

RECEIPT

DATE

9/4/2026

No.

735894

RECEIVED FROM

Zero Waste Solutions, Inc

\$350.⁰⁰/_{XX}

Three hundred and fifty dollars and 0 cents

DOLLARS

☐ FOR RENT☒ FOR

DE-SW-1881

ACCOUNT

PAYMENT

BAL. DUE

☐ CASH☒ CHECK☐ MONEY
ORDER☐ CREDIT
CARD

FROM

35299

TO

BY

EB



DELAWARE DEPARTMENT OF
**NATURAL RESOURCES AND
ENVIRONMENTAL CONTROL**

RECEIVED

89 Kings Highway
Dover, DE 19901
302-739-9403

dnrec.delaware.gov

SEP 04 2026

DNREC

WHS

SOLID WASTE TRANSPORTER PERMIT APPLICATION

Language Preference:

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- 1881 Expiration Date September 30, 2026

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

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

ALL OTHERS

- ☒ 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 Zero Waste Solutions, Inc.

Location Address:	Mailing Address:
1850 Gateway Blvd, Suite 1030, Concord, CA 94520	PO Box 5097 Concord, CA 94524

Contact: Shavila Singh Title: President

Business Phone: 925-270-3339 Fax: _____

E-mail: accounting@zerowastesolutions.com

24 hr Emergency Contact Phone: 925-270-3339

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: Newark State: CA Date: May 20, 2004

☐ 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 _____

(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 _____
☒ 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) _____

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 _____
- ☐ 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 _____
- ☐ No transporter permits in other states
- (c). Indicate your Federal DOT number and Motor Carrier number:
- DOT# 2986644 MC# 60712
- ☐ 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:

	FOR-HIRE INTERSTATE	ALL OTHERS
Residential Waste	\$750,000.00 + MCS-90 ☐	\$300,000.00 ☐
Commercial Waste	\$750,000.00 + MCS-90 ☒	\$300,000.00 ☒
Industrial Waste	\$750,000.00 + MCS-90 ☐	\$300,000.00 ☐
Dry Waste	\$750,000.00 + MCS-90 ☒	\$300,000.00 ☒
Ash	\$750,000.00 + MCS-90 ☐	\$350,000.00 ☐
Infectious Waste	\$1,000,000.00 + MCS-90 ☐	\$750,000.00 + MCS-90 ☐
Non-Hazardous Petroleum Contaminated Soils	\$750,000.00 + MCS-90 ☐	\$300,000.00 ☐
Asbestos	\$1,000,000.00 + MCS-90 ☐ (For Hire & Private)	\$300,000.00 ☐
Scrap Tires Only	\$300,000.00 ☒	\$300,000.00 ☒

11. Spill Control and Safety

List all spill control and safety equipment that 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 ✓

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.

- 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);
- 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;
- Describe how drivers are instructed in the following:
 - Knowledge of proper handling procedures for the type of solid waste being transported.
 - Familiarity with the approved accidental discharge containment plan. (Spill Control Plan)
 - Familiarity with the conditions of the solid waste transporter's permit.

Driver Training, attachment ✓

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

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 SHAVILA SINGH Date 28/08/2026
Print Name Shavila Singh Title President

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

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]

SPILL CONTROL PLAN FOR SOLID WASTE HAULERS

- (1) Spill control and safety equipment carried in each vehicle:
 - 1). Reflectors and/or flares
 - 2). Fire extinguisher
 - 3). First aid kit
 - 4). Heavy-duty gloves, hard hat
 - 5). Flashlight
 - 6). All trucks carry Spill kit that is approved by DOT for any fluid spills from the trucks.
- (2) All loads will be enclosed, covered, or tarped to prevent accidental discharge of the waste during transport to the disposal facility.
- (3) The driver will perform the following pre-trip inspections:
 - 1). The driver will perform DOT pretrip inspection each morning before leaving the yard.
 - 2). For any Roll Off containers the driver will perform an inspection of the container to confirm the all secured properly then when the container is loaded the driver will tarp the load.
- (4) If there is an accident or other emergency which causes a portion of the load to be spilled, the driver, if uninjured, will contact the following designated company coordinator:
Name: Joseph Strange Phone: 301-997-3308
- (5) The designated coordinator will contact the state and municipal authorities where the accident occurred. If the accident or spill has the potential to cause environmental damage, (either due to the nature of the waste, location of the accident, or additional factors such as leaking oil, gasoline, or hydraulic fluid) the person contacted will notify the state emergency response team, by calling one of the following numbers:
Delaware: 911, (302) 739-9401 or 1-800-662-8802 *(Other numbers may be listed as follows, however, the listed Delaware numbers must be included in the spill control plan.)*
Maryland:
New Jersey:
- (6) The designated coordinator will contract for clean-up services with another company.
(This is optional, however, if another company is to be contracted, please append a list of cleanup companies by either region or state.)
- (7) This plan will be carried in all vehicles, along with the permit.

The safety program is printed and bonded and available in every truck.

As well as available in the main office and yard location for drivers to review.

Drivers are re-trained annually and provided program review training at the start of employment.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/1/2026

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).

PRODUCER Don Ramatici Insurance, Inc. 731A Southpoint Boulevard PETALUMA CA 94954-1495	CONTACT NAME: Melissa Ramos	FAX (A/C, No): 707-782-9300	
	PHONE (A/C, No, Ext): 707-782-9200 X 107	E-MAIL ADDRESS: melissa@ramaticiins.com	
INSURED Zero Waste Solutions, Inc. PO Box 5097 Concord CA 94524	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Everest Indemnity Insurance Company		10851
	INSURER B : Everest Denali Insurance Company		16044
	INSURER C : Landmark American Insurance Company		33138
	INSURER D : Insurance Company Of The West		27847
	INSURER E :		
INSURER F :			

COVERAGES**CERTIFICATE NUMBER:** 1588619219**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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PROJECT ☐ LOC ☐ OTHER:			CF1GL00275-261	2/2/2026	2/2/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Deductible \$ 5,000
B	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			CF1CA00394-261	2/2/2026	2/2/2027	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	☐ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 10,000			LHA610988	2/2/2026	2/2/2027	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
D	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 Y	N/A	WPH 5088101 00	2/2/2026	2/2/2027	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

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

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SAFETY PROGRAM

CDL DRIVERS



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1 Company Commitment**1.0 Safety is First Priority**

- The personal safety and health of each employee of ZWS and our customer is a primary importance. We plan and implement safety and environmental compliance at all levels. Prevention of occupational-induced injuries and illnesses is of such consequence that it takes precedence over operating productivity. To the greatest degree possible, management will provide all mechanical and physical activities required for personnel safety and health, in keeping with the highest standards.

1.1 Introduction to Our Plan

- It is the intent of ZWS to comply with all laws concerning health and safety and to constantly be aware of conditions in all work areas that can produce or lead to injuries. No employee is required to work at a job known to be unsafe or dangerous to his or her health. Employee cooperation in detecting hazards, reporting dangerous conditions, and controlling workplace hazards is a condition of employment. Employees are required to inform their direct supervisor or designated Site Safety and Health Officer (SSHO) immediately of any situation beyond their ability or authority to correct. Employees will not be disciplined or suffer any retaliation for reporting a safety violation in good faith. Individual Cooperation is Necessary.
- ZWS maintains a safety and health program conforming to the best practices of our field. To be successful, such a program must embody proper attitudes toward injury and illness prevention on the part of supervisors and employees. It requires the cooperation in all safety and health matters, not only of the employer and employee, but also between the employee and all coworkers. Only through such a cooperative effort can a safety program in the best interest of all be established and preserved. Safety is no accident; think safety and the job will be safer.

1.2 Safety Program Goals

- The objective of ZWS is a safety and health program that will reduce the number of injuries and illness to an absolute minimum, not merely in keeping with, but surpassing the best experience of similar operations by others.

1.3 Safety Policy Statement

- Accident prevention will be considered of primary importance in all phases of operation and administration. It is always the intention of ZWS management to provide safe and healthy working conditions and to establish and insist upon safe practices by all employees. The prevention of accidents is an objective affecting all levels of ZWS and its operations. It is, therefore, a basic requirement that each supervisor make the safety of all employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.
- Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt about how to do a job or task safely, it is his or her duty to ask a qualified person for assistance. Employees are expected to assist management in accident prevention activities. Unsafe conditions must be reported immediately. Everyone is responsible for the housekeeping duties that pertain to their jobs.
- Every injury that occurs on the job, even a slight cut or strain, must be reported to their direct supervisor, designated SSHO, or Corporate SHO as soon as possible and no later than the end of his or her work shift. Under no circumstances, except emergency trips to the hospital, should an employee leave the work site without reporting an injury on the Incident Report Form.

1.4 Agreement to Participate

- The information in this manual constitutes a written injury and illness prevention program. While ZWS cannot anticipate every workplace hazard, the following general principals should provide guidance to safe conduct.

To be safe, all employees and staff must never stop being safety conscious.

- Study the guidelines contained in this manual. Discuss the workplace situation with the PM and SSHO. Attend all company-sponsored training and safety meetings. Read all posters and warnings and listen to instructions carefully. Follow the Code of Safe Workplace Practices contained herein. Participate in incident investigations as requested. Make suggestions to improve the workplace to make it safer. Accept responsibility for the safety of others. Maintain all required documentation.
- Each employee is required to read and implement this injury and illness prevention program. If you do not understand any policy, please ask the PM, SSHO, or your supervisor.

1.5 Safety and Health Training

- Training is one of the most important elements of any injury and illness prevention program. Such training is designed to enable employees to learn their jobs properly, bring new ideas to the workplace, reinforce existing safety policies, and put the injury and illness prevention program into action.
- Training is required for both supervisors and employees alike. The content of each training session will vary, but each session will attempt to teach the following:
 - The success of ZWS's injury and illness prevention program depends on the actions of individual employees as well as a commitment by the top management.
 - Each employee's immediate supervisor will review the safe work procedures unique to that employee's job and how these safe work procedures protect against risk and danger.
 - Each employee will learn when PPE is required or necessary and how to use and maintain the equipment in good condition.
 - Each employee will learn what to do in the case of an emergency in the workplace.
 - Supervisors are also vested with special duties concerning the safety of employees. The supervisors are key figures in the establishment and success of ZWS's Workplace Safety Plan (WSP). They have the primary responsibility for implementing the plan, especially as it relates directly to the workplace. Supervisors are responsible for being familiar with safety and health hazards to which employees are exposed, how to recognize hazards, the potential effects of hazards, and the rules and procedures for maintaining a safe workplace. Supervisors shall convey this information to the employees at the workplace and shall investigate accidents according to the accident investigation policies contained in this manual.

1.6 Safety Training Meetings

- ZWS has regular safety meetings each month and routine weekly briefings once a week at a minimum. The purpose of the meetings is to provide formal training and to convey safety information and answer employee questions. The format of most meetings will be to review, in language understandable to every employee, for example, the content of this WSP, special work site hazards, serious concealed dangers, or safety data sheets. Whenever a new practice or procedure is introduced into each meeting, notes of the meeting will be kept, to include the trainer, roster of attendees, date, and location.

1.7 Employee Responsibility for Training

- Teaching safety is a two-way street. ZWS can preach safety but only employees can practice safety. Safety education requires employee participation. Remember the following general rules apply in all situations:
 - No employee should undertake a job that appears to be unsafe.
 - No employee is expected to undertake a job until he or she has received adequate safety instructions and is authorized to perform the task.
 - No employee will use chemicals without the required personal protective equipment, and the knowledge required to work with these chemicals safely.

- Mechanical safeguards must be kept in place on all equipment.
- Employees must report any unsafe condition to their supervisor and/or the designated SSHO.
- Any work-related injury or illness must be reported to management as soon as possible and no later than end of work shift.
- PPE must be used when and where required. All such equipment must be properly maintained. Worn or damaged personal protective equipment, tools, and equipment will be brought to the supervisor for repair or replacement.

1.8 Accident Prevention Policy

- Each employee has a personal responsibility to prevent accidents. Everyone has a responsibility to their family, to their fellow workers, and to the Company. All will be expected to observe safe practices, rules, and instructions relating to the efficient application of the work safety requirements. The responsibilities include, but are not limited to the following:
 - Incorporate safety into every job; no job is done efficiently unless it is performed safely.
 - Know and obey safe practice rules.
 - Know that disciplinary action will result from a violation of the safety rules and requirements, as well as unsafe conduct on the job.
 - Raise awareness among drivers about the primary risks associated with vehicle operation.
 - Encourage consistent demonstration of good road safety habits.
 - Ensure vehicles are maintained in a safe, clean, and environmentally friendly condition, including the insertion of DEF when necessary.
 - Exhibit the highest standards of safety and conduct while operating ZWS vehicles.
 - Adhere to all traffic laws and regulations.
 - Avoid distractions while driving.
 - Report near-miss incidents promptly.
 - Take sufficient rest breaks to prevent fatigue.
 - Understand the range of potential injuries from minor to severe.
 - Report all injuries immediately to your supervisor or SSHO.
 - Caution fellow workers of unsafe acts and help with safety. Do not take chances. Ask for assistance from fellow workers and/or supervisors.
 - Ask questions, research safety requirements, and seek advice from your supervisor when there is any doubt concerning safe procedures or safety equipment.
 - Do not perform tasks where you do not understand the required safety procedures.
 - Report all unsafe conditions and/or equipment to your supervisor immediately.
 - A copy of this plan will be kept in the office or on the job site and made available to all employees.
 - It is the policy of ZWS to provide a safe and clean workplace and to maintain sound operating practices. Concentrated efforts shall produce safe working conditions and result in efficient and productive operations. Safeguarding the health and welfare of our employees cannot be stressed strongly enough. Accident prevention is the responsibility of all of us.
 - Department heads and supervisors at all levels shall be responsible for continuous efforts directed toward the prevention of accidents. Employees are responsible for performing their jobs in a safe manner. The observance of safe and clean work practices, coupled with ongoing compliance of all established safety standards and codes, will reduce accidents, and make ZWS a better and safer place to work.

1.9 Safety Incentive Program

1.9.1 Purpose

- Zero Waste Solutions has developed a program to encourage and award desirable behavior related to Safety. Each calendar quarter, the individual drivers are evaluated on their driving performance in terms of Safety.
- This includes driving safety scores provided by the GPS units on the vehicles, the actions taken by the drivers to maintain the vehicle's safe operating conditions, and the support that employees show to each other in maintaining a Safe working environment.
- The GPS system tracks all aspects of driver behavior related to safety and will provide a score on their performance. Drivers with an overall score of 90 or higher will be awarded a safety bonus. Safety bonuses will be distributed

2 Training

- ZWS provides new hire and ongoing scheduled training to all ZWS employees. There are scheduled monthly trainings on per-determined safety subjects and along for site-level weekly safety briefings on various subjects related to real-time conditions and events.
- Training required and conducted on a job site is recorded by the Site Manager/SSHO and records are held on site for the duration of the contract.

2.0 New Hire Health & Safety Orientation

- Awareness of potential health and safety hazards, as well as knowledge of how to control such hazards, is critical to maintaining a safe and healthy work environment and preventing injuries, illnesses, and accidents in the workplace.
- To achieve this goal, ZWS assures each site worker receives training on the site, activity, and individual position hazards and the methods used to mitigate those hazards. The Site Manager, the SSHO, or Subcontractor management will address these aspects in the AHAs and PHAs pertinent to the work at hand.
- Training will be documented on the Employee Safety Orientation – Training List. This training is provided upon employment and whenever a person is newly assigned on-site, with regular refresher training as appropriate or necessary. Additional training may be required to meet specific project and facility needs.

2.0.1 Onboard Training Program Utilizing Tenstreet Training

2.0.1.1 Introduction

The onboard training program at Tenstreet Safety Management is designed to ensure new drivers are well-prepared and equipped with the knowledge and skills required to maintain high safety standards. By leveraging Tenstreet's comprehensive training platform, we can streamline the onboarding process and provide consistent, high-quality training.

2.0.1.2 Training Program Outline

1. Welcome and Introduction

- Overview of Samara Safety Management
- Introduction to company policies and culture
- Importance of safety and compliance

2. Access to Tenstreet

- Setting up Tenstreet Driver Pulse Account
- Navigating the Tenstreet platform
- Introduction to available training modules

3. Core Safety Training Modules

- Defensive Driving
- Vehicle Inspection Procedures
- Emergency Response Procedures
- Distracted Driving Awareness

4. Role-Specific Training

5. Refuse Collection Safety

- Objective: Teach safe practices for refuse collection operations
- Topics Covered:
 - Proper lifting techniques to avoid injury
 - Safe handling of hazardous materials
 - Use of personal protective equipment (PPE)
 - Avoiding slips, trips, and falls.

- Best practices for working in traffic.

6. Vehicle Operation and Maneuvering

- Objective: Train drivers on the operation and maneuvering of refuse trucks.
- Topics Covered:
 - Understanding vehicle controls and functions.
 - Techniques for safe driving in urban and residential areas.
 - Navigating narrow streets and alleys.
 - Backing and turning procedures.
 - Preventing accidents and collisions.

7. Load Management and Weight Distribution

- Objective: Ensure proper loading and weight distribution in refuse trucks.
- Topics Covered:
 - Load limits and legal requirements.
 - Techniques for even weight distribution.
 - Preventing load shifts and spillage.
 - Securing loads for safe transport.

8. Hydraulic Systems and Equipment Operation

- Objective: Educate drivers on the operation and maintenance of hydraulic systems and equipment.
- Topics Covered:
 - Understanding hydraulic system components.
 - Safe operation of compaction mechanisms.
 - Troubleshooting common hydraulic issues.
 - Routine maintenance procedures.

9. Route Planning and Efficiency

- Objective: Optimize route planning and efficiency for refuse collection.
- Topics Covered:
 - Planning efficient routes to minimize travel time and fuel consumption.
 - Using GPS and route optimization software.
 - Adapting to changing traffic conditions and road closures.
 - Strategies for reducing missed pickups and delays.

