



**BID 2**

## **City of Richmond, Virginia**

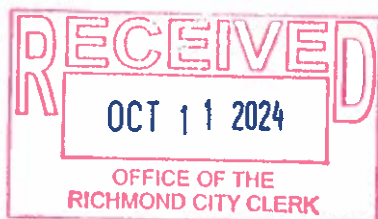
# **Bid for the Franchisee to Manage the Hopkins Road Transfer Station and the East Richmond Road Convenience Center**



## **Meridian Waste Virginia, LLC**

**Submission Date:** October 11, 2024, before 5:00pm  
**Submitted To:** City of Richmond – City Council President  
**Contact:** Candice Reid, City Clerk  
**Address:** 900 East Broad Street, Richmond, VA 23219

**Submitted By:** Meridian Waste Virginia, LLC  
**Address:** 333 B Industrial Drive Petersburg VA 23803  
**Contact:** Tim Webb, Director of Business Development  
**Email:** [TWebb@MeridianWaste.com](mailto:TWebb@MeridianWaste.com)  
**Phone:** 804- 748-8324



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October 11, 2024

Office of the President of the Richmond City Council  
C/O Ms. Candice Reid, CMC, City Clerk  
City of Richmond  
900 East Broad Street  
Richmond, VA 23219

Dear City Council President Nye and Ms. Reid:

Meridian Waste Virginia LLC, a wholly-owned subsidiary of Meridian Waste Acquisitions LLC, ("Meridian Waste"), is pleased to submit the attached response to the Request for Bid for Franchise Rights and Privileges for the Management of the Hopkins Road Transfer Station located at 3506 Hopkins Road and the East Richmond Road Convenience Center located at 3800 East Richmond Road in the City of Richmond.

We are familiar with both of these solid waste sites and have reviewed PBR 160 and Ordinance No. 2024-218 in its entirety as set forward and is prepared and able to provide the services requested within. Meridian Waste agrees to comply with all instructions, terms and conditions as described. Meridian Waste is very interested in entering into a multi-year franchise term with the City of Richmond for the management of these two (2) sites.

**Our Philosophy**

Meridian Waste is a company defined by our commitment to servicing our customers and employees with unwavering respect, fairness and care.

Our customers demand high quality service, and we deliver clean and clear results for your businesses, your homes and your community.

The information contained in this Proposal or any part thereof, including the exhibits, schedules and other documents and instruments delivered or to be delivered to the City of Richmond, are true, accurate and complete to the Proposer's knowledge.

I am confident that you will have a favorable response to our submission that we have provided. If, after reviewing our response, you have any questions or require any additional information, we would be pleased to meet with you or your designee(s) to discuss your questions. Thank you for allowing Meridian Waste the opportunity to present this proposal.

Sincerely,

A handwritten signature in blue ink that reads "Tim Webb".

Tim Webb  
Director of Business Development  
Meridian Waste Virginia, LLC  
333 B Industrial Drive Petersburg, VA. 23803  
O-804-748-8324 C-804-241-3801, [twebb@meridianwaste.com](mailto:twebb@meridianwaste.com)



**Responding Legal Entity:**

Meridian Waste Virginia, LLC – Incorporated in the Commonwealth of Virginia; Authorized to Conduct Business in the Commonwealth of Virginia.

EIN: 82-1194782

**RFP Contact:**

Tim Webb

Business Development

Director

Meridian Waste Virginia, LLC

333-B Industrial Drive, Petersburg, VA

23803

804-241-3801 mobile

TWebb@MeridianWaste.com

**Headquarters (HQ)/Parent Company:**

Meridian Waste Acquisitions, LLC

5925 Carnegie Blvd., Ste 370

Charlotte, NC 28209

770-920-6350

MeridianWaste.com

This proposal is authorized and approved by Mary M. O'Brien, Chief Marketing Officer & Corporate Secretary.

A handwritten signature in blue ink, appearing to read "Mary M. O'Brien", written over a horizontal line.

October 11, 2024



## ATTACHMENT A Exhibit A – Fee Schedule

**NOTE:** In addition to the proposed Fee Schedule below, please understand that Meridian Waste is proposing a \$1 per ton Host Community Fee to the City on all tons accepted for final disposal. (excludes recycled tonnages) at the Hopkins Road Transfer Station including tonnages delivered on behalf of the City's Residential Collection Program. Meridian Waste will **GUARANTEE a Minimum Monthly Service Fee** of no less than \$12,000 per month to the City for the exclusive franchise regardless of the amount of tons delivered by the City or third-party contractors for final disposal. This offer contemplates that the City will continue its delivery of Residential Collection Program waste to the Hopkins Road Transfer Station throughout the term of the franchise agreement.

Exhibit A  
Fee Schedule

Item No.	Section from Agreement	Service Description	Unit of Measure	Fee <sup>1</sup>	Estimated Quantity <sup>2</sup>	Estimated Cost to City <sup>3</sup>
1	2.4	Convenience Center Facility Services	Monthly Operating Cost	\$ 11,000.00 Dollars	U.S. 12 months	\$ 132,000.00 Dollars
2	2.5.2	Acceptance of Transfer Facility Waste from City Residents and non-City Residents	per ton	\$ 53.82 Dollars	U.S. 20 tons	\$ 1,076.00 Dollars
3	2.5.3	Acceptance of Residential Collection Program Waste	per ton	\$ 53.82 Dollars	U.S. 77,000 tons	\$ 4,144,140.00 Dollars
4	2.5.6	Acceptance and Transport of Yard Waste	per ton	\$ 53.82 Dollars	U.S. 100 tons	\$ 5,382.00 Dollars
5	2.5.7	Acceptance and Transport of Small Appliances	per ton	\$ 40.00 Dollars	U.S. 50 tons	\$ 2,000.00 Dollars
6	2.5.8	Acceptance and Disposal of Tires	per ton	\$ 175.00 Dollars	U.S. 300 tons	\$ 52,500.00 Dollars
7	2.5.14	Recycling Operations	Monthly Operating Cost	\$ 9,000.00 Dollars	U.S. 12 months	\$ 108,000.00 Dollars
8	2.9	Pick-up, transport, and disposal of Grit and Screenings	per ton	\$ 49.24 Dollars	U.S. 2,000	\$ 98,480.00 Dollars
9	2.5	Other transfer facility services	Monthly Operating Cost	\$ 1,500.00 Dollars	U.S. 12 months	\$ 18,000.00 Dollars
10	3	Host Community Fee (TO BE PAID BY THE FRANCHISEE)	per ton	\$ 1.00 Dollars	U.S. 162,000 tons	\$ 162,000.00 Dollars

1. These proposed fees are to be submitted by all those bidding for the award of this Franchise. The fees submitted by the bidder to whom the Franchise is awarded shall become part of Exhibit A to the Agreement and shall be binding upon Franchisee. 2. These estimated quantities are provided for informational purpose only, and are to be used to calculate the estimated cost to the City. Bidders are to provide the estimated quantity for lines, ten. 3, 4 The estimated cost to the City and estimated total annual cost are included only for purposes of evaluating bids.

Estimated Total Annual Cost<sup>4</sup> =  
\$ 4,561,578.00 U.S.  
Dollars (equals the estimated sum of the Cost to the City for Items 1-9 less the estimated amount of item ten to be paid to the City)



## Attachment B: Virginia State Corporate Commission Registration Sheet (SCC)

### STATE CORPORATION COMMISSION FORM

Virginia State Corporation Commission (SCC) registration information. The offeror:

is a corporation or other business entity with the following SCC identification number:  
56743506 -OR-

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust -OR-

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) -OR-

is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

**NOTE:**

Check here if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver).



# Attachment C: E-Verify Certificate



Welcome  
Altman Teresa

Company  
Meridian Waste Acquisitions, LLC

User ID  
ATER4501

- HOME
- CASES
- PROFILE
- COMPANY**
- REPORTS
- RESOURCES
- LOG OUT

## Company Information

Company Name  
Meridian Waste Acquisitions, LLC  
DUNS Number  
081227687

Company ID Number  
1295950

Doing Business As (DBA) Name  
Meridian Waste

### Physical Location

Address 1  
5925 Carnegie Way  
Address 2  
Suite 370  
City  
Charlotte  
State  
NC  
Zip Code  
28209  
County  
MECKLENBURG

### Mailing Address

Address 1  
--  
Address 2  
--  
City  
--  
State  
--  
Zip Code  
--

### Additional Information

Employer Identification Number  
824934650  
Administrator  
--

Total Number of Employees  
100 to 499

Parent Organization  
--

### Organization Designation

Employer Category  
None of these categories apply

[View / Edit](#)

NAICS Code  
562 - WASTE MANAGEMENT AND  
REMEDICATION SERVICES

Total Hiring Sites  
7

Total Points of Contact  
2

[View / Edit](#)

[View / Edit](#)

[View / Edit](#)

[View Original MOU Template](#)

[View MOU](#)



# Attachment D: Sample ACORD Certificate – Proof of Insurance

Client#: 2043560 MERIDWAS1

**ACORD - CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)  
8/28/2024

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

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

<b>PRODUCER</b> USI Insurance Svc Charlotte CL 6100 Fairview Road, Suite 1400 Charlotte, NC 28210-3293 704 543-0258	<b>CONTACT NAME:</b> Jenna Morris <b>PHONE:</b> (Area, No, Ext) <b>F-MAIL ADDRESS:</b> jenna.morris@usi.com <b>FAX (Area, No)</b>														
<b>INSURED</b> Meridian Waste Acquisitions, LLC 5925 Carnegie Blvd, Suite 370 Charlotte, NC 28209	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: Nautibus Insurance Company</td> <td>17370</td> </tr> <tr> <td>INSURER B: PinnaclePoint Insurance Company</td> <td>15137</td> </tr> <tr> <td>INSURER C: Argonaut-Midwest Insurance Company</td> <td>19828</td> </tr> <tr> <td>INSURER D: Great Divide Insurance Company</td> <td>25224</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Nautibus Insurance Company	17370	INSURER B: PinnaclePoint Insurance Company	15137	INSURER C: Argonaut-Midwest Insurance Company	19828	INSURER D: Great Divide Insurance Company	25224	INSURER E:		INSURER F:	
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INSURER D: Great Divide Insurance Company	25224														
INSURER E:															
INSURER F:															

**COVERAGES** CERTIFICATE NUMBER: 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

LINE	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJE CT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			GSP202884315	04/15/2024	04/15/2025	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$100,000 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 \$
D	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			BAP202884415	04/15/2024	04/15/2025	COMBINED SINGLE LIMIT (Per accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$0			FFX202884616	04/15/2024	04/15/2025	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICE MEMBER EXCLUDED? (Mandatory in MI) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WCP7005957 - AOS WC929148761294 - FL	09/01/2024 09/01/2024	09/01/2025 09/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Pollution			GSP202884315	04/15/2024	04/15/2025	\$1,000,000 /condition
D	Hired Auto Phys Damage			BAP202884415	04/15/2024	04/15/2025	\$325,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Excess Liability follows form over the General Liability, Automobile Liability and Employers Liability policies.

<b>CERTIFICATE HOLDER</b> Informational Purposes Only	<b>CANCELLATION</b> 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 <i>Paula B. Bulman</i>
--	--





GSP202884315

**Meridian Waste Named Insureds**

Blue Ridge Disposal, Inc.  
Capitol Recycling, LLC  
Capitol Waste Transfer, LLC  
Christian Disposal LLC  
FWCD, LLC  
Here To Serve – Missouri Waste Division, LLC  
Knoxville Landfills, LLC  
Meridian Land Company, LLC  
Meridian Waste Acquisitions, LLC  
Meridian Waste Florida, LLC  
Meridian Waste Georgia, LLC  
Meridian Waste Holdings, LLC  
Meridian Waste Missouri, LLC  
Meridian Waste North Carolina, LLC  
Meridian Waste South Carolina, LLC  
Meridian Waste Tennessee, LLC  
Meridian Waste Virginia, LLC  
Morrisville Transfer Station, LLC  
RWG5, LLC  
Shotwell Landfill, Inc.  
The CFS Group Blue Ridge Disposal & Recycling Services, LLC  
The CFS Group Disposal & Recycling Services, LLC  
The CFS Group, LLC  
Tri-City Recycling Center, LLC  
Wilson Waste Systems, LLC  
Meridian Waste Intermediate II, LLC  
Coble's Sandrock, Inc. DBA Tri-Corners Landfill  
Coble's, L.L.C.



## ATTACHMENT E: Bondability Letter from Surety



June 4, 2024

To: Whom it May Concern

RE: Bonding Prequalification Letter  
Meridian Waste Virginia, LLC  
333-B Industrial Drive  
Petersburg, VA 23803

Meridian Waste Virginia, LLC is a valued surety client of Atlantic Specialty Insurance Company. Atlantic Specialty Insurance Company is listed in the US Department of Treasury acceptance report (Circular 570). At this time and based on their track record of performance, capabilities and financial positions, we highly recommend them to you. We would be comfortable in supporting contracts in the amount up to \$20,000,000.00 single with an aggregate amount of \$100,000,000.00.

If performance and payment bonds are required, we are prepared to consider providing the required bonds on their behalf. Our support is conditioned upon satisfactory completion of the underwriting process, including satisfactory review of all contract documents, bond forms, financing and all other pertinent underwriting factors and our on-going review of the operational and financial capacity of Meridian Waste Virginia, LLC. Please understand that our willingness to provide surety on this or any project is predicated upon specific criteria at the time of the actual bond request.

This letter is not an assumption of liability and does not obligate Meridian Waste Virginia, LLC or Atlantic Specialty Insurance Company. This letter is issued only as a prequalification reference in response to a request from our client. It should be understood that any arrangement for bonds is strictly a matter between Meridian Waste Virginia, LLC and Atlantic Specialty Insurance Company. At all times, the surety company has the sole right to approve or decline to write a bid and/or performance bond (s) for the customer. This is not a contract, obligation or an agreement.

If we can provide any further assistance concerning our client's technical expertise or bonding capacity, please do not hesitate to contact me.

Sincerely,

Brook T. Smith  
Attorney-in-Fact  
Atlantic Specialty Insurance Company



**ATTACHMENT F:  
W-9**

**Form W-9**  
(Rev. October 2018)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

Give Form to the requester. Do not send to the IRS.

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Meridian Waste Virginia, LLC**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ **P**

Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities; not individuals; see instructions on page 3).  
Exempt payee code (if any) \_\_\_\_\_  
Exemption from FATCA reporting code (if any) \_\_\_\_\_  
Marked to ensure compliance under the U.S.

5 Address (number, street, and apt. or suite no.) See instructions  
**5925 Carnegie Blvd Ste 370**

6 City, state, and ZIP code  
**Charlotte, NC 28209**

7 List account number(s) here (optional)

8 Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number  
[ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ]

Or  
Employer identification number  
[ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must check out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person *[Signature]* Date ▶ *1/17/24*

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



**ATTACHMENT G:  
CERTIFICATE OF GOOD STANDING**

**Commonwealth of Virginia**



**State Corporation Commission**

**CERTIFICATE OF FACT**

I Certify the Following from the Records of the Commission:

That Meridian Waste Virginia, LLC is duly organized as a Limited Liability Company under the law of the Commonwealth of Virginia;

That the Limited Liability Company was formed on April 5, 2017; and

That the Limited Liability Company is in existence in the Commonwealth of Virginia as of the date set forth below.

That the limited liability company is current in the payment of all registration fees assessed against it by the Commission pursuant to the Virginia Limited Liability Company Act as of the date set forth below.

Nothing more is hereby certified.



Signed and Sealed at Richmond on this Date:

April 2, 2024

A handwritten signature in black ink, appearing to read "Bernard J. Logan".

Bernard J. Logan, Clerk of the Commission

CERTIFICATE NUMBER : 2024040220076013



## ATTACHMENT H: COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY & DIVERSITY

### Meridian Waste is Committed to

Creating and Maintaining a Workplace  
in which **all employees:**

**Are valued** for their skills, experience, and unique perspectives.

**Have opportunities** to participate and contribute to the success  
of the business.

Our commitment to diversity is embodied in the way we do business and in our company policies. We consider it one of the most important principles of sound business management.

#### **Equal Employment Opportunity**

Meridian Waste provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, military service, age (40 or older), disability (physical or mental), or genetic information. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

The nondiscrimination policy extends to all terms, conditions and privileges of employment, as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions such as recruitment, hiring, promotions, compensation, benefits, transfers, training, demotions, layoff, recall and termination of employment.

Meridian Waste expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is not tolerated.

#### **Americans with Disabilities Act (ADA) and Reasonable Accommodation**

Meridian Waste is committed to complying with the Americans with Disabilities Act (ADA), as amended, and state and local laws that ensure equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

The Company will provide reasonable accommodations to qualified employees with disabilities to enable them to perform the essential functions of their job and to enjoy equal benefits and privileges of employment, in accordance with any applicable state and federal law, so long as the accommodation does not create an undue hardship for the Company or threaten the safety or health of the employee or others. This includes requests for accommodations caused or contributed to by pregnancy where required by state law.

Employees who may require a reasonable accommodation should contact the Director of Human Resources.

Retaliation against an applicant or employee for asserting his or her rights under the ADA and any other state and local disability laws will not be tolerated.



## SECTION C: STATEMENT OF SCOPE OF WORK

**PURPOSE:** To authorize the Chief Administrative Officer (CAO), for and on behalf of the City of Richmond, to enter into a Franchise Agreement with Meridian Waste Virginia LLC, for the management of the Hopkins Road Transfer Station and the East Richmond Road Convenience Center. The selected vendor will oversee the purchase, processing, transport and disposal of solid waste collected at 3506 Hopkins Road (Transfer Station) and 3800 East Richmond Road (Convenience Center).

**BACKGROUND:** The City of Richmond currently owns and operates the Convenience Center pursuant to City Code § 23-96 and other applicable laws. The City operates the Transfer Facility pursuant to City Code § 23-96 and other applicable laws. The Transfer Facility is a Department of Environmental Quality "permit by rule" transfer facility allowing the City to transfer waste from the Transfer Facility to a permitted landfill. Both facilities are currently managed under a contract that ends on December 1, 2024. Through discussions with the current vendor and other local Jurisdictions, it is anticipated that the cost per ton for waste disposal will likely increase under a new contract. However, this cost may potentially be offset by entering into a Franchise Agreement which will allow the use of third-party vendors.

The City accepts residential collection program waste, yard waste, and brush, small appliances, scrap metal, small animal remains, tires, and recyclable materials, including glass bottles, cardboard, aluminum cans, and newspaper, at the Transfer Facility. Hazardous waste and other materials prohibited by state and federal law are not accepted at the Transfer Facility.

A breakdown of past years' average tonnages is shown below:

- Waste From Residents and non-city Residents - 19,060 tons annually
- Waste from the Residential Collection Program - 76,542 tons annually
- Yard Waste - 100 tons annually
- Small appliances - 50 tons annually
- Pick-up and transport and disposal of Grit and Screenings - 1,600 tons annually

The transfer facility is designed to accommodate 1,000 tons of refuse per day and 286,000 tons annually. However, prior year averages indicate underutilization of the facility, there is capacity for an additional 600 tons daily. The Franchise Agreement will allow Meridian Waste to use the facility, and the City will receive a GUARANTEED portion of the revenue generated from that use. This revenue will offset certain increased cost that may be incurred by entering into a new contract.

**FISCAL IMPLICATIONS:** The adoption of this franchise allows the City to collect GUARANTEED revenues from the use of the Transfer Station if awarded to Meridian Waste. This revenue will offset certain anticipated cost increases in solid waste transportation and disposal due to current market conditions.

### **GENERAL REQUIREMENTS:**

Generally. For the duration of the Term, Meridian waste will meet all the requirements of this Section 2.0 ("Operational Requirements"),

- A. Meridian Waste will perform all services required for the operation of the Facilities in accordance with Chapter 23 of the City Code, all federal, state, and local laws, all regulations and standard operating procedures, all Virginia Solid Waste Management Regulations set forth in the Virginia Administrative Code (see 9 Virginia Administrative Code 20-81 ), all requirements of Virginia Pollution Discharge Elimination System Industrial Stormwater General Permit set forth in the Virginia Administrative Code (see 9 Virginia Administrative Code 25-151 ), all Stormwater Pollution Prevention Plan standards provided by the City, and all requirements of the Agreement.
- B. For both the Convenience Center and the Transfer Facility, Meridian Waste will maintain compliance with the Virginia Pollution Discharge Elimination System Industrial Stormwater General



Permit as set forth in the Virginia Administrative Code (see 9 Virginia Administrative Code 25-151) For both the Convenience Center and the Transfer Facility, Meridian Waste will maintain compliance with all Stormwater Pollution Prevention Plan standards provided by the City.

- C. Meridian Waste will perform all services required by the Agreement in such a way that odors, dust and noise are not detected in any area of human occupancy or human activity outside of the Facilities.
- D. Meridian Waste will perform all services required by the Agreement in accordance with current United States Department of Labor Safety and Health Regulations under the Occupational Safety and Health Act.
- E. Meridian Waste will collect all fees required by Chapter 23 of the City Code.

#### Disposal Facility Requirements.

Meridian Waste will utilize a Class I Landfill permitted facility operated in accordance with all applicable laws for the Disposal Facility required by this Agreement. Meridian Waste will, no later than two business days after the Effective Date, provide the City with the address of the Disposal Facility to be utilized by Meridian Waste under this Agreement. The Disposal Facility may not be changed unless the Franchisee receives prior written approval from the City, or in the event Meridian Waste must proceed in accordance with section 2.8 herein. The City reserves the right to require a review of any Disposal Facility's regulatory history, permit status, and other operational aspects.

#### Convenience Center Facility Services.

**Delivery of Open-Ended Trailers.** Within three days of receiving a request from the City, Meridian Waste deliver to the Convenience Center no fewer than twenty (20) open-ended trailers for the City to use for the acceptance of Convenience Center Waste. The open-ended trailers must comply with all applicable laws and regulations including, but not limited to, the regulations of the Virginia Department of Transportation governing such trailers.

#### Disposal Operations.

Meridian Waste will, within 48 hours of Meridian Waste's receipt of a request by the City, remove any open-ended trailers from the Convenience Center that are identified by the City as requiring disposal. Meridian Waste will immediately remove the open-ended trailers from the Convenience Center and transport the open-ended trailers to the Disposal Facility. Meridian Waste will dispose of the Convenience Center Waste contained in the open-ended trailers at the Disposal Facility in accordance with all applicable laws and regulations. Meridian Waste will comply with all applicable laws and regulations when transporting the Convenience Center Waste in the open-ended trailers from the Convenience Center to the Disposal Facility and disposing of the Convenience Center Waste in the open-ended trailers at the Disposal Facility.

#### Convenience Center Hours.

Meridian Waste shall provide the services required by section 2.3 during the following hours of operation: Monday 7:00 a.m. to 3:30 p.m., Tuesday 7:00 a.m. to 3:30 p.m., Wednesday 7:00 a.m. to 3:30 p.m., Thursday 7:00 a.m. to 3:30 p.m., Friday 7:00 a.m. to 3:30 p.m., and Saturday 8:30 a.m. to 2:00 p.m. The Franchisee shall not provide the services required by section 2.3 on any holidays observed by the City, unless specifically requested by the City.

#### Industrial Waste and Building Materials Prohibited.

Meridian Waste will not be responsible for the transport or disposal of industrial waste as defined in City Code § 23-1 or building materials as defined in City Code § 23-1 from the Convenience Center.

#### Compliance with City Regulations.

Meridian Waste require that all persons utilizing the Convenience Center comply with all City regulations regarding the use of the Convenience Center.

Meridian Waste will comply with the other franchise requirements as listed in Sections 2.0, 3.0, 4.0, 5.0, 6.0 and 7.0.



## 2.0 Operational Requirements

- 2.1 Generally
- 2.2 Definitions
- 2.3 Disposal Facility Requirements
- 2.4. Convenience center Facility Services
- 2.5 Transfer Facility Services
- 2.6 Grounds & Landscaping
- 2.7 No Queuing on Public Roads
- 2.8 Emergency Operations Plan
- 2.9 Pick Up, Transport & Disposal of Grit & Screenings

## 3.0 Acceptance of Transfer Facility Waste from Third Parties and Payment to City of Richmond Host Community Fee

- 4.0 Invoice & Payment
- 5.0 Remedies & Termination
- 6.0 Indemnification, Insurance & Bonding
- 7.0 Miscellaneous Provisions

Meridian Waste is prepared to begin operations on December 1, 2024 with proper insurance and Performance Bonds submitted to the City.

Additionally, Meridian Waste will abide by all the requirement required by VA DEQ permit # PBR 160 of which a copy is included in the Supplemental Information Section of this proposal.





## STAFFING PLAN

All staffing for the Richmond Transfer Station & Convenience Center will be Meridian Waste employees.

Staffing Position	# of Personnel	Job Description
General Manager (Joe Gustaf)	1	Oversee all operations related to the management of the Lunenburg Landfill, Tri City Transfer and Richmond.
Site Manager\Scale	1	DEQ-certified landfill operator; Oversee day-to-day operations of the Transfer Station
Landfill Operator	3	Operate the yellow iron / heavy equipment for daily operations
Laborer	1	Responsible for the loading Tire and yard waste loading/storage & site aesthetics for the transfer site.
Site Attendant	2	Operate the Convenience site and responsible for the overall aesthetics of the center.
Additional staff will be added as volumes grows		

A copy of the Company's Employee Manual is included in the supplemental information section of the proposal response.



## EQUIPMENT TABLE - Transfer Station & Convenience Center

Type of Vehicle	Body Make & Model	Type of Fuel	Quantity to be purchased	Describe Normal Use (Refuse, Recycle, Spare, etc.)
Excavator	CAT 326	Diesel	1	Excavator for loader
Solid Tire Loader	CAT 938	Diesel	1	Pushing \ Loading \ Site Maintenance
Skid Steer w \ attachments	CAT 289	Diesel	1	Site Maintenance
Spare \ Additional Equipment same as above within 2 hours of site if needed				

**A copy of the Company's Maintenance Manual is included in the supplemental information section of the proposal response.**

**A copy of the Company's Safety Manual is included in the supplemental information section of the proposal response.**



## INFORMATION MANAGEMENT

Meridian Waste utilized Soft-Pak and multiple modules of Soft-Pak as described below.

### Soft-Pak

Soft-Pak is a complete, business critical, integrated software solution that delivers an operating system using a secure web-based solution. All data access is securely controlled by Meridian Waste, so only company management or authorized administration have access. The cloud solution will prevent data loss, secure corporate information and ensure a redundant operation server.

Soft-Pak allows Meridian Waste to provide more services while managing our business with less worry and more efficiency:

- A comprehensive customer service package
- Online dispatching with route management
- Billing, accounts receivable & collections all integrated
- Productivity and profitability reporting per route
- Inventory tracking, sales management, and fleet maintenance
- Scale and landfill ticketing
- Commodity tracking and hazardous waste handling
- Extensive management reporting on all business segments

Many software packages offer service, billing or routing functions, Soft-Pak brings them all together in an integrated solution. You no longer require multiple databases for hauling and scale activities; Soft-Pak does it all while managing customer service, inventory, receivables, and collections. Add value to your system with modules that are extensions of the core application.

The **Soft-Pak** system includes hundreds of standard features, the following is an example: secure Credit Card authorization, zip code validation, letter generation, collection module, Microsoft® Excel™, Word™, Google Maps and Outlook integration.

Specifically, Soft-Pak through its scale weighing software program named Scale-Pak, will be able to complete the following requirements.

- Organize and track weights of loads delivered to the Transfer Facility, including the date of each weigh-in and weigh-out, the time of each weigh-in and weigh-out, and the identification of the vehicle weighed.
- Manage calibration schedule for the truck scale installed at the Transfer Facility.
- Track daily, weekly, and monthly weights of weighed loads delivered to the Transfer Facility.
- Maintain load records, including date and time.
- Generate itemized records on a per load basis.
- Daily, weekly, and monthly weight reports.
- Scale calibration reports.
- Itemized load reports.

Meridian Waste commits to supply all hardware and software and shall provide all training and technical support for the computerized scale system for the duration of the Agreement and be responsible for the preventative and corrective maintenance of the computerized scale system. The computerized scale system will be compatible with the work order system used by the Department of Public Works and will be compatible with the truck scale installed at the Transfer Facility. The City and Meridian Waste will have the ability to obtain detailed and current information relating to the performance and condition of the scale system, itemized load information, scale calibration reports, and load and weight reports. The computerized scale system will allow the City and Meridian Waste the capability to search data by field, generate automated reports, and perform other analyses. The computerized scale system must retain all data entered into or generated by the computerized scale system for the duration of the Agreement.



# Scale-Pak

Certified Scale House  
Management

Soft-Pak's NTEP/CTEP certified Scale House Management solution seamlessly manages all aspects for landfills, material recovery facilities and transfer stations.

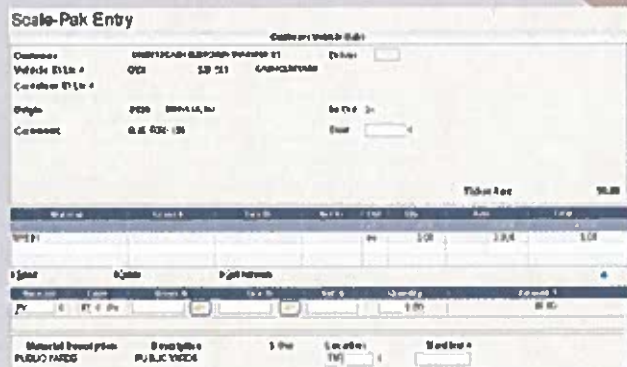
Scale-Pak directly integrates with **f-Pak** / **e-Pak**'s powerful billing and productivity systems or can be used as a stand alone scale product.

The data integration between **Scale-Pak** and **f-Pak** / **e-Pak** significantly reduces data entry and validation, thereby improving productivity and your bottom line. **Scale-Pak** provides you with these key benefits:

- Corporate wide integration
- Centralized credit control
- Centralized pricing control
- Centralized taxation control

**Core Scale Management Features Include:**

- Vehicle Information
- Material Inventory
- Scale Ticket Generation
- Point of Sale Transactions
- Special Waste Tracking
- High Profile / Hazardous Material Handling
- Commodities Tracking
  - Track booking progress
  - Track shipments by purchase order
  - Status reporting of purchase orders
  - Notification when bookings are complete and ready to ship
- Reporting Tools
- Allocation Maintenance
- Interactive updating of **f-Pak** / **e-Pak** work orders, driver logs and route costing.



**Scale Transaction Entry Features:**

- "In process" handling for vehicles required to weigh out.
- Vehicle ID or License number search option
- Box or container ID (pre-stored tare weights)
- Split origin for loads from different areas
- Split materials for multi material loads
- Incoming/outbound override options
- Material code features
  - Unlimited weigh cycles for multiple materials
  - Automatic tare transfer to next weigh cycle
  - Split materials for mixed loads.
- Charge Options
  - Net weight
  - Quantity
  - Percentage
- Check Out options
- Cash customer (cash, check or credit card) automatically activates cash drawer.
  - Direct bill account
  - Inter-Company
- Barcode capable for shorter transaction time



## Scale-Pak FEATURES

**Seamless Integration with the I-Pak / G-Pak system eliminates multiple database requirements.**

- Improved accuracy for all transactions
- Significant Time Savings • Significant Cost Savings

### Split Material Handling

- Split loads into multiple materials with a click of a button.
- Select materials and allocate a percentage for each load.

**Scale-Pak utilizes common I-Pak / G-Pak pricing tools to help ensure accurate billing.**

**NTEP/CTEP Certified Scale System guarantees accurate data between your certified scale and Scale-Pak.**

### Flexible Ticket Generation and Maintenance

- Choice of ticket entry: Sequential pre-printed (number) tickets, system generated sequential numbering, manual or automated entry.
- Reprint ticket: Creates audit trail for each reprint.
- Edit ticket: Creates audit transactions for each change. Reverse a line item or void entire transaction.

### High Profile Materials Certification

- Profiles are customer specific.
- Based on quantity amounts: Original allowed, current allowed, re-certify at quantity and total received. Data tracking for start, end, next analysis and last received for that material. Up to 3 approval levels can be required.

### Security Controls

- Scale transaction entry / daily check-out.
- Complete scale module access.
- Access to complete scale module from I-Pak / G-Pak.

### Split Origin Capabilities

- When dealing with a load from different origins, split the load with a click of a button.
- Allocate that load to different origins by percent.

### Flexible Customer Transaction Payment Options

- Cash and credit card customers: Cash, checks, credit card or any combination of. Update A/R account when lacking funds. Interface with credit card readers for fast processing.
- Outside A/R customers: Posts transactions to outside customer's A/R account.
- Routed inter-company vehicles: Charge hauling company A/R. Automatic population of route costing system.
- Roll-Off inter-company vehicles: Charge hauling company A/R, update work orders, automatic population of hauling vehicles driver log.

### Inventory Maintenance

- Establish inventory locations: Set quantity warnings and maximums for on hand, daily, monthly and yearly limits. See quantity on hand and daily, monthly & year to date received.
- Track materials by location: By material view quantity on hand, allocated and promised (based on PO and booking system). By material view quantity received and disbursed. Set quantity warnings for on-hand, daily, monthly and yearly.
- Inventory adjustments: Based on increase, decrease, or change in material.

### Detailed Vehicle Information

- Vehicle ID code, license #, and description.
- Cross-reference to I-Pak / G-Pak vehicle code.
- Vehicle /container tare weight and last weighed date.
- Ignore weight (always tare the vehicle), allow license # override (cash accounts), unlimited customers linked to the vehicle, defaults by vehicle for faster transactions.
- Satisfies ACT 90 vehicle requirements.

### Past Due Customers and Supervisor Override

- With one integrated data base, past due customers coming across the scale are no longer an issue.
- As soon as a customer is over their pre-established credit limit or placed on a manual credit lock, the scale operator is notified that the customer can not come across the scale. For regular scale users a window appears to enter a user id and password to allow a supervisor to override. Scale supervisors have the ability to override with the click of a button (given proper security).
- All overrides are tracked for reporting purposes.

**On-Line verification screen provides a complete summary of daily activities.**

- Point of sale totals by customer type.
- Inbound and outbound load breakdown by dollar amount, tons, yards and number of tickets.



**NTEP Certificate  
#05-011**



## SERVICE TRANSITION

Meridian Waste has a tremendous amount of experience in contract transitions. We have been very successful by working very closely with the locality and its team. Meridian Waste will meet this transition timeline using a team of experience staff members utilizing industry contacts and purchasing leverage created through the growth of the Company and years of industry networking. The access to capital is available for the procurement of new equipment as is the ability to manage the carrying costs of the start-up of the contract prior to initial payment by the County. Meridian Waste was successful in implementing an 80,000-unit City of Jacksonville residential contract during the COVID pandemic in less than 60 days from award due to a dedicated and knowledgeable transition. While many said it could not be done, failure was not an option and Meridian Waste launched its largest franchise in record time with minimal collection issues from the start and remains the lead hauler with the strongest, most reliable service record.

The City's Solid Waste Transfer Station & Convenience Center Management franchise can be broken down into four (4) primary categories for ensuring a smooth transition and contract adherence throughout the term of the contract. This is the Company's system-wide approach to all new projects of this magnitude.

**Transition:** This is best illustrated in the Transition Timeline. A smooth transition requires detailed planning, open communication, access to capital, strong vendor relations, smart hiring, significant team member training, accurate data entry and a commitment to quality landfill and auxiliary services operations.

**Accountability:** It is imperative that Meridian Waste give our team members the right tools to do their jobs safely and effectively whether the position is a heavy equipment operator, scale clerk, an accounting clerk, customer care representative or manager. Once the people and the training are in place, it's management's job to ensure that all team members are held accountable for performing their duties on time, safely and in compliance with the requirements of the contract.

**Communication:** Open and honest communication with the City is necessary to establish and maintain a partnership in creating a clean, efficient transfer station and convenience center operations for the City and for building trust with staff as well as the citizens we are to service. Reliable, quality operational services are the goal; however, solid waste transitions can be challenging due to issues that may arise outside the control of the Company and the City. These issues must be addressed together with open communication to find a workable solution.

**Respect:** Respect for our customers (the City and its citizens), our employees and our shareholders is equally important to the success of an individual contract as well as the Company as a whole. We value our relationships with our customers and approach every contract with the attitude of a long-term partnership in which both entities value the role of one another and strive to deliver exceptional performance pertaining to each party's responsibilities.



## TRANSITION TIMELINE

City of Richmond  
Hopkins Road Transfer Station & East Richmond Road Convenience Center  
Transition Timeline  
Start Date: 12/1/2025

<b><u>Est. Start Date</u></b>	<b><u>Action Items</u></b>
10/15/2024	Franchise Award Approved by Council
10/18/2024	Franchise Agreement signed by all parties
10/18/2024	Authorize mobilization of all equipment & trailers
10/21/2024	City of Richmond \ Meridian Stakeholders Meeting to discuss and finalize the transition plan – site visit
10/21/2024	Establish site connectivity and set transition
11/04/2024	Transfer Equipment arrives at the designated staging area
11/11/2024	Computer\Scale equipment is loaded and ready to deploy
11/25/2024	Start deployment of equipment to site – exact staging will need to be work out with City & WM.
11/29/2024	Deliver trailers to both sites
11/30/2024	At the end of the day switch over equipment, scale software and trailers
12/1/2024	Go Live! All hands-on deck!
12/2/2024	Meet and review how we did and discuss and changes \ adjustments that need to be made.



## CUSTOMER SERVICE

*Meridian Waste – Safety is a Verb! This is Step 1 in Customer Service.*

In order for Meridian Waste to become a leading provider of environmental services, we must ensure that safety is an integral part of all that we do in our daily business operations. Why? Because it protects our most valuable assets:

- Our Employees
- Our Customers
- Our Communities

Our goal is to create and maintain a safety culture within the workplace which will minimize our risks and loss potential. We must operate our business with a proactive stance to minimize losses and accidents. Workplace safety is the foundation of every operation.

Weekly training and safety meetings are held to ensure all topics are covered and to ensure top of mind awareness that safety is critical to the success of the Company and security of the citizens we serve.

*Starting at the Top – Customer Service Step 2:*

### **Our Philosophy**

Meridian Waste is a company defined by our commitment to servicing our customers and employees with unwavering respect, fairness, and care.

Our customers demand high quality service, and we deliver clean and clear results for your business, your home, and your community.

Our senior leadership team is led by Wally Hall - CEO who has 40 years of solid waste industry experience and who made the determination that there needed to be a well-financed, experienced but nimble solid waste company that focused equally on the customers, the employees, and the shareholders. This three-pronged business approach has proven to be the soundest business model for company growth and success.

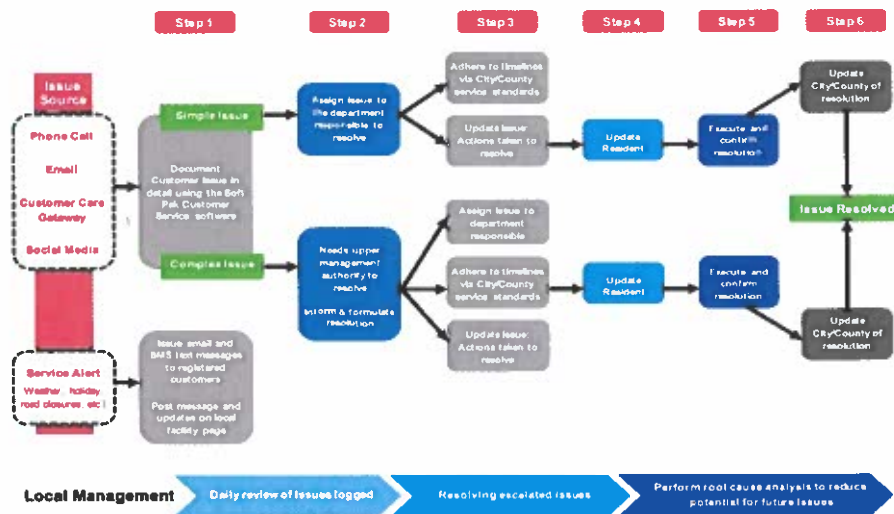
*Balanced Approach – Customer Service Step 3:*





**Issue Resolution – Step 4:**

Meridian Waste has developed a formal customer resolution process to address issues quickly and efficiently. Please see flow chart below. In addition to our resolution process, our operations team also allocates time and resources to address any urgent and/or critical needs that may arise (back-up vehicles, second shift team availability, mutual-aid arrangements with other Meridian Waste facilities etc.).





## COMMUNITY AFFAIRS

Meridian Waste is a firm believer in opening our disposal facilities to the community. The Company's goal is to expose neighbors, community members and elected officials to our disposal facilities and debunk any negative rumors and myths regarding the facilities and to showcase the overriding benefits these disposal facilities can offer the local community as a good corporate neighbor and supporter of community needs as well as to meet the vital, environmentally-safe disposal needs of the greater marketplace.

Below are examples of events Meridian Waste has hosted at our landfills to partner with the community and our neighbors.

### I Picked My Pumpkin @ The Shotwell Landfill



**Charity Pumpkin Patch**  
Shotwell C&D Landfill  
Every Saturday in October 2020 & 2021  
Inviting neighbors, local schools, non-profits, and civic organizations to the environmental facility and to raise funds for neighboring non-profits.  
300+ Neighbors & Community Attendees

### Cool Down at the Meridian Waste Shotwell Landfill Summer Splash Bash

Summer Splash Bash  
Shotwell C&D Landfill  
August 7, 2021  
Inviting neighbors, local schools, non-profits, and civic organizations to the environmental facility and to show our appreciation for the surrounding community.  
140 Neighbors & Community Members Attended



"Why throw a summer family celebration at a landfill? Why not?" said Meridian Waste North Carolina Area President Josh Daher. "We have clean and green space, care for the families and organizations in our community, and we love to have fun, so we're opening up the grounds for the Summer Splash Bash to allow our neighbors the opportunity to explore and enjoy our environmental facility."

### Touch-A-Truck

- Touch-A-Truck
- Shotwell C&D Landfill
- May 1, 2021
- Celebrating Earth Day 2021 by inviting our local pre-K school & non-profit – the East Wake Education Foundation – to the site to touch, climb and enjoy the Earth-moving equipment that protects the environment and keeps our communities clean.



### TOUCH - A - TRUCK

Celebrating Earth Day 2021 With the East Wake Education Foundation Friends & Families  
May 1, 2021  
11 AM - 12:30 PM  
Shotwell C&D Landfill  
1144 Southfield Rd  
Wendell, NC

Have you ever wanted to learn that big truck you see going down the street? Join us for our **Touch-A-Truck** event.

Event Types include: Landfill, Dumpster, Excavator, Dump Truck and Garbage Truck  
Activities for all ages enjoy: Pottery, Games, Light Breakfast Snacks

### Head Over To Our Place!



- Fall Harvest Family Fun Fest
- Eagle Ridge MSW Landfill
- October 16, 2021
- Inviting neighbors, local schools, non-profits, and civic organizations to the environmental facility and to show our appreciation for the surrounding community.
- 160+ Neighbors & Community Members Attended

### Lunch At The Landfill? YES – Really!

"We had a great time opening the gates to the community to share our state-of-the-art and remarkably scenic landfill," said Meridian Waste's Lunenburg Landfill General Manager Joe Gustaf. "We appreciate meeting our neighbors and hearing from them about their new perspective on the landfill. They enjoyed our facility and taking a tour of the grounds."



- Fall Food & Fun Fest
- Lunenburg MSW Landfill
- November 6, 2021
- Inviting neighbors, local schools, non-profits, and civic organizations to the environmental facility and to show our appreciation for the surrounding community.
- 80 Neighbors & Community Members Attended



The following documents outline Meridian Waste's expertise in the management of solid waste collections, transportation and disposal to exhibit the necessary qualifications needed to be awarded the City Franchise for the Management of the Hopkins Road Transfer Station and the East Richmond Road Convenience Center.

## SECTION D: EXECUTIVE SUMMARY

Meridian Waste Virginia, LLC, a wholly-owned subsidiary of Meridian Waste Acquisitions, LLC, was previously known as the solid waste operations of Meridian Waste Solutions, Inc. The original Meridian Waste incorporated in 1993 and acquired the stock of Christian Disposal in December 2015. Christian Disposal has been collecting solid waste since 1978. Other acquisitions include The CFS Group in Petersburg, Virginia in February 2017, Wilson Waste in Truesdale, MO in March 2018, ETC in St. Louis marketplace in April 2018 and Blue Ridge Disposal in Christiansburg, VA in May 2018, Partner Disposal (now operating as Meridian Waste Florida, LLC) in the Jacksonville, FL marketplace in September 2018, Knoxville Landfills in Knoxville, TN in November 2018 and Patterson Waste (Knoxville, TN) in 2023, WCA Hauling assets in Knoxville, TN in March 2019, Waste Management hauling assets and transfer Stations in St. Louis, MO in August 2019, the Shotwell Companies in Raleigh, NC in January 2020, three Greenville, SC hauling operations in February and May 2021, a third Virginia hauling operation in April 2021, four separate hauling and portable restroom companies in Raleigh, NC in 2022, 2023 and 2024. On sept. 1, 2024, the Company acquired the stock of Evergreen Environmental Partners Holdings, LLC (EEP) & ADSI Holdings, LLC (ADSI). The acquisition expands Meridian Waste's operational footprint within the Southeast, adding a MSW landfill, a transfer station facility and additional third-party transfer station operations as well as hauling, administrative and maintenance facilities servicing commercial, industrial and residential contracts throughout Alabama and Mississippi.

<u>Contractor</u>	<u>As a Contractor</u>	<u>As a Sub-</u>
1. Solid Waste Collection Operation	31+ Years; Since 1978	N/A
2. Recyclable Materials Collection Operation	25+ Years	N/A
3. Yard Trim Collection Operation	25+ Years	N/A
4. Other Transfer/Transport Operation	6+ Years	N/A
5. Solid Waste (non-transfer/transport) - Landfill	6+ Years	N/A
6. Portable Toilet Operations	2+ Years	N/A

While Meridian Waste started as many solid waste companies do with smaller independent companies operating in rather defined geographic areas like St. Louis, MO and Petersburg, VA, Meridian Waste underwent a transformational change in regard to leadership and experienced management along with a significant capital infusion with greater financial stability in 2018. On Monday, April 23, 2018, Warren Equity Partners purchased the waste operations from the publicly traded company Meridian Waste Solutions, Inc. and took the company private while restructuring the waste operation's debt, access to capital and leadership.

Walter "Wally" Hall, Jr. was named CEO and his team of experienced executive waste professionals have an impressive track record with regional private and public companies such as Southland Waste Systems, BFI Waste Systems, Republic Services and Advanced Disposal. The enclosed streamlined bios will share greater insight into the wealth of experience and success this management team has achieved over their 80+ years of combined service in the environmental services industry. We all understand the commitment it takes to build a motivated workforce committed to clean communities as we have serviced over 800+ individual cities and counties (while at the leadership helm of Advanced Disposal Services) ranging from residential collections services to industrial solid waste operations on a 24/7 schedule. We know that garbage is a local issue and that the best operations are those in which your organization hardly realize we are even there doing a vitally important job – keeping your neighborhood clean and healthy at a fair and honest rate.



618 commercial, residential, and roll-off trucks

*Fleet*



*Employees* 1,170 team members

\$217M



*Projected Annual Revenue*  
for 2024



*Customers*

More than **524,520** residential, commercial, industrial, and governmental customers

**99** city and county municipal contracts

*Disposal Volumes*

Collects **1,107,574** tons of waste annually

Safely disposes of **1,350,799** tons of waste in company-owned landfills

*Recycling Volumes*



Collects & delivers **29,928** tons of recyclables annually to state-permitted MRFs



*Locations*

Multi-state footprint **31** hauling companies, **6** transfer stations, **2** recycling facilities/MRFs, **3** municipal solid waste landfills and **4** C&D landfills

# COMPANY OVERVIEW



# LOCATIONS & FACILITIES

**8** State Footprint. **49** Active Operating Locations.  
**31** Hauling Locations. **7** Landfills. **2** MRFs. **6** Transfer Stations.  
**618** Commercial, Residential, and Roll-Off Trucks.  
**1,170** Team Members.



