



**Maryland**  
Department of  
the Environment

Larry Hogan, Governor  
Boyd K. Rutherford, Lt. Governor

Ben Grumbles, Secretary  
Horacio Tablada, Deputy Secretary

December 17, 2018

Mr. Paul B. Smith  
Vice President of Operations  
Citron Hygiene US Corp  
13 Linnell Circle  
Billerica MA 01821

Dear Mr. Smith:

The Maryland Department of the Environment (the "Department") is in receipt of 12 copies of engineering plans and operations manual submitted in support of your permit application to change the permittee for the existing Citron Hygiene Transfer Station located at 7184 Troy Hill Drive, Suites J, K & L, Elkridge, Howard County. The name of the permittee will change from Workplace Essentials, Inc. to Citron Hygiene US Corp.

As required by the Code of Maryland Regulations 26.04.07.24C, copies of this letter, the permit application, engineering plans and operations manual are being transmitted to all interested agencies for their review and comments. Any written comments regarding the review of the permit application must be submitted to the Department no later than January 17, 2019. A joint site visit has been scheduled for January 10, 2019 at 10:30 a.m. at the proposed site. All interested agencies are invited to participate in the site visit. If you have any questions regarding this matter, please contact Mr. Andy Moghadam, Project Manager at (410) 537-3315.

Sincerely,

A handwritten signature in cursive script that reads "Martha Hynson".

Martha Hynson, Chief  
Solid Waste Operations Division

MH:AM:am

Enclosure

cc: The Honorable Calvin Ball (w/encl.)  
The Honorable Mark J. Belton  
Mr. Anthony Redman (w/encl.)  
Dr. Maura J. Rossman (w/encl.)  
Mr. Mark DeLuca (w/encl.)  
Mr. Daniel Swenson (w/encl.)  
Mr. Gregory Slater (w/encl.)  
Ms. Mary Kay Foley (w/encl.)  
Mr. Richard A. Ortt (w/encl.)  
Ms. Kaley Laleker  
Mr. Michael Richardson (w/encl.)  
Mr. Brian Coblentz (w/encl.)

**RECEIVED**

**Operations Manual for the Citron Hygiene Waste Transfer Station**

OCT 10 2018

**located in Elkridge MD 21075**

LAND MANAGEMENT ADMIN.  
SOLID WASTE PROGRAM



## INTRODUCTION

Citron Hygiene offer services to its customers which include the collection of feminine waste containers from commercially-operated ladies' restrooms and also diaper waste containers from restrooms, family changing rooms, and daycare facilities. Feminine waste collection is by far the most predominant.

Waste arriving at the Elkridge waste transfer station is received either in rigid plastic containers, or in polyethylene liners transported in hard-sided wheeled bins or carts. All waste is containerized and is not visible.

The waste arrives at the transfer station in company vans and light-duty trucks, and every vehicle is parked and unloaded inside the facility, and in a designated area intended for the unloading process. Trained and experienced Citron Hygiene Service Technicians are solely responsible for the unloading of all waste, and the safe movement of all the containerized waste on their vehicle to the designated waste transfer area. Overhead drive-in doors are kept closed during this process wherever possible.

The normal operating hours of the facility are 5 AM to 5 PM, Monday to Friday, and should a need arise for any activity to occur outside of these times, the event will always be pre-approved by the Regional Service Manager, who is responsible for overseeing all activities at the transfer station. At all times, both inside and outside of the normal operational hours, all manually-occurring activities in the warehouse section of the facility are fully supervised.

This transfer station has been operating as a permitted and fully operational waste transfer station since 2003, and full compliance with all relevant Maryland laws, rules and regulations have always been maintained. The waste transfer station receives routine and unannounced inspection visits by MDE field personnel.

A floor plan of the facility is included with this manual, and on it, the area of waste transfer activity is clearly marked. Outside of this area, and within the warehouse section of the facility, vehicle unloading, inventory items storage, cleaned waste container storage, and general warehousing activities occur. The facility has clearly defined and written procedures for health and safety compliance, materials handling, and materials movement. These are implemented and enforced by the Company's managers and senior leadership team.

## THE HEALTH, SAFETY, AND WELLBEING OF CITRON HYGIENE'S EMPLOYEES

The Company considers the health, safety, and wellbeing of its employees as being of paramount importance. Nothing takes precedence over this. Appended is the Company's health and safety policy.

## THE WASTE RECEIVING, WASTE HANDLING AND WASTE MOVEMENT PROCESSES

Using wheeled racks to assist in the materials handling of the waste, the containerized waste is taken off a vehicle and placed in the designated waste transfer area for temporary storage prior to the waste transfer. Service Technicians use protective gloves and protective clothing, as needed, to avoid direct contact with the waste container or its contents. These employees are not authorized to open or empty any containers of waste. Only Cleaning Technicians will perform the transfer of the waste.

Service Technicians are responsible for restocking and reloading their own vehicle. The items picked will include cleaned and sanitized feminine containers. Other than those required for general handling of non-heavy items, no specific items of personal protective equipment (PPE) are needed for this task. Upon completion of the reloading process, all vehicles will carefully exit the facility and the overhead drive-in doors will be closed.

Using strict safety guidelines, Cleaning Technicians empty all waste containers and safely transfer the waste into an exterior compactor which is located immediately adjacent to the interior waste transfer activity area. All waste transfer activities take place internally, and on solid concrete floors, which are washed daily. As of September 2018, the amount of waste generated per day is approximately 2,000-3,000 pounds (approximately 2-3 cubic yards volume) per day. There are no plans for this amount to increase in the future.

As needed, the compactor is taken away for emptying and waste disposal by a reputable and licensed waste collection company. All of the waste is taken directly to the Resco Waste-to-Energy incinerator facility in Baltimore County.

Upon removal of the waste inside a container, Cleaning Technicians dismantle, wash, sanitize, and rebuild all of the reusable feminine hygiene waste containers. Multiple wash sinks are located in the waste transfer activity area for this purpose.

In the unlikely event of an accidental spillage of waste, the spillage will be cleared immediately. Any spillage will be limited to the area of the facility with concrete flooring. Cleaning will consist of sweeping and collection of the waste. Should a waste spillage result in staining of the concrete flooring, the staining will be immediately removed by conventional soap and water washing.

An image of a typical waste container used is appended. Cleaned containers are loaded onto wheeled carts awaiting a Service Technician reloading them on their vehicles as needed. The wheeled carts will be stored outside of the waste transfer activity area.

The Cleaning Technician Manual is appended. Included in this manual is Citron Hygiene's Exposure Control Plan. All waste transfer station-based Citron Hygiene employees are initially trained and annually retrained to remain in strict compliance with the stipulations of the CFR Code 29 1910.1030 Subpart Z Bloodborne Pathogen Regulations.

SDS documentation for all of the substances used is available to all employees via a weblink to a company-maintained website via a PC or mobile device. Employees are trained how to access this important information quickly and easily.

## UNACCEPTABLE WASTE TYPES RECEIVED

Waste which cannot be described as soiled napkins and tampons (or feminine waste) or diapers might occasionally be deposited in a waste container. In the unlikely event of this occurring, where the waste is identified at the waste transfer station, for normal non-hazardous wastes, it will be bundled, packaged and disposed of in the same manner as the feminine waste. For unusual wastes (albeit the chances of receiving any is extremely unlikely). if any are found, it will be segregated from the normal waste, and arrangements will be made with a suitable licensed waste disposal company to remove and dispose of it safely.

## GENERAL SAFETY IN THE WAREHOUSE AREA ENVIRONMENT

In the presence of a powered industrial truck moving heavy pallets of items at floor level and onto elevated pallet racking, extreme safety precautions are implemented at all times. All operators of the powered truck have successfully completed and passed an OSHA-compliant training course on the model and type of truck in use. For added safety, most if not all of the powered truck activity takes place when road vehicles are not unloading/reloading in the warehouse area. The Regional Service Manager is penultimately responsible for safety throughout the facility.

## THE ELKRIDGE WASTE TRANSFER STATION FACILITY EMERGENCY OPERATIONS PLAN

This plan addresses emergencies which can reasonably be expected at the Elkridge facility, and it details the contingencies in place to deal with these emergencies.

The facility ordinarily accommodates between ten and fifteen employees. Sometimes, this may increase to approximately twenty. Therefore, this emergency action plan will be communicated orally to all employees rather than be maintained in written form and distributed.

### 1. FIRE

Of particular concern is fire. Since no critical plant operations exist, all employees are instructed to report a fire immediately by dialing 911 and then to evacuate the building through the nearest designated emergency escape route leading to an emergency exit. Employees have been instructed not to attempt to control or extinguish a fire themselves.

