

RECEIPT

DATE 11/19/24No. 628140RECEIVED FROM World Resource Company\$ 1550.00One thousand five hundred fifty and ⁰⁰/₁₀₀ DOLLARS FOR RENT FOR DE-SW-1769

ACCOUNT	
PAYMENT	
BAL. DUE	

 CASH CHECK MONEY ORDER CREDIT CARDFROM 170107 TO _____BY M.M.



WORLD RESOURCES COMPANY

170 Walnut Lane Pottsville, PA 17901 Tel: 570.622.4747 Fax: 570.628.2319

November 14, 2024
Department of Natural Resources and Environmental Control
Solid and Hazardous Waste Management Section
89 Kings Highway
Dover, Delaware 19901

RECEIVED

NOV 19 2024

DNREC - WHS

RE: Renewal application for a Delaware Solid Waste Transporter Permit
Please find enclosed renewal application for a Delaware Solid Waste Transporter Permit to include;

- 1) Solid Waste Transporter five year Renewal Application
- 2) Vehicle information
- 3) Attachment A List of Owner, Partners, Corporate Officers and stockholders
- 4) Attachment B Company affiliates
- 5) Attachment C Out of state solid waste TSD facilities list
- 6) Attachment D Home state solid waste transporter permit (PA-AH0883)
- 7) Attachment E Solid waste transporter permits held in other states
- 8) Attachment F Form MCS-90 and Acord 25 proof of insurance certificate
- 9) Attachment G Contingency Plan for the Transportation of Hazardous Wastes and Hazardous Materials
- 10) Attachment H Driver training
- 11) Attachment I Vehicle Operator information
- 12) Application fee Check # 170107, \$1,550.

Please contact me at the number above or dlschneck@wrcusa.com with any questions or if you need additional information.

Sincerely,

Dale Schneck
VP/Director of Chemistry/Env. Mgr.



ISO 9001, ISO 14001 and ISO 45001 Certified Recycling Facility

WRC is 100% carbon neutral



RECEIVED

NOV 19 2024

DNREC - WHS

STATE OF DELAWARE
DEPARTMENT OF NATURAL RESOURCES
AND ENVIRONMENTAL CONTROL
DIVISION OF WASTE AND HAZARDOUS SUBSTANCES
COMPLIANCE AND PERMITTING SECTION

89 KINGS HIGHWAY
DOVER, DELAWARE 19901

TELEPHONE: (302) 739-9403
FAX: (302) 739-5060

SOLID WASTE TRANSPORTER PERMIT APPLICATION

Instructions: You must complete this application in its entirety and attach all applicable documentation. (Note: For applicants renewing an existing permit, this application requires the submission of updated information and documentation. References to material submitted under previous applications are no longer accepted.)

The application must be signed by the company owner or a corporate officer. A check or money order payable to the **“State of Delaware”** must accompany this application and be sent to:

Delaware Department of Natural Resources and Environmental Control
Compliance and Permitting Section
89 Kings Highway
Dover, DE 19901

1. Type of Permit

- New – **SCRAP TIRES ONLY** Submit a check or money order, payable to the “State of Delaware,” in the amount of \$75.00.
- New – **ALL OTHERS** Submit a check or money order, payable to the “State of Delaware” in the amount of \$350.00.
- Renewal: Permit # DE-SW- 1769 Expiration Date March 31, 2025

Please indicate the term for which you desire your permit to be issued. Submit a check or money order, payable to the “State of Delaware,” for the indicated permit fee.

SCRAP TIRES ONLY

ALL OTHERS

- One Year - \$75.00
- Two Years - \$125.00
- Three Years - \$175.00
- Four Years - \$225.00
- Five Years - \$275.00

- One Year - \$350.00
- Two Years - \$650.00
- Three Years - \$950.00
- Four Years - \$1250.00
- Five Years - \$1550.00

2. Release to Public

Do you wish to be included on the list of transporters that is provided to persons requesting a list of Delaware permitted solid waste transporters? Yes No

3. Company Information

Company Name World Resources Company

Location Address:	Mailing Address:
170 Walnut Lane, Pottsville PA 17901	Same

Contact: Dale Schneck Title: Vp, Director of Chemistry, Env. Mgr.

Business Phone: 570-622-4747 Fax: 570-628-2319

E-mail: dlschneck@wrcusa.com

24 hr Emergency Contact Phone: Infotrac 800-535-5053

4. Company Ownership Information

(a). Please indicate the company type:

- Proprietorship
- Partnership
- Corporation - If company is a corporation, indicate city, state, and date of incorporation.

City: Richmond State: VA Date: July 10, 1985

- Municipality
- Public institution
- Limited Liability Corporation (LLC) State: _____
- Other: (must specify) _____

(b). For each Owner, Partner, or Corporate Officer, attach a list with name, title, mailing address, date of birth, and % ownership. Include all stockholders owning greater than 5% outstanding shares.

Attachment Att. A

(c). If company is owned by or affiliated with a parent company, attach parent company name, address & mailing address, and % ownership.

- Attachment _____
- No parent company

5. Company locations in Delaware

List name and street address of each company location, including freight terminals, within the State of Delaware.

- Attachment _____
 No Delaware locations

6. Company Affiliates

List name, location and mailing addresses, nature of business relationship of all company Affiliates, which affiliates are engaged in the business of waste transport, treatment, storage, disposal, recovery or reclamation. (Affiliated companies are defined as those companies owned by the same owners, corporate officers, or parent company.)

- Attachment Att. B
 No affiliates

7. Type of Waste to be Transported

(a). Check all that apply. Refer to Delaware's *Regulations Governing Solid Waste* for definitions of waste categories.

- Residential waste
 Commercial waste (from **non-manufacturing, non-processing** businesses and offices)
 Industrial waste (from a manufacturing or industrial process)
 Dry waste: construction/demolition debris
 trees/stumps
 other (must specify) _____
 Ash: municipal incinerator
 coal ash
 other (must specify) _____
 Infectious waste
 Non-hazardous petroleum-hydrocarbon contaminated soils
 Asbestos-containing waste
 Scrap Tires

(b). Does your company collect and transport residential (household) waste from single family homes, condominiums and apartment complexes in Delaware? Yes No

(c). If you answered "YES" to question 7.b., above, does your company provide recycling services to those customers? Yes No N/A

(d). If you offer recycling services, does your company collect and transport the recyclables separately from the waste generated by your customers? Yes No

(e). If you offer recycling services, are the recyclables ultimately taken to an incinerator (waste-to-energy) or landfill? Yes No

8. Treatment, Storage, and Disposal Facilities

- (a). Do you cross state lines with the waste? Yes No
- (b). Identify in an attachment *all* solid waste Treatment, Storage, Disposal Facilities, Reclamation Facilities and Transfer Stations to which the waste will be transported.
- Delaware Solid Waste Authority locations: (attachment) _____
 - Clean Earth of New Castle, Inc. (thermal treatment facility for PHC-soils)
 - Delaware Recyclable Products, Inc. (dry waste, commercial, industrial, and PHC-soils)
 - Other in-state solid waste facilities, including private facilities: (attachment) _____
 - Out of state solid waste TSD facilities: (attachment) Att. C

9. Other Transporter Permits

- (a). Attach a copy of your home state solid waste transporter permit. (N/A if Delaware is your home state.)
- Attachment Att. D
 - Not applicable-No transporter permit required for these solid waste types in our home state.

- (b). List solid waste transporter permits held in other states.

- Attachment Att. E
- No transporter permits in other states

- (c). Indicate your Federal DOT number and Motor Carrier number:

DOT# 817466 MC# MC-1003734

- N/A If N/A, please provide an explanation, on the following page, as to why you are not required to have a DOT or MC number.

10. Proof of Financial Responsibility

The transporter must submit proof of financial responsibility as established in section 7.2.4 of Delaware's *Regulations Governing Solid Waste*. This proof may be established by a Certificate of Insurance, with MCS-90 endorsement where applicable, or by other means approved by the Department. (The Certificate of Insurance must identify the **Department of Natural Resources and Environmental Control, Compliance and Permitting Section** as the certificate holder.)

- (a). Are you for-hire in interstate commerce? Yes No (For-Hire means you are in the business of transporting, for compensation or payment, wastes generated by a company other than your own.)
- (b). Do you transport in the State of Delaware Only (Intrastate)? Yes No
- (c). Do you transport Interstate? Yes No

- (d). Certificate of Insurance must be attached and include minimum automobile liability coverage as follows:

See Att. F

	FOR-HIRE INTERSTATE	ALL OTHERS
Residential Waste	\$750,000.00 + MCS-90 <input type="checkbox"/>	\$350,000.00 <input type="checkbox"/>
Commercial Waste	\$750,000.00 + MCS-90 <input type="checkbox"/>	\$350,000.00 <input type="checkbox"/>
Industrial Waste	\$750,000.00 + MCS-90 <input checked="" type="checkbox"/>	\$350,000.00 <input type="checkbox"/>
Dry Waste	\$750,000.00 + MCS-90 <input type="checkbox"/>	\$350,000.00 <input type="checkbox"/>
Ash	\$750,000.00 + MCS-90 <input type="checkbox"/>	\$350,000.00 <input type="checkbox"/>
Infectious Waste	\$1,000,000.00 + MCS-90 <input type="checkbox"/>	\$750,000.00 + MCS-90 <input type="checkbox"/>
Non-Hazardous Petroleum Contaminated Soils	\$750,000.00 + MCS-90 <input type="checkbox"/>	\$350,000.00 <input type="checkbox"/>
Asbestos	\$1,000,000.00 + MCS-90 <input type="checkbox"/> (For Hire & Private)	\$350,000.00 <input type="checkbox"/>
Scrap Tires Only	\$350,000.00 <input type="checkbox"/>	\$350,000.00 <input type="checkbox"/>

11. Spill Control and Safety

List all spill control and safety equipment which will be carried on each vehicle. (**Note:** Separate lists by type of vehicle and type of waste may be required.) Attach a copy of the Spill Control Plan. The Spill Control Plan **must** contain the following elements: (1) List of safety and spill control equipment carried in the vehicle, (2) Driver preventive measures, (3) Driver immediate corrective actions, (4) Company internal communications, (5) Company external communications including the **Delaware Emergency Reporting Numbers: 1-800-662-8802 and 302-739-9401**, and (6) Cleanup and decontamination measures.

- ✓ Spill Control Plan: Attachment Att. G

12. Driver Training

IN SUMMARY OR OUTLINE FORM, describe the procedures that your company takes to ensure that all company drivers are safe and competent drivers. Small owner-operators may describe their years of experience and driving record in lieu of a formal program.

- (a). Include requirements for special licenses (e.g. CDL, including any special endorsements), any special training received, including dates training was received (e.g. asbestos training), and any ongoing company programs. (e.g. weekly safety meetings or annual refresher courses);
- (b). **Include your company procedure for periodic checks of the driver's records for moving violations, and your company policy on progressive counseling/discipline based on points;**
- (c). Describe how drivers are instructed in the following:
- (i) Knowledge of proper handling procedures for the type of solid waste being transported.
 - (ii) Familiarity with the approved accidental discharge containment plan. (Spill Control Plan)
 - (iii) Familiarity with the conditions of the solid waste transporter's permit.

- ✓ Driver Training, attachment Att. H

13. Vehicle Identification

On the form provided with this application, list **MAKE, MODEL, YEAR, SERIAL NUMBER, LICENSE PLATE NUMBER, STATE OF REGISTRATION, MANUFACTURER'S GVWR and OWNERSHIP** of all vehicles used for the transportation of solid waste. You must list both motorized and container units. (If you maintain a list of company vehicles in a computer database you may submit a print out of the vehicles provided it contains the information requested herein.)

NOTE: You must notify CAPS in writing of any changes to information contained within this application, such as additions or deletions of vehicles, in accordance with conditions of the issued permit.

Vehicle List Attached

14. Vehicle Operator Information

Is a list of all vehicle operators attached? Yes **See Att. I**

What tax form do you submit to the IRS for your vehicle operators?

- Form W-2
 Form 1099-Misc
 Other

15. Environmental Record

List all criminal citations, arrests, convictions, civil or administrative violations, and civil or administrative enforcement actions, and the disposition(s) thereof for the violation or alleged violation of any environmental statute, regulation, permit, license, approval, or order, regardless of the state in which it occurred. Indicate whether it was a local, state, or federal violation or alleged violation. List all such items for the applicant, and if the applicant is other than an individual, for any employee while employed by the applicant, or any partner, officer, or director of the applicant as an individual or for any former business of such partner, officer, or director. For civil or administrative violations or alleged violations, list all such items for the last five (5) years from the date of the application. Information submitted under this section is subject to verification. **Failure to submit complete and accurate information may lead to permit denial or revocation.**

- Attachment _____
 No violations within the specified time period

16. Certification

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this application and all attachments and that, upon personal knowledge and information, the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information.

**Signature  Date 11-14-24
Print Name Dale Schneck Title VP, Director of Chemistry, Env. M

****A legal owner or corporate officer must sign the application****



Attachment A

Company Ownership Information:

Officers:

1. Peter T. Halpin, CEO and Treasurer. Business Address: 984 West Broadway #3, Jackson, WY 83001. Residential Address: [REDACTED]. DOB: [REDACTED].
2. Herbert Heimerl, Secretary. Business Address: 217 S. Main St., Victor, ID 83455. Residential Address: [REDACTED]. DOB: [REDACTED].
3. Raymond Corcoran, Senior Vice President. Business Address: 8113 West Sherman Street, Tolleson, AZ 85353. Residential Address: [REDACTED]. DOB: [REDACTED].
4. Edward O'Connell, Vice President. Business Address: 170 Walnut Lane, Pottsville, PA 17901. Residential: [REDACTED]. DOB: [REDACTED].
5. Kenneth Riegel, Executive Vice President. Business Address: 170 Walnut Lane, Pottsville, PA 17901. Residential Address: [REDACTED]. DOB: [REDACTED].
6. Dale Schneck, Vice President. Business Address: 170 Walnut Lane, Pottsville, PA 17901. Residential Address: [REDACTED]. DOB: [REDACTED].
7. David Tankersley, Senior Vice President. Business Address: 8113 West Sherman Street, Tolleson, AZ 85353. Residential Address: [REDACTED]. DOB: [REDACTED].
8. Jacob Stark, Vice President of Administration. Business Address: 8113 West Sherman Street, Tolleson, AZ 85353. Residential Address: [REDACTED]. DOB: [REDACTED].
9. Mo Zhang, CFO. Business Address: 8113 West Sherman Street, Tolleson, AZ 85353. Residential Address: [REDACTED]. DOB: [REDACTED].

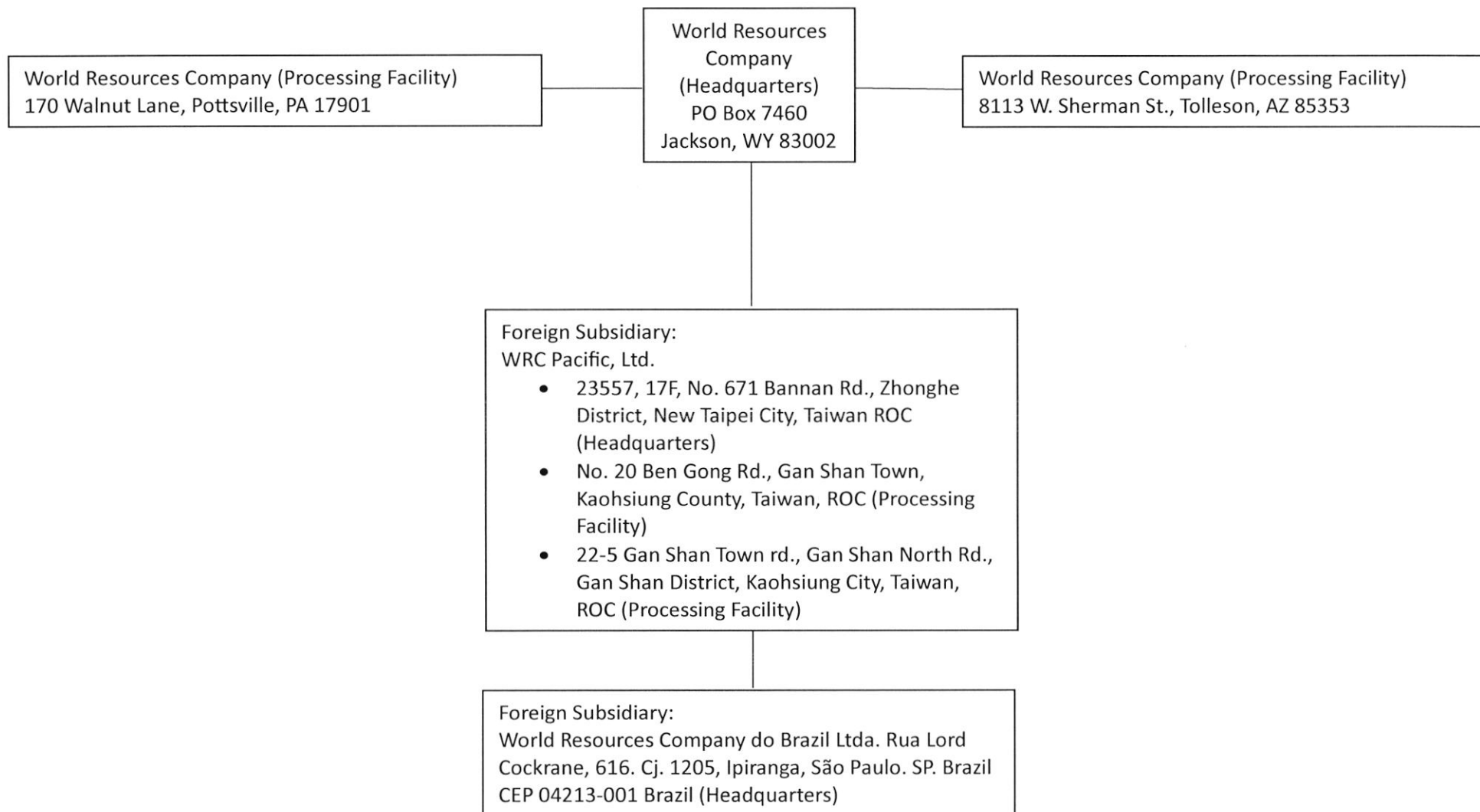
5% equity owner or greater:

1. Peter T. Halpin: [REDACTED]. Ownership 88%.
2. Patrick L. Tallent: [REDACTED]. Company Ownership 6%.

Confidential Business Information



Attachment B – Company Affiliates





ATTACHMENT C
WORLD RESOURCES COMPANY

170 Walnut Lane Pottsville, PA 17901 Tel: 570.622.4747 Fax: 570.628.2319

Out of State TSD Facility to which wastes will be transported:

World Resources Company
170 Walnut Lane
Pottsville, PA 17901
PAD 981038227



ISO 9001, ISO 14001 and ISO 45001 Certified Recycling Facility

WRC is carbon neutral 

Attachment D

2510-CD-LRHM0056

Rev. 04/00

PENNSYLVANIA DEPARTMENT OF ENVIRONMENTAL PROTECTION
HAZARDOUS WASTE TRANSPORTER LICENSE

PA-AH0883

AUTHORIZATION NO.