**Corporate Headquarters**  
 Charlotte, North Carolina

**Hauling/Collection**

- Alabama: Anniston, Collinsville, Greensboro, Opp, Prichville, Selma, Troy, Wetumpka
- Florida: Jacksonville, Yulee
- Mississippi: Carrollton, Bay Springs, Horn Lake, Inokanle, Manden, Natchez
- Missouri: Bowling Green, Foristell
- North Carolina: Liberty, Raleigh, Sanford
- South Carolina: Greenville, Greer
- Tennessee: Knoxville
- Virginia: Christiansburg, Lunenburg, Petersburg, Staunton

**Landfill**

- Alabama: Atulla
- Missouri: Bowling Green
- North Carolina: Raleigh, Liberty
- Tennessee: Knoxville
- Virginia: Lunenburg, Petersburg

**Recycling**

- Missouri: Winfield\*
- North Carolina: Raleigh
- South Carolina: Greenville (concrete RCY)
- Virginia: Christiansburg, Petersburg

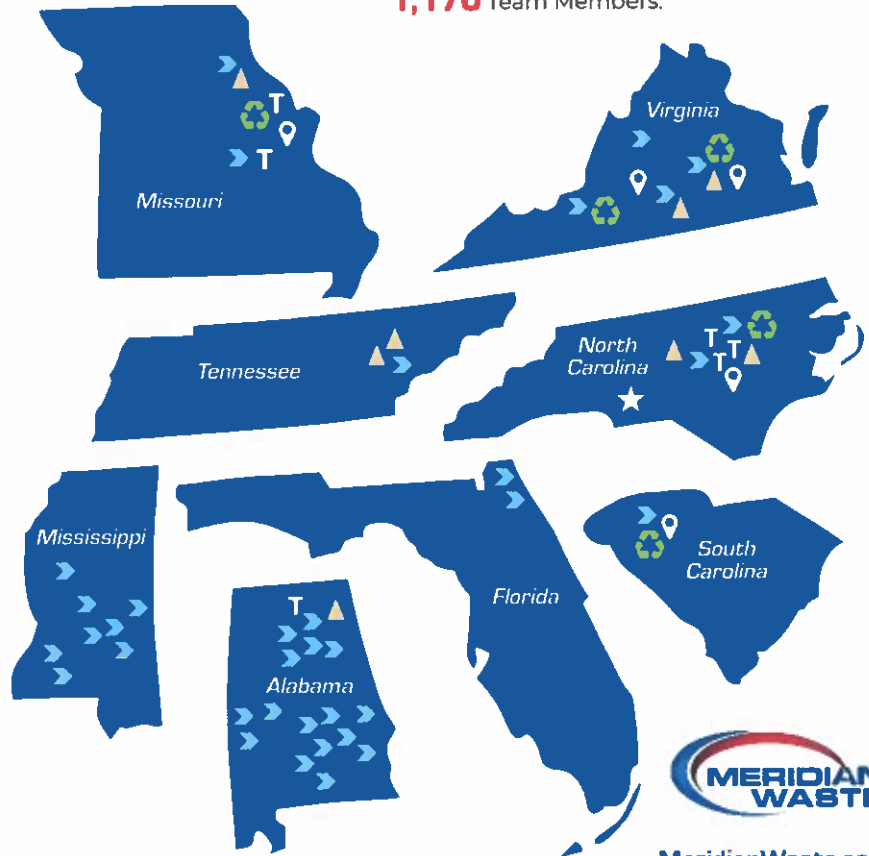
**Transfer Station**

- Alabama: Madison
- Missouri: Foristell, Winfield
- North Carolina: Goldston, Monroville, Raleigh

**Auxiliary Sites/Offices**

- Missouri: Wentzville
- North Carolina: Raleigh
- South Carolina: Greenville
- Virginia: Christiansburg, Prince George

\* One building permitted as both a recycling and transfer facility



MeridianWaste.com



## ACQUISITIONS

- ★ Contracts, Trucks & Containers
- Handling Company
- ◊ Transfer Station
- ▲ Landfill
- ♻️ MRF

# COMPANY TIMELINE

2014

**DECEMBER**  
★ ➤  
Meridian Waste Services  
St. Louis, MO

2015

**DEC 29**  
★ ➤  
Erieview Services  
St. Louis, MO

**DEC 29**  
★ ➤ ▲  
Triple Waste Landfill  
Beverly Hills, CA

2017

**FEB 15**  
★ ➤ ▲  
Economic Waste Services  
Riversburg, WI

Entry into the Virginia market

Contract begins in St. Louis County, MO

Used as BASF's 1MRF#1  
\$12.5M capex of value

2018

Horvath Equity Partners  
purchases Meridian Waste  
Waste that exceeds position  
of 110

Entry into Georgia, Florida &  
Tennessee markets

**JAN 10**  
★ ➤  
Waste Waste Systems  
Tusculum, MO

**APR 9**  
★  
Environmental Waste Company  
St. Louis, MO

**MAY 1**  
★  
Star Solar Disposal & Recycling  
Christiansburg, VA

**AUG 2**  
★  
New River Spentmetal  
becomes an Management Group  
and S&B's partner  
Buckharts-Christiansburg, VA

**AUG 28**  
★  
Richman Disposal  
Nassau County, FL

**NOV 21**  
★  
Plymouth Stone & Spent metal  
O&B Landfills  
Aurora, TN

2019

1st as municipal contract  
in Georgia begins  
Hickory, GA Jan 1, 2019

**APR 1**  
★  
Waste Rehabilitation of  
Transfer Station Assoc.  
Knoxville, TN

**AUG 9**  
★  
A&I Waste Services, Inc.  
Augusta, GA

**AUG 23**  
★  
Waste Solutions  
Augusta, GA

**AUG 30**  
★  
Waste Management  
of Missouri, Inc.  
St. Louis, MO

1st as municipal contract  
in Florida begins  
Columbia, SC Oct 1, 2019

**NOV 1**  
★  
Greenwood Disposal, LLC  
Charlottesville, TN

2020

**JAN 10**  
★ ➤ ▲  
Sherrill Companies  
Raleigh, NC

**FEB 10**  
★  
Economic Solutions  
Augusta, GA

**SEPT 1**  
★  
Royal Industries, Inc.  
Forsyth, MO

2021

**FEB 1**  
★  
Spartan Earthcare LLC  
Greer, SC

**FEB 5**  
★ ➤  
Ace Environmental of  
South Carolina, Inc.  
Ridgely, SC

**APR 1**  
★  
Fresh 31 Services LLC  
Harrisburg, VA

**APR 1**  
★  
McBee Waste  
Systems Inc.  
Raleigh, NC

**MAY 2**  
★  
East Waste Services, Inc.  
Greenville, SC

City of Jacksonville, FL - 1st as 1  
Municipal Contract Start  
(\$10,000,000 operational value)  
Jacksonville, FL - Oct 1, 2021

**DECEMBER**  
★ ➤  
Bumpers, LLC  
Methuen, NC

**DECEMBER 9**  
★ ➤  
Summit Services LLC  
Raleigh, NC

Directors of Augusta, GA  
Waste Operations

2022

**MAR 7**  
★ ➤  
Pineville Waste LLC  
Columbia, NC

**MAR 7**  
★ ➤  
Iron Waste, LLC  
Spartanburg, NC

**JUN 1**  
★ ➤  
Custom Dumpster  
Services, LLC  
Columbia, NC

**SEP 6**  
★ ➤  
DC Dumpster WLF  
Empire, NC

2023

**SEP 1**  
★ ➤ ▲  
Cable & Electronics, Inc. -  
Cable & Electronics Services  
Liberty, NC

**OCT 1**  
★  
Patterson 18 Waste Recycling  
Knoxville, TN

City of Jacksonville, FL - 5th as 1  
Municipal Contract Start  
(\$10,000,000)  
Jacksonville, FL - Oct 1, 2023

**DEC 1**  
★  
188 Waste  
Richmond, VA

2024

**APR 1**  
★  
Economic Waste Services  
Morris County, NC

**MAY 1**  
★  
The Don, LLC  
Lillington, NC





## SECTION E: KEY PERSONNEL

The management team is in place at Meridian Waste and consists of the following individuals who would manage the City of Richmond's franchise rights and privileges for the Management of the Hopkins Road Transfer Station and the East Richmond Road Convenience Center including procurement of equipment, hiring, training, communications, facility purchase/lease/move, data management, routing, etc.:

### **Corporate Executive Team - Start Up**

Wally Hall, Chief Executive Officer  
Dave Lavender, Chief Operating Officer  
Mary O'Brien, Chief Marketing Officer  
Charlie Gray, Vice President – Operations  
Ryan Perry, Chief Accounting Officer  
Zach Messinger, Director – Safety & Risk  
Cindy Greenbaum, Director – Human Resources  
Murray Long – Corporate Landfill Director

### **Local Operations Team**

Brian Hopkins, Area President  
Tamara Keplinger, Area Controller  
Joe Gustaf, Director - Landfill Operations  
Roger Peloquin, Operations Manager  
J.D. Morgan, Safety Manager  
Tim Webb, Director - Business Development

The personnel listed on the right side of the team will be responsible for the day-to-day operations for the City of Richmond franchise and are considered the Key Personnel for this bid response.

## Management Team Biographies

### **Wally Hall, Chief Executive Officer (HQ – Charlotte, NC)**

Walter "Wally" Hall brings a wealth of knowledge and expertise to the solid waste management industry. For the past 7 years, he has worked with Meridian Waste – first as the Chief Operations Officer in 2016 in Georgia, and then as the Chief Executive Officer at the Charlotte headquarters. As he transitioned to the CEO role, his major focus was on growing a solid company to fill the industry need for a well-funded, nimble, and both customer and employee centric independent company for the southeast marketplace. Mr. Hall's career began with BFI in 1989 where he learned the business from the ground up by performing all tasks necessary to understand and successfully manage a waste company. Within his first 6 years at BFI, he oversaw 400 employees with an annual revenue of \$50M. His role at BFI transitioned many times throughout the 7 years he was there – Manager Trainee - Supervisor - General Manager - Area President - Operations Manager - Area President – Regional Operations Manager. After BFI, Mr. Hall joined Republic Services as an Area President, and during his time there, acquired over 5 independent companies and transitioned them into Republic operating systems for significant growth and EBITDA improvements. In 2000, Mr. Hall was one of three founders of Advanced Disposal, making it the fourth largest solid waste company in the U.S. under his leadership. They began with 3 trucks, grew operations to over \$1.4B in annual revenue with 5300 employees, 91 collection/hauling facilities, 45 MSW and C & D Landfills, 71 transfer stations and 21 recycling facilities.

### **Dave Lavender, Chief Operating Officer (HQ – Charlotte, NC)**

With more than 30 years of solid waste management experience, Dave Lavender is a powerful force in the industry. He joined Meridian Waste's C-Level Executive Team as the Chief Operations Officer in 2018. His responsibilities encompass all operating aspects of the company including collection, transfer, landfill and recycling services, budgeting, capital expenditures, safety, training, acquisitions, and strategic planning. Advanced Disposal brought Mr. Lavender on board as a District Manager in 2004, and he successfully coordinated and managed the entire 2005 Super Bowl solid waste program for the City of Jacksonville. Mr. Lavender was then promoted to Regional Manager, and he grew revenues by over 8% each year by bringing in profitable new business and contract renewals. He was promoted a second time, now to Regional Vice President in 2012, and he oversaw 27 hauling companies, 14 landfills, 18 transfer stations and three recycling facilities in 13 states with 1400 employees. In this role, Mr. Lavender successfully negotiated City of Detroit privatization for their solid waste in 2014 with revenues of \$78M annually. Mr. Lavender had a major accomplishment in 2003, he started Metro Waste, grew the company's gross sales at a rate of \$10k per month, and successfully sold the company to Waste Management with over \$3.4M in annual revenue in 22 months.



**Mary O'Brien, Chief Marketing Officer (HQ – Charlotte, NC)**

Mary O'Brien became a part of the Meridian Waste corporate team in 2017 as the Chief Marketing Officer (CMO). In this role, she oversees the marketing and information technology programs and projects of the \$130M annual revenue waste management company. Ms. O'Brien's focus is on new market area expansion via municipal contracts and acquisition integration, company communications, website, digital and social media strategies, public relations and government and legislative affairs. Prior to Meridian Waste, she was the CMO at Advanced Disposal for 15 years. Mary O'Brien oversaw all marketing efforts with locations across 17 states plus the Bahamas with annual revenues of \$1.4B. Her concentration was on municipal market growth and retention (800+ contracts under her responsibilities), brand management, advertising and social media strategies, corporate communications, government and legislative affairs, website management and public relations. In 2016, she served as the Chief Executive Officer at Keen LLC. where she was responsible for all aspects of the firm, including financial, marketing, operations and strategic direction, and investments.

**Charlie Gray, Vice President – Operations (HQ – Charlotte, NC)**

Charlie Gray joined Meridian Waste in January 2023 as the Vice President -Operations and has already made a substantial impact. Mr. Gray is focused on Meridian Waste's expansion by spearheading investment, acquisition, and corporate alliance opportunities. In 2005, he took on the role of Area President for Advanced Disposal Services and oversaw operations in Georgia and South Carolina. Mr. Gray was promoted to Regional Vice President in 2012 and was a significant contributor in managing the Veolia ES Solid Waste merger for \$1.91 billion. This purchase created the largest privately owned environmental services company in the US with revenue of approximately \$1.4 billion. The large Florida Municipal Contract under Mr. Gray's RVP management included: Jacksonville, Clay County, St. John's County, Orange County, Palm Beach County and Lee County. Mr. Gray remained with Advanced Disposal through the Waste Management acquisition of ADS in the role of Regional Vice president – South. Upon departing Waste Management in December 2020, Mr. Gray worked as COO for Attaway hauling, a long-haul solid waste company until joining Meridian Waste.

**Ryan Perry – Chief Accounting Officer (HQ – Charlotte, NC)**

Ryan Perry joined the Meridian Waste team in 2019 and currently serves as the Company's Chief Accounting Officer. Mr. Perry is responsible for all of the company's financial functions, including accounting, audit, treasury, corporate finance, financial reporting, budgeting and acquisition integration. Prior to joining the Meridian Waste team, Mr. Perry served in roles with increasing responsibilities in the industries of Nuclear Construction & Maintenance, Nuclear Decommissioning and Decontamination, retail, and public accounting. Mr. Perry earned two Bachelor of Business Administration degrees from James Madison University in Accounting and Marketing Information Systems.

**Zach Messinger, Director – Risk and Safety (HQ – Charlotte, NC)**

Zach Messinger has been on the Meridian Waste team since 2020 and was promoted three times in a span of 2 years. He is currently the Director – Risk and Safety and oversees the company's overall safety program and culture at all Meridian Waste facilities in the 6-state footprint. He conducts quarterly health and safety audits at each site to ensure the company's safety program, policies and procedures are effectively implemented and compliant with regulatory requirements. He also monitors the company's fleet needs regarding licensing and registration as well as DOT and FMCSA guidelines. Mr. Messinger began his career in the waste management industry as a Manager Trainee. He assisted in the transition of the billing and collection responsibilities from the local to the corporate level. Mr. Messinger was instrumental in training and assisting the Accounts Receivable team to build the foundation of the department that successfully transitioned all locations in house, and now consists of 8 employees and 1 manager. He then transitioned to a Corporate Analyst role and developed a tier pricing matrix for local management to ensure company driven margins were meeting expectations.

**Cindy Greenbaum, Director – Human Resources (HQ – Charlotte, NC)**

Cindy Greenbaum came on board with Meridian Waste in 2022 as the Director-Human Resources – and brought a wealth of experience in the HR field. Ms. Greenbaum partners with senior and executive leadership to adopt and integrate key HR strategies and initiatives; and consults on diversity, workforce, and business issues that have an impact on the organization. She manages the entire recruitment process. Cindy Greenbaum started her career as an HR Director at Plexus Corporation in 2001. She was heavily focused on employee relations and conflict resolution, and developed employee focus groups, held discussions with employees, and conducted internal investigations. In 2006, she joined the Veolia Environmental Services team. There she collaborated with regional managers to reduce the turnover rate from 35% (2006) to 16% (2010).





Ms. Greenbaum recruited for the entire region, which included drivers, all administrative and operations staff, divisional and regional managers. In 2011, Ms. Greenbaum went to Johnson Controls – Power Solutions and focused on labor relations. She counselled plant management on manpower utilization, turnover control, compensation, and performance evaluation. Ms. Greenbaum joined the Genesis OB/GYN practice in 2016 and was responsible for implementing a new HRIS/Payroll system. Leading up to Ms. Greenbaum's Meridian Waste position, she had positions at Sherwin-Williams Corporation and PSI Molded Plastics, and she directed all HR services, employee relations, employee benefits plans, recruitment, training, and development.

#### **Murray Long – Corporate Landfill Director**

Murray Long joined the Meridian Waste team as a General Manager in December of 2020 in Knoxville, TN, and oversaw two landfills. After only one year, Mr. Long was promoted to General Manager – Landfill and Transfer Station in NC. In this role he oversaw one C & D landfill and three transfer stations. He became Corporate Director – Landfills in November 2022. He now oversees six landfills. Throughout his career with Meridian Waste, he played a major role in ensuring a safe and productive work environment for all employees and implementing accident prevention programs. Mr. Long engages employees in active participation to instill a culture of safety. He also provides coaching for employees for advancement at Meridian Waste and identifies leaders and team builders. Previously, Mr. Long worked at Advanced Disposal. Mr. Long is a Certified Landfill Operator in three states: Tennessee, Missouri, and Georgia. He is also Manager of Landfill Operations (MOLO) Certified through the Solid Waste Association of North America (SWANA).

#### **Brian Hopkins, Area President**

Brian Hopkins joined Meridian Waste in February of 2023 as a General Manager in Petersburg, VA. In just 4 months, he had collaborated with the area presidents to implement tactical initiatives to drive functional excellence and budget achievement. Mr. Hopkins partnered with the maintenance department to ensure all equipment remains in working order and in compliance with safety standards. He was then promoted to District Manager in March of 2023. His responsibilities increased to include two landfills, one transfer station and one processing facility. Mr. Hopkins oversees a team of seventy-five employees, and he manages a \$36M annual revenue. He was employed by Advanced Disposal Services, Veolia Environmental Services and Allied Waste previously. He is the recipient of many awards, such as, the Veolia Environmental Services Division of the Year Award in 2008, and most recently the IMAA-Aggregate/Asphalt Safety Award – 20 Years Injury Free.

#### **Tamara Keplinger – Area Controller (Local – Petersburg, VA)**

Tamara Keplinger will be joining the Meridian Waste team on June 19, 2023. In her new role as Area Controller, Ms. Keplinger will be providing financial support and guidance for Virginia general managers and area presidents. She will also be instrumental in creating the annual budgeting process, and training new local employees, including those for companies acquired by Meridian Waste. As a controller at her position at Air Conditioning Equipment Sales, LLC., she was the driving force in creating new processes and procedures to ensure financial accuracy in accordance with Generally Accepted Accounting Principles (GAAP) and developed reporting tools and initiated monthly financial meetings with managers, guiding them as they learned to interpret their financial data. Tamara Keplinger's financial career spans 22 years. She earned an MBA at Baker College Center for Graduate Studies in Finance and HR Management.

#### **Joe Gustaf, Director of Landfill Operations (Local – Lunenburg, VA)**

Joe Gustaf came on board in October of 2018 as a General Manager for Virginia Landfills and Lunenburg Hauling. Mr. Gustaf proved to be a valuable asset to the company. He designed budgets that contributed to significant annual growth. Mr. Gustaf consistently ensured that there were appropriate staffing levels, and the team had a high level of expertise. In 2022, Mr. Gustaf was promoted to Director – Landfill Operations in Virginia. He is focusing on developing the next generation of landfill operators. He also ensures all landfills are operated with 100% compliance as per state regulations. Joe is also a license Landfill \Transfer operator through Virginia DEQ as well as SWANA. His experience in the waste management industry spans over 20 years.



**Roger Peloquin, Operations Manager (Local – Petersburg, VA)**

Roger Peloquin joined the Meridian Waste team as Operations Manager – Virginia in 2023. In this role, he manages the day-to-day operations of the Richmond hauling site from streamlining processes, measuring efficiency, establishing, and monitoring Key Performance Indicators (KPIs) and driving growth and revenue. Mr. Peloquin has worked diligently to develop and implement a hands-on training program that encompassed cross-training which created coverage and redundancies that expedited solutions. After being recruited by Veolia as a Commercial Manager, he was promoted to Operations Manager within a year. Another accomplishment in his past role at Waste Pro Mississippi – Roger Peloquin secured a new 5-year contract with a local municipality that resulted in a net increase of \$1 million. He also streamlined the check-in process and check-out process and implemented post trip lane inspections. During his 38+ years in the industry, Peloquin was a driver, manager, and owner – he started Patriot Waste Services and successfully ran the business for 10 years.

**J.D. Morgan, Safety Manager (Local – Petersburg, VA & Raleigh, NC)**

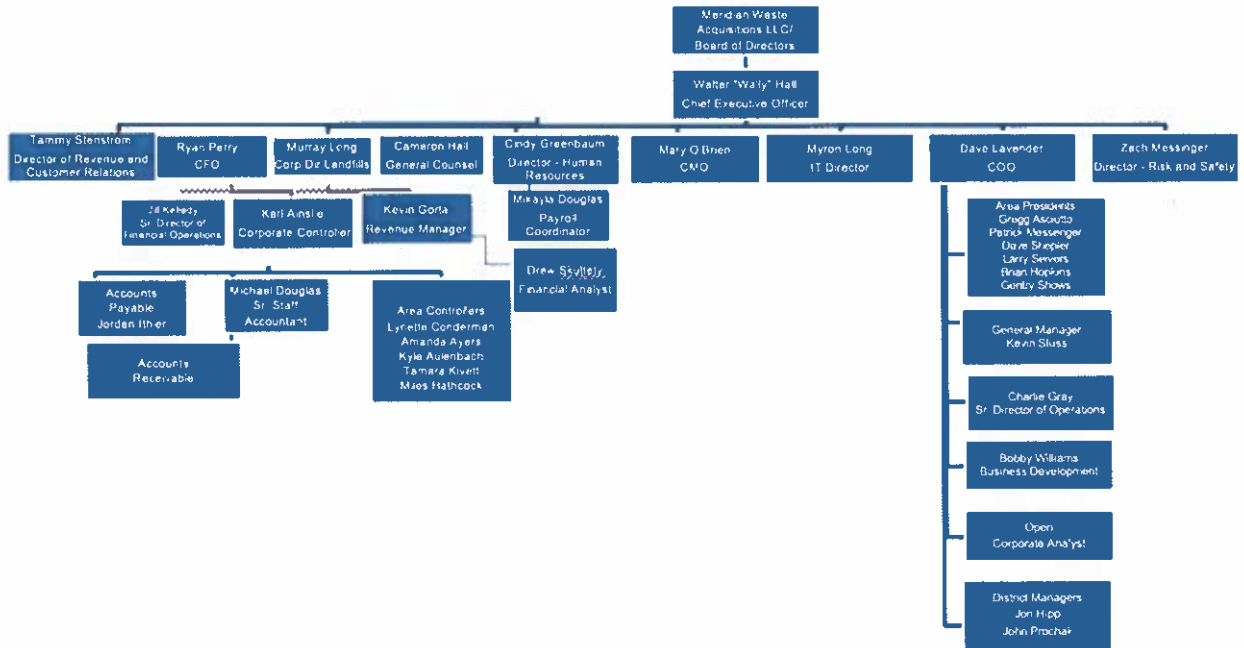
JD Morgan was introduced to Meridian Waste and the solid waste industry in 2021 through the company's prestigious Manager Trainee Program. He spearheaded Meridian Waste's first auxiliary services line of business and assisted in keeping both NC transfer stations in compliance with state and local regulations. Promoted to Safety Manager in 2023, Mr. Morgan oversaw safety and compliance for all of Meridian's transfer stations, landfills, and hauling companies in NC. In February 2024, Meridian Waste announced JD Morgan's promotion to Regional Safety Manager of NC and VA. The addition of the VA operations expanded his geographical responsibilities with a municipal waste (MSW) landfill, three additional hauling locations, and two material recovery facilities (MRFs). Mr. Morgan works closely with local NC, and VA management, and the Director of Safety and Risk. Morgan ensures that team members receive and incorporate safety training, policies, and field compliance with the US Occupational Safety & Health Administration (OSHA) and US Department of Transportation (DOT) requirements. Mr. Morgan earned his Bachelor of Administration, Finance degree at the University of Georgia.

**Tim Webb – Director – Business Development in North Carolina & Virginia (Local – Petersburg, VA)**

Tim Webb leads business development for North Carolina & Virginia. Prior to that he oversaw the Virginia operations and was responsible for all aspects including collection, transfer, and disposal operations, which include over 42,000 residential customers and 2,500 commercial/industrial customers. He was responsible for budgetary goals and accountability, capital needs and allocation, safety, risk, and revenue growth for the Virginia assets including two hauling companies, two MSW landfills, and two recycling facilities. Prior to his current role, Mr. Webb served as the Corporate Purchasing Manager and oversaw various special projects related to construction and disposal projects. Before joining Meridian Waste, Mr. Webb worked as Vice President-Landfills with The CFS Group, as COO of StampTech, as the Environmental, Health and Safety Director of Waste Management – Columbia, MD, and had a long career serving with the Hopewell Bureau of Fire. He also has a background in connecting software and hardware technologies to provide solutions for safety and efficiency within a variety of professional settings. Tim is also a licensed landfill \ transfer certified through Virginia DEQ and the State of North Carolina.



## HQ – Organization Charts

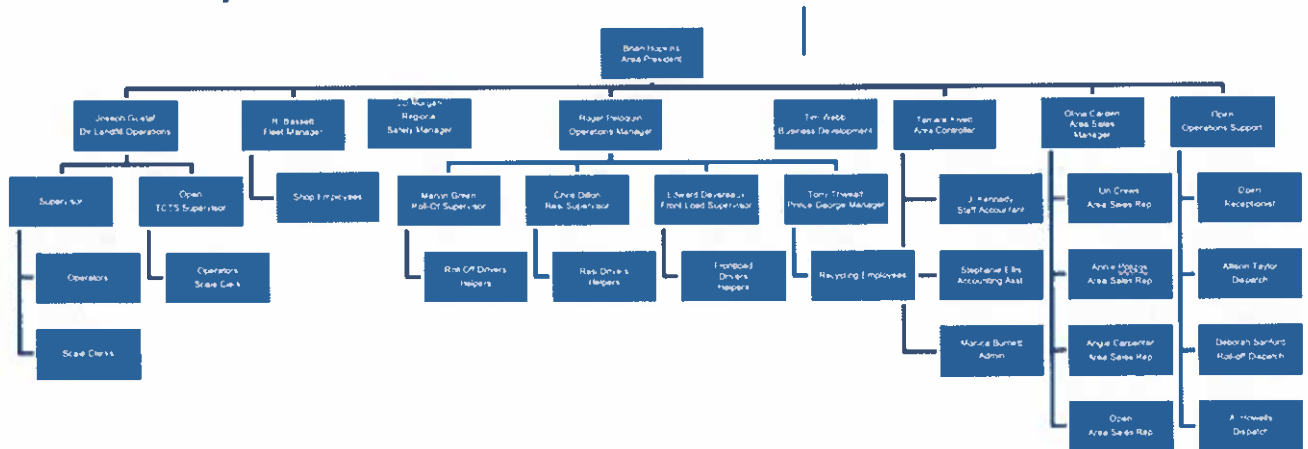


Resumes are available in the Supplemental Information Section of this Bid for Franchise.

1. Walter "Wally" Hall, Jr, CEO
2. Dave Lavender, COO
3. Mary M. O'Brien, CMO
4. Charlie Gray, VP Operations
5. Ryan Perry, CAO
6. Zach Messinger, Director - Risk Management & Safety
7. Cindy Greenbaum, Director – Human Resources
8. Murray Long – Corporate Landfill Director



## Richmond Operations



Resumes are included in the Supplemental Information Section of this Bid for Franchise.

1. Brian Hopkins, Area President
2. Tamara Kivett, Area Controller
3. Joe Gustaf, Director of Landfills
4. Roger Peloquin, Operations Manager
4. J.D. Morgan, Area Safety Manager
7. Tim Webb, Business Development NC & VA



## SECTION F: FINANCIAL INFORMATION

# FINANCIAL OVERVIEW

### Financial Capacity — Experience Securing Finance

Meridian Waste (“the Company”) is a portfolio Company managed by Warren Equity Partners (WEP). WEP is a private equity firm that invests in middle market companies within North America with concentration in industrial and business service sectors. Since WEP’s initial investment in the Company in April 2018, the Company has been able to expand its business operations by closing on twenty-seven (27) acquisitions with a cumulative purchase price of over \$100 Million. The Company has the ability to finance its growth through relationships with WEP and the equity markets as well as its relationship with Comerica in the credit markets. Effective July 31, 2023, the Company has its current facility of \$243.5M consisting of a revolver, term-loan, and multi-draw term loan.

The Company currently has approximately **\$90.3M credit available for future acquisition or for capital projects** such as new municipal contracts. The Company also has the ability to upsize the credit facility for accretive opportunities.

In addition, the company has approximately **\$33.2M in available cash** on its balance sheet to fund operations, acquisitions, capital needs, etc.

The Company approaches each waste management project individually and structures each of these purchases using equity funds or a debt/equity combination based on the size of the project and current marketplace. The Company has the capacity and flexibility to secure multiple funding arrangements as we have demonstrated in successfully closing twenty-seven (27) acquisitions since April 2018.

### Financial Position

The Company’s calculated Net Worth is \$18.6M for the year ended 2023. The calculation of net worth considers total assets minus total liabilities. The Company has Revenue, net of intercompany eliminations, of \$163.2M and \$141.5M for the years ended December 31, 2023 and 2022, respectively. Audited financial statements are available upon request.

#### BANK REFERENCES:

Corey Thai, *Relationship Manager*  
Comerica Bank  
411 West Lafayette Blvd.  
Detroit, MI. 48226  
313.222.6136 Office  
CThai@Comeric.com

William Landreth, *Market President*  
Truist – Corporate Banking  
200 West Forsyth St., Suite 200  
Jacksonville, FL. 32202  
904.361.5281 Office  
Will.Landreth@Truist.com

#### BONDING/SURETY REFERENCE:

Michael Dix, *Partner*  
Smith Manus  
2307 River Rd., Suite 2000  
Louisville, KY. 40206  
MDix@SmithManus.com  
(502) 238-1222 office

#### FINANCIAL AUDIT REFERENCE:

Caleb Vuljanic, *Managing Partner*  
Forvis (formerly DHG)  
1410 Spring Hill Rd., Suite 500  
Tysons, VA 22102  
Caleb.Vuljanic@Forvis.com

**FY 2023 and 2022 Audited Financial Statements are available upon request.**



## SECTION G: DISPOSAL OPERATIONS EXPERIENCE

### Current Meridian Waste Owned & Operated Landfills

Eagle Ridge Landfill – Pike County, MO  
Lunenburg Landfill – Lunenburg County, VA  
Shotwell Landfill – Wake County, NC  
Tri-Corners Landfill, Alamance County, NC  
Riverside Landfill – Knox County, TN  
Poplar View Landfill – Knox County, TN

Full descriptions of the Meridian Waste landfills follow.

### EAGLE RIDGE LANDFILL

**Location**

13100 Hwy V V  
Bowling Green, MO 63334

**Phone:** 573-324-5911

**Permit Number:** Missouri DNR #0116305

**General Manager:** Roger Brown

**Owner Info:** Meridian Land Company, LLC

Responsibly managing the disposal needs of citizens, businesses and governments in East Central Missouri area.

**Cover Frequency:** Daily on municipal waste, soil or approved alternative cover

**Volume:** 802 average daily tons; 209,375 annual tons (2022)

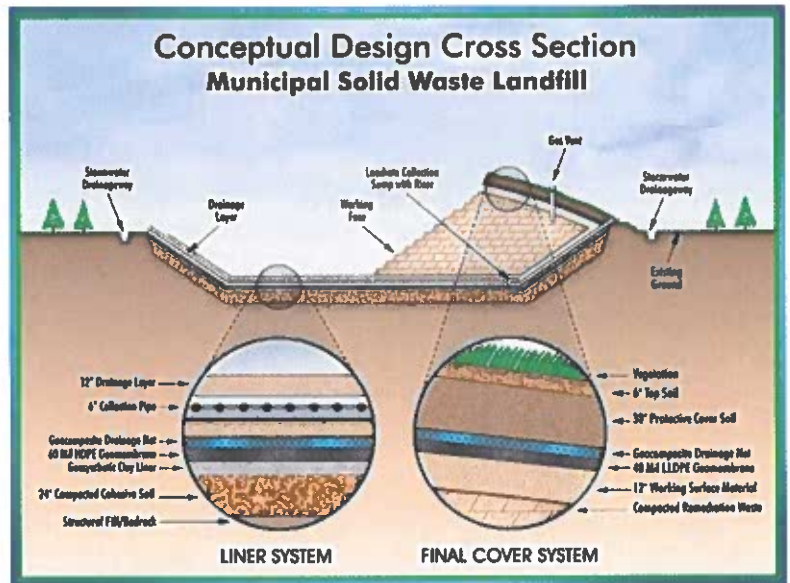


**Materials Accepted**

- Municipal Waste
- Bulky Waste (major appliances, formerly considered bulky waste, are no longer permitted to be disposed of in landfills)
- Demolition and Construction Waste
- Brush and Wood Wastes
- Soil, Rock, and Concrete
- Cut, Chipped, or Shredded Tires
- Inert Solids that are relatively insoluble in water
- Incineration and air pollution control residues generated from facilities exempt under 10 CSR 80-2.020(9)(A)2

**Materials Not Accepted**

- Regulated quantities of hazardous waste
- Radioactive materials as defined in 10 CSR 80-3.010(3)(A)2
- Explosives
- Regulated quantities of polychlorinated biphenyls (PCBs)
- Bulk Liquids
- Highly Flammable or Volatile Substances
- Septic Tank Pumpings
- Major Appliances
- Waste Oil
- Lead-acid Batteries
- Waste Tires as provided by 10 CSR 80-3.010
- Yard Waste
- Infectious Waste



**Capital Investment – Meridian Waste Acquisition, LLC Ownership 2018 to Present**

Meridian Waste MO - Eagle Ridge Landfill			
Major Equipment List			
Brand	Description	Model #	Year
Caterpillar	Skid Steer	226	2007
Caterpillar	Skid Steer	289D3	2021
Caterpillar	Haul Truck	745C	2017
Caterpillar	Compactor	826H	2007
Caterpillar	Excavator	336EL	2015
Caterpillar	Dozer	08TWH	2006
Caterpillar	Dozer	06TXW	2010
Caterpillar	Dozer	06HLGP	2016
\$ 2,800,000.00	Equipment purchased for the landfill since May 2018		
\$ 2,010,000.00	Invested in Site improvements and maintenance since May 2018		
\$ 7,460,000.00	has been spent developing leachate collection systems, tarping and environmentally safe and compliant airspace for the disposal of solid waste since May 2018		



### **Clean Energy – How We Turn Garbage Into Something Clean**

- Meridian Waste makes significant investment in the communities we serve through the safe and environmentally sound operations and maintenance of our landfills. We resolve to be good neighbors committed to the protection of the environment and sustainability for the long-term future.
- How does landfill gas to energy work?
  - Gases are created when organic waste breaks down or decomposes within a MSW landfill. Modern landfills have landfill gas collection systems to collect this landfill gas, which contains approximately 50% methane and is either destroyed by combusting it in a flare or is diverted to an on-site facility for the conversion of this gas to energy thus preventing it from escaping into the atmosphere as a greenhouse gas.
  - The treated landfill gas can be pumped off site to a manufacturer or commercial business near the landfill to supplement or replace their natural gas usage in the form of Renewable Natural Gas (RNG). It can also be used to generate electricity at the landfill that is then delivered to the electrical grid to power homes and businesses.
  - This is why the conversion of landfill gas to energy is an effective means of recycling and reusing this valuable resource.
- The U.S. Environmental Protection Agency (EPA) has endorsed landfill gas as an environmentally friendly energy resource that reduces our reliance on fossil fuels such as coal and oil.
- The Eagle Ridge Clean Energy project, in partnership with Vision RNG, is scheduled to be fully operations in Q1 2025.

### **Benefits to Pike County and the State of Missouri:**

- Annual property tax payment to Pike County = \$23,775 (2022)
- Annual donation to the Pike County Development Authority (PCDA) = \$10,000
- 10 of the 15 Eagle Ridge Landfill employees live and work in Pike County
- State of Missouri Solid Waste Fee to help fund the programs of the Department of Natural Resources = \$2,026,265 (2018-2022)
- Pike County Host Fee = \$395,702 (2018 - 2022 )

### **Community Programs / Benefits**

- Annual Gifting of the Turkeys in which Meridian Waste staff donate Thanksgiving turkeys to neighbors of the Eagle Ridge Landfill (2019, 2020, 2021 & 2022).
- Hosted 330+ community partners, neighbors and team members at the Earth Day Celebration (2023)
- Sponsor the Pike County Fair (2022 & 2023)
- Participation in the Pike County Job Fair in partnership with the Pike County School System and Pike County Economic Development Authority (2022 & 2023)
- Active Board Member of the Pike County Economic Development Authority (2021, 2022 & 2023)
- Partnered with the Marine Toy for Tots Foundation to help Fill the 40 with unwrapped gifts for community children in Pike, Lincoln and St. Charles, MO Counties (2021 & 2022).
- In-kind donation of solid waste services to the Bowling Green Harvest Days Celebration (2022)
- Hosted 166 community partners and neighbors at the inaugural Fall Harvest Family Fun Fest (2021) and 200 neighbors and guests at the 2023 Earth Day Celebration.
- Donated 30 Thanksgiving dinners to local families in partnership with North East Community Action Corporation Pike County (2018, 2019 & 2020).





## LUNENBURG LANDFILL

### Location

45 Landfill Road  
Lunenburg, VA 23952

**Phone:** 434-696-2559

**Permit Number:** SWP 544

**Owner Info:** RWG5, LLC

Responsibly managing the disposal needs of citizens, b  
North Carolina areas.



**Cover Frequency:** Daily on municipal waste utilizing soil or approved alternative cover

**Volume:** 1,500 average daily tons

**Total Acres owned:** 455 Acres.

**Permitted Landfill Footprint:** 69.7 Acres.

**Remaining permitted airspace:** 2,249,005 CY.

**Expansion Progress:** VA DEQ Vertical Expansion Part A & B has been submitted and approved. The Horizontal Expansion has been submitted to DEQ, response for comments received and returned to DEQ. Anticipated approval for the Horizontal Expansion is expected in 2025. This expansion would yield additional cubic yards of air space and give ample capacity for the City's tonnages. This expansion would extend the life of the site for an additional 45 years, at current volumes.

### Materials Accepted:

- Municipal waste
- Agricultural waste
- Yard Waste
- Construction debris waste
- Demolition debris waste
- Household waste
- Residential waste
- Scrap metal
- Tires and televisions (at an additional charge)
- White goods

### Materials Not Accepted:

- Liquids unless in a container normally found in household waste
- Pesticide containers that have not been triple rinsed and crushed
- Drums that are not empty, properly cleaned and crushed
- Waste oil that has not been adequately absorbed in soil
- Regulated medical waste
- Regulated hazardous waste
- Friable asbestos
- Appliances containing refrigerant (must be removed for disposal)



The liner system at Lunenburg landfill is constructed with the following Subtitle D liner system, from top to bottom:

- 18-inch-thick protective cover and vegetative support layer
- 10-oz nonwoven polypropylene geotextile:
- 60-mil texture HDPE.
- 24-inch soil/bentonite liner with a permeability of least  $1 \times 10^{-7}$  cm/sec;
- And prepared subgrade

**Capital Investment under Meridian Waste:**

**Major Equipment**

Brand	Model	Description	Year
Caterpillar	836 G	COMPACTOR	2007
Caterpillar	836 G	COMPACTOR	2002
Caterpillar	D8T	DOZER	2012
Caterpillar	D6T	DOZER	2017
Caterpillar	730	ARTICULATED HAUL TK	2013
Caterpillar	730	ARTICULATED HAUL TK	2013
Caterpillar	336	EXCAVATOR	2014
Peterbilt	357	WATER TRUCK	2007
Superior	80K	BROOM	2020
ASV	75	Skid Steer	2019
Kumatsu	D61	Dozer	2021

- \$1.5 million was spent on leachate infrastructure.
- \$21 million spent on cell construction.
- \$3 million spent on closure.
- \$800,000 spent on site improvements.
  - Blacktopping Old Mansion Road turn lanes
  - Landfill entrance and access road
  - New Scale and scale house

**Benefits to Lunenburg County and the State of Virginia:**

- Refuse Collection is provided through collection and hauling of refuse and recyclables from the County's fourteen (14) convenience sites, the towns of Victoria & Kenbridge as well as businesses, industries, and schools
- Recycling is provided so residents have the opportunity and means to protect and enhance their natural environment. Responsible for educating and encouraging residents to conserve natural resources and divert waste by promoting the following guidelines: source reduction, recycling and conservation. The Solid Waste Planning Unit has met the minimum recycling rates each year since 2009.
- Meridian Waste operates the region's only sanitary landfill in an efficient manner and ensures that it meets and complies with county, state and federal guidelines and regulations; maintains closed landfill in regard to post-closure care/maintenance. Other duties include monitoring of access roads, operating scales, recording billing data, repair and maintenance of heavy equipment and necessary grounds maintenance/site work.
- \$2.32 per ton of waste disposed of at the landfill is paid to Lunenburg County
- Provides employment for 10 county residents.
- Pays for a County Liaison who serves as a conduit to the boards and citizens
- \$50,000 is donated annually to county organizations through the Board of Supervisors. These monies are used in areas that effect as many citizens as possible with an emphasis on education, law enforcement, fire and emergency medical services.



#### **History:**

The Lunenburg Landfill was facing closure due to House Bill 1205 when Container First Services stepped in and purchased the facility renaming it CFS Disposal and Recycling Services of Lunenburg in 2013. Container First Services officials worked with the County and the landfill engineers to apply for expansion permits, which provided for an estimated disposal capacity of 25 years. Meridian Waste Virginia, LLC purchased The CFS Group and RWG5, LLC in February 2017 and now owns and operates the Lunenburg Landfill.

CFS Disposal also assisted the County in permitting and constructing the convenience stations, which continue to be serviced by Meridian Waste. This effort has reduced the unmanned locations from twenty-eight (28) to nine (9) modern manned facilities that include recycling bins and receptacles for all types of recyclables.

#### **Clean Energy – How We Turn Garbage Into Something Clean**

- Meridian Waste makes significant investment in the communities we serve through the safe and environmentally sound operations and maintenance of our landfills. We resolve to be good neighbors committed to the protection of the environment and sustainability for the long-term future.
- How does landfill gas to energy work?
  - Gases are created when organic waste breaks down or decomposes within a MSW landfill. Modern landfills have landfill gas collection systems to collect this landfill gas, which contains approximately 50% methane and is either destroyed by combusting it in a flare or is diverted to an on-site facility for the conversion of this gas to energy thus preventing it from escaping into the atmosphere as a greenhouse gas.
  - The treated landfill gas can be pumped off site to a manufacturer or commercial business near the landfill to supplement or replace their natural gas usage in the form of Renewable Natural Gas (RNG). It can also be used to generate electricity at the landfill that is then delivered to the electrical grid to power homes and businesses.
  - This is why the conversion of landfill gas to energy is an effective means of recycling and reusing this valuable resource.
- The U.S. Environmental Protection Agency (EPA) has endorsed landfill gas as an environmentally friendly energy resource that reduces our reliance on fossil fuels such as coal and oil.
- The Lunenburg Landfill Clean Energy project, in partnership with Vision RNG, is scheduled to be fully operations in Q1 2025.

#### **Community Affairs:**

- Earth Day Tire Drop Off Day (2022 & 2023)
- Recycle Right Community Drop Off Events at Central High School (2020 and 2021)
- Lunenburg Landfill Fall Food & Fun Fest inviting neighbors and community partners to tour the facility and enjoy a bounce house, inflatable obstacle course & axe throwing along with free food, a Touch-A-Truck event, and outdoor games 2021, 2022 and 2023.
- Actively sponsored over \$8,000 for the Lunenburg County Little League to attend the Little League World Series in 2021, 2022, and 2023.
- Provide Roll Off cans at no charge, to the cities of Victoria and Kenbridge events.
- Hand deliver 50+ Turkeys to Lunenburg County residents every November.
- Annually donate \$50,000 to community and civic needs.



## Shotwell Landfill

### Location

4724 Smithfield Road  
Wendell, NC 27591

Phone: 919-217-0045

Permit Number: 92-26 CDLF

Site Manager: Cooper Tharp

Owner Info: Shotwell Landfill, LLC, a wholly-owned su



Responsibly managing the construction & demolition disposal needs of citizens, businesses and governments in the Triangle area.

**Cover Frequency:** Weekly or when a half-acre of C&D waste is exposed

**Disposal Volume:** Allowed by permit 365,000 tons annually (currently averaging 700 TPD); Other materials may be accepted and recycled as per permit.

### Materials Accepted

- C&D Solid Waste
- Inert Debris
  - Concrete
  - Brick
  - Concrete Block
  - Uncontaminated Soil
  - Rock
  - Gravel
- Asphalt

### Materials Not Accepted

- Municipal Solid Waste
- Liquid Waste
- Industrial Wastes
- Yard Trash
- Barrels and drums shall not be accepted unless they are empty and perforated sufficiently to ensure that no liquid or hazardous waste is contained therein.

### Community Programs / Benefits

- Annual Shotwell Landfill Charity Pumpkin Patch in which the community is invited to the disposal facility for outdoor family activities such as a bounce house, face painting, pumpkin painting, corn hole, a photo booth and a Touch-A-Truck event to help raise funds for local charities through donations for pumpkins provided by Meridian Waste (2020, 2021, 2022, 2023).
- Summer Splash Bash event inviting neighbors and community partners to tour the facility and enjoy a water slide and bounce house along with free food and outdoor games (2021, 2022, 2023).
- Annual Gifting of the Turkeys in which Meridian Waste staff donate turkeys to neighbors of the Shotwell Landfill (2020, 2021, 2023).
- C&D Material Recovery Facility (MRF) is currently under construction to help divert economically viable recyclable materials from the waste stream for reuse and/or resale.



## Tri-Corners Landfill

### Location

5833 Foster Store Road  
Liberty, NC 27298

**Phone:** 336-565-4750

**Permit Number:** 01-05 CDLF

**General Manager:** Josh Gustaf

**Owner Info:** Tri-Corners Landfill, LLC, a wholly-owned subsidiary of Meridian Waste North Carolina, LLC

Responsibly managing the construction & demolition disposal needs of citizens, businesses and governments in 27 counties of Central North Carolina.

**Cover Frequency:** Weekly or when a half-acre of C&D waste is exposed

**Disposal Volume:** 219,000 tons annual (currently averaging 315 TPD), Other materials may be accepted and recycled as per permit

### Materials Accepted

- C&D Solid Waste
- Inert Debris
  - Concrete
  - Brick
  - Concrete Block
  - Uncontaminated Soil
  - Rock
  - Gravel
- Land-clearing debris
- Asphalt

### Materials Not Accepted

- Municipal Solid Waste
- Liquid Waste
- Industrial Wastes
- Yard Trash
- Barrels and drums shall not be accepted unless they are empty and perforated sufficiently to ensure that no liquid or hazardous waste is contained therein.

### Community Programs / Benefits

- Annual Gifting of the Turkeys in which Meridian Waste staff donate turkeys to neighbors of the Tri-Corners Landfill.
- Donations to E.M. Holt Elementary School Backpack Program
- Silver sponsorship of the 2023 Southern Alamance High School Athletics William David Vaughn Scholarship Golf Tournament
- Showcase sponsorship of the Central City Classic Williams High School Lady Dogs Basketball Holiday Tournament



## RIVERSIDE LANDFILL

### Location

3330 Delrose Drive  
Knoxville, TN 37914  
865-999-3343

### Hours of Operation

Monday - Friday 7:00 am - 4:00 pm

**Permit Number:** DML47-1030011

**Remain**



**Owner Info:** Knoxville Landfills, LLC (A wholly-owned subsidiary of Meridian Waste Tennessee, LLC)

**Purpose:** Responsibly managing the disposal needs of citizens, businesses, and governments in the Greater Knoxville marketplace including Knox, Loudon, Sevier, Anderson, and Blount counties.

**Cover Frequency:** Weekly for Construction & Demolition facilities

**Volume:** 1,594 Yards per day; 373,992 yards per year

### Materials Accepted:

- Appliances (without Freon)
- Asphalt
- Cardboard
- Dirt, Rock & Concrete
- Furniture
- Metal
- Paper
- Shingles, Roofing Materials
- Wiring
- Brush and Other Landscaping Waste
- Carpet & Flooring
- Drywall
- Insulation
- Plastic
- Wood

### Materials Not Accepted:

- Railroad Ties
- Asbestos
- Food Waste
- TVs, Computers, Electronics
- Chemicals
- Dead Animals
- Hazardous Waste
- Telephone Polls
- Whole Tires
- Liquids
- Paint
- Appliances (with Freon)
- Animal Feces
- Special Waste



## POPLAR VIEW LANDFILL

### Location

1730 McMillan Station Road  
Knoxville, TN 37924  
865-525-7720

### Hours of Operation

Monday – Friday 7:00am – 4:30 pm  
Saturday 7:00 am – 12:00 pm

Permit Number: DML47-0057

Remaining



**Owner Info:** Knoxville Landfills, LLC (a wholly-owned subsidiary of Meridian Waste Tennessee, LLC)

**Purpose:** Responsibly managing the disposal needs of citizens, businesses, and governments in the Greater Knoxville marketplace including Knox, Loudon, Sevier, Anderson, and Blount Counties.

**Cover Frequency:** Weekly for Construction & Demolition facilities

**Volume:** 502 average daily tons; 130,460 tons per year

### Materials Accepted:

- Appliances (without Freon)
- Asphalt
- Cardboard
- Dirt, Rock & Concrete
- Furniture
- Metal
- Paper
- Shingles, Roofing Materials
- Wiring
- Brush and Other Landscaping Waste
- Carpet & Flooring
- Drywall
- Insulation
- Plastic
- Wood

### Materials Not Accepted:

- Railroad Ties
- Asbestos
- Food Waste
- TVs, Computers, Electronics
- Chemicals
- Dead Animals
- Hazardous Waste
- Telephone Poles
- Whole Tires
- Liquids
- Paint
- Appliances (with Freon)
- Animal Feces
- Special Waste

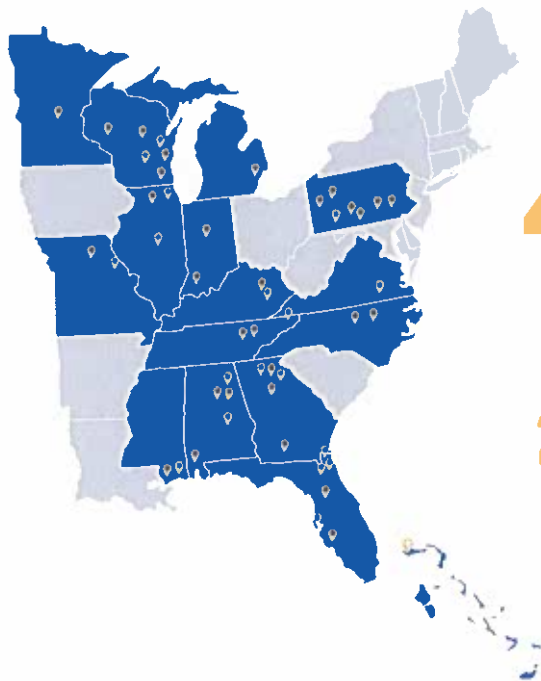


### **Table of Landfills Under Company Leadership Management:**

The Meridian Waste leadership team has significant landfill management experience from both past companies and currently under Meridian Waste. This experience embodies all aspects of landfill development and management from initial permitting and construction to operations to financial accounting to community involvement. Safe and compliant landfills are a vital infrastructure need within the communities Meridian Waste operates and the investment Meridian Waste makes in permitting and operating these landfills while positively safeguarding the environment and supporting our local communities is significant.

Prior to Leadership's time with the Company, Meridian Waste's CEO, **Mr. Walter Hall**, was one of three founding members of Advanced Disposal and served for 14 years as its COO. **Mary O'Brien** was Advanced Disposal's *Chief Marketing Officer* for 16 years, **Dave Lavender** was Advanced Disposal's *Area President – East Region* for 5 years and *Regional Manager – Southeast* for the 4 years prior, **Charlie Gray** was at Advanced Disposal for 19 years and **Murray Long** was at Advanced Disposal for 13 years.

Under their leadership and vision, the following Meridian Waste and Advanced Disposal solid waste landfills were permitted, purchased, constructed and/or operated.