The manager on duty is responsible for accounting for all employees after the emergency evacuation has been completed.

For additional fire protection, the facility is equipped with sprinklers.

## 2. THE STORAGE OF HAZARDOUS WASTE

No hazardous waste is stored at the facility. In the unlikely event that hazardous waste might be present at the facility, arrangements will be made to remove it immediately. For additional information, refer to the section titled "Unacceptable Wastes Types received" above.

## 3. ACCIDENTAL SPILLAGES

Because of the naturally absorbent nature of waste materials collected by Citron Hygiene, spillage of liquid waste materials is extremely unlikely. As such, the release of liquid material spills will most likely be limited to cleaning solutions and chemicals, and all of these are expected to be used and released in low volume.

Should an accidental spillage of a liquid occur, an absorbent material will be used to eliminate the risk of a slip and fall accident. Afterwards, the spent absorbent material will be disposed of in the correct manner, usually with the conventional waste.

## 4. FACILITY CLOSURE

The building is equipped with a sprinkler system. Therefore, serious damage and destruction caused by fire is unlikely. However, should the facility be unable to operate normally, a plan is in place to inform clients from which waste is collected that a minor delay in their collection service will occur. Also, should the facility be non-operational for an extended period (more than 2 days) arrangements will be made with another waste disposal company to remove the small volumes of waste which might arrive at the facility and dispose of them at their licensed facility.

For all other emergencies, employees are instructed to call the emergency services by dialing 911.

The nearest medical facility is located at:

The Howard County General Hospital

5755 Cedar Lane

Columbia, MD 21044

410 740-7890

Citron Hygiene's US corporate headquarters is located at:

13 Linnell Circle

Billerica, MA 01821

888 537-4747

APPENDIX 1 - IMAGES

TYPICAL FEMININE WASTE CONTAINER TYPE USED



TYPICAL ROLLING RACK TYPE USED



## APPENDIX 2 – THE COMPANY’S HEALTH & SAFETY POLICY

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## **1. POLICY STATEMENT**

The Health and Safety policy establishes guidelines and procedures to protect employees, customers, and the general public. The Company considers this a high priority and a clear understanding of, and strict adherence to the policy's guidelines and procedures are essentials. The commitment by all employees to a safe work environment is critical to the success of this policy.

## **2. POLICY GOALS**

The primary goal of the Health and Safety policy is to maintain a high level of safety awareness and to promote responsible employee behavior.

## **3. POLICY RESPONSIBILITIES**

Employees are required to adhere to the responsibilities outlined in this manual.

The procedures contained in this manual do not replace regulatory requirements, but are enhancements of the standard discipline practices of the Company.

All mandates in this manual meet the training requirements applicable to the U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) General Safety and Health Provisions -29 CFR 1926.20.

## **4. EMPLOYEES GENERAL SAFETY DIRECTIVES**

- Employees will be given the appropriate training to perform their work in a safe manner.
- Ongoing safety training and review is mandated.
- Employees will be issued the proper Personal Protective Equipment (PPE) required for their specific job. Employees must use the appropriate PPE as required, no exceptions.
- Specific articles of Personal Protective Equipment (PPE) are detailed in 6.1 of this manual.
- Employees must understand and adhere to the Company's Drug Testing policy as referenced in the Company Handbook.
- Employees must be familiar with the emergency evacuation routes of the premises they are working at prior to work commencing, so that they know where their designated "Assembly Area" is located.
- Prior to work commencing employees must be familiar with the location and use of Emergency Equipment in their facility, and this equipment includes:
  - Eyewash Stations
  - Fire Extinguishers
  - Biohazard or Spill Kits
- Accidents that occur in operations must be reported to the Regional Service Manager, and for all other areas of the Company, to the Health & Safety Manager.

- The designated Managers will file an accident/incident report as detailed in the Accident Reporting section 13. of this manual.
- The Regional Service Manager is responsible for ensuring that Operations staff have and use the necessary safety equipment and PPE required for their specific job and location.
- Employees who do not observe the safety rules and procedures outlined in this manual will be subject to disciplinary action up to and including dismissal.
- Employees must maintain a valid operator's license for specific machinery and/or vehicles that they use while performing their job and ensure that any specific license regulations are adhered to.
- Employees must notify their Manager immediately of any illness, physical condition, or the use of any medication that may impair or affect their ability to safely operate machinery, tools or vehicle.
- Employees must notify their Manager immediately of any suspension, revocation or administrative restrictions on their license(s).
- Employees must read, acknowledge and follow the requirements contained in this manual.
- While on Customer's premises, the facility Rules and Regulations for Contractors must be observed by Workplace Essentials personnel.
- Employees must inspect tools before use to ensure all parts are present and in good working order.
  - Report, and do not use any tool with missing parts or in need of repair.
- Employees must not leave a "loaded" tool unattended.
- Employees must not wear loose fitting clothing, jewelry or other items that could get caught in machinery.
- All tools and equipment will be provided or approved for use by the Company and shall be used in the manner for which they are intended.
- Where applicable, tools and equipment shall comply with OSHA rules and regulations and if required be NRTL approved.

## **5. EXPOSURE CONTROL PLAN**

The Company has an Exposure Control Plan which is posted on notice boards in each Regional Service Center and on the employee website.

### **5.1 Exposure Prevention Procedures for Sanitary Disposal and Diaper Units**

#### **CLEANING TECHNICIAN**

The following procedures are mandatory for personal safety and protection against exposure to potential Bloodborne Pathogens: Assume that all waste is contaminated with blood-borne pathogens. By doing so, you are exercising Universal Precautions and this will help to protect you.

1. When emptying Sanitary Disposal and Diaper units always wear appropriate PPE.
2. Never pick up sanitary or diaper waste with your hands. Use tongs.
3. Do not place your hands and arms inside a Sanitary Disposal or Diaper unit.
4. If waste becomes stuck when emptying it, use tongs to loosen and remove.
5. Immediately stop emptying the unit if you see a sharp object in the waste.

6. Place an "old" lid on the unit base and secure the lid closed with hazard tape.
7. Transfer the sealed unit to the designated area for final disposal.
8. When emptying units, do not overfill the compactor waste bag.
9. Tie the compactor bag securely using the correct wire ties.
10. Using the tied neck of the bag, carefully move from the compactor to the dolly.
11. Never "bear hug" or allow your body to come into contact with a bag of waste.
12. Keep the waste compactor floor area clear of debris and clean it regularly.
13. Use tongs to clear sanitary or diaper waste from an accidental spillage.
14. Keep the dumpster area clear and deal with any accidental spillages as needed.
15. Remove your PPE before touching door handles, eating, drinking or smoking.
16. Wash your hands before placing your hands to your mouth, nose and eyes.
17. If necessary use hand sanitizer to supplement washing.
18. Company issued equipment shall be used in the manner for which it is intended.
19. Equipment shall comply with OSHA regulations and if required NRTL approved.

### **SERVICE TECHNICIAN**

The following procedures are mandatory for personal safety and protection against exposure to potential Bloodborne Pathogens: Assume that all waste is contaminated with blood-borne pathogens. By doing so, you are exercising Universal Precautions and this will help to protect you.

1. When moving Sanitary Disposal and Diaper units always wear appropriate PPE.
2. Your issued Personal Protective Equipment PPE is gloves and tongs.
3. Never touch or pick up sanitary or diaper waste with your hands. Use tongs.
4. If an accidental waste spillage occurs, clean it up immediately using tongs.
5. If the spillage occurs at a customer site, inform the customer of the fact that you might not be able to clean the area thoroughly yourself.
6. For waste containing a sharp object, permanently seal the unit closed with tape.
7. At the RSC report the sealed unit to a Cleaning Technician or your Manager.
8. To avoid spillages always securely strap the units during transit.
9. Always wear safety glasses when servicing or repairing Freshaire air fresheners.
10. Remove your PPE before touching door handles, eating, drinking or smoking.
11. Never wear PPE when obtaining a customer signature.
12. Wash your hands before placing your hands to your mouth, nose and eyes.
13. Company issued equipment shall be used in the manner for which it is intended.
14. Equipment shall comply with OSHA regulations and if required NRTL approved.
15. Keep the outside of your truck clean and tidy/clean the inside cargo area daily.

### **WAREHOUSE PERSONNEL**

The following procedures are mandatory for personal safety and protection against exposure to potential Bloodborne Pathogens: Assume that all sanitary waste is contaminated with blood-borne pathogens. By doing so, you are exercising Universal Precautions and this will help to protect you.

