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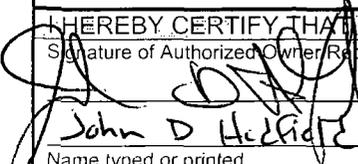
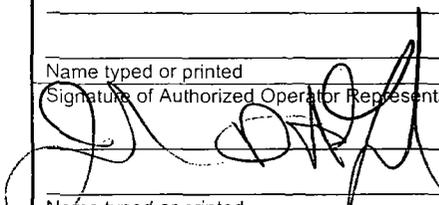
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Utah Class IV and VI Landfill Permit Application Form

JAN 28 2009

<b>Part I General Information</b> APPLICANT: PLEASE COMPLETE ALL SECTIONS.				<b>UTAH DIVISION OF SOLID &amp; HAZARDOUS WASTE</b>	
<b>I. Landfill Type</b>	<input type="checkbox"/> Class IVa	<input checked="" type="checkbox"/> Class IVb	<b>II. Application Type</b>	<input type="checkbox"/> New Application	<input type="checkbox"/> Facility Expansion
	<input type="checkbox"/> Class VI			<input checked="" type="checkbox"/> Renewal Application	<input type="checkbox"/> Modification
For Renewal Applications, Facility Expansion Applications and Modifications Enter Current Permit Number				9905	2009.00353
<b>III. Facility Name and Location</b>					
Legal Name of Facility Hacco Construction Class IVb					
Site Address (street or directions to site) 2600 N. 600 E.				County UTAH	
City Lehi	State UT	Zip Code 84043	Telephone 801-766-7611		
Township S	Range 1	Section(s) 4	Quarter/Quarter Section North Quarter	Quarter Section 4	
Main Gate Latitude degrees minutes seconds			Longitude degrees minutes seconds		
<b>IV. Facility Owner(s) Information</b>					
Legal Name of Facility Owner John L + Jane E Hadfield					
Address (mailing) PO Box 437					
City Lehi	State UT	Zip Code 84043	Telephone 801-766-7611		
<b>V. Facility Operator(s) Information</b>					
Legal Name of Facility Operator Hacco Construction, LLC					
Address (mailing) PO Box 437					
City Lehi	State UT	Zip Code 84043	Telephone 801-766-7611		
<b>VI. Property Owner(s) Information</b>					
Legal Name of Property Owner John L + Jane E. Hadfield					
Address (mailing) PO Box 437					
City Lehi	State UT	Zip Code 84043	Telephone 801-766-7611		
<b>VII. Contact Information</b>					
Owner Contact Scott Roberts			Title Controller		
Address (mailing) PO Box 437					
City Lehi	State UT	Zip Code 84043	Telephone 801-766-7611		
Email Address sroberts@haccoconstruction.com			Alternative Telephone (cell or other)		
Operator Contact Scott Roberts			Title Controller		
Address (mailing) PO Box 437					
City Lehi	State UT	Zip Code 84043	Telephone 801-766-7611		
Email Address sroberts@haccoconstruction.com			Alternative Telephone (cell or other)		
Property Owner Contact Scott Roberts			Title		
Address (mailing) PO Box 437					
City Lehi	State UT	Zip Code 84043	Telephone 801-766-7611		
Email Address sroberts@haccoconstruction.com			Alternative Telephone (cell or other)		

## Utah Class IV and VI Landfill Permit Application Form

Part I General Information (Continued)																																								
<b>VIII. Waste Types</b> (check all that apply)  <input type="checkbox"/> Landfill will accept all wastes allowed in Class IV or VI landfills Or landfill will accept only the following wastes <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Waste Type</td> <td style="width: 33%;">Combined Disposal Unit</td> <td style="width: 33%;">Monofill Unit</td> </tr> <tr> <td><input checked="" type="checkbox"/> Construction &amp; Demolition</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/> Tires</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/> Yard Waste</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Animals</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input type="checkbox"/> Contaminated Soil</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td><input checked="" type="checkbox"/> Other <u>Inert Waste</u></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> <p>Note: Disposal of dead animals must be approved by the Executive Secretary</p>	Waste Type	Combined Disposal Unit	Monofill Unit	<input checked="" type="checkbox"/> Construction & Demolition	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Tires	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Yard Waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Contaminated Soil	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Other <u>Inert Waste</u>	<input type="checkbox"/>	<input type="checkbox"/>	<b>IX. Facility Area</b> <table style="width: 100%; border: none;"> <tr> <td>Facility Area.....</td> <td style="text-align: right;"><u>10</u></td> <td style="text-align: right;">acres</td> </tr> <tr> <td>Disposal Area.....</td> <td style="text-align: right;"><u>6</u></td> <td style="text-align: right;">acres</td> </tr> <tr> <td>Design Capacity</td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Years.....</td> <td style="text-align: right;"><u>3</u></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Cubic Yards.....</td> <td style="text-align: right;"><u>11,000</u></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Tons.....</td> <td style="text-align: right;"><u>20,000</u></td> <td></td> </tr> </table>	Facility Area.....	<u>10</u>	acres	Disposal Area.....	<u>6</u>	acres	Design Capacity			Years.....	<u>3</u>		Cubic Yards.....	<u>11,000</u>		Tons.....	<u>20,000</u>	
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<b>X. Fee and Application Documents</b>																																								
Indicate Documents Attached To This Application  <input checked="" type="checkbox"/> Facility Map or Maps <input type="checkbox"/> Ground Water Report	<input type="checkbox"/> Application Fee: Amount \$  <input checked="" type="checkbox"/> Facility Legal Description <input checked="" type="checkbox"/> Closure Design	<input type="checkbox"/> Class VI Special Requirements  <input type="checkbox"/> Documents required by UCA 19-6-108(9) and (10)																																						
I HEREBY CERTIFY THAT THIS INFORMATION AND ALL ATTACHED PAGES ARE CORRECT AND COMPLETE.																																								
Signature of Authorized Owner Representative  Name typed or printed <u>John D Hedrick</u>	Title <u>Owner Representative</u>	Date <u>2/7/08</u>																																						
Signature of Authorized Land Owner Representative (if applicable)  Name typed or printed	Title  	Date  																																						
Signature of Authorized Operator Representative (if applicable)  Name typed or printed	Title <u>Owner</u>	Date <u>2/4/08</u>																																						
	Address <u>PO Box 437 Lehi UT 84043</u>																																							

## Utah Class IV and VI Landfill Permit Application Checklist

**Important Note:** The following checklist is for the permit application and addresses only the requirements of the Division of Solid and Hazardous Waste. Other federal, state, or local agencies may have requirements that the facility must meet. The applicant is responsible to be informed of, and meet, any applicable requirements. Examples of these requirements may include obtaining a conditional use permit, a business license, or a storm water permit. The applicant is reminded that obtaining a permit under the *Solid Waste Permitting and Management Rules* does not exempt the facility from these other requirements.

An application for a permit to construct and operate a landfill is the documentation that the landfill will be located, designed, constructed, and operated to meet the requirements of Rules R315-305 of the *Utah Solid Waste Permitting and Management Rules* and the *Utah Solid and Hazardous Waste Act* (UCA 19-6-101 through 123). The application should be written to be understandable by regulatory agencies, landfill operators, and the general public. The application should also be written so that the landfill operator, after reading it, will be able to operate the landfill according to the requirements with a minimum of additional training.

Copies of the *Solid Waste Permitting and Management Rules*, the *Utah Solid and Hazardous Waste Act*, along with many other useful guidance documents can be obtained by contacting the Division of Solid and Hazardous Waste at 801-538-6170. Most of these documents are available on the Division's web page at [www.hazardouswaste.utah.gov](http://www.hazardouswaste.utah.gov). Guidance documents can be found at the solid waste section portion of the web page.

When the application is determined to be complete, the original complete application and one copy of the complete application are required along with an electronic copy.

### Part II Application Checklist

<b>I. Facility General Information</b>	
Description of Item	Location In Document
<b>Ia. General Information - All Facilities</b>	
Completed Part I General information form above	Pg 1
General description of the facility (R315-310-3(1)(b))	
Legal description of property (R315-310-3(1)(c))	
Proof of ownership, lease agreement, or other mechanism (R315-310-3(1)(c))	
If the permit application is for a Class IV landfill, a demonstration that the landfill is not a commercial facility	
Waste type and anticipated daily volume (R315-310-3(1)(d))	
Intended schedule of construction (R315-302-2(2)(a))	
<b>Ib. General Information - New Or Laterally Expanding Facilities</b>	
Documentation that the Historical Survey requirements of R315-302-1(2)(f) have been met (R315-305-4(1)(b)(vi))	Pg 1
Name and address of all property owners within 1000 feet of the facility boundary (R315-310-3(2)(i))	
Documentation that a notice of intent to apply for a permit has been sent to all property owners listed above (R315-310-3(2)(ii))	Pg 2

Utah Class IV and VI Landfill Permit Application Checklist

I. Facility General Information		
Description of Item	Location In Document	
Name of the local government with jurisdiction over the facility site (R315-310-3(2)(iii))	Pg 2	
<b>Ic. Location Standards - New Or Laterally Expanding Class IVa Landfills (R315-305-4(1)(a))</b>		
Land use compatibility	N/A	
Maps showing the existing land use, topography, residences, parks, monuments, recreation areas or wilderness areas within 1000 feet of the site boundary		
Certifications that no ecologically or scientifically significant areas or endangered species are present in site area		
Maps showing the location of dwellings, residential areas, other structures, and historic structures.		
List of airports within five miles of facility and distance to each		
Geology		
Geologic maps showing significant geologic features, faults, and unstable areas		
Maps showing site soils		
Surface water		Pg 4
Magnitude of 24 hour 25 year and 100 year storm events		
Average annual rainfall		
Maximum elevation of flood waters proximate to the facility		
Maximum elevation of flood water from 100 year flood for waters proximate to the facility		
Wetlands		
Ground water		
<b>Id. Location Standards - New Or Laterally Expanding Class IVb and VI Landfills</b>		
Floodplains as specified in R315-302-1(2)(c)(ii) (R315-305-4(1)(b)(i))	Pg 2	
Wetlands as specified in R315-302-1(2)(d) (R315-305-4(1)(b)(ii))		
The landfill is located so that the lowest level of waste is at least ten feet above the historical high level of ground water (R315-305-4(1)(b)(iii))		
Geology as specified in R315-302-1(2)(b)(i) and (iv) (R315-305-4(1)(b)(iv))		
<b>Ie. Additional Location Standards - New Or Laterally Expanding Class IVb and VI Landfills Or Landfills Requesting That Dead Animals Be Added As A New Waste Stream (R315-305-4(1)(a)(v))</b>		
Maps showing the existing land use, topography, residences, parks, monuments, recreation areas or wilderness areas within 1000 feet of the site boundary	N/A L	

Utah Class IV and VI Landfill Permit Application Checklist

<b>I. Facility General Information</b>	
Description of Item	Location in Document
Certifications that no ecologically or scientifically significant areas or endangered species are present in site area	N/A
Maps showing the location of dwellings, residential areas, other structures, and historic structures.	L
List of airports within five miles of facility and distance to each	L
<b>If. Plan Of Operations - All Facilities (R315-310-3(1)(e) and R315-302-2(2))</b>	
Description of on-site waste handling procedures and an example of the form that will be used to record the weights or volumes of waste received (R315-302-2(2)(b) And R315-310-3(1)(f))	Pg 2
Schedule for conducting inspections and monitoring, and examples of the forms that will be used to record the results of the inspections and monitoring (R315-302-2(2)(c), R315-302-2(5)(a), and R315-310-3(1)(g))	L
Contingency plans in the event of a fire or explosion (R315-302-2(2)(d))	L
Plan to control fugitive dust generated from roads, construction, general operations, and covering the waste (R315-302-2(2)(g))	Pg 3
Plan for letter control and collection (R315-302-2(2)(h))	L
Procedures for excluding the receipt of prohibited hazardous or PCB containing waste (R315-302-2(2)(j))	L
Procedures for controlling disease vectors (R315-302-2(2)(k))	L
A plan for alternative waste handling (R315-302-2(2)(l))	L
A general training and safety plan for site operations (R315-302-2(2)(o))	L
Any recycling programs planned at the facility (R315-303-4(6))	N/A
Any other site specific information pertaining to the plan of operation required by the Executive Secretary (R315-302-2(2)(o))	N/A
<b>Ig. Additional Plan Of Operation Requirements - Class IVa Facilities</b>	
Corrective action programs to be initiated if ground water is contaminated (R315-302-2(2)(e))	N/A
<b>II. Facility Technical Information</b>	
<b>I/a. Maps - All Facilities</b>	
Topographic map drawn to the required scale with contours showing the boundaries of the landfill unit, ground water monitoring well locations, gas monitoring points, and the borrow and fill areas (R315-310-4(2)(a)(i))	Pg 4
Most recent U.S. Geological Survey topographic map, 7-1/2 minute series, showing the waste facility boundary; the property boundary; surface drainage channels; any existing utilities and structures within one-fourth mile of the site; and the direction of the prevailing winds (R315-310-4(2)(a)(ii))	L