02/28/2027

EXPIRATION DATE

10

NO. OF COPIES

-VOID UNLESS VALIDATED

VALIDATED
10/23/2024

NAME & ADDRESS OF LICENSEE

WORLD RESOURCES COMPANY

170 WALNUT LN
POTTSVILLE PA 17901-8559



pennsylvania
DEPARTMENT OF ENVIRONMENTAL
PROTECTION

BUSINESS PHONE NO.

570-622-4747

24-HOUR PHONE NO.

800-535-5053

SEE REVERSE FOR ADDITIONAL CONDITIONS -



Hazardous and Solid Waste Transporter Permits Held as of 11-5-2024:

State	Permit/License #	Expiry Date
CT	CT-HW-903	6/30/2026
DE	DE-SW-1769	3/31/2025
DE	DE-HW-0639	6/30/2027
FL	PAD981038227	11/30/2025
IL	5563-1	3/31/2025
KY	160998	no expiry
MA	HW05-MA-0609	12/31/2024
MD	HWH 752	2/28/2025
ME	H544	1/17/2025
MI/WV(Hazmat Alliance)	UPW0817466MI	2/27/2025
MI/WV(Hazmat Alliance)	LIW0817466MI	2/27/2025
MO	19D11002000	4/11/2025
NH	TNH-0479	6/30/2025
NY	PA-662	1/5/2025
PA	PA-AH0883	2/28/2025
PA	WH19692	12/30/2025
RI	RI-971	6/30/2025
SC	PAD981038227	3/26/2025
TN	PAD981038227	1/31/2025
VT	not applicable	6/30/2025
WI	16514	9/30/2025



ISO 9001, ISO 14001 and ISO 45001 Certified Recycling Facility

WRC is carbon neutral



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/30/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Cushman Insurance Agency, Inc. (All Lines Except Pollution) DRC Insurance Agency, Inc. (Pollution) 5160 Parkstone Dr., Suite 130 Chantilly VA 20151		CONTACT NAME: Carla Liberty PHONE (A/C, No, Ext): (703) 464-5727 FAX (A/C, No): (703) 997-7652 E-MAIL ADDRESS: cliberty@drcagency.com	
INSURED WORLD RESOURCES COMPANY PO BOX 7460 JACKSON WY 83002		INSURER(S) AFFORDING COVERAGE INSURER A: The Cincinnati Indemnity Company NAIC # 23280 INSURER B: Travelers Prop Cas. Co of Amer 25674 INSURER C: Illinois Union Insurance Company 27960 INSURER D: The Continental Casualty Company Excess Liab. INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL2412220007 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Blanket Additional Insured GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			ENP0675955	02/01/2024	02/01/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> MCS-90 <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			EBA0675955	02/01/2024	02/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE			CUP-OT196134-24-NF	02/01/2024	02/01/2025	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	EWC0675954	02/01/2024	02/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C/D	Pollution Liability (Co code C) Excess Liab Pol. #6080194490-Co cd D			PPL G71488366 002	02/01/2022	02/01/2025	\$10,000,000 Occurrence 20,000,000 \$10M Occur / \$10M Aggr 2/1/2024-2/1/2025

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Complete Certificate Holder:

Department of Natural Resources and Environmental Control
Solid and Hazardous Waste Management Section
89 Kings Highway
Dover, Delaware 19901

CERTIFICATE HOLDER

CANCELLATION

Department of Natural Resources and Environmental Control
Solid & Hazardous Waste Mgmt
89 Kings Hwy
Dover DE 19901

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

USDOT Number: 817466

Date Received: 01-08-2024

Please note, the expiration date as stated on this form relates to the process for renewing the Information Collection Request for this form with the Office of Management and Budget. This requirement to collect information as requested on this form does not expire. For questions, please contact the Office of Registration and Safety Information, Registration, Licensing, and Insurance Division.

A Federal Agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2126-0008. Public reporting for this collection of information is estimated to be approximately 2 minutes per response, including the time for reviewing instructions, gathering the data needed, and completing and reviewing the collection of information. All responses to this collection of information are mandatory. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Motor Carrier Safety Administration, MC-RRA, Washington, D.C. 20590.



United States Department of Transportation
Federal Motor Carrier Safety Administration

**Endorsement for Motor Carrier Policies of Insurance for Public Liability
under Sections 29 and 30 of the Motor Carrier Act of 1980**

FORM MCS-90

Issued to WORLD RESOURCES COMPANY of PA
(Motor Carrier name) *(Motor Carrier state or province)*

Dated at FAIRFIELD, OHIO on this 8 day of JANUARY, 2024

Amending Policy Number: EBA 067 59 55 Effective Date: 02-01-2024

Name of Insurance Company: THE CINCINNATI INDEMNITY COMPANY

Countersigned by: *Elizabeth Stephens*
(authorized company representative)
CUSHMAN INSURANCE AGENCY, INC. 45-207

The policy to which this endorsement is attached provides primary or excess insurance, as indicated for the limits shown (check only one):

- This insurance is primary and the company shall not be liable for amounts in excess of \$ 1,000,000 for each accident.
- This insurance is excess and the company shall not be liable for amounts in excess of \$ _____ for each accident in excess of the underlying limit of \$ _____ for each accident.

Whenever required by the Federal Motor Carrier Safety Administration (FMCSA), the company agrees to furnish the FMCSA a duplicate of said policy and all its endorsements. The company also agrees, upon telephone request by an authorized representative of the FMCSA, to verify that the policy is in force as of a particular date. The telephone number to call is: 513-870-2000.

Cancellation of this endorsement may be effected by the company or the insured by giving (1) thirty-five (35) days notice in writing to the other party (said 35 days notice to commence from the date the notice is mailed, proof of mailing shall be sufficient proof of notice), and (2) if the insured is subject to the FMCSA's registration requirements under 49 U.S.C. 13901, by providing thirty (30) days notice to the FMCSA (said 30 days notice to commence from the date the notice is received by the FMCSA at its office in Washington, DC).

Filings must be transmitted online via the Internet at <http://www.fmcsa.dot.gov/urs>.

(continued on next page)

DEFINITIONS AS USED IN THIS ENDORSEMENT

Accident includes continuous or repeated exposure to conditions or which results in bodily injury, property damage, or environmental damage which the insured neither expected nor intended.

Motor Vehicle means a land vehicle, machine, truck, tractor, trailer, or semitrailer propelled or drawn by mechanical power and used on a highway for transporting property, or any combination thereof.

Bodily Injury means injury to the body, sickness, or disease to any person, including death resulting from any of these.

Property Damage means damage to or loss of use of tangible property.

The insurance policy to which this endorsement is attached provides automobile liability insurance and is amended to assure compliance by the insured, within the limits stated herein, as a motor carrier of property, with Sections 29 and 30 of the Motor Carrier Act of 1980 and the rules and regulations of the Federal Motor Carrier Safety Administration (FMCSA).

In consideration of the premium stated in the policy to which this endorsement is attached, the insurer (the company) agrees to pay, within the limits of liability described herein, any final judgment recovered against the insured for public liability resulting from negligence in the operation, maintenance or use of motor vehicles subject to the financial responsibility requirements of Sections 29 and 30 of the Motor Carrier Act of 1980 regardless of whether or not each motor vehicle is specifically described in the policy and whether or not such negligence occurs on any route or in any territory authorized to be served by the insured or elsewhere. Such insurance as is afforded, for public liability, does not apply to injury to or death of the insured's employees while engaged in the course of their employment, or property transported by the insured, designated as cargo. It is understood and agreed that no condition, provision, stipulation, or limitation contained in the policy, this endorsement, or any other endorsement thereon,

Environmental Restoration means restitution for the loss, damage, or destruction of natural resources arising out of the accidental discharge, dispersal, release or escape into or upon the land, atmosphere, watercourse, or body of water, of any commodity transported by a motor carrier. This shall include the cost of removal and the cost of necessary measures taken to minimize or mitigate damage to human health, the natural environment, fish, shellfish, and wildlife.

Public Liability means liability for bodily injury, property damage, and environmental restoration.

or violation thereof, shall relieve the company from liability or from the payment of any final judgment, within the limits of liability herein described, irrespective of the financial condition, insolvency or bankruptcy of the insured. However, all terms, conditions, and limitations in the policy to which the endorsement is attached shall remain in full force and effect as binding between the insured and the company. The insured agrees to reimburse the company for any payment made by the company on account of any accident, claim, or suit involving a breach of the terms of the policy, and for any payment that the company would not have been obligated to make under the provisions of the policy except for the agreement contained in this endorsement.

It is further understood and agreed that, upon failure of the company to pay any final judgment recovered against the insured as provided herein, the judgment creditor may maintain an action in any court of competent jurisdiction against the company to compel such payment.

The limits of the company's liability for the amounts prescribed in this endorsement apply separately to each accident and any payment under the policy because of any one accident shall not operate to reduce the liability of the company for the payment of final judgments resulting from any other accident.

(continued on next page)

SCHEDULE OF LIMITS - PUBLIC LIABILITY
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Type of carriage	Commodity transported	January 1, 1985
(1) For-hire (in interstate or foreign commerce, with a gross vehicle weight rating of 10,000 or more pounds).	Property (nonhazardous)	\$750,000
(2) For-hire and Private (in interstate, foreign, or intrastate commerce, with a gross vehicle weight rating of 10,000 or more pounds).	Hazardous substances, as defined in <u>49 CFR 171.8</u> , transported in cargo tanks, portable tanks, or hopper-type vehicles with capacities in excess of 3,500 water gallons; or in bulk Division 1.1, 1.2, and 1.3 materials, Division 2.3, Hazard Zone A, or Division 6.1, Packing Group I, Hazard Zone A material; in bulk Division 2.1 or 2.2; or highway route controlled quantities of a Class 7 material, as defined in <u>49 CFR 173.403</u> .	\$5,000,000
(3) For-hire and Private (in interstate or foreign commerce, in any quantity, or in intrastate commerce, in bulk only; with a gross vehicle weight rating of 10,000 or more pounds).	Oil listed in <u>49 CFR 172.101</u> ; hazardous waste, hazardous materials, and hazardous substances defined in <u>49 CFR 171.8</u> and listed in <u>49 CFR 172.101</u> , but not mentioned in (2) above or (4) below	\$1,000,000
(4) For-hire and Private (In interstate or foreign commerce, with a gross vehicle weight rating of less than 10,000 pounds).	Any quantity of Division 1.1, 1.2, or 1.3 material; any quantity of a Division 2.3, Hazard Zone A, or Division 6.1, Packing Group I, Hazard Zone A material; or highway route controlled quantities of a Class 7 material as defined in <u>49 CFR 173.403</u> .	\$5,000,000

*The schedule of limits shown does not provide coverage. The limits shown in the schedule are for information purposes only.

**ENDORSEMENT FOR
MOTOR CARRIER POLICIES OF INSURANCE FOR PUBLIC LIABILITY
UNDER SECTIONS 29 AND 30 OF THE MOTOR CARRIER ACT OF 1980**

Issued to
WORLD RESOURCES COMPANY OF JAC

of JACKSON WY

SPOKANE

Dated at WA this 11 day of 09, 20 23

Amending Policy No. CUP-0T196134-24-NF Effective Date 02/01/2024

Name of Insurance Company
TRAVELERS PROPERTY CASUALTY COMPANY OF AMERICA

Countersigned by: Wendy C. Shy
Authorized Company Representative

The policy to which this endorsement is attached provides primary or excess insurance, as indicated by "X", for the limits shown:

This insurance is primary and the company shall not be liable for amounts in excess of \$ _____ for each accident.

This insurance is excess and the company shall not be liable for amounts in excess of \$ 4,000,000 for each accident in excess of the underlying limit of \$ 1,000,000 for each accident.

Whenever required by the Federal Motor Carrier Safety Administration (FMCSA), the company agrees to furnish the FMCSA a duplicate of said policy and all its endorsements. The company also agrees, upon telephone request by an authorized representative of the FMCSA, to verify that the policy is in force as of a particular date. The telephone number to call is: _____

Cancellation of this endorsement may be effected by the company or the insured by giving (1) thirty-five (35) days notice in writing to the other party (said 35 days notice to commence from the date the notice is mailed, proof of mailing shall be sufficient proof of notice), and (2) if the insured is subject to the FMCSA's jurisdiction, by providing thirty (30) days notice to the FMCSA (said 30 days notice to commence from the date the notice is received by the FMCSA at its office in Washington, D.C.).

DEFINITIONS AS USED IN THIS ENDORSEMENT

ACCIDENT includes continuous or repeated exposure to conditions which result in bodily injury, property damage, or environmental damage which the insured neither expected nor intended.

MOTOR VEHICLE means a land vehicle, machine, truck, tractor, trailer, or semitrailer propelled or drawn by mechanical power and used on a highway for transporting property, or any combination thereof.

BODILY INJURY means injury to the body, sickness, or disease to any person, including death resulting from any of these.

ENVIRONMENTAL RESTORATION means restitution for the loss, damage, or destruction of natural resources arising out of the acci-

dental discharge, dispersal, release or escape into or upon the land, atmosphere, watercourse, or body of water, of any commodity transported by a motor carrier. This shall include the cost of removal and the cost of necessary measures taken to minimize or mitigate damage to human health, the natural environment, fish, shell-fish, and wildlife.

PROPERTY DAMAGE means damage to or loss of use of tangible property.

PUBLIC LIABILITY means liability for bodily injury, property damage, and environmental restoration.

The insurance policy to which this endorsement is attached provides automobile liability insurance and is amended to assure compliance by the insured, within the limits stated herein, as a motor carrier of property, with Sections 29 and 30 of the Motor Carrier Act of 1980 and the rules and regulations of the Federal Motor Carrier Safety Administration (FMCSA).

In consideration of the premium stated in the policy to which this endorsement is attached, the insurer (the company) agrees to pay, within the limits of liability described herein, any final judgment recovered against the insured for public liability resulting from negligence in the operation, maintenance or use of motor vehicles subject to the financial responsibility requirements of Sections 29 and 30 of the Motor Carrier Act of 1980 regardless of whether or not each motor vehicle is specifically described in the policy and whether or not such negligence occurs on any route or in any territory authorized to be served by the insured or elsewhere. Such insurance as is afforded, for public liability, does not apply to injury to or death of the insured's employees while engaged in the course of their employment, or property transported by the insured, designated as cargo. It is understood and agreed that no condition, provision, stipulation, or limitation contained in the policy, this endorsement, or any other

endorsement thereon, or violation thereof, shall relieve the company from liability or from the payment of any final judgment, within the limits of liability herein described, irrespective of the financial condition, insolvency or bankruptcy of the insured. However, all terms, conditions, and limitations in the policy to which the endorsement is attached shall remain in full force and effect as binding between the insured and the company. The insured agrees to reimburse the company for any payment made by the company on account of any accident, claim, or suit involving a breach of the terms of the policy, and for any payment that the company would not have been obligated to make under the provisions of the policy except for the agreement contained in this endorsement.

It is further understood and agreed that, upon failure of the company to pay any final judgment recovered against the insured as provided herein, the judgment creditor may maintain an action in any court of competent jurisdiction against the company to compel such payment. The limits of the company's liability for the amounts prescribed in this endorsement apply separately to each accident and any payment under the policy because of any one accident shall not operate to reduce the liability of the company for the payment of final judgments resulting from any other accident.

