. Location of fire (roof, plant office, etc.)
5. Type of fire (electrical, liquid, etc.)

Additional assignments have been made to:

1. Attempt to extinguish the fire with the use of on-premises equipment (extinguishers, hoses, etc.). A minimum of two persons is required to fight a fire. To insure employee safety, this is to be done only during the early stages of a fire.

Working away from the involved area, personnel will be assigned to:

1. Clear the aisles, hallways and other areas of personnel and visitors.
2. Close all doors and windows.
3. Check driveways to see that they are clear for entry of fire fighting equipment. See that gates are unlocked and open;
4. Wait at the front entrance for arrival of fire fighting equipment. Direct the fireman to the fire, if necessary; and

Re-entry onto the property will not be permitted until it is declared safe to do so by someone with executive authority or by the local fire or law enforcement officials.

EARTHQUAKE

In the event of an earthquake the following procedures shall be followed;

1. Assess damage and injuries;
2. Give first aid as needed. Remember, after an earthquake, utilities police and fire agencies may not be readily available. **DO NOT ATTEMPT TO TELEPHONE UNLESS ESSENTIAL;**
3. Notify executive management if any are away from the premises;
4. Call the Fire Department only in the case of fire;
5. The nearest hospital for treatment is:

Glendale Memorial Hospital
600 N. Pacific Avenue
Glendale, CA 91203
6. Have damaged or potentially damaged utilities shut off at the main controls;
7. Personnel are to be instructed during orientation that they are to take shelter under a sturdy table or equipment during an earthquake and remain there until all shaking has ceased;
8. Evacuate as necessary. Supervisors shall be responsible for seeing that employees are evacuated to a safe area outside the building and clear of overhead electrical lines, utility posts, block walls, etc., which might fall during aftershocks. Supervisors are cautioned to be alert for fallen high-tension lines that may be touching metal objects on the ground;
9. Have all areas of the building inspected for damage before allowing personnel to return to the building(s);
10. Have gas, electrical, water and fuel systems checked for damage before allowing personnel to return to the building(s); and
11. Drinking water should be checked to determine that it is not contaminated. Water contained in toilet tanks can be boiled and used if absolutely necessary for drinking or for treating injuries.

How to Establish an Adequate Safety Program

The variety of State and Federal Legislation now in effect imposes strict responsibility on employers for establishing a safe work environment for their employees. Besides these legal responsibilities, it is well established that a reduction in employee accidents can increase the efficiency and profitability of any business. These facts point up the importance of establishing an adequate safety program backed by, and involving, top management.

Since each company has its own particular problems and procedures, there can be no universal safety program. The following outline, however, lists the fundamentals of an adequate employee program and suggests steps that can be taken to adapt them to a company's individual methods of operation. In addition, your carrier's Workers' Compensation Loss Control Department is available for help in setting up safety programs, providing information on recent legislation, or offering advice on safety matters for employees.

Outline of a basic safety program:

- Step 1.** Management involvement.
- Step 2.** Supervision and responsibility for the program.
- Step 3.** Employee selection and training.
- Step 4.** Safety maintenance and premises protection.
- Step 5.** General safety standards.
- Step 6.** Accident reports and records.
- Step 7.** Educational materials and incentives.

1) Management involvement

Management must assume the leadership for a complete safety program, which covers OSHA requirements for employees, as well as premises. Every company should develop a written policy statement outlining policies and safety goals for its employees. The safety goals and policies should be sent to all employees.

2) Supervision and responsibility for the safety program

It is important for the efficient operation of the program that one individual be delegated the complete authority to properly administer, regulate, and coordinate the safety program. While this person may be a safety director or department head, it is well to remember that the ultimate responsibility for success or failure rests with top management. Care should be taken to see that every individual who supervises employees is informed and instructed in duties and responsibilities and held accountable for the enforcement of the program in their area.