Utah Class IV and VI Landfill Permit Application Checklist

<b>I. Facility General Information</b>	
Description of Item	Location In Document
<b>//b. Geohydrological Assessment - Class IVa Landfills (R315-310-4(2)(b))</b>	N/A
Local and regional geology and hydrology including faults, unstable slopes and subsidence areas on site (R315-310-4(2)(b)(i))	
Evaluation of bedrock and soil types and properties including permeability rates (R315-310-4(2)(b)(ii))	
Depth to ground water (R315-310-4(2)(b)(iii))	
Quantity, location, and construction of any private or public wells on-site or within 2,000 feet of the facility boundary (R315-310-4(2)(b)(v))	
Tabulation of all water rights for ground water and surface water on-site and within 2,000 feet of the facility boundary (R315-310-4(2)(b)(vi))	
Identification and description of all surface waters on-site and within one mile of the facility boundary (R315-310-4(2)(b)(vii))	
For an existing facility, identification of impacts upon the ground water and surface water from leachate discharges (R315-310-4(2)(b)(viii))	
Calculation of site water balance (R315-310-4(2)(b)(ix))	
<b>//c. Engineering Report, Plans, Specifications, And Calculations - All Facilities</b>	
Unit design to include cover design; fill methods; and elevation of final cover including plans and drawings signed and sealed by a professional engineer registered in the State of Utah, when required (R315-310-3(1)(b) and R315-310-4(2)(c)(iii))	P 34
Design and location of run-on and run-off control systems (R315-310-4(2)(c)(viii))	
Anticipated facility life and the basis for calculating the facility's life (R315-310-4(2)(c)(ii))	
Engineering reports required to meet the location standards of R315-305-4 including documentation of any demonstration or exemption made for any location standard (R315-310-4(2)(c)(i))	
Identification of borrow sources for final cover (R315-310-4(2)(c)(iv))	
Run-off collection, treatment, and disposal and documentation to show that any treatment system is being or has been reviewed by the Division of Water Quality (R315-310-4(2)(c)(v) and R315-310-3(1)(i))	
<b>//d. Closure Requirements - All Facilities</b>	
CLOSURE PLAN (R315-310-3(1)(h))	P 34
Closure schedule (R315-310-4(2)(d)(i))	
Design of final cover (R315-310-4(2)(c)(iii))	

## Utah Class IV and VI Landfill Permit Application Checklist

<b>I. Facility General Information</b>	
Description of Item	Location In Document
Capacity of site in volume and tonnage (R315-310-4(2)(d)(ii))	Pg 5
Final inspection by regulatory agencies (R315-310-4(2)(d)(iii))	L
<b>IIe. Post-Closure Requirements- All Facilities</b>	
POST-CLOSURE CARE PLAN (R315-310-3(1)(h))	Pg 5
Changes to record of title, land use, and zoning restrictions (R315-310-4(2)(e)(ii))	
Maintenance activities to maintain cover and run-on/run-off control systems (R315-310-4(2)(e)(iii))	
List the name, address, and telephone number of the person or office to contact about the facility during the post-closure care period (R315-310-4(2)(e)(vi))	L
<b>IIi. Financial Assurance - All Facilities (R315-310-3(1)(j))</b>	
Identification of closure costs including cost calculations (R315-310-4(2)(d)(iv))	Pg 6
Identification of post-closure care costs including cost calculations (R315-310-4(2)(e)(iv))	
Identification of the financial assurance mechanism that meets the requirements of Rule R315-309 and the date that the mechanism will become effective (R315-309-1(1))	L

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### I. FACILITY GENERAL INFORMATION

**GENERAL DESCRIPTION OF THE FACILITY (R315-310-3(1)(b))** See attached drawing of facility layout for an overview of facility (Appendix A). Landfill is designed to accommodate various types of debris encountered during operation of Hadco Construction, LLC's construction projects.

**LEGAL DESCRIPTION OF THE FACILITY (R315-310-3(1)(c))** Serial number 12:015:0073 See Appendix B.

**PROOF OF OWNERSHIP, LEASE AGREEMENT, OR OTHER MECHANISM (R315-310-3(1)(c))** See Appendix B

**DEMONSTRATION THAT THE LANDFILL IS NOT A COMMERCIAL LANDFILL** This landfill is operated under a lease agreement between Hadco Construction, LLC and John L. Hadfield. Under the terms of this agreement, Hadco Construction, LLC has sole responsibility for the maintenance and operation of this facility. Hadco Construction, LLC uses this facility strictly for its own use and does not intend to run this facility as a commercial landfill. Access to facility is controlled through a locked entry gate (posts with chains). These gates are only opened during such times that access to landfill area is required.

**TYPES OF WASTE AND AREA SERVED BY THE FACILITY (R315-310-3(1)(d))** Waste being disposed of at the facility includes all construction debris encountered during the course of business for Hadco Construction, LLC. This may include but is not limited to: dirt, concrete, asphalt, fencing, building demolition debris, and metal ( i.e. rebar, general building debris). The area served by this landfill includes Salt Lake County and Utah County. This landfill is used to dispose material excavated from within a 30 mile radius of landfill site. The volume of material fluctuates from day to day based on projects Hadco Construction is working on. Annual volume is approximately 4,000 tons.

### PLAN OF OPERATION

**INTENDED SCHEDULE OF CONSTRUCTION (R315-302-2(2)(a))** Landfill is intended to be operated as long as land use permits. It is estimated this landfill will be operated for five more years. After that period of time, it is anticipated that the landfill will most likely be full.

**NAME AND ADDRESS OF ALL PROPERTY OWNERS WITHIN 1000 FEET OF THE FACILITY BOUNDARY (R315-310-3(2)(iii))** Pit has been in operation for over 7 years. No change in operations are planned our being sought; in addition, an increase in pit size is not being sought either.

**DOCUMENTATION THAT A NOTICE OF INTENT TO APPLY FOR A PERMIT HAS BEEN SENT TO ALL PROPERTY OWNERS LISTED ABOVE (R315-310-3(2)(ii))** As was noted above, the pit has been in operation for over 7 years and there is no plan to alter or change the existing scope of operations or size.

**NAME OF THE LOCAL GOVERNMENT WITH JURISDICTION OVER THE FACILITY SITE (R315-310-3(2)(iii))** Lehi

**FOR CLASS IVb AND VI LANDFILLS A DEMONSTRATION THAT THE FACILITY MEETS THE FOLLOWING LOCATION STANDARDS.** As was noted above, the pit has been in operation for over 7 years and there is no plan to alter or change the existing scope of operations or size.

**DESCRIPTION OF ON-SITE WASTE HANDLING PROCEDURES (R315-302-2(2)(b) and R315-310-3(1)(f))** As this facility is open to only Hadco Construction, LLC employees, waste handling is controlled through employee training. All employees are informed about which areas of the landfill are to receive specific types of material. Additionally, management personnel visit the landfill area at least once every three months to observe that proper dumping procedures are being followed.

Volume of material dumped will be tracked through a "Load Description" form to be filled out by the driver for every load dumped; these forms will be compiled into a "Daily Load Count" report by the office staff. These reports will be maintained for inspection at the office of Hadco Construction, LLC. (See Appendix C for forms).

**SCHEDULE OF INSPECTIONS AND MONITORING (R315-302-2(2)(c) and R315-310-3(1)(g))** Inspection of landfill facility is conducted on a quarterly basis (See Appendix D for Inspection Report form). Management personnel regularly tour facility to ensure that proper procedures are being followed. Any deviations from such are immediately corrected.

**CONTINGENCY PLANS IN THE EVENT OF FIRE OR EXPLOSION (R315-302-2(2)(d))** Operation of this landfill does not allow for the disposal of hazardous or explosive material. Hadco Construction, LLC employees are prepared to provide immediate fire suppression in the event of a waste fire. Fire suppression will be accomplished by means of earth moving equipment when possible. In the event of an uncontrolled fire or a fire that cannot be managed by on-site personnel, the Lehi City Fire Department will be contacted. The Fire Department is located within 5 miles of this site, estimated response time is 5-10 minutes. Upon arrival at this site Fire Department personnel will assume responsibility for all fire abatement activities.

**CORRECTIVE ACTION PROGRAMS FOR GROUND WATER CONTAMINATION. (R315-302-2(2)(e))** The possibility of ground water

contamination is minimal due to the fact that hazardous materials are not permitted on this facility. In the event that ground water does become contaminated, remediation would be at the direction of a qualified remediation company recognized by the State of Utah.

**PLAN TO CONTROL FUGITIVE DUST AND COVERING OF WASTE (R315-302-2(2)(f))** The access road presents the biggest source of fugitive dust from this facility. To assist in dust control, grading and water trucks will be used as needed.

**PLAN FOR LITTER CONTROL AND COLLECTION (R315-302-2(2)(h))** The product being dumped consists of large construction debris that is not susceptible to being blown by wind

**PROCEDURES FOR EXCLUDING THE RECEIPT OF HAZARDOUS OR PCB CONTAINING WASTE (R315-302-2(2)(I))** Hazardous material or material containing PCB's are not allowed within this facility. This is controlled by the limited access, which this facility is operated under. All material disposed of within this facility originates from Hadco Construction, LLC construction sites and is loaded onto Hadco Construction, LLC trucks by Hadco Construction, LLC employees. Should any hazardous wastes be identified on a construction site, they are disposed of in a proper manner. This type of waste is handled and disposed of by either the general contractor or owner for whom we are working. Hadco Construction, LLC does not have the certifications necessary to handle hazardous wastes.

**PROCEDURES FOR CONTROLLING DISEASE VECTORS (R315-302-2(2)(j))** Wastes on the landfill are regularly covered. This prevents the area from becoming a nesting area for rodents or other undesirable types of animal life. Stagnant water is not an issue at this facility.

**PLAN FOR ALTERNATIVE WASTE HANDLING (R315-302-2(2)(k))** In the event materials temporarily cannot be deposited at this landfill site, the waste will be taken to the Waste Management of Utah landfill, located in West Jordan, Utah.

**GENERAL TRAINING AND SAFETY PLAN FOR SITE (R315-302-2(2)(n))** Safety and operation of this facility is covered under the Safety Plan of Hadco Construction, LLC (See Appendix E. The landfill specific policies are first; the general Hadco Construction, LLC safety manual follows for reference.)

**MEETING REQUIREMENTS OF RULE R315-305 (R315-310-5(2)(f))** This landfill has been in operations since 1990. This was an old sand pit with a deep hole that we were filling with mostly dirt, rocks and concrete to raise the elevation of the area and eliminate a potential danger.

Acceptable waste for this landfill will be those specified by code, primarily construction/demolition materials from Hadco Construction, LLC job sites. Approximately 85% of the material dumped will consist of dirt, rock and concrete.

Should timbers wood or other combustible waste be dumped; they will be covered with a minimum of six (6) inches of soil to avoid a fire hazard. Earth moving equipment, owned by Hadco, will be used to cover the combustible waste, as needed to avoid a fire hazard.

Covering waste and wetting land inside the landfill will be done on an as needed basis. Waste is dumped sporadically, depending upon current jobs. On average, only 3 to 5 loads are dumped per week. Trucks entering the facility will be those only owned by Hadco Construction, LLC. To prevent the emission of fugitive dusts, water trucks, owned by Hadco Construction, will wet the land inside the landfill as needed. The majority of dust has been contained by covering the road; see “**PLAN TO CONTROL FUGITIVE DUST AND COVERING OF WASTE**” on previous page of this application for details.

### **PART III TECHNICAL REPORT**

#### **Maps**

See Appendix G

#### **ENGINEERING REPORT**

**CELL DESIGN, COVER DESIGN, FILL METHODS, ELEVATION OF FINAL COVER** (R315-310-3(1)(b)) This facility is located on an approximately 10 acre parcel; the landfill uses approximately 6 acres. The operation of the facility has been separated to allow for disposal of specific types of material in specific areas. A stockpile area has been developed to allow for future use of topsoil. Concrete and clean fill (dirt, rocks, etc.) is dumped into the landfills’ excavated area to allow for the extension of stockpile area.

**DESIGN AND LOCATION OF RUN-ON AND RUN-OFF CONTROL SYSTEMS** (R315-310-5(2)(b)) This landfill is contoured so than any run-on will run to the center of the facility; berms and hillsides surround the landfill. Water that runs off from the entrance road will be diverted, by berms, into a low lying area located at the bottom of the pit property.

#### **CLOSURE PLAN**

**CLOSURE SCHEDULE** (R315-310-4(2)(d)(I)) It is anticipated that with proper management this landfill will be operated for five more years. After that period of time, it is anticipated that the landfill will most likely be full.