**49 FACILITIES**

**15 STATES**

**2 COUNTRIES**





**Wally Hall - CEO**  
[Advanced Disposal - COO]

**Mary O'Brien - CMO**  
[Advanced Disposal - CMO]

**Dave Lavender - COO**  
[Advanced Disposal - Area President - East Region]  
[Advanced Disposal - Regional Manager - Southeast]

**Charlie Gray - VP, Operations**  
[Advanced Disposal - Area President - Southeast]

**Murray Long - Director, Corporate Landfills**  
[Advanced Disposal - General Manager]

W.H.	M.O.	D.L.	C.G.	M.L.	Landfill Name	Location
					Noble Hill Landfill	Attalla, AL
					Turkey Trot Landfill	Citronelle, AL
					Cedar Hill Landfill	Lincoln, AL
					Star Ridge Landfill	Moody, AL
					Stone's Throw Landfill	Tallassee, AL
					Pine Ridge Landfill	Freeport, BS (Bahamas)
					Jones Road Landfill	Jacksonville, FL
					Old Kings Road Landfill	Jacksonville, FL
					Nassau County Landfill	Nassau County, FL
					Sarasota County Landfill	Nokomis, FL
					Cypress Acres Landfill	Ocala, FL
					Bridgeway Acres Landfill	Saint Peters, FL
					Eagle Point Landfill	Ball Ground, GA
					Wolf Creek Landfill	Dry Branch, GA
					Rogers Lake Landfill	Lithonia, GA
					Caruthers Mill Landfill	Monroe, GA
					Evergreen Landfill	Valdosta, GA
					Orchard Hills Landfill	Davis Junction, IL
					Valley View Landfill	Decatur, IL
					Zion Landfill	Zion, IL
					Hoosier Landfill	Claypool, IN



W.H.	M.O.	D.L.	C.G.	M.L.	Landfill Name	Location
					Blackfoot Landfill	Winslow, IN
					Blue Ridge Landfill	Irvine, KY
					Morehead Landfill	Morehead, KY
					Arbor Hills Landfill	Northville, MI
					Rolling Hills Landfill	Buffalo, MN
					Coastal Recyclers Landfill	Biloxi, MS
					<u>Firetower</u> Landfill	Pass Christian, MS
					<b>Eagle Ridge MWS Landfill</b>	<b>Bowling Green, MO</b>
					Maple Hill Landfill	Macon, MO
					<b>Tri-Corners Landfill</b>	<b>Liberty, NC</b>
					<b>Shotwell Landfill</b>	<b>Wendell, NC</b>
					Western Berks Landfill	Birdsboro, PA
					Lancaster Landfill	Elizabethtown, PA
					Sandy Run Landfill	Hopewell, PA
					Greentree Landfill	Kersey, PA
					Chestnut Valley Landfill	<u>McClellandtown, PA</u>
					Cumberland County Landfill	Newburg, PA
					<u>Mostoller</u> Landfill	Somerset, PA
					Eco Safe Landfill	Blountville, TN
					<b>Poplar View Landfill</b>	<b>Knoxville, TN</b>
					<b>Riverside C&amp;D Landfill</b>	<b>Knoxville, TN</b>
					<b>Lunenburg Landfill</b>	<b>Lunenburg, VA</b>
					Mallard Ridge Landfill	Delavan, WI
					Seven Mile Creek Landfill	<u>Eau Claire, WI</u>
					Hickory Meadows Landfill	Hilbert, WI
					Glacier Ridge Landfill	Horicon, WI
					Emerald Park Landfill	Muskego, WI
					Cranberry Creek Landfill	Wisconsin Rapids, WI



## TRANSFER STATION / CONVENIENCE CENTER REFERENCES:

### City of Gadsden Transfer Station

Gadsden, AL

Operated on behalf of the City of Gadsden (Meridian Waste Provides Transportation & Disposal)

Ty Jackson, Environmental Services Superintendent, City of Gadsden

256-549-4706 office, 256-312-2168 mobile, [TJackson@CityofGadsden.com](mailto:TJackson@CityofGadsden.com)

TPD: ~120

### Calhoun County Transfer Station

Calhoun County, Alabama

Operated on behalf of Calhoun County, AL (Meridian Waste Provides Transportation & Disposal)

Rodney Cox, Solid Waste Director

256-499-4404 mobile, [RCox@CalhounCounty.org](mailto:RCox@CalhounCounty.org)

TPD: ~200

### Bibb County Transfer Station

Bibb County, Alabama

Operated on behalf of Bibb County, AL (Meridian Waste Provides Transportation & Disposal)

Paige Burgess, Transfer Station Operations Manager

205-242-5697 mobile, [GWRRLC@gmail.com](mailto:GWRRLC@gmail.com)

TDP: ~50

### Pickens County Transfer Station

Pickens County, Alabama

Operated on behalf of Pickens County, AL (Meridian Waste Provides Transportation & Disposal)

Paige Burgess, Transfer Station Operations Manager

205-242-5697 mobile, [GWRRLC@gmail.com](mailto:GWRRLC@gmail.com)

TPD: ~30

### Meridian Waste - Tri-City Transfer Station/MRF

Petersburg, VA

Sam Parham

Mayor, City of Petersburg

804-586-5528 mobile, [sparham@petersburg-va.org](mailto:sparham@petersburg-va.org)

TPD: ~964

### Meridian Waste - Blue Ridge Transfer Station/MRF

Christiansburg, VA

Allen Patton

Solid Waste Inspector, Department of Environmental Quality, Blue Ridge Regional Office

Phone: (540)-597-2642

Email: [mark.patton@deq.virginia.gov](mailto:mark.patton@deq.virginia.gov)

TPD: ~ 49

### Meridian Waste - Morrisville Transfer Station

Morrisville, NC

Jeffrey Brown, Public Works Director, Town of Morrisville

919-463-7071 office, 910-987-7161 mobile, [JBrown@TownofMorrisville.org](mailto:JBrown@TownofMorrisville.org)

TPD: ~397

### Meridian Waste - Capitol Waste Transfer Station

Raleigh, NC

Timothy Davis, NC DEQ Environmental Senior Specialist - Solid waste Division

919-707-8290 office, 919-621-3685 mobile, [timothy.davis@DEQ.NC.gov](mailto:timothy.davis@DEQ.NC.gov)

TPD: ~133



**Meridian Waste - Triad Transfer Station**

Goldston, NC (Chatham County, NC)

Justin Taylor

Solid Waste Director, Chatham County

919-548-8291, [Justin.Taylor@ChathamCounty.gov](mailto:Justin.Taylor@ChathamCounty.gov)

TPD: ~116

**Meridian Waste - Huntsville Transfer Station**

Limestone County, AL

Limestone County Health Department

256-232-3200

TPD: ~260

**Meridian Waste - Winfield Transfer Station & MRF**

Winfield, MO

Tracy Kennison, City Clerk, City of Winfield

636-668-8100, [tkennison@winfieldmo.org](mailto:tkennison@winfieldmo.org)

TPD: ~94

**Meridian Waste - Foristell Transfer Station**

St. Charles County, MO

Ryan Tilley, Division Director of Environmental Health & Protection

St. Charles County Government-Public Health

636-949-7406, [rtilley@sccmo.org](mailto:rtilley@sccmo.org)

TDP: ~531

**Prince George County - Convenience Center**

Prince George, VA

Operate the County Convenience Sites on behalf of Prince George County

Roll off / Frontload Container Service

Contact: Jeff Stokes, County Administrator

804-722-8612, [jstokes@princegeorgecounty.gov](mailto:jstokes@princegeorgecounty.gov)

Contact: Dean Simmons, Director of Building & Grounds; 804-722-0775; [dsimmons@princegeorgeva.org](mailto:dsimmons@princegeorgeva.org)

TPM: ~174

1 County convenience center site and 25 County facilities

**County of Dinwiddie**

Exclusive Contract

Garbage Collected for all county convenience center sites and facilities

Roll off / Frontload Container Service

Contact: Gene Jones, Operation Manager; 804-205-2120; [gjones@dinwiddieva.org](mailto:gjones@dinwiddieva.org)

Units: 5 County convenience sites and 25 County facilities



## LANDFILL REFERENCES:

Eagle Ridge MWS Landfill – Bowling Green, MO

Reference: Pike County Presiding Commissioner Bill Allen, 573-470-656, [Bill.Allen@PikeCounty-MO.gov](mailto:Bill.Allen@PikeCounty-MO.gov)

Lunenburg Landfill – Lunenburg, VA

Reference: Tracy Gee, County Administrator – 434-696-2142, [TGee@LunenburgVA.gov](mailto:TGee@LunenburgVA.gov)

Riverside C&D Landfill – Knoxville, TN

Reference: Drew Thurman, Solid Waste Director, Knox County – 865-215-5821, [Drew.Thurman@KnoxCounty.org](mailto:Drew.Thurman@KnoxCounty.org)

Poplar View Landfill – Knoxville, TN

Reference: Drew Thurman, Solid Waste Director, Knox County – 865-215-5821, [Drew.Thurman@KnoxCounty.org](mailto:Drew.Thurman@KnoxCounty.org)

Shotwell Landfill – Wendell, NC

Reference: John Roberson, Solid Waste Management Director, Wake County – 919-856-6365, [John.Roberson@WakeGov.com](mailto:John.Roberson@WakeGov.com)

Tri-Corners Landfill – Liberty, NC

Reference: Heidi York, County Manager, Alamance County – 336-570-4044, [Heidi.York@AlamanceNC.com](mailto:Heidi.York@AlamanceNC.com)



## **SUPPLEMENTAL INFORMATION**

- Resumes
- Employee Manual
- Safety Manual
- Maintenance Manual
- Permit By Rule #160

5925 Carnegie Blvd. Suite 370, Charlotte, NC 28209



MeridianWaste.com

## Walter H. Hall

*Chief Executive Officer*

(904)607-5295 | WHall@MeridianWaste.com

### Experience

CEO

April 2018 – Present | Meridian Waste | Charlotte, NC

COO

February 2016 - April 2018 | Meridian Waste | Atlanta, GA

- Responsible for all operating aspects of the company including collection, transfer, landfill and recycling services, budgeting, capital expenditures, safety, training, acquisitions and strategic planning.

COO

November 2000 – January 2014 | Advanced Disposal | Ponte Vedra, FL

- One of three founders of Advanced Disposal Services, Inc., making it the fifth largest solid waste company in the U.S. under his leadership.
- Starting with three trucks, grew Advanced Disposal's operations to over \$1.3 Billion in annual revenue, 5300 employees, 91 collection/hauling facilities, 45 MSW and C&D Landfills, 71 Transfer Stations and 21 recycling facilities.
- Responsible for all operating aspects of the company including collection, transfer, landfill and recycling services, capital expenditures, safety, training, acquisitions and strategic planning.

### Area President

January 1997 – November 2000 | Republic Services, Inc. | Jacksonville, FL

- Operate a scale system for incoming and outgoing loads.
- Responsible for the solid waste operations in the Southland/Republic Services Area including Northeast Florida and Southeast Georgia.
- Increased profitability and efficiencies throughout the Area by implementing accountability, streamlined reporting, safety measures and staffing realignment and improvements.
- Acquired over five independent companies and transitioned them into Republic operating systems for significant growth and EBITDA improvements.

Area President, Regional Operations Manager, General Manager, Manager Trainee, Operations Manager, Supervisor

1989 - 1996 | BFI Waste Systems of North America, Inc. | Jacksonville, FL & Atlanta, GA

5925 Carnegie Blvd., Suite 370., Charlotte, NC 28209

## Dave Lavender

*Chief Operating Officer*

(904)838-9529 | DLavender@MeridianWaste.com



MeridianWaste.com

## Experience

### COO

June 2018 – Present | Meridian Waste | Charlotte, NC

- Responsible for all operating aspects of the company including collection, transfer, landfill and recycling services, budgeting, capital expenditures, safety, training, acquisitions and strategic planning.

### Regional Vice President

July 2012 – January 2017 | Advanced Disposal | Charlotte, NC

- Experienced C level Manager for 27 Hauling Companies, 14 Landfills, 18 Transfer Station and three Recycling Facilities and over 1400 employees.
- States managed MI, IA, KY, PA, TN, SC, NC, NY, NJ, MA, VT, MY and GA with full management overview.
- Region accounted for \$520M in annual Revenues.
- Strengthened EBITDA 9% after merger by improved pricing, operational improvements and G&A efficiencies.
- Complete P&L oversight along with budgeting and forecasting.
- Successfully negotiated City of Detroit privatization for their solid waste in 2014 with revenues of \$78M annually.
- Launched \$35M in Acquisitions and spearheaded all divestitures.
- Directed full implementation of 3 different companies into one accounting and operating system during ADS/Veolia/IWS merger.
- Executed complete East Region start-up in Charlotte, NC. Hired and facilitated all Regional staff to support entire Region.
- Created Safety and Compliance standards that every employee had to be trained in and ensured that they operated within the company guidelines daily.
- Implemented Customer Service Center for the Region to streamline all customer needs.
- Ensured all financial objectives where in place for a successful IPO, Oct 16'

### Regional Manager

November 2008 – June 2012 | Advanced Disposal | Jacksonville, FL

- Directed 14 hauling companies, four Landfills, five Transfer Stations and one Recycling Plant with Senior Management oversight.
- Territory included FL, GA, AL, MS and TN.
- Controlled \$122M of annual Revenue.
- Grew revenues over 8% each year by bringing on profitable new business and contract renewals.
- Obtained \$25M in acquisitions.
- Management of multimillion dollar Municipal contracts.
- Implemented Retention Department.

### District Manager

October 2004 – October 2008 | Advanced Disposal | Jacksonville, FL



5925 Carnegie Blvd., Suite 370., Charlotte, NC 28209



MeridianWaste.com

## Mary O'Brien

*Chief Marketing Officer*

(904) 616-5322 | [MObrien@MeridianWaste.com](mailto:MObrien@MeridianWaste.com)

## Experience

### Chief Marketing Officer

January 2017 – Present | Meridian Waste | Charlotte, NC

- Oversees the marketing and certain information technology programs and projects of this \$75M annual revenue environmental services company.
- Responsibilities include existing and new market area expansion via municipal contracts and acquisition integration; Company communications, website, digital and social media strategies; public relations and government and legislative affairs.
- Additional duties include the conversion to cloud-based technologies company-wide for multiple communication, web, development and information storage systems, upgraded online web and app services as well as implementing and auditing efficiency and automation standards and systems utilizing information technology.

### Chief Marketing Officer

January 2017 – March 2018 | Mobile Science Technologies, Inc. | Atlanta, GA

- Specialized in the development and implementation of marketing plans, business development, and revenue growth.
- Duties included financial reporting, strategic planning, marketing execution, IT development oversight and customer sales and retention.

### Owner / Chief Executive Officer

June 2016 – Present | Keen LLC. | Jacksonville, FL

- Serves as the sole manager of Keen, LLC, a female-owned, small business and investment firm, specializing in the identification, marketing and advocacy of start-up and emerging enterprises and ideas.
- Responsible for all aspects of the firm including executive duties, financials, marketing, operations and strategic direction, and investments.

### Chief Marketing Officer

June 2001 – June 2016 | Advanced Disposal | Jacksonville, FL

- Oversaw all marketing efforts of Advanced Disposal Services, Inc. and its subsidiaries with locations across seventeen states plus the Bahamas with annual revenues of \$1.4B.
- Responsibilities included municipal market growth and retention, brand management, advertising and social media strategies, corporate communications, government and legislative affairs, website management, and public relations.
- Duties incorporated implementation and oversight of municipal CRM system, automation of key marketing tasks, new market development and entry strategy, proposal writing, contract negotiations, database management, sales and organizational presentations, team building and industry networking.

## Marketing Coordinator

October 1994 – August 1995 | World T.E.A.M Sports | Atlanta, GA

- Coordinated sponsor relations and fulfillment including proposals, sponsor promotions, special events, hospitality, merchandising and television advertising.

## Foundation Program Assistant

July 1992 – July 1994 | The Wilderness Society | Washington, D.C.

## Education & Certifications

James Madison University | Bachelor of Business Administration, Marketing with a Minor in English | Jacksonville, NC

## Professional Interests and Community Involvement

St. Johns County Chamber Chairman – Oct 2017 – Present

- Vice Chairman – Oct 2016 – Sept 2017
- Board Member August 2015 – Present

National Solid Waste Management Association

- Board of Governors – Florida 2012 - 2016

Woman of Influence Award Winner

- Jacksonville Business Journal August 2015

Jacksonville Chamber of Commerce

- Trustee 2014- 2016

Charter Revision Commission – City of Jacksonville

- Vice Chairman, 2009 – 2010

Leadership Jacksonville

- Class of 2007

First Coast Manufacturers Association

- Past Board of Directors
- Manufacturer of the Year Award 2002

First Coast Classical Dressage Society

- Past Board Member

North Florida Dressage Association

- Past Board Member & President

5925 Carnegie Blvd., Charlotte, NC 28209

## Charlie Gray

*Vice President - Operations*

(770) 634-4911 | CGray@MeridianWaste.com



## Experience

Vice President - Operations

**January 2023 – Present | Meridian Waste | Charlotte, NC**

- Design and implement business strategies, plans and procedures.
- Set comprehensive goals for performance and growth.
- Oversee daily operations of the company and the work of Area Presidents.
- Lead employees to encourage maximum performance and dedication.
- Evaluate performance by analyzing and interpreting data and metrics.
- Write and submit reports to the COO in all matters of importance.
- Participate in expansion activities (investments, acquisitions, corporate alliances etc.)
- Manage relationships with partners/vendors/employees.

Chief Operating Officer

**January 2021 – December 2022 | Attaway Hauling, LLC. | Gordon, GA**

- Developed growth and profitability strategies.
- Developed “best practices” for all locations.
- Secured out of cycle price increases for underperforming work.
- Assisted in developing Employee Handbook.
- Set up bonus plans for employees.
- Improved on all the Safety Metrics Ground, GA

Region Vice President

**2012 – December 2021 | Advanced Disposal Services | Roswell, GA**

- Managed Veolia merger in 2012.
- Responsible for Florida, Georgia, Alabama, and the Bahamas – 2,200 employees and \$600 million in revenue.

Area President

**2005 - 2012 | Advanced Disposal | Ball Ground, GA**

- Responsible for overall operations in Georgia and South Carolina.

## Education & Certifications

Nicholls State University | Master of Science in School Administration

University of Arkansas - Monticello | Bachelor of Science in Health and Physical Education

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## Ryan Perry

*Chief Accounting Officer*

(704) 293-8436 | RPerry@MeridianWaste.com



## Experience

### Chief Accounting Officer

June 2019 – Present | Meridian Waste | Charlotte, NC

- Responsible for all accounting and finance of the company including the monthly quarterly and annual reporting packages to internal and external stakeholders
- Lead consolidation of banking, payroll, and accounting systems to improve the efficiency of the Company 4sa
- Monitor Company's debt structure and verify compliance with covenants
- Work with capital markets to optimize expansion opportunities
- Create policies and procedures for the finance department
- Oversee acquisition accounting
- Create pro forma model to assist in acquisition due diligence and bidding process

### Director of Finance, Decommissioning & Decontamination

2017 – 2019 | Energy Solutions | Charlotte, NC

- Responsible for all budgeting efforts for the D&D business segment - \$120M in annual revenues.
- Led efforts to revamp the D&D budgeting process to ensure a more flexible and detailed process to allow for more detailed review and analysis.
- Responsible for the preparation and review of the monthly financial reporting and analysis efforts for the D&D business segment as provided to D&D and Executive leadership.
- Singular point of contact from the D&D Finance for the successful sale of a minority stake in EnergySolutions that closed in November 2018.
- Responsible for all revenue recognition models and results for D&D projects which ranges from 35 – 50 projects at any given time.
- Led efforts for the annual 10 CFR 50.75 and 10 CFR 50.82 reporting to the NRC as owners of the Nuclear Decommissioning Trust Fund for Zion and La Crosse Boiling Water Reactor.
- Responsible for the quarterly reporting package to be delivered to the owners of the Zion and Lacrosse projects, Exelon Corporation and Dairyland Power Cooperative. Led the subsequent review of the packages with the owners leadership teams. The EPC project values for these projects are \$1.03B and \$83M, respectively.
- Required to maintain monthly project cash flow forecast and for the Zion Nuclear Power Station Project ("Zion project").
- Primary finance contact for all Business Development efforts for the D&D business segment. Support to these efforts included running modeling for the Decommissioning Trust sinking fund and related annual spent nuclear fuel. Projects ranged between total revenues of \$8M to \$1.4B and up to 50 years in length for full site decommissioning and spent fuel disposition to the Department of Energy.
- Responsible for all cash collections and payments for the D&D business segment.
- Main contact for annual audit for all requests.

Project Controller, Senior Manager – Nuclear Integrated Services

- Led the conversion of guidance for all department Policy & Procedures from US GAAP to the FASB Accounting Standards Codification.
- Led Corporate Initiative for the transformation of all Vendor Funded Goods and Services.
- Teamed with 3<sup>rd</sup> party recovery auditors in the resolution of claims accuracy and collection.
- Led team improvements for the collection of excess defectives and the decrease in related write-offs.
- Teamed with internal Marketing department to assess to ability to directly offset vendor funded advertising campaigns.
- Selected by Department VP to facilitate Retail Metrics course for internal employees in Merchandising, Product Accounting and related finance departments.
- FAR Rotation Manager for Product Accounting.

## Audit Manager

2002 – 2009 | Deloitte & Touche | Charlotte, NC

- Managed and supervised multiple engagements for both public and private companies.
- Industries served included manufacturing, healthcare providers, defense contractors, consumer products, retail, real estate, construction, not-for-profits, professional sports teams, media & entertainment and others.
- Audit and review for public companies served Forms 10-K and 10-Q for compliance with US GAAP and SEC Reporting Standards.
- Responsible for assessing public companies' overall internal control structure under the Sarbanes-Oxley Act of 2002.
- Led the Deloitte team on 10 series of bond issuances and bond refunding for multiple clients that included fixed-rate, variable-rate and auction rate.
- Participated on and created a portion of the successful proposal for Virginia's 2<sup>nd</sup> largest healthcare provider – Carilion Health.
- Prepared financial statements, annual reports, and management recommendation points for publicly and privately held companies.
- Communicated and interacted effectively with client personnel at all levels, with a primary focus on cultivating relationships with and providing value-added insight to management.
- Direct consultations with firm experts on complex accounting and reporting matters including self-insurance, incomes taxes, goodwill, impairment, employee benefits, guarantor obligations, fair value and financial instruments.
- Researched technical issues, initiate additional consultations for as needed, conclude and thoroughly document audit considerations related to complex accounting and auditing issues.
- Prepared engagement budgets and fee estimates including the management and billing for all clients.
- Supervised, taught and performed detailed review of the audit work performed by multiple seniors and associates to ensure audit quality and efficiency.
- Facilitated local office trainings on technical auditing/accounting issues as well as firm culture.

## Education & Certifications

James Madison University | Bachelor of Science – Accounting and Marketing Information Systems | Harrisonburg, VA

### Certifications

- Certified Public Accountant in the State of North Carolina - #33903 - Inactive
- Member of the American Institute of Certified Public Accountants - #05123535
- Member of the North Carolina Association of Certified Public Accountants

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## Zach Messinger

*Director – Risk and Safety*

(678) 997-3138 | [ZMessinger@MeridianWaste.com](mailto:ZMessinger@MeridianWaste.com)

### Experience

Director – Risk and Safety

January 2022 – Present | Meridian Waste | Charlotte, NC

- Oversee the company's overall safety program and culture at all Meridian Waste facilities in the 6-state footprint
- Provide direct support and assistance to local management regarding safety initiatives, plans, and goals
- Responsible for conducting quarterly health and safety audits at each site to ensure the company's safety program, policies, and procedures are effectively implemented and compliance with regulatory standards
- Constant review of the company's insurance needs and requirements and the sole relation to all insurance companies
- Monitor the Company's fleet needs regarding licensing and registration as well as DOT and FMCSA guidelines

Corporate Analyst

November 2021 – January 2022 | Meridian Waste | Charlotte, NC

- Provide valuation and insights on potential acquisitions and bid opportunities pursued by Meridian Waste.
- Developed a tier pricing matrix for local management to ensure company driven margins were being met
- Responsible for developing and monitoring the companies fee structures and implementing price increase across all 6 states

Manager Trainee

February 2021 – November 2021 | Meridian Waste | Charlotte, NC

- Traveled across the company's operational sites to gain valuable industry knowledge and experience to further develop into a future manager and leader of the company
- Spent 5 months in Petersburg, VA training directly under the site's operation and safety manager and served as the site's residential manager overseeing 14-16 routes a day, 5 municipal contracts, 2 subscription routes, and over 30,000 customers weekly
- Spent 3 months in Greenville, SC revamping the companies 3 subscription routes, supervised the closure of the City of Simpsonville contract in a professional manner which included the removal of over 8,000 residential containers, and ensured the smooth transition of the City of Greer re-route that affected over 13,000 customers
- The remainder month of time training consisted of 3 weeks at our Jacksonville, FL location in preparation for the smooth start up and take over of a third of the City of Jacksonville residents that consisted over 70,000 customers, as well as a week in St Louis, MO assisting with their residential subscription needs

Accounts Receivable Coordinator



## Cynthia Greenbaum

*Director, Human Resources*

(770) 691-6350 | CGreenbaum@MeridianWaste.com

### Experience

#### Director of Human Resources

October 2022 – Present | Meridian Waste | Charlotte, NC

- Responsible for company-wide safety programs as well as managing risk and human resources functions.
- Responsible for new hires and terminations, weekly and bi-weekly payroll, employee benefits and 401K, commercial insurance policies, safety meetings and training.
- Partners with Senior and Executive Leadership Team members to adopt and integrate key HR strategies and initiatives. Consults on diversity, workforce and business issues that have an impact on the organization.
- Responsible for all recruiting efforts
- Improves overall employee satisfaction and engagement by identifying and responding to concerns and opportunities for improvement; handles complex employee relations issues, provides consistent and fair communication and interpretation of HR policies and procedures.

#### Director of Human Resources

December 2020 – September 2022 | Molded Plastics | Myrtle Beach, SC

- Oversee 3 facilities, all HR functions including Leave administration, Time and attendance, weekly payroll processing, Employee relations, change management and training.
- Administers and manages employee benefit plans: Medical, Dental, Vision, STD, LTD, FSA, COBRA etc. Coordinates with carriers to ensure proper procedures and regulations are followed.
- Manage all worker's compensation injuries and maintain OSHA 300 Log with goals to reduce/eliminate by education
- Full recruiting activities for hourly and salary positions
- Lead Safety Committees for all facilities
- Monthly Safety Audits/GEMBA walks

#### Human Resources Manager

January 2019 – December 2020 | Sherwin-Williams Corporation | Rockford, IL

- Direct all HR services, employee relations, employee benefit plans, recruitment and training and development. Manage employee's Workers Compensation program, coordinate cases with Corporate W/C and carrier. Coordinating care with MD and supervisor to expedite return to work
- Monitor EEO and annual AAP programs
- Manage plant salary review program, initiate compensation surveys to local businesses, maintain progression rates and general increases and maintain and update job descriptions when needed
- Utilization of CI tools: HR balanced scorecard, OnBase, ERIS, Six Sigma, Transactional Lean and other metrics to drive HR improvement.

## Human Resources Director

March 2001 – April 2006 | Plexus Corporation | Batavia, IL

- Supervise performance of HR department staff, (4)
- Provide advice and coaching to all employees to resolve workplace related issues
- Recruit all levels of employees for the site – technical, engineering, management, production through college job fairs
- Heavily focused on employee relations and conflict resolution – Employee focus groups, discussions, progressive discipline, internal investigations, writing responses to corporate and any external agencies.
- Union avoidance training – created and presented to the management team
- Develop the compensation structure for the hourly workforce. Creating a more equitable environment producing step plans to encourage knowledge and growth.
- Develop succession planning sessions, performance management, leadership development, and coaching. Develop and oversee all personal improvement plans.
- Diversity initiatives (celebrate diversity, cultural events)

## Education & Certifications

Cornell University | Graduate Certificate- Strategic Human Resources | Ithaca, NY

Jones International | MBA Conflict Management | Centennial, CO

Columbia University | Bachelor of Science - Human Resources Management | New York, NY

## Technical

ADP, Workday, Paychex, SAP, Peoplesoft, Success Factors, Taleo, Kenexa, Paycom, Paycor, IQMS



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## Murray Long

Corporate Director - Landfills

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MeridianWaste.com

## Experience

### Corporate Director - Landfills

November 2022– Present | Meridian Waste | Charlotte, NC

- Oversee 6 Meridian Waste Landfills.
- Administer the landfill budget, approve purchases and payments related to operations.
- Provide leadership to achieve safety goals, such as providing all safety supplies required.
- Partner with the maintenance team to ensure all equipment remains in working order and in compliance with safety standards.
- Ensure all reasonable actions are taken to prevent accidents and injuries.
- Implement and maintain an effective loss control program.
- Engage employees in active participation to instill a culture of safety.
- Resolve service requests, equipment breakdowns and schedule changes.
- Drive customer satisfaction and loyalty to Meridian Waste.
- Establish productivity goals when necessary, such as increasing densities in our landfills..
- Ensure adherence to operating standards.
- Execute operational plans to help achieve or exceed the corporate budgeted goals.
- Support maintenance and the operational role in fleet quality.
- Create a collaborative, communicative team environment.
- Provide coaching to employees for advancement with the company. Identify leaders and team builders, and support and encourage those who stand out.

### General Manager Landfill & Transfer Station

November 2021– November 2022 | Meridian Waste | Raleigh & Goldston, NC

- Oversaw one C&D landfill and three C&D Transfer Stations.
- Understood and provided leadership to achieve and communicate about safety goals and objectives.
- Ensured a safe and productive work environment for all employees; implemented and maintained effective loss control and safety program.
- Engaged assigned employees in active participation to instill a culture of safety by demonstrating a personal commitment to safe operations and active personal outreach to operational employees.
- Established productivity goals where needed; ensure adherence to operating standards and manage labor hours and disposal expenses per established and agreed plans.
- Executed operational plans to help achieve or exceed the division's budgeted goals.
- Understood, supported, and executed service delivery while actively supporting maintenance and the operational role in fleet quality and maintenance.
- Built and developed talent on the team, understood employees' career goals and provided coaching to get employees ready for advancement with the Company.

## **Education & Certifications**

Abraham Baldwin Agricultural College

## **Professional Skills & Specialties**

- Tennessee Certified Landfill Operator
- Missouri Certified Landfill Operator
- Georgia Certified Landfill Operator
- Knowledge and Experience using Microsoft Office
- Heavy Equipment Operator
- Management / Supervision
- Collections and Post-Collections
- Transfer Station Operations
- SWANA MOLO Certification

333-B Industrial Drive, Petersburg, VA 23803

**Brian J. Hopkins**

*General Manager*

(920) 217-6255 | BHopkins@MeridianWaste.com



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## Experience

### General Manager

February 2023 - Present | Meridian Waste | Petersburg, VA

- Responsible for all aspects of sales growth, maintenance, and retention.
- Supervise collections activities for commercial, residential, and roll-off customers.
- Oversee drivers and helpers and collaborate with the Area President to implement tactical initiatives to drive functional excellence and budget achievement.
- Lead drivers to exceed productivity goals and expectations for all routes.
- Ensure adherence to all accident prevention programs and lead operations to ensure compliance with all safety, environmental, operating, regulatory, accounting, ethics, and standards.
- Manage the execution and delivery of Safety, Customer Experience, and Efficiency while supporting a culture of employee engagement.
- Partner with the maintenance department to ensure all equipment remains in working order and in compliance with safety standards.

### Corporate Director of Operations

July 2021 – February 2023 | Transpro Trucking | Houston, TX

- Started up operation in Houston summer of 2021 with plans to expand to Dallas, San Antonio, and New Orleans.
- Responsible for new hire acquisition and training.
- Managed and coordinated daily maintenance for 35 vehicles and trailers, including preventive maintenance, annual inspections, necessary repairs, and road calls.
- Implemented Safety Program with improvement to Drive Cam coaching effectiveness from single digits to above 75%.
- Maintained safety performance on incidents/accidents during Houston start up.

### General Manager

December 2018 - June 2021 | Waste Management/Advanced Disposal | Morristown, IN

- Managed annual budget of \$58,000,000.
- Expanded EBITDA margin across all divisional lines by 1% in 2019.
- Oversaw daily operations of hauling company, landfill, recycling, asphalt/aggregate operations with 60 combined daily hauling routes.
- Improved site injury rate by 78% and reduced accident frequency by 65%.
- Responsible for 140 employees: including site managers, environmental managers, operations managers, maintenance managers, and office personnel.
- Managed hauling operations: including 9 FEL trucks, 22 roll-off trucks, 23 residential trucks, 2 Port-o-let routes, 3 containers delivery routes, 1 shred route, route managers, and dispatch personnel.
- Managed landfill operations; annual tonnages of 520K.
- Managed sales team for special waste, commercial waste, and industrial waste.
- Worked on acquisition implementation of Waste Management SOP into landfill and hauling operations.

## Site Manager

December 1999 – December 2005 | Republic Waste Services | Angleton, TX

- Oversaw daily operations of the 4<sup>th</sup> largest Republic Waste landfill in the country, bringing in 5300 tons per day (increased from 2200 tons in 1999)
- Managed a budget of \$18,000,000 per year (increased from \$7,200,000 in 1999)
- Managed 17 employees, including operators, maintenance, and office personnel.
- Exceeded operating income for last three years with the company.
- Developed and implemented first OSHA regulated safety program for operators, sales team, office personnel and management.
- Managed all landfill safety and maintenance programs.
- Managed the pre-construction process by creating scope of work to be completed, reviewing, and evaluating bid proposals and notifying contractors of bid award.
- Managed and coordinated contractor construction project schedules, costs, and compliance from inception to completion of project.
- Reviewed and approved all construction project change order requests.
- Ensured construction project compliance with state regulations and company policies.
- Reduced 'Notice of Violations' (NOV's) from 30 in 1999 to 'zero' in 2001, 2002, 2003 and 2004.
- Passed all corporate and state audits for financial, maintenance, safety, and environmental compliance.

## Route Manager – Front End Load

October 1998 – December 1999 | Republic Waste Services | Houston, TX

- Managed the consolidation of all front-end load routes during six Republic Waste acquisitions, including the acquisition of Waste Management and Transamerica Waste.
- Managed 35 employees daily.
- System revenue of \$ 20,000,000 per year.

## Route Manager – Roll-Off

May 1998 – October 1998 | Waste Management | Houston, TX

- Managed the daily operations for 14 roll-off trucks.
- System revenue of \$ 8,000,000 per year.

## Route Manager – Front End Load

May 1996 – May 1998 | Waste Management, Inc. | Houston, TX

- Managed a budget of \$12,000,000 per year.
- Internalized 300 loads per month on front end load routes, with a minimum increase on route hours and no route days added.
- Managed 28 employees daily.

## Route Auditor – Front End Load

December 1994 – May 1996 | Waste Management, Inc. | Houston, TX

- Audited 23 front end load routes for profitability and productivity.
- Reduced five total route days and one truck per week from the front-end load operation.
- Raised customer revenue by \$20,000 per month at the conclusion of the audit.

333-B Industrial Drive, Petersburg, VA 23803

## Tamara Keplinger

Area Controller

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## Experience

### Area Controller

June 2023 - Present | Meridian Waste | Petersburg, VA

- Provide financial support and guidance area general managers and area president.
- Participate in the creation of the annual budgeting process.
- Provide various analysis to general manager for monthly forecasting tool.
- Train new local employees as needed, including companies acquired by Meridian Waste.
- Ensure complete and accurate financial statements for Virginia locations.

### Controller

October 2020 – June 2023 | Air Conditioning Equipment Sales, LLC | Richmond, VA

- Oversaw all financial functions.
- Managed, mentored, and developed the accounting team.
- Provided detailed financial analysis monthly.
- Managed cash flow, determining daily and long-term cash needs.
- Created new processes and procedures to ensure financial accuracy in accordance with General Accepted Accounting Principles (GAAP).
- Developed reporting tools and scheduled monthly financial meetings with managers, guiding them as they learn to read and interpret their financial data.

### Project Controller/Assistant Controller

December – October 2020 | Primoris T & D | Richmond, VA

- Prepared month-end processing to include journal entries, account reconciliations, analysis of accounts, all in accordance with corporate SOX standards.
- Supervised all accounts payable staff and processes for 3 locations, determined weekly vendor payments, and handles escalated vendor calls.
- Processed all fixed asset disposals and acquisitions.
- Assisted supervisors and general foremen in understanding their crew and job reports and profitability and determined problems and resolved issues.

### Accounting Supervisor

July 2014 – October 2015 | Super Radiator Coils | Richmond, VA

- Managed all accounting and HR functions and staff.
- Prepared all journal entries and balance sheet account reconciliations.
- Handled collections of difficult accounts, contacting customers to resolve issues.

# Joe Gustaf

Director – Landfill Operations

(574) 377-2101 | JGustaf@MeridianWaste.com



MeridianWaste.com

## Experience

### Director – Landfill Operations

November 2022 -Present | Meridian Waste | Lunenburg, VA

- Keep all Meridian Waste landfill operating in compliance.
- Make sure all Meridian Waste landfills have the tools they need to operate.
- Manage cost of operation.
- Eliminate waste inside of operations.
- Improve team building inside every operation.
- Help develop the next generation of landfill operators.
- Improve up times of equipment.
- Make sure all landfills are uniform in operations.
- Ensure all landfills are operated with 100% compliance per each state's regulations.

### General Manager: Virginia Landfills and Lunenburg Hauling

October 2018 – October 2022 | Meridian Waste | Lunenburg and Petersburg, VA

- Managed Post-Collection facilities located in Petersburg, VA, and Lunenburg, VA.
- Interfaced with local, regional, and district staff in formulating short and long-term goals consistent with the company's financial and operational objectives.
- Represented and upheld company ethics to include environmental operating, regulatory, safety, and accounting policies and standards through encouraging and exemplifying professionalism.
- Effectively communicated company objectives, goals, business plans, concerns, and philosophies to employees.
- Ensured positive morale of the employees.
- Provided guidance and direction to employees.
- Designed budgets that contributed acceptable margin improvements and significant annual growth.
- Ensured appropriate staffing levels and expertise, and oversaw hiring, training, and performance management of business unit employees.
- Interacted with staff on current operations. Assisted staff with their needs, resolved concerns and difficulties, and conducted daily site inspections.
- Monitored status vs. budget (P&L's CER cash flow, A/R-DSO, etc.) and developed realistically attainable action items for areas needing improvement.
- Responsible for the execution, follow up and sustainability of planned operating improvements.
- Improved and maintained communications and timeliness and ensured accuracy of reporting and collection of data.
- Oversaw and maintained an effective accident prevention program, ensured all reasonable actions are taken to prevent accidents or injuries, and ensured a safe and productive work environment for all employees.
- Interacted professionally and courteously with customers, vendors, members of the community, and municipal and other government employees.
- Ensured timely and cost-effective repairs on equipment.
- Performed other job-related duties as assigned.

## Lead Equipment Operator

September 2010 - February 2013 | Interstate Waste Services, Inc. | Shippensburg, PA

- Had all Lead Operator responsibilities.
- Designed Landfill haul roads and cell access.
- Maintained 100% landfill compliance.
- Ensured the approved final contour of landfill was achieved.
- Coordinated the flow of traffic.
- Assisted in the design and construction of landfill cells and infrastructure.

## Lead Equipment Operator

September 2007 - September 2010 | Washington County Commissioners | Hagerstown, MD

- Operated Bulldozer, Compactor, Excavator, and Backhoe.
- Built and maintained roads.
- Maintained Slope Percentage.
- Maintained Cells.
- Coordinated the flow of traffic.

## Lead Equipment Operator

September 2000 - April 2007 | IESI PA Corporation | Chambersburg, PA

- Operated Bulldozer, Compactor, Excavator, and Backhoe.
- Built and maintained roads.
- Maintained Slope Percentage.
- Maintained Cell.
- Coordinated flow of trucks.
- Responsible for machine maintenance.
- Workface Supervisor.
- Had role as Treatment Plant Operator

## Education & Certifications

Southern Fulton High School (Warfordsburg, PA) | June 2006 | Diploma, Vocational

- Welding Award
- Top Fabricator of the Year of Fulton County Vocational Program

### Pertinent Coursework

- Agricultural
- FFA
- Welding
- Environmental Science

333-B Industrial Drive, Petersburg, VA 23803

## Roger Peloquin

*Operations Manager*

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## Experience

### Operations Manager

June 2023 - Present | Meridian Waste | Petersburg, VA

- Manage the day-to-day operations of the 45 employee Richmond hauling site.
- Work closely with the maintenance department regarding repair work and scheduling.
- Address customer concerns with suitable solutions.
- Implement policies and standard operating procedures.
- Coaching and discipline for all operational employees.
- Rolled out a direct training program that encompassed cross-training which created redundancies and expedited solutions.

### Operations Manager

November 2022 – June 2023 | Republic Services | Quincy, IL

- Reviewed employee performance and issued quarterly reports to corporate leadership.
- Instrumental in resolving customer complaints.
- Assisted with the development of public education programs.
- Implemented the execution of safe and effective collection techniques.
- Trained and mentored new hires.

### Division Manager

October 2021 – February 2022 | Waste Pro USA Inc. | Meridian, MS

- Managed day to day operations of hauling division with 50+ employees.
- Set and oversaw division budgets in excess of \$11.4 million per year.
- Secured a 5-year contract with a local municipality that resulted in a net increase of \$1 million.
- Managed P & L and forecasting responsibilities.
- Verified adherence to OSHA and internal safety standards to minimize risks and enhance workplace safety.
- Secured a new 5-year contract with a local municipality that resulted in a net increase of \$1 million.

### District Operations Manager

October 2020 – October 2021 | Waste Management | Waukegan, IL

- Directed day to day operations of 80 employees by spearheading implementation of strategies to achieve set goals.
- Enforced federal, state, local and company rules for safety and operations.
- Managed scheduling and training.
- Conducted employee observations and documented findings to include coordinating morning launch practices.
- Gathered and analyzed information for accident investigations and prepared related paperwork.



110 Rupert Road, Raleigh, NC 27603

## Joe "JD" Morgan

*Safety Manager*

(912) 344-7362 | JMorgan@MeridianWaste.com



MeridianWaste.com

## Experience

### Safety Manager

August 2023 - Present | Meridian Waste | Raleigh, NC

- In charge of safety and compliance for all of Meridian's transfer stations, landfills, and hauling companies in North Carolina,
- Complete route observations for all drivers at the North Carolina Hauling companies.
- Responsible for keeping personnel files on all employees.
- Conduct monthly safety site audits at all facilities to ensure they are up to company and OESHA standards.
- Report any incidents to Meridian's insurance company.
- Conduct monthly safety meetings at each location.

### Supervisor

October 2021 - August 2023 | Meridian Waste | Raleigh, NC

- Selected for Meridian Waste's prestigious manager trainee program.
- Spearheaded Meridian Waste's first auxiliary services line of business.
- Assisted in keeping both North Carolina transfer stations in compliance with state and local regulations.
- Assisted the operations manager with payroll.
- Implemented Dossier, Meridian's truck maintenance software, in the shop.
- Oversaw vendor credentialing for all clients.

### Corporate Analyst

January 2021 - October 2021 | Meridian Waste | Charlotte, NC

- Compiled and sent out daily dashboard to company CEO, COO, and other leadership at the end of every workday.
- Created reports for COO's monthly operating reviews with Area Presidents.
- Researched companies our leadership had identified as potential candidates for acquisition and created proformas to assess their value.
- Put together Key Performance Indicators for the CFO to send to the private equity group that owned the company.
- Travelled to acquisitions to transition purchased companies to Meridian's operating software. This often involved transitioning years of data and thousands of customers over.

333-B Industrial Drive, Petersburg, VA 23803

## Tim Webb

*Director – Business Development – Virginia & North Carolina*

804-241-3801 | TWebb@MeridianWaste.com



## Experience

### Director - Business Development Virginia & North Carolina

March 2023 – Present | Meridian Waste | Petersburg, VA

- Responsible for business development for the Virginia and North Carolina marketplaces.
- Grow the business through acquisitions and municipal contracts.
- Citing/privatization of transfer stations and landfills to increase our disposal capacity in these two vital states.

### Area President - Virginia

October 2020 – March 2023 | Meridian Waste | Petersburg, VA

- Responsible for all aspects of the Virginia solid waste collection, transfer, and disposal operations which included over 28,000 residential customers and 2,500 commercial/industrial customers.
- Oversaw budgetary goals and accountability, capital needs and allocation, safety, risk, and revenue growth for the Virginia assets including one hauling company, two MSW landfills, one recycling facility, and one transfer station.
- Acquisition activities included identification, relationship development, data acquisition and analytical review including the valuation of the candidate company.

### Vice President-Landfills (Virginia) and Corporate Purchasing Manager

February 2017 – October 2020 | Meridian Waste | Petersburg, VA

- Responsible for all aspects of the Virginia MSW landfills and two recycling facilities
- Oversaw budgetary goals and accountability, capital needs and allocation, safety, and risk.
- Oversaw special construction and disposal projects.

### Chief Operating Officer

April 2008 – February 2017 | Container First Services, LLC. | Petersburg, VA

- Responsible for the day-to-day operations of a Municipal Solid Waste Hauling Company as well as a Municipal Sanitary Landfill.
- Provided technical support and reinforcement for all field operations.
- Provided the environment and support to where safety thrives.
- Owner and formed ownership group, oversaw overall operations, management of capital, and financial assets.

## Battalion Chief

January 1980 - January 2003 | Hopewell Bureau of Fire | Hopewell, VA

- Started with the Department as a firefighter working through the ranks achieving Battalion Chief at the age of thirty years old.
- Responsible for all Fire, Rescue, Emergency Medical Service as well as Hazards Material and Heavy Rescue daily.
- Founding member and responsible for the development of the “Crater Regional Heavy Tactical Rescue Team”
- Developed and implemented an 800 MHz Regional Radio System that afforded the public safety professionals the opportunity to communicate across jurisdictional boundaries regardless of the bandwidth or spectrum.
- Developed and implemented a Fleet Management system that not only maintained the fleet but provided replacement of the entire fleet over a ten-year period.

## Education

St. Leo College | Fort Lee, VA

## Professional Skills & Specialties

- Prince George Emergency Crew Life Member
- The Prince George Emergency Crew Board of Trustees Past President
- Hopewell / Prince George Chamber of Commerce Past President
- Burrowsville Ruitan Member



# EMPLOYEE HANDBOOK & CODE OF CONDUCT



March 2021

# HELLO!

Welcome to Meridian Waste!

We are delighted that you have chosen to join our organization and hope you enjoy a long and successful career with us.

As you become familiar with our culture and philosophy, we hope you take advantage of opportunities to enhance your career and further Meridian Waste's goals.

You are joining an organization that has a reputation for outstanding leadership, innovation, and expertise. Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services and products in the industry.

With your active involvement, creativity, and support, Meridian Waste will continue to achieve its goals. We sincerely hope you take pride in being an important part of Meridian Waste's success.

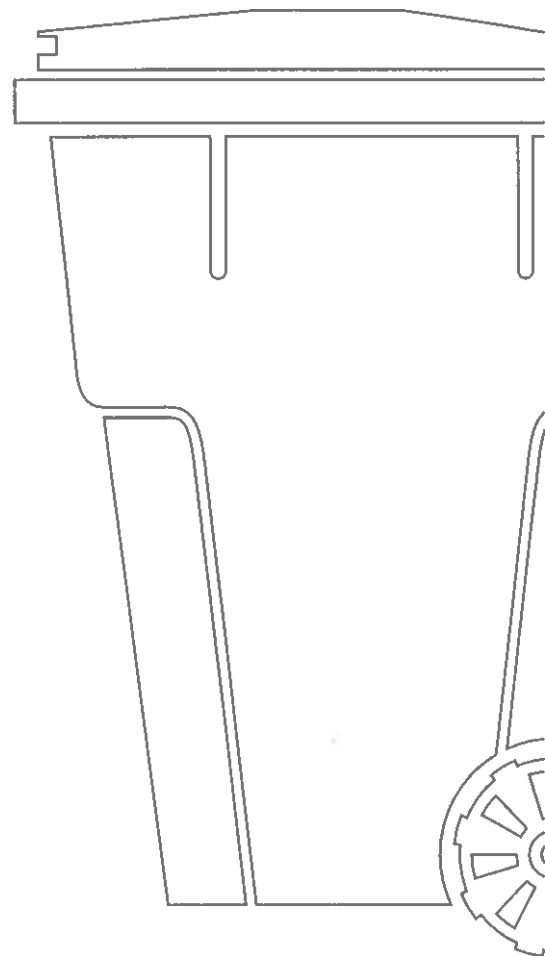
Please take time to review the policies in this handbook. If you have questions, feel free to ask your supervisor or contact the Human Resources Department.

***Great to have you on board!***

**Walter "Wally" Hall, Jr.**  
CEO



**Human Resources**  
[HR@MeridianWaste.com](mailto:HR@MeridianWaste.com)





## EMPLOYEE HANDBOOK & CODE OF CONDUCT ACKNOWLEDGMENT OF RECEIPT

I hereby acknowledge receipt of both the Employee Handbook and Code of Conduct of Meridian Waste and all its subsidiaries. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. Neither it, company practices, nor other communications create an employment contract or term. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, and change by management at any time without notice.

I further agree that neither this document nor any other communication shall bind the Company to employ me now or hereafter and that my employment may be terminated by me or the Company without reason at any time. I understand that no representative of the Company has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment, or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the CEO of the Company may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the duly-authorized executive of the Company.

Further, I understand that this document will become a part of my personnel file.

---

Employee's Name in Print

---

Signature of Employee

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Date Signed by Employee

*Please sign and date one copy of this notice and return it to Human Resources.  
Retain a second copy for your reference.*

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- 3** Acknowledgment of Receipt Form
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**WE DO GARBAGE.**

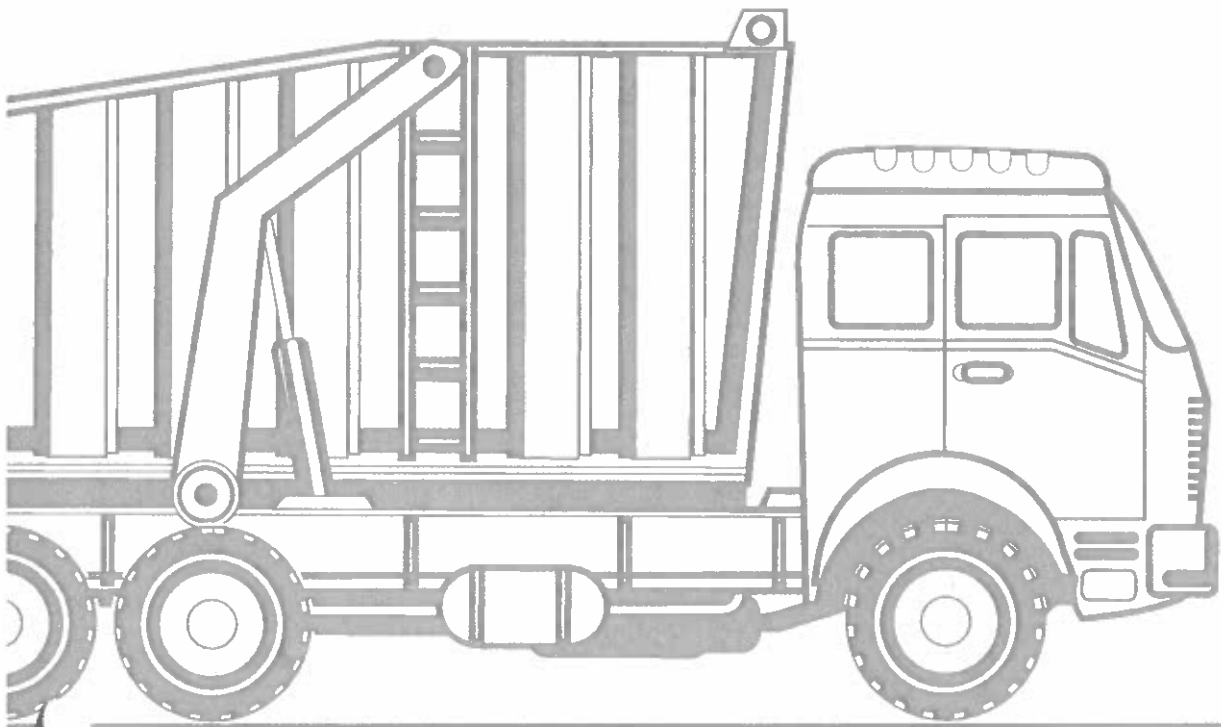
And we love it.