10. Environmental Compliance and Waste Management Regulations

- Objective: Ensure compliance with environmental regulations and waste management laws.
- Topics Covered:
 - Local, state, and federal waste management regulations.
 - Proper disposal and recycling procedures.
 - Reporting and documentation requirements.
 - Handling and disposal of hazardous waste.

11. Customer Service and Community Relations

- Objective: Promote positive interactions with customers and the community.
- Topics Covered:
 - Professional communication with customers.
 - Addressing customer complaints and concerns.
 - Building positive relationships with the community.
 - Educating the public on waste management practices.

12. Emergency Procedures and Incident Response

- Objective: Prepare drivers for handling emergencies and incidents.
- Topics Covered:
 - Responding to accidents and vehicle breakdowns.
 - Procedures for spills and contamination.
 - First aid and basic medical response.
 - Communication protocols during emergencies.

13. Performance and Compliance Monitoring

- Introduction to Samsara Safety Score
- Importance of maintaining a high safety score
- Using Tenstreet for ongoing training and performance tracking

2.0.1.3 Detailed Training Steps

1. Welcome and Introduction

- Conduct a virtual or in-person welcome session.
- Provide an overview of Samara Safety Management's mission, values, and safety commitment.
- Distribute the company handbook and discuss key policies.

2. Access to Tenstreet

- Guide new drivers through the process of setting up their Tenstreet account.
- Provide a tutorial on navigating the Tenstreet platform, accessing training modules, and tracking progress.

3. Core Safety Training Modules

- Assign the following mandatory training modules on Tenstreet:

Defensive Driving

- Objective: Teach defensive driving techniques to prevent accidents.
- Duration: 2 hours
- Assessment: Quiz at the end of the module.

Vehicle Inspection Procedures

- Objective: Educate on pre-trip and post-trip inspection procedures.
- Duration: 1 hour
- Assessment: Practical demonstration and written test.

Emergency Response Procedures

- Objective: Prepare drivers to handle emergencies effectively.
- Duration: 1 hour
- Assessment: Scenario-based quiz.

Distracted Driving Awareness

- Objective: Highlight the dangers of distracted driving and how to avoid it.
- Duration: 1 hour

- Assessment: Quiz at the end of the module.

4. **Role-Specific Training**

- Based on the driver's role, assign additional training modules that focus on specific job requirements and risks.
- Examples include:
 - Long-Haul Driver Safety
 - Front Load Driver
 - Roll Off Driver
 - Hazardous Materials Handling

5. **Performance and Compliance Monitoring**

- Explain the importance of maintaining a high Samsara Safety Score.
- Show how Tenstreet tracks training progress and integrates with Samsara for performance monitoring.
- Encourage ongoing learning and completion of refresher courses as needed.

2.0.1.4 **Monitoring and Follow-Up**

1. **Progress Tracking:**

- Use Tenstreet to monitor each driver's progress through the training modules.
- Send reminders for any incomplete training.

2. **Assessments:**

- Review quiz and test results to ensure comprehension.
- Schedule follow-up training sessions for any areas where additional support is needed.

3. **Feedback:**

- Collect feedback from new drivers on the onboarding process and training materials.
- Use feedback to continuously improve the training program.

4. **Certification:**

- Upon completion of the training program, provide a certificate of completion.
- Update driver records in Tenstreet and Samsara.

2.0.2 **Weekly Safety Training and Education**

- **Onboard Training:** New employees undergo thorough onboarding training utilizing Tenstreet's comprehensive modules to ensure they are well-prepared from day one.
- **Ongoing Education:** Regular training sessions, including weekly safety meetings and specialized training for specific roles, are conducted to reinforce safety protocols and update employees on new regulations or procedures.

2.0.2.1 **Weekly Safety Meetings**

- Managers conduct weekly safety meetings at the beginning of each shift to discuss current safety topics, review best practices, and address any concerns.
- Safety meeting videos are presented via Tenstreet, and employees sign off on their participation through the Driver Pulse app in Tenstreet to ensure accountability and track attendance.

YEARLY Calendar to be provided in Attachments

2.1 Mandatory Training and Certifications

- Mandatory training, by group or individual, shall be executed and tracked for compliance by the site manager or SSO, with the records available on site.
- Personnel certifications required on projects shall be tracked by the site manager, with the record available on site.

2.1.1 Periodic Health & Safety Training

- Health and safety training will be conducted on a recurring basis. Supervisors will meet on health and safety topics and issues minimally once per month and supervisors will provide weekly training for personnel as appropriate due to new hazards introduced to the jobsite or activities, personnel assigned or reassigned, or as part of corrective and preventive actions from incidents and changes to processes. Every supervisor shall train their employees on the ZWS safety topics at new hire orientation and at least once each year.
- OSHA defined Competent and Qualified Persons and those holding OSHA 30 Hour or Trainer Certificates should maintain continuing, formal education in pertinent health & safety topics. It is recommended that those holding an OSHA 30 Hour Certificate complete 8 hours of formal training each year to remain current on their safety knowledge.

2.1.2 Emergency Response Training

- Train personnel on the pertinent Emergency Response Plans and procedures discussed in this WSP, before allowing them to work on the site.

3 Compliance Standards

3.0 Commercial Driver's License

- All ZWS drivers operating a Commercial Motor Vehicle (CMV) are required to hold a valid Commercial Driver's License (CDL). A copy of the employee's CDL is required upon hire and will be tracked and validated by ZWS Human Resources (HR) Department.
- CMV drivers must ensure that their CDL's are valid, and an available copy is present for routine and random inspections. HR will ensure all drivers maintain a valid Commercial Driver's License (CDL) and that records are consistently tracked and validated by HR

3.1 Motor Vehicle Records (MVR)

- The Motor Vehicle Records (MVR) will be requested before hire and on an annual basis. CMV operators are subject to special driving rules as well as strict penalties for violations. Traffic violations received while operating ZWS motor vehicles must be reported immediately to management. Any violations found during annual checks of MVRs will be immediately reported. CMV operators with two serious traffic violations in three years will face a minimum 60-day CDL revocation. Having three serious violations in three years carries a minimum 120-day CDL revocation. Serious traffic violations include, but are not limited to:
 - Excessive speeding (usually 15 miles per hour or more over the limit)
 - Improper lane changes
 - Following too closely
 - Reckless driving
 - Distracted driving violations
 - Driving a CMV without the proper CDL in your possession
 - Any traffic violation that results in an injury or fatality
 - Possessing alcohol in a CMV
 - Failing to properly stop at or obey railroad signs
- Any major violations reported will disqualify the CMV operator for ZWS employment. Major violations include, but are not limited to:
 - Driving under the influence (DUI) (commercial and non-commercial vehicles)
 - Refusing a chemical test
 - Any traffic collision where CMV operator fails to render aid (hit and run)
 - Using a motor vehicle to commit a felony
 - Driving a CMV while revoked or suspended
 - Negligently causing a CMV-related fatality
 - Out-of-service order for safety violations

3.2 Clearinghouse

- The FMCSA database will contain information pertaining to violations of the U.S. Department of Transportation (DOT) controlled substances drug and alcohol testing program for holders of CDLs.

- Clearinghouse queries will be run upon hire and violations reported will affect CMV operator's employment with ZWS. The Clearinghouse will contain only violations that occurred on or after the rule's implementation date of January 4, 2020 and will be ran annually thereafter.

3.3 Drug and Alcohol Test

- In compliance with the Drug-Free Workplace Act of 1988 and FMCSA 49 CFR Part 40, or Part 40, ZWS has a longstanding commitment to provide a safe, quality-oriented, and productive work environment. Alcohol and drug misuse poses a threat to the health and safety of ZWS employees and to the security of the company's equipment and facilities. For these reasons, ZWS is committed to the elimination of drug and alcohol use and misuse in the workplace. As a condition of employment ZWS requires that employees complete and pass a drug and alcohol test. All employees and new hires are subject to compliance checks by running pre-employment, random, and post-accident tests. ZWS maintain zero tolerance for DUI offenses.

3.4 Medical Cards

- All drivers, at the time of employment, will be required to provide a valid copy of the applicant's DOT Medical Certificate. The driver will be responsible to maintain the medical cards as current
- ZWS HR Department will maintain records and at any time can request a driver to provide their medical card. Drivers are responsible for presenting medical cards after an accident and/or during scheduled and random inspections.

3.5 Hours of Service

- ZWS drivers must comply with the Department of Transportation (DOT) hours of service requirements (HOS) and any additional requirements applicable depending on operating state and county. Management will provide daily schedules for all drivers IAW hour of service requirements; drivers must comply with daily schedules as assigned. ZWS provides fatigue management training to educated drivers on proper rest breaks. Reference Section 8.8 Hours of Service Policy for additional information.
- Timecard entries must be recorded by the employees daily and only recorded by the employee. Reach out to your manager for information on timecard entries for your location.
- Strict adherence to DOT Hours of Service (HOS) rules including:
 - 11-hour maximum driving rule after 10 hours off duty.
 - 14-hour maximum workday.
 - 70-hour work limit within 8 days
 -
 -

3.6 Safety Management Systems

3.6.1 Standard Operating Procedure (SOP) for Samara and Tenstreet Safety Management

3.6.1.1 Introduction

Samara Safety Management is committed to maintaining the highest standards of safety for our employees. This SOP outlines the procedures for managers to review safety violations, generate and analyze automated monthly safety reports, and integrate with Tenstreet for assigning coaching and training.

3.6.1.2 Manager's Guide to Reviewing Violations

Procedure:

1. Notification of Violation:

- Managers will receive an email notification from Tenstreet whenever a safety violation is reported. Notifications are also managed in Tenstreet Dashboard.
- The notification will include details such as the date, time, location, and nature of the violation.

2. Reviewing the Violation:

- Access the Safety Management System (SMS) and log in with your credentials.
- Navigate to the "Violations" section to view the reported incident.
- Review all available details, including witness statements, video footage, and any other relevant evidence. Video's are available in the Tenstreet dashboard linked to Samara.

3. Assessment:

- Determine the severity of the violation based on ZWS safety score card covered in the next section.
- Assess the potential risk and impact of the violation on overall safety.

4. Corrective Action:

- Decide on the appropriate corrective action (e.g., warning, retraining, suspension).
- Document the decision and rationale in the SMS.
- Communicate the decision to the employee involved and ensure they understand the implications and next steps.

5. Follow-Up:

- Each Manager is required to monitor the employee's behavior to ensure compliance with safety policies.

3.6.1.3 Automated Monthly Safety Reports

Procedure:

1. Report Generation:

- The system will automatically generate weekly safety reports on the Friday of the end of each week to Project Managers.
- The system will automatically generate monthly safety reports on the 1st of each month to all Corporate Managers.
- Reports will include data on the number and types of violations, locations of incidents, and any patterns or trends observed.

2. Reviewing Reports:

- Managers will receive an email notification when the weekly report is available.
- Managers are required to analyze the data to identify key areas of concern and potential improvements, findings are required to be reviewed in Weekly Operations Meetings.

3. Action Planning:

- Based on the report findings, develop an action plan to address any identified issues.

- Assign responsibilities and set deadlines for implementing corrective actions.
- 4. **Communication:**
 - Weekly Operations Meeting: Managers to address report findings and corrective actions with Corporate Management Team
 - Monthly Corporate Safety Meeting: Corporate Management will meet to discuss all sites reports, gather feedback, log completed corrective actions.

3.6.1.4 EXHIBIT A: Sample Action Plan Report for Safety Violations and Corrective Actions

Action Plan Report for Safety Violations and Corrective Actions						
Site: _____						
Project Manager: _____						
Corporate Manager: _____						
Reporting Period: [Date] _____						
1. Summary of Violations						
Total Violations Reported: _____						
Minor: [Number] _____						
Moderate: [Number] _____						
Severe: [Number] _____						
Top Types of Violations:						
Safety Policy Violations - [Number] _____						
Accidents - [Number] _____						
Distracted Driving - [Number] _____						
2. Detailed Violation Review						
Date	Violation Type	Description	Severity	Corrective Action Taken	Assigned To	Status
[Date]	[Type]	[Brief description of the violation]	[Severity]	[Action taken, e.g., warning, training]	[Employee]	[Completed/Pending]
[Date]	[Type]	[Brief description of the violation]	[Severity]	[Action taken, e.g., warning, training]	[Employee]	[Completed/Pending]
[Date]	[Type]	[Brief description of the violation]	[Severity]	[Action taken, e.g., warning, training]	[Employee]	[Completed/Pending]
3. Corrective Actions and Training Assigned						
Training Modules Assigned:						
[Training Module 1] -	[Employee Name(s)]	[Completion Deadline]				
[Training Module 2] -	[Employee Name(s)]	[Completion Deadline]				
Coaching Sessions:						
[Coaching Session Topic]	[Employee Name(s)]	[Date Scheduled]				
4. Follow-Up Actions						
Monitoring:						
Regular checks will be conducted to ensure compliance with safety policies.						
[Employee Name] will be monitored for [Duration] to ensure corrective actions are effective.						
[Employee Name] will be monitored for [Duration] to ensure corrective actions are effective.						
Reassessments:						
Follow-up review scheduled for [Date] to reassess the effectiveness of corrective actions.						
Follow-up review scheduled for [Date] to reassess the effectiveness of corrective actions.						
Follow-up review scheduled for [Date] to reassess the effectiveness of corrective actions.						
Follow-up review scheduled for [Date] to reassess the effectiveness of corrective actions.						
5. Summary of Improvements						
Observed Improvements:						
Reduction in [Type of Violation] incidents by [Percentage/Number].						
Enhanced compliance with safety protocols in [Specific Area/Department].						
Areas for Further Improvement:						
Need to address recurring violations in [Specific Area/Department].						
Additional training required for [Specific Topic/Procedure].						

3.6.2 Integration with Tenstreet for Assigning Coaching and Training

Procedure:

1. **Integration Setup:**
 - Samara Safety Management System (SMS) is integrated with Tenstreet.

2. Assigning Training:

- When a violation is reviewed and corrective action includes coaching or training, log in to Tenstreet.
- Navigate to the "Training" section and select the appropriate training module for the employee.
- Assign the training to the employee and set a completion deadline.
- Tenstreet will automatically send notifications to the employee about the assigned training and deadlines.

3. Automatic Tracking System:

- Tenstreet will automatically track the employee's progress on the assigned training modules.
- Managers can monitor progress in real-time through the Tenstreet portal.
- The system will send reminders to employees if training is not completed by the due date.

4. Monitoring Progress:

- Regularly check the "Training Progress" dashboard in Tenstreet to review the status of all assigned training.
- The dashboard will display completion rates, pending tasks, and any overdue training.

5. Documentation:

- Once training is completed, Tenstreet will automatically update the employee's record.
- Managers can access detailed reports on training completion and performance improvements directly from Tenstreet.

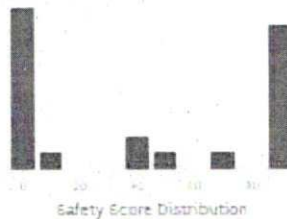
6. Follow-Up:

- Conduct a follow-up assessment using the "Training Follow-Up" feature in Tenstreet to ensure the training has been effective.
- Schedule additional coaching or training sessions if necessary, based on the follow-up assessment results.

3.6.3 Safety Score Weights and Configuration

For each driver in in ZWS fleet, Samsara calculates a safety score that you can use to measure driving behavior over time. Safety score to encourage positive driving behaviors and to coach drivers to reduce unsafe driving practices and minimize the likelihood of accidents. Safety events that influence the safety score for a driver include harsh driving, speeding, and AI-detected events such as Distracted Driving and ZWS Policy Violations.

Score Preview ⓘ

Current Score

0



New Score

0

Change behavior settings to preview impact on the Safety Scores in your fleet.

How Scoring Works

Drivers receive scores out of 100, where points are deducted based on desired impact level and the number of occurrences per miles driven, distance, or trips taken. For each behavior, select the level of impact (low, moderate, high, or custom) that the behavior should have on the overall score.