1. If you see an accidental waste spillage, clean it up immediately using your PPE.
2. Your issued Personal Protective Equipment PPE is gloves and tongs.
3. Ensure that the spill area is completely cleared.
4. Never touch or pick up waste with your hands. Use tongs.
5. Keep the dumpster area clear and deal with any accidental spillages as needed.
6. Seek advice from a Cleaning Technician if the waste spillage is significant.
7. Remove your PPE before touching door handles, eating, drinking or smoking.
8. Wash your hands before placing your hands to your mouth, nose and eyes.
9. Company issued equipment shall be used in the manner for which it is intended.
10. Equipment shall comply with OSHA regulations and if required NRTL approved.

### **OFFICE PERSONNEL**

The following procedure is mandatory for personal safety and protection against exposure to potential Bloodborne Pathogens: Assume that all waste is contaminated with blood-borne pathogens. By doing so, you are exercising Universal Precautions and this will help to protect you.

1. If you see an accidental spillage of sanitary waste, report it immediately.
2. Inform a Cleaning Technician, a Warehouse employee or on-site manager.
3. Do not attempt to clean the spillage yourself.

### **SALES PERSONNEL AT CUSTOMER SITES**

The following procedure is mandatory for personal safety and protection against exposure to potential Bloodborne Pathogens: Assume that all waste is contaminated with blood-borne pathogens. By doing so, you are exercising Universal Precautions and this will help to protect you.

1. Always wear your PPE when handling a used Sanitary Disposal or Diaper unit.
2. Your issued Personal Protective Equipment PPE is gloves.
3. Never handle Sanitary or Diaper waste.
4. Never place your hands inside a Sanitary Disposal or Diaper unit, even if empty.
5. If you see an accidental spillage of sanitary waste, do not attempt to clean it up. Inform a responsible person at the site you are visiting.
6. Remove your PPE before touching door handles, eating, drinking or smoking.
7. Wash your hands before placing your hands to your mouth, nose and eyes.

### **5.2 Exposure Prevention Procedures for Sharp Objects**

The following procedures are mandatory for personal safety and protection against the exposure to the hazards of Bloodborne Pathogens:

Be vigilant and look out for sharp objects such as needles or glass that could be mixed with sanitary waste in a Sanitary Disposal or Diaper Unit, or in the wash area.

If you see a sharp object in a Sanitary Disposal or Diaper unit:

- Stop all waste processing procedures immediately.
- Do not attempt to remove the sharp object from the unit.
- Inform a Manager and alert the other Cleaning Technicians of the sharp object.

To safely discard using tongs remove the sharp object and place into an "old" base and attach an "old" unit lid and secure with hazard tape and by using mechanical means, transfer the sealed unit to the designated area for final disposal.

If you see a sharp object in a wash area:

- Stop all washing procedures immediately.
- Inform a Manager and alert the other Cleaning Technicians of the sharp object.
- Use mechanical means to remove the sharp object, do not pick up with hands.
- Discard the sharp object into an "old" unit, attach an "old" lid and secure with hazard tape and by using mechanical means, transfer the sealed unit to the designated area for final disposal.

### **5.3 Hepatitis B Vaccinations**

The Company will provide the Hepatitis B vaccination series at no cost, to Operations and Sales personnel. Employees are strongly encouraged to receive these vaccinations, and are optional for Administrative staff.

The first in the series of vaccinations should be administered within ten (10) working days of hire. The Company will arrange and pay for this, or the employee can organize through their own medical provider. As the vaccination is related to employment, it should be provided as part of their medical insurance plan coverage. Employees are required to provide proof of vaccination and this information will be recorded in their personnel file.

Employees who choose to decline the Hepatitis B vaccinations, will be required to sign a declination form which states that they have been offered, but have declined the vaccinations. This form will be recorded in the employees personnel file.

The Company will not be liable for employees who may contract viruses that immunization would have prevented, and employees are encouraged to seek further information on this subject.

Employees who at first decline the vaccinations may opt to receive them at any time and at no cost.

Employees who have already received the Hepatitis B vaccination series prior to their employment, and are still within the immunization coverage period, still will be required to provide medical proof of the vaccinations within two weeks of their start date.

Employees unable to provide documented proof of prior vaccinations, will be required to undergo the vaccination series or sign a declination form.

## **6. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Personal Protective Equipment (PPE) includes but is not limited to, clothing and other work accessories designated to create a barrier against the workplace hazards.

Employees will be given the appropriate training to perform their work in a safe manner. Ongoing safety training and review is mandated.

Employees will be issued the proper Personal Protective Equipment (PPE) required for their specific job and must adhere to the following procedures:

- Employees must use the appropriate PPE as required, no exceptions.
- Employees who do not observe the safety rules and procedures outlined in this manual will be subject to disciplinary action up to and including dismissal.
- All PPE must be properly maintained and inspected prior to use. Item(s) found to be defective must be replaced prior to work commencing and/or continuing. Violations of these procedures will be subject to disciplinary action up to and including dismissal.
- Employees must wear protective gloves when handling units containing sanitary waste.
- Employees must wear PPE to protect from direct exposure to sanitary waste at all times.
- Employees must take preventative measures to protect themselves and others, as well as surfaces from cross contamination.
- PPE must be removed after use and prior to contact with others, materials, fixtures, equipment and surfaces.
- Employees must use mechanical means to pick up sanitary waste if an accidental waste spillage occurs.
- Employees must report lost items of PPE to the Regional Service Manager and/or their Supervisor immediately.

### **6.1 Items of Personal Protective Equipment**

Employees will be issued the proper (PPE) required for their specific job. This list includes but is not limited to the following:

- Gloves
- Face Shield
- Tongs
- Outdoor gear
- Safety glasses

## **7. TOOLS, EQUIPMENT AND ENGINEERING CONTROLS**

Employees will be issued the proper Tools and Equipment required for their specific job. This list includes but is not limited to the following:

- Items of Personal Protective Equipment (PPE) as described in 6.1 of this manual.
- Uniform and footwear as described in section 12. of this manual.

- Service vehicle with lift gate and four (4) step configuration.
- Tablet.
- Two (2) step ladders:
  - One (1) three feet (3')
  - One (1) four feet (4')
- Two (2) mechanical carts for transporting units:
  - One (1) collapsible cart for two (2) – four (4) units
  - One (1) bushel cart for five (5) – ten (10) units
- One (1) multi-bit screwdriver.
- One (1) pair of pliers.
- One (1) power drill.
- One (1) grab handle.

### **7.1 Ladder Safety**

- When working with a ladder, employees must follow the procedures below:
- Employees will be given ladder training which is mandatory for work safely.
- Prior to use, ladders must be inspected to make sure there are no broken rungs, side rails, extension locking brackets and feet. If broken report to a Manager and DO NOT USE.
- Ensure the ground and surface the ladder is placed on and against is solid, dry and level.
- To alert the ladder is in use, a barricade should be made around the ladder and clearly marked signs posted.
- One (1) person only is allowed on a ladder.
- Employees should be aware of their surrounding area at all times when moving or carrying a ladder so as not to cause harm or damage.
- Work cannot commence if pedestrians can access the area around or below the ladder.
- Never modify or try to repair a broken ladder as this would violate construction and material specifications.
- Always position the ladder at the proper angle. The "simple rule" suggested by OSHA is to place the base of the ladder "a distance from the vertical wall equal to one-fourth the working length of the ladder".
- Tools and equipment provided or approved for use by the Company and shall be used in the manner for which they are intended.
- Where applicable, tools and equipment shall comply with OSHA rules and regulations and if required be NRTL approved.

### **7.2 Handling Sanitary Disposal and Diaper Units**

When handling Sanitary Disposal or Diaper units, employees must follow the procedures below:

- Employees will be given the appropriate training on how to carry units in a safe manner. Ongoing training and review is mandated.
- Employees will be issued the Personal Protective Equipment (PPE) required for their specific job and must use as required, no exceptions.
- To correctly lift, move or carry one (1) Sanitary Disposal or Diaper unit, employees must position both hands on either the sides, or front and back of the unit.

- Do not place your fingers in the recessed slot at the back of the Sanitary Disposal lid to lift, move or carry a unit, or attempt to lift the Diaper unit by the lid.
- Employees must use mechanical means to carry two (2) or more Sanitary Disposal or one (1) or more Diaper units as described.
- A grab handle can be used for carrying two (2) Sanitary Disposal units. A two (2) wheel pull cart will carry up to four (4) Sanitary Disposal or two (2) Diaper units.
- A bushel cart must be used for transporting five (5) to ten (10) Sanitary Disposal or three (3) to five (5) Diaper units.
- When using a bushel cart, do not overfill and never lay the units on their side.
- Tools and Equipment provided or approved for use by the Company and shall be used in the manner for which they are intended.
- Where applicable, tools and equipment shall comply with OSHA rules and regulations and if required be NRTL approved.

