

SCHEDULE A

1. Date and Location of Recycling Event

Event Date: <u>May 30, 2020</u>	Event Host: <u>Sauk County CPZ</u>
Event Time: <u>8:30 am to Noon</u>	Contact Name: <u>Justine Bula</u>
Event Address: <u>E8795 Evergreen Ln.</u>	Billing Address: <u>505 Broadway Street</u>
City, State, Zip: <u>Baraboo, WI 53913</u>	City, State, Zip: <u>Baraboo, WI 53913</u>

2. Items to be recycled and recycling fees:

Items we will recycle with no recycling fees

CPU'S - Printers - Speakers - Scanners - Fax Machines - Vacuum Cleaners - Phones
 Laptops - Record Players - Tape Players - CD Players - I-pods - VCR's - DVD Players
 Beta Tape Players - Electrical Saws - Drills - Calculators - UPS's - Paper Shredders
 Coffee Machines - Heaters - Game Systems - Sewing Machines - Electronic Toys
 Most devices - unless item contains batteries within them.

Recycling Fees: Collected from residents the day of the recycling event by Resource Solutions Staff.

CRT / Flat Screen Monitors: \$20 Each
 CRT / Flat Screen TV's 29" and Under: \$20 Each
 CRT / Flat Screen TV's 30" to 49": \$40 Each
 CRT / Flat Screen TV's over 50" / Console / Projection: \$60 Each

Mini Fridges / Small AC Units / Dehumidifiers: \$20 Each
 Refrigerators / Larger Freezers: \$35 Each
 Stoves / Washers / Dryers / Dishwashers: \$25 Each
 Lawn Mowers (Drained) / Treadmills: \$25 Each
 Microwaves / Large Copy Machines: \$15 Each
 Hard Drive Removal and Destruction: \$10 Each
 Battery Removal Fee: \$1 to \$10 per device.

Service Fee: \$250.00

Payment Terms NET 15

3. Recycling Event Promotion and Responsibility

Resource Solutions Corp. can provide additional promotional materials for your recycling events. We suggest that you advertise in the following manner:

Newsletter, Website, Facebook, Brochures, Flyers, Newsletter, Mailer

Incorrect advertisement of fees, may result in an invoice being issued for balances unpaid.
 If you have recommendations for advertising your recycling event, time, and items we can recycle, please send a copy to your account representative for approval.

4. Recycling Event Service Fees

Since advertisement costs are associated with most events, should the Event Sponsor wish to cancel a scheduled recycling date, additional charges may be billed to the Event Sponsor for advertisement costs incurred on behalf of Resource Solutions Corp.

SCHEDULE B

5. Traffic Flow Map



Comments about map

Residents will come in through gate off of Evergreen Lane then circle around south, then east, then north to go through various recycling lines. Electronics / Appliance recycling will be at the end of the line. This year we intend to set up 2 lines as we have done in years past, and set up on the corner as pictured above. Total staff from Resource Solutions party would be 7-8 this year. We would assist with collection of any fees, unloading vehicles, packaging on site, and removal of all items same day.

Equipment Needed

Forklift (dropped off the day before the event)
 7-8 Trucks including Dry Vans, Large Items Roll off Dumpsters
 4 Pallet Jacks, Barrel Carts, Furniture Dolly
 Gaylord boxes, Skids, Stretch Wrap, Bubble Wrap, Tape, Safety Vests and Cones, Administrative Supplies such as receipt books, spare change, credit card terminal, 1st aid kit, extra gloves, and vests.

Recommendations for Volunteers

4-5 to help with unloading vehicles during the event.