[Calibrate Settings](#)
[Guided Score Setup](#)
Crash

Crash

High ▼

Crash

High ▼

Collision Risk

Following Distance, Following of 0-2s, Following of 2-4s, Late Response, Defensive Driving, Near Collision, Forward Collision Warning

Mixed ▼

Following Distance

Low ▼

Following of 0-2s	Moderate ▾	➤
Following of 2-4s	Moderate ▾	➤
Late Response	Moderate ▾	➤
Defensive Driving	Moderate ▾	➤
Near Collision	Moderate ▾	➤
Forward Collision Warning	Moderate ▾	➤
Harsh Driving Harsh Accel, Harsh Brake, Harsh Turn	Moderate ▾	✓
Harsh Accel	Moderate ▾	➤
Harsh Brake	Moderate ▾	➤
Harsh Turn	Moderate ▾	➤
Distracted Driving Mobile Usage, Inattentive Driving, Inattentive Driving (Automatic), Drowsy	Mixed	➤
Mobile Usage	High ▾	➤
Inattentive Driving	High ▾	➤
Inattentive Driving (Automatic)	High ▾	➤
Drowsy	Low ▾	➤

Speeding

Light Speeding, Moderate Speeding, Heavy Speeding, Severe Speeding, Speeding (event)

Mixed ▾

Light Speeding

Low * >

Moderate Speeding

Moderate * >

Heavy Speeding

Moderate * >

Severe Speeding

High * >

Speeding (event)

Moderate * >

Traffic Signs & Signals

Rolling Stop, Did Not Yield, Ran Red Light, Lane Departure

Mixed ▾

Rolling Stop

Moderate * >

Did Not Yield

Low * >

Ran Red Light

Low * >

Lane Departure

Moderate * >

Policy Violations

Obstructed Camera, Eating/Drinking, Smoking, No Seat Belt

Mixed ▾

Obstructed Camera

Moderate * >

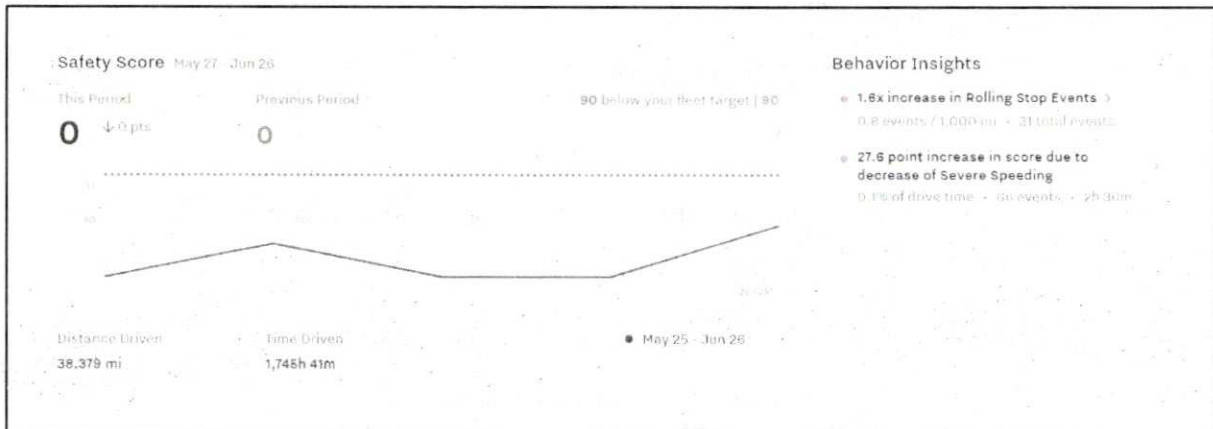
Eating/Drinking

>

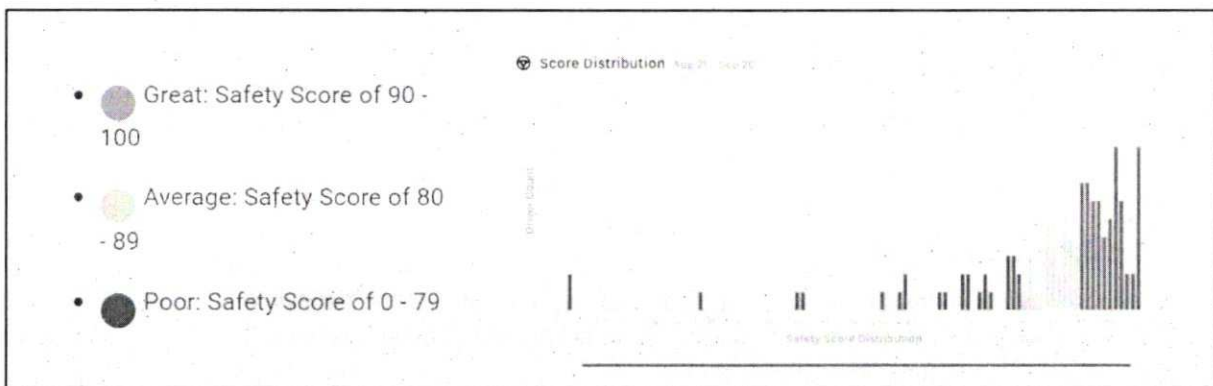
Smoking

>

3.6.3.1 Safety Score Categories and Calculation



The Samsara dashboard displays safety scores with the following default color-coded indicators to represent the range of the safety score performance:



3.6.3.2 Safety Score Calculation for Drivers

At Samara Safety Management, we use Samsara to automatically calculate safety scores for both drivers and vehicles. Here's a detailed explanation of how your safety score is determined and what factors influence it:

Understanding the Safety Score:

- Automatic Calculation:** Samsara automatically calculates your safety score based on your driving behavior and aggregates data if you're part of a group, such as in the Safety Overview.
- Manual Calculation:** You can manually calculate your safety score for any given time period to see how different behaviors and their weights affect the score.

Key Considerations for Calculating the Safety Score:

- Distance Measurement:** Always use miles as the unit of measure, regardless of your region.
- Zero Distance:** If you haven't logged any driving distance, your safety score will be 0. Only those with recorded driving distance will have a safety score.
- Score Range:** Your safety score ranges from a minimum of 0 to a maximum of 100.

How to Calculate Your Safety Score:

The safety score is calculated using the following formula:

$$\text{Safety Score} = 100 - (\text{sum of all score impacts})$$

The sum of all score impacts is the total value of the negative impacts due to unsafe driving behaviors. Here's how different behaviors impact your score:

- **Speeding Behaviors:**

$$(\text{Time spent speeding} \times \text{weight}) / \left(\frac{\text{total time driving}}{100} \right)$$

- **AI Following Distance, AI Distracted Driving:**

$$(\text{Number of events} \times \text{weight}) / \text{total time driving}$$

- **All Other Behaviors:**

$$(\text{Number of events} \times \text{weight}) / \left(\frac{\text{total miles driven}}{1000} \right)$$

Positive Driving Behaviors:

To encourage positive driving behaviors such as Defensive Driving, these behaviors are given a negative weight. This means the impact score value for positive behaviors will be subtracted from the sum of all score impacts, effectively boosting your safety score.

By understanding these factors and how they contribute to your safety score, you can focus on improving specific areas of your driving behavior to achieve a higher safety score.

3.7 IFTA

- The International Fuel Tax Agreement (IFTA) is an agreement among the lower 48 U.S. states and Canadian provinces designed to simplify the reporting of fuel use by motor carriers operating in multiple jurisdictions.
- ⊖ Purpose:
 - To streamline the fuel tax reporting process for motor carriers operating in multiple jurisdictions.
 - To ensure fair distribution of fuel tax revenues among participating jurisdictions.
- ⊖ IFTA is required for:
 - Motor carriers operating in multiple jurisdictions with vehicles that have:
 - Two axles and a gross vehicle weight exceeding 26,000 pounds, or
 - Three or more axles regardless of weight, or
 - A combination weight exceeding 26,000 pounds.
- ⊖ Requirements:
 - **Permitting and Licensing:** ZWS will obtain an IFTA license and decals for each vehicle meeting the requirement.
 - **Fuel Tax Reporting:** ZWS must file quarterly fuel tax reports with their base jurisdiction, detailing the amount of fuel purchased and miles traveled in each jurisdiction. The employee is responsible for submitting fuel receipts.
 - **Record Keeping:** Detailed records of fuel purchases and mileage must be maintained to support the information reported. The employee is responsible for submitting fuel receipts.
 - **Tax Payment:** Based on the reports, carriers pay fuel taxes to their base jurisdiction, which then distributes the tax to the appropriate jurisdictions.
 - **Audits:** Carriers may be subject to audits to ensure compliance with IFTA requirements

4 Safety and Health Inspections

4.0 Individual(s) Responsible for Conducting Safety Inspections

- The Site Manager serves as the Competent Person on the site and will maintain the required training or certifications to do so.

4.1 Inspector's Training / Qualifications

- It is recommended that the Site Manager is trained in the pertinent 30-hour OSHA Course or has completed the equivalent courses to learn the knowledge herein.

4.2 Inspections

- The Site Manager will inspect the site daily, maintaining a log of Health and Safety Inspections, Deficiencies, and any subsequent Corrective/Preventive Actions (CA/PA).

4.3 Inspection and Deficiency Tracking

- The Site Manager is responsible for ensuring immediate corrective or preventive actions (CA/PA) for hazards and deficiencies identified; and the verification of effectiveness of CA/PA. The daily log of deficiencies will be posted on the project safety bulletin board and shall have the following information (Safety & Health Deficiency Tracking Log attached as *Appendix H*):
 - Date the deficiency is identified
 - Description of the deficiency
 - Name of the person responsible for correcting the deficiency
 - Projected resolution date
 - Date the deficiency is resolved

- Deficiencies will be noted on the log even if corrected immediately

4.4 External Inspections

- ZWS' Corporate SHO or other corporate staff may conduct safety inspections and audits at any time. The audits consider all aspects of a site, including office, shop, vehicles, equipment, and fieldwork. The audits include review of safety procedures and administration. Auditors and managers record findings, tracking and closing any subsequent corrective and preventive actions.
- Safety consultants from ZWS's insurance carrier may perform annual inspections of general hazards in the workplace. They will report status of those inspections directly to the Site Manager and the Corporate SHO, who will track and correct all identified deficiencies.

5 Accident Reporting

5.0 Accident Investigations and Reports

- In the event of an injury, seek immediate medical attention by calling 911. Once the employee is safe, contact your immediate supervisor.
- Immediate incident reporting and thorough investigation are an important part of our safety program and key elements in preventing future incidents.
- Incidents, regardless of severity, are reportable to ZWS Safety Department. These include job related injuries, vehicle/auto accidents, and general liability claims. Near-miss or OSHA non-recordable incidents should be reported immediately.
- Employees & subcontractors shall contact the Site Manager regarding vehicle/auto and powered equipment incidents and property damage incidents as soon as possible and no later than end of work shift. When a job-related injury/illness occurs, it must be reported no later than the close of business on the day of the incident by telephone or email notification to the ZWS Safety Department stating who is involved, what happened, when it happened, how it happened, and treatment given, if any.
- An Incident Report form must be submitted to ZWS Safety Department no later than the close of business on the day following the incident, along with related treatment records from the health care provider. Tips on accurately report an accident:
 - Take numerous photos from every angle, capturing all involved elements and the surrounding area.
 - Write a clear and detailed statement of the incident/accident.
 - Supervisor/Manager must complete an incident/accident report.
 - Conduct a thorough investigation of the accident to determine responsibility, assess if it could have been avoided, evaluate if the driver followed proper procedures and safety precautions, identify any driver negligence, and classify the type of accident.
 - Reinforce preventive measures.
 - Failure to report an accident may result in disciplinary action or termination.
- The Site Manager responsible for operations involved in the incident will ensure an investigation is conducted and appropriate corrective actions are taken. Some incidents are also recordable.
- Recordable is a term defined by OSHA as a workplace injury/illness that meets certain criteria and must be entered on the OSHA 300 (Log of Work-Related Injuries and Illnesses). A general recording criterion is contained in 29 CFR 1910, Part 1904.7. If the injury or illness is determined to be an OSHA 300 recordable incident, the incident information must be entered on the log within seven (7) calendar days after receiving notification of the incident.
- When an incident occurs, the Site Manager shall address lessons learned from the incident during the next regularly scheduled Safety Meeting or immediately as appropriate.

5.1 Local Reporting

- In the event of an injury, seek immediate medical attention by calling 911. Once the employee is safe, contact your immediate supervisor.
- The supervisor will ensure that the employee receives proper medical care: first aid or medical treatment. The Site Manager keeps a record of first aid and near miss incidents, available for review on site or as requested by ZWS managers. See OSHA 29 CFR 1904.7 for the complete description of OSHA Non-recordable Incidents: first aid and nonmedical treatments.

5.2 Reports to ZWS Corporate

- Using the appropriate Incident Response Report, every injury that occurs on the job, even a slight cut or strain, must be reported to ZWS Corporate Safety/HR department as soon as possible. Under no circumstances, except emergency trips to the hospital, should an employee leave the work site without reporting an injury on the Incident Report Form. Report all incidents involving motorized vehicles or powered industrial equipment, property damage, injuries requiring professional medical treatment, first aid, and near miss incidents that could have resulted in similar injury or damage, to the Site Manager by end of business day.

5.3 Reports to Government

- If an on-the-job injury occurs which prevents an employee from reporting for work on their next regularly assigned shift, the Site Manager shall prepare documentation in accordance with (IAW) contractual requirements to the government after the accident.

6 Safety Rules for All Employees

- ZWS' managers will do everything possible to protect employees from accidents, injuries and/or occupational disease while on the job. Safety is a cooperative undertaking requiring an ever-present safety consciousness on the part of every employee. If an employee is injured, positive and prompt action must be taken to see that the employee receives adequate treatment. All operations must be planned to prevent accidents. To carry out this policy, the following rules will apply:
- All employees shall follow the safe practices and rules contained in this manual and such other rules and practices communicated on the job.
- All employees shall report all unsafe conditions or practices to the proper authority, including the PM, SSHO, and Corporate SHO.
- Management will be responsible for implementing these policies by insisting that employees observe and obey all rules and regulations necessary to maintain a safe workplace and safe work habits and practices.
- Good housekeeping must always be practiced. Clean up all waste and eliminate any dangers in the work area.
- Suitable clothing and footwear must always be worn. Personal protection equipment (e.g., hard hats, safety glasses, etc.) will be worn whenever needed. Hard hats and the appropriate safety vests must always be worn on construction sites or disposal facilities.
- All employees will participate in a safety meeting at least once every week. Subcontractors' employees on job sites will also participate in a safety meeting at least once a week and documentation of these meetings will be turned into the on-site supervisor, PM, or designated SSHO.
- Anyone under the influence of intoxicating liquor or drugs, including prescription drugs that might impair motor skills and judgment, shall not be allowed on the job.
- No one will be permitted to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might expose the employee or others to injury.
- Horseplay and harassment of any kind is prohibited on all ZWS job sites.
- Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
- Employees will not handle or tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless they have received specific instructions.
- All injuries must be reported to the supervisor so that arrangements can be made for medical or first aid treatment.
- When lifting heavy objects use the large muscles of the legs and keep the back straight. Always ask for help when needed to safely perform tasks.
- Do not throw things, especially material and equipment. Dispose of all waste properly and carefully. Bend all exposed nails so they do not hurt anyone removing the waste.
- Seat belts will be always worn while traveling on company business.

- Drivers are prohibited from wearing headsets and other devices that may impair their ability to hear traffic or other hazards.

7 General Safety Rules

- In case of injury, no matter how slight, report at once to Site Manager.
- Immediately notify management when unauthorized people are on ZWS property.
- Only authorized company vehicles are permitted on the yard and contract facilities, personal vehicles must be parked in designated employee parking areas.
- Employees are not allowed to transport unauthorized passengers in company-owned vehicle.
- Read and obey all safety signs and labels.
- Drivers must follow assigned route schedules and authorized stops. Authorized stops include customer facilities, disposal locations, lunch/breaks, refueling gas, and maintenance shops.
- If you are to leave your vehicle unattended always put the transmission in neutral, set the parking brake, shut off the engine and remove the key from the cab, and activate battery disconnect.
- Throttle Advance Operation – never use any foreign object or device to push the accelerator to increase engine speed or RPMs. Place the transmission in neutral or park and set the brake before engaging the throttle advance.
- Safety devices are for your protection. Never operate any equipment unless all guards provided are in place.
- Avoid running trucks inside confined spaces – vehicle emissions can be harmful.
- Guards will never be removed unless necessary to adjust or repairs. They will be replaced immediately upon completion of the work requiring their removal. If a guard is not in proper condition, report this at once to your supervisor.
- Never distract the attention of another worker, as you may cause an injury. Always conduct yourself properly. Horseplay is prohibited.
- The consumption, use, or possession of alcoholic beverages or illegal drugs is not permitted.
- Never stand or walk under a crane or hoist loads.
- Learn to lift the RIGHT WAY to avoid strains: keep the load close to your body; bend your knees; keep your body straight; then push upward with your legs.
- Never use your hand to remove chips from machines. Use a brush or hook.
- Never use defective chisels, sledgehammers, punches, wrenches, or other tools. Ensure that mushroomed/split tool heads are exchanged and that the defective tools are replaced.
- Use the proper tool for the job.
- Wear provided eye and ear protection equipment.
- Never operate any machine unless you have been properly trained and assigned to the task.
- Keep the work area clean. Put all rubbish in the containers provided for that purpose. You should take time to clean up before you go to lunch and before end of work shift. If you are doing work that may cause you or another co-worker to fall, clean up should be more often.
- Place material, ladders, and equipment so as not to block walkways, exits, electric/power panels, etc.
- Keep floors clean and free of tripping hazards.
- Do not tamper with electrical circuits, switches, or fuses. Notify your supervisor of electrical problems.
- Observe and obey all warning signs. They are for your protection.
- Know the safe way to do your job before you start. Always think safety and act safely.
- Smoking is prohibited while you are performing work. Smoke ONLY in designated areas.
- Wear proper clothing and protective equipment. Wear safety-toe shoes to prevent serious toe injuries. Hard hats are to be worn when required. No torn or loose clothing allowed.

- Do not use compressed air to clean your clothes or direct the air towards anyone.
- Before using a ladder, conduct an inspection of the ladder looking for cracks, broken rungs, and other defects.
- When you are working with fumes or dust, wear appropriate respiratory protective equipment (Use only equipment that you have fit tested and are qualified to use as stated by OSHA standards.)
- Know the location of all fire exits and alarm notifications in your work area.
- Know the location and proper use of the fire-fighting equipment in your work area.
- For all electrical fires, use extinguishers approved for Class C Fires. Never use anything else as you may be electrocuted if you do.
- Report any unsafe conditions or practices to your supervisor.

8 Safety Plans (Policies, Programs, Procedures)

8.0 Drug Free Workplace & Prevention Policy

- In accordance with State and Federal Law, employers are required to adopt a substance abuse policy and prevention plan aimed at providing a drug free workplace.

8.0.1.1 Purpose

- By virtue of its daily operations, Zero Waste Solutions, Inc. (ZWS) recognizes its responsibility to implement all measures considered necessary to ensure the safe and efficient operation of its facilities and equipment. This responsibility extends not only to the protection of the well-being of our employees but also to the citizens and customers which they serve.
- As a result of the growing concern of drug and alcohol use in the workplace, and the potential impact with respect to the safe and efficient operation of our facilities and equipment to both employees and the public, we have developed a substance abuse policy, to include drug testing of applicants. It is the intent of this policy to also comply with the provisions of the Drug Free Workplace Act of 1988.

8.0.2 Policy Statement

- ZWS supports the campaign for a drug-free workplace and as such will seek to eliminate the use of illegal drugs within ZWS's work force.
- There is no intent to intrude upon the private lives of applicants or employees; however, ZWS is concerned with those situations where the use of drugs or alcohol seriously interferes with any employee's health and job performance, adversely affects the job performance of other employees, or is considered serious enough to be detrimental to ZWS's business.