**DESIGN OF FINAL CLOSURE** (R315-310-4(2)(c)(iii) and R315-305-5-(5)) At final closure, landfill will be closed as per applicable requirements with the State of Utah and Utah County. This will include: leveling site to create a smoothly contoured area, covering landfill area with at least two (2) feet of soil, including eighteen (18) inches of compacted soil and six (6) inches of topsoil, and seeding area with a seed mix similar to

native grasses. The grade of the slope will be not less than 2% and the grade of the site not more than 33%, except where construction integrity and the integrity of the erosion control can be demonstrated at steeper slopes. During the course of regular activities, this landfill receives a substantial amount of excavated soil; this will be used to cover areas of the landfill about to be closed with the required two feet of cover. As this is a Class IVb landfill; liners and monitoring equipment will not be required for final closure.

**CAPACITY OF SITE IN VOLUME AND TONNAGE (R315-310-4(2)(d)9ii)** This landfill is operated on an area encompassing approximately 6 acres. The landfill can accommodate approximately 11,000 cubic yards of material. At an average weight of 1.8 tons per cubic yard, this would equate to 20,000 tons of material.

**FINAL INSPECTION BY REGULATORY AGENCIES (R315-310-4(2)(d)(iii))** Final closure of facility will be conducted as per regulation R315-302-3(4)). This will include notification to the Executive Secretary that closure of this facility is intended as well as notification and appropriate documentation that closure has been completed. Notification will also be given to any other agency as may be directed. (i.e. Utah County Environmental Health).

**POST-CLOSURE CARE PLAN (R315-310-3(1)(h))**

**SITE MONITORING (R315-310-4(2)(e)(i))** Site monitoring is not required for a Class IVb landfill.

**CHANGES TO RECORD OF TITLE, LAND USE, AND ZONING**

**RESTRICTIONS (R315-310-4(2)(e)(ii))** Upon closure, "plats and a statement of fact" concerning this facility will be recorded as a part of the record of title with the Utah County Recorder. At the time of closure a determination will be made if changes to the title, land use and zoning are required. If such action is deemed necessary, steps will be taken to assure proper compliance with appropriate regulations.

**MAINTENANCE ACTIVITIES TO MAINTAIN COVER AND RUN-ON/RUN-OFF CONTROL SYSTEMS (R315-310-4(2)(e)(iii))** As this facility is operated as a Class IVb landfill, only construction debris will be allowed into facility. This will minimize any danger arising from run-on/run-off from this facility. The area will be seeded to minimize the effects of erosion from within the confines of the facility; in addition, the property will remain fenced for grazing of the owners animals. Continual oversight will be required for the care of the animals grazing. Periodic sight inspections will continue to ensure that erosion is controlled and the perimeter is secured.

**LIST THE NAME, ADDRESS, AND THE TELEPHONE NUMBER OF THE PERSON OR OFFICE TO CONTACT ABOUT THE FACILITY DURING THE POST-CLOSURE CARE PERIOD (R315-310-4(2)(e)(v))** Any questions or concern during the post-closure care period should be directed to:

Hadco Construction, LLC

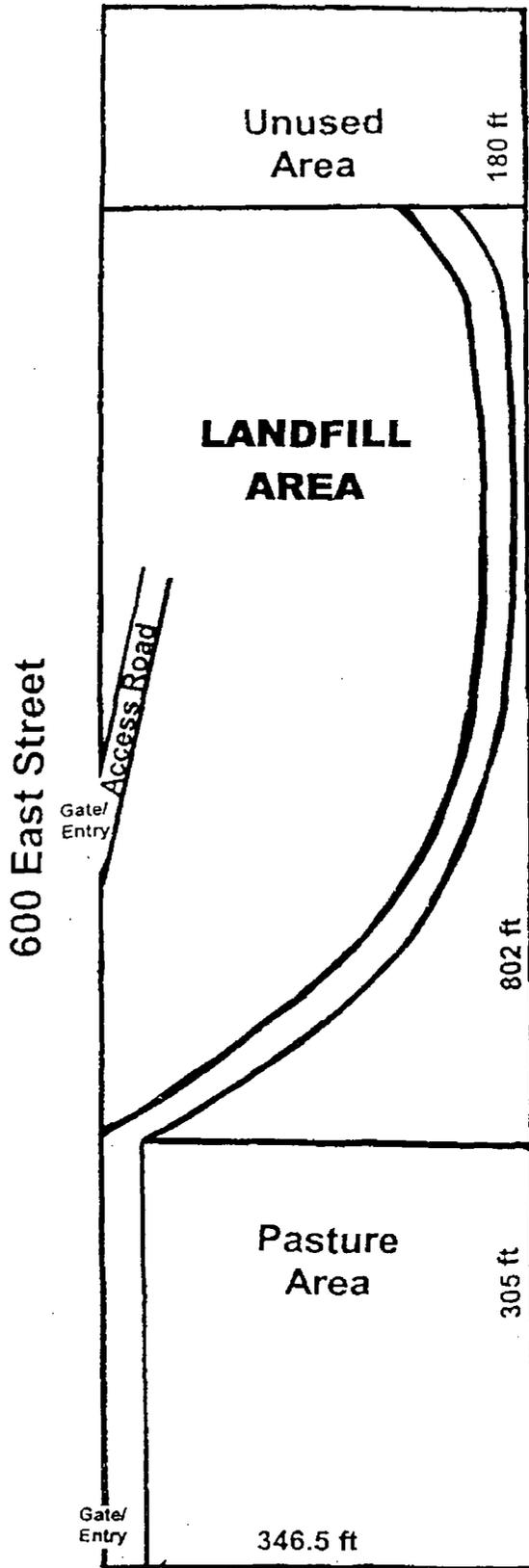
John D. Hadfield, Owner  
1850 N. 1450 W.  
P.O. Box 437  
Lehi, UT 84043  
Telephone (801) 766-7611

## **FINANCIAL ASSURANCE**

### **IDENTIFICATION OF CLOSURE COSTS, INCLUDING COST CALCULATIONS AND THE FUNDING MECHANISM (R315-310-4(2)(d)(iv))**

Closure costs for this facility have been determined to be approximately \$40,000. This cost includes the cost to complete necessary engineering requirements, place topsoil and seed area. Topsoil will be stockpiled on site for future use during closure. Closure costs will be guaranteed by means of a Letter of Credit from Zion's First National Bank. (See Appendix F)

Radco Construction  
Class IVb  
Permit Application



Measurements and scale are approximate.

A

Appendix A



Utah County Online  
The Official Web Site of  
Utah County Government

**REAL PROPERTY OWNER INFORMATION**

House Photo not available

**Serial:** 12:015:0073

**Owner:** HADFIELD, JOHN L & JANE E

**Years Valid:** 2005.....

**Tax District:** 010

**Acres:** 10.01

**Mailing Address:** PO BOX 6 LEHI UT 84043-0176

**Property code:** 100

**Property Address:**

Taxing description (not for legal documents)

COM S 37.05 FT FR S 1/4 COR. SEC. 33, T4S, R1E, SLB&M.; S 89 DEG 56'26"E 133.68 FT; ALONG A CURVE TO L (CHORD BEARS: N 79 DEG 39'39"E 207.21 FT,RADIUS=574 FT);...

**4 Year Tax History**

Year	Market Value	Assessed Value	Taxes	Adjustments	Payments	Balance
2007	200,200	200,200	0	\$0.00	\$0.00	\$0.00
2006	200,200	200,200	2231.23	\$0.00	\$2,231.23	\$0.00
2005	200,200	200,200	2518.52	\$0.00	\$2,518.52	\$0.00
2004	321,321	321,321	3918.51	\$0.00	\$3,918.51	\$0.00

More tax history

12:015:0073;2008

Main Menu

- Comments or Concerns on Value/Appraisal Assessor's Office
- Documents/Owner/Parcel info Recorder's Office
- Address Change for Tax Notice

This page was created on 5/22/2007 at 11:11:48

Appendix B

**Utah  
County  
Parcel  
Info**

**DRAW OPTIONS:**  
 Parcel Date: 5/22/2007

Add Roads & Anno  
 Add Railroads&Airstrips  
 Add Streams & Canals  
 Show Subdivisions  
 Show Imagery

**Go**

---

**PAN/ZOOM FUNCTIONS:**

Set scale line= 100 ft

---

**Identify Parcels**

---

**Zoom To Parcel:**

120150073

---

**Buffer Selected Set**

Distance: 0 feet

---

**Zoom To City:**

UTAH COUNTY

---

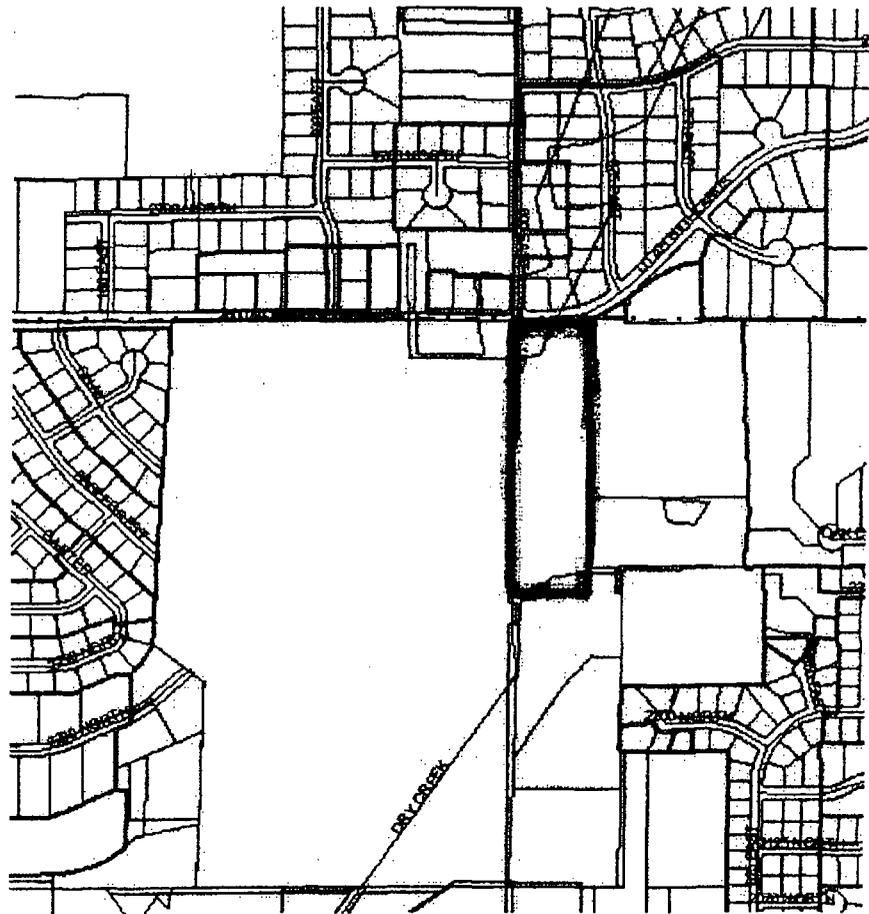
**Zoom To Section:**

Quarter ALL

Section 1

Township 6 S

Range 2 E



Scale: 1:9894  This line is 844 feet long

[Press this link for instructions, disclaimers and contacts.](#)  
[Press this link to extract the parcels in this extent with owner and address](#)

[Home](#) | [Departments](#) | [County Info](#) | [Online Services](#) | [Residents](#) | [Visitors](#) | [Business Links](#) | [Contact Us](#) | [Quick Find](#) | [Search](#)

Copyright © 2002 Utah County Government. All Rights Reserved. [Disclaimer/Te](#)

Press these links to find more information on these serial number(s):

SERIAL #	CREATED	KILLED	PARENTS	CHILDREN
120150073	10/4/1999	12/31/3000		

*Appendix B*

**Load Description Form**

**Hadco Construction Landfill  
1850 N. 1450 W.  
P.O. Box 437  
Lehi, Utah 84043  
801-766-7611**

Date \_\_\_\_\_

Time \_\_\_\_\_

Driver \_\_\_\_\_

Truck Number \_\_\_\_\_

**Load Description**

\_\_\_\_\_  
\_\_\_\_\_

**Load Size (approximate)**

\_\_\_\_\_

**Origin of Load/Job Number**

\_\_\_\_\_

**I certify that I have personally examined and am familiar with  
this load being deposited and it contains no hazardous or**

**Signed: Driver** \_\_\_\_\_ **Date** \_\_\_\_\_

Appendix C

**Hadco Construction, LLC  
Class Ivb Landfill  
Inspection Report**

Date \_\_\_\_\_

Inspector \_\_\_\_\_

	Satisfactory	Unsatisfactory
Water Run-on/Run-off	_____	_____
Fence lines/Gates	_____	_____
Waste Handling	_____	_____
Integrity of Cover (Post Closure Only)	_____	_____