SCHEDULE B

Safety Guidelines

Vehicle Safety

- When any vehicle is in motion we ask that volunteers please do stand within designated volunteer areas
- When any dumpster is being dropped / picked up, volunteers should stand behind designated volunteer areas
- When any lift gate is in operation, volunteers should stand behind designated volunteer areas
- Items taken for recycling will not be removed from vehicles if vehicles are in motion
- One line will be established for vehicles to remain in
- Residents will be asked to stay in their vehicle unless they have to unlock their trunk from the outside
- When opening vehicles, stand off to the side of the door / trunk as items may shift in transit to the event

Volunteer Safety

- Read through all safety guidelines listed in Schedule B
- Wear clothing you won't mind getting a bit dirty - recommend jeans, t-shirt, sweatshirt, safety vest, and hat
- A few bottles of water and snacks
- A pair of leather driver gloves or work gloves
- Ask our staff for help with larger or heavier items
- Do not use pallet jacks, lift gates, or Resource Solutions vehicles for your safety, our staff are trained
- If an item arrives broken (ie broken glass, plastics, metals) please notify our staff to remove the item
- Do not purposely break / disassemble items at the event
- When moving items be mindful of any cords with devices
- Do not take items received from the event home with you

Equipment Safety

- Resource Solutions staff will set up all bins and skids for each item we recycle
- Stand clear of pallets or gaylords being moved or wrapped by our staff
- Volunteers will not be allowed to operate additional Resource Solutions equipment
- Lift gates will only be operated by Resource Solutions Corp. staff.
- Dumpster doors will be closed by our staff - we will ask that all volunteers stand clear
- Only Resource Solutions Corp. employees are allowed to ride on our lift gates, and load our box trucks

Material Safety

- Electronics with rechargeable batteries, car batteries, or light bulb will be set aside for removal.
- Do NOT co-mingle items with bulbs/batteries with other devices. Please have volunteers see our staff.
- See battery handling and light bulb handling section of this content.

Communication within the line

- Step 1: Vehicle will arrive, park, and a Resource Solutions Corp. staff member will look in the vehicle
- Step 2: Once the vehicles items have been inspected, any fees for items will be collected
- Step 3: The vehicle will be asked to pull up to be unloaded by volunteers and our staff
- Step 4 : Any receipts will be issued by our staff
- Step 5: As items are unloaded they will need to be placed in the designated storage bin.
- We ask that volunteers keep communication open, and ask where things can go as they are unloading
- Step 6: If a bin is full, our staff will load it into our vehicles, and set up another bin for collection

Other Safety

- Safety on site is our number 1 priority with these events. If you see something un-safe - say something.
- In the event of a weather emergency we may temporarily leave an event to seek shelter
- Safety meeting is typically half hour before the event to go over specific safety remindres with Veolia and Resource Solutions Corp.

PROHIBITED MATERIALS LIST

The following materials can not be accepted by Resource Solutions, and will be rejected or returned at customers expense.

Hazardous Materials - as defined by the following factors:

- **Ignitability** – Ignitable materials can create fires under certain conditions, are spontaneously combustible. Examples include **magnesium turnings**
- **Corrosive** – Corrosive materials are acids or bases that are capable of corroding metal containers. **Battery acid and liquid drain cleaner** are examples.
- **Reactivity** – Reactive Materials can cause explosions, toxic fumes, gases, or vapors when heated, compressed, or mixed with water. Examples include **explosives, gasoline fumes.**
- **Toxicity** – Toxic materials are harmful or fatal when ingested or absorbed (e.g., **insecticides, mercury, etc.**).
- **Mercury-containing equipment:**
 - Thermostats or Thermometers
 - Mercury Switches
 - Light bulbs / tubes co-mingled with other non-light bulb / tube items

Other Materials – when in doubt, check buy sheets/inspection checklists, or ask facility manager.