3) Employee selection and training

Competent and cooperative employees are, of course, vital-not only to an effective safety program, but to the overall profitability of the business. Proper training and job orientation are essential in developing qualified personnel. Ideally, this includes:

- A) Written company policies, general rules and regulations;
- B) Written training manuals with steps required to perform the job properly, the reasons behind the steps, up-to-date technical aspects of the job, and any safety considerations. Manuals of this type establish management's interest and intent to provide proper training;
- C) Details of the company's safety program; and
- D) Specific procedures to accident or injury.

It must be recognized that training in safety is a continuous process that requires supervision.

4) Safety maintenance and premises protection

A regular periodic inspection of all premises and operations is necessary for continued safe operations and the safety of employees. These inspections should be at least monthly although a more frequent inspection schedule is preferable when there is a high degree of exposure.

One of the surest ways to get employee involvement and cooperation in a safety program is to establish a safety committee that can monitor employee (OSHA) safe working conditions. This procedure is recommended even for manufacturing operations with as few as 15 employees. While such a committee can be limited to supervisors, foremen and department heads, it is preferable to include general employees as well.

The committee should have the authority to review the company's safety policy, training methods and safety equipment, review and investigate accidents, make recommendations for the alleviation of unsafe conditions, premises, practices or equipment. Inspection duties might be assigned to a member(s) of the committee with findings to be reported to the full group.

5) General safety standards

Checklists to assist inspections for various industries are available from your carrier's Workers' Compensation Loss Control Department. The following list of suggestions, based on OSHA, is intended only as a general indication of items covered in a complete safety program.

- A) Provide adequate protection and guarding of all machinery and equipment used either by employees or the public including:
 - 1) Point of operation;
 - 2) All moving parts;
 - 3) All driving mechanisms;

- 4) Proper grounding of all electrical equipment;
 - 5) Proper grounding of all areas subject to static electricity exposures.
- B) Provide adequate premises protection including:
- 1) Installation of proper guard rails, handrails or other protection for hazardous areas where required;
 - 2) Institution of proper housekeeping procedures by having regular and frequent cleanup schedules of all areas, including kitchen and food preparation and the maintaining of cleaning and sanitation schedules and records;
 - 3) Maintaining a regular inspection procedure for all fixtures and equipment of either a manual or a power type used by employees or by the general public; and
 - 4) Institution of a regular maintenance program for all floors, walks, stair surfaces and so forth, including parking lots, to eliminate slip and fall hazards.
- C) Provide adequate personal protective equipment necessary to the job.
- D) Provide safe methods, procedures and equipment for handling of material including:
- 1) Adequate lifting devices and procedures;
 - 2) Safely arranged warehousing, storage and distributing areas, laundry rooms, etc.; and
 - 3) Safely maintained and regularly inspected hoists, elevators, escalators, conveyors, etc.;
- E) Provide adequate fire prevention policies and facilities including:
- 1) Adequate and well-maintained fire extinguishing equipment;
 - 2) Training personnel in the proper use of the equipment;
 - 3) Providing emergency evacuation procedures and drills;
 - 4) Maintaining adequate and well- marked exits from all areas.
- F) Provide an adequate first aid program including:
- 1) Providing and maintaining adequate first aid equipment;
 - 2) Training of certain key employees in basic first aid requirements;
- G) A number of standards require periodic medical examinations of employees. These examinations are to be made at the employer's expense. The Secretary of Health Education and Welfare (HEW) is also authorized to set up medical examination programs necessary to determine the incidence of occupational disease. HEW would pay for such programs, being research-oriented and mandatory. Medical surveillance required by Standards on asbestos, vinyl chloride, carcinogens, and coke oven emissions.