**MERIDIAN  
WASTE**



# EMPLOYEE HANDBOOK





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# EMPLOYMENT RELATIONSHIP



## Employment at Will

Employment at Meridian Waste is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the duly-authorized executive of the company.

This means that either the employee or the company may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons, and are not intended and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by the National Labor Relations Act. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Meridian Waste employees have the right to engage in or refrain from such activities.

## Introductory Period

Every role at Meridian Waste is important, so every effort is made to ensure that each job offer is based on wise and informed decision-making. Meridian Waste considers it equally important that each person finds satisfaction in their decision to join the Company. To allow time for both parties to evaluate a new employment situation, the first ninety (90) days of employment with Meridian Waste are considered an introductory period focused on training and evaluation.

During the introductory period, the company will provide the newly hired employee with the information and assistance necessary for a qualified person to fill the position in a satisfactory manner. The newly hired employee is expected to become proficient in their responsibilities, as well as the philosophy, equipment, routines, policies, and procedures used at Meridian Waste.

Completion of the introductory period is not a guarantee of continued employment, as employment at Meridian Waste is always considered "at will."

## Employment Classification

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, Meridian Waste classifies its employees as shown below. Meridian Waste may review or change employee classifications at any time.

**Exempt.** Exempt employees are paid on a salaried basis and are not eligible to receive overtime pay.

**Nonexempt.** Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

**Regular, Full-Time.** Employees who are not in a temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

**Regular, Part-Time.** Employees who are not in a temporary status and who are regularly scheduled to work fewer than 30 hours weekly, but at least 20 hours weekly, and who maintain continuous employment status. Part-time employees are not eligible to participate in the Company's benefits plan. Part-time employees also are not entitled to vacation or paid time off.

**Temporary, Full-Time.** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work the company's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

**Temporary, Part-Time.** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work fewer than 30 hours weekly for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

## Job Postings

Open positions will be posted on the Meridian Waste website (see Careers section) and on Indeed.com, as well as distributed via email monthly to help ensure qualified individuals are considered.

Employees who are demonstrating satisfactory performance are eligible to respond to a job posting. Employees on a Performance Improvement Plan (PIP) are NOT eligible to request consideration for another position through the job posting system.

## Employee Referral

Meridian Waste is always looking for great people—and you can help. Research has shown (and our own experience supports) that hires who come into our organization through employee referrals are excellent contributors, stay with us longer, and are more cost-effective to recruit. If you know someone you think would be a great addition to our organization (and they meet the qualifications for the position), you may be eligible for a \$250 (less taxes) bonus if you refer them for employment and they are hired.

### Referral Bonus Program Requirements

- The hiring of a referred employee must occur within six (6) months of the initial referral date.
- Management, HR, and Supervisors are excluded from receiving referral bonuses.
- The referral must represent the candidate's first contact with our organization. Temporary contract and former employees are not eligible candidates for referral.
- To be eligible for an award, the referrals must first be submitted to Human Resources and must include a Candidate Referral Form AND a resume or employment application.
- Once a referral is hired and completes six (6) months of service, the employee responsible for the referral will receive the referral bonus. Referral must be in good standing with the company and not on any type of performance improvement plan.
- The first employee to refer a candidate will be the only referring employee eligible for payment.
- All candidates will be evaluated for employment consistent with our organization's policies and procedures and all information regarding the hiring decision will remain strictly confidential.

## Open Door Policy

Effective communication with all employees has been an important objective and a factor contributing to our success. Employees have always been encouraged to discuss questions, problems, ideas, or employment-related issues with their supervisor.

If you feel that your questions or concerns have not been answered to your satisfaction, or that your problem has not been solved, you may always speak in confidence with the Director of HR, who will provide support for employee issues and concerns.



# COMMITMENT TO DIVERSITY



# Meridian Waste is Committed to

Creating and Maintaining a Workplace  
in which **all employees:**

**Are valued** for their skills, experience, and unique perspectives.

**Have opportunities** to participate and contribute to the success  
of the business.

Our commitment to diversity is embodied in the way we do business and in our company policies. We consider it one of the most important principles of sound business management.

## **Equal Employment Opportunity**

Meridian Waste provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, military service, age (40 or older), disability (physical or mental), or genetic information. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

The nondiscrimination policy extends to all terms, conditions and privileges of employment, as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions such as recruitment, hiring, promotions, compensation, benefits, transfers, training, demotions, layoff, recall and termination of employment.

Meridian Waste expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

## **Americans with Disabilities Act (ADA) and Reasonable Accommodation**

Meridian Waste is committed to complying with the Americans with Disabilities Act (ADA), as amended, and state and local laws that ensure equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

The Company will provide reasonable accommodations to qualified employees with disabilities to enable them to perform the essential functions of their job and to enjoy equal benefits and privileges of employment, in accordance with any applicable state and federal law, so long as the accommodation does not create an undue hardship for the Company or threaten the safety or health of the employee or others. This includes requests for accommodations caused or contributed to by pregnancy where required by state law.

Employees who may require a reasonable accommodation should contact the Director of Human Resources.

Retaliation against an applicant or employee for asserting his or her rights under the ADA and any other state and local disability laws will not be tolerated.

# WORKPLACE GUIDELINES



## Work Week and Hours of Work

Our **standard workweek** is Sunday 12:01 a.m. until Saturday 12:00 p.m. (midnight).

**Office hours** are 8:00 a.m. to 5:00 p.m. (may vary by location, depending on operating efficiencies and contract requirements).

**Individual work schedules** may vary depending on the needs of each department.

## Attendance

An employee's contribution to the success of our company is important, and we need employees at work on their scheduled days. Absenteeism and tardiness cause a loss of efficiency and place an undue burden on fellow employees.

If you are unable to arrive to work on time or will be absent for an entire day, you must contact your supervisor as soon as possible. Voicemail and email messages are **NOT** acceptable, except in certain emergency circumstances.

Excessive absenteeism or tardiness will result in disciplinary action up to and including termination of employment.

If an employee fails to report to work or call in to inform the supervisor of the absence for three (3) or more consecutive days, the employee will be considered to have voluntarily resigned employment.

## Meal and Rest Breaks

Breaks for meals and rest will depend upon your job function and the facility or department where you are employed. Break times and duration will be posted or communicated to you by your supervisor. Due to variable workload and assignments, you may be required to vary the time and duration of your break.

It is the Company's policy that employees subject to the regulations of the U.S. Department of Transportation who work at least six (6) hours per day, non-exempt employees who work eight (8) hours per day, as well as any employees whose primary duties take them outside of the workplace during each work day, are required to take a thirty (30) minute uninterrupted and unpaid work break. Taking adequate breaks for rest and nutrition are important. Accordingly, failure to do so will result in disciplinary action, up to and including termination of employment, unless the employee obtains prior permission from his or her immediate supervisor to refrain from taking a 30-minute uninterrupted work break on a particular and specific day.

Every employee subject to this policy will be deemed to have taken his or her full, uninterrupted work break every work day unless an employee completes the Failure to take Mandatory Rest Break Form (the "No-Break Form") and provides a fully executed copy of the No-Break Form to his or her supervisor or uses the "No Lunch" button on the time clock at his or her facility. This No-Break Form must be turned in to your supervisor on the day that you do not take an approved 30-minute uninterrupted work break, or the next day should your immediate supervisor not be present when you leave for the day. If your facility has a time clock with the "No Lunch" function, you must remember to use the button when you clock out for the day, affirming you did not take the unpaid lunch that day.

Because you are deemed to have taken your 30-minute uninterrupted work break every work day, unless you complete the No-Break Form and provide it to your supervisor as stated above (or use the "No Lunch" function on your time clock), the Company will automatically deduct this time from your hours worked during each week and will deduct from your paycheck the compensation associated with the time for the 30-minute uninterrupted work break taken each day.

## **Dress and Appearance**

Meridian Waste provides a professional work environment for its employees. Your supervisor or department head will communicate and/or post your dress requirements based on your facility or department.

If you are required to wear a uniform while engaged in your job duties then you must get approval from your supervisor before wearing any other type of clothing. Supervisors will also advise employees about the procedure for obtaining and cleaning uniforms. Uniforms must be returned upon termination of employment or the cost will be deducted from your final payroll check.

The Company has the final decision regarding what is acceptable attire. If the Company deems your attire or hygiene does not meet acceptable standard then he or she may be sent home to change and the time involved may be unpaid.

Any questions or complaints regarding the appropriateness of attire should be directed to the Human Resources department. Decisions regarding attire will be made by the Human Resources department and not by individual departments or managers.

## **Progressive Discipline**

Performing your job duties at satisfactory levels is an expectation and requirement of all Meridian Waste employees regardless of position or tenure. Conducting yourself in accordance with established policies and procedures, following general accepted

standards of business and personal behavior and serving as an upstanding citizen with strict compliance to all laws, rules and regulations is applicable to every employee.

In the event your performance or conduct is unacceptable, your supervisor will take corrective action. Unacceptable behavior and performance may vary depending upon your position and the surrounding circumstances. In general, one or more steps are undertaken in the disciplinary process, and the options undertaken depend upon the seriousness of the offense and surrounding circumstances. Steps, some or all, may be omitted if deemed appropriate in management's sole discretion. Unpaid suspension for all employees can be included in any step depending upon the severity of the misconduct. A suspension may be paid or unpaid and may be applied to both exempt and non-exempt employees. Disciplinary steps may include:

- Verbal Warning
- Written Warning
- Three Day Unpaid Suspension/ Final Warning
- Termination of Employment

**This policy is a progressive discipline policy but you are **NOT** entitled to any of the above steps if your conduct and behavior is serious enough to warrant immediate termination.**

# WORK SCHEDULES and LEAVES OF ABSENCE

JANUARY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31  
FEBRUARY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28  
MARCH 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28  
APRIL 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28  
MAY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28  
JUNE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31  
JULY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30  
AUGUST 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30  
SEPTEMBER 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30  
OCTOBER 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31  
NOVEMBER 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30  
DECEMBER 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31



## Emergency Closings

Meridian Waste will always make every attempt to be open for business. In situations in which some employees are concerned about their safety, management may advise supervisors to notify their departments that the office is not officially closed, but anyone may choose to leave the office if he or she feels uncomfortable.

If the office is officially closed during the course of the day to permit employees to leave early, non-exempt employees who are working on-site as of the time of the closing will be paid for a full day. If you leave earlier than the official closing time, you will be paid only for actual hours worked, or you can take vacation/personal time. Exempt employees will be paid for a normal full day but are expected to complete their work at another time.

## Holidays

The company observes and allows time off with pay for the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas

Any additional holidays will be designated by the company at the start of each calendar year.

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, the company will select either the following Monday or the preceding Friday as a substitute holiday. The company reserves the right to pay eligible employees in lieu of time off if the holiday falls on Saturday.

**Holiday pay.** Full-time regular employees are eligible for holiday pay.

- Hourly employees become eligible after they have been actively with the company for three (3) months.
- Salaried employees may receive holiday pay immediately upon joining the company.
- Part-time and temporary employees, including summer employees, are not eligible for holiday pay.

Holiday pay shall be at the employee's regular straight-time rate, inclusive of shift premiums, times his or her regularly scheduled hours (not to exceed 8 hours).

Holiday pay eligibility shall further depend upon the employee working a full shift on the workday preceding the holiday and full shifts for the five (5) workdays following the holiday. The only exceptions are:

1. The employee is ill and has submitted a doctor's statement,
2. The holiday falls during the employee's approved vacation period, or
3. The employee leaves work on the workday before or after the holiday because of an industrial accident.

**Religious observances.** Employees who need time off to observe religious practices or holidays not already scheduled by the company should speak with their supervisor. Depending upon business needs, the employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another employee, take vacation/personal time, or take unpaid days off. The company will seek to reasonably accommodate individuals' religious observances.

## Vacation

Meridian Waste recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The company provides paid vacation time to full-time employees for this purpose and employees are encouraged to take vacation during the year.

Full-time employees will accrue paid vacation according to the following schedule:

Service Period	Annual Vacation Days	Accrual Schedule
After 1 Year	Five (5) Days	.77 hours per week
After 2 Years	Ten (10) Days	1.54 hours per week
After 7 Years	Fifteen (15) Days	2.31 hours per week
After 15 Years	Twenty (20) Days	3.08 hours per week
After 20 Years	Twenty-Five (25) Days	3.85 hours per week

Vacation is tabulated from year to year based upon the calendar year (January 1). If an employee has less than one full year of continuous full-time service to the Company on January 1, vacation time is earned at the rate of one-half ( $\frac{1}{2}$ ) day for each month of service based on the following chart.

Hire Month	Vacation Accrued
January	40 hours (5 days)
February	40 hours (5 days)
March	32 hours (4 days)
April	32 hours (4 days)
May	24 hours (3 Days)
June	24 hours (3 days)
July	16 hours (2 days)
August	16 hours (2 days)
September	8 hours (1 day)
October	8 hours (1 day)
November	0 hours (0 days)
December	0 hours (0 days)

## Vacation Rules

1. Vacation may not be accumulated from year to year—regardless of FLSA exemption status and/or exempt/non-exempt employee classification—and is a “use it or lose it” policy. Any unused vacation time will not roll over into the new year.
2. Employees should plan to use all their vacation annually. However, if managers are unable to schedule all of a non-exempt employee’s vacation time, the accrued

unused vacation can be paid out to a non-exempt employee at the end of an accrual/calendar year. This is also referred to as "selling" vacation and can only be done in the fourth quarter of the year. At least five (5) vacation days must be used annually and are not eligible for "selling." Requests to "sell" vacation must be submitted in writing and shared with the employee's supervisor by the end of November. Exempt employees are not eligible for "selling" vacation.

3. The monetary equivalent of accrued but unused vacation days will not be paid out to any employee—regardless of FLSA exemption status—who is terminated, regardless of the reason for termination. For employees resigning and working a 2 week notice, vacation will be paid out according to the accrual schedule on page 25 based on how many weeks were completed in the termination year.
4. Vacation time must be scheduled in advance and approved by the employee's supervisor. Vacation requests should be submitted in writing to the supervisor for approval as soon as the employee know their desired vacation dates.
5. The employee's supervisor has no obligation to approve vacation for the time requested. Consideration will be given to business needs, personnel requirements, and other requests for absences. However, the employee may be required to take vacation at another time.
6. All employees must work the day before and the day after their vacation to receive vacation pay, unless they are taking a holiday, an approved personal day, or otherwise have been excused by their supervisor, as applicable.
7. Vacation time must be taken in minimum increments of one (1) day, unless the employee's position would allow for one-half (½) day increments.
8. Paid vacation time accruable in future periods may not be advanced.
9. If a Company-observed paid holiday occurs while the employee is on an approved, scheduled vacation, the employee will be paid for the holiday and will not be required to use one of their vacation days.

## Personal Days

Each active full-time employee will receive ½ day for every full month worked, up to five (5) days. Personal days will not be paid out at termination and will not accumulate year over year. Personal days require supervisory approval prior to utilization, except in the case of sickness. Any employee absent for two (2) consecutive scheduled work days or

more for medical reasons will be required to bring a doctor's release in order to return to work.

## Family and Medical Leave

Meridian Waste complies with the federal Family and Medical Leave Act (FMLA), which requires employers to grant unpaid leaves of absence to qualified workers for certain medical and family-related reasons. The company abides by any state regulated leave laws. The more generous of the two laws will apply to the employee if the employee is eligible under both federal and state laws.

*Please note there are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the Human Resources department to discuss options for leave.*

**Reasons for Taking Leave.** Under federal law, unpaid leave may be requested for pregnancy and prenatal care; preplacement activities, birth, adoption, or foster placement of a child; or the serious health condition of a child, spouse, parent, domestic partner, or the employee. State law may have additional reasons defined.

**Military Family Leave Entitlements.** Under federal law, unpaid leave may also be requested by eligible employees who have any qualifying exigency arising out of the fact that the spouse or a son, daughter, parent, domestic partner, or next of kin of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the armed forces and may use their 12-week entitlement to address certain qualifying circumstances.

Qualifying circumstances may include deploying on short-notice, attending certain military events, arranging for alternative child care and school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, engaging in rest and recuperation, and attending post deployment reintegration briefings.

The federal FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. This leave applies if the employee is the spouse, son, daughter, parent, domestic partner, or next of kin caring for a covered military service member or veteran recovering from an injury or illness suffered while on active duty in the armed forces or that existed before the beginning of the member's active duty and was aggravated by service or that manifested itself before or after the member became a veteran.

**Leave Designation.** If an employee does not expressly request FMLA leave, the company reserves the right to designate a qualifying absence as FMLA leave and will give notice of

the FMLA designation to the employee. If an absence is a qualifying event under FMLA, the leave will run concurrent with short-term disability, long-term disability, PTO, workers' compensation, and/or any other leave where permitted by state and federal law.

**Benefits.** Under federal law, employers must continue healthcare benefits during FMLA leave as though the employees were still at work and must pay the employer's part of the premium. The employee will continue to be responsible for the employee's portion of the premium as well.

**Interaction with Accrued Paid Time Off.** FMLA leave, and paid vacation or sick time will run concurrently as provided under company policy except where prohibited by state law.

**Job Protection.** An employee's job, or an equivalent job, is protected while the employee is on leave. Both federal and applicable state laws require that employees be returned to their positions or to another job of like pay and status at the end of FMLA leave.

*Note: If an employee is unable to return to work after the expiration of federal or state FMLA, an extension may be granted if the condition constitutes a disability under the Americans with Disabilities Act (ADA).*

**Return-to-Work Policy.** When such work is available, the company will attempt to provide an employee with a temporary modified assignment in accordance with documented medical restrictions.

## Military Leave

Meridian Waste supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the Human Resources department and his or her supervisor, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of five (5) years and still retain employment rights.

## Bereavement Leave

Employees with more than three (3) months' service may take up to three (3) days of paid bereavement leave upon the death of a member of their immediate family. "Immediate family members" are defined as an employee's spouse, domestic partner, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild. All regular, full-time employees may take up to one (1) day off with pay to attend the funeral of an extended family member (aunts, uncles, and cousins).

The company may require verification of the need for the leave. The employee's supervisor and Human Resources will consider this time off on a case-by-case basis.

Payment for bereavement leave is computed at the regular hourly rate to a maximum of eight (8) hours for one (1) day. Time off granted in accordance with this policy shall not be credited as time worked for the purpose of computing overtime.

## Jury Duty/Court Appearance

The company supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

Employees will be paid for up to two (2) weeks of jury duty service at their regular rate of pay minus any compensation received from the court for the period of service. Employees may use any accrued time off if required to serve more than two (2) weeks on a jury.

If an employee is released from jury duty after four (4) hours or less of service, he or she must report to work for the remainder of that work day.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally, personal days or vacation days will be used for this purpose.

## Time Off for Voting

Meridian Waste recognizes that voting is an integral part of being in a community. In almost all cases, you will have sufficient time outside working hours to vote. If for any reason you think this won't be the case, contact your supervisor to discuss scheduling accommodations.

# JOB PERFORMANCE





## Performance Reviews

Communication between employees and supervisors or managers is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversations with their supervisors if they feel additional ongoing feedback is needed.

Generally, formal performance reviews are conducted annually. These reviews include a written performance appraisal and discussion between the employee and the supervisor about job performance and expectations for the coming year.

## Outside Employment

Employees are permitted to work a second job as long as it does not interfere with their job performance with Meridian Waste. Employees with a second job are expected to work their assigned schedules. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

If outside work activity causes or contributes to job-related problems, it must be discontinued, else the employee may be subject to disciplinary action, up to and including termination.

## Separation from Employment

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors at least 10 working days in advance of the last day of work. The 10 days must be actual working days. Holidays and vacation time will not be counted toward the 10-day notice. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

In most cases, Human Resources will conduct an exit meeting on or before the last day of employment to collect all company property, and to discuss final pay. If applicable, information regarding benefits continuation through the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be sent to the employee's home address.

Should it become necessary because of business conditions to reduce the number of employees or work hours, this will be done at the discretion of the company.

# COMMUNICATIONS



## Cell Phone Usage

All Meridian Waste drivers are required to abide by FMCSA-35-11 regulations regarding cell phone usage. (See **Workplace Safety** section in this handbook for more information.)

## Bulletin Boards

All required governmental postings are posted on the boards located in the break room. These boards may also contain general announcements.

The company reserves the absolute right to refuse permission to post or to take down any announcement. The Human Resources department approves, posts, and takes down all notices.

## Solicitation

Employees should be able to work in an environment that is free from unnecessary annoyances and interference with their work. In order to protect our employees and visitors, solicitation by employees is strictly prohibited while either the employee being solicited or the employee doing the soliciting is on "working time." "Working time" is defined as time during which an employee is not at a meal, on break, or on the premises immediately before or after his or her shift.

Employees are also prohibited from distributing written materials, handbills, or any other type of literature on working time and, at all times, in "working areas," which includes all office areas. "Working areas" do not include break rooms, parking lots, or common areas shared by employees during nonworking time. Email may not be used to solicit funds or business for non-Meridian purposes such as non-profits and home businesses (ex. Girl scout cookies sales and go fund me accounts).

Non-employees may not trespass or solicit or distribute materials anywhere on company property at any time.

## Social Media Acceptable Use

The company encourages employees to share information with coworkers and with those outside the company for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provides inexpensive, informal, and timely ways to participate in an exchange of ideas and information.



However, information posted on a website or social media profiles is available to the public and, therefore, the company has established the following guidelines for employee participation in social media.

*Note: As used in this policy, "social media" refers to blogs, forums, and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram, and Pinterest, among others.*

**Off-duty use of social media.** Employees may maintain personal websites, profiles or web logs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, the company considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

**On-duty use of social media.** Employees may engage in social media activity during work time provided it is directly related to their work, approved by their manager, and does not identify or reference company clients, customers, or vendors without express permission. The company monitors employee use of company computers and the Internet, including employee blogging and social networking activity.

## Policies on Social Media Sharing and Posting

**Respect.** Demonstrate respect for the dignity of the company, its owners, its customers, its vendors, and its employees. A social media site is a public place, and employees should avoid inappropriate comments. For example, do not use ethnic slurs, personal insults, or obscenity, or use language that may be considered inflammatory. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

**Post disclaimers.** If an employee identifies himself or herself as a company employee or discusses matters related to the company on a social media site, the site must include a

disclaimer on the front page stating that it does not express the views of the company and that the employee is expressing only his or her personal views. For example: "The views expressed on this website/blog are mine alone and do not necessarily reflect the views of my employer." Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to the company or the company's business. Employees must keep in mind that if they post information on a social media site that is in violation of company policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

**Competition.** Employees should not use a social media to criticize the company's competition and should not use it to compete with the company.

**Confidentiality.** Do not identify or reference company clients, customers, or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

**New ideas.** Please remember that new ideas related to work or the company's business belong to the company. Do not post them on a social media site without the company's permission.

**Links.** Employees may provide a link from a social media site to the company's website during employment (subject to discontinuance at the company's sole discretion). Employees should contact the Marketing department to obtain the graphic for linking to the company's site and to register the site with the company.

**Trademarks and copyrights.** Do not use the company's or others' trademarks on a social media site, or reproduce the company's or others' material without first obtaining permission.

**Avoid statements about the company's future.** Writing about projected growth, sales and profits, future products or services, marketing plans, or the stock price is strictly prohibited.

**Legal.** Employees are expected to comply with all applicable laws, including but not limited to, Federal Trade Commission (FTC) guidelines, copyright, trademark, and harassment laws.

**Company restrictions.** The company may require employees to delete references to it on a website or blog and to stop identifying themselves as an employee of the company.

**Discipline.** Violations of this policy may result in discipline up to and including immediate termination of employment.

*Note: Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under*

*the National Labor Relations Act to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.*

## Computers, Internet, Email, and Other Resources

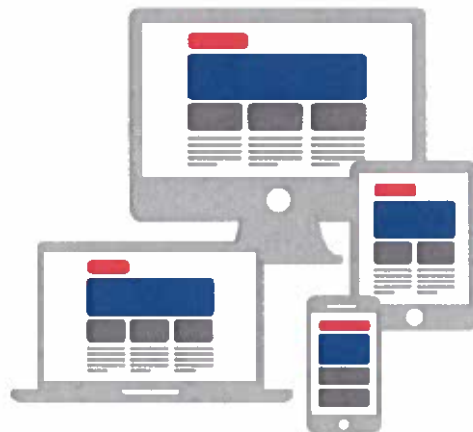
The company provides a wide variety of communication tools and resources to employees for use in running day-to-day business activities. Whether it is the telephone, voicemail, fax, scanner, Internet, email, text messaging, or any other company-provided technology, use should be reserved for business-related matters during working hours. All communication using these tools should be handled in a professional and respectful manner.

### Privacy

Employees should not have any expectation of privacy in their use of company computer, phone, or other communication tools. All communications made using company-provided equipment or services including email and Internet activity, are subject to inspection by the company. Employees should keep in mind that even if they delete an email, voicemail or other communication, a copy may be archived on the company's systems.

Emails that are not job-related have the potential to drain, rather than enhance, productivity and system performance. You should also be aware that information transmitted through email is not completely secure, and information you transmit and receive could damage the reputation and/or competitiveness of the company.

The company encourages employees to use this tool only to communicate with fellow employees, suppliers, customers, or potential customers regarding company business. Internal and external emails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending emails within and outside the company.



Refrain from using email in a manner that violates any of our company guidelines/policies, including but not limited to the Equal Opportunity and Harassment policies, the Conflict of Interest Policy, etc. Delete any email messages prior to opening that are received from unknown senders and advertisers.

It is the company's goal to respect the dignity of employees at all times. Because email, telephone and voicemail, and Internet communication equipment are provided for company business purposes and are critical to the company's success, your communications may be accessed without further notice by Information Technology department administrators and company management to ensure compliance with this guideline.

The electronic communication systems are not secure and may allow inadvertent disclosure, accidental transmission to third parties, etc. Sensitive information should not be sent via unsecured electronic means.

It is also against company policy to turn off antivirus protection software or make unauthorized changes to system configurations installed on company computers. Violations of this policy may result in termination for a first offense.

### Telephone Use

Office telephones are for business purposes. While the company recognizes that some personal calls are necessary, these should be kept as brief as possible and to a minimum. Personal use of the company's cell phones, long-distance account, or toll-free numbers is strictly prohibited. Abuse of these privileges is subject to corrective action up to and including termination.

The company reserves the right to monitor customer calls to ensure employees abide by company quality guidelines and provide appropriate levels of customer service. Employees working in sales and customer service will be subject to telephone monitoring. Should an employee need to make or receive a personal call during work hours, a telephone designated for that purpose should be used. Should the subject matter of the conversation become personal while monitoring is taking place, monitoring of the call will immediately be discontinued.

# TIME & PAYMENTS





## Time Records

All non-exempt employees are required to complete accurate weekly time reports showing all time actually worked. These records are required by governmental regulations and are used to calculate regular and overtime pay. At the end of each week, the employee and his or her supervisor must sign the time sheet attesting to its correctness before forwarding it to the Human Resources department.

Falsification of your time card will be grounds for disciplinary action, up to and including termination of employment.

## Overtime

When required due to the needs of the business, you may be asked to work overtime. Overtime is actual hours worked in excess of 40 in a workweek. Non-exempt employees will be paid time and one half their regular rate of pay for all hours actually worked in a workweek. Paid leave, such as holiday, PTO, bereavement time, and jury duty does not apply toward work time. All overtime work must be approved in advance by a supervisor or manager.

## Deductions from Pay/Safe Harbor

The Company does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

**Permitted deductions.** The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Deductions for uniforms or safety shoes when authorized by the employee;
- Absence from work for one or more full days for personal reasons other than sickness or disability;
- Absence from work for one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;
- Offset for amounts received as witness or jury fees, or for military pay; or

- Unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

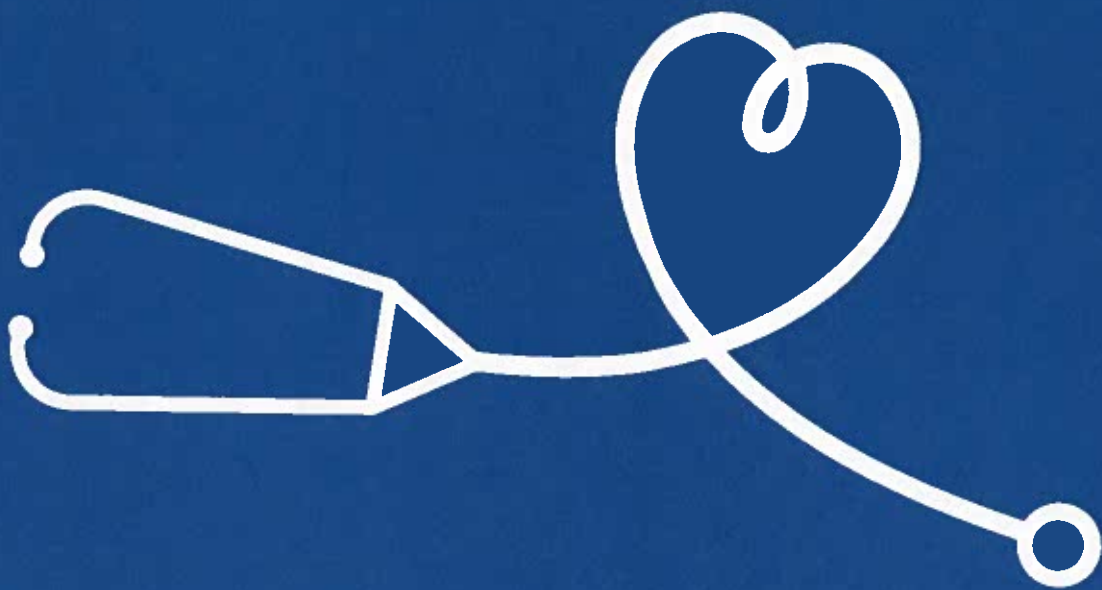
During the week an exempt employee begins work for the company or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Family and Medical Leave Act (FMLA).

**Improper deductions.** If an employee classified as exempt believes that an improper deduction has been taken from his or her pay, the employee should immediately report the deduction to the Human Resources department. The report will be promptly investigated and if it is found that an improper deduction has been made, the company will reimburse the employee for the improper deduction.

## Paychecks

Pay schedules may vary throughout the Company depending on applicable state laws, your job title or classification, the region in which you work, or some other determining factor. Currently, the company pays employees on a weekly and bi-weekly basis.

# EMPLOYEE BENEFITS



Meridian Waste recognizes the value of benefits to employees and their families. The company supports employees by offering a comprehensive and competitive benefits program.

## **Medical, Dental, and Vision Insurance**

Full-time employees working 30 hours or more per week are eligible for insurance on the first of the month following 30 days of service. To keep coverage in force, every insured employee must work a minimum of 30 hours per week.

## **Group Life Insurance**

Meridian Waste provides life insurance for full-time employees who work a minimum of 30 hours per week. Employees are eligible for this benefit on the first of the month following 30 days of service. The life benefit is \$20,000, with options of the employee purchasing more. The cost of \$20,000 coverage is paid for in full by the company.

## **Short-Term Disability**

Short-term disability is offered to full-time employees working a minimum of 30 hours per week. Employees are eligible for this benefit on the first of the month following 30 days of service. Short-term disability is meant to bridge the 90-day period until long-term disability can cover an employee. If an employee becomes disabled and cannot work for a short period of time, this coverage pays 60 percent of the employee's salary, up to the policy limits. This is a voluntary benefit and is funded solely by the employee.

Short-term disability benefits may run concurrently with FMLA leave and/or any other leave where permitted by state and federal law.

Some states have a mandatory disability program where you may be charged a premium in the form of a payroll tax. You may elect to purchase the company disability benefits as a supplement to the state program.

## **Long-Term Disability**

Long-term disability benefits are offered to full-time employees working a minimum of 30 hours per week. If an employee becomes totally disabled and cannot work for an extended period of time, this coverage pays 60 percent of the employee's salary, up to the policy limits. This is a voluntary benefit and is funded solely by the employee.

Long-term disability benefits will run concurrently with FMLA leave and/or any other leave where permitted by state and federal law.

## **401(k) Plan**

Meridian Waste recognizes the importance of saving for retirement and offers eligible employees a 401(k) plan. Eligibility, vesting, and all other matters relating to these plans are explained in the SPD that can be obtained from Human Resources.

## **Workers' Compensation**

As an employee, you are covered by workers' compensation insurance for injuries which occur on the job and are determined to be compensable per state statute. Responsibility for claiming compensation is on the injured employee. You must give notice of the injury to your supervisor or other member of management immediately, and in all cases, no later than the end of your shift. Failure to do so may result in denial of the claim, and may result in disciplinary action, up to and including termination.

All filed workers' compensation claims are thoroughly reviewed and investigated. Fraudulent claims are grounds for termination and may result in prosecution.

Depending on state law, workers' compensation insurance covers the cost of medical expenses, hospital care, and compensation for lost wages. Compensation for lost wages is subject to the applicable state waiting period and amounts allowable under state statute. Employees may not use personal days, vacation leave, or other paid time off (if applicable) during the required waiting period, or during any other part of their workers' compensation leave if completely off of work, unless the employee is simultaneously on approved FMLA leave. If an employee is simultaneously on approved FMLA leave, unless a state's FMLA law provides otherwise, an employee must use available vacation time, personal days, or other paid time off (if applicable) prior to using any available and/or approved unpaid leave. The time during which you are absent due to workers' compensation will run concurrently with any FMLA leave to which you may be entitled.

## **Return to Work Policy**

All employees injured while in the scope and performance of their duties with the Company shall strive to return to work as soon as possible. Employees should further understand that all rules and regulations of the Company as outlined in this Handbook and other materials continue to apply to the employee while he or she is on workers' compensation leave or engaged temporarily in a modified duty position.

During the time in which a physician indicates that the employee is not capable of returning to his/her normal duties, an employee may be required to fulfill a modified duty assignment at the discretion of management and based on the business needs at the particular facility where the employee worked prior to his/her injury. Modified duty pay may be paid at a certain reduced percentage of the employee's full duty rate, with the percentage being determined by the area or state in which the employee works. Employees should contact the Risk Management department to obtain information specific to his or her situation.

An employee who is assigned to modified duty will be required to periodically furnish a written statement from his/her treating physician that he/she is still incapable of performing normal duties. Failure to accept a modified duty offer may result in termination of employment and forfeiture of workers' compensation income benefits.

## Employee Assistance Program

The Employee Assistance Program (EAP) is a resource designed to provide highly confidential and experienced help for employees dealing with issues that affect their lives and the quality of their job performance. Meridian Waste wants employees to be able to maintain a healthy balance of work and family that allows them to enjoy life. The EAP is a confidential counseling and referral service that can help employees successfully deal with life's challenges.

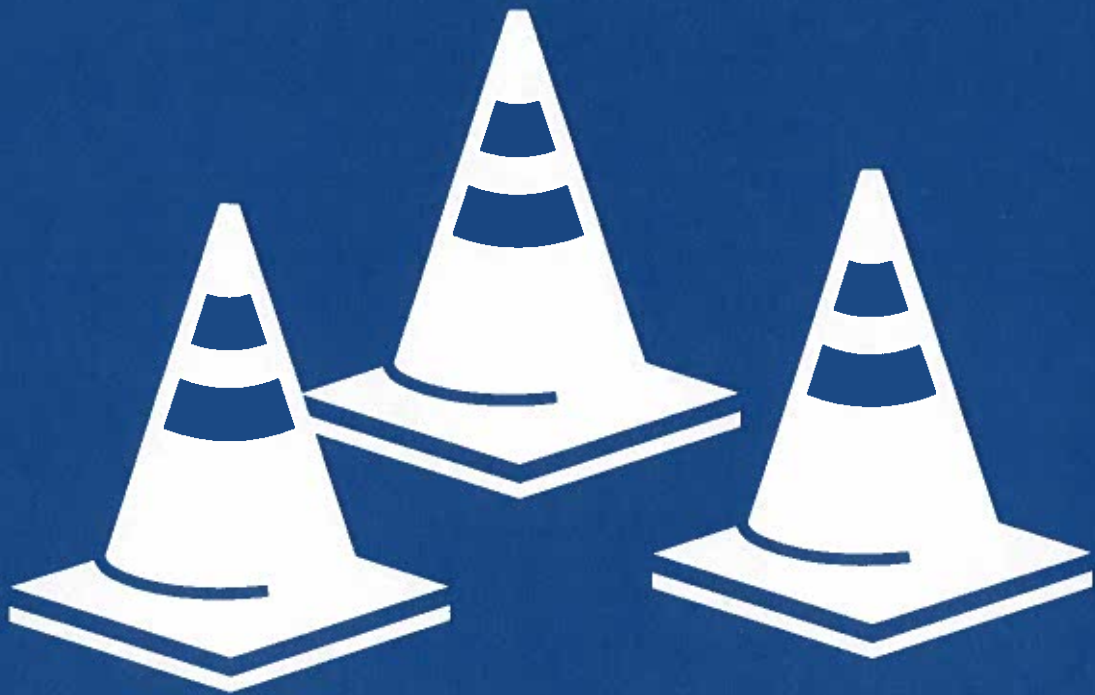
This free, comprehensive counseling service offers employees three visits per issue each year, and a 24-hour hotline answered by professional, degreed counselors. For legal or financial issues, employees receive a 25 percent discount on any services that might be needed.

The company encourages employees to use this valuable service whenever they have such a need. Employees who choose to use these counseling services are assured the information disclosed in their sessions is confidential and not available to the company, nor is the company given any information on who chooses to use the services.

For questions or additional information about this program, employees may contact the Human Resources department.

**For more information** regarding benefit programs, please refer to the company *Summary Plan Descriptions (SPD)* provided by the Human Resources department. *To the extent that any information provided here conflicts with the SPD or full plan document, the full plan document will control.*

# WORKPLACE SAFETY



## Commitment to Safety

Protecting the safety of our employees and visitors is the most important aspect of running our business.

All employees have the opportunity and responsibility to contribute to a safe work environment by using safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

Meridian Waste employees are not to conceal nor destroy any evidence or information concerning non-compliance or potential non-compliance with the safety and health program. OSHA (the Occupational Safety and Health Administration), or any regulatory compliance requirements.

It is the responsibility of those in management at Meridian Waste to inform Meridian Waste employees of their right to request and receive the results of safety and health inspections and accident investigation reports.

In the event of an emergency, notify the appropriate emergency personnel by dialing 911 to activate medical emergency services.

## Communicable Disease

A communicable disease is a disease that can be transmitted from one individual to another via: (1) direct physical contact, (2) the air (cough, sneeze or inhaled particle), (3) through ingested or injection or (4) through a vector (animals or insects). Examples of some of the most common communicable diseases include measles, influenza, hepatitis, human immunodeficiency virus (HIV), AIDS, Severe Acute Respiratory Syndrome (SARS),

(COVID-19) and tuberculosis (TB). This definition may be broadened in accordance with the recommendations and information provided from the Centers for Disease Control and Prevention (CDC). Meridian will make decisions involving those with communicable diseases based on medical information concerning the disease in question, the risks of transmission to others, symptoms and any special circumstances of the individuals involved. The company will weigh potential risks and available alternatives before making any decisions.

Those employees who demonstrate signs or symptoms of a communicable disease or suspect they have been exposed to a communicable disease, should report that potential infection or disease immediately to your supervisor or to Human Resources. The employee is responsible for keeping management informed of the condition that may require extended care, missed work, etc. The employee may also be required to provide written documentation from a physician to return to the worksite. Meridian will comply with all



applicable statutes that protect the privacy of individuals with communicable diseases. Abuse of this policy will result in disciplinary action up to and including termination. Meridian reserves the right to revise this policy without notice during changing pandemic conditions.

## Visitors

All visitors must report to the main office. To provide for the safety of all concerned, personal visitors are discouraged.

## Cell Phone Usage – FMCSA-35-11

All Meridian Waste drivers are required to abide by FMCSA-35-11 regulations regarding cell phone usage.

The law prohibits commercial drivers from using a hand-held mobile telephone while operating a commercial truck or bus. Drivers who violate the restriction will face federal civil penalties of up to \$2,750 for each offense and disqualification from operating a commercial motor vehicle for multiple offenses. Additionally, states will suspend a driver's commercial driver's license (CDL) after two or more serious traffic violations. Commercial truck and bus companies that allow their drivers to use hand-held cell phones while driving will face a maximum penalty of \$11,000.

## Drug-Free Workplace

It is the policy of Meridian Waste to maintain a drug- and alcohol-free work environment that is safe and productive for employees and others having business with the company.

The unlawful use, possession, purchase, sale, distribution, or being under the influence of any illegal drug and/or the misuse of legal drugs while on company or client premises or while performing services for the company is strictly prohibited. Meridian Waste also prohibits reporting to work or performing services while impaired by the use of alcohol or consuming alcohol while on duty or during work hours.

To ensure compliance with this policy, substance abuse screening may be conducted in the following situations:

**Pre-employment.** As required by the company for all prospective employees who receive a conditional offer of employment.

**For Cause.** Upon reasonable suspicion that the employee is under the influence of alcohol or drugs that could affect or has adversely affected the employee's job performance.

**Random.** As authorized or required by federal or state law, Meridian Waste authorizes random substance abuse screenings.

Compliance with this policy is a condition of employment. Employees who test positive or who refuse to submit to substance abuse screening will be subject to termination. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable state and local law.

Any employee violating this policy is subject to discipline, up to and including termination, for the first offense.

## Smoke-Free Workplace

Smoking is not allowed in company buildings or work areas at any time. "Smoking" includes the use of any tobacco products, electronic smoking devices, and e-cigarettes containing nicotine cartridges.

Smoking is only permitted during break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly.

## Salvaging and Scavenging

Local government ordinances in some locations prohibit the salvaging or scavenging of recyclable or other solid waste materials. The Company has adopted the policy of prohibiting this type of activity company wide. Any violation of this policy may result in disciplinary action, up to and including termination of employment.

## Motor Vehicle and Equipment Safety

Employees may be required to operate heavy trucks and/or equipment as part of their job duties. Such vehicles and equipment represent a significant capital investment by Meridian, and their proper and safe operation is essential to providing service to our customers. If the operation of such vehicles or equipment is part of your job, you are required to operate them in a safe and proper manner in accordance with federal, state, and local laws and Company regulations and guidelines that may be distributed in addition to this Handbook. Specifically, employees should review the Safety and Loss Prevention manual as it pertains to this and other topics.

If your job duties require you to drive a Company vehicle or your personal vehicle, you may do so only if you possess a valid driver's license, which authorizes you to operate the size and type of vehicle you are required to drive. Driving any vehicle without a valid driver's license

is strictly prohibited. Upon request, employees and prospective employees must present a copy of their driving record and certificate of insurance for personal vehicles. The Company may conduct periodic checks of the driving records of employees who drive a Company-owned vehicle, use their personal vehicles for Company business, or rent vehicles for which the Company pays.

Additionally:

- Employees must refrain from the use of alcoholic beverages or drugs that may impair driving abilities.
- Employees must immediately report any accidents to their supervisor.
- Employees, either when driving a Company vehicle or when using their personal vehicle (or rental) while conducting Company business, must operate the vehicles with care, and in a courteous and safe manner.
- Employees who drive a Company-owned vehicle or use their personal vehicles (or a rental) for Company business must maintain no less than the minimum insurance coverage as required by the state in which they reside.
- Employees who drive a Company-owned vehicle or use their personal (or a rental) vehicles for Company business must notify their supervisor of any criminal vehicular violations within five days after receiving a violation.

Mechanical malfunctions or suspected problems with Company-owned vehicles are to be reported promptly to a supervisor, dispatcher, or shop manager. Seemingly minor problems can get progressively worse and develop into serious problems, resulting in the vehicle being pulled out of service if left uncorrected.

Drivers and certain other employees may be required to operate Company vehicles and equipment away from Company premises. If you are operating such a vehicle or equipment, you must return it at the end of the workday to the appropriate Company facility. You may not leave it off the premises or at another Company facility without prior approval from your supervisor. Company vehicles and equipment are for Meridian use only, and may not be used for personal use. Unauthorized personnel, including members of the public, should never operate equipment, touch equipment while in use, or otherwise ride in vehicles.

If your job duties require you to drive a heavy vehicle or operate equipment, you are required to conduct a pre-trip or pre-operation inspection of your assigned vehicle or equipment using prevailing inspection procedures. You may only drive the vehicle or operate the equipment that has been assigned and entrusted to you. You should not operate another vehicle or equipment unless your supervisor has assigned it to you or you have obtained your supervisor's authorization.

As with all other topics contained in the safety section of this handbook, employees are expected to review the Safety and Loss Prevention Manual as it pertains to this and other topics. Employees should also abide by on-the-job training they receive.

## Workplace Violence Prevention

Meridian Waste is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at company-sponsored functions.

All Meridian Waste employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or the Human Resources department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the company, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action, up to and including termination of employment.

Meridian Waste prohibits the possession of weapons on its property at all times, including our parking lots or company vehicles. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, and knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages, cut string, and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

The company reserves the right to inspect all belongings of employees on its premises, including briefcases, purses and handbags, gym bags, and personal vehicles on company property.

## Harassment and Complaint Procedure

Sexual and other unlawful harassment is a violation of Title VII of the Civil Rights Act of 1964 (Title VII), as amended, as well as many state laws. Harassment based on a characteristic protected by law, such as race, color, ancestry, national origin, gender, sex, sexual orientation, gender identity, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law, is prohibited.

It is Meridian Waste's policy to provide a work environment free of sexual and other harassment. To that end, harassment of Meridian Waste's employees by management, supervisors, coworkers, or non-employees who are in the workplace is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. Meridian Waste will take all steps necessary to prevent and eliminate unlawful harassment.

**Definition of Unlawful Harassment.** "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or other characteristic protected by state or federal law.

**Definition of Sexual Harassment.** "Sexual harassment" is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comments about an individual's body, comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at Meridian Waste.

**Complaint Procedure.** Any employee who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested and encouraged to make a complaint. You may, but are not required to, complain first to the person you feel is discriminating against or harassing you. You may complain directly to your immediate supervisor or department manager, the HR manager, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

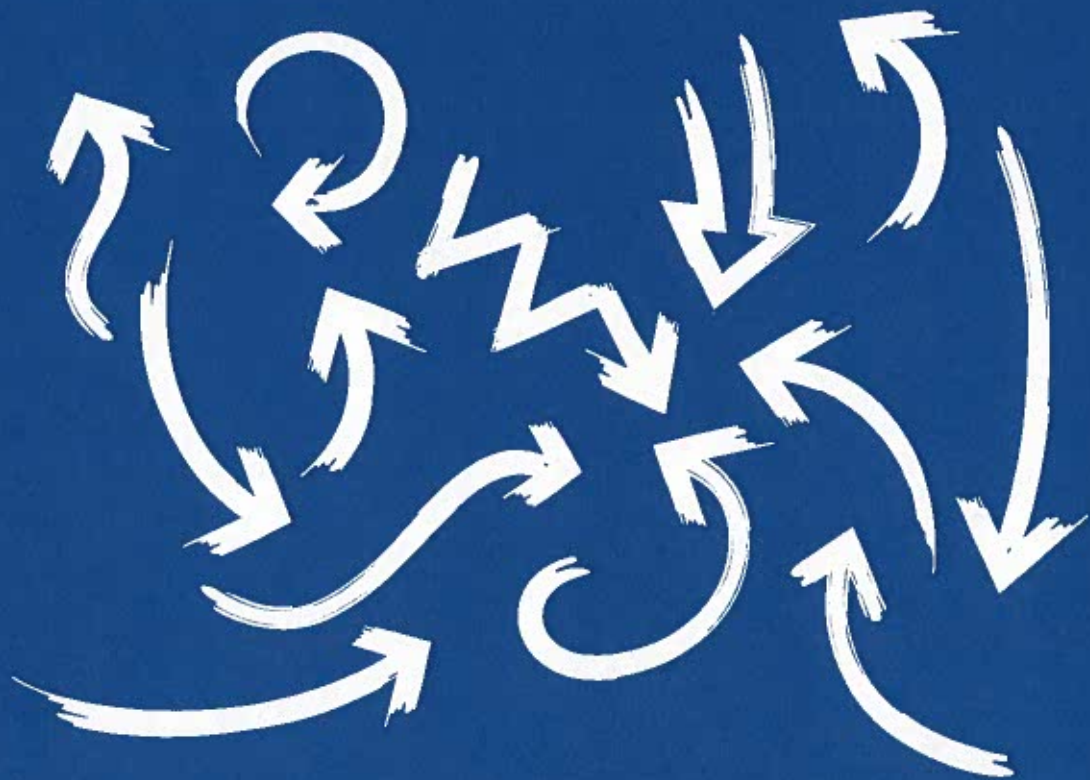
All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, Meridian Waste will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

## Arbitration Agreement

As a Company, we strive to settle all issues with our employees informally together. If the Company and an employee cannot resolve the issue informally together, and the employee signed an arbitration agreement, they will be resolved through mandatory binding arbitration as described in the Company's arbitration agreement. The arbitration will be conducted in the city in which the employee is/was employed and according to the employment arbitration rules and procedures published by the American Arbitration Association. No class or collective actions may be brought in arbitration; rather, each individual must proceed with his or her own claims. Both the employee and Company retain the right to seek injunctive relief from a court of law.

# CONFIDENTIALITY & CONFLICTS OF INTEREST





## Confidential Information

The protection of confidential business information and trade secrets is vital to the interests and success of Meridian Waste. Confidential information is any and all information disclosed to or known by you because of employment with the company that is not generally known to people outside the company about its business.

An employee who improperly uses or discloses trade secrets or confidential business information will be subject to disciplinary action up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

This provision is not intended to, and should not be interpreted to, prohibit employees from discussing wages and other terms and conditions of employment if they so choose.

## Access to Personnel Files

Employee files are maintained by the Human Resources department and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis. Personnel file access by current employees and former employees upon written request will generally be permitted within 3 business days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Human Resources department. Employee files may not be taken outside the department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

## Conflicts of Interest

Meridian Waste expects all employees to conduct themselves and company business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. Meridian Waste recognizes and respects the individual employee's right to engage in activities outside of employment which are private in nature and do not in any way conflict with or reflect poorly on the company.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises where there is a potential conflict of interest, the employee should discuss this with a manager for advice and guidance on how to proceed.

The list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Simultaneous employment by another firm that is a competitor of or supplier to Meridian Waste.
2. Carrying on company business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest.
3. Holding a substantial interest in, or participating in the management of, a firm to which the company makes sales or from which it makes purchases.
4. Borrowing money from customers or firms, other than recognized loan institutions, from which our company buys services, materials, equipment, or supplies.
5. Accepting substantial gifts or excessive entertainment from an outside organization or agency.
6. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the company.
7. Participating in civic or professional organization activities in a manner that divulges confidential company information.
8. Misusing privileged information or revealing confidential data to outsiders.
9. Using one's position in the company or knowledge of its affairs for personal gains.
10. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of company business.