### **7.3 Machine Guards and Controls**

In accordance with the procedures outlined in this manual, all employees must be trained to:

- Make sure guards are in place before the machine is turned on.
- Never remove or bypass a machine guard.
- Always replace the guard after machine maintenance or repair.

### **7.4 Electric Power Tool Safety**

Power tools can pose a serious risk of injury if not used properly, please follow the safety guidelines:

- Check that the insulation on the electrical cord is in good condition.
- Electric tools must be grounded with an insulator i.e. metal circuit box or 3-prong plug.
- Do not use extension cords, but if the only option be sure it has high enough rating.
- Always match plugs to outlets e.g. a 3 prong-plug must go into a 3-prong outlet.
- Place cords so they do not create an unsafe floor area or are placed near heat or water.
- Ensure hands are dry before handling electrical tools.
- Stop using any tool that smokes, smells, sparks or shocks and return for replacement.
- Avoid contact with unguarded points of operation.
- Be aware of electrical issues that could cause a fire or electrocution.
- Protect against injuries that could be caused by flying metal pieces, dust or shavings.
- Report or replace defective or broken parts.
- Do not be careless when working with power tools.

## **8. LOADING AND UNLOADING A SERVICE VEHICLE**

When loading or unloading a Service Vehicle with units, employees must follow the procedures below:

- Employees will be given the appropriate training on how to load and unload a Service vehicle in a safe manner. Ongoing training and review is mandated.
- Employees will be issued the Personal Protective Equipment (PPE) required for their specific job and must use as required, no exceptions.

- Employees may use the curbside door for one (1) or two (2) units.
- Employees must use the lift gate when handling more than two (2) units.
- Employees must adhere to the Safe Lifting Technique described in section 9 of this manual.
- Tools and equipment provided or approved for use by the Company and shall be used in the manner for which they are intended.

Where applicable, tools and equipment shall comply with OSHA rules and regulations and if required be NRTL approved.

## **9. SAFE LIFTING TECHNIQUE**

- Employees will be given the appropriate training on how to lift in a safe manner. Ongoing training and review is mandated.
- Employees will be issued with Personal Protective Equipment (PPE) require for their specific job and must use as required, no exceptions.
- Employees who do not observe the safety rules and procedures outlined in this manual will be subject to disciplinary action up to and including dismissal.

## **10. WORKING IN CONFINED SPACES**

- When working in a confined space, employees must follow the procedures below:
- Employees will be given the appropriate training on working in confined spaces in a safe manner. Ongoing training and review is mandated.
- Employees will be issued the Personal Protective Equipment (PPE) require for their specific job and must use as required, no exceptions.
- Employees must notify the on-site Environmental Health & Safety (EHS) Manager before entering a confined space.
- Employees must be familiar with the hazards associated with the entry into a confined space. Also working on or with, equipment not properly isolated and/or discharged electrically, mechanically, hydraulically, pneumatically, chemically or by gravity.
- Employees must be familiar with the hazards associated with unsafe levels of flammable vapors, hazardous chemical reactions and oxygen deficiency.
- Employees must be familiar with the proper use of Safety Lockout devices and warning tags.
- Employees must follow OSHA rules and regulations 1910.146 pertaining to confined space.
- Tools and equipment provided or approved for use by the Company and shall be used in the manner for which they are intended.
- Where applicable, tools and equipment shall comply with OSHA rules and regulations and if required be NRTL approved.

## **11. HAZARD COMMUNICATION**

Federal Code Regulations mandates that any substance determined to be potentially hazardous, must have a Safety Data Sheet (SDS) available to anyone who requests a copy.

The type of substances we use includes cleaning detergents, soaps and air fresh fragrances.

SDS follow a standard format, and can be accessed by clicking the Safety Data Sheet (SDS) button on the home screen of the ISO website.

For personal protection, employees should be familiar with the Safety Data Sheet (SDS) for every substance that they are likely to come into contact with on a daily basis while performing their job.

## **12. UNIFORM POLICY**

Service personnel must wear full company-issued clothing and footwear at all times. There are no exceptions. Refer to the Company's Service Technician Manual for full and complete information.

Wearing a non-company issued clothing is strictly forbidden.

## **13. ACCIDENT REPORTING PROTOCOL**

### ***For Administrative and Sales Employees:***

*Call 911 for emergency help and then afterwards the procedure below should be followed:*

- The employees Manager should be notified immediately of the "Accident/Incident".
- Alert Company's Emergency Coordinators by leaving a message on the Emergency Hotline 978-495-5648

### ***Emergency Coordinators are:***

- Health & Safety Manager
- Regional Service Managers
- Vice President of Finance and Human Resources
- Executive Vice President of Operations and Administration

### ***For Operations Employees:***

*Call 911 for emergency help and then afterwards the procedure below should be followed:*

- The employees Manager should be notified immediately of the "Accident/Incident".
- Complete an Accident/Incident Report to record the details.

### ***For Injured Employees:***

- The injured employee is required to call 911 and request medical attention immediately if they or someone is injured.
- The injured employee is required to notify their Manager of any accident immediately.
- The injured employee is required to notify the on-site Safety Manager of the accident immediately.

- The injured employee is required to not make any statements about responsibility or fault.
- The injured employee is required to secure names and addresses of any witnesses.
- The injured employee must complete an "Accident/Incident report" to record the accident details.

**For *Department Managers*:**

- Call 911 for emergency help and then afterwards the procedure below should be followed:
- The Department Manager is required to notify the Human Resource Manager immediately.
- The Department Manager should not make a statement about responsibility or fault.

***Human Resource Managers Action:***

- Notify the insurance company.
- Contact the injured employee either in person or by phone within 24 hours of the accident.

***Health & Safety Managers Action:***

- Obtain the completed Accident/Incident Report.
- Log the accident in accordance with OSHA Form 301 Injuries and Illnesses Incident Report.
- Complete all accident reports within two (2) working days.
- Complete an accident investigation.
- Determine the accident preventability and cause.

**14. EMERGENCY EQUIPMENT INVENTORY**

"Emergency Equipment" is any equipment designated for safety, protection or emergency use.

Emergency Equipment Description

Fire Extinguishing System Automatic Fire Sprinkler System

Fire Extinguishers ABC Dry Chemical

Personal Protective Equipment First Aid Kits

Eye Wash Kits

Face Shields

Safety Gloves

Spill Control Decontamination Foaming Disinfectant Cleaner

Bloodborne Pathogen Protection Kit

Floor Sweep Absorbent

Communication and Alarm Intercom/PA System

Company Internal Hotline

## **15. DRIVER SAFETY**

"Drivers" is any person operation and Company vehicle or using a vehicle while conduction Company business.

Drivers should read, understand and the follow the requirements below by:

- Participating in the Company's Safe Driving Training Course.
- Maintaining a valid driver's license and adhering to license regulations.
- Completing the documentation authorizing the Company to obtain Motor Vehicle Records.
- Signing the Driver Safety Acknowledgment Form.
- Immediately notifying the Company of any illness, physical condition, or use of medication that may impair or affect their ability to safely operate a vehicle.
- Immediately notifying the Company of any license suspension, revocation or administrative restriction.
- Understanding that the Company retains the right to check a Motor Vehicle Record at will.
- Not using a cellphone or other device while driving.

"Drivers" using Company vehicles or while driving on Company business are prohibited from:

- Allowing non-employee passengers or pets into travel in the vehicle - no exceptions.
- Use a radar detector or similar tracking device.
- Pull or push another vehicle or trailer.
- Transport hazardous materials.
- Transport alcohol.
- Assist disabled motorists/accident victims beyond their medical training or certification(s).
- Leave an unattended vehicle running.

### ***Authorized Company Vehicle Use***

A "Company Vehicle" is any vehicle that the Company owns, leases or has as a temporary replacement.

It is understood that vehicles provided to Executive Management may be used for personal use.

Operations personnel authorized to use a Company vehicle to and from home must provide the address where the vehicle will be located outside of working hours.

It is strictly forbidden to park a Company vehicle at any other location than the address provided.

If the vehicle is located at an unauthorized address it will be recorded as personal use and will result in disciplinary action or dismissal.

### ***Unauthorized Company Vehicle Use***

Using a Company vehicle for personal use is strictly forbidden and will result in immediate dismissal.

An employee involved in an accident while driving a Company vehicle without authority will be deemed a "non-permissive user".

A "non-permissive user" involved in an accident will be liable for prosecution, for claims made by a third party, for full retribution and the cost of repairing any damage incurred to the vehicle.

A "non-permissive user" will be responsible for the cost of any parking violations received.

Use of a Motorcycle for Company business is prohibited.

