

# RECEIPT

DATE

2/5/26

No.

635859

RECEIVED FROM

Northstar Environmental Services

\$350.00

Three hundred fifty and  $\frac{00}{100}$ 

DOLLARS

☐ FOR RENT☐ FOR

PE-HW-0672 (New)

ACCOUNT

PAYMENT

BAL. DUE

☐ CASH☒ CHECK☐ MONEY  
ORDER☐ CREDIT  
CARD

FROM

3088

TO

BY

M.M.



RECEIVED

FEB 05 2026

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

Language Preference: English

**HAZARDOUS 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.)

The application must be signed by the company owner or a corporate officer. A check payable to the "State of Delaware" must accompany this application.

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

**1. Type of Permit**

☒ New – Submit a check or money order, payable to the "State of Delaware," in the amount of \$350.00.

☐ Renewal: Permit # DE-HW- \_\_\_\_\_ Expiration Date \_\_\_\_\_

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.

☐ 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 hazardous waste transporters? ☒ Yes ☐ No

**3. Company Information:**

Company Name: Northstar Environmental Services LLC

Location Address:	Mailing Address:
1101 Doughty Rd	1101 Doughty Rd
Pleasantville, NJ	Pleasantville, NJ
08232	08232

Contact Person: Paul DeBlasio

Title: President

Business Phone: 609-263-6666

Fax: \_\_\_\_\_

E-mail: PDeBlasio@nstarenvironmental.com

24 hr. Emergency Phone: 609-263-6666

EPA Identification Number: NJR000097584

Employer's Federal Tax ID Number: 92-1360524

**4. Type of Company: (Check One)**

☐ Proprietorship

☐ Partnership

☐ Corporation – City, State and Date of Incorporation: \_\_\_\_\_

☐ Municipality

☐ Public Institution

☒ Other – Explanation: LLC

**5. Parent Company Information:**

Parent Company Name: Legacy Asset Holdings, LLC

Parent Company Address: 1101 Doughty Rd  
Pleasantville, NJ  
08232

**6. Ownership/Stockholder Information:**

For each owner, partner, or corporate officer, list the name, title, home address, and date of birth.

☒ List of owners, partners, or corporate officers: Attachment 1

List the name and address of all stockholders owning greater than 5% outstanding shares.

☐ List of stockholders: Attachment \_\_\_\_\_

☒ Not Applicable

**7. Company Affiliations:**

List all other companies owned by the same owners, corporate officers, or parent company that are engaged in the business of solid or hazardous waste transportation, treatment, storage, disposal, recovery, or reclamation.

- ☐ List of company affiliates: Attachment \_\_\_\_\_  
☒ No company affiliates

**8. Type of Hazardous Waste to be Transported:**

Indicate the waste types to be transported. (Note: Characteristic and listed hazardous wastes identified in Delaware's *Regulations Governing Hazardous Waste* (DRGHW) Part 261 are equivalent to RCRA 40 CFR Part 261 wastes.) Check all that apply.

- ☒ Part 261 characteristic or listed hazardous wastes  
☒ Used or waste oils (as defined by Part 279, Used Oil Management Standards)  
☒ Spent antifreeze exhibiting a characteristic of hazardous waste  
☒ PCB-contaminated hazardous waste  
☒ Spent fluorescent lighting tubes and ballasts when managed as non-universal waste

**9. Treatment, Storage, and Disposal Facilities:**

List all treatment, storage, and disposal facilities that have agreed to accept the hazardous wastes identified above.

- ☒ List of treatment, storage, and disposal facilities: Attachment 2

**10. Other Transporter Permits:**

List all hazardous waste transporter permits held in other states.

- ☐ List of transporter permits: Attachment \_\_\_\_\_  
☒ No hazardous waste transporter permits held in other states

**11. Federal DOT and Motor Carrier Numbers:**

Indicate your Federal DOT number and Motor Carrier number:

DOT# 4225466 MC# 1649517

**12. Proof of Insurance:**

The transporter identified in this application must meet or exceed minimum insurance requirements as set forth in DOT Title 49 CFR Part 387. The DNREC Compliance and Permitting Section must be identified as the certificate holder. Also include a current MCS-90 endorsement or affirmation that the endorsement is still in effect.

- ☒ Certificate of insurance and MCS-90: Attachment 3



**13. Spill Control and Safety Equipment:**

List all spill control and safety equipment that will be carried on each vehicle.

☒ List of spill control and safety equipment: Attachment 4

**14. Spill Control Plan:**

Attach a copy of the Spill Control Plan that describes prevention, containment, and clean up procedures during transportation. The plan must demonstrate compliance with the requirements outlined in DRGHW Sections 263.30, 263.31, and 263.105. **Spill Control Plans must contain the following Delaware Emergency Reporting Telephone Numbers: 1-800-662-8802 and 302-739-9401.**

☒ Spill Control Plan: Attachment 4

**15. Driver Training:**

Attach a copy of your driver training program. All drivers must be trained in current DOT Motor Carrier Safety Regulations and have knowledge of the proper handling procedures for the type of waste transported, the hazardous waste manifest system, and safe vehicle operation as provided in 49 CFR Parts 383, 390 – 399, and DRGHW Section 263.104. All drivers must be familiar with the approved Spill Control Plan.

☒ Driver Training Program: Attachment 5

**16. Controlled Substance Testing:**

Do you maintain a controlled substance testing program for drivers in your employment (including contract drivers) in compliance with Federal DOT 49 CFR Part 391?

☒ Yes

☐ No, Explain:

**17. Vehicle Identification Information:**

List all vehicles to be used for the transportation of hazardous waste into, out of, or through Delaware. You may use the form provided or another printout that contains all required information.

☒ Vehicle Identification Information: Attachment 6

**18. Environmental Record:**

List all criminal citations, arrests or 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 other 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 application.

- ☐ Environmental Record: Attachment \_\_\_\_\_  
☒ Not Applicable – No violations within the specified time period

**19. Signature:**

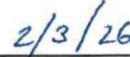
I certify under penalty of law that I have personally examined and am familiar with the information submitted in this application and all attachments, and that upon personal knowledge and information, the information is true, accurate and complete. I am aware that there are significant penalties for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



\_\_\_\_\_  
Signature of legal owner or corporate officer



\_\_\_\_\_  
Printed Name



\_\_\_\_\_  
Date



\_\_\_\_\_  
Title

VEHICLE INFORMATION - See Item 13 of the application.

Use this form, or other format which provides the same information, to answer the VEHICLE IDENTIFICATION requirement of the application. List all vehicles, both motorized and container (if a license plate is required on the container) to be used to haul solid waste in the state of Delaware. In addition, list the vehicle owner, owner's address, and domicile address if different from the company address provided in the application.

[illegible]



1101 Doughty Rd • Pleasantville, NJ 08232 • (609) 263-6666

## Northstar Environmental Services, LLC Ownership Disclosure

### OWNER OF NORTHSTAR ENVIRONMENTAL SERVICES, LLC

Owner	Ownership Pct.	Address
Legacy Asset Holdings, LLC	100%	[REDACTED]

### AUTHORIZED SIGNERS FOR NORTHSTAR ENVIRONMENTAL SERVICES, LLC

Authorized Signer	Title	Address
Paul DeBlasio	General Manager, Northstar Environmental Services, LLC	[REDACTED]

### OWNER OF LEGACY ASSET HOLDINGS, LLC

Owner	Ownership Pct.	Address
The Legacy Asset 2023 Irrevocable Grantor Trust	100%	[REDACTED]

### TRUSTOR/TRUSTEE OF THE LEGACY ASSET 2023 IRREVOCABLE TRUST

Trustor/Trustee	Title	Address
Chester J. Ottinger, Sr. (Deceased)	Trustor	[REDACTED]
Lori Catherine McDonald	Trustee	

### BENEFICIARIES OF THE LEGACY ASSET 2023 IRREVOCABLE TRUST

Beneficiaries	D.O.B.	Address
Jaxx J. Ottinger	[REDACTED]	[REDACTED]
Jake T. Ottinger	[REDACTED]	