## Employment of Relatives and Domestic Partners

Relatives and domestic partners may be hired by the company if (1) the persons concerned will not work in a direct supervisory relationship, and (2) the employment will not pose difficulties for supervision, security, safety, or morale. For the purposes of this policy, "relatives" are defined as spouses, children, siblings, parents, or grandparents. A "domestic partnership" is generally defined as a committed relationship between two individuals who are sharing a home or living arrangements.

Current employees who marry each other or become involved in a domestic partnership will be permitted to continue employment with the company provided they don't work in a

direct supervisory relationship with each other or otherwise pose difficulties as mentioned above. If employees who marry or live together do work in a direct supervisory relationship with each other, the company will attempt to reassign one of the employees to another position for which he or she is qualified if such a position is available. If no such position is available, one of the employees may be required to leave the company.

# CODE OF CONDUCT





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## Build Trust and Credibility

The success of our business is dependent on the trust and confidence we earn from our employees and customers. We gain credibility by adhering to our commitments, displaying honesty and integrity and reaching company goals solely through honorable conduct. It is easy to say what we must do, but the proof is in our **actions**. Ultimately, we will be judged on what we do.

When considering any action, it is wise to ask: will this build trust and credibility for Meridian Waste? Will it help create a working environment in which Meridian Waste can succeed over the long term? Is the commitment I am making one in which I can follow through? The only way we will maximize trust and credibility is by answering "yes" to those questions and by working every day to build our trust and credibility.

## Respect for the Individual

We all deserve to work in an environment where we are treated with dignity and respect. Meridian Waste is committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to our business success. We cannot afford to let anyone's talents go to waste.

Meridian Waste is an equal employment/affirmative action employer and is committed to providing a workplace that is free of discrimination of all types from abusive, offensive or harassing behavior. Any employee who feels harassed or discriminated against should report the incident to his or her manager or to human resources.

## Create a Culture of Open and Honest Communication

At Meridian Waste everyone should feel comfortable to speak his or her mind, particularly with respect to ethics concerns. Managers have a responsibility to create an open and supportive environment where employees feel comfortable raising such questions. We all benefit tremendously when employees exercise their power to prevent mistakes or wrongdoing by asking the right questions at the right times.

Meridian Waste will investigate all reported instances of questionable or unethical behavior. In every instance where improper behavior is found to have occurred, the company will take appropriate action. We will not tolerate retaliation against employees who raise genuine ethics concerns in good faith.

For your information, Meridian Waste whistleblower policy is as follows:

*Employees are encouraged, in the first instance, to address such issues with their managers or the HR manager, as most problems can be resolved swiftly. If for any reason that is not possible or if an employee is not comfortable raising the issue with his or her manager, HR and the Meridian Waste CEO operate with an open-door policy and are available to you for such concerns.*

## Set Tone at the Top

Management has the added responsibility for demonstrating, through their actions, the importance of this Code. In any business, ethical behavior does not simply happen; it is the product of clear and direct communication of behavioral expectations, modeled from the top and demonstrated by example. Again, ultimately, our actions are what matters.

To make our Code work, managers must be responsible for promptly addressing ethical questions or concerns raised by employees and for taking the appropriate steps to deal with such issues. Managers should not consider employees' ethics concerns as threats or challenges to their authority, but rather as another encouraged form of business communication. At Meridian Waste, we want the ethics dialogue to become a natural part of daily work.

## Uphold the Law

Meridian Waste commitment to integrity begins with complying with laws, rules and regulations where we do business. Further, each of us must have an understanding of the company policies, laws, rules and regulations that apply to our specific roles. If we are unsure of whether a contemplated action is permitted by law or Meridian Waste policy, we should seek the advice from the resource expert. We are responsible for preventing violations of law and for speaking up if we see possible violations.

## Competition

We are dedicated to ethical, fair and vigorous competition. We will sell Meridian Waste services based on their merit, superior quality, functionality and competitive pricing. We will make independent pricing and marketing decisions and will not improperly cooperate or coordinate our activities with our competitors. We will not offer or solicit improper payments or gratuities in connection with the purchase of goods or services for Meridian Waste or the sales of its services, nor will we engage or assist in unlawful boycotts of particular customers.



## Proprietary Information

It is important that we respect the property rights of others. We will not acquire or seek to acquire improper means of a competitor's trade secrets or other proprietary or confidential information. We will not engage in unauthorized use, copying, distribution or alteration of software or other intellectual property.

## Selective Disclosure

We will not selectively disclose (whether in one-on-one or small discussions, meetings, presentations, proposals or otherwise) any material nonpublic information with respect to Meridian Waste, its securities, business operations, plans, financial condition, results of operations or any development plan. We should be particularly vigilant when making presentations or proposals to customers to ensure that our presentations do not contain material nonpublic information.

## Health and Safety

Meridian Waste is dedicated to maintaining a healthy environment. A safety manual has been designed to educate you on safety in the workplace. If you do not have a copy of this manual, please see your HR department.

## Avoid Conflicts of Interest

### Conflicts of Interest

We must avoid any relationship or activity that might impair, or even appear to impair, our ability to make objective and fair decisions when performing our jobs. At times, we may be faced with situations where the business actions we take on behalf of Meridian Waste may conflict with our own personal or family interests. We owe a duty to Meridian Waste to advance its legitimate interests when the opportunity to do so arises. We must never use Meridian Waste property or information for personal gain or personally take for ourselves any opportunity that is discovered through our position with Meridian

Here are some other ways in which conflicts of interest could arise:

1. Being employed (you or a close family member) by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while you are employed with Meridian Waste
2. Hiring or supervising family members or closely related persons.
3. Serving as a board member for an outside commercial company or organization.

4. Owning or having a substantial interest in a competitor, supplier or contractor.
5. Having a personal interest, financial interest or potential gain in any Meridian Waste transaction.
6. Placing company business with a firm owned or controlled by a Meridian Waste employee or his or her family.
7. Accepting gifts, discounts, favors or services from a customer/potential customer, competitor or supplier, unless equally available to all Meridian Waste employees.

Determining whether a conflict of interest exists is not always easy to do. Employees with a conflict of interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their managers or the HR department.

### Gifts, Gratuities, and Business Courtesies

Meridian Waste is committed to competing solely on a merit of our services. We should avoid any actions that create a perception that favorable treatment of outside entities by Meridian Waste was sought, received or given in exchange for personal business courtesies. Business courtesies include gifts, gratuities, meals, refreshments, entertainment or other benefits from persons or companies with whom Meridian Waste does or may do business. We will neither give nor accept business courtesies that constitute, or could reasonably be perceived as constituting, unfair business inducements that would violate law, regulation or policies of Meridian Waste or customers, or would cause embarrassment or reflect negatively on Meridian Waste reputation.

### Accepting Business Courtesies

Most business courtesies offered to us in the course of our employment are offered because of our positions at Meridian Waste. We should not feel any entitlement to accept and keep a business courtesy. Although we may not use our position at Meridian Waste to obtain business courtesies, and we must never ask for them, we may accept unsolicited business courtesies that promote successful working relationships and good will with the firms that Meridian Waste maintains or may establish a business relationship with.

Employees who award contracts or who can influence the allocation of business, who create specifications that result in the placement of business or who participate in negotiation of contracts must be particularly careful to avoid actions that create the appearance of favoritism or that may adversely affect the company's reputation for impartiality and fair

dealing. The prudent course is to refuse a courtesy from a supplier when Meridian Waste is involved in choosing or reconfirming a supplier or under circumstances that would create an impression that offering courtesies is the way to obtain Meridian Waste business.

### Meals, Refreshments, and Entertainment

We may accept occasional meals, refreshments, entertainment and similar business courtesies that are shared with the person who has offered to pay for the meal or entertainment, provided that:

- They are not inappropriately lavish or excessive.
- The courtesies are not frequent and do not reflect a pattern of frequent acceptance of courtesies from the same person or entity.
- The courtesy does not create the appearance of an attempt to influence business decisions, such as accepting courtesies or entertainment from a supplier whose contract is expiring in the near future.
- The employee accepting the business courtesy would not feel uncomfortable discussing the courtesy with his or her manager or co-worker or having the courtesies known by the public.

### Gifts

Employees may accept unsolicited gifts, other than money, that conform to the reasonable ethical practices of the marketplace, including:

- Flowers, fruit baskets, and other modest presents that commemorate a special occasion.
- Gifts of nominal value, such as calendars, pens, mugs, caps, and t-shirts (or other novelty, advertising, or promotional items).

Generally, employees may not accept compensation, honoraria, or money of any amount from entities with whom Meridian Waste does or may do business. Tangible gifts (including tickets to a sporting or entertainment event) that have a market value greater than \$100 may not be accepted unless approval is obtained from management.

Employees with questions about accepting business courtesies should talk to their managers or the HR department.

### Offering Business Courtesies

Any employee who offers a business courtesy must assure that it cannot reasonably be interpreted as an attempt to gain an unfair business advantage or otherwise reflect

negatively upon Meridian Waste. An employee may never use personal funds or resources to do something that cannot be done with Meridian Waste resources. Accounting for business courtesies must be done in accordance with approved company procedures.

Other than to our government customers, for whom special rules apply, we may provide non-monetary gifts (i.e., company logo apparel or similar promotional items) to our customers. Further, management may approve other courtesies, including meals, refreshments or entertainment of reasonable value, provided that:

- The practice does not violate any law or regulation or the standards of conduct of the recipient's organization.
- The business courtesy is consistent with industry practice, is infrequent in nature and is not lavish.
- The business courtesy is properly reflected on the books and records of Meridian Waste.

## Set Metrics and Report Results Accurately

### Accurate Public Disclosures

We will make certain that all disclosures made in financial reports and public documents are full, fair, accurate, timely and understandable. This obligation applies to all employees, including all financial executives, with any responsibility for the preparation for such reports, including drafting, reviewing and signing or certifying the information contained therein. No business goal of any kind is ever an excuse for misrepresenting facts or falsifying records.

Employees should inform Executive Management and the HR department if they learn that information in any filing or public communication was untrue or misleading at the time it was made or if subsequent information would affect a similar future filing or public communication.

### Corporate Recordkeeping

We create, retain and dispose of our company records as part of our normal course of business in compliance with all Meridian Waste policies and guidelines, as well as all regulatory and legal requirements.

All corporate records must be true, accurate and complete, and company data must be promptly and accurately entered in our books in accordance with Meridian Waste and other applicable accounting principles.

We must not improperly influence, manipulate or mislead any unauthorized audit, nor interfere with any auditor engaged to perform an internal independent audit of Meridian Waste books, records, processes or internal controls.

## Promote Substance Over Form

At times, we are all faced with decisions we would rather not have to make and issues we would prefer to avoid. Sometimes, we hope that if we avoid confronting a problem, it will simply go away.

At Meridian Waste, we must have the courage to tackle the tough decisions and make difficult choices, secure in the knowledge that Meridian Waste is committed to doing the right thing. At times this will mean doing more than simply what the law requires. Merely because we can pursue a course of action does not mean we **should** do so.

Although Meridian Waste guiding principles cannot address every issue or provide answers to every dilemma, they can define the spirit in which we intend to do business and should guide us in our daily conduct.

### Accountability

Each of us is responsible for knowing and adhering to the values and standards set forth in this Code and for raising questions if we are uncertain about company policy. If we are concerned whether the standards are being met or are aware of violations of the Code, we must contact the HR department.

Meridian Waste takes seriously the standards set forth in the Code, and violations are cause for disciplinary action up to and including termination of employment.

## Be Loyal

### Confidential and Proprietary Information

Integral to Meridian Waste business success is our protection of confidential company information, as well as nonpublic information entrusted to us by employees, customers and other business partners. Confidential and proprietary information includes such things as pricing and financial data, customer names/addresses or nonpublic information about other companies, including current or potential supplier and vendors. We will not disclose confidential and nonpublic information without a valid business purpose and proper authorization.

## Use of Company Resources

Company resources, including time, material, equipment and information, are provided for company business use. Nonetheless, occasional personal use is permissible as long as it does not affect job performance or cause a disruption to the workplace.

Employees and those who represent Meridian Waste are trusted to behave responsibly and use good judgment to conserve company resources. Managers are responsible for the resources assigned to their departments and are empowered to resolve issues concerning their proper use.

Generally, we will not use company equipment such as computers, copiers and fax machines in the conduct of an outside business or in support of any religious, political or other outside daily activity, except for company-requested support to nonprofit organizations. We will not solicit contributions nor distribute non-work related materials during work hours.

In order to protect the interests of the Meridian Waste network and our fellow employees, Meridian Waste reserves the right to monitor or review all data and information contained on an employee's company-issued computer or electronic device, including Internet activity. We will not tolerate the use of company resources to create, access, store, print, solicit or send any materials that are harassing, threatening, abusive, sexually explicit or otherwise offensive or inappropriate.

Questions about the proper use of company resources should be directed to your manager.

## Media Inquiries

Meridian Waste is a high-profile company in our community, and from time to time, employees may be approached by reporters and other members of the media. In order to ensure that we speak with one voice and provide accurate information about the company, we should direct all media inquiries to the Marketing department. No one may issue a press release without first consulting with the office of the CEO.

## Do the Right Thing

Several key questions can help identify situations that may be unethical, inappropriate or illegal. Ask yourself:

- Does what I am doing comply with the Meridian Waste guiding principles, Code of Conduct and company policies?
- Have I been asked to misrepresent information or deviate from normal procedure?
- Would I feel comfortable describing my decision at a staff meeting?

- How would it look if it made the headlines?
- Am I being loyal to my family, my company and myself?
- What would I tell my child to do?
- Is this the right thing to do?

## Employee Conduct and Work Rules

The purpose of these rules and regulations is to define and protect all employees. This list is illustrative, not exhaustive. Other improper conduct, as determined by the Company, may be grounds for disciplinary action up to and including discharge. Certain rules and regulations are required to safely and efficiently operate a business. As circumstances change, rules often must change. Therefore, the Company may from time to time amend these rules. In general, however, an employee is subject to disciplinary action, up to and including immediate discharge at the Company's sole discretion, if any of the following rules are violated:

- Unsatisfactory work performance.
- Failure of an employee to give notification to or receive authorization from his or her supervisor before leaving the workstation, work site, or the job.
- Violation of the Alcohol and Substance Abuse Policy.
- Failure to observe the ordinary rules of hygiene for sanitation or any special rules posted by the Company.
- Failure to comply with supervisory authority.
- Carelessness or neglect of duty in carrying out assignments or instructions from those in authority, or insubordination of any kind.
- Falsification or withholding of facts related to Company business or on any Company records, including, but not limited to, employment applications and time sheets.
- Accepting payment or gifts for favoritism or for services in violation of the Code of Business Conduct Policy.
- Failure to follow policies, procedures and guidelines contained in the Employee Handbook, Code of Business Conduct Policy, Loss Prevention and Safety Manual, posted on Company premises or property, or otherwise distributed to Company employees.
- Conviction of a serious crime, the nature of which would render an individual unsuitable to perform his or her job duties.

- Failure to follow safety rules and regulations.
- Contracting with customers or vendors to perform work of any kind directly for or with them.
- Non-disclosure of interest in, or connection with any business that competes with the Company.
- Threatening, intimidating, coercing, bullying, or interfering with the performance of employees or others.
- Engaging in such other practices inconsistent with the ordinary and reasonable rules of conduct necessary for the welfare of the Company, its employees, vendors, or customers.
- Pilferage or theft of the property of the Company, customers, fellow employees, or others.
- Fighting, disorderly, or immoral conduct on Company premises or while performing Company business.
- Solicitation during work time.
- Sleeping on the job.
- Any form of unlawful discrimination or harassment.
- Falsely stating or making a claim of occupational or nonoccupational injury or illness.
- Failure to report accidents or injuries immediately (including personal injury on the job).
- Horseplay.
- Discourtesy or impoliteness to fellow employees, customers, vendors, or the public.
- Disregarding prescribed cash handling procedures.
- Disclosure, or use, of trade secrets or proprietary business information not available to the general public, including but not limited to customer lists, pricing, and quotes.
- Possession of dangerous or concealed weapons, firearms or explosives or other weapons in company vehicles or on Company premises (including parking areas used by Company employees or customers, unless contrary to state law).
- Conduct off the job that could cause loss of business or customers.
- Willful or careless destruction of Company property.



## Information and Resources

If you have questions, feel free to ask your supervisor or contact the Human Resources Department at [HR@MeridianWaste.com](mailto:HR@MeridianWaste.com).

### Chief Executive Officer

Walter "Wally" Hall, Jr. — [WHall@MeridianWaste.com](mailto:WHall@MeridianWaste.com)

### Director – Human Resources

Teresa Altman, PHR — [TAltman@MeridianWaste.com](mailto:TAltman@MeridianWaste.com)

### Chief Marketing Officer

Mary O'Brien — [MObrien@MeridianWaste.com](mailto:MObrien@MeridianWaste.com)



**Meridian Waste**

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Charlotte, NC. 28209

[MeridianWaste.com](http://MeridianWaste.com)

March 2022

# SAFETY & LOSS **PREVENTION MANUAL**

***Proactive Diligence***

**ON-SITE & ON THE ROAD**

# SAFETY

**IS A  
VERB**

PROTECTING ***YOURSELF,***  
YOUR ***COWORKERS,***  
***and OUR CUSTOMERS***



For more information, contact:  
[Safety@MeridianWaste.com](mailto:Safety@MeridianWaste.com)

*General Policies, Safety, and Health*

*Hauling and Commercial Driving*

*Post-Collection Operations*

*Maintenance & Shop Safety*

**Everyone** has the **right** and **obligation**  
to **stop and question any job that causes concern**  
about personal safety, the safety of others, or the safety  
of our services.



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MESSAGE  
FROM OUR CEO





At Meridian Waste, the word SAFETY is a verb.

Much to the mortification of my elementary school English teacher, I want all of our team members to **embrace SAFETY as an action**—something we DO every day with every task to ensure you protect your body, your health, and those of your peers, customers, and the greater community.

SAFETY is to be an everyday occurrence led by you. SAFETY is our way of doing the right thing each day, every time. Don't wait—ACT! Make everyone around you accountable for a safe, healthy workplace. We all have a vital role in protecting the welfare of each other and our customers.

No one team member gets a pass from being diligent to take action to identify, report and/or fix a situation that may cause harm. Our Meridian Waste team members are our work family, and we all have the responsibility to protect one another regardless of title, position, location, or work environment.

I may be upsetting Mrs. Harris, my 5th grade teacher, with my deviation from the English rule book, but in the case of saving a life, a finger, or preventing a cut, bruise, or bad back, I say this rule is meant to be broken. **SAFETY is a verb!**

A handwritten signature in black ink, appearing to be "Wally", with a long horizontal stroke extending to the right.

**Walter "Wally" Hall, Jr.**

Chief Executive Officer

# OVERVIEW

This manual is a summary of the safety policies and practices in effect at the time of its publication and is designed to provide you with a reference source to answer most of your questions about the safety requirements of your job. It is to be used for general information and does not replace more detailed policies and procedures that may exist.

Moreover, no safety manual can anticipate every hazard or unsafe practice. Where this manual uses lists to describe examples of unsafe behaviors or hazards, those lists are meant to be illustrative only and should not be interpreted as exclusive.

If this manual at any time conflicts with applicable federal, state, or local law, the applicable law(s) shall govern.

The contents of this manual are subject to revision from time to time. However, important changes may be printed and distributed to employees during the period between re-printings, and the Company retains the right to change any policies, procedures, and work practices as it deems necessary, at any time. **Employees are responsible for reviewing this document from time to time for any such changes.**

# SECTION 1/ GENERAL POLICIES

## Employee Qualification

Meridian Waste believes that our employees are our most valuable assets, and that the success of the Company is determined by the quality of its employees. Because of these beliefs, the personnel selections of the Company are extremely important. The Company seeks to employ only the most qualified personnel and is committed to consistently adhering to Meridian Waste's equal employment opportunity policies. Employees failing to meet the Company's standards are subject to immediate disciplinary action, up to and including release from employment.

Meridian Waste expects employees to follow its Code of Conduct, which will protect the interests and safety of all employees, the Company, and the public. For more information on the Company's expectations regarding employee conduct, please refer to the Employee Handbook.

Criminal background checks are required for all employees prior to joining Meridian Waste. Once employed, if there is a change in an employee's criminal record, the employee must notify his or her supervisor or a member of management immediately. The supervisor or manager, along with the Human Resources Department, will review the change to make the final determination regarding the individual's suitability for continued employment in the position.

No employee of Meridian Waste will be permitted to work outside of Meridian Waste for another employer without first obtaining written approval from his or her General Manager. Notwithstanding this statement, no employee of Meridian Waste who is subject to Department of Transportation (DOT) hours of service regulations will be permitted to perform work outside of Meridian Waste.

**The following minimum standards must be met for all current employees who are required to maintain a DOT driver qualification file. New employees will meet the criteria outlined in the document containing the "New Employee Criteria Guidelines (Commercial Drivers)."**

- Employee must have a valid driver's license and be a minimum of 21 years of age.
- Employee must be properly licensed to operate the type of unit. (e.g., CDL "B" with air brakes).
- Employee must have a minimum of three years of verifiable driving experience.
- Employee may not have more than two minor moving violation in a three (3)-year period and have no major moving violations for five (5) years (e.g., reckless/careless driving, speeding more than 15 mph over the limit, etc.).
- Employee may not have more than two (2) suspensions on his or her MVR in the preceding three (3) years.
- Employee may not have a conviction (by plea agreement or otherwise) of any offense involving the operation of a motor vehicle while impaired by drugs, other controlled substance, or alcohol for a five (5)-year period.

- Employee may not have a conviction of any offense involving the transportation of a controlled substance or a felony involving the use of a motor vehicle for a five (5)-year period.
- Employees will be expected to communicate with other Company employees, our customers, and the general public for safety and customer service reasons. Therefore, Meridian Waste requires all employees to be able to read and speak English sufficiently to be able to safely perform all duties and functions of the job.
- Employee Motor Vehicle Records (MVRs) will be reviewed as required by FMCSA regulations.
- Employees are responsible for maintaining their DOT qualifications to drive commercial vehicles.

Minimum standards for non-commercial drivers who drive for or on behalf of the Company are contained in the **New Employee Criteria Guidelines (Non-Commercial Drivers)**.

## Alcohol and Substance Abuse

The Company's Alcohol and Substance Abuse Policy has been created to protect both the public and the Company's employees. It mandates discipline up to and including discharge, in accordance with state laws. At the same time, it offers substance abuse evaluation services and a last chance to employees who voluntarily come forward to the Company and seek professional rehabilitation services, provided the employee does not self-identify in order to avoid testing. Employees should read and be familiar with the entire Policy.

All employees are required to submit to applicable drug and alcohol tests as a condition of employment.

Our drug- and alcohol-free workplace policy includes the following provisions:

- The Company prohibits any employee, whether on duty or not, from engaging in the unlawful use of any form of illegal drug, synthetic marijuana (such as K-2, Spice, herbal smoking blends), "medical marijuana," or other illegal controlled substances on Company property, in Company vehicles or equipment, or at any other time. It is against Company policy for you to report to work or to perform job duties, including the operation of a motor vehicle, with any unauthorized drugs or alcohol in your system.
- All applicants offered employment for any position may be tested for the presence of drugs as part of the hiring process. Any applicant refusing to submit to a pre-employment drug test will be ineligible for hire. If an applicant's test is confirmed positive, the applicant will not be considered for employment at that time and will be informed that he or she has failed to meet employment standards.

- Employees are subject to random drug and alcohol testing in accordance with Company policy, state laws, and Federal regulations.
- Employees will be tested when there is reasonable suspicion of drug or alcohol use.
- Employees are subject to testing following a vehicle accident which meets DOT testing requirements, or an OSHA-recordable injury, in accordance with state laws.

**A refusal to submit to a required drug/alcohol test carries the same consequences as a positive test result.**

- It is the employee's obligation to notify his/her supervisor of any medically prescribed drug use that may alter the ability to perform job functions, especially if the prescription indicates that one should not drive, operate machinery, or engage in hazardous activities. An employee may be assigned other duties if the use of prescribed medication may interfere with regular job duties. In the event that an employee's drug screen comes back positive due to a prescription drug, it shall be the employee's responsibility to provide the Medical Review Officer with proof of a valid prescription. Abuse of prescription drugs, including the use of medications not prescribed to you, will be considered a violation of this policy.

In the case of a violation of this policy, including a positive drug or alcohol test result, employees are subject to disciplinary action, up to and including termination. The full text of the Alcohol and Substance Abuse Policy is available upon request.

## Management Commitment

Safety is the number one priority at Meridian Waste. Our goal is to be the leader in safety and health and ultimately achieve zero accidents and zero injuries. The personal safety of each employee and every member of the communities in which we live and operate is vital to us. To accomplish this, we will systematically manage the safety and health of our operations.

**We will accomplish this by:**

- Showing our commitment to safety through our actions.
- Taking personal responsibility and having accountability for safety.
- Establishing proficiency among our employees in the anticipation, recognition and elimination or control of hazards.
- Actively looking for unsafe acts, conditions, and practices and responding with the appropriate corrective action.

- Looking out for the safety of one another every day.
- Systematically assessing and prioritizing risk.
- Complying with applicable laws and regulations.
- Measuring our performance on a regular basis.
- Monitor and evaluate programs and policies for effectiveness to continuously improve our program.

**Key elements of our safety and health management system are as follows:**

- Organization and Staffing
- Safety and Health Policy Statement
- Risk Assessment and Planning
- Compliance Programs
- Hazard Identification and Assessment
- Corrective Action Management
- Education and Training
- Communication
- Incident Planning and Response
- Validation and Verification
- Program Evaluation and Improvement

## Safety Controls

Meridian Waste believes that employees are entitled to a safe and healthy place to work. As such, safety is a fundamental part of our operations. This section will cover some of the controls that will be utilized to assist in supporting our safety culture.

### ENGINEERING CONTROLS

Providing mechanical and physical safeguards to prevent employees from coming into contact with the moving parts of machinery or equipment. These safeguards will include, but are not limited to guards, fences, railings, and/or enclosures which prevent or restrict access to points of operation, power transmission, ongoing nip or bite points, and shear points.



## ADMINISTRATIVE CONTROLS

- Conducting training on safety practices for all employees based on job duties. New employees will not be allowed to work until they have completed their initial safety training. Training is an ongoing process and will continue throughout employment.
- Training will include general safety rules and specific rules and regulations applying to each job operation.
- Conducting safety inspections to identify, mitigate or eliminate unsafe working conditions or practices and to comply fully with the safety standards of every job.
- Safety inspections will be conducted routinely by on-site management and periodically by outside safety and risk management professionals.
- Providing a clean, orderly and safe workplace. Safe employee behavior is a condition of employment. Safety rules will be enforced. Disciplinary action will be taken against those who fail to adhere to safe work practices.
- In order to reduce risk factors associated with repetitive strain to muscles, tendons, or joints, employees may be rotated into various jobs, adequate rest breaks may be incorporated, or ergonomic interventions may be made in the job.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Providing personal protective equipment according to hazards associated with each operation. Equipment must meet all regulations, and damaged or broken equipment will be replaced as necessary. Employees will be given instructions on the proper use and care of protective equipment.

## Safety and Health Training

The safety and health training program include new hire orientation, annual refresher topics, and On-the-job Training (OJT). All locations must conduct regular safety and health training based on the needs assessment that has been performed, identifying the training requirements by line of business.

An annual schedule has been developed for each line of business.

Locations must post schedules so all employees will know the dates and times of the sessions. Tests and quizzes are administered to ensure the effectiveness of the training.

Below is an overview of the topics covered in the safety and health training program.

- Access to Medical Records
- Accident/Injury Reporting
- Cargo/Load Securement
- Spill Response
- Asbestos Awareness
- Bloodborne Pathogens
- Compressed Gases
- Space Cushion Driving
- Confined Space
- Drug & Alcohol
- Electrical Safety
- Safety Action Reporting (Near Misses)
- DOT (Hours of Service)
- Emergency Action Plan
- Ergonomics/Body Mechanics
- Workers Comp Fraud
- Lockout/Tagout
- Heat Stress
- Fire Protection
- Flagging/Barricades
- Personal Protection Equipment
- Flammables/Combustibles
- Hazard Communication
- DOT (DVIR, Pre-/Post)
- Equipment Inspections
- Hearing Conservation
- Housekeeping (Walking, Working, Slips and Trips)
- Ladders/Platforms
- Fall Protection
- Post Collection Safety
- Cranes and Hoists

- Needle Sticks
- Respiratory Protection
- Return to Work
- Cold Stress
- Driving in Adverse Weather
- Jacks and Jack Stands
- Tire Safety
- Welding and Hot Work
- Hand and Portable Tools
- Tipper Safety
- Trenching and Excavations
- Conveyor Safety
- Powered Industrial Trucks
- Safe Backing (Equipment and Vehicles)
- Machine Guarding

## Employee Observations

Management will conduct observations on all operating employees (drivers, helpers, maintenance shop employees, landfill employees, equipment operators, and MRF employees) at their work location to ensure safe work behaviors. Each behavior observed will be evaluated as "safe" or "needs improvement" and noted on the observation form.

Observers are trained to constructively correct "unsafe" behaviors and provide positive feedback on "safe" behaviors.

### TYPES OF OBSERVATIONS

**In-cab observation** — This will measure the employee's knowledge, habits, and skills while operating the vehicle along with regular duties. This observation takes place while the observer rides with the driver.

**Field observation** — This type of observation measures an employee's work habits and skills while the employee is performing regular job duties. Employees are made aware that an observation can take place at any time.

## FREQUENCY OF OBSERVATION

- **All operations employees** will be observed at least once per month.
- **New hire employees** will be observed at least once per week for one month, immediately after receiving on-the-job training.
- **Post-accident/injury employees** will be observed a minimum of once per week for one month or until management determines that this frequency of observations is no longer necessary.
- **In-cab drivers' observations** will be conducted once a year on each driver using the designated Driver Observation form.

The frequencies established for all observation categories are to be considered minimum requirements, and management reserves the right to conduct more frequent observations in its sole discretion.

## Reporting Unsafe Conditions or Hazards

Safety reporting is a proactive approach to safety versus a reactive approach. You are expected and encouraged to always look for safety issues and hazards at Meridian Waste offices, facilities and customer locations. You are also expected to look out for the safety of one another. Failing to actively look for hazards in your work environment, or failing to address or report them, is unacceptable.

You are expected to eliminate or control the safety issues yourself when possible to safely do so.

If this is not possible, you are expected to report them by notifying your manager/supervisor of the situation. Employees may also email issues to [Safety@MeridianWaste.com](mailto:Safety@MeridianWaste.com) to anonymously report an unsafe condition or hazard.

Supervisors and managers are expected to address reported issues. However, if assistance is needed, the Safety and Risk Management Department should be contacted.

## Primary Safety Rules

Certain unsafe actions are more likely to result in incidents that cause serious injury or death. These incidents are often caused by a failure to follow certain prescribed guidelines and known safe practices. **An unsafe behavior that causes a violation of one of these rules will result in IMMEDIATE SUSPENSION AND/OR TERMINATION.**

## SAFETY DEVICES

Employees shall not by-pass, disconnect, disable, or otherwise modify any safety devices on equipment. All vehicle safety devices shall be used as intended while performing the appropriate task. Equipment will not be operated or allowed to be operated with defective safety devices. All malfunctioning or inoperable devices must be reported **IMMEDIATELY**.

## VEHICLE/EQUIPMENT INSPECTIONS

It is the driver/operator's responsibility to ensure that trucks and equipment are in safe operating condition before, during, and after operating.

## "SNAKING" OR "ZIG-ZAGGING" OR "CRISS-CROSSING" OR "DOUBLE-SIDING"

Operating vehicle equipment against traffic flow or leaving the appropriate lane to service an account is **PROHIBITED**. Weaving from one side of the street to another in order to render service, whether on a regular basis or on a one-time basis, while on a route is **PROHIBITED**.

All residential collection is made from the **RIGHT** side of the road. Crossing the street to service a residence is **PROHIBITED**. Servicing two sides of the roadway may be allowed in certain instances (e.g., isolated alleys, one-way streets), but requires specific written approval from the General Manager and Area Safety Manager.

## VEHICLE BACKING

Backing a vehicle with a crew member in the cab is not allowed without a "spotter." A crew member must leave the cab and guide the backing maneuver as a "spotter." Backing with a crew member on a step or on any part of the vehicle is **PROHIBITED**. Backing a "dual drive" vehicle from the right side is **NEVER** permitted.

## SECURE VEHICLES AND EQUIPMENT SAFELY (LOCKOUT/TAGOUT)

**NEVER** enter, exit, or climb on a vehicle or a piece of equipment that is not safely secured. Parking brakes on vehicles or equipment must be secured before leaving the cab. Using the parking brake or "work" brake to slow or stop a vehicle is **PROHIBITED**.

When securing a vehicle/equipment to perform service, clean up, maintenance work, or other non-routine tasks, the driver/operator must use the prescribed **Lockout/Tagout procedure**. No vehicle will be left unattended while the engine is running.

## SEAT BELTS

Seat belts must be used in accordance with Company policy, DOT §392.16, and state laws.

## SPEED LIMITS

Exceeding speed limits set by local traffic laws, Company policy, and ANSI Standards for school zones, playgrounds, crew members on riding steps (10 mph, 2/10 mile) and dual drive (stand-up, right side) collection (20 mph), and in-transit vehicle operations is **PROHIBITED**.

## DUAL DRIVE (RIGHT SIDE) SECONDARY POSITION VEHICLES

While in transit, all driving must be conducted from the left side (primary position) and all doors must be closed. Backing and left turns, while in the right-side position, are **STRICTLY PROHIBITED**. In transit at speeds exceeding 15 mph, all doors must be closed, and all riders must be seated and secured by a seatbelt.

## DISPOSAL/RECYCLING/TRANSFER FACILITY RULES

All employees are expected to comply with facility safety regulations (regardless of ownership) regarding vehicle operation, speed, traffic patterns, and vehicle placement. Crew members must remain in the vehicle and PPE must be used as required by Company policy.

## ACCIDENT AVOIDANCE

Accidents can arise from a driver/equipment operator's disregard for laws, safety rules, or training, but can be avoided by:

- Avoiding distractions such as cell phones and other communication devices, hand-held radios, smoking, eating, and loud music.
- Maintaining adequate space between other vehicles, equipment, or objects.
- Slowing speeds when entering curves, turning, or in inclement weather.
- Maintaining awareness of your surroundings and the actions of others.

## Employee Loss Prevention Policy

It is the responsibility of all Meridian Waste employees to safely perform their jobs in a way that protects themselves, their co-workers, and the public we serve. The Employees Loss Prevention Policy (ELP) will address corrective and disciplinary action(s) with regard to employees who are involved in preventable accidents or who suffer preventable injuries. A preventable event is one in which the employee failed to do everything he/she possibly could to prevent the incident from occurring.

### PROCEDURE

When an employee is involved in any accident or injury, the following steps will be taken:

1. The employee will meet with his/her supervisor and GM (or facility manager) the same day as the event but no later than the close of business on the following workday, to determine the cause(s) of the event.
2. An incident review will be conducted no later than close of business on the following workday and reviewed with the employee involved.
3. If an incident review cannot be completed within that time period, the employee will be placed on suspension, or assigned another job duty, until the incident review is completed and a determination of preventability can be made.
4. If the incident is found to be preventable, the employee will be subject to disciplinary action, up to and including release from employment.
5. If the employee is not released, then he/she will receive retraining prior to returning to work.

Retraining may include any or all of the following:

- Classroom training
- On-the-Job Training (OJT)
- Combination of classroom and On-the-Job Training

This training will be documented and placed in the employee's personnel or training file.

Job observations will then be performed on the employee until management is confident that the employee is performing his/her job duties safely and in accordance with safe work methods and practices. Observations will be documented and placed in the personnel or training file.

## Safety Rules Violation Policy

Working safely is a condition of your employment. The purpose of this policy is to assist you, the employee, and the Company in maintaining safe working conditions as well as to promote safe working behaviors. The Company safety rules will be enforced at all times, and disciplinary action, up to and including termination, will be taken to prevent any recurrence of a violation. Supervisors who knowingly allow unsafe practices risk suspension or termination as well.

In general, incidents will be reviewed by management after the fact, with the input of the involved employee(s), to determine preventability. A preventable event is one in which the employee failed to do everything he/she possibly could to prevent the incident from occurring.

## Injury and Accident Procedures

In the event of an accident or injury:

1. **Immediately report ALL accidents or injuries**, regardless of extent or severity, to your supervisor. Your supervisor will contact the appropriate parties to continue the reporting process. Failure to report work-related injuries or accidents to your supervisor or safety manager may jeopardize your worker's compensation benefits and your employment.
2. If involved in a motor vehicle accident, **prevent additional accidents** by setting out warning devices, if safe to do so.
3. **DO NOT leave the scene of an accident** until authorized to do so by your supervisor, your safety manager, or another member of Meridian Waste management.
4. In the event of an injury that requires medical treatment:
  - An employee sustaining **serious or life-threatening injuries** should be taken to the hospital emergency room or transported via emergency responders.
  - **For less serious injuries**, the medical facility designated by the Company should be used.
5. **DO NOT discuss what happened with anyone**, except the police or as directed by your Meridian Waste supervisor or management team.
6. **DO NOT admit responsibility for the accident or sign any statements** presented by non-Meridian Waste personnel.
7. Give your name, the company name and address, the vehicle registration number, and, if asked, exhibit operator's license.
8. **DO NOT** stand between vehicles at an accident scene.



Any driver involved in an accident must be removed from the vehicle for the rest of his/her shift. The employee must submit to a post-accident drug/alcohol test in accordance with the Company drug testing policy. This should be administered immediately upon leaving the scene.

**Failure to submit to drug/alcohol testing will be construed the same as a positive result, and the employee will be immediately discharged.**

No employee involved in an accident will be allowed to return to duty until the accident or injury review has been completed. If the event is deemed preventable, the employee cannot return to duty until he/she has either gone through additional training or received counseling/disciplinary action on the accident.

# SECTION 2/ SAFETY AND HEALTH

## Lockout/Tagout

The Lockout/Tagout program establishes the requirements for the lockout of trucks and equipment at Meridian Waste.

The program is intended to ensure that vehicles, machines, or equipment are isolated from all potentially hazardous energy and locked out before employees perform any services or maintenance activities on them.

The types of energy to be aware of are **electrical, hydraulic, pneumatic, mechanical, chemical, kinetic, thermal, and electromagnetic.**

- **DO NOT** attempt to perform maintenance or services on a vehicle, machine, or piece of equipment that has not been properly locked out.
- **NEVER** use or attempt to operate a vehicle, machine, or piece of equipment that has been locked out or placed out of service.
- When performing service or maintenance on trucks or equipment, be familiar with the lockout procedure for the task you are performing.
- All personal locks used in lockout/tagout must be labeled with the name of the employee assigned the lock.
- Always follow lockout procedures for cleaning behind the blade, climbing on top of a truck, or servicing a baler or conveyor.

Violation of the lockout/tagout program will result in disciplinary action, up to and including termination of employment.

## Confined Space Entry

A confined space is defined as a space that:

- Is large enough and so configured that an employee can enter and perform assigned work.
- Has a restricted or limited means of entry or exit.
- Is not designed for continuous employee occupancy.

Examples of confined spaces at Meridian Waste include manholes, truck bodies, and storage tanks.

**Confined spaces present certain hazards.** They may:

- Contain a hazardous atmosphere.
- Contain material that could engulf an entrant.
- Have inwardly converging walls that could trap or asphyxiate an entrant.
- Present another recognized serious safety or health hazard.

When all hazards of a confined space cannot be eliminated through lockout/tagout, then the confined space becomes a Permit Required Confined Space. All Permit Required Confined Spaces must be labeled to help prevent unauthorized access and possible injury. Meridian Waste employees may **NOT** enter Permit Required Confined Spaces unless they have received specific training on **Permit Required Confined Space Entry**.

## Company Equipment

You may be entrusted with the operation of heavy trucks and/or equipment as part of your job duties. The appropriate operation of this equipment is important for your safety and for the safety of others.

**ONLY** employees who are authorized to do so may operate heavy equipment or drive a Company vehicle. **NO** unauthorized passengers are allowed in a Company vehicle.

In order to drive a Company vehicle, you must possess the appropriate driver's license for the vehicle you will operate. Driving any vehicle without a valid driver's license or the proper class is strictly prohibited. In addition to the motor vehicle safety rules in this manual, employees receive training on safe motor vehicle operation.

Before operating heavy equipment, you must be properly trained and, where required, certified. If you are authorized to operate heavy equipment, you must not leave the Company premises with the equipment unless authorized to do so by your supervisor.

## Mobile Communication Devices

This policy outlines the safe and appropriate use of cellular phones and other communication devices by Company personnel while operating a motor vehicle for Company business. The Company expects all employees to drive responsibly at all times, including while conducting Company business. Moreover, your communication devices must always be used in accordance with federal, state, or local laws, and Company policies.

Although no list of precautionary measures can guard against every dangerous situation or condition that may arise, the following are our guidelines that must be followed:

- In compliance with FMCSA 35-11, Meridian Waste prohibits employee use of cellular phones and other wireless devices while operating a motor vehicle for Company business. This prohibition includes, but is not limited to, receiving, or placing calls, text messaging, surfing the Internet, and responding to emails. This prohibition also includes the preceding uses while temporarily stationary because of traffic, a traffic control device, or other momentary delays.
- Always remember that the foremost responsibility of any driver is to be always attentive to the road and exercise good judgment.

If an employee must make an emergency call (call 911), the vehicle should first be parked in a safe location if it is feasible to do so.

Notwithstanding the above, the Company recognizes that certain employees, including but not limited to drivers, may be issued two-way radios or similar communication devices to assist them in staying in touch with their supervisor, dispatcher, or scale operator.

If you have been issued such a device, you are expected to safely monitor it while performing your duties and advise your supervisor or dispatcher whenever you are expected to be away from your device for more than a few minutes. You must check that your communications device is operating properly at the beginning and end of each day. If your device is inoperable, you are required to safely make contact as directed by your supervisor.

## Seat Belts

All employees who drive a vehicle for, or on behalf of, Meridian Waste are required to comply with federal and local laws and will utilize the seat belt assembly installed in their vehicle. All passengers in a vehicle being operated for, or on behalf of, Meridian Waste will also be required to utilize the vehicle's seat belt assembly while the vehicle is in operation.

Seat belt use is required at all times when the vehicle is in transit, during collection when speeds exceed 10 mph, and when the distance to the next stop exceeds 2/10 of a mile. Seat belt use is also required when driving at a disposal site and when the vehicle tailgate, body, or hoist (rails, tilt frame) is raised. Seat belt use is required when operating mobile equipment such as forklifts, compactors, etc.

**Note: Riding in the bed of a pickup truck or service vehicle is strictly prohibited.**

## Personal Protective Equipment (PPE)

All operational employees are required to use the appropriate Personal Protective Equipment (PPE). PPE is often referred to as the "last line of defense" because it is always to be used in conjunction with safe work practices. It is effective only if it is being worn properly. At a minimum, this includes, but is not limited to:

1. Hearing protection (where posted)
2. High-visibility vest (Class II or III)
3. Gloves
  - Cut-resistant gloves are **REQUIRED** when handling waste
4. Hard hat
5. Six-inch high steel or composite-toed work boots
6. Puncture-resistant boots are **REQUIRED** when working at landfills and transfer stations
  - Drivers are **REQUIRED** to have puncture-resistant boots
7. Safety glasses/protective eyewear
  - Prescription safety glasses **MUST** have side shields

All non-operational personnel in proximity to a shop, landfill, MRF, transfer station, or on route will also be required to use appropriate PPE.

## Emergency Action Plan

All locations must have a written **Emergency Action Plan**, which will describe actions to be taken to ensure employees' safety in an emergency. The plan will cover all reasonably expected emergencies, such as fire, weather emergencies, and spills.

Detailed floor plans or maps must be posted indicating exits and rally points. Emergency contacts should also be posted. An evacuation drill must be held at least once each year. Facility inspections should ensure that all emergency exit ways are clear.

Fire extinguisher training should be provided at each location. Use the **PASS method**:

**P — Pull the pin.**

**A — Aim at the base of the fire.**

**S — Squeeze the trigger/handle.**

**S — Sweep side to side at the base of the fire.**

**If a fire cannot be contained safely,** immediately clear the area and wait for emergency personnel to arrive.

## Tools and Equipment

A variety of tools and equipment are used at Meridian Waste. There are a number of hazards associated with their use, such as dust, fumes, cuts, and burns.

Follow these general rules when using tools and equipment:

- Use only within designed limitations
- Keep clean and well maintained
- Avoid loose clothing and jewelry
- Never modify or remove guards
- Always wear the appropriate PPE
- Always inspect before each use!

If any tool or piece of equipment is found to be damaged or modified in any way, it needs to be taken out of service.

## Machine Guarding

Machine guards protect employees from hazards created by the movement of machines and tools. For machine guarding to be effective, it must be in place! Employees should never use machinery or tools that have damaged or missing guards.

To prevent injury, safe practices and procedures must be in place for machine guarding, including:

- Caution signs must be posted to ensure that no machines, equipment, or tools are operated without proper guarding in place.
- Ensure that location guards shield personnel from the point of operation.
- Guards must prevent hands, arms, or any body part or clothing from making contact with dangerous moving parts.
- Guards must protect from falling objects, which could drop into the moving parts and become projectiles.

- Do not use or operate tools and/or equipment with missing or damaged guards.
- Place tools and equipment with missing or defective guards out of service immediately and notify management.

## Ladders

Safe ladder usage is the responsibility of each employee. Safe ladder use includes the proper selection, inspection, and setup.

- **Select the right ladder to ensure your safety.** Consideration must be given to the working height, capacity, type, placement, and condition of the ladder for your work.
- **Prior to use of any ladder, an inspection must be performed.** Never use a defective ladder. If the ladder is found to be defective, tag or mark it so that it will be repaired or destroyed.
- **Do not exceed the maximum load rating of a ladder.**
- **Choose a ladder tall enough** to provide access to the work area without having the employee stand on the top two steps of a stepladder or the top three rungs of a straight ladder.
- **Always use ladders on level, stable surfaces** (i.e., the ground). Do not use ladders on slippery surfaces.
- **Use ladders only for their intended purpose** (e.g., do not use as scaffolding, etc.).
- **When working with electrical equipment, use only fiberglass ladders**—never metal.
- Use the four to one (4:1) ratio when setting up a ladder: **for every four (4) ft. of height, move the base one foot away from the wall.**
- As a general rule, keep your belt buckle between the rails at all times when on a ladder.
- **NEVER put one foot on the ladder and the other on an adjacent surface.**
- Ladders shall **NOT be moved, shifted, or extended while occupied.**
- **Always face the ladder and maintain three points of contact on the ladder** at all times.
- **Do not carry heavy loads up or down ladders.** Tools or materials should be raised by means of a rope after the climber has reached the working position.
- **Barricades and warning signs should be posted** when ladders are placed near doors or other locations where they could be struck.



## Electrical

Electricity is part of our everyday lives. It powers our shops and offices, enabling us to run our computers, lighting, fueling stations, tools, and equipment. Take the following precautions to prevent electrical shock and fires:

- Inspect tools and equipment prior to use.
- **DO NOT** use equipment or tools that are frayed, broken, or exposed.
- Keep breaker panels labeled.
- Keep areas in front of electrical equipment clear.
- Ensure that cover plates are in place on all conduit.
- **NEVER** use a three-prong plug if the grounding prong is missing.

Respect electricity, especially power lines:

- Always maintain awareness of all power lines.
- **NEVER** touch or attempt to move a power line.
- **Treat every downed wire as a live power line.** Never assume it is a phone or a cable line.
- **DO NOT** get out of your truck if it comes in contact with overhead power lines. Instead, contact dispatch immediately.

## Housekeeping

It is the responsibility of all employees to maintain good housekeeping in their work area, including inside their vehicle/ equipment, or at other locations at the site (e.g., fuel pump, parking area, and offices). Good housekeeping can help prevent slips, trips, and falls on or near vehicles/equipment and throughout our facilities. It can also improve efficiency and performance, help morale and pride, and present a good image to the public.

Meridian Waste requires that every employee take responsibility to keep our facilities clean and free of hazards. Employee responsibilities regarding housekeeping include:

- Keep all places of employment, passageways, storerooms, and service rooms clean and in a sanitary condition.
- Keep every floor, working place, and passageway free from protruding nails, splinters, holes, or loose boards.
- Maintain clean and dry conditions for the floors in every workroom.

- Keep the cab and dash free of debris (e.g., soda cans, water jugs, paper). Keep mirrors, windows, and monitors clean.
- Keep maintenance shops and storage areas clean and organized.

**A clean and organized operation is efficient and safe.**

## Slips and Trips

Slips, trips, and falls cause numerous injuries every day, although they are among the easiest hazards to correct. Take the time to look around your worksite for these hazards and work to prevent them. Take care not to create any slip, trip, or fall hazard as you go about your daily activities.

In the shop, the office, or any other part of your facility, many factors can cause a slip, trip, or fall. Cords, cables, oil, water, and cleaning fluids often cause an incident. To prevent accidents, avoid walking in areas that pose slipping or tripping hazards. Always promptly clean up spills and make sure tools, cables, wires, and cords do not get in the way on walking surfaces. Do not risk serious injury by taking shortcuts.

Employees can be injured **when climbing in and out of vehicles**. The following practices can reduce slip and fall injuries:

- Always use three (3) points of contact. When mounting or dismounting a vehicle or equipment, always have three points (both hands and one foot or both feet and one hand) in contact with the steps, rails, or handles. Do not jump into, out of, or off of a vehicle or equipment.
- Be sure to clear treads and other climbing surfaces of mud, snow, ice, dirt, grease, or other materials that can make surfaces slippery.
- Watch for holes, curbs, icy surfaces, or other problems before you begin to exit a cab.
- Always look where you are placing your foot before stepping.

To provide protection from impact and slipping hazards, proper footwear must be worn. Work boots should include a steel or composite toe and puncture/slip-resistant soles and should be a minimum of six (6) inches high.

Tennis shoes, sneakers, or other open-toed/soft-soled shoes are not acceptable for operational employees or anyone entering an operational area, including shops, landfills, transfer stations, and material recovery facilities (MRFs).

## Fall Protection

Fall protection is required wherever the potential to fall four (4) ft. or more exists when performing work. Even from a height of just four feet, a fall can cause serious injury.

Examples of jobs that may require fall protection include:

- Performing maintenance tasks or cleaning on top of trucks, yellow iron, containers, or compactors.
- Covering or uncovering a loaded container, trailer or truck.
- Sorting aisle platforms and catwalks at Materials Recovery Facilities.
- Open pits, trenches, or manholes.
- Tasks requiring employees to lean outside the vertical rails of a ladder.