### ***Vehicle Condition and Preventative Maintenance***

Drivers are responsible for ensuring that the vehicle they are using on Company business is in safe driving condition.

Service Technicians are required to perform a pre-trip inspection of their vehicle using the PEOPLENET Driver Terminal.

### ***Driver Motor Vehicle Record Checks***

Drivers will be subject to one motor vehicle record evaluation per year.

A Driver on probation, as defined in this manual, may be subject to two (2) motor vehicle record evaluations per year.

### ***Initial Motor Vehicle Record Checks***

Job Applicants: the hiring manager will obtain a motor vehicle record for evaluation prior to making a job offer. Applicant will be notified in writing that employment is conditional upon a satisfactory motor vehicle record. Applicant found to be a "high risk" driver will not be made a job offers.

Existing Employees: Any existing employee in a non-driving job applying for a driving position will be subject to the same motor vehicle record evaluation as a new applicant.

### ***Identification of High Risk Drivers***

"High risk" is a driver with one (1) or more violations on their record in the last seven (7) years for:

- Conviction for an alcohol and/or drug related driving offense.

- Refusal to submit to a Blood Alcohol Test.
- Conviction for speeding 25mph above the posted speed limit.
- A vehicle criminal conviction for a felony, negligent homicide, manslaughter, hit and run.
- Other violations incurred in the last five (5) years:
- Any combination of three (3) or more violations, at fault accidents or preventable accidents.
- Driving with a license under suspension, revocation or administrative restriction.
- Leaving the scene of an accident.
- Conviction for reckless driving.
- Other violations incurred in the last two (2) years:
- Any combination of two (2) or more violations, at fault accidents or preventable accidents.

### ***Prohibited Drivers***

The Company will not assign or authorize the use of a vehicle if:

- Driver does not have a valid operator's license issued by their state of residence.
- Driver holds licenses in more than one (1) state.
- Driver's license is suspended, restricted or revoked for any reason.

### ***Driver Training and Requirements***

- Drivers must obey traffic laws while operating a Company vehicle or while using any vehicle for company business.
- Drivers must successfully participate in the Company's Safe Driving Training Course.
- Driver and any authorized passenger(s) must wear their seat belts while operating a Company vehicle or while using and vehicle for company business.
- Drivers are strictly forbidden to operate a Company vehicle, or any vehicle used while on Company business when their ability is impaired, affected or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.
- Drivers are required to abide by federal, state and local motor vehicle regulations, laws and ordinances.
- Drivers are required to adhere to the rules and regulations of the customers business while at their location.
- Drivers are required to understand and follow the requirements of the Accident Action Plan.

### ***Vehicle Accident Reporting***

Drivers are required to:

- Notify their Manager of the accident immediately.
- Submit an accident/incident report explaining the details of the accident.

Department Managers are required to:

- Notify the Health & Safety Manager immediately.

Health & Safety Manager is required to:

- Contact the driver either in person or by phone within 24 hours of accident.
- Notify the insurance company.
- Notify the Department of Motor Vehicles.
- Ensure the completion of accident report within two (2) working days.
- Complete an accident investigation.
- Determine accident preventability and/or cause.

### ***Accident Kit***

Company vehicles will be supplied with a vehicle accident kit which consists of:

- Safety and information gathering instructions.
- A First Aid kit.
- Warning triangles and flares.
- An Accident/Incident Report.

### ***Accident Action Plan***

A Driver involved in an accident must take immediate action to prevent further injuries or damages at the scene of the accident.

**Keep safety as a first priority the Driver must:**

- Where possible move the vehicle out of harm's way.
- Turn off the ignition.
- Activate the four-way flashers.
- Set out warning triangles and/or flares.
- Call for medical assistance if there are injuries.
- Not move an injured person, or perform first aid without valid medical/lifesaving certification.

### ***Drivers involved in an accident while on Company business***

Drivers at the scene are required to:

- Call 911 and request medical attention immediately if you or someone else is injured.
- Notify their Manager immediately.
- Not make any statements about responsibility or fault.
- Exchange information with all drivers involved.
- Record the location information.
- Secure names and addresses of any witnesses.
- Complete an Accident/Incident Report.
  
- Use Company issued device to photograph the accident scene and damage to vehicles.
- Drivers are also responsible for:
  - Completing and submitting an Accident/Incident Report.
  - Submitting medical documentation of applicable.

- Participating in an accident investigation with their Manager and Health & Safety Manager.

### ***Driver Comment Procedure***

Safety on the road is paramount, and it is the responsibility of all employees who drive company vehicles to ensure that they demonstrate safe driving at all times. To support our safety initiative all company trucks are assigned a unique identification number that is displayed on the rear of the vehicle, in addition to a toll-free phone number. We welcome feedback from the public on our vehicle user driving habits and the following procedure will be followed when the company receive a driver comment about an employee when driving a company vehicle.

- On the same day that a driver comment is received the Regional Service Manager will contact the caller to acknowledge receipt of their message, and thank them for making the call.
- The Technician that the call relates to will meet with the Regional Service Manager to discuss the matter as soon as practical, but no later than the end of the day following the driver comment call.
- The caller's comments and the Technician's version of events will be recorded on the driver comment form. The completed form will be sent to [safety@weservice.biz](mailto:safety@weservice.biz) and will remain in the Technician's personal file indefinitely.
- The Quality Assurance Director will log driver comments on the Driver Comment Log located in Share.

## **16. ACCESS CONTROL**

To ensure personnel and property security the following protocol has been established:

- Access doors leading from outside into any Company building are secured 24/7.
- Access doors leading into general offices are secured from the warehouse or outside 24/7.
- Employees must use their IEI Access Card to enter general office areas.

### **16.1 First In, Last Out**

#### ***First In:***

The Buildings inside default lights should already be "on" upon entry, if they are not please report any bulb failures to the Facilities Manager.

- "**Switch on**" the warehouse lights from the descriptions listed in the control panel as needed for working in specific areas of the warehouse.
- Report any unlocked access doors to the Facilities Manager.

***Last Out:***

- "Turn off" all lights on the control panel except for the default lights.
- Ensure that all Thermostats are set to the appropriate temperature.
- Check that all overhead, pedestrian and office doors are securely closed.

**16.2 Warehouse Hours**

- For the safety of employees the following building access times must be observed:
- Operating hours for Company facilities is 5:00AM to 5:00PM Monday through Friday.
- Weekends and Holiday access is not permissible.
- Employees are not permitted to enter a Company facility outside of the posted hours of operation without approval in advance from their Department Manager.
- Two (2) employees must be present during the out of hours approved access.

## APPENDIX 3 - CLEANING TECHNICIAN MANUAL

### ***Cleaning Technician Manual***

#### Table of Contents

## **1. SAFE WORKING PRACTICES**

### **1.1 Hepatitis B and Tetanus Vaccinations**

### **1.2 Personal Protective Equipment (PPE)**

#### ***1.2.1 Items of Personal Protective Equipment (PPE)***

### **1.3 Exposure Prevention Procedures for Sanitary Disposal and Diaper Units**

### **1.4 Exposure Prevention Procedures for Sharp Objects**

## **2. HAZARD COMMUNICATION**

## **3. PRODUCT USE AND PRESERVATION**

### **SAFETY WORKING PRACTICES**

#### **1.1 Hepatitis B and Tetanus Vaccinations**

The Company will provide the Hepatitis B vaccination series and Tetanus booster at no cost, and employees are strongly encouraged to receive these vaccinations.

The first Hepatitis B vaccination and the Tetanus booster should be administered within ten (10) working days of hire. The Company will arrange and pay for these, or the employee can organize through their own medical provider. As the vaccinations relate to employment, they should be provided as part of their medical insurance plan coverage. Employees are required to provide proof of the vaccinations and this information will be recorded in their personnel file.

Employees who choose to decline the Hepatitis B vaccinations, will be required to sign a declination form which states that they have been offered, but have declined this vaccination series. This form will be recorded in the employees personnel file.

The Company will not be liable for employees who may contract viruses that immunization would have prevented, and employees are encouraged to seek further information on this subject.

Employees who at first decline the vaccinations may opt to receive them at any time and at no cost. Employees who have already received the Hepatitis B vaccination series or Tetanus

booster prior to their employment, and are still within the immunization coverage period, will be required to provide medical proof of the vaccinations within two weeks of their start date.

Employees unable to provide documented proof of prior vaccinations, will be required to undergo the vaccinations or for the Hepatitis B series, sign a declination form.