The Motor Carrier Act of 1980 requires limits of financial responsibility according to type of carriage and commodity transported by the motor carrier. It is the MOTOR CARRIER'S obligation to obtain the required limits of financial responsibility.

THE SCHEDULE OF LIMITS SHOWN ON THE REVERSE SIDE DOES NOT PROVIDE COVERAGE.

The limits shown in the schedule are for information purposes only.

**SCHEDULE OF LIMITS
Public Liability**

Type of Carriage	Commodity Transported	Minimum Insurance
(1) For-hire (In interstate or foreign commerce).	Property (nonhazardous).	\$ 750,000
(2) For-hire and Private (In interstate, foreign, or intrastate commerce).	Hazardous substances, as defined in 49 CFR 171.8, transported in cargo tanks, portable tanks, or hopper-type vehicles with capacities in excess of 3,500 water gallons; or in bulk Division 1.1, 1.2, and 1.3 materials; Division 2.3, Hazard Zone A, or Division 6.1, Packing Group 1, Hazard Zone A material; in bulk Division 2.1 or 2.2; or highway route controlled quantities of a Class 7 material as defined in 49 CFR 173.403	5,000,000
(3) For-hire and Private (In interstate or foreign commerce: in any quantity) or (in intrastate - commerce: in bulk only).	Oil listed in 49 CFR 172.101; hazardous waste, hazardous materials and hazardous substances defined in 49 CFR 171.8 and listed in 49 CFR 172.101, but not mentioned in (2) above or (4) below.	1,000,000
(4) For-hire and Private (In interstate or foreign commerce)	Any quantity of Division 1.1, 1.2 or 1.3 material; any quantity of a Division 2.3, Hazard Zone A, or Division 6.1, Packing Group 1, Hazard Zone A material; or highway route controlled quantities of Class 7 material as defined in 49 CFR 173.403	5,000,000

Note: The type of carriage listed under numbers (1), (2), and (3) applies to vehicles with a gross vehicle weight rating of 10,000 pounds or more. The type of carriage listed under number (4) applies to all vehicles with a gross vehicle weight rating of less than 10,000 pounds.

World Resources Company

Contingency Plan for the Transportation of Hazardous Wastes and Hazardous Materials



World Resources Company
Pottsville, Pennsylvania Facility
170 Walnut Lane
Pottsville, PA 17901

(A copy of this plan is to be carried in all transport vehicles at all times)

Approval Date: 2-24-2020

Revision #: 2

Signature:

A handwritten signature in black ink, appearing to read 'Dale Schneck', is written over a horizontal line.

Name/Title:

Dale Schneck
VP, Director of Chemistry, Env Mgr.

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1. Contingency Plan

This Contingency Plan is designed to minimize hazards to human health or the environment in the event of any emergency situation including fire, explosion or release of hazardous waste or hazardous materials to the air, soil or water.

The provisions of this plan must be carried out immediately in the event any on the road spill or other emergency.

This plan has been prepared in accordance with Act 97, the Solid Waste Management Act of 1980 and PA Title 25, Chapter 260a-270a.

2. Emergency Coordinators

At all times, there must be at least one employee on duty or on call (available to respond to an emergency within a short period of time) with the responsibility of coordinating all emergency response measures. These personnel are familiar with all aspects of this Contingency Plan as well as all operations and activities, the characteristics of all materials handled, and the location of all records.

The Emergency Coordinators have been provided the authority to commit any and all resources necessary to carry out this Contingency Plan.

The Emergency Coordinator's responsibilities are fully described in this Contingency Plan.

2.1 Order of Notification (Chain of Command)

In the event of an on the road spill where an amount exceeding the reportable quantity is released from the transport vehicle (sec. 2.6, page 4), or other emergency, the driver will follow these procedures:

- 1) Remain with the unit and warn all pedestrians and motorists to stay away from the spill area, pointing out to them the involved danger, and call, or have someone call the police and/or the fire department.
- 2) Upon arrival of the police and/or fire department, the driver will inform them of the kind of material spilled and request the area be blocked off to both pedestrians and vehicles to prevent property damage, personal injury or environmental damage. The driver will request the first responder(s) to protect the area while the driver reports to a company emergency coordinator (listed below in the order of calling):

2.2 Primary Emergency Coordinator

Name: Kenneth E. Riegel
Address (office): 170 Walnut Lane, Pottsville, PA 17901
Address (home): [REDACTED]
Phone (office): 570-622-4747 ext. 1226
Phone (home): [REDACTED]
Phone (mobile): [REDACTED]

2.3 Secondary Emergency Coordinator

Name: Dale Schneck
Address (office): 170 Walnut Lane, Pottsville, PA 17901
Address (home): [REDACTED]
Phone (office): 570-622-4747 ext. 1214
Phone (home): [REDACTED]
Phone (mobile): [REDACTED]

2.4 Alternate Emergency Coordinators

Name: Robert Karnes
Address (office): 170 Walnut Lane, Pottsville, PA 17901
Address (home): [REDACTED]
Phone (office): 570-622-4747 ext. 1217
Phone (home): [REDACTED]
Phone (mobile): [REDACTED]

2.5 Emergency Response Contractors

Elk Environmental
1420 Clarion St, Reading, PA 19601
and
31305 Route 6 Wysox, PA 18854
(800) 851-7156

Elk is prepared to respond to emergency and spill situations of any size, 24 hours a day, seven days a week in PA, MD, DE & NJ. Services include:

- Hazardous Waste Spill Clean up
- Non-hazardous Waste Spill Clean up
- Chemical Spill Clean up
- Oil Spill Clean up
- Emergency Building Stabilization Service
- Emergency Demolition
- Emergency Lab Packing
- Emergency Pump-outs
- Emergency Waste Disposal
- Standby Emergency Response Coverage

Clean Harbors

160 Logan Drive, Muncy PA 17756
(800) 645-8265 (800.oil.tank)

Clean Harbors can rapidly deploy experienced, fully certified workers to meet the needs of any incident in the United States, Canada or Puerto Rico. Services include:

- Emergency spill clean up
- Over-the-road incidents
- Punctured lines
- Tank overflows
- Leaking drums
- Saddle tank spills
- Large pipeline ruptures
- Mercury spills
- Biological and infectious materials
- Ship groundings
- Tanker truck rollovers
- Chemical and hazardous material spills
- Oil spills
- Hurricane, earthquake and storm damage
- Emergency lab packs
- Homeland security and terrorist attack responses
- Releases in warehouses and distribution centers
- Excavation of buried drums and cylinders

Datom Products

113 Monahan Ave, Dunmore, PA 18512
(570) 343-2878

24 hour Emergency hazardous materials response team serving a multi-state area including: Connecticut, Delaware, Maryland, New Jersey, New York, Pennsylvania and Rhode Island. Services include:

- Spill response
- Asbestos & lead abatement
- Tank removal
- Environmental demolition
- Mold remediation
- Phase 1 & II site investigations
- Biohazard & crime scene cleanup

2.6 Reportable Quantities (RQ's) for wastes transported by World Resources Company

Waste Type	Reportable Quantity (RQ)
F006	10 lb
F007	10 lb
F008	10 lb
F009	10 lb
F019	10 lb
D002 (corrosive)	100 lb
D004 (Arsenic)	1 lb
D005 (Barium)	1000 lb
D006 (Cadmium)	10 lb
D007 (Chromium)	10 lb
D008 (Lead)	10 lb
D009 (Mercury)	1 lb
D010 (Selenium)	10 lb
D011 (Silver)	1 lb

2.7 State Emergency Contacts

Immediately notify the appropriate state agencies where spill exceeding the RQ's (page 4), or other emergency has occurred.

Connecticut

CT DEEP Emergency Response and Spill Prevention Division
(860)424-3338 or (860)424-3333

Delaware

State Emergency Response Team
(302)739-9401 or (800)662-8802

Kentucky

24 hour Emergency Response Hotline
1(800)928-2380 or (502)564-2380

Maryland

Maryland Department of the Environment
(410)537-3153 (business hours) or 1(800)633-4686 (evenings, weekends & holidays)

Massachusetts

MassDEP emergency phone numbers
617-556-1133 (from the Boston area) 888-304-1133 (toll-free)
Central Regional Office 508-792-7650
Northeast Regional Office 978-694-3200
Southeast Regional Office 508-946-2700
Western Regional Office 413-784-1100

New Hampshire

New Hampshire State Police Headquarters Communications Unit (24 HRS)
(603)223-4381
DES Emergency Response Team Mon-Fri; 8 a.m. to 4 p.m. (603)271-3899

New York

New York State Department of Environmental Conservation (DEC) spill hotline (24 hrs)
800-457-7362 or call 911

Rhode Island

RIDEM (401)222-2797 (daytime) or (401)222-3070

Vermont

Vermont Agency of Natural Resources (802)828-1138

Vermont Emergency Management, 24 hrs 1(800)641-5005

Wisconsin

Wisconsin 24-hour Emergency Spill Hotline 1-800-943-0003

3. External Communications

Each driver is provided with a hands free cellular telephone for external communications (emergency coordinator, emergency response agencies).

4. Emergency Response Procedures

- a) The Emergency Coordinator will gather the following information from the driver and immediately (within 12 hours as required by 49 CFR 171.16) notify the National Response Center, the affected municipality, and The Pennsylvania Department of Environmental Protection.
 - 1) Name of the person reporting the incident.
 - 2) Name, address, and EPA identification number of the transporter.
 - 3) Phone number where the person can be reached.
 - 4) Date, time and location of the incident.
 - 5) Mode of transportation and type of transport vehicle.
 - 6) The extent of injuries, if any.
 - 7) A brief description of the incident, including the type of incident, the nature of hazardous material/waste involved and whether a continuing danger exists at the scene.
 - 8) For each waste involved in the spill, provide:
 - a) The name, phone number and EPA identification number of the generator of the waste. (found on the hazardous waste manifest)

- b) Shipping name, hazard class and UN or NA number of the waste. (found on the hazardous waste manifest)
 - c) Estimated quantity of the material or the waste spilled.
 - d) The extent of contamination of land, water, or air.
- 9) Shipping name, hazard class, and the UN or NA number of any other material carried.

U.S. National Response Center

800-424-8802 (24 hrs)

Pennsylvania Emergency Management Agency

In PA: 800-424-7362 (24 hrs)

OUTSIDE PA: 717-651-2001

Pennsylvania Department of Environmental Protection

717-787-4343 (24 hrs)

The transporter will submit a report of the incident in writing as required by 49 CFR 171.16 to the Information Systems Manager, PHH-63, Pipeline and Hazardous Materials Safety Administration, Dept. Of Transportation, Washington, DC 20590-0001, and send copies to the PA Department of Environmental Protection or other applicable state environmental agency and the generator.

4.1 Containment

It is critical to prevent the escape of any spilled hazardous wastes or hazardous materials into the ground or into storm or sanitary sewers. A barrier must be erected immediately to prevent the escape of spilled material, waste or liquids, using whatever material is at hand. Containment of solids will depend on the wind and weather conditions, use the tarp in the vehicle if the conditions are wet and windy. Simultaneously, the source of the spill or leak must be located and controlled. Liquids should be controlled with the absorbent materials located in the truck, or even with a dirt curb to control runoff. The possibility of evacuation should be considered in the event of a major spill, collision with another vehicle, or overturned trailer with subsequent ruptured containers. Major concerns involve the generation of toxic fumes after a spill of

corrosive materials. If fire threatens or actually occurs, personnel should be evacuated to a distance recommended by the Emergency Response Guidebook for the material(s) involved. If no fire threatens, and no containers have ruptured, a distance of 50 to 100 feet should be adequate. If the shipping description(s) is not known, check the placard on the vehicle for a "UN" or "NA" number, look up in the yellow pages of the Emergency Response Guide book and refer to the corresponding guide number.

4.2 Cleanup

Any number of commercial absorbents or inert materials may be used, but make certain they are compatible with the waste and will not cause a reaction. If the spill has reached the earth, all contaminated earth must be collected into drums or bags for disposal at an EPA approved site. The extent of contamination can often be determined visually for solid materials, but may require sampling and analysis for liquid materials. Any analysis performed shall be completed by a qualified laboratory. All soil exhibiting above background levels will be removed to an appropriate disposal site. In addition to contaminated absorbents or soil as described above, damaged containers must also be disposed of at an approved site.

4.2.1 On-Scene Command Post

The first fire department officer to arrive at the scene of an incident will assume the responsibilities of the on-scene coordinator and will direct the efforts of all personnel responding to the incident. The on-scene coordinator will immediately establish the on-scene command post at a location far enough removed from the incident site to minimize risks. Other considerations are access to the site and the space requirements of those persons and their equipment responding to the incident. The on-scene command post serves as the focal point of the response to the incident and all personnel should be aware of its location. It also serves as a communication center at the incident site coordinating communications between on-site personnel and the emergency operations center. The location of the on-scene command post may be changed because of shifting winds or the threat of an explosion and its new position must be known by all on-scene personnel as well as the emergency operations center.

5. Follow Up Procedures

After the emergency aspects of a spill have been taken care of, there remain two steps.

- a) Decontamination; A truck or trailer exposed to a spill or leak will be decontaminated at the site in order to prevent any additional release to the extent that the vehicle can be

transported or moved under its own power to an authorized facility capable of further decontamination if necessary.

Equipment will be decontaminated in the following manner:

Each used item will be placed in an open head container and thoroughly rinsed with an appropriate solvent or cleaning compound. The residue or rinse water will be drained into a tight head container, sealed and disposed of in accordance with Federal and/or State regulations at an authorized disposal site.

Contaminated clothing will be placed with the clean up residue and disposed of in accordance with the Federal and State regulations at an authorized disposal site. If clothing is reusable, then it can be decontaminated properly and the residue added to the other wastes.

- b) Notification: The Department of Transportation, Director of Hazardous Materials Registration, Materials and Transportation Bureau, Washington, D.C. 20590 shall be notified in writing of the occurrence and nature of the incident, and a copy will be submitted to the PA Department of Environmental Protection, and the generator of the waste.

The report must include the following:

- a) Name, address and telephone number of the owner or operator;
- b) Name, address and telephone number of the facility;
- c) Date, time and type of incident (fire, release, etc.);
- d) Name and quantities of materials involved;
- e) The extent of injuries, if any;
- f) An assessment of actual or potential hazards to human health and the environment, where applicable;
- g) Estimated quantity and disposition of recovered materials or wastes that resulted from the incident

6. Emergency Equipment

The emergency equipment carried with each tractor is as listed in Table 1 below.

Table 1 - Emergency Equipment

Hard Hat	
Gloves	Latex and Heavy Duty Leather gloves
Half mask Respirator	Respirator fitted with combination cartridges
Goggles	Splash protective
Boots	Steel toed, water resistant
Tyvek coveralls	
Broom	
Shovel	
Flashlight	with spare batteries
DOT Emergency response Guidebook for Hazardous Materials	
55 Gallon Universal Spill Kit	To include overpack drum, absorbent pads, hazmat bags, pillows, etc.
Tarps	at least two, 10' X 10'
Spare fuses	For power units needed to operate any required parts and accessories.
First Aid Kit	Fully equipped, including eye wash
Road Flares(3)	Liquid burning
Tire Chains	
ABC fire extinguisher	UL rated 10 B:C or more with visual indicator of charge level

6.1 Inspections of Emergency Equipment

All emergency equipment shall be tested and maintained as necessary to assure its proper operation in time of an emergency. After an emergency, all equipment shall be decontaminated, cleaned, and fit for its intended use before normal operations resume.

6.2 Use of Emergency Equipment

Personnel requiring the immediate use of emergency equipment or anyone assisting in the use of emergency equipment are expected to be familiar with its use and to use it without hesitation (i.e., fire extinguisher, coveralls, flares, etc.).

The senior person available on the scene is authorized to direct the voluntary use of emergency equipment. In the event that there is a threat to personal safety or the possibility of property damage, anyone familiar with the emergency equipment is authorized to use it.

Training will be provided on the proper use of emergency equipment. Records of this training will be maintained by the Health and Safety Manager.

7. Contingency Plan Distribution

A copy of this plan is maintained by World Resources Company at the facility, and in each truck.

This plan is submitted to the Pennsylvania Department of Environmental protection (PADEP) as part of the hazardous Waste Transporter License Application.

8. Training program

In preparation for handling hazardous materials and hazardous wastes, WRC drivers and personnel will receive approximately 24 hours of training conducted by WRC safety personnel followed by refresher training at least annually.