**NORTHSTAR**  
**ENVIRONMENTAL**  
**SERVICES**

**Approved Disposal Facility List**

Clean Earth of Delaware, Inc.	94 Pyles Lane	New Castle	DE	19720	(302) 427-6633		NH Soil Treat,	NH Soil Treat, Process, Recycle
Cycle Chem, Inc	550 Industrial Drive	Lewisberry	PA	17339	(717) 938-4700	PAD067098822	RCRA Part B TSDF	
Cycle Chem, Inc	217 South First Street	Elizabeth	NJ	07206	(908) 355-5800	NJD002200046	RCRA Part B TSDF	
Eldredge, Inc.	898 Fernhill Road	West Chester	PA	09380	(610) 436-4749	PAD014146179	RCRA Part B TSDF	
Monarch Environmental Recycling	108 East Lake Road	Woodstown	NJ	8098	(856) 498-9696	1709091436	Oil Recovery &	
N.J. Atlantic County Landfill	6700 Delia Road	Egg Harbor	NJ	08234	(609) 272-6950	Not Required	Landfill	Can Accept 13,13C, 27, 27A +
N.J. Burlington County Landfill	21939 Route 543	Columbus	NJ	08022	(609) 499-1001	Not Required	Landfill	Can Accept 10, 13,13C, 23, 25, 27, 27A,
N.J. Cape May County Landfill	2050 Route 610	Woodbine	NJ	08270	(609) 861-5701	Not Required	Landfill	Can Accept 10, 13,13C, 23, 25, 27, 27A,
N.J. Cumberland County Landfill	169 Jesse Bridge Rd	Rosenhayen	NJ	08352	(609) 691-9550	Not Required	Landfill	Can Accept 10, 13,13C, 23, 25, 27, 27A,
N.J. Gloucester County Landfill	493 Monroeville Rd.	Swedesboro	NJ	08085	(856) 848-4002	Not Required	Landfill	Can Accept 10, 13,13C, 23, 25, 27, 27A,
N.J. HMDC Landfill	100 Baler Blvd	N. Arlington	NJ	07032	(201) 460-4678	Not Required	Landfill	Can Accept 13,13C, 27, 27A, Angelo
N.J. Monmouth County Landfill	Asbury Ave & Shafto Road	Tinton Falls	NJ		(732) 922-8686	Not Required	Landfill	Can Accept 10, 13,13C, 23, 25, 27, 27A,
N.J. Ocean County Landfill	2498 Route 70	Manchester	NJ	08733	(732) 323-8528	Not Required	Landfill	Can Accept 10, 13,13C, 23, 25, 27, 27A,
N.J. Pennsauken Landfill	9600 River Road	Pennsauken	NJ		(856) 663-2772	Not Required	Landfill	Can Accept 10, 13,13C, 23, 25, 27, 27A,
N.J. Salem County Landfill	52 McMillip Road	Alloway Twp	NJ	08001	(856) 935-7900	Not Required	Landfill	Can Accept 10, 13,13C, 23, 25, 27, 27A,
Passaic Valley Sewage Authority (PVSC)	600 Wilson Avenue	Newark	NJ	07105	9734662567	Not Required	WWT- Municipal	
Patrick Kelly Drums	1810 River Avenue	Camden	NJ	08105		NJD986626216	Drum	
Petroleum Management, Inc	7443 Shipley Ave, Harmans	Harmans	MD	21077	(301) 860-0300	MDR000522794	Oil Recovery &	



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/20/2026

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).

<b>PRODUCER</b> Christi Insurance Group, Inc. 550 Pinetown Road, Suite #226 Fort Washington PA 19034	<b>CONTACT NAME:</b> Rachel McGuckin <b>PHONE (A/C, No, Ext):</b> 215-576-1250 <b>E-MAIL ADDRESS:</b> RMcGuckin@christiinsurance.com <b>FAX (A/C, No):</b> 215-576-5686												
<b>INSURED</b> Northstar Environmental Services LLC Northstar Marine Inc 1101 Doughty Road Pleasantville NJ 08232	<b>INSURER(S) AFFORDING COVERAGE</b> <table><tr><td><b>INSURER A:</b> Manufacturers Alliance Insurance Company</td><td><b>NAIC #</b> 36897</td></tr><tr><td><b>INSURER B:</b> Berkley Assurance Company</td><td>39462</td></tr><tr><td><b>INSURER C:</b> Berkley Insurance Company</td><td>32603</td></tr><tr><td><b>INSURER D:</b> Selective Fire &amp; Casualty Ins Co.</td><td>14377</td></tr><tr><td><b>INSURER E:</b> Coalition Insurance Company</td><td>29530</td></tr><tr><td><b>INSURER F:</b></td><td></td></tr></table>	<b>INSURER A:</b> Manufacturers Alliance Insurance Company	<b>NAIC #</b> 36897	<b>INSURER B:</b> Berkley Assurance Company	39462	<b>INSURER C:</b> Berkley Insurance Company	32603	<b>INSURER D:</b> Selective Fire & Casualty Ins Co.	14377	<b>INSURER E:</b> Coalition Insurance Company	29530	<b>INSURER F:</b>	
<b>INSURER A:</b> Manufacturers Alliance Insurance Company	<b>NAIC #</b> 36897												
<b>INSURER B:</b> Berkley Assurance Company	39462												
<b>INSURER C:</b> Berkley Insurance Company	32603												
<b>INSURER D:</b> Selective Fire & Casualty Ins Co.	14377												
<b>INSURER E:</b> Coalition Insurance Company	29530												
<b>INSURER F:</b>													

License#: PC-553829  
NORTENV-01**COVERAGES****CERTIFICATE NUMBER:** 608278104**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
B	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	FEI-ECC-14752-11	4/29/2025	4/29/2026	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 5,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000 \$
D	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	S2703292	4/28/2025	4/28/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y	Y	FEI-EXS-45896	4/29/2025	4/29/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	1622356Y	6/21/2025	6/21/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional			FEI-ECC-14752-11	4/29/2025	4/29/2026	Each Occurrence \$5,000,000
B	Pollution			FEI-ECC-14752	4/29/2025	4/29/2026	Each Occurrence \$5,000,000
E	Cyber Liability			C4LPX297974CYBER2025	4/28/2025	4/28/2026	Limit \$500,000

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

**CERTIFICATE HOLDER****CANCELLATION**Delaware Department of Natural Resources and  
Environmental Control  
89 Kings Highway  
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

© 1988-2015 ACORD CORPORATION. All rights reserved.



POLICY NUMBER: S 2703292

FORM MCS-90 (06/21)

OMB NO. 2126-0008

Expiration 05/31/2024

USDOT NUMBER: 4225466 Date Received: 04/28/2025

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.

**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 NORTHSTAR ENVIRONMENTAL SERVICES LLC of 1101 DOUGHTY RD, PLEASANTVILLE, NJ 08232  
(Motor Carrier name) (Motor Carrier State or Province)  
Dated at MID ATLANTIC REGION on this 16 day of MAY, 2025  
Amending Policy No. S 2703292 Effective date: April 28, 2025  
Name of Insurance Company SELECTIVE FIRE AND CASUALTY INSURANCE COMPANY

Countersigned by:



Authorized Company Representative

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 \$0.00 for each accident in excess of the underlying limit of \$0.00 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: 1-800-777-9656.

Cancellation of this endorsement may be effected by the company of 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>.

FORM MCS-90 (06/21)

Page 1 of 3

INSURED'S COPY

500021S 2703292 478



---

## 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.

**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 the 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 anyone accident shall not operate to reduce the liability of the company for the payment of final judgments resulting from any other accident.