8.0.3 Prohibitions

- The following violations of this policy will result in disciplinary action, up to and including termination for employees, and removal from consideration for employment for applicants:
- Engaging, on or off-the-job, in the illegal use, possession, consumption, exchange, delivery, distribution, or sale-of any drug not properly prescribed to that employee.
- Engaging in the use, possession, consumption, exchange, delivery, transportation, distribution, sale, or concealment, while at work, on ZWS property, in ZWS vehicles, or in personal vehicles used for ZWS purposes, by employees or others, of any of the following substances:
- Illegal drugs, controlled substances, marijuana, mood- or mind-altering substances, look- alike substances, designer and synthetic drugs, and inhalants producing mood- or mind-altering vapors.
- Paraphernalia associated with the use or manufacture of illegal drugs.
- Unauthorized prescriptions except under the following conditions:
- The drugs have been prescribed by a licensed physician for the person in possession of the drugs.
- The drugs/medication are kept in their original container, which identifies the drug, the dosage, the prescription date, the prescribing physician, and the person for whom the drugs/medication was dispensed.
- The prescription was filled by a registered/licensed pharmacist within the last twelve (12) months for the person possessing the drug/medication and is still in the original container from the pharmacy.
- The drugs/medication are ingested or administered only in the prescribed or recommended therapeutic dosages, and all restrictions on the use of the prescription drugs (or over-the-counter medication) are observed by the employee.
- ZWS always reserves the right to have ZWS's physician review any drug or medication being taken by an employee. In the exercise of his/her medical judgment, ZWS's physician may cause the employee to be placed in a limited duty or non-duty status if he/she is using the drug or medication.

- Engaging in the use, possession, consumption, exchange, delivery, distribution, or sale of any alcohol while at work, on ZWS property, in ZWS vehicles, or in personal vehicles being used for ZWS purposes.
- Engaging in the off-the-job use of any alcohol, which affects that employee's ability to perform his/her, job duties safely and efficiently. This policy does not prohibit off-the-job use of alcohol by employees when that use does not adversely affect that employee's ability to perform his/her job responsibilities safely and efficiently.
- Reporting to work or performing job duties while under the influence of alcohol and/or the illegal use of drugs, including driving or riding as a passenger in a ZWS vehicle or private vehicle used for ZWS purposes.
- Reporting to work or performing job duties while under the influence of other drugs, including prescription or over-the-counter drugs, when there is any possibility that such use may impair the employee's ability to safely perform his/her job duties, or may affect his/her safety and/or the safety of others.
- Degrading, diluting, switching, altering, or tampering with any urine sample, including the employee's own urine sample.
- Refusing to consent to a urinalysis and or blood test as required by this policy; or refusing to release the results of any such urinalysis and or blood test.
- Failing to otherwise comply with any provisions of this Substance Abuse Policy.

8.0.4 Policy Enforcement

- ZWS reserves the right to perform testing of employees for the illegal use/or presence of drugs (or alcohol) under the following conditions:
- Pre-Employment/Post Offer Testing.
- For certain positions, an applicant who has been presented with an offer of employment must submit to a Preemployment urinalysis test prior to working. An applicant who refuses to consent or submit to a urinalysis test will no longer be considered eligible for hire. Further, any offer made to an applicant who produces a positive test result on a urinalysis test will be withdrawn, and the applicant will not be eligible for hire.
- Reasonable Cause Testing: When ZWS determines that there is reasonable cause to believe that an employee has violated the prohibitions of this policy; ZWS may require the employee to submit to urinalysis and/or alcohol testing. Prior to testing, ZWS will review California state law.
- Reasonable Cause may be based upon, among other things:
- Observable phenomena, such as direct observation of alcohol or drug use and/or the physical symptoms of being under the influence of a drug
- Deteriorating work performance, absenteeism, or poor personal hygiene.
- A pattern of abnormal conduct or erratic behavior, or a marked change in personal behavior or attitude.
- An arrest or conviction for a drug related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking.
- Information provided either by reliable and credible sources or independently corroborated sources.
- Newly discovered evidence that the employee has tampered with a previous test.
- Employee involvement in an accident during work hours where the circumstances lead to the belief or reasonable suspicion that the employee was under the influence of drugs or alcohol.
- Any other such factors.
- Any supervisor who believes reasonable cause testing is appropriate in a particular case should immediately report that recommendation to the Operations Manager & ZWS HR Department. Before reasonable cause testing is administered, the Operations Manager & ZWS HR Department must substantiate the decision to test. Prior to ordering testing, the employee will be interviewed to determine if there is an alternative explanation for

their behavior. If the Operations Manager & ZWS HR Department nevertheless substantiates the decision to test, he/she shall arrange for transporting the employee to be tested to and from sample collection site.

- Post-Incident Testing: Any employee who causes, contributes to, or is involved in a job-related incident or injury is subject to urinalysis and/or alcohol testing.
- Post-incident testing is appropriate whenever there is reason to believe that an employee may have contributed to an injury to him/her, another employee, another person, or may have contributed to substantial property damage to ZWS property or the property of another entity or individual. Urine and blood samples must be voluntarily given within a 24-hour period, or the employee may be terminated.
- Random Testing: ZWS may require employees to submit to random drug testing under specific circumstances.
- Employees will be given notice of such testing and must submit to the test at the time and in the manner prescribed by the Site Manager. Submission to such a random drug test is a condition of continued employment.

8.0.5 Consent to Test

- Compliance with ZWS's Substance Abuse Policy is a condition of employment for all employees hired prior to and after the effective date of this policy.
- Current employees will be required to sign a written consent and release which will become part of each employee's personnel file.
- All applicants will be required to sign a written consent and release before being subject to sample collection for pre-employment testing.
- ZWS will not perform a drug test on an applicant or employee without first obtaining the individual's signed consent.
- Should an applicant or employee refuse to submit to a drug test when requested, the employee shall be informed that such refusal constitutes grounds for disciplinary action, which may include termination of employment, and the applicant shall be informed that such refusal constitutes grounds for withdrawal of ZWS's job offer and ineligibility for employment.

8.0.6 Testing Requirements

- Any drug test that is performed on applicants or employees will be performed utilizing the services of a registered testing laboratory, utilizing laboratory procedures standard to the drug testing field. Testing shall consist of an initial screening (urine) test, wherein the urine specimen will be tested for the presence of illegal or prohibited drugs.
- If the test results are positive (e.g., the presence of an illegal or prohibited drug or substance are indicated), a second, more comprehensive test will be conducted to confirm the results of the first test.
- Direct observation will normally not be used during testing. However, if the laboratory personnel report any abnormalities, or suspicion of tampering, the applicant/employee may be given the opportunity to re-test under direct observation. Direct observation must have the prior approval of the Site Manager or ZWS HR Department.
- Applicants - If the results of the first test are confirmed, an applicant will be eliminated from consideration of employment.
- Employees - If the results of the first test are confirmed, the employee will be terminated from employment.
- For purposes of alcohol screening, ZWS may employ existing methods of breath, saliva, blood, or urine testing to determine the level of intoxication. Refusal to submit to an ordered drug or alcohol screening test is a violation of ZWS policy and may result in disciplinary action, up to and including dismissal.

8.0.7 Search and Inspections

- When ZWS has good reason to suspect there is drug use, possession, or trafficking by employees or other persons on ZWS property, ZWS reserves the right to conduct, or employ specialists to conduct searches and inspections, including the use of scent-trained dogs.
- The Operations Manager or ZWS HR Department must approve searches and inspections, which may be conducted at any time, without notice. Searches will be confidential with at least one searcher and one observer present. ZWS has the right to conduct an on-the-spot search and inspection of ZWS facilities or equipment for the purpose of determining if employees or other persons are using, possessing, selling, distributing, concealing, or transporting any of the prohibited items and substances contained in this policy. Employee work areas, desks, lockers, briefcases, and personal vehicles parked on ZWS or government property may be subject to searches at any time.
- Any personal items brought onto ZWS or government premises do not have any expectation of privacy and are subject to search.
- Refusal to voluntarily submit to a search or inspection by a supervisor or authorized search specialist is a violation of ZWS policy and may result in disciplinary action up to and including dismissal.

8.0.8 Penalties

- An applicant who produces a positive test result for the current illegal use of drugs will be refused employment.
- An employee who produces a positive test result for the current illegal use of drugs will be terminated. Additionally, an employee may be disciplined, up to and including discharge, for illegal drug use or possession, for working while under the influence of illegal drugs or alcohol, or for engaging in any of the prohibited activities. Employees may also be suspended with or without pay pending the outcome of an investigation.

8.0.9 Off-The-Job Drug, Alcohol, Substance Use, and Activity

- Employees who use drugs, alcohol, or chemical substance off-the-job run the risk of jeopardizing the safety of themselves, their family, the public, and ZWS. Whenever such usage adversely affects public trust in ZWS to carry out its responsibilities, or increases potential liability for ZWS, ZWS may be forced to take disciplinary action against the offending employee(s).
- Employees who are convicted or plead guilty because of off-the-job activities (alcohol or drug related) are considered in violation of this policy. Employees involved in the illegal sale, manufacture, or distribution of any controlled substance or dangerous drug will be terminated.

8.0.10 Reporting Criminal Drug Convictions

- As mandated by the Drug Free Workplace Act of 1988, all employees, as a condition of employment, must abide by the conditions of this policy and report any conviction under a criminal drug statute for violations occurring on or off ZWS or government premises while conducting ZWS business. A report of a conviction must be made within five (5) days after the conviction. Failure to report a conviction will lead to dismissal.

8.0.11 Rehabilitation

- Employees, who voluntarily admit to substance abuse and seek rehabilitation assistance, prior to being requested by ZWS to submit to testing, may do so without disciplinary action being taken. However, requesting assistance will not be a defense to disciplinary action.
- ZWS encourages employees to seek rehabilitation. However, rehabilitation is the responsibility of the employee. Any employee seeking medical attention for alcoholism or drug addiction may use benefits under ZWS's group medical insurance plan, if available. Employees enrolled on formal treatment programs may request a leave of absence, including vacation leave or leave without pay. Employees completing medical treatment or formal treatment programs will be required to submit to drug and alcohol screening tests prior to being allowed to return to work and periodically without notice thereafter. No employee will be eligible for this

rehabilitation program more than one time. The re-occurrence of an alcohol or drug problem will be cause for dismissal.

8.0.12 Confidentiality

- The test, and results of any drug or alcohol test, will be kept strictly confidential and shall not be released to anyone other than the employee or applicant concerned and the Operations Manager or ZWS HR Department. The identity of individuals undergoing drug and or alcohol testing will also be kept confidential, as well as the identity of individuals in rehabilitation programs. A testing administrator will be designated to receive test results and will notify the appropriate supervisors on a need-to-know basis.

8.1 Handheld Device Policy

- The Federal Motor Carrier Safety Administration has implemented a strict policy that prohibits the use of hand-held communication devices. In response to this regulation, the company is implementing the following policies:
- Cell phone use while operating a company vehicle is expressly prohibited. This prohibition includes the use of the following:
 - Cell Phones
 - PDA's
 - Texting
 - Qualcomm or similar devices
- If you are required to make or receive a call, find a safe place location (not the shoulder of the highway) and park your vehicle before using a communication device.
- If you receive an incoming call while driving, allow it to go to voicemail and, if necessary, respond after finding a safe place to stop your vehicle.
- Although not prohibited by federal regulation, the company believes that Bluetooth devices create a distraction for the driver and is therefore prohibiting the use of such devices while driving.
- If making an emergency call to 911 or other authorities, find a safe location to park your vehicle prior to using the phone.
- The company is dedicated to both compliance with State and Federal laws and is committed to operating safely. Distracted driving represents an unacceptable risk to the public. Drivers who violate the rules governing hand-held communication devices shall be subject to disciplinary action up to and including termination.

8.2 Seat Belt Policy

- We value the lives and safety of our drivers and contractors. Seatbelts are proven to greatly reduce the risk of dying or being seriously injured in a motor vehicle crash. Of course, seatbelt usage is also a federal requirement for commercial drivers under FMCSR 392.16. Because of our commitment to driver safety and compliance with the law, our company has adopted the following policy regarding seatbelt usage.
- All employees, contractors, and their passengers are required to use a seatbelt when traveling in any vehicle while conducting company business. This policy applies to employees, independent contractor truck drivers, and those who operate other company vehicles.
- Failure to abide by this stated policy will be considered a violation of our company policy and will subject the person who is in violation to disciplinary action, which could include suspension and possible termination of employment or termination of contract.

8.3 Following Distance

- Driving in traffic poses many dangers. With so much going on around your truck, it can be difficult to concentrate on driving protectively. When you lose your concentration, a crash can occur. A greater following

distance can mean the difference between life and death.

- Always maintain a safe distance between your vehicle and the vehicle ahead of you. The best method for determining a safe following distance is to follow the Six-Second Rule in normal highway driving conditions.
- This distance must be increased for adverse weather conditions, poor road conditions, vehicle/cargo circumstances or if you are fatigued. When the vehicle ahead passes an object, such as, a tar strip or shadow on the road; start counting 1001, 1002, 1003, 1004, 1005, 1006. If you cross the spot on the road before 1006, you are following too close. In rush-hour traffic, it is recommended by professional drivers to drive 3-5 mph slower than the flow of traffic. This practice allows other vehicles to pull away from you, increasing the following distance. It is impossible and certainly unsafe to keep other vehicles out of your lane. Driving a bit slower is the best technique to practice in your goal of protecting other motorists.
- Following other vehicles too close, called tailgating, endangers other motorists and is not acceptable. Violations of this policy and becoming involved in preventable rear-end crashes will result in disciplinary action against you, including termination of employment, if necessary.
- We expect our drivers to keep a safe following distance between other company vehicles and not run-in close following convoys. Ensuring your brakes are in safe, working order is another proactive step you can take.
- If you are too tired to drive, we require you to pull off the road immediately and get some rest in a safe area. Please drive as if your family was in the vehicle ahead of you! It is your responsibility to protect other motorists on our highways.

8.4 Speed Management

- Soaring fuel costs are causing everyone to think about fuel management. By managing your speed, you will be able to save more fuel and drive safer. Speeding is hard on equipment, can cause freight damage, and increases the damages and costs in a crash. Driving within the speed limits is not only the law but it can make your drive less stressful and set a good example for other drivers. ZWS follows the FMCSA mandate of not allowing radar detectors in the commercial motor vehicles. Violation of this rule will result in fines and/or termination.

8.5 U-Turns

- One of the most critical types of crashes is the run-under crash. The maneuver that is most associated with a run-under accident is a U turn. This type of crash is 100% avoidable by not performing U-turns. ZWS policy prohibits U-turns.

8.5.1 Prohibitions

- To ensure that our goal of safe transportation is met, we strictly prohibit the following practices:
- Driving when alertness is impaired by fatigue
- Driving when in possession or under the influence of any narcotic, amphetamine or other dangerous drug
- Driving when under the influence of an intoxicating beverage within (8) hours of going on duty and being in possession of or consuming an intoxicating beverage while on-duty
- Drivers must not transport any person or permit any person to be transported in any controlled vehicle without written permission.
- Driver must not permit his/her assigned vehicle to be driven by any unauthorized person
- No controlled vehicle is to be driven with the source of motive power disengaged from the driving wheels except when disengagement is necessary to stop or to shift gears. No coasting down hills or bridges.
- No flame-producing heater used in loading and unloading is to be in operation while the vehicle is in motion.
- No cell phone use while operating the vehicle.

- No electrical additions or decorations to ZWS equipment will be allowed. All such additions will be removed in our shop at the driver's expense.
- ABSOLUTELY NO alcohol, firearms, illegal weapons, or controlled substances will be allowed or tolerated in ZWS equipment or on terminal premises. While this is against FMCSA regulations, it is also against company policy.
- No pets are allowed in equipment running under Motor Carrier's authority.

8.5.2 Consequences

- ZWS will discipline employee drivers as required by this policy for the infractions incurred up to and including possible termination. Independent Contractor / owner operators may be in breach of contractual obligations for infractions incurred within any of the above policies. Breach of contract can result in termination of the contract, subject to the terms and conditions of the agreement.

8.6 Footwear Policy

8.6.1 Purpose

- ZWS has implemented this policy to ensure all personnel use adequate footwear when working in areas where there is a danger of personal injury due to slips, trips, and falls; foot injuries due to falling or rolling objects, objects piercing the sole, or when a person's feet are exposed to electrical or chemical hazards. This policy applies to all positions in the company including subcontractors and their employees.

8.6.2 Policy Statement

- This policy requires adequate footwear for employees and/or other personnel performing tasks where there is a reasonable potential for foot injury; or other personal injury from slip, trip, and fall incidents. This includes but is not limited to exposure to falling and/or rolling objects; working near wheel and track vehicles; performing any type of maintenance activities; and operating material handling equipment.
- Adequate footwear is defined as footwear that provides protection from hazards in the foot protection area. Adequate footwear includes shoes or boots with slip resistant soles and steel toes and shanks where there is the possibility of an object piercing, rolling, or falling.
- Leather sole cowboy boots, athletic shoes, tennis shoes, or shoes of similar construction and material must not be worn on walking or working surfaces. When adequate footwear is required for protection from falling, rolling, or piercing objects, such footwear must meet American National Standards Institute (ANSI) requirements. Safety sneakers are not permitted since this footwear does not provide overall foot protection afforded by work-related footwear.
- There are job activities and work environments where specific protective footwear meeting ANSI standards are not required; however, adequate footwear is required to protect individuals against:
 - Slipping
 - Dampness
 - Heat
 - Cold
 - Uneven work surfaces that could twist the ankle.
 - Harmful materials that could contact the skin of the foot, ankle, or lower
- CMV operators will be required to wear safety shoes or boots that meet American National Standards Institute (ANSI) requirements.
- Non-CMV employee's footwear will be dependent on the hazards they may be exposed to as determined by the site manager, SSHO or AHA.

8.6.3 Policy Violation

- All personnel must wear adequate footwear and ensure it is in a condition that provides required protection. It is the responsibility of everybody to protect themselves and others from personal injury.