The following is a list of training provided to personnel responsible for the handling and storage of hazardous wastes:

1. Hazardous waste manifesting
2. Container receiving and maintenance
3. Container inspections
4. Container transferring
5. Container pickup check list
6. Re use of hazardous waste containers
7. Emergency response equipment
8. Hazardous waste labeling
9. Material compatibility
10. In house maintenance
11. Emergency spills

All drivers shall receive the following training:

1. Alcohol & Drug Testing (49 CFR Section 382-601) Drivers who will operate commercial motor vehicles in the United States requiring a commercial driver's license (CDL) must be given educational materials that explain the requirements, and the company's drug and alcohol policies and procedures.
2. Entry Level Drivers (<1 year experience) (49 CFR Part 380, Subpart E) A new CDL driver, prior to operating a CDL in interstate commerce must receive training in 4 required areas – Driver Qualification, Hours of Service, Driver Wellness, and Whistleblower Protection.
3. Hazmat (49 CFR Section 172.704) All employees who perform any function subject to the Hazardous Materials Regulations, such as loading and unloading, preparing the packaging and markings, working with hazmat paperwork, and/or driving a vehicle transporting hazardous materials, must receive training. Required areas of training are: General Awareness, Function Specific, Safety, Security, In-Depth Security (if required), and Modal Specific. Initial training must be done prior to performing the function subject to the hazmat regulations. Refresher training must be provided every 3 years.
4. Hazmat Security Awareness (49 CFR Section 172.704) Hazmat employers are required to train all hazmat employees in security awareness. This training must be included in the initial training, and refresher training provided every 3 years.
5. Supervisors of Drivers
Supervisor Reasonable Suspicion Testing (49 CFR Section 382.603)
Persons designated to determine whether reasonable suspicion exists to require a CDL driver to be tested (supervisors of) must receive 60 minutes of alcohol abuse training and 60 minutes of controlled substances abuse training. Supervisors must receive this training prior to sending a driver for a DOT reasonable suspicion test. Recurring training is not required.

9. Amendment of Contingency Plan

This plan must be reviewed and immediately amended, if necessary, whenever:

- a) The plan fails in an emergency;
- b) The list of emergency coordinators changes;
- c) The list of emergency response contractors changes;
- d) The list of emergency equipment changes.



Part 12. Driver Training

See attached Fleet Safety Program for details. Summary information as follows:

- a) Vehicle operators are required to possess a current and valid commercial drivers' license and proper endorsements for the type of vehicle being driven. See part 9.0, page 18 of the attached Fleet Safety Program. Training requirements are outlined in Sec. 12 page 23 of the attached Fleet Safety Program.
- b) Periodic checks of driver's records are checked annually as per Part 13.5 of the attached Fleet Safety Program. The company policy on progressive counseling/ discipline is specified as part 16.15 of the attached Fleet Safety Program.
- c)(i) Training of proper handling procedures for the solid wastes being transported is performed at least annually as per part 12 of the attached Fleet Safety Program.
- c)(ii) Familiarity with the approved Contingency Plan for the Transport of Hazardous Wastes and Hazardous Materials is demonstrated by the attached signed "Contingency Plan Acknowledgement".
- c)(iii) Familiarity of the conditions of the solid waste transporter's permits is demonstrated by the attached signed "Review of Solid Waste Transporter Permits Acknowledgement".





Contingency Plan Acknowledgement

I have received a copy of the Contingency Plan for the Transportation of Hazardous Wastes and Hazardous Materials which outlines the policies and practices of the Company, and I have read and understand the information contained in the manual. I have been given an opportunity to ask questions regarding all of the information in the manual.

Since the information in the manual is necessarily subject to change as situations warrant or regulations change, it is understood that changes in the manual may supercede, revise or eliminate one or more of the policies in this manual. These changes will be communicated to me by my supervisor or through official notices. I accept full responsibility for keeping informed of these changes.

I understand that the manual does not constitute an employment contract or a guarantee of any fixed terms and conditions of employment.

Employee Signature _____

Employee Printed Name _____

Date _____





WORLD RESOURCES COMPANY

170 Walnut Lane

Pottsville, PA 17901

Tel: 570.622.4747

Fax: 570.628.2319

Review of Solid Waste Transporter Permits Acknowledgement

I have reviewed the solid waste transporter permits for maintained by World Resources Company, and understand my responsibilities in compliance with said permits and emergency procedures and notifications required by each permit. I have been given an opportunity to ask questions of my responsibilities.

Changes to permit conditions will be communicated to me by my supervisor or through official notices. Copies of all state transporter permits are maintained in the transport vehicle, and are available for review at any time.

Employee Signature

Employee Printed Name

Date



World Resources Company

Fleet Safety Program

FMCSA/DOT Regulated



World Resources Company
Pottsville, Pennsylvania Facility
170 Walnut Lane
Pottsville, PA 17901

Approval Date: 4/14/2021


Revision #: 4

Signature:

A handwritten signature in black ink, reading 'Kenneth E. Riegel', is written over a horizontal line.

Name/Title:

Kenneth E. Riegel
Executive Vice President & General Manager.

WRC is 100% carbon neutral 

© 2018 World Resources Company

I have received a copy of the Company Fleet Safety Program manual which outlines the policies and practices of the Company, and I have read and understood the information contained in the manual. I have been given an opportunity to ask questions regarding all of the information in the manual.

Since the information in the manual is necessarily subject to change as situations warrant or regulations change, it is understood that changes in the manual may supersede, revise or eliminate one or more of the policies in this manual. These changes will be communicated to me by my supervisor or through official notices. I accept full responsibility for keeping informed of these changes.

I understand that the manual does not constitute an employment contract or a guarantee of any fixed terms and conditions of employment.

Employee Signature

Employee Printed Name

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1.0 Preface

Transportation safety education and training are recognized in the company as being critically important to our personnel, the public and the future of our business. It is the policy of this organization to fully comply with the letter and the spirit of all safety rules and regulations published by local, state and federal agencies as well as those safety practices dictated by common sense and prudent judgment. All safety matters will be governed by the U.S. Department of Transportation, Federal Motor Carrier Safety Administration, Federal Motor Carrier Safety Regulations, and applicable state safety regulations should they be more stringent regulations, in which case, they will prevail.

The Transportation Program Administrator is responsible for trucking safety, education, and training and is responsible to assure operations are in compliance with both regulatory requirements and company policy. He/She will review this program and any accompanying policies, procedures, and/or guidelines incorporated by reference at least annually prior to the last day in January of each year and submit (and implement if approved) any suggested changes to improve the effectiveness of the program. Record of the review will be in writing and can be a simple memorandum documenting the review and any recommended changes. The record will be maintained with the Fleet Safety Program document/binder.

2.0 Purpose

To establish the framework to ensure that the private fleet operations comply with all applicable regulations. World Resources Company (WRC) holds the safety of its employees and the public as paramount, and critical to further the company's ISO 14001 EMS objectives of continuing environmental improvements.

- This program outlines the steps and responsibilities in reviewing driver operations to assure compliance with business, local, state and federal operational safety rules and regulations.
- Incorporated within this guideline are procedures to be followed by all personnel, regardless of their function or responsibilities in the Company as related to the administration of company safety compliance issues and/or programs.

3.0 Objectives

This program is intended to provide a safe environment for all our trucking operations, be they on public highways, at customer locations, or at our own facilities. Human safety is our primary concern, however, safety, as we define it, extends to property as well. By promoting safety, we anticipate operating costs to be reduced; insurance premiums for vehicles, property damage, and workers compensation insurance rates to remain the same if not go down; extend the useful life

of our operating equipment; and represent our company to our community and nation as a good corporate citizen.

It is the policy of the Company to require all personnel to comply totally, and without reservation, with the regulations put in place by the various local, state and federal agencies charged with motor carrier safety issues. **No member of the Company, the management team, operations or maintenance personnel, nor administrative staff may in any way encourage, suggest, order, mandate, nor instruct personnel in any capacity to knowingly violate the requirements as well as the spirit of the regulations of the named agencies.**

4.0 Business Objectives

Though safety must be the overriding concern in all our activities, we must also be concerned with the services we provide our customers. They too have a stake in seeing to it that we provide the safest possible service while transporting their products. Our customers are dependent on transportation for their survival just as we are. There have been many studies done in recent years analyzing customer attitudes towards trucking operations. All came to the same conclusion. More so than any other factor, customers are interested in the quality of the service they receive. To survive and prosper, we must provide a better, more dependable and timely service than our competitors. Service starts with your attitude. Our drivers are our service representatives. A simple telephone call to the customer to keep them informed on the status of their shipment pick-up can pay large dividends. On time pickups and delivers are very important; however, communications with our customers on any matter concerning the service their shipment will, or is, receiving is critical.

5.0 Scope

All personnel operating Commercial Motor Vehicles, inspecting, repairing or maintaining commercial motor vehicles, material handling equipment or physically handling goods in the furtherance of business activities to include employees and independent contractors are subject to the requirements of this program. Drivers new to the company shall be required to review all safety and operations policies, procedures, manuals, guidelines and directives prior to operating a transport vehicle on the public highway or prior to handling goods of any kind. Adequate time will be made available to them for this purpose. Compliance with this program is mandatory for all company commercial drivers. Violations of this program may result in disciplinary action up to and including suspension of driving privileges or termination. Any deviations from this program must be immediately brought to the attention of the employee's supervisor or the program administrator.

6.0 Forms

Forms referenced and/or used in this program are maintained/updated in a separate file by the Transportation Department

7.0 Program Responsibilities

7.1 Management. World Resources Company (WRC) is responsible for providing the tools and resources necessary to implement this program and for ensuring that the provisions in this program are being followed by the Program Administrator and all employees.

7.2 Program Administrator (General Manager). The Program Administrator is responsible for the following:

- Evaluating prospective company drivers
- Maintaining an accurate qualified drivers list
- Maintaining accurate qualification records
- Maintaining accurate substance abuse testing records
- Ensuring company vehicles are maintained mechanically
- Selection/procurement of all company vehicles
- Ensuring all qualified drivers are trained in the safe operation of company's vehicles
- Monitoring drivers to ensure compliance with all elements of this program
- Development and Implementation of this Fleet Safety Program

7.3 Driver Trainers. Driver Trainers of WRC are responsible for the following:

- Conducting on-road driving tests for new employees and existing employees at least annually
- Making decisions regarding the retention or release of employees based on driving tests

7.4 Commercial Drivers. Drivers of WRC are responsible for conducting themselves in accordance with this program. All drivers will:

- Meet all minimum qualification criteria
- Be medically qualified to drive a commercial motor vehicle
- Maintain satisfactory evaluations from the company's Driver Trainer
- Receive negative drug/alcohol tests
- Maintain an acceptable motor vehicle record (MVR)

Note: A driver is anyone who may, in the course of their employment operate a company-owned commercial motor vehicle, a rented/leased commercial motor vehicle, and/or a personal commercial motor vehicle on company business.

8.0 Alcohol and Controlled Substances

8.1 Purpose: It is World Resources Company's Policy, as stated in the Facility Policy Manual, that employees should be free of substance abuse. Illegal drug use and misuse of alcohol by employees is strictly prohibited. The purpose of this document is to outline our policy to comply with federal regulations to maintain a drug and alcohol free workplace for our employees, including truck drivers whether they are employees or independent contractors and their drivers that are used by the Company. The Company is firmly committed to operating in the safest and most efficient manner possible. As a responsible motor carrier, it is also committed to promoting

the safety and welfare of these drivers. It is also the responsibility of each driver to ensure that he/she is drug and alcohol free in compliance with the Fitness for Duty requirement as outlined in the policy.

8.2 Applicable Federal Regulations: This policy was developed and will be implemented in accordance with the following general rules and regulations which are applicable to the Company:

Department of Transportation, Federal Motor Carrier Safety Administration:

49 CFR Part 382 – Controlled Substances & Alcohol Use & Testing

49 CFR Part 40 – Procedures for Transportation Workplace Drug Testing Programs

The policy applies to driver applicants and drivers of commercial motor vehicles with a gross vehicle weight rating (GVWR) over 26,000 pounds; a vehicle requiring placarding for hazardous materials or a vehicle designed to carry 16 or more passengers including the driver. This policy will be considered to be updated if the federal regulations have been updated regardless of whether the changes have actually been made to the policy.

8.3 Elements of The Policy: Each of the following elements of this policy – deterrence, detection and enforcement – is detailed further in later paragraphs. Each driver affected has a responsibility to ensure that the policy works for the benefit of the company as a whole and each driver as an individual.

8.4 Deterrence: The first key element of this policy is deterrence. Deterrence includes educating and informing those covered by this policy that it is not in their interest – in fact is adverse to their future – to be or become a user of drugs or an abuser of alcohol. Deterrence will also be accomplished through testing.

8.5 Detection: The second key element of this policy is detection. Detection is to be accomplished in a number of ways under this policy including random, routine or incident based testing to detect possible users. The Company will train all appropriate supervisory personnel to recognize the signs and symptoms of drug and alcohol abuse.

8.6 Enforcement: The final key element in the policy is enforcement. It is the responsibility of all to do everything appropriate to insure that prohibitions are adhered to and the Fitness for Duty standards are met and the specific requirements contained in the policy are carried out by every Company employee and driver. Discipline must be imposed when deterrence fails.

8.7 Policy details:

- **Application:**

This policy applies to all employees who perform safety sensitive duties for the Company.

- **Definitions:** Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol or other alcohols including methyl and isopropyl alcohol.

Alcohol Use means the consumption of any beverage, mixture or preparation, including any medication, containing alcohol.

Controlled substance has the meaning assigned by 21 U.S.C. 802 and includes all substances listed on Schedules I through V as they may be revised from time to time.

Driver means any person who operates a commercial motor vehicle. This includes all employee drivers and all independent owner operator contractors and their employee drivers. For the purpose of pre-employment/pre-duty testing only, the term driver includes any person applying to the Company to drive a commercial motor vehicle.

Performing a safety sensitive function means a driver is considered to be performing a safety sensitive function during any period in which he/she is actually performing, ready to perform or immediately available to perform any safety sensitive function.

Refuse to submit (to an alcohol or controlled substance test) means that a driver (1) fails to provide an adequate measure for testing without a valid medical explanation after he/she has received notice of the requirement for breath testing in accordance with the provisions of 49 CFR Part 382, (2) fails to provide an adequate urine specimen for controlled substance testing without a valid medical explanation after he/she has received notice of the requirement for urine testing in accordance with the provisions of 49 CFR Part 382, (3) engages in conduct that clearly obstructs the testing procedure.

Safety sensitive function means any of those on duty functions set forth in Section 395.2, paragraphs 1 through 7.

Substance Abuse Professional (SAP) means a licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance related disorders.

- **Prohibitions:**

- Controlled Substances Sec 382.213

No driver shall report for duty or remain on duty requiring the performance of safety sensitive functions when the driver uses any controlled substances, except when the use is pursuant to the instructions of a physician who had advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. The Company will not permit a driver to perform or continue to perform a safety sensitive function when it has actual knowledge that a driver has used a controlled substance.

Truck drivers must be “Fit for Duty” and are prohibited therefore from using, being impaired by, under the influence of, being in possession of, manufacturing, dispensing or distributing any controlled substance when subject to duty, when reporting for duty, while on duty or on the Company’s property except as permitted by Section 5 below. The illicit use of controlled substances is prohibited at any time whether on duty or off duty.

Truck drivers receiving a conviction for a drug offense must notify the Company immediately.

- Alcohol Concentration Sec 382.201

No driver shall report for duty or remain on duty requiring the performance of safety sensitive functions while having an alcohol concentration of 0.02 or greater. A breath alcohol test of 0.02 to 0.39 is considered prohibited conduct. A breath alcohol concentration of 0.04 or greater is considered an FMCSA rule violation. Any driver under this policy who is administered a breath alcohol test that reveals an alcohol concentration of 0.04 or greater and a confirming test 15 minutes after the first test of 0.04 or greater will be subject to immediate disqualification for operation or use of company vehicles with the Company, and is subject to further disciplinary action up to and including immediate termination and/or cancellation of all contracting agreements with the Company. If the employee is not terminated, the employee is to be removed from safety-sensitive duties, undergo an evaluation and treatment from a Substance Abuse Professional, pass a return-to-duty test, and pass a series of follow-up tests upon returning to the workplace. A driver exhibiting an alcohol concentration of 0.02 to 0.39 must be removed from safety sensitive duties for a period of 24 hours and is subject to WRC’s Alcohol and Drug Use Policy utilized for all employees and may be required to undergo evaluation and treatment from a Substance Abuse Professional.

- Alcohol Possession Sec 382.204

No driver shall be on duty or operate a commercial motor vehicle while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment. The Company, having actual knowledge that a driver possesses non-manifested alcohol, may not permit the driver to drive or continue to drive a commercial motor vehicle.

- On Duty use Sec 382.205

No driver shall use alcohol, be under the influence of alcohol or have any measured concentration of alcohol or detected presence of alcohol, while on duty, operating a commercial motor vehicle or otherwise performing safety sensitive functions. The Company, having actual knowledge that a driver is using alcohol while performing safety sensitive functions, shall not permit the driver to perform or continue to perform safety sensitive functions.

- Pre duty Sec 382.207

No driver shall perform safety sensitive functions within four hours after using alcohol or being under the influence of alcohol. No driver shall be on duty or operate a commercial

motor vehicle if, by the driver's general appearance or conduct or other substantiating evidence, the driver appears to have used alcohol within the preceding four (4) hours. The Company, having actual knowledge that a driver has used alcohol within four hours, shall not permit a driver to perform or continue to perform safety sensitive functions.

- Use following an accident Sec 382.209

No driver required to take a post accident alcohol test under Sec. 382.303, shall use alcohol for eight hours following the accident, or until he/she undergoes a post accident alcohol test, whichever occurs first.

- Refusal to submit to a required alcohol or controlled substance test Sec 382.211

No driver shall refuse to submit to a post accident or controlled substances test required under Sec. 382.303, a random alcohol or controlled substance test required under Sec 305, a reasonable suspicion alcohol or controlled substances test required under Sec 382.307 or a follow-up alcohol or controlled substances test required under Sec 382.311. The Company shall not permit a driver who refuses to submit to such tests to perform or continue to perform safety sensitive functions.