## SCHEDULE OF LIMITS — PUBLIC LIABILITY

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 (Non-hazardous)	\$ 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 <a href="#">49 CFR 171.8</a> , 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 <a href="#">49 CFR 173.403</a> .	\$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 <a href="#">49 CFR 172.101</a> ; hazardous waste, hazardous materials, and hazardous substances defined in <a href="#">49 CFR 171.8</a> and listed in <a href="#">49 CFR 172.101</a> , 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 <a href="#">49 CFR 173.403</a> .	\$5,000,000

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



## **Spill Control Plan & Safety**





---

# **Transporter Contingency and Spill Containment Program**

---

Northstar Environmental Services  
(DOT # 4225466)

**TRN-PR-003-IDS**

---

Document Number: TRN-PR-003-IDS  
Author: Jeffrey Kraus  
Job Title: EH&S MGR

Issue Date: 09/17/2025  
Revision Date:  
Department: TRN

---

## Table of Contents

I.	Purpose .....	1
II.	Segregation, Loading, & Transportation .....	1
III.	Driver Responsibilities .....	1
IV.	Notification Responsibilities.....	3
V.	Emergency Response- Standard Operating Procedure .....	4
	A. Emergency Equipment.....	5
VI.	Routine Decontamination Procedures.....	6
VII.	Record Keeping .....	6
VIII.	Employee Training Program.....	7
IX.	Associated Documents & References .....	7
	A. Documents.....	7
	B. References .....	7



# Transporter Contingency and Spill Containment Program

---

(For use by Drivers and Notification/Response Personnel)

## I. Purpose

During any type of spill response or emergency action, Northstar Environmental Services will follow the protocol outlined here. This document will be used as a guideline to help provide efficient and safe procedures in the event of a spill. The purpose of this plan is to establish mandatory operating procedures, assign responsibilities and specify safety and training requirements for a responsible contingency plan with respect to potential transportation incidents.

## II. Segregation, Loading, & Transportation

At all times, good housekeeping practices should be utilized in order to keep areas and vehicles in a good safe condition. It is also important to ensure that chemicals are in the proper containers in order to minimize the potential for spills to occur. Proper containers and proper storage help prevent the potential for spills. For example, corrosives should not be stored or transported in metal drums. Due to the characteristic of corrosives to corrode metal, plastic or plastic lined drums should be used for this type of material.

Before taking possession of materials for transport, Northstar Environmental Services, LLC. will determine or ensure that the generator has determined the proper classification of the material being shipped. This includes proper preparation of shipping papers (hazardous waste manifests, nonhazardous waste manifests, medical waste tracking sheets, or straight bills of lading) along with insuring that proper hazardous material placards are used when applicable.

NORTHSTAR ENVIRONMENTAL SERVICE will load and secure all hazardous material to prevent any damage under normal conditions of transport.

## III. Driver Responsibilities

1. Drivers must possess a cellular phone or other appropriate communication device while operating company vehicles. The driver communication device will be used to contact support services in the event of an emergency.

2. If an emergency occurs while you are driving, move vehicle off the highway and/or into the breakdown lane so as not to obstruct traffic. Secure the area by use of breakdown triangles, and keep pedestrians/motorists away.
3. In the event you are injured or becomes too ill to drive, notify the office, secure the vehicle and seek medical attention. Management will arrange a replacement driver and any other emergency measures.
4. If the vehicle's cab will not be accessible to response personnel (e.g., fire, hazmat), and you can do so safely, remove shipping papers and the Emergency Response Guide Book.
5. In the event of a hazardous material incident or truck emergency that poses a threat to others (e.g., truck fire), call the local Fire and Police Departments (usually 911) from a safe distance. Stay on the phone until they hang up.
6. In the event of an emergency or a hazardous waste spill during transportation, it will be the responsibility of the Transporter (driver) to contact the Primary Emergency Response Coordinator (as listed on the manifest in Section 3) or Alternate Coordinator. If neither of these people can be contacted the Driver should try to contact their NORTHSTAR ENVIRONMENTAL SERVICE Manager (Regional, General or Operations Manager).

Primary Emergency Response Coordinator:

On Call Emergency Response Coordinator

**1-609-263-6666**

**24 Hour Contact**

7. Safely and carefully assess the situation, and convey all available information to branch ER personnel, including the location and source of the release. Consult the Emergency Response Guide Book for precautions and protective measures. Protect yourself first using protective gear in the vehicle and/or spill bag. Appropriate emergency response and clean-up activities will then be coordinated by branch ER personnel or management, including a determination of whether and how the driver may safely attempt to stop a leak (e.g., tape or plug the drum, turn it over, etc).
8. If agreed to by service center ER personnel, contain a spill to the extent safely possible, using available and appropriate respiratory and protective equipment, absorbents and tools. If the right equipment is not available, stay upwind of the release and prevent access by others until qualified help arrives. The primary objective at this stage of the response is to safely control the source of the release and prevent flow into sewers, drains, or waterways. It may be necessary to construct a barrier using whatever materials are available, including sand or dirt.
9. Provide all available documentation (e.g., manifests) to response authorities.



## IV. Notification Responsibilities

State and Federal regulatory agencies **must be notified** of reportable releases. Federal (EPA, DOT) RQ's apply to "hazardous substances," which are identified by "RQ" on the manifest. Many states have their own reporting rules, which can be more stringent than federal RQ's. For example, MA requires reporting of petroleum releases at or above **10 gallons** (Federal RQ's are shown on the Hazmat Table, Appendix A, in pounds). **A spill is reportable if it reaches the environment and exceeds a state or federal RQ or meets any other reporting criterion per no. 2, 3, or 4 below.**

Notification phone calls shall normally be made by Management, based on information provided by the driver. When Management personnel cannot be reached, it will be the driver's responsibility to make notification calls that are time sensitive, and report all details to the office ASAP.

See **Attachment #1: Information needed before making a notification**  
**Attachment #2: State and Federal Contact Phone Numbers.**

The following must be contacted (as applicable):

1. **State Environmental Agency: This notification is time sensitive and must normally be made right away any incident (See Attachment #2).**
2. **National Response Center:** for hazardous substance releases above the RQ, and per DOT (49 CFR 171.15) when, as a direct result of hazardous materials, **any** of the following occurs:
  - Death or injury requiring hospitalization.
  - Estimated carrier or property damage exceeding \$50,000.00
  - Public evacuation or closure of a major transportation artery for one hour or more.
  - Operational flight pattern or routine of an aircraft is altered.
  - Fire, breakage, spillage or suspected contamination involving radioactive or infectious (e.g., etiological) material.
  - There has been a spill or release of a "Marine Pollutants" over 119 gallons for liquids or 880 lbs for solids.
  - In the judgment of the person in possession of the material, there exists a situation (e.g., continuing danger to life) which should be reported even though it does not meet one of the specific criteria listed above.

**This notification must be made within 12 hours; and must usually be followed up by a written report per 49 CFR 171.16.**

**3. DOT Written Notification**

A written report must be submitted to DOT **within 30 days** whenever there has been “**an unintentional release of hazardous materials from a package (including a tank) or any quantity of hazardous waste has been discharged during transportation**”. Notify the office of any such release, even if it is not a reportable release under any other rule, so the written report can be prepared.

**4. EPA – National Response Center** – For any PCB spill that:

- A. Directly contaminates surface water, drinking water, sewers, grazing lands, or vegetable gardens, or
- B. Exceeds 1 lb. of PCB's by weight.

**This notification must be made within 12 hours.**

**5. State Agency Written Reporting**

State Agency's may require NORTHSTAR ENVIRONMENTAL SERVICE Enviro to prepare and submit written reports following emergency spill clean-up activities. (See **Attachment #3** for examples of state-specific reporting requirements).

**6. Generator:** For any reportable release, ASAP.

(See manifest for generator's phone number)

**7. Local fire, police and state/community response organizations:** For a reportable release ASAP. This is accomplished by dialing 911 and having local authorities respond.

## **V. Emergency Response- Standard Operating Procedure**

Each office will have an emergency response spill team that will be on call seven days per week, 24 hours per day. The service centers should have the equipment needed for this service: spill trailers, vacuum trucks, box trucks and rack trucks. The spill trailer will be stocked with equipment and material to handle a small incident or the initial response.

The on-call spill team will be responsible to answer their pagers within 15 minutes and to be at the shop within one hour of the notification. No one should go directly to the spill site unless told to by the supervisor on call. Back up spill team members will be used if the situation requires more personnel than the amount that is on-call.

All team members are expected to act in accordance with the company's health and safety policies when on site. Each person is responsible for the minimum protective equipment- hard hats, safety glasses and steel toe work boots.