Hazards requiring special medical examinations include, but are not limited to:

Chromic acid

- Asbestos
- 4-Nitrobiphenyl
- Alpha-Naphthylamine
- Methyl Chloromethyl ether
- 3,3-Dichlorobenzidine (and its salts)
- Bis-chloromethyl ether
- Beta-Naphthylamine Benzidine
- 4-Aminodiphenyl
- Ethyleneimine
- Beta-Propiolactone
- 2-Acetylaminofluorene
- 4-Dimethylaminoazobenzene
- N-Nitrosodimethylamine
- Vinyl chloride
- Coke oven emissions

6) Accident reports, records

Accurate reporting of all accidents must be made in accordance with OSHA, or insurance company regulations. In addition, adequate investigations and records should be maintained of all incidents or unusual occurrences, whether resulting in injury or not because of the potential for future injuries or risks to employees. Such records should include the date, time and location of the occurrence, the personnel involved, the extent of the hazard or injury to the employee, the cause of the incident, and the corrective measures taken or proposed.

These records assist in determining principal accident or hazard sources, provide information on unsafe conditions and practices and can be used to improve conditions or set higher standards of performance.

Publishing a periodic accident summary showing comparisons of performance between different company locations or departments can provide an effective stimulus for accident prevention.

7) Educational materials and incentives

A variety of materials are available for use in your safety program. Your carrier's Workers' Compensation Loss Control representatives will also be available on an occasional basis to attend safety meetings within an organization. Periodic safety meetings involving all personnel or individual meetings within a department are an excellent method of encouraging cooperation in the safety program and of disseminating safety materials and ideas.

A) Among the materials available through your carriers Workers Compensation are the following:

1) Safety poster service;

- 2) Safety publications for both supervisors and other personnel designed for specific types of business and operations;
- 3) Safety incentive program suggestions; and
- 4) Special audio-visual materials to support training.

B) Safety Bulletin Board

A safety bulletin board should be located so that all personnel and the general public frequently see it. It should be reserved specifically for safety material as a vital asset to the function of a safety program.

- C) More safety and health hints cover safety and health in your publications and at your monthly and annual meetings.

Check first aid and hospital facilities. Are they adequate? Develop a “Job Safety Analysis” for all operations where the potential for injury or occupational illness may be significant. Review all plans for remodeling or layouts of new facilities for possible Cal/OSHA violations. Your purchase orders for new machinery should stipulate that the supplier must design and equip machinery to comply with OSHA standards. Let your employees and stockholders know that safety and health are as important to your company as is the productivity of your organization.

Loss Control Representatives will advise regarding the possible use of these materials.

Excellent safety materials are also available from other sources such as the National Fire Protection Association and, the National Safety Council.

Hints for Setting Up An Effective Safety Committee

Class 1 (15 to 75 employees in one location)

A General Committee of not less than four (4) persons shall be selected of which at least one (1) member shall be in a position of authority, which shall act as the chairperson. Employees selected shall be from various working levels and should be familiar with their jobs and general operations. The committee shall:

- 1) Meet monthly for minimum of thirty minutes.
- 2) Review and approve the safety inspection work and reports;
- 3) Review and discuss all pertinent safety recommendations to determine their practicability. Written records of such discussion and approved recommendations shall be kept in the form of minutes;
- 4) Study the causes of accidents occurring since the last meeting for the purpose of devising methods to prevent recurrence; and

- 5) Set up systems to educate employees in the hazards of their work, and in safety practices, through the use of bulletins, safety publications, printed rules, and other safety training aids, and oral instructions.

Class 2 (76 to 500 employees in one location)

A General Safety Committee of not less than three (3) persons, nor less than (1) per one hundred (100) employees, shall be selected from the upper echelon of supervisory personnel with a member of top management acting as chairperson. This committee shall:

- 1) Meet monthly for a minimum of thirty minutes.
 - 2) Review and act on the safety inspector's reports and the Workers' Committee reports;
 - 3) Review and discuss all pertinent safety recommendations to determine their practicability. Written records of such discussion and approved, recommendations shall be kept in the form of minutes;
 - 4) Study the causes of accidents occurring since the last meeting for the purpose of devising methods to prevent recurrence;
 - 5) Set up systems to educate employees in the hazards of their work and in safety practices through the use of bulletins, safety publications, printed rules, and other safety training aids, and oral instructions.
- 6) A Workers' Safety committee shall consist of not less than three (3) workers, or less than one (1) per one hundred (100) employees, whichever is greater.

