ATLAS PAINTING AND SHEETING CORP.
465 CREEKSIDE DRIVE
AMHERST, NY 14228
(716) 564-0490
(716) 564-0494 - FAX

POLICY

&

PROCEDURE

MANUAL

Updated 1/5/25

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ATLAS PAINTING AND SHEETING CORP.

465 Creekside Dr, Amherst, NY 14228 ● Office: 716-564-0490 ● Fax: 716-564-0494 ● www.atlas-painting.com

Lead Abatement
Protective Coatings
Abrasive Blasting
Work Platforms
Water Jetting
Bridges
Industrial
Commercial
Plural Component
Tank Linings
Pipelines
Inspections
Cleaning

MISSION STATEMENT

It is the policy and goal of Atlas Painting and Sheeting Corp. to provide painting, protective coatings, and related services to customers in accordance with their requirements and specifications, and in accordance with all local, state, and federal regulations.

Atlas Painting and Sheeting Corp. hereby acknowledges its total support of its Quality Control Program and requires that this program be implemented by all personnel directly or indirectly involved in painting operations.

Atlas Painting and Sheeting Corp. also considers no phase of its operations or administration of greater importance than maintaining the highest occupational safety and health standards. This approach is both a moral obligation and a sound business practice. The Company places the responsibility for workplace safety and health at all levels of management and on each employee. To accomplish this goal, it is therefore necessary to provide leadership and support to develop and maintain:

- A Company Safety and Health focus designed to prevent human suffering, pain, and economic loss from workplace accidents, injuries, or property damage.
- A Company commitment to provide insofar as possible a workplace free from recognized hazards by adherence to federal, state, and local safety and health regulations and standard industry safe work practices.
- A Company work force aware of the workplace hazards that confront them, and aware of their safety responsibility to themselves, their fellow workers, and to the Company.
- A Company attitude to encourage the incorporation of safety and health awareness at each of its work operations and to ensure the security, protection, and wellbeing of personnel and property at all our work sites.

The success of the Company's Quality Control and Safety and Health programs requires the combined effort of management, supervision, and employees. We want our operations to be among the best in our industry. This can only be achieved if every person contributes to this team effort.

James Frangos - President

1/5/25
Date

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PROCEDURE FOR DISSEMINATING COMPANY POLICIES & PROCEDURE FOR DISTRIBUTING PROJECT SPECIFICATIONS AND ADDENDA

Atlas Painting and Sheeting Corporation's Company policy is comprised of its Health & Safety Manual, Policy & Procedures Manual, and Equipment Maintenance Manuals. The Company Project Manager / Health & Safety Coordinator reviews these manuals with the on-site Competent Person / Quality Control Person and furnishes them with a copy of the same. The Competent Person / Quality Control Person then reviews and instructs their field people with these manuals through a series of training sessions and toolbox meetings. A form which verifies receipt of these manuals must be signed by both the on-site Competent Person / Quality Control Person and the Company Project Manager / Health & Safety Coordinator. A copy of this form is attached at the end of this section. Field management personnel are also able to obtain access to the Company's file server, through a VPN connection. Through this method, Field Management can access all of the specific job files along with a large number of industry standards.

James Frangos - President

1/5/25
Date

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PROCEDURE FOR DISTRIBUTING PROJECT SPECIFICATIONS / PLANS , REVISIONS, AND/OR CHANGE ORDERS

ALL PROJECTS: Robert Cohan, Vice President, to forward by hard copy or email, all plans, and specifications for the project to the Foreman, QC Person and Competent Person.
**** NOTE: Return one original signed copy to Robert Cohan at main office.**

RECEIPT OF ORIGINAL SPECIFICATIONS

Project Name:

QA / QC Person: _____

_____ _____
Signature Date

HSO / CP: _____

_____ _____
Signature Date

Foreman: _____

_____ _____
Signature Date

RECEIPT OF REVISIONS / CHANGE ORDERS

Received By: _____ _____
Name Title

_____ _____
Signature Date

Atlas Painting and Sheeting Corp.
Health and Safety Organizational Chart

James Frangos
President- General Manager

Robert Cohan
Vice President - Project Manager
C-3 / NACE II / QCS
Competent Persons Supervisor
Production Manager

Micah Golba
Project Manager
C-3 Certified / NACE I

Donald Durgin
Project Manager / Superintendent / C-3 / CP / QC Inspector – NACE I

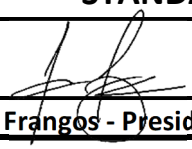
Ioannis Koutsomitis
Superintendent / Assistant Production Manager

Mitch Blum, CSP, CHMM
Health & Safety Consultant

Paul O'Sullivan Superintendent / Competent Person / Quality	**HealthWorks-WNY, LLP** **Medical Surveillance**
Roger Weber Superintendent / Competent Person / Quality Control Inspector – NACE I	**T. J. Hart** Superintendent / Foreman / Competent Person – NACE I
Brian Parker Superintendent / C-3 Competent Person / Quality Control Inspector – NACE I	**Eric Highers** Superintendent / C-3 Competent Person / Quality Control Inspector – NACE I
	Jeffrey Snow Superintendent / Competent Person / QCS / QC Inspector – NACE II

James Frangos - President

1/5/25
Date

ATLAS PAINTING AND SHEETING CORPORATION STANDARD OPERATING PROCEDURES	
APPROVED BY:  **James Frangos - President**	**JOB CLASSIFICATIONS: QUALIFICATIONS AND TRAINING OF KEY PERSONNEL**

1) RESPONSIBILITIES

A) COMPANY OFFICERS:

- Support for and enforcement of all applicable health & safety rules and QC practices.

B. THE COMPANY HEALTH AND SAFETY COORDINATOR:

- Provides required direction regarding Health and Safety policy to the Health and Safety Consultant, Health and Safety Supervisors / Competent Persons and Employees.
- Ultimate enforcement of all applicable Company Health and Safety rules.

C. QUALITY CONTROL SUPERVISOR:

- Oversees all coating inspectors
- Monitors all QC Reports
- Reviews Project Specifications with QC Inspectors

D. COMPANY HEALTH AND SAFETY CONSULTANT:

- Communicates with the Company Health and Safety Coordinator concerning any need for additional health and safety rules.
- Provides advice and guidance on recognition, evaluation, and control of physical and chemical stresses to employees, training, personal protective equipment, exposure monitoring, etc.

E. SUPERVISORS / COMPETENT PERSONS:

- Enforces all applicable health and safety rules, and quality control practices on-site. Has authority to stop non-conforming work.
- Provides initial employee orientation concerning general H&S rules on project sites.
- Communicates with the Company Health and Safety Coordinator, concerning any need for additional health and safety rules.

F. EMPLOYEES:

- Must understand and follow all health and safety rules.
- Inform Company Health and Safety Coordinator, or Supervisor of any health and safety rule violations.
- Inform Company Health and Safety Coordinator, or Supervisor of any need for additional health and safety rules.

ATLAS PAINTING AND SHEETING CORPORATION STANDARD OPERATING PROCEDURES	
APPROVED BY: _____ **James Frangos - President**	**JOB CLASSIFICATIONS: QUALIFICATIONS AND TRAINING OF KEY PERSONNEL**

INTRODUCTION

The following are the major industrial painting job classifications, qualifications, and training requirements at Atlas Painting and Sheeting Corp.

1. PROJECT MANAGER

Qualifications:

- 10 years industrial bridge rehabilitation projects.
- Authority to act as a Representative of Atlas Painting and Sheeting Corp.

Responsibilities:

- Overall Production, Quality, and Profitability.
- Overall Health and Safety and Environmental Compliance.
- Ensures all employees are properly trained.
- Disseminates relevant technical information to the Competent Person(s) in the field.

Training:

- AMPP “Supervisor/Competent Person Training for Deleading of Industrial Structures”.
- NACE Level I or Equal.
- Proper operation of major pieces of abrasive blast cleaning, environmental control and materials handling equipment approved by equipment manufacturer, supplier, or governing technical society.

2. FULL-TIME, ON-SITE, COMPETENT PERSON

Qualifications:

- Minimum of 2 years industrial painting field experience.
- Experience in relevant safety practices.
- Experience in waste handling procedures relative to projects using environmental controls.
- Experience in environmental monitoring relative to projects using environmental controls.

Authority:

- All Atlas Painting and Sheeting Corporation "competent person(s)," have the complete support of the Company’s ownership and management, and further have authority to ensure operations are carried out in accordance with compliance plans and governmental regulations, independent of production pressures.

Responsibilities:

- Ensures all employees at the job site are properly trained in the operation of major pieces of abrasive blast cleaning, environmental control and materials handling equipment.
- Disseminates relevant technical information from the home office to the field crew.
- Monitoring effectiveness and ensuring the continued integrity of environmental controls.
- Supervising worker exposure monitoring or overseeing monitoring activities performed by others.
- Ensuring that a hazard communication program and other applicable training has been conducted with the contractor's personnel on site.
- Ensuring that employees working in the exposure area are wearing personal protective equipment and are trained in the use of such equipment and in the use of exposure control methods, personal hygiene facilities, respiratory protection, and decontamination practices.
- Ensuring that the engineering controls in use are in operating condition and functioning properly.
- Ensuring that fugitive emissions to air, water, or soil are minimized and that handling of all waste streams is in compliance with applicable regulations and contract specifications.
- Controlling access to the work site and ensuring that contaminated control boundaries are marked.
- Maintaining project documentation, such as exposure assessment results, ventilation performance checks, respirator fit tests, personal monitoring results, results of site safety inspections, medical surveillance results, etc.

Training:

- Proper operation of major pieces of abrasive blast cleaning, environmental control and materials handling equipment approved by equipment manufacturer, supplier, or governing technical society.
- Relevant hazardous and solid waste handling procedures.
- Relevant portions of the following regulations and standards:
  - National Ambient Air Quality Standards (NAAQS)
  - OSHA Construction Industry Standards
  - EPA solid and hazardous waste regulations
  - EPA site clean-up and spill response regulations
  - Relevant state and local regulations.
- Relevant surface preparation methods, classes of containment, and environmental controls consistent with AMPP QP-2 Category A classification work.
- Contents of 29 CFR 1926.21, 1926.59, 1926.62 and any EPA regulations in effect to comply with Title X.
- Awareness of the types of operations with lead or other hazardous materials that could result in exposure that exceeds the action levels. If no action level exists, use half of the Permissible Exposure Limit (PEL) as the threshold.
- Procedures for handling hazardous materials and waste.
- Contents of the any general and site-specific written compliance plans.
- Annual refresher training - minimum of eight hours per year.

3. QUALITY CONTROL SUPERVISOR (QCS)

Qualifications:

- Minimum of 10 years industrial painting experience.
- AMPP QCS training.
- Formal QC training accepted by AMPP (NACE LEVEL 2, etc.)

Responsibilities:

Atlas Painting and Sheeting Corporation's QCS is responsible for managing all on-site coating inspectors.

4. COATINGS INSPECTORS

- All ATLAS inspectors are minimally qualified in the basics of quality control. They have formal training that included (at a minimum) how to conduct basic checks in the following categories: weather, surface preparation, coating materials, and application. The training includes how to document in process inspections and checks as well as the contents of related industry standards and specifications, such as AMPP-PA 2 and AMPP Surface Preparation Specifications (AMPP Painting Manual, Vol. 2).

- All ATLAS coating inspectors have received, as a minimum, formal 3-day training in the use of instruments and other essential aspects of inspection (standards, record keeping, communication, etc). This training is provided either in house, or by a qualified outside agency. Additionally, they have at least two years of experience in coatings application.

5. PRODUCTION AND SUPPORT PERSONNEL

Qualifications:

All Production and Support Personnel must be physically capable of accomplishing industrial field painting tasks and producing quality coating applications.

Responsibilities:

- Understand and follow all health and safety rules.
- Inform Competent Person of any health and safety rule violations.
- Proper operation of major pieces of abrasive blast cleaning, environmental control and materials handling equipment.
- Contents of 29 CFR 1926.21, 1926.59, 1926.62 and any EPA regulations in effect to comply with Title X.
- Awareness of the types of operations with lead or other hazardous materials that could result in exposure that exceeds the action levels. If no action level exists, use half of the Permissible Exposure Limit (PEL) as the threshold.
- Procedures for handling hazardous materials and waste.
- Contents of any general and site specific written compliance plans.
- Training under Section 8 of this Manual (Craft Worker Assessment Program).

Training

- Proper operation of major pieces of abrasive blast cleaning, environmental control and materials handling equipment.
- Contents of 29 CFR 1926.21, 1926.59, 1926.62 and any EPA regulations in effect to comply with Title X.
- Awareness of the types of operations with lead or other hazardous materials that could result in exposure that exceeds the action levels. If no action level exists, use half of the Permissible Exposure Limit (PEL) as the threshold.
- Procedures for handling hazardous materials and waste.
- Contents of any general and site specific written compliance plans.
- Training under Section 8 of this Manual (Craft Worker Assessment Program).

6. CRAFT WORKERS

Qualifications:

All Craft Workers must be CAS Level 2 Full Status Certified or annually evaluated according to the Craft Worker Assessment Program defined at Section 19.0 of the Corporate Policy & Procedure Manual

Training

As defined under Section 19.0 of the Corporate Policy & Procedure Manual.

7. CORPORATE OFFICERS, PROJECT MANAGERS, H&S CONSULTANT, QC, CP & FOREMEN

Mr. James Frangos – President – General Manager

Mr. Frangos has been associated with Atlas Painting and Sheeting Corporation since its' inception 1985 working in the field operations and business administration. He is responsible for:

- Overall Production, Quality, and Profitability.
- Overall, Health and Safety, and Environmental Compliance.
- Project Management

He has attended, and completed, the following formal steel structure painting training courses:

- Lead In Construction Training as per OSHA 29 CFR 1926.62 – March 1994
- Coatings Inspection and Instrument Use – KTA-Tator – November 1990

Mr. Robert Cohan – Vice President – Senior Project Manager / Estimator – EEO Officer - Supervisor of Quality Control – HS Officer, Supervisor of Competent Persons – NACE CIP Level 2 – OSHA 30

Mr. Cohan has been associated with Atlas Painting and Sheeting Corp. since 1998. His over 30 years of experience in the industry has progressed from Laborer to Foreman to Project Manager. Prior to employment at Atlas Painting and Sheeting Corporation, Mr. Cohan was General Manager of Safespan Platform Systems, Inc.

His formal training includes:

- "The Basics of Coatings, Application and Inspection" – Instructor: Mr. Gary Tinklinburg – CCC&L
- C-3 Supervisor / Competent Person Training – Instructor: Mr. Gary Tinklinburg – CCC&L
- C-5 Refresher Training
- NACE – Coating Inspector Program Level 2
- OSHA 30
- AMPP – QCS
- HAZWOPER

His responsibilities Include:

- Overall Production, Quality and Profitability.
- Disseminates relevant technical information to the field.
- Cost estimating and Subcontractor Bid solicitation.
- Supervisor of Quality Control & Health and Safety Coordinator

His Resume is attached at the end of this section.

Mr. Micah Golba – Project Manager

Mr. Golba joined Atlas in 2012. He oversees Atlas's Tank Rehabilitation Estimating and Management and has experience managing other industrial projects including Bridges.

His formal training includes:

- C-3 Supervisor / Competent Person Training for Deleading of Industrial Structures
- NACE CIP Level I

His responsibilities include:

- Project Manager on various maintenance painting projects.
- Cost estimating and Subcontractor Bid solicitation.

His Resume is attached at the end of this section.

Mr. Matthew McCane –Project Manager – Quality Control Manager , NACE 3, C-3, C-5, QCS, OSHA 500

Mr. McCane started with Atlas Painting and Sheeting Corp. in 2021, but has extensive knowledge of the Industrial Painting business, having strong management skills for projects and staffing. He has performed coating assessments on various structures and substrates for both public and private clients. Mr. McCane has overseen construction inspection projects for compliance with Quality Control / Quality Assurance procedures.

His formal training includes:

- C-3 Supervisor / Competent Person Training for Deleading of Industrial Structures
- C-5 Supervisor / Competent Person Training – Annual Refresher
- NACE – Coating Inspector Program Level 3 – Peer Reviewed
- OSHA 10, 30 & 500
- AMPP – QCS

His responsibilities include:

- Project Manager on various maintenance painting projects.
- Quality Control Manager
- Quality Control Supervisor

His Resume is attached at the end of this section.

Mr. Ioannis Koutsomitis – Field Operations Manager / Superintendent - QC / Competent Person

Mr. Koutsomitis is a key member of Atlas Painting and Sheeting Corp. Mr. Koutsomitis brings over 30 of years' experience in the Coatings Industry as a field employee and as a project manager and estimator.

His formal training includes:

- C-3 Supervisor / Competent Person Training for Deleading of Industrial Structures
- C-5 Supervisor / Competent Person Training – Annual Refresher
- Quality Control Inspection Equipment Training
- Confined Space Training
- OSHA 30 Hour Construction Safety & Health Training

His responsibilities include:

- Manage all field operations
- Field Supervisor on various maintenance painting projects.
- Quality Control during all phases of surface preparation and coatings application.
- Competent Person duties during surface preparation.

Mr. Donald Durgin –Project Manager

Mr. Durgin has been with Atlas Painting and Sheeting Corp. since 2010. He has been involved in management capacities in the Industrial painting business for over 20 years and has over 40 years of field experience.

His formal training includes:
- NACE – Coating Inspector Program Level 1
- C-3 Supervisor / Competent Person Training, C-5 Refresher Training
- OSHA 10 Hour Construction Safety & Health Training

His responsibilities include:
- Project Manager on various maintenance painting projects.

His Resume is attached at the end of this section.

Mr. Brian Parker – Field Supervisor / Quality Control / Competent Person – NACE 1

Mr. Parker has been associated with Atlas since 1998. He has over 20 years of industrial painting experience. He also has formal training in quality control in coating operations, and formal lead abatement training.

His formal training includes:
- NACE – Coating Inspector Program Level 1
- C-3 Supervisor / Competent Person Training, C-5 Refresher Training
- OSHA 10 Hour Construction Safety & Health Training
- HAZWOPER

His responsibilities include:
- Field Supervisor on various maintenance painting projects.
- Quality Control during all phases of surface preparation and coatings application.
- Competent Person duties during surface preparation.

Mr. Terrance Hart, Jr. – Field Supervisor / Quality Control / Competent Person – NACE 1

Mr. Hart has been associated with Atlas since 2012. He has over 15 years of industrial painting experience. He also has formal training in quality control in coating operations, and formal lead abatement training.

His formal training includes:
- NACE – Coating Inspector Program Level 1
- C-3 Supervisor / Competent Person Training, C-5 Refresher Training
- OSHA 10 Hour Construction Safety & Health Training

His responsibilities include:
- Field Supervisor on various maintenance painting projects.
- Quality Control during all phases of surface preparation and coatings application.
- Competent Person duties during surface preparation.

Mr. Roger Parker – Field Supervisor / Quality Control / Competent Person

Mr. Parker has been associated with Atlas since 1999. He has over 20 years of industrial painting experience. He also has formal training in quality control in coating operations, and formal lead abatement training.

His formal training includes:

- NACE – Coating Inspector Program Level 1
- C-3 Supervisor / Competent Person Training, C-5 Refresher Training
- OSHA 30 Hour Construction Safety & Health Training

His responsibilities include:

- Field Supervisor on various maintenance painting projects.
- Quality Control during all phases of surface preparation and coatings application.
- Competent Person duties during surface preparation.

Mr. Eric Highers – Field Supervisor / Quality Control / Competent Person – NACE 1

Mr. Highers has been associated with Atlas since 2017. He has over 15 years of industrial painting experience. He also has formal training in quality control in coating operations, and formal lead abatement training.

His formal training includes:

- Coating Inspector Training – KTA-TATOR
- C-3 Supervisor / Competent Person Training, C-5 Refresher Training
- OSHA 10 Hour Construction Safety & Health Training

His responsibilities include:

- Field Supervisor on various maintenance painting projects.
- Quality Control during all phases of surface preparation and coatings application.
- Competent Person duties during surface preparation.

Mr. Jeffrey Snow – Field Supervisor / Quality Control / Competent Person – NACE 2

Mr. Snow has been associated with Atlas since 2017. He has over 15 years of industrial painting experience. He also has formal training in quality control in coating operations, and formal lead abatement training.

His formal training includes:

- NACE – Coating Inspector Program Level 2, AMPP - QCS
- C-3 Supervisor / Competent Person Training, C-5 Refresher Training
- OSHA 30 Hour Construction Safety & Health Training

His responsibilities include:

- Field Supervisor on various maintenance painting projects.
- Quality Control during all phases of surface preparation and coatings application.
- Competent Person duties during surface preparation.

Mr. Roger Weber – Field Supervisor / Quality Control / Competent Person – NACE 1

Mr. Highers has been associated with Atlas since 2017. He has over 15 years of industrial painting experience. He also has formal training in quality control in coating operations, and formal lead abatement training.

His formal training includes:

- Coating Inspector Training – KTA-TATOR
- C-3 Supervisor / Competent Person Training, C-5 Refresher Training
- OSHA 30 Hour Construction Safety & Health Training

His responsibilities include:

- Field Supervisor on various maintenance painting projects.
- Quality Control during all phases of surface preparation and coatings application.
- Competent Person duties during surface preparation.

MB Environmental Consulting, Inc.
5531 Pine Loch Lane
Williamsville, NY 14221
(716) 310-3768

QUALIFICATIONS

MB Environmental Consulting is a Safety Health and Environmental consulting company specializing in the construction industry. Our expertise includes OSHA, EPA, AMPP and state DOT specifications and we work closely with the contractor and Owner to provide a safe job site in accordance with all applicable regulations. Often our experience is called upon by Owners and contractors alike to render expert opinions and advise on matters of industrial hygiene and safety as it relates to a specific project.

We work closely with owners and contractors in developing a comprehensive site specific health and safety plan to protect employees and the general public. Our services also include:

* Worker exposure monitoring for toxic metals and organic vapors using NIOSH or OSHA methods.
* Worker noise dosimetry and sound level monitoring.
* Worker fit testing using both quantitative and qualitative methods.
* Total Suspended Particulate (TSP) environmental monitoring using EPA methods.
* PM-10 environmental monitoring using EPA methods.
* Conduct volatile organic compound monitoring (VOC).
* Training to workers, management and other personnel for lead, AMPP C-3 and C-5 Supervisor/ Competent Person classes, fall protection, respiratory protection, OSHA 10 and 30 hour for General Industry and Construction, Respiratory Protection and other courses as requested.
* Training for the American Traffic Safety Services Association (ATSSA) Traffic Control Supervisor (TCS), Traffic Control Technician (TCT) and Flagger courses.
* Conduct safety audits for compliance with OSHA regulations and project specifications.
* Assist contractors with the AMPP PCCP QP1 and QP2 certification program

MB Environmental Consulting has a full time Certified Safety Professional (CSP) on staff with over twenty years' experience in the construction industry, a Certified Industrial Hygienist (CIH) on staff with over six year experience in the construction industry and over 30 years' experience in general industry and eight full-time Industrial Hygienist/ Environmental Technicians.

Equipment owned by MB Environmental: 20 TSP monitors, 9 PM-10 monitors, 6 TSP calibrators, 1 OHD quantitative fit tester, 10 OHD noise dosimeters, 3 Quest 2200 sound level meters, <100 worker exposure pumps, 8 Bios Defender calibrators, 8 hi-volume asbestos sampling pumps, 1 PID meter, 5 laptop computers and 3 projectors and many other sampling and testing equipment.

MB Environmental Consulting was established in 1999 has worked on projects throughout the United States and Canada.

SOME OF THE AUTHORITIES/ OWNERS WHERE WE PERFORMED WORK FOR:

1. New York State Department of Transportation
2. New York City Department of Transportation
3. New Jersey Department of Transportation
4. Connecticut Department of Transportation
5. Massachusetts Department of Transportation
6. Triborough Bridge and Tunnel Authority
7. Port Authority of New York and New Jersey
8. Maryland State Highway Administration
9. Maryland Transportation Authority
10. Virginia Department of Transportation
11. Florida Department of Transportation
12. Louisiana Department of Transportation and Development
13. USACE – several regions
14. Mississippi Department of Transportation
15. Numerous water authorities

MITCHELL BLUM CSP, CHMM
5531 Pine Loch Lane Williamsville, NY 14221
(716) 310-3768
mbsafety101@gmail.com

Mr. Mitchell Blum has over twenty years' experience in the construction industry serving in the capacity as an Industrial Hygienist and safety professional. Certifications:

1. Certified by the BCSP as a Certified Safety Professional (CSP); Certification Number 16953
2. Certified by the Institute of Hazardous Materials Management as a Certified Hazardous Materials Manager (CHMM); Certification Number 12467.
3. Certified by the ABIH/BCSP Joint Committee as a Construction Health and Safety Technician (CHST); Certification Number C302.

Current Experience: Safety Consultant/ Industrial Hygienist June 1999 thru present

Responsibilities:

1. Conduct worker exposure monitoring for toxic metals, silica and Volatile Organic Compounds (VOC) and ensure compliance with OSHA Permissible Exposure Limits.
2. Conduct environmental testing including Total Suspended Particulate (TSP), soil, waste and water testing.
3. Conduct site inspections to verify compliance with OSHA regulations, EPA regulations and project specifications.
4. Write Corporate and Site Specific Health and Safety Plans.
5. Teach courses in Lead Awareness, Supervisor/ Competent Person, HazCom, Fall Protection and Scaffolding.
6. Manage clients's safety and training programs.
7. Assist companies in complying with the Society for Protective Coatings (AMPP) Painting Contractor Certification Program (PCCP).
8. Assist companies with OSHA citations and EPA violations. Authorized Trainer for:

1. Society for Protective Coatings (AMPP) C-3 Supervisor/ Competent Person Training for Deleading of Industrial Structures.
2. Society for Protective Coatings (AMPP) C-5 Supervisor/ Competent Person Refresher Training.
3. American Traffic Safety Services Association (ATSSA) Traffic Control Technician (TCT)
4. American Traffic Safety Services Association (ATSSA) Traffic Control Supervisor (TCS)
5. American Traffic Safety Services Association (ATSSA) Flagger Instruction

Education: B.S. in Environmental Science February 1995
University of Massachusetts

MITCHELL BLUM CSP, CHMM
5531 Pine Loch Lane Williamsville, NY 14221 (716) 310-3768 mbsafety101@gmail.com

Examples of Training Classes Attended:

1. Scaffold Safety for the Competent Safety Professional
2. OSHA #222A Respiratory Protection
3. OSHA #226 Permit-Required Confined Space Entry
4. OSHA #311 Fall Arrest Systems
5. Noise Exposure: Sampling Strategy & Data Acquisition
6. Exposure Assessment Strategies and Statistics
7. Mold, Moisture & Remediation Workshop
8. Industrial Hygiene for the Safety Professional
9. Qualified Fall Protection Engineer

Committees:

AMPP C5.1 Safety and Health Committee AMPP C5.3.A Containment Committee AMPP C.5.3.B Disposal Committee AMPP Education Committee

Membership with the Following Industry Groups

1. American Society of Safety Engineers (ASSE)
2. American Industrial Hygiene Association (AIHA)
3. Alliance of Hazardous Material Professional (AHMP)
4. American Traffic Safety Services Association (ATSSA)
5. Society for Protective Coatings (AMPP)

Industrial Hygienist on the following current and upcoming projects in New York State (partial list)

1. Amstar of Western New York - NYSDOT D263272
2. Commodore Maintenance - NYCDOT Riverside Dr over W125th Steet
3. Erie Painting and Maintenance - Broome County 10 Bridges, NYSDOT D263136
4. L & L Painting - Throggs Neck Bridge, NYCDOT HBCR01B, NYCDOT HBCR01C
5. Ahern Painting - NYSDOT D263413
6. Ahern Painting - NYSDOT D2630035, NYCDOT HB107008Q, Verazzano Narrows Bridge
7. Tower Maintenance - NYSDOT D262963
8. Utility Service Company - Bunker Hill Tank

Industrial Hygienist on current projects with the following Owners (partial list): New York State Department of Transportation, New York City Department of Transportation, Connecticut Department of Transportation, United States Army Corp of Engineers, Florida Department of Transportation, Georgia Department of Transportation, Louisiana Department of Transportation and Development, Numerous Water Tank Authorities.

BCSP | BOARD OF CERTIFIED SAFETY PROFESSIONALS

Having met the applicable requirements, BCSP hereby authorizes the use of

Certified Safety Professional (CSP)

to

Mitchell D Blum

Effective	Certificate	Expires
10/24/2001	CSP-16953	12/31/2024

SECRETARY

To verify current status, visit directory.bcsp.org.

5.14

CERTIFICATE OF COMPLETION

This certifies that

Mitchell Blum

has completed the six day instruction sessions on

QUALIFIED FALL PROTECTION ENGINEER

offered by

Sulowski Fall Protection, Inc. & High Engineering Corp.

Sulowski Fall Protection, Inc.

HIGH Engineering Corp

Calgary, December 5 - 10, 2011

Andrew C. Sulowski, P.Eng., M.Eng.
Sulowski Fall Protection, Inc.

Greg Small, P.Eng., M.Eng.
High Engineering Corp.

Certificate No.: FP4ENG121102

Valid until December 10, 2016

jfrangos@atlas-painting.com
7274 Lakeview Court
Pendleton, NY 14201
(716) 812-4229

James Frangos

Experience

1983 – Present Atlas Painting and Sheeting Corp. Amherst, NY
President

Operations Management

Project Management

Chief Estimator

Cost Control

1989 – Present C. H. Byron Company, Inc. Amherst, NY
President

Business Management of this General Contracting Firm.

1995 – 2000 Safespan Platform Systems, Inc. Tonawanda, NY
Vice President

Marketing

Estimating

Project Management

Development of the patented Bridge Platform System.

1982 - 1983 Lignos Brothers Shipping
Assistant Maintenance Officer and Painting Coordinator

On a High Capacity Cargo Ship While Circumnavigating the World.

Education

1979 - 1982 Kenmore West High School Kenmore, NY

New York State Regents Diploma

Major in Business Administration

Professional Memberships

AMPP – Patron Member

rcohan@atlas-painting.com
583 Bauman Ct.
Williamsville, NY 14221
(716) 510-4261

Robert Cohan

Current Position	**Vice President / Senior Project Manager / Estimator / QCS / EEO Officer / Health and Safety Coordinator / Supervisor of Competent Persons**
Experience	**1998–Present Atlas Painting and Sheeting Corp. Amherst, NY** Senior Project Manager / Estimator / Supervisor of Quality Control / EEO Officer / Health and Safety Coordinator / Supervisor of Competent Persons Manage large projects from estimate/bid to final completion.
	1996 –1998 Safespan Platform Systems, Inc. Tonawanda, NY **General Manager, Project Manager, Purchasing** Managed overall operations of the company. AP/AR, Subcontracts, Suppliers, Facility Owners.
	1988 – 1996 Allied Coatings, Inc. Tonawanda, NY **Laborer, Foreman, Estimator, Project Manager** Managed projects from start to finish. Responsible for completing work in a timely manner & producing a quality finished product.
Education	**1989 –1991 Erie Community College Blasdell, NY** AAS Degree – Architectural / Construction Technology **1993 – 1995 University of Buffalo Amherst, NY** Civil Engineering
Training Certificates	C-3 Supervisor/Competent Person Training for Deleading of Industrial Structures C-5 Refresher Training C-7 Abrasive Blaster Training NACE – CIP Level II AMPP QCS OSHA 30 HAZWOPER
Professional Memberships	AMPP – SC 05 - Surface Preparation AMPP – SC 23 - Coating System Application, Maintenance, and Inspection AMPP – SC 24 - Environmental Health and Safety (EHS)/Regulatory AMPP – SC 25 - Accreditation Standards NACE International

golba@atlas-painting.com
434-509-3787
428 Wabash Ave
Kenmore Ny 14217

Micah D. Golba

Current Position	**Project Manager**
Experience	**2011–Present Atlas Painting and Sheeting Corp. Amherst, NY** **Project Manager** Manage large projects from estimate/bid to final completion.
	2011-2012 Life Technologies Grand Island, NY **Customer Accounts Management** Managed Customer Accounts Investigated Companies to line up with US EPA Regulations Worked Directly with Sales Teams for proper Shipping and Billing Cycles
Education	**2008-2010 Liberty University – B.S Business Management** **B.S Business Administration**
Training Certificates	C-3 Supervisor/Competent Person Training for De-leading of Industrial Structures NACE – Coating Inspector Program Session 1
Professional Memberships	AMPP NACE International
Major Projects	Served as Project Manager • 2013 - Erie County Water Authority Storage Tank Refurbishing • 2014 - Mass Dept of Corrections - Norfolk CC • 2015 – Narragansett, MA - Rehab of Kinney Ave & North End Water Storage Tanks • 2016 - MassPort - LP1703-C1 - Tanks Coating Upgrade, Logan International Airport • 2017 - East Providence Dept of Public Works - EP16-17-3 - Kent Heights Tank • 2018 - Attleborough, MA - Elmwood Water Tank • 2019 - Beverly, MA - 19-009 - Brimbal Ave Tank • 2020 - East Longmeadow, MA - 2 MG Fluted Tank

Patricia M. Aldrich

76 Homeworth Pkwy
Cheektowaga, NY 14225
(716) 908-6555, mobile
paldrich@atlas-painting.com

Professional Experience:

January 1998- present

Atlas Painting and Sheeting Corp, The C.H. Byron Co., Inc, J Frangos Equipment Services

Vital member of small contracting companies each with their own accounting structure and sales goals. The Companies are interconnected by one owner and maintained in the same building.

Corporate Secretary/Office Manager

Accounts payable/Accounts receivable
Monthly Union reporting and yearly insurance audits
Prepare weekly accounting reports including cash flow analysis
Payroll and Qtr. Tax returns
Monthly financial statements
General office management

February 1988-August 1997

Benko Products, Inc.

Key member of a team responsible for the growth and development of a small industrial manufacturer. During employment the company grew from 3 employees and gross sales of $500,000 to 23 employees and gross sales in excess of 4 million dollars.

Accounts Manager 1993-1997
Prepared marketing, sales and accounting reports on a weekly to yearly basis.
Responsible for weekly payroll and health benefit management
Financial reports with accurate budgeting and cash flow analysis
Accounts Payable/Receivable along with daily accounting procedures

Advertising and Marketing Manager 1990-1996
Planned, budgeted and placed advertisements based on an annual budget of $300,000
Developed advertisements and product releases for new and existing products
Designed reports for accurate lead follow-up
Designed a demographic analysis for customer purchases
Prepared report procedures for market analysis for new product introduction and future sales growth of existing products

Office Manager 1988-1990
General Office duties including but not limited to:
Prepared reports of weekly, monthly accounting reports
Sales reports including design.
Accounts Payable/Receivable
Daily and weekly reports referencing lead follow-up for sales staff

Computer Skills

Timberline Accounting Software, Sage Office
Champion Accounting Systems, QuickBooks
Champ Management, Sales Control
Microsoft office professional, Adobe

Education

University of Dayton Dayton, OH 1979-1980
Accounting/ Business

Magnificat High School Rocky River, OH 1975-1979
College preparatory

Achievements

Notary Public, NY
Plant Engineering Product of the Year Award
Food Processing Award

Project Manager / Consultant and Protective Coatings Specialist
Matthew McCane

CONTACT INFORMATION:

mmccane@nycap.rr.com

Cell: 518-881-5625

Address: 2309 Sheridan Ave.

Niskayuna, NY 12309-3933

https://www.linkedin.com/in/matt-mccane-404a0771/

EDUCATION:

AAS/1988/Construction Technology State University College of Technology Delhi, New York

BS/1990/Business Admin. Public Management State University of New York Institute of Technology at Utica/Rome

REGISTRATION/CERTIFICATIONS:

2013-509-674 SSPC Protective Coatings Specialist/PCS

2019/OSHA 500& 502Instructor for ,30 & 10 -hour safety course)

2020/SSPC- C-5

2003/SSPC - C-2

2001/SSPC – C-3

2002/NACE CIP & Peer Certified

Professional Profile:

Mr. McCane is well experienced in client development and marketing of protective coatings. Having strong management skills for projects and staffing. Part of the strengths that he has developed over the years has been the recruitment, development and training of staff. Performed coating assessments on various structures and substrates for both public and private clients. Another skill set was the development and implementation of a safety program for engineers and field construction inspection staff. Having both the technical and hands-on experience with various owners both private and public adds even more value to his current skill set. Mr. McCane has overseen the construction inspection projects for compliance with Quality Control / Quality Assurance procedures, as outlined in a QA Manual which he co-wrote and implemented. Some engineering firms have a SSPC-QP 5 Certification Program, Certification for Coating and Lining Inspection Companies. Mr. McCane is very well versed in the implementation of such a high-level program.

EMPLOYERS:

Greenman-Pedersen, Inc. – 2000 – 2019

Title: Project Manager

Composite Technology & Infrastructure – 2019 – 2021

Title: QA/QC Manager

WORK EXPERIENCE:

Astoria Generating Co, Brooklyn, NY. 2019 & 2020, Management and NACE QC services for the cleaning and coating application of above ground fuel storage tanks. Contract value 1.7 million dollars.

Brookfield Renewable Power, Queensbury, NY, Wallenpaupack, PA, Robbinsville, NC. 2019 & 2020+ Management and NACE QC services for the cleaning and painting of tanks and penstocks in various geographic areas of the country. Contract values over 2.0 million dollars.

Cree Semiconductor Plant, Marcy, NY.2020 Management and NACE QA services for the cleaning and painting of structural steel members for the new plant. All surface preparation and coating were performed in the new state of the art blasting and painting facility. Contract value 400,000.00 dollars.

SUNY Research Foundation Dome and Roof Renovations, Albany, NY. 12/18+. PCS. The design of the building envelope renovation and structural repairs for a historic

Donnie Durgin
PO Box 53
7 Tom's Hollow Lane
South Orleans, Ma. 02662
774-413-5385
804-922-7690
ddurgin@atlas-painting.com

Profile:

Extensive experience in the management of various size structural steel painting projects in multiple states utilizing AMPP SP10, Class 1A and 2A full containment following guidelines set forth by AMPP QP1 and QP2. Heavy emphasis on worker safety, production and scheduling associated with the successful completion of projects, with a proven track record of dealing with owners, engineers and subcontractors. Over 35 years of experience in hazardous coatings removal from bridges.

Experience:

June 2010 – Present: Atlas Painting and Sheeting, Inc. Project Manager. Cleaning and Painting Bridges Colonial Parkway, Yorktown Virginia. Project size: 1,700,000.00. Cleaning and Painting Thomas Hatem Bridge in Perryville, Md. Project size: $6,500,000.00. Cleaning and Painting Sagamore Bridge, Bourne, MA. Project size: $12,500,000.00.

May 2009 – April 2010: Saffo Contractors Inc. Project Manager. Cleaning and Painting Structures, Richmond Virginia. Owner: Richmond Metropolitan Authority. Project Engineer: Glen Parker, HNTB. Responsiblities: Perform containment, abrasive blast cleaning and painting of bridges. Project size: $2,600,000.

September 2008 – May 2009: Jupiter Contracting, Inc. Project Manager/Estimator. Oversee several projects, assist in estimating, etc. Owner: Paul Tsouris.

July 2008 – August 2008: Renz Painting, Inc. Project Manager. Steel repair and coating on Bridge 66. Owner: Richmond Metropolitan Authority. Project Engineer: Glen Parker, HNTB. Responsibilities: Perform complex repair and coatings of steel box beam on the Downtown Expressway. Project size: $3,800,000.00

February 2008 – May 2008: Blastco Texas, Inc. Project Manager. Clean and paint South Llano River Bridge in Junction, Texas following AMPP SP10, Class 1A containment guidelines. Owner: State of Texas

T.J. Hart, Jr.
584 Willet Rd
Lackawanna, NY 14218
(716) 803-7841
tjhart@atlas-painting.com

T.J. Hart, Jr.