**A. Emergency Equipment**

On Waste-Transporting Vehicles	On Drum-Transporting Vehicles	On Infectious Waste-Transporting Vehicles
<ul style="list-style-type: none"> <li>• -Emergency DOT Book</li> <li>• -First Aid Kit/ Eye Wash</li> <li>• -Flashlight</li> <li>• -Absorbent Pads- Petroleum/ Haz Mat</li> <li>• -Fire Extinguisher</li> <li>• -Protective Clothing including: <ul style="list-style-type: none"> <li>– Full Face Respirator w/ cartridges</li> <li>– Chemical Resistant Gloves and Boots</li> <li>– Coated Tyveks Coveralls</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Sorbent boom, pads, and blanket</li> <li>• 85 gallon overpack drum</li> <li>• Plastic shovel</li> <li>• Caution tape</li> </ul>	<ul style="list-style-type: none"> <li>• Absorbent material<sup>1</sup> for spill liquid</li> <li>• One gallon of disinfectant<sup>2</sup> in a sprayer</li> <li>• Fifty (50) plastic XL infectious waste bags with, extra labels and tape or sealing devices</li> <li>• Two (2) sets of disposable personal protective clothing, including: <ul style="list-style-type: none"> <li>– Overalls, puncture-resistant gloves, boots, caps, surgical masks, and protective eye covering (all impermeable to liquid)</li> </ul> </li> <li>• Plastic shovel, push broom, and bucket</li> </ul>

<sup>1</sup>Absorbent material shall have a rated capacity of ten (10) gallons of liquid

<sup>2</sup>Disinfectant solution shall be registered with the U.S. EPA as hospital disinfectants that are tuberculocidal, fungicidal, virucidal and effective against HIV-1

All equipment is tested and maintained as necessary to assure its proper operation in time of an emergency. After use, all equipment is decontaminated, cleaned and determined to be acceptable for its intended use before normal operations resume. All equipment that is determined to not be acceptable for emergency field use is tagged out for repair or replacement. It is important that there is adequate spill response materials and equipment based on the amount of material/ waste being transported.

1. Public Safety

It is imperative that all pedestrians, motorists or others are protected from any accidental release of hazardous material. Ensure that areas are properly delineated and needed barriers are erected in order to protect the public during any incident.

2. Containment

The critical problem is to prevent the escape of any spilled liquid or solid into the ground or into a storm or sanitary sewer. A barrier must be erected immediately to prevent escape of spilled materials/waste liquids, using whatever material is at hand, even a dirt curb to prevent spreading of the spill. Containment of solids will be dependent on wind and weather conditions, use the tarpaulin in the vehicle, or plastic if conditions are wet and windy. Simultaneously, the source of the spill or leak must be located and controlled (ex: a drum plugged or taped or turned upside down).

### 3. Cleanup

Once the source of the spill is under control the cleanup should begin. Material spilled on imperious material should be absorbed with a compatible inert material such as speedi dry. If the spill is on dirt/soil the contaminated areas should be excavated and contained in bags, drums, or roll off boxes for disposal at an approved facility. If a drum is punctured or damaged, an overpack drum will need to be used in order to contain the waste and make the drum shippable again.

In the event of an infectious waste spill, personnel will don the appropriate PPE prior to performing response activities. Once the spill has been absorbed/removed and waste has been packaged/repackaged, all affected objects and surfaces in the spill area will be cleaned using a disinfectant solution registered with the U.S. EPA as a hospital disinfectant that is tuberculocidal, fungicidal, virucidal and effective against HIV-1.

Massachusetts and some other states do not allow spill cleanup to proceed without their specific authorization. After reporting the spill to the relevant state environmental agency, the individual coordinating cleanup must assure that any required authorization is received and documented prior to beginning the cleanup operation (authorization is not required to stop and/or contain a release).

## VI. Routine Decontamination Procedures

Cleanup and decontamination operations will normally be handled by NORTHSTAR ENVIRONMENTAL SERVICE Enviro. However, if the spill location is outside NORTHSTAR ENVIRONMENTAL SERVICE's response territory, third party spill contractors may be utilized under the direction of NORTHSTAR ENVIRONMENTAL SERVICE. Emergency response team members will be briefed on decontamination procedures prior to entering the contamination zone for each specific incident or site. The Site Safety Officer/ On-site Coordinator will review all of the procedures/ site specific conditions with the spill response team in order to explain the need for decontamination before leaving the hot zone and contamination reduction areas and entering the Support Zone. This is extremely important to prevent contamination of other people and areas.

Decontamination of personnel will be accomplished at the contamination reduction corridor. The exit point of the contamination reduction corridor will provide a controlled undressing area that will help to avoid the transfer of contamination. All contaminated clothing or other disposable items will be discarded once contaminated. Other non-disposable items will be rinsed appropriately and decontaminated according to specific site conditions.

## VII. Record Keeping

After any event, all documentation including written reports, manifests/transportation documentation, field notes, and any other relevant items will be maintained for a period of at least 3 years.

---

This electronic document is the controlled version. Users are responsible for ensuring that documents are the current version.



Documentation will be provided to any inspector or regulatory agency when asked as it pertains to the release.

## **VIII. Employee Training Program**

NORTHSTAR ENVIRONMENTAL SERVICE Enviro field employees receive 40 hour training as required by 29 CFR 1910.120. The following outline is used for training. For a complete 40-Hour OSHA HAZWOPER Training Manual please see the Corporate HAZWOPER training manual. In addition, employees maintain current status by completing eight hours of update training annually. All NORTHSTAR ENVIRONMENTAL SERVICE Enviro employees are also required to have DOT training mandated by HM 126-F including job specific training. This includes use of materials and equipment used in packaging, loading and transportation of waste materials.

Training includes the following topics:

- Introduction & 29 CFR 1910.120 HAZWOPER
- Hazard Communication
- Confined Space Entry
- Respiratory Protection
- Chemical & Physical Properties of Haz Mat
- Hazardous Assessment & Control
- Toxicology
- Heat Stress/ Cold Stress
- Medical Surveillance
- Instrumentation
- Drum Handling
- Decon
- Emergency Planning & Fire Protection
- Emergency Spill & Safety Procedures
- Health and Site Safety Plan/ JSA
- Personal Protective Equipment
- Transportation of Hazardous Materials
- Hearing Conservation
- Fall Protection
- Electrical Safety
- Lifting
- Benzene, Lead, Asbestos & Hydrogen Sulfide
- Bloodborne Pathogens
- Introduction to Water Blasting

## **IX. Associated Documents & References**

### **A. Documents**

- Material & Waste Management Program (ENV-PR-001-IDS)

### **B. References**

- 49 CFR

---

## Revisions

Revision Date	Changes


## **Attachment #1**

### **Information to be Reported**

The following information will be provided to the listed agencies:

1. Name of the person reporting the incident
2. Name, Address, and EPA ID# of the Transporter
3. Phone number of the person reporting the incident
4. Date, time and location of incident
5. Type of transport vehicle
6. A brief description of the incident, including the type of incident.
7. For each waste involved in the spill (See Bill of Lading or Waste Manifest):
  - ✓ The name, address, phone number and EPA identification number of the generator of the waste.
  - ✓ Shipping name, hazardous class and UN or NA number of the waste.
  - ✓ Estimated quantity of the material or the waste spilled.
  - ✓ The extent of the contamination of land, water, or air.
8. Shipping name, hazard class, and the UN or NA number of any other material carried. (See Bill of Lading or Waste Manifest)

In return the individual reporting the incident should also get some information. They should ask the Dispatcher for their name, time the incident is being logged in and the incident number for future reference. This also serves as proof that the call was completed according to regulations.