8.6.4 Policy Enforcement

- Managers and supervisors are responsible for evaluating workplaces and determining the required adequate footwear. Records must be maintained of the assessment and must indicate:
 - Workplace evaluated
 - Person conducting the evaluation
 - Footwear selected
 - Date of the assessment
- Managers are required to train employees required to use adequate footwear.
- Training must include:
 - When adequate footwear is required.
 - Proper use and limitations of footwear.
 - Proper care and maintenance of footwear.
- Managers and supervisors are responsible for compliance to the requirements of this policy.

8.7 Hours of Service Policy

8.7.1 Purpose

- The Hours-of-Service final rule was published in the Federal Register on December 2011 as a way for the Federal Motor Carrier Safety Administration (FMCSA) to monitor working hours of anyone operating a CMV with a CDL. Designed to eliminate accidents caused by driver fatigue, the ruling determines the maximum number of consecutive hours a commercial truck driver or other types of CMV operators can drive or work before taking a mandatory rest break.

8.7.2 Policy Statement

- ZWS feels that compliance with the FMCSR regarding hours of service is an absolute necessity. Our commitment will be to complete an absolute. Compliance order to ensure safe operation of our vehicles. A mandatory responsibility of the driver and company is to operate within the parameters of the hours-of-service regulations. The following policies apply to guarantee compliance:
- Time entries will be audited for accuracy.
- Drivers must obey and understand the hours-of-service ruling.
- All time entries must be maintained CORRECTLY!
- All time entries are maintained and recorded by the driver.
- **11-Hour Rule:** A driver shall not drive more than 11 cumulative hours following 10 consecutive hours off duty.
- **14-Hour Rule:** A driver shall not drive for any period after the end of the 14th hour after coming on duty following 10 consecutive hours off duty.
- **Hour Rule:** A driver shall not drive for any period after having been on duty 70 hours in any period of 8 consecutive hours off duty.
- ZWS considers on duty time as:
- All time at a yard, facility, transfer station, or other property of a ZWS or shipper, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the motor carrier.
- All time inspecting, servicing, or conditioning any commercial motor vehicle at any time.
- All time loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a commercial motor vehicle being loaded or unloaded, remaining in readiness to operate the commercial motor vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
- All time repairing, obtaining assistance, or remaining in attendance upon a disabled commercial motor vehicle.
- All time spent providing a breath sample or urine specimen, including travel time to and from the collection site, to comply with the random, reasonable suspicion, post-accident, or follow-up testing required by part 382 of this subchapter when directed by a motor carrier.
- Performing any other work in the capacity, employ, or service of a motor carrier.

8.7.3 Policy Violation

- Drivers must comply with DOT hours of service requirements as applicable state regulations. Violations hours of service policy will result in disciplinary action and/or immediate termination of employment.

8.7.4 Policy Enforcement

- Duty schedules will be created and provided to the driver by the management team. Drivers must follow schedules as provided. Every violation will need to be explained in writing and orally to management.

8.8 Fatigue Management Plan

8.8.1 Purpose

- The purpose of this plan is to assist in the assessment of the causes of fatigue and mitigate the related hazards for ZWS employees.

8.8.2 Scope

- This plan applies to all contracted work sites where ZWS employees are subject to the work hours:
- Exceed 10-hours a day for more than 4 consecutive days.
- Exceed 50-hours in a 7-day work week.
- Exceed 12-hours a day for more than 3 consecutive days.
- Exceed 58-hours a week for sedentary (to include office) work.

8.8.3 Procedure**8.8.3.1 Introduction**

- Fatigue is a complex issue that not only arises from hours of work and activities at the workplace, but it is also influenced by factors outside of work (e.g., family responsibilities, stress, lifestyle, personal health, etc.). The management of fatigue is a shared responsibility between management and each worker.
- Signs of fatigue include long eye blinks, repeated yawning, frequent blinking, bloodshot eyes, poor reaction time, slow speech, loss of energy, and an inability to concentrate. Fatigue can result in a lack of attention, difficulty following instructions, reduced ability to think clearly, and slower response to changing circumstances. Chronic fatigue can also lead to long term health issues.
- Most adults need 7 to 8 hours of sleep in every 24 hours to feel well rested. A sleep debt is built up by routinely getting less than 7 to 8 hours of sleep per night. This debt may result in impaired performance, reduced alertness and higher levels of sleepiness and fatigue. A sleep debt can only be repaid with restful sleep.
- Fatigue contributes to accidents by impairing performance and in extreme cases causing people to fall asleep. Fatigue related micro sleeps are very hard to predict or prevent and can place the individual and others safety at risk.
- Managing fatigue requires the following measures to be undertaken:
- Complete a fatigue risk assessment.
- Create a management plan to eliminate or mitigate, with controls, identified risks.
- Ensure personnel are educated and informed of fatigue risk.

8.8.3.2 Risk Assessment

- A Fatigue Risk Assessment must identify the impact of fatigue risks, considering relevant local regulations. Fatigue risks must be assessed as Tolerable, Intermediate, or Intolerable.
- Tolerable – Controls in place are adequate to mitigate the risks and do not need active management.
- Intermediate – Controls require active management while tasks are being performed.
- Intolerable – Must be addressed with additional controls and reassessed.

8.8.3.3 Assessment of Control Effectiveness

- Control effectiveness can be reviewed by examining reports of fatigue and incidents where fatigue is a factor. Effectiveness of controls can also be monitored by examining personnel and circumstances where extended shifts need to be worked. Compliance with fatigue management requirements must be assessed to ensure controls are in place and operating effectively. Deficient controls must be remedied in a timely manner.
- Fatigue contributes to incidents by impairing performance and in extreme cases causing people to fall asleep. Fatigue related micro sleeps are very hard to predict or prevent and can place the individual and others safety at risk.
- Managing fatigue requires the following measures to be undertaken:
- Complete a fatigue risk assessment.
- Create a management plan to eliminate or mitigate, with controls and identified risks.
- Ensure personnel are educated and informed of fatigue risk.

8.9 Forklift & Motorized Pallet Jack Safety

- Material handling is a significant safety concern. During the movement of products and materials there are numerous opportunities for personal injury and property damage if proper procedures and caution are not used.
- Forklift and pallet jack users should remember the following responsibilities:
- Operate only that equipment for which they have been specifically trained and authorized.
- Conduct required daily pre-use inspections.
- Report any equipment damage or missing safety gear.
- Follow all safety rules and operating procedures these hazards need to be taken into consideration when falling loads, overloading of equipment, impact with equipment, piercing of containers, loading dock roll off, chemical contact – battery acid, fires during refueling.
- The following hazard controls can be taken into consideration:
- Control of equipment keys
- Authorized fueling & recharge areas
- Proper palletizing of material
- Marked travel lanes
- Equipment warning lights
- Seat belts
- Mounted fire extinguishers
- Safe Operating Procedures (SOP) & Rules
- Only authorized and trained personnel will operate.
- All Powered Industrial Trucks (PITs) will be equipped with a headache rack, fire extinguisher, rotating beacon, back-up alarm and seat belts will be always worn by the operator.
- The operator will perform daily pre- and post-trip
- Any safety defects (such as hydraulic fluid leaks; defective brakes, steering, lights, or horn; and/or missing fire extinguisher, lights, seat belt, or back-up alarm) will be reported for immediate repair or have the PIT taken Out of Service.
- Operators will follow the proper recharging or refueling safety procedures.
- Loads will be tilted back and carried no more than 6 inches from the ground. Loads that restrict the operator's vision will be transported
- PITs will travel no faster than 5 mph or faster than a normal walk.
- Hard hats will be worn by PIT Operators in high lift areas.
- Operator will sound horn and use extreme caution when meeting pedestrians, making turns and passengers may not ride on any portion of a PIT. Only the operator will ride PITs. NO PASSENGERS decals will be affixed on all.
- If PITs are used as a man lift, an appropriate man lift platform (cage with standard rails and toe-boards) will be
- Aisle will be maintained free from obstructions, marked and wide enough (six foot minimum) for vehicle
- Lift capacity will be marked on all PITs. Operator will assure load does not exceed rated weight
- When un-attended, PITs will be turned off, forks lowered to the ground and parking brake
- All PITs (with exception of pallet jacks) will be equipped with a multi-purpose dry chemical fire extinguisher. (Minimum rating; 2A:10B:C)

- Operators are instructed to report all accidents, regardless of fault and severity, to Management. Management will conduct an accident
- When loading rail cars and trailers, dock plates will be used. Operators will assure dock plates are in good condition and will store on edge when not in use. Never move trailers unless forklifts are confirmed clear of the trailer!
- Rail cars and trailers will be parked squarely to the loading area and have wheels chocked in place. Operators will follow established Docking/Un-Docking Procedures.

8.10 Back Safety Procedures

- Each year, in the United States, over a million workers have suffered from back related injuries. Repeated incorrect lifting can result in a variety of injuries including back strain. It is usually caused by over stretching the back muscles. Back injuries not only hurt the individual, but they also hurt the people around them. Back injuries affect family, friends, and workers through lost hours from work and play. Protecting yourself from back injuries can be simple. Proper lifting techniques and hazard avoidance can ensure many hours of work and play without pain. Prevention is the key. Steps to a safe lift include:
 - Size of the load. If it is too heavy, get help!
 - Plan the lift
 - Use base of object
 - Get a good grip
 - Bend your knees
 - Keep the load close
 - Lift with your legs
 - Pivot – Don't twist
- Proper lifting techniques and hazard avoidance can ensure many hours of work and play without injury if drivers are alert and pay attention. When opening trailer doors, consider the weight of the door as well as any potential cargo that may have shifted and could fall onto you. Another issue is the wind. Many drivers have been hurt when gusts of wind cause the trailer doors to strike the driver. Another consideration is the door latches. Ensure these are in proper working order. Be aware when pulling away from the dock that door latches may become disconnected. Trailer doors should be closed and secured during any movements.
- Powered Industrial Trucks (PIT) – Forklifts & Pallet Jacks: Material handling is a significant safety concern. During the movement of products and materials there are numerous opportunities for personal injury and property damage if proper procedures and caution are not used. OSHA reference for Powered Industrial Trucks is 1910.178. ZWS is responsible for the proper licensure of all forklift and powered pallet jack operators. There must be classroom training, a written test, road test and ongoing monitoring of each operator. A license and training documentation must be in a company file for each PIT driver. If an operator is involved with an accident or near miss, they must be immediately retrained.
- All operators are to be retrained every 3 years by a qualified individual appointed by the company. This individual must also monitor the operators that he/she has trained for proper and safe use of the equipment. Any unsafe behavior must be documented and corrected immediately.
- All equipment must be inspected daily and professionally maintained on a routine basis. Any unsafe equipment must be promptly removed from service until repaired. The agency may ask for their license, or they may even ask them to pass a test before they operate at another facility.

8.11 In-Route Safety

8.11.1 Defensive Driving

- While a driver can control his or her own actions behind the wheel, it is nearly impossible to control the actions of other drivers. However, drivers should be trained in defensive driving techniques to avoid a crash despite the driving errors of others.
- Some skills used for driving defensively include:
 - Scanning
 - Communicating

- Hand signals
- Flashers
- Keeping a margin of safety
- Adjusting
- What you see is important for defensive driving:
- Good drivers try to see 10 seconds to 15 seconds ahead on the roadway (about one city block). By looking ahead, you might avoid last minute moves such as sudden stops or quick lane changes.
- About every 10 seconds check the mirrors to see if any vehicle is following too closely.
- When changing lanes, backing, slowing down or driving down a long hill, it is important to check for traffic from behind the car and in your blind spots.
- While checking the mirrors, do not take your eyes off the road for more than an instant. The vehicle in front of you could stop suddenly. Always leave yourself an out.
- Although mirrors are useful, you should remember they do not show the full picture. Mirrors leave blind spots in your field of vision. Blind spots are the areas near the left and right rear corners of the vehicle that you cannot see using the mirrors from the driver's perspective. Therefore, before you make any lane changes or turns, quickly turn your head, and look over your shoulder to see what is in the blind spot. Additional blind spots can be created by glaring lights, dirty windshields, vehicles parked too closely to an intersection, bushes, and buildings. In these cases, slowly ease your vehicle forward until you can see clearly. Avoid driving in other drivers' blind spots where it is more difficult for them to see you.
- REMEMBER! The average non-CDL Driver on the road has 3 to 6 second eye lead time!

8.11.2 Communicating

- Communicating means letting others know what you plan to do early enough to avoid a crash. Anytime you plan to slow down, stop, turn, change lanes, or pull away from the curb, you should signal your intention. Be in the habit of signaling your movements even when you do not see others on the road. Before you signal, you must first see that your movement can be made safely.

8.11.3 Hand Signals

- Hand signals are given from the driver's window, using the left arm and hand:
- To signal a left turn, hold the arm and hand straight out and point the first finger.
- To signal a right turn, hold the arm straight out and the forearm and hand straight up, palm facing forward.
- To signal stopping and slowing down, point the arm and hand down, palm facing back.

8.11.4 Flashers

- Flashing light signals for turns are legal substitutes for hand signals, but there are times when they are hard to see. In late afternoon and early morning, the lenses may reflect sunlight, making it difficult to tell whether the signals are flashing. At night a flashing light signal is much easier to see than a hand signal. Use the type of signal you believe will communicate best. A good rule is to use both hand signals and flashing light signals in the daytime, especially in the late afternoon or early morning when the sun is bright and low in the sky. The flashing light signal is sufficient at night. Signal at least the last 100 feet before turning or stopping. If the speed limit is 45 mph or more, signal at least the last 200 feet before turning. The faster you are driving, the farther ahead you should signal.

8.11.5 Keeping a Margin of Safety

- Allow a margin of safety around you by staying clear of other vehicles. Make sure there is enough room ahead and behind to pass or stop safely. Use the two & six second rule to determine if you are far enough behind a vehicle to react if it stops suddenly.

8.11.6 The Two-Second Rule & Six Second Rule

- The two-second rule for light duty vehicles and six second rule for medium & heavy-duty vehicles says that you should allow two/six seconds between the time the vehicle ahead of you passes a given point and the time your vehicle reaches the same point.
- Drive at a steady speed, and signal well in advance whenever you are slowing down or stopping to warn other drivers from following too closely. If another vehicle follows you too closely, move to another lane and signal for the driver to pass you. Stay in the middle of the lane and leave space on both sides of your car. Allow ample room between your car, parked cars, and oncoming traffic.

8.11.7 Adjusting

- In situations when you must deal with two or more unavoidable dangers at the same time, adjust by giving the most room to the greatest or most likely danger. Suppose there are approaching cars to your left and a child on a bicycle to your right. The child is most likely to make a sudden move, so give the child more room. This may mean moving closer to the oncoming cars. If the dangers are equally hazardous, such as oncoming cars and parked cars, you should stop and allow the oncoming cars to pass safely before proceeding.

8.11.8 Struck-By Hazards

- Motor vehicles accidents on the highway are the leading cause of transportation-related deaths on the job. Another area for concern is employees being struck by off-highway vehicles or other motorized equipment, particularly on construction sites or in work zones.
- By taking a few minutes to follow proper procedures when operating a vehicle, a worker's life may be saved.

8.11.9 Spotter Safety

- A spotter should always be used any time a vehicle or moving equipment with a restricted view is operating on site. The spotter's main responsibilities are to look out for himself or herself and look out for all others on the site. Some tips for the spotter include:
- Never leave the driver's sight without notifying the operator to stop the vehicle.
- Always signal in an area the driver can see.
- Be consistent with hand signals to ensure understanding.

8.11.9.1 Safe Operation Techniques

- Do not drive a vehicle/equipment in reverse gear with an obstructed rear view unless it has an audible reverse alarm distinguishable from the surrounding noise level or another worker signals that it is safe.
- Workers must be highly visible in all levels of light. Warning clothing, such as red or orange vests, are required; and, if worn for night work, must be of reflective material.
- Never allow workers who are untrained to operate equipment.
- Drive vehicles or equipment only on roadways or grades that are safely constructed and maintained. Failure to do so can result in overturned equipment.
- Make sure that you and all other personnel are in the clear before using dumping or lifting devices.
- Lower or block bulldozer and scraper blades, end-loader buckets, dump bodies, etc., when not in use, and leave all controls in neutral position.
- Set parking brakes when vehicles and equipment are parked and chock the wheels if they are on an incline.

8.11.10 Worker Training

- Train employees on the specific type of equipment they will operate, particularly the manufacturer's specifications and recommendations. Familiarize all employees with the work site and all vehicle operations. Make sure they are aware of intersections and blind areas in the work zone. If employees are assigned traffic control responsibilities, make sure they are trained in specific techniques, device usage and placement.

8.11.11 Work Zone Safety

- Use traffic signs, barricades, or flaggers when construction takes place near public roadways. Ensure the traffic control zone is divided and maintained into five distinct areas: advance warning area, transition area, buffer area, worker area and termination area. Display properly spaced advance warning signs to notify drivers of lane tapering, shoulder work, paving or other activity. Drivers are required to have spotter assistance for reversing and operating in tight spaces. ZWS has a strict no-U-turn initiative to ensure that all drivers are maneuvering safely.

8.11.12 Vehicle Maintenance

- Ensure seat belts are in working order and meet the regulations found in OSHA standard 29 CFR 1926.601(b)(9). Check vehicles before each shift to assure that all parts and accessories are in safe operating condition. Examples include brake system, tires, emergency brakes, steering and lights. Ensure audible alarms and horns are in working order. All bidirectional machines, such as front-end loaders, back hoes, and bulldozers, must be equipped with a horn.

8.11.13 Merging into Traffic

- When merging into traffic assess the current road and vehicle conditions. If the vehicle must slow down before entering the other lane of traffic, flash the brake lights to warn the drivers behind the vehicle. If there is heavy traffic be observant of the traffic two lanes over to see if other merging vehicles can move over and allow the truck into the location selected.