- Controlled substances testing Sec 382.15

No driver shall report for duty, remain on duty or perform a safety sensitive function, if the driver tests positive for controlled substances. The Company, having actual knowledge that a driver has tested positive for controlled substances, shall not permit the driver to perform or continue to perform safety sensitive functions. Any driver who is administered a test for controlled substances and receives a verified positive test result will be subject to immediate disqualification for operation with the Company, including immediate termination and/or cancellation of all contracting agreements with the Company.

- **Determination of fitness for duty**

Truck drivers must be completely free from the presence of controlled substances and alcohol in order to be "Fit for Duty", except as permitted by Section e below. Drivers will be responsible for ensuring that no controlled substances, alcohol or other metabolites whatsoever are present in their body, including but not limited to the urinary tract. Under no circumstances will a truck driver be permitted to perform his or her duties while that driver has a prohibited substance in his or her system. The rigor of the requirement is imposed by the need to protect the public, the Company, its employees and contract drivers and the impossibility of pinpointing precisely any level or levels of controlled substances which rule out the possibility of impairment. Determination of "Fitness for Duty" under this policy will be made by a Medical Review Officer or Breath Alcohol Tester.

- **Medication**

The Company will permit the use of controlled substances specifically prescribed for the driver by his/her physician when the use is pursuant to the instructions of the physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial motor vehicle. The medication must be clearly labeled with the driver's name, the name of the medication and the physician's Federal Drug Enforcement Administration License number. It is the responsibility of the driver to notify the Company that he/she is using a prescription drug and to produce documentation of this drug prior to commencing work. A determination of "Fitness for Duty" will subsequently be made by a Medical Review Officer. The Medical Review Officer will make a good faith judgment, with knowledge of the assigned duties and on the basis of the available medical history, that use of the substance by the driver at the prescribed or authorized dosage level is consistent with the safe performance of the driver's duties. Any medication brought on Company property or carried in any vehicle must be carried in its original container. (Sec 382.213)

- **Deterrence**

The major tool in the battle against controlled substances and alcohol use is education and awareness. Accordingly, the Company will educate its truck drivers about the dangers of controlled substances and alcohol, their effects and consequences. The education program will help motivate the truck drivers to understand the problems associated with using controlled substances and alcohol and the ways such use could compromise their personal functioning as well as their functioning on the job. To accomplish this objective, a number of approaches will be taken to include the following:

- An education and training program for all employee drivers as well as drivers under contract to the Company and any drivers employed by its contractors. The education component shall include education materials that explain the requirements of Part 382 of the FMCSR, the Company's policies and procedures and any additional information required by Sec 382.601 of the federal regulations.
- ii A required orientation for truck drivers that shall include information on the effects and consequences of drug use on personal health, safety and the work environment, and the manifestations and behavioral cues that may indicate drug use and abuse.
- iii Reasonable suspicion training for company supervisory employees who will be determining when a driver is subject to controlled substances testing or alcohol testing based on reasonable suspicion under this policy shall receive at least 60 minutes of training on the physical, behavioral and performance indicators of probable controlled substance uses and an additional 60 minutes of training on alcohol misuse. Sec 382.603

- **Detection**

All controlled substances testing conducted pursuant to this policy will be performed via urine analysis. All alcohol testing conducted pursuant to this policy will be performed via Breath Alcohol Testing.

- **Pre-Employment Testing**

All final applicants for positions as drivers are required to submit to a D.O.T. physical that will include a urine analysis. The Company will advise applicants that they will be required to submit to a urine analysis for drugs. The applicants will be informed that the urine specimen being collected will be tested for drugs to include Marijuana, Cocaine, Opiates, Phencyclidine (PCP) and Amphetamines. Final applicants will be required to sign a form consenting to the drug screen and authorizing the release of any test results to the Company. An applicant who decides not to cooperate in the pre employment urine analysis may withdraw his/her application.

The Company shall not consider for qualification and will disqualify any driver that has been administered and/or received a controlled substances test result from the Medical Review Officer indicating a verified positive test result. Drivers disqualified will not be considered for re-qualification unless the driver complies with Section F of this policy and Sec 382.605 of the FMCSR. The Company will notify the applicant of the results of any test(s) that is positive for any substance included in the procedure. A copy of the test results will be given only to the applicants who appear in person to sign a release.

- **Random Testing**

Employees that hold a Commercial Driver's License (CDL) will be included in the random drug testing program with all facility employees, as well as an additional testing pool administered by a third party.

All truck drivers will be subject to unannounced random drug and alcohol testing, which is administered by a third party. Selection of drivers to be tested will be by a method employing objective, neutral criteria which ensures that every covered driver has a substantially equal statistical chance of being selected each time a selection is made. The method will not permit subjective factors to play a role in the selection, i.e., no driver will be selected as the result of the exercise of discretion by the Company.

Drivers are selected for drug and alcohol testing on a random basis by using a scientifically valid random number generation method administered by a third party as part of a local DOT drug and alcohol testing consortium. Drivers can be selected for random drug, random alcohol, or both tests during the year.

All sampling will be done with replacement which means that the drivers tested under this program will remain in the pool, even after the driver has been tested.

Notice of the driver's selection will not be provided until the driver's tour of duty in which testing is to be conducted and then only so far in advance as is reasonably necessary to ensure the driver's presence at the time and place set for testing. Each time a driver is selected for random testing, the driver will be informed that the selection was made on a random basis.

The Company shall require that each driver who is notified of selection for random drug and alcohol testing proceeds to the test site immediately; provided, however, that if the driver is performing a safety sensitive function at the time of notification, the Company shall instead ensure that the driver ceases to perform the safety sensitive function and proceeds to the testing site as soon as possible. (Se 382.305h)

A driver shall only be tested for alcohol while the driver is performing a safety sensitive function, just before the driver is to perform a safety sensitive function or just after the driver has ceased performing a safety sensitive function. (Sec 382.305i)

- **Reasonable Suspicion Testing**

The Company shall require a driver to submit to an alcohol test when the Company has reasonable suspicion to believe that the driver has violated the prohibitions of Section C of this policy.

The Company's determination that reasonable suspicion exists to require the driver to undergo an alcohol test must be based on specific, current, articulable observations concerning the appearance, behavior, speech, or body odors of the driver.

The Company shall require a driver to submit to a controlled substance test when the Company has reasonable suspicion of believe that the driver has violated the prohibitions of Section 4 A.3 of the policy concerning controlled substances. The Company's determination that reasonable suspicion exists to require the driver to undergo an alcohol test must be based on specific, current, articulable observations concerning the appearance, behavior, speech or body odors of the driver. The observations may include indications of the chronic and withdrawal effects of controlled substances. Sufficient justification for reasonable suspicion testing will exist if Company supervisors on duty with training on controlled substances use and alcohol misuse make these observations.

In all cases where a driver is subject to reasonable suspicion testing leading to a controlled substance reasonable suspicion test, an evidentiary report to reasonable suspicion must be completed and signed by the supervisor or company official who made the observations, within 24 hours of the observed behavior or before the test results are released, whichever is earlier. (Sec 382.307f).

Under this type of testing, the driver will be removed from the list of available drivers. The driver will be returned to the list of available drivers if the outcome of the test is negative.

- **Post Accident Testing**

Under this type of testing, drivers will be removed from the list of available drivers pending the outcome of the test.

Alcohol testing should be administered within two (2) hours following the accident, but no later than eight (8) hours after the accident. If the test is not administered after eight hours, the Company shall ensure that the driver shall prepare a report stating the reasons why the test was not administered promptly.

Controlled substances testing must be administered within 32 hours following the accident. If the test is not administered within 32 hours, the Company shall ensure that the driver shall prepare a report stating the reasons why the test was not administered promptly.

The driver will be returned to the list of available drivers if the outcome of the test is negative.

Post accident controlled substances and alcohol testing are required of any truck driver involved in an accident as defined below:

“Accident” means an occurrence associated with the operation of a commercial motor vehicle, if;

- a. The driver was performing safety sensitive functions with respect to the vehicle if the accident involved the loss of human life; or
- b. The driver receives a citation under state or local law for a moving traffic violation arising from the accident if the accident involved:

- (i) bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident; or

- (ii) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.

A driver who is subject to post accident testing shall remain readily available for such testing or may be deemed by the Company to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical attention for injured people following an accident or to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

- **Requirement of cooperation with testing procedures**

Each truck driver required to be tested pursuant to this policy must provide complete, valid and unadulterated sample for testing, must supply the information necessary to identify the samples (complete paperwork and initial specimen), and otherwise cooperate

with the testing procedures. If a person refuses to cooperate with the collection process, the collection site person or Breath Alcohol Tester shall inform the Company and shall document the non-cooperation on the Urine Custody and Control form or Alcohol Testing form. Any person who refuses to cooperate in providing a sample or is found to have, in any way, tampered with or substituted a sample shall be treated the same as if they refused to be tested.

- **Collection and testing procedures**

Controlled Substances: All aspects of urine analysis, drug testing, collection and Chain of Custody procedures shall be conducted in strict accordance with the Company's Substance Abuse Testing Procedures which are in accordance with the Federal Motor Carrier Safety Regulations, 49 CFR Part 382 "Controlled Substances and Alcohol Use and Testing" and 49 CFR, Part 40, Subpart A & B "Procedures for Transportation Workplace Drug Testing Programs". Collection is done by a third party.

Alcohol: All aspects of the Breath Alcohol Testing and Certification procedures shall be conducted in strict accordance with the Company's Alcohol Testing Procedures which are in accordance with the Federal Motor Carrier Safety Regulations, 49 CFR Part 382 "Controlled Substances and Alcohol Use and Testing" and 49 CFR, Part 40, Subpart A & C "Alcohol Testing". Collection is done by a third party.

- **Referral, Evaluation, and Treatment**

Each driver who has engaged in conduct prohibited by Section 8 of this policy will be immediately disqualified from operations for the Company, including termination and/or cancellation of all operating agreements with the Company.

A driver who receives a breath alcohol test indicating an alcohol concentration level of at least 0.02 but less than 0.04 will be temporarily disqualified from operations with the Company and will not be eligible for operations until he has completed the requirements of this policy.

Each driver who has engaged in conduct prohibited by Section 8 of this policy will be advised by the Company of the resources available to the driver in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances, including the name, address and telephone number of a Substance Abuse Professional (SAP) and counseling treatment resources and programs located in their state. The driver will be responsible for contacting the SAP.

Each driver who engages in conduct prohibited by Section 8 of this policy will be evaluated by a SAP who shall determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse and controlled substances use.

ALL COSTS associated with the SAP, evaluation, treatment and follow-up testing are the responsibility of the driver.

Before a driver is permitted to return to active duty requiring the performance of a safety sensitive function after engaging in conduct prohibited by Section 8 of this policy, the driver shall undergo a return to work alcohol test with a result indicating an alcohol concentration of less than 0.02 if the conduct involved alcohol or a controlled substances test with a verified negative result if the conduct involved a controlled substance.

In addition, each driver identified as needing assistance in resolving problems associated with alcohol misuse or controlled substances use, shall be evaluated by a SAP to determine that the driver has properly followed any rehabilitation program prescribed and be subject to unannounced follow-up alcohol and controlled substances tests as directed by the SAP in accordance with Section 382.605 (c)(2)(ii) of the FMCSR.

- **Contact for more information**

The person to contact for more information about this policy is:
Kenneth E. Riegel

The Plan Administrator is:
Kenneth E. Riegel

9.0 Commercial Driver Qualification Criteria

Commercial driver applicants will not be considered for employment unless they meet the minimum requirements listed below. Failure to meet these requirements could lead to the driver being excluded from WRC's insurance or WRC's insurance being cancelled by the insurance carrier. Items marked with an * are specified by the insurance carrier

- *Be at least 23 years old to operate a commercial motor vehicle interstate
- *When submitting the mid-term MVRs, provide the original CDL issue date or prior experience
- Be able to read and speak English sufficiently to converse with the general public, to understand highway traffic signs and signals, to respond to official inquiries, and to make entries on reports and records
- *Be physically and mentally qualified to drive a company vehicle and possess a valid medical certificate as defined in 49 CFR Part 391
- *Possess a current and valid commercial driver's license issued in the United States and proper endorsements for the type of commercial vehicle to be driven

- Must not be disqualified to drive a commercial motor vehicle under the rules and regulations set forth in 49 CFR Part 391.15
- Meets all of the requirements and be able to perform all of the tasks and essential duties of the job description
- *Have at least two years of verifiable driving experience with like type vehicles
- *Have at least two years verifiable driving experience, if required to transport hazardous materials
- *No more than two (2) moving violations in the last three (3) years
- *No more than one (1) accident and one (1) moving violation in the last three (3) years
- *Mobile phone violations shall be considered as a moving violation
- *No alcohol or drug related violations in the last five (5) years. Any such violation appearing on the MVR beyond 5 years is a carrier referral. If the reinstatement of such violation occurred with the past 3 years, the driver shall be deemed ineligible
- Has not been convicted of any of the following violations within the previous three years:
 - *Reckless driving/speed contests
 - Hit and run accidents
 - Vehicular manslaughter/homicide
 - *Leaving the scene of an accident
 - Failure to report an accident
 - Improper or erratic lane changing
 - Following too closely
 - Distracted driving (including cell phone use [texting or talking] while driving)
 - Flee/elude police officer
 - Passing a stopped school bus
 - *Speeding 15 miles per hour over the posted speed limit
 - Refusal to submit to a alcohol and/or drug test
 - *Any driving with a suspended or revoked driver's license
 - *Using a motor vehicle in the commission of a felony
 - *Negligent, homicide, manslaughter, or assault arising out of operation of a motor vehicle

10.0 Hiring Process

The WRC employment hiring process is designed to ensure that the safest individuals are hired to operate our motor vehicles. This multi-step process shall be used for all applicants and will be administered uniformly without bias toward race, color, religion, gender, age, national origin, disability, sexual orientation or any other criteria deemed unlawful by state, federal or local law.

10.1 Application. All commercial driver applicants must submit a completed, accurate, signed and dated application for employment. The hiring/screening process will not continue until all information on the application has been verified.

10.2 Previous Employment. The employment history will be collected and verified for every commercial driver applicant. All commercial driver applicants must provide the following employer information on all driving positions they have held for the previous five years.

- Names, addresses and phone numbers or other contact information of previous employers
- Names, titles and phone numbers or other contact information of previous supervisors

10.3 Motor Vehicle Records. The driving record from the previous ten years will be examined for all commercial driver applicants from the appropriate agency of every state in which the applicant held a motor vehicle license or permit. The driver qualification and hiring process will not continue until all driving record information has been verified and no disqualifying items have been found (See qualification requirements above).

10.4 Drug and Alcohol History. All applicants will be asked if he or she has tested positive, or refused to test, on any pre-employment drug and alcohol test administered by a previous employer. If the employee admits to any of the above, without documented successful completion of DOT return-to-duty requirements, he or she will not be considered for employment.

All applicants who indicate no drug or alcohol violations must provide written consent for a drug and alcohol history to be obtained for the preceding two years from all DOT-regulated employers. If the applicant fails to provide this consent, he or she will not be considered for employment. Any positive indication of drug or alcohol use at the following levels will immediately disqualify the applicant.

- Alcohol test with a result of 0.04 or higher
- Verified positive drug test
- Verified adulterated or substituted drug test results
- Violations of DOT agency drug and alcohol testing regulations

Individuals who have successfully completed DOT return-to-duty requirements after a drug or alcohol regulation violation will continue through the hiring process.

10.5 Pre-Employment Screening Program. All applicants must provide written approval for WRC to request a copy of the applicant's commercial driving record from the FMCSA's Pre-Employment Screening Program. Non-compliance with hours of service, cargo securement, vehicle inspections, etc. will be evaluated in the hiring process. Significant or repeated violations may disqualify the applicant.

10.6 Background Investigations. All applicants must provide written approval for WRC to perform a Criminal Background Check. This check will be made on all commercial driver applicants and other applicants that may be required to operate a motor vehicle while conducting company business.

10.7 Proof of Citizenship and Right to Work. All commercial driver applicants shall be required to provide either proof of U.S. citizenship or proof of their legal right to work in the United States.

10.8 Personal Interviews. All applicants will be given an in-person interview by the Program Administrator.

10.9 Drug/Alcohol Screening. All commercial driver applicants will submit to a drug/alcohol screening after an initial offer of employment is extended. Only the designated WRC drug/alcohol testing facility will be used. Drug/alcohol test results from the commercial driver applicant's previous employer will not be accepted. A negative test result is a condition of employment. No driver applicant will perform any work or activity for WRC until a negative test result has been obtained for the driver applicant. Be advised that marijuana remains a drug listed in Schedule I of the Controlled substances Act. It is unacceptable for any employee subject to drug testing under the DOT's drug testing regulation to use marijuana medicinally or recreationally.

10.10 Medical Qualification. All applicants shall be medically examined and certified as physically qualified to operate a commercial motor vehicle by a licensed, DOT-certified medical examiner designated by WRC.