Current Position	**Project Supervisor / Quality Control / Competent Person**
Experience	2014–Present Atlas Painting and Sheeting Corporation Amherst, NY Project Supervisor / Quality Control / Competent Person **Major Projects Include:** 2015 (Superintendent) NYS DOT - D262745 - Various Routes - $1,769,000 - Monroe Co, NY 2016 (Superintendent) NFBC - LQ Bridge US Tower Painting - $3,600,000 – Lewiston, NY 2018 (Superintendent) NYPA – Gilboa Hatch Painting - $1,864,000 – Gilboa, NY 2019 (Superintendent) NFBC - LQ Bridge US Spot Painting - $5,550,000 – Lewiston, NY 2020-22 (Superintendent/QC/CP) MA DOT – I-90 over Westfield River – $4,500,000 – Westfield, MA
	2009 – 2014 Marine Steel Painting Co. Alden, NY Foreman / Abrasive Blaster / Painter
	2001 – 2008 PCI International Tonawanda, NY Foreman / Abrasive Blaster / Painter
Education	1989 –1993 St. Francis High School Hamburg, NY Regents 1993 – 1995 Erie County Community College Orchard Park, NY Liberal Arts
Training Certificates	· NACE CIP Level I – NACE International · C-3 Supervisor / Competent Person Training · C-5 Refresher Training - Yearly · OSHA 10 · CPR / First Aid
Professional Memberships	AAMP NACE International

Brian K. Parker
(607) 749-8339
bkparker@atlas-painting.com
3 King Street
Homer, NY 13077

Brian K. Parker

Current Position	**Competent Person / Quality Control / Field Supervisor**
Experience	**1998–Present Atlas Painting and Sheeting Corporation Amherst, NY** Competent Person - Quality Control – Field Supervisor
	Jan. 1998 – July 1998 Bryant Associates **Bridge Painting Inspector, Nine Bridges for NYS DOT – Syracuse, NY Region** July 1997 – Dec. 1997 Bryant Associates **Bridge Painting Inspector, Ten Bridges on NYS Thruway** Duties: Oversee blasting & painting operation and traffic control. Ensure compliance with the contract specifications
	1995 - 1996 Olympic Associates **Heavy Equipment Operator, Abrasive Blaster, Painter, Rigger, Traffic Control**
	1990 – 1995 Palco, Inc. **Mobile Mixer Operator, Jackhammer Operator, Abrasive Blaster, Painter, Rigger**
Education	1984 Morovia Central School – Regents Diploma
Training Certificates	**NACE 1 - Coatings Application & Inspection** C-3 Supervisor / Competent Person Training for Deleading of Industrial Structures C-5 Refresher Training **OSHA 10 Hour Construction Safety & Health Training** **HAZWOPER**
Professional Memberships	AMPP – Through Atlas Patron Membership

1757 Lake Como Road
Moravia, NY 13118
(716) 812-4231

Roger Parker

Current Position	**Supervisor, Foreman, Competent Person**
Experience	**1996 – Present Atlas Painting And Sheeting Corp. Amherst, NY** **Supervisor, Forman, Competent Person, Quality Control**
Training Certificates	• C-3 Supervisor/Competent Person Training for De-leading of Industrial Structures • C-5 Yearly Supervisor/Competent Person Refresher Training • Coatings Application & Inspection – by: Corrosion Control Consultants and Labs • OSHA 30 Training • First Aid / CPR Training
Major Projects	• CT DOT - 73-182 - Rehabilitation of Bridge No. 00608 On Route 8 Northbound Over Naugatuck River & Naugatuck Railroad – 2017 - $1,500,000 • NYS THRUWAY AUTHORITY - TABS 14-37B - Painting and Repair of Deteriorated Steel on Castleton Bridge, Albany and Rensselaer Counties - $15,344,376 - 2015 to 2016 • NYPA St. Lawrence – 4600002548 - Barnhart Island Bridge Painting Project $11,407,864 2013 to 2014 • NYS DOT - D261195 - Bridge Painting (13 Bridges) On Routes 8, 20, 148, 145, 4, 146 and I-87 - $5,857,960 – 2010 to 2011 • CT DOT PROJECT NO: 73-164 - Rehab Of Bridge No. 00609, Route 8 (SB) Over Naugatuck River And RR - Towns Of Litchfield & Harwinton - $650,000 - 2009 • MASSACHUSETTS PORT AUTHORITY - Painting of the Maurice J. Tobin Memorial Bridge - Phase II & VII - $4,700,000 - 2006 to 2008 • MASSACHUSETTS PORT AUTHORITY - Painting of the Maurice J. Tobin Memorial Bridge - Phase IV - $3,600,000 – 2003 to 2004 • NEW YORK STATE BRIDGE COMMISSION - Newburgh-Beacon Bridge (N) Maintenance Painting - $3,000,000 – 2002 • MASSACHUSETTS PORT AUTHORITY - Painting of the Maurice J. Tobin Memorial Bridge - Phase I - $2,730,000 – 2000 to 2002 • NEW YORK STATE DOT - Painting 4 Bridges - Onondaga County, NY - $300,000 - 1996

Atlas Painting and Sheeting Corp.
465 Creekside Drive
Amherst, NY 14228

SUBCONTRACTOR QUALIFICATION FORM

Please respond to the following questions and submit to Atlas as soon as possible. No contracts will be issued with subcontractors or vendors until this form is submitted to Atlas.

W-9 must be provided in order to process prequalification.

Date: _____

Company Name: _____

Address: _____
Street City State Zip

Phone: _____

President: _____ _____ _____
Name Phone E-mail Address

Contact: _____ _____ _____
Name Phone E-mail Address

Years in Business: _____ Federal ID Number: _____ Dunn & Bradstreet #: _____

Union: ☐ Yes ☐ No

If yes, please list affiliations: _____

_____

Self-perform trades: _____

_____

☐ MBE; ☐ WBE; ☐ SBE ☐ Other: _____

Has the firm ever defaulted on a contract? ☐ Yes ☐ No

Has the firm experienced recent reorganization? ☐ Yes ☐ No

Are there any pending judgments against the firm? ☐ Yes ☐ No

Are there current claims against the firm? ☐ Yes ☐ No

Are there any current liens against the firm? ☐ Yes ☐ No

Experience Modification Rating – most current year (EMR): _____

Does the firm have a written safety plan? ☐ Yes ☐ No

Does the firm have an orientation program for new hires? ☐ Yes ☐ No

Has the firm been cited for any serious safety violations? ☐ Yes ☐ No

Has the firm experienced any fatalities or willful OSHA violations? ☐ Yes ☐ No

Atlas Painting and Sheeting Corp.
465 Creekside Drive
Amherst, NY 14228

Experience List:

List at least four similar projects completed in the past three years:

1. _____ (Name of Project) _____ (Work Performed)

_____ (City) _____ (State) $_____ (Contract Amount:)

_____ (Owner Contact) _____ (Phone) _____ (E-mail)

_____ (Architect/Engineer Contact) _____ (Phone) _____ (E-mail)

_____ (Subcontractor Project Manager) _____ (Subcontractor Foreman)

_____ (Start Date) _____ (End Date)

Comments: _____

2. _____ (Name of Project) _____ (Work Performed)

_____ (City) _____ (State) $_____ (Contract Amount:)

_____ (Owner Contact) _____ (Phone) _____ (E-mail)

_____ (Architect/Engineer Contact) _____ (Phone) _____ (E-mail)

_____ (Subcontractor Project Manager) _____ (Subcontractor Foreman)

_____ (Start Date) _____ (End Date)

Comments: _____

Atlas Painting and Sheeting Corp.
465 Creekside Drive
Amherst, NY 14228

3. _____ _____
Name of Project Work Performed

_____ $_____
City State Contract Amount:

_____ _____ _____
Owner Contact Name Phone E-mail

_____ _____ _____
Architect/Engineer Contact Name Phone E-mail

_____ _____
Subcontractor Project Manager Subcontractor Foreman

_____ _____
Start Date End Date

Comments: _____

_____

4. _____ _____
Name of Project Work Performed

_____ $_____
City State Contract Amount:

_____ _____ _____
Owner Contact Name Phone E-mail

_____ _____ _____
Architect/Engineer Contact Name Phone E-mail

_____ _____
Subcontractor Project Manager Subcontractor Foreman

_____ _____
Start Date End Date

Comments: _____

_____

Atlas Painting and Sheeting Corp.
465 Creekside Drive
Amherst, NY 14228

Experience List – please list at least two major projects currently under construction (attach separate sheets for additional information):

1. _____ _____
Name of Project Work Performed

_____ $_____
City State Contract Amount:

_____ _____ _____
Owner Contact Name Phone E-mail

_____ _____ _____
Architect/Engineer Contact Name Phone E-mail

_____ _____
Subcontractor Project Manager Subcontractor Foreman

_____ _____
Start Date End Date

Comments: _____

_____

2. _____ _____
Name of Project Work Performed

_____ $_____
City State Contract Amount:

_____ _____ _____
Owner Contact Name Phone E-mail

_____ _____ _____
Architect/Engineer Contact Name Phone E-mail

_____ _____
Subcontractor Project Manager Subcontractor Foreman

_____ _____
Start Date End Date

Comments: _____

_____

Atlas Painting and Sheeting Corp.
465 Creekside Drive
Amherst, NY 14228

Bonding and Banking Information

Bonding Company Name: _____

Address: _____
Street City State Zip

Phone: _____

Fax: _____

Website: _____

Contact: _____
Name Phone E-mail

Agent: _____
Name Phone E-mail

Bank Name: _____

Address: _____
Street City State Zip

Phone: _____

Fax: _____

Website: _____

Contact: _____
Name Phone E-mail

_____
Name of Person Filling out Qualification Form Date Signature

Please return to:

Robert Cohan
Vice President
rcohan@atlas-painting.com
(716) 564-0490

Atlas Painting and Sheeting Corp.
465 Creekside Drive
Amherst, NY 14228

BRIDGE ESTIMATING FORM

PROJECT TITLE: _____

OWNER: _____

ENGINEER: _____

BID DATE: _____ TIME OF BID: _____

BASE WAGE RATE: _____ BENEFITS: _____

TIME FOR COMPLETION: _____ LIQUIDATED DAMAGES: _____

BID BOND REQUIREMANTS: _____ WARANTEE: 1 Year

DBE REQUIREMENTS: _____ WBE REQUIREMENTS: _____

TYPE OF BRIDGE: _____

SQUARE FOOTAGE: _____

SURFACE PREPARATION: _____

CONTAINMENT CLASS: _____

COATING SYSTEM: FULL PRIME: ☐ FULL INTERMEDIATE: ☐ FULL FINISH: ☐

STRIPE COAT REQUIRED ? YES ☐ NO ☐ BRUSH ? YES ☐ NO ☐

SPECIFIC GRIT ? STEEL ☐ EXPENDABLE ☐ BLASTOX ☐ CHLORID ☐

CHLORIDE REMEDIATION: POWERWASH ☐ REBLAST ☐

RAILROAD REQUIREMENTS? OCP ☐ BLANK POLICY ☐

SPECIAL INSURANCES ? _____ UMBRELLA LIMIT _____

WHO PERFORMS MONITORING ? OWNER ☐ CONTRACTOR ☐

PLATFORM NEEDED ? ☑ DESIGN LOAD ? _____ PSF

GENERAL CONDITION OF STEEL: _____

MISC. M&P NOTES: _____

MISC. PREP NOTES: _____

MISC COATING NOTES: _____

MISC. GENERAL NOTES: _____

COST BREAKDOWN:

MISC. ITEMS	QUANTITY	UNIT	UNIT PRICE	TOTAL
CONTAINMENT - TARPS		SQ. FT.		$0.00
CONTAINMENT - PLATFORM SYSTEMS		L.S.		$0.00
CONTAINMENT - MISC. WOOD & FASTENING PARTS		L.S.		$0.00
LEAD ABATEMENT - CIH SERVICES		L.S.		$0.00
LEAD ABATEMENT - LHPP		L.S.		$0.00
LEAD ABATEMENT - AIR MONITORING		DAYS		$0.00
LEAD ABATEMENT - STORAGE DRUMS / BOX		BARRELS		$0.00
LEAD ABATEMENT - DISPOSAL COST		BARRELS		$0.00
LEAD ABATEMENT - TCLP / TOTAL LEAD TESTS		L.S.		$0.00
LEAD ABATEMENT - EMPLOYEE MONITORING		L.S.		$0.00
LEAD ABATEMENT - LEAD INSURANCE		L.S.		$0.00
SURFACE PREPARATION - STEEL GRIT / SAND		TON		$0.00
PAINTING - BRUSHES/ROLLERS & MISC.		L.S.		$0.00
PAINTING - PRIMER		GAL.		$0.00
PAINTING - INTERMEDIATE COAT		GAL.		$0.00
PAINTING - FINISH COAT		GAL.		$0.00
THINNERS		GAL.		$0.00
MISC. - BONDS		L.S.		$0.00
MISC. - TAXES		L.S.		$0.00
MISC. - INSURANCE		L.S.		$0.00
MISC. - PERMITS		L.S.		$0.00
RAILROAD INSURANCE		L.S.		$0.00
TRANSPORTATION		L.S.		$0.00
HOTELS / APARTMENTS		MONTHS		$0.00
FIELD OFFICES		MONTHS		$0.00
MISC. ITEMS				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00

ATLAS PAINTING AND SHEETING CORPORATION
STANDARD OPERATING PROCEDURES

APPROVED BY: _____
James Frangos - President

ESTIMATING PROCEDURE

EQUIPMENT ITEM	DURATION	UNIT	UNIT PRICE	TOTAL
COMPRESSOR - TYPE:		MONTHS		$0.00
DECONTAMINATION FACILITY FOR ( ) WORKERS		MONTHS		$0.00
DUST COLLECTOR - CFM		MONTHS		$0.00
VACUUM - TYPE:		MONTHS		$0.00
SANDBLASTING POT - - TON		MONTHS		$0.00
SANDBLASTING HOSES & MISC. SUPPLIES		MONTHS		$0.00
CLASSIFIER		MONTHS		$0.00
DIESEL FUEL		GAL.		$0.00
PAINT SPRAYER - TYPE:		MONTHS		$0.00
GENERATOR		MONTHS		$0.00
HAND WASH FACILITY		MONTHS		$0.00
SMALL FORKLIFT		MONTHS		$0.00
LULL TYPE FORK LIFT - 40' ☐ 60' ☐		MONTHS		$0.00
MANLIFT - 40' ☐ 60' ☐ 80' ☐ 125' ☐		MONTHS		$0.00
MISC. ITEMS				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00

LABOR ITEM	MANDAYS	COST / MANDAY	TOTAL
MOBILIZATION			$0.00
CONTAINMENT - INSTALL CONTAINMENT SYSTEM			$0.00
CONTAINMENT - REMOVAL OF CONTAINMENT STYSTEM			$0.00
LEAD ABATEMENT - COLLECTION OF DEBRIS			$0.00
SURFACE PREPARATION - SANDBLASTING			$0.00
PAINTING - PRIME COAT			$0.00
PAINTING - STRIPE COAT - BRUSH ☐ SPRAY ☐			$0.00
PAINTING - INTERMEDIATE COAT			$0.00
PAINTING - FINISH COAT			$0.00
JOB - SUPERINTENDANT			$0.00
JOB - FOREMAN			$0.00
JOB - COMPETANT PERSON / QC			$0.00
DEMOBILIZATION			$0.00
MISC. LABOR			$0.00
			$0.00
			$0.00
			$0.00

SUBTOTAL - MISC. ITEMS	$0.00
SUBTOTAL - EQUIPMENT	$0.00
SUBTOTAL - LABOR	$0.00
TOTAL:	$0.00
+ 20% - OVERHEAD/PROFIT	$0.00
GRAND TOTAL	$0.00

TANK ESTIMATING FORM

PROJECT TITLE: _____

OWNER: _____

ENGINEER: _____

BID DATE: _____ TIME OF BID: _____

BASE WAGE RATE: _____ BENEFITS: _____

TIME FOR COMPLETION: _____ LIQUIDATED DAMAGES: _____

BID BOND REQUIREMANTS: _____ WARANTEE: _____

DBE REQUIREMENTS: _____ WBE REQUIREMENTS: _____

TYPE OF TANK: _____

TANK HEIGHT: _____ TANK DIAMETER: _____

CHLORIDE REMEDIATION: POWERWASH ☐ REBLAST ☐

SURFACE PREPARATION: _____

WHO PERFORMS MONITORING ? OWNER ☐ CONTRACTOR ☐

SPECIFIC GRIT ? STEEL ☐ EXPENDABLE ☐ BLASTOX ☐ CHLORID ☐

TANK INTERIOR:

PREPARATION: _____

CONTAINMENT REQUIREMENTS: _____

SQUARE FOOTAGE: _____

COATING SYSTEM: FULL PRIME: ☐ FULL INTERMEDIATE: ☐ FULL FINISH: ☐

STRIPE COAT REQUIRED ? YES ☐ NO ☐ BRUSH ? YES ☐ NO ☐

TANK EXTERIOR:

PREPARATION: _____

CONTAINMENT REQUIREMENTS: _____

SQUARE FOOTAGE: _____

COATING SYSTEM: PRIME: ☐ FULL INTERMEDIATE: ☐ FULL FINISH: ☐

STRIPE COAT REQUIRED ? YES ☐ NO ☐ BRUSH ? YES ☐ NO ☐

MISC. NOTES: _____

MISC. BID ITEMS: _____

COST BREAKDOWN:

MISC. ITEMS	QUANTITY	UNIT	UNIT PRICE	TOTAL
CONTAINMENT - TARPS		SQ. FT.		$0.00
CONTAINMENT - SCAFFOLDING		L.S.		$0.00
CONTAINMENT - MISC. WOOD & FASTENING PARTS		L.S.		$0.00
LEAD ABATEMENT - CIH SERVICES		L.S.		$0.00
LEAD ABATEMENT - LHPP		L.S.		$0.00
LEAD ABATEMENT - AIR MONITORING		DAYS		$0.00
LEAD ABATEMENT - STORAGE DRUMS / BOX		BARRELS		$0.00
LEAD ABATEMENT - DISPOSAL COST		BARRELS		$0.00
LEAD ABATEMENT - TCLP / TOTAL LEAD TESTS		L.S.		$0.00
LEAD ABATEMENT - EMPLOYEE MONITORING		L.S.		$0.00
LEAD ABATEMENT - LEAD INSURANCE		L.S.		$0.00
SURFACE PREPARATION - STEEL GRIT / SAND		TON		$0.00
PAINTING - BRUSHES/ROLLERS & MISC.		L.S.		$0.00
PAINTING - PRIMER		GAL.		$0.00
PAINTING - INTERMEDIATE COAT		GAL.		$0.00
PAINTING - FINISH COAT		GAL.		$0.00
THINNERS		GAL.		$0.00
MISC. - BONDS		L.S.		$0.00
MISC. - TAXES		L.S.		$0.00
MISC. - INSURANCE		L.S.		$0.00
MISC. - PERMITS		L.S.		$0.00
TRANSPORTATION		L.S.		$0.00
HOTELS / APARTMENTS		MONTHS		$0.00
FIELD OFFICES		MONTHS		$0.00
MISC. ITEMS				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00

EQUIPMENT ITEM	DURATION	UNIT	UNIT PRICE	TOTAL
COMPRESSOR - TYPE:		MONTHS		$0.00
DECONTAMINATION FACILITY FOR ( ) WORKERS		MONTHS		$0.00
DUST COLLECTOR - CFM		MONTHS		$0.00
VACUUM - TYPE:		MONTHS		$0.00
SANDBLASTING POT - - TON		MONTHS		$0.00
SANDBLASTING HOSES & MISC. SUPPLIES		MONTHS		$0.00
CLASSIFIER		MONTHS		$0.00
DIESEL FUEL		GAL.		$0.00
PAINT SPRAYER - TYPE:		MONTHS		$0.00
GENERATOR		MONTHS		$0.00
HAND WASH FACILITY		MONTHS		$0.00
SMALL FORKLIFT		MONTHS		$0.00
LULL TYPE FORK LIFT - 40' ☐ 60' ☐		MONTHS		$0.00
MANLIFT - 40' ☐ 60' ☐ 80' ☐ 125' ☐		MONTHS		$0.00
POWER CLIMBERS:		MONTHS		$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00

APPROVED BY: _____
James Frangos - President

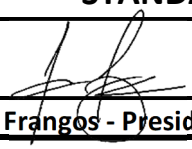
ESTIMATING PROCEDURE

LABOR ITEM	MANDAYS	COST / MANDAY	TOTAL
MOBILIZATION			$0.00
CONTAINMENT - INSTALL CONTAINMENT SYSTEM			$0.00
CONTAINMENT - REMOVAL OF CONTAINMENT STYSTEM			$0.00
LEAD ABATEMENT - COLLECTION OF DEBRIS			$0.00
SURFACE PREPARATION - SANDBLASTING			$0.00
PAINTING - PRIME COAT			$0.00
PAINTING - STRIPE COAT - BRUSH ☐ SPRAY ☐			$0.00
PAINTING - INTERMEDIATE COAT			$0.00
PAINTING - FINISH COAT			$0.00
JOB - SUPERINTENDANT			$0.00
JOB - FOREMAN			$0.00
JOB - COMPETANT PERSON / QC			$0.00
DEMOBILIZATION			$0.00
MISC. LABOR			$0.00
			$0.00
			$0.00
			$0.00

SUBTOTAL - MISC. ITEMS	$0.00
SUBTOTAL - EQUIPMENT	$0.00
SUBTOTAL - LABOR	$0.00
TOTAL:	$0.00
+ 20% - OVERHEAD/PROFIT	$0.00
GRAND TOTAL	$0.00

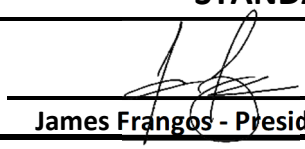
ATLAS PAINTING AND SHEETING CORP.
PROJECT VISIT BID INFORMATION FORM

OWNER:			
PROJECT NUMBER:			
BID DATE:		COUNTY:	
BIN:		SQUARE FEET:	
TYPE OF STRUCTURE:			
NUMBER OF SPANS:		NUMBER OF BEAMS:	
LENGTH OF SPANS:		WIDTH OF BRIDGE:	
CURBS INCLUDED:	☐ YES ☐ NO	SIZE OF BEAMS:	
% OF MISC. STEEL:		LANE CLOSURES NEEDED?:	☐ YES ☐ NO
OVER WATER:	☐ YES ☐ NO	OVER ROADWAY?:	☐ YES ☐ NO
RAILINGS INCLUDED:	☐ YES ☐ NO	OVER RAILROAD?:	☐ YES ☐ NO
CONTAINMENT SPECIFIED			
SURFACE PREPARATION:			
NOTES:			
STRIPE COAT:	☐ YES ☐ NO		
PICTURE NUMBERS:		LOOKED AT BY:	

ATLAS PAINTING AND SHEETING CORPORATION STANDARD OPERATING PROCEDURES	
APPROVED BY:  **James Frangos - President**	**ESTIMATING PROCEDURE**

Estimators scan Paint Square, and various other websites for relevant types of painting/coating projects. James Frangos, President selects the projects of interest and directs the office staff to order the plans & specifications and keep a listing of upcoming projects and a bidding schedule. Robert Cohan orders the bid bonds. James Frangos reviews the specifications, collectively breaking down costs and bid prices. Smaller projects are more simplified. Estimates for larger projects require a more detailed breakdown.

James Frangos has the final say on all bid prices.

ATLAS PAINTING AND SHEETING CORPORATION STANDARD OPERATING PROCEDURES	
APPROVED BY:  **James Frangos - President**	**DISSEMINATION OF TECHNICAL RESOURCES AND INFORMATION**

INTRODUCTION

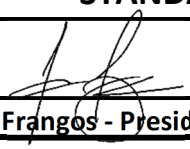
Atlas Painting and Sheeting Corp. understands that technical competence with complex steel structure surface preparation, coatings application and regulatory compliance is a continually evolving skill set.

TECHNICAL RESOURCES

To provide for in-house education, reference, and continuing education, the following publications and technical resources are part of ATLAS' home office technical library or readily available through the internet:

- AMPP Painting Manual Vol. 1 and Vol. 2
- AMPP VIS 1-4
- Industrial Painter's Training Manual (Student and Instructor)
- The Basics of Coatings Application and Inspection
- AMPP Journal of Protective Coatings and Linings
- AMPP: Basic Spray Application Manual
- Industrial Lead Removal Handbook Vol 1
- Industrial Lead Removal Handbook - Project Design: Industrial Lead Removal Manual Vol 2
- RCRA Hazardous Waste Regulations
- AMPP - Guides 6 and 7
- NACE – Book of Standards
- AMPP – Basic Spray Application Manual
- AMPP – Paint Film Degradation
- AMPP – Protective Coatings
- AMPP – The Inspection of Coatings and Linings
- Relevant ASTM Standards
- OSHA regulations 29 CFR 1926 and 29 CFR 1910
- Industrial Ventilation - American Conference of Governmental Industrial Hygienists
- Threshold Limit Values - American Conference of Governmental Industrial Hygienists
- The Bureau of National Affairs OSHA Reporter (weekly report)
- Industrial Lead Removal: Compliance and Worker Safety
- Industrial Lead Removal Manual: Practical Techniques for Complying with Regulations
- HUD Guidance for Lead Paint Abatement
- NYS DOT Standard Specifications and NYS DOT Engineering Instructions
- EPA Guidelines for Visible Emissions
- EPA Opacity Measurements for Stationary Sources
- Model Specifications for the Protection of Workers from Lead on Steel Structures
- Avoiding Lead Paint Hazards on Bridges and Other Steel Structures
- Fundamentals of Industrial Hygiene
- NIOSH Manual of Analytical Methods
- 29 CFR 1910, Occupational Safety and Health Regulations for General Industry
- 29 CFR 1910.20, Access to Employee Exposure and Medical Records
- 29 CFR 1910.132, General Requirements for Personal Protective Equipment

- 29 CFR 1910.133, Eye and Face Protection
- 29 CFR 1910.134, Respiratory Protection
- 29 CFR 1910.146, Permit-Required Confined Spaces
- 29 CFR 19 10.1000, Air Contaminants
- 29 CFR 1926, Occupational Safety and Health Regulations for the Construction Industry
- 29 CFR 1926.16, Rules of Construction
- 29 CFR 1926.20, General Safety and Health Provisions
- 29 CFR 1926.21, Safety Training and Education
- 29 CFR 1926.28, Personal Protective Equipment
- 29 CFR 1926.32, Definition of Competent Person
- 29 CFR 1926.51, Sanitation
- 29 CFR 1926.52, Noise Exposure
- 29 CFR 1926.55, Gases, Vapors, Fumes, Dusts, and Mists
- 29 CFR 1926.57, Ventilation
- 29 CFR 1926.59, Hazard Communication
- 29 CFR 1926.62, Lead
- 29 CFR 1926. 101, Hearing Protection
- 29 CFR 1926.104, Safety Belts, Lifelines, and Lanyards
- 29 CFR 1926.154, Temporary Heating Devices
- 29 CFR 1926.200, Accident Prevention Signs and Tags
- 29 CFR 1926.353, Ventilation and Protection in Welding, Cutting and Heating
- 29 CFR 1926.354, Welding, Cutting and Heating in Way of Preservative Coatings
- 29 CFR 1926.450 - 454, Scaffolding
- 29 CFR 1926.500 - 503, Fall Protection
- 29 CFR 1926.1118, Inorganic Arsenic
- 29 CFR 1926.1126, Hexavalent Chromium
- 29 CFR 1926.1127, Cadmium
- 40 CFR 50, National Primary and Secondary Ambient Air Quality Standards
- 40 CFR 58, Ambient Air Quality Surveillance
- 40 CFR 60, App A, Method 9, Visual Determination of the Opacity of Emissions from Stationary Sources
- 40 CFR 60, App. A, Method 22, Visual Determination of Fugitive Emissions from Material Sources and Smoke Emissions from Fires
- 40 CFR 261, Appendix II EPA, Toxicity Characteristic Leaching Procedure
- 40 CFR 262, Standards Applicable to Generators of Hazardous Waste
- 40 CFR 263, Standards Applicable to Transporters of Hazardous Waste
- 40 CFR 264, Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities
- 40 CFR 265, Interim Status Standards for Owners and Operators of Hazardous Waste Treatment, Storage, and Disposal Facilities
- 40 CFR 265, Subpart C, Preparedness and Prevention
- 40 CFR 265, Subpart D, Contingency Plan and Emergency Procedures
- 40 CFR 265.16, Personnel Training
- 40 CFR 268, Land Disposal Restrictions
- 40 CFR 302, Designation, Reportable Quantities and Notification
- 40 CFR 355, Emergency Planning and Notification
- 49 CFR 171-179, Hazardous Materials Regulations

ATLAS PAINTING AND SHEETING CORPORATION STANDARD OPERATING PROCEDURES	
APPROVED BY:  **James Frangos - President**	**DISSEMINATION OF TECHNICAL RESOURCES AND INFORMATION**

INFORMATION DISSEMINATION

Atlas Painting and Sheeting Corp. also understands that technical information must be shared with employees in the field. Therefore, the following procedure is provided to regularly disseminate information to the Quality Control and Competent Person(s) and through them to the field crew.

PROJECT MANAGER / HEALTH AND SAFETY COORDINATOR

- Collect relevant technical information and articles regarding safety, regulatory compliance, coating application and inspection, etc. and disseminate to the field when needed Sources of information include, but are not limited to:
    - The Journal of Protective Coatings and Linings.
    - The Bureau of National Affairs weekly OSHA Reporter regarding regulatory changes and enforcement actions.
    - Announcements, new publication lists, etc. from AMPP.
    - Other trade sources.
    - Internet
- Transmit information to Quality Control and Competent Person(s) in the field by hard copy, or through email, with instructions to discuss relevant information to field crew members.
- Talk with the Quality Control and Competent Person(s) at least twice during painting season to discuss transmitted information and performance effects.
- Common Industry Standards, Atlas Corporate Health & Safety Plan and Policy and Procedure Plan are available on the company's website: https://www.atlas-painting.com/

QUALITY CONTROL PERSONS AND COMPETENT PERSONS

- Receive transmitted technical information from the Project Manager.
- Discuss relevant information with crew members at “tool box” meetings, etc.
- Record topics discussed with crews on Atlas Painting and Sheeting Corp. training log forms.
- Report to Project Manager any problems or suggestions for more effective information transmission.

ATLAS PAINTING AND SHEETING CORP.

465 Creekside Dr, Amherst, NY 14228 ● Office: 716-564-0490 ● Fax: 716-564-0494 ● www.atlas-painting.com

Lead Abatement
Protective Coatings
Abrasive Blasting
Work Platforms
Water Jetting
Bridges
Industrial
Commercial
Plural Component
Tank Linings
Pipelines
Inspections
Cleaning

ATLAS PAINTING AND SHEETING CORPORATION
STANDARD OPERATING PROCEDURE

PROCEDURE FOR DISSIMENATION AND REVIEWING HEALTH & SAFETY PROGRAM AND COMPLYING WITH NEW REGULATIONS

At least once annually, Mr. James Frangos – President, Mr. Robert Cohan, Health & Safety Coordinator & Mr. Mitch Blum, CSP, CHMM, review and update, if needed, the Atlas Painting and Sheeting Corp. Health & Safety Program.

A site-by-site review is made to determine if the current Health & Safety Program is meeting the Companies goals. If these goals are not met, ways to correct the problem are discussed and implemented.

Mr. Robert Cohan keeps abreast, at least monthly, of any new regulations that affect Atlas Painting and Sheeting Corp. operations. If something new or changed is found, he shall disseminate this information to all Competent Persons.

The Health & Safety of our workers is the most important issue at Atlas Painting and Sheeting Corp.

Approved By:

James Frangos
President

1/5/25
Date

ATLAS PAINTING AND SHEETING CORP.

465 Creekside Dr, Amherst, NY 14228 ● Office: 716-564-0490 ● Fax: 716-564-0494 ● www.atlas-painting.com

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ATLAS PAINTING AND SHEETING CORPORATION
STANDARD OPERATING PROCEDURE

PROCEDURE FOR SECURING INFORMATION, HEALTH, SAFETY AND ENVIRONMENTAL REGULATIONS:

James Frangos - President , or Robert Cohan – Vice President & Health & Safety Coordinator, secures the Health, Safety, and Environmental Regulations from technical resources listed in the Atlas Painting and Sheeting Corporation "List of Resources" as described in our procedure manual – "Section 9 – Technical Resources & Information Dissemination".

The information is reviewed by James Frangos - President , or Robert Cohan – Vice President & Health & Safety Coordinator, and the transmitted by hard copy or email to the Competent Person and Quality Control Inspectors for review and implementation as required.

The Competent Person / Quality Control Inspector relays the information to the field crews verbally, and note such actions in "Daily Logs" or "Tool Box Meeting Logs". These tool box meetings are held on a weekly basis. The CP/QC Inspectors report to James Frangos –President, any concerns of new information or regulation and utilized disciplinary action to non-conforming employees to new requirements outlined.

As a revision to our "Resource of Technical Information" as listed in our "Procedure Manual", Atlas Painting and Sheeting Corporation has incorporated the use of the wealth of information that can be found in the Internet. Examples of some of the very useful web sites in which we gather information are: www.OSHA.com & www.AMPP.org. We feel that this is the best resource for obtaining Up to Date information that is pertinent to our employees. This has been added to our list of sources to obtain, secure, and disseminate pertinent information.

Common Industry Standards, Atlas Corporate Health & Safety Plan and Policy and Procedure Plan are available on the company's website: https://www.atlas-painting.com/

Approved By:

James Frangos
President

1/5/25
Date

CERTIFICATE OF TRAINING
DISSEMINATION OF INFORMATION TO FIELD EMPLOYEES

Atlas Painting and Sheeting Corp. **465 Creekside Drive** **Amherst, NY 14228** **716-564-0490**	**PROJECT NAME:**		
	DATE:	**ATLAS JOB #:**	
	TRAINED BY:		

Dissemination of Information to Field Employees:

I, _____, have received access to:
Employee Name

☐ Site Specific Health & Safety Plan (Hard Copy Available on Site)

☐ Safety Data Sheets (Hard Copy Available on Site)

The following are available electronically at:

https://www.atlas-painting.com/index_JobsitePosters.htm

Some of the links to the documents are password protected.

Please type in: atlasstandards when asked for a password.

☐ Corporate Health and Safety Plan (PW: atlasstandards)

☐ Corporate Policy and Procedures Manual (PW: atlasstandards)

☐ Federal and State Jobsite Posters and Notifications

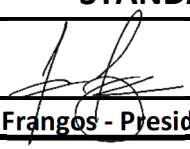
☐ Atlas Painting and Sheeting Corp – OSHA 300 & 300A

If you have trouble accessing these documents electronically, and would like to view hard copies, please inform your supervisor.

I have been given access to the documents stated above and agree to abide by their content.

_____ _____

Date Employee's Signature

ATLAS PAINTING AND SHEETING CORPORATION STANDARD OPERATING PROCEDURES	
APPROVED BY:  **James Frangos - President**	**SAFE OPERATING PROCEDURES FOR MOTOR VEHICLES AND EQUIPMENT**

INTRODUCTION

Motor Vehicle accidents and equipment accidents continue to be a significant cause of worker injuries and property damage. ATLAS believes this problem can be controlled by safe operation of and around motor vehicles, and proper operation of the Company's equipment.

1.0 VEHICLE AND JOBSITE SAFETY

All on-road, off-road and material handling vehicles and equipment are to be used in accordance with 29 CFR 1926.600 and 1926.601 and this section.

1.1 VEHICLES

1. All vehicles are to be provided with working seat belts. The seat belt anchorages will comply with the requirements of 49 CFR Part 571.
2. All vehicles operated on public property are to be register and inspected in the state where ownership exists and equipped with all the required safety and operating features in accordance

with state law.

3. Vehicles used to transport workers will have seats firmly secured and an adequate number of seats for the number of workers transported.
4. All vehicles used to transport employees will be equipped with properly working headlights, brakes, horns, turn signals, tires, mirrors, and windshields.
5. All vehicles will have the appropriate lights or reflectors to help identify their locations.
6. Only authorized employees will be allowed to operate vehicles which include a valid license.
7. Employees are not authorized to allow another employee use of a company vehicle without management's approval.
8. Company vehicles are to be used only for company work and are not to be used for personal business.
9. The use of drugs or alcohol is strictly prohibited when operating company vehicles. Prescription medicine may be used under the supervision of a licensed physician and a letter from the physician to the company describing the need and restrictions of any prescribed medicine.

1.2 EMPLOYEES

1. Employees designated to operate vehicles must have a current driver's license or CDL.
2. Each employee in a vehicle will wear a seat belt.
3. Employees will only operate a company vehicle that they are assigned by management.

1.3 SAFETY

1. Tools and materials will be secured to prevent movement when transported in the same compartment as employees.
2. Tools and materials in the bed of a truck will be secured to prevent movement or loss during transportation.
3. The parking brake will be set when the vehicle is not in use or parked. Vehicles parked on inclines will have their wheels choked and parking brakes set.
4. Employees must not be permitted to ride on top of any load that can shift and topple.
5. When reversing a vehicle other than a car or pick-up truck, a spotter will assist the driver. The driver will not move unless the spotter can be seen in a mirror and the spotter gives the signal to reverse.

1.4 CELLULAR PHONES AND/OR OTHER DRIVING DISTRACTIONS

CELLULAR PHONE USAGE PROHIBITED WHILE DRIVIG A VEHICLE !!!!!

1. Employees will not be permitted to use cellular phones or two-way radios while driving or operating equipment/machinery. When driving, either a hands-free adapter must be used or the employee will pull over in a safe area, such as a rest stop, and talk.
2. Employees will not be permitted to eat or drink while driving company vehicles.
3. If another employee is causing the driver to become distracted, the other employee will be asked to stop the distraction or be removed from the vehicle at a safe location.

1.5 USE OF CELLULAR PHONS ON THE JOB-SITE

One of the biggest safety concerns with mobile phones is the distraction they can create for people when they are working. Construction sites can be dangerous places if you don't pay attention to your surroundings, you can hurt yourself or someone else around you. People who are looking or texting or talking on their phones can walk right into something that could get them hurt or hurt someone else.

Construction takes two hands to work, if you are using one hand for your phone all day then you're not working with both and you're not working productively. Workers that text to each other on the same site are even more dangerous because now you have two people that are endangering themselves and everyone around them.

- **Use of mobile phones is strictly prohibited when operating tools, equipment, machinery or vehicles. NO EXCEPTIONS !!!**
- Use of mobile phones on the jobsite is limited to the supervisors and managers as it corresponds with their jobs, all other workers should not carry their phones on the jobsite.
- Workers can check their phones during breaks and lunch. In special circumstances, if a worker needs to check their phone more frequently, they will have to ask their supervisor for permission.
- Under normal circumstances, there is no reason for people to need to communicate all day with other people while they are working.
- Using your mobile phone on a jobsite is not a right, it's a privilege, that privilege does not triumph the safety of the workers around them or the overall site safety of the job-site.
- So, keep the phone off of the job-site. Your life could depend on it.

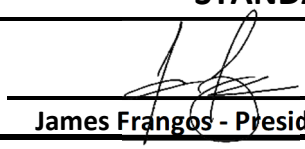
ACCIDENTS

1. All accidents, regardless of the amount of damage to the company vehicle, other vehicle or to property are to be reported to management as soon as possible after the accident.
2. The driver is to take pictures of the scene and record the following information:
   a. Date and time of the accident
   b. Location
   c. Name, address and phone number of other driver and any other people involved
   d. Name, address and phone number of witnesses
   e. Name of other driver's insurance carrier and policy number

f. Any other pertinent information

2.0 EQUIPMENT

A. Safe Operating and Maintenance Manuals for major pieces of equipment are enclosed in this Section or can be found with other Atlas reference materials and at each project site.

ATLAS PAINTING AND SHEETING CORPORATION STANDARD OPERATING PROCEDURES	
APPROVED BY:  **James Frangos - President**	**SAFE OPERATING PROCEDURES FOR HAND AND POWER TOOLS**

HAND AND POWER TOOL SAFETY

1. Hand Tools

   A. Unsafe hand tools will not be used, and their use not permitted.

   B Wrenches, including adjustable, pipe, end, and socket wrenches will not be used when jaws are sprung to the point that slippage occurs.

   C. Impact tools, such as drift pins, wedges, and chisels, will be kept free of mushroomed heads.

   D. Wooden handles of tools will be kept free of splinters or cracks and will be kept tight in the tool.

   E. All hand and power tools and similar equipment, whether furnished by the employer or the employee, must be maintained in a safe condition.

2. Guarding

   A. When power operated tools are designed to accommodate guards, they must be equipped with them when in use. Belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains, or other reciprocating, rotating or moving parts of equipment must be guarded if these parts are exposed to contact by employees or otherwise create a hazard. Guarding must meet the requirements as set forth in American National Standards Institute, Safety Code for Mechanical Power-Transmission Apparatus.

   B. Types of guarding - One or more methods of machine guarding must be provided to protect the operator and other employees in the tool area from hazards such as those created by point of operation, ingoing nip points, rotating parts, flying chips and sparks. Examples of guarding methods are - barrier guards, two-hand tripping devices, electronic safety devices, etc.

   C. Point of operation guarding - Point of operation is the area on a machine where work is actually performed on the material being processed. The guarding device must be in conformity with appropriate standards, or, in the absence of applicable specific standards, be designed and constructed to prevent the operator from having any part of his body in the danger zone during the operating cycle. The following are some of the machines which usually require point of operation guarding:

      - Guillotine cutters.
      - Shears.
      - Alligator shears.
      - Power presses.
      - Milling machines.
      - Power saws.
      - Jointers.
      - Portable power tools.