8.11.14 Manual Transmissions

- When operating a vehicle with a manual transmission follow these safety practices:
- Don't rest your hands on the gear shift. This stick shift tip reminds you to always keep your hands on the wheel in the 10-and-2 positions. This is the best way to ensure that you can respond to the traffic in front of you and be ready to safely steer the car.
- Don't ride the clutch. If you keep your left foot touching the clutch while you drive, you could be putting your vehicle at risk. Over time, the pressure you apply to the clutch will cause it to burn out. If you want your clutch to last as long as possible, take your foot off of the pedal as soon as you change gears.
- Don't forget the brake. If you're going up a hill and want to stop the car from rolling backward, don't rely on the brake only. Use the emergency brake instead. If you're constantly depending on the brake, it'll wear out quicker than if you used the emergency brake to assist you. This tip for driving a manual transmission car will help you save big in the long run!
- Don't coast. When the vehicle is in neutral and you decide to coast, you're probably hoping to save on gas. While this is true, it's a dangerous move. When the car is neutral, you're not in control of the car. So, if a person, animal, or object suddenly appears in front of your car, you'll have less time to respond. Never coast down a hill in neutral either, as you'll have to press on the brake with a lot of pressure to stop, which could overheat the brake.
- Don't spike the RPMs. When the RPMs are low, you shouldn't throttle the gas to gain speed quickly. You'll risk stressing the engine. If you want to accelerate, shift gears instead, and you'll get momentum.

8.11.15 Driveways and Sidewalks

- Avoid driving into or parking on residential driveways and sidewalks. Depending on the weight of the truck there could be potential for property damage. If a unique situation arises contact your Project Manager for further guidance.

8.11.16 City Driving

- Driving in a city can be stressful for CMV drivers. Urban driving presents many hazards, such as traffic, the



presence of many cars in a small amount of space, narrow winding streets, sharp turns, and pedestrians. Trucks are perhaps not the ideal city vehicles. It's not easy trying to get where you must go in the city, but we've got some tips to help you stay safe when you must drive through a densely populated area.

- Be alert for slowdowns in traffic. Driving in the city is always an adventure. Since there are a lot of people on the road, traffic tends to slow down and stop frequently. You need to be looking ahead and watching for brake lights so you have enough time to slow down or stop if needed – you can't stop a truck on a dime, so stick to the speed limit and be ready to stop if needed.
- Keep a safe following distance. This goes along with our first point. Since trucks need more time and space to stop than passenger cars, it's important to have plenty of room in front of your truck. Don't follow the car in front of you too closely. You don't want to rear-end anyone, and with the stop-and-go pattern of city traffic, it's especially necessary to maintain a safe following distance so you're not in a panic slamming on your brakes at every pause.
- Signal your turns and lane changes in advance. When you're driving a big, bulky vehicle like a truck, signaling your turns is a must. Other drivers need to be alerted that you're slowing down to turn or that you're changing lanes. You're not alone on the road, so let others know what your intentions are. Especially since trucks require more space to turn and change lanes than normal passenger cars.
- Change lanes safely. When you change lanes, be sure to signal your intention. Check your mirrors. Do a shoulder check. Then smoothly and carefully glide into the next lane. Don't try to zip over into the other lane or jump in front of anyone. Make sure you have enough space.
- Use your mirrors. Checking your side mirrors and your rearview mirror helps you keep tabs on any hazards around you. Knowing what's going on around you helps you to avoid accidents.
- Turn carefully. Turning a semi-truck or a commercial vehicle is not an easy feat. We mentioned turn signals earlier but be careful executing the actual turn as well.
- Be mindful of merges. Take merges slow and be aware of your blind spots. Be alert for what the drivers around you are doing. You may be able to avoid the merge by getting into the left lane if you're able to do so.
- Be alert at intersections. Intersections can be dangerous. If there's a red light ahead, slow down early and carefully. When you come to a yellow light, try to slow down, and stop if it's safe. It might be tempting to try to zoom through to make the light, but it's a better plan to avoid getting a ticket or causing an accident. When the light turns green, check the intersection to make sure the coast is clear before hitting the gas.
- Avoid drivers who are driving unsafely. Pay attention to the actions of the other drivers on the road. If there's a car that's zipping between lanes (a.k.a. weaving) or veering from side to side between the lines of their lane, try to change lanes to avoid them. Remove yourself from the situation and stay safe. Not everyone follows the law when it comes to driving, and you can't expect that other drivers will do the right thing.
- Stay calm. Driving in the city can aggravate even the most patient of people. It's best to try to stay calm, no matter how frustrating the other drivers on the road are. Getting angry will not improve your driving.
- Driving in the city is not something that many people enjoy – it's often very stressful and there is often a lot of traffic. When you have to venture into the city with your truck, take it easy, leave lots of space around your vehicle, and be alert for any slowdowns in traffic. Stay safe on city streets.

8.11.17

Container Clearances

- Be observant of overhead clearances. Look for overhead clearance and warning postings. All containers without enclosures must have a 3-foot obstruction-free clearance zone surrounding the service area. This includes vehicles, poles, buildings, and any other obstructions. Containers located behind overhead/roll up doors are subject to the same minimum clearance requirements as containers inside enclosures.



- Containers on casters may not exceed 4 yards in size and must be limited to a required maneuverable distance of less than 50 feet. A smooth, flat, paved, and level surface must be provided for all pathways the container must be maneuvered and will be expected to travel.

8.11.18 Front Load Clearances

- Enclosures must contain a minimum of 10 feet x 10 feet inside dimensions (two containers in shared enclosure must be a minimum of 20 feet wide) to provide reasonable safe clearance for servicing. Access doors/gates must be mounted to provide a minimum 10 feet wide unobstructed opening to the enclosure (20 feet for two containers in shared enclosure), have a 120-degree swing opening radius, and must be securable in both the open and closed positions. Bollards or concrete wheel stops are recommended to prevent containers from being capable of encountering the back of the enclosure.
- Required Clearance for Front End Loading Vehicles:
- Vertical (Approach and Exit) 14' High
- Vertical (When dumping container) 25' High
- Lateral Sixteen 16' Wide
- Outside Turning Radius 78' - (84' feet in pick-up/service position)
- Length of Vehicle 33' - (37' in pick-up/service position)

8.11.19 Side Load Clearances

- Enclosures must be a minimum of 8 feet wide by 8 feet deep to provide reasonable safe clearance for servicing. Access gates/doors must be a minimum of 8 feet wide with a 180-degree swing opening and be capable of being secured in both the open and closed.
- Required Clearance for Side Loading Vehicles:
- Vertical (Approach and Exit) 14' High
- Vertical (When dumping container) 20' High
- Lateral 12' Wide
- Outside Turning Radius 78'
- Length of Vehicle 33'

8.11.20 Roll-Off Clearances

- Roll-Off Enclosures must provide a minimum of 2 feet clearance on each side and 2 feet clearance in the front and rear of the container. Access gates/doors must be a minimum of 12 feet wide with a 120-degree swing opening and be capable of being secured in both the open and closed positions.
- Required Clearance for Roll Off Vehicles:
- Vertical (Approach and Exit) 14' High
- Vertical (When loading or unloading container) 25' High
- Lateral 12' Wide
- Service Area length 70' long
- Outside Turning Radius 84'
- Length of Vehicle 33'

8.11.21 Additional Equipment

- Additional equipment, containers, or other items stored inside the enclosure must be kept a minimum of 2 feet away from each side, and 3 feet away from the rear of the dumpster container and separated from the 10' x 10' required dumpster space by bollards.

8.11.22 Reaching Inside Containers

- Avoid reaching inside containers if the material does not easily come out.

- Always:
- Tag containers
- Leave the container full
- Notify the Project Manager

8.11.23 Unauthorized Waste

- When unauthorized waste is discovered, drivers must:
- Tag container indicating the reason for not collecting the trash.
- Notify the Project Manager immediately.
- Hazardous material must be handled with special care; stop operation, move away from the material, and contact the Project Manager for further instruction.

8.11.24 Weight Distribution and Transfer

- Loaded trucks handle differently than empty trucks and require additional precautions when cornering and stopping. The center of gravity shifts as the trucks are being loaded. Drivers must increase their following distances and operate more slowly when loaded.
- Drivers need to understand the weight transfers that occur within their vehicles.
- Accelerating transfers more weight to the rear tires and takes weight off the front end, which creates more traction on the back tires and less on the front.
- Braking causes the weight to move quickly to the front tires and weight off the rear tires.
- Turning a truck shifts the weight balance over to the opposite side from which you are turning. This creates more traction on one side than the other, and significantly changes the truck's center of gravity.
- Drivers should avoid entering a curve too fast. Braking hard in a turn only causes the weight to rapidly shift outside the front tire.

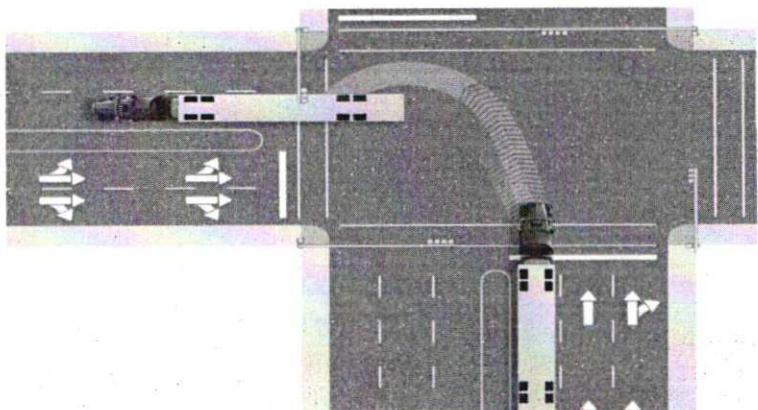
8.11.25 Managing Space

- To be a safe driver, space is needed all around the vehicle. When something goes wrong, space gives drivers time to think and to act. While this is true for all vehicles, it is very important for large vehicles. Large vehicles require more space for stopping and turning.
- Drivers need space in front in case sudden stops occur. In crashes, trucks and buses most often hit the vehicle in front of them. This is because they were following too closely. If the vehicle ahead is smaller, it can probably stop faster than a larger truck. If drivers follow too closely, they could hit it if the driver stops suddenly.

8.11.26 Negotiating Curves and Turns

- Garbage trucks are big, heavy, bulky, massive trucks with high centers of gravity. As such, they require a lot more skill to drive than a sports car. In addition, the weight distribution, and the center of gravity of a garbage truck changes during the workday depending on the load. These variations, along with road and weather conditions, can dramatically alter the handling, stability, steering, braking and acceleration of a truck.

- When pursuing a turn figure what



point of the truck will come nearest to the inside of the curve. At the halfway point the driver should straighten the trucks steering wheel back out of the turn. Determine the best exit point – the point where the truck will straighten out again.

- Follow these steps when turning:
- Look ahead and plan the turn.
- Pick a proper entry point for the turn.
- Slow down before the turn and brake smoothly in a straight line when approaching the corner.
- Stay within the lane.
- Steer smoothly out of the turn.
- Step on the throttle to gently accelerate out of the corner.

8.11.27 Driving Conditions

- **Light Conditions:** Follow posted warnings and signs before going on the road. Drive as fast the headlights allow visibility. Slow down and continue safely as needed. Be cautious of oncoming traffic reducing visibility.
- **Weather Conditions:** Follow posted weather warnings and signs. Weather conditions can include the following, but not limiting to, Fog, Rain, Sleet, Snow, High Winds, Mudslides, etc. Pull over to safety if needed. Visibility can cause collisions on the road. Brake drums during weather conditions can become wet and can potentially cause collisions – lightly tap on brakes to eliminate moisture buildup.
- **Road Conditions:** Follow posted road warnings and signs and be aware of changing road conditions. Slow down to avoid collisions and losing control of the truck on rough roads. Be cautious of bumps and potholes. Proceed carefully in areas with low visibility – curves and hillsides. Objects in the road may cause tire blowout. Be cautious of dirt roads and mud on the road that will reduce traction of the truck. Increase following distances during traffic, weather, and the weight of the vehicle.

8.11.28 Backing Out of a Blind Alley

- Backing out of blind alley is high-risk maneuver and is to be done only when there are no other options. There are several alternatives to consider, reducing this risk.
- Relocate the container to be a different, safer location.
- Pick up loads only when the road is clear.
- Have someone direct you into road while backing out.
- Back into the nearest traffic lane.
- Ensure the warning strobe is operational.
- If you cannot safely back out cancel the pickup and/or consider changing the type of serve from FEL or to rear end loader.

8.11.29 One Person Driving

- **Start in the Proper Position.** Put the vehicle in the best position to allow you to back safely. This position will depend on the type of backing to be done.
- **Look at Your Path.** Look at your line of travel before you begin. Get out and walk around the vehicle. Check your clearance to the sides and overhead, in and near the path your vehicle will take.
- **Use Mirrors on Both Sides.** Check the outside mirrors on both sides frequently. Get out of the vehicle and check your path if you are unsure.
- **Back Slowly.** Always back as slow as possible. Use the lowest reverse gear. That way you can more easily correct any steering errors. You can also stop quickly if necessary.



- Back and Turn Toward the Driver's Side. Back to the driver's side so you can see better. Backing toward the right side is very dangerous because you can't see as well. If you back and turn toward the driver's side, you can watch the rear of your vehicle by looking out the side window. Use driver-side backing—even if it means going around the block to put your vehicle in this position. The added safety is worth it.

8.11.30

Two Person Driving

- Use a Helper. Use a helper when you can. There are blind spots you can't see. That's why a helper is important. The helper should stand near the back of your vehicle where you can see the helper.
- Before you begin backing, work out a set of hand signals that you both understand. Agree on a signal for stop.

8.11.31

Hand Signals

HAND SIGNALS

for directing vehicles

INDUSTRY RECOMMENDED PRACTICE - VOLUME 12

PROCEED SLOWLY

DISTANCE TO

FORWARD



Always face palms in direction of desired travel.

BACKWARD



Then bend both arms repeatedly toward head and chest, and then extend.

STOPPING POINT



Face palms forward, with hands above head. Bring elbows forward and hands together.

TURN

CLEAR TO LEAVE AREA



Point one arm to indicate the direction to turn.



Bend monitoring arm repeatedly toward head to indicate continued turning.



Point at the driver, and gain eye contact.



Turn and extend arms in desired direction.

STOP

EMERGENCY STOP

Cross both arms above head.



Start with hands clasped over head.



Extend downward repeatedly until vehicle stops.

ENFORM

Provided by Enform

5055 - 11th Street NE, Calgary, AB T2E 8N4

Phone: 403.516.8000 Fax: 403.516.8166 Website: www.enform.ca

8.11.32.1 Unprotected Left Turns

- Make sure you have reached the center of the intersection before you start the left turn.
- Turning too soon can cause the left side of your vehicle to hit a car because of off-tracking
- If there are two turning lanes, always take the right-most turn lane. Starting in the left-most or inside lane may cause you to swing right to make the turn.
- During a left turn, staying in the right lane will help you see the drivers on your left side.

8.11.32.2 Right Turns

- Turn slowly to give yourself and others more time to avoid problems.
- If you are driving a truck or bus that cannot make the right turn without swinging into another lane, turn wide as you complete the turn and keep the rear of your vehicle close to the curb.
- Don't turn wide to the left as you start the turn. A driver behind your truck may think you are turning left and try to pass you on the right.
- If you must cross into the oncoming lane to make a turn, watch out for vehicles coming toward you. Give them room to go by or to stop.
- Do not back up for oncoming traffic because you might hit someone behind you.

8.11.32.3 Wide Right Turns

- Wide truck turns occur when commercial vehicles must occupy an additional lane of traffic to complete a turn safely.
- Trucks making wide turns may start from a different position. A truck turning right may swing into the lane of traffic left of the right turn lane to avoid driving into a lane with opposing traffic.
- Trucks making wide turns may have to move into the lane of traffic left of their intended lane. Truck drivers should avoid this on a two-lane road because of oncoming traffic. On four-lane roads, this lane may be clear of traffic.
- Wide turns are not a truck drivers' preference. Large commercial vehicles have a high center of gravity, which increases the risk of a tip-over or rollover accident. If a large truck tries to make a right turn within too small of a radius, the trucker significantly increases the risk of tipping over.
- Truck drivers may cause a wide right turn accident because of poor driving techniques, such as:
 - Failing to use turn signals,
 - Entering a right turn with the rear of the trailer too far from the curb,
 - Swinging the truck out of the far-right lane and leaving an opening for vehicles,
 - Failing to use windows and mirrors to keep a lookout and properly manage space,
 - Entering a turn lane too quickly, or
 - Backing up to complete a turn.
- Other common causes of wide turn accidents include:
 - Defective turn signals,
 - Defective or lack of appropriate mirrors,
 - Lack of truck driving experience,
 - Lack of qualifications and training,
 - Unfamiliarity with a new route,
 - Driver distraction,
 - Driver fatigue, and
 - Driving while impaired due to drugs or alcohol.

8.11.32.4 U-Turns

- U-turns are almost universally disfavored in the trucking industry because U-turns are deemed risky maneuvers and are explicitly prohibited by some trucking companies.
- Here's a description from a truck company training manual that details precisely why a U-Turn in a semi-truck is so dangerous for everyone on the road:
- It takes approximately 15-30 seconds for an 18-wheeler to execute a U-Turn.
- The trailer will block the highway in both directions for approximately 12 seconds.
- A vehicle traveling at 65 mph will travel 95 feet in one second, and in 12 seconds, that vehicle will travel 1140 feet or almost a quarter of a mile.
- It is unlikely a driver of the 18-wheeler could see an automobile a quarter of a mile away in their left mirror just before starting the maneuver.
- The untrained, non-professional driver looks only about 2 seconds ahead of their vehicle, and they would not have enough time to stop.
- This type of accident is almost always fatal to the driver and front-seat passengers.
- If the U-Turn is attempted at night, the headlights of the 18-wheeler will block out any chance of the driver in the approaching vehicle seeing that there is a trailer across the road in time to avoid a collision.