Corrective Action Required: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

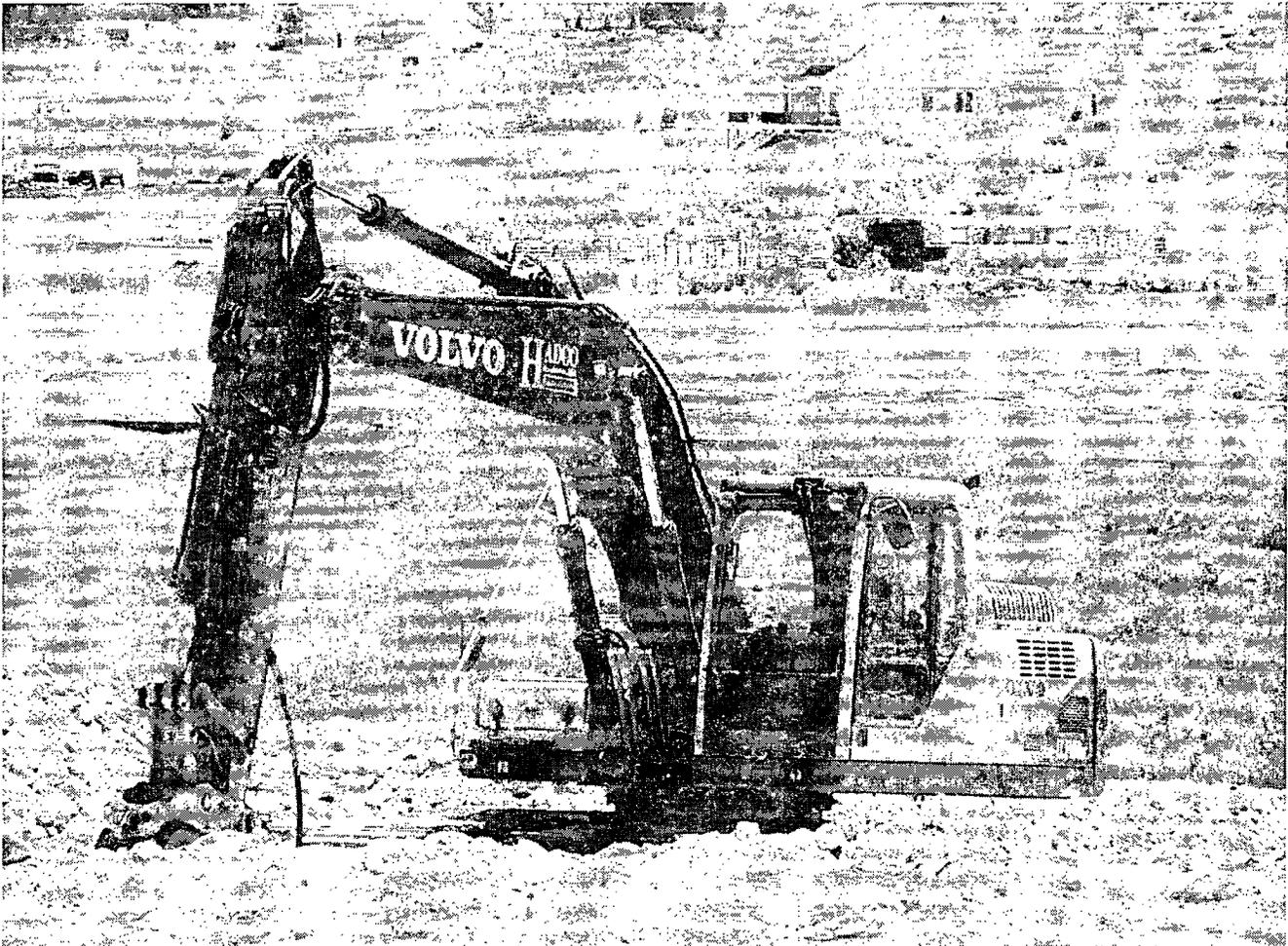
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Appendix D

Safety Policies  
For Hadco Construction Landfill

1. These guidelines are in addition to the general guidelines and rules outlined in the Hadco "Safety Manual." The applicable "Safety Manual" rules related to safety procedures and precautions apply at the landfill.
2. Only waste materials taken from Hadco job sites may be dumped. Only Hadco employees may dump waste in the landfill.
3. Only construction/demolition waste is to be dumped in the landfill. Each driver is responsible to inspect the load prior to dumping. Acceptable wastes include, but are not limited too, dirt concrete, asphalt, fencing, building demolition debris, and metal (i.e. rebar, general building debris). Toxic or hazardous wastes are not acceptable. Please call the office, before dumping, if you have questions regarding a particular waste item.
4. Should any hazardous wastes be identified on a job site, contact the office. We will contact the general contractor or owner for disposal of hazardous waste. Hadco Construction Inc. does not have the certifications necessary to handle hazardous wastes.
5. Both gates must be locked to prevent unauthorized persons dumping in the landfill. The last (or only truck) of the day must lock the gates, when leaving.
6. During times when the ground is dry, to prevent dust call for a water truck to wet the ground inside landfill boundaries.
7. In the unlikely event of a fire or explosion, immediately notify the Lehi City fire department.
8. A load description form must be completed every time you dump at the landfill. Turn the load description forms in with your daily report. A sample load description form is attached.
9. Management will visit the landfill at least once every 3 months to ensure that proper procedures are followed.
10. Should there be any violations of the landfill safety policies, management will follow the "Disciplinary Action Policy" outlined in the Hadco "Safety Manual."



# **Construction Employee Safety Handbook**

Hadco Construction, LLC

**An Employee Guide to Safety Policies and Procedures  
to Support a Safety-Conscious Work Environment**

Provided by: Presidio Insurance Agency

Legal disclaimer to users of this form employee handbook:

The materials presented herein are for general reference only. Federal, state and/or local laws, or individual circumstances, may require the addition of policies, amendment of individual policies, and/or the entire Handbook to meet specific situations. These materials are intended to be used only as guides and should not be used, adopted, or modified without the advice of legal counsel. These materials are presented, therefore, with the understanding that the Company is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional should be sought.

## Commitment to Safety

Hadco Construction, LLC recognizes that our people drive the business. As the most critical resource, employees will be safeguarded through training, provision of appropriate work surroundings, and procedures that foster protection of health and safety. All work conducted by Hadco Construction, LLC's employees will take into account the intent of this policy. No duty, no matter what its perceived result, will be deemed more important than employee health and safety.

Hadco Construction, LLC is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community, and Hadco Construction, LLC.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and Company policies and procedures. Failure to comply with these policies may result in disciplinary actions.

Respecting this, Hadco Construction, LLC will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Hadco Construction, LLC subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Hadco Construction, LLC in higher regard with customers, and increases productivity. This is why Hadco Construction, LLC will comply with all safety and health regulations that apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of Hadco Construction, LLC is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices and company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions and assistance from employees where safety and health are concerned.
6. Management and supervisors of Hadco Construction, LLC will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, Management must monitor company safety and health performance, working environment and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Hadco Construction, LLC must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries. Together, we can keep each other safe and healthy in the work that provides our livelihood.

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## Employee Safety Responsibilities

---

The primary responsibility of the employees of Hadco Construction, LLC is to perform his or her duties in a safe manner in order to prevent injury to themselves and others.

As a condition of employment, employees MUST become familiar with, observe, and obey Hadco Construction, LLC's rules and established policies for health, safety, and preventing injuries while at work. Additionally, employees MUST learn the approved safe practices and procedures that apply to their work.

Before beginning special work or new assignments, an employee should review applicable and appropriate safety rules.

If an employee has any questions about how a task should be done safely, he or she is under instruction **NOT** to begin the task until he or she discusses the situation with his or her supervisor. Together, they will determine the safe way to do the job.

If, after discussing a safety situation with his or her supervisor, an employee still has questions or concerns, he or she is required to contact the Safety Coordinator.

**NO EMPLOYEE IS EVER REQUIRED** to perform work that he or she believes is unsafe, or that he or she thinks is likely to cause injury or a health risk to themselves or others.

### **General Safety Rules**

#### **Conduct**

Horseplay, 'practical jokes,' etc., are forbidden. Employees are required to work in an *injury-free manner* displaying accepted levels of behavior. Conduct that places the employee or others at risk, or which threatens or intimidates others, is forbidden.

#### **Drugs and Alcohol**

Use and/or possession of illegal drugs or alcohol on company property or on company time are forbidden. Reporting for work while under the influence of illegal drugs or alcohol is forbidden.

#### **Housekeeping**

You are responsible to keep your work area clean and safe. Clean-up several times throughout the day, disposing of trash and waste in approved containers, wiping up any drips/spills immediately, and putting equipment and tools away as you are finished with them.

The following areas must remain clear of obstructions:

- Aisles/exits
- Fire extinguishers and emergency equipment
- All electrical breakers, controls, and switches

#### **Injury Reporting**

All work-related injuries must be reported to your supervisor immediately. Failure to immediately report injuries can result in loss of Workers' Compensation benefits. After each medical appointment resulting from a work-related injury, you must contact your supervisor to discuss your progress. You must also give your supervisor any paperwork that you received at the appointment.

Hadco Construction, LLC provides Transitional Return to Work (light duty) jobs for persons injured at work. Transitional work is meant to allow the injured or ill employee to heal under a doctor's care while she/he remains productive. Employees are required to return to work immediately upon release.

## Employee Safety Responsibilities

---

### Off-Site Safety

- a. Employees of Hadco Construction, LLC are required to follow all safety and security procedures during off-site visits.
- b. If your contact person does not advise you regarding safety hazards, consider the following:
  - Emergency exit location(s);
  - Keep your eye on the path you are walking and avoid any tripping/slipping hazards. When on stairs maintain three point contact (hand on rail and feet on stairs);
  - When visiting construction sites, eye protection, hearing protection, and hard hats are required. This equipment will be in the possession of the Hadco Construction, LLC employee and not provided by the client
  - Wear shoes that support your feet and are slip resistant.
  - Avoid clothing that is either constrictive or too loose; loose clothing can get caught in machinery or other equipment.

These rules are established to help you stay safe and injury free. Violation of the above rules, or conduct that does not meet minimum accepted work standards, may result in discipline, up to and including discharge.

When working at a customer location, employees are required to follow the above rules, as well as all customer rules and procedures, and work in a manner that reflects positively on the company. Before operating any equipment at a customer location, permission must first be secured from the customer contact.

## Safety Orientation Training

---

The Company is committed to providing safety and health related orientation and training for all employees at all levels of the Company. The Company will maintain and support a program to educate and familiarize employees with safety and health procedures, rules, and safe work practices. The training subjects and materials have been developed using industry best practices criteria and site-specific data.

The training may include, but not be limited to the following:

1. Company specific accident and incident data
2. Hazards associated with the work area
3. Hazards associated with a specific job or task
4. Operation of specific equipment
5. Personal protective equipment
6. Emergency procedures
7. Employee accident reporting requirements
8. Return to work program
9. Any OSHA required training not included or addressed above

### Periodic Inspections

It is the policy of our Company that workplaces are subject to periodic safety and health inspections to ensure implementation and execution of our policies and procedures as relates to employees, contractors, and vendors.

All employees are responsible for cooperating during these inspections and managers and supervisors are responsible for initiating corrective actions to improve items discovered during the walk-through inspection.

### Incident Reporting

1. Any work-related injury or suspected injury must be reported immediately to your supervisor, Job Site Foreman and to Human Resources. Failure to promptly report an injury may result in disciplinary action.
2. Human Resources will issue a required form for the injured employee to take to the treating medical practitioner. The employee must return this form to Human Resources by the next business day.
3. After each practitioner appointment, the employee must report to his/her supervisor and Human Resources to review his/her progress.
4. Hadco Construction, LLC provides light duty work for employees recovering from injury. Employees are required to return to light duty work immediately upon release.
5. An accident investigation will be conducted to determine the root cause of the accident. The injured employee will be asked to participate in the investigation.

## Return to Work Program

---

It is our goal to prevent work-related injuries from happening. We are always concerned when one of our employees is injured or ill due to a work-related condition. We believe that such absences cost both Hadco Construction, LLC and its employees. We want our injured employees to get the best possible medical treatment immediately to assure the earliest possible recovery and return to work.

Hadco Construction, LLC has a workers' compensation program available for employees who have suffered work-related injuries. The program's administrator will determine, based upon their guidelines, whether you are eligible for wage loss or medical expenses under that program.

Hadco Construction, LLC wants to provide meaningful work activity for all employees who become unable to perform all, or portions, of their regular work assignment. Thus, we have implemented a Transitional Duty program (light duty). Transitional Duty is a temporary program, not to exceed six months.