This committee shall:

- A) Meet monthly;
- B) Make not less than one (1.) inspection each month;
- C) Submit written reports and recommendations for safeguarding or improving safety conditions. Such reports shall be signed by the chairperson of the committee and forwarded to the General Safety Committee; and
- D) Supervisory employees may serve on the Workers' Safety committee where there are only casual or seasonal employees.

Class 3 (over 500 employees in one location)

A General Safety committee of not less than five (5) persons shall be selected from the upper echelon of supervisory personnel with a member of top management acting as chairperson. This committee shall:

- A) Meet monthly for a minimum of thirty (30) minutes.
- B) Review and approve the Safety Inspectors, Foremen's and Workers' Safety Committee safety reports;
- C) Review and discuss all pertinent safety recommendations to determine their practicability. Written records of such discussion and approved recommendations shall be kept in the form of minutes; and
- D) Study the causes of accidents for the purpose of devising methods to prevent recurrence,
- E) Set up systems to educate employees in the hazards of their work and in safety practices through the use of bulletins, safety publications, printed rules and other safety training aids, and oral instructions.

A Foremen's Committee shall consist of not less than five (5) foremen from different departments. The committee shall:

- A) Meet monthly for a minimum of thirty (30) minutes;
- B) Review and approve the Safety Inspector's and Workers' Safety committee reports;
- C) Review and discuss all pertinent safety recommendations to determine their practicability. Written records of such discussion and approved recommendations shall be kept in the form of minutes;
- D) Study the causes of accidents for the purpose of devising methods to prevent recurrence; and
- E) Set up systems to educate employees in the hazards of their work and in safety practices through the use of bulletins, safety publications, printed rules and other safety training aids, and oral instructions.

A Workers' Safety Committee shall consist of not less than (5) workers, or a minimum of (1) committee person for each two hundred and fifty (250) employees, and the Bureau shall not require more than a maximum of ten (20). This committee shall:

- A) Meet monthly;
 - B) Make not less than one (1) inspection each month; and
 - C) Submit written reports and recommendations for safeguarding and improving safety conditions. Such reports shall be signed by the chairperson of the committee and forwarded to the Foremen's committee.
- 4) Supervisory employees may serve on the Workers' committee where there are only casual or seasonal employees.

Inspection service (all classes):

The Safety Inspector shall be in charge of inspection service and shall make regular monthly inspections of the location. He shall fill out and sign acceptable report forms.

Appendix 3

NDFE LISTING

City of Los Angeles Non-Disposal Facilities Element 2009 Amendment

This is a new facility. The 2.6-acre site will be used as a CD&I Material Recovery Facility (MRF). Incoming loads will be sorted, and the various recyclable materials separated for transport to commodity markets and end users. A diversion rate of 75% is the operational goal at start-up. A Registration Solid Waste Facility Permit (SWFP) is being obtained to process a maximum 175 TPD of incoming material. The facility has the option of operating 24 hours per day and 7 days per week.