8.11.33**Fleet Maintenance Program**

- Drivers are required to perform a per-trip and post-trip inspection also known as Driver Vehicle Inspection Reports (DVIRs) of the vehicles they operate each day using a per-defined checklist.
- Drivers will notify their supervisor of any faults or defects discovered during the per-trip and post-trip inspections or any time they are identified, with immediate reporting of unsafe conditions .
- All safety-critical vehicle features (brakes, lights, mirrors) are functional before operation
- Drivers will not operate any vehicle determined to be unsafe until vehicle is repaired. Proof of the repair will be attached to the vehicle's DVIR as evidence of the fix for the mandated retention period.
- A mechanical maintenance check is performed by a qualified mechanic during all scheduled & unscheduled services.
- Maintenance Logs on each vehicle is maintained and stored within the cab of the vehicle.
- Roadside inspection reports are to be submitted immediately upon trip return. Any out-of-service situations are to be called into the driver's manager immediately.
- It is the driver's responsibility to see that all DOT required safety equipment is in the unit. If you are missing a Fire Extinguisher, Flares, or any other safety equipment, please notify the site supervisor. Also, please check Fire Extinguishers occasionally to maintain proper working order. Fire extinguishers should be checked at least once per month.
- Electrical additions or decorations may not be added to ZWS equipment without corporate authorization. All such additions will be removed in our shop at the driver's expense.

8.11.34**Damages/Crashes**

- Crashes are inevitable in this industry. However, driving defensively and within limits can help crashes from happening or reduce the severity. When ZWS drivers are involved in crashes the following corrective action will be followed:
- Drivers having 2 or more major, preventable crashes will be terminated.
- ZWS has certain required training for our drivers. This training includes, but is not limited to:
- Company Safety Policy
- Hours of Service
- Defensive Driving
- Hazardous Materials
- Drivers are expected to be part of the training. The Site Manager will contact you when sessions are held. Drivers are expected to attend driver meetings when conducted.

8.12 Emergency Response Plan

8.12.1 Purpose and Introduction

- Zero Waste Solutions, Inc. (ZWS) fully understands the need to plan for all potential contingencies within the job site. Although a catastrophic event or severe medical emergency is unlikely to occur during work activity at the site, these emergency contingency plans have been prepared for this site should such critical situations arise. The purpose of these plans is to establish the appropriate response actions for emergency situations, the means of communication, and the responsibilities of key personnel at the site.
- A route map to the nearest medical facility and a list of emergency phone numbers is attached to this plan. A copy of the map and the emergency phone numbers shall be posted on site in the ZWS work area. Additionally, Emergency Phone Numbers will be posted in company vehicles, and clearly visible to the workforce.
- There are four major categories of emergencies that could occur on the site:
 - Illnesses and Physical Injuries
 - Catastrophic Event (Fire, Explosion, etc.)
 - Safety Equipment Problems
 - Minor Spills or Leaks of Equipment Fuel or Other Fluids.

8.12.2 Responsibilities

8.12.2.1 Project Manager (PM)

- The PM or the Site Safety and Health Officer (SSHO) is the primary ZWS coordinator for all emergency activities. Responsibilities include:
 - Evaluating the severity of the emergency.
 - Implementing appropriate response actions.
 - Directing worker response activities.
 - Summoning appropriate emergency services (fire dept., ambulance, 911, etc.)
 - Notifying all site personnel, government's representative, and concerned authorities of the emergency.

8.12.2.2 On-Site Personnel

- It will be the obligation of all field personnel (including subcontractors and their employees) to inform ZWS' PM and/or SSHO of all emergency situations and to abide by the issued response actions.

8.12.2.3 Emergency Equipment

- ZWS' PM and/or SSHO will coordinate with the subcontractors to ensure appropriate emergency equipment is available and in proper working condition.

8.12.2.4 Work Stoppage & Corrective Actions

- The PM will require temporary work stoppage and implementation of corrective actions if emergency conditions directly affect the health and safety of on-site workers or off-site residents or properties. Corrective actions may include modification of personal protection, ventilation, evacuation, or other necessary measures as determined by the PM using guidance found in this plan. The PM is authorized to stop work to meet health and safety requirements.

8.12.2.5 Non-Catastrophic Emergencies

- Medical emergencies can be described as situations that present a significant threat to the health of personnel. These can result from heat stress, cold stress, insect bites, snakebites, etc. Medical emergencies must be dealt with immediately and proper care should be administered. This may be in the form of first aid or emergency care.
- In the event of a medical emergency:

- All injured individuals shall be given appropriate emergency first aid by a qualified individual trained in first aid.
- Severely injured personnel will be transported to the nearest medical facility (reference attached route map and written directions attached to this plan).

8.12.2.6 Catastrophic Event Procedures

- In the event of a catastrophic incident:
- Work activities will cease, and all workers will be evacuated from the work location.
- The evacuation will proceed in a direction opposite of the critically affected area with all personnel assembling in a predetermined location outside of the work area. (The location to assemble shall be determined during the pre-work process and shall be discussed with all workers during the indoctrination training.)
- A headcount will be taken by the PM or SSHO or designated alternate of the assembled employees and any injured individuals shall be administered first aid. Each subcontractor is responsible for the headcount of their employees.
- During the pre-work process, a universal signal for emergency evacuation (e.g., use of a horn), and designation of the evacuation assembly location, shall be made by ZWS' PM.
- Workers shall be instructed of this information during the indoctrination training and the procedures shall also be discussed during future toolbox safety meetings.

8.12.2.7 Severe Weather

- The PM and/or SSHO will direct ZWS employees to follow the installation's specific emergency response plans regarding severe weather. All ZWS employees will remain in contact with the PM and/or SSHO, follow directions issued by professional emergency response personnel, and remain calm and collected until the severe weather emergency has subsided. ZWS personnel may not leave the site until given authorization to do so by the installation.

8.12.2.8 Communication Procedures

- A telephone, cellular phone, or radiophone shall be made available at each worksite. Telephone numbers and locations of emergency hospitals, physicians, ambulance service, police, and fire departments, as well as the complete street address of the work site, shall be posted in conspicuous locations at the work site, and at all telephone locations. In addition, the PM or SSHO shall have another means of alerting personnel (preferably an air horn) in the event of a catastrophic emergency in which the workers need to be evacuated. All means of communication shall be tested upon arrival at the work site and at least weekly to ensure that they perform as anticipated.

8.12.2.9 Personal Electronic Devices

- While ZWS recognizes the advantages of using personal electronic devices to conduct business, cell phones, tablets, and PDAs shall not be used by ZWS employees, subcontractors, tiered subcontractors, and vendors while performing work at any site in which the operation of such a device will be a distraction to the user and/or may create an unsafe work environment. Such work sites include but are not limited to excavations, maintenance, and construction, operating, or repairing energized equipment such as electrical panels, motors, or energized circuits.
- The ZWS Electronic Use Policy allows for the use of cell phones, iPods, and PDAs in designated safe zones for general use or while out of harm's way of such work environments. Personal calls and texts should be made during breaks or designated lunch periods. Operators shall not use cell phones, iPods, or PDAs while operating moving motorized off-road (maintenance/construction type) equipment. Even a hands-free cellular phone will not be authorized while operating this type of equipment unless the equipment has been properly

stopped and taken out of gear or turned off.

8.12.2.10 Procedures & Tests

- All employees and subcontractors shall review the emergency procedures contained within this plan and shall acknowledge in writing having done so. The details for testing knowledge shall be detailed in each subparagraph. Additionally, testing and implementation shall be coordinated with the facility to ensure that the effectiveness at that site is evaluated and to define any required role or participation by ZWS in the facility's emergency procedures.

8.12.2.11 Posting of Emergency Telephone Numbers

- The emergency contact phone numbers and map to nearest emergency hospital shall be posted at the ZWS work area. Additionally, a copy of the numbers shall be posted in the immediate vicinity of all uniquely located active work areas. ZWS company vehicles will have a copy of the Emergency Numbers and a map to the nearest medical facility from the site. The Emergency Telephone Numbers and map to the nearest medical facility can be found attached to this plan.

8.12.3 Spill Prevention & Control Plan

- The quantities of oil and the location of the site relative to navigable water will not require a Spill Prevention & Control Plan for this site.

8.12.4 Hot Load Fires

- When transporting a load waste material, there is the possibility that the material may ignite into a fire caused by unapproved flammable material disposed of improperly.
- If you see smoke or flames coming from the container or vehicle body, stay calm.
- Look for clear open area without any combustible material and dump the load onto the ground.
- It is important to separate the vehicle from the hot load to prevent the vehicle from catching fire. While preventing the loss of the vehicle due to a fire is desirable, a vehicle fire can increase the hazard and is harder to control due to the flammable hazardous material on the vehicle.
- Once the hot load is deposited, call 911 to report the fire and then notify the site manager.

8.12.4.1 Medical Services Support & First Aid

- Where emergency medical services are not accessible within five minutes of work location and there are two or more workers present, at least one employee on each shift shall be qualified to administer first aid and CPR. Qualifications are that the employee must have a current certificate in first aid training and CPR from the American Heart Association or equivalent training that can be verified by documentary evidence.
- First aid supplies, consistent with the level of training of the first aid trained personnel shall be accessible for immediate use; one 16-unit first aid kit (or equivalent) shall be provided for each (25) persons, or fraction thereof.
- First aid kit(s) shall be provided in a weatherproof container with the individual sealed packages of each type of item. The kits shall be checked by the PM and/or SSO at least weekly on each job to ensure that the expended items are replaced.
- A telephone, cellular phone, or radiophone shall be made available at the site. Upon arriving at the work site and prior to beginning work, a functional test will be conducted to ensure that the radios or cell phones receive and transmit a signal. Telephone numbers and locations of emergency hospitals, physicians, ambulance service, police, and fire departments, as well as the complete street address of the work site, shall be posted in conspicuous locations at the work site (at a minimum the Safety Bulletin Board and company vehicles) and at all telephone locations.
- Supervisors and foremen shall assure that any of their employees who suffer a job-related injury shall receive

first aid and medical attention consistent with, and as required by law.

- The PM and/or SSHO shall ensure that all OSHA, State record keeping, and company reporting requirements are met.
- The list of ZWS on-site personnel with first aid and CPR training shall be maintained at the site. All subcontractors shall provide ZWS with their employees' first aid and CPR training certificates with their AHAs, safety plans, and so forth. ZWS will maintain those records.

9 Driver Hiring Practices and Ongoing Controls

9.0.1.1 Hiring Standards

- Zero Waste Solutions (ZWS) follows a rigorous hiring process to ensure that all commercial drivers meet the highest safety and compliance standards. All driver candidates must meet the following requirements before being hired:
 - **Valid Commercial Driver's License (CDL):** All applicants must possess a valid CDL appropriate for the type of vehicle they will be operating.
 - **Motor Vehicle Record (MVR) Check:** A full review of the applicant's MVR will be conducted before hire and annually thereafter. Candidates with serious violations, such as DUI convictions, reckless driving, or multiple moving violations, will be disqualified.
 - **FMCSA Clearinghouse Check:** A pre-employment drug and alcohol screening will be conducted in compliance with FMCSA regulations, including a query of the Drug & Alcohol Clearinghouse.
 - **Pre-Employment Drug and Alcohol Testing:** All candidates must pass a DOT-compliant drug and alcohol test before starting work.
 - **Medical Certification:** Drivers must provide a valid DOT medical card and comply with physical health requirements.
 - **Road Test and Driving Assessment:** Candidates will undergo a hands-on driving evaluation to assess vehicle operation skills, maneuvering, and adherence to traffic laws.
 - **Background and Employment Verification:** Previous employment, criminal background, and references will be verified to assess the candidate's reliability and experience.
 - **Onboarding and Safety Training:** New drivers must complete the ZWS onboarding program, which includes:
 - Defensive driving techniques
 - Vehicle inspection procedures
 - Emergency response training
 - Compliance with Hours of Service (HOS) regulations
 - Safe waste collection and disposal practices

9.0.1.2 Ongoing Compliance and Monitoring

Once hired, all drivers must comply with ongoing safety and performance monitoring through the following mechanisms:

- **Random Drug and Alcohol Testing:** Conducted per FMCSA guidelines to ensure a drug-free workplace.
- **Quarterly MVR Reviews:** Any new violations or infractions will be reviewed for compliance with ZWS safety policies.
- **Real-Time GPS and Telematics Monitoring:** Utilizing Samsara to track driving behaviors such as harsh braking, speeding, idling, and distracted driving.
- **Monthly Safety Score Review:** Each driver's safety performance will be evaluated based on their Samsara safety score, with mandatory coaching assigned as needed.
- **Quarterly Safety Training:** All drivers are required to participate in ongoing safety meetings and training to refresh knowledge on compliance, best practices, and new regulations.
- **Incident and Near-Miss Reporting:** Drivers must report all accidents, near-misses, and safety concerns

immediately, with follow-up corrective actions as required.

10 Annual Driver Evaluation and Performance Review

10.0 Evaluation Criteria

All ZWS drivers will undergo an **annual performance evaluation** to ensure they continue to meet company and regulatory safety standards. This evaluation will be based on the following criteria:

- **Driving Record and MVR Check:** Review of any moving violations, accidents, or traffic infractions within the past year. Drivers with repeated violations may be placed on probation, required to undergo additional training, or subject to termination.
- **Samsara Safety Score and Telematics Data:** Analysis of driving behavior metrics, including speed management, harsh braking, seatbelt use, and distraction-free driving. Drivers with a score below 85 must complete additional training, and those scoring 90+ will qualify for safety incentives.
- **Hours of Service (HOS) Compliance:** Review of log entries to ensure compliance with DOT HOS regulations. Any unauthorized log edits, violations, or excessive hours will be addressed with corrective action.
- **Vehicle Inspection and Maintenance Compliance:** Evaluation of the driver's pre-trip and post-trip inspection records. Maintenance issues reported late or missed inspections will result in additional training.
- **Incident and Accident History:** Review of reported accidents, near-miss events, and any preventable crashes.
- **Drivers with multiple preventable incidents** will undergo mandatory retraining.
- **Training and Safety Meeting Participation:** Completion of all required training modules in Tenstreet. Participation in quarterly and annual safety meetings.
- **Customer and Peer Feedback:** Review of feedback from supervisors, customers, and team members on professionalism and adherence to safety protocols.

10.1 Performance Review Process

- **Annual Review Meeting:** Each driver will meet with their Site Manager and Safety Officer for a formal evaluation.
- **Corrective Action Plans:** Drivers with safety deficiencies will receive individual improvement plans with required coaching and retraining.
- **Recognition for High-Performers:** Drivers maintaining high safety standards (90+ Samsara Safety Score, clean MVR, zero incidents) will be eligible for quarterly safety bonuses and recognition awards.

From: [Maria Madrueno](#)
To: [WHStranporters](#)
Cc: [Accounting](#)
Subject: RE: Delaware Solid Waste Transporter Permit Application
Date: Friday, September 11, 2026 9:45:32 PM
Attachments: [image010.png](#)
[image011.png](#)
[image012.png](#)
[image013.png](#)
[image014.png](#)
[image015.png](#)
[image016.png](#)
[image017.png](#)
[2026-2027 SW Application Zero Waste Solutions Inc. DE-SW-1881 Signed.pdf](#)
[2026 MCS90.PDF](#)
[Zero Waste Solutions, Inc. 2026 Certification.pdf](#)
[2026-2027 SW Application Zero Waste Solutions Inc. DE-SW-1881 Attachments.pdf](#)

Hi DaQuan,

Thank you for your email.

Attached is the updated Delaware Solid Waste Transporter Permit Application with the requested revisions completed. Also attached are the supporting documents containing the missing information referenced in your review, including the applicable permit, insurance, and vehicle operator documentation.

Please let me know if you need any additional information or clarification regarding the submission.

Thank you for your assistance.

Best regards,



Maria Madrueno
Accounts Staff Accountant
Zero Waste Solutions, Inc.
p. 925.270.3339 | e. maria@zerowastesolutions.com
www.zerowastesolutions.com

From: WHStranporters <WHStranporters@delaware.gov>
Sent: Tuesday, September 8, 2026 6:32 AM
To: Accounting <Accounting@zerowastesolutions.com>
Subject: Delaware Solid Waste Transporter Permit Application

Hello,

Thank you for submitting your application for your Delaware solid waste transporter permit. Upon review, I have found that some information is missing or needs to be updated. Please address the items listed below:

- **Section 4(b)- The ownership information is missing. Please provide dates of birth, ownership percentages, titles, and the owner's mailing address. Please update your ownership information and resubmit it.**
- **Section 8(b)- Please provide all solid waste Treatment, Storage, Disposal Facilities, Reclamation Facilities, and Transfer stations.**
- **Section 9(a)- Please provide a copy of the company's home state solid waste transporter permit.**
- **Section 9(b)- Do you have any other state solid waste transporter permits? If so, please provide each permit's number.**
- **Section 9(c) - The DOT and MC numbers provided were invalid. Please provide valid DOT and MC numbers.**
- **Section 10- Please provide an MCS-90 endorsement form with the policy number CF1CA00394-261.**
- **Section 14-You did not provide a list of vehicle operators.**

Please provide the information requested above via e-mail within seven (7) days.

Thank you,

DaQuan Davis

DaQuan L. Davis
Environmental Scientist
Division of Waste and Hazardous Substances
☎ 302-739-9403
✉ WHStransporters@delaware.gov



- 89 Kings Hwy SW, Dover, DE 19901
- dnrec.delaware.gov





SOLID WASTE TRANSPORTER PERMIT APPLICATION

Language Preference:

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- 1881 Expiration Date September 30, 2026

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

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

ALL OTHERS

- ☒ 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 Zero Waste Solutions, Inc.