### Employee Procedures

- All work-related injuries should always be reported immediately to your supervisor no later than the end of the shift on which the injury occurs.
- If a **post-accident drug screen** is not performed the **same day** as the injury, the employee will only be paid up to one hour while taking time out to have the drug screen sample collected.
- You must complete and sign an Injury Report.
- When medical treatment is sought, the injured employee must advise their supervisor that they are seeking treatment and obtain a Transitional Duty Evaluation form. Regardless of their choice of physicians, the Transitional Duty Evaluation form must be completed for each practitioner visit. Hadco Construction, LLC will not accept a general note stating that you are only to be off of work.
- Under this program, temporary transitional work is available for up to sixty (60) days (with a review of your progress every 30 days) while you are temporarily unable to work in your regular job capacity. Transitional duty beyond sixty (60) days, up to a maximum of six (6) months, will be evaluated on a case-by-case basis.
- If you are unable to return to your regular job, but are capable of performing transitional duty, you must return to transitional duty. Failure to do so will result in your not being eligible for full disability benefits under the workers' compensation program, and may result in disqualification for certain employee benefits and, in some cases, be a basis for termination.
- Employees who are unable to work and whose absences Hadco Construction, LLC approves must keep us informed on a weekly basis of their status. Failure to do so will result in a reduction in benefits available and discipline, up to and including termination from employment.
- If you are unable to return to your regular job or transitional duty, your absence must be approved under the Family Medical Leave Act (FMLA) program. For this purpose, you need to complete a Family Medical Leave Request form and submit it to the Human Resources Department. You must also have your practitioner complete both the Transitional Duty Evaluation and Medical Certification form.
- Employees who are not eligible for leave under FMLA must return to transitional duty or regular work if at all possible. If you are unable to return to any available work, your job position may be filled after a reasonable time. When able to do so, you will be entitled to return to a suitable position, if available and consistent with any limitations. However, you must keep us regularly informed of your status and any changes in your condition.
- Employees must provide a Transitional Duty Evaluation form indicating they are capable of returning to full-duty. Permanent restrictions will be evaluated on a case-by-case basis and relate to the performance of essential job functions. No permanent light duty positions will be created.
- Cooperate with our third-party administrator and provide accurate and complete information as soon as possible so that you receive all benefits to which you are entitled. If you have problems or concerns, please contact your Job Site Foreman and the Human Resources Department.

## Emergency Action Plan

### General Emergency Guidelines

- Stay calm and think through your actions
- Know the emergency numbers:
  - Fire/Police/Ambulance 911
  - Internal Emergency Number (Scott Roberts 801-766-7611)
  - Human Resources (Marianne Singleton 801-766-7611)
  - Operator "0"
- Know where the exits are located
- In the event of any emergency, do not take elevators; use the stairs
- Do not hesitate to call or alert others if you believe that an emergency is occurring; you will not "get in trouble."
- First aid supplies and emergency equipment are located with Rich Russon and are to be used by those who are authorized and properly trained

### Evacuation

- Employees will be notified of a fire alarm either by the fire alarm system or by a paged announcement.
- Upon becoming aware of a fire alarm, employees should immediately evacuate the job site. Do not delay evacuation to get personal belongings or to wait for co-workers. Also, all doors should be closed as the last person passes through. (Note: never use elevators during fire alarm situations).
- Supervisors should be the last persons to leave the area. Check the job site to be sure that all personnel have evacuated.
- Any employee having mobility, visual, hearing, or other condition, which may hinder them from becoming aware of an emergency or evacuating, should request special assistance through Human Resources.
- Upon exiting the building, all personnel should report for a headcount.
- If any employee is missing, an immediate report should be made to the incident commander who will in turn report to the first available fire department officer.
- Employees should stay together in a group so that periodic updates on the situation can be issued.
- The order to re-occupy a job site or building will be issued by the incident commander.
- In the event of inclement weather, the incident commander will make arrangements for all personnel to move to shelter.

### Fire Safety

- Alert other persons in the immediate hazard area.
- Activate a fire alarm or call [Scott Roberts] to page an emergency announcement.
- If you have been trained, you can decide to use a fire extinguisher following these instructions:
  - P=Pull the safety pin
  - A=Aim the nozzle at the base of the fire
  - S=Squeeze the operating lever
  - S=Sweep side to side covering the base of the fire

*\*When using a fire extinguisher, always stay between the fire and an exit; stay low and back away when the fire is extinguished.*

*\*Never feel that using a fire extinguisher is required. If the fire is too hot, too smoky or you are frightened, evacuate.*

- Have someone notify the incident commander of where the emergency is located. He/she will relay this information to the fire department.

## Emergency Action Plan

---

### **Medical Emergency**

- Upon discovering a medical emergency, call 911.
- Notify the supervisor and report the nature of the medical emergency and location.
- Stay with the person involved, being careful not to come in contact with any bodily fluids.
- Send two persons (greeters) to the entrance to await the fire department. One person should call and hold an elevator car. Often two fire department units will arrive, so the second greeter should wait at the entrance to receive the second unit while the first greeter escorts the fire dept. personnel to the scene.
- Employees in the immediate vicinity of the emergency, but not directly involved, should leave the area.
- Human Resources will make any necessary notifications to family members of the person suffering the medical emergency

### **Severe Weather**

- The supervisor will monitor a weather alert radio. If a severe weather report is issued, she/he will immediately page an emergency announcement:
- Employees will shut down all equipment and will be instructed where to go for safety. The supervisor will take the weather radio with her/him. When the severe weather warning is cancelled, she/he will send runners to advise that it is safe to return to work areas. A general announcement will also be made.

## Sexual Harassment Policy

The Company does not tolerate harassment of our job applicants, employees, clients, guests, vendors, customers, or persons doing business with us. Any form of harassment related to an employee's race, color, sex, religion, national origin, age, citizenship status, veteran status, or handicap is a violation of this policy and will be treated as a disciplinary matter. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, sex, religion, or national origin; sexual advances; requests for sexual favors and other verbal, graphic, or physical conduct of a sexual nature.

Violation of this policy by an employee shall subject that employee to disciplinary action, up to and including immediate discharge.

Examples of conduct prohibited by this policy include but are not limited to:

- Unwelcome sexual flirtation, advances, or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or referral of sexual overtures; and
- Displaying cartoons or telling jokes that relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.

If you believe that you are being subjected to workplace harassment, you should:

1. Tell the harasser that his or her actions are not welcome and they must stop, if you feel comfortable enough to do so.
2. Report the incident immediately to your Manager, the Human Resources Manager, or the Employee Relations Department.
3. Report any additional incidents that may occur to one of the above resources.

Any reported incident will be investigated. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given Hadco Construction, LLC's obligation to investigate and act upon reports of such harassment.

## Workplace Violence

---

- Any employee who feels that she/he has been threatened should immediately report their concern to the supervisor and to Human Resources.
- If any person is observed exhibiting threatening behavior or making threatening statements, the person discovering the situation should warn others in the area and immediately notify Human Resources and stay away from the person exhibiting threatening behavior.
- Depending upon the level of concern, the police department (911) should be called immediately.
- Never attempt to confront any person exhibiting threatening behavior.

If you have reason to believe that events in your personal life could result in acts of violence occurring at work, you are urged to confidentially discuss the issue with Human Resources so that a prevention plan can be developed.

## Access to Employee Exposure & Medical Records

---

Employees and former employees, who are, have been, or will be exposed to toxic substances or harmful physical agents, such as noise, can have access to exposure and medical records maintained by the Company upon request.

## Vehicle Use Policy

---

- This policy applies to:
  - Vehicles owned, leased, or rented to Hadco Construction, LLC.
  - Personally owned vehicles driven by employees on behalf of Hadco Construction, LLC.

The following policy has been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and Hadco Construction, LLC.

- All drivers must have a valid Utah driver's license.
- Motor Vehicle Records must be provided by the individual upon hire. Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an 'unacceptable driver,' your employment may be terminated.
- Your supervisor must be notified of any change in your license status or driving record.

When operating your own vehicle for Hadco Construction, LLC business:

- Your Personal Auto Liability insurance is the primary payer. Hadco Construction, LLC's insurance is in excess of your coverage.
- You must notify your insurance provider of the business use of your personal vehicle and ensure that you carry the appropriate amount of liability coverage. Evidence of insurance coverage is to be provided to Hadco Construction, LLC each year, by a copy of your policy's Declaration page or a Certificate of Insurance.
- Hadco Construction, LLC is not responsible for any physical damage to your vehicle. You must carry your own collision and comprehensive coverage.
- Report your mileage for expense reimbursement.

In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Comply with police instructions.
- Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.
- Report the accident to Hadco Construction, LLC as soon as possible.

## Motor Vehicle Record (MVR) Grading Criteria [Last 3 Years]

The following chart serves as a guideline for evaluating an employee's Motor Vehicle Record (MVR). An employee with an MVR grade of "poor" will possibly not be insurable by our insurance carrier and could jeopardize their employment if they are unable to be insured. Note that any "major" violation is a "poor" score.

Minor Violations	Number of at-fault accidents			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any Major violation	Poor	Poor	Poor	Poor

Minor Violation	Major Violations
All moving violations not listed as a major violation.	<ul style="list-style-type: none"> <li>▪ Driving under influence of alcohol/drugs</li> <li>▪ Failure to stop/report an accident</li> <li>▪ Reckless driving/speeding contest</li> <li>▪ Driving while impaired</li> <li>▪ Making a false accident report</li> <li>▪ Homicide, manslaughter or assault arising out of the use of a vehicle</li> <li>▪ Driving while license is suspended/revoked</li> <li>▪ Careless driving</li> <li>▪ Attempting to elude a police officer</li> </ul>

## OSHA Compliance Programs

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### Hazard Communication

1. All Hadco Construction, LLC employees have a right to know what chemicals they work with, what the hazards are, and how to handle them safely.
2. Material Safety Data Sheets (MSDS) are documents provided by the supplier of a chemical. MSDS detail the chemical contents, associated hazards, and general safe handling guidelines. At Hadco Construction, LLC, the MSDS collection is located at [insert location]. Employees are free to utilize the MSDS as needed.
3. General rules for handling chemicals in an office environment are:
  - Read all label warnings and instructions.
  - Follow instructions for quantity. More is not better.
  - Minimize contact with chemicals. Use double layer cloths or gloves to protect your skin and keep your face clear of the area to reduce inhalation.
  - Always wash your hands after handling chemicals.
  - If a chemical enters your eye(s) immediately hold open the injured eye(s) and rinse it/them with clean, cool water for 15 minutes. Then be sure to report the injury immediately.
  - Any questions or concerns regarding chemicals should be reported to your Job Site Manager and Human Resources.
4. All chemical containers must be labeled to identify contents and hazards. Most labels use numbers to rank the hazard level in three important areas:
  - **FIRE** (red background color) - will the material burn?
  - **HEALTH** (blue background) - is the material dangerous to my body?
  - **REACTIVITY** (yellow background) - is the material dangerously unstable?

After each hazard (Fire, Health, and Reactivity), a number from 1-4 will be assigned. The number reflects the degree (or amount) of hazard:

- 0 Minimal
- 1 Slight
- 2 Moderate
- 3 Serious

### Bloodborne Pathogens

1. Blood and other bodily fluids can carry pathogens, which are capable of causing diseases in others. This includes HIV, which leads to AIDS, and hepatitis.
2. Because we cannot tell by looking at a person if they are infected with a pathogenic disease, we must take precautions following an illness or injury when bodily fluids are released.
3. In the event of a person losing bodily fluids, stay away from the area and warn others to also do so. You can still stay close to the ill/injured person to support him/her, just be sure to stay out of contact any bodily fluids.
4. In the event that you find spilled bodily fluids, a syringe, or other medically contaminated materials, do not attempt clean up by yourself. Call Human Resources immediately for instructions.

## OSHA Compliance Programs

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### Personal Protective equipment (PPE)

Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.

- a) Safety Glasses – must be worn at all times in designated areas in this facility.
- b) Hard Hats – must be worn at all times in designated areas.
- c) Gloves – work gloves must be worn at all times when handling sharp or rough stock, welding, or performing other jobs, which could cause hand injuries. Synthetic gloves must be worn when handling chemicals.
- d) Welding – appropriate filter lens, welding helmet, gloves, and sleeves are required for welders at all times.
- e) Respirators – only employees trained and authorized to use respirators are allowed to do so.
- f) Hearing Protection – is required in areas where noise exposure is more than 90dBA (85dBA if you already have experienced a hearing loss).

### Lockout/Tagout

Prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Never remove or tamper with a lockout performed by another employee or contractor. A lockout could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as "DANGER - DO NOT OPERATE" may also be used for lockout. If you see the lock, the tag, or both applied to an energy control device it means, "Keep your hands off."