**This notification must be made within 12 hours; and must usually be followed up by a written report per 49 CFR 171.16 (see Attachment 3 for examples of written notification).**

**Note: Cleanup may not be started in MA until approved by MA DEP.**



## Attachment #2

### Notification Reporting

National Response Center                      1-800-424-8802  
 Local Emergency Number                      911 or 0

#### State Emergency Incident Numbers

• <b>Alabama</b>	ADEM - Hazardous Materials/ Waste Incidents	800-843-0699
	Alabama Emergency Management Agency	205-280-2200
	Dept. Of Environmental Management (Field Ops)	334-260-2700
	Alabama Law Enforcement Agency (highway emergencies)	*47 (cell phone)
• <b>Connecticut</b>	CT DEEP Emergency Response Unit (Primary)	866-337-7745
	CT DEEP Emergency Response Unit (Alternate 1)	860-424-3338
	CT DEEP Emergency Response Unit (Alternate 2)	860-424-3333
	CT State Police	860-685-8190
• <b>Delaware</b>	Delaware Emergency Management Hotline	800-662-8802
	Delaware Dept. of Natural Resources and Envir. Control	302-739-9401
• <b>Georgia</b>	George State Operations Center	800-241-4113
• <b>Illinois</b>	Illinois Emergency Management Agency	217-782-7860
• <b>Indiana</b>	Department of Emergency Management	888-233-7745
• <b>Kansas</b>	Kansas Highway Patrol	785-827-4437
	Kansas Division of Emergency Management (24-Hour)	785-291-3333
• <b>Kentucky</b>	KY Energy and Environment Cabinet	800-928-2380
• <b>Louisiana</b>	Louisiana DEQ	225-342-1234
• <b>Maine</b>	Maine DEP (In-state)	800-452-4664
	Maine DEP (Out-of-state)	207-289-2155
	Maine State Police	207-624-7000
• <b>Maryland</b>	MDE After Hours Emergency (24 hours)	866-633-4686
	State Police, Maryland Department of	410-486-3101
• <b>Massachusetts</b>	MADEP (Main Office – Boston)	617-556-1133
	MADEP (Main Office – Boston) toll free	888-304-1133
	Massachusetts State Police	800-424-8802
	MADEP Central Regional Office (CERO):	508-792-7650
	MADEP Northeast Regional Office (NERO):	978-694-3200
	MADEP Southeast Regional Office (SERO):	508-946-2700
	MADEP Western Regional Office (WERO):	413-784-1100
• <b>Michigan</b>	Michigan State Pollution Emergency	800-292-4706
• <b>Minnesota</b>	MN Pollution Control Agency - State Duty Officer	651-649-5451
• <b>Missouri</b>	Missouri Emergency Response Commission	573-634-2436
• <b>New Hampshire</b>	NHDES – Spill Line	603-271-3899
	NH State Police (In-state):	800-346-4009
	NH State Police (Out-Of-State)	603-271-3636
• <b>New Jersey</b>	DEP Hotline (877-WARN-DEP)	877-927-6337
• <b>New York</b>	NYS DEC Spill Response Hotline	800-457-7362
	NY State Police	518-457-6811

• <b>North Carolina</b>	Highway Patrol - Call First	919-733-7952
	NCDEQ Emergency Management Operations	800-858-0368
• <b>Ohio</b>	Ohio Public Utilities Commission	614-466-0351
• <b>Pennsylvania</b>	PADEP Central Office (Harrisburg)	717-787-4343
	PA Emergency Management Agency (In PA)	800-424-7362
	PA Emergency Management Agency (Outside PA)	717-651-2001
• <b>Quebec</b>	Quebec Urgency-Environment	866-694-5454
• <b>Rhode Island</b>	RIDEM Office of Waste Management (Daytime)	401-222-2797
	RIDEM Div. Of Law Enforcement (24 Hour)	401-222-2284
	RIDEM After Hour Emergencies (24-Hour)	401-222-3070
• <b>South Carolina</b>	SC DHEC Emergency Response Line	888-481-0125
• <b>Tennessee</b>	Tennessee Emergency Response Agency	800-262-3300
• <b>Texas</b>	TCEQ – State Response Commission	800-832-8224
• <b>Vermont</b>	VT DEC -Waste Management & Prevention Div.)	802-828-1138
	After Hours Emergencies (24-hr State Police Dispatch)	800-641-5005
• <b>Virginia</b>	VA Department of Emergency Management	800-468-8892
• <b>West Virginia</b>	WV DEP Spill Hotline	800-642-3074
	DEP Elkview Emergency Response Unit	304-558-5938

<b>EPA Region I Hotline</b>	<b>888-372-7341</b>
<b>EPA Region II Hotline</b>	<b>212-637-4050</b>
<b>EPA Region III Hotline</b>	<b>215-814-5000</b>
<b>Chem Trec</b>	<b>800-424-9300</b>



## **Attachment #3**

### **State-Specific Written Reporting Requirements**

<b>State</b>	<b>Agency</b>	<b>Spill Material</b>	<b>Reporting Requirements</b>	<b>Timeframe</b>
Rhode Island	Dept. of Envir. Management	Regulated Medical Waste	Submit an accident report to the Director per DEM-OWM-MW-1-2009 - 14.7e	Within forty-eight (48) hours of a spill of Regulated Medical Waste
New Jersey	Dept. of Envir. Protection	Regulated Medical Waste	Submit an accident report to the Director per N.J.A.C. 7:26-3A.37(d)2	Within forty-eight (48) hours of a spill of Regulated Medical Waste



## **Driver Training Program**



---

## **Driver Qualifications & General Requirements**

---

**TRN-PR-001-IDS**



---

Document Number:	TRN-PR-001-IDS	Issue Date:	September, 2025
Author:	Jeffrey Kraus	Revision Date:	
Job Title:	Director of Transportation Compliance	Department:	TRN

---

## Table of Contents

<b>I.</b>	<b>Policy .....</b>	<b>1</b>
<b>II.</b>	<b>Definitions .....</b>	<b>1</b>
<b>III.</b>	<b>Hiring Procedure .....</b>	<b>1</b>
	A. Age Requirements .....	1
	B. Driver Motor Vehicle Record Review .....	2
	C. Road Test .....	3
	D. Medical Examiner Cards (DOT cards) .....	3
<b>IV.</b>	<b>Driver Qualification Files .....</b>	<b>4</b>
	A. Previous Employment Driver Background Check .....	4
<b>V.</b>	<b>Commercial Driver's License (CDL) &amp; Endorsements .....</b>	<b>5</b>
	A. Commercial Driver's License (CDL) .....	5
	B. Endorsements .....	5
	C. Restrictions .....	5
	D. Learner Permit Guidance .....	6
<b>VI.</b>	<b>Training .....</b>	<b>7</b>
<b>VII.</b>	<b>Annual Driver's Record Review .....</b>	<b>7</b>
<b>VIII.</b>	<b>Citations, Tickets and other Motor Vehicle Notifications .....</b>	<b>8</b>
<b>IX.</b>	<b>Incident Reporting .....</b>	<b>9</b>
	A. General Accident Requirements .....	9
	B. DOT Accidents .....	9
	C. Post-Accident Requirements .....	10
<b>X.</b>	<b>Company Rules for non-CMV's .....</b>	<b>10</b>
<b>XI.</b>	<b>Safe Driving Rules / Spotting Vehicles .....</b>	<b>11</b>
<b>XII.</b>	<b>Cell Phone Usage .....</b>	<b>11</b>
<b>XIII.</b>	<b>Associated Documents and References .....</b>	<b>12</b>
	A. References .....	12
	B. Documents .....	12

---

# Driver Qualifications and Other General Requirements

---

## I. Policy

This program is designed in order to help employees and their respective divisions understand the requirements related to the driver/ operator position or for any employee that does or has the potential of driving a company vehicle.

## II. Definitions

**Motor Vehicle Record (MVR)**- This is the driver profile that is obtained from the State Division of Motor Vehicles. Also referred to as the "Driver Abstract" At a minimum this is obtained from the state on an annual basis.

**Driver** is defined as any person who operates a commercial motor vehicle. For the purpose of this program, any employee that will be driving a CMV for the company will be considered a "Driver" as defined by the DOT regulations, regardless of the job title assigned to the employee.

**Commercial Motor Vehicle (CMV)** is defined as any vehicle used in commerce that has a gross vehicle weight rating of over 10,000 pounds. Examples of a CMV include stake/ rack trucks, box trucks, vacuum trucks, roll off trucks, hydroexcavators, and tractor/trailers.