Examples of fall protection include the following:

- Handrails
- Platform ladders
- Tarping stations
- Personal fall protection systems

Take the following **precautions to protect yourself against falls**:

- Use telescopic tools to avoid fall protection hazards.
- Do not climb on top of a truck for cleaning or maintenance without proper fall protection.
- Do not climb on the cab protector of the truck. It is not a ladder!
- Use only ladders that are load rated and in good repair.
- Inspect your fall protection equipment and understand how to use it properly.
- Report fall hazards to your supervisor immediately.

## Hazard Communication

The Hazard Communication Program is intended to communicate the hazards associated with chemicals our employees use or are exposed to while working. Each location must maintain an inventory of chemicals and have available the appropriate Safety Data Sheet (SDS). SDS sheets may be obtained from the manufacturer or supplier. Do not use chemicals if the container is not

property labeled. Containers must be properly labeled to ensure that hazards can be readily identified. If an employee is performing a non-routine task that involves a hazardous chemical, notify the supervisor to ensure that a procedure is in place for properly handling the chemical.

All chemical bulk storage or tanks will be properly labeled to identify their contents and capacity. Placards complying with NFPA 704 will be placed on two exterior sides of the tank or bulk storage.

## Flammables and Combustibles

In performing your job duties at Meridian Waste, you may use a variety of flammable and combustible liquids. Common examples include diesel fuel, hydraulic oil, solvents, and paint.

**To avoid potential fire and explosion hazards when using flammable and combustible liquids:**

- Transfer flammable and combustible liquids using proper containers and transfer systems.
- Bond and ground when transferring.
- Control ignition sources such as hot engine surfaces, smoking, and welding.
- Ensure adequate ventilation to reduce the potential for ignition.
- Store in proper and labeled containers inside flammable cabinets when not in use.
- Report unacceptable wastes, such as bulk quantities of flammable liquids, to your supervisor.

## Flagging and Barricading

Flagging and barricading are used to prevent employees and others from being injured by falling objects; slip, trip, and fall hazards; and other hazards by providing a warning and/or barrier to minimize exposure.

**Use caution/danger tape to flag hazards** such as slippery floors, tripping hazards, or congested areas:

- All caution and danger tape shall be tagged with a brief description of the hazard in the area, the person hanging the tag, and the date the tag was hung.
- Use only the amount of tape necessary.
- Requirements for flagging and barricading are the responsibility of the person or persons creating or identifying the hazard.

**Barricades are required whenever a hole is created or exists** in a floor, wall, roadway, walking surface, or any surface where someone has the potential to fall into the hole, such as could result from the removal of handrails and manhole covers.

- Whenever possible, barricades must be positioned at least fifteen (15) ft. from the edge of any excavation and no less than six (6) ft. for any other opening.
- Barricades can be wooden or metal horses or in some cases, metal drums, and must provide full coverage around the hazard, creating a physical barrier to entry.

Once the job is complete or the hazardous condition no longer exists, all flagging and barricades must be removed and discarded appropriately by the person who hung/installed them.

## Bloodborne Pathogens

Bloodborne pathogens (BBPs) are microorganisms such as viruses or bacteria that are carried in blood and can cause disease in humans. Examples include hepatitis B (HBV) and the human immunodeficiency virus (HIV). Transmission of BBP may occur as a result of accidental puncture from contaminated needles, broken glass, or other sharp objects. Anytime there is blood-to-blood contact with infected blood or body fluids, there is a potential for transmission.

Universal Precautions is a prevention strategy in which **all blood and potentially infectious materials are treated as if they are, in fact, infectious**. In other words, whether or not you think the blood/body fluid is infected with bloodborne pathogens, you treat it as if it is.

**Protect yourself.** Wearing gloves and work practice controls—such as dumping containers directly into the hopper—are important tools to prevent contact with potential pathogens. **Stop and contact your supervisor if you see needles or medical waste in the garbage.**

Meridian Waste offers the hepatitis B vaccine to employees who handle garbage. You may opt to decline the vaccination series, in which case you will be asked to sign a declination form. Even if you decline the initial offer, you may choose to receive the series at any time during your employment thereafter.

## Needle Sticks

Accidental punctures from contaminated needles expose workers to bloodborne pathogens that can cause serious or fatal infections, such as HIV and hepatitis B and C.

Due to improper disposal of medical waste, needles and other medical equipment (IV catheters, suture needles, scalpels, etc.) may end up in the garbage, unexpectedly placing employees at risk of injury or infection.

If you do sustain a needle stick injury, **IMMEDIATE** action will limit your risk of serious infection:

- **Immediately report it to your supervisor** and note the location address.
- **DO NOT discard the needle.**
- **DO NOT apply pressure to the wound. Allow it to bleed freely.**
- Wash the wound with soap and water.
- Seek immediate medical assistance to assess the risk of developing an infection.
- Follow the directions for any necessary blood tests, vaccinations, or medications to prevent infection.
- Document the incident in accordance with the Bloodborne Pathogen Program.

## Safe Lifting

Lifting can be a routine part of daily job tasks at Meridian Waste. The most common body parts affected by lifting injuries are the back, shoulders, and knees.

The use of proper lifting techniques can help reduce strain- and sprain-related injuries in the workplace. Follow these **safe lifting techniques to reduce your risk of strain and sprain injuries**:

- **Test the weight of the load before you lift.** Always get help or notify your supervisor when you encounter anything that you cannot handle, carry, or lift on your own.
- **Ensure that you get a good grip.** Grab a corner if possible to get a secure grasp on large or bulky objects.
- Always **keep the objects being lifted in your power zone** for maximum power—load close to your body, between your chest and mid-thigh.
- Always **keep your back straight with your head up and chest out.**
- **Avoid twisting the knees by pivoting the feet instead.**
- **Keep your elbows close to the body and below the shoulders**—avoid reaching.
- **Use support when lifting** (build a bridge).
- **Use lifting aids** for heavy or bulky loads.
- Stay in good physical condition.

## Hearing Conservation

Meridian Waste will administer a Hearing Conservation program to protect against hearing loss for employees when noise exposure exceeds 85 dB.

In addition to training, elements of the Hearing Conservation program include:

1. Monitoring to determine noise levels
2. Audiometric testing
3. Providing hearing protection
  - Always be aware of the hearing protection requirements for the specific task you are performing or for the area or building in which you are working.
  - Wear hearing protection in areas where signage is posted.

DOT regulations (49 CFR 393.94(b)) require that the noise levels in trucks and other power units be **below 90 dBA**.

## Respiratory Protection

Meridian Waste will conduct evaluations as needed to determine the need for respiratory protection. In general, respirators are not required at Meridian Waste.

If employees find themselves in a situation in which they feel they need some type of respiratory protection (exposure to mists from painting, particulates from grinding, fumes from welding/cutting, or airborne dust) they may ask their supervisor for a disposable filtering face piece (i.e., a "dust mask," not a "respirator").

If the voluntary use of a respirator is permitted, management will provide the employee, and verify the review of, "Information for Employees Using Respirators When Not Required Under the Standard" (29 CFR 1910.134 App. D), to ensure that the employee understands that the respirator must be properly cleaned, stored, and maintained so as not to present a health hazard to the user, and it should be used only to protect against contaminants for which it was designed.

Employees who perform job tasks that require respirators will receive additional training and will meet additional requirements, as per 29 CFR 1910.134.

## Asbestos

From time to time, we are required to pick up containers containing asbestos from demolition sites and take asbestos at some of our landfills. Roll-off drivers who haul asbestos are not likely to be exposed to asbestos unless there is a spill. However, employees should take every precaution to ensure that they are not exposed to the asbestos.

**At a landfill, equipment operators must take the following steps** to minimize exposure:

1. Dig a hole in advance of the arrival of friable asbestos (which must be wetted and double bagged) and bury it immediately.
2. Minimize pushing and movement of non-friable asbestos to minimize release of asbestos fibers.

Drivers and equipment operators who handle or work with asbestos will receive additional training and PPE.

## Heat Stress

At Meridian Waste, many employees work outdoors, and those inside may not have air conditioning.

During the summer, temperatures can rise along with humidity levels. These two conditions increase the likelihood of heat stress, which can occur when the body's core temperature rises and the body loses its ability to effectively cool itself. Factors contributing to heat stress include overworking the body in high temperatures, loss of fluids (and electrolytes) through sweating, and drinking caffeinated beverages. Symptoms of heat stress may include rash, cramps, headaches, fainting, vomiting, and irrational behavior.

Watch for signs of heat stress in your coworkers. **If you or any of your coworkers show signs of heat stress:**

1. Immediately notify your supervisor.
2. Stop any activity and get to a cool, shaded area.
3. Drink water or fluids with electrolytes.

**Heatstroke is the most serious form of heat stress and is a medical emergency.** If you suspect that someone has heatstroke, you should **call 911 IMMEDIATELY.**

Symptoms of heatstroke include:

- A core body temperature above 105°
- Lack of sweating despite the heat
- Red, hot, and dry skin
- Nausea and vomiting



- Confusion
- Disorientation
- Staggering
- Seizures

Heat stress and heatstroke can be avoided by drinking fluids throughout the day (at least six (6) bottles of water), wearing loose-fitting clothes, staying out of direct sunlight, taking frequent short breaks if needed, and generally pacing yourself during the day.

## Cold Stress

Working in cold environments may increase the risk of cold stress. When the human body becomes unable to regulate heat, cold-related injuries may occur. These include trench foot, chilblains, frostbite, and hypothermia. Cold stress can slowly overcome a person who has been chilled by low temperatures, brisk winds, or wet clothing. Cold stress most commonly occurs when the temperature is between 30° and 40°.

**Symptoms of chilblains** develop 2 to 14 hours after exposure to cold and usually affect the hands and face, especially the cheeks. Symptoms may include local redness and swelling; skin bumps; and changes in sensation, such as itching or burning.

**Trench foot** is a cold stress-related injury that occurs gradually over several days of exposure to cold, wet conditions. Signs and symptoms of trench foot may include red skin that turns pale and swollen, numbness or burning pain, and development of blisters or sores.

**Symptoms of frostbite** may include waxy-white skin that becomes numb and hard. Frostbite usually affects the fingers, hands, toes, feet, ears, and nose.

**Symptoms of hypothermia** may include fatigue and drowsiness along with uncontrolled shivering; cool and bluish skin; slurred speech; clumsy movements; and irritable, irrational, or confused behavior.

### Protect yourself from cold stress:

- Recognize weather or workplace conditions that could lead to cold stress.
- Learn the signs and symptoms of cold stress.
- Select proper clothing for cold, wet, and windy conditions.
- Wear a hat and gloves, and dress in layers.
- Take frequent short breaks, allowing your body to warm up.
- Eat warm, high-calorie foods and stay hydrated.

## Communicable Disease

A communicable disease is a disease that can be transmitted from one individual to another via: 1) direct physical contact, 2) the air (cough, sneeze or inhaled particle), 3) through ingested or injection or 4) through a vector (animals or insects). Examples of some of the most common communicable diseases include measles, influenza, hepatitis, human immunodeficiency virus (HIV), AIDS, Severe Acute Respiratory Syndrome (SARS), (COVID-19) and tuberculosis (TB). This definition may be broadened in accordance with the recommendations and information provided from the Centers for Disease Control and Prevention (CDC).

Meridian Waste will make decisions involving those with communicable diseases based on medical information concerning the disease in question, the risks of transmission to others, symptoms, and any special circumstances of the individuals involved. The Company will weigh potential risks and available alternatives before making any decisions.

Those employees who demonstrate signs or symptoms of a communicable disease or suspect they have been exposed to a communicable disease should **report that potential infection or disease immediately to their supervisor or to Human Resources**. The employee is responsible for keeping management informed of the condition that may require extended care, missed work, etc.

The employee may also be required to provide written documentation from a physician to return to the worksite. Meridian Waste will comply with all applicable statutes that protect the privacy of individuals with communicable diseases. Abuse of this policy will result in disciplinary action up to and including termination. Meridian Waste reserves the right to revise this policy without notice during changing pandemic conditions.



# SECTION 3/ HAULING AND COMMERCIAL DRIVING

## Unsafe Work/Driving Activities

Unsafe work/driving activities include, but are not limited to, the following examples, which are subject to immediate disciplinary action up to and including release from employment. This policy applies to both observed activities and those resulting in accidents.

### TRAFFIC LAWS

Drivers who fail to obey traffic laws will be subject to disciplinary action. Our drivers must obey the vehicle traffic laws and drive defensively at all times. Our drivers should lead by example and compensate for the poor or inexperienced driving habits of others on the road.

Exceeding speed limits set by local traffic laws, Company policy, and ANSI Standards for school zones, playgrounds, crew members on riding steps, dual-drive (stand-up right side) collection, and in-transit vehicle operations are **PROHIBITED**.

No persons will ride on steps when speeds exceed 10 mph or the distance traveled exceeds 2/10 mile.

### COMPANY POLICIES

#### *Vehicle Operation*

- Only trained, qualified, and authorized Meridian Waste employees and contractors are authorized to drive a Company vehicle.
- Snaking, zigzagging, double-siding, or crisscrossing across a street (driving left of the center of the street) is **PROHIBITED**.
- Residential collection is to be made from the RIGHT side of the road.
- Vehicle equipment operation against the traffic flow or leaving the appropriate lane to service an account is prohibited. Weaving from one side of the street to another in order to render service on a regular basis or one-time basis on the route is prohibited.
- Servicing two sides of the roadway (e.g., isolated alleys, one-way streets) may be allowed in certain instances, but requires specific written approval from Company management.

### ***Safety Devices***

The following rules govern the use of safety devices, such as cameras, backup alarms, strobe lights, hoist-up alarms, etc.:

- Employees shall not bypass, disconnect, disable, or otherwise modify any safety devices on equipment.
- Equipment is not to be operated with defective safety devices.
- All malfunctioning or inoperable devices must be reported immediately.
- Employees who fail to report safety device malfunctions, disconnect such systems, or disregard warning devices will be subject to disciplinary action up to and including release from employment.

### ***Vehicle Backing***

- Backing a vehicle with a crew member in the cab is **NOT** allowed without a spotter. A crew member **MUST** leave the cab and guide the backing maneuver as a "spotter."
- Backing with a crew member on a step or on any part of the vehicle is prohibited. Backing a dual-drive vehicle from the right side is **NEVER** permitted.
- When backing a vehicle that has a three-person crew, the second employee (crew member) must be behind the vehicle in clear view of the driver and guiding the truck back. The third crew member must be in the cab with the driver.

### ***Disposal/Recycling/Transfer Facility Rules***

- All employees are expected to comply with the facility safety regulations (regardless of ownership) regarding vehicle operation, speed, traffic, patterns and vehicle placement.
- Crew members must remain in the vehicle, and PPE must be used as required by Company policy.

### ***Dual Drive (Right Side) Secondary Position***

- While in transit, all driving must be conducted from the left side (primary position) and all doors closed.
- When sitting in the right-side position, backing and making left turns are strictly prohibited.

- All riders must be seated, with seat belts secured and doors closed, when in transit and moving in excess of 20 mph.
- While operating a dual drive vehicle from the right-side position, speed shall not exceed 20 mph. No one may ever ride in the hopper, hopper sill, or other body component not designed for riding purposes.

### ***Secure Vehicles and Equipment Safety***

- Never enter, exit, or climb on a vehicle or piece of equipment that is not safely secured. The parking brakes on vehicles must be secured before leaving the cab.
- Using the parking brake or "work" brake to slow or stop a vehicle is prohibited.
- When securing a vehicle/equipment to perform service, cleanup, maintenance work, or other non-routine tasks, the driver/operator must use the prescribed Lockout/Tagout procedure.
- Vehicles are to not be left unattended while the engine is running.

## **Common Causes of Accidents**

Countless variables may combine to result in an accident with our vehicles. Common contributing factors to accidents include:

- **Driver inattention.** You are four times more likely to have an accident while talking on a cell phone and 25 times more likely to have an accident while texting. Other distractions include eating, drinking, smoking, and reaching for items in the cab.
- **Focusing for too long on one item.** To keep information flowing, and to keep fixed stares from forming, move your eyes every two seconds.
- **Not enough space.** Drivers traveling in close proximity to other vehicles leave little room to maneuver.
- **Not compensating for the mistakes of other drivers.** The National Safety Council says that 90 percent of all drivers think they are good drivers. As a professional driver, you must recognize and react to the unsafe acts of other drivers.
- **Failure to adjust to changing road conditions.** Changing road and weather conditions require drivers to adapt their driving techniques. Be aware of road conditions, slow down, and adapt your driving as needed.
- **Attitude.** Drivers tend to vent their emotions when driving.

- **Driver impairment.** The influences of alcohol, drugs, fatigue, and illness can lead to accidents. The use of drugs or alcohol, and the misuse of prescription drugs, is strictly against Company policy. Be aware of other drivers who may be impaired.
- **Vehicle failure.** This causes a very small percentage of accidents. Many of these accidents can be avoided if drivers take the proper precautions by using DVIR and thorough pre-trip/post-trip inspections. If there is a problem with your vehicle, notify your supervisor.

## Safe Aspects of Driving

Accident and injury prevention is an important part of safe driving. All employees are responsible for complying with Meridian Waste rules and requirements, as well as conducting themselves as professionals when driving a Company vehicle.

The following are the **Smith System (5) Key Elements**, which are important to safely operating a motor vehicle:

1. **Aim High in Steering.** Never focus only on the vehicle in front of you but aim for 15 seconds of eye-lead time.
2. **Get the Big Picture.** Look for hazards that may present a problem, including but not limited to motorists, pedestrians, vehicle doors opening, change in traffic patterns, stopped traffic, debris in the road, animals, motorcycles, approaching signals/stop signs, low overpasses, emergency vehicles, and accidents. Avoid vision barriers.
3. **Keep Your Eyes Moving.** Continually scan the entire area and check your mirrors every 5 to 8 seconds. Physically move your head from side to side so that you give yourself the best views. The best drivers scan far ahead of traffic for distant hazards. If a hazard is detected, you will be prepared to maneuver out of trouble.
4. **Leave Yourself an Out.** Make sure that you leave adequate spacing around you in the event you need to maneuver quickly. Proper space cushioning around your vehicle will give you time to react to a sudden change in circumstances. Always have a plan of exit or escape to avoid an accident should a hazard appear.
5. **Make Sure They See You.** Use your signals when changing lanes, tap your brakes to indicate a slowdown, and make eye contact with other drivers when safe to do so. Drivers must ensure that headlights are always engaged when operating a Meridian Waste vehicle.



The use of alcohol and drugs is strictly prohibited. Drivers must comply with the Company's Alcohol and Substance Abuse Policy. When taking prescribed medications, read all indications and inform management you are using prescribed medication that may alter your ability to perform job functions.

## RESIDENTIAL DRIVING

There are several increased risks when driving in neighborhoods. There are more pedestrians than usual (e.g. joggers, bicyclists, and walkers) and children playing nearby may dart out in the street at any moment. Additionally, there are more stops and starts, traffic congestion, and narrow streets. All these things require you to stay alert, slow down, and drive defensively.

## PRE-DAWN AND POST-DUSK DRIVING

Driving during pre-dawn or post-dusk hours requires special attention and alertness. Some roads and highways are not illuminated, animals may cross the road, and visibility is decreased. In some instances, impaired drivers may be on the road and driving erratically. Stay alert, slow down, and drive defensively.

## CONGESTED AREAS

Be aware that traffic may suddenly come to an abrupt stop. Do not become impatient during frequent starts/stops. Many drivers will try to cut in front of your vehicle during these times, and you should allow adequate spacing to prevent impact with another vehicle.

## PROHIBITED EQUIPMENT

Radar detectors and "suicide knobs" are prohibited in Company vehicles.

## OTHER DRIVING HAZARDS

Other hazards you should be aware of may include the following:

**Violence/road rage.** Avoid confrontations with other motorists. **If confronted by an angry driver,** do everything possible to move away in a safe manner and do not engage in any gestures or verbal assaults. As an employee, you're expected to defuse aggressive motorist behavior by separating yourself from the potentially dangerous situation. If you are unable to separate, notify your supervisor and do not engage with the other party.

**Vehicle breakdowns.** If you incur mechanical problems while driving, pull over to the safest possible location and away from oncoming traffic as quickly as safely possible. Ensure that your emergency signals are immediately activated and call for assistance. If traffic warning devices are available, place them as soon as possible to deter and caution oncoming traffic. Do not attempt to continue operating the vehicle. Do not leave your vehicle if it is unsafe for you to do so.

**Overloaded/overweight vehicle.** Safety issues can arise when a vehicle is overloaded or overweight, such as increased potential for brake failure, tire blowout, rollovers, etc. Care should be taken to avoid overloading vehicles or exceeding vehicle capacity.

**Flat tire/blowout.** In the event of a flat tire or a tire blowout, immediately release the accelerator, hold the steering wheel with both hands, and let your vehicle come to a slow gradual stop. Attempt to ensure that the vehicle stops on the roadside or at a location out of the traffic pattern.

**Hydroplaning.** Hydroplaning occurs when roads are wet, and your vehicle tires are not meeting the road surface. This may be avoided by having good tires, driving slower in wet conditions, avoiding puddles of water, and not swerving or making sharp turns. In the event your vehicle starts to hydroplane, immediately release the accelerator and keep the steering wheel straight.

**Overhead hazards.** Most front-end loaders have a clearance of about 19 ft. with the arms at their highest point. Every driver should know the clearance of his/her vehicle. These pointers will help you avoid overhead accidents:

- Accidents with overhead obstacles can be avoided. Most frequently damaged are building overhangs and overhead wires. Front-end loaders are more exposed to overhead hazards, but all drivers should be aware of hazards.
- **Always survey your clearances when you approach a container.** Assume there is a power line or overhang until you see that there is not.
- **Never take routine stops for granted.** The container may have been moved, the building may have been modified, or wires may be sagging.
- **Never take a chance with close clearances.** Distances may be deceiving.
- **If there are overhead problems,** contact your supervisor before proceeding with pickup.

## Avoiding the Rear-End Collision

One of the most common and easily avoidable accidents is a rear-end collision. At times there may be situations that leave you vulnerable to the mistakes of another motorist. However, most

rear-end accidents can be prevented by consciously attempting to avoid the circumstances which create the potential for this type of accident.

## FIVE DRIVING PRINCIPLES TO AVOID REAR-ENDING A VEHICLE

1. **Maintain a safe following distance.** A safe following distance is directly related to the ability of a vehicle to stop and will vary throughout the day. The amount of time it takes a vehicle to make a safe stop depends upon several factors:

**Driver reaction.** Awareness and early detection are key to protecting yourself and attempting to anticipate traffic problems—not just those that may affect you, but also those that may impact the drivers that surround your vehicle. Follow the Smith System 5 Keys, which will ensure that you have awareness, early detection, and time to stop.

**Brake lag.** A commercial vehicle has different brakes than a passenger vehicle. **Commercial vehicles use an independent brake system, which has a 0.6-second activation delay.** Therefore, **commercial vehicles require more following distance than passenger vehicles.** In ideal weather conditions, 4 seconds is a minimum safe following distance.

**Brake fade.** This is the process of brakes losing a percentage of their stopping power. As a result, it can take more time and force to apply the brakes, because resistance is reduced. As the brakes heat up due to frequent stops and/or weight load, they create less friction. As the day progresses, the overall distance needed to brake increases.

**Tires.** Our tires are made of a harder material than a passenger vehicle tire because of the weight they must carry, so there is less friction between tire and the road. Truck tires have about 70 percent as much braking capacity as a passenger car, which means that it takes longer to stop. When leaving a dirt road or landfill, mud on the vehicle's tires will reduce traction.

**Weight.** As weight on the vehicle increases, braking distance increases. Know and understand your load. Adjust speed and following distance. Do not exceed the maximum legal weight for the vehicle being operated.

**Road conditions.** A driver must be aware of road conditions, which can frequently change, and adjust accordingly. **On a wet road,** reduce speed by one-third or more and increase following distance. **On packed snow,** reduce speed by one-half or more and increase following distance. **On ice,** reduce speed to a crawl and increase following distance. **On a downgrade,** shift to a lower gear.

2. **Approaching intersections.** Drop 10 mph and cover the brake. Never wave a vehicle or pedestrian through.
3. **When stopping.** Come to a complete stop behind the white line. Always leave one car length (approximately 15 ft.) between yourself and the vehicle in front of you or a pedestrian crosswalk.
4. **Accelerating out of a stop.** Wait 2 seconds to proceed after the vehicle in front of you begins to accelerate, to ensure that it is committed to proceeding.
5. **Keep the vehicle rolling as much and as long as possible.** A moving vehicle may be able to take evasive action more quickly if needed. A vehicle that is already stopped must first roll again before making any defensive moves. Thus, the driver who maintains some momentum is one step ahead when instant action is required.

## DRIVING PRINCIPLES TO AVOID BEING REAR-ENDED

**When slowing or stopping:** Get off the throttle and coast, or begin braking if necessary, much sooner than the average motorist. This technique keeps your vehicle rolling longer and gives the driver behind you, who may be unaware of the need to stop, more time to react.

**Intersections and turning:** Always be in the proper turning lane at least 200 ft. (a block) from an intersection and 500 ft. from an exit ramp. Do not encroach in another lane. Use proper turn signals at least 100 ft. (half a block) in advance of a turn. When traveling at speeds of 40 mph or higher, signal at least 300 ft. (a block and half) in advance of a turn or exit ramp.

**Tailgaters:** Pay particular attention to patterns demonstrated by drivers to your rear. The primary risk from tailgaters is that there is very little time for them to react to the unexpected. If you, as the driver in the lead, must brake suddenly, your tailgater quickly becomes a hazard. Change lanes or take the earliest opportunity to let tailgaters pass.

**Emergency flashers and strobe lights:** Turn on emergency flashers and strobe lights when the vehicle is traveling significantly slower than the posted speed, blocking or partially blocking a lane of traffic, or collecting trash during residential or rear load commercial operations—and while broken down (set emergency triangles out).

*Remember, most accidents result from human error. A little practice and effort on your part can make the difference between avoiding and being involved in the rear-end accident.*

## Backing Policy

It is the goal of Meridian Waste to eliminate all backing accidents. To attain this goal, the following procedures will be required of all employees who operate a commercial motor vehicle.

- Back only when there is **NO** other option.
- Ensure that all required mirror systems and/or camera systems are operational, clean, and properly adjusted. Ensure that the backup alarm is functioning properly.
- If camera systems, mirrors, and backup alarms are **NOT** operational or functioning properly, the vehicle will be placed out of service until repairs are complete. The only exception to this policy will be for a non-working camera if the vehicle has more than one occupant. The passenger must serve as a spotter and direct the vehicle in backing.

All employees who drive Meridian Waste vehicles **MUST** be trained in proper backing procedures:

- 1. Back ONLY when there is no other option.**
- 2. Eliminate in-cab distractions.** Devote full attention to backing, turn off the radio, and open a window for better hearing.
- 3. Evaluate the situation.** Check the road for overhead and side clearances, pedestrians, and fixed objects. If after evaluating the situation it is unsafe to back, stop and call your supervisor.
- 4. Plan the backing maneuver.** Position the vehicle for a direct view, back straight, and keep the backing distance as short as possible. Do not back around a corner or into an intersection. Determine the stop point.
- 5. Scan mirrors and camera monitor** (where equipped) *before* beginning to back.
- 6. When clear**, tap the vehicle's horn and *then* shift into reverse (but don't tap the horn during pre-dawn hours while on route).
- 7. Scan mirrors and camera monitor** (where equipped) *while* backing.
- 8. Be alert to changing conditions.**
- 9. Be ready to stop.**
- 10. Stop immediately if someone/something moves into your lane of travel.**
- 11. When in doubt, stop.**

**12. Get Out of the vehicle And Look (GOAL).**

**13. Dual-drive trucks MUST back from the driver's side ONLY**—no backing from the right side.

If there is **more than one person working on a vehicle**, the following procedures must be followed:

- Follow all backing procedures listed above.
- The driver is responsible for the safety of the spotter.
- A trained spotter must assist the driver using standard hand signals whenever the vehicle is backing, with the exception of backing while at a post-collection site.
- The driver **MUST NOT** put the transmission into reverse until the spotter is in position and visible to the driver in the mirror.
- The spotter **MUST** be **OFF** the vehicle and on the ground—on the right side when possible—guiding the vehicle back.
- The spotter shall be no more than 10–15 ft. behind the vehicle and in view of the driver's mirrors.
- The spotter **MUST NOT** walk behind the vehicle or walk backward or turn his/her back to the truck while vehicle is backing.
- If multiple helpers/loaders (three-person crew) are working on a route, only one helper/loader will serve as a spotter in the backing process. The other helper/loader must be in the cab of vehicle with the driver.
- The spotter shall be in the view of the driver at all times.
- The driver **MUST** stop the vehicle immediately if he/she loses sight of the spotter.
- The spotter **MUST** continue to guide the vehicle back until it comes to a complete stop.
- If a backing situation arises where it is unsafe to have an employee behind the vehicle while backing, the spotter must ride in the cab while the vehicle is backing. These backing situations must have advanced written approval by a member of management.

**ALL** employees must strive to eliminate and/or reduce the number of backing situations they encounter. **Failure to do so may potentially lead to immediate release from employment.**

- Any backing accident that occurs where the driver had another option available other than backing—yet chose to back—will be determined to be preventable and may lead to immediate release from employment.

- Any employee observed riding on the riding step of a vehicle while the vehicle is backing may be subject to immediate release, as may the driver of the vehicle.
- Any backing accident involving a vehicle with more than one person working on it may lead to immediate release of ALL employees working on that vehicle.
- Any driver observed backing a dual-drive from the right side may be subject to immediate release.

**Any route where the driver MUST back down the road must be reviewed by a supervisor/manager and APPROVED for backing.** It is the employees' responsibility to identify these areas and report them to their supervisor.

## Rollover Prevention

Rollover accidents are considered to be one of the most serious and potentially deadly types of accidents on the road. According to the Department of Transportation, rollovers account for 8–12 percent of all truck-related accidents; however, they typically result in a fatality rate of 60 percent of the occupants involved.

The following steps will help **minimize the potential for being involved in a rollover:**

- Slow down: adjust the vehicle speed to at least 10 mph below the posted speed limit.
- Slowly accelerate when coming out of any curve.
- Maintain a good space cushion (4-second minimum) between you and the vehicle in front of you. Be alert and allow additional space for weather, road conditions, or unexpected hazards.
- Before leaving any disposal facility, make sure warning systems for hoists and tailgates are working. Never use nylon straps, bungee cords, or any device other than manufacturer-installed devices to secure tailgates. Ensure that all tailgates and doors are in the down and locked position before leaving the disposal facility.
- Know your load. Be aware of unbalanced loads, such as top-heavy or shifting loads, especially in wet, rainy conditions.

## Securing Roll-Off Containers

Drivers must ensure that all roll-off containers are secured to the truck before driving with the container on the truck. Before entering the roadway, check the container's ability to retain all contents while traveling. Inspect all locking mechanisms, door latches, and safety chains. The use of any

straps, wire, or other devices to secure the door latch is prohibited. Use only the door latch (in working order) and safety chain configured to remain in position while traveling.

Rear rail tie-downs must be used on all roll-off containers being transported in compliance with §393.134.

## Truck and Equipment Fires

It is important to understand the simple prevention strategies to reduce the risk that your vehicle or equipment will be damaged by a fire.

The following hazards can lead to fires:

- Hot loads
- Excessive grease buildup on or around the motor or chassis
- Paper or trash between packer blade and cab
- Incomplete or improper pre-trip inspections
- Defective wiring
- Poor or absent preventive maintenance

**In the event of a fire**, make sure you are ready to respond quickly to minimize damage and avoid endangering yourself or other people nearby.

Our trucks and heavy equipment must be equipped with a fire extinguisher. Your fire extinguisher is your first line of defense against a fire. Ensure that it is properly charged and readily accessible at all times. Larger collection vehicles (CDL class) should be equipped with a 20 lb. B:C extinguisher.

If a fire cannot be contained safely, stand clear and wait for emergency personnel to arrive. Remember, no vehicle is worth risking your health or safety.

During your shift, be alert for smoke and/or discoloration when driving, servicing containers, etc.

**If you have a hot load**, you should act quickly and do the following:

1. Call your dispatcher/supervisor immediately.
2. Pack the load as tightly as possible to smother the fire.
3. Attempt to extinguish the fire **IF safe to do so**.
4. If it can be safely accomplished, the driver should eject the load (preferably on a flat, paved surface) and then move the truck away from the burning refuse. Sometimes a hot



load fire can grow to a point where the load cannot be ejected safely. In these cases, the driver should move away from the truck and wait for the fire department.

5. Contact 911 for emergency support.

**In case a fire arises between the cab and the packer blade**, you should do the following:

1. Immediately use your fire extinguisher.
2. Call the dispatcher/supervisor.
3. Contact 911 for emergency support.

**A fire occurring in the cab** of our truck may be an electrical fire. **Before** you attempt to put the fire out—and IF it can be safely accomplished—turn off the power by positioning the battery disconnect switch in the "Off" position.

## Spill Response

As a Meridian Waste employee, you must respond quickly and efficiently to any spill. **In the event of a spill**, do the following:

1. Locate the source of the spill:
2. Shut off engine
3. Shut off PTO
4. Shut off main hydraulic valve
5. Contain the spill as quickly as possible by using:
  - Truck spill kits
  - Oil dry
6. Notify dispatch or your supervisor to:
  - Respond with additional materials to assist in cleanup.
  - Properly clean up and remove any contaminated soil.
  - Notify the proper authorities if the spill is large enough to be a threat to the environment or public safety.

**All trucks MUST be equipped with a spill kit.**

## Driver's Daily Log and Hours of Service (HOS)

All Commercial Motor Vehicle (CMV) drivers are subject to hours-of-service regulations (FMCSR Section 395). Drivers exceeding 12 hours on duty or traveling beyond a 100 air-mile radius from the location, must complete a daily log. These regulations ensure that drivers are afforded the opportunity to get adequate rest so they can perform safely.

Commercial vehicle drivers **MAY NOT** drive:

- More than 11 hours, following 10 hours off duty.
- Beyond the 14th hour after coming on duty, following 10 hours off duty.
- If more than eight (8) hours have passed since the end of the driver's last off-duty period of at least 30 minutes.
- After 60 hours on duty in seven (7) consecutive days or 70 hours on duty in eight (8) consecutive days.
- A driver may restart a period of seven (7) or eight (8) consecutive days after taking 34 or more consecutive hours off duty, which includes two periods from 1 a.m. to 5 a.m.

There may be circumstances where a driver may be assigned driving duties outside these general guidelines. Drivers must check with management to ensure that any alternative schedule is in accordance with relevant regulations.

All employees who may operate commercial vehicles exceeding 10,001 lb. gross vehicle weight rating (GVWR) must have a DOT Driver Qualification file and are subject to HOS requirements.

## Drivers Vehicle Inspection Report (DVIR)

Before leaving the facility, drivers must perform a complete pre-trip inspection to ensure that their vehicles are safe and fully operational. Drivers are not authorized to move the vehicle if defects are noted during the inspection.

### PROPER INSPECTION PROCEDURE

#### *Vehicle Prepares to Leave for Route*

1. Driver reviews the previous day's white copy of DVIR. If defects were noted, the driver confirms that all safety related defects have been corrected. The driver then signs and returns the original DVIR (white) to maintenance and the yellow copy goes to operations for review. Maintenance will file the original in a 90-day retention folder in accordance with regulations.

2. If the defects have not been corrected, maintenance must perform the necessary repairs and/or certify that the vehicle is safely operational before moving it.
3. Today's DVIR is created by completion of a pre-trip inspection by the driver (paying close attention that the previous days defects were corrected).
4. Driver proceeds to the route with today's DVIR and, where required by state law, the yellow copy of the previous day's DVIR.

### ***Vehicle Returns from Route***

5. Driver completes today's DVIR (Post-Trip inspection), then returns it to the maintenance department with or without defects noted. The form should be dated and signed.

### ***Maintenance Department Reviews***

6. Shop supervisor reviews a daily DVIR log provided by operations, which lists all trucks that were routed for the respective day.
7. The shop supervisor then reconciles the DVIRs turned in to make sure a DVIR was received for each truck operated that day. The form should be dated and signed.
8. Shop supervisor reviews each DVIR. If defects were noted, then the vehicle is brought in for repairs. After the repairs are made, the mechanic records the repair order number and signs off that the repairs were made. If the defects noted do not affect the safe operation of the vehicle, the mechanic notes it and signs off stating this.

### ***Maintenance Returns DVIR***

9. Maintenance returns the white copy of all DVIRs for the next driver to review. If defects were noted, the driver then signs off on the DVIR acknowledging the maintenance department has signed it stating the repairs were made or that it is safe to operate.

#### **Points to Remember:**

- The driver must completely fill out the DVIR form.
- If defects are noted, maintenance must make all repairs or note that the defects do not affect the safe operation of the vehicle.
- DVIR with defects noted must be signed by the mechanic and have the repair order recorded on the DVIR.
- Prior day's DVIR with defects noted must be signed by the driver, acknowledging

that the maintenance department has stated that the repairs have been made or that the vehicles are safe to operate.

- **White DVIR sheet:** Filed each day for and retained for 90 days.
- **Yellow DVIR sheet:** Returned to vehicle for next day's operation, where required by state law.
- Drivers/operators who do not report known vehicle or equipment malfunctions on their daily Driver Vehicle Inspection Report (DVIR) will be subject to disciplinary action.



# SECTION 4/ POST-COLLECTION OPERATIONS

## Landfill Working Face

The working face of a landfill has multiple moving parts. Large vehicles are constantly moving in and out, heavy equipment is moving waste, and employees or other drivers may be on the working face. Drivers must be careful to avoid contact with other vehicles, heavy equipment, pedestrians, and temporary excavations.

**Employees and drivers working in the disposal area** must avoid potential risk, such as hazards from other vehicles that are unloading or from heavy equipment that may be working nearby.

**Equipment operators** must also work to avoid potential risk by staying alert and aware of employees, drivers, and other equipment operators who may be in the operating area.

**The following minimum standards must be observed when on the working face** of the landfill:

- Only the driver may exit the vehicle while at the facility. All other vehicle occupants must remain in the vehicle.
- The driver must stay within arm's length of the vehicle while at the dump face area. This individual will open doors, tailgates, etc. When opening swinging doors, the driver is to stay with the moving door until it is opened and properly secured prior to unloading.

***NOTE: If the door is for a pressurized container, the driver should not hold the door or door chain when it is initially opened; but then, once opened, the driver is to stay with the door, walk it around, and properly close it.***

- Maintain a distance of at least 15 ft. between trucks (length of trailer + 10 ft. for end dump/frameless trailers).
- Personnel shall never walk across the active area or clean-out area to the landfill equipment or to another vehicle.
- Vehicles are not to be left unattended while unloading or on the working face of the landfill.
- Once unloaded, the driver will close vehicle doors, tailgates, etc. When closing swinging doors, the driver must stay with the moving door until it is closed and properly secured.
- After doors are closed and properly secured, the vehicle may then proceed to the designated clean-out area or immediately exit the facility.
- **Under no circumstances** will a vehicle be pushed. If a vehicle needs to be towed, it is to be properly pulled, not pushed.

- Before leaving the clean-out area, the driver must walk around the vehicle and check the packing mechanism (the blade) or undercarriage for any loose material that could get caught on the drive shaft or axle and check the vehicle for any damage. If debris must be removed, proper lockout/tagout procedures will be followed.
- Scavenging by any person is strictly prohibited. Employees who are observed scavenging will be subject to immediate disciplinary action, up to and including release from employment. All scavenging activity should be immediately reported to your supervisor.

## MRF or Transfer Station Tipping Floor

The tipping floor of a transfer station or MRF should be considered a restricted work area. Large vehicles are constantly moving in and out, heavy equipment is moving waste, and private cars or pickup trucks may be present on the tipping floor. Drivers must be careful to avoid contact with other vehicles, heavy equipment, private vehicles, or pedestrians.

Employees and drivers working in the tipping area must avoid potential risk, such as hazards from other vehicles that are unloading or from heavy equipment that may be working nearby.

Equipment operators must also work to avoid potential risk by staying alert and aware of employees, drivers, and other equipment operators who may be in the operating area.

**The following minimum standards must be observed when on the tipping floor** of the transfer station or at the MRF:

- Only the driver may exit the vehicle while at the facility. All other vehicle occupants must remain in the vehicle.
- The driver must stay within arm's length of the vehicle while on the tipping floor. This individual will open doors, tailgates, etc. When opening swinging doors, the driver is to stay with the moving door until it is opened and properly secured prior to unloading.

***NOTE: If the door is for a pressurized container, the driver should not hold the door or door chain when it is initially opened; but then, once opened, the driver is to stay with the door, walk it around, and properly close it.***

- No foot traffic is allowed within 15 ft. of the facility's mobile equipment when it is in operation.
- Personnel shall never walk across the active area or clean-out area to the mobile equipment or to another vehicle.
- Vehicles are not to be left unattended while unloading or on the tipping floor.



- Once unloaded, the driver will close vehicle doors, tailgates, etc. When closing swinging doors, the driver is to stay with the moving door until it is closed and properly secured.
- After doors are closed and properly secured, the vehicle may then proceed to the designated clean-out area or immediately exit the facility.
- Before leaving the clean-out area, the driver must walk around the vehicle and check the packing mechanism (the blade) or undercarriage for any loose material that could get caught on the drive shaft or axle, and check the vehicle for any damage. If debris must be removed, proper lockout/tagout procedures will be followed.
- Scavenging by any person is strictly prohibited. Employees who are observed scavenging will be subject to immediate disciplinary action, up to and including release from employment. All scavenging activity should be immediately reported to your supervisor.

## Traffic Control

Traffic control is a key element for safe operations at a landfill, MRF, or transfer station. Each location must have a traffic control plan. The gate and/or scale house should be the first stop at these facilities. Signs must designate safety rules, speed limits, and the point of entry and exit for incoming vehicles.

**While at the working face of the landfill,** the tipping floor of a transfer station or MRF, vehicles will maintain a minimum of 15 ft. of space between units or allow sufficient space between vehicles to avoid contact in the event of an overturn. For end-dump or frameless trailers, a distance of 10 ft. plus the length of the trailer must be maintained. At no time should private passenger vehicles and commercial vehicles be allowed to tip or dump in the same area.

All employees are to observe posted speed limits and follow the posted facility rules. Employees will limit their access to authorized areas only.

Landfill, MRF, and transfer station personnel are responsible for ensuring that all rules and speed limits are followed. Violations of Company policy are to be reported to your supervisor immediately and may result in disciplinary action up to and including termination.

## Heavy Equipment

Landfill, MRF, and transfer station operations generally involve the use of heavy equipment, including compactors, loaders, and excavators. In accordance with Department of Labor standards, only employees who are 18 years or older, and have been properly trained, may operate heavy equipment.

**Before equipment is left unattended, the following shall be implemented:**

- Keys will be removed from the unit.
- Parking brake will be set.
- If the unit is parked on an incline, the wheels will be chocked in addition to setting the parking brake.
- All unattended loaders will have their buckets or blades lowered to the ground.

In addition, the following practices will be observed:

- Prior to the beginning of each shift, an inspection will be conducted prior to beginning work, utilizing the Equipment Daily Inspection Sheet.
- Seat belts shall be always used while operating heavy equipment.
- Only qualified (and certified, where required) employees who have been approved by their supervisor are permitted to operate Company equipment.
- At no time are passengers allowed in Company equipment.
- Company equipment will be utilized only for the job for which it was designed.
- At no time shall Company equipment be removed from Meridian Waste property unless approved by the facility's general manager.
- Never walk under or work around raised blades, buckets, forks, or implements (e.g., brush hogs).
- Do not disconnect hydraulic lines on equipment without releasing pressure on the system.
- Lockout/tagout must be utilized before doing any maintenance or repair work on any equipment.
- Modifications or alterations to equipment are prohibited.
- Employees will not tamper with safety devices on any machinery or equipment. Safety devices include, but are not limited to, alarms, guards, fire extinguishers, and emergency shut-off switches.
- Safety devices must be in good working order at all times. Employees who fail to report safety device malfunctions, disconnect such systems, or disregard safety devices will be subject to disciplinary action up to and including release from employment.

## Powered Industrial Trucks and Equipment

Powered Industrial Trucks (PITs) are defined as mobile, power-driven vehicles which carry, push, pull, lift, stack, or tier material. All personnel intending to operate powered industrial trucks, including forklifts, must be trained before operating. Training will include, but not be limited to, safety procedures for:

- Handling
- Storage
- Charging or changing batteries
- Fueling

**IMPORTANT:** Employees are only permitted to operate the type of powered industrial truck they were trained on. For example, being trained on a fork truck does not authorize you to operate a platform lift truck.

Before using a PIT, you must perform and document an inspection. Do not operate a PIT unless you have confirmed that the inspection has been completed. Deficiencies noted during the inspection must be addressed.

## Trenching and Excavation

The hazards associated with trenching and excavation may include cave-ins, falls, falling loads, and hazardous atmospheres. The following general rules are set forth **to safely protect employees from hazards** that may be encountered in tasks involving trenching and excavations:

- Ensure that a competent person is identified to inspect trenches daily and, as conditions change, to ensure elimination of excavation hazards before worker entry.
- Position heavy equipment away from trench edges to properly maintain trench stability.
- Utilize safe access and egress to all excavations, including ladders, steps, ramps, or other safe means of exit for employees working in trench excavations four (4) ft. or deeper.
- Keep excavated soil and other materials at least 2 ft. from trench edges.
- Identify all underground utilities before proceeding with digging operations.
- Test for atmospheric hazards such as low oxygen, hazardous fumes, and toxic gases when greater than four (4) ft. deep.
- Do not work under suspended or raised loads or materials.
- Ensure that personnel wear high-visibility or other suitable clothing when exposed to vehicular traffic.

## Tipper Safety

Tipplers may be used at post-collection sites to dump containers or trailers. Employees operating a tipper must be trained in the safe operating procedures for the tipper, on the use of the wind gauge, and in proper inspection of the tipper.

Drivers must wait for the operator to instruct them prior to backing onto or pulling off of the tipper, and they must obey all tipper operator instructions. After unhooking the trailer, drivers must return to and remain in the cab. Drivers must always maintain visual contact with the tipper operator. If visual contact with the tipper operator is lost, the driver must immediately stop until visual contact is reestablished.

## Conveyors

Conveyors are used at Meridian Waste in MRF locations to transport a variety of materials. The most common conveyor used at Meridian Waste is a belt conveyor. Conveyor injuries can occur at power transmission points, pinch points, spill points, and areas under counterweights.

**To avoid conveyor incidents**, follow these guidelines:

- Do not service conveyors until motor disconnect is locked and tagged out.
- Keep loose clothing, fingers, hair, and other parts of the body away from conveyor.
- Do not climb, step, sit, or ride on conveyor at any time.
- Do not remove or alter conveyor guards or safety devices.
- Keep all personnel clear of the conveyor before starting.
- Know the location and function of all stop/start buttons and pull cords.
- Keep all stopping/starting control devices free from obstructions.
- Keep walkways and ladders around conveyors clear of obstructions.



# SECTION 5/ MAINTENANCE & SHOP

## Cranes, Hoists, and Slings

Cranes, hoists, and slings are commonly used at Meridian Waste. Examples include jacks, chain hoists, cranes on boom trucks, and engine lifts.

There are **basic rules that apply to them all:**

- Must be labeled with the load rating; the label must be legible.
- Any attachments that are used must be rated at least as strong as the primary unit.
- All must be inspected before each use.
- Know the weight of your load.
- Never exceed capacity.
- Make sure you have been trained prior to using.
- Use only as intended.

**Specifics for cranes:**

- Operate no less than 10 ft. from power lines.
- Make sure the travel path is clear.
- Check for proper operation before using.

**IMPORTANT:** If any crane, sling, or hoist is found to be damaged, modified, or not functioning properly, it must be taken out of service! Notify your supervisor of the issue immediately.

## Welding and Hot Work

The types of welding and hot work performed at Meridian Waste operations may include grinding, oxygen-acetylene welding, arc welding, and gas welding. Welding produces fumes, dusts, and gases depending upon the metal being welded, the kind of welding, and the electrode coatings on the metal. Other hot work hazards include fires, burns, electric shock, and radiant energy. Welding and hot work should be done only by trained and authorized personnel.

Follow these guidelines when performing hot work:

- Wear safety glasses, leather welding gloves, a welding helmet, and other protective clothing as specified in the Meridian Waste PPE Hazard Assessment.
- Designate areas in the shop for hot work.
- Inspect welding area before starting work.

- Remove flammable and combustible materials.
- Install screens and shields.
- Locate a fire extinguisher and ensure that it is nearby.
- Welding or cutting must not take place unless hazards are removed or screens installed.
- Do not perform hot work activities in areas close to degreasing, cleaning, painting, or fueling.
- Obtain a hot work permit before starting operations outside designated areas to ensure that all fire hazards are controlled.
- Post a fire watch person for 30 minutes after hot work operations have ceased.
- Utilize floor fans or local exhaust systems.
- Close cylinder valves when not in use.

## Compressed Gases

Due to their pressure and contents, compressed gas cylinders can be extremely hazardous when misused or abused. At Meridian Waste, a few common compressed gases used are oxygen, acetylene, and argon.

Only trained personnel should handle compressed gas cylinders. Check connections and hoses before use, open valves slowly, and close all valves when not in use.

When moving cylinders, ensure that the valve cap is in place, secure to a cart or dolly, and handle with care. When stored, cylinders must be secured to prevent tipping and segregated by hazard class. Cylinders not in use MUST be capped whether they are empty or full.

## Tire Safety

Tire and rim servicing can be performed only by trained personnel using proper procedures and tools. The air pressure contained in a tire can be explosive. The sudden release of pressure by a tire blowout or side ring separation can cause serious injury or death.

- Always comply with tire/wheel manufacturer's instructions.
- Utilize the required PPE, which includes cut-resistant gloves, safety glasses, face shield, and hard hat.
- Use only approved tire tools, including restraining cages, clip-on chuck/in-line gauge, rim mallets, tubeless tire iron set, and bead unseating tools.



- These tools must be used only for tire servicing.
- Never re-inflate until all tire and rim parts are demounted, inspected, and matched in a restraining device.
- Do not stand, lean, or reach over the tire rim/wheel assembly in the restraining device during inflation.
- Truck tires should be inflated to within 80 percent of the manufacturer recommended pressure.
- Do not inflate beyond 40 psi to seat any tire beads.

### **REMEMBER:**

**Everyone** has the **right** and **obligation** to **stop and question any job that causes concern about personal safety, the safety of others, or the safety of our services.**



**ACKNOWLEDGMENT FORM  
RECEIPT OF SAFETY & LOSS PREVENTION MANUAL**

I acknowledge that I have received, read, and understand the information included in the Meridian Waste "Safety and Loss Prevention Manual," including disciplinary measures.

**I am committed to complying with the principles and guidelines contained therein.**

**EMPLOYEE:**

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date Signed

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

\_\_\_\_\_  
Location

It is mandatory that all Meridian Waste employees detach and return this form to their supervisor.