1. Do not perform any maintenance, inspection, cleaning, adjusting or servicing of any equipment without following the company's lockout/tagout program.
2. If required to work on powered equipment (hydraulic, electrical, air, etc.), you must have your personal padlock with your name on it and personal key on your person at all times.
3. Disconnect and padlock all machine power disconnects in the off position before removing guards for the purpose of working "ON" or "IN" the machinery or approaching its unguarded parts. (NOTE: When more than one employee is working on a single piece of equipment, each employee must use his own padlock along with lock-out tongs to lock out the equipment. When the work is completed, he must remove only his lock.
4. Do not commence equipment repair or maintenance work until you have verified that the tagged/locked out switch or control cannot be overridden or bypassed.
5. Replace all guards before removing personal padlocks from the control.
6. Do not use or remove another employee's protective lock. Do not remove a lock from equipment unless you placed it there.
7. Before machinery is put back into use after LOCKOUT/TAGOUT, give a verbal announcement or sound a warning to fellow employees.

### Confined Space

Only trained and authorized employees are permitted to enter confined spaces. If you believe that your job requires confined space entry, contact your supervisor prior to undertaking the work. Confined spaces are areas not meant for human occupancy, have limited means of entry/exit, and have electrical, chemical, thermal, atmospheric, or entrapment hazards.

## OSHA Compliance Programs

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### **Respiratory Protection**

1. Do not perform operations requiring respirators, unless you have been approved for use of respirators, fitted and trained the company's respiratory protection program.
2. Inspect respirators for cracked or worn parts before and after each use and after cleaning.
3. Do not work in an area that requires the use of respiratory equipment, if you fail to obtain a tight seal between the respirator and your face.
4. Do not wear a respirator if facial hair prevents a tight seal between the respirator and your face.
5. Clean and sanitize respiratory equipment according to manufactures recommendations after each use.
6. Store respiratory equipment in a clean and sanitary location.

## Fire Prevention & Electrical Safety

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### Fire Prevention

1. Smoking is only allowed in designated exterior smoking areas.
2. No candles or open flames are allowed within the office facility.
3. Contractors performing hot work must contact [insert name] for approval.
4. Only space heaters provided by the company are approved for use within the facility. Employees using space heaters are responsible to turn the heater off when leaving their desk for extended periods of time (lunch, end of the workday, etc.).
5. No flammable chemicals are allowed inside the building at any time. If you feel that there is a work-related need to use a flammable chemical, contact the supervisor for guidance on Hazard Communication and fire safety.

### Electrical Safety

1. With the exception of independently fused multi-tap cords for computers, extension cords are not allowed in office areas.
2. Keep electrical cords out of areas where they will be damaged by stepping on or kicking them.
3. Turn electrical appliances off with the switch, not by pulling out the plug.
4. Turn all appliances off before leaving for the day.
5. Never run cords under rugs or other floor coverings.
6. Any electrical problems should be reported immediately.
7. The following areas must remain clear and unobstructed at all times:
  - Exit doors,
  - Aisles,
  - Electrical panels, and
  - Fire extinguishers.

## General Safety Precautions

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### Lifting

1. Plan the move before lifting; ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object using your hands and fingers. Use handles when they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs, stand to an erect position.
12. Perform lifting movements smoothly and gradually; do not jerk the load.
13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
16. Never lift anything if your hands are greasy or wet.
17. Wear protective gloves when lifting objects that have sharp corners or jagged edges.

### Ladders & Stepladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the ladder. Lock the doorway that you are blocking with the ladder and post signs that will detour traffic away from your work.
5. Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
6. Allow only one person on the ladder at a time.
7. Face the ladder when climbing up or down it.
8. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.
9. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder. Do not jump from ladders or step stools.
10. Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use the ladder or stepstool.
11. Do not stand on the top two rungs of any ladder.
12. Do not stand on a ladder that wobbles, or that leans to the left or right of center.
13. When using a straight or extension ladder, extend the top of the ladder at least three feet above the edge of the landing.
14. Secure the ladder in place by having another employee hold it if it cannot be tied to the structure.
15. Do not move a rolling ladder while someone is on it.
16. Do not place ladders on barrels, boxes, loose bricks, pails, concrete blocks or other unstable bases.
17. Do not carry items in your hands while climbing up or down a ladder.

## General Safety Precautions

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### Housekeeping

1. Do not place materials such as boxes or trash in walkways and passageways.
2. Sweep up shavings from around equipment such as drill presses, lathes or planers by using a broom and a dust pan.
3. Mop up water around drinking fountains, drink dispensing machines and ice machines immediately.
4. Do not store or leave items on stairways.
5. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
6. Do not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used.
7. Straighten or remove rugs and mats that do not lie flat on the floor.
8. Remove protruding nails or bend them down into the lumber by using a claw hammer.
9. Return tools to their storage places after using them.
10. Do not use gasoline for cleaning purposes.
11. Use caution signs or cones to barricade slippery areas such as freshly mopped floors.

## Job-Specific Safety Precautions

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### Heavy Equipment Operation

1. No passengers are permitted on heavy equipment.
2. Keep windows and windshield clean.
3. Do not use heavy equipment if the horn or backup alarm do not sound.
4. Turn off the engine before leaving heavy equipment unattended.
5. Do not jump off of or onto any heavy equipment.
6. Keep heavy equipment in gear when going down grade. Do not use neutral.
7. Display the "Slow Moving Vehicle" sign when operating heavy equipment on roads.
8. Do not operate backhoes, power shovels and other heavy equipment within two (2) feet from the edge of an excavation.
9. Do not use a bucket or other attachments for a staging or temporary platform for workers.
10. Do not operate a backhoe over or across underground utilities that are marked by paint, flagged or staked.
11. Set swing brake of a backhoe bucket arm when moving the vehicle to and from the digging site.
12. Stay in the compartment during operation of heavy equipment. Do not reach in or attempt to operate controls from outside the piece of equipment.

### Crane Safety

1. Do not use load hooks that are cracked, bent or broken.
2. Do not use cranes that do not have their rated load capacity indicated on each side of the crane or on its load block.
3. Passengers are not permitted to ride inside the operator's cab of a truck crane.
4. Keep crane windows clean. Do not use a crane if its windows are broken.
5. Do not exceed the rated load capacity as specified by the manufacturer.
6. Do not operate a crane on soft ground without using cribbing and mats.
7. Fully extend outriggers before attempting a lift.
8. Stay outside the barricades of the posted swing radius.
9. Do not perform any crane refits or modifications without the manufacturer's approval.
10. Do not leave the crane unattended with a hoisted load.
11. Do not hoist loads over people.
12. Do not drive on the road shoulders.
13. Wear a high visibility vest when working as a signalman.
14. Only follow the signals of the person designated to give you signals when operating a crane.
15. Replace the belts, gears or rotating shaft guards after servicing a crane; do not use the crane if guards are missing from these areas.

### Sling Safety

1. Do not use chain slings if links are cracked, twisted, stretched or bent.
2. Do not shorten slings by using make-shift devices such as knots or bolts.
3. Do not use a kinked chain.
4. Protect slings from the sharp edges of their loads by placing pads over the sharp edges of the items that have been loaded.
5. Wear work gloves when handling rough, sharp-edged or abrasive chains, cables, ropes or slings.
6. Do not alter or remove the safety latch on hooks. Do not use a hook that does not have a safety latch, or if the safety latch is bent.
7. Do not place your hands between the sling and its load when the sling is being tightened around the load.
8. Lift the load from the center of hooks, not from the point.

### Labor Personnel Safety

1. Do not start work until barricades, barrier logs, fill or other protection have been installed to isolate the work area from local traffic.
2. Reflective warning vests must be worn by traffic flagmen who are assigned to controlling traffic.
3. Do not approach any heavy equipment until the operator has seen you and has signaled to you that it is safe to approach.
4. Walk around or step over holes, rocks, roots, materials or equipment in your pathway.
5. Do not work outdoors during lightning storms.
6. Drink plenty of clear liquids during your breaks.
7. Take breaks in shaded areas.

## Job-Specific Safety Precautions

### Scaffold Safety

1. Follow the manufacturer's instructions when erecting the scaffold.
2. Do not work on scaffolds outside during stormy or windy weather.
3. Do not climb on scaffolds that wobble or lean to one side.
4. Initially inspect the scaffold prior to mounting it. Do not use a scaffold if any pulley, block, hook or fitting is visibly worn, cracked, rusted or otherwise damaged. Do not use a scaffold if any rope is frayed, torn or visibly damaged.
5. Do not use any scaffold tagged "Out of Service."
6. Do not use unstable objects such as barrels, boxes, loose brick or concrete blocks to support scaffolds or planks.
7. Do not work on platforms or scaffolds unless they are fully planked.
8. Do not use a scaffold unless guardrails and all flooring are in place.
9. Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches.
10. Do not walk or work beneath a scaffold unless a wire mesh has been installed between the midrail and the toeboard or planking.
11. Use your safety belts and lanyards when working on scaffolding at a height of 10 feet or more above ground level. Attach the lanyard to a secure member of the scaffold.
12. Do not climb the cross braces for access to the scaffold. Use the ladder.
13. Do not jump from, to, or between scaffolding.
14. Do not slide down cables, ropes or guys used for bracing.
15. Keep both feet on the decking. Do not sit or climb on the guardrails.
16. Do not lean out from the scaffold. Do not rock the scaffold.
17. Keep the scaffold free of scraps, loose tools, tangled lines and other obstructions.
18. Do not throw anything "overboard" unless a spotter is available. Use the debris chutes or lower things by hoist or by hand.
19. Do not move a mobile scaffold if anyone is on the scaffold.
20. Chock the wheels of the rolling scaffold, using the wheel blocks, and also lock the wheels by using your foot to depress the wheel-lock, before using the scaffold.

### Electrical – Hot Line Safety

1. Clean all protective line equipment after each use, prior to storage.
2. Wear rubber gloves or use hot sticks when removing tree branches, limbs, or similar objects from contact with high voltage lines, panels or equipment.
3. Do not wear rubber protective gloves while climbing or descending a pole.
4. Wear 100% cotton or flame resistant shirts or jumpers (with sleeves rolled down) and protective hats when working on or near live parts, lines, and panels or when climbing poles.
5. Wear body belts with straps or lanyards when working at an elevated position (poles, towers, etc.).
6. Visually inspect body belts and straps before use for defects, wear, and damage.
7. When working with lines of 600 volts or more:
  - Wear rubber gloves or use hot sticks when placing protective equipment around energized voltage conductors.
  - Do not work on a line that is removed from service until the line is cleared, tagged, tested, and grounded.
  - Treat bare wire communication conductors on structures as energized lines unless they are protected by insulated conductors.
8. Treat bare wire communication conductors on power poles and structures as energized lines (with voltages in excess of 600 volts) unless the conductors are protected by insulating materials.
9. Do not remove any ground until all employees are clear of the temporary grounded lines or equipment.
10. After a capacitor has been disconnected from its source of supply, wait five minutes before short-circuiting and grounding it.
11. Do not contact the terminals, jumpers or line wires connected directly to capacitors until the capacitors have been short-circuited and/or grounded.
12. Visually inspect and wipe down all hot line tools each day before use.
13. Do not wear rubber gloves with protectors while using hot line tools.
14. Do not use defective hot line tools. Mark them as defective and turn them in for repair or replacement.

## Job-Specific Safety Precautions

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### Hazardous Materials

1. Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product you will be using in your workplace.
2. Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears, or other visible signs of damage.
3. Each time you use your gloves, wash them, before removing the gloves, using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
4. Do not use chemicals from unlabeled containers or unmarked cylinders.
5. Always use chemical goggles and a face shield before handling chemicals labeled "Corrosive" or "Caustic."
6. Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic."
7. Do not smoke while handling chemicals labeled "Flammable."

### Machine Safety

1. Do not remove, alter or bypass any safety guards or devices when operating mechanical equipment such as mechanical power presses, press brakes, metal working lathes, radial arm saws, drills, horizontal mill, punch press, or when bending or forming materials.
2. Replace guards, before starting the machine, after making adjustments or repairing the machine.
3. Do not try to stop a workpiece as it goes through any machine. If the machine becomes jammed, disconnect the power before clearing the jam.
4. Do not wear loose clothing, jewelry or ties in the machine shop.
5. Read and obey safety warnings posted on or near any machinery.
6. Long hair must be contained under a hat or hair net, regardless of gender.

### Power Saws

1. Wear the prescribed personal protective equipment such as goggles, gloves, dust masks and hearing protection when operating the power saw.
2. Turn the saw power switch "Off" before making measurements, adjustments or repairs.
3. Keep your hands away from the exposed blade.
4. Operate the saw at full cutting speed, with a sharp blade, to prevent kickbacks.
5. If the saw becomes jammed, turn the power switch of the saw to "Off" before pulling out the incomplete cut.
6. Do not alter the anti-kickback device or blade guard.

### Abrasive Cut-Off Saws and Chop Saws

1. Do not use the saw if the lower portion of the blade hood is not adjusting itself to the thickness of the material being cut as the blade passes through the material.
2. Allow the saw to return to its stored position before removing the cut material from the table.
3. Lay the material squarely and solidly down before sawing it.
4. Use a clamp to secure cylindrical materials to the saw "table" before cutting.
5. Do not use the abrasive cut off saw for grinding or sharpening any tool or material.