NDFE Facility #64

LOCATED WITHIN THE CITY OF LOS ANGELES AND RECOVERING OVER 75%: AMERICAN RECLAMATION CD&I PROCESSING FACILITY	
TYPE OF FACILITY	Medium Volume Construction Demolition and Inert (CD&I) Processing Facility
FACILITY CAPACITY	500 TPD
ESTIMATED AMOUNT OF WASTE SENT TO FACILITY	175 TPD
PARTICIPATING JURISDICTIONS	Los Angeles, La Canada/Flintridge, Glendale, Burbank, Pasadena, Union County
DIVERSION RATE	75%
LOCATION	4560 Doran Street, Los Angeles, CA 90030-1006
ZONING	M-3, Heavy Industrial
PERMIT NUMBER AND DATE	In Process

1 City of Los Angeles. 2009 NDFE Amendment

CITY OF LOS ANGELES

CALIFORNIA



ANTONIO R. VILLARAIGOSA
MAYOR

JUNE LAGMAY
City Clerk

HOLLY L. WOLCOTT
Executive Officer

Office of the
CITY CLERK

Council and Public Services
Room 395, City Hall
Los Angeles, CA 90012
General Information - (213) 978-1133
Fax: (213) 978-1040

www.cityclerk.lacity.org

April 8, 2010

To All Interested Parties:

The City Council adopted the action(s), as attached, under
Council file No. 10-0226, at its meeting held March 19, 2010.

City Clerk
OS

An Equal Employment Opportunity - Affirmative Action Employer

2

File No. 10-0226

TO THE COUNCIL OF THE
CITY OF LOS ANGELES

Your

ENERGY AND ENVIRONMENT

Committee

reports as follows:

ENERGY AND ENVIRONMENT COMMITTEE REPORT and RESOLUTION relative to the September 2009 Amendment to the Non-Disposal Facility Element (NDFE).

Recommendations for Council action, SUBJECT TO THE APPROVAL OF THE MAYOR:

1. ADOPT the accompanying RESOLUTION authorizing the September 2009 Amendment to the NDFE.
2. AUTHORIZE the Bureau of Sanitation (BOS) to submit the NDFE Amendment to the California Integrated Waste Management Board for its approval.

Fiscal Impact Statement: The Board of Public Works (Board) reports that the September 2009 Amendment to the City NDFE has no fiscal impact.

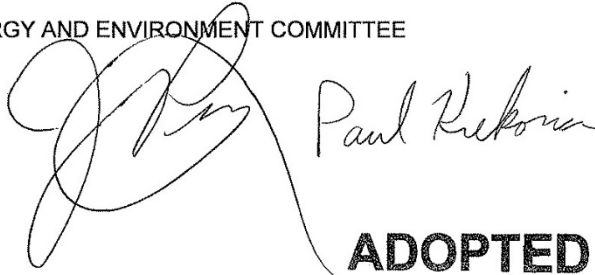
Community Impact Statement: None Submitted

Summary:

At its February 16, 2010 meeting, your Committee considered a Board transmittal and a report from the BOS relative to the September 2009 Amendment to the NDFE. The November 18, 2009 BOS report, attached to the Council file, provides background information and additional details on this issue. During the discussion of this item, the BOS representative provided an overview of the Department's report and responded to related questions posed by the Committee members. After providing an opportunity for public comment, the Committee recommended that Council approve the BOS recommendations as reflected above. This matter is now submitted to Council for its consideration.

Respectfully submitted,

ENERGY AND ENVIRONMENT COMMITTEE



Paul Kerekorian

<u>MEMBER</u>	<u>VOTE</u>
PERRY	YES
CÁRDENAS	ABSENT
ALARCÓN	YES
KORETZ	YES
KREKORIAN	YES

ADOPTED

MAR 19 2010

LOS ANGELES CITY COUNCIL

MLE
10-0226_rpt_ee_02-25-10
CDs 4, 9, 12, 14, and 15

- Not Official Until Council Acts -

MAYOR WITH FILE

Appendix 4

FIRE PREVENTION PLAN

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American Reclamation, Inc.

Fire Prevention Plan

FIRE PREVENTION CONTROL AND MITIGATION PLAN

for

**American Reclamation
Medium Volume CDI Facility
4560 Doran Street, Los Angeles, CA 90039**

A Description of the measures the operator will take to prevent fires and to control and extinguish fires at the site;

- Provide employee training on fire prevention, control and mitigation.
- Prohibit all open flame operations nearby flammable materials.
- Install fire extinguishers, and 1" water hoses visibly marked, 50' and a 100' long.
- Prohibit use of flammable solvents and chemicals around recycling and transfer operations.