3. Electric Power-Operated Tools

   A. Electric power operated tools will be of the approved double-insulated type, or properly grounded.

   B. The use of electric cords for hoisting or lowering tools is not permitted.

4. Pneumatic Power Tools

   A. Pneumatic power tools will be secured to the hose, or whip by some positive means to prevent the tool from becoming accidentally disconnected.

   B. Safety clips or retainers will be securely installed and maintained on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled.

   C. All pneumatically driven nailers, staplers, and other similar equipment provided with automatic fastener feed, which operate at more than 100 p.s.i. pressure at the tool will have a safety device on the muzzle to prevent the tool from ejecting fasteners, unless the muzzle is in contact with the work surface.

   D. Compressed air will not be used for cleaning purposes except where reduced to less than 30 p.s.i. and then only with effective chip guarding and personal protective equipment. The 30 p.s.i. requirement does not apply for concrete form, mill scale and similar cleaning purposes.

   E. The manufacturer's safe operating pressure for hoses, pipes, valves, filters, and other fittings will not be exceeded.

   F. The use of hoses for hoisting or lowering pneumatically driven tools will not be permitted.

   G. All hoses exceeding ½-inch inside diameter will have a safety device at the source of supply or branch line to reduce pressure in case of hose failure.

   H. Airless spray guns of the type which atomize paints and fluids at high pressures (1,000 pounds or more per square inch) will be equipped with automatic, or visible manual safety devices, which will prevent pulling of the trigger to prevent release of the paint or fluid until the safety device is manually released. In lieu of the above, a diffuser nut which will prevent high pressure, high velocity release, while the nozzle tip is removed, plus a nozzle tip guard which will prevent the tip from coming into contact with the operator, or other equivalent protection, will be provided.

   I. Abrasive blast cleaning nozzles will be equipped with an operating valve which must be held open manually. A support must be provided on which the nozzle may be mounted when it is not in use.

5. Fuel Powered Tools

   A. All fuel powered tools will be stopped while being refueled, serviced, or maintained.

B. When fuel powered tools are used in enclosed spaces, the applicable requirements for concentrations of toxic gases and use of personal protective equipment will be met.

6. Hydraulic Power Tools

A. The fluid used in hydraulic powered tools will be fire-resistant fluids approved under Schedule 30 of the U.S. Bureau of Mines, Department of the Interior, and retain its operating characteristics at the most extreme temperatures to which it will be exposed.

B. The manufacturer's safe operating pressures for hoses, valves, pipes, filters, and other fittings must not be exceeded.

7. Powder-Actuated Tools

A. Only employees who have been trained in the operation of the particular tool in use will be allowed to operate a powder-actuated tool.

B. The tool will be tested each day before loading to see that safety devices are in proper working condition in accordance with the manufacturer's recommended procedure.

A. Any tool found not in proper working order or that develops a defect during use, will be immediately removed from service and not used until properly repaired.

D. Personal protective equipment will be used as appropriate.

E. Tools will not be loaded until just prior to the intended firing time. Neither loaded nor empty tools will be pointed at any employees. Hands must be kept clear of the open barrel end.

F. Loaded tools will not be left unattended.

G. Fasteners will not be driven into very hard or brittle materials including, but not limited to, cast iron, glazed tile, surface-hardened steel, glass block, live rock, face brick, or hollow tile.

H. Driving into materials easily penetrated will be avoided unless such materials are backed by a substance that will prevent the pin or fastener from passing completely through and creating a flying missile hazard on the other side.

I. No fastener will be driven into a spalled area caused by an unsatisfactory fastening.

J. Tools will not be used in an explosive or flammable atmosphere.

K. All tools will be used with the correct shield, guard, or attachment recommended by the manufacturer.

L. Powder-actuated tools used by employees shall meet all requirements of American National Standards Institute, A10.3 -1970, Safety Requirements for Explosive-Actuated Fastening Tools.

AIRLESS SPRAYERS

1. General

A. As far as practicable, the recommended safety precautions of the National Safety Council as published in their Industrial Data Sheet No. D-296, "Bridge Painting" should be followed, particularly when working outdoors or on elevated structures.

B. Particular care should be exercised when working in closed spaces, especially when spraying.

- Equipment and work should be grounded.
- Use only non-sparking tools.
- Keep matches, smokes, and open flame away from the area.

C. Airless guns of the type which atomize paints and fluids at high pressure - 1,000 pounds or more to the square inch (6900 kPa) - must be equipped with automatic or visible manual safety devices which cannot permit the operator to pull the trigger and release the fluid until the safety is manually released. If the gun has no safety control, it should have a diffuser nut which will prevent high velocity release while the nozzle tip is removed, plus a nozzle tip guard which will prevent the tip from coming into contact with the operator.

D. In airless spraying, an unpressurized reservoir is used, as pressure is applied only to the paint in the pump, line, and spray gun. This type of spray represents a hazard of hypodermic injection of paint into persons who accidentally contact the stream. The extremely high fluid pressure developed in airless spray-painting equipment causes a powerful stream of paint to be discharged for some distance. THIS PRESSURE REMAINS IN THE SYSTEM EVEN THOUGH THE PUMP HAS BEEN SHUT OFF AND CAN BE RELIEVED ONLY BY BEING DISCHARGED THROUGH THE GUN.

The pressure is also dangerous when the nozzle has been removed. Some equipment is provided with a device that will prevent a hypodermic stream whenever the tip has been removed and the trigger squeezed.

Extreme care should be taken when pressure is being relieved from the system, and manufacturer's recommendations should be followed.

2. Safe Operating Practices

A. When safe operating practices are followed, reasonable care exercised by the operator, and equipment maintained in good order, the airless spray painting method is as safe as conventional methods. The following precautions are part of every operator's training and must be strictly observed and rigidly enforced:

- Check all hose connections and fittings to ensure that they are tight and not leaking. The fluid hose should be designed to withstand the high pressure to which it is subjected. The hose, gun, and pressure vessel should be equipped with special fittings not interchangeable with low pressure fittings.

- Check the fluid hose to be sure that there are no weak or worn spots. Make certain the hose does not contact moving parts of machinery, or lie over and around sharp edges and corners, or come near objects that would damage it. Check for deterioration due to the exposure to chemicals or ordinary wear and tear. High pressure leaks from the hose or from the connections can cause hypodermic injections just as the gun tip can.

- Do not disconnect the gun from the fluid hose or the hose from the pump until the pressure has been released from the hose. This is accomplished by first closing off the main line air pressure to the pump and then bleeding off the pressure in the fluid hose by triggering the gun.

- When handling the gun but not actually spraying-for example, while changing piece parts or work position - hold gun by the grip and remove the fingers from the trigger.

- NEVER POINT AN AIRLESS GUN AT ANY PART OF THE HUMAN BODY - YOUR OWN OR ANYONE ELSE'S!

- Airless spray guns cannot be cleaned with the same methods used for conventional air-operated guns. It is hard to force waste material out of the gun except through its head, and material released at such high pressures can be driven into the fingers or hand if they are held over the spray cap or head of the gun.

- The gun should have a guard which completely protects the trigger. When the gun is under pressure but not being used, the safety latch should be kept in the non-operating position.

- If production rates or paint usage rates are to be increased, or solvent changes made, existing controls should be reviewed to maintain safe conditions.

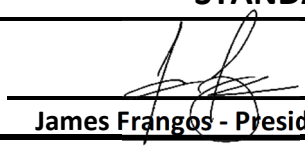
RULES FOR SAFE OPERATION OF PRESSURIZED EQUIPMENT

A. The following safety rules apply to conventional and airless spray equipment, sandblasting equipment, and water blasting equipment that operate under pressure.

- Use only pressure equipment that has been constructed as specified by the National Board Code and the ASME Code for Unfired Pressure Vessels.

- Test safety relief valves used on pressure equipment daily.

- Use remote control deadman valves with pressure equipment. Be sure that the deadman valves are a pneumatic type that use the same air for activation that is used for blasting or spraying.

ATLAS PAINTING AND SHEETING CORPORATION STANDARD OPERATING PROCEDURES	
APPROVED BY:  **James Frangos - President**	**FORKLIFT SAFETY SECTION**

INTRODUCTION:

This section contains safety requirements relating to the operation of fork trucks, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks powered by electric motors or internal combustion engines. It follows the requirements of 29 CFR 1910.178 “Powered Industrial Trucks”.

The Company’s construction operations involve moving various components and raw materials at the yard and individual job sites with various different types of forklifts.

DESCRIPTION OF PROCEDURE:

1. RESPONSIBILITIES

A. Company Health and Safety Coordinator

- Responsible for overall program coordination, including necessary communications between all parties involved.
- Ensures initial employee orientation regarding this Section.
- Enforce all provisions of this Section.
- Maintain records of all employee training and accident investigation reports.

B. Company Health and Safety Consultant

- Review and approve powered industrial truck training.
- Annually review all accident reports, to assist in safety program development and revision.

C. Supervisors / Competent Persons

- Enforce all provisions of this Section.
- Provide orientation to employees concerning this Section and the hazards associated with work assignments involving forklifts.
- Immediately report all accidents involving forklifts to the Company Health and Safety Coordinator.
- Assist in selecting and implementing corrective action(s) to prevent future accidents.

D. Employees

- Properly use powered industrial truck equipment.
- Notify the Company Health and Safety Coordinator or Supervisor if unsafe condition(s) exist.
- Assist in implementing corrective action(s).

2.0 GENERAL REQUIREMENTS - 1910.178

A. All powered industrial trucks acquired and used by the Company must meet the design and construction requirements for powered industrial trucks established in the "American National Standard for Powered Industrial Trucks, Part II, ANSI B56.1969". Modifications and additions, which affect capacity and safe operation, will not be performed without the manufacturer's prior written approval.

B. All nameplates and markings of all the Company's powered industrial trucks must be in place and maintained in a legible condition.

C. Designations. There are eleven different designations of powered industrial trucks or tractors as follows: D, DS, DY, E, ES, EE, EX, G, GS, LP, and LPS.

1. D designated units are diesel engine powered instead of gasoline engine powered.
2. DS designated units are diesel powered units that are provided with additional safeguards to the exhaust, fuel and electrical systems. They may be used in some locations where a D unit may not be considered suitable.
3. DY designated units are diesel powered units that have all the safeguards of the DS units and in addition do not have any electrical equipment including the ignition and are equipped with temperature limitation features.
4. E designated units are electrically powered units that have minimum acceptable safeguards against inherent fire hazards.
5. ES designated units are electrically powered units that, in addition to all of the requirements for the E units, are provided with additional safeguards to the electrical system to prevent emission of hazardous sparks and to limit surface temperatures. They may be used in some locations where the use of an E unit may not be considered suitable.
6. EE designated units are electrically powered units that have, in addition to all of the requirements for the E and ES units, the electric motors and all other electrical equipment completely enclosed. In certain locations the EE unit may be used where the use of an E and ES unit may not be considered suitable.
7. EX designated units are electrically powered units that differ from the E, ES, or EE units in that the electrical fittings and equipment are so designed, constructed and assembled that the units may be used in certain atmospheres containing flammable vapors or dusts.
8. G designated units are gasoline-powered units having minimum acceptable safeguards against inherent fire hazards.
9. GS designated units are gasoline powered units that are provided with additional safeguards to the exhaust, fuel, and electrical systems. They may be used in some locations where the use of a G unit may not be considered suitable.
10. LP designated unit is similar to the G unit except that liquefied petroleum gas is used for the fuel instead of gasoline.
11. LPS designated units are liquefied petroleum gas powered units that are provided with additional safeguards to the exhaust, fuel, and electrical systems. They may be used in some locations where the use of an LP unit may not be considered suitable.

D. If the type of load presents a specific hazard, the Company will equip fork trucks with a vertical load backrest extension manufactured in accordance with "American National Standard for Powered Industrial Trucks, Part II, ANSI B56.1969".

E. The storage and handling of liquid fuels such as gasoline and diesel fuel must be in accordance with NFPA Flammable and Combustible Liquids Code (NFPA No. 30-1969).

F. The storage and handling of liquefied petroleum gas fuel must be in accordance with NFPA Storage and Handling of Liquefied Petroleum Gases (NFPA No. 58-1969).

G. Loading of highway trucks and railroad cars with powered industrial trucks will be accomplished as follows:

1. The brakes of highway trucks must be set, and wheel chocks placed under the rear wheels to prevent them from rolling while they are boarded.
2. Wheel stops, or other recognized positive protection, must be provided to prevent railroad cars from moving during loading or unloading operations.
3. Fixed jacks may be necessary to support a semi-trailer and prevent upending during the loading or unloading when the trailer is not coupled to a tractor.

Positive protection must be provided to prevent railroad cars from being moved while dock boards or bridge plates are in position.

3.0 OPERATIONS AND MAINTENANCE

3.1 Operations

A. Trucks must not be driven up to anyone standing in front of a bench or other fixed object.

B. No person will be allowed to stand or pass under the elevated portion of any truck, whether loaded or empty.

C. Unauthorized personnel will not be permitted to ride on powered industrial trucks.

D. Placing arms or legs between the uprights of the mast or outside the running lines of the truck are not permitted.

E. When left unattended, load engaging means must be fully lowered, controls neutralized, power be shut off, and the brakes set. Wheels will be blocked if the truck is parked on an incline.

1. A powered industrial truck is <u>unattended</u> when the operator is 25 ft. or more away from the vehicle which remains in his view, or whenever the operator leaves the vehicle and it is not in his view.
2. When the operator of an industrial truck is dismounted and within 25 ft. of the truck still in his view, the load engaging means must be fully lowered, controls neutralized, and the brakes set to prevent movement.

F. A safe distance must be maintained from the edge of ramps or platforms while on any elevated dock or platform, or freight car. Trucks will not be used for opening or closing freight doors.

G. Brakes must be set and wheel blocks in place to prevent movement of trucks, trailers, or railroad cars while loading or unloading. Fixed jacks may be necessary to support a semi-trailer during loading or unloading when the trailer is not coupled to a tractor. The flooring of trucks, trailers, and railroad cars will be checked for breaks and weakness before they are driven onto.

H. An overhead guard will be used as protection against falling objects. It should be noted that an overhead guard is intended to offer protection from the impact of small packages, boxes, bagged material, etc., representative of the job application, but not to withstand the impact of a failing capacity load.

I. A load backrest extension will be used whenever necessary to minimize the possibility of the load or part of it from falling rearward.

J. Only approved industrial trucks will be used in hazardous locations.

K. Whenever a forklift is equipped with vertical only, or vertical and horizontal controls elevatable with the lifting carriage, or forks for lifting personnel, the following additional precautions will be taken for the protection of personnel being elevated.

1. Use of a safety platform firmly secured to the lifting carriage and/or forks.
2. Means must be provided whereby personnel on the platform can shut off power to the forklift truck.
3. Protection from falling objects will be provided when necessary.

3.2 Traveling

A. All traffic regulations must be observed, including authorized warehouse speed limits. A safe distance of approximately three truck lengths from the truck ahead must be maintained. The truck must be always kept under control.

B. The driver will be required to slow down and sound the horn at cross aisles and other locations where vision is obstructed. If the load being carried obstructs forward view, the driver will be required to travel with the load trailing.

C. Railroad tracks will be crossed diagonally wherever possible. Parking closer than 8 feet from the center of railroad tracks is prohibited.

D. The driver will be required to look in the direction of and keep a clear view of the path of travel.

E. Grades will be ascended or descended slowly. When ascending or descending grades greater than 10 percent, loaded trucks will be driven with the load upgrade.

F. On all grades, the load and load engaging means will be tilted back if applicable and raised only as far as necessary to clear the road surface.

G. Under all travel conditions, the truck will be operated at a speed that will permit it to be brought to a stop in a safe manner. The driver will be required to slow down for wet and slippery floors.

H. Stunt driving and horseplay are not permitted.

I. Dockboard or bridgeplates, must be properly secured before they are driven over. Dockboard or bridgeplates must be driven over carefully and slowly and their rated capacity never exceeded.

J. Elevators must be approached slowly, and then entered squarely after the elevator car is properly leveled. Once on the elevator, the controls will be neutralized, power shut off, and the brakes set.

3.3 Loading

A. Only stable or safely arranged loads will be handled. Caution must be exercised when handling off-center loads which cannot be centered.

B. Only loads within the rated capacity of the truck will be handled.

C. Long or high (including multiple tiered) loads which may affect capacity must be adjusted.

D. Trucks equipped with attachments will be operated as partially loaded trucks when not handling a load.

E. A load engaging means will be placed under the load as far as possible and the mast carefully titled backward to stabilize the load.

F. Extreme care must be used when tilting the load forward or backward, particularly when high tiering. An elevated load will not be tilted forward except when the load is in a deposit position over a rack or stack. When stacking or tiering, only enough backward tilt to stabilize the load will be used.

3.4 Fueling

A. Fuel tanks will not be filled while the engine is running. Spillage will be avoided.

B. Spillage of oil or fuel must be carefully washed away or completely evaporated and the fuel tank cap replaced before restarting engine.

C. No truck will be operated with a leak in the fuel system until the leak has been corrected.

D. Open flames will not be used for checking electrolyte level in storage batteries or gasoline level in fuel tanks.

3.5 Maintenance

A. Any power-operated industrial truck not in safe operating condition will be removed from service. All repairs will be made by authorized personnel.

B. No repairs will be made in Class I, II, and III locations.

C. Repairs to the fuel and ignition systems of industrial trucks which involve fire hazards will be conducted only in locations designated for such repairs.

D. Trucks in need of repairs to the electrical system will have the battery disconnected prior to such repairs.

E. All parts requiring replacement will be replaced by parts equivalent as to safety with those used in the original design.

F. Industrial trucks will not be altered so that the relative positions of the various parts are different from what they were when originally received from the manufacturer. Additional counter weighting of fork trucks will not be done unless approved by the truck manufacturer.

G. Industrial trucks will be examined daily before being placed in service, and will not be placed in service if the examination shows any condition adversely affecting the safety of the vehicle. Where industrial trucks are used on a round-the-clock basis, they will be examined after each shift. Defects when found will be immediately reported and corrected.

H. Water mufflers will be filled daily or as frequently as is necessary to prevent depletion of the supply of water below 75 percent of the filled capacity. Vehicles with mufflers having screens or other parts that may become clogged will not be operated while such screens or parts are clogged. Any vehicle that emits hazardous sparks or flames from the exhaust system will immediately be removed from service, and not returned to service until repaired.

I. When the temperature of any part of any truck is found to be in excess of its normal operating temperature, thus creating a hazardous condition, the vehicle will be removed from service and not returned to service until the cause for such overheating has been eliminated.

J. Industrial trucks will be kept in a clean condition, free of lint, excess oil, and grease. Noncombustible agents should be used for cleaning trucks. Low flash point (below 100° F) solvents must not be used. High flash point (at or above 100° F.) solvents may be used. Precautions regarding toxicity, ventilation, and fire hazard of solvents will be in agreement with the agent or solvent used.

4.0 OPERATOR TRAINING

4.1 General

A. Prior to permitting an employee to, operate a powered industrial truck (except for training purposes), the Company will ensure that each operator has successfully completed the training required by this paragraph.

B. Trainees may operate a powered industrial truck only:

1. Under the direct supervision of persons who have the knowledge, training, and experience to train operators and evaluate their competence; and
2. Where such operation does not endanger the trainee or other employees.

4.2 Initial Training Requirements

A. Training will consist of a combination of formal instruction (e.g., lecture, discussion, interactive computer learning,, written material), practical training (demonstrations performed by the trainer and practical exercises, performed by the trainee), and evaluation of the operator's performance in the workplace.

B. All operator training and evaluation will be conducted by persons who have the knowledge, training, and experience to train powered industrial truck operators and evaluate their competence.

C. Powered industrial truck operators will receive initial training in the following topics.

Truck Related Topics:

1. Operating instructions, warnings, and precautions for the types of truck the operator will be authorized to operate.
2. Differences between the truck and the automobile.
3. Controls and instrumentation: where they are located, what they do, and how they work.
4. Engine or motor operation.
5. Steering and maneuvering.
6. Visibility (including restriction's due to loading).
7. Fork and attachment adaptation, operation, and use limitations.
8. Vehicle capacity.
9. Vehicle stability.
10. Any vehicle inspection and maintenance that the operator will be required to perform.
11. Refueling and/or charging and recharging of batteries.
12. Operating limitations.
13. Any other operating instructions, warnings, or precautions listed in the operator's manual for the types of vehicle that the employee is being trained to operate.

Workplace-related topics:

1. Surface conditions where the vehicle will be operated.
2. Composition of loads to be carried and load stability.
3. Load manipulation, stacking, and unstacking.
4. Pedestrian traffic in areas where the vehicle will be operated.
5. Narrow aisles and other restricted places where the vehicle will be operated.
6. Any hazardous (classified) locations where the vehicle will be operated.
7. Ramps and other sloped surfaces that could affect the vehicle's stability.
8. Closed environments and other areas where insufficient ventilation or poor vehicle maintenance could cause a build-up of carbon monoxide or diesel exhaust.
9. Other unique or potentially hazardous environmental conditions in the workplace that could affect safe operation.

4.3 Refresher Training and Evaluation.

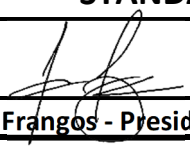
A. Refresher training, including an evaluation of the effectiveness of that training, will be conducted as required by paragraph to ensure that the operator has the knowledge and skills needed to operate the powered industrial truck safely.

B. Refresher training in relevant topics will be provided to the operator when:

1. The operator has been observed to operate the vehicle in an unsafe manner.
2. The operator has been involved in an accident or near-miss incident.
3. The operator has received an evaluation that reveals that the operator is not operating the truck safely.
4. The operator is assigned to drive a different type of truck.
5. A condition in the workplace changes in a manner that could affect safe operation of the truck.

C. An evaluation of each powered industrial truck operator's performance will be conducted at least once every three years.

END OF PROCEDURE

ATLAS PAINTING AND SHEETING CORPORATION STANDARD OPERATING PROCEDURES	
APPROVED BY:  **James Frangos - President**	**FORKLIFT SAFETY CHECKLIST**

Instructions: Check each item in the boxes. Enter appropriate responses in the right-side boxes.

DRIVER SELECTION & TRAINING

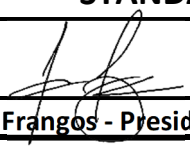
All forklift driver candidates have valid state driver's licenses	
Formal forklift driver training program includes:	
☐ How the forklift truck works	
☐ Selecting the right truck for the right task	
☐ Forklift truck hazards and safeguards	
☐ Daily preventive maintenance inspection	
☐ Driver responsibility regarding pedestrians	
☐ Stop signs	
☐ Horns and backup alarms	
☐ Reporting defects	
☐ Obstacle course driving	
☐ Forklift truck drivers are trained and licensed	
☐ Spare or replacement drivers are trained and licensed	
☐ Written forklift driving rules have been reviewed with drivers and posted	

TRUCK OPERATING PROCEDURES

☐ "Start of shift" checklist provided	
☐ Drivers required to complete checklist at start of shift	
☐ Brakes, horn, and hand and foot controls tried out before start of shift	
☐ Load capacity limits clearly posted on trucks	

ATLAS PAINTING AND SHEETING CORPORATION STANDARD OPERATING PROCEDURES	
APPROVED BY: _____ **James Frangos - President**	**FORKLIFT SAFETY CHECKLIST**

☐ Limit stops work properly	
☐ Illumination adequate in all aisles and storage areas	
☐ Forklift horns, backup alarms, and lights work	
☐ "Stop" signs placed at key intersections	
☐ Pedestrian islands placed in busy warehouse locations so employees can step out of truck paths	
☐ Overhead guards in place where required	
☐ Speed limits posted on trucks	
☐ Speed controllers in place on forklift trucks	
☐ Exact replacements used as spare ballasts on trucks	
☐ Replacement batteries on electric trucks match originals	
☐ Hard-tire trucks used inside pneumatic tires outside of building	
☐ Wide yellow lines painted along edge of ramps, platforms, and loading docks	
☐ Mirrors in place at "blind" corners	
☐ Oil and grease promptly removed from aisles and garage floor	
☐ Truck repair garage well ventilated and illuminated	
☐ Fuel tanks filled only when engine is off	
☐ Spilled fuel cleaned up immediately	
☐ Adequate battery-lifting equipment in place in truck garage area	

ATLAS PAINTING AND SHEETING CORPORATION STANDARD OPERATING PROCEDURES	
APPROVED BY:  **James Frangos - President**	**FORKLIFT SAFETY CHECKLIST**

SAFE DRIVING PRACTICES

☐ Drivers keep forks low-6-8 inches above floor	
☐ Drivers sound horn and slow down around curves, comers, and at cross aisles	
☐ Drivers drive to the right	
☐ Drivers slow going down ramps, with load in up-ramp direction	
☐ Drivers spread forks to suit loads	
☐ Proper securing pins used to hold forks in place	
☐ Tilting load forward prohibited except when load is in deposit position over rack or stock of material	
☐ Drivers elevate load only when they are ready to stock it	
☐ Riders and passengers prohibited on trucks	
☐ Drivers give pedestrians the right of way	
☐ Drivers drive in reverse with large or bulky loads	
☐ Special driving precautions taken in wet or cold areas	
☐ Loads carried tipped slightly toward the most	
☐ Drivers cross railroad tracks diagonally	
☐ Safety pallet used to lift personnel and equipment for overhead repairs	
☐ Truck parking procedure includes activating hand brake, turning off ignition, and removing key	
UNSAFE ACTS	
☐ Any unsafe acts by drivers observed?	

DAILY FORKLIFT INSPECTION CHECKLIST

Yard Forklift Truck

"KEY OFF" Procedures:

The vehicle inspection:

- Overhead guard
- Hydraulic cylinders
- Mast assembly
- Lift chains and rollers
- Forks
- Tires
- LPG tank and locator pin
- LPG tank hose
- Gas gauge

Check the engine oil level
Examine the battery
Inspect the hydraulic fluid level
Check the engine coolant level

"KEY ON" Procedures

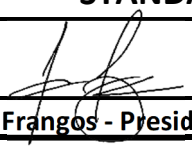
Test the standard equipment:

- Front, tail, and brake lights
- Fuel gauge (if diesel)
- Windshield wiper
- Heater

"ENGINE RUNNING" Procedures

Check the gauges:

- Oil pressure indicator lamp
- Ammeter indicator lamp
- Ammeter
- Hour Meter
- Water Temperature Gauge

ATLAS PAINTING AND SHEETING CORPORATION STANDARD OPERATING PROCEDURES	
APPROVED BY:  **James Frangos - President**	**DAILY FORKLIFT INSPECTION CHECKLIST**

Test the standard equipment:

- Steering
- Brakes
- Horn
- Safety seat (if equipped)

Check the operation of load-handling attachments
Check the transmission fluid level

ATLAS PAINTING AND SHEETING CORP.

465 Creekside Dr, Amherst, NY 14228 ● Office: 716-564-0490 ● Fax: 716-564-0494 ● www.atlas-painting.com

Lead Abatement
Protective Coatings
Abrasive Blasting
Work Platforms
Water Jetting
Bridges
Industrial
Commercial
Plural Component
Tank Linings
Pipelines
Inspections
Cleaning

ATLAS PAINTING AND SHEETING CORPORATION
STANDARD OPERATING PROCEDURE

SAFE OPERATING PROCEDURE FOR
ABRASIVE RECOVERY SYSTEMS:

Atlas Painting and Sheeting Corporation to utilize manufacturers' recommendations for the safe operating of each type of major equipment utilized in our operations.

In addition, Atlas Painting and Sheeting Corporation to keep training logs provided by either the manufacturers of such equipment, or by sign-in training logs. These logs are used to verify that the employees that using this equipment are properly trained by the Competent Person or Supervisor of the project in their use.

A copy of the "Safe Operating Procedure" to be attached for reference.

Approved By:

James Frangos - President

1/5/25
Date

ATLAS PAINTING AND SHEETING CORP.

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ATLAS PAINTING AND SHEETING CORPORATION
STANDARD OPERATING PROCEDURE

SAFE OPERATING PROCEDURE FOR
ABRASIVE BLASTING EQUIPMENT:

Atlas Painting and Sheeting Corporation to utilize manufacturers recommendations for the safe operating of each type of major equipment utilized in our operations.

In addition, Atlas Painting and Sheeting Corporation to keep training logs provided by either the manufacturers of such equipment, or by sign-in training logs. These logs are used to verify that the employees that using this equipment are properly trained by the Competent Person or Supervisor of the project in their use.

A copy of the "Safe Operating Procedure" to be attached for reference.

Approved By:

James Frangos - President

1/5/25
Date

EQUIPMENT TRAINING SIGN-IN SHEET

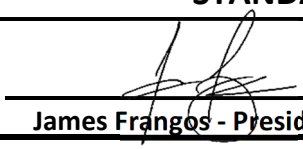
Atlas Painting and Sheeting Corp. **465 Creekside Drive** **Amherst, NY 14228**	**PROJECT NAME:**		
	DATE:	**ATLAS JOB #:**	
	COMPETENT PERSON:		

EQUIPMENT TYPE:	MAKE	MODEL

NAME	SS NUMBER	SIGNATURE

ATTESTATION: Atlas Painting and Sheeting Corp. has provided formal training to their employees for the above noted equipment in the areas of safe operation, routine maintenance and emergency shutdown procedures.

QUALITY CONTROL NAME	**DATE**	**QUALITY CONTROL SIGNATURE**

ATLAS PAINTING AND SHEETING CORPORATION STANDARD OPERATING PROCEDURES	
APPROVED BY:  **James Frangos - President**	**PROCEDURE FOR CRAFT WORKER ASSESSMENT PROGRAM**

STATEMENT OF POLICY:

This Section sets forth the requirements for providing all new employees with an initial craft worker assessment program prior to work on any project. This applies to all Atlas craft employees at the outset of this procedure (2006) and all new craft employees thereafter. All training / testing / assessment shall be completed by the "Test Supervisor" or his qualified designee.

DESIGNATION OF "SUPERVISOR"

The company hereby designates Mr. Robert Cohan our Craft Worker Test Supervisor. Mr. Cohan is also the company Quality Control Manager.

DESIGNATION OF "ALTERNATE SUPERVISOR"

The company's' Test Supervisor, Mr. Robert Cohan, hereby designates: Matt McCane (QCS), Jeff Snow (QCS), Brian Parker, Roger Parker, Paul O'Sullivan, T.J. Hart, Eric Highers, Roger Weber, Jeffrey Snow, Susan Ceciki and Ioannis Koutsomitis as Craft Worker Alternate Test Supervisors.

DEFINITION OF A "SUPERVISOR":

The "Test Supervisor" is the person designated by upper management as the administrator of the Craft Worker assessment program. His responsibilities include development and implementation of the Company's Craft Worker Training and Qualification program and monitoring its' use in the field.

DEFINITION OF AN "ALTERNATE SUPERVISOR":

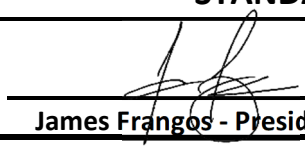
The "Alternate Test Supervisor" is one who has been delegated the authority by the Test Supervisor to implement the Company's Craft Worker Training and Qualification program in the field when the Test Supervisor cannot be present. The Alternate Test Supervisor shall be trained and qualified in accordance with the company worker training / qualification program and site-specific contract requirements.

DEFINITION OF A "CRAFT WORKER":

A "Craft Worker" is one who performs surface preparation and / or applies coating materials.

DESCRIPTION OF PROGRAM:

- Assess the skills and general training needs of newly hired craft workers and qualify them for their assigned tasks.
- Verify the qualifications of existing craft workers for specific projects.
- Train inexperienced craft workers (trainees) as necessary.
- Evaluate the proficiency of craft workers at least once per calendar year and provide additional training as necessary.
- Ensure compliance with contract specific worker training / qualification requirements.
- It is the responsibility of the Supervisor or Alternate Supervisor to determine if additional contract specific training is required, and to verify that training has been accomplished.

ATLAS PAINTING AND SHEETING CORPORATION STANDARD OPERATING PROCEDURES	
APPROVED BY:  **James Frangos - President**	**PROCEDURE FOR CRAFT WORKER ASSESSMENT PROGRAM**

TRAINING AND SKILL ASSESSMENT:

1. CURRENTLY EMPLOYED EXPERIENCED ABRASIVE BLASTERS:

A. As a minimum, all currently employed ***experienced*** Abrasive Blasters must receive the following reevaluation / training annually:

- Training, followed by a written test, will be used to evaluate the craft workers knowledge of Abrasive Blasting.
- The training and written test for Abrasive Blasters will be based on Module 11 of Industrial Painter's Training (NACE / PDCA / AMPP / NCCER) and will include Training on the Companies Quality Control Procedures as defined in the Corporate Policy and Procedure Manual.
- All experienced Abrasive Blasters shall receive a skill evaluation annually by the Supervisor or Alternate Supervisor.
    - This skill evaluation shall be conducted annually, as a minimum.
    - Evaluation shall be conducted either in a controlled session at the Company's shop / yard or in the field at an actual production site.
- Verification of Qualifications through an Interview/Orientation with the Craft Worker Supervisor or Craft Worker Alternate Supervisor.

2. NEWLY HIRED EXPERIENCED ABRASIVE BLASTERS:

A. As a minimum, all newly hired ***experienced*** Abrasive Blasters must receive the following training and evaluation prior to starting work, followed by reevaluation and training annually:

- Training, followed by a written test, will be used to evaluate the craft workers knowledge of Abrasive Blasting and/or Spray Painting.
- The training and written test for Spray Painters will be based on either Module 15 (for Conventional Air Spray) or Module 17 (Airless Spray) of the Industrial Painter's Training (NACE / PDCA / AMPP / NCCER) and will include Training on the Companies Quality Control Procedures as defined in the Corporate Policy and Procedure Manual.
- Verification of Qualifications through an Interview/Orientation with the Craft Worker Supervisor or Craft Worker Alternate Supervisor.

3. NEWLY HIRED INEXPERIENCED (TRAINEE) ABRASIVE BLASTERS:

A. As a minimum, all newly hired ***inexperienced*** craft workers shall receive the following training:

- Atlas will require that all inexperienced Abrasive Blasters shall be trained by the IUPAT or an approved equal.
- Following IUPAT training, and prior to start of Abrasive Blasting work on a project site, the trainee must be evaluated under the same guidelines as a Newly Hired Experienced Abrasive Blaster (No. 2).

4. CURRENTLY EMPLOYED EXPERIENCED SPRAY PAINTERS:

A. As a minimum, all currently employed ***experienced*** Spray Painters must receive the following reevaluation / training annually:

- Training, followed by a written test, will be used to evaluate the craft workers knowledge of Spray Painting.
- The training and written test for Spray Painters will be based on Module 15 (for Conventional Air Spray) and/or Module 17 (Airless Spray) of the Industrial Painter's Training (NACE / PDCA / AMPP / NCCER) and will include Training on the Companies Quality Control Procedures as defined in the Corporate Policy and Procedure Manual.
- All experienced Spray Painters shall receive a skill evaluation annually by the Test Supervisor or a designated Alternate Test Supervisor.
    - This skill evaluation shall be conducted annually, as a minimum.
    - Evaluation shall be conducted either in a controlled session at the Company's shop / yard or in the field at an actual production site.
- Verification of Qualifications through an Interview/Orientation with the Craft Worker Supervisor or Craft Worker Alternate Supervisor.

5. NEWLY HIRED EXPERIENCED SPRAY PAINTERS:

A. As a minimum, all newly hired ***experienced*** Spray Painters must receive the following training and evaluation prior to starting work, followed by reevaluation and training annually:

- Training, followed by a written test, will be used to evaluate the craft workers knowledge of Abrasive Blasting and/or Spray Painting.
- The training and written test for Spray Painters will be based on Module 15 (for Conventional Air Spray) and/or Module 17 (Airless Spray) of the Industrial Painter's Training (NACE / PDCA / AMPP / NCCER) and will include Training on the Companies Quality Control Procedures as defined in the Corporate Policy and Procedure Manual.
- All experienced Spray Painters shall receive a skill evaluation annually by the Test Supervisor or a designated Alternate Test Supervisor.
    - This skill evaluation shall be conducted annually, as a minimum.
    - The evaluation shall be conducted either in a controlled session at the Company's shop / yard or in the field at an actual production site.
- Verification of Qualifications through an Interview/Orientation with the Craft Worker Supervisor or Craft Worker Alternate Supervisor.

6. NEWLY HIRED INEXPERIENCED (TRAINEE) SPRAY PAINTERS:

A. As a minimum, all newly hired ***inexperienced*** craft workers must receive the following training:

- Atlas will require that all inexperienced Spray Painters shall be trained by the IUPAT or equal.
- Following IUPAT training, and prior to start of Spray Painters work on a project site, the trainee must be evaluated under the same guidelines as a Newly Hired Experienced Spray Painter (No. 5).

7. SPECIALTY SKILL QUALIFICATIONS:

A. If it is determined that additional "Specialty Skills" are required for a specific project, such as UHP Water Jetting, Plural Component Spray, etc, a Skill Specific training shall be developed either in house, or outsourced, based the on material and/or equipment supplier's best practices when industry standard training or training materials do not exist.

8. UNFAMILIAR EQUIPMENT AND/OR MATERIALS:

A. In the event of the necessity to use unfamiliar equipment and/or materials, training shall be completed by the manufacturer, or by someone within Atlas that has been trained in their use. Any such training shall be documented in the Project Field Notebook and a copy of the training certificate inserted into the Employee's training folder.

9. RETURNING PREVIOUSLY EMPLOYED CRAFT WORKERS

A. Craft Workers previously trained or qualified by Atlas who have been laid off or who have left to work for another contractor, only to return to work for Atlas within a two-year period need not be re-qualified to update the assessment of their skills.

ATLAS PAINTING AND SHEETING CORP.

CRAFT WORKER TRAINING / ORIENTATION CHECKLIST

Employee: _____
First Name **Middle Initial** **Last Name**

Job to Perform: ☐ **Abrasive Blaster** ☐ **Spray Painter**

Training Needs:

☐ **Abrasive Blaster Evaluation – Date of Evaluation:** _____
Evaluated By: _____ ☐ **Pass** ☐ **Fail**

☐ **Spray Painter Evaluation – Date of Evaluation:** _____
Evaluated By: _____ ☐ **Pass** ☐ **Fail**

☐ **Brief Description of Experience and Company(s) Worked For:**

_____
_____
_____
_____
_____
_____

☐ **Abrasive Blaster Testing – Date of Test:** _____
Tested By: _____ ☐ **Pass** ☐ **Fail**

☐ **Spray Painter Testing – Date of Test:** _____
Tested By: _____ ☐ **Pass** ☐ **Fail**

Supervisor Recommendation: ☐ **Cleared to Work** ☐ **Needs Additional Training**

NOTES: _____
_____
_____

Employee Signature: _____
Date: _____

Supervisor Signature: _____
Date: _____

Spray Applicator Hands on Field/Shop Evaluation Checklist

Painter's Name _____
SS or Employee Id no. _____

This form is to be filled out by the training supervisor. Note that the form has been designed to accommodate training on a plural component pump system. Please adopt form for training and qualification on non plural component airless spray or conventional spray equipment.

Equipment Operation -Part A- Identification of Key Components

Point Range: 0 – 1 –
2 0 = no idea
1 = has some idea but not enough to be
competent 2 = has acceptable skill level

1. Identify Power Source **Points:**_____

2. Identify Manufacturer and Model of Spray Unit **Points:** _____

3. Identify Spray Unit Size and Maximum P.S.I **Points:** _____

4. Identify Type and size of Material Supply Pumps (Parts A & B)
   Type **Points:** _____
   Size **Points:** _____

5. Identify Type of Material Component Heating Units if applicable
   Drum **Points:** _____
   In - Line **Points:** _____

6. Identify Type Proportioning Pumps if applicable
   Fixed **Points:** _____
   Variable **Points:** _____

7. Identify Material or Fluid Pressure Gauges Operational **Points:** _____

8. Identify Material filter locations and size
   Location **Points:** _____
   Size **Points:** _____

9. Identify Size and Condition of Hoses for Unmixed
   Material* Size **Points:** _____
   Condition **Points:** _____

10. Identify Size and Condition of Hoses for Mixed Material* Size **Points:** _____
Condition **Points:** _____

*Verify that the condition of the hoses are in good working condition, clean, free of contaminants, and appropriate size for the material being pumped and the pressure being used to spray the coating.