Location Address:	Mailing Address:
1850 Gateway Blvd, Suite 1030, Concord, CA 94520	PO Box 5097 Concord, CA 94524

Contact: Shavila Singh Title: President

Business Phone: 925-270-3339 Fax: _____

E-mail: accounting@zerowastesolutions.com

24 hr Emergency Contact Phone: 925-270-3339

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: Newark State: CA Date: May 20, 2004

☐ 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 _____

(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 _____
☒ 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) _____

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 _____
- ☐ 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 _____
- ☐ No transporter permits in other states
- (c). Indicate your Federal DOT number and Motor Carrier number:
- DOT# 2986644 MC# 60712
- ☐ 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:

	FOR-HIRE INTERSTATE	ALL OTHERS
Residential Waste	\$750,000.00 + MCS-90 ☐	\$300,000.00 ☐
Commercial Waste	\$750,000.00 + MCS-90 ☒	\$300,000.00 ☒
Industrial Waste	\$750,000.00 + MCS-90 ☐	\$300,000.00 ☐
Dry Waste	\$750,000.00 + MCS-90 ☒	\$300,000.00 ☒
Ash	\$750,000.00 + MCS-90 ☐	\$350,000.00 ☐
Infectious Waste	\$1,000,000.00 + MCS-90 ☐	\$750,000.00 + MCS-90 ☐
Non-Hazardous Petroleum Contaminated Soils	\$750,000.00 + MCS-90 ☐	\$300,000.00 ☐
Asbestos	\$1,000,000.00 + MCS-90 ☐ (For Hire & Private)	\$300,000.00 ☐
Scrap Tires Only	\$300,000.00 ☒	\$300,000.00 ☒

11. Spill Control and Safety

List all spill control and safety equipment that 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 ✓

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.

- 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);
- 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;
- Describe how drivers are instructed in the following:
 - Knowledge of proper handling procedures for the type of solid waste being transported.
 - Familiarity with the approved accidental discharge containment plan. (Spill Control Plan)
 - Familiarity with the conditions of the solid waste transporter's permit.

Driver Training, attachment ✓

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

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 SHAVILA SINGH Date 09/11/2026
Print Name Shavila Singh Title President

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

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]

SPILL CONTROL PLAN FOR SOLID WASTE HAULERS

- (1) Spill control and safety equipment carried in each vehicle:
 - 1). Reflectors and/or flares
 - 2). Fire extinguisher
 - 3). First aid kit
 - 4). Heavy-duty gloves, hard hat
 - 5). Flashlight
 - 6). All trucks carry Spill kit that is approved by DOT for any fluid spills from the trucks.
- (2) All loads will be enclosed, covered, or tarped to prevent accidental discharge of the waste during transport to the disposal facility.
- (3) The driver will perform the following pre-trip inspections:
 - 1). The driver will perform DOT pretrip inspection each morning before leaving the yard.
 - 2). For any Roll Off containers the driver will perform an inspection of the container to confirm the all secured properly then when the container is loaded the driver will tarp the load.
- (4) If there is an accident or other emergency which causes a portion of the load to be spilled, the driver, if uninjured, will contact the following designated company coordinator:
Name: Joseph Strange Phone: 301-997-3308
- (5) The designated coordinator will contact the state and municipal authorities where the accident occurred. If the accident or spill has the potential to cause environmental damage, (either due to the nature of the waste, location of the accident, or additional factors such as leaking oil, gasoline, or hydraulic fluid) the person contacted will notify the state emergency response team, by calling one of the following numbers:
Delaware: 911, (302) 739-9401 or 1-800-662-8802 (*Other numbers may be listed as follows, however, the listed Delaware numbers **must** be included in the spill control plan.*)
Maryland:
New Jersey:
- (6) The designated coordinator will contract for clean-up services with another company.
(*This is optional, however, if another company is to be contracted, please append a list of cleanup companies by either region or state.*)
- (7) This plan will be carried in all vehicles, along with the permit.

The safety program is printed and bonded and available in every truck.

As well as available in the main office and yard location for drivers to review.

Drivers are re-trained annually and provided program review training at the start of employment.

For FMCSA Use Date Received: _____

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, Financial Responsibility Filings 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 ZeroWasteSolutions, Inc. of California 2986644
(Motor Carrier name) (Motor Carrier state or province) (USDOT Number)

Dated at 6:05 pm on this 16th day of July, 2026

Amending Policy Number: CF1CA00464-261 Effective Date: 6/17/2026

Name of Insurance Company: EverestDenali 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 \$ 750,000 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: 908-604-3000.

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 <https://www.fmcsa.dot.gov/registration>.

(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.

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.

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.

(continued on next page)

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 10,001 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 10,001 or more pounds).	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 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 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; with a gross vehicle weight rating of 10,001 or more pounds).	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, with a gross vehicle weight rating of less than 10,001 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 49 CFR 173.403 .	\$5,000,000

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

4(b). Name: Shavila Singh



Ownership percentages: 100%

Title: President

Owner's mailing address:



8(b). Casella Waste Systems, Inc. 25 Greens Hille Lane, Rutland, VT 05701

9(a). CA MCP ID – 620180 – Attached

9(b). 1. Maryland Permit No. - HWH 793

2. Loudon County Permit No. – SWVP-2026-0003

3. Pennsylvania Permit No. – WH21942

4. Dayton & Montgomery County OH – Permit No. 2026-312

5. Montgomery County Solid Waste Permit No. – 3039

9(c). The FMCSA recently confirmed that they are aware of an issue within the Motus Registration System that resulted in our company being issued a new USDOT number, despite already having an existing USDOT number in the legacy FMCSA system.

FMCSA has advised us to continue using our original USDOT number, USDOT 2986644 / MC-60712, while they work to resolve the issue. They also indicated that the newly issued USDOT number generated through Motus will be inactivated. According to FMCSA, this issue has been documented, and a corrective update is planned for a future system release.

At this time, Zero Waste Solutions, Inc. continues to operate under USDOT 2986644 / MC-60712, and we wanted to make your office aware of the situation in case there are any questions regarding our FMCSA records during the permit renewal review process.

Please let us know if you require any additional documentation or correspondence from FMCSA. We appreciate your time and assistance with processing our renewal application.

10. Attached

14. Vehicle Operator Information – Joe Strange & Michel Bento

Zero Waste Solutions, Inc.

Entity Details ▾

Actions ▾

Entity Summary

Entity Name:

Zero Waste Solutions,
Inc.

Entity DBA Name:

Entity Status:

Active

**Most Recent Issued
Date - Affirmation of
Fleet Wide
Compliance:**
n/a

US DOT Number

2986644

CA PUC ID

CA MCP ID

620180

MC or MX Number

MC60712

IRP Account Number

Mailing Address

PO Box 5097
Concord - 94524
CA, USA

Affirmation of Fleet Wide Compliance

The information you provided does not meet the necessary requirements. Before attestation, please ensure that all tests are completed.

To download previously issued certificates, please navigate to the Documents section in your Entity Details page.

Ok

Fleet Locations

Clear Filter

Reset Default Filter

Actions ▾

Addrn	Local	Addrn	Addrn	City	State	Coun	Postz	Statu	Actions
Yes	Concord	1850 Gateway Blvd	Suite 1030	Concord	CA	USA	94520- 3279	Active	Actions ▾

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Viewing 1 - 1 from 1 results ↻

Vehicles

Clear Filter

Reset Default Filter

Download All Certificates

Actions

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VIN	Location	Fuel Typ	Complia	Comp. C	Complia	Fee Due	Actions
1	Concord	Diesel	Compliant	12/30/2026	View / Download	6/30/2027	Actions
	Concord	Diesel	Compliant	12/30/2026	View / Download	6/30/2027	Actions
	Concord	Diesel	Non-Compliant			8/31/2027	Actions
	Concord	Diesel	Compliant	9/30/2026	View / Download	3/31/2027	Actions

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Test Details

Clear Filter

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VIN	Recommen	Testing Fre	Test Subm	Test Due D	Latest Test	Latest Test
	OBD (Onboard Diagnostic)	Semi-Annual	10/01/2026	12/30/2026	06/09/2026 03:12:00 PM	Pass
	OBD (Onboard Diagnostic)	Semi-Annual	10/01/2026	12/30/2026	05/05/2026 11:18:00 AM	Pass
	OBD (Onboard Diagnostic)	Semi-Annual	06/02/2026	08/31/2026	05/01/2026 09:03:00 AM	Pass
	OBD (Onboard Diagnostic)	Semi-Annual	07/02/2026	09/30/2026	01/26/2026 12:16:00 PM	Pass

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items per page

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Notice to Submit to Testing (NST)

Please contact the CARB Enforcement Division for any needed information about your vehicle's Notice to Submit to Testing flag, please email HDVehicleEnforcement@arb.ca.gov . For more information about CARB's Notice to Submit to Testing, please visit CARB's website at <https://ww2.arb.ca.gov/hdimenforcement> .

Clear Filter

Reset Default Filter

Actions ▾

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Status

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No results to display

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Manage Users

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Clear Filter

Reset Default Filter

Actions ▾

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Name	User Role	Locati	Phone	Email	Stat	Actions

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Viewing 1 - 1 from 1 results 

Documents

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Clear Filter

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No results to display 

WHStranporters

From: Maria Madrueno <Maria@zerowastesolutions.com>
Sent: Friday, September 4, 2026 2:29 PM
To: WHStranporters; Davis, DaQuan (DNREC)
Cc: Accounting
Subject: RE: Delaware Solid Waste Transporter Permit Renewal
Attachments: Motus - Applied for a second USDOT number [Incident: 260731-004537]

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Red Category

Good afternoon DaQuan and Delaware Solid Waste Transporter Permit Team,

I would like to provide an update regarding our FMCSA registration information associated with Zero Waste Solutions, Inc.'s Delaware Solid Waste Transporter Permit renewal application (Permit No. DE-SW-1881).

The FMCSA recently confirmed that they are aware of an issue within the Motus Registration System that resulted in our company being issued a new USDOT number, despite already having an existing USDOT number in the legacy FMCSA system.

FMCSA has advised us to continue using our original USDOT number, USDOT 2986644 / MC-60712, while they work to resolve the issue. They also indicated that the newly issued USDOT number generated through Motus will be inactivated. According to FMCSA, this issue has been documented, and a corrective update is planned for a future system release.

At this time, Zero Waste Solutions, Inc. continues to operate under USDOT 2986644 / MC-60712, and we wanted to make your office aware of the situation in case there are any questions regarding our FMCSA records during the permit renewal review process.

Please let us know if you require any additional documentation or correspondence from FMCSA. We appreciate your time and assistance with processing our renewal application.

Thank you.

Kind regards,



Maria Madrueno

Accounts Staff Accountant

Zero Waste Solutions, Inc.

p. 925.270.3339 | e. maria@zerowastesolutions.com

www.zerowastesolutions.com

From: Maria Madrueno <Maria@zerowastesolutions.com>

Sent: Friday, August 28, 2026 3:20 PM

To: WHStranporters <WHStranporters@delaware.gov>; Davis, DaQuan (DNREC) <daquan.davis@delaware.gov>
Cc: Accounting <Accounting@zerowastesolutions.com>
Subject: RE: Delaware Solid Waste Transporter Permit Renewal

Good afternoon,

Attached please find the following documents for your review in support of Zero Waste Solutions, Inc.'s Delaware Solid Waste Transporter Permit renewal application, Permit No. DE-SW-1881:

- 2026-2027 SW Application_Zero Waste Solutions, Inc. DE-SW-1881
- Certificate of Insurance (COI)
- Spill Control Plan & Driver Training
- Vehicle List

Once your review is complete, kindly provide us with an invoice and we will submit the payment.

Please let me know if any additional information or documentation is required. We appreciate your time and assistance with processing our renewal application.

Thank you.

Kind regards,



Maria Madrueno
Accounts Staff Accountant
Zero Waste Solutions, Inc.
p. 925.270.3339 | e. maria@zerowastesolutions.com
www.zerowastesolutions.com

From: WHStranporters <WHStranporters@delaware.gov>
Sent: Monday, June 22, 2026 11:10 AM
Cc: Davis, DaQuan (DNREC) <daquan.davis@delaware.gov>
Subject: Delaware Solid Waste Transporter Permit Renewal

Good afternoon,

This is a reminder that your company's Delaware Solid Waste Transporter Permit renewal application is due.

For your convenience, I have attached the permit application to this email. Please print and complete the application. Mail the completed form along with payment (by check or money order) to:

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

If you have any questions, feel free to contact me using the phone number or email in my signature below.

Regards,



DaQuan L. Davis

Environmental Scientist

Division of Waste and Hazardous Substances

✓ 302-739-9403

✉ WHStranporters@delaware.gov

📍 89 Kings Hwy SW, Dover, DE 19901

🌐 dnrec.delaware.gov



DaQuan L. Davis

Environmental Scientist

Division of Waste and Hazardous Substances

✓ 302-739-9403

✉ daquan.davis@delaware.gov

📍 89 Kings Hwy SW, Dover, DE 19901

🌐 dnrec.delaware.gov



From: FMCSA Customer Service <fmcsa_ask@mailag.cx.usg.oraclecloud.com>
Sent: Friday, September 4, 2026 9:02 AM
To: Accounting
Subject: Motus - Applied for a second USDOT number [Incident: 260731-004537]



Recently you requested assistance from FMCSA Contact Center support. Below is a summary of your request and our response. If this issue is not resolved to your satisfaction, please contact us again and provide the incident reference # below. Thank you for allowing us to be of service to you.

Subject

Motus - Applied for a second USDOT number

Response By Email (Tina) (09/04/2026 09:01 AM)

Hello,

We are aware of an issue that resulted in the Motus Registration System issuing your business a new USDOT number when you already had one in the legacy system. In the meantime, please continue using your original USDOT number; we will inactivate the newly issued USDOT number from Motus. This issue has been documented, and a corrective update is planned for a future system release.

If you have additional questions or need further assistance, please contact us via <https://ask.fmcsa.dot.gov/app/ticket> or call the FMCSA contact center at 1-800-832-5660.

Thank you,

FMCSA Contact Center

Phone: 1-800-832-5660

Ask a Question: <https://www.fmcsa.dot.gov/registration/ask-fmcsa>
[fmcsa.dot.gov]

Reminder: FMCSA's Motus: USDOT Registration System
(<https://motus.dot.gov/> [motus.dot.gov]) is the most efficient and convenient way for any registered entity type to request new

registration, make registration updates, business information changes, manage users, track status of applications submitted, and more.

Response By Email (Tina) (09/04/2026 08:56 AM)

Hello,

We are aware of an issue that resulted in the Motus Registration System issuing your business a new USDOT number when you already had one in the legacy system. In the meantime, please continue using your original USDOT number; we will inactivate the newly issued USDOT number from Motus. This issue has been documented, and a corrective update is planned for a future system release.

If you have additional questions or need further assistance, please contact us via <https://ask.fmcsa.dot.gov/app/ticket> or call the FMCSA contact center at 1-800-832-5660.

Thank you,

FMCSA Contact Center

Phone: 1-800-832-5660

Ask a Question: <https://www.fmcsa.dot.gov/registration/ask-fmcsa>
[fmcsa.dot.gov]

Reminder: FMCSA's Motus: USDOT Registration System (<https://motus.dot.gov/> [motus.dot.gov]) is the most efficient and convenient way for any registered entity type to request new registration, make registration updates, business information changes, manage users, track status of applications submitted, and more.

Customer By Service Web (Shavila SINGH) (07/31/2026 01:51 PM)

Cancel DOT Number 6554304, as it was requested in error

Question Reference # 260731-004537

- Date Created: 07/31/2026 01:51 PM
- Date Last Updated: 09/04/2026 09:01 AM
- Status: Solved

Introducing Motus: The New USDOT Registration System

The Federal Motor Carrier Safety Administration (FMCSA) is proud to launch **Motus**, the newly modernized USDOT Registration System. Designed specifically for the

commercial motor vehicle community, Motus represents a major step forward in FMCSA's efforts to strengthen oversight, reduce fraud, improve efficiency, and better serve America's trucking industry.

What You Can Do in Motus

Accessible 24/7 on your computer, smartphone, or tablet, the [Motus Portal \[motus.dot.gov\]](https://motus.dot.gov) is the most efficient way to manage your credentials. Use it to:

- **Request new registrations** quickly and securely.
- **Update registration** and change business information.
- **Manage users** and assign account roles.
- **Track the status** of your submitted applications in real time.

Need Help Getting Started?

- **Access the Portal:** Visit [motus.dot.gov \[motus.dot.gov\]](https://motus.dot.gov) to log in.
- **Watch Tutorials & Access Job Aids:** Visit the [FMCSA Registration Resources Hub \[fmcsa.dot.gov\]](https://fmcsa.dot.gov) and the [Move to Motus Guide \[fmcsa.dot.gov\]](https://fmcsa.dot.gov) for step-by-step videos and guides.

Troubleshooting: Unable to Claim Your USDOT Record?

If you are a carrier and your email address was inadvertently registered for the **Transportation Service Provider (TSP)** role in Motus, you must close the TSP account before you can claim your USDOT record.

How to Close an Accidental TSP Account:

1. **Log in** to your Motus account at [motus.dot.gov \[motus.dot.gov\]](https://motus.dot.gov).
2. Navigate to the **TSP account page**.
3. Click the **gear icon** on the right side of the screen.
4. Select "**Close Account**".
5. Follow the prompts to confirm that you are permanently closing the TSP account.

What to Do Next:

- **If successful:** If your Login.gov email address is linked to a USDOT number, you should now see a dialog box prompting you to claim your USDOT number.
- **If the option is still greyed out:** If you successfully closed the TSP account but the "Link a USDOT Number" option remains unavailable, please submit a support ticket and provide the following:
 - Your **USDOT Number**
 - The **Name and Login.gov email address** of the Company Official who will serve as the account owner
 - **Proof of company ownership** (such as an IRS letter, articles of incorporation, or other official state/municipality registration documents)

Questions for the Federal Motor Carrier Safety Administration? Please [Contact Us](#).

CONFIDENTIALITY NOTE: This e-mail and any attachments are confidential and may be protected by legal privilege. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of this e-mail or any attachment is prohibited. If you have received this e-mail in error, please notify us immediately by returning it to the sender and delete this copy from your system. Thank you for your cooperation.