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE**



**MERIDIAN WASTE**

5925 Carnegie Blvd., Suite 370  
Charlotte, NC. 28209

[MeridianWaste.com](http://MeridianWaste.com)

Update 2022-A

# FLEET & FACILITY MAINTENANCE GUIDE

**INVENTORY  
MANAGEMENT  
& Reporting**

**SHOP-GENERATED  
WASTE**

**SAFETY  
EQUIPMENT**

**DOSSIER  
SYSTEMS**

**PREVENTIVE  
MAINTENANCE**

**DOT  
COMPLIANCE**



*General Policies, Safety, and Forms*

*Fleet Maintenance Requirements*

*Facility Maintenance Requirements*

For more information, contact:  
[KMcCarty@MeridianWaste.com](mailto:KMcCarty@MeridianWaste.com)



## ACKNOWLEDGMENT FORM

### *Receipt of Fleet & Facility Maintenance Guide*

I acknowledge that I have received, read, and understand the information included in the Meridian Waste Fleet & Facility Maintenance Guide, including disciplinary measures.

**I am committed to complying with the principles and guidelines contained therein.**

#### EMPLOYEE:

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date Signed

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

\_\_\_\_\_  
Location

It is mandatory that all Meridian Waste Maintenance employees detach and return this form to their supervisor.

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE**

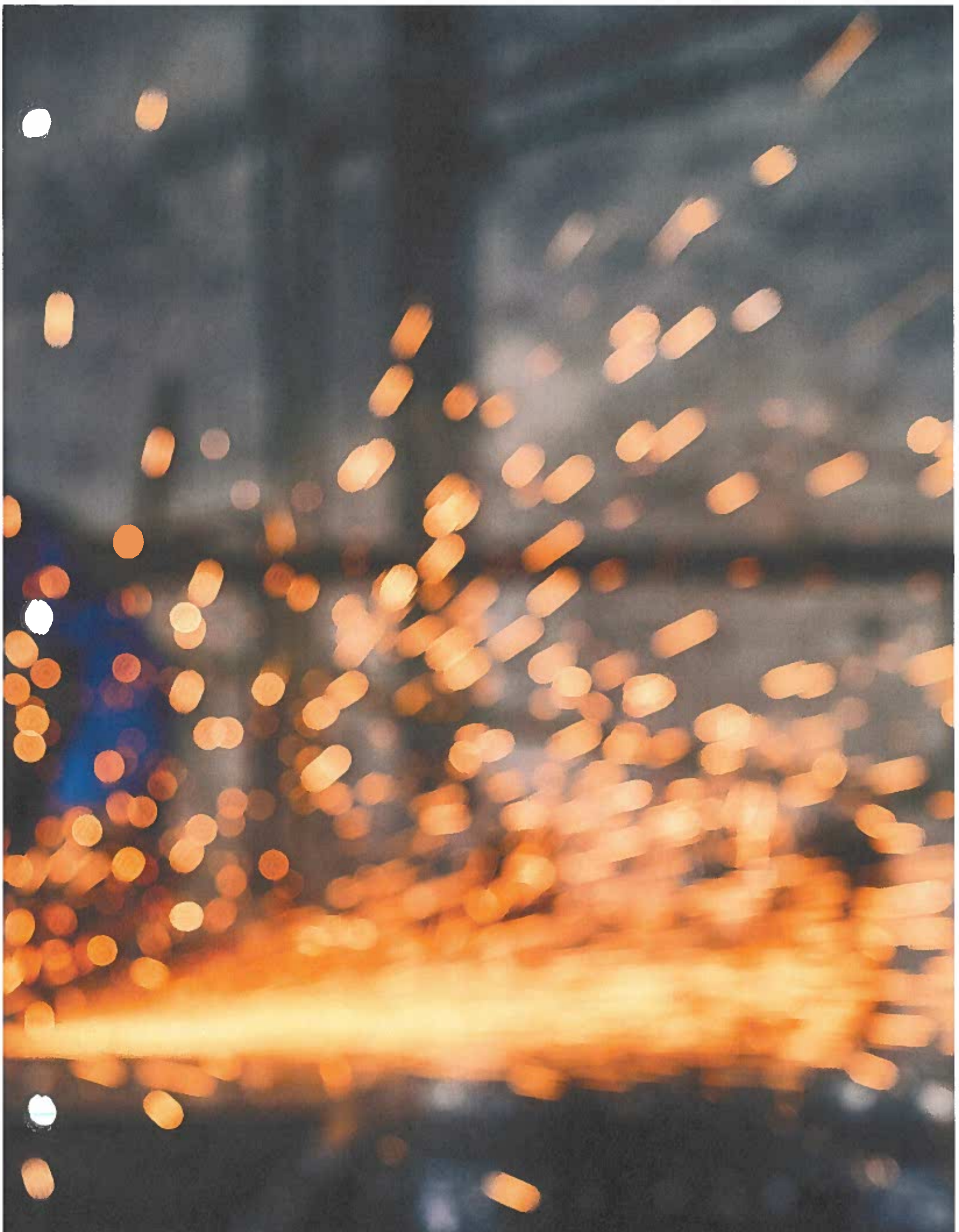
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# OVERVIEW

The objective of these policies is to give our maintenance managers and staff members guidelines and minimum standards to follow.

Meridian Waste Fleet & Facility Maintenance Guide policies are compiled primarily from recommendations and regulations from the Department of Transportation's (DOT), Occupational Safety and Health Administration (OSHA) and state, federal and local government regulations. Meridian Waste Acquisitions, LLC (Meridian Waste) adopts the best proactive management procedures to be included in our Fleet & Facility Maintenance Guide.

## RESPONSIBILITY

Each maintenance manager has the responsibility to ensure all compliances are met and maintained regarding OSHA and DOT regulations as they apply to Meridian Waste fleet vehicles and maintenance facilities.

The sole purpose of the Fleet & Facility Maintenance Guide is to highlight and give direction to certain issues regarding fleet maintenance that have DOT compliances that must be adhered to, as well as OSHA compliances regarding our employees and the workplace.

Acknowledged and Received by Meridian Waste Acquisitions, LLC Senior Management.



**Walter "Wally" Hall, Jr.**  
Chief Executive Officer



**Dave Lavender**  
Chief Operating Officer



**Kenny McCarty**  
Director of Fleet Maintenance



SECTION 1/  
FLEET MAINTENANCE  
REQUIREMENTS

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*Training – OSHA and DOT*

*Maintenance Department Annual Training Schedule* **FORM**

*Dossier Fleet Maintenance System Management*

*DOT (Hard Copy) Recordkeeping*

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*Shop-Generated Waste Recordkeeping* **FORM**

*Fuel Storage Tank Management – AST / UST*

*A/C Maintenance and CFC Training and Compliance*

*Fleet Walks and Shop Safety Procedure Observations*

*Fleet Maintenance Standards Quarterly Review* **FORM**

## Training — OSHA and DOT

**ALL maintenance personnel** must be certified by documented training records in the following subjects: please note that OSHA-required training is **NOT** limited to the subjects listed below. In the event a location chooses to implement a specific work procedure that is not included in this list, a hazard assessment must be completed to identify whether additional training in the relevant subject(s) is/are required for the employee.

- Fire extinguisher / Hot load procedure / Fire prevention
- Blood-borne pathogens
- OSHA haz-com / Right to know – Walking working surfaces
- Heat stress
- Emergency management / Evacuation
- Lockout / Tagout Policy & Procedure / Ergonomics
- PPE / Seatbelt use – Fall protection
- Confined space ("Awareness" Level)
- Emergency spill response procedure
- Alcohol & drug abuse awareness
- Heavy equipment ops
- Road call safety procedures
- Brake inspector & DOT annual inspector qualifications
- Safe lifting / Machine guarding / Electrical safety
- Driver DOT compliance / Fleet safety
- DOT Out-of-Service criteria
- Company rules & procedures
- Flammable liquid use & storage
- Tire and single / Multi-piece rim service
- Compressed gas use
- First aid / CPR
- DOT hazardous material (HM 181)
- Powered industrial truck (Forklift)
- Overhead crane, chains & slings
- Hand and power tools
- Welding, cutting & brazing

# Maintenance Department Annual Training Schedule

Year: \_\_\_\_\_

Scheduled Training Date: \_\_\_\_\_ of each month

**NOTE: Some training applies to ALL maintenance personnel.  
Other training is applicable to tasks assigned.**

All Maintenance Personnel	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Company Rules & Procedures	X											
Fire Extinguisher, Hot Load Procedures, Fire Protection		X										
OSHA Haz-Com, Right-to-Know—Walking Working Surfaces			X									
Emergency Spill Response Procedures				X								
Road Call Safety Procedures					X							
Brake Inspector & Annual Inspector Qualificatons						X						
Flammable Liquid Use and Storage							X					
Heat Stress								X				
Tire and Single/Multi-piece Rim Service									X			
Safe lifting, Machine Guarding, Electrical Safety										X		
DOT Out-of-Service Criteria											X	
Bloodborne Pathogens												X
Compressed Gas Use							X					
Powered Industrial Truck (Forklift)					X							
Overhead Crane, Chains, & Slings										X		
Hand and Power Tools							X					
Welding, Cutting, and Brazing							X					
Hearing Conservation							X					
Alcohol & Drug Abuse Awareness	X											
Lock-out/Tag-out (LOTO)										X		

**NOTE: This does not include weekly tailgate meetings or vendor-sponsored training. Some training may be required annually.**

## Dossier Fleet Maintenance System Management

Requirements are as follows:

1. Entering all work performed on work orders within 24 hours.
2. Vehicle meters' readings updated daily on all routed vehicles.
3. Managing all purchasing and receiving parts.
4. Capturing all fuel cost by unit.
5. Collection and reporting of millage/fuel by State as required for apportioned and IRP purposes.
6. Recording payroll hours and comparing to Repair Order (RO) hours.
7. Managing Dossier reporting to track and report maintenance cost effectively.
8. All vehicle data and specifications completed in Dossier.
9. Utilize all vehicle and replacement parts warranty fields.



# Recordkeeping

## DOT (Hard Copy) Recordkeeping

Requirements are as follows:

1. History file folders maintained in proper order and up to date. **Files must include the following information:**
  - DOT annual inspection in a subfolder (current only).
  - Vehicle information on the front of the hanging folder.
  - DOT roadside inspection in a subfolder.
  - Outside repairs subfolder.
  - Vehicle registration in a subfolder.
  - One year vehicle history readily available.
  - Vehicle history files kept for four (4) years after vehicle is retired from Meridian Waste.
  - Dossier Repair Orders (ROs) completed properly.
  - DVIR driver vehicle condition reports filed for ninety (90) days retention plus current month.
  - Dispose of oldest month at the beginning of each new month.

## DOT Computerized (Dossier) Recordkeeping

Requirements are as follows:

1. Authorization from Meridian Waste Corporate Maintenance Personnel is needed before full Dossier computerized recordkeeping can replace hard copy versions.

## Inventory Management & Reporting

Requirements are as follows:

1. Using Dossier to completely track, monitor, and report all maintenance inventory allocations and expenses.
2. Using the following procedures to manage the inventory.
  - Count sheets to perform monthly physical inventory.
  - Valuation to report beginning and ending balances.
  - Parts turn reports used to manage the inventory and prevent obsolete inventoried parts from accumulating.



## Warranty

Requirements are as follows:

1. Information entered into Dossier under vehicles and parts correctly.
2. Each part should be entered into inventory warranty tab marking the date of warranty expiration from the date it is installed on the truck.
3. Each vehicle is set up properly to recognize possible OEM warranty.
4. Maintain a **Warranty Recovery Log** that list all warranties submitted and recovered.

## Meridian Waste Preventative Maintenance (PM) Inspection Terminology and Intervals

Terminology	Interval
Annual DOT Inspection	365 days
A - PM	150 hours
B - PM	450 hours
Coolant System - PM	735 days
Hydraulic System - PM	365 days
Manual System - PM	365 days
Rear Carriers - PM	365 days
Allison (Automatic) Transmission - PM	365 days

*Specific intervals may vary based on equipment specifications following Corporate approval*

## Preventative Maintenance (PM)

Requirements are as follows:

1. All Preventative Maintenance (PM) inspections must be documented by the inspector using the Meridian Waste appropriate **Vehicle Inspection Forms**.

2. Engine oil samples **MUST** be taken at selected intervals as noted below, then sent for analytical results.
  - At first oil change when new vehicle arrives in fleet.
  - Following major component repairs, changes, or replacements.
  - No less than once annually.
3. All PM inspections are scheduled and completed within a plus or minus 20 hour targeted due period, with the exception of the annual DOT inspection.

**NOTE: It is extremely important that the B-PM be performed on time and an oil sample taken and sent in immediately due to the engine oil interval requirements.**

4. Mechanics performing PM inspections are certified and have been documented under the guidelines stated in DOT regulation 396.17(d).
5. PM inspections audited by the maintenance manager to ensure quality and effectiveness of the inspection also to identify specific training needs.
6. Cooling system is maintained within the PM inspection program and all inspectors have been trained to identify and maintain each coolant type and make the necessary chemical adjustments.

## Brake Maintenance and Requirements

Requirements are as follows:

1. Meridian Waste Fleet Maintenance Departments will adhere to all DOT requirements regarding maintenance, inspections, and repairs to brake systems — both air and hydraulic.
2. Meridian Waste Fleet Maintenance Departments will maintain vehicle brake systems to meet OEM specifications.
3. Meridian Waste Fleet Maintenance Departments **will NOT, under any circumstance,** modify, alter, or bypass any air brake component.

**NOTE:** It is critical to maintain complete brake balance. Doing this requires a technician to have a strong knowledge and have ongoing training of the entire braking system. Meritor offers technical manuals that are very helpful. Visit their website to sign up for literature and online training courses at [www.meritor.com/products/brakes](http://www.meritor.com/products/brakes).

4. **NEVER** replace shoes or drum on one side of an axle only. **ALWAYS** repair both sides of the braking axle. If one side is worn substantially more than the opposite side, this is an irrefutable sign of uneven foundation brakes.
5. Always replace brake drums at each relining. If the drum is reused, it must be carefully inspected for wear patterns, as well as measured with a diameter gauge. If any measurements are 0.120 over the normal drum diameter, the drum must be replaced.
6. Always replace brake shoe mounting hardware at each relining.
7. Replace S-Cam bushings at each relining. Ensure S-Cam shaft to bushing free play is not to exceed 0.30.
8. All technicians who inspect or repair brakes must be certified by the maintenance manager before performing the repairs. The brake inspector must meet the requirements outlined in the **Brake Inspector Certification 396.25**.
9. **ASA Policy** – Meridian Waste policy for its fleet maintenance facilities are that under no circumstance will the manual adjustment of automatic slack adjusters be allowed because manually adjusting automatic slack adjusters is dangerous and should not be done, except during installation or in an emergency to move a vehicle to a repair facility.
10. **ASA Training** – Annual automatic slack adjuster training for all technicians who repair or inspect brakes is required. This training must be administered and documented by the maintenance manager. The training must be specific to all brands ASA that are equipped in the fleet.

## Optional Equipment / Telma I.E.

Requirements are as follows:

1. Meridian Waste purchases optional equipment on some of its vehicles or acquires via acquisitions some operational items to improve or enhance productivity. It is the responsibility of each Meridian Waste maintenance manager to maintain their equipment properly, and to train and educate the technicians on inspection and repair procedures necessary to keep the equipment in proper working order.

## Cooling System Maintenance

Requirements are as follows:

1. All technicians must have extensive knowledge of cooling systems and the required maintenance procedures to maintain the chemical parameters needed to protect the engine from failures.

## Engine Protection Parameters

Requirements are as follows:

1. All collection trucks manufactured with electronically-controlled engines must have the shut-down parameters programmed to protect the engine from excessive idling, low oil pressure, high coolant temperatures, high transmission temperature (if equipped), and low coolant level.

## Tire and Wheel Maintenance

Requirements are as follows:

1. All employees who service tires and wheels must be trained in OSHA safety for proper inspection and maintenance procedures.
2. **Safety equipment required.** Tire cage for restraining tires while being inflated. Lock-on chuck with in-line regulator and pressure gauge. Also, the attaching hose connected between the regulator and the clip-on chuck must be long enough to keep the technician out of the immediate area of trajectory.
3. OSHA safety and procedure charts **MUST** be posted in the immediate area where the tire repairs are performed.
4. Each site should have a copy of the Accuride Wheel and Rime Safety manual accessible to all technicians servicing wheels and tires.
5. Each site must use re-calibratable tire pressure gauges (Myers 54905 or comparable) for accuracy each day before inspection begins.
6. Hub-piloted mounting procedures must be followed completely each time the wheels are removed from the vehicle. All Meridian Waste technicians **MUST** have extensive knowledge of these procedures **BEFORE** being allowed to service these wheels. **Annual training for each technician is required by all Meridian Waste fleet**

**maintenance facilities.** This training will be conducted and documented by the maintenance managers.

7. **Disc Wheels (Hub-Piloted) – Single and Dual Disc Wheels.** Mounting faces of the hubs, flange mounting surfaces of the wheels, and mounting surfaces of the flange nuts should be clean and free of any foreign material or excess paint. The Hub-piloted pads should also be free of paint. To prevent corrosion, anti-seize compound may be applied to the hub-piloted pads. Primer and paint thickness on critical mounting surfaces of each wheel should **NOT** total more than 0.003 inch, maximum. The hub and drum critical mounting surfaces should not be painted. When installing flange nuts, apply two drops of oil on the leading threads of each stud, and if the flange nuts have been used before, apply two drops of oil to the junction of the nut and flange of each flange nut. **DO NOT** get oil between the flange and the wheel.

## DOT (Vehicle) Out Of Service Criteria

Requirements are as follows:

1. Each technician must have ongoing training to ensure the DOT Out of Service Criteria is completely understood.
2. The technician **MUST** have JJ Keller or North American Safety Alliance versions of the OSC Manual. This OSC is part of the Meridian Waste yearly training requirements but should also be regularly discussed in every shop training session.

## DOT (Personnel) Compliance

### ANNUAL VEHICLE INSPECTIONS – INSPECTOR CERTIFICATION

Requirements are as follows:

1. Meridian Waste maintenance managers have the responsibility to ensure that any technician who performs annual inspections under **396.17(d)** is certified and documentation is on file. In cases where a third party is used to perform annual inspections, a copy of the inspector's certification must be obtained from the contractor and kept on file.

### BRAKE INSPECTOR CERTIFICATION

Requirements are as follows:

1. Meridian Waste maintenance managers have the responsibility to ensure that any technician performing repairs or services to the truck's brake system is certified AND meets all requirements of **Section 396.25 Qualifications of Brake Inspectors.**

## COMMERCIAL DRIVER'S LICENSE

Requirements are as follows:

1. Meridian Waste maintenance managers must report all technicians who test drive vehicles to the Operations Manager for the purpose of driver qualifications. Any technician who drives vehicles **MUST** possess a valid CDL Class B license and have company authorization to drive **PRIOR** to driving any vehicle.

## Shop-Generated Waste

In the process of operating our fleet maintenance facilities, waste is generated. The term we use is "shop-generated waste." Our EPA generated status is "Conditionally Exempt" or "Conditionally Exempt Small Quantity Generator Producing Less Than 220 lb. of Hazardous Waste Monthly."

**RECORDKEEPING OF ALL SHOP-GENERATED WASTE is REQUIRED.** Refer to the *Shop-Generated Waste Summary* form in this document to see typical examples of shop-generated waste products in a Meridian Waste maintenance facility.

Requirements are as follows:

- Manifests must be maintained for **ALL** products collected or returned to vendors for recycling purposes.
- Records must be kept tracking monthly volumes of waste generated by specific volumes (in lb., gal., or units/each) handled per Vendor Disposal Site.
- A Waste Characterization completed and documented to determine if the waste is hazardous or non-hazardous.

## Shop-Generated Waste Recordkeeping

Refer to the sample *Shop-Generated Waste Summary* form in this document.

# Shop-Generated Waste Summary

Facility Name: \_\_\_\_\_ Facility Address: \_\_\_\_\_

Materials	Handled as Waste?	Material Haz or Non-Haz	Test Data on File Y or N	Material Recycled	Volume per Month	Vendor Disposal Site
Batteries	NO	NON	NO	YES	8 ea.	Nextran Truck
Parts clean solvent	NO	NON	NO	YES	20 lb.	Safety Kleen
Used Antifreeze	NO	NON	NO	YES	0	International Petroleum
Soiled shop rags	NO	NON	NO	YES	1200	Cintas Uniform
Truck wash (sludge)	NO	NON	NO	YES	2000 gal.	Jax Pollution
Used Engine oil filters	NO	NON	NO	YES	28 ea.	International Petroleum
Used transmission filters	NO	NON	NO	YES	9 ea.	International Petroleum
Used fuel filters	NO	NON	NO	YES	14 ea.	International Petroleum
Used coolant filters	NO	NON	NO	YES	14 ea.	International Petroleum
Used air filters	NO	NON	NO	YES	7 ea.	International Petroleum
Used tires	NO	NON	NO	YES	20 ea.	Pomps Tire
Used CFCs	NO	NON	NO	YES	0	N/A
Used oil dry	NO	NON	NO	YES	200 lb.	Eagle Ridge LF
Scrap metals	NO	NON	NO	YES	0	Comm Metals

\*\* Volume is measured by lb, gal, and units (each)

## Fuel Storage Tank Management — AST / UST

### Terminology:

- UST** — Underground Storage Tank
- AST** — Above-Ground Storage Tank
- SPCC** — Spill Prevention Control and Countermeasure

Requirements are as follows:

- 1. Registration.** Meridian Waste facilities with bulk storage of fuel must have all UST (Underground Storage Tanks) or AST (Above-Ground Storage Tanks) registered with the state and/or county of its domain.
- 2. Spill Prevention Control and Countermeasure (SPCC) Plan.** All Meridian Waste facilities with fuel storage tanks are required to have a Spill Prevention Control and Countermeasure (SPCC) plan. Contact your Corporate Safety Manager for details.
- 3. Above-Ground Storage Tank (AST).** Requirements necessary for compliance are listed in the site's SPCC plan (Spill Prevention Control and Countermeasures). Each site's exact requirements can vary depending on governing agency jurisdiction.
- 4. Weekly Storage Tank Inspections.** Review for:
  - Obvious signs of leaking.
  - Readiness of spill kit, fire extinguishers, safety cut-off valves, and interstitial monitoring devices.
- 5. Annual Tank Inspections.** Required by outside vendors to certify tank and dispensing equipment.
- 6. Daily Inventory Management.** Each site must manage fuel inventories, reconciling inventory with dispensed fuel daily.

## A/C Maintenance and CFC Training and Compliance

Requirements are as follows:

- 1.** All Meridian Waste facilities that service and maintain vehicle A/C systems must comply with EPA regulations regarding proper recovery and recycling. All A/C service techs must obtain certified documentation detailing their knowledge of and understanding of refrigerant recovery and recycling.



## A/C REFRIGERANTS

Requirements are as follows:

1. Venting of HFC-34 is prohibited. HFC-134a is the only refrigerant Meridian Waste uses in its vehicles. Use of R-12 or any other refrigerants are prohibited.

## A/C EQUIPMENT

Requirements are as follows:

1. All A/C refrigerant equipment must be EPA approved.

## Fleet Walks and Shop Safety Procedure Observations

Weekly fleet walk inspections are necessary to maintain a continuous accurate account of the general conditions of the vehicle. These inspections are best served when performed jointly with a member of operations management. All inspections are to be copied to your General Manager.

Issues to look for include the general appearance (exterior), driver in-cab cleanliness, and condition of the cab environment and controls.

**Requirements:** 100% of the fleet should be inspected and documented monthly.

**Best Practice Tip:** Conduct inspections of a small number of vehicles daily or weekly rather than 100% of the fleet in a single monthly inspection.



• Fleet Walks

## Fleet Maintenance Standards Quarterly Review

Materials	Meets Compliance	
	YES	NO
1) Training - OSHA and DOT <i>Comments:</i>		
2) Dossier System Management <i>Comments:</i>		
3) DOT Recordkeeping <i>Comments:</i>		
4) Inventory Management <i>Comments:</i>		
5) Warranty <i>Comments:</i>		
6) Preventative Maintenance <i>Comments:</i>		
7) Brake Maintenance and Requirements <i>Comments:</i>		
8) Optional Equipment / Telma <i>Comments:</i>		
9) Cooling System Maintenance <i>Comments:</i>		
10) Engine Protection Parameters <i>Comments:</i>		
11) Tire & Wheel Maintenance <i>Comments:</i>		
12) DOT (VEHICLE) Out of Service Criteria <i>Comments:</i>		
13) DOT (PERSONNEL) Compliances <i>Comments:</i>		

Materials	Meets Compliance	
	YES	NO
14) Shop Generated Waste <i>Comments:</i>		
15) Fuel Storage Tank Management AST / UST <i>Comments:</i>		
16) A/C Maintenance and CFE Training and Compliances <i>Comments:</i>		
17) Fleet Walks - Safety Procedure Observations <i>Comments:</i>		
NOTES:		



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EXTINGUISHER

# SECTION 2/ FACILITY MAINTENANCE REQUIREMENTS

**CAUTIONS**

RECHARGE IMMEDIATELY  
AFTER ANY USE

DRY CHEMICAL

## CONTENTS:

*Requirements by Maintenance Area*

*Facility Maintenance Requirements Checklist* **FORM**

### Housekeeping — Administration and Maintenance Buildings

- Restrooms clean and adequately equipped with hand towels and toilet paper.
- Tissue paper and soap adequately stocked.
- First Aid cabinets adequately stocked per OSHA guidelines.
- Emergency eye wash stations in place and maintained properly.
- Emergency exit lights working.
- Adequate lighting inside buildings and for outside security.
- Emergency contact names and phone numbers posted.
- Emergency evacuation procedures posted.
- Fire extinguishers located within fifty (50) ft., and annually inspected.

### Fuel Island — Oil & Lubricant Storage Area

- AST / UST registered with the State, and documents posted.
- Valid Certificate of Liability posted.
- Fire extinguishers, spill kit.
- Emergency shut off and signage posted nearby.
- Signage: No Smoking, Max Capacity, Product Description.
- Recordkeeping: Daily tank inspection, Monthly tank inspection.
- Bulk oil storage area clean and all tanks labeled.

## Maintenance Shop and Surrounding Grounds

- Cleanliness and organization of work and storage areas.
- Spent shop rags kept in closed metal containers.
- Flammable materials properly labeled and stored.
- Parts room storage area organized and clean.
- Air hose clean and in safe condition.
- Electrical cords in good condition and no primary wire exposed.
- Welding machine leads in good condition: ground lead and welding leads.
- No Smoking signs posted in all required areas.
- Oxygen acetylene tank gauges and regulators in good condition and equipped with back flow protectors at the regulators and on the torch handle.
- Batteries stored in non-smoking area.
- Fire extinguishers located no more than fifty (50) ft. apart and signage posted. Annual inspections maintained.
- Shop floors and working areas in compliance with all OSHA passageways regulations and lighting requirements.

## Forklifts and Other Material-Handling Vehicles

- Seatbelt, horn, back-up alarm, and work light in proper working order.
- Parking brake and service brakes in proper working order.
- No vehicle to be left unattended while the engine is running.
- Forklift training records for all authorized users on file.

## Shop Tools and Equipment

- Bench grinders, hand grinders, and buffing tools equipped with proper guards and the wheels and grinding disc maintained.
- Air compressors maintained properly, protective guards in place, and proper labeling equipment starts automatically posted.
- Jack stands, jacks properly maintained, and capacity label marking posted on all pieces.
- Tire inflation cage, in-line pressure regulator w/ lock on chuck in proper working order.
- OSHA safety signage posted in close proximity of tire repair area.
- Accurate wheel safety manual available to all employees.
- Chains in good condition, slings clean and capacity marked.
- All ladders and rolling platforms-type ladders in good condition.



# Maintenance



## Security

- Facility secured properly - fire proof cabinets for sales contracts.
- Fire alarm, burglar alarms in use.
- Building access doors secured by locks.
- Fuel dispensers secured against after-hours use.
- Inventoried parts, tires, and oils secured after hours.

## Safety Equipment and Posted Information Requirements

- Fall protection harnesses in good working order.
- Welding gloves, working gloves, safety glass and shield readily available.
- OSHA 200 log posted. EEO posters, worker compensation posters placed in areas frequented by employees regularly or daily.
- Right-to-Know Material Data Safety Sheets (MSDS) system in place and known by all affected employees.
- Certificate of Insurance for all vendors and contractors.

MERIDIAN WASTE MAINTENANCE DEPARTMENT  
**Facility Maintenance Requirements Checklist**

		SATISFACTORY	NON-COMPLIANT	COMMENTS
<b>HOUSEKEEPING — ADMINISTRATIVE AND MAINTENANCE BUILDINGS</b>				
1	Restrooms clean and adequately equipped with hand towels.			
2	Tissue paper and soap adequately stocked.			
3	First Aid cabinets adequately stocked per OSHA guidelines.			
4	Emergency eye wash stations in place and maintained properly.			
5	Emergency exit lights working.			
6	Adequate lighting inside buildings and outside security lighting.			
7	Emergency contact names and phone numbers posted.			
8	Emergency evacuation procedures posted.			
9	Fire extinguishers located within 50 feet and annually inspected.			

<b>FUEL ISLAND — OIL &amp; LUBRICANT STORAGE AREA</b>				
1	AST or UTS Registered with the State, and Documents posted.			
2	Valid Certificate of Liability posted.			
3	Fire extinguishers, spill kit present.			
4	Emergency Shut Off and signage posted nearby.			
5	Signage: No Smoking, Max Capacity, Product Descriptions.			
6	Recordkeeping: Daily tank inspection, Monthly tank inspection.			
7	Bulk oil storage area clean and all tanks labeled.			

<b>MAINTENANCE SHOP AND SURROUNDING GROUNDS</b>				
1	Cleanliness and organization of work and storage areas			
2	Spent shop rags kept in closed metal containers.			
3	Flammable materials properly stored.			
4	Parts room storage area organized and clean.			
5	Air hoses clean and in safe condition.			
6	Electrical cords in good condition and no primary wire exposed.			
7	Welding machine leads in good condition.			
8	No Smoking signs posted at areas required.			
9	Oxygen acetylene gauges and regulators in good condition and equipped with Back Flow protectors at regulators and torch handles.			
10	Batteries stored in non-smoking area			
11	Fire extinguishers located no more than 50 feet apart, with signage posted. Annual inspections maintained.			
12	Shop floors and working areas in compliance with all OSHA passageways regulations and lighting requirements.			

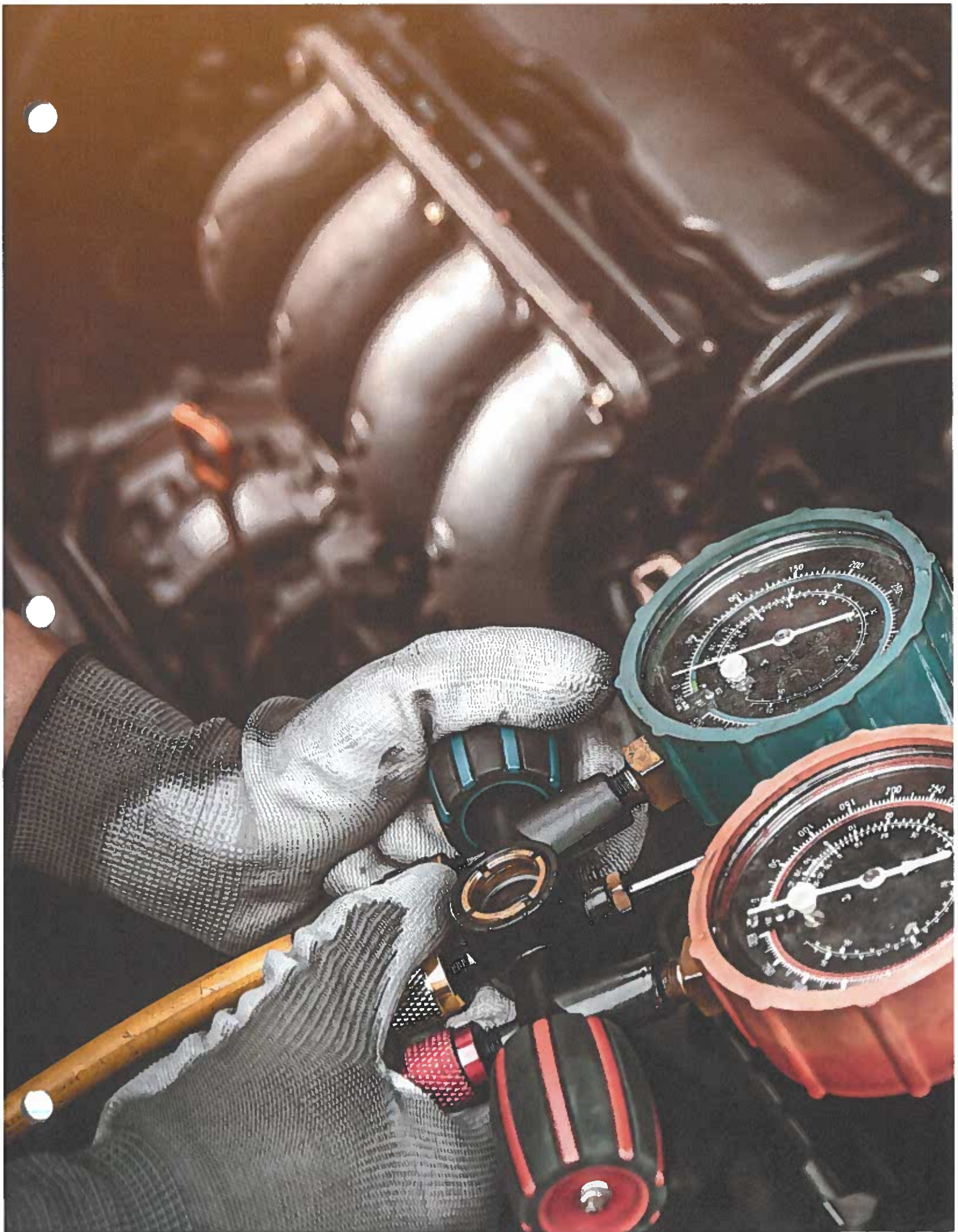
MERIDIAN WASTE MAINTENANCE DEPARTMENT  
**Facility Maintenance Requirements Form (cont.)**

		SATISFACTORY	NON-COMPLIANT	COMMENTS
<b>FORKLIFT AND OTHER MATERIAL HANDLING VEHICLES</b>				
1	Seatbelt, horn, back-up alarm, and max lifting capacity posted.			
2	Parking brake and service brakes in proper working order and work light in proper working order.			
3	Forklift training records for all authorized users on file.			

<b>SHOP TOOLS AND EQUIPMENT</b>				
1	Bench grinders, hand grinders, and buffing tools equipped with proper guards, and the wheels and grinding disc maintained.			
2	Air compressors maintained properly, protective guards in place, and proper labeling equipment starts automatically posted.			
3	Jack stands, jacks properly maintained and capacity label marking posted on all pieces.			
4	OSHA safety posted in close proximity of tire repair area.			
5	Accurate wheel safety manual available to all employees.			
6	Chains in good condition, slings clean and capacity marked.			
7	All ladder and rolling platforms-type ladders in good condition.			

<b>SECURITY</b>				
1	Facility secured properly.			
2	Fire alarm, burglar alarm in use.			
3	Building access doors secured by locks.			
4	Fuel dispensers secured against after-hours use.			
5	Inventoried parts, tires, parts secured after hours.			

<b>SAFETY EQUIPMENT AND POSTED INFORMATION REQUIREMENTS</b>				
1	Fall protection harnesses in good working order.			
2	Welding gloves, working gloves, and safety glasses and shield readily available.			
3	OSHA 200 Log, EEO posters, Workers' Compensation poster placed in areas frequented by employees regularly or daily.			
4	Right-to-Know Material Data Safety Sheets (MSDS) in place and known by affected employees.			
5	Certificate of Insurance for all vendors and contractors.			





# CONCLUSION

These guides and best practices may be revised at any time. If revisions occur, all managers will be notified immediately and revised copies forwarded.

Each topic mentioned has been briefly described. Further detailed explanations are available for any and all subjects.



**MERIDIAN WASTE**

5925 Carnegie Blvd., Suite 370  
Charlotte, NC. 28209

[MeridianWaste.com](http://MeridianWaste.com)



# COMMONWEALTH of VIRGINIA

James S. Gilmore, III  
Governor

## DEPARTMENT OF ENVIRONMENTAL QUALITY

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Dennis H. Treacy  
Director

(804) 698-4000  
1-800-592-5482

John Paul Woodley, Jr.  
Secretary of Natural Resources

February 11, 2000

James W. Stenborg, P.E.  
Regional Engineer  
USA Waste Management of Virginia, Inc  
8000 Chambers Road  
Charles City, VA 23030P



Dear Mr. Stenborg:

The Department has received your December 21, 1999 request for a permit by rule determination for the Hopkins Road Transfer Station and Convenience Center located at 3506 Hopkins Road in the City of Richmond. The final certification for facility construction was received on February 9, 2000.

Attached to this letter are two documents, which should not be separated from this letter. These two documents are:

### ATTACHMENT I - CONDITIONS OF THE PERMIT BY RULE STATUS

### ATTACHMENT II - FACILITY DESCRIPTION

The purpose of this letter is to acknowledge receipt of the documentation submitted in accordance with the requirements of 9 VAC 20-80-480.E.1, of the Virginia Solid Waste Management Regulations, for permit by rule of transfer station, and to notify you that the facility has been determined to be operating Permit by Rule (#160). Please note, however, that in accordance with 9 VAC 20-80-480.E.6, and the attached "Conditions of Permit By Rule Status" that the Director may require changes in the documents to assure compliance with the standards of VSWMR Parts VI and VII, if applicable. Should such changes not be accomplished by the facility owner or operator, the Director may require said owner or operator to submit the full permit application and obtain a full solid waste management facility permit.



Mr. James Stenborg  
February 11, 2000  
Page 2

Please note that it is the responsibility of USA Waste Management of Virginia, Inc., to obtain any other permits or authorizations that may be necessary. If you should have any questions regarding this matter, please contact Mr. Don Brunson at (804) 698-4239, or Mr. Paul Farrell at (804) 698-4214.

Sincerely,

*Jessie A. Romanchik*

*for* Dennis H. Treacy

Attachments:

cc: Dean Starook, City of Richmond (w/ attachments)  
Rick Weeks, PRO, DEQ (w/o attachments)  
Mohammad Habibi, PRO, DEQ, (w/ attachments)  
Paul Farrell, OWP, DEQ, (w/o attachment)  
Don Brunson, OWP, DEQ, (w/o attachments)

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# ATTACHMENT I

## CONDITIONS OF THE PERMIT-BY-RULE STATUS

### I. CHANGE OF OWNERSHIP

A permit-by-rule may not be transferred by the permittee to a new owner or operator. However, when the property transfer takes place without proper closure, the new owner shall notify the Department of the sale and fulfill all the requirements contained in 9 VAC 20-80-480.E.1 through 9 VAC 20-80-480.E.3 of the Virginia Solid Waste Management Regulations (VSWMR, 9 VAC 20-80-10, *et seq.*) with the exception of those dealing with financial assurance. Upon presentation of the financial assurance proof required by the Financial Assurance Regulations for Solid Waste Facilities (9 VAC 20-70-10, *et seq.*) by the owner, the Department will release the old owner from his closure and financial responsibilities and acknowledge existence of the new permit-by-rule in the name of the new owner.

### II. FACILITY MODIFICATIONS

The owner or operator of a facility operating under a permit-by-rule may modify its design and operation by furnishing the Department a new certificate prepared by the professional engineer and a new operational plan. Whenever modifications in the design or operation of the facility affect the provisions of the approved closure plan, the owner or operator shall also submit an amended closure plan.

### III. LOSS OF PERMIT-BY-RULE STATUS

In the event that a facility operating under a permit-by-rule violates any applicable siting, design and construction, or closure provisions of Part VI [9 VAC 20-80-310 - 480], the owner or operator of the facility will be considered to be operating an unpermitted facility as provided for in § 2.6 [9 VAC 20-80-80] of VSWMR and shall be required to either obtain a new permit as required by Part VII [9 VAC 20-80-480 - 620] or close under Part V [9 VAC 20-80-240 - 310] or VI [9 VAC 20-80-310 - 480] of these regulations, as applicable.

### IV. TERMINATION

The Director shall terminate permit-by-rule and shall require closure of the facility whenever he finds that:

- a. As a result of changes in key personnel, the requirements necessary for a permit-by-rule are no longer satisfied;
- b. The applicant has knowingly or willfully misrepresented or failed to disclose a material fact in his disclosure statement, or any other report or certification required under this regulation, or has knowingly or willfully failed to notify the Director of any material change to the information in the disclosure statement;

c. Any key personnel have been convicted of any of the crimes listed in § 10.1-1409 of the Code, punishable as felonies under the laws of the Commonwealth or the equivalent thereof under the laws of any other jurisdiction; or have been adjudged by an administrative agency or a court of competent jurisdiction to have violated the environmental protection laws of the United States, the Commonwealth or any other state and the Director determines that such conviction or adjudication is sufficiently probative of the permittee's inability or unwillingness to operate the facility in a lawful manner.

#### V. CONDITIONS FOR ISSUANCE

The herein described activity is to be established, modified, constructed, installed, operated, used, maintained, and closed in accordance with the terms and conditions of this permit and the plans, specifications, and reports submitted and cited in the permit. The facility shall comply with all regulations of the Virginia Waste Management Board (Board). In accordance with Chapter 14, § 10.1-1408.1.D.1 of the Code of Virginia, the Director has determined, after an investigation and analysis of the potential human health, environmental, transportation infrastructure, and transportation safety impacts and needs and an evaluation of comments by the host local government, other local governments and interested persons, that (i) the proposed facility, expansion, or increase protects present and future human health and safety and the environment; (ii) there is a need for the additional capacity; (iii) sufficient infrastructure will exist to safely handle the waste flow; (iv) the increase is consistent with locality-imposed or state-imposed daily disposal limits; (v) the public interest will be served by the proposed facility's operation or expansion or increase in capacity of a facility; and (vi) the additional capacity is consistent with regional and local solid waste management plans developed pursuant to Section 10.1-1411.

#### VI. CERTIFIED OPERATOR

In accordance with the Virginia Waste Management Act (Title 10.1, Chapter 14 of the Codes of Virginia), § 10.1-1408.2, this facility must employ a facility operator licensed by the Board of Waste Management Facility Operators (Licensing Regulations, 18 VAC 155-20-10 *et seq.*).

#### VII. RIGHT OF APPEAL

As provided by Rule 2A:2 of the Supreme Court of Virginia, you have 30 days from the date of the service of this decision to initiate an appeal of this decision, by filing notice with:

Dennis H. Treacy, Director  
Virginia Department of Environmental Quality  
ATTN: Division of Waste Program Coordination  
Post Office Box 10009  
Richmond, Virginia 23240-0009

In the event this decision is served to you by mail, three days will be added to that period. Please refer to Part Two of the rules of the Supreme Court of Virginia, which describes the required content of the Notice of Appeal, including specification of the Circuit Court to which the appeal is taken, and additional requirements governing appeals from decisions of administrative agencies.

**ATTACHMENT II  
FACILITY DESCRIPTION**

**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
DIVISION OF WASTE OPERATIONS  
OFFICE OF WASTE PERMITTING  
Permit-By-Rule #160**

**Facility Name:** Hopkins Road Transfer Station and Convenience Center  
**Facility Type:** Transfer Station **Latitude:** 77°27'00" North  
**Site Location:** City of Richmond, Virginia **Longitude:** 37°30'00" West

**Location Description:** The municipal solid waste transfer station is located in the City of Richmond, at 3506 Hopkins Road, which is also the site of the City's Manchester Operations Center, approximately 0.4 miles from the intersection of Jefferson Davis Highway and Hopkins Road.

**Background:** The transfer station site covers approximately one half acre. There is a newly constructed office, metal transfer station building and scale house building on the site. The transfer station will be owned by the City of Richmond Department of Public Utilities. Waste Management operates the facility and is the holder of the solid waste permit. The access road and surrounding paved areas provide adequate queuing of collection and transfer vehicles. The materials accepted at the transfer station and convenience center are refuse, tires, yard waste, white goods and recyclables generated by the City of Richmond. These materials will be delivered by City collection vehicles and City residents in their private vehicles. There is a citizen drop-off area contiguous to the transfer station building. The permitted capacity of the facility is 2,000 tons per day. The primary disposal site designated for solid waste collected at the site is the Charles City County Landfill located approximately 15 miles east of Richmond. As a contingency, a secondary disposal site is the Maplewood Recycling and Waste Disposal located in Amelia County, Virginia, located 20 miles southwest of Richmond. Waste Management also has several other disposal sites in Virginia and neighboring states that can be used if necessary. Site access is monitored at the scale house and is strictly controlled. City collection vehicles, self-haulers, and sub-contract haulers carrying waste to the site will each have a different traffic pattern to follow upon

entry to the site. Signs will be posted directing vehicles and self-haulers to their appropriate areas. Upon arrival at the facility, City collection vehicles will be directed to proceed to the tipping floor. No unloading directly into the pits will be allowed. Operations personnel will observe the unloading and monitor the load for unacceptable waste. Potentially unacceptable waste will be segregated for further inspection. If the waste is unacceptable for transport and disposal, the waste will be reloaded into the collection vehicle that brought it to the site and/or disposed of at a site permitted to accept such waste. After the waste is accepted on the tipping floor, it will be processed using mobile equipment to reduce particles of waste and compact it. The waste will be pushed into the pit, and into the awaiting open-top transfer trailers below. The Hopkins Road Transfer Station will be open to accept waste from 6:30 a.m. until 5:30 p.m. on Monday through Friday and to 8:30 a.m. until 2:00 p.m. on Saturday. The facility may be open at other times to accommodate the needs of the City, changing conditions, and emergency situations with prior approval from the City. The transfer station building consists of structural steel siding supported by reinforced concrete foundations and retaining walls. The tipping floor consists of a reinforced concrete slab with a protective layer of concrete poured over it. The tipping floor is located about 14 feet above the level of transfer trailer vehicles so that waste placed on the upper level can be pushed into the trailers after inspection and processing. The surface of the floor is sloped to direct liquids that have contacted the waste to a perimeter collection and drainage system. There are hose bibs adjacent to the transfer station building entrance for floor washing. The system drains all leachate from the tipping floor through the oil/water separator which is pumped on an as-needed basis and the leachate is sent to a permitted wastewater treatment facility.

**Submission Highlights:** The following documents have been submitted in support of the Permit by Rule:

1. A Notice of Intent, dated June 7, 1999 and signed by Mr., James W. Stenborg, PE, Regional Engineer for USA Waste of Virginia, Inc. (see Tab). A Disclosure Statement signed by Mr. Stenborg and dated January 27, 2000 (see Tab). A local government certification, dated August 3, 1999 and signed by Mr. Claude Cooper, Building Commissioner for the City of Richmond (see Tab). These documents are required submittals in accordance with 9 VAC 20-80-500.B. (9 VAC 20-80.486.A.1.a)
2. A site location map, facility site plan and design drawings (see Tab marked "Design", dated January 2000).
- 3&4. An updated certificate dated July 21, 2006 and signed by Ms. Rebeccah P. Ward, PE, Joyce Engineering, Inc., states that piping connecting the oil/water separator

to the sanitary sewer was capped at MH-B. The original certificate was signed by Mr. Mr. Timothy P. Torrez, PE, of Joyce Engineering, Inc., and dated February 9, 2000. The certificate states that the facility has been sited, designed and constructed in accordance with the standards of 9 VAC 20-80-340.B and C. This is a required submission in accordance with 9 VAC 20-80-480.E.a.b and c. (See Tab marked "Engineer's Certification", dated July 21, 2006);

5. An Operations Plan which meets the requirements of 9 VAC 20-80-340.D, which is a required submission in accordance with 9 VAC 20-80-480.E.1.d (See Tab Marked "Operation and Maintenance Plan", dated July 2006);
6. A Closure Plan which meets the requirements of 9 VAC 20-80-340.E, which is a required submission in accordance with 9 VAC 20-80-480.E.1.e. (See Tab marked "Closure Plan", dated July 2006);
7. Public participation documents which resulted from the public participation effort, in accordance with 9 VAC 20-80-480.E.5. The advertisement was published in the local newspaper(s), *The Richmond Times* on May 30, 1999 and June 6, 1999 and the *Richmond Free Press* on June 3, 1999 and June 10, 1999. The public meeting was held on July 8, 1999 at the Southside Community Services Center located at 4100 Hull Street in Richmond. It is indicated that no comments were received. This is a required submission in accordance with 9 VAC 20-80-480.E.1.g. (See Tab marked "Public Participation Information");
8. A letter, dated December 10, 1999, and signed by Mr. Dean Starook on behalf of the City of Richmond, stating that: (1) a Traffic Impact & Operational Study has been compiled for the roadways connecting to and in the vicinity of the proposed facility; (2) Traffic Engineering has evaluated the infrastructure and safety impacts corresponding to a proposed maximum capacity of 2,000 tons per day of refuse. It has been determined that the existing roadways are sufficient to handle the traffic flow; and, (3) Traffic counts were reviewed for existing and projected traffic conditions. This is a required submission in accordance with Section 10.1-1408.1.D.1 of the Virginia Waste Management Act.
9. A revised Closure Cost Estimate, dated March 18, 2002, was submitted to the Department on July 21, 2006. This revised estimate accounts for decontamination of the oil/water separator and associated piping. The estimate is used for financial assurance purposes and the total cost estimate for closure is \$73,842.



*COMMONWEALTH of VIRGINIA*

*DEPARTMENT OF ENVIRONMENTAL QUALITY*

PIEDMONT REGIONAL OFFICE

4949-A Cox Road, Glen Allen, Virginia 23060

(804) 527-5020 Fax (804) 527-5106

[www.deq.virginia.gov](http://www.deq.virginia.gov)

Douglas W. Domenech  
Secretary of Natural Resources

David K. Taylor  
Director

February 22, 2010

Mr. Jason L. Williams  
Environmental Protection Manager  
Delmarva Market Area  
Waste Management  
8000 Chambers Road  
Charles City, Virginia 23030

Re: Revised Action Sheet for Regulated Medical Waste  
Hopkins Road Transfer Station, PBR #160  
City of Richmond

Dear Mr. Williams:

This acknowledges the Piedmont Regional Office Waste Program's receipt of a request for the modification of Permit-by-Rule #160 for the Hopkins Road Transfer Station that was initially submitted on December 18, 2009 and subsequently revised on February 12, 2010.

The modification is to revise the Action Sheet for Regulated Medical Waste, which is an attachment to the Unacceptable Waste Control Program required by 9 VAC 20-80-113 of the Virginia Solid Waste Management Regulations (VSWMR, 9 VAC 20-80). The revised Action Sheet for Regulated Medical Waste is consistent with the requirements of 9 VAC 20-80-485 A.1.d. The revised Action Sheet for Regulated medical Waste must be inserted into the Operating Plan. Additionally, a copy of this letter must be inserted into each copy of Permit-by-Rule #160 to document this modification.

If you have any questions on this matter, please contact me at (804) 527-5028.