10.11 Driving Evaluation. All applicants will be required to submit to a driving test to evaluate their driving proficiency. The driving test will be an on-road driving test with one of WRC's Driver Trainers. The applicant will be evaluated on pre-trip inspections, city and rural driving on two-lane and multiple-lane roads including freeway and interstate, passing, backing, and emergency procedures. This evaluation will be used in the hiring assessment and to develop portions of the company's mandatory driver training program. This driving test will be completed before a new commercial driver is allowed to operate a commercial vehicle for company business. Driving evaluations will be documented on the Driver's Road Test Examination.

10.12 Employment Documentation. WRC uses a variety of forms and other recordkeeping documents including but not limited to: vehicle inspection reports, manifests and bills of lading, electronic device records, log books, fuel and other vehicle service and maintenance receipts. Drivers will be introduced to these documents by a representative from the Transportation Department. A WRC representative will also meet with each driver to complete all employment documentation including: insurance, taxes and withholdings, emergency contact information, work schedule and pay periods, time away from work including PTO, holidays, bereavement, jury duty and military leave, etc.

11.0 Driver Training

11.1 Company Orientation. During orientation, commercial drivers will be introduced to all documents, rules, procedures and policies used by commercial drivers of WRC, many of which are included in this

Commercial Fleet Safety Program. During driver orientation, drivers will be introduced to company facilities and will be provided with area access security codes and keys as needed. Drivers will also be introduced to personnel they will be interacting with during the course of their employment with WRC. All drivers will be provided with a list of contacts and telephone numbers.

11.2 Employment Documentation. WRC uses a variety of forms and other recordkeeping documents including but not limited to: vehicle inspection reports, manifests and bills of lading, log books, fuel and other vehicle service and maintenance receipts. Drivers will be introduced to these documents by a representative from the Transportation Department. The Human Resources Department will also meet with each driver to complete all employment documentation including: insurance, taxes and withholdings, emergency contact information, work schedule and pay periods, time away from work including PTO, holidays, bereavement, jury duty and military leave, etc.

11.3 Driver Safety Rules. Commercial drivers are responsible for complying with all WRC rules. Driver safety rules include:

- Do not operate the vehicle unless all occupants are wearing a seat belt
- Do not drive the vehicle without headlights illuminated
- Do not allow any unlicensed/unauthorized persons to operate a company motor vehicle
- Do not operate any vehicle while impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue, or injury
- Do not engage in distracting activities while driving. This includes using a cell phone for talking or texting, eating, using a computer, GPS or MP3 player, applying makeup, reading, looking at maps, or any other activity that takes a person's eyes or attention away from driving. Drinking non-alcoholic beverages is acceptable
- Do not use a radar detector
- Obey the posted maximum and minimum speed limits at all times
- Do not pick up hitchhikers or allow any unauthorized passengers inside the motor vehicle
- Do not drive a motor vehicle that is mechanically unsafe to operate
- Do not operate a motor vehicle with unsecured cargo or equipment
- Move to another traffic lane or slow down when approaching an emergency vehicle along the side of the roadway
- Observe all state and local laws while operating the motor vehicle
- Do not accept payment for carrying passengers or materials not authorized by the company
- Do not push or pull another vehicle or tow a trailer without company authorization
- Do not transport flammable liquids and gases without prior authorization. If authorized, only DOT or UL approved containers are to be used, and only in limited quantities when necessary
- Do not operate a CMV unless properly licensed to do so
- Do not operate a CMV under weather or road conditions which make travel unsafe
- Do properly inspect and prepare a Vehicle Inspection report each day prior to commencing operations and complete a post operations inspection report at the end of each day of operations

- Do use ignition burning flares and or issued reflective triangles
- Do complete all paperwork required by the regulations and this company in a timely and accurate manner
- Do observe/assist in loading or inspect each load to assure that it is properly loaded, distributed, and secured for transportation. Should any deficiencies exist, the driver is to take corrective actions, request the loader to take corrective actions, or contact dispatch for instructions

These rules will be reviewed annually and signed by each commercial driver. The signed copy will be maintained in the driver's file. Disciplinary action up to and including termination may result if drivers fail to comply with the driver safety rules.

11.4 Driver Safety Notices. WRC understands the importance of current information and will use the lunchroom bulletin board to post safety notices, regulatory changes, and procedure.

11.5 Individual Driver Training. WRC has developed and adopted a policy that all commercial drivers complete a mandatory training period before operating company vehicles. The total length of the training is dependent on each driver completing all course objectives.

During this training period, the driver is considered a probationary employee. Upon the completion of training, the Driver Trainer will make a recommendation to the Program Administrator to either retain the new driver or release him or her. In some cases, a driver undergoing training may not be allowed to complete the training. This usually occurs if, in the opinion of the Driver Trainer, the driver poses a safety liability to WRC.

At least annually, a Driver Trainer will ride with each commercial driver to evaluate his or her operation of a commercial motor vehicle. Results will be documented on the Driver's Road Test Examination form. The results of this evaluation may indicate a need for additional training with a Driver Trainer. Moving violations and/or accidents may also trigger additional training throughout the year.

11.6 Driver Training. All commercial drivers must attend periodic and annual training. This training will consist of a review of company procedures, updates on regulatory changes, safety topics such as defensive driving, driver fatigue, discussion of current issues, and a review of all accidents, incidents, and citations. All group training will be documented on the Training Record/Certification Form.

11.7 Vehicle Observation. The Program Administrator will conduct random unannounced vehicle observations of company drivers during their operations.

12. Training Requirements and Schedules

12.1 New Drivers: All new drivers must attend a driver orientation session which will educate the driver in the company's policies as they relate to the compliance with this section. The

training will include instruction in the requirements of the FMCSR. New drivers will be required to take and pass the company's Logging Test. Completion of this training will be required prior to the driver operating a vehicle for the company.

During the orientation, CMV drivers will be introduced to all documents, rules, procedures, and policies used by CMV drivers of WRC. Drivers will be introduced to the company facilities and provided with appropriate access as needed. Drivers will also be introduced to the personnel they will be interacting with during the course of their employment at WRC. All drivers will be given a list of contacts and phone numbers.

12.2 Dispatch Personnel: All personnel who will be assigning drivers to work or supervising individuals making those assignments, will be required to attend training which will educate those individuals as to the regulatory, legal, and company requirements drivers must comply with. Training should be completed, allowing the individuals to first work their assigned function in order to know which aspects of their job relate to driver's compliance. All Dispatch personnel shall be required to attend safety training meetings. All dispatch personnel will receive training in hours of service requirements at least once per year.

12.3 Hazardous Materials or Waste: All personnel exposed to hazardous materials or wastes in the course of their employment, will be required to attend appropriate training sessions covering the subject area at least annually.

12.4 Training: Employees will be trained initially before hazardous material duties are assigned, provided refresher training every three years during the period of employment, and provided with appropriate retraining anytime changes occur in hazardous materials transportation duties. Hazardous material duties include loading, unloading, or handling shipments of hazardous material incidental to their movement, preparing shipping papers, preparing hazardous material for transport, and operating a vehicle used to transport hazardous materials.

Training will include the following topics:

- General awareness/familiarization training
 - At a minimum, all hazmat employees will have a general understanding of the entire hazardous materials transportation program, so that they know how their jobs fit into the system
- Function-specific training
 - Each employee (by job function) will also be trained on any requirements specific to the products being transported
- Safety training regarding measures the employee must take to protect against hazards
 - Persons handling or potentially exposed to hazardous materials during the cycle of transportation (drivers, loaders, loading dock workers, warehousemen, etc.) will be trained in safe handling and emergency response procedures applicable to the hazards to which they may be exposed
- Security risk awareness training
 - Each hazmat employee will be trained to recognize and protect against potential terrorist threats involving hazardous material shipments
- Security plan training

- For operations that require a written security plan, each hazmat employee will be trained in company security objectives, organizational structure and specific procedures, and responsibilities or actions required
- Driver Training
 - In addition, specific training requirements for drivers will be provided based on 49 CFR Part 177 and Part 397

Training documentation will be located in the driver's qualification file and will include:

- Hazmat driver's name
- Most recent completion date of the training
- A description, copy, or location of the materials used to meet the training requirements
- Trainer's name and address
- Confirmation with certainty by signature of the person responsible for the requirements in this Hazardous Materials Operations section that the hazmat employee has been trained and demonstrates understanding of the training by successfully passing a quiz.
- Driver's signature confirming they have received and have comprehended the training provided

12.5 Safety Training Program Content: Safety training meetings for drivers shall be organized and facilitated by safety program administrator. Safety subjects of timely interest will be discussed as well as various prepared training aids will be used as appropriate. Other training as needed and/or required by WRC's Training Program (Maintained separate from this document as part of WRC's ISO Management System) will also be presented.

13.0 Maintaining Employment

Each authorized driver must comply with the criteria below in order to maintain the status as a qualified commercial driver and be authorized to drive a WRC motor vehicle. Failure to comply with any of the following conditions will automatically disqualify a driver from operating a WRC motor vehicle.

13.1 Licenses. All drivers must maintain the proper commercial driver's license (CDL) for their job duties. Drivers will not possess more than one state-issued license.

13.2 Traffic Violations. Drivers must notify WRC within 48 hours of conviction of any traffic violations (except parking). Drivers must also notify the motor vehicle licensing agency in the state which issued his or her CDL within 30 days. These requirements apply to any motor vehicle the driver was operating at the time the violation was received regardless of who owns the vehicle.

13.3 Drugs/Alcohol. Drivers will not operate a commercial motor vehicle with a blood alcohol concentration of 0.04% or more or while under the influence of legal or illegal drugs that impair the operation of the motor vehicle. The sale, purchase, transfer or possession of any controlled substance (except medically prescribed drugs) is strictly prohibited while using a company vehicle, while on the company premises or while engaged in company business.

13.4 Suspensions/Revocations. Drivers will not operate a commercial motor vehicle if their license is suspended, revoked, or canceled, or if they are disqualified from driving. The driver must immediately notify the Program Administrator if their license is suspended, revoked or canceled.

13.5 Motor Vehicle Records. WRC will check the motor vehicle records (MVR) of all authorized commercial drivers on an annual basis. All annual reviews will be documented and maintained in the driver qualification file. Disciplinary action up to and including termination can result if a motor vehicle record indicates non-compliance with the driver qualification criteria.

14.0 Qualification Files

As required by the DOT, WRC maintains a qualification file for all commercial drivers. No employee shall operate a company commercial vehicle or rented/leased commercial vehicle on company business unless they are on the company's qualified driver list. Driver applicants holding a Commercial Driver's License (CDL) must submit their Department of Motor Vehicle driving record prior to being considered for employment. According to Section 391.51 (a) of the FMCSR, "Except as provided in Subpart G, each motor carrier shall maintain a driver qualification file for each driver it employs."

The following documents will be retained in this file and will be available for inspection by the Company Program Administrator and any recognized local, state or federal agencies. The motor carrier must retain the following information in the driver qualification file for 3 years after the person's employment by the motor carrier ceases; except for items #5, 6 and 7 (these may be removed from the file 3 years after the date the forms were executed (391.51(h)). Records of driver candidates submitting an employment application and any other relevant documents will be retained for a minimum of two years.

- Driver's Application for Employment (§391.21)
- Safety History Performance Data (§391.23)
- Record of Road Test and Certification of Road Test (§391.31(e))
NOTE: In lieu of the road test and certificate, a copy of the license or certification may be acceptable as an equivalent to the driver's road test (§391.33)
- Driver's Medical Examiner's Certificate (§391.43 (g)) (ii) *Exception.* For CDL holders, beginning January 30, 2012, if the CDLIS motor vehicle record contains medical certification status information, the motor carrier employer must meet this requirement by obtaining the CDLIS motor vehicle record defined at §384.105. That record must be obtained from the current licensing State and placed in the driver qualification file. After January 30, 2015 a non-excepted, interstate CDL holder without medical certification status information on the CDLIS motor vehicle record is designated "not-certified" to operate a CMV in interstate commerce. After January 30, 2015 and until June 22, 2018, a motor carrier may use a copy of the driver's current medical examiner's certificate that was submitted to the State for up to 15 days from the date it was issued as proof of medical certification.

- For drivers not required to have a CDL, a note relating to verification of medical examiner listing on the National Registry of Certified Medical Examiners required by §391.23(m)(1). Until June 22, 2018, for drivers required to have a CDL, a note relating to verification of medical examiner listing on the National Registry of Certified Medical Examiners required by §391.23(m)(2).
- A letter granting a waiver of a physical disqualification if applicable (§391.51(b)(8))
- Driver's Certification of Violations / Company Review of Driving Record (§§391.25 and 391.27)
- State agencies responses concerning the driver's driving record (§391.23(a)(1))
- Driver's Statement of Violations (§391.27)
- Driver's Certification of Single License (§383.21)
- Driver's Notification of Conviction or Suspension of License (§§383.31 and 383.33)
- Receipt for FMCSR and Company Policies and education materials (§382.601)
- Driver's Declaration (§40.25)
- Copy of Driver's license
- All drivers who transport hazardous materials will possess and maintain a hazardous materials endorsement on their CDL in accordance with 49 CFR part 383-Commercial Driver's License standards; requirements and penalties and will have a safety permit as described in 49 CFR Part 385 subpart E-Hazardous Materials Safety Permits

**Note: Drivers only need to have a copy of the medical examiner's certificate in their possession while driving.*

15.0 Vehicle Inspections and Maintenance

15.1 Purpose: Preventative Maintenance (PM) is the key to any successful maintenance program for commercial motor vehicles. Through PM, vehicles are inspected, repaired, and maintained in such a way that defects are prevented from surfacing in the first place; before an accident or violation can occur.

Note: Federal regulations require a "systematic" inspection, repair, and maintenance program but leave the details up to the motor carrier (in this case WRC). WRC maintains a Vehicle Inspection and Maintenance Schedule separate from this document as part of its ISO Management System.

15.2 Responsibilities: The driver is solely responsible for the safe operation of his/her equipment unless the "Driver's Vehicle Inspection Report" is signed off by a qualified mechanic or the Transportation Program Manager / Administrator indicating the vehicle defects will not affect safe operation. Management will ensure that all vehicles are inspected by a third party as required by state and/or federal requirements.

A pre-trip inspection survey of the equipment assigned to the driver will be made and condition and any defects will be identified on the Driver's Vehicle Inspection Report. Any condition, defect or abnormality in the equipment will be considered to have occurred while being operated by the assigned driver unless noted and the form turned into the dispatcher. No work assignment documents will be given to the driver until the pre-trip inspection survey is made and the Driver's Vehicle Inspection Report is turned into Operations.

Upon returning to the terminal/yard or repair facility, any defects noted during operations must be corrected or noted and turned in to Operations so corrective action can be scheduled. A post trip inspection will be conducted. Any discrepancies will be noted either on an Inspection Report or on a form structured for that purpose. This report will be turned over to the manager responsible for maintenance prior to the driver going off duty.

Driver's Vehicle Inspection Reports will be retained by the manager responsible for maintenance for a period of at least 90 days. § 396.11 (c) (2)

All vehicle maintenance records will be retained by the manager responsible for maintenance or his/her designee. They will be retained at each facility, terminal or yard where vehicles are based or maintained. Vehicle maintenance records shall contain a clear identification of the equipment being serviced or maintained including the company vehicle/unit number, Vehicle Identification Number (VIN), make, model and model year. Scheduled maintenance, lubrication and inspections must be identified and made a part of each vehicle's file clearly stating the dates or measures (time or miles) when each is to be performed.

The manager responsible for maintenance shall cause an inspection of each operations vehicle (tractors, van trailers, tanker trailers, flatbed trailers) to be made no less than every 90 days for interstate operating vehicles and every 180 days for intrastate/local operations vehicles to assure the mechanical systems of the vehicle are operating safely. At a minimum, these systems shall include:

- Brake adjustments
- Brake air/hydraulic components, lines and tanks
- Steering and suspension systems
- Lights, horn and windshield wipers
- Tires, tire chains and wheels
- Fifth wheel and trailer connecting cables

All vehicle maintenance records will be retained for the life of the vehicle plus one year six months. If the vehicle is sold during its useful life, a copy of the records may be transferred with it, however, the original will be retained by the company. §396.3 (c)

15.3 Inspection Program: WRC is committed to following a rigid, daily inspection program.

- **Driver Pre-Trip Inspection.** A properly performed and thorough pre-trip inspection will be conducted by each driver prior to operating the vehicle. The following seven steps must be completed for each pre-trip inspection. All vehicle inspections will be documented on the driver's vehicle inspection report . If anything unsafe is discovered during the pre-trip inspection, it must be fixed immediately.
 - **Review Last Vehicle Inspection Report** – The driver must review the last driver's vehicle inspection report to verify that any needed repairs were made to the vehicle. If an authorized signature certifies that defects were corrected or that correction was unnecessary, the driver will sign the third signature line of the form. If the defects noted were not acknowledged by an authorized signature, the driver shall not drive the vehicle until the defects are corrected.
 - **Vehicle Documentation** – The driver must verify all shipping papers, vehicle registration, insurance cards and any other paperwork required by the DOT are in his or her possession.
 - **Vehicle Overview** – A general condition review of the vehicle is required. The driver will
 - Look for damage or unusual wear to the vehicle. Examples include, vehicle leaning to one side, lights broken or inoperative, tire and rim condition, and suspension and break wear.
 - Look under the vehicle for fresh oil, coolant, grease or fuel leaks.
 - Perform a walk-around assessment to look for people, other vehicles, objects, low hanging wires or limbs.
 - **Check Engine Compartment** – After verifying the parking brake is set and/or wheels chocked, the driver will raise the hood and inspect the engine compartment. Check the following:
 - Fluid levels
 - Power steering
 - Batteries
 - Automatic transmission
 - Belts for cracks or wear
 - Tightness in alternators, water pumps and air compressor
 - Cracked, worn electrical wiring insulation

- **Start Engine and Inspect Inside the Cab** – The driver will verify that the parking brake is set, place gearshift in neutral, start engine and listen for unusual noises. Then check the following:
 - Look at gauges (oil, ammeter/voltmeter, coolant temperature, engine oil temperature, warning lights and buzzers)
 - The condition of controls. Look for looseness, sticking, damage or improper setting (steering wheel, clutch, accelerator, brake controls [foot brake, trailer brake, parking brake, retarder controls], transmission controls, inter-axle differential lock, horn[s], windshield wiper/washer, and lights [headlights, dimmer switch, turn signal, four-way flashers, clearance, identification, marker light switches])
 - The condition of mirrors and windshield/windows
 - Location of emergency equipment (three red triangles, properly charged and rated fire extinguisher, tire chains, emergency phone number list and accident reporting kit)

- **Check Lights** – The driver will make sure parking brake is set, engine is off and ignition key is out of the switch then check the following items:
 - Headlights (low and high beams)
 - Emergency flashers
 - Parking, clearance, side marker and identification lights
 - Turn signals
 - Brake lights (a helper will be required to complete this task)

The driver will clean all lights, reflectors, and glass as needed.