**Gross Vehicle Weight (GVW)** is the total weight of the loaded vehicle, as listed on the registration. This is determined by the weight of the vehicle itself and the cargo that can legally be loaded within that vehicle. It is often found on a vehicle doorplate.

**Company Vehicle**- This includes all vehicles that are owned by the company. This includes pick up trucks, vans, company cars along with the commercial vehicles defined above.

## III. Hiring Procedure

### A. Age Requirements

All employees that will be required to drive a commercial vehicle will be required to be at least 21 years of age. Since all industrial service operations require employees to perform projects in various states or cross state lines, this will be necessary.



DOT drivers that are under 21 years old are not allowed to operate a commercial vehicle outside of the state that issues their driver's license.

#### **B. Driver Motor Vehicle Record Review**

NORTHSTAR ENVIRONMENTAL SERVICES is required by our insurance company and DOT regulations to inquire into the driving record of each employee who drives a company vehicle. It is the employer's responsibility to determine whether a driver meets minimum requirements for safe driving or is disqualified from driving commercial motor vehicles or other employer owned vehicles. All employees are required to submit annual driving review forms which must include all accidents and moving violations incurred during the previous twelve (12) months. In determining whether or not an individual is a qualified driver the company reviews violations such as involvement with accidents, speeding, reckless driving, at-fault accidents and negative patterns and trends developed over a period of at least three (3) years.

- Clean Driver – MVR shows no minor convictions and no at-fault accidents for the past three years.
- Marginal Driver – May have one or two incidents or a recently clear MVR that has had activity in the past.
- Disqualified Driver.

In most cases, employees employed who are convicted of a major offense may be disqualified from driving a motor vehicle and terminated from the company. (Disciplinary action will be based on our current policies and/or will follow requirements posted under 49 CFR 391.15 for employees licensed to operate commercial vehicles.) Major convictions include:

- a) DWI (any incident involved drugs and/or alcohol)- Removal for a period of at least 3 years from date of incident
- b) Failure to stop and/or report an accident
- c) Attempting to elude an officer of the law
- d) Assault, manslaughter, or homicide arising out of the operation of a motor vehicle
- e) Driving with a suspended or revoked license
- f) Speed contests, drag or highway racing
- g) Possession of an opened alcoholic beverage container
- h) Major speeding conviction (20 mph or more over the posted speed limit where specified on the MVR.
- i) Driving while unlicensed,
- j) At-fault accident arising out of the negligent operation of the vehicle for which the driver is at fault,
- k) Any other vehicle accident where reassurance of the driver not being at fault cannot be obtained.

Employees convicted of minor offenses may include:

- a) Speeding less than 20 mph over posted speed limit
- b) Driving too fast for conditions
- c) Careless or inattentive driving

---

This electronic document is the controlled version. Users are responsible for ensuring that documents are the current version.



- d) Unsafe lane change
- e) Failure to stop or yield the right of way
- f) Following too closely
- g) Any standard moving violation that does not fall in the major category.

New Hires failing to disclose accidents, points or traffic violations, or falsifies any part of their employment application will be terminated. Newly hired employees with negative trends in driving habits

- a) will not be hired and/or
- b) will be required to enroll and complete a Driver's Safety Training Course at their expense before ninety days of employment. Newly hired employees who do not enroll and complete this course will be terminated. If they complete the course they may re-apply for a position and be considered for re-hire as a new employee.

### **C. Road Test**

Road tests are given for each employee that will or has the potential to drive a commercial vehicle (>10,000 lbs GVWR). Tests involve a series of actual traffic situations designed to measure how well the driver responds to road and traffic conditions and their ability to maneuver the vehicle. Road tests (TRN-FM-001-IDS, TRN-FM-002-IDS) are part of the interview process. It is important to gauge the ability of any potential new hire and this is required as part of the driver qualification process.

Each service center should have 1 or 2 employees that are the designated individuals for conducting road tests. Designated individuals must have at least:

- A CDL license with proper endorsements
- At least 3-5 years' experience driving a CMV

Road tests should be conducted in the largest sized vehicle that the driver will be required or has the potential to drive. CDL drivers should only be tested in a manual shift vehicle.

### **D. Medical Examiner Cards (DOT cards)**

All field employees that are to be qualified as DOT drivers will be required to receive a new Medical examiner card. Individuals that qualify for a 1-year or 2-year card will be considered qualified upon being hired.

Those that qualify for less than a 1-year card upon being hired, will be required to see their personal physician and address the issues that are not allowing them to qualify for at least a one year card. Upon controlling the identified condition, the potential new hire will be required to return to the company's doctor in order to obtain the 1-2 year clearance. With this clearance a start date can then be set up.

## **IV. Driver Qualification Files**

When the hiring process is initiated for a new hire that will operate any company CMV, the EH&S Department will establish a Driver Qualification folder for the new employee.

Upon hire, the HR Department will provide the following documents to the Corporate EH&S Department:

- Driver Application for Employment (must meet all of the DOT requirements including 10 years of previous employment. Any gap in employment must be explained)
- A valid copy of the applicant's driver's license
- Motor Vehicle Record (MVR)
- Applicant Certification of no previously positive drug & alcohol test (TRN-FM-005-IDS)
- Safety Performance History Request from Previous Employer, including all responses and documented attempts to contact former employers. This form must be completed for each DOT employer in the three years preceding date of application. This form is not required if the applicant has never operated CMVs in the past.

The EH&S Department should have already received:

- A copy of the applicant's DOT medical examination card. As part of the new hire Medical/ Drug & Alcohol test, a new DOT card would have been issued.
- Record of Road Test- Required for any operator that will or has the potential to operate a vehicle that has a GVWR of 10,000 lbs or more. This is conducted and approved by the designated tester (See section of performing road tests). This comes from the Service Center.

Currently the JJ Keller Driver Qualification oversight program is used to manage all driver qualifications. Once a driver (Field Tech or Driver) is qualified in the JJ Keller system, they will be permitted to drive a commercial vehicle. If these items are not obtained and approved, the driver is not qualified and should not operate a commercial vehicle until the proper qualifications can be completed.

Service Centers will have assigned personnel to ensure that service centers remain in compliance the JJ Keller qualification system.

In addition, any applicant hired that has a class "A" or "B" CDL, the EH&S Department will ensure that the new employee has properly been added to the DOT random drug testing pool.

### **A. Previous Employment Driver Background Check**

The EH&S Department will make a copy of the Safety Performance History Request from Previous Employer form(s) and send to JJ Keller. JJ Keller will contact to each previous employer documenting each contact attempt.



## **V. Commercial Driver's License (CDL) & Endorsements**

All employees that operate a CMV are required to have a valid commercial driver's license (CDL). These employees may have only one driver's license.

### **A. Commercial Driver's License (CDL)**

Types of CDLs and Chauffeur's License Descriptions:

- **CDL Class A:** Any combination of vehicles with a gross combination weight rating (GCWR) of 26,001 pounds or more.
- **CDL Class B:** Any single vehicle with a gross vehicle weight rating (GVWR) of 26,001 pounds or more.
- **CDL Class C:** Any vehicle, or vehicle in combination, with a GVWR of 26,000 pounds or less.
- **Chauffeur's License (MI Only)** or equivalent: Any CMV with a GVWR over 10,000 pounds and under 26,001 pounds. One cannot obtain a hazmat endorsement with this license.

### **B. Endorsements**

Endorsements acknowledge that the license holder has passed a test certifying his ability to drive a specific type of commercial vehicle. There are 6 types of endorsements as listed below. Each endorsement requires the driver/ operator to pass a required test (written and/or practical).

- **T - Double/Triple Trailers Endorsement (Knowledge Test only)**
- **P - Passenger Endorsement (Knowledge and Skills Test)**
- **N - Tank Vehicle Endorsement (Knowledge Test only)**  
Tanker endorsements are required to operate any vehicle that has a tank capacity of at least 1,000 gallons. Even if the tank is empty the endorsement is still required.
- **H - Hazardous Materials Endorsement (Knowledge Test only)**  
Hazmat endorsements are needed for hazardous material shipments that require placarding. Hazmat endorsements can be obtained at [www.hazprints.com](http://www.hazprints.com) (90-day application time).
- **X - Combination of Tank Vehicle and Hazardous Materials Endorsement**
- **S - School Bus Endorsement (Knowledge and Skills Test)**

### **C. Restrictions**

Restrictions in some cases may disqualify a driver from employment due to inability to operate all required equipment types.