## **1.2 Personal Protective Equipment (PPE)**

Personal Protective Equipment (PPE) includes but is not limited to, clothing and other work accessories designed to create a barrier against workplace hazards, and for personal safety to avoid contact with potentially infectious waste that may contain Bloodborne pathogens. Employees must use the appropriate PPE as required at all times, no exceptions. The PPE worn must be the items issued to them, and must not be borrowed from another person. All PPE must be properly maintained and inspected prior to use. Item(s) found to be defective must be replaced prior to work commencing and/or continuing. Violations of these procedures will be subject to disciplinary action up to and including dismissal. Employees must report lost items of PPE to the Regional Service Manager and/or their Supervisor immediately. Employees will be given the appropriate training to perform their work in a safe manner. Ongoing safety training and review is mandated. Employees who do not observe the safety rules and procedures outlined in this manual will be subject to disciplinary action up to and including dismissal. Employees must take preventative measures to protect themselves and others, as well as surfaces from cross contamination.

PPE must be removed after use and prior to contact with others, materials, fixtures, equipment and surfaces.

### **1.2.1 Items of Personal Protective Equipment (PPE)**

Cleaning Technicians will be issued with the following items of PPE at the beginning of their training program:

- Gloves
- Full-length waterproof apron and coverall
- Waterproof arm protectors
- Waterproof cover-over boots
- Face shield
- Tongs
- One (1) pair of Anti-slip, safety toe footwear

In addition, the Company will provide a uniform consisting of five (5) T-Shirts.

Items of Company uniform and PPE clothing must be laundered regularly. Cleaning Technicians are instructed to wear and use the appropriate PPE as follows:

- Wear protective gloves, apron, arm protectors and rubber boots at all times
- when emptying and handling disposal units, compacted bags or liners of waste.
- Wear protective clothing to safeguard skin from exposure to waste.
- Use tongs to pick up the waste if an accidental waste spillage occurs.

- Use the lifting dolly when transporting compacted waste to the dumpster.

### **1.3 Exposure Prevention Procedures for Sanitary Disposal and Diaper Units**

The following procedures are mandatory for personal safety and protection against exposure to the hazards of Bloodborne Pathogens:

- Never pick up waste with your hands, use mechanical means such as tongs.
- Never place your hands or arms into a used Sanitary Disposal or Diaper unit.
- Use tongs to pick up or remove sanitary or diaper waste from a unit or floor.
- Always use tongs to clear sanitary or diaper waste from an accidental spillage.
- Ensure that a compactor or trash bag is not overfilled as it will be difficult to tie.
- Never push, pull, carry or "bear hug" a compacted bag or trash liner of waste.
- Never attempt to lift or carry a compacted bag of waste.

Always use a flatbed trolley or lift dolly to move bags of waste to the compactor/dumpster. Keep the waste compactor/container area clear of debris and clean it regularly. Wash your hands before eating/placing your hands to your mouth, nose or eyes.

### **1.4 Exposure Prevention Procedures or Sharp Objects**

The following procedures are mandatory for personal safety and protection against the exposure to the hazards of Bloodborne Pathogens.

Be vigilant and look out for sharp objects such as needles or glass that could be mixed with the waste in a disposal unit, or in the wash area.

If you see a sharp object in a Sanitary Disposal or Diaper unit:

***Stop all waste processing immediately and follow the procedures below.***

- Stop emptying the waste from the unit immediately.
- Do not attempt to remove the sharp object from the sanitary unit or diaper liner.
- Inform a Manager and alert the other Cleaning Technicians of the sharp object.
- Safely discard the sanitary unit, attach an "old" lid and secure with hazard tape.
- For a sharp object in a diaper liner, transfer liner to an old unit and tape lid shut.
- Using a flatbed trolley, transfer the sealed unit to the pick-up area for disposal.
- If you see a sharp object in a Wash Area:
  - Stop all washing procedures immediately.
  - Inform a Manager and alert the other Cleaning Technicians of the sharp object.
  - Use mechanical means to remove the sharp object, do not pick up with hands.
  - Discard the sharp object into the sharps container in the Wash Area.

## **2. HAZARD COMMUNICATION**

Federal Code Regulations mandates that any substance determined to be potentially hazardous, must have a Safety Data Sheet (SDS) available to anyone who requests a copy.

The type of substances we use includes cleaning detergents, soaps and air fresh fragrances.

SDS follow a standard format and can be accessed by clicking the Safety Data Sheet (SDS) button on the home screen of the ISO website.

For personal protection, employees should be familiar with the Safety Data Sheet (SDS) for every substance that they are likely to come into contact with on a daily basis while performing their job.

### **3. PRODUCT USE AND PRESERVATION**

Products used in the cleaning and recharging process of sanitary disposal units, which are perishable in nature and packaged in sealed containers by the manufacturer, will not be left unsealed at the end of a work shift.

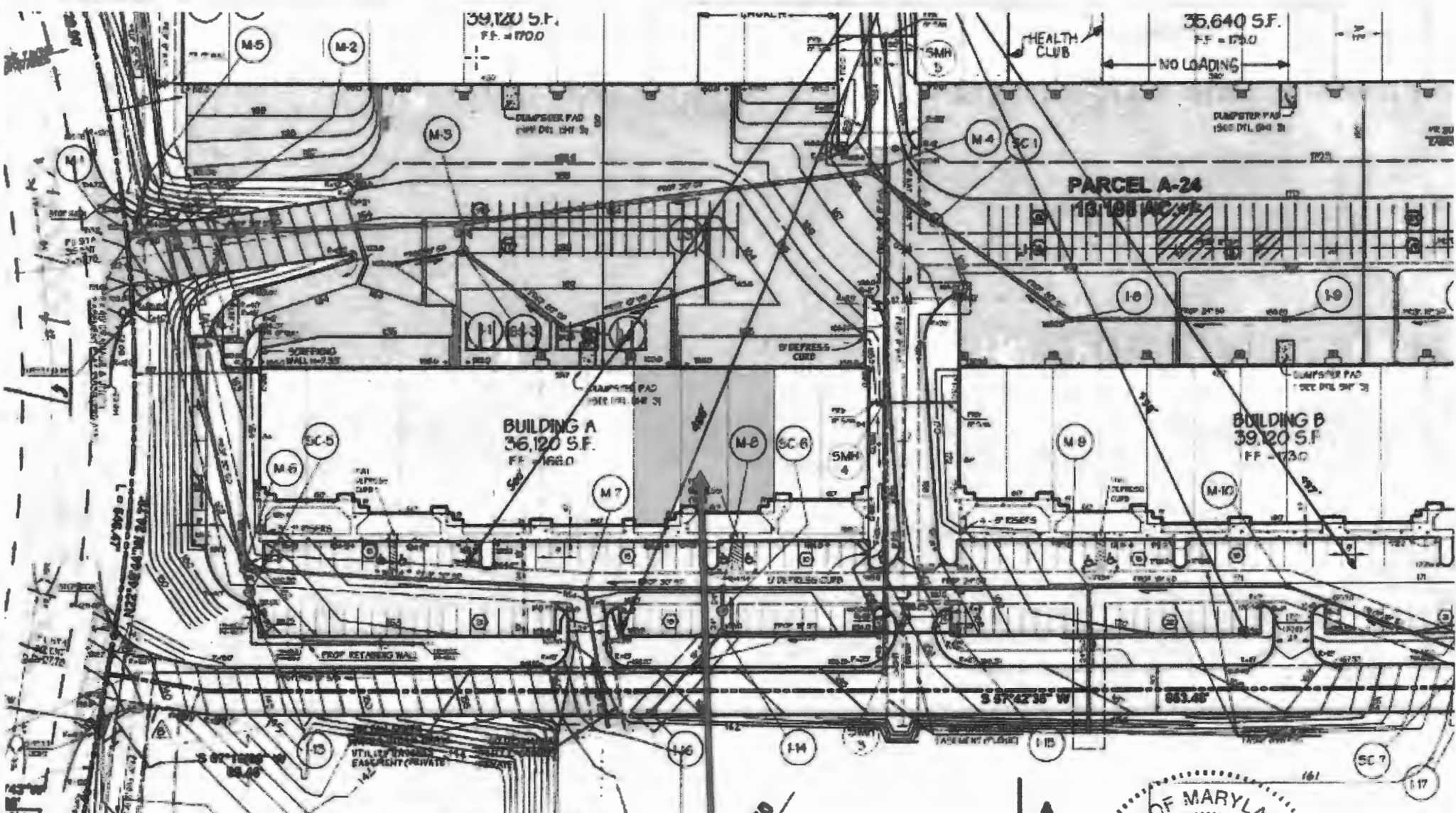
If any product from a sealed container is unused at the end of a shift, it will be placed in a heavy-duty zip lock bag. At the beginning of the next work shift, the contents of the zip lock bag will be used before a new sealed container of the perishable product is opened and used.