B Identification and description of the equipment the operator will have available (on site and readily available off-site) to control and extinguish fires;

- Portable fire extinguishers.
- 1" water hoses located around the perimeter of the facility with a maximum separation of 100'.

C Description of the measures the operator will take to mitigate the impacts of any fire at the site to the public health and safety and the environment;

- Prohibit the use of flammable solvents and chemicals from around the recycling, storage, and transfer operations.
- Train employees on handling hazardous and flammable materials.
- Store sufficient quantity of absorbent material, shovels and personnel protective equipment.

D Description of the arrangements the operator has made with the local fire control authority having jurisdiction to provide fire prevention, control and suppression;

- The operator will provide the local fire control authority updated detailed site plan showing all buildings, structures, parking lots, storm & sanitary sewers, and adjacent property uses.

Clements Environmental Corp.

July 2009

- 1 -

FIRE PREVENTION CONTROL AND MITIGATION PLAN

- Identify all materials stored onsite, access to each storage area, location of emergency equipment, general purpose of other areas within the facility, and location of all aboveground and underground tanks to include sumps, vaults, below-grade treatment systems, piping, etc.
 - Map Key. Provide the following on the map:
 1. A list of hazardous materials, including wastes.
 2. Hazard class of each hazardous waste.
 3. The maximum quantity for hazardous materials.
 4. Include the contents and capacity limit of all tanks at each area and indicate whether they are above ground or below ground.
 5. List separately any radioactives, cryogenes and compressed gases for each facility.
- E Discussion of the ability of the local fire control authority to suppress fires at the site in light of the authority's personnel, expertise and equipment, the availability of water, access to the site and to flammable materials on the site, the nature of flammable materials on site, the quantity and dimensions of materials on the site, and the potential for subsurface fires in accumulations of flammable materials on the site.**
- Local fire station situated less than 3.4 miles away is equipped with a single engine fire truck that could dispense water at 1500 GPM.
- F Evidence that the operator has submitted the Plan to the local fire control authority for review and that the authority has found it to be in compliance with the authority's applicable requirements.**
- Fire prevention, control and mitigation plan prepared for American Reclamation was submitted to the local fire control authority.

FIRE PREVENTION CONTROL AND MITIGATION PLAN

EMERGENCY-RESPONSE PLAN

1. In the event of an emergency, the following shall be notified:

A. On-site Responders:

<u>Name</u>	<u>Title</u>	<u>Phone</u>
John Gasparian	Facility Manager	(213) 305-4544

B. Method of Notification to Responder:

- Automatic Alarm
- Manual Alarm
- Phone
- Verbal

C. Agency Phone Number

- Fire Department: 911/ (213) 485-6225 non emergency
- State Office of Emergency:
- PFR Waste Specialists (562) 795-2900

2. Designated Local Emergency Medical Facility:

<u>Name</u>	<u>Address</u>	<u>Phone (24 hours)</u>
Glendale Memorial Hospital,	600 N Pacific Ave, Glendale, CA 91203	(818) 502-2212

3. Mitigation Equipment:

A. Monitoring Devices:

- Toxic or flammable gas detection, GasTech
- Fluid detection

B. Spill Containment:

- Absorbents

C. Spill Control and Treatment

- Mechanical Ventilation
- Secondary Containment

4. Evacuation:

- Immediate area evacuation routes posted
- Entire building evacuation procedures developed
- Assembly areas preplanned
- Evacuation maps posted