11. Mix Manifold checked and operational if applicable? **Points:**_____

12. Solvent Purge/Flush Pump operational if applicable? **Points:**_____

Operator - Part B – Hands-On Operational Skills/Knowledge

Point Range: 0 – 1 –
2 0 = no idea
1 = has some idea but not enough to be competent 2 = has acceptable skill level

The painter will perform/show the evaluator (using the equipment present) how they will perform the following tasks:

Note to Instructor: Candidates must have required PPE and must check hoses and fittings to ensure proper operating conditions.

1. Check to see that lines are properly connected and pump is ready for operation **Points**:_____

2. Start and stop unit **Points:** _____

3. Check material supply containers or reservoirs **Points:** _____

4. Check and/or adjust material operating temperatures if applicable **Points:** _____

5. Check or adjust proportioning pump mix ratio if applicable **Points:** _____

6. Prime system **Points:** _____

7. Check and adjust pump pressure **Points:** _____

8. Check mixing ratio of mixed material **Points:** _____

9. Depressurize system and solvent flush paint line(s) **Points:** _____

Sprayer - Part C – Spray Painter Qualification

Point Range: 0 – 1 – 2
0 = no idea
1 = has some idea but not enough to be competent
2 = has acceptable skill level

The candidate will perform/show the evaluator (using the equipment present) how they will perform the following tasks:

1. Can the Spray Painter demonstrate the use of the spray gun trigger lock? **Points:**_____

2. Can the Spray Painter identify spray tip size? **Points:**_____

3. Can the Spray Painter identify if spray tip is worn or not worn? **Points:**_____

4. Does the Spray Painter exhibit proper spray technique by maintaining consistent distance from the surface? **Points**:_____

5. Does the Spray Painter exhibit proper spray technique by avoiding arcing with good wrist control; providing 50% overlap; using proper triggering; maintaining uniform and consistent coverage? **Points**:_____

6. Can the Spray Painter show the evaluator that they can apply the proper mil thickness on ASTM D 4228 or a SSPC approved equivalent test panel according to the manufacturer's recommendations. **Points**:___

7. Can spray painter properly identify symptoms of inadequate spray pressure and describe remedies to correct? **Points:**____

SIGNATURE OF EVALUATOR(S)

_____

_____

DATE & LOCATION OF EVALUATION

_____

SSPC C-7 DRY ABRASIVE BLASTER EVALUATION

Name of Student: _____ **Date:** _____

Employer: _____

Test Location: _____ **Evaluator:** _____

Each student must fill in all applicable information and sign the evaluation form for this evaluation to be complete.

I. Each student will identify the major components of abrasive blasting equipment.
(2 points each)

1. Identify air supply and C.F.M. used for abrasive blasting operation.
Air Supply: _____, C.F.M. _____

2. Check off applicable equipment used to maintain dry air during blasting operations.
Separator: _____, Air Dryer: _____, After cooler: _____, Desiccant filter: _____

3. Identify blasting hose condition and size.
Hose Condition: _____, Hose Diameter: _____

4. Identify type and size of abrasive used.
Abrasive Type: _____, Abrasive size: _____

5. Identify condition and type of deadman control valve.
Condition: _____, Type: Pneumatic: _____, Electric: _____

II. The instructor will observe each student performing the following tests of the abrasive blasting equipment. Students will record all information.
(5 points each)

6. Using a blast nozzle orifice gauge check the size of blast nozzle.
Blast nozzle size: _____

7. Using a air pressure needle gauge check the air pressure at the nozzle.
Blast nozzle air pressure: _____

8. Perform an air cleanliness check using the blotter test / clean plexi-glass method.
Condition of abrasive blast air: _____

III. An instructor will observe each student abrasive blast. Students will be graded for the proper use of PPE and blasting techniques. Each student will abrasive blast a test specimen according to SSPC SP 10 Near White Blast and achieve the required surface cleanliness and surface profile.

9. Student wearing proper PPE during blasting operations. (5 points)
Yes:_____, No:_____, Explain: _____

10. Did the student use proper abrasive blasting techniques. (5 points)
Nozzle Distance:_____, Nozzle Angle:_____, Dwell Time: _____

11. Did the student achieve an SSPC SP 10 Near White Blast. (10 points)
Yes:_____, No:_____, Explain: _____

12. Did the student achieve a proper surface profile on the blasted surface. (5 points)
Yes:_____, No:_____, Explain: _____

Affix Testex tape here

Comments:

_____
_____
_____

Evaluation Score: _____

Signature of Student

_____ Date_____

_____ Evaluator Verification of Student's Government-Issued Photo ID (e.g., Driver's License, Passport)

Signature of Evaluator

_____ Date_____

Designation: D 4227 – 95

Standard Practice for Qualification of Coating Applicators for Application of Coatings to Concrete Surfaces[1]

This standard is issued under the fixed designation D 4227; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon (ε) indicates an editorial change since the last revision or reapproval.

1. Scope

1.1 This practice provides a standard qualifying method for coating applicators to verify their proficiency and ability to attain the required quality for application of specified coatings to concrete surfaces including those in safety-related areas in a nuclear facility.

1.2 Variations or simplifications of the practice set forth herein may be appropriate for special coating work such as maintenance. It is not the intent of this practice to mandate a singular basis for all qualifications.

1.3 Evaluation of the coating applicator being qualified in accordance with this practice, shall be by qualified agents as specified in 4.1. Reports shall be prepared as specified in Section 5, and qualification as specified in Section 6.

1.4 It is the intent of this practice to judge only the ability of the coating applicator to apply specified coatings with the proper tools and equipment.

1.5 The values stated in inch-pound units are to be regarded as the standard. The values given in parentheses are for information only.

1.6 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.*

2. Terminology

2.1 *Definitions:*

2.1.1 *coating applicator*—an individual who has worked in the painting trade sufficiently long enough to master the use of all applicable tools and the materials being applied.

2.1.2 *qualifying agents*—the designated representatives of the owner or of the coating organization, or both, who have sufficient experience in the practical application and evaluation of coating applied to concrete surfaces.

2.1.3 *governing documents*—technical specifications, jobsite procedures, and reference documents.

3. Application of Coatings

3.1 This practice requires the coating applicator to apply the specified coating in conformance to the governing documents to a test area similar to that detailed in Figs. 1 and 2.

3.1.1 *Ceiling Section*—Beginning at the wall line, one 5 by 5-ft (1.5 by 1.5-m) coating.

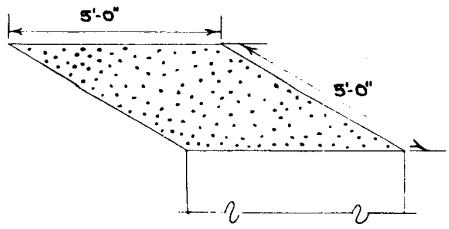


FIG. 1 Concrete Ceiling Test Area

3.1.2 *Wall Section*—Beginning at the floor line, one 5 by 5-ft (1.5 by 1.5-m) coating.

3.1.3 *Floor Section*—Beginning at the wall line and connecting with the wall section, one 5 by 5-ft (1.5 by 1.5-m) coating.

3.2 This practice requires the coating applicator perform the application using the proper technique and application equipment consistent with the governing documents.

3.3 The surfaces of the concrete test area shall be prepared in accordance with the governing documents.

3.4 The coating applicator shall demonstrate the ability to apply the specified coating to a uniform dry film thickness in accordance with the governing documents, as evaluated by the qualifying agents.

3.5 When desired by the owner, one of the test surfaces may include embedded steel.

3.6 If a coating system specified requires a primer, intermediate, and finish coat, treat each coat as a separate application, allowing a specified drying time before applying each succeeding coat.

3.7 The coating applicator shall be provided with the following:

3.7.1 Information regarding the specified coating material(s), including wet and dry film thickness required, and all

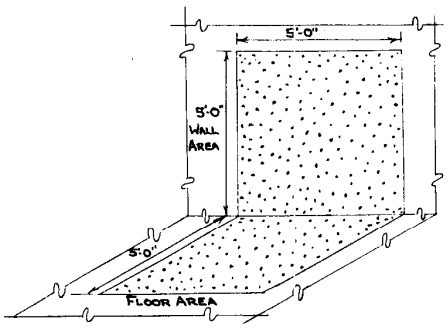


FIG. 2 Concrete Wall and Floor Test Area

[1] This practice is under the jurisdiction of ASTM Committee D-33 on Protective Coating and Lining Work for Power Generating Facilities and is the direct responsibility of Subcommittee D33.07 on Application.

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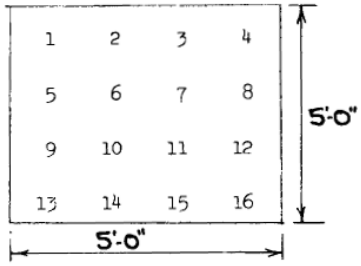

FIG. 3 Location of Wet-Film Thickness Readings

other information contained in the governing documents for the coating system being applied.

3.7.2 Coating materials properly mixed in accordance with the governing documents and ready for application.

3.7.3 The necessary equipment for the proper application of the specified coating.

3.7.4 Miscellaneous equipment, brushes, and thinners required for cleaning the equipment after completion of the test.

3.7.5 A practice area to adjust and test the equipment prior to performing the test.

3.7.6 All necessary safety equipment.

3.7.7 Wet-film thickness gage for verifying the coating thickness during application.

3.8 The coating applicator shall use the wet-film thickness gage furnished to determine coating thickness buildup during application. Material thickness is one of the criteria for evaluation.

4. Evaluation of Coating Application

4.1 Evaluation of the coating applicator shall be made by two qualifying agents. Only one qualifying agent can be production-related.

4.2 The qualifying agents shall be capable of answering technical questions requested by the coating applicator relating to the application of the specified coating material(s). The qualifying agents shall be thoroughly familiar with the specified coating material(s) and acceptance criteria and shall be aware of any difficulties in applying the coating to any surface.

4.3 The qualifying agents shall have a wet-film gage of the same type used by the coating applicator.

4.4 The qualifying agents shall take approximately 16 wet-film thickness readings on the test areas. These readings shall be recorded as specified in Section 5. The wet-film thickness readings shall be used to verify the specified dry-film thickness requirements and uniformity of application. The number and location of readings shall be as indicated on Fig. 3.

4.5 The coating applicator and the qualifying agents shall understand the required dry-film thickness range requirements of the governing documents before any coatings are applied.

4.6 The qualifying agent shall inspect the finished surface to verify that it conforms to the requirements of the governing documents. A description of the appearance of the completed applied coating shall be recorded on the form shown in Fig. 4.

5. Report

5.1 The qualifying agents shall use a report form similar to that in Fig. 4 to record wet-film thickness readings specified in 4.4, and the appearance of the completed coating surface as specified in 4.6.

5.2 The qualifying agents and coating applicator shall sign the report form.

5.3 The generation of documentation and maintenance of records shall be as delineated in the applicable project documents.

6. Initial Qualification

6.1 The qualifying agents shall prepare a qualification form similar to Fig. 5. The qualification form shall state the

Test Application of Coating to Standard Concrete Test Areas by Coating Applicator for Qualification for Coating of Concrete Surfaces

Type of Recording Instrument for Wet-Film (WFT) Thickness: _____

WFT Reading No.	Floor Test Area	Wall Test Area	Ceiling Test Area
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

Description of Materials: _____

Qualifying Agent: _____

Qualifying Agent: _____

Date _____ Coating Applicator: _____

FIG. 4 Record Form for Test Application

Coating Applicator Qualification for Application of Coatings to Concrete Surfaces

Coating Applicator's Name: _____
Location (Site): _____
Qualifying Agents:

1. _____ Representing: _____
2. _____ Representing: _____

Coating System: _____
Manufacturer: _____
Type of Application Equipment: _____
Comments: _____

The above applicant has been qualified as a Coating Applicator for the application of the above coatings for concrete surfaces.

Qualifying Agent: _____
Qualifying Agent: _____
Date: _____ Coating Applicator: _____

FIG. 5 Qualification Form

coating materials used and the application equipment used in the test.

6.2 The qualifying agents and the coating applicator shall sign the qualification form.

7. Requalification

7.1 The owner or his designated representative may determine the degree of requalification to be permitted, as well as the acceptance of previously qualified coating applicators based on time interval since the date of the qualification and provided the same coating materials and application procedures are used. Note the acceptance of previous qualification in the quality assurance file for the project.

8. Limited Qualifications—Touch Up and Repair

8.1 Limited qualifications can be accomplished using only areas representative of the actual plant surfaces, even though they do not include all areas represented by Figs. 1 and 2.

9. Limited Qualifications—Brushes, Rollers, Squeegees, or Other Special Tools

9.1 Limited qualifications for special application tools may be required on certain projects. When such limited qualification is performed, the limitations shall be noted on the records for qualification and application.

Designation: D 4228 – 95

Standard Practice for Qualification of Coating Applicators for Application of Coatings to Steel Surfaces[1]

This standard is issued under the fixed designation D 4228; the number immediately following the designation indicates the year of original adoption or, in the case of revision, the year of last revision. A number in parentheses indicates the year of last reapproval. A superscript epsilon (ε) indicates an editorial change since the last revision or reapproval.

1. Scope

1.1 This practice provides a standard qualifying method for coating applicators to verify their proficiency and ability to attain the required quality for application of specified coatings to steel surfaces including those in safety-related areas in a nuclear facility.

1.2 Variations or simplifications of the practice set forth herein may be appropriate for special coating work such as maintenance or qualifications of equipment suppliers shop personnel. It is not the intent of this practice to mandate a singular basis for all qualifications.

1.3 Evaluation of the coating applicator being qualified in accordance with this practice, shall be by qualified agents as specified in 4.1. Reports shall be prepared as specified in Section 5, and certification as specified in Section 6.

1.4 It is the intent of this practice to judge only the ability of the coating applicator to apply specified coatings with the proper tools and equipment.

1.5 The values stated in inch-pound units are to be regarded as the standard. The values given in parentheses are for information only.

1.6 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.*

2. Terminology

2.1 *Definitions:*

2.1.1 *coating applicator*—an individual who has worked in the painting trade sufficiently long enough to master the use of all applicable tools and the materials being applied.

2.1.2 *qualifying agents*—the designated representatives of the owner or of the coating organization, or both, who have sufficient experience in the practical application and evaluation of coatings applied to steel surfaces of a nuclear facility.

2.1.3 *governing documents*—technical specifications, jobsite procedures, and reference documents.

3. Application of Coatings

3.1 This practice requires the coating applicator to apply the specified coating in conformance to the governing documents to a test panel similar to that detailed in Fig. 1. This panel is typical of the panel used for qualification, and may be modified to suit site configurations.

3.2 This practice requires the coating applicator to perform the application using the proper technique and application equipment consistent with the specified coating materials.

3.3 The surfaces of the test panel shall be prepared in accordance with the governing documents.

3.4 Place the test panel approximately 12 in. (305 mm) above ground level and at approximately 30° from the vertical plane, with the complex side up. This will simulate the types of difficult coating situations encountered by coating applicators.

3.5 The coating applicator shall demonstrate his ability to apply the specified coating to a uniform dry-film thickness in accordance with the governing documents, as evaluated by the qualifying agents.

3.6 Allow required drying as prescribed by the governing documents prior to taking the dry-film thickness reading of the applied coating. If a coating system specified requires a primer, intermediate, and finish coat, treat each coat as a separate application, allowing a specified drying time before inspecting each completed coat.

3.7 The coating applicator shall be provided with the following:

3.7.1 Information regarding the specified coating material(s), including wet and dry film thickness required, and all other information contained in the governing documents for the coating system being applied.

3.7.2 Coating materials properly mixed in accordance with the governing documents and ready for application.

3.7.3 The necessary equipment for the proper application of the specified coating.

3.7.4 Miscellaneous equipment, brushes, and thinners required for cleaning the equipment after completion of the test.

3.7.5 A practice area to adjust and test the equipment prior to performing the test.

3.7.6 All necessary safety equipment.

3.7.7 Wet-film thickness gage for testing the coating thickness during application, where applicable.

4. Evaluation of Coating Application

4.1 Evaluation of the coating applicator shall be made by two qualifying agents. Only one qualifying agent can be production-related.

4.2 The qualifying agents shall be capable of answering technical questions requested by the coating applicator relating to the application of the specified coating material(s). The qualifying agents shall be thoroughly familiar with the specified coating material(s) and acceptance criteria and shall be aware of any difficulties in applying the coating to any surface.

4.3 The qualifying agents shall have a wet-film gage of the

[1] This practice is under the jurisdiction of ASTM Committee D-33 on Protective Coating and Lining Work for Power Generating Facilities and is the direct responsibility of Subcommittee D33.07 on Application.

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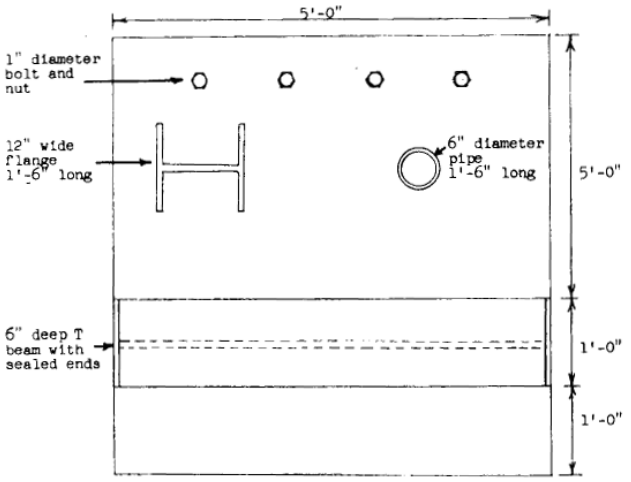


FIG. 1 Test Panel—Complex Side

same type used by the coating applicator, as well as a calibrated magnetic-type dry-film thickness gage.

4.4 The qualifying agents shall take dry-film thickness readings on all areas of the test panel, except nuts and bolts. These readings shall be recorded as specified in Section 5. Wet-film readings may be used to check the coating applicator's progress during application. The dry-film thickness reading shall be used to verify the specified dry-film thickness requirements and uniformity of application. The number and location of readings shall be as indicated on Fig. 2.

4.5 The coating applicator and the qualifying agents shall understand the required dry-film thickness range requirements of the governing documents before any coatings are applied.

4.6 The qualifying agent shall inspect the finished surface to verify that it conforms to the requirements of the governing documents. A description of the appearance of the completed applied coating and dry film thickness shall be recorded on form Fig. 3.

5. Report

5.1 The qualifying agents shall use a report form similar to that in Fig. 2 to record dry-film thickness readings specified in 4.4, and the appearance of the completed coating surface as specified in 4.6.

5.2 The qualifying agents and coating applicator shall sign the report form.

5.3 The generation of documentation and maintenance of records shall be as delineated in the applicable documents.

6. Initial Qualification

6.1 The qualifying agents shall prepare a form similar to Fig. 3. The qualification form shall state the coating materials used and the application equipment used in the test.

6.2 The qualifying agents and the coating applicator shall sign the qualification form.

7. Requalification

7.1 The owner or his designated representative may determine the degree of requalification to be permitted, as well as the acceptance of previously qualified coating applicators based on time interval since the date of the qualification form and provided the same coating materials and application procedures are used. Note the acceptance of previous qualification in the quality assurance file or the project.

8. Limited Qualifications—Touch Up and Repair

8.1 Limited qualifications can be accomplished using only areas representative of the actual plant surfaces, even though they do not include all areas represented in Fig. 1.

9. Limited Qualifications—Brushes, Rollers, or, Other Special Tools

9.1 Limited qualifications for special application tools may be required on certain projects. When such limited qualification is performed, the limitations shall be noted on the records for qualification and application.

Test Application of Coating to Standard Steel Test Panel by Coating Applicator for Qualification for Coating of Steel Surfaces

Coating Applicator _____

Readings	Wet		Dry	
Flatside:				
Complex Side:				
Pipe:				
"H" Beam:				
"T" Bar:				
Plate:				

Description of Finished Surface: _____

Date: _____ Qualifying Agent: _____

Material: _____ Qualifying Agent: _____

DFT Range: _____ Coating Applicator: _____

FIG. 2 Record Form for Test Application

Coating Applicator Qualification for Application of Coatings to Steel Surfaces

Coating Applicator's Name: _____
Location (Site): _____

Qualifying Agents:

1. _____ Representing: _____
2. _____ Representing: _____

Coating System: _____
Manufacturer: _____
Type of Application Equipment: _____
Comments: _____

The above applicant has been certified as a Coating Applicator for the application of the above coatings for steel surfaces.

Date: _____ Qualifying Agent: _____
Coating Applicator: _____ Qualifying Agent: _____

FIG. 3 Qualification Form

COMPETENT PERSON LETTER OF AUTHORITY

Atlas Painting and Sheeting Corp. **465 Creekside Drive** **Amherst, NY 14228**	**PROJECT NAME:**	
	ATLAS JOB #:	
	DATE #:	

The Competent Person reports directly to the President and Safety Director of Atlas Painting and Sheeting and has management's full support to stop non-conforming work. The Competent Person has the authority to ensure hazardous paint removal operations are carried out according to compliance plans and relevant government regulations. The Competent Person will not routinely work as a member the paint removal crew.

The Competent Person for contract _____ will be _____ S/He has _____ years' experience in the steel structures and has attended a C-3 training course or an 8-hour C-5 refresher training. An alternate will be _____ S/He has _____ years' experience in the steel structures and has attended a C-3 training course or an 8-hour C-5 refresher training.

The Competent Person is responsible for:

1. Ensure the effectiveness and the continued integrity of environmental controls.
2. Monitor airborne and biological exposures and report results to employee.
3. Ensure implementation of the Hazard Communication program.
4. Implement applicable training for site personnel.
5. Ensure workers entering contaminated zones are properly protected and trained in the use of PPE, exposure control methods, personal hygiene facilities, and decontamination practices.
6. Verify the proper functioning and operation of the engineering controls.
7. Ensure emissions to air, water and soil and all waste streams are minimized and in compliance with applicable federal, state and local regulations.
8. Control access to the site and designate contaminated work zones.
9. Maintain project documentation as required by Atlas Painting and Sheeting.
10. Implement and oversee all site specific health and safety programs as directed by the Safety Director and Industrial Hygienist.
11. Conduct daily & weekly site inspections. Inspect site conditions and workers personal protective equipment.
12. Oversee daily implementation and enforcement of the hazardous waste management procedures.
13. Set a good example for workers on the project.

ROBERT COHAN – SAFETY DIRECTOR	**DATE**

QUALITY CONTROL PERSON LETTER OF AUTHORITY

Atlas Painting and Sheeting Corp. **465 Creekside Drive** **Amherst, NY 14228**	**PROJECT NAME:**	
	ATLAS JOB #:	
	DATE #:	

The Quality Control Person reports directly to the President and Quality Control Supervisor of Atlas Painting and Sheeting and has management's full support to stop non-conforming work. The Quality Control Person has the authority to ensure that Surface Preparation and Coating Application operations are carried out according to compliance plans and contract specifications.

I, Robert Cohan, Quality Control Supervisor / Health & Safety Coordinator of Atlas Painting and Sheeting Corp. do hereby give authorization to _____ Quality Control Person QA /QC, the authority make corrective measures and stop work as necessary until the above noted procedures are brought into conformance.

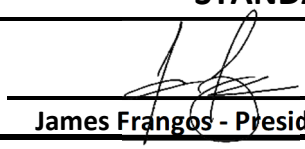
PROJECT TITLE: _____

QC PERSON: _____

_____ _____

Signature **Date**

ROBERT COHAN – QUALITY CONTROL SUPERVISOR	**DATE**

ATLAS PAINTING AND SHEETING CORPORATION STANDARD OPERATING PROCEDURES	
APPROVED BY:  **James Frangos - President**	**CORRECTIVE ACTION PROCEDURES**

INTRODUCTION

Atlas Painting and Sheeting Corp. take recurring non-conformities very seriously. All on-site Non-Conformance Logs are viewed and analyzed for trends. If a trend of recurring non-conformances is found, changes are implemented in the field and within the company's general procedures. Once a change is implemented to a company general procedure, management shall follow up to ensure that the change has been effective. See the following **RECURRING NON-CONFORMANCE / CORRECTIVE ACTION REPORT** form for documentation by the Quality Control Supervisor.

QC/QA NON-CONFORMANCE REPORT

Atlas Painting and Sheeting Corp. 465 Creekside Drive Amherst, NY 14228	**PROJECT NAME:**			
	DATE of WORK:		**ATLAS JOB #:**	
	REPORT NO:		**CP/QC PERSON:**	

DATE	DESCRIPTION OF RECURRING NON-CONFORMANCE

BASED ON OWNERS / CONSULTANTS REPORT: ☐ YES ☐ NO

RE-OCCURRING NON-CONFORMANCE: YES NO
IF SO, DETERMINE THE ROOT CAUSE AND REPORT IT TO THE QUALITY CONTROL SUPERVISOR:

CORRECTIVE ACTION(S) REQUIRED:

CORRECTIVE ACTION(S) COMPLETED

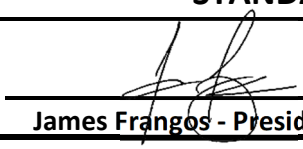
TIME REQUIRED TO COMPLETE CORRECTIVE ACTION(S)	

SUPERINTENDANT / FOREMAN INFORMED: ☐ YES ☐ NO

QUALITY CONTROL SUPERVISOR INFORMED: ☐ YES ☐ NO

QUALITY CONTROL SUPERVISOR'S COMMENTS:

QUALITY CONTROL SUPERVISOR'S NAME	DATE	QUALITY CONTROL SUPERVISOR'S SIGNATURE

ATLAS PAINTING AND SHEETING CORPORATION STANDARD OPERATING PROCEDURES	
APPROVED BY:  **James Frangos - President**	**PROCEDURES FOR VERIFYING PROPER COATING APPLICATION**

INTRODUCTION

The main element in verifying proper coating application is quality control. This system provides for checks at various stages of the work instead of relying totally on customer checking, or on third party inspectors. This tends to provide an "in process" check on the work instead of an "after the fact" one. The basic reason for this approach is that "after the fact" checks as opposed to the "in process" checks lead to more rework and ultimately lost production time. Further, when defects are found and corrected applicators, and others, can refine their skills better if they have immediate feedback about the quality of their efforts.

Robert Cohan, Quality Control Supervisor, reviews at least 20% of the Daily QC Reports, a minimum of one per work week.

The basic checks that are accomplished in the field are listed below in the categories of: weather, surface preparation, coating material and application.

Weather ■ Air Temperature ■ Humidity ■ Dew Point ■ Surface Temperature	**Coatings Materials** ■ Product/batch number ■ Conformance with shelf life ■ Thinner type and amount used ■ Mixing according to specification ■ Induction according to specification
Surface Preparation ■ Equipment checks (for example, air compressor) ■ Abrasive checks (cleanliness, etc) ■ Degree of cleaning achieved ■ Profile achieved (compared to spec)	**Application** ■ Equipment check ■ Compressed air ■ Pot agitation ■ Wet film thickness required and achieved ■ Dry film thickness achieved

* All checks are recorded to provide documentation of workmanship, and to reinforce the quality program.

MAJOR OPERATION HOLD POINT INSPECTIONS

To ensure that surface preparation and coating application are conducted in accordance with the project specification and industry standards, hold point inspections are conducted. The Quality Control inspector is responsible for conducting, witnessing, verifying, inspecting, and documenting the work at the established hold points. Work shall not proceed until the Quality Control inspector has verified acceptance of these hold points.

- Pre-surface preparation inspection
- Measurement of ambient conditions
- Evaluation of compressed air
- Determination of surface preparation, cleanliness and profile
- Observation of coating mixing
- Determination of dry film and wet film thicknesses
- Evaluation of surface cleanliness between coats
- Pinhole and holiday testing (where applicable)
- Evaluation of adhesion and cure

Documentation of inspection activities are recorded in the Daily Painting Inspection Reports (ATTACHED).

STOPPING NON-CONFORMING WORK

The Quality Control inspector has the authority to stop work found to be non-conforming (both during hold point inspections and general inspections) and the responsibility to inform the production supervisor of non-conforming work. Lines of authority are noted in the company organization chart. Non-conformance and corrective action required and documented by the inspector on the Daily Painting Inspection Report.

PROCEDURES FOR USE AND CALIBRATION OF INSPECTION EQUIPMENT

The Quality Control inspector is also responsible for the control of all testing, inspection and measuring equipment. This consists of purchasing and inventory records maintaining files of all equipment calibration certificates, and verifies that equipment is tagged with calibration status. and the issuing, reclaiming, and storing of equipment. All equipment is calibrated and maintained prior to, during, and after use as appropriate.

All testing, inspection and measuring equipment is used and calibrated in accordance with manufacturer's recommendations, as well as compliance with standard industry practices and the project specifications. Standard operating procedures for the Company’s inspection equipment is as follows:

Standard Operating Procedure for Psychrometers

Sling psychrometers are used for obtaining wet and dry bulb temperatures, and in conjunction with psychrometric tables, the relative humidity and dew point. A Mannix™ Digital Sling Psychrometer (Factory Calibrated) may also be used.

Operation for manual type:

1. Assure the sock of the wet bulb is relatively clean prior to use.

2. Saturate the sock with water.

3. Whirl the instrument through the air away from the body for approximately 20-30 seconds and note the wet bulb temperature.

4. Repeat the process without rewetting the sock until the temperature remains unchanged for three consecutive readings.

5. Plot the dry bulb (air) temperature and the difference between the dry bulb and wet bulb readings in the psychrometric tables to determine the relative humidity and dew point.

6. When using a Taylor brand psychrometer aligning the wet and dry bulb readings will allow for a direct reading of relative humidity on the body of the instrument.

Calibration
Sling psychrometers are factory calibrated; field calibration is not possible. However verify the accuracy of the thermometers regularly by comparing two or more thermometers. Remove the wet bulb sock and make the comparison out of direct sunlight and drafts. Covering the bulbs with tablet paper can help avoid erroneous readings due to drafts.

Helpful Hints

1. Ambient conditions should be taken before work begins each day and monitored periodically throughout the day (every four hours or sooner if weather conditions appear to be worsening).

2. All readings should be taken at the actual locations of the work. 3. Ambient conditions of temperatures less than 32°F (O°C) must be obtained using other means (i.e., direct readout humidity recorders).

3. The surface temp. should be a minimum of 5 °F higher than the dew point temperature.

Standard Operating Procedure for Dewcheck Dewpointmeter Direct Readout Humidity Recorder Operation

This instrument has two sensors, A and B.

Ambient Temperature

Sensor A measures the temperature of the surrounding air (ambient).

ATTENTION - Do not attempt to touch or approach the sensors with ones bare hands while measuring. Also stay away from airstreams such as ventilators, air dryers, exhaust pipes, blasting machines etc. These air streams may cause deviations of the measuring results and reflect an incorrect picture of the climatic conditions.

Surface Temperature

Sensor B is a fast responding contact sensor for measuring the surface temperature. The sensor element is spring mounted within the stainless steel cover to protect the sensor tip. To obtain a reading, place the sensor on the surface to be measured perpendicular to that surface. Slight pressure is used to make proper contact with the surface. One should not attempt to push the sensor with force on to the surface. Forcing the sensor on to the surface will not lead to fast or better results.

ATTENTION - Never rub the sensor over the surface to be measured. The reading is taken once the resolution in the display stabilizes or does not vary more than a few tenths of a degree.

Dewpoint Temperature

1 . The dew point temperature is read once the dew point button is pushed. The indicated dew point temperature is being calculated by the actual ambient temperature and the relative humidity which is being measured by sensor A.

2. The difference between dew point temperature and surface temperature is given when the difference button is pushed. Should the difference be less than 5 °F (3 °C) an alarm symbol will appear on the display.

Relative Humidity

1 . Sensor A measures the relative humidity and shows this in the display as a percentage. If a value of 100% is being measured, condensation may appear on the sensor. Wait until this has evaporated and do not attempt to clean the sensor by mechanical means.

Calibration

The Dewcheck calibration kit with a 33% calibration chamber is necessary to calibrate this instrument:

1. Select the RH parameter and switch off the instrument. Switch on the instrument again and at the same time simultaneously push the LIGHT and HOLD keys. The CAL and SET symbol appears in the display now appears an RH-value (i.e. 32.9%) depending on temperature.

2. The 33% calibration chamber is connected to the RH sensor by sliding it over the sensor.

ATTENTION - It is important that the RH sensor does not touch any of the salts or saline solution contained in the chamber. In the calibration case is a cut out in which the instrument with the calibration chamber fits. Carefully place the instrument with the calibration chamber into the case, take care not to tilt the instrument in order to prevent the saline solution from touching the RH sensor. Close the calibration case in order to obtain a uniform temperature.

3. Wait for approximately 60 seconds in order to stabilize the instrument.

4. Open the case and push the MODE key and hold the key pushed in for +/- 2 seconds. The instrument now calibrates itself and demands a second calibration value of 75.4%.

5. Slide the 75% calibration chamber over the RH sensor and repeat steps 2 & 3.

6. Again push the MODE key for 2 seconds and the instrument is calibrated.

NOTE: The calibration kit contains Natrium Chloride Salt and Magnmesium Chloride Salt.

How to Fill the Calibration Chambers

In the calibration case are two calibration chambers as well as two small containers with the salts and a bottle of distilled water, It is very important to use the correct chamber with the corresponding salt and not to interchange them. Unscrew the lid of the calibration chamber with a coin and place a filter on the bottom of the calibration chamber. Put the indicated amount of the proper salt with the enclosed small spoon and drip some distilled water on the salt.

Use the Following table for the water and salt ratio:

	Calibration Chamber 33%	**Calibration Chamber 75%**
Number of spoonful of Salt	1	1
Drops of Water	3	10

Avoid spillage of salt or water on the inside wall of the calibration chamber as this may come in contact with the sensor.

Close the calibration chambers and the salt containers immediately after filling. Clean and dry the calibration chambers thoroughly after use.

Standard Operating Procedures for Needle Pressure Gauge

Description

This devise is a pressure gauge adapted for use with hypodermic needles to determine blast cleaning air pressure at the nozzle. Instant readings range from 0-160 psi.

Operation

1. Take readings as close to the nozzle as possible with the abrasive flowing.

2. Insert the needle through the hose in the same direction as the abrasive flow (toward the nozzle).

3. Air Pressure will be registered by the scale pointer.

Calibration

The needle pressure gauge is factory calibrated; no field calibration is required. If a check is necessary, remove the adapter from the end of the gauge. Exchange the gauge with an existing on another piece of equipment to compare results.

Helpful Hints

1. Data obtained from test should be used for reference only.
2. All equipment supplied from the compressed air system should be in operation during the test to obtain the true pressure at the nozzle.
3. If gauge does not register check needle opening for clogging.
4. Keep extra needles on hand; needles have a tendency to bend after several uses.

Standard Operating Procedures for Measuring Air Cleanliness - Blotter Test (ASTM D 4285)

Description

Compressed air used for blast cleaning or conventional spray paint application must be checked daily. The compressed air supply shall be inspected for the use of in line moisture and oil traps.

Operation

The proper function of the moisture traps must be evaluated daily by allowing the air supply (downline from the traps) to blow against a clean, white cloth or clear Plexiglas, in accordance with ASTM D4285. No moisture or oil should be deposited on the cloth. If contaminants are detected, the equipment shall be corrected, and the air stream shall be retested. Surfaces determined to have been blasted since the last successful test shall be re-blasted with clean air and abrasive. Coatings determined to have been applied using contaminated air shall be removed and new coating applied using clean air.

1. Use dry, white absorbent material, e.g., several layers of cheesecloth or a piece of white blotter paper, or lint free cotton cloth) The cloth or paper should be at least 8 x 10 inch (20cm x 25 cm) in size. A clear piece of Plexiglas may also be used.

2. Test the air supply downstream from oil and water traps (extractors) and as close as possible to the equipment using the air.

3. Hold white absorbing material in the air stream for a minimum of 2 minutes. The test material should be held within 24 inches (61 cm) of the air stream.

4. Examine the test material immediately for evidence of oil and/or water contamination. Examination should be made visually as well as feeling and smelling the test material.

NOTE: Always test prior to using spray, abrasive blasting, power tool and air drying equipment and at least once every eight (8) hours during continuous compressor operation. When relative humidity is high more frequent testing is required. If compressor operation is interrupted for more than 15 minutes, the air supply should be retested.

Trouble Shooting

Oil contamination can usually be attributed to worn equipment, (e.g., worn piston rings). Oil or water located in the lines downstream from the extractors may indicate that the traps are not functioning properly. Clogged filters must be replaced and traps bled frequently. If problems persist, larger traps may be needed or the air compressor needs to be replaced.

The source of water contamination is from the air itself. The amount of moisture in the air is dependent on the ambient air temperature and relative humidity. The saturation point decreases when the air is compressed, which means that more moisture is in the air volume. Most moisture can be removed by the intercooler and after cooler of the compressor, while any remaining condensation can be removed by the in-line extractors. If moisture persists, check the intercooler and after cooler. Make sure cooling water is on and that drains are not clogged. Increasing cooling water flow may improve the efficiency of the intercooler and after cooler. If moisture problems persist, installation of a larger water trap may be required.

Standard Operating Procedures for Measuring Surface pH

Description of Procedure

pH is a measure of the concentration of hydrogen ions in a solution. With regard to painting, surface pH of the material to be coated is important in gauging the performance of the coating system to be applied. Surface pH should always be as close to neutral (7) as possible. Coating failures may occur if the surface pH is too high (alkaline) or too low (acidic).

Operation

1. The pH of a surface is determined by placing a small strip of pH paper on the surface and moistening it with one or two drops of deionized water, making certain that the pH paper is in intimate contact with the steel surface. The resulting color is compared with the indicator color chart included with the pH paper. NOTE It is also a good practice to check the pH of the water used.

Standard Operating Procedures for Visual Standard For Abrasive Blast Cleaned Steel - AMPP-VIS 1 02-12

Description

The AMPP Visual Standard for abrasive blast cleaned steel is a book of color prints illustrating the various degrees of abrasive blast cleaning over mill scale and various rust grades of structural steel. It is supplement to the AMPP Surface preparation Specifications and has been prepared by AMPP The Society For Protective Coatings.

Operation

1. Select one or more of the four initial rust conditions depicted in the standards that are representative of the steel to be prepared: A-intact mill scale, B-rusty mill scale, C-rusted steel with no mill scale present, and D-rusted and pitted steel.

2. Turn to the appropriate section of the book as selected above, (A,B,C,D) and find the photo that represents the method of preparation specified: SP7 Brush-Off, SP6 Commercial, SP 10 Near White, and SP5 White.

EXAMPLE: If the surface being prepared is rusted with some intact and flaking mill scale remaining, choose Standard B as the initial surface condition prior to surface preparation. If a Near-White Blast is specified, turn to the photograph designated B-SP 10.

Helpful Hint - Surface Cleanliness

No surface will appear identical to those shown in the photographs. The photographs are best used to show the difference between the methods of preparation, and to serve as a basis for developing job site prepared cleanliness standards.

Standard Operating Procedures for Testex Press-O-Film Replica Tape

Description

The Testex Press-O-Film Replica Tape, after being rubbed on the blast cleaned surface, provides a mirror image of the profile. The replica is inserted between the anvils of a spring micrometer, and a measurement of the surface profile or roughness is obtained. The tape is comprised of a 2.0 mil thick film of non-compressible mylar that serves as a backing for an emulsion comprised of microscopic bubbles.

Operation

1. Choose either the Coarse (0.8-2.0 mils) or X-Coarse (1.5-4.5 mils) tape, depending upon the anticipated profile depth to be measured.
2. Remove the wax paper backing from the tape.
3. Place the tape on the blast cleaned surface, emulsion side down.
4. Rub the Mylar (designated by the circle) vigorously with the blunt burnishing tool provided. Continue rubbing until the Mylar turns uniformly gray.
5. Remove the tape and place the replica tape between the anvils of the spring micrometer.
6. The micrometer reading, after subtracting 2.0 mils (non-compressible Mylar thickness) represents the profile. The tape may be stored for future use.

Calibration

No calibration of the tape is necessary or possible. To adjust the spring micrometer, with the anvils closed, turn the scale ring until zero lines up with the needle indicator.

Helpful Hints

1. If the surface is not clean prior to testing, any dust or debris will adhere to the emulsion and be read incorrectly as profile.

2. The tape cannot be used for profile of less than 0.8 mils, as the emulsion, when placed on plate glass or a mirror will not compress to 0.0 mil. It measures a few tenths of a mil.

3. Unlike comparator methods of measurement, results obtained by the tape are not influenced by the type of abrasive used.

ATLAS PAINTING AND SHEETING CORPORATION STANDARD OPERATING PROCEDURES	
Approved by: 	**PROCEDURES FOR VERIFYING PROPER COATING APPLICATION**

Standard Operating Procedures for Measuring Wet Film Thickness

Description

The wet film thickness gauge has two or four faces or sides. The edge of each face is comprised of two end points of equal length with progressively shorter legs in between. Numbers on each leg represent the distance (in mils) between the leg and the end points. The gage permits the applicator to approximate the amount of coating being applied while wet, in order to better assure that the proper dry film thickness will result.