A restriction placed on your commercial driver's license may keep you from operating certain types of vehicles.

Common federal CDL restriction codes are listed below:

- **E Restriction:** Prohibits you from operating vehicles with a **manual transmission**.
  - Occurs when you take your skills test in a CMV with automatic transmission.
- **L Restriction:** Prohibits operation of a vehicle containing a **full air brake system**.
  - Occurs if you:
    - Fail the Air Brakes Knowledge Test.
    - Incorrectly identify air brake system components.
    - Fail to properly conduct an air brakes system check.
    - Take the road skill test in a CMV lacking a full air brake system.
- **Z Restriction:** Also prohibits you from driving a CMV with **full air brakes**.
  - Occurs if you tested in a vehicle with an air over hydraulic brake system.
- **M Restriction:** Restricts you to operating a **Class B or C passenger vehicle/school bus ONLY**.
  - Occurs if you possess a Class A CDL, but earned your passenger/school bus endorsement driving a Class B vehicle.
- **N Restriction:** Restricts you to operating a **Class C passenger vehicle/school bus ONLY**.
  - Occurs when you possess a Class B CDL, but earned your passenger/school bus endorsement driving a Class C vehicle.
- **Restriction:** Prohibits you from driving **any Class A vehicle that has a fifth wheel connection**.
  - Occurs when you take your skills test in a CMV that has a non-fifth wheel connection, such as a pintle hook.
- **V Restriction:** Indicates that a **medical variance** has been reported by the Federal Motor Carrier Safety Administration (FMCSA).
  - This **may** occur, for instance, if you have a vision or diabetic waiver issued by the FMCSA.

The required endorsements will depend on the employee's job description and requirements of the service center.

#### D. Learner Permit Guidance

- Any employee with learner permit (Permittee), going from Class D (Non-CDL) to Class C, B, or A as well as current CDL holders with learner's permit for license class upgrade will have to follow several federal regulatory guidelines prior to operating any NORTHSTAR ENVIRONMENTAL SERVICES equipment requiring a CDL.
- A USDOT pre-employment drug screen must be completed.
- A driver qualification file must be 100% completed prior to operating any NORTHSTAR ENVIRONMENTAL SERVICES equipment requiring a CDL.
- Permittee must follow and maintain federal hours of service regulations as well as being added to our electronic hours of service management system (VTS).

- Permittee must have company issued electronic logging device in their possession during all on duty hours.
- May only operate CDL equipment while accompanied by a competent CDL licensed driver, licensed to drive said class of CDL vehicle.
- No waste (both Hazardous & Non-Hazardous) may on board while unit is to be operated by individual holding only a learner's permit.

Once the employee obtains a new CDL, they are required to provide a copy of the CDL license to EH&S. In addition, a new road test needs to be completed in the largest vehicle that the employee will operate.

## **VI. Training**

Within 90 days of employment, all drivers shall go through New Employee Orientation (NEO). This training is required for all drivers, employees who service CMVs, and supervisors of drivers. This will include, but is not limited to:

- Hours of Service and Driver's Record of Duty Log
- DOT Hazardous Waste Manifesting (Required prior to hauling any hazmat load)
- DOT Security Plans and Procedures
- Vehicle Inspections (pre- and post- trip)
- Emergency Response Guidebook
- Defensive Driving

## **VII. Annual Driver's Record Review**

Annually all employees that drive or has the potential to drive a company vehicle (not just commercial vehicles, will include any company vehicle) will be required to complete an annual MVR review (TRN-FM-004-IDS). JJ Keller will run a new MVR each year for each driver. All employees must include all accidents and moving violations incurred during the previous twelve (12) months. In determining whether or not an individual is a qualified driver the company reviews violations such as involvement with accidents, speeding, reckless driving, at-fault accidents and negative patterns and trends developed over a period of at least three (3) years.

The annual review requirements will be based on the same information as the New Hire Motor Vehicle Record (MVR) requirements outlined in Section I- Hiring Procedure.

Employees deemed to have developed a negative trend in driving and/or have been convicted of three (3) or more minor offenses, including involvement in an "at-fault" accident will be required to undergo a driver's safety course at their own expense, upon notification to the employee by the employer. Employees with one or more minor infractions and/or an at-fault accident who aren't immediately terminated will also be subject to take a mandatory driver's safety course as a condition of continued employment.



Employees that meet any of the above conviction criteria will be considered a "Safety Risk" by both management and the insurance company. These individuals will be removed from their position and may be suspended without pay until they enroll themselves into a Driver Training Safety course.

Employees deemed a "Safety Risk" active or suspended will have five (5) work days to arrange and attend their Safe Driving Course at their expense. Failure to enroll in a safe driving course within the five-work day period may result in termination of employment. Employees temporarily assigned to another position will receive the appropriate rate of pay for the position they were transferred to.

## **VIII. Citations, Tickets and other Motor Vehicle Notifications**

Any employee that operates a CMV and is convicted of a State or local law relating to motor vehicle traffic control (other than a parking violation), in any type of company motor vehicle, is required to notify their direct supervisor by the end of the 1<sup>st</sup> business day that the violation occurs. The employee's direct supervisor must notify the EH&S Department of the violation. This notification must include the location, the date of the violation, and the type of violation. Please see Accident Program (EHS-PR-004-IDS) for full reporting procedures and requirements.

The requirements in Part 383 apply to every driver who operates in intrastate, interstate, or foreign commerce and operates a vehicle weighing 26,001 pounds or more, can transport more than 15 people, or transports hazardous materials that require placarding.

The requirements in Part 391 apply to every driver who operates in interstate commerce and operates a vehicle weighing 10,001 pounds or more, can transport more than 15 people, or transports hazardous materials that require placarding.

**DRIVER REQUIREMENTS:** Parts 383 and 391 of the Federal Motor Carrier Safety Regulations contain some requirements that you as a driver must comply with. These requirements are in effect as of July 1, 1984. This is also stated as part of the completion of Certificate of Compliance that is received during New Hire (TRN-FM-006-IDS). They are as follows:

- **POSSESS ONLY ONE LICENSE:** You, as a commercial vehicle driver, may not possess more than one motor vehicle operator's license.

If you have more than one license, keep the license from your state of residence and return the additional licenses to the state that issued them. DESTROYING a license does not close the record in the state that issued it; you must notify the state. If a multiple license has been lost, stolen, or destroyed, close your record by notifying the state of issuance that you no longer want to be licensed by that state.

- **NOTIFICATION OF LICENSE SUSPENSION, REVOCATION OR CANCELLATION:** Sections 391.15 (b)(2) and 383.33 of the Federal Motor Carrier Safety Regulations require that you



notify your employer the NEXT BUSINESS DAY of any revocation or suspension of your driver's license.

- **VIOLATION OF STATE/LOCAL TRAFFIC LAWS:** In addition, Section 383.31 requires that any time you violate a state or local law (other than parking) you must report it within 30 days to: 1) your employing motor carrier, and 2) the state that issued your license (If the violation occurs in a state other than the one which issued you license). The notification to both the employer and state must be in writing.

All violations being reported to the company, must be reported on the "Notification of Moving Violation or Suspension form" (TRN-FM-015-IDS). All reports must in turn be sent to the EH&S Department for inclusion with the individual's Driver Qualification folder.

Notifications are to be completed for all citations, tickets, or incidents that occur in personal vehicles. All notifications due to issues involving commercial/ company vehicles are required to be reported on Incident Reporting forms (EHS-FM-002-IDS) in accordance with the Accident Program (EHS-PR-004-IDS).

## **IX. Incident Reporting**

It is important that all incidents are reported immediately. A call must be immediately made to the employee's Regional/General Manager. It is also the responsibility of the Manager to notify the EH&S Department. For full details on Incident Reporting please see the Incident Prevention and Investigation program (EHS-PR-004-IDS).