FIRE PREVENTION CONTROL AND MITIGATION PLAN

EMERGENCY-RESPONSE TRAINING PLAN

1. Person responsible for the emergency-response training plan:

<u>Name</u>	<u>Title</u>	<u>Phone</u>
Jose Pimentel	Operations Manager	

2. Training Requirements:

A. All employees trained in the following as indicated:

- Procedures for internal alarm/notification
- Procedures for notification of external emergency-response organization
- Location and content of the emergency-response plan

B. Chemical handlers are trained in the following as indicated:

- Safe method for handling and storage of hazardous materials
- Proper use of personal protective equipment.
- Locations and proper use of fire- and spill-control equipment
- Specific hazards of each chemical to which they may be exposed

C. Emergency-response team members are trained in the following:

- Procedures for shutdown of operations
- Procedures for using, maintaining and replacing facility emergency and monitoring equipment

3. The following records are maintained for all employees:

- Verification that training was completed by the employee
- Description of the type and amount of introductory and continuing training
- Documentation on and description emergency-response drills conducted at the facility

4. A more comprehensive and detailed emergency-response training plan is maintained on site.

Location: Office of Jose Pimentel

Responsible Person: Jose Pimentel

Phone: (323) 245-0125

Appendix 5

PROPOSED EQUIPMENT PLAN

Proposed Equipment:

There is no new equipment proposed for the CDI operation as of this time.

APPENDIX 6
TIPPING AND MATERIAL STORAGE AREA
CAPACITY CALCULATIONS

FORMULA FOR CALCULATING THE VOLUME OF A TRUNCATED PYRAMID

$$Volume = (Base Area + Top Area + \sqrt{(Base Area \times Top Area)}) \times Height / 3$$

CDI TIPPING AREA - PILE #1

Pile Base Area (SF)	9620
Pile Top Area (SF)	3200
Pile Height (FT)	24
Pile Volume (CY)	5442.469062
Material Density (Lbs/CY)	750
Material Storage (Tons)	2040.925898

PILE #3

Pile Base Area (SF)	620
Pile Top Area (SF)	110
Pile Height (FT)	8
Pile Volume (CY)	97.89148614
Material Density (Lbs/c)	1800
Material Storage (Tons)	88.10233752

PILE #2

Pile Base Area (SF)	620
Pile Top Area (SF)	110
Pile Height (FT)	8
Pile Volume (CY)	97.89148614
Material Density (Lbs/CY)	1800
Material Storage (Tons)	88.10233752

PILE #4

Pile Base Area (SF)	620
Pile Top Area (SF)	110
Pile Height (FT)	8
Pile Volume (CY)	97.89148614
Material Density (Lbs/c)	1800
Material Storage (Tons)	88.10233752

BUNKER #1

Pile Base Area (SF)	400
Pile Top Area (SF)	310
Pile Height (FT)	6
Pile Volume (CY)	78.67676572
Material Density (Lbs/CY)	600
Material Storage (Tons)	23.60302972

BUNKER #2

Pile Base Area (SF)	315
Pile Top Area (SF)	235
Pile Height (FT)	6
Pile Volume (CY)	60.8944709
Material Density (Lbs/CY)	1800
Material Storage (Tons)	54.80502381

BUNKER #3

Pile Base Area (SF)	375
Pile Top Area (SF)	180
Pile Height (FT)	6
Pile Volume (CY)	60.35612008
Material Density (Lbs/CY)	1800
Material Storage (Tons)	54.32050808

COMMODITY STORAGE CAPACITY USING ROLL-OFF CONTAINERS

Commodity Storage Area - 6,500 sf
 Standard Roll-off container footprint - 8 x 22 = 176 sf
 6,500/176 = 36 roll off containers.

Material	lbs/cy	cy	Weight
5 Drywall (lbs.)	467	200	93400
5 Metal (lbs.)	225	200	45000
5 Wood (lbs.)	169	200	33800
5 Plastic (lbs.)	525	200	105000
		Bunker Storage (Tons)	138.6

Est. Site Storage Capacity 2576.561472 Tons