Operation

1. Place the instrument squarely (north/south) position and firmly onto the surface to be measured immediately after application.

2. Remove the gage from the surface and note the highest step covered by the coating.

3. The wet film thickness lies between the highest coated step and the next uncoated step.

Helpful Hints

1. Wet film thicknesses are "guideline" thicknesses only.
2. Dragging, sliding or twisting the gage in the wet coating will give erroneous readings.
3. Thoroughly clean the gage after each use.
4. Never sand or file dried material from gage steps.
5. Avoid surface irregularities which may distort readings. Use the gage along the length, not the width of curved surfaces.

$$\text{WFT} = \frac{\text{DESIRED DRY FILM THICKNESS}}{\%\ \text{SOLIDS BY VOLUME}}$$

$$\text{WFT} = \frac{\text{DESIRED DRY FILM THICKNESS}}{\%\ \text{SOLIDS BY VOLUME}\ (100\% + \%\ \text{THINNER ADDED})}$$

Standard Operating Procedures For Measuring Dry Film Thickness Positector 6000 Type 2 (per AMPP PA 2)

Description

A constant pressure probe gauge uses a probe which exerts a constant pressure on the coated surface during the entire measuring operation. Electronic circuitry is used to convert a reference signal into a coating thickness.

Operation

1. Examine the sensing probe to assure cleanliness from coating residue or other contaminants.

2. Calibrate the instrument before, during and after use.

3. Place the instrument perpendicular to the substrate being measured, assuring solid, even contact of the probe using the protective red cap as a second foot.

4. A reading will be automatically registered. This reading will be held on the digital scale until the next measurement is taken.

Calibration Procedure

DeFelsko/PosiTector 6000 F/FS/FRS/SPFS Coating Thickness Gages

1. Introduction and UUC Performance Requirements

1.1 This procedure describes the calibration of Coating Thickness Gages, DeFelsko/PosiTector 6000 F, 6000 FS, 6000 FRS and 6000 SPFS. All gages have the following ranges:

Table 1-1 Measurement Ranges

Gage	Measurement Range
6000 F	0-1500 mm and 0-60 mils
6000 FS	
6000 FRS	
6000 SPFS	

1.2 The unit being calibrated will be referred to as the UUC (unit-under-calibration).

1.3 UUC Environmental Range:
- Temperature: 23 – 5° C
- Relative Humidity: Up to 95%

1.4 UUC Warm-up and Stabilization Period requirements: Does not apply.

Table 1-2 UUC Calibration Requirements and Calibration Description

Unit-Under-Test (UUC) Parameter or Function		Performance Specifications	Test Method
1	Accuracy Test 6000 F 6000 FS 6000 FRS 6000 SPFS	0 to 50 µm, ± (1 µm + 1% of reading) >50 µm, ± (2 µm + 1% of reading) 0 to 2 mils, ± (0.05 mils + 1% of reading) >2 mils, ± (0.1 mils ± 1% of reading)	Compared to Coating Thickness Reference Standards.

2

Measurement Standards and Support Equipment Performance Requirements

2.1 Minimum-Use-Specifications are the calculated minimum performance specifications required for the measurement standards and support equipment to be utilized for comparison measurements required in the Calibration Process.

2.2 The Minimum-Use-Specifications are developed through uncertainty analysis and are calculated through assignment of a defined and documented uncertainty ratio or margin between the specified tolerances of the UUC and the capabilities (uncertainty specifications) required of the measurement standards system.

2.3 The uncertainty ratios applied in this Calibration Procedure are 4:1 or better.

***Caution*:** The instructions in this Calibration Procedure relate specifically to the equipment and conditions listed in Section 2. If other equipment is substituted, the information and instructions must be interpreted accordingly.

Measurement Standards & Support Equipment Environmental Requirements:	Temperature: 23 – 5° C. Relative Humidity: Less than 95%
Measurement Standards & Support Equipment Warm-up and Stabilization Requirements:	Not Required

Table 2-1 Measurement Standards & Support Equipment Performance Requirements

Equipment Generic Name (Quantity)	Minimum-Use-Specifications		Manufacturer/Model #'s Applicable
	Range	Accuracy	
2.1 Coating Thickness Reference Standards	0-1500 µm 0-60 mils	± 0.25 µm ± 0.01 mils	DeFelsko Corporation, Thickness Calibration Standards, Model CAL-S1

3 Preliminary Operations

Note: Review the entire document before starting the calibration process.

3.1 Visual Inspection

3.1.1 Visually inspect the UUC for:

- Damaged LCD readout
- probe wear or coating
- cracked or broken case
- missing probe cover, battery door or other parts
- proper identification

3.1.2 Damage or excess wear should be repaired prior to beginning the calibration process.

4 Calibration Process

Note: Whenever the test requirement is not met, verify the results of each test and take corrective action before proceeding.

4.1 Perform the Main Menu Reset function. After reset perform the Zero check and adjust the zero against an uncoated reference standard as required.

Caution: Be sure to keep the probe well away from any metal surface during the RESET process.

4.2 Accuracy Test

4.2.1 Review the Performance Requirements Table 5-1.

Note: DeFelsko/PosiTector 6000 gages with serial numbers greater than 40000 have a high-resolution mode. The gage may be calibrated in either normal or high-resolution mode. Accuracy is the same for both modes. Verify the mode in which the customer wants the gage calibrated prior to beginning the actual calibration.

4.2.2 Using the appropriate Certificate of Calibration template for the UUC, record the reference material values on the form.

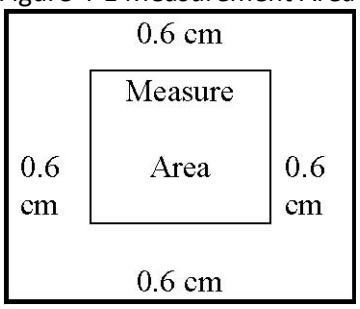
4.2.3 Determine the allowed range of readings using the calculation methods shown in columns D and E of Table 5-1.

4.2.4 Use the UUC to make readings of the applicable reference standard. Verify that the readings are within the allowable limits determined in 4.2.3. Record the reference standard values and the readings on the Certificate of Calibration.

Note: Record all digits displayed on the LCD. This may vary depending on the resolution mode.

4.2.5 In making readings the probe tip should be centered on the Coating Thickness Reference Standard. If not directly in the center, the reading should be taken at least 0.6 cm from the edge of the standard as shown in Figure 4-1.

Figure 4-1 Measurement Area



5. Performance Requirements

Note: The technician should collect the data needed to complete columns B and C of the appropriate table below. Do not write in this procedure.

Table 5-1 Performance Requirements and Calibration Data for DeFelsko/PosiTector 6000 F, FS, FRS & SPFS

* For metric readings convert using 1 mil = 25.4 microns

		UUC Indication or Reading *		
Nominal Thickness	Reference Standard	Gage Measurement	Min. Reading Allowed	Max. Reading Allowed
A	B	C	D	E
0 mils	uncoated	0 mils	minus 0.05 mils	plus 0.05 mils
3 mils			0.99 times B minus 0.1 mils	1.01 times B plus 0.1 mils
10 mils				
60 mils				

Field Calibration Checks

The Positector 6000 can be calibrated either the National Institute of Standards and Technology (NIST) method or with the plastic shim method. Both are described below:

NIST Method

1. Choose the NIST thickness standard that is representative of the expected dry film thickness range to be measured. The standards must be large enough to exceed the critical mass of steel needed to satisfy the magnetic field of the instrument.

2. Place the instrument on one of the thickness plates and obtain a reading. If the numerical value on the digital display does not correspond with the value on the thickness plate, calibration is necessary. It is important to lift the gage from the plate or the surface prior to adjusting it. To calibrate, a button on the left side of the instrument is depressed with a finger, and the desired reading (that reading which corresponds to the NIST plate thickness) is dialed into the gage. Take additional readings and readjust the instrument until the thickness shown on the digital display consistently corresponds to that of the calibration plate.

3. Check the instrument on other calibration plates to determine the range of accuracy.

4. With the calibrated instrument, take a minimum of ten readings on the bare, blast cleaned substrate. The average of the numerical values obtained is called the magnetic base reading. This base reading is a correction factor that must be subtracted from the subsequent thickness readings to obtain the true dry film thickness above the peaks of the profile. For example, if the thickness readings taken with a calibrated Positector show 4.0 mils, and the base reading of the blast cleaned, uncoated substrate is 0.5 mil, the actual thickness of the coating above the peaks of the profile is 3.5 mils.

5. The base reading is considered constant, and need only be determined at the beginning of the project. This value will not change significantly, if the same or similar blast cleaning equipment and abrasive size and type are used, and the substrate itself is unchanged.

6. If the thickness readings are found to be outside of the range for which the instrument was calibrated, repeat the calibration process in that thickness range.

Plastic Shim Method

1. The positector 6000 can also be calibrated using shims of plastic or of non-magnetic metals laid on the cleaned steel base. Select shims representative of the expected dry film thickness to be measured.

2. During calibration, hold the gauge firmly enough to press the shim tightly against the surface. Avoid excessive pressure that might indent the plastic, or on a blast cleaned surface, might impress the steel peaks into the under surface of the plastic. It is important to confirm the gauge setting by using the shim on several other areas of the bare substrate.

3. Readjust the gage as needed to obtain a representative average setting.

4. DO NOT zero adjust the gage on the bare substrate; simply calibrate the gage to the thickness as indicated on the plastic or non-magnetic metal shim. No magnetic base reading should be obtained nor subtracted from the coating thickness when calibration is done using the plastic shim method.

5. With the gage adjusted as above, measure the paint film. The number on the digital display represents the thickness above the peaks of the profile.

Helpful Hint

The frequency of coating thickness measurements should be done in accordance with AMPP-PA2 "Measurement of Dry Coating Thickness with Magnetic Gages", Publication #97-02. (Follows this Section).

COATINGS

1. Handling Coatings Materials

A. Coatings materials must be stored in safe, well ventilated areas where sparks, flames, and the direct rays of the sun can be avoided. Containers must be kept tightly sealed until ready for use. Warning tags must be placed on toxic materials.

B. Recommended safety rules for mixing operations include the following:

- Use eye protection (goggles, etc.).
- Use protective gloves.
- Keep the face and head away from the mixing container.
- Use protective face cream.
- Avoid splash and spillage, and inhalation of vapors.
- Mix all materials in well ventilated areas away from sparks and flames.
- Use low-speed mechanical mixers.
- Clean up spillage immediately.
- Avoid excessive temperatures.

C. Protective devices and equipment required for application of coatings materials are determined by the type of coating as well as by the environment. The coatings manufacturers must provide Material Safety Data Sheets on each product. Unless definite information regarding explosion and toxicity hazards inherent in the material are provided by the manufacturer, a written request for such data must be made before starting the coatings application. Records of previous applications using similar materials also may be examined.

2. Health Hazards of Coating Materials

A. Coating material may be considered a health hazard when its properties are such that it can either directly or indirectly cause injury or incapacitation, either temporary or permanent, from exposure by contact, inhalation, or ingestion. (Refer to ACGIH Threshold Limit Values for Chemical Substances in Workroom Air.)

B. Degrees of health hazard are ranked according to the probable severity of injury or incapacitation, as follows:

- Materials which, on very short exposure, could cause death or major residual injury even though prompt medical treatment was given. Types of these materials are:
  - Materials which can penetrate ordinary rubber protective clothing
  - Materials which, under normal conditions, give off gases which are extremely toxic or corrosive through inhalation or through contact with or absorption through the skin

- Materials, which on short exposure, could cause serious temporary or residual injury even though prompt medical treatment was given. Types of these materials are:

- Materials giving off highly toxic combustion products
- Materials corrosive to living tissue or toxic by skin absorption

■ Materials which, on intense or continued exposure, could cause temporary incapacitation or possible residual injury unless prompt medical attention is given. Types of these materials are:

- Materials giving off toxic combustion products
- Materials giving off highly irritating combustion products
- Materials which, under either normal conditions or fire conditions, give off toxic vapors lacking warning properties

■ Materials which, on exposure, can cause irritation but only minor residual injury even if no treatment is given. Types of these materials are:

- Materials which, under fire conditions, give off irritating combustion products
- Materials which cause irritation to the skin without destruction of tissue

■ Materials which, on exposure to fire conditions, offer no hazard beyond that of ordinary combustible material.

3. Flammability of Coatings Materials

A. Coating material may be considered a flammability hazard when it will burn under normal conditions. Virtually all solvent solution coatings are highly flammable in liquid form, and vapors released in the process of application are explosive in nature if concentrated in sufficient volume in closed or restricted areas. Even vapors from ordinary enamels and oil paints may be accumulated in such density as to result in explosive reaction if a source of ignition is present. Generally speaking, however, solvents used in solvent solution coatings are more volatile and dangerous than those used in conventional paints or coatings.

B. Degrees of hazard are ranked according to the susceptibility of materials to burning, as follows:

■ Materials which will rapidly or completely vaporize at atmospheric pressure and normal ambient temperature, which are readily dispersed in air, and which will burn. Types of these materials are:

- Any liquid which is liquid under pressure and having a vapor pressure greater than 14.7 psig (101 kPa) at 38 °C (100 °F)
- Materials which may form explosive mixtures in air, such as mists of flammable or combustible liquid droplets

■ Materials that can be ignited under almost all ambient temperature conditions. These materials produce hazardous atmospheres with air under all ambient temperatures and are readily ignited. Types of these materials are:

- Materials having a flash point of 38 °C (100 °F) or below and having a vapor pressure not greater than 14.7 psig (101 kPa) at 38 °C (100 °F)
- Materials which ignite spontaneously when exposed to air

■ Materials that can be moderately heated or exposed to relatively high ambient temperature before ignition can occur. Materials of this type are those having a flash point above 38 °C (100 °F) but not greater than 93 °C (200 °F).

■ Materials that can be preheated before ignition can occur. These materials are those that will support combustion for five minutes or less at 815 °C (1,500 °F).

■ Non-combustible materials.

4. Toxicity of Coatings Materials

A. Some of the pigments used in organic coating materials are toxic. Lead compounds and chromates are particularly dangerous, whether ingested or inhaled. Some paint additives, such as the mercurial compounds used to impart fungicidal properties, may be toxic if ingested.

B. The epoxies used in epoxy coatings and compounds are particularly irritating to the skin, and some persons are seriously affected by allergic reactions if proper hygiene is not practiced. Common reactions include swelling around the eyes or lips, rashes of the skin, etc. Some epoxy coatings have polyamides as curing agents that react much like a mild acid on tender mucous membranes.

C. The following basic safety precautions must govern the use of ALL coatings:
- ■ Know the material with which you are working.
- ■ Read and follow the precautions on the label.
- ■ Always provide adequate-ventilation (OSHA Standard 29 CFR 1910.94).
- ■ Guard against fire, flames, and sparks, and do not smoke while working.
- ■ Avoid breathing of vapors or spray mist.
- ■ Use protective skin cream and other protective equipment.
- ■ Avoid ingestion of toxic materials & Change clothing that has soaked up toxic materials.
- ■ Wash hands carefully before eating or smoking & Practice good personal hygiene.

SOLVENTS

A. A wide variety of solvents are used in the formulation of modern coatings. Many of these solvents are highly flammable and must be handled with extreme care. In addition, these solvents are toxic to varying degrees and may cause serious effects to those working with them. Excessive breathing of concentrated solvent vapors may cause dizziness or nausea, excessive drying or irritation of the mucous membranes, and in rare cases, allergic reactions to the skin.

B. Even common solvents that are ordinarily considered innocuous may be harmful if inhaled in high concentrations or for prolonged periods. For example, turpentine can cause narcotic poisoning and kidney damage when excessive amounts are inhaled. Systemic damage may also result from an acute dose (sufficient to produce unconsciousness), or from repeated excessive inhalation of such common solvents as acetate esters, alcohols, or ketones. Solvents such as toluene, xylene, ethyl ether, cyclohexanone, butyl alcohol, and the nitroparaffins have a relatively low chronic toxicity, but their narcotic effect in high concentrations can lead to unconsciousness followed by respiratory failure and death unless the victim is promptly restored to fresh air. Even the least toxic of the common paint and lacquer solvents can be dangerous in very high concentrations because of their narcotic effect, excepting the alcohols which are irritants (to the eyes and upper respiratory tract) rather than toxicants.

C. Some common solvents usually not used directly in paints but often encountered in paint removers and cleaning liquids are dangerously toxic even at relatively low concentration; for example, methyl alcohol when inhaled or ingested repeatedly or to the point of unconsciousness may cause death or permanent blindness. Benzene is a dangerous, cumulative poison that causes severe damage to the liver and blood-forming tissues of the body. Many chlorinated solvents, particularly chlorinated aliphatic hydrocarbons, are toxic; chloroform, for example, has poisonous after-effects, while carbon tetrachloride and seldom used tetrachloroethane are dangerously toxic with severe chronic, cumulative effects on the kidneys, liver, and lungs. Since solvent-type paint removers frequently contain highly toxic solvents, they must be used only with adequate ventilation controls and/or respiratory protection.

D. The toxic systemic effects of organic solvents can be produced by absorption through the skin as well as by inhalation. Acute or chronic dermatitis or systemic poisoning may result from repeated or prolonged contact of toxic solvents with the skin. Sometimes, the vehicle resin itself may be irritating or toxic to the skin while the resin is in the uncured state. The catalysts or hardening agents (e.g., organic amines) used in two component coating systems are frequently volatile and toxic materials until they have been incorporated into the resin.

E. Avoid unnecessary or prolonged contact with the skin; the use of protective clothing and skin creams can eliminate the need for scrubbing the skin with toxic solvents. If the maximum allowable concentration of solvent in the air is exceeded, then fresh air masks must be supplied for the workmen.

COATING SYSTEM DAILY INSPECTION REPORT

Atlas Painting and Sheeting Corp.
465 Creekside Drive
Amherst, NY 14228

PROJECT NAME:			
DATE of WORK:		**ATLAS JOB #:**	
REPORT NO:		**QC PERSON:**	

DESCRIPTION OF ITEMS AND/OR AREAS:

DESCRIPTION OF WORK PERFORMED / REMARKS:

PRE-WORK SURFACE PREP:

- ☐ SOLVENT CLEAN
- ☐ HAND TOOL
- ☐ POWER WASH
- ☐ STEAM CLEAN

ABRASIVE TESTING (AB-2):

NON-ABRASIVE RESIDUE:
WATER SOLUBLE TEST:
OIL CONTENT TEST:

% OF CORROSION:

OBSERVED DEFECTS:

	OBSERVED	CORRECTED
OIL & GREASE	☐	☐
PACK RUST	☐	☐
WELD SPLATTER	☐	☐
MILSCALE	☐	☐
MOISTURE	☐	☐
SOLUBLE SALTS	☐	☐
_____	☐	☐
OTHER		

AMBIENT CONDITIONS:

TIME:				
AIR TEMP (F):				
WET BULB (F):				
REL HUMIDITY:				
DEW POINT (F):				
SURFACE TEMP:				
WIND DIR & SPEED:				

REMARKS:

DESCRIPTION OF WORK PERFORMED /

ABRASIVE BLASTING

- ☐ ABRASIVE BLAST SP-
- ☐ POWER TOOL SP-

PSI AT COMPRESSOR:

SURF. PROFILE ACHIEVED:

SURF. PROFILE (SPEC):

ABRASIVE BLASTING

BLOTTER TEST:
PASSED ☐ FAILED ☐

NUMBER OF BLASTERS:

DUST COLLECTOR SIZE:

SURF PREP PROGRESS

START TIME:
STOP TIME:
SQ. FT. PREPED

PRODUCT MIXING:

PRODUCT:

COATING BATCH NUMBERS:

MANUFACTURER:

SOLVENT INFO:

SOLVENT:
BATCH #:
BATCH #:
QTY ADDED:
REMARKS:

HOLD POINT INSPECTION:

- ☐ PRE SURFACE PREP
- ☐ MONITORING
- ☐ POST SURFACE PREP
- ☐ PRE APPLICATION PREP
- ☐ POST APPLICATION
- ☐ POST CURE – DFT
- ☐ NON CONFORMANCES
- ☐ FINAL INSPECTION
- ☐ OTHER: _____

TIME MIXED

KIT SIZE:
GAL MIXED:
COLOR:
MAT'L TEMP:
MIXED BY:
SWEAT-IN TIME:
POT LIFE:

☐ PRIME ☐ STRIPE
☐ INT ☐ FINISH

COATING APPLICATION:

METHOD OF APPLICATION:
☐ AIRLESS SPRAY ☐

EQUIPMENT DESCRIPTION:

BRUSHED STRIPE COAT ?
☐ YES ☐ NO

GENERAL COATING INFORMATION:

START TIME:
STOP TIME:
SQ. FT. COATED:
GALLONS APPLIED:
AVERAGE WFT:
REQUIRED WFT:

CHLORIDES TESTING

NUMBER OF TESTS
AVE. RESULTS IN PPM:

AREA TESTED / REMARKS:

QC INSPECTOR'S SIGNITURE	DATE	QCS SIGNATURE

COATING SYSTEM DAILY INSPECTION REPORT

Atlas Painting and Sheeting Corp. 465 Creekside Drive Amherst, NY 14228	**PROJECT NAME:**		
	DATE of WORK:	**ATLAS JOB #:**	
	REPORT NO:	**QC PERSON:**	

START TIME	STOP TIME	COMMENTS

LIGHTING: ☐ NATURAL ☐ ARTIFICIAL ☐ HAZARDOUS ATMOSPHERE ☐ NON-HAZARDOUS ATMOSPHERE

LIGHTING LEVEL ACHIEVED (FT CANDLES): (GENERAL 10; BLASTING & PAINTING 20; INSPECTION 50): _____

INSPECTION EQUIPMENT USED:

DESCRIPTION OF EQUIPMENT	SERIAL NUMBER:	MEETS REQUIREMENTS ?
		☐ YES ☐ NO
		☐ YES ☐ NO
		☐ YES ☐ NO
		☐ YES ☐ NO

QC INSPECTOR'S SIGNITURE	DATE	QC SIGNATURE

Atlas Painting and Sheeting Corp.
465 Creekside Drive
Amherst, NY 14228
(716) 564-0490

Dry Film Thickness Measurement Worksheet

Date:	Report #:	Project #:	Page of

Item / Area Description	SPOT	Spot Readings 1	2	3	Total	Ave (+3)	% Min
	A						
	B						
	C						
Approx. Sq. Ft.	D						
	E						
Specified DFT _____ - _____							TOTAL
Range Achieved _____ - _____							Ave
Reference report dated _____ for application record							

Item / Area Description	SPOT	Spot Readings 1	2	3	Total	Ave (+3)	% Min
	A						
	B						
	C						
Approx. Sq. Ft.	D						
	E						
Specified DFT _____ - _____							TOTAL
Range Achieved _____ - _____							Ave
Reference report dated _____ for application record							

Item / Area Description	SPOT	Spot Readings 1	2	3	Total	Ave (+3)	% Min
	A						
	B						
	C						
Approx. Sq. Ft.	D						
	E						
Specified DFT _____ - _____							TOTAL
Range Achieved _____ - _____							Ave
Reference report dated _____ for application record							

Item / Area Description	SPOT	Spot Readings 1	2	3	Total	Ave (+3)	% Min
	A						
	B						
	C						
Approx. Sq. Ft.	D						
	E						
Specified DFT _____ - _____							TOTAL
Range Achieved _____ - _____							Ave
Reference report dated _____ for application record							

Item / Area Description	SPOT	Spot Readings 1	2	3	Total	Ave (+3)	% Min
	A						
	B						
	C						
Approx. Sq. Ft.	D						
	E						
Specified DFT _____ - _____							TOTAL
Range Achieved _____ - _____							Ave
Reference report dated _____ for application record							

REMARKS:

_____

_____

Total Square Footage Coated: _____ _____ _____

Inspectors Signature **Date**

DAILY MANPOWER & EQUIPMENT LOG

Atlas Painting and Sheeting Corp. **465 Creekside Drive Amherst, NY 14228**	**PROJECT NAME:**		
	DATE of WORK:	**ATLAS JOB #:**	
	REPORT NO:	**QC PERSON:**	

MANPOWER

ABRASIVE BLASTERS		**ASSISTANTS**		**CONTAINMENT WORK**	
VACUUMERS		**MECHANICS**			
COATING APPLICATORS		**PLATFORM WORK**			

EQUIPMENT

DESCRIPTION	SIZE	QTY	DESCRIPTION	SIZE	QTY
Compressor			*Needle Guns*		
Compressor			*Tarps / Drop Cloths*		
Compressor			*Blast Hoods*		
After Coolers			*Pics*		
Air Dryers			*Pics*		
Truck			*Scaffolding*		
Truck			*Scaffolding*		
Truck			*Work Boxes*		
Work Trailers – Flat Bed			*Cable Climbers*		
Work Trailers – Storage			*Safety Lines – Ropes*		
Work Trailers – Box			*Breathing Separators*		
Office Trailers			*Carbon Monoxide*		
Forklift - Cat			*Manlifts*		
Wire Braided Bull Hose			*Vacuum*		
Blast Hose			*Vacuum*		
Air Receiver Tanks			*Dust Collector*		
Bulk Sand Hoppers			*Decon Facility*		
Bulk Blast Pots			*Powerwashers*		
Small Blast Pots					
Fuel Tanks					
Conventional Spray Pots					
Airless Spray Pots					

REMARKS:

QC INSPECTOR'S NAME	**DATE**	**QC INSPECTOR' S SIGNATURE**

STANDARD TEST FOR INDICATING OIL OR WATER IN COMPRESSED AIR

Atlas Painting and Sheeting Corp. **465 Creekside Drive Amherst, NY 14228**	**PROJECT NAME:**			
	DATE of WORK:		**ATLAS JOB #:**	
	REPORT NO:		**QC PERSON:**	

This test method is used to determine the presence of oil or water in compressed air used for abrasive blast cleaning, air blast cleaning, and coating application operations.
METHOD: ASTM – D 4285-83

DATE	COLLECTOR	PASS	FAIL	CORRECTIVE ACTION TAKEN (IF NEEDED)	*Initials*
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		
		☐	☐		
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		☐	☐		
		☐	☐		

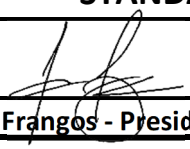
QC PERSON'S NAME	**DATE**	**QC PERSON'S SIGNATURE**

CALIBRATION CHECK OF DFT GAUGE (EVERY TIME USED)

Atlas Painting and Sheeting Corp. **465 Creekside Drive Amherst, NY 14228**	**PROJECT NAME:**		
	DATE of WORK:	**ATLAS JOB #:**	
	REPORT NO:	**QC PERSON:**	

DATE	AMBER (1 MIL)	RED (2 MIL)	BLUE (5 MIL)	BROWN (10 MIL)	YELLOW (20 MIL)	*Initials*

QC PERSON'S NAME	**DATE**	**QC PERSON'S SIGNATURE**

ATLAS PAINTING AND SHEETING CORPORATION STANDARD OPERATING PROCEDURES	
APPROVED BY:  **James Frangos - President**	**GENERAL HEALTH AND SAFETY, ENFORCEMENT AND OSHA RECORD KEEPING**

STATEMENT OF POLICY:

This procedure details the general health and safety rules to be followed by all employees of the Company and outlines key roles and responsibilities. Site specific health and safety planning is also established in this Section for employees assigned to project work sites as well as basic record keeping requirements. The Company requires that all employees understand and follow the health and safety rules outlined in this Section.

DESCRIPTION OF PROCEDURE:

1. ADMINISTRATION

A. Key Personnel

- Company Health and Safety Coordinator: an upper level management individual responsible for enforcing the Company's Health and Safety policy.

- Company Health and Safety Consultant: an independent health and safety professional responsible for assisting the Health and Safety Coordinator in establishing policy to recognize, evaluate, and control chemical and physical stresses to workers on the job. Qualifications for this role are: Certification by the American Board of Industrial Hygiene (ABIH) in Comprehensive Practice, and/or Certification by the Board of Certified Safety Professionals (BCSP) in Comprehensive Practice, as well as demonstrable health and safety experience in the construction industry.

- Company Occupational Medical Consultant: An occupational health provider capable of providing a wide range of services including: Medical evaluations and work related diagnoses; laboratory services, disability evaluations, etc. The qualifications for this role include affiliation with a hospital, or occupational medical service, offering Board certified physicians in occupational medical care.

- Competent Person: the job-site Company representative who is capable of identifying existing and predictable hazards in the surroundings or working conditions and who has authorization to take prompt corrective measures to eliminate them. Qualifications for this role include 24 hours of workplace health and safety training approved by the Company Health and Safety Consultant.

B. A General Company Health and Safety Organizational Chart follows this Section.

2. RESPONSIBILITIES

A. Company Officers

- Support for, and enforcement of, all applicable health/safety rules and quality control practices.

B. The Company Health and Safety Coordinator:

- Provides required direction regarding Health and Safety policy to the Health & Safety Consultant, Health & Safety Supervisors/Competent Persons and Employees.
- Ultimate enforcement of all applicable Company Health and Safety rules.

C. Company Health and Safety Consultant:

- Communicates with the Company Health and Safety Coordinator concerning any need for additional health and safety rules.
- Provides advice and guidance on recognition, evaluation and control of physical and chemical stresses to employees, training, personal protective equipment, exposure monitoring, etc.

D. Supervisors/Competent Persons:

- Enforces all applicable health/safety rules, and quality control practices on-site. Has authority to stop non-conforming work.
- Provides initial employee orientation concerning general health and safety rules on project sites.
- Communicates with the Company Health and Safety Coordinator, concerning any need for additional health and safety rules.

E. Employees:

- Must understand and follow all health and safety rules.
- Inform Company Health and Safety Coordinator, or Supervisor of any health and safety rule violations.
- Inform Company Health and Safety Coordinator, or Supervisor of any need for additional health and safety rules.

3. REFERENCES

A. The Society for Protective Coatings

- Paint Application Guide No. 3 "Safety in Paint Application".

B. Occupational Safety and Health Administration (OSHA) Standards, Superintendent of Documents; U.S. Government Printing- Office, Washington DC 20402.

- 29 CFR 1926 Occupational Safety and Health Standards (Construction).
- 29 CFR 1926.62 Lead-In-Construction.

C. National Safety Council, 425 North Michigan Avenue, Chicago, IL 60611.

- Industrial Data Sheet No. 296, Bridge Painting.
- Accident Prevention Manual for Industrial Operations, International Book Number 0-87912-024-X.
- Pamphlets, data sheets, instruction cards relevant to paint.

D. National Fire Protection Association Guide on Hazardous Materials, P.O. Box 9101, Batterymarch Park, Quincy, MA 02269-9101.

E. Industrial Ventilation-A Manual of Recommended Practice, American Conference of Governmental Industrial Hygienists (ACGIH) 1980, 6500 Glenway Avenue, Bldg. D-7, Cincinnati, OH 45211.

F. International Brotherhood of Painters and Allied Trades, AFL-CIO "Play it Safe," United Unions Building, 1750 New York Avenue, NW, Washington, DC 20006.

G. Threshold Limit Values for Chemical Substances in Workroom Air, Adopted by ACGIH, 6500 Glenway Avenue, Bldg. D-7, Cincinnati, OH 45211.

4. TRAINING

A. New Employees

- Receive orientation concerning applicable general health and safety rules;
- Receive orientation concerning responsibilities outlined in this Section; and
- Receive update training concurrent with other safety training programs on an as needed basis.

B. Existing Employees

- Receive initial information concerning general health and safety rules through the distribution and review of this Section; and
- Receive update training concurrent with other safety training programs on an as needed basis.

5. GENERAL HEALTH AND SAFETY RULES

A. All employees of the Company must:

- Report immediately to their supervisor and/or the Company Health and Safety Coordinator, any condition or practice that may cause injury to employees and/or damage to equipment, property, or the environment.
- Do not take prescription or over-the-counter drugs when assigned to tasks with the potential for absorption, inhalation, or ingestion of toxic substances, unless given written approval by an appropriate medical consultant. The presence or consumption of alcoholic beverages or illicit drugs during the work day is strictly forbidden.
- Maintain work area in a clear and orderly state.
- Do not wear jewelry while working.
- Use correct tools and equipment for the required task.
- Report all accidents and first aid treatments, immediately.
- Obey all warning signs, tags, and barriers. Do not remove any warnings unless authorized to do so.
- Wear approved personal protective equipment as required.
- Stop work and replace damaged personal protective equipment immediately.
- Restrict eating, smoking, etc. to designated areas.

- Keep work-area exits, entrances, and aisles clear and free of obstructions.
- Use, adjust, alter, and repair equipment only when authorized to do so and according to manufacturers' specifications.
- Properly handle, store, and transport all hazardous substances.
- Always use proper lifting techniques.
- Avoid unnecessary safety risks, be aware of surrounding environment, and be prepared for unexpected events.

B. Project Specific Health & Safety Rules:

- If the project is covered by a site-specific Health and Safety Plan, employees must review and understand it prior to commencing work.
- If working at an active industrial facility, all applicable host employer facility health and safety rules must be followed.
- Do not enter any confined space unless properly trained and authorized.
- Goggles: Rubber, splash-proof goggles must be worn while chipping, wire brushing, scraping, dusting, spraying, removing glass, or when working in any area where the use of goggles is designated, as in sandblasting areas or where there is danger from weld spatter. Goggles must be kept clean and a nonfogging compound should be applied as often as necessary.
- Safety Belt: Safety belts with lines attached must be worn when working inside any tank or small enclosure or on top of high equipment, such as tanks, bridges, structural steel work, and water towers. When working from a bosun's chair, a lineman's safety belt should be worn. Safety belts should be tested once a month. Safety lines must be attended by a second person at all times.
- Air-Line Mask: An approved air-line mask must be worn where specified. The air source for the mask must be taken from either a suitable pump supplied for the purpose, or it may be taken from a suitable compressor, if a stoneware or other suitable filter is used. Do not use any source from which an oil or greasy odor is obtained.
- Use "common sense" safety practices when working with hazardous substances:

    - DON'T BREATH IN CHEMICAL ODORS
    - DON'T EXPOSE SKIN TO LIQUID, CHEMICALS OR SOIL.
    - ALWAYS AVOID DIRECT CONTACT WITH CONTAMINATED SUBSTANCES OR SURFACES.

6. ENFORCEMENT

A. The Company Health and Safety Coordinator and Competent Person are responsible for the enforcement of Atlas Painting and Sheeting Corp.'s Safety and Health Program. At a minimum, the Company will comply with all the safety and health regulations in 29 CFR 1926 applicable to the industrial painting operations that it performs. The Company's comprehensive safety and health program is available to each employee and a copy is available and may be posted at each project site office. A site specific compliance program is developed for jobs that require one. The Company safety rules are enforced on the job-site by the Competent Person.

Enforcement actions are as follows:

First Offense	**-**	**Verbal Warning**
Second Offense	**-**	**Written Warning**
Third Offense	**-**	**Time off Without Pay**
Fourth Offense	**-**	**Termination**

7. SPECIAL NOTES AND LIMITATIONS

7.1 Fire Hazards

A. Flammable, volatile solvents in paints constitute a major hazard with regard to fire and explosions wherever flame or spark exposure is possible. No painting should be done within 50 yards of steel welding or torch cutting activity.

B. When painting is required in a confined area, all flame sources (pilots, lights, etc.) should be extinguished and no smoking permitted. Painting should cease whenever solvent vapor concentration reaches hazard level.

C. Vapor exhaust equipment should be used to maintain a minimum level of solvent concentration.

D. The Competent Person or superintendents must acquaint themselves and their foremen with the fire hazards inherent in the job and at the jobsite.

E. The use and storage of flammable materials are to be kept to restricted areas, and these areas are to be well marked with appropriate signs.

F. Most paints should be applied when both ambient and substrate temperatures range from 40 °F (4 °C) to 120 °F (49 °C) with strong influence from the relative humidity condition in that bracket. The associated fire hazard is the rapid flash-off of solvent at the higher temperatures, or the formation of combustible vapor mixtures in low areas at the bottom of the range.

7.2 Portable Fire Extinguishers

A. A fire extinguisher, rated not less than 2A, must be provided for every 3,000 square feet of the protected work area. Travel distance from any point in the protected area to the nearest fire extinguisher should not exceed 100 feet.

B. One or more fire extinguishers, rated not less than 2A, should be provided for each protected work area on each floor. In multistory buildings, at least one fire extinguisher must be located adjacent to a stairway.

C. A 55-gallon open drum of water with two fire pails may be substituted for a fire extinguisher having a 2A rating.

D. A ½-inch diameter garden-type hose line, not to exceed 100 feet in length and equipped with a nozzle, may also be substituted for a 2A-rated fire extinguisher, providing it is capable of discharging a minimum of 5 gallons of water per minute with a minimum hose stream range of 30 feet horizontally. The garden-type hose lines must be mounted on conventional racks or reels. The number and location of hose racks or reels should be sufficient so that at least one hose stream can be applied to all points in the area.

E. A fire extinguisher, rated not less than 10B, should be provided within 50 feet wherever more than 5 gallons of flammable or combustible liquids, or 5 pounds of flammable gas are being used on the jobsite (does not apply to the integral fuel tanks of motor vehicles).

F. Extinguishers and water drums, subject to freezing, must be protected from freezing.

G. Carbon tetrachloride and other toxic vaporizing liquid fire extinguishers are prohibited.

H. Portable fire extinguishers must be inspected periodically and maintained in accordance with Maintenance and Use of Portable Fire Extinguishers, NFPA No. 10A-1970.

I. Table F-1 in 29 CFR 1926.150 may be used as a guide for selecting appropriate portable fire extinguishers.

7.3 Heat and Cold Stress

7.3.1 General

A. Personnel can be susceptible to heat and cold stresses during surface preparation and painting operations, especially when wearing protective equipment and clothing. The following prevention, recognition, and treatment strategies can be implemented to protect personnel from stresses due to heat or cold temperatures.

7.3.2 Heat stress

A. Prevention

- Provide plenty of liquids such as a 50% solution of fruit punch in water, or plain water if necessary.
- Provide cooling devices such as a pump-activated sprayer and containers of tap water to reduce body temperature, cool protective clothing, and/or act as a quick-drench shower in case of an exposure incident if necessary.

- Adjust the work schedule. During hot days, labor intensive tasks which pose a high potential risk of heat stress (abrasive blasting inside a containment system, etc.) can be performed during the coolest part of the day.

B. Monitoring - If weather conditions become warm (above approximately 70° F) and excessively humid (above approximately 60%), monitoring of personnel performing work can be performed by one or more of the following methods:

- Heart Rate. Heart rate can be measured by the radial pulse for 30 seconds as early as possible during the resting period. The heart rate at the beginning of the rest period should not exceed 110 beats per minute.
- Body Temperature. Body temperature can be measured orally with a clinical thermometer as early as possible during the resting period. Oral temperature at the beginning of the rest period should not exceed 99° Fahrenheit.

D. Recognition and Treatment - Any person who observes any of the following forms of heat stress, either in himself or in another worker, will report this information to the Competent Person after implementing treatment, if possible.

- Heat Rash (prickly heat):
  - Cause: Continuous exposure to hot and humid air, aggravated by chafing clothing.
  - Symptoms: Eruption of red pimples around sweat ducts accompanied by intense itching and tingling.
  - Treatment: Remove source of irritation and cool the skin with water or wet cloths.
- Heat Syncope (fainting):
  - Cause: Sun rays beating down on victim's head and prolonged upright position can lead to mild dehydration and contraction of the blood vessels resulting in a temporary deficiency of blood to the brain.
  - Symptoms: Brief loss of consciousness.
  - Treatment: Worker should assume a horizontal position and drink ½ liter to one liter of fluid (not alcohol). Elevate the legs and cover the head.
- Heat Cramps (heat prostration):
  - Cause: Profuse perspiration accompanied by inadequate replenishment of body water and electrolytes.
  - Symptoms: Sudden development of pain and/or muscle spasms in the abdominal region.
  - Treatment: Move the worker outside the work area and remove protective clothing. Provide fluids orally. Decrease body temperature and allow a period of rest in a cool location.
- Heat Exhaustion (heat toxemia, sunstroke):
  - Cause: Overexertion in a hot environment and profuse perspiration accompanied by inadequate replenishment of body water and electrolytes. A serious condition.
  - Symptoms: Muscular weakness, tiredness, staggering gait, nausea, dizziness, shallow breathing, pale and clammy skin, approximately normal body temperature.
  - Treatment: Perform the following while simultaneously making arrangements for transport to a medical facility: Move the worker outside the work area and remove protective clothing. Lie the worker down on his or her back, in a cool place, and raise the feet 6 to 12 inches. Keep warm but loosen all clothing. If conscious, provide sips of a salt water solution using one teaspoon of salt in 12 ounces of water. Transport the worker to a medical facility.