The correct dilution rate of any cleaning or enzymatic product will be used in strict adherence to the manufacturer's recommendation as described on the product's original container product label or any other usage guide note as provided by the manufacturer.

A clearly-marked measuring jug will be used for liquid products when mixing the product with water or when exact quantities of a product have been specified for a particular application.

If a product is decanted into smaller containers for use, and it has been approved by the manufacturer that this is an acceptable course of action, all of the relevant safety information, use information, batch number and expiry date information will be recorded on a new self-adhesive label attached to the new container.

APPENDIX 4 – FLOOR PLAN



5.96 x 24.23 in

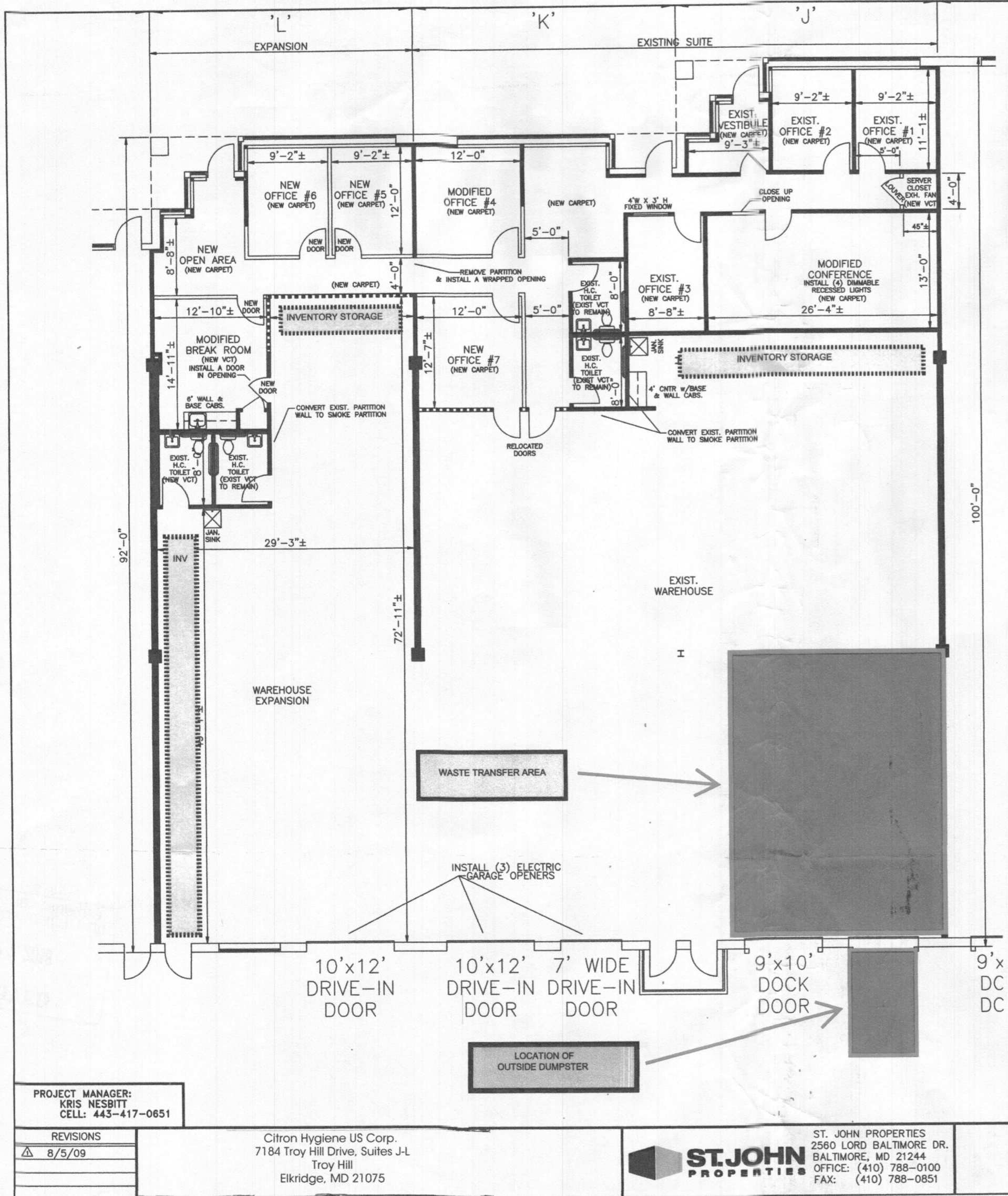
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OCT 10 2018

Suites J-L (J to the left)

LAND MANAGEMENT ADMIN.  
SOLID WASTE PROGRAM





**LEGEND**

- DENOTES NEW PARTITION TO BE CONSTRUCTED TO UNDERSIDE OF CEILING
- DENOTES EXISTING PARTITION TO REMAIN
- DENOTES EXISTING UL#905 PARTITION TO REMAIN
- DENOTES NEW SMOKE PARTITION TO BE CONSTRUCTED TO THE ROOF DECK
- DENOTES EXISTING CONSTRUCTION TO BE REMOVED
- DENOTES NEW SOUND INSULATED PARTITION TO BE CONSTRUCTED TO UNDERSIDE OF CEILING, ALL WINDOWS & DOORS ON EXTERIOR WALLS TO BE TRIMMED AROUND UNLESS NOTED OTHERWISE

**CONSTRUCTION NOTES**

1. ALL NEW CONSTRUCTION TO CONFORM TO 2006 INTERNATIONAL BUILDING CODE & ALL APPLICABLE LOCAL CODES & REGULATIONS.
2. EXTERIOR BLOCK WALLS IN OFFICE AREA TO BE FURRED OUT WITH 2 1/2", 25 GAUGE METAL STUDS, 24" O.C. WITH 3 1/2" X 24" FOIL BACK INSULATION & 1/2" DRYWALL.
3. ALL INTERIOR PARTITIONS TO BE 3 5/8" 25 GAUGE METAL STUDS, 24" O.C. W/2 SIDES 1/2" DRYWALL TO THE UNDERSIDE OF THE CEILING EXCEPT WHERE NOTED OTHERWISE.
4. ALL EXISTING RESTROOMS ARE COMPLETELY HANDICAPPED ACCESSIBLE.
5. ALL RESTROOMS ARE MECHANICALLY VENTED TO THE EXTERIOR.
6. THE HVAC SYSTEM SHALL HEAT & COOL UNIFORMLY THROUGHOUT IN COMPLIANCE WITH THE 2006 INTERNATIONAL MECHANICAL CODE UNDER THE GUIDELINES OF ASHRAE 90A.
7. THE CONSTRUCTION & INSTALLATION OF ALL DUCTWORK SHALL COMPLY WITH CHAPTER 6 OF THE 2006 INTERNATIONAL MECHANICAL CODE.
8. THE BUILDING IS FULLY SPRINKLERED.
9. INSTALL EXIT & EMERGENCY LIGHTING AS REQUIRED PER CODE.
10. ALL INTERIOR DOORS TO BE 3'-0" X 6'-8" X 1 3/4" HOLLOW CORE, STAIN GRADE BIRCH VENEER W/METAL FRAMES & LEVER HANDLES UNLESS NOTED OTHERWISE.
11. ALL INTERIOR DRYWALL WRAPPED OPENINGS TO BE 6'-8" HIGH, OR TO ALIGN WITH TOPS OF INTERIOR DOORS UNLESS NOTED OTHERWISE.
12. EXISTING 2' X 4' CONTINUOUS ACOUSTICAL CEILING TILE & GRID IS AT 9'-0" AFF. EXPAND GRID AND TILE AS NEEDED. CEILING TILE TO BE CELOTEX BET-197, OR EQUAL. LIGHTS TO BE 2' X 4' LAY-IN UNLESS NOTED OTHERWISE.
13. EXISTING ELECTRICAL SERVICE TO REMAIN.

**FINISHES**

1. ALL NEW/EXISTING DRYWALL PARTITIONS TO RECEIVE 2 COATS OF FLAT LATEX PAINT, DURON #SW6232-MISTY.
2. ALL INTERIOR DOORS TO BE PAINTED DURON #SW6232-MISTY.
3. ALL INTERIOR DOOR FRAMES TO RECEIVE SEMI-GLOSS PAINT, DURON #SW6232-MISTY.
4. PROVIDE & INSTALL 26 OZ. LOOP OLEFIN CARPET, QUEEN COMMERCIAL, CUMBERLAND, #00114-RIVER BED THROUGHOUT OFFICE AREA, EXCEPT WHERE NOTED OTHERWISE.
5. PROVIDE & INSTALL 12" X 12" X 1/8" VINYL COMPOSITION TILE, MANNINGTON #122-GLACIER, IN BREAK ROOM, SERVER CLOSET & ONE EXISTING TOILET. THREE OTHER EXISTING TOILET VCT TO REMAIN.
6. PROVIDE & INSTALL 4" VINYL COVE BASE, NAFCO CB-68-STEEL GRAY, IN ALL NEWLY CARPETED AND TILED AREAS.
7. EXISTING COUNTER TOP TO REMAIN.
8. EXISTING CABINETS TO REMAIN.