- **Test Brakes** – For hydraulic brakes, the driver will pump the brake pedal three times, then apply firm pressure to the pedal and hold for five seconds. The pedal should not move. For air brakes, verify the slack adjusters do not move more than one inch.

The driver will check the following additional items:

- Brake drums (or disks), linings, and hoses for cracks or other visible damage, appropriate liner thickness and presence of oil or grease
- Check air hoses for worn areas or the presence of cuts or other damage. Shut off the engine and test low pressure warning signal
- Verify spring brakes activate with low air pressure (usually in a range between 20-40 psi)
- Check the rate of air pressure buildup (typically 85-100 psi within 45 seconds in dual air systems).
- Test air pressure leakage (with a fully charged air system typically 125 psi)
- Verify loss rate does not exceed two psi in one minute for single vehicles and three psi in one minute for combination vehicles.
- Check air compressor governor cut-in and cut-out pressures.

- Test parking brake with transmission in low gear. Test service brake for left or right pulling when service brakes are applied.

- **During a Trip.** Once on the road, the driver must examine his or her vehicle and cargo:
 - At each change of duty status
 - After driving for 2 hours
 - After driving for 100 miles

If a problem is found, the driver must either have the necessary repairs or adjustments made prior to operating the vehicle, or safely travel to the nearest repair facility. For vehicles transporting hazardous materials, the driver must examine its tires at the beginning of the trip and each time the vehicle is parked.

During each stop the driver will check the following items:

- Tires, wheels and rims
- Brakes
- Lights and reflectors
- Brake and electrical connections to trailer
- Trailer coupling devices
- Cargo securement devices

- **Post-Trip Inspection and Report.** Each driver is required to complete a written report (should include electronic log report) on each vehicle's condition at the end of the day, or when he or she finishes driving the vehicle for that day, or when he or she changes vehicles (tractor or trailer) during the work day. Vehicles include power unit and trailer(s).

The report must be completed in its entirety and the driver must note any defects to following:

- Service brakes including trailer brake connections
- Parking (hand) brake
- Steering mechanism
- Lighting devices and reflectors
- Tires
- Horn
- Windshield wipers
- Rear vision mirrors
- Coupling devices
- Wheels and rims
- Emergency equipment

The driver must also note any other defects that could affect the safe operation of the vehicle or result in its mechanical breakdown. The report must also indicate if no defects are found. The driver must sign and submit the report to the Program Administrator.

The original copy of the inspection report and certification of repairs will be retained in the vehicle maintenance files. The original copies of inspection reports on which defects were noted and the certification of repairs will be retained for three months.

16.0 Hours of Service and LOGS

16.1 Purpose: The purpose of the document is to outline our policy to comply with federal regulations regarding hours of service. All employees are responsible for compliance with the hours of service requirements. Management shall ensure that assignments are made only to those individuals that have the time available to complete such assignments. Management and drivers will record and track all hours and maintain the documents in the prescribed manner. Every driver must comply fully with all federally mandated regulations and company policies. Only company prescribed records will be utilized to document compliance with this policy. The hours of service rules are used to prevent serious accidents caused by driver fatigue. A fatigued driver threatens the driver's own life and livelihood, the safety of the public and the safe arrival of the cargo being transported. Under no circumstances shall an ill or fatigued driver be utilized.

16.2 Applicable Federal Regulations: This policy was developed and will be implemented in accordance with 49 CFR Part 395 of the FMCSR.

16.3 Assignment of work requirements:

- All schedules shall be determined by reviewing the mileage of the intended run and the allowable mile-per-hour average for the states that will be traveled through.
- All required ten hour breaks will be added in figuring time to be allowed for the run.
- Prior to assignment, dispatch will ask the driver the following questions and the answers will be recorded on the prescribed forms:
 - How many hours did you work yesterday?
 - How many hours have you driven since your last ten hour break?
 - How many hours do you have available today?
- The recap of the driver's hours for the last six or seven days will be completed prior to assignment.

- Only drivers will the available hours of service who can legally meet the delivery deadline will be assigned the load.
- Drivers with insufficient hours are required to bring it to the attention of dispatch.

16.4 New Drivers: The company shall obtain from all drivers being used for the first time a signed statement giving the total on duty time during the immediately preceding seven days. The Driver Statement of On Duty Hours will be completed by all new drivers and all new drivers will provide the company with copies of the driver's completed Record of Duty Status for the previous seven days.

16.5 Intermittent, Casual, or Occasional Drivers: Intermittent, casual or occasional drivers are drivers who work for the company and another motor carrier in any period of seven consecutive days, work sporadically (less than 4 times in any 30 day period) as a driver and in some other capacity for the company or work for the company sporadically as a driver and other times does not work for the company. All intermittent, casual or occasional drivers shall complete a signed statement giving the total time on duty during the immediately preceding seven days and provide the company with completed copies of that driver's Record of Duty Status for the previous seven days.

16.6 A. World Resources Company utilizes electronic logging devices.

16.6 Completion of Logs: WRC uses below information in the event ELD are disabled. The following section prescribes the requirements for the completion of the driver's Record of Duty Status as mandated by the FMCSR and the Company's policies and procedures.

- The following is a listing of the information that must be included on the form in addition to the grid as required in the FMCSR Section 395.8(d) and this policy.
 - Date
 - Total miles driven today.
 - Truck or tractor and trailer numbers, which must include all units driven and trailers pulled in that 24 hour period.
 - Name and main office address of the carrier
 - Driver's signature. The driver must sign each log using his/her legal signature, as the signature is a certification and the log is acceptable as evidence in court. The signature must be the same as it appears on the driver's CDL.
 - In the remarks sections, the full city name and the state abbreviation of the location of each change of duty status.
 - Name of any co-driver.
 - Total hours.
 - Shipping document numbers or the name of the shipper and the commodity.
 - Pre or post trip inspection

- Only logs provided by the company will be used to record the drivers' record of duty status.
- Duty status records must be completed every day a driver is on duty as prescribed in the FMCSR, Section 395.8. Records of duty status will be completed for each off duty day, however, multiple consecutive off duty days may be combined on one log sheet.
- All drivers are required to have in their possession the previous seven days of duty status records.
- The log will be opened to the current day and be current to the last change of duty.
- All entries on the log will be true and correct.
- All entries relating to the driver's duty status must be legible and in that driver's own hand writing. The log will be completed in ink and the graph completed with the use of a straight edge.
- Logs will be submitted to the driver's home terminal following the completion of the assigned run. If the run is longer than 13 days, the driver will mail his/her log to the home terminal within 13 days of completion.

16.7 150 Air Mile Radius Exception (LOG Book Exception):

Drivers who can meet **all** of the below conditions may switch to the time sheet or Exempt Log for any given day. There must be a start time, end time and total hours on duty for each day recorded. The original seven day time sheet must be turned in with any individual applicable log sheets at the end of each week. If log sheets were applicable on any given day, a note of this shall be made on the time sheet. **Note: A log page must be completed and turned in for every day for which any of these conditions are not met.**

- The driver operates within a 150 air-mile radius of the normal work reporting locations, and;
- The driver returns to his work reporting location and is released from work within 14 consecutive hours, and;
- At least 10 consecutive hours off duty separate each 14 hours on duty, and;
- The driver does not exceed the 11 hours maximum driving time following 10 consecutive hours off duty.

16.8 Driver's International Fuel Tax Agreement Paperwork: (IFTA): Every driver of a Commercial Motor Vehicle shall record and provide to management the information required by IFTA (International Fuel Tax Agreement).

16.9 An Individual Vehicle Mileage Record (IVMR) must include the following information:

- Date of trip - starting and ending;
- Trip origin and destination, including city and state;
- Route of travel;
- Beginning and ending odometer readings;
- Total trip miles;
- Total miles by state or jurisdiction;
- Vehicle unit number;
- Carrier's name;
- Fuel purchases.

16.10 Fuel Receipts:

Every fuel receipt must contain the following information:

- Date of purchase;
- Name and address of seller;
- Number of gallons or liters purchased
- Type of fuel purchased;
- Price per gallon or liter;
- Unit number of vehicle into which the fuel was placed;
- Purchaser's name.

16.11 Hours of Service: The Department of Transportation has established stringent hours of service requirements for all CMV drivers. The company has established and will enforce strict policies regarding these requirements to prevent a fatigued driver from driving a commercial motor vehicle.

- The DOT has mandated and the Company will follow the four basic rules designed to control driver fatigue.
 - WRC utilizes Electronic Logging Devices
 - 11-Hour Driving Rule – After having at least 10 consecutive hours off duty, a driver cannot drive more than 11 hours.
 - 14 Hour On Duty Rule – A driver cannot continue to drive after the 14th consecutive hour after coming on duty following 10 consecutive hours off duty. The driver may continue to work after 14 hours on duty, provided that the driver does not drive again until taking 10 consecutive hours off duty.

- 60 Hour Maximum On Duty Rule – A driver cannot drive after accumulating 60 hours on duty (a combination of driving and on duty, not just driving) in any 8 consecutive days period. The driver may continue to work, but cannot drive again until having hours available within the 70 hour rule.
- 70 Hour Maximum On Duty Rule – A driver cannot drive after accumulating 70 hours on duty (a combination of driving and on duty, not just driving) in any 8 consecutive days period. The driver may continue to work, but cannot drive again until having hours available within the 70 hour rule.
- 30 Minute Break – A driver must take a 30 consecutive minute break (either on duty not driving, off duty, or in the sleeper berth) at or before 8 hours of driving since his last break of at least 30 minutes.
- Restart Rule – A driver may restart their 60 or 70 hour clock after having at least 34 consecutive hours off duty.
- A day consists of the 24 hours from midnight to midnight (home terminal time), one calendar day. Within those 24 hours, time is categorized into four duty classifications:
 - Off duty – Time which is not devoted to any aspect of the job is Off Duty time. In order to log off duty, the driver must be relieved of all duty and responsibility for the care and custody of the vehicle, its accessories and any cargo or passengers it may be carrying.
 - Sleeper Berth – Time spent resting in the sleeper berth. If not resting in a DOT qualified sleeper berth, you cannot record that time as sleeper berth time.
 - Driving – All time spent at the driving controls of a motor vehicle.
 - On Duty, Not Driving – Time spent performing work related duties and tasks other than driving, such as loading and unloading, attending a vehicle being loaded, citations, waiting roadside for a mechanic, inspecting or fueling a vehicle or any other work related responsibilities.
- Sleeper Berth Rule – 395.1 (g) allows property carrying drivers to split their 10-hour off-duty period when the following requirements are met:
 - One off-duty period (whether in or out of the sleeper berth) is at least 2 hours long, and
 - The other involves at least 7 consecutive hours in the sleeper berth
 - Both periods together must add up to at least 10 hours
 - When paired, neither time period counts against the 14 hour driving window

- 8-hour sleeper berth period by itself can no longer be excluded from the 14 hour driving window

- Solely Extreme Adverse Driving Conditions – Definition: Adverse driving conditions means snow, ice, sleet, fog, or other adverse weather conditions or unusual road or traffic conditions that were not known, or could not reasonably be known, to:
 - A driver immediately prior to beginning the duty day or immediately before beginning driving after a qualifying rest break or sleeper berth period, or
 - A motor carrier immediately prior to dispatching the driver

 - If adverse driving conditions cause a delay after you begin your trip, you may drive up to two hours over the 11 hours limit and up to 14 hours on duty to locate a “safe place” to park and protect yourself and your vehicle. The “safe place” must be within an 11 hour drive from your starting point for the day under normal conditions. Dispatch must not have been aware of the conditions before you began your trip and the conditions must be noted in the remarks section. When using the adverse driving conditions exemption, drivers can drive up to 13 hours within a 16 hour driving window.

16.12 LOG Falsification:

All entries on the Driver’s Record of Duty Status must be true and correct. Drivers are required to make sure that all time/dated documents acquired match the times recorded on the log.

Although the driver’s duty status record is not directly related to other paperwork, there is an indirect relationship. This often shows up as a discrepancy between the record and other papers such as shipping papers, accident reports, toll receipts, etc. The first implication is that there has been a duty status falsification, but it may also indicate that the driver is not keeping his/her record current – not only to the last change of duty but even on a daily basis and is relying on memory. Memory is often faulty and discrepancies which result can only be assumed to be falsification. Drivers will not be directed to falsify the log by any employee of the company.

16.13 Non-Motor Carries Compensated Work:

The Company requires all drivers to report non-motor carrier compensated work. Each driver employed or compensated outside the Company must complete the Driver’s Certification of NON-Motor Carrier Compensated Work form and return it to the Company. All time in the performance of compensated NON-MOTOR carrier work is to be included when calculating the driver’s compliance with the Hours of Service requirements.

16.14 Compliance Audits:

Driver logs are a necessary tool in monitoring fatigue and helping the company and its drivers to maintain a safe and legal operation on public roadways. Log compliance is legally required by federal and state agencies and is monitored by the Company. All drivers' logs will be reviewed regularly for visible and repeated violations, including speeding. The review will be performed taking into consideration the entries in the driver's log and available documentation linking the driver/vehicle directly or indirectly to a time and place. The documentation to be used shall include, but not be limited to: fuel receipts, expense receipts, tool receipts, weight/inspection reports, shipping documents, etc, to verify that the driver's log reflects the actual hours of service and reasonably coincides with the dates, times and places indicated on the other documentation. Reviews conducted under this procedure will be thoroughly documented identifying the documents used and a summary of the actions taken to correct any deficiencies. The driver will be notified of all results of these reviews.

16.15 Consequences of Non Compliance:

Drivers who do not maintain compliance with federal or state regulations, as well as company policies (listed in this document for transportation related offenses and the facility policy manual under "Rules and Standards of Conduct" for general company policies) will be subject to the following disciplinary/corrective actions. WRC reserves the right to begin the disciplinary process at any stage depending on the nature of the infraction at the Fleet/General Manager's discretion. WRC reserves the right to take corrective action for unacceptable conduct not specifically described in the rules.

Stage 1 (normally first offense)	Written warning, Consultation with fleet manager
Stage 2 (normally second offense)	Written warning plus attending a log training class at the fleet manager's discretion
Stage 3 (normally third offense)	One week suspension as driver, last warning letter
Stage 4 (normally fourth offense)	Disqualification

ANY DRIVER FOUND TAMPERING WITH A TIME/DATED DOCUMENT WILL BE IMMEDIATELY DISQUALIFIED.

Any person found to require or permit a driver to violate the Hours of Service regulations or any other part of this policy will be subject to disciplinary action, which could include termination.

17.0 Vehicle Accident Reporting and Investigation Plan

This vehicle accident reporting and investigating plan prescribes methods and practices for reporting and investigating accidents. Near miss accidents or incidents must be reported as well, i.e., when a driver nearly has a vehicle accident but is able to avoid injury or damage.

17.1 Vehicle Accidents. The following steps will be followed in the event of a vehicle accident/incident.

- Stop the vehicle, turn off the engine, and protect the scene by activating the four-way emergency flashers and posting orange emergency triangles to prevent a secondary accident (one near the scene and one marker 100 feet in each direction from the scene and one marker near curves or hill crests, but no more than 500 feet away)
- Call for medical assistance and assist any injured people if necessary but do not move the person unless absolutely necessary to prevent further injury. Do not provide any assistance for which you are not trained for.
- If possible, prevent waterways, storm drains, etc. from hazardous materials if spilled
- Call the proper law enforcement agency
- Call the company's Program Administrator as soon as possible (should be within 12 hours)
- Locate witnesses and get important information from them including names, addresses and phone numbers
- Exchange pertinent information with other drivers
- Take photos of the accident
- Make detailed sketches/drawings of the accident scene noting the direction of travel for each vehicle involved
- Obtain a copy of the police report before leaving the scene. If this is not possible, get at a minimum the officer's name, duty station (municipality if local), and contact information (phone number).
- Fill out the vehicle accident report form

Note: Every company motor vehicle is required to have a vehicle accident reporting kit in the glove box. This kit should be used by the driver to record accident facts after the accident as soon as feasible.