### Drill Press

1. Replace the belt and pulley guard before starting the press and after making adjustments or repairs to the press.
2. Make sure the press table is locked into place and the depth adjustment is set before turning on the power.
3. Remove the chuck key before turning on the power.
4. Clamp small pieces of stock that are to be drilled in the drill vise or to the work bench.
5. Do not wear rings, wristwatches or gloves when working with the drill press.
6. Turn off the power and wait until the machine has come to a complete stop before reaching for the piece of stock.
7. Keep the drill press and the area around the drill press clear of metal cuttings and lubricants.
8. When adjusting the chuck size, do not turn on the power to the drill press while holding the chuck with your hand.

## Job-Specific Safety Precautions

### Grinders & Grinding Wheels

1. Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage by conducting a "ring test." Tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead sound rather than a ring sound, do not use the wheel.
2. Do not use a grinding wheel that has chips, cracks or grooves.
3. Do not use the grinding wheel if it wobbles. Tag it "Out of Service."
4. Adjust the tongue guard so that it is no more than 1/4 inch from the grinding wheel.
5. Adjust the tool rest so that it is no more than 1/8 inch from the grinding wheel.
6. Do not use a bench grinder if it is not firmly anchored to the work bench or other secure platform.
7. Do not install a grinding wheel whose labeled RPM is lower than the rated speed of the grinder.
8. Stand to one side of the plane of a rotating grinding wheel during the first few seconds of operation.
9. Grind on the side of the wheel only when it is made for side grinding.
10. Turn the grinder "off" when you have finished working with it and remain at the machine until it has completely stopped turning.

### Portable Grinders

1. Do not use a portable hand held grinder with a wheel diameter larger than 2" unless the grinder has a positive action switch to ensure the switch can not be locked in the on position.
2. Do not use a portable grinder if the grinding wheel guard is missing.
3. Do not clamp a portable grinder in a vice to use it as a bench grinder.

### Pneumatic & Hydraulic Tools

1. Do not point a charged compressed air hose at bystanders or use it to clean your clothing.
2. Lock and/or tag tools "Out of Service" to prevent usage of the defective or damaged tool.
3. Do not use tools that have handles with burrs or cracks.
4. Do not use compressors if their belt guards are missing. Replace the belt guards before using the compressor.
5. Turn the power switch of the tool to "Off" and let it come to a complete stop before leaving it unattended.
6. Disconnect the tool from the air line before making any adjustments or repairs to the tool.

### Electrical Powered Tools

1. Do not use power equipment or tools on which you have not been trained.
2. Keep power cords away from the path of drills, saws, vacuum cleaners, floor polishers, mowers, knives, and grinders.
3. Do not use cords that have splices, exposed wires, or cracked or frayed ends.
4. Do not carry plugged in equipment or tools with your finger on the switch.
5. Do not carry equipment or tools by the cord.
6. Disconnect the tool from the outlet by pulling on the plug, not the cord.
7. Turn the tool off before plugging or unplugging it.
8. Do not leave tools that are "On" unattended.
9. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
10. Do not operate spark inducing tools such as grinders near containers labeled "Flammable."
11. Turn off the electrical tool and unplug it from the outlet before attempting repairs or service work. Tag the tool "Out of Service."
12. Do not use extension cords or other three pronged power cords that have a missing prong.
13. Do not use an adapter such as a cheater plug that eliminates the ground.
14. Do not run extension cords through doorways, through holes in ceilings, walls or floors.
15. Do not drive over, drag, step on or place objects on a cord.
16. Do not use a power hand tool while wearing wet cotton gloves or wet leather gloves.
17. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
18. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic hand grips or other nonconductive areas designed for gripping purposes.

## Job-Specific Safety Precautions

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### Hand Tool Safety

1. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
2. Tag worn, damaged or defective tools "Out of Service" and do not use them.
3. Do not use a tool if the handle surface has splinters, burrs, cracks or splits.
4. Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
5. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
6. Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels or files in your pocket unless the tool or your pocket is sheathed.
7. Do not perform "make-shift" repairs to tools.
8. Do not throw tools from one location to another or from one employee to another.
9. Transport hand tools only in tool boxes or tool belts. Do not carry tools in your hand or clothing when climbing.

### Forklift Safety

1. Only employer authorized personnel may operate forklifts.
2. Do not exceed the forklift lift capacity (refer to the lift capacity plate on the forklift).
3. Follow the manufacturer's guidelines concerning changes in the lift capacity before adding an attachment to a forklift.
4. Lift the load an inch or two to test for stability: If the rear wheels are not in firm contact with the floor, take a lighter load or use a forklift with a higher lift capacity.
5. Do not raise or lower a load while you are in route. Wait until you are in the loading area and have stopped before raising or lowering the load.
6. After picking up a load, adjust the forks so that the load is tilted slightly backward for added stability.
7. Drive with the load at a ground clearance height of 4-6 inches at the tips and 2 inches at the heels in order to clear most uneven surfaces and debris.
8. Drive at a walking pace and apply brakes slowly to stop when driving on slippery surfaces such as icy or wet floors.
9. Approach railroad tracks at a 45 degree angle.
10. Do not drive over objects in your pathway.
11. Do not drive into an area with a ceiling height that is lower than the height of the mast or overhead guard.
12. Steer wide when making turns.
13. Do not drive up to anyone standing or working in front of a fixed object such as a wall.
14. Do not drive along the edge of an unguarded elevated surface such as a loading dock or staging platform.
15. Obey all traffic rules and signs.
16. Sound the horn when approaching blind corners, doorways or aisles to alert other operators and pedestrians.
17. Do not exceed a working speed of five miles per hour and slow down in congested areas.
18. Stay a minimum distance of three fork truck lengths from other operating mobile equipment.
19. Drive in reverse and use a signal person when your vision is blocked by the load.
20. Look in the direction that you are driving; proceed when you have a clear path.
21. Do not use bare forks as a man-lift platform.
22. Do not load pallets of wood that are not banded on to the forklift.
23. Do not drive the forklift while people are on an attached aerial lift platform.
24. Drive loaded forklifts forward up ramps and in reverse when driving down a ramp.
25. Drive unloaded forklifts in reverse when going up a ramp & forward when going down a ramp.
26. Raise the forks an additional two inches to avoid hitting or scraping the ramp surface as you approach the ramp.
27. Do not attempt to turn around on a ramp.
28. Do not use "Reverse" to brake.
29. Lower the forks completely, turn off the engine and set the parking brake before leaving your forklift.

## Job-Specific Safety Precautions

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### Compressed Gas Cylinders – Storage & Handling

1. Do not handle oxygen cylinders if your gloves are greasy or oily.
2. Store all cylinders in the upright position.
3. Place valve protection caps on gas cylinders that are in storage or not in use.
4. Do not lift cylinders by the valve protection cap.
5. Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled "Corrosive."
6. Do not place cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.
7. Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.
8. If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed and tag it to indicate the defect.

### Hand Truck Safety

1. When loading hand trucks, keep your feet clear of the wheels.
2. Do not exceed the manufacturer's load rated capacity. Read the capacity plate on the hand truck if you are unsure.
3. Place the load so that it will not slip, shift or fall. Use the straps, if they are provided, to secure the load.
4. For extremely bulky or pressurized items, such as gas cylinders, strap or chain the items to the hand truck.
5. Tip the load slightly forward so that the tongue of the hand truck goes under the load.
6. Push the tongue of the hand truck all the way under the load that is to be moved.
7. Keep the center of gravity of the load as low as possible by placing heavier objects below the lighter objects.
8. Push the load so that the weight will be carried by the axle and not the handles.
9. If your view is obstructed, ask a spotter to assist in guiding the load.
10. Do not walk backward with the hand truck, unless going up ramps.
11. When going down an incline, keep the hand truck in front of you so that it can be controlled at all times.
12. Move hand trucks at a walking pace.
13. Store hand trucks with the tongue under a pallet, shelf, or table.

### Welding/Cutting/Brazing

1. Obey all signs posted in the welding area.
2. Do not leave oily rags, paper such as blueprints or other combustible materials in the welding, cutting or brazing area.
3. Do not perform "hot work," such as welding, metal grinding or other spark producing operations, within 50 feet of containers labeled "Flammable" or "Combustible."
4. Use the red hose for gas fuel and the green hose for oxygen.
5. Do not use worn, burned or cracked hoses.
6. Do not use oil, grease or other lubricants on the regulator.
7. "Blow Out" hoses before attaching the torch.
8. Ignite torches with friction lighters only. Do not use a cigarette lighter.
9. Do not change electrodes with bare hands; use dry rubber gloves.
10. Bleed oxygen and fuel lines at the end of the work-shift.
11. Do not wear contact lenses when welding.
12. When welding, wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt, long pants, and an apron.
13. Wear clothing made of cotton, wool, or non-synthetic fibers. Wear long sleeve shirts, long pants, boots, and gloves.
14. Use the welding screen to shield other employees from flying slag and intense light.
15. Before welding place the floor fan behind you to keep welding fumes away from your face.
16. Do not use a torch on any container that is labeled "Flammable" or "Combustible."

## Job-Specific Safety Precautions

### Electrical Arc Welding

1. Obey all signs posted in the welding area.
2. Use the welding screen to shield other employees from flying slag and intense light.
3. Wear a welding helmet with filter plates and lenses, welding gloves, a long sleeve shirt and long pants when welding.
4. Do not perform welding tasks while wearing wet cotton gloves or wet leather gloves.
5. Do not change electrodes with bare hands; use dry welder's gloves.
6. Do not use the welding apparatus if the power cord is cut, frayed, split or otherwise visibly damaged or modified.

### Spray Painting

1. Store rags that have oil or paint on them in closed metal containers labeled "oily rags."
2. Press the pressure relief valve on painting canisters and painting guns prior to disconnecting them.
3. Do not eat, drink, smoke or apply cosmetics where spray painting is taking place.
4. Do not operate spark inducing tools such as grinders, drills or saws near containers labeled "Flammable " or in an explosive atmosphere such as paint spray booths or rooms.
5. Perform all spray painting operations in the spray booth or room.
6. Do not point the spray gun toward any part of your body or at anyone else.
7. Turn the control switch to the "on" position to operate the mechanical ventilation system before and during all spraying operations.

### Trenching

In accordance with OSHA 29 CFR 1926 Subpart P, safety and health programs must be in place to address the variety of hazards workers face while in excavation sites. The following guide is designed to provide best practices to prevent trenching injuries and fatalities for trenches less than 20 feet deep.

#### Pre-Planning (to be conducted by a competent person of authority)

1. Contact utilities to locate all underground lines prior to digging
2. Evaluate soil conditions (see chart)
3. Based on soil type, determine maximum allowable slope for excavations less than 20 feet based on angle to the horizontal (see chart)
4. Select appropriate protective systems
5. Determine proximity to the structures that could affect the choice of protective system
6. Test for low oxygen, hazardous fumes and toxic gases, especially when gasoline engine driven equipment is running, or the dirt has been contaminated by leaking lines or storage tanks
7. Insure adequate ventilation or respiratory protection, if necessary
8. Provide a warning system for mobile equipment, if necessary
9. Plan for vehicle traffic control, if necessary
10. Train all workers to recognize existing or potential hazards and how to protect themselves from cave-ins.

Chart Source: OSHA Technical Manual, Section V, Chap. 2, Excavations: Hazard Recognition in Trenching and Shoring (Jan. 1999).

Soil type	Height/Depth ratio	Slope angle
Stable Rock (granite or sandstone)	Vertical	90°
Type A (clay)	3/4:1	53°
Type B (gravel, silt)	1:1	45°
Type C (sand)	1 1/2:1	34°
Type A (short-term); for a max. excavation depth of 12 feet	1/2:1	63°

### Protective Trenching Systems

- Always use a protective system, such as sloping, shoring or shielding, for trenches 5 feet deep or greater.
  - Slope to protect workers by cutting back the trench wall at an angle inclined away from the excavation that is not steeper than a height/depth ratio of 1 1/2:1, according to the sloping requirements for the type of soil.
  - Shore to protect workers by installing supports to prevent soil movement for trenches that do not exceed 20 feet in depth.
  - Shield to protect workers by using trench boxes or other types of supports to prevent soil cave-ins.
- Instruct employees to never enter an unprotected trench

### Access & Egress

1. If trench is four feet deep or more, provide stairways, ladders, ramps or other safe means of egress
2. Insure structural ramps used solely for access or egress are designed by a competent person
3. Provide ladders or steps within 25 lateral feet of workers
4. When two or more components form a ramp or runway, they must be connected to prevent displacement, and be of uniform thickness
5. Cleats or other means of connecting runway components must be attached in a way that would not cause tripping
6. Structural ramps used in place of steps must have a non-slip surface
7. Use earthen ramps as a means of egress only if a worker can walk them in an upright position, and only if they have been evaluated by a competent person
8. Keep excavations open the minimum amount of time needed to complete operations

### Inspection Procedures

Inspections should be conducted by a competent person who has training in soil analysis, use of protective systems, is knowledgeable about the OSHA requirements and has authority to immediately eliminate hazards.