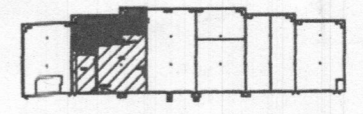
*FOR: INVENTORY STORAGE - WASTE TRANSFER AREA - OUTSIDE DUMPSTER*



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OCT 10 2013

LANDMANAGEMENT ADMIN  
SOLID WASTE PROGRAM



PROJECT MANAGER:  
KRIS NESBITT  
CELL: 443-417-0651

REVISIONS
8/5/09

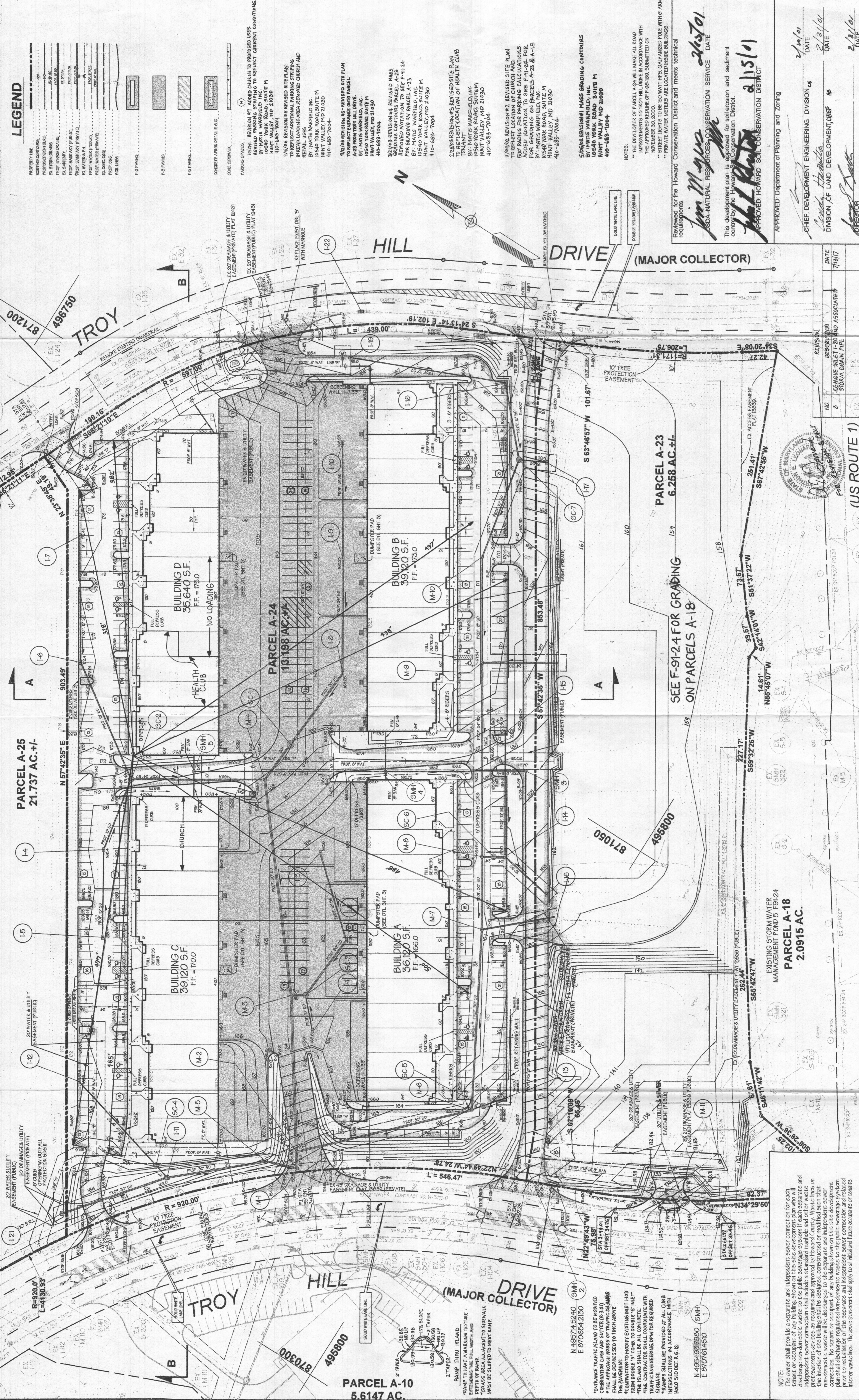
Citron Hygiene US Corp.  
7184 Troy Hill Drive, Suites J-L  
Troy Hill  
Elkridge, MD 21075

**ST. JOHN PROPERTIES**  
ST. JOHN PROPERTIES  
2560 LORD BALTIMORE DR.  
BALTIMORE, MD 21244  
OFFICE: (410) 788-0100  
FAX: (410) 788-0851

**FLOOR PLAN**  
TOTAL: 8,520 SQ. FT.  
OFFICE: 2,413 SQ. FT.  
WAREHOUSE: 6,107 SQ. FT.

SCALE: 1/8"=1'/0"  
DRAWN: TSB  
DATE: 7/27/09  
CAD FILE: WORKPLACEXPAN2  
DESIGN BY:

DRAWING NO.  
1 OF 4



**LEGEND**

PROPERTY LINE	---
PROPOSED CONTOUR	---
EXISTING CONTOUR	---
PROF. STORM DRAIN	---
EX. STORM DRAIN	---
PROF. SANITARY (PRIVATE)	---
EX. SANITARY (PRIVATE)	---
PROF. WATER (PRIVATE)	---
EX. WATER (PRIVATE)	---
PROF. WATER (PUBLIC)	---
EX. CONC. C&G	---
PROF. C&G	---
EX. CONC. C&G	---
PROF. PAVING	---
EX. PAVING	---
CONCRETE APPROX. DETAIL 6.4.0	---
CONC. SIDEWALK	---

**NOTES:**

- THE DEVELOPER OF PARCEL A-24 WILL MAKE ALL ROAD IMPROVEMENTS TO TROY HILL DRIVE IN ACCORDANCE WITH THE REQUIREMENTS OF THE HOWARD COUNTY DEPARTMENT OF PUBLIC WORKS, NOVEMBER 20, 2000.
- STREET LIGHTS TO BE 800 WATT HPS, GALVANIZED POLE WITH 6' ARM.
- PRIVATE WATER METERS ARE LOCATED INSIDE BUILDINGS.

Reviewed for the Howard Conservation District and meets technical requirements.

**APPROVED:** Department of Planning and Zoning

**DATE:** 2/15/01

**APPROVED:** Howard County Conservation District

**DATE:** 2/15/01

**CHIEF ENGINEER:** Matis Warfield, Inc.

**DATE:** 2/15/01

**DIVISION OF LAND DEVELOPMENT:** #8

**DATE:** 2/15/01

**RECORDED:** #

**DATE:** 2/15/01

**Site Plan**

**TROY HILL CORPORATE CENTER**

**PARCEL A-24**

7184, 7020, 7180 & 7024 TROY HILL DRIVE

Howard County, Maryland

January 16, 2001

Sheet 2 of 15

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LAND MANAGEMENT PROGRAM

4010 WASTE PROGRAM

**DEVELOPER CERTIFICATION:**

We certify that all development and construction will be done according to the plan for erosion and sediment control, and that all responsible personnel involved in the development and construction of this project are trained and certified by the Department of the Environment Approved Training Program for the Control of Sediment and Erosion before beginning the project. I also authorize periodic on-site inspection by the Howard County Conservation District.

**Developer:** Edward St. John

**Date:** 2/15/01

**OWNERS/DEVELOPER:**

**Troy Hill Corporate Center**

**Property LLC**

**c/o MIE Development Co.**

5720 Executive Drive

Baltimore, Maryland 21228

(410) 788-0100

**ENGINEER CERTIFICATION:**

I certify that this plan for erosion and sediment control represents a true and accurate copy of the site plan as shown on the site and that it was prepared in accordance with the requirements of the Howard County Conservation District.

**Engineer:** Nicholas J. Prader, III

**Name:** Nicholas J. Prader, III

**Date:** 2/15/01

**PE #:** 10550



**Matis Warfield**

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