Sincerely,

  
John P. Godfrey  
Environmental Engineer Senior

Hopkins Road TS, PBR #160  
Action Sheet for RMW  
February 22, 2010  
Page 2 of 2

Attachment

C: DEQ - H. Weimer, PRO  
DEQ - File, PBR 160 - PMT





# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF ENVIRONMENTAL QUALITY

PIEDMONT REGIONAL OFFICE

4949-A Cox Road, Glen Allen, Virginia 23060

(804) 527-5020 Fax (804) 527-5106

[www.deq.virginia.gov](http://www.deq.virginia.gov)

Preston Bryant  
Secretary of Natural Resources

David K. Paylor  
Director

January 27, 2009

Mr. Jason L. Williams  
Environmental Protection Manager  
Delmarva Market Area  
Waste Management  
8000 Chambers Road  
Charles City, Virginia 23030

Re: Change of Operating Hours  
Hopkins Road Transfer Station, PBR #160  
City of Richmond

Dear Mr. Williams:

This is to acknowledge receipt by the Piedmont Regional Office, Waste Program, of the request for the modification of Permit-by-Rule #160 for the Hopkins Road Transfer Station on January 23, 2009.

The modification is to change the operating hours for the receipt of waste to 6:30 a.m. until 5:30 p.m. on Monday through Friday and to 8:30 a.m. until 2:00 p.m. on Saturday. Information was provided that the City of Richmond has agreed to these operating hours. The revised operating hours are consistent with the requirements of 9 VAC 20-80-485.A.2.d of Virginia Solid Waste Management Regulations (VSWMR, 9 VAC 20-80). A copy of this letter must be inserted into Permit by Rule #160 to document this modification.

If you have any questions on this matter, please contact me at (804) 527-5028.

Sincerely,

  
John P. Godfrey  
Environmental Engineer Senior

Hopkins Road TS, PBR #160  
Page 2

C: DEQ - R. Timmins, PRO  
DEQ - H. Weimer, PRO  
DEQ - File, PBR 160 - PMT



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF ENVIRONMENTAL QUALITY

PIEDMONT REGIONAL OFFICE

4949-A Cox Road, Glen Allen, Virginia 23060

(804) 527-5020 Fax (804) 527-5106

[www.deq.virginia.gov](http://www.deq.virginia.gov)

L. Preston Bryant, Jr.  
Secretary of Natural Resources

David K. Paylor  
Director

Gerard Seeley, Jr.  
Regional Director

July 26, 2006

Mr. Jason E. Williams  
Senior Manager, Environmental Protection  
Waste Management  
9330 Ironbridge Road  
Chesterfield, VA 23832

**RE: Hopkins Road Transfer Station, Permit by Rule No. 160**  
Revision of Existing Permit by Rule  
Richmond, Virginia

Dear Mr. Williams:

This correspondence is in response to recently submitted revisions for the Hopkins Road Transfer Station Permit by Rule (PBR). The revisions were dated July 21, 2006 and were received by the Virginia Department of Environmental Quality (DEQ) on July 21, 2006.

The revisions address how leachate generated from the tipping floor is managed and update the financial assurance for the facility. The revisions were certified by Ms. Rebeccah Ward, PE of Joyce Engineering, Inc., and include the following documents:

- (1) Operations and Maintenance Plan, dated July 2006
- (2) Closure Cost Estimate, dated March 18, 2002
- (3) Closure Plan, dated July 2006
- (4) Engineer Certification, dated July 21, 2006
- (5) Utility Drawings Nos. U-1 and U-2, dated July 20, 2006

Please update your copy of the PBR with these revised documents along with the attached copy of the updated Attachment II (see attached).

Mr. Williams  
Revisions to PBR #160  
July 26, 2006  
Page 2 of 2

If you should have any questions, please feel free to contact me at (804) 527-5033 or by e-mail at [kastafford@deq.virginia.gov](mailto:kastafford@deq.virginia.gov).

Sincerely,



**Kurt Stafford, PE**  
Environmental Engineer Senior

Attachment: Attachment II, revised July 25, 2006

cc: Patrick Bishop, PRO DEQ (w/o attachment)  
File PBR 160 (w/ attachment)

Ms. Rebecca P. Ward, PE (w/o attachment)  
Joyce Engineering, Inc.  
1604 Ownby Lane  
Richmond, VA 23220

Mr. Greg Sisson (w/ attachment)  
Site Manager  
3520 N. Hopkins Road  
Richmond, VA 23224



**COMMONWEALTH of VIRGINIA**  
*DEPARTMENT OF ENVIRONMENTAL QUALITY*

W. Tayloe Murphy, Jr.  
Secretary of Natural Resources

**PIEDMONT REGIONAL OFFICE**

4949-A Cox Road  
Glen Allen, Virginia 23060  
(804) 527-5020  
Fax (804) 527-5106  
[www.deq.state.va.us](http://www.deq.state.va.us)

Robert G. Burnley  
Director

Gerard Seeley, Jr.  
Piedmont Regional Director

March 21, 2003

**Mr. Jim Gravgaard**  
Environmental Specialist  
Waste Management of Virginia, Inc.  
8000 Chambers Road  
Charles City, Virginia 23030.

RE: Approval Letter for the Legal Entity Name Change  
Hopkins Road Transfer Station, PBR # 160

Dear Mr. Gravgaard:

This letter is in response to your request dated November 6, 2002, for a Legal Entity name change for the above referenced permit-by-rule (PBR) facility. The request was originally received by the Department on November 7, 2002 and was considered complete when all required information was received on January 8, 2003.

The documents related to the Legal Entity name change have been reviewed for consistency and adequacy with the requirements of the Virginia Solid Waste Management Regulations (VSWMR, 9 VAC 20-80-10, *et seq.*) and found to be complete, adequate, and appear to meet the criteria set forth in the current regulations. Therefore, the Legal Entity name change is hereby approved. From now on, the Legal Entity name for the above referenced PBR facility will be Waste Management of Virginia, Inc. instead of USA Waste of Virginia, Inc.

As provided by Rule 2A:2 of the Supreme Court of Virginia, you have 30 days from the date of the service of this decision to initiate an appeal of this decision, by filing notice with:



**USA WASTE  
OF VIRGINIA, INC.**

A WASTE MANAGEMENT CO.

8000 Chambers Road  
Charles City, VA 23030  
(804) 966-7210  
(804) 966-7041 Fax

December 21, 1999

Mr. Paul Farrell  
Environmental Engineer Consultant  
Commonwealth of Virginia - Department of Environmental Quality  
P.O. Box 10009  
Richmond, Virginia 23240-0009

RECEIVED

DEC 22 1999

DEQ - WASTE DIVISION

Re: Application for Permit by Rule  
City of Richmond, Virginia  
Proposed Hopkins Road Solid Waste Transfer Station and Convenience Center  
USA Waste of Virginia, Inc.

Dear Mr. Farrell:

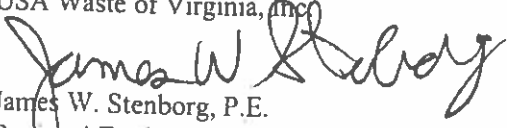
Enclosed please find for your review and consideration three copies of the following document "City of Richmond - Hopkins Road Solid Waste Transfer Station and Convenience Center - Permit by Rule Documentation - dated January 2000. This document is submitted to provide information required by the Virginia Department of Environmental Quality (VADEQ) to issue a Permit-by-Rule. We request that a Permit be issued for the proposed facility based on the enclosed documentation and any additional information that may be required by the Department. At the present time construction is 95 % complete. We plan to complete construction by January 7, 1999 and want to commence operations in mid January of 2000.

The purpose of this facility is to provide a delivery location for City of Richmond collection trucks and residents for non-hazardous waste such as municipal solid waste and recyclable materials such as yard waste, tires, white goods and other recyclable products. It is also planned that USA Waste will deliver residential, commercial, and non-hazardous waste to the facility. Waste delivered to the facility will be loaded into transfer trailers and brought to Charles City County Landfill or another USA Waste or Waste Management Landfill permitted to received such waste.

The facility will be owned and operated by USA Waste under the terms of a contract executed between USA Waste of Virginia, Inc. and the City of Richmond. Also the permit should be issued to USA Waste of Virginia, Inc. The site is owned by the City of Richmond and leased by USA Waste.

If you have any questions or require further information in this matter, please contact me at (703) 709-7651 or Tim Torrez of Joyce Engineering at (804) 355-4520.

Sincerely,  
USA Waste of Virginia, Inc.

  
James W. Stenborg, P.E.  
Regional Engineer

Enclosures

CC: Lee Wilson/Todd Crocker - USA Waste of Virginia, Inc.  
Dean Starook - City of Richmond  
Tim Torrez - Joyce Engineering

# REQUEST FOR CERTIFICATION

APPLICANT: USA Waste of Virginia, Inc.

APPLICANT'S MAILING ADDRESS:

8000 Chambers Road  
Charles City, Virginia 23030

DATE OF APPLICATION:

6/14/99

TELEPHONE:

804-966-7146

CONTACT PERSON:

James W. Stenborg

TYPE OF THE FACILITY: Transfer Station

The applicant is in the process of completing an application for a permit for a solid waste management facility to be issued by the Virginia Department of Waste Management. In accordance with Section 10.1-1408.1, Title 10.1, Code of Virginia (1950), as amended, before such a permit application can be considered complete, the applicant has to obtain a certification from the governing body of the county, city or town in which the facility is to be located that the location and operation of the facility are consistent with all applicable ordinances. The undersigned requests that an authorized representative of the local governing body sign the certification below.

SIGNATURE OF THE APPLICANT:



TITLE: James W. Stenborg, <sup>for</sup> Regional Engineer

NOTE: The applicant should enclose an appropriate map showing the location of the proposed facility.

## CERTIFICATION

The undersigned certifies that the proposed location and operation of the facility is consistent with all ordinances.

SIGNATURE OF THE AUTHORIZED REPRESENTATIVE:

TYPED OR PRINTED NAME: Claude G Cooper

TITLE: Building Commissioner

DATE: 8/23/99

COUNTY, CITY OR TOWN:

City of Richmond



**CITY OF RICHMOND - HOPKINS ROAD  
SOLID WASTE TRANSFER AND  
CONVENIENCE CENTER FACILITY**



**W**

**WASTE MANAGEMENT**

USA WASTE OF VIRGINIA, INC.  
8000 CHAMBERS ROAD  
CHARLES CITY, VIRGINIA 23030  
(804) 966-7148

**PERMIT-BY-RULE  
DOCUMENTATION**

JANUARY 2000

RECEIVED  
DEC 1999  
DEC - WASTE DIVISION

**PREPARED BY:**

**HOME**  
4808 RADFORD AVENUE  
RICHMOND, VIRGINIA 23230  
PHONE: 804.355.4520  
FAX: 804.355.4282



# HOPKINS ROAD TRANSFER STATION

## TABLE OF CONTENTS

- A. INTRODUCTION
- B. NOTICE OF INTENT
- C. LOCAL GOVERNMENT CERTIFICATION
- D. SITING
- E. DESIGN
- F. OPERATIONS AND MAINTENANCE PLAN
- G. CLOSURE PLAN
- H. ENGINEER'S CERTIFICATION
- I. DISCLOSURE STATEMENT
- J. PUBLIC PARTICIPATION INFORMATION
- K. 1999 SOLID WASTE LEGISLATION REQUIREMENTS

## A. INTRODUCTION

This Report presents information necessary to obtain a permit-by-rule for the reconstructed Hopkins Road Transfer Station located at 3520 North Hopkins Road, Richmond, Virginia. The transfer station is located on City of Richmond property inside the Manchester Operations Center approximately 0.4 miles from the intersection of Jefferson Davis Highway and Hopkins Road. It is operated by and permitted to USA Waste of Virginia, Inc. The contact information is as follows:

Permittee/Operator: USA Waste of Virginia, Inc.  
8000 Chambers Road,  
Charles City, VA 23030  
804-966-7146

Owner: City of Richmond  
Public Works  
900 East Broad Street  
Richmond, VA 23219  
804-646-7635

Included in the permit-by-rule information is as follows:

### State DEQ Requirements:

- Notice of Intent in accordance with 9 VAC 20-80-500.B.
- Documentation of compliance with the Local Government requirements.
- Siting Criteria in accordance with 9 VAC 20-80-340.B.
- Design Criteria in accordance with 9 VAC 20-80-340.C.
- Operations and Maintenance Plan in accordance with 9 VAC 20-80-340.D.
- Closure Plan in accordance with 9 VAC 20-80-340.E.
- Engineer's documentation of compliance in accordance with the requirements of Sections B and C of 9 VAC 20-80-340.
- Disclosure Statement
- Documentation of Compliance with the requirements of public participation effort in accordance with 9 VAC 20-80-480.E.1. and the Solid Waste Management Act, Section 10.1-1447.

1999 Legislative Requirements:

- Documentation of compliance with the 1999 Solid Waste Management Plan in accordance with 1408.1.D.1.vi.
- Traffic Impact requirements in accordance with 1408.1.D.1.iii.

**WVA** USA WASTE  
OF VIRGINIA, INC.

A WASTE MANAGEMENT CO.

8000 Chambers Road  
Charles City, VA 23030  
(804) 966-7210  
(804) 966-7041 Fax

June 7, 1999

Mr. Stuart Ashton  
Virginia Department of Environmental Quality  
Piedmont Regional Office  
4949 A Cox Road  
Richmond, VA 23060

Re: Intent to Close Existing Hopkins Road Transfer Station  
Solid Waste Permit Number 487 - Issued November 1, 1985  
Richmond Transfer Station - Hopkins Road (3509 Hopkins Road)  
Notice of Intent to Construct a New Transfer Station at  
Hopkins Road Site

Dear Mr. Ashton:

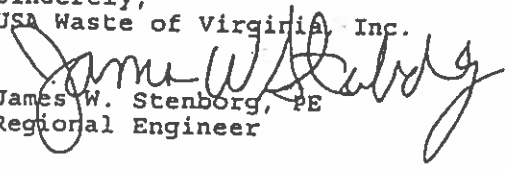
We are writing on behalf of the City of Richmond to inform you that the Hopkins Road Transfer Station has ceased receiving waste effective June 7, 1999. We request that the VADEQ make a site visit to inspect the facility and determine that it has been cleaned of solid waste. It is our understanding that the City of Richmond plans to close this facility and that the permit will become inactive.

Under contract agreement with the City of Richmond, USA Waste is planning on constructing a new transfer station at the location of the current facility. This letter also serves as our Notice of Intent to seek a Permit-by-Rule for the new facility. The new facility will be owned and operated by USA Waste of Virginia, Inc. The site will be owned by the City of Richmond and leased by USA Waste. The new solid waste permit will be issued to USA Waste of Virginia, Inc. We are planning to hold a public meeting on July 8, 1999 with the City of Richmond to communicate our intent to construct the new facility at the Hopkins Road site. An advertisement for this meeting was published in the Richmond Times Dispatch and the Richmond Free Press on Sunday May 30, 1999 and Sunday June 6, 1999.

We are planning on commencing demolition of the existing transfer building during the week of June 14<sup>th</sup> and proceeding immediately with the new construction. The total time anticipated for construction of the new facility is about 6 months.

Please advise Todd Crocker when you can visit the site to make an inspection. If you have any questions please contact Todd Crocker at (804) 329-7543 or me at (703) 709-7651.

Sincerely,  
USA Waste of Virginia, Inc.

  
James W. Stenborg, PE  
Regional Engineer

cc: Dean Starook - City of Richmond  
Lee Wilson/ Weegie Thompson - USA Waste of Virginia, Inc.  
Todd Crocker - USA Waste - Hopkins Road  
Paul Farrell - VADEQ, 629 East Main, Richmond, VA 23058



ENGINEERING, INC.

CONSULTANTS SERVING THE  
ENVIRONMENTAL INDUSTRY

Joyce Engineering, Inc.  
4808 Radford Ave  
Richmond, Virginia 23230-3506  
Tel (804) 355-4520  
Fax (804) 355-4282

February 9, 2000

Ms. Leslie Romanchik  
Waste Division  
Virginia Department of Environmental Quality  
P.O. Box 10009  
Richmond VA, 23240-0009

RE: USA Waste of Virginia  
Hopkins Road Transfer Station  
City of Richmond  
Permit-by-Rule Certification  
JEI Project Number 387/Task 04

Dear Ms. Romanchik:

On behalf of USA Waste of Virginia, Inc., this letter is to certify that the Hopkins Road Transfer Station has been sited, designed, and constructed in accordance with the requirements of Sections B and C of 9 VAC 20-80-340.

If you have any questions or comments, please feel free to contact me at 355-4520.



Sincerely,  
JOYCE ENGINEERING, INC.

Timothy P. Torrez, P.E.  
Senior Project Engineer

c: Mr. Paul E. Farrell, DEQ  
Mr. Dean Starook, City of Richmond  
Mr. James W. Stenborg, P.E., USA Waste of Virginia, Inc.



#### D. Siting

The reconstructed Hopkins Road Transfer Station is located at the same location as the previous transfer station building structure that meets the siting criteria. The specific siting criteria established under 9 VAC 20-80-340.B are summarized as follows:

- Site access – transfer facilities are to be adjacent to or have direct access to roads which are paved or surfaced and capable of withstanding anticipated loads.
- Flooding – transfer facilities may not be sited or constructed in areas subject to base floods or located closer than 50 feet to any surface stream.
- Traffic congestion – sites need to allow for sufficient room to minimize traffic congestion and allow for safe operation.
- Property line setback – transfer facilities may not extend closer than 50 feet to any property line nor closer than 200 feet to any home, school, or recreational park area.

Hopkins Road, a publicly maintained paved roadway capable of withstanding heavy truck traffic, provides site access. The transfer station itself is located inside the Manchester Operations Center, operated by the City of Richmond, which is paved and capable of withstanding heavy truck traffic.

The transfer facility is located outside the 100-year flood plain. The transfer station building is located greater than 50 feet from any surface stream.

The site is located inside the limits of the City's Manchester Operations Facility. This provides approximately 950 feet queuing capacity before the Hopkins Road entrance before crossing the scales. This is unlikely to happen since there will be two scales at the reconstructed transfer station.

The transfer station building is located greater than 50 feet to any property line and greater than 200 feet from any home, school, or recreational park area.

## E. DESIGN

The standards for design and construction of a solid waste transfer station are contained in 9 VAC- 20-80-340.C and cover such things as accessibility, maintenance, safety, queuing capacity and storage of household hazardous waste. The proposed transfer station design addresses these standards as follows:

### Accessibility:

An all weather road suitable for loaded collection vehicles is provided from the entrance gate to the unloading area. From Hopkins Road, an existing 32-foot wide paved access road is provided to the entrance to the transfer facility. From the scales to the tipping floor, an all weather paved road has been reconstructed with 8 inches of VDOT #21B as a subbase, 4 inches of VDOT BM-2 as a base course, and 2 inches of VDOT SM-2 as the surface course. Both of these roads are designed to accommodate fully loaded waste collection vehicles and transfer trailers and have adequate cross-slope and grade to maintain proper drainage. An asphalt pavement surface also will be provided at the public convenience drop-off area.

### Maintenance:

The tipping floor is constructed of 12 inches of 6,000 psi concrete with a smooth finish to facilitate cleaning of the area. A capped push wall on both sides of the tipping floor provides a design to prevent waste material from accumulating in areas that cannot be easily cleaned, as shown on Drawing S-2: Tipping Floor Plan & Sections. A 2-inch diameter yard hydrant at the corner of the tipping floor and another one at the corner of the tunnel provides a water supply to the transfer station. Both the tunnel and tipping floor are served by floor drains that carry the wash water to the sanitary sewer system. The tipping floor slopes uniformly toward the front opening of the building where a trench drain runs the width of the opening. The tunnel floor has two floor drains, one to serve each transfer trailer bay.



**Safety:**

A curb 10 inches high is located at the edge of the openings for the trailers of the tipping floor. This curb serves as a wheel stop to prevent vehicles from backing or falling into the tunnel area. A wall 12 inches high is located just inside the building at the public convenience area to prevent citizens from backing into the tipping floor area.

**Queuing:**

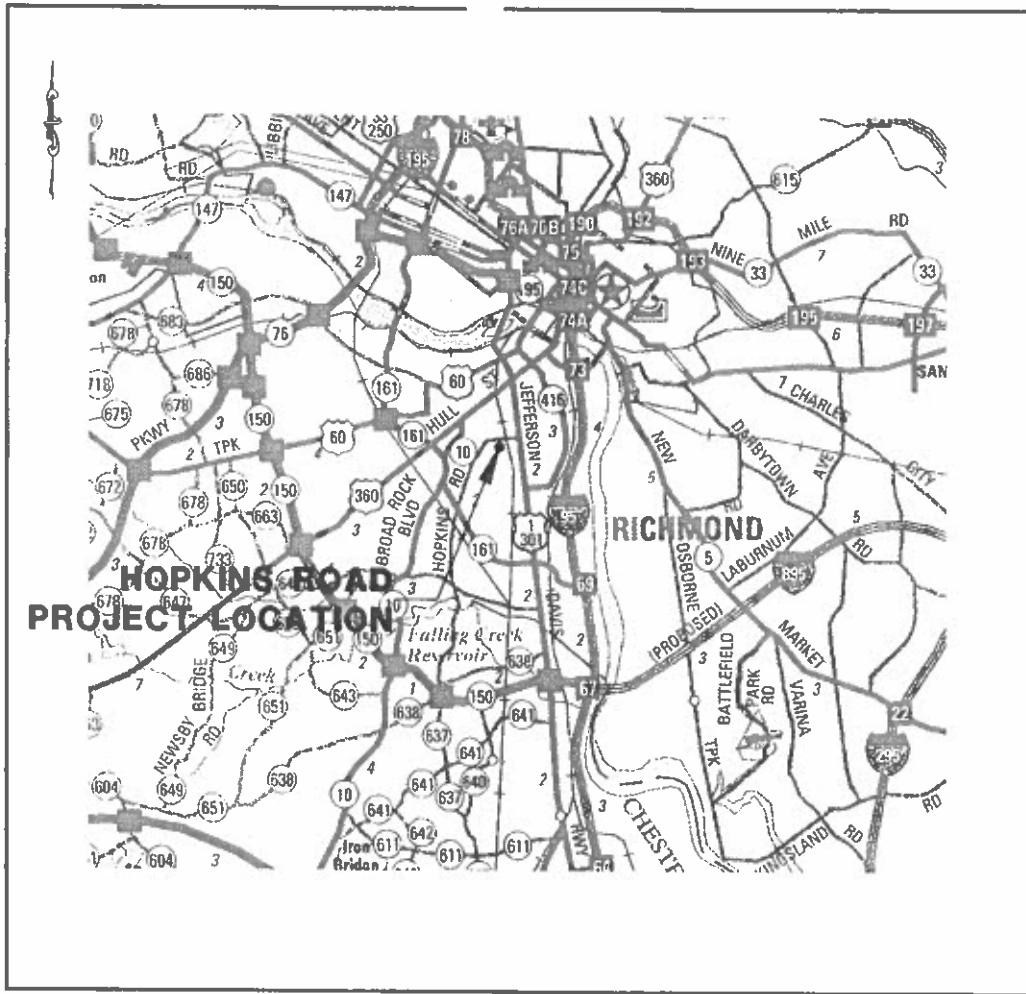
The facility has been designed to provide sufficient queuing capacity to prevent waste collection vehicles from backing onto public roads, as shown on Drawing C-3: Site Layout Plan. There is approximately 950 feet of distance from the truck scales to the public road and the distance from the scales to the tipping floor area is approximately 275 feet. There are separate incoming and outgoing scales that will prevent any bottle necking at the entrance. The tipping floor is large enough to allow several waste collection vehicles to operate at one time in the building.

**Household Hazardous Waste:**

Hazardous waste from household hazardous waste collection program will not be accepted at this facility.

In addition to the above issues, the following additional issues have been addressed in the Operations Plan:

- Leachate Management;
- Runon\Runoff Control,
- Fire Control; and;
- Vectors



AREA MAP  
N.T.S.

IVED

9 2002

RO



## COMMONWEALTH of VIRGINIA

## DEPARTMENT OF ENVIRONMENTAL QUALITY

Street address: 629 East Main Street, Richmond, Virginia 23219

Mailing address: P.O. Box 10009, Richmond, Virginia 23240

Fax (804) 698-4500 TDD (804) 698-4021

www.deq.state.va.us

W. Tayloe Murphy, Jr.  
Secretary of Natural ResourcesRobert G. Burnley  
Director(804) 698-4000  
1-800-592-5482

May 2, 2002

Ms. Wendy W. Ralph  
County Administrator  
P.O. Drawer 70  
Dinwiddie, Virginia 23841Re: Solid Waste Financial Assurance Demonstration  
Dinwiddie County Landfill, Permit #110  
Dinwiddie County Transfer Station, PBR #137

Dear Ms. Ralph:

The Virginia Department of Environmental Quality has reviewed the financial test and accompanying documentation which the County of Dinwiddie has submitted to demonstrate financial assurance for the closure/ post-closure care costs associated with the above referenced facilities. The documents comply with the requirements of the Virginia Financial Assurance Regulations for Solid Waste Disposal, Transfer and Treatment Facilities, 9 VAC 20-70-10 *et seq.*; therefore, the County of Dinwiddie is in compliance with Virginia's solid waste financial assurance requirements for the current year.

The obligation to demonstrate financial assurance is an annual one. The Regulation requires any owner/operator who demonstrates financial assurance with a financial test to update the test within 180 days of the close of the owner's/operator's fiscal year and place the updated documents in the facility's operating records. In addition, the County must submit to the Department an original signed updated financial test and supporting documentation no later than December 30<sup>th</sup> of every year.

Please feel free to contact me at (804) 698-4185 if you have any questions. Thank you for your time and cooperation with this matter.

Sincerely,

Laura A. Shumaker  
Environmental Program Analyst

c: Rob Timmins, DEQ/PRO

WP2002 88



Hopkins Road Transfer Station  
3520 North Hopkins Road  
Richmond, Virginia 23224

October 20, 2011

Virginia Department of Environmental Quality  
Piedmont Regional Office  
4949-A Cox Road  
Glen Allen, Virginia 23060  
ATTN: Ms. Heather Weimer – DEQ Solid Waste Inspector, Senior

VIA ELECTRONIC TRANSMISSION

Re: **Waste Management of Virginia, Inc.**  
**Hopkins Road Transfer Station and Convenience Center**  
**Richmond, Virginia**  
**Permit-By-Rule #160**

Dear Ms. Weimer:

This letter serves as a response by Waste Management of Virginia, Inc. (Waste Management) – Hopkins Road Transfer Station and Convenience Center (Richmond Transfer Station) to the Virginia Department of Environmental Quality (VDEQ) e-mail dated October 18, 2011. The e-mail requested additional information regarding the request to leave recyclable materials on the tipping floor at the end of each workday. This letter lists the items identified in the VDEQ's correspondence in italics followed by our response.

▪ *Expected volumes*

Richmond Transfer Station anticipates storage of up to eighteen (18) tons per day of recyclable materials.

▪ *Types of recyclables separated*

Richmond Transfer Station anticipates that most of the recyclable material will consist of cardboard; however, other material could include office paper, newspaper, plastic, metals, and glass. All materials included in this request are exempt in accordance with 9VAC 20-81-95.F of the Virginia Solid Waste Management Regulations.

▪ *How clean are the recyclables*

The mined materials will be "free of contaminants" to the extent of the tolerances of the processing facility.

- *The process for separation*

The materials will be separated through the use of a mini-excavator or similar equipment.

- *The location of the separation activities*

The separation activities will take place throughout the entire tipping floor as commercial and industrial material is received. Please note that the facility, in general, will not mine material from residential loads due to "contamination".

- *Storage of recyclables*

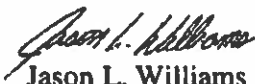
The mined material/recyclables will be primarily stockpiled at the northern end of the tipping floor, opposite of the public drop-off area.

- *How the facility will maintain the recyclables to reduce the potential for fires and migration of vectors, and to prevent escape of wastes, wash waters, odors, dust, and litter from the facility, etc.*

Richmond Transfer Station will follow practices identified in the Operations Plan. The practices include, but are not limited to, maintenance of the perimeter collection and drainage system and daily dry-sweeping of the tipping floor areas that are not used for storage of the mined materials and recyclables.

Waste Management is committed to conducting operations in a manner that protects the environment and our employees, neighbors and customers. We proactively work to implement programs to prevent pollution, while complying with legal requirements and ensuring compliance. Should you have any questions or need any additional information regarding these changes, please contact me at (804) 814-5586 or via e-mail at [jlwillia@wm.com](mailto:jlwillia@wm.com).

Sincerely,



Jason L. Williams  
Environmental Protection Manager  
Delmarva Market Area



Greg Sisson  
District Manager  
Hopkins Road Transfer Station

cc: Mr. Josh Byerly – VDEQ Solid Waste Engineer  
Mr. Marvin Freeman – City of Richmond  
Hopkins Road Transfer Station File



OFFICE FILE;  
Permitting

# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF ENVIRONMENTAL QUALITY

James S. Gilmore, III  
Governor

Street address: 629 East Main Street, Richmond, Virginia 23219

Mailing address: P.O. Box 10009, Richmond, Virginia 23240

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Dennis H. Treacy  
Director

(804) 698-4000  
1-800-592-5482

John Paul Woodley, Jr.  
Secretary of Natural Resources

February 11, 2000



James W. Stenborg, P.E.  
Regional Engineer  
USA Waste Management of Virginia, Inc  
8000 Chambers Road  
Charles City, VA 23030P

Dear Mr. Stenborg:

The Department has received your December 21, 1999 request for a permit by rule determination for the Hopkins Road Transfer Station and Convenience Center located at 3506 Hopkins Road in the City of Richmond. The final certification for facility construction was received on February 9, 2000.

Attached to this letter are two documents, which should not be separated from this letter. These two documents are:

### ATTACHMENT I - CONDITIONS OF THE PERMIT BY RULE STATUS

### ATTACHMENT II - FACILITY DESCRIPTION

The purpose of this letter is to acknowledge receipt of the documentation submitted in accordance with the requirements of 9 VAC 20-80-480.E.1, of the Virginia Solid Waste Management Regulations, for permit by rule of transfer station, and to notify you that the facility has been determined to be operating Permit by Rule (#160). Please note, however, that in accordance with 9 VAC 20-80-480.E.6, and the attached "Conditions of Permit By Rule Status" that the Director may require changes in the documents to assure compliance with the standards of VSWMR Parts VI and VII, if applicable. Should such changes not be accomplished by the facility owner or operator, the Director may require said owner or operator to submit the full permit application and obtain a full solid waste management facility permit.

Mr. James Stenborg  
February 11, 2000  
Page 2

Please note that it is the responsibility of USA Waste Management of Virginia, Inc., to obtain any other permits or authorizations that may be necessary. If you should have any questions regarding this matter, please contact Mr. Don Brunson at (804) 698-4239, or Mr. Paul Farrell at (804) 698-4214..

Sincerely,

*Jessie A. Romanich*

*for* Dennis H. Treacy

**Attachments:**

cc: Dean Starook, City of Richmond (w/ attachments)  
Rick Weeks, PRO, DEQ (w/o attachments)  
Mohammad Habibi, PRO, DEQ, (w/ attachments)  
Paul Farrell, OWP, DEQ, (w/o attachment)  
Don Brunson, OWP, DEQ, (w/o attachments)

# ATTACHMENT I

## CONDITIONS OF THE PERMIT-BY-RULE STATUS

### I. CHANGE OF OWNERSHIP

A permit-by-rule may not be transferred by the permittee to a new owner or operator. However, when the property transfer takes place without proper closure, the new owner shall notify the Department of the sale and fulfill all the requirements contained in 9 VAC 20-80-480.E.1 through 9 VAC 20-80-480.E.3 of the Virginia Solid Waste Management Regulations (VSWMR, 9 VAC 20-80-10, *et seq.*) with the exception of those dealing with financial assurance. Upon presentation of the financial assurance proof required by the Financial Assurance Regulations for Solid Waste Facilities (9 VAC 20-70-10, *et seq.*) by the owner, the Department will release the old owner from his closure and financial responsibilities and acknowledge existence of the new permit-by-rule in the name of the new owner.

### II. FACILITY MODIFICATIONS

The owner or operator of a facility operating under a permit-by-rule may modify its design and operation by furnishing the Department a new certificate prepared by the professional engineer and a new operational plan. Whenever modifications in the design or operation of the facility affect the provisions of the approved closure plan, the owner or operator shall also submit an amended closure plan.

### III. LOSS OF PERMIT-BY-RULE STATUS

In the event that a facility operating under a permit-by-rule violates any applicable siting, design and construction, or closure provisions of Part VI [9 VAC 20-80-310 - 480], the owner or operator of the facility will be considered to be operating an unpermitted facility as provided for in § 2.6 [9 VAC 20-80-80] of VSWMR and shall be required to either obtain a new permit as required by Part VII [9 VAC 20-80-480 - 620] or close under Part V [9 VAC 20-80-240 - 310] or VI [9 VAC 20-80-310 - 480] of these regulations, as applicable.

### IV. TERMINATION

The Director shall terminate permit-by-rule and shall require closure of the facility whenever he finds that:

- a. As a result of changes in key personnel, the requirements necessary for a permit-by-rule are no longer satisfied;
- b. The applicant has knowingly or willfully misrepresented or failed to disclose a material fact in his disclosure statement, or any other report or certification required under this regulation, or has knowingly or willfully failed to notify the Director of any material change to the information in the disclosure statement;



c. Any key personnel have been convicted of any of the crimes listed in § 10.1-1409 of the Code, punishable as felonies under the laws of the Commonwealth or the equivalent thereof under the laws of any other jurisdiction; or have been adjudged by an administrative agency or a court of competent jurisdiction to have violated the environmental protection laws of the United States, the Commonwealth or any other state and the Director determines that such conviction or adjudication is sufficiently probative of the permittee's inability or unwillingness to operate the facility in a lawful manner.

#### V. CONDITIONS FOR ISSUANCE

The herein described activity is to be established, modified, constructed, installed, operated, used, maintained, and closed in accordance with the terms and conditions of this permit and the plans, specifications, and reports submitted and cited in the permit. The facility shall comply with all regulations of the Virginia Waste Management Board (Board). In accordance with Chapter 14, § 10.1-1408.1.D.1 of the Code of Virginia, the Director has determined, after an investigation and analysis of the potential human health, environmental, transportation infrastructure, and transportation safety impacts and needs and an evaluation of comments by the host local government, other local governments and interested persons, that (i) the proposed facility, expansion, or increase protects present and future human health and safety and the environment; (ii) there is a need for the additional capacity; (iii) sufficient infrastructure will exist to safely handle the waste flow; (iv) the increase is consistent with locality-imposed or state-imposed daily disposal limits; (v) the public interest will be served by the proposed facility's operation or expansion or increase in capacity of a facility; and (vi) the additional capacity is consistent with regional and local solid waste management plans developed pursuant to Section 10.1-1411.

#### VI. CERTIFIED OPERATOR

In accordance with the Virginia Waste Management Act (Title 10.1, Chapter 14 of the Codes of Virginia), § 10.1-1408.2, this facility must employ a facility operator licensed by the Board of Waste Management Facility Operators (Licensing Regulations, 18 VAC 155-20-10 *et seq.*).

#### VII. RIGHT OF APPEAL

As provided by Rule 2A:2 of the Supreme Court of Virginia, you have 30 days from the date of the service of this decision to initiate an appeal of this decision, by filing notice with:

Dennis H. Treacy, Director  
Virginia Department of Environmental Quality  
ATTN: Division of Waste Program Coordination  
Post Office Box 10009  
Richmond, Virginia 23240-0009

In the event this decision is served to you by mail, three days will be added to that period. Please refer to Part Two of the rules of the Supreme Court of Virginia, which describes the required content of the Notice of Appeal, including specification of the Circuit Court to which the appeal is taken, and additional requirements governing appeals from decisions of administrative agencies.

**ATTACHMENT II  
FACILITY DESCRIPTION**

**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
DIVISION OF WASTE OPERATIONS  
OFFICE OF WASTE PERMITTING  
Permit-By-Rule #160**

**Facility Name:** Hopkins Road Transfer Station and Convenience Center

**Facility Type:** Transfer Station **Latitude:** 77°27'00" North

**Site Location:** City of Richmond, Virginia **Longitude:** 37°30'00" West

**Location Description:** The municipal solid waste transfer station is located in the City of Richmond, at 3506 Hopkins Road, which is also the site of the City's Manchester Operations Center, approximately 0.4 miles from the intersection of Jefferson Davis Highway and Hopkins Road.

**Background:** The transfer station site covers approximately one half acre. There is a newly constructed office, metal transfer station building and scale house buildings on the site. The transfer station will be owned by the City of Richmond Department of Public Utilities. USA Waste of Virginia, Inc., operates the facility and is the holder of the solid waste permit. The access road and surrounding paved areas provide adequate queuing of collection and transfer vehicles. The materials accepted at the transfer station and convenience center are refuse, tires, yard waste, white goods, and recyclables generated by the City of Richmond. These materials will be delivered by City collection vehicles and City residents in their private vehicles. There is a Citizen drop-off area contiguous to the transfer station building. The permitted capacity of the facility is 2,000 tons per day. The primary disposal site designated for solid waste collected at the site is the Charles City County Landfill located approximately 15 miles east of Richmond. As a contingency, a secondary disposal site is the Maplewood Recycling and Waste Disposal located in Amelia County, Virginia, located approximately 20 miles southwest of Richmond. USA Waste of Virginia, Inc., through its parent company, Waste Management, also has several other disposal sites in Virginia and neighboring states that can be used if

necessary. Site access is monitored at the scale house and is strictly controlled. City collection vehicles, self-haulers, and sub-contract haulers removing waste from the site will each have a different traffic pattern to follow upon entry to the site. Signs will be posted directing collection vehicles and self-haulers to their appropriate areas. Upon arrival to the facility, City collection vehicles will be directed to proceed to the transfer station building. Inside the transfer building the waste will be unloading onto the tipping floor. No unloading directly into the pits will be allowed. Operations personnel will observe the unloading and monitor the load for unacceptable waste. Potentially unacceptable waste will be segregated for further inspection. If the waste is unacceptable for transport and disposal, the waste will be reloaded into the collection vehicle that brought it to the site and/or disposed of at a site permitted to accept such waste. After the waste is accepted on the tipping floor, it will be processed using mobile equipment to reduce particles of waste and compact it. Then the waste will be pushed into the pit, and into the awaiting open top transfer trailers below. The Hopkins Road Transfer Station will be open to accept refuse Monday through Friday from 7:00am to 4:30pm, and Saturday from 7:00am to 12:00 noon. The facility may be open at other times to accommodate the needs of the City, changing conditions, and emergency situations with prior approval from the City. The transfer station building consists of structural steel siding supported by reinforced concrete foundations and retaining walls. The tipping floor consists of a reinforced concrete slab with a protective later of concrete poured over it. The tipping floor is located about 14 feet above the level of transfer trailer vehicles so that waste placed on that level can be pushed into the trailers after inspection and processing. The surface of the floor is sloped to direct liquids that have contacted the waste to a perimeter collection and drainage system. These are hose bibs adjacent to the transfer station building entrance for floor wash-down. The system drains all liquid to a sanitary sewer for disposal.

**Submission Highlights:** The Department is in receipt of an application that contains the following documents:

1. A notice of intent dated June 7, 1999, and signed by Mr. James W. Stenborg, PE, Regional Engineer for USA Waste of Virginia, Inc. (see Tab). A Disclosure Statement signed by Mr. Stenborg, and date January 27, 2000 (See Tab). A local certification dated August 23, 1999, and signed by Mr. Claude Cooper, Building Commissioner for the City of Richmond (See Tab). The above documents are required submissions in accordance with 9 VAC 20-80-500.B;
2. A Site Location Map, Facility Site Plan and Design Drawings (See Tab marked "Design");

I will  
verify on  
1st insp.  
23 Feb 2000  
CPA

- 3&4. A certificate dated February 9, 2000, and signed and stamped by Mr. Timothy P. Torrez, PE., of Joyce Engineering, Inc., certifying that the facility has been sited, designed, and constructed in accordance with the standards of 9 VAC 20-80-340.B and C. This is a required submission in accordance with 9 VAC 20-80-480.E.1.b and c. (See Tab marked "Engineer's Certification");
5. An operations plan which meets the requirements of 9 VAC 20-80-340.D, which is a required submission in accordance with 9 VAC 20-80-480.E.1.d (See Tab Marked "Operation and Maintenance Plan");
6. A closure plan which meets the requirements of 9 VAC 20-80-340.E, which is a required submission in accordance with 9 VAC 20-80-480.E.1.e. (See Tab Marked "Closure Plan");
7. Public participation documents which resulted from the public participation effort, in accordance with 9 VAC 20-80-480.E.5. The advertisement was published in the local newspaper(s), *The Richmond Times* on May 30, 1999 and June 6, 1999, and the *Richmond Free Press* on June 3, 1999 and June 10, 1999. The public meeting was held on July 8, 1999 at the Southside Community Services Center located at 4100 Hull Street in Richmond. It is indicated that no comments were received. This is a required submission in accordance with 9 VAC 20-80-480.E.1.g. (See Tab Marked "Public Participation Information");
8. A letter dated December 10, 1999, and signed by Mr. Dean Starook on behalf of the City of Richmond, stating that facility is an integral part of the Solid Waste Management Plan for the Central Virginia Waste Management Authority (CVWMA) and the proposed tonnage (i.e., 2,000 tons per day) is consistent with the plan and the City of Richmond's needs. This is a required submission in accordance with Section 10.1-1408.1 of the Virginia Waste Management Act.
9. A letter dated December 13, 1999, and signed by Mr. Ralph Rudy, PE, on behalf of the City of Richmond, stating that: (1) a Traffic Impact & Operational Study has been compiled on the roadways connecting to and in the vicinity of the proposed facility; (2) Traffic Engineering has evaluated the infrastructure and safety impacts corresponding to a proposed maximum capacity of 2,000 tons per day of refuse. It has been determined that the existing roadways are sufficient to handle the traffic flow; and, (3) Traffic counts were reviewed for existing and projected traffic conditions. This is a required submission in accordance with Section 10.1-1408.1.D.1 of the Virginia Waste Management Act.



**WASTE MANAGEMENT**

9330 Ironbridge Road  
Suite D  
Chesterfield, VA 23832  
(804) 751-2120  
(804) 751-2154 Fax

July 21, 2006

RECEIVED  
JUL 21 2006  
PRO

Mr. Kurt Stafford, P.E.  
Department of Environmental Quality  
Piedmont Regional Office  
4949-A Cox Road  
Glen Allen, Virginia 23060

**Re: Response to May 26, 2006 request for revisions to Permit by Rule No. 160  
Hopkins Road Transfer Station, PBR 160  
Richmond, Virginia**

Mr. Stafford:

In response to your May 26, 2006 letter, Waste Management of Virginia is submitting revised portions of Permit by Rule 160. Attachments to this letter include a revised Operations Manual, Closure Plan, Closure Cost estimate, Disclosure Statement, and associated drawings. Below is a list of your comments in italics followed by Waste Management of Virginia's response.

*1. In the Operations Manual, please describe the process of handling leachate generated from the tipping floor. This includes where it is generated, how it is contained and routed to the oil/water separator. In addition, the Operations Manual should describe how the tank is emptied and how often or by what criteria the tank is emptied.*

**Response: Waste Management of Virginia has revised the Operations Manual to include all requested information.**

*2. The Closure Plan for the facility should include costs for decontamination of oil/water separator and any related equipment. The procedure by which this will occur should be described in this plan.*

**Response: Waste Management of Virginia has revised the Closure Plan and Closure Cost Estimate. An adjusted financial assurance mechanism will be submitted to the Office of Financial Assurance.**

Mr. Kurt Stafford, P.E.  
July 21, 2006  
Page 2 of 2

3. *The revisions should be certified by a Professional Engineer registered in the State of Virginia.*

**Response: Ms. Becky Ward, P.E. has certified all revisions. A revised certification statement is attached to this letter.**

Please contact me with any questions at 804-432-3309 or [jwilli15@wm.com](mailto:jwilli15@wm.com).

Sincerely,



Jason Williams  
Sr. Manager, Environmental Protection

Cc: Patrick L. Bishop (letter only)

Attachments: Operations Plan; Closure Plan; Closure Cost Estimate; P.E. Certification; Drawings No. U-1 and U-2; and Disclosure Statement



Hopkins Road Transfer Station  
3520 North Hopkins Road  
Richmond, Virginia 23224

October 13, 2011

Virginia Department of Environmental Quality  
Piedmont Regional Office  
4949-A Cox Road  
Glen Allen, Virginia 23060  
ATTN: Mr. Josh Byerly – Solid Waste Permit Writer

VIA ELECTRONIC TRANSMISSION

Re: Waste Management of Virginia, Inc.  
Hopkins Road Transfer Station and Convenience Center  
Permit-By-Rule #160

Dear Mr. Byerly:

Waste Management of Virginia, Inc. (Waste Management) is hereby submitting this document as an update to Section 1.1.11.2 of the *Operations and Maintenance Plan* for the Hopkins Road Transfer Station and Convenience Center (Richmond Transfer Station). Currently, Section 1.11.2 states the following:

*At the end of the workday the tipping floor will be cleaned of all refuse and recyclable materials.*

Richmond Transfer Station respectfully requests approval to leave recyclable materials on the tipping floor at the end of each workday. Pursuant to Virginia Solid Waste Management Regulation 9VAC 20-81-95.F, *the following solid wastes are exempt from this chapter provided that they are reclaimed or temporarily stored incidentally to reclamation, are not accumulated speculatively, and are managed without creating an open dump, hazard or a public nuisance:*

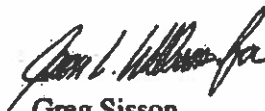
- 1. Paper and paper products;*
- 2. Clean wood waste which is to undergo size reduction in order to produce a saleable product, such as mulch;*
- 3. Cloth;*
- 4. Glass;*
- 5. Plastics;*
- 6. Tire chips, tire shred, ground rubber; and*
- 7. Mixtures of above materials only. Such mixtures may include scrap metals excluded from regulation in accordance with the provisions of 9 VAC 20-81-95 C.*

Waste Management is committed to conducting operations in a manner that protects the environment and our employees, neighbors and customers. We proactively work to implement programs to prevent pollution, while complying with legal requirements and ensuring compliance. Should you have any questions or need any additional information regarding these changes, please contact me at (804) 814-5586 or via e-mail at [jlwillia@wm.com](mailto:jlwillia@wm.com).

Sincerely,



Jason L. Williams  
Environmental Protection Manager  
Delmarva Market Area



Greg Sisson  
District Manager  
Hopkins Road Transfer Station

cc: Heather Weimer (DEQ)  
Mr. Marvin Freeman (City of Richmond)  
Hopkins Road Transfer Station File





Keehan, Christopher <christopher.keehan@deq.virginia.gov>

---

## PBR160 modification

1 message

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**Keehan, Christopher** <christopher.keehan@deq.virginia.gov>

Tue, Jun 1, 2021 at 6:51 AM

To: Steve Barten <sbarten@wm.com>

Cc: Shawn Weimer <shawn.weimer@deq.virginia.gov>, Katy Dacey <katy.dacey@deq.virginia.gov>

Hi Steve,

Please see the attached minor modification letter for the change in operating hours at Hopkins Road Transfer Station PBR160.

--

Christopher Keehan  
Solid Waste Permit Writer  
Piedmont Regional Office  
804-385-5570

---

 **PBR160 letter 01JUN21.pdf**  
143K



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF ENVIRONMENTAL QUALITY

PIEDMONT REGIONAL OFFICE

4949A Cox Road, Glen Allen, Virginia 23060

(804) 527-5020 Fax (804) 698-4178

[www.deq.virginia.gov](http://www.deq.virginia.gov)

Matthew J. Strickler  
Secretary of Natural Resources

David K. Paylor  
Director

James J. Golden  
Regional Director

June 1, 2021

Mr. Steve Barten  
Environmental Protection Manager  
3520 Hopkins Road  
Richmond, VA 23224

RE: Hopkins Road Transfer and Convenience Center, Solid Waste Transfer Facility  
Permit-by-Rule #160 Modification  
Richmond, Virginia

Dear Mr. Barten:

The Department has received your request to modify Permit-by-Rule (PBR) 160 for the Hopkins Road Transfer and Convenience Center, located at 3520 Hopkins Road, Richmond, Virginia, 23224. The request was received May 3, 2021, with the last revision received May 26, 2021. The modification includes expanding the operating hours on Monday through Friday from 5:30 am to 4:30 pm. Operating hours on Saturday, from 8:30 am to 2:00 pm, remain unchanged.

The purpose of this letter is to acknowledge receipt of the revised documentation submitted in accordance with the requirements of 9 VAC 20-81-410.A.6. for Permit-by-Rule facilities. In accordance with 9 VAC 20-81-410.A.4, this facility continues to operate under permit-by-rule status. Please insert the revised Operations Plan with the expanded hours into all copies of PBR160 along with this letter to document the modification. Please note that in accordance with 9 VAC 20-81-410.A.5, and the attached "Conditions of the Permit-by-Rule Status," the Director may require changes in the documents designed to assure compliance with the standards of the VSWMR. Should such changes not be accomplished by the facility owner or operator, the Director may require the owner or operator to submit the full application and to obtain a regular solid waste management facility permit.

In addition, with the acknowledgement of this permit modification, the facility is required to comply with the following requirements:

1. The facility shall maintain records of self-inspections, facility monitoring, and receipt of unauthorized waste in accordance with 9 VAC 20-81-350.
2. The facility is required to follow the reporting requirements of 9 VAC 20-81-530.C., which includes written notification of any planned physical alterations (C.1) and notification, orally within 24 hours and written within 5 days, of any noncompliance or unusual

condition which may endanger health or the environment (such as receipt of hazardous waste, facility fires, etc.) (C.3).

3. Submission of the Solid Waste Information and Assessment (SWIA) 50-25 Form in accordance with 9 VAC 20-81-80 by March 31<sup>st</sup> of each year. This form can be found online at <https://www.deq.virginia.gov/land-waste/solid-hazardous-waste/solid-waste/solid-waste-information-assessment>.
4. The facility is responsible for paying an annual fee to the Department of Environmental Quality by October 1<sup>st</sup> of each year. The fee amount is determined based upon the procedures outlined in 9 VAC 20-90-115.
5. The facility shall review and certify its Operations Manual is consistent with current facility operations and regulatory requirements annually, by December 31<sup>st</sup> of each calendar year. These certifications shall be maintained in the facility's operating record.
6. The facility is required to adjust the estimated closure cost amount annually for inflation 60 days prior to the anniversary date of the establishment of the financial mechanism in accordance with 9 VAC 20-70-10, *et seq.*

Please note that it is the responsibility of Waste Management of Virginia, Inc. to obtain any other permits or authorizations that may be necessary. If you have any questions regarding this matter, please contact Christopher Keehan, Solid Waste Permit Writer, at (804) 385-5570 or christopher.keehan@deq.virginia.gov.

Sincerely,



Kyle Ivar Winter, P.E.  
Regional Deputy Director

#### Attachments

cc: Shawn Weimer, DEQ – Regional Land Protection Program Manager  
Katy Dacey, DEQ - PRO  
Christopher Keehan – DEQ - PRO