Inspect trenches daily for evidence of possible cave-ins, hazardous atmospheres, failure of protective systems, or other unsafe conditions. Inspect the trench:

- Before construction begins
- Daily before each shift
- As needed throughout the shift
- After any hazard-increasing event such as a rainstorm, vibrations or excessive surcharge loads

### Considerations for Excavated Materials

Excavated materials are hazardous if they are set too close to the edge of a trench. The weight of the spoils can cause a cave-in, or spoils and equipment can roll back on top of workers, causing serious injuries or death. Provide protection by one or more of the following:

- Set spoils and equipment at least 2 feet back from the excavation
- Use retaining devices, such as a trench box that will extend above the top of the trench, to prevent equipment and spoils from falling back into the excavation
- Where the site does not permit a two-foot setback, temporarily haul spoils to another location

## Employee Discipline Policy

### Definitions

1. **Insubordination:** Failure to follow the lawful instructions of a superior.
2. **Termination of Employment:** Separation from employment.
3. **Voluntary Termination:** Employees who of their own volition resign their employment.
4. **Horseplay:** Action taken by employees considered dangerous or inappropriate by management.
5. **Contract Employee:** An employee whose relationship to the company is determined by a contractual arrangement.
6. **Temporary:** Employee's other than Full-Time, Part-Time, Probationary or Contract.
7. **Seasonal:** Employees who work only during high production periods as needed.
8. **Sub-Contractors:** Contracted work with another company providing services for our company.
9. **Preventable Accident:** An accident in which reasonable actions could have been taken to avoid the accident.
10. **Non-Preventable Accident:** An accident in which every reasonable action was taken to avoid the accident.
11. **Probationary:** All employees with less than 90 days of employment.
12. **Safety Infraction:** Violation of Standards, laws, rules and company Safety policy.
13. **Safety Committee:** An organized group of employees formed to have input to the company's safety policies.
14. **Competent Person:** an OSHA/MSHA competent person is an individual who, by way of training and/or experience, is knowledgeable of applicable standards, is capable of identifying workplace hazards relating to the specific operation, is designated by the employer and has authority to take appropriate actions.

**Progressive Discipline For Minor Safety Policy Infratcions**

First Offense – Verbal Reprimand

Second Offense – Written Reprimand and a \$25.00 fine.

Third Offense – Written Reprimand, \$50.00 fine, one day suspension without pay.

Fourth Offense – Termination of employment.

**Progressive Discipline for Serious Safety Policy Infractions**

**First Offense**

- B) Job Site Shut Down until deficiency is corrected
- C) Crew Leader, Foreman, or Competent person fined \$150.00
- D) Entire Crew on job site sent home without pay.
- E) Entire Crew on job site to attend 1 hour refresher training without pay
- F) Written warning to entire crew that any further serious occurrences will result in termination of employment.

**Second Offense**

- A) Job Site Shut Down until deficiency is corrected.
- B) Entire Crew's employment may be terminated.

All Disciplinary action taken under this part will be documented and reviewed by management. Additional training may be included under any violation as deemed appropriate by management.

Employees returning to work from a suspension will meet with Safety Director prior to returning to assigned tasks.

### **Progressive Discipline for Preventable Accidents**

All accidents will be reviewed by Safety Department. A determination of preventability will be made by the Safety Director utilizing up to date techniques. An accident determined to be preventable will result in disciplinary action up to and including termination of employment.

Any employee involved in a preventable accident may be subject to termination of employment, to be determined by management.

Any employee involved in a preventable accident and employment is not terminated will be subject to the following policy:

First Offense – Written Warning, 30 minutes unpaid refresher training, accident reviews with Safety Director and \$100.00 fine.

Second Offense – Written Warning, 1 hour unpaid refresher training, accident review with Safety Director, \$100.00 fine, and 3 day suspension without pay.

Third Offense – Termination of Employment.

The Company reserves the right to depart from this policy of progressive discipline and immediately discharge any employee in its sole discretion. All employees are employed at will, and both they and the Company may terminate the employment relationship at any time, with or without cause, without following any specific procedure.

## Employee Acknowledgement Form

Hadco Construction, LLC is firmly committed to your safety. We will do everything possible to prevent workplace accidents and are committed to providing a safe working environment for you and all employees. We value you not only as an employee but also as a human being critical to the success of your family, the local community, and Hadco Construction, LLC. You are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor on duty.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local, and Hadco Construction, LLC policies and procedures. Failure to comply with these policies may result in disciplinary actions. Respecting this, Hadco Construction, LLC will make every reasonable effort to provide a safe and healthful workplace that is free from any recognized or known potential hazards. Additionally, Hadco Construction, LLC subscribes to these principles:

1. All accidents are preventable through implementation of effective Safety and Health Control policies and programs.
2. Safety and Health controls are a major part of our work every day.
3. Accident prevention is good business. It minimizes human suffering, promotes better working conditions for everyone, holds Hadco Construction, LLC in higher regard with customers, and increases productivity. This is why Hadco Construction, LLC will comply with all safety and health regulations which apply to the course and scope of operations.
4. Management is responsible for providing the safest possible workplace for Employees. Consequently, management of Hadco Construction, LLC is committed to allocating and providing all of the resources needed to promote and effectively implement this safety policy.
5. Employees are responsible for following safe work practices, company rules, and for preventing accidents and injuries. Management will establish lines of communication to solicit and receive comments, information, suggestions, and assistance from employees where safety and health are concerned.
6. Management and supervisors of Hadco Construction, LLC will set an exemplary example with good attitudes and strong commitment to safety and health in the workplace. Toward this end, management must monitor the company's safety and health performance, working environment, and conditions to ensure that program objectives are achieved.
7. Our safety program applies to all employees and persons affected or associated in any way by the scope of this business. Everyone's goal must be to constantly improve safety awareness and to prevent accidents and injuries.

Everyone at Hadco Construction, LLC must be involved and committed to safety. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood. Upon request a master copy of employee safety manual is available.

By signing this document, I confirm the receipt of Hadco Construction, LLC's employee safety handbook. I have read and understood all policies, programs, and actions as described, and agree to comply with these set policies. I have also been given the opportunity to further discuss any questions or concerns with my supervisor, safety manager or human resource department.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Hadco Construction Inc.**  
**Cost Estimate for Closure Construction**  
**Class Ivb Landfill**

Item	Unit	#/Unit	Units	Cost
Topographic Survey	LS	450	1	450.00
<b>Engineering Total</b>				<b>\$ 450.00</b>
Revegetation	SF	0.06	6 acres	15,522.17
Furnish/Place Topsoil	CY	4	3400	13,600.00
<b>Construction Total</b>				<b>\$ 29,122.17</b>
10% Contingency Fee				2,912.22
1% Performance Bond				291.22
Legal Fees				500.00
<b>Misc Total</b>				<b>\$ 3,703.44</b>
<b>Closure Total</b>				<b>\$ 33,275.61</b>
<b>Post Closure Estimate</b>				
Annual Inspection	Yearly	150	30 yrs	4,500.00
Re-furnish/place topsoil and see if needed.	CY	4	500	2,000.00
<b>Post Closure Total</b>				<b>\$ 6,500.00</b>
<b>Grand Total</b>				<b>\$ 39,775.61</b>

Appendix F

April 29, 2009

**IRREVOCABLE STANDBY LETTER OF CREDIT NO. ZSB800707  
AMENDMENT**

*Express*  
**RECEIVED**

BENEFICIARY:  
UTAH SOLID AND HAZARDOUS  
WASTE CONTROL BOARD  
288 NORTH 1460 WEST  
P.O. BOX 14880  
SALT LAKE CITY, UT 84114-4880

LETTER OF CREDIT DATE:  
March 21, 2003

**MAY 04 2009**

UTAH DIVISION OF  
SOLID & HAZARDOUS WASTE  
*2009.01421*

CURRENT AMOUNT: USD40,000.00

Dear Sir/Madam:

We have been requested by HADCO CONSTRUCTION, LLC, 1850 NORTH 1450 WEST LEHI, UTAH 84043 to amend the above referenced IRREVOCABLE LETTER OF CREDIT issued in your favor, as follows:

The new expiry date of this letter of credit is: April 30, 2010

This letter of credit is increased by: USD 224.00  
The new amount of this letter of credit is: USD 40,000.00

All other terms and conditions remain the same.

This amendment is an integral part of the captioned letter of credit and must be attached to the said letter in your possession.

If you have any questions concerning this transaction, please call us at (213) 593-2131, (213) 593-2128 or (213) 593-2127.

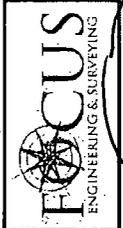
Sincerely,

  
Authorized Signature

Linda Stearn  
Vice President

**ORIGINAL IN SAFE**

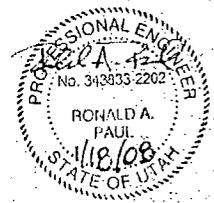
**COPY**



HADFIELD TRASH PIT - LEHI CITY, UTAH

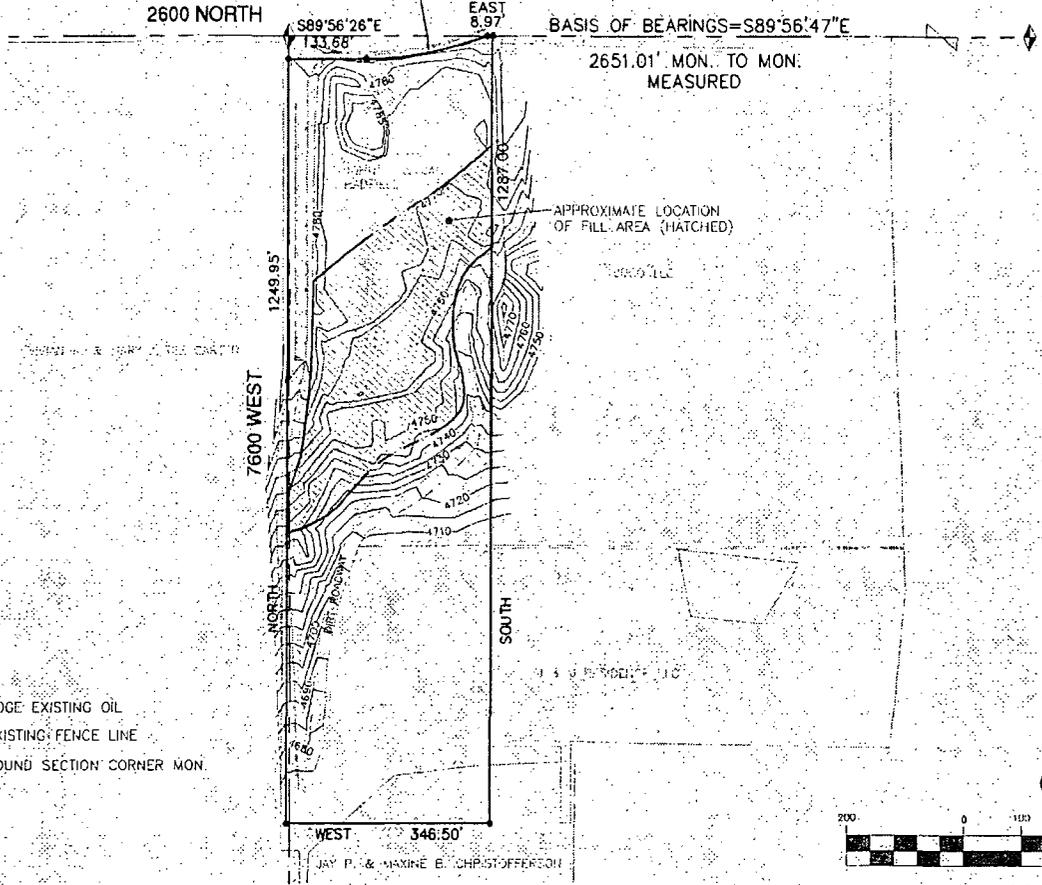
TOPOGRAPHY MAP

BTI



NORTH QUARTER CORNER  
SECTION 4  
TOWNSHIP 5 SOUTH  
RANGE 1 EAST  
S.L.B.&M.  
R=574.00  
L=208.35  
Δ=20°47'51"  
T=105.34  
CHB=N79°39'39"E  
CHD=207.21

NORTHEAST CORNER  
SECTION 4  
TOWNSHIP 5 SOUTH  
RANGE 1 EAST  
S.L.B.&M.



NOTE:  
NO GROUND WATER MONITORING WELLS  
OR LANDFILL GAS MONITORING POINTS  
WERE FOUND

JAY P. & MAXINE B. CHAPSTOFFERSON