- Heat Stroke:

  - Cause: Same as heat exhaustion. An extremely serious condition.
  - Symptoms: Dry, red, hot skin, dry mouth, dizziness, nausea, headache, rapid pulse. Temperature continues to rise unless treatment is implemented.
  - Treatment: The basic principle is to lower the body temperature rapidly.

    - Move the victim out of the sun.
    - Remove clothes.
    - Soak victim completely with water, wet hair as well.
    - Place victim in front of a fan or in a breeze, if possible.
    - If ice is available, apply directly to the victim, especially under the arms and on the head.
    - Monitor body temperature with available thermometers. Temperature should start to decrease within minutes.
    - As temperature approaches 101° F, stop cooling measures and initiate transport to a hospital or declare an emergency response. The temperature should continue to fall, often to subnormal, during this period.

7.3.3 Cold stress

A. Personnel can be susceptible to cold stress while conducting field work during cold weather months. To guard against cold stress and to prevent cold injuries, appropriate warm clothing should be worn, warm shelter must be previously identified and readily available, rest periods should be adjusted as needed, and the physical conditions of onsite field personnel should be closely monitored. The development of cold stress and cold injuries is influenced by three factors: the ambient temperature, the velocity of the wind, and the amount of sunshine. Fingers, toes, and ears are the most susceptible parts of the body affected by cold.

B. All personnel working at the jobsite must be able to recognize the signs and symptoms of cold stress and apply first aid as needed as follows:

- Frost Nip: Frost nip is the first sign of frost bite and is the only form of local cold injury that can be definitively treated in the field.

  - Symptoms: A whitened area of the skin, which is slightly burning or painful.
  - Treatment: Simply rewarming the affected part is a definitive treatment.

- Frost Bite: Local damage is caused by exposure to low temperature environmental conditions. It results at temperatures when ice crystals form, either superficially or deeply, in the fluids and underlying soft tissues of the skin. The nose, cheeks, ears, fingers, and toes are most commonly affected.

  - Symptoms: Skin is cold, hard, white, and numb. There may also be blisters. The affected parts will feel intensely cold; however, there may not be any pain.

- Treatment: Generally, definitive thawing should not ordinarily be performed in the field because, if re-freezing occurs, it could result in severe damage. The victim should be transported to a medical facility after the following measures are instituted:
    - Place victim in protected environment, prevent further heat loss (warmer clothes), and protect from further damage (warm covering).
    - ***Do not*** walk on thawed feet or toes or use thawed hands, allow victim to smoke or drink alcohol, rub affected area with anything, break any blisters, and do not apply heat of any kind.

- Mild Hypothermia: The target organ of mild hypothermia is the brain. During mild hypothermia, most of the body's protective mechanisms for temperature control are intact. Shivering is usually present and "goose flesh" and pale skin persist. When asked directly, the victim will usually say that he feels cold. A worker impaired by mild hypothermia can be a danger to himself and co-workers.
    - Symptoms: The single most important sign of mild hypothermia is a change in behavior. Some signs that can be observed are: decrease in work efficiency, decreased level of communication, forgetfulness, poor judgment, and poor motor skills (difficulty in handling objects, dropping tools).
    - Treatment: The victim should be moved indoors or into a heated vehicle. Remove all wet or damp clothing, dry the skin, and apply dry clothing. Put blankets on the victim with the head covered with a hat or blanket. The victim should be given hot fluids (no alcohol). If possible, monitor the victim's temperature at 15-minute intervals.

- Moderate Hypothermia: For field purposes, this may be defined as the stage at which the patient is clearly incapable of functioning effectively, but is conscious.
    - Symptoms: The victim's body temperature is well below normal and some mental changes may occur which include: disorientation to people, place, and time; hallucinations, inappropriate laughing or crying, and/or bizarre behavior for that individual. During moderate hypothermia, shivering is absent, "goose flesh" disappears, and the heart rate may slow down. The victim does not "feel" cold.
    - Treatment: First, treat the patient for mild hypothermia. Administer hot blowers or heaters, or use human body heat. Watch for signs of returning to normal (e.g., shivering, goose flesh, teeth chattering). Monitor mental status. After these steps are initiated, the victim should be taken to a medical facility. The patient should not return to work for at least 48 hours.

- Severe Hypothermia: Characterized by a decrease in the body temperature which results in a deep coma in which even vital signs become very weak and finally undetectable. Most occupational cases occur when the victim is alone or lost
    - Symptoms: These victims, for all practical purpose, appear to be dead, but the saying "not dead until warm and dead" applies to severe hypothermia. Many of these victims can survive.
    - Treatment: Remove wet clothes, dry skin, and apply dry clothes. Activate rewarming. Prepare to transfer the victim to a medical facility. If the patient is pulseless and is not breathing, perform CPR (ONLY IF CERTIFIED), while on route to the medical facility. Very cold victims often tolerate long periods of arrest, even without CPR. The victim must be handled very carefully because of extreme susceptibility to even minor trauma.

7.4 Wind Velocity

A. Exterior application of paint should cease when wind velocity reaches 25 miles per hour either in gusts or at a steady rate. Where surfaces can be shielded from wind by artificial deflection means, work may continue.

B. At velocities of 25 miles per hour, all elevated access means should be lowered to ground level, unless complete immobilization can be made.

8. SITE SPECIFIC HEALTH AND SAFETY PLANNING

A. The Company realizes that its work is accomplished at various sites with many different physical and chemical hazards, and under different conditions (weather, location of emergency services, etc). Therefore, a site specific planning format has been established and is found at the end of this Section.

9. OSHA RECORD KEEPING

A. There are two forms used for OSHA recordkeeping. The OSHA No. 300, serves as the Log of Occupational Injuries and Illnesses on which the occurrence, extent, and outcome of cases are recorded during the year. The OSHA No. 300 A serves to summarize the log at the end of the year to satisfy the Company's posting obligations.

B. OSHA No. 300 - Log of Occupational Injuries and Illnesses. This log is used for recording and classifying recordable occupational injuries and illnesses, and for noting the extent and outcome of each case. The log notes when the occupational injury or illness occurred, to whom, what the injured or ill person's regular job was at the time of the injury or illness exposure, the department in which the person was employed, the kind of injury or illness, how much time was lost, and whether the case resulted in a fatality, etc. A copy is posted at every job-site.

C. The OSHA 300 log consists of three parts: A descriptive section which identifies the employee and briefly describes the injury or illness; a section covering the extent of the injuries recorded; and a section on the type and extent of illnesses.

D. The Supplementary Record of Occupational Injuries and Illnesses, OSHA No. 300 A - For every injury or illness entered on the 300 log, it is necessary to record additional information on the supplementary record. The supplementary record describes how the injury or illness exposure occurred, lists the objects or substances involved, and indicates the nature of the injury or illness and the part(s) of the body affected.

E. An overview of both forms follows this section.

U.S. Department of Labor
Occupational Safety and Health Administration

OSHA
Forms for Recording
Work-Related Injuries and Illnesses

Dear Employer:

This booklet includes the forms needed for maintaining occupational injury and illness records. Many but not all employers must complete the OSHA injury and illness recordkeeping forms on an ongoing basis. Employers in State Plan States should check with their State Plan to see if the exemptions below apply.

Employers with 10 or fewer employees throughout the previous calendar year do not need to complete these forms. In addition to the small employer exemption, there is an exemption for establishments classified in certain industries. A complete list of exempt industries can be found on the OSHA web page at https://www.osha.gov/recordkeeping.

Establishments normally exempt from keeping the OSHA forms must complete the forms if they are informed in writing to do so by the Bureau of Labor Statistics or OSHA.

All employers, including those partially exempted by reason of company size or industry classification, must report to OSHA any workplace incident that results in a fatality, in-patient hospitalization, amputation, or loss of an eye. You can report to OSHA by calling OSHA's free and confidential number at 1-800-321-OSHA (6742); calling your closest Area Office during normal business hours; or by using the online reporting form at https://www.osha.gov/pls/ser/serform.html.

Many employers are required to electronically submit information from their Form 300A Summary to OSHA. To see if your establishment is required to submit the information, visit https://www.osha.gov/injuryreporting/index.html.

The Occupational Safety and Health Administration shares with you the goal of preventing injuries and illnesses in our nation's workplaces. Accurate injury and illness records will help us achieve that goal.

Occupational Safety and Health Administration
U.S. Department of Labor

What's Inside...

In this package, you'll find everything you need to complete OSHA's *Log* and the *Summary of Work-Related Injuries and Illnesses* for the next several years. On the following pages, you'll find:

- ***An Overview: Recording Work-Related Injuries and Illnesses*** — General instructions for filling out the forms in this package and definitions of terms you should use when you classify your cases as injuries or illnesses.
- ***How to Fill Out the Log*** — An example to guide you in filling out the *Log* properly.
- ***Log of Work-Related Injuries and Illnesses*** — A copy of the *Log* (but you may make as many copies of the *Log* as you need.) Notice that the *Log* is separate from the *Summary*.

- ***Summary of Work-Related Injuries and Illnesses*** — Removable *Summary* pages for easy posting at the end of the year. Note that you post the *Summary* only, not the *Log*.

- ***Worksheet to Help You Fill Out the Summary*** — A worksheet for figuring the average number of employees who worked for your establishment and the total number of hours worked.
- ***OSHA's 301: Injury and Illness Incident Report*** — A copy of the OSHA 301 to provide details about the incident. You may make as many copies as you need or use an equivalent form.

Take a few minutes to review this package. If you have any questions, **visit us online at www.osha.gov or call your local OSHA office.** We'll be happy to help you.

U.S. Department of Labor
Occupational Safety and Health Administration

An Overview: Recording Work-Related Injuries and Illnesses

The Occupational Safety and Health (OSH) Act of 1970 requires certain employers to prepare and maintain records of work-related injuries and illnesses. Use these definitions when you classify cases on the Log. OSHA's recordkeeping regulation (see 29 CFR Part 1904) provides more information about the definitions below.

The *Log of Work-Related Injuries and Illnesses* (Form 300) is used to classify work-related injuries and illnesses and to note the extent and severity of each case. When an incident occurs, use the *Log* to record specific details about what happened and how it happened. The *Summary* — a separate form (Form 300A) — shows the totals for the year in each category. At the end of the year, post the *Summary* in a visible location so that your employees are aware of the injuries and illnesses occurring in their workplace.

Employers must keep a *Log* for each establishment or site. If you have more than one establishment, you must keep a separate *Log* and *Summary* for each physical location that is expected to be in operation for one year or longer.

Note that your employees have the right to review your injury and illness records. For more information, see 29 Code of Federal Regulations Part 1904.35, *Employee Involvement.*

Cases listed on the *Log of Work-Related Injuries and Illnesses* are not necessarily eligible for workers' compensation or other insurance benefits. Listing a case on the *Log* does not mean that the employer or worker was at fault or that an OSHA standard was violated.

When is an injury or illness considered work-related?

An injury or illness is considered work-related if an event or exposure in the work environment caused or contributed to the condition or significantly aggravated a preexisting condition. Work-relatedness is presumed for injuries and illnesses resulting from events or exposures occurring in the workplace, unless an exception specifically applies. See 29 CFR Part 1904.5(b)(2) for the exceptions. The work environment includes the establishment and other locations where one or more employees are working or are present as a condition of their employment. See 29 CFR Part 1904.5(b)(1).

Which work-related injuries and illnesses should you record?

Record those work-related injuries and illnesses that result in:

- death,
- loss of consciousness,
- days away from work,
- restricted work activity or job transfer, or
- medical treatment beyond first aid. You must also record work-related injuries and illnesses that are significant (as defined below) or meet any of the additional criteria listed below.

You must record any significant work-related injury or illness that is diagnosed by a physician or other licensed health care professional. You must record any work-related case involving cancer, chronic irreversible disease, a fractured or cracked bone, or a punctured eardrum. See 29 CFR 1904.7.

What are the additional criteria?

You must record the following conditions when they are work-related:

- any needlestick injury or cut from a sharp object that is contaminated with another person's blood or other potentially infectious material;
- any case requiring an employee to be medically removed under the requirements of an OSHA health standard;
- tuberculosis infection as evidenced by a positive skin test or diagnosis by a physician or other licensed health care professional after exposure to a known case of active tuberculosis;
- an employee's hearing test (audiogram) reveals 1) that the employee has experienced a Standard Threshold Shift (STS) in hearing in one or both ears (averaged at 2000, 3000, and 4000 Hz) and 2) the employee's total hearing level is 25 decibels (dB) or more above audiometric zero (also averaged at 2000, 3000, and 4000 Hz) in the same ear(s) as the STS.

What is medical treatment?

Medical treatment includes managing and caring for a patient for the purpose of combating disease or disorder. The following are not considered medical treatments and are NOT recordable:

- visits to a doctor or health care professional solely for observation or counseling;

What do you need to do?

1. Within 7 calendar days after you receive information about a case, decide if the case is recordable under the OSHA recordkeeping requirements.
2. Determine whether the incident is a new case or a recurrence of an existing one.
3. Establish whether the case was work-related.
4. If the case is recordable, decide which form you will fill out as the injury and illness incident report.

   You may use *OSHA's 301: Injury and Illness Incident Report* or an equivalent form. Some state workers compensation, insurance, or other reports may be acceptable substitutes, as long as they provide the same information as the OSHA 301.

How to work with the Log

1. Identify the employee involved unless it is a privacy concern case as described below.
2. Identify when and where the case occurred. Also describe the case, as specifically as you can.
3. Classify the seriousness of the case by recording the **most serious outcome** associated with the case, with column G (Death) being the most serious and column J (Other recordable cases) being the least serious.
4. Enter the number of days the injured or ill worker was away from work or was on job transfer or restricted work activity.
5. Identify whether the case is an injury or illness. If the case is an injury, check the injury category. If the case is an illness, check the appropriate illness category.

- diagnostic procedures, including administering prescription medications that are used solely for diagnostic purposes; and
- any procedure that can be labeled first aid. (*See below for more information about first aid.)*

What is first aid?

If the incident required only the following types of treatment, consider it first aid. Do NOT record the case if it involves only:

- using non-prescription medications at non-prescription strength;
- administering tetanus immunizations;
- cleaning, flushing, or soaking wounds on the skin surface;
- using wound coverings, such as bandages, BandAids™, gauze pads, etc., or using SteriStrips™ or butterfly bandages;
- using hot or cold therapy;
- using any totally non-rigid means of support, such as elastic bandages, wraps, non-rigid back belts, etc.;
- using temporary immobilization devices while transporting an accident victim (splints, slings, neck collars, or back boards);
- drilling a fingernail or toenail to relieve pressure, or draining fluids from blisters;
- using eye patches;
- using simple irrigation or a cotton swab to remove foreign bodies not embedded in or adhered to the eye;
- using irrigation, tweezers, cotton swab or other simple means to remove splinters or foreign material from areas other than the eye;
- using finger guards;
- using massages;
- drinking fluids to relieve heat stress.

How do you decide if the case involved restricted work?

Restricted work activity occurs when, as the result of a work-related injury or illness, an employer or health care professional keeps, or recommends keeping, an employee from doing the routine functions of his or her job or from working the full workday that the employee would have been scheduled to work before the injury or illness occurred.

How do you count the number of days of restricted work activity or the number of days away from work?

Count the number of calendar days the employee was on restricted work activity or was away from work as a result of the recordable injury or illness. Do not count the day on which the injury or illness occurred in this number. Begin counting days from the day **after** the incident occurs. If a single injury or illness involved both days away from work and days of restricted work activity, enter the total number of days for each. You may stop counting days of restricted work activity or days away from work once the total of either or the combination of both reaches 180 days.

Under what circumstances should you NOT enter the employee's name on the OSHA Form 300?

You must consider the following types of injuries or illnesses to be privacy concern cases:

- an injury or illness to an intimate body part or to the reproductive system,
- an injury or illness resulting from a sexual assault,
- a mental illness,
- a case of HIV infection, hepatitis, or tuberculosis,
- a needlestick injury or cut from a sharp object that is contaminated with blood or other potentially infectious material (see 29 CFR Part 1904.8 for definition), and
- other illnesses, if the employee independently and voluntarily requests that his or her name not be entered on the log.

You must not enter the employee's name on the OSHA 300 *Log* for these cases. Instead, enter "privacy case" in the space normally used for the employee's name. You must keep a separate, confidential list of the case numbers and employee names for the establishment's privacy concern cases so that you can update the cases and provide information to the government if asked to do so.

If you have a reasonable basis to believe that information describing the privacy concern case may be personally identifiable even though the employee's name has been omitted, you may use discretion in describing the injury or illness on both the OSHA 300 and 301 forms. You must enter enough information to identify the cause of the incident and the general severity of the injury or illness, but you do not need to include details of an intimate or private nature.

What if the outcome changes after you record the case?

If the outcome or extent of an injury or illness changes after you have recorded the case, simply draw a line through the original entry or, if you wish, delete or white-out the original entry. Then write the new entry where it belongs. Remember, you need to record the most serious outcome for each case.

Classifying injuries

An injury is any wound or damage to the body resulting from an event in the work environment.

Examples: Cut, puncture, laceration, abrasion, fracture, bruise, contusion, chipped tooth, amputation, insect bite, electrocution, or a thermal, chemical, electrical, or radiation burn. Sprain and strain injuries to muscles, joints, and connective tissues are classified as injuries when they result from a slip, trip, fall or other similar accidents.

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Classifying illnesses

Skin diseases or disorders

Skin diseases or disorders are illnesses involving the worker's skin that are caused by work exposure to chemicals, plants, or other substances.

Examples: Contact dermatitis, eczema, or rash caused by primary irritants and sensitizers or poisonous plants; oil acne; friction blisters; chrome ulcers; inflammation of the skin.

Respiratory conditions

Respiratory conditions are illnesses associated with breathing hazardous biological agents, chemicals, dust, gases, vapors, or fumes at work.

Examples: Silicosis, asbestosis, pneumonitis, pharyngitis, rhinitis or acute congestion; farmer's lung, beryllium disease, tuberculosis, occupational asthma, reactive airways dysfunction syndrome (RADS), chronic obstructive pulmonary disease (COPD), hypersensitivity pneumonitis, toxic inhalation injury, such as metal fume fever, chronic obstructive bronchitis, and other pneumoconioses.

Poisoning

Poisoning includes disorders evidenced by abnormal concentrations of toxic substances in blood, other tissues, other bodily fluids, or the breath that are caused by the ingestion or absorption of toxic substances into the body.

Examples: Poisoning by lead, mercury, cadmium, arsenic, or other metals; poisoning by carbon monoxide, hydrogen sulfide, or other gases; poisoning by benzene, benzol, carbon tetrachloride, or other organic solvents; poisoning by insecticide sprays, such as parathion or lead arsenate; poisoning by other chemicals, such as formaldehyde.

Hearing Loss

Noise-induced hearing loss is defined for recordkeeping purposes as a change in hearing threshold relative to the baseline audiogram of an average of 10 dB or more in either ear at 2000, 3000, and 4000 hertz, and the employee's total hearing level is 25 decibels (dB) or more above audiometric zero (also averaged at 2000, 3000, and 4000 hertz) in the same ear(s).

All other illnesses

All other occupational illnesses.

Examples: Heatstroke, sunstroke, heat exhaustion, heat stress and other effects of environmental heat; freezing, frostbite, and other effects of exposure to low temperatures; decompression sickness; effects of ionizing radiation (isotopes, x-rays, radium); effects of nonionizing radiation (welding flash, ultra-violet rays, lasers); anthrax; bloodborne pathogenic diseases, such as AIDS, HIV, hepatitis B or hepatitis C; brucellosis; malignant or benign tumors; histoplasmosis; coccidioidomycosis.

When must you post the Summary?

You must post the *Summary* only — not the *Log* — by February 1 of the year following the year covered by the form and keep it posted until April 30 of that year.

How long must you keep the Log and Summary on file?

You must keep the *Log* and *Summary* for 5 years following the year to which they pertain.

Do you have to send these forms to OSHA at the end of the year?

Many employers are required to electronically submit information from their Form 300A Summary to OSHA. To see if your establishment is required to submit the information, visit https://www.osha.gov/injuryreporting/index.html.

How can we help you?

If you have a question about how to fill out the *Log*,

- **visit us online at www.osha.gov or**
- **call your local OSHA office.**

U.S. Department of Labor
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Optional

Calculating Injury and Illness Incidence Rates

Note: You can type input into this form and save it.
Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader. In addition, the forms are programmed to auto-calculate as appropriate.

What is an incidence rate?

An incidence rate is the number of recordable injuries and illnesses occurring among a given number of full-time workers (usually 100 full-time workers) over a given period of time (usually one year). To evaluate your firm's injury and illness experience over time or to compare your firm's experience with that of your industry as a whole, you need to compute your incidence rate. Because a specific number of workers and a specific period of time are involved, these rates can help you identify problems in your workplace and/or progress you may have made in preventing work-related injuries and illnesses.

How do you calculate an incidence rate?

You can compute an occupational injury and illness incidence rate for all recordable cases or for cases that involved days away from work for your firm quickly and easily. The formula requires that you follow instructions in paragraph (a) below for the total recordable cases or those in paragraph (b) for cases that involved days away from work, *and* for both rates the instructions in paragraph (c).

(a) *To find out the total number of recordable injuries and illnesses that occurred during the year,* count the number of line entries on your OSHA Form 300, or refer to the OSHA Form 300A and sum the entries for columns (H), (I), and (J).

(b) *To find out the number of injuries and illnesses that involved days away from work,* count the number of line entries on your OSHA Form 300 that received a check mark in column (H), or refer to the entry for column (H) on the OSHA Form 300A.

(c) *The number of hours all employees actually worked during the year.* Refer to OSHA Form 300A and optional worksheet to calculate this number.

You can compute the incidence rate for all recordable cases of injuries and illnesses using the following formula:

Total number of injuries and illnesses X *200,000* ÷ *Number of hours worked by all employees* = *Total recordable case rate*

(The 200,000 figure in the formula represents the number of hours 100 employees working 40 hours per week, 50 weeks per year would work, and provides the standard base for calculating incidence rates.)

You can compute the incidence rate for recordable cases involving days away from work, days of restricted work activity or job transfer (DART) using the following formula:

(Number of entries in column H + Number of entries in column I) X *200,000* ÷ *Number of hours worked by all employees* = *DART incidence rate*

You can use the same formula to calculate incidence rates for other variables such as cases involving restricted work activity (column (I) on Form 300A), cases involving skin disorders (column (M-2) on Form 300A), etc. Just substitute the appropriate total for these cases, from Form 300A, into the formula in place of the total number of injuries and illnesses.

What can I compare my incidence rate to?

The Bureau of Labor Statistics (BLS) conducts a survey of occupational injuries and illnesses each year and publishes incidence rate data by various classifications (e.g., by industry, by employer size, etc.). You can obtain these published data at www.bls.gov/iif or by calling a BLS Regional Office.

Worksheet

Total number of injuries and illnesses		200,000	÷	Number of hours worked by all employees	=	Total recordable case rate
_____	X	200,000	÷	_____	=	0

Number of entries in Column H + Column I		200,000	÷	Number of hours worked by all employees	=	DART incidence rate
_____	X	200,000	÷	_____	=	0

Reset

How to Fill Out the Log

Note: Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader. In addition, the forms are programmed to auto-calculate as appropriate.

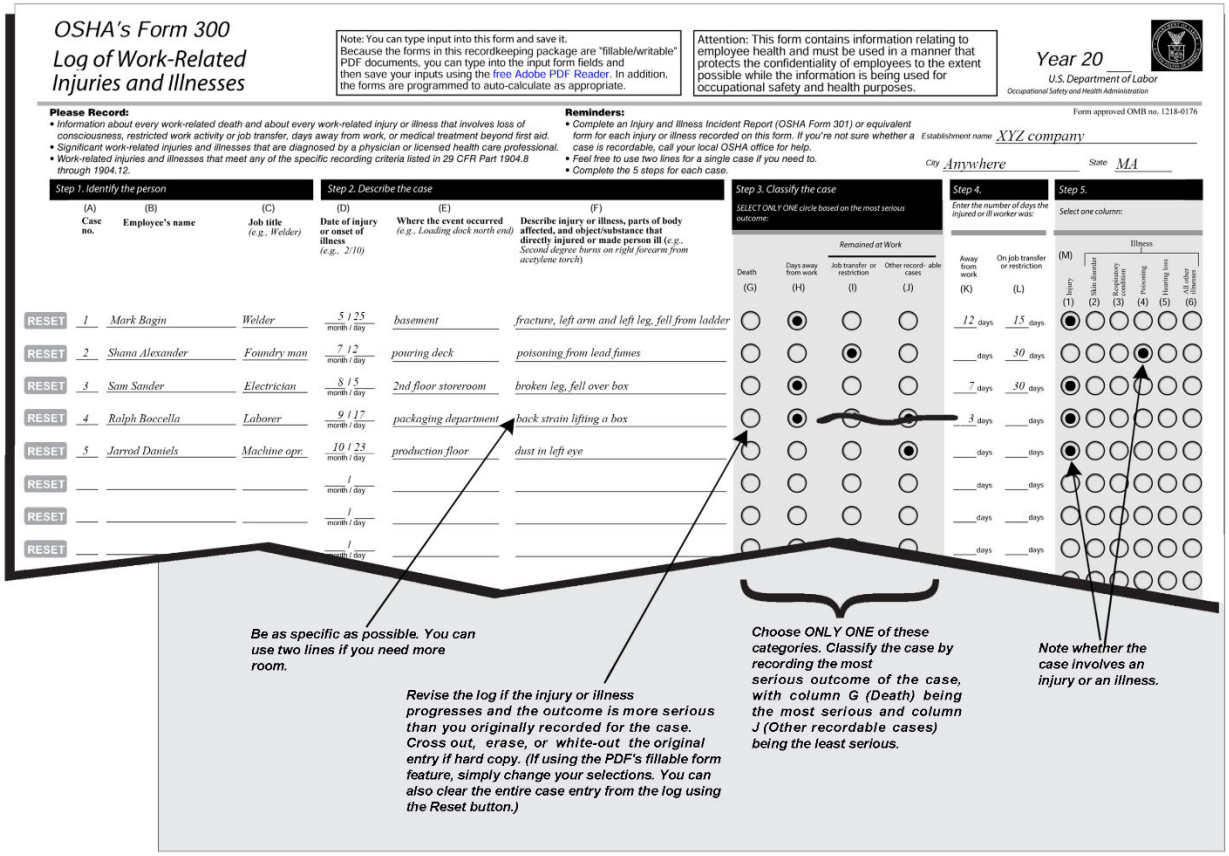
The *Log of Work-Related Injuries and Illnesses* is used to classify work-related injuries and illnesses and to note the extent and severity of each case. When an incident occurs, use the *Log* to record specific details about what happened and how it happened.

If your company has more than one establishment or site, you must keep separate records for each physical location that is expected to remain in operation for one year or longer.

If you need additional copies of the *Log*, you may photocopy the printout or insert additional form pages in the PDF, and then use as many as you need.

The *Summary* — a separate form — shows the work-related injury and illness totals for the year in each category. At the end of the year, count the number of incidents in each category and transfer the totals from the *Log* to the *Summary*. Then post the *Summary* in a visible location so that your employees are aware of injuries and illnesses occurring in their workplace.

You don't post the Log. You post only the Summary at the end of the year.



U.S. Department of Labor
Occupational Safety and Health Administration

OSHA's Form 300 (Rev. 04/2004)

Log of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it. Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader. In addition, the forms are programmed to auto-calculate as appropriate.

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

Year 20 __

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

Please Record:
- *Information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid.*
- *Significant work-related injuries and illnesses that are diagnosed by a physician or licensed health care professional.*
- *Work-related injuries and illnesses that meet any of the specific recording criteria listed in 29 CFR Part 1904.8 through 1904.12.*

Reminders:
- *Complete an Injury and Illness Incident Report (OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local OSHA office for help.*
- *Feel free to use two lines for a single case if you need to.*
- *Complete the 5 steps for each case.*

Establishment name _____

City _____ State _____

Step 1. Identify the person			Step 2. Describe the case			Step 3. Classify the case (SELECT ONLY ONE circle based on the most serious outcome)				Step 4. Enter the number of days the injured or ill worker was:		Step 5. Select one column:						
							Remained at Work							Illness					
(A) Case no.	(B) Employee's name	(C) Job title (e.g., Welder)	(D) Date of injury or onset of illness (e.g., 2/10)	(E) Where the event occurred (e.g., Loading dock north end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Second degree burns on right forearm from acetylene torch)	Death (G)	Days away from work (H)	Job transfer or restriction (I)	Other record-able cases (J)	Away from work (K)	On job transfer or restriction (L)	(M) Injury (1)	Skin disorder (2)	Respiratory condition (3)	Poisoning (4)	Hearing loss (5)	All other illnesses (6)
Reset			___/___ month / day			○	○	○	○	___ days	___ days	○	○	○	○	○	○
Reset			___/___ month / day			○	○	○	○	___ days	___ days	○	○	○	○	○	○
Reset			___/___ month / day			○	○	○	○	___ days	___ days	○	○	○	○	○	○
Reset			___/___ month / day			○	○	○	○	___ days	___ days	○	○	○	○	○	○
Reset			___/___ month / day			○	○	○	○	___ days	___ days	○	○	○	○	○	○
Reset			___/___ month / day			○	○	○	○	___ days	___ days	○	○	○	○	○	○
Reset			___/___ month / day			○	○	○	○	___ days	___ days	○	○	○	○	○	○
Reset			___/___ month / day			○	○	○	○	___ days	___ days	○	○	○	○	○	○
Reset			___/___ month / day			○	○	○	○	___ days	___ days	○	○	○	○	○	○
Reset			___/___ month / day			○	○	○	○	___ days	___ days	○	○	○	○	○	○
					Page totals ▶	0	0	0	0	0	0	0	0	0	0	0	0

Public reporting burden for this collection of information is estimated to average 14 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Add a Form Page

Be sure to transfer these totals to the Summary page (Form 300A) before you post it.

Injury (1) | Skin disorder (2) | Respiratory condition (3) | Poisoning (4) | Hearing loss (5) | All other illnesses (6)

25.16

OSHA's Form 300A (Rev. 04/2004)

Summary of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it.
Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader.

Year 20 ___

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0	0
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
0	0
(K)	(L)

Injury and Illness Types

Total number of . . .	(M)		
(1) Injuries	0	(4) Poisonings	0
(2) Skin disorders	0	(5) Hearing loss	0
(3) Respiratory conditions	0	(6) All other illnesses	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Establishment information

Your establishment name _____

Street _____

City _____ State _____ Zip _____

Industry description (*e.g., Manufacture of motor truck trailers*)

_____

North American Industrial Classification (NAICS), if known (e.g., 336212)

☐☐☐☐☐☐

Employment information *(If you don't have these figures, see the Worksheet on the next page to estimate.)*

Annual average number of employees _____

Total hours worked by all employees last year _____

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

_____ _____
Company executive Title

Phone _____ Date _____

Reset

U.S. Department of Labor
Occupational Safety and Health Administration

Optional

Worksheet to Help You Fill Out the Summary

Note: You can type input into this form and save it.
Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader. In addition, the forms are programmed to auto-calculate as appropriate.

At the end of the year, OSHA requires you to enter the average number of employees and the total hours your employees worked on the Summary. If you don't have these figures, you can use the information on this page to estimate the numbers you will need to enter on the Summary page.

If you pay about the same number of employees every pay period throughout the year (e.g., about 100), then you can use that number as your annual average employment. If the number of employees fluctuates from pay period to pay period (e.g., your business is seasonal or your establishment grew or shrunk during the year), then you should use the formula below to calculate employment average.

How to figure the average number of employees who worked for your establishment during the year:

❶ ***Add up*** and then enter the number of employees your establishment paid **IN EACH PAY PERIOD** during the year. Be sure to include all employees: full-time, part-time, temporary, seasonal, salaried, and hourly.

The total number of employees paid in all pay periods throughout the year = ❶ _____

❷ ***Count*** and then enter the number of pay periods your establishment had during the year. Be sure to include any pay periods when you had no employees. For example, enter 26 if you have biweekly pay periods or 52 if you have weekly pay periods.

The number of pay periods during the year = ❷ _____

❸ ***Divide*** the number of employees by the number of pay periods. (See auto-calc.)

❶ 0 / ❷ 0 = ❸ 0.00

❹ ***Round the answer*** to the next highest whole number (See auto-calc.). Write the rounded number in the blank on the Summary page marked *Annual average number of employees.*

The number rounded = ❹ 0

For example, Acme Construction figured its average employment this way:

In this pay period . . .	Acme paid this many employees . . .	
1	10	
2	0	Number of employees paid = 830 ❶
3	15	
4	30	Number of pay periods = 26 ❷
5	40	830 = 31.92 ❸
▼	▼	26
24	20	
25	15	31.92 rounds to 32 ❹
26	+10	
	830	32 is the annual average number of employees

Note: Review your annual average number of employees to ensure it makes sense. Is it about the same as the number of employees working at your establishment on any given day? Is it bigger than your smallest number of employees in a pay period? Is it smaller than your biggest number of employees in a pay period? If the answer to any of these questions is "no," then the calculation may be incorrect.

Note: You **CANNOT** divide the total number of W2s by the number of pay periods to calculate average employment. You must add up the number of employees paid **IN EACH PAY PERIOD** and then divide by the number of pay periods.

How to figure the total hours all employees worked:

Include hours worked by salaried, hourly, part-time, and seasonal workers, as well as hours worked by other workers subject to day-to-day supervision by your establishment (e.g., temporary help service workers).

Do not include vacation, sick leave, holidays, or any other non-work time, even if employees were paid for it. If your establishment keeps records of only the hours paid, or if you have employees who are not paid by the hour, please estimate the hours that the employees actually worked.

If this number isn't available, you can use this optional worksheet to estimate it.

Optional Worksheet

_____ ***Find*** the number of full-time employees in your establishment for the year.

X_____ ***Multiply*** by the number of work hours for a full-time employee in a year.

_____ This is the number of full-time hours worked.

+_____ ***Add*** the number of any overtime hours as well as the hours worked by other employees (part-time, temporary, seasonal).

0.00 ***Round*** the answer to the next highest whole number. Write the rounded number in the blank on the Summary page marked *Total hours worked by all employees last year.*

Reset

OSHA's Form 301 (Rev. 04/2004)

Injury and Illness Incident Report

Note: You can type input into this form and save it. Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader. In addition, the forms are programmed to auto-calculate as appropriate.

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

This *Injury and Illness Incident Report* is one of the first forms you must fill out when a recordable work-related injury or illness has occurred. Together with the *Log of Work-Related Injuries and Illnesses* and the accompanying *Summary,* these forms help the employer and OSHA develop a picture of the extent and severity of work-related incidents.

Within 7 calendar days after you receive information that a recordable work-related injury or illness has occurred, you must fill out this form or an equivalent. Some state workers' compensation, insurance, or other reports may be acceptable substitutes. To be considered an equivalent form, any substitute must contain all the information asked for on this form.

According to Public Law 91-596 and 29 CFR 1904, OSHA's recordkeeping rule, you must keep this form on file for 5 years following the year to which it pertains.

If you need additional copies of this form, you may photocopy the printout or insert additional form pages in the PDF, and then use as many as you need.

Completed by _____

Title _____

Phone _____ Date _____ (Month Day Year)

Information about the employee

1) **Full name** _____

2) **Street** _____

City _____ **State** _____ **ZIP** _____

3) **Date of birth** _____ (Month Day Year)

4) **Date hired** _____ (Month Day Year)

5) ○ **Male** ○ **Female**

Information about the physician or other health care professional

6) **Name of physician or other health care professional**

_____

7) **If treatment was given away from the worksite, where was it given?**

Facility _____

Street _____

City _____ **State** _____ **ZIP** _____

8) **Was employee treated in an emergency room?**
○ Yes
○ No

9) **Was employee hospitalized overnight as an in-patient?**
○ Yes
○ No

Information about the case

10) **Case number from the *Log*** _____ *(Transfer the case number from the Log after you record the case.)*

11) **Date of injury or illness** _____ (Month Day Year)

12) **Time employee began work** (HH:MM) _____ ○ AM ○ PM

13) **Time of event** (HH:MM) _____ ○ AM ○ PM ○ **Check if time cannot be determined**

* **Re fields 14 to 17:** Please do not include any personally identifiable information (PII) pertaining to worker(s) involved in the incident (e.g., no names, phone numbers, or Social Security numbers).

14)* ***What was the employee doing just before the incident occurred?*** Describe the activity, as well as the tools, equipment, or material the employee was using. Be specific. *Examples:* "climbing a ladder while carrying roofing materials"; "spraying chlorine from hand sprayer"; "daily computer key-entry."

15)* ***What Happened?*** **Tell us how the injury occurred.** *Examples:* "When ladder slipped on wet floor, worker fell 20 feet"; "Worker was sprayed with chlorine when gasket broke during replacement"; "Worker developed soreness in wrist over time."

16)* ***What was the injury or illness?*** Tell us the part of the body that was affected and how it was affected. *Examples:* "strained back"; "chemical burn, hand"; "carpal tunnel syndrome."

17)* ***What object or substance directly harmed the employee?*** *Examples:* "concrete floor"; "chlorine"; "radial arm saw." *If this question does not apply to the incident, leave it blank.*

18) ***If the employee died, when did death occur?*** **Date of death** _____ (Month Day Year)

Add a Form Page Reset

If You Need Help...

If you need help deciding whether a case is recordable, or if you have questions about the information in this package, feel free to contact us. We'll gladly answer any questions you have.

- Visit us online at www.osha.gov
- Call your OSHA Regional office and ask for the recordkeeping coordinator

or

- Call your State Plan office

www.osha.gov/stateplans

Federal Jurisdiction

Region 1 - 617 / 565-9860
Connecticut; Massachusetts; Maine; New Hampshire; Rhode Island

Region 2 - 212 / 337-2378
New York; New Jersey

Region 3 - 215 / 861-4900
DC; Delaware; Pennsylvania; West Virginia

Region 4 - 678 / 237-0400
Alabama; Florida; Georgia; Mississippi

Region 5 - 312 / 353-2220
Illinois; Ohio; Wisconsin

Region 6 - 972 / 850-4145
Arkansas; Louisiana; Oklahoma; Texas

Region 7 - 816 / 283-8745
Kansas; Missouri; Nebraska

Region 8 - 720 / 264-6550
Colorado; Montana; North Dakota; South Dakota

Region 9 - 415 / 625-2547

Region 10 - 206 / 553-5930
Idaho

State Plan States

Alaska
Arizona
California
*Connecticut
Hawaii
*Illinois
Indiana
Iowa
Kentucky
*Maine
Maryland
Michigan
Minnesota
Nevada
*New Jersey
New Mexico
*New York
North Carolina
Oregon
Puerto Rico
South Carolina
Tennessee
Utah
Vermont
Virginia
*Virgin Islands
Washington
Wyoming

*Public Sector only

U.S. Department of Labor
Occupational Safety and Health Administration

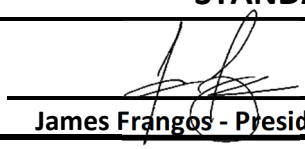
U.S. Department of Labor

Occupational Safety and Health Administration

Have questions?

If you need help in filling out the *Log* or *Summary*, or if you have questions about whether a case is recordable, contact us. We'll be happy to help you. You can:

- Visit us online at: **www.osha.gov**
- Call your regional or state plan office. You'll find the phone number listed on the previous page.

ATLAS PAINTING AND SHEETING CORPORATION STANDARD OPERATING PROCEDURES	
APPROVED BY:  **James Frangos - President**	**MONITORING SAFETY AND LOSS CONTROL**

1. General

A. Atlas Painting and Sheeting Corp's President, James Frangos, and Health and Safety Coordinator, Robert Cohan, annually review the company's OSHA 300 Form, Workers Compensation Incident Rates, accident reports, near misses, and safety procedures to improve safety performance.

B. If a trend is discovered, the Corporate Safety Program is altered, and additional field training is performed, to avoid such accidents in the future.

ATLAS PAINTING AND SHEETING CORP.

465 Creekside Dr, Amherst, NY 14228 ● Office: 716-564-0490 ● Fax: 716-564-0494 ● www.atlas-painting.com

Lead Abatement
Protective Coatings
Abrasive Blasting
Work Platforms
Water Jetting
Bridges
Industrial
Commercial
Plural Component
Tank Linings
Pipelines
Inspections
Cleaning

ATLAS PAINTING AND SHEETING CORPORATION
STANDARD OPERATING PROCEDURE

MONITORING SAFETY AND LOSS CONTROL

Atlas Painting and Sheeting Corporation's Safety Personnel and Executive Management have performed their comprehensive annual review of the OSHA 300 Form, Workers Compensation incident rates, accident reports, near misses, and safety procedures, etc. in an effort to improve safety performance. Robert Cohan, Health & Safety Coordinator, and James Frangos, President, have reviewed all accident reports and have spoken to all field safety personnel and have concluded that our corporate safety program is meeting our needs. All accidents and near misses seemed to be of a sporadic nature, with no trends in one area. Therefore, there will be no major changes to our Corporate Safety Program.