- **Radioactivity** – Materials marked by radioactive decals or with unacceptable radioactive levels as indicated by our radiation detector
- **Biomedical** – Materials described, marked, or otherwise classified as Biological, Medical, or Infectious Material.
- **Dusts & Powders** – no dusts or powders are accepted without management approval.
- **Any Closed Gas Cylinder** – valve must be completely open / removed, or a hole punctured in the side of the cylinder to prove it is completely empty.
- **Live ammunition**
- **PCB containing materials**
- **Leaking / Actively Combusting Batteries**

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Approved /Printed by:	Recipient:	Valid through:
		10-23-2020

Resource Solutions Corp., Madison, Wisconsin, USA
Environmental Management System

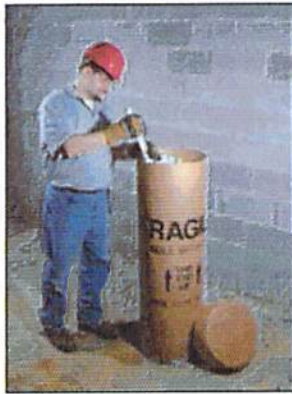
Approved Used Fluorescent Lamp Packaging

BOXES:

Whole lamps may be placed securely in cardboard boxes. Whole lamps must be kept separate from broken lamps. Completely fill the box with whole lamps for the most security in transit.

Broken lamps may also be shipped in a separate box / barrel / or when needed plastic bag; (see Special Handling SOP for clean up and packaging details).

Boxes must be sealed and labeled "USED LAMPS", and have the DATE the first used tube was placed inside.



Barrels/Drums:

Only fiber drums may be used; completely fill the barrel with lamps to minimize breakage. Drums should have lids when possible, or else stretch wrap to cover the top of bins, especially during transit.

Whole lamps must be kept separate from broken lamps. Barrels containing large quantities of broken lamps must be labeled "BROKEN USED LAMPS" and sealed (see Special Handling SOP for clean up and packaging details).

Boxes must be labeled "USED LAMPS", and have the date the first used tube was placed inside.

Shipping:

Boxes or barrels are to be shrink-wrapped together on a pallet. Join two pallets together for 6' and 8' lamp boxes if necessary, to minimize risk of breakage.



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Resource Solutions Corp., Madison, Wisconsin, USA
Environmental Management System



January 21, 2019

RE: Battery Packaging Requirements

Dear Valued Customer,

As we continually strive to create the safest and most responsible environment for our customers and our staff, we have found it necessary to increase our standards for the proper packaging and handling of batteries that we bring in for recycling. Due to their hazardous nature, we have updated our policy for handling and transporting batteries.

Below you will find our current Battery Handling Policy. Please follow these guidelines and packaging requirements for all loads moving forward.

BATTERY HANDLING POLICY

Lead Acid Batteries - Any exposed terminals should be covered with cardboard, electrical tape, or duct tape. If packaging on a pallet, place cardboard directly on pallet and between layers of batteries, no more than two layers high.

Small Batteries (Lithium Ion, Lithium Primary, Alkaline, Small Lead AAA or AA, Nickel Cadmium, Nickel Metal Hydride) - All batteries must have all exposed terminal ends taped with electrical or duct tape in order to prevent electrical shorts and sparks. Batteries should then be placed in a plastic or cardboard container/barrel.

Circuit Boards: Lithium button batteries **MUST BE REMOVED** from all circuit boards prior to boards being picked up or being received at our door. Once removed, they should be packaged according to our Battery Handling Policy.

UPS – Back up power supplies: Lead acid batteries **MUST BE REMOVED** from all UPS prior to being picked up or being received at our door. Once removed, they should be packaged in accordance with our Battery Handling Policy.

Batteries will not be accepted if they are leaking, cracked, combusting, or warm.

Please feel free to contact us with any questions you may have on how to properly package batteries for safe transport and recycling.

We appreciate your business and thank you for your loyalty.

Sincerely,

Resource Solutions Corp.
5493 Express Circle
Madison, WI 53704
608-244-5451
rsc@recyclethatstuff.com

RecycleThatStuff.com
121 N. Linwood Avenue
Appleton, WI 54914
920-955-3760
rts@recyclethatstuff.com

ISO 14001 Environmental Management System

5493 Express Cir. – Madison, WI 53704 (608) 244-5451 Fax (608) 244-2500