Internal emergency contacts for each service center can be found in the DOT Transporter Contingency Plan (TRN-PR-003-IDS).

### **A. General Accident Requirements**

- Police reports must be obtained for all accidents for insurance purposes.
- Employees are not to negotiate with other involved parties.
- Even when other involved parties do not want police involvement or leave the scene, it is still company policy to get a police report.

### **B. DOT Accidents**

DOT Accident is any occurrence involving a CMV that results in one of the following:

- A fatality
- Bodily injury to a person who receives medical attention away from the scene of the accident
- One or more vehicles are damaged so that they must be towed away from the scene.
- Note: If an accident does not meet these criteria, it still must be reported to the police and internally.

Type of Accident Involved	Citation Issued to CMV Driver	Test must be performed by employer
Human Fatality	YES	YES
	NO	YES
Bodily injury with immediate medical treatment away from the scene	YES	YES
	NO	NO
Disabling damage to any motor vehicle requiring tow away	YES	YES
	NO	NO

### C. Post-Accident Requirements

Any driver that is involved in an accident will be required to take a drug and alcohol test. Please see both the Company Policy and the Company's FMCSA policy for a full description of the requirements.

- The alcohol test must be conducted within 8 hours
- The controlled substances test must be conducted within 32 hours of the crash.
- After hours Contact 844-213-4778, Option 1 to set up DOT Drug & Alcohol Test or call EH&S Department for assistance

When the appropriate drug and alcohol testing can not be done within the required time limits, a note must be placed in the file describing the circumstances for why the tests could not be completed.

The EH&S Manager will be contacted to confirm whether the drug screen is required to be DOT regulated or not.

Any driver found to be under the influence of drugs or alcohol, in possession of drugs or alcohol, or who refuses to cooperate with the searches and tests requested by management while operating a Company-owned or leased vehicle may result in disciplinary action, up to and including discharge.

## X. Company Rules for non-CMV's

- All personnel that drive a company vehicle are required to meet the insurance approval criteria. In addition, each employee will complete an annual motor vehicle review (See Section VII- Annual Driver's Record Review)
- Personal use of company vehicles is prohibited, unless approved by management for operation by an employee only.



- Employees are prohibited from loaning any company owned or leased equipment to any individual without prior management approval.
- The company reserves the right to know where a company vehicle is at all times. The company also reserves the right to inspect a company vehicle at any time.
- Employees will be held responsible for reimbursement to the company, through payroll deduction, for any vehicle damage that occurs due to:
  - Personal use
  - Excessive mileage
  - Lack of maintenance
  - Misuse
  - Reckless driving

## **XI. Safe Driving Rules / Spotting Vehicles**

- Never take unnecessary risks. If in doubt, play it safe. To arrive safely is more important than to arrive on time.
- Report to work promptly. This will give adequate time to inspect equipment and avoid careless speed on the road.
- Speed shall never exceed the posted legal limits and must be consistent with road, traffic, and weather conditions. Remember that posted speed limits are for cars. Commercial Motor Vehicle speed limits are 5 mph less than the posted speed limit.
- Seat belts are required to be worn by all passengers in all company vehicles.
- Plan a route to keep backing at a minimum. Never back into traffic if it can be avoided.
- Before vehicles are moved, drivers should perform a 360° walk-around to identify any hazards or obstacles that may be encountered. This include overhead hazards and notifying any pedestrians in the general area, that the vehicle or equipment is about to be moved.
- Be sure to inspect line of travel before backing. Ensure the area being backed through is clear of debris that could damage a tire. Clear all obstructions from path of truck.
- Even when a helper is directing, drivers are responsible for safe backing. Be sure the spotter is in a position where they have a clear view and where signals can be seen or heard.
- If at any time the driver loses sight of the spotter, they are to immediately stop and not proceed unless they have the spotter in visual line of sight.
- No driver shall leave a vehicle unattended without taking all reasonable precautions to prevent the movement of the vehicle. The parking brake shall be set securely and wheel chocks applied.
- No driver shall stop or park a vehicle in such a position as to cause interference with other traffic. Whenever possible, stop or park away from the traveled portion of the highway.
- Smoking is prohibited near a load of hazardous materials or waste.

## **XII. Cell Phone Usage**

- All drivers should be aware of and follow all local laws that apply to usage of a cell phone while driving any company vehicle.



- Hands free devices should be used when possible.
- Texting is prohibited while driving a company vehicle.

Employees should also consult all Human Resource policies in addition to this program.

### **XIII. Associated Documents and References**

#### **A. References**

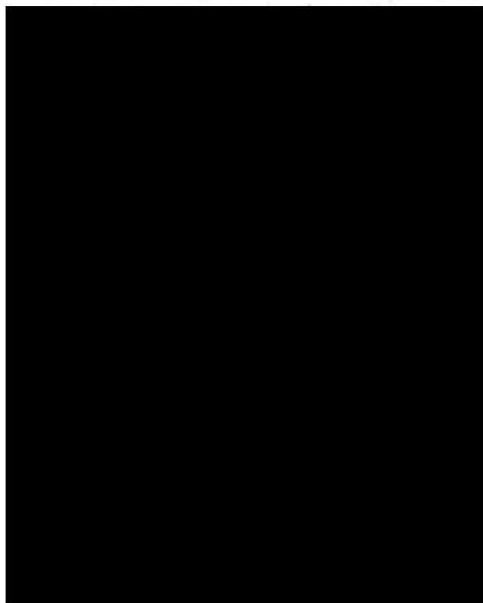
49 CFR 383 and 391

#### **B. Documents**

- Driver Qualification forms
  - Road Test Forms (TRN-FM-001-IDS, TRN-FM-002-IDS)
  - Previous Employment Requests (TRN-FM-003-IDS)
  - Annual Driver Record Review (TRN-FM-004-IDS)
  - Certification of no previously positive drug & alcohol test status (TRN-FM-005-IDS)
  - Certificate of Compliance (TRN-FM-006-IDS)
- Company FMCSA Drug & Alcohol Policy (EHS-PR-101-IDS)
- Incident Report Forms
  - Occupational Incident (EHS-FM-001-IDS)
  - Vehicle Incident Report Form (EHS-FM-002-IDS)
  - Spill Notification Form (ENV-FM-001-IDS)
- Notification of Moving Violation or Suspension form (TRN-FM-015-IDS)
- Transporter Contingency Plan (TRN-PR-003-IDS)

### **Revisions**

Revision Date	Changes



## IMPORTANT NOTICE

The Delaware Department of Natural Resources and Environmental Control (DNREC) Compliance and Permitting Section (CAPS) is dedicated to overseeing the waste transportation permit process. We carefully receive, review, and provide comments regarding submitted permit applications, requiring a complete application prior to public notice. It is important for transporters submitting applications to DNREC-CAPS to understand that all permit applications will now be publicly accessible during the required 15-day public notice period and are also subject to release under DNREC's Freedom of Information Act (FOIA) afterward.

To improve transparency, DNREC now publishes legal notices on its website that include the names of transporters applying for permits, along with convenient links to the original permit applications. This approach is designed to promote open communication and build public trust.

Before releasing each permit application, DNREC-CAPS ensures that all personally identifiable information (PII)—such as driver names, birthdates, and Social Security numbers—is properly redacted.

Transporters who wish to keep other certain information in their permit applications confidential—excluding personally identifiable information (PII) which is being redacted—must explicitly request confidentiality when they submit their original application. This request must comply with DNREC's Freedom of Information Act (FOIA) regulations. For detailed policies and procedures regarding confidentiality requests, refer to 8 DE Admin. Code § 900, titled *Policies and Procedures Regarding FOIA Requests*.

Please note that any request to hold specific information as confidential must be made in writing at the time you submit your original waste transporter application to DNREC-CAPS. Your request must include a justification for why the information should be kept confidential, as required by Subsections 6.2.1 through 6.2.4 of the *Policies and Procedures Regarding FOIA Requests*.

Additionally, if you are making a confidentiality claim, you are required to submit two applications: the original waste transporter permit application and a second version of the original application that redacts the information you wish to keep confidential.

We appreciate your cooperation in this matter.