James Frangos - President — 1/5/25 — Date

Robert Cohan – Vice President — 1/5/25 — Date

1. General

A. The Generator of the debris for hazardous waste disposal purposes must be established (OWNER or OWNER/CONTRACTOR) and an EPA Identification number provided for the waste manifest.

B. All waste streams must be identified. All waste testing, handling, storage, transportation, and disposal requirements for these waste streams must be properly implemented.

2. Waste Testing, Classification, Transportation and Disposal

2.1 Testing

A. All solid waste generated by the paint removal activities must be tested in accordance with 40 CFR 261, Appendix 11, Method 1311 Toxicity Characteristic Leaching Procedure (TCLP), to determine if it is hazardous.

B. In the case of wet methods of preparation, the use of chemical strippers, or containerized hygiene water, all liquids and sludge must also be tested including Ph to determine corrosivity, if appropriate.

C. Representative samples of the debris for each waste stream must be collected. A minimum of four of the samples representative of each waste stream must be analyzed. Note that more than four initial samples of each waste stream must be collected in order to obtain the four representative samples for analysis.

2.2 Classification

A. The collection of the initial representative samples of each waste stream and selection of the minimum of four for testing must be accomplished using a random sampling technique and must comply with the following: a minimum of one representative sample for each 55 gallons of waste, or a minimum of four representative samples for each gondola or roll-off box of waste. Samples must be collected in accordance with SW-846, "Test Methods for Evaluating Solid Waste - Physical/ Chemical Methods".

B. Sampling and testing must be performed by a qualified laboratory.

C. Lead paint debris is classified as hazardous waste if, after testing by TCLP, the leachate contains any of the 8 metals or other hazardous substances in concentrations at or above limits established in 40 CFR 261:

Arsenic - 5.0 mg/L	Lead - 5.0 mg/L
Barium - 100.0 mg/L	Mercury - 0.2 mg/L
Cadmium - 1.0 mg/L	Selenium - 1.0 mg/L
Chromium - 5.0 mg/L	Silver - 5.0 mg/L

D. The above includes only those elements typically associated with paints. Other substances may be present which may cause debris to be classified as hazardous waste as defined in 40 CFR 261 (such as a Ph < 2.0 or > 12. 5 resulting in corrosivity), and must be considered.

2.3 Waste Storage

Hazardous Waste

- The Company must comply with EPA 40 CFR 262, NYSDEC, and other local regulations for the on-site handling and storage of all hazardous waste generated by the project.

- TCLP testing of the initial containers of debris must be completed immediately upon filling. Until the TCLP test results are received, the containers must be labeled as lead-containing debris. Hazardous waste labels must be applied after the test results are received, if the debris tests hazardous.

- All waste resulting from paint removal operations must be in transit no later than 45 calendar days subsequent to generation, or two weeks following demobilization of the site, whichever occurs first. Hazardous waste remaining on site for more than 90 days is a violation of state law.

- Special attention must be given to the time of storage, storage conditions, amount of material stored at any one time, use of proper containers, and personnel training.

All containers must be labeled "Hazardous Waste" with additional descriptive wording, i.e., "Spent Abrasive and Leaded Paint Chips." and dated with the date they are filled as per 6 NYCRR Part 372.2(a)(8).

- Different types of hazardous waste must not be co-mixed (e.g. do not mix clothing with paint debris).

- Waste material must be stored at the generation site at a location determined by the Owner/Engineer in clean, waterproof, watertight, resealable 55 gallon drums conforming to I.C.C. Specification 17-H, or other clean, dry weatherproof watertight steel containers. The dry volume capacity of the container, in cubic yards or meters, must be clearly marked upon each container, in a location easily readable by the Owner/Engineer.

- The frequency of collection and storage of the paint removal waste must depend on the rate of generation and containment techniques. As a minimum, the waste must be collected and stored at the end of each working day in the storage drums such that no waste is left exposed overnight.

- Storage drums must have lids attached except when being filled. Drums must be sealed with a tamper-proof fastener and stored at the site in a location determined by the Owner/Engineer.

- All generated waste must be deposited and sealed in containers or roll-offs concurrent with generation. No container or roll off must be filled to a capacity in excess of that marked on the container or roll off as the maximum dry volume capacity. No waste must be left exposed to the elements at the end of the working day. Each container or roll off must be labeled in accordance with U.S. Department of Transportation regulations. Each container or roll off must be permanently labeled with 1" minimum height lettering in the following manner:

■ **HAZARDOUS WASTE**
Federal law prohibits improper disposal. If found, contact the nearest police, or public safety authority, or the US Environmental Protection Agency.

- Proper DOT Shipping Name
- Manifest Document No.
- Generator Name, Address, and EPA ID No.
- Date of Accumulation
- EPA Waste No.

■ The above information will be entered using permanent marking material. All label markings will be permanent, printed in English, displayed on a background of contrasting color unobscured by other labels, or attachments. Labeling will be located away from other markings that could substantially reduce its effectiveness.

■ Hazardous waste must not be placed on the unprotected ground and must be shielded adequately to prevent dispersion of the waste by wind or water. Any evidence of improper storage must be cause for immediate shutdown of the project until corrective action is taken.

■ All containers or roll offs must be located in a secure place in a manner acceptable to the Engineer.

Non-Hazardous Waste

A. Non-hazardous waste must be stored in closed containers separate from hazardous waste storage areas.
B. Non-hazardous waste must not be stored at the project site for more than 90 days.

2.4 Waste Transportation

Hazardous Waste:

A. All hazardous waste must be transported by a licensed transporter in accordance with EPA 40 CFR 263 and (DOT) 49 CFR 171-179.

B. The name, address, and qualifications of the licensed waste transporter must be provided to the Owner/Engineer for acceptance.

C. All waste transporters must present evidence that they have a 6 NYCRR Part 364 Waste Transporter Permit to haul to the selected facility or has contracted with a permitted Hazardous Waste Transporter to remove the waste to the selected facility.

Non-Hazardous Waste:

A. All non-hazardous waste must be transported in accordance with local regulations regarding waste transportation.

2.5 Waste Disposal

Hazardous Waste

A. All hazardous waste shall be disposed of in accordance with 40 CFR 264 and 40 CFR 268. Only licensed TSD facilities shall be used. The name, address, and qualifications of the TSD facility shall be provided to the Owner/Engineer for acceptance.

Non-Hazardous Waste

A. Non-hazardous waste shall be disposed of in accordance with all state and local regulations and at approved landfills.

Waste Resulting From the Use of Recycled Steel Grit Abrasives

A. When recycled steel grit abrasives are used, the waste disposal facility shall be notified that the waste contains lead and that further stabilization is required prior to disposal.

B. The requirements for hazardous waste disposal shall also apply.

Manifest and Reporting

A. All manifesting, certification, and reporting requirements of EPA 40 CFR 262 and 40 CFR 268, including certificates of final disposal for each shipment, must be complied with.

1. Number of samples to collect.

Assuming the bridge or structure has a uniform paint coating(s) over the entire structure; one representative sample shall be collected and analyzed.

- Water and other liquid holding tanks, two samples, one from the exterior, and one from the interior must be collected system and analyzed separately.

- If portions of the structure have been repainted so that the entire structure does not have a uniform paint coating, a minimum of one sample must be collected from each different coating system and analyzed separately.

2. Sampling Equipment

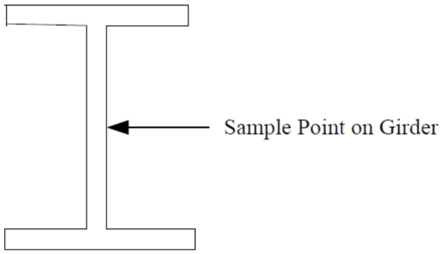
- Paint scraper*
- Sealable plastic bags (zip lock)
- Permanent ink pen
- Clean, unused paper towel

**Use a new paint scraper (preferably) for collecting samples from the structure. This technique reduces the risk of transferring lead contamination from one project to another.*

3. Sample Collection

- Using a permanent ink pen, label the plastic bag(s) with the following information:
  - Name or number of bridge
  - Location the sample was taken
  - Name of Sampler
  - Date of sample collection
  - Unique number for each bag. Example: 1, 2, 3...

- Paint scraper should be new or wiped with a clean, unused paper towel between every sample collected.
- Sample should be taken on girder at mid-height of wide flange beam (see diagram below).



Cross Section of Wide Flange Beam

- Sample should be collected from flat surface area.

  - Prepare surface according to AMPP SP-1 prior to sample retrieval.
  - Scrape down to bare metal. Carefully capture all paint chips in plastic bag while scraping.
  - Scrape until a minimum of five grams (approximately ¼ cup) of sample has been collected.
  - Submit samples analysis to approved laboratory for analysis of any suspected heavy metals.

INTRODUCTION

The following are various procedures for controlling environmental impacts to air, soil, and water quality during hazardous paint removal projects. They have been adapted from "Project Design - Industrial Lead Paint Removal Handbook" Volume II, Trimber, et al.

METHOD FOR ESTABLISHING REGULATED AREAS

1.0 Purpose and Scope

A. This method provides a means for establishing regulated areas or zones around work activities that may emit lead or other toxic metals. The purpose of the zones is to assure that unprotected workers and other facility or site personnel are not inadvertently exposed to the toxic metals.

B. Activities that may generate airborne emissions for which regulated areas should be established include, but are not limited to, paint removal, dust collection, abrasive reclamation or handling, and debris containerizing.

2.0 Reference Documents

A. The Association for Materials Protection and Performance(AMPP)

- 93-02, Industrial Lead Paint Removal Handbook, 2nd Edition.
- AMPP Guide 6 (CON), Guide for Containing Debris Generated During Paint Removal Operations.

B. National Institute for Occupational Safety and Health (NIOSH)

- Method 7082 Lead.

3.0 Materials and Equipment

A. Low flow personal pumps that operate from I to 5 liters per minute or high flow area pumps that operate from 10 to 15 liters per minute.

B. Supply of 37 mm mixed cellulose ester filter cassettes. A minimum of one new cassette is required for each pump for each shift of operation.

C. Rechargeable batteries with charger or a supply of household current (if high flow AC pumps are used).

D. Rope, tape, signs, or other visual and physical barriers.

E. Site plot plan.

4.0 Procedure

A. Unless historical data are available to establish the regulated area, instrument monitoring must be performed.

B. Until the results of monitoring are available, establish a zone approximately 15 ft (5m) around each work area that may emit lead. Use tape, rope, signs, or other physical and visible barriers. If site conditions do not permit the establishment of a zone approximately 15 ft (5m) away, modify the distance as necessary.

C. Position low flow or high flow pumps at the perimeter of the zone at upwind and downwind locations at a minimum. Maintain the filter cassette at breathing zone height.

D. Use the equipment in strict accordance with the manufacturer's instructions. Calibrate the pumps at a flow rate between 10 and 15 liters of air per minute for the high flow pumps, or at a flow rate between 2 and 4 liters of air per minute for the low flow pumps.

E. Calibrate the monitoring equipment before each day of sampling Check the pump status and flow rate a minimum of once every four hours and upon completion of sampling at the end of the period.

F. Collect the samples during representative operations throughout an entire work shift.

G. Cap the filter cassettes immediately upon removal and send them to the laboratory together with a field blank (cassette exposed to the same environment, but not attached to a sampling pump). A chain of custody form must be included with each shipment to the laboratory.

H. Request that the cassettes be analyzed for lead in accordance with NIOSH Method 7082 or equivalent (and for any other metal of concern such as chromium or cadmium).

I. Measurements outside the boundary of the regulated area should not exceed the OSHA action level of 30 pg/m3, in the case of lead, on the basis of an 8-hour time weighted average. For other metals, if an action level has not been established, use one-half the PEL. Depending upon the results, the regulated area can be established at the existing location or moved closer to, or further from, the work area. If the zone is moved, monitoring must be repeated at the new location.

J. Once the zone is established, unless otherwise specified, monitoring need not be repeated for that work activity or operation unless work practices change or suspect visible emissions are observed. In this case, monitoring must be conducted to reconfirm or re-establish the regulated area.

K. Depending upon the proximity of the equipment or activity to other site personnel, it may be necessary to periodically reconfirm the adequacy of the regulated area. A suggested frequency, based on the risk to adjacent workers, is as follows.

- Adjacent Worker Risk - Nil. Start-up monitoring.
- Adjacent Worker Fisk - Low. Start-up and weekly or monthly verification monitoring.
- Adjacent Worker Risk - High. Start-up and weekly verification monitoring.

5.0 Laboratory Analysis

A. Analyze all air samples according to NIOSH Method 7082 or equivalent. Provide name and qualifications of the laboratory if required prior to analysis.

6.0 Documentation

A. The following documentation must be maintained:

- Name and location of job site.
- Date of monitoring.
- Identification and serial number of sampling pumps.
- Duration of monitoring (time monitoring begins and ends).
- Sampling flow rate and calibration.
- Location of sampling pumps.
- Description and location of the operations underway that the sampling represents.
- Name and address of laboratory used.
- Laboratory analytical method used.
- Laboratory test results expressed as an 8-hour, time weighted average.
- Name of person and firm conducting the work.

B. Chain of custody forms must accompany all shipments of filter cassettes to the testing laboratory.

C. Copies of all records related to the establishment of regulated areas should be maintained for a minimum length of time beyond project completion (e.g., 3 years).

INSTRUMENT MONITORING FOR TSP LEAD

1.0 Purpose and Scope

A. This method describes procedures for using high volume air sampling equipment to monitor emissions of lead particulate around paint removal activities. This method is used when the public is proximate to lead paint removal operations, and when their safety, health, and welfare may be at risk from the inhalation of airborne lead-containing dust.

2.0 Reference Documents

A. The Association for Materials Protection and Performance(AMPP)

- 93-02, Industrial Lead Paint Removal Handbook, 2nd Edition.
- Guide 61 (CON), Guide for Containing Debris Generated During Paint Removal Operations.

B. U.S. Environmental Protection Agency

- 40 CFR 50, National Primary and Secondary Ambient Air Quality Standards.

- EP/600/R-94/038b, Quality Assurance Handbook for Air Pollution Measurement Systems, Volume 11, Ambient Air Specific Methods, Section 2.8 (Lead).

3.0 Materials and Equipment

A. High volume air sampling equipment with a total suspended particulate (TSP) collection head.

B. Supply of equipment filters (glass fiber), one for each monitor for each period of operation.

C. Source of electrical supply (household current or appropriately sized generator).

D. Wind direction and velocity indicators.

E. Site plot plan.

4.0 Siting the Monitor(s)

A. The selection of monitor placement locations depends upon a number of site conditions, including but not limited to the following.

- Surrounding topography.
- Wind direction and velocity.
- Proximity to obstacles such as buildings and trees.
- Proximity to other sources of emissions such as automobiles.
- Other effects, including those in the near field and far field of the structure(s).

Note that the topography of the land and location of the project (e.g., bridge over a valley) can create eddy currents, back flows, cavitations, and valley winds that may cause the wind direction in the near field of the structure(s) to differ from the prevailing wind direction far field of the structure(s).

B. The following guidance can be used as a starting point to develop criteria for siting monitors, but must be modified to take into account site-specific variables as outlined above.

- Establish prevailing winds.
  - Weather Service. Prevailing winds can be determined from historical data collected at or near the project site or from the nearest weather service station. Consideration must be given to seasonal variations in regional air flow patterns.
  - Portable Weather Station. Prevailing wind can be determined at the site using a portable weather station, wind direction indicators, or other similar devices that will accurately establish the wind direction.

- Identify a monitoring zone downwind.
  - Select a monitoring zone downwind by constructing an arc 15 degrees on both sides of the prevailing wind direction (i.e., 30 degrees total arc).
  - Note that if high public risk receptors (such as schools, day care facilities, occupied homes, or hospitals) fall outside of the monitoring zone, representative locations should be identified for possible monitoring.

- Monitor placement.
  - Position the monitors within the monitoring zone downwind at a distance away from the structure based on its height as described below. Place additional monitors at high public risk receptors such as schools, homes, or hospitals, even if they are located outside the monitoring zone. The purpose of the monitoring must be recognized when establishing site locations. The monitoring is performed to assure that the public is protected from the inhalation of airborne lead. Locations where the public is present, must take precedence over the generalized criteria presented below, which is based on prevailing wind and distances.
  - For structures less than 20 ft (6 m) in height, locate one monitoring station within the monitoring zone in the direct line of prevailing winds at a distance of approximately 3 times the height of the structure. Representative high impact areas within 100 ft (30 m) of the structure, regardless of prevailing wind, should also be monitored.
  - For structures from 20 to 100 ft (6 to 30 m) in height, two monitoring locations should be established within the monitoring zone. One should be located along one side of the monitoring zone (i.e., the left side of the 15 degree arc to the left of the prevailing wind), at a distance equivalent to approximately 2 times the average working height of the structure (e.g., a tank 60 ft [18 m] in height, with an average working height of 30 ft [9 m], would require a monitoring station approximately 60 ft [18 m away). The second monitoring location should be positioned along the opposite side of the monitoring zone (i.e., the 15 degree arc to the right side of the prevailing wind) at a distance of approximately 2 times the total height of the structure (e.g., in the example above, the monitor would be located approximately 120 ft [36 m away.) Representative high impact areas located within a distance of 150 ft (45 m) or three times the total height of the structure, whichever is greater, should also be monitored.
  - For structures greater than 100 ft (30 m) in height, two monitoring locations should be established in the monitoring zone as described above, except that the first location should be at a distance approximately 1½ times the average working height of the structure, and the second location should be established at a distance approximately 3 times the average working height. For example, a bridge rises from 100 ft (30 m) above ground level to 160 ft (50 m). The first monitor would be located at 195 ft (60 m) and the second at 390 ft (120 m). Representative high impact areas within 300 ft (90 m) or 2 times the height of the structure, whichever is greater, should also be monitored.
  - After the data are analyzed, monitoring locations may have to be moved depending on the results. For example, it may be necessary to reverse the locations of the near and far monitoring stations within the monitoring zone, or if wind directions are found to vary (e.g., through the use of site wind direction indicators), the monitoring locations may require repositioning. When there is work on multiple spans of a bridge, the monitors may require repositioning, or additional monitors may be needed

- Baseline monitoring.

  - Monitoring around the project site should be conducted for a minimum of 3 to 5 days while no work activities are underway.
  - If the monitoring demonstrates that there is a high degree of variability in the background levels, upwind monitoring at a remote location away from the influences of the project site should be used to track background levels on a daily basis.
  - The influence of the initial baseline data or the continual upwind monitoring must be taken into consideration when analyzing the test results to establish the contribution of the paint removal activities to the total amount of airborne lead.

- Operation of equipment.

    - The high volume air samplers must be operated in strict accordance with the manufacturer's operating instructions.
    - Calibrate the equipment in accordance with the manufacturer's instructions after assembly, after motor maintenance, and after changing the location of the monitor.
    - Use only filters that have been properly inspected by the testing laboratory. A new filter is required for each period of operation (e.g., each 8-hour work period).
    - Prior to installing a filter in a sampler, inspect it for pinholes, tears, or irregularities. The presence of any such surface defect is cause for rejection of the filter.
    - A new flow recorder chart is installed each day. Record the sampler serial number, sampler location, and date of sample period on the back of the chart prior to its installation.
    - At the end of the sampling period, when the filters are removed, handle only by the edges to avoid disturbing any of the deposits. Do not stack the filters on top of one another.
    - Fold each filter lengthwise, with the edges of the deposits aligned, and place into an individual protective cover.
    - Send the filter and its recorder chart to the laboratory for analysis, together with a chain of custody form.

5.0 Laboratory Analysis

A. The filters are analyzed for lead in accordance with 40 CFR 50, Appendix G.

B. The name and qualifications of the laboratory should be provided for owner review and acceptance prior to use.

6.0 Documentation

A. The following documentation must be maintained.

- Name and location of job site.
- Date of monitoring.
- Time of monitoring (time monitoring begins and ends each day).
- Identification and serial number of monitoring units.
- Description of specific monitor locations.
- Description and location of operations underway at time of monitoring.
- Wind direction and velocity.
- Flow chart verifying the rate of airflow across the filter throughout the sampling period.
- Name and address of laboratory used.
- Laboratory test procedure used.
- Laboratory test results, expressed in $\mu g/m^3$.
- Name of person and firm conducting the monitoring work.

B. Chain of custody forms must accompany all shipments of filters to the testing laboratory.

C. Copies of all records relating to ambient air monitoring must be maintained for 3 years beyond project completion (e.g.,).

INSTRUMENT MONITORING FOR PARTICULATE MATTER (PM-10)

1.0 Purpose and Scope

A. This method describes procedures for using high volume air sampling equipment to monitor emissions of PM-10 around paint removal activities. PM- 10 defines particulate matter with an aerodynamic equivalent diameter of 10 microns or less. When excess amounts are inhaled, particulate matter of this size may lead to health and respiratory problems. As a result, restrictions on PM-10 from paint removal activities may be warranted when the public is proximate to the work area.

B. A minimum of 48 hours is typically required before receiving laboratory test results.

2.0 Reference Documents

A. The Association for Materials Protection and Performance(AMPP)

- 93-02, Industrial Lead Paint Removal Handbook, 2nd Edition.
- Guide 61 (CON), Guide for Containing Debris Generated During Paint Removal Operations.

B. U.S. Environmental Protection Agency

- 40 CFR 50, National Primary and Secondary Ambient Air Quality Standards.
- EP/600/R-94/038b, Quality Assurance Handbook for Air Pollution Measurement Systems, Volume 11, Ambient Air Specific Methods, Section 2.11 (PM-10).

3.0 Materials and Equipment

A. High volume air sampling equipment with a PM-10 size-selective head.

B. Supply of equipment filters (quartz), one for each monitor for each period of operation.

C. Source of clean electrical supply (household current or appropriately sized generator).

D. Wind direction and velocity indicators.

E. Site plot plan.

4.0 Siting the Monitor(s)

A. The selection of locations for monitor placement depends upon a number of site conditions including but not limited to the following.

- Surrounding topography.
- Wind direction and velocity.
- Proximity to obstacles such as buildings and trees.
- Proximity to other sources of emissions such as automobiles.
- Other effects, including those in the near field and far field of the structure(s).

Note that the topography of the land and location of the project (e.g., bridge over a valley) can create eddy currents, back flows, cavitations, and valley winds that may cause the wind direction in the near field of the structure(s) to differ from the prevailing wind direction in the far field of the structure(s).

B. The following guidance can be used as a starting point to develop criteria for siting monitors but must be modified to take into account site-specific variables as outlined above.

- Establish prevailing winds.
    - Weather service. Prevailing winds can be determined from historical data collected at or near the project site or from the nearest weather service station. Consideration must be given to seasonal variations in regional airflow patterns.
    - Portable weather station. Prevailing wind can be determined at the site using a portable weather station, wind direction indicators, or other similar devices that will accurately establish the wind direction.

- Identify a monitoring zone downwind.
    - Select a monitoring zone down-wind by constructing an arc 15 degrees on both sides of the prevailing wind direction (30 degrees total arc).
    - Note that if high public risk receptors (such as schools, day care facilities, occupied homes, or hospitals) fall outside of the monitoring zone, representative locations should be identified for possible monitoring.

- Monitor placement.

Position the monitors within the monitoring zone downwind at a distance away from the structure based on its height as described below. Place additional monitors at high public risk receptors such as schools, homes, or hospitals, even if they are located outside of the monitoring zone. The purpose of the monitoring purpose of the monitoring must be recognized when establishing site locations. The monitoring is being performed to assure that the public is protected from the inhalation of airborne particulate. Locations where the public is present must take precedence over the generalized criteria presented below, which is based on prevailing wind and distances.

- For structures less than 20 ft (6 m) in height, locate one monitoring station within the monitoring zone in the direct line of prevailing winds at a distance of approximately 3 times the height of the structure. Representative high impact areas within 100 ft (30 m) of the structure, regardless of prevailing wind, should also be monitored.

- For structures from 20 to 100 ft (6 to 30 m) in height, two monitoring locations should be established within the monitoring zone. One should be located along one side of the monitoring zone (i.e., the left side of the 15 degree arc to the left of the prevailing wind), at a distance equivalent to approximately 2 times the average working height of the structure (e.g., a tank 60 ft [18 m] in height, with an average working height of 30 ft [9 m], would yield a monitoring station approximately 60 ft [18 m] away). The second monitoring location should be positioned along the opposite side of the monitoring zone (e.g., the 15 degree arc to the right side of the prevailing wind) at a distance of approximately 2 times the total height of the structure (e.g., in the example above, the monitor would be located approximately 120 ft [36 m] away). Special high impact areas that are located within a distance of 150 ft (45 m) or three times the total height of the structure, whichever is greater, should also be monitored.
- For structures greater than 100 ft (30 m) in height, two monitoring locations should be established in the monitoring zone as described above, except that the first location should be at a distance approximately 1½ times the average working height of the structure, and the second location should be established at a distance approximately 3 times the average working height. For example, a bridge rises from 100 ft (30 m) above ground level to 160 ft (50 m). The first monitor would be located at 195 ft (60 m) and the second at 390 ft (120 m). Representative high impact areas within 300 ft (90 m) or 2 times the height of the structure, whichever is greater, should also be monitored.
- After the data are analyzed, monitoring locations may have to be moved depending on the results. For example, it may be necessary to reverse the locations of the near and far monitoring stations within the monitoring zone, or if wind directions are found to vary (e.g., through the use of site wind direction indicators), the monitoring locations may require repositioning. When there is work on multiple spans of a bridge, the monitors may require repositioning, or additional monitors may be needed

- Baseline monitoring.

  - Monitoring around the project site should be conducted for a minimum of 3 to 5 days while no work activities are underway.
  - If the monitoring demonstrates that there is a high degree of variability in the background levels, upwind monitoring at a remote location away from the influences of the project site should be used to track background levels on a daily basis.
  - The influence of the initial baseline data or the continual upwind monitoring must be taken into consideration when analyzing the test results to establish the contribution of the paint removal activities to the total amount of airborne particulate.

- Operation of equipment.

  - The high volume air samplers must be operated in strict accordance with the manufacturer's operating instructions.
  - Calibrate the equipment in accordance with the manufacturer's instructions after assembly, after motor maintenance, and after changing the location of the monitor.
  - Use only filters that have been properly inspected by the testing laboratory. A new filter is required for each period of operation (e.g., each 8-hour work period).
  - Prior to installing a filter in a sampler, inspect it for pinholes, tears, or irregularities. The presence of any such surface defect is cause for rejection of the filter.

- A new flow recorder chart is installed each day. Record the sampler serial number, sampler location, and date of sample period on the back of the chart prior to its installation.
- At the end of the sampling period, when the filters are removed, handle only by the edges to avoid disturbing any of the deposits. Do not stack them on top of one another.
- Fold each filter lengthwise, with the edges of the deposits aligned, and place into an individual protective cover.
- Send the filter and its recorder chart to the laboratory for analysis, together with a chain of custody form.

5.0 Laboratory Analysis

A. The filters are analyzed for PM-10 in accordance with 40 CFR 50, Appendix J.

B. The name and qualifications of the laboratory should be provided for owner review and acceptance prior to use.

6.0 Documentation

A. The following documentation must be maintained:

- Name and location of job site.
- Date of monitoring.
- Time of monitoring (time monitoring begins and ends each day).
- Identification and serial number of monitoring units.
- Description of specific monitor locations.
- Description and location of operations underway at time of monitoring.
- Wind direction and velocity.
- Flow chart verifying the rate of airflow across the filter throughout the sampling period.
- Name and address of laboratory used.
- Laboratory test procedure used.
- Laboratory test results, expressed in $\mu g/m^3$.
- Name of person and firm conducting the monitoring work.

B. Chain of custody forms must accompany all shipments of filters to the testing laboratory.

C. Copies of all records relating to ambient air monitoring should be maintained for 3 years beyond project completion.

VISIBLE EMISSIONS ASSESSMENT

1.0 Purpose and Scope

A. This method provides a means for quickly detecting emissions visually.

B. Visual assessments of emissions allow immediate changes in containment or work practices to be made without waiting days for the results of laboratory analysis. This method is a suitable supplement to instrument monitoring methods, but in the event of a conflict with the methods of instrument monitoring, the data generated from instruments will prevail.

C. Assessments of visible emissions are more useful as criteria for project shut-down to avoid a contamination event, rather than as acceptance criteria.

D. This method is based on 40 CFR 60, Appendix A, Method 22, which assesses total emissions.

2.0 Reference Documents

A. The Association for Materials Protection and Performance(AMPP)

- 93-02, Industrial Lead Paint Removal Handbook, 2nd Edition.
- Guide 61 (CON), Guide for Containing Debris Generated During Paint Removal Operations.

B. U.S. Environmental Protection Agency

- 40 CFR 60, Appendix A, Method 22, Visual Determination of Fugitive Emissions from Material Sources and Smoke Emission from Fires.

3.0 Materials and Equipment

A. Stopwatch.

B. Site plot plan.

4.0 Procedure

B. Fugitive emissions from all project activities are assessed. This includes paint removal, dust collection, abrasive reclamation or handling, and debris containerizing.

C. When viewing emissions, have the sun oriented in the 140 degrees sector to the rear.

D. If possible, view from a distance no more than 2 times the height of the point of the emission.

E. Measure and record the length of time that emissions are observed from the containment and equipment.

F. An observation time no longer than 15 to 20 minutes is selected, and all sources of emissions are observed for the entire time. The stopwatch is started and stopped each time emissions are visible.

G. After every 15 to 20 minutes of observation time, allow a rest break of 10 to 15 minutes.

H. Report the accumulated time of all visible emissions within each observation period.

5.0 Documentation

A. The following documentation must be maintained:

- Name and location of job site.
- Date of evaluation.
- Name of observer.
- Location of observer, relative to the emission or containment.
- Activities underway at the time of observation.
- Items observed.
- Observation start and stop times.
- Descriptions of emissions observed.
- Computation of percent of time during which visual emissions were observed.

B. Documentation must include a description of each time that work activities are halted due to unacceptable visible emissions and the action taken to correct the deficiency.

C. Records on visible emissions must be maintained for 3 years beyond project completion.

GROUND (SOIL) SAMPLING AND ANALYSIS

1.0 Purpose and Scope

A. This method describes procedures for the controlled sampling and analysis of ground (soil) prior to project start-up and upon completion to assess the effectiveness of the controls over emissions and to determine if the ground was contaminated from project activities.

Note: This method is used for the evaluation of surface lead or other toxic metals only to determine the impact of the paint removal project. It is not suitable for site characterization purposes.

B. Pre-existing levels of lead or other toxic metals in the ground can vary greatly within a few feet because of the past usage of the property or erratic distribution of previously dislodged paint chips. While this method provides a means for uniformly collecting and testing the samples, such variability must be recognized when analyzing the data.

C. The criteria for selecting sample sites described in this method are for general guidance only. The criteria will require modification to adapt them to site specific conditions.

D. Note that this method relies on an analysis of total lead or other toxic metals in pre-job and post-job samples to determine if contamination from the paint removal project has occurred. The results have no bearing on whether the soil is considered to be a hazardous waste requiring removal and disposal. For a hazardous waste determination, a different sampling and resting procedure is employed (TCLP).

2.0 Reference Documents

A. The Association for Materials Protection and Performance(AMPP)

- Industrial Lead Paint Removal Handbook, 2nd Edition.
- Guide 6I (CON), Guide for Containing Debris Generated During Paint Removal Operations.

B. U.S. Environmental Protection Agency

- Method 3050, Acid Digestion of Sediments, Sludge, and Soils.

3.0 Materials and Equipment

A. Sampling tool for the collection of ground plugs approximately ¾ in. (2 cm) in diameter and ½ in. (1 cm) in depth.

B. Sample collection bags or containers comprised of material such as polyethylene that will not contaminate the sample.

C. Tape measure and compass for documenting the precise locations of the samples.

D. Sampling template measuring 12 in. x 12 in. (30 cm x 30 cm) with a 1 in. (2.5 cm) hole in the center.

E. Supply of soapy wash water and deionized water, or nitric acid, or both for final cleaning of the sampling equipments

F. Site plot plan.

4.0 Procedure

A. Selection of sample sites.

- Subdivide the structure into logical units for sampling. The ground around each structure or a portion of a structure must be sampled separately.
    - In the case of water or fuel storage tanks, each tank, even if it is part of a large tank farm, is treated as a unique structure for sampling.
    - For bridge projects, each segment of the bridge between support piers is considered to be a unique structure.
    - For buildings, each building, regardless of its size, is considered to be a unique structure for sampling.
- Site selection for structures less than 45 ft. (15 m) in height.

- One sample is removed at a distance from the structure equivalent to its height at each point on the compass (north, south, east, and west) in which ground is present. This criterion will require modification to suit site-specific conditions and topography.
- For long structures (90 ft. [30 m] or longer), an additional sample location is selected for every segment 90 ft. (30 m) in length.
- If the structure bridges the ground, samples immediately beneath the structure.
- If the work area is prone to heavy winds, the distance may need to be increased.

- Site selection for structures greater than 45 ft. (15 m) in height.

  - Two samples are removed in each compass direction (north, south, east, and west) in which soil is present. This criterion will require modification to suit site-specific conditions and topography.
  - The inner row of samples is located within 45 ft. (15 m) of the structure; the second row is located at a distance equal to the height of the structure.
  - For long structures (90 ft. [30 m] or longer), an additional sample in each row is selected for every segment 90 ft. (30 m) in length.
  - If the structure bridges ground, samples immediately beneath the structure are also removed.
  - If the work area is prone to heavy winds the distances may need to be increased.

- Site selection for structures crossing ground.

  - If a structure bridges the ground, a minimum of two samples is removed from beneath each end. Additional samples are collected in proportion to the floor area of the structure, at a rate of one additional sample for every 5,000 sq. ft. (500 m2) of ground surface covered.
  - For example, in the case of a bridge, a minimum of two samples is removed beneath each end. Additional samples are removed beneath the center of the bridge at a frequency of one for every 5,000 sq. ft. (500 m^2) of ground area covered.
  - For elevated structures such as tanks, a minimum of two samples is collected beneath the center of the structure, and additional samples are removed in proportion to the “floor area" of the structure, at a rate of one additional sample for every 5,000 sq. ft. (500 m2) of ground surface covered.
  - Perimeter samples are also removed.

- High risk receptors.

  - Samples are removed at high risk receptors located proximate to the work area if there is the possibility that ground contamination from project activities could occur. Examples of high risk receptors are schools, day care centers, occupied housing, and hospitals.
  - The selection of representative test locations must be established on a case-by-case basis.

- Similar land usage.

  - When selecting sample sites, take into consideration the potential background exposure due to the use of property itself. For example, the soil near a battery plant at one end of a project site may contain different amounts of pre-existing lead or other toxic metals than the soil in a park at the other end of the project site.

- When varied conditions of land use exist within a given sampling zone, subdivide the zone to sample each area of similar property use.

B. Sample collection.

- Measure and document the precise location of each test site.

- At each test site, remove samples of the surface of the ground (soil) as described below.

  - At each sample location, remove visible chips of paint on the surface of the ground by hand. (Chips must always be cleaned up upon project completion. The purpose of this sampling and analysis is to determine if non-visible contamination has occurred.)
  - Place a 12 in. x 12 in. (30 cm x 30 cm) template parallel to or tangential to the structure.
  - Remove surface plugs of ground each measuring approximately ¾ in. (2 cm) in diameter and ½ in. (1 cm) in depth from the center of the template and at each of the four corners. Place the five plugs into a single container. This represents one sample from the test location. Clean the sampling tool with deionized water or cleaning agents prior to moving to a new sample site.
  - Move the template approximately 3 in. (8 cm) farther away from the structure and remove a duplicate sample of five plugs. Place samples into a separate container. This completes the sampling at the selected test location, although as an option a third sample can be removed at the same location by repeating the procedure. This allows an opportunity to analyze a third sample if the first two results differ greatly.

C. Frequency of sampling.

- Remove samples prior to project start-up and again upon project completion at the precise location.

- Interim samples may also be taken to track the performance of the containment during the course of the project, or to determine the impact of any spills.

D. Visual assessment (before and after the project).

- The entire project site should be examined visually for any evidence of paint chips or debris prior to project start-up (or soil sampling) and upon project completion.

- The purpose of the evaluation is to determine the level of visual contamination of soil from project activities. Cleanup of pre-existing contamination, photographic documentation of existing conditions, or other means of pre project assessment may be necessary to properly evaluate post-project conditions.

5.0 Laboratory Analysis

A. The name, qualifications, and experience of the laboratory should be provided to the owner for review and acceptance prior to use.

B. Preparation of samples for analysis must be in accordance with EPA Method 3050 or approved equivalent. Sample analysis for lead will be accomplished by Method 6010 (ICP), or 7420(AA). If analysis includes other elements, the test method must be provided.

6.0 Documentation

A. Sample documentation.

- On each container, record a unique sample number, sample location, date of sampling, and the name of the technician responsible for removing the sample.
- Complete a chain of custody form to accompany the sample from the point of collection to the laboratory.

B. The following documentation must be maintained.

- Name and location of job site.
- Dates of sampling.
- Visual evidence of contamination.
- Specific location of sample sites (direction and distance). The use of plot plan is advised.
- Name and address of laboratory used.
- Laboratory test procedure utilized.
- Laboratory test results, expressed in ppm.
- Name of person and firm conducting the sampling.

C. Copies of all test results should be maintained or 3 years beyond project completion.

WATER AND SEDIMENT SAMPLING AND ANALYSIS

1.0 Purpose and Scope

A. This method describes procedures for the controlled sampling and analysis of water and sediment prior to job start-up and upon completion to assess the effectiveness of the containment of emissions, and to determine if the water or sediment was adversely impacted from project activities. Note: this method does not determine the need for or magnitude of any remediation that may be required. Detailed site characterization may be necessary if these methods suggest that the water or sediment has been impacted from project activities.

B. While contamination of the water or sediment from lead or other hazardous paint removal activities is prohibited, the sampling of surface water and sediment to confirm that contamination has not occurred is of value only in limited circumstances. In fast moving bodies of water, water sampling represents only transient water quality, and proper evaluation of results is difficult. Likewise, for bodies of water greater than 15-20 ft (5-6 m) in depth, sediment sampling may not detect incidental releases from properly designed and executed paint removal operations.

C. Water or sediment sampling may provide meaningful data for slow moving, shallow bodies of water, at drinking water intakes proximate to the work area, or in areas where there are sensitive environmental receptors (e.g., trout, oyster beds).

D. The criteria for selecting sample sites described in this method are for general guidance only. The criteria will require modification to adapt it to site specific conditions.

E. Note that this method relies on an analysis of total lead or other toxic metals in pre-job and post-job samples to determine if contamination has occurred. This has no bearing on whether the water or sediment is considered to be a hazardous waste requiring removal and disposal. A different sampling and testing procedure is employed (TCLP).

2.0 Reference Documents

A. The Association for Materials Protection and Performance(AMPP)

- 93-02, Industrial Lead Paint Removal Handbook, 2nd Edition.
- Guide 61 (CON), Guide for Containing Debris Generated During Paint Removal Operations.

B. U.S. Environmental Protection Agency

- Method 3050, Acid Digestion of Sediments, Sludge, and Soils.

3.0 Materials and Equipment

A. Rigid containers with resealable lids, approximately 8 ounces in capacity, comprised of a material that will not contaminate the sample. They are typically provided by the laboratory performing the analysis.

B. Stainless steel or plastic scoop for collection of sediment samples.

C. Tape measure and compass for documenting the precise sample locations.

D. Site plot plan.

4.0 Procedure

A. Sample site selection.

- Site selection for structures next to a body of water.
    - For work on tanks, buildings, or structures located next to a body of water, soils tests are typically used in lieu of water or sediment testing.
    - If soil is not present, or when water/sediment sampling is deemed to be appropriate, for every segment of the structure 90 ft (30 m) in length, remove one sample of water and/or one sample of sediment at the shoreline and one additional set of samples approximately 10 ft (3 m) from the shore line.

- If the work area is prone to heavy winds, the sampling distances may need to be increased.

- Site selection for structures less than 480 ft (150 m) long that pass over a body of water.