17.2 Post-Accident Actions. Drivers involved in an accident are to comply fully with the following:

- Never admit fault or apologize. Apologies can be interpreted as an admission of fault
- Be polite and never argue with other drivers or witnesses
- Be polite and never argue with the police
- Never make a statement to the media. Refer them to the company's media contact
- Never discuss details of the incident with anyone but a WRC representative
- Always report the accident/incident to the Program Administrator, regardless of severity

17.3 Vehicle Accident Involving Employee Injury Reporting. Our vehicle accident involving employee injury reporting procedures include the following:

- Employees injured on the job are to report the injury to the Program Administrator or Safety Director as soon as possible.
- The Program Administrator or Safety Director is to follow the established employee injury or accident investigation program.

The goal of this reporting and investigation process is not to find fault, but to determine the root cause so that corrective actions can be made in order to eliminate future accidents or incidents.

17.4 Vehicle Accident Report Retention. Vehicle accident reports and associated information will be maintained by the Program Administrator for three years after the date of the vehicle accident.

The following information will be retained:

- Date of accident
- City and state in which the accident occurred
- Driver name
- Number of injuries
- Number of fatalities
- Whether hazardous materials, other than fuel spilled from the fuel tanks of motor vehicles involved in the accident, were released
- Copy of vehicle accident report
- Copies of all accident reports required by state or other governmental entities or insurers

17.5 Post-Accident Review/Corrective Action Procedure. The Program Administrator will evaluate driver performance after an accident. The corrective actions below will apply if a driver experiences an accident that is judged to be preventable. Accidents will be judged on a case-by-case basis before the corrective action program is initiated.

A driver who is involved in one preventable accident in six months will be placed on probation for 90 days. If the driver successfully completes that period of probation without any further accidents, the driver will be taken off the probation list. However, if the driver is involved in another preventable accident while still on probation, the driver may be terminated or disciplined as seen fit by the General Manager.

WRC also reserves the right to impose more stringent consequences based on the circumstances and/or severity of a preventable accident. In the event that the driver was impaired by alcohol or drugs or was operating in excess of their hours of service as defined by the US DOT in part 395 of its regulations, their employment or lease will be terminated.

The findings of the review may be used as a case study at driver safety meetings where appropriate in order to analyze ways that accidents of this nature can be avoided in the future.

The Program Administrator is also responsible for maintaining the accident register.

18.0 Cargo Securement

Cargo securement is extremely important to the safety of the driver, his or her vehicle and other vehicles using the road. Loads should be examined within the first 50 miles of initial transport and again at all following stops. All tie-downs, tarps, doors, hatches, blocks/chocks, straps/chains/binders, tires, placards, lights, etc. are to be verified as secure, meaning they cannot damage the cargo or come loose and fall off the vehicle.

19.0 Traffic and Road Reports

WRC will work to select the safest delivery routes. The company will use various tools at their disposal to investigate:

- Road conditions
- Heavy traffic
- Road closures
- Dangerous intersections or roads
- Stops near crests of hills, at blind corners or on busy roads
- Tunnels, bridges and overpasses
- Road construction
- Steep grades
- Roads that may have seasonal concerns
- Heavy pedestrian areas
- Hazmat restricted routes
- Class 8 vehicle restricted routes
- Conduct ELD training for management, drivers, and affected staff
- Carry out regular auditing and provide ongoing support
- Reinforcing policy with driver thru coaching

This information will be available to drivers upon their assignment from dispatch. The company will also make a computer available in the office for drivers to investigate road conditions on the route or near their trip destination. If the road conditions on the driver's route are hazardous, the driver shall not attempt to drive that route.

20.0 Law Enforcement Stops/Roadside Inspections/Weigh Stations

WRC expects drivers to behave in a professional and courteous manner when pulled over by law enforcement, going through weigh stations or if asked to participate in a roadside inspection. Directions given by the official should be strictly followed. Failure to comply with the procedures set forth below may result in disciplinary actions up to and including termination.

20.1 Roadside Inspection Procedures. When a driver is required to participate in any of the above actions, he or she must pull off the road immediately to an area designated by the officer. If the driver believes that the designated area is unsafe for the driver and/or the officer, the driver will state his or her concerns to the officer in a courteous and professional manner. Once the

inspection is underway, the driver shall follow the directions given by the officer and act appropriately.

The results of all stops and inspection must be reported to the company during the driver's next scheduled check-in call. The driver must turn in all inspection reports to WRC upon arrival. If the driver is not scheduled to arrive at a company location within the next 24 hours, the report must be forwarded by email or mailed to WRC, Attention: General Manager/Transportation Department at 170 Walnut Lane, Pottsville, PA 17901.

If the vehicle or driver is placed out of service, the driver must notify the Program Administrator immediately so WRC can notify the customer of any delays that may result. A vehicle that is placed out of service cannot be operated until all repairs required by the out of service notice have been completed.

20.2 Disposition of Report. Upon receiving a roadside inspection report, WRC, will make arrangements to correct any defects still outstanding. Within 15 days of the inspection, WRC will certify that all defects have been corrected by completing the signature of carrier official, title and date signed portions of the Inspection Report Form. The form will then be mailed to the issuing agency at the address indicated on the form.

The driver will be notified when defects have been corrected. Roadside inspection reports will be analyzed for ways to reduce the number of violations and lower the out of service rate. A copy of the roadside inspection report will be retained for three years.

21.0 Hazardous Materials Operations

No employee will offer or accept a hazardous material for transportation in commerce unless that employee is registered in conformance with the Hazardous Materials Regulations found in Parts 171 through 180 and include:

- Part 171 – general information, regulations and definitions
- Part 172 – Hazardous materials table, special provisions, hazardous material communications, emergency response information and training requirements
- Part 173 – Shippers – General requirements for shipments and packages
- Part 174 – Carriage by rail
- Part 177 – Carriage by public highway
- Part 178 – Specifications for packaging
- Part 180 – Continuing qualification and maintenance of packages

All drivers who transport hazardous materials will comply with 49 CFR Part 397 – Transportation of Hazardous Materials; Driving and Parking Rules.

21.1 License Endorsement/Permits. All drivers who transport hazardous materials will possess and maintain a hazardous materials endorsement on their commercial driver's license in

accordance with 49 CFR Part 383 – Commercial Driver’s License Standards; Requirements and Penalties and will have a safety permit as described in 49 CFR Part 385, Subpart E - Hazardous Materials Safety Permits.

22.0 Periodic Program Review

Periodically, the Program Administrator will conduct a program review to assess the progress and success of the program. The review will consider the following:

- Review of individuals driving compared to the Qualified Drivers List
- Evaluation of all training programs and records
- The need for retraining of management and/or drivers based on accident investigation results
- Review the drivers that have produced a high number of vehicle accidents
- Responsiveness in reporting vehicle accidents
- Vehicles purchases and safety equipment contained on the vehicles
- The program’s success will be determined and reported to senior management using the following criteria:
 - Cost and frequency of vehicle accidents
 - Employee feedback through direct interviews, audits and questionnaires
 - Vehicle accident investigation results

23.0 Records Retention

All records not otherwise identified in this program will be retained for 10 years.

24.0 Physical Security Plan

This policy addresses the need for security in the daily operations of this company and recovery after any event that would impact normal operations; and must be reviewed at least annually in accordance with 49 CFR 172.802(c).

24.1 Securing Vehicles: Every vehicle shall be locked any time the operator is not in attendance. This will ensure the safety of the equipment and all documentation and equipment contained in the cab. Whenever possible, the vehicle will be kept behind locked gates.

24.2 Cyber Security: All company dispatch tracking and client information is handled thru email and is backed up by the internet provider. Cell phone contents are backed up by the cell service provider. A hard copy of all emergency contacts is kept in the vehicle. Cell phone can be replaced in less than 24 hours and a land line could be used in the meantime.

24.3 Emergency Response: Emergency numbers are stored in the cell phone of the operator and a hard copy is kept in the vehicle. A fire extinguishers and first aid kit is stored on the vehicle.

24.4 Business Continuity Plan: The vehicle is insured at more than the minimum required by FMCSRs. A replacement vehicle can be leased until insurance payments are received. Dispatch can be continued thru cell phone or land line.

24.5 En Route Security:

- **Point of Origin Driver Security Procedures:** Upon arrival at the HAZMAT load's point of origin, all drivers shall check in with the responsible shipping personnel to notify them of arrival and to provide picture proof of identity. While at the shipper, all drivers shall follow the loading instructions and obey all customer safety and security rules and procedures. At the designated loading location (dock), the driver shall secure the vehicle. No company vehicle will be left unattended until the driver is confident the vehicle is secure from moving.
- **Shipper Load and Count:** Drivers are expected to supervise the loading process. Drivers are responsible to ensure no unauthorized or unscheduled cargo is loaded on any trailer. When all loading activity is completed, drivers are responsible for making sure the cargo is secure and to check the paperwork to ensure cargo count is correct. Once the driver is confident the cargo matches the shipping papers, they shall close the doors, have the shipping papers signed by appropriate personnel, contact dispatch to verify pertinent information and report the loading process is complete. Driver shall contact the dispatcher immediately if there is a discrepancy found between the cargo and the paperwork.
- **Trip Plans:** Drivers together with their dispatchers, shall prepare and execute trip plans for all HAZMAT loads. Plans should include routes, fueling/break locations, dates/times of routing check calls, estimated times of arrival at all stops and destination. Plans should include alternate routes and acceptable deviations. Drivers should minimize stops for HAZMAT loads.
- **Driver Security:** While in transit, drivers are prohibited from discussing information relating to their load, route, or delivery schedule with any person except authorized company personnel. Drivers are to report any suspicious activity to their dispatcher immediately. Drivers are expected to take all reasonable and responsible precautions to prevent damage to company vehicles and theft of hazardous materials cargo while in transit.

For personal protection and safety, and the security of the cargo, drivers are expected to park in safe, well lit, designated truck parking areas.

Drivers are expected to inspect their vehicles for evidence of tampering after all stops. Drivers shall lock their vehicles and have all windows in the closed position at all times while in transit.

Drivers are expected to maintain regular communication with dispatch while in transit.

25.0 Anti-Hijacking Plan

The National Safety Council has warned that some commercial vehicles may be vulnerable to hijacking attempts. In order to reduce the opportunity for these types of events to occur, the company will abide by the following practices:

Employer:

- Do employee and contractor screening and background checks and conduct periodic updates of the background checks.
- Increase use of high quality seals and padlocks
- Implement a “No Stop” policy, other than as federal regulations require, especially within two or three hours of trip origin

Drivers:

- Keep fixed driving routes, but know alternative routes
- Designate predetermined checkpoints
- Park in secure areas with ample lighting.
- Carry a 24-hour emergency telephone number at all times
- Know the cargo, especially when carrying potentially hazardous or high value loads.
- Check the load as it is being loaded to confirm that what is in the vehicle is what is supposed to be there.
- Know or learn the route, inform dispatch of route, then follow it. Inform dispatch if the route changes.
- The most dangerous time for hijacking is when the vehicle is stopped. Keep alert. Keep the trailer securely locked at all times. Lock the cab and roll up windows when parked or in slow moving traffic.
- Only stop in designated rest areas where there are other trucks parked, but avoid stopping in the same place every trip.
- Do not stop to help motorists in trouble, but call for aid.
- Be aware of surroundings; look for suspicious vehicles at the pickup point, cars or vans that seem to follow or anything out of the ordinary.
- Never pick up hitchhikers or carry any unauthorized passengers
- Keep vehicle information including VIN and plate number for both tractor and trailer on your person at all times. This information will be valuable in case of hijacking.

If a driver starts to feel uncomfortable, they should lock up and get out if it is safe to do so or call for help if feeling threatened by being in the vehicle. If a hijacking does occur, the driver should follow these precautions:

Do not resist.

Do whatever the hijacker says.

Report the incident to the company and law enforcement IMMEDIATELY.

Stay alert and report as many details as possible to law enforcement, such as:

Exact location where crime occurred

Vehicle information

Number of persons involved and any details such as clothing, height, etc.

The safety of our drivers and the public is of prime consideration for this company. We will all strive to achieve this goal.



Attachment I

WORLD RESOURCES COMPANY

170 Walnut Lane

Pottsville, PA 17901

Tel: 570.622.4747

Fax: 570.628.2319

Vehicle Operator:

Ronald Gene Moon

DOB [REDACTED]

PA Class A CDL Driver License # [REDACTED]

Date of issue 8-04-2023 Exp. 09/11/2027

Most recent 3 year drivers history attached.



ISO 9001, ISO 14001 and ISO 45001 Certified Recycling Facility

WRC is carbon neutral 



**PENNSYLVANIA DEPARTMENT OF TRANSPORTATION
BUREAU OF DRIVER LICENSING**

3-YEAR DRIVER'S HISTORY

OCT 23 2024

FULL LEGAL NAME:
RONALD GENE MOON

DRIVER'S LICENSE NO: [REDACTED]
REAL ID: NONE

EXPANDED NAME:
RONALD
GENE
MOON
[REDACTED]
[REDACTED]

TRUNC: N TRANSLIT: N
TRUNC: N TRANSLIT: N
TRUNC: N TRANSLIT: N
DATE OF BIRTH: SEP 10 1973
SEX: MALE
RECORD TYPE: REG LICENSE
VETERAN STATUS: NOT DECLARED

DRIVER LICENSE (DL)
LICENSE CLASS:
LICENSE ISSUE DATE: AUG 04 2023
LICENSE EXPIRES:
ORIG ISSUE DATE:
MED RESTRICTIONS: 1
LEARNER PERMITS:
LICENSE STATUS: VALID
CDL MED SELF CERT: NON-EXCEPTED
INTERSTATE

COMMERCIAL DRIVER LICENSE (CDL)
CDL LICENSE CLASS: A*
CDL LICENSE ISSUED: JUL 23 2016
CDL LICENSE EXPIRES: SEP 11 2027
CDL ENDORSEMENTS: X
CDL RESTRICTIONS: Q
CDL LEARNER PERMITS:
CDL LICENSE STATUS: VALID
CDL LIC DOWNGRADED:

OCCUPATIONAL LIMITED LICENSE (OLL)
OLL LICENSE CLASS:
OLL LICENSE ISSUED:
OLL LICENSE EXPIRES:
OLL LICENSE STATUS:

SB ENDORSEMENT:
PROBATIONARY LICENSE (PL)
PL LICENSE CLASS:
PL LICENSE ORIG ISS:
PL LICENSE ISSUED:
PL LICENSE EXPIRES:
PL LICENSE STATUS:

INTERLOCK LIMITED LICENSE (IILL)
IILL LICENSE CLASS:
IILL LICENSE ISSUED:
IILL LICENSE EXPIRES:
IILL LICENSE STATUS:

MEDICAL EXAMINER (ME)
ME NAME: JENNA L OSWALD
ME TELEPHONE: (570)399-5554

MEDICAL CERTIFICATE (MC)

MC STATUS:	CERTIFIED	MC RESTRICTIONS:	WEARING CORRECTIVE LENSES
MC ISSUED:	JUL 19 2024	ME REGISTRY NO:	6260067053
MC EXPIRES:	JUL 19 2025	ME LICENSE NO:	OA004183
		ME SPECIALITY CODE:	PHYSICIAN ASSISTANT
		ME LICENSING JURISDICTION CODE:	PA

SKILL PERFORMANCE EVALUATION (SPE)

SPE EFFECTIVE:
SPE EXPIRES:

WAIVER/EXEMPT (W/E)

W/E EFFECTIVE:
W/E EXPIRES:

REPORT OF VIOLATIONS AND DEPARTMENTAL ACTIONS

VIOLATION DATE: FEB 21 2023
 VIOLATION: VEHICLE CODE:3111
 DESCRIPTION: TRAFFIC-CNTROL VIOL
 VIOL. REPORT FROM OH (CDLIS CONV) CERTIFIED MAR 06 2023
 NATIONAL CODE: M14, FTO SIGN/TRAF CTL DEV
 COMM VEHICLE: YES HAZMAT: NO CDL HOLDER: YES
 CONVICTION DATE: FEB 27 2023
 ACTION: NON-SANCTIONED

VIOLATION DATE: SEP 28 2023
 VIOLATION: VEHICLE CODE:3362
 DESCRIPTION: EXCEEDING MAXIMUM SPEED
 035 MPH IN A 030 MPH ZONE
 COMM VEHICLE: YES HAZMAT: NO CDL HOLDER: YES
 CONVICTION DATE: OCT 06 2023
 ACTION: NON-SANCTIONED

REPORT OF MEDICALS AND DEPARTMENTAL ACTIONS

NO MEDICALS OR DEPARTMENTAL ACTIONS DURING THIS REPORTING PERIOD

REPORT OF ACCIDENTS AND DEPARTMENTAL ACTIONS

NO ACCIDENTS DURING THIS REPORTING PERIOD

END OF RECORD

LICENSE NUMBER: [REDACTED]

PAGE: 3

PROCESSED: 10/23/2024