  - If the maximum height of the work area is less than 48 ft (15 m) above the water, for every 90 ft (30 m) in length or portion thereof, collect samples as described below:

    a. Collect two water samples at a distance downstream that is approximately the equivalent of the working height of the structure.

    b. If the water is less than 15-20 ft (5-6 m) deep and sediment sampling is required, collect a sediment sample at the same locations as in paragraph a. above. If the water is greater than 20 ft (6 m) deep, sediment sampling provides little value.

    c. In addition to the downstream samples, collect sediment samples immediately beneath the structure at a frequency equivalent to one sample for every 5,000 sq ft (500 sq in) of water area covered by the structure.

    d. If the work area is prone to heavy winds, the sampling distances may need to be increased.

  - If the maximum height of the work area is greater than 48 ft (15 m) above the water, for every 90 ft (30 m) length or portion thereof, collect samples as described below:

    a. Collect 2 sets of water samples, one water sample downstream within 30 ft (10 m) of the structure, and a second at a distance downstream approximately equal to the average working height of the structure.

    b. If the water is less than 15-20 ft (5-6 m) deep and sediment sampling is required, collect a sediment sample at the same locations as the water sample in paragraph a. above. If the water is greater than 20 ft (6 m) deep, sediment sampling provides little value.

    c. In addition to the downstream samples, collect sediment samples immediately beneath the structure at a frequency equivalent to one sample for every 5,000 sq ft (500 sq in) of water area covered by the structure.

    d. If the work area is prone to heavy winds, the sampling distances may need to be increased.

- Site selection for structures greater than 480 ft (150 m) long that pass over a body of water.

  - If the maximum height of the work area is less than 48 ft (15 m) above the water, for every 180 ft (60 m) length or portion thereof, collect samples as described below:

    Collect two water samples at a distance downstream that is approximately the equivalent of the working height of the structure.

    b. If the water is less than 15-20 ft (5-6 m) deep and sediment sampling is required, collect a sediment sample at the same location as the water samples in paragraph a. above. If the water is greater than 20 ft (6 m) deep, sediment sampling provides little value.

c. In addition to the downstream samples, collect sediment samples immediately beneath the structure at a frequency equivalent to one sample for every 5,000 sq ft (500 sq m) of water area covered by the structure.
d. If the work area is prone to heavy winds, the sampling distances may need to be increased.

- If the maximum height of the work area is greater than 48 ft (15 m) above the water, for every 180 ft (60 m) length or portion thereof collect samples as described below:

a. Collect 2 sets of water samples, one water sample downstream within 30 ft (10 m) of the structure, and a second at a distance downstream approximately equal to the working height of the structure.

b. If the water is less than 15-20 ft (5-6 m) deep and sediment sampling is required, collect a sediment sample at the same location as the water in paragraph a. above. If the water is greater than 20 ft (6 m) deep, sediment sampling provides little value.
c. In addition to the downstream samples, collect sediment samples immediately beneath the structure at a frequency equivalent to one sample for every 5,000 sq ft (500 sq m) of water area covered by the structure.
d. If the work area is prone to heavy winds, the sampling distances may need to be increased.

- Sensitive receptors.

  - If sensitive receptors such as drinking water intakes, oyster beds, or other environmentally sensitive areas are located within 480 ft (150 m) downstream of the structure, water samples should be collected. The number and locations of the samples shall be sufficient to properly characterize the area.

  - Sediment samples should be removed in the same locations unless the water is too deep (e.g., >15-20 ft [5-6 m]) for the samples to be of value or it is inappropriate (e.g., sediment samples below a water intake that is not near the bottom).

B. Sample collection.

- Measure and document the precise location of each sample site, and time and date of collection.

- Collection of water samples.
  - Use a dip or grab sampling procedure.
  - Grasp the exterior of the container (do not touch the interior surfaces) and dip into the water with the opening facing in an upstream direction. Wait until all of the air has been displaced and remove the container from the water.
  - Collect approximately 8 oz of water, seal the container, and tape it shut to avoid spilling the contents or tampering.
  - Use a separate, clean container for each sample.

- Collection of sediment samples.
  - Use a scoop sampling procedure.
  - Sample approximately the top 4 in. (10 cm) of sediment, scooping in an upstream direction.
  - Collect approximately 8 oz of sediment, seal the container, and tape it shut to avoid spilling the contents or tampering.

C. Frequency of sampling.

- At a minimum, remove samples prior to project start-up and again upon project completion at the precise locations.
- Interim samples may be taken to track the performance of the containment during the course of the project, or to assess the impact of any spills.
- Where the body of water is known to be subject to tidal flow, storm water run-in, or industrial discharges, consider pre-project sampling on at least five separate days over a two-week period to characterize variations in the level of lead or other toxic metals in the water. For projects of long duration, additional seasonal background sampling may be needed on non-work days such as holiday shut downs or other periods of work stoppages.

D. Visual assessment (before and after project).

- The entire area of the body of water near the project site must be examined visually for any evidence of existing paint chips or debris prior to project start-up (or water/sediment sampling) and upon project completion.

- The purpose of the evaluation is to determine the level of visible contamination of water and sediment from project activities. Clean-up of pre-existing contamination, photographic documentation of existing conditions, or other means of pre-project assessment may be necessary to properly evaluate the post-project conditions.

5.0 Laboratory Analysis

A. The name, qualifications, and experience of the laboratory must be provided.

B. The preparation of samples for laboratory analysis for lead must be in accordance with EPA Method 3050 or approved equivalent. If the analysis includes other metals, the test methods must be provided.

6.0 Documentation

A. Sample documentation.

- Label each sample with a unique sample number, sample location, date of sampling, and the name of the technician responsible for removing the sample.
- Complete a chain of custody form to accompany the sample from the point of collection to the laboratory for analysis.

B. The following documentation must be maintained.

- Name and location of Job site.
- Dates of sampling.
- Visual evidence of contamination.
- Specific location of sample sites (direction and distance). The use of drawings is advised.
- Name and address of laboratory used.
- Laboratory test procedure utilized.
- Laboratory test results.
- Name of person and firm conducting the sampling.

C. Copies of all test results should be maintained for 3 years beyond project completion.

ATLAS PAINTING AND SHEETING CORPORATION STANDARD OPERATING PROCEDURES	
APPROVED BY:  **James Frangos - President**	**PROCEDURES FOR DECONTAMINATION OF EQUIPMENT & MATERIALS**

INTRODUCTION

The following establishes procedures for the clean up and final evaluation of work areas (e.g., containment and adjacent structures), durable equipment (e.g., dust collector), and for cleaning or disposing of consumable supplies prior to leaving a job site. They have adapted from "Project Design - Industrial Lead Paint Removal Handbook" Volume II, Trimber, et al.

Clearance Procedure C1 - Cleaning Containment Prior to a Move

Purpose and Scope

The following procedures apply to the cleaning of the containment, and the equipment and structures contained therein, prior to moving the containment when there is no need to dismantle it. If the containment ceiling, sidewalls, or floor require dismantling prior to moving, then Procedure C2 should be followed.

Procedures

Cleaning procedures prior to moving (but not dismantling) containment include the following.

Step 1. Prior to removal from containment, clean all durable equipment, such as scaffolds, staging, blast hoses, and hardware that are not necessary for painting or other operations. Clean with compressed air if in ventilated containment or by thorough vacuuming using vacuums with HEPA filters, followed by wet wiping and washing, if needed. Place consumable or disposable supplies such as rags or brushes in sealed containers (e.g., double 6-mil bags or drums). Vacuum (HEPA-filtered) the sealed containers and wet wipe and wash prior to removal from inside the containment. Dispose of the materials properly.

Step 2. After unnecessary items are removed, clean the entire internal area of the structure confined within a containment and the containment materials themselves of visible settled dust by directing a stream of compressed air at varying angles and sufficient velocity to dislodge surface dust. Direct the compressed air stream away from the workers' breathing zone and in the general direction of the air flow for the containment ventilation system (which must be in operation throughout the cleaning sequence). Start the blow-down at the highest point of the structure confined within the containment and work downwards to the bottom of the structure. Ample settling time (e.g. 1 hour) must be allowed after blow-down before proceeding with the remainder of the cleaning sequence. If the containment system does not incorporate an adequate ventilation system or cannot contain the dust generated by the blow-down process, use vacuums in lieu of compressed air as described below.

Step 3. If the cleaning by compressed air in Step 2 cannot be performed, vacuum the structure confined within the containment and the containment materials to remove all surface dust and debris. HEPA filtration must be used if the air from the vacuums discharges within the containment. (The filtration efficiency required on vacuum equipment located outside the immediate work area should be at least equivalent to that of the dust collector.) Start vacuuming with the containment roof (if any) and progress from the top to the bottom on all side walls. Vacuum the containment floor or platform assembly last. Special attachments or brushes of various sizes, crevice tools, and angular tools may be required to enhance the quality of the vacuuming process. If the surfaces prepared within the containment are to be painted, perform additional vacuuming as required for the paint system to remove any dust or debris which has accumulated on the surface.

Clearance Testing Prior to a Move - Basic Visual Inspection

Prior to moving containments, conduct a basic visual inspection of the equipment and containment materials to verify the absence of loose dust and debris that could be dislodged upon moving. Consideration should be also given to invoking the Detailed Visual Inspection criteria (described below) for any fixed structure within a containment where subsequent contact with the surface by unprotected workers is likely (i.e., the surface is not immediately prime coated). Note that in order to meet this criterion, an additional wet wipe and washing step described in Procedure C2 may be required.

Clearance Testing Prior to a Move - Detailed Visual Inspection

Examine all surfaces for the presence of dust or debris, especially flat surfaces and overhead areas such as the top of piping or flanges of structural members within containment. Wipe a cloth across the surfaces and inspect the cloth for evidence of dust.

A more sensitive but frequently impractical visual test is to darken the containment and shine a flashlight so that a beam glances across smooth surfaces. Run a finger across the illuminated area. If a line is left on the surface, dust is still present.

If dust is found, re-clean the entire work area and repeat the Detailed Visual Inspection.

Cleaning Procedure C2 - Cleaning Containment Prior to a Tear-Down

Purpose and Scope

The following cleaning procedures are required any time a containment system, or a portion thereof, must be dismantled to transfer it to another location on the job site (e.g., around a pier) or to demobilize.

Procedure

Cleaning procedures prior to dismantling containments include the following.

Steps 1-3. Follow the three-step procedure described in Procedure C1 as the initial steps in cleaning the surfaces and equipment.

Step 4. If necessary, wet wash containment materials (tarps) to further dislodge tightly held dust from the surfaces. Use detergents with high phosphate content, ideally containing at least 5 percent trisodium phosphate (TSP), although in some locations the TSP level may be restricted (e.g., 1 percent maximum) or not allowed. Other cleaning agents that result in compliance with the clearance criteria are acceptable.

Step 5. Conduct a final vacuum cleaning cycle as necessary in order to pass the Detailed Visual Inspection criteria. The final vacuum cycle is used to remove particles that were dislodged during the wet wash, but which were not completely removed by the washing procedure.

Clearance Testing Prior to Dismantling - Detailed Visual Inspection

A Detailed Visual Inspection of the work site can be used if to verify that there is "no visible dust" and that a containment structure is adequately cleaned for dismantling.

Examine all surfaces for the presence of dust or debris, especially flat surfaces and overhead areas such as the top of piping or flanges of structural members within containment. Wipe a cloth across the surfaces and inspect the cloth for evidence of dust.

A more sensitive but frequently impractical visual test is to darken the containment and shine a flashlight so that a beam glances across smooth surfaces. Run a finger across the illuminated area. If a line is left on the surface, dust is still present.

If dust is found, reclean the entire work area and repeat the Detailed Visual Inspection.

Clearance Testing Prior to Demobilization - Surface Wipe Samples

In addition to the Detailed Visual Inspection, representative wipe samples of surfaces should be collected and analyzed, in accordance with Method WSD. Collect a minimum of three wipe samples on the containment materials prior to demobilization. Wipe samples before dismantling and reassembly for re-use on site may not be warranted (i.e., a Detailed Visual Inspection should be adequate).

If wipe testing of the structure is deemed to be appropriate by the project designer based upon unique site conditions, divide the structure into homogeneous surfaces (e.g., horizontal beams/diagonal beams, etc.) and collect a minimum of three wipe samples on each group of comparable structural members. Be certain to include all orientations (e.g., top, side, bottom).

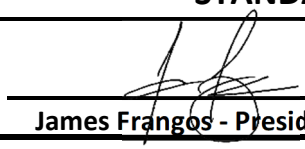
For acceptance criteria, consider requiring further cleaning in any area where the result is in excess of 860 micrograms per 100 square centimeters (860 µg/100 cm^2). This value is approximately 10 times higher than the HUD clearance criteria 800 µg/ft^2). Note that the primary objective of the clearance criteria is protection of the environment, or of unprotected workers who might have incidental contact with the surface at a later date. Lead abatement workers will be protected in accordance with the requirements of the OSHA standard, and the public will be protected with the requirements of environmental monitoring. Therefore, a clearance criteria of 10 times that allowed by HUD for full-time occupancy of housing should be adequately protective.

If areas that fail to meet the clearance criteria can be successfully defined, spot clean and retest. If they cannot be defined, re-clean the entire structure and/or containment material.

Clearance Procedure C3 - Cleaning Durable Equipment and Adjacent Facility Structures

Purpose and Scope

The cleaning procedures described below apply to durable project equipment (e.g., blast pots, abrasive reclaimers, dust collection equipment, powered hand tools) staged at the project site (outside containment), as well as fixed facility structures immediately adjacent to the work area that might be subject to contamination from project activities.

ATLAS PAINTING AND SHEETING CORPORATION STANDARD OPERATING PROCEDURES	
APPROVED BY:  **James Frangos - President**	**PROCEDURES FOR DECONTAMINATION OF EQUIPMENT & MATERIALS**

Procedure

Step 1. Schedule cleaning activities at the end of each work day when all project activities have ceased. During daily cleaning, address all exterior, horizontal surfaces of durable equipment and visually contaminated adjacent structures.

Step 2. Remove all accumulations of loosely held dust or debris by HEPA vacuums, or other equally effective methods (e.g., wet wash) that prevent the re-entry of settled dust into the air. During construction, consider invoking the Basic Visual Inspection described in Procedure C1 to assure that equipment and adjacent surfaces are free of accumulations of loose surface dust and debris at the end of each day.

Step 3. At demobilization, clean the equipment and the adjacent structures (if required) by vacuuming with HEPA filtered vacuums and wet washing as described in Procedure C2. If particles dislodged during the wet wash are not completely removed by the washing procedure, follow with additional vacuuming steps. Note: to prevent emissions during transport, it may be necessary to apply the cleaning procedure not only to all exterior surfaces, but to all readily accessible interior surfaces of equipment such as the inside of air handling units.

Clearance Testing for Durable Equipment and Adjacent Facility Structures

The primary clearance criteria for durable equipment and fixed structures is the Basic Visual Inspection while construction work is in progress, and Detailed Visual Inspection prior to demobilization. Both are described in Procedure C1. Examine all external surfaces of equipment and facility structures and readily accessible interior surfaces of equipment for the presence of dust or debris, especially flat surfaces and overhead areas such as the top of air handling units or adjacent fixed structures. If surface dust or contamination is found through the applicable test, re-clean the equipment or structure and repeat the inspection.

Cleaning Procedure C4 Cleaning Reusable/Consumable Supplies and Materials

Purpose and Scope

These procedures apply to the cleaning of consumable supplies that are considered for possible transport and reuse off the project site (e.g., tarping, flexible ductwork, air handling unit filters, etc.). Supplies that will not be taken off site for reuse (deteriorated containment tarping) must be disposed of properly.

Cleaning Procedure of Reusable Containment Materials (Tarps)

Containment materials that have already undergone cleaning and have met the clearance criteria of Procedure C2, including wipe test, may be transported off site without further cleaning or clearance testing as long as it can be demonstrated that no subsequent contamination has occurred.

Cleaning of Ductwork

Clean the exterior of ductwork using the vacuuming and wet wipe and washing procedures described in Procedure C2. A final vacuuming step may be required to remove particles dislodged during the wet wash but not completely removed by the washing procedure.
The interior surfaces of ductwork may not be conducive to cleaning using the same procedures. Cleaning interior surfaces can be accomplished with compressed air or a low pressure wash in conjunction with a system designed to capture the contaminant exiting the opposite end of the ductwork. After all visible, loose dust has been removed from inside the ductwork, seal the ends of each segment of duct using a minimum of double-wrapped, 6-mil polyethylene sheeting. Prior to removal off site, label the ductwork with the phrase "Lead-Contaminated."

Cleaning Procedures for Equipment Filters (Air Handling, Abrasive Recycling, etc.)

Remove all loosely held dusts from the accessible surfaces of the filters by vacuuming with HEPA-filtered vacuums and/or blowing down filters with compressed air, using a ventilation system designed to capture the contaminant.

Reinstall each filter or individually contain each in double-wrapped, 6-mil polyethylene sheeting prior to removal from the site. Label the individually wrapped filters with the phrase "Lead-Contaminated."

Cleaning Procedures for Other Reusable Supplies

Clean other reusable supplies in accordance with the vacuuming and wet wipe and washing procedures of Method C2, with the possible need for the additional vacuuming step.

Clearance Criteria for Other Reusable Supplies

The Basic Visual Inspection criteria described in Procedure C1 applies to reusable supplies to verify that external surfaces are free of dust or debris. The cleaning of internal surfaces should be
accomplished to the greatest extent reasonable, with visual inspection of only the readily accessible surfaces.

Method WSD Wipe Sampling for Settled Leaded Dust

1.0 Purpose and Scope

A. Wipe samples for settled leaded dust are used to determine whether satisfactory cleaning has been performed.

B. Wipe samples can be collected only from reasonably smooth surfaces. They should not be collected on surfaces such as rough concrete.

C. This method is based on Draft Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing prepared for the U.S. Department and Housing and Urban Development by the National Center for Lead-Safe Housing dated December 20, 1993.

2.0 Materials and Supplies

A. Disposable wipes: "Little Ones Baby Wash Cloths," "Little Ones Baby Wipes Natural Formula," or "Little Ones Baby Wipes Lightly Scented." This product is also available under the brand names "Pure and Gentle Baby Wipes" and "Fame Baby Wipes." Individual-packaged "Wet Wipes" may also be used. Other brands are acceptable if equivalence in both lead contamination (analysis of blanks) and laboratory digestion recoveries (analysis of wipes spiked with known amounts of leaded dust, not lead in solution) can be established. Wipe media should be sufficiently durable so that it is not torn, but also possible to digest in the laboratory. Recovery rates of between 80-120 percent of the true value should be obtained for all media used for wipe sampling. Blank media should contain no more than 25 pg of lead/wipe (the detection limit using Flame Atomic Absorption). The wipes listed above have proven to be sufficiently durable under field use and to have acceptable recovery rates. Do not use any brand of wipes for which recovery data have not been established.

B. Non-sterilized, non-powdered disposable gloves. Disposable gloves are required to prevent cross sample contamination from hands.

C. Non-sterilized, polyethylene centrifuge tubes (50 ml size) or equivalent hard shell container for transporting the wipes that can be rinsed quantitatively in the laboratory.

D. Wipe sample collection forms.

E. Camera and film to document exact locations (optional).

F. Sample area template options.

- Masking tape. Masking tape is used on site to define the area to be wiped.
- Hard, smooth, reusable templates made of laminated paper, metal, or plastic. Note: cleaning and periodic wipe samples should be taken from the templates to determine if the template is contaminated. Disposable templates are also permitted so long as they are not used for more than a single surface.

G. Container labels or permanent marker.

H. Trash bag or other receptacle.

I. Rack, bag, or box to carry tubes (optional).

3.0 Surface Wipe Sampling Procedure

A. Identify the area to be wiped. Do not touch the surface to be sampled (the wipe area). Position the template on the surface. Apply masking tape to perimeter of the wipe area to form a square or rectangle of about 10 cm x 10 cm. No measurement is required at this time. The tape should be positioned in a straight line and corners should be nominally perpendicular. When using a template, or applying tape to the surface, do not touch the wipe area.

B. Inspect the wipes to determine if they are moist. If they have dried out, do not use them. When using a container that dispenses wipes through a "pop-up" lid, the first wipe in the dispenser at the beginning of the day should be thrown away. The first wipe may be contaminated by the lid and is likely to have dried to some extent.

C. Examine the centrifuge tubes that will be used to hold the samples. Make sure that the tubes match the tubes containing any blind spiked wipe samples. (See 4.0.) Partially unscrew the cap on the centrifuge tube to be sure that it can be opened. Do not use plastic bags to transport or temporarily hold wipe samples. The laboratory cannot measure lead left on the interior surface of the bag.

D. Place a disposable glove on one hand; use a new glove for each sample collected. If two hands are necessary to handle the sample, use two new gloves, one for each hand.

E. Place the wipe at one corner of the surface to be wiped with wipe fully opened and flat on the surface. With the fingers together, grasp the wipe between the thumb and the palm. Press down firmly, but not excessively with the palm and fingers. Do not touch the surface with the thumb.

F. If the wipe area is a square, proceed to wipe side to side with as many "S"-like motions as are necessary to completely cover the entire wipe area. (See H for rectangular areas.) Exerting excessive pressure on the wipe will cause it to curl. Exerting too little pressure will result in poor collection of dust. Do not limit contact to the area of the fingertips to hold down the wipe, because there will not be complete contact with the surface and some dust may be missed. Attempt to remove all visible dust from the wipe area. When using tape, do not cross the boundary tape, but be sure to wipe the entire sampling area. It is permissible to touch the tape with the wipe, but not the surface beyond the tape.

G. After thoroughly wiping the surface, fold the wipe in half with the contaminated side facing inward. (The wipe can be straightened out by laying it on the wipe area, contaminated side up, and folding it over.) Once folded, place the wipe in the top corner of the test area and press down firmly with the palm and fingers. Repeat wiping the area with "S"-like motions, but move in a top-to-bottom direction. Attempt to remove all visible dust. Do not touch the contaminated side of the wipe with the hand or fingers. Do not shake the wipe in an attempt to straighten it out, since dust may be lost during shaking.

H. If the surface is rectangular in shape, make two side-to-side passes over the surface. Fold the wipe for the second pass so that the contaminated side faces inward.

I. If there are paint chips or gross debris on the surface, attempt to include as much of the debris as possible on the wipe. If all of the material cannot be picked up with one wipe, consult with the analytical laboratory to determine if it can perform analysis of two wipes as a single sample. If a second wipe is allowed, place it into the same container. Do not use more than two single surface wipes for each container. If too much dust is present or the laboratory can analyze only one wipe per area, reduce the area of the sample.

J. After wiping, fold the wipe with the contaminated side facing inward again, and insert aseptically (without touching anything else) into the centrifuge tube or other hard-shelled container. If gross debris is present, such as paint chips, make every attempt to include as much of the debris as possible in the wipe.

K. Seal the tube and label with the appropriate identifier. Record the laboratory submittal sample number on the field sampling form.

L. After sampling, measure the surface area wiped to the nearest 3 mm (1/8 in.) using a tape measure or a ruler, unless a template of known area was used. The size of the area wiped must be at least 100 cm^2 (0.10 ft^2) to obtain an adequate sample (2 5 µg/wipe is the typical limit of detection with flame AA). Record specific measurements for each area wiped on the field sampling form.

M. After sampling, remove the masking tape and discard it in the trash bag. Remove the glove; put all contaminated gloves and sampling debris used for the sampling period into the trash bag. Dispose of the trash bag as hazardous waste.

4.0 Blank Preparation

A. After final sampling for the day, but before decontamination, obtain field blank samples as described in B. Analysis of the field blank samples determines if the sample media is contaminated. Label each field blank with a unique identifier similar to the others so that the laboratory has no knowledge which sample(s) are blank (i.e., the laboratory should be "blind" to the blank sample).

B. Collect blank wipes by removing a wipe from the container with a new glove, shaking it open, refolding as it occurs during the actual sampling procedure, and inserting it into the centrifuge tube without touching any surface or other object. Collect a minimum of one blank wipe for each day of sampling, or for every 50 field samples, whichever is greater.

5.0 Spike Sample Submission

A. Insert samples spiked with a known amount of lead dust into the sample stream randomly to determine if there is adequate quality control of the digestion process at the laboratory. Submit the dust-spiked wipe samples at the rate of no less than one for every 50 field samples.

B. The laboratory performing the analysis of the field samples can prepare the spike samples as long as the spiked samples are made to be indistinguishable from the field samples. The person conducting the field sampling should relabel the laboratory prepared spike samples using an identifier similar to the other field samples. The spiked sample wipes should not be put into different containers

C. A dust-spiked sample is defined as a wipe or filter containing a known weight of lead-based paint dust, measured to the nearest 0.1 µg of total dust. The amount of lead-based dust present is between 50 and 1,000 µg.

6.0 Quality Assurance/Quality Control

A. Blind analysis of spiked samples must fall within 80-120 percent of the true value. If the laboratory fails to obtain readings within the QA/QC error limits, take the following actions.

- Two more spikes should be sent immediately to the laboratory for analysis.
- If the two additional spike samples fail, the sample batch should be considered invalid. A full review of laboratory procedures may be necessary. Additional samples may need to be collected from locations near the locations previously sampled.

B. If more than 50 µg/wipe is detected in a blank sample, the samples should be collected again since the media is contaminated. Blank correction of wipe samples is not recommended.

7.0 Documentation

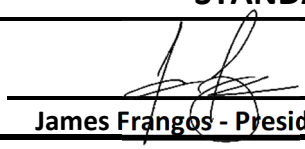
A. Sample containers. Report the following minimum information on each sample container.

- Project name and location.
- Date of sampling.
- Identification number. Unique number assigned to each sample.
- Size of sample and method of removal.
- Name of person removing the sample.

B. Chain of custody form. Record the following minimum information on a chain of custody form to accompany the samples to the laboratory.

- Project name and location.
- Unique sample number, date and time of sample removal, and method of removal.
- Identify the laboratory analysis required (e.g., total lead).
- Name of person removing the sample and the person packaging the samples, if different.
- Signatures and dates for each transfer of the samples from the person collecting the sample to the laboratory.

C. Project report. Maintain a project log or other project record containing the results of laboratory analysis for each sample and identify the specific location from which each sample was removed.

ATLAS PAINTING AND SHEETING CORPORATION STANDARD OPERATING PROCEDURES	
APPROVED BY:  **James Frangos - President**	**ATLAS EEO / AFFIRMATIVE ACTION POLICY & PROCEDURES**

It is the policy and practice of Atlas Painting and Sheeting Corporation to assure that no person will be discriminated against or be denied the benefits of any activity, program or employment process receiving public funds, in whole or in part, in the areas of recruiting, advertising, hiring upgrading, promoting, transferring, demoting, layoffs, terminations, rehiring, employment and/or rates of pay and other compensations.

It is the policy and practice of this firm not to discriminate against any individual because of the individual's race, color, religious creed, age, sex, marital status, national origin, citizenship status, ancestry, present or past history of mental disorder, mental retardation, sexual orientation, learning disability or physical disability, including, but not limited to blindness except where any of the above is a bona fide occupational qualification or need.

This policy and practice apply to all persons, particularly those that are members of the protected classes identified as being Blacks, Hispanics, Asian Americans, American Indians, Woman and Handicapped.

This firm will implement, monitor, and enforce this Affirmative Action Police Statement and Program in conjunction with the applicable federal and state laws, regulations and executive orders listed below and also in conjunction with the EEO contract provisions listed below of which we intend to achieve full compliance:

1) Civil Rights Act of 1964 as amended
2) Presidential Executive Order 11246 as amended
3) Title 23 U.S.C. 140
4) Title 49 C.F.R. Part 23
5) Governor's Executive Orders #3 and #17
6) Connecticut Fair Employment Practices Act
7) The Americans with Disabilities Act of 1990
8) Public Act No. 91-58
9) Civil Rights Act of 1991
10) Specific Equal Employment Opportunity Responsibilities
11) Required Contract Provisions Federal Aid Construction Contracts
12) A(76) Affirmative Action Requirements
13) Training Special Provisions
14) Minority Business Enterprises as Subcontractors
15) Standard Federal Equal Opportunity Construction Contract Specification
16) Nondiscrimination Act
17) NYS Gender Expression Non-Discrimination Act ("GENDA")

In implementing this policy and ensuring that equal opportunity is being provided to protected class members, this firm will contact and request referrals from the following minority and woman organizations, referral sources and minority media each time a hiring opportunity occurs. All said advertising shall also emphasize that the firm is "An Equal Opportunity Employer".

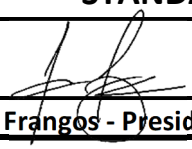
Name of Source	***Contact Person***	***Telephone No.***
NAACP 1490 Jefferson Ave. Buffalo, NY 14208	Rufus Frasier	(716) 884-7243
Erie County Dept. of EEO 95 Franklin Street Buffalo, NY 14201	Bruce Shaw	(716) 858-7542
Urban League Of Buffalo 455 William Street Buffalo, NY 14203	Joanne King	(716) 854-7625
Seneca Nation of Indians Employment Training 1492 Route 438 Irving, NY 14081	Theresa Kass Anerman	(716) 532-9221
National Association of Women In Construction 175 Jefferson Rd. Rochester, NY 14623	Cari Durbin	(716) 786-3198
Equal Opportunity Publications 1160 E. Jericho Tnpk Huntington, NY 11743	Tamara Flaum	(516) 421-9438
The Buffalo News One News Plaza Buffalo, NY 14202	Employment Classified Office	(716) 856-5555

To Substantiate the efforts made and the affirmative actions taken to provide equal opportunity, this firm will maintain and submit as requested documentation such as referral request correspondence and copies of advertisements utilized in conjunction with the above-named sources; in addition, to further substantiate such efforts and affirmative actions, this firm will maintain internal EEO/affirmative action audit procedures and reporting and record keeping systems.

Maternity Leave Policy: (*see attached policy)*

Complaint Procedure: *(see attached policy)*

Sexual Harassment Policy: *(see attached policy)*

ATLAS PAINTING AND SHEETING CORPORATION STANDARD OPERATING PROCEDURES	
APPROVED BY:  **James Frangos - President**	**ATLAS EEO / AFFIRMATIVE ACTION POLICY & PROCEDURES**

As an equal opportunity employer, it is understood by me, my Equal Employment Opportunity Officer and my supervisory and managerial personnel that failure to effectively implement, monitor and enforce this firm's affirmative action program and the failure to adequately document the affirmative actions taken and efforts made to recruit and hire will result in this firm being required to recommit itself to a modified and more stringent affirmative action program prior to receiving approval of such program by the contracting agency, a prerequisite for performing services for the contracting agency.

Once a year, our affirmative action program will be updated in accordance with the current update procedures being utilized by the contracting agency. In addition, it is understood that the complete affirmative action program of this firm consists of both this affirmative action policy statement and any equal employment opportunity/affirmative action requirements contained in any contracts which we may receive.

Finally, as Chief Executive Officer of this firm, I am personally committed to the effective implementation, monitoring and enforcement of our affirmative action program. I hereby direct the Equal Employment Opportunity Officer of this firm and all supervisory and managerial personnel to implement, monitor and enforce this program with the same dispatch and expertise normally applied in their other job duties.

James Frangos
Chief Executive Officer
Atlas Painting and Sheeting Corporation

ATLAS PAINTING AND SHEETING CORPORATION STANDARD OPERATING PROCEDURES	
APPROVED BY: _____ **James Frangos - President**	**ATLAS EEO / AFFIRMATIVE ACTION POLICY & PROCEDURES**

ASSIGNMENT OF RESPONSIBILITIES

Atlas Painting and Sheeting Corporation shall designate a responsible official to monitor all employment related activity to ensure that the firm's EEO policy is being implemented.

I hereby appoint *Robert Cohan* as the Affirmative Action/Equal Employment Opportunity Officer of this firm.

In addition to the above-named individual's duties, the Affirmative Action/Equal Opportunity Officer shall:

1) Develop, implement, and monitor progress on the firm's affirmative action plan.

2) Acquaint workers with their specific responsibilities under the plan.

3) Initiate and maintain contact with unions, recruitment sources and organizations servicing members of protected groups concerning the achievement of affirmative action requirements.

4) Conduct meetings and orientation sessions, as necessary, to advise workers and management of the goals of the plan.

MANAGERS AND SUPERVISORS

James Frangos - President / CEO / Owner

_____ 1/5/25

Robert Cohan – EEO Officer
716-564-0490
Date

_____ 1/5/25

James Frangos – President
Date

MATERNITY LEAVE POLICY

The purpose of **Maternity Leave** is to allow a pregnant employee reasonable time off from work on the basis that she is physically incapacitated and medically disabled and unable to perform her job.

The idea that an employee can be approved for several months of unpaid Maternity Leave up to the labor contract limit simply because she is pregnant or has delivered a child is a misinterpretation and simply not true. The length of time for which the employee is approved for Maternity Leave all depends on the length of time she is medically disabled and can document the disability via a Medical Certificate.

Public Act No. 73-647, effective October 1, 1973, modifies Section 31-126 of the General Statutes and makes it an unfair employment practice:

> "(g) for an employer, by himself or his agent, (i) to terminate a woman's employment because of her pregnancy, or (ii) to refuse to grant to said employee a reasonable leave of absence for disability resulting from such pregnancy, or (iii) to deny to said employee, who is disabled as a result of pregnancy, any compensation to which she is entitled as a result of accumulation of disability or leave benefits accrued pursuant to plans maintained by said employer. Upon signifying her intent to return, such employee shall be reinstated to her original job or to an equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits and other service credits unless, in the case of a private employer, the employee's circumstances have so changed as to make it impossible or unreasonable to do so."
>
> In accordance with this Statute, the following policy and procedure shall be adopted to cover the disability situations resulting from pregnancy:
>
> "Disability" is defined as the hospital stay and any period prior to and after delivery certified by the attending physician as that period of time when an employee is unable to perform the requirements of her job. Obviously, the period of disability will vary with the individual. Depending upon the circumstances, this certification may be reviewed by an approved State physician.

1) During the period of disability, sick leave shall be granted under the same terms and conditions as sick leave would be granted for any other disability.

2) Upon expiration of sick leave, the employee may request, and shall be granted, the use of vacation, personal time and earned time.

3) Upon expiration of paid leave, the employee must request, and shall be granted a leave of absence without pay, position held. The total period of leave of absence without pay with position being held shall not exceed three (3) months following the date of delivery. A request to continue a leave of absence beyond this three (3) month period must be in writing. If granted, the position may or may not be held for this extended period subject to the appointing authority's decision.

MATERITY LEAVE POLICY (Continued)

All requests for leave under this policy must be submitted, in writing, to the appointing authority accompanied by an acceptable medical certificate. This request shall contain the following information:

1) The expected date of delivery.
2) Anticipated use of sick leave, vacation, personal leave and earned time.
3) Intentions of returning to work.

The rules and regulations governing the use and submission of medical certificates shall apply, except that the doctor's original medical certificate will be accepted for absence due to pregnancy disability up to four (4) weeks after delivery. (Further absence will require additional medical certificates in accordance with normal procedures.) **Note:** Nursing of a child, per se, **will not** be considered disability for sick leave purposes. All leaves of absence without pay more than five (5) consecutive working days will be subject to the approval of the Chief Administrative Officer.

COMPLAINT PROCEDURE

The Complaint procedure will address discrimination complaints regarding race, color, religion, age, sex, marital status, physical disability (including but not limited to blindness), criminal record, national origin or ancestry of medical disorder (or history thereof), from both current and prospective employees. These individuals have the right to make full utilization of this Complaint Procedure without in any way jeopardizing their current or prospective employment status.

The components of the Complaint Procedure are the following:

1) The Equal Opportunity Employment Officer will receive all written complaints of discrimination. These may be direct from the employee or upon referral from a supervisor who has received a complaint from and employee.

2) All discrimination complaints filed under this procedure will be accepted for investigation up to and including thirty (30) days after the date of the alleged discrimination act.

3) All complaints will be recorded on the "Notice of Discrimination Complaint" form and signed by the complainant. At this time, the complainant will be counseled as to the other avenues of redress open to him or her; i.e., the complaint procedure of the Commission on Human Rights and Opportunities and/or the Connecticut Department of Transportation's Division of Contract Compliance.

4) The Division of Contract Compliance and the Transportation Commissioner will be notified simultaneously of all complaints and the ultimate resolution of the complaint.

5) All complaints will be investigated and processed by the company's Equal Employment Opportunity Officer within thirty (30) days after their receipt.

6) The complainant will be notified, in writing, by the Equal Employment Opportunity Officer regarding the results of the investigation and the final deposition of the complaint, including any proposed remedial action.

7) Should the complainant disagree with the Equal Employment Opportunity Officer's decision, he/she can still avail himself/herself of any, or all the other avenues of redress previously explained (see #3).

8) In the event of the complaint against the Equal Employment Opportunity Officer, complainants will be advised to utilize the Commission on Human Rights and Opportunities complaint procedure.

9) The Equal Employment Opportunity Officer will take the necessary steps to ensure the confidentiality of all Title VII complaint records and of any counseling done during the complaint procedure.

SEXUAL HARASSMENT POLICY

It is established policy of Atlas Painting And Sheeting Corporation to ensure equal employment opportunity and to prevent discrimination in all practices. Sexual harassment is a type of sex discrimination. It is prohibited by Title VIII of the Civil Rights Act, as amended, and by Connecticut General Statute 46a-60 (a) (8) as a Discriminatory Employment Practice.

Sexual Harassment is defined as "Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment." In addition, Sexual Harassment can include crude or offensive language or jokes of a sexual nature.

Sexual Harassment will not be tolerated by Atlas Painting And Sheeting Corporation and will be grounds for disciplinary action. Complaints of sexual harassment will be processed by our Equal Employment Opportunity Officer through the established Affirmative Action Complaint Procedure.

It is not Atlas Painting And Sheeting Corporation's intention to regulate social relationships that are freely entered into by employees. However, it is our affirmative duty to develop and maintain a work place free of sexual harassment and intimidation. We expect the full support and cooperation of every employee to achieve this goal.

GENDER EXPRESSION NON-DISCRIMINATION

On January 25, 2019, New York State enacted the Gender Expression Non-Discrimination Act ("GENDA") prohibiting employers from discharging, refusing to hire or discriminating against an individual on the basis of gender identity or expression. The new law defines gender identity or expression as "a person's actual or perceived gender-related identity, appearance, behavior, expression or other gender-related characteristic regardless of the sex assigned to that person at birth, including, but not limited to, the status of being transgender." While GENDA codifies the prohibition against gender identity or expression discrimination, such protections previously existed under the New York State Human Rights Law's prohibition against sex discrimination. In light of GENDA's enactment, employers should review their equal employment opportunity and sexual harassment policies and, if necessary, revise them to include gender identity and expression as protected categories.

EMPLOYMENT APPLICATION PROCESS

If a job applicant wishes to apply for employment with our firm:

1) If the applicant contacts us at a project site, the project supervisor shall refer this applicant to Mr. Robert Cohan (EEO Officer) at the Atlas Painting and Sheeting Corporation main office. Upon phone contact, Robert Cohan shall mail the applicant a Job Application, review upon return, and if the applicant is considered, shall set up a personal interview with the applicant at or near the project site.

2) If the applicant contacts us at our main office, the applicant shall be referred to Mr. Robert Cohan (EEO Officer). Robert Cohan shall then either personally give, or mail, the applicant a Job Application. The application shall be reviewed upon return, and if the applicant is considered, Robert Cohan shall set up a personal interview with the applicant at the Atlas Painting and Sheeting Corporation main office.

NOTICE OF DISCRIMINATION COMPLAINT FORM

	Atlas Painting and Sheeting Corporation **465 Creekside Drive** **Amherst, NY 14228** **(716) 564-0490 x27** **(716) 564-0494 – FAX** **atlaspaint@hotmail.com**	**Date:**	
		Employee:	
		Job Title:	
		Date of Complaint:	
		Supervisor:	
		EEO Officer:	**Robert Cohan**

COMPLAINT FORM INSTRUCTIONS:

1) ***Fill Out Employee Information at The Top Right of The Form***
2) ***State The Nature of Your Complaint in The Area Below***
3) ***Sign The Form at The Bottom***
4) ***Turn In the Form to Your Supervisor***
5) ***Your Supervisor Shall Deliver the Completed Form to The Company EEO Officer***
6) ***A Reply to Your Complaint Will Be Forwarded to You Promptly***

COMPLAINT: ***(Please Write Clearly)***

EMPLOYEE SIGNATURE ***SUPERVISOR SIGNATURE***

EEO / AFFIRMATIVE ACTION POLICY MEETING

Date: _____

Atlas Painting and Sheeting Corp.

465 Creekside Drive
Amherst, NY 14228
(716) 564-0490

Competent Person / Supervisor: _____

Project Name: _____

Project Number: _____

TOPIC: ***DISCUSSION OF ATLAS EEO / AFFIRMATIVE ACTION POLICY***

EMPLOYEE NAME	SIGNATURE	SOCIAL SECURITY NO.

Signature of Supervisor / Competent Person: _____

END OF POLICY & PROCEDURES MANUAL