# EXHIBIT TABLE OF CONTENTS


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AERC RECYCLING SOLUTIONS

# Schedule A

| Job Title : | Recycling Technician | | |
|---|---|---|---|
| Department/Group: | 20 – Production Lamps | Job Category: | Non-Exempt/ Hourly |
| Location: | All Locations | Position Type: | Full Time |
| Supervisor: | Shift Supervisor / Facility Manager | | |

## General Summary:

Perform basic plant operations including material handling, hazardous waste handling, and equipment operation, working within company safety/environmental policies and procedures.

## Essential Functions: Essential functions of position include, but are not limited to:

1. Placing hazardous waste into appropriate containers and close.
2. Placing dates on hazardous waste containers once container is full.
3. Complete and affix hazardous waste labels to appropriate hazardous waste storage containers.
4. Move hazardous waste containers within the facility using proper equipment.
5. Places hazardous waste containers into designated storage areas.
6. Unload trucks, unpack lamps and stage lamps for processing
7. Operate lamp recycling equipment in accordance with proper operating procedures
8. Document appropriate operation in logs
9. Operate fork truck, lifting mechanisms, drum dumpers, drum and pallet jacks
10. Reliable, regular attendance/punctuality is required to meet business need
11. Assure compliance with all applicable regulations related to storage (i.e., drum count, aisle space, labels, etc.)

**NON-ESSENTIAL FUNCTIONS:**

1. Maintain cleanliness of equipment and overall housekeeping in and around the facility.
2. Inventory incoming material and assist with customer deliveries/pickups
3. Perform other functions that may be assigned.

## Working Conditions:

- Medium to heavy working conditions, possible exposure to mercury and/or phosphor powder.
- Ability to lift 50 pounds minimum on regular basis
- Ability to move 55-gallon drums
- Ability to use personal protective equipment: hardhat, goggles, respirator
- Ability to climb stairs and stand for 8 hours/day
- Ability to work overtime hours.

AERC RECYCLING SOLUTIONS

# Schedule A

| **Background Requirements:** | | | |
|---|---|---|---|
| • HS diploma or equivalent required.<br>• Good mechanical ability required.<br>• Ability to climb stairs stands 8 hours/day, lift 60 pounds, move 55-gallon drums required.<br>• Ability to use personal protective equipment such as tyveks, goggles, hardhat, respirator | | | |
| **Training:** | | | |
| • Must complete 24-hour Orientation and 8-hour annual refresher training in agreement with OSHA 1910.120, Hazardous Waste Operations and Emergency Response Standard (HAZWOPER).<br>• Specific on-the-job training towards meeting established production standards<br>• Must complete training on Hazardous Waste Management practices, both initial and annual refresher, in agreement with RCRA standards. | | | |
| Reviewed By: | | Date: | |
| Approved By: | | Date: | |
| Last Updated By: | | Date/Time: | |
| **Approvals**: Management retains the discretion to add or change job duties at any time. | | | |

AERC RECYCLING SOLUTIONS

# Schedule A

| Job Title : | Shift Supervisor | | |
|---|---|---|---|
| Department/Group: | 20 – Production | Job Category: | Non- Exempt/ Hourly |
| Location: | All Locations | Position Type: | Full Time |
| Supervisor: | Production Manager/ Facility Manager | | |

## General Summary:

Maintain responsibility for overall shift operations, production performance, equipment maintenance and cleanliness, regulatory compliance, and hazardous waste practices.

## Essential Functions: Essential functions of position include, but are not limited to:

1. Place hazardous waste into appropriate containers and close.
2. Place dates on hazardous waste containers once container is full.
3. Complete and affix hazardous waste labels to appropriate hazardous waste storage containers.
4. Move hazardous waste containers within facility using proper equipment.
5. Place hazardous waste containers into designated storage areas.
6. Perform/maintain daily and weekly inspection reports, associated records.
7. Ensure hazardous waste containers are stored so they may be inspected for integrity and markings.
8. Ensure hazardous waste is stored correctly (lids closed, labeled, and stored in proper location).
9. Manage and schedule manpower to assure timely production and reduction of unnecessary overtime
10. Assist in training and development of operations personnel.
11. Maintain operational/safety supply inventory.
12. Communicate to management: facility needs, difficulties, changes in operations.
13. Reliable, regular attendance/punctuality required to meet business need.
14. Assure compliance with all applicable regulations related to storage (i.e., drum count, aisle space, labels, etc.)

**NON-ESSENTIAL FUNCTIONS:**

1. Maintain cleanliness of equipment and overall housekeeping in and around the facility.
2. Perform other functions that may be assigned.

## Working Conditions:

- Fast-paced environment; busy telephones.
- Sitting, speaking on phone for extended periods of time.

## Background Requirements:

- Must have retort knowledge
- Attendance record and work history will be given strong consideration

AERC RECYCLING SOLUTIONS

# Schedule A

- Flexibility required – may have to extend work hours or cover other shifts
- May be called in during off hours HS diploma or equivalent required.
- Min. 6 months production experience and plant health and safety awareness/knowledge required
- Strong written and verbal communications skills required
- Good mechanical ability required.
- Must meet all Recycling Technician criteria

**Training:**

- All Recycling Technician training – both initial orientation and refresher training.
- Permit Training
- HM-126 – Full training

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AERC RECYCLING SOLUTIONS

# Schedule A

| Job Title : | Shipping & Receiving Coordinator | | |
|---|---|---|---|
| Department/Group: | 26 – Shipping & Receiving | Job Category: | Non-Exempt/ hourly |
| Location: | All Locations | Position Type: | Full Time |
| Supervisor: | Production Manager / Shift Supervisor | | |

## General Summary:

Responsible for coordinating and overseeing all shipping and receiving activities while working closely with Service Coordinator to insure compliance and inventory control.

## Essential Functions: Essential functions of position include, but are not limited to:

1. Coordinate all shipping and receiving activity at this location
2. Assure all paperwork (manifests, BOL's, etc.) is properly completed and piece counts match.
3. Complete receiving tickets for all incoming material, initiating the tracking process
4. Inspect all materials for conformance to approval codes. Note any discrepancies and segregate off-spec material until authorization has been given to either process or reject
5. Assign and move materials to appropriate storage area and notify appropriate supervisor of the storage location
6. Assure compliance with all applicable regulations related to storage (i.e., drum count, aisle space, labels, etc.)
7. Assure storage of end products in their appropriate areas.
8. Coordinate the shipment of products, end products, boxes, drums, plant scraps, etc. Complete associated paperwork and label each container or pallet
9. Reliable, regular attendance/punctuality required to meet business/customer needs
10. Assure compliance with all applicable regulations related to storage (i.e., drum count, aisle space, labels, etc.)

**NON-ESSENTIAL FUNCTIONS:**

1. Assist in the development and implementation of the waste analysis plan
2. Assist in developing and implementing policies and procedures for computerized tracking system

## Working Conditions:

- Normal plant conditions with possible exposure to mercury and/or chemicals
- Work area may be excessively warm in summer months

## Background Requirements:

- High school diploma, GED, or equivalent work experience required
- Must be able to lift 50-60 pound containers and stand for long periods of time
- Must be able to use personal protective equipment (tyveks, respirator, safety Glasses, etc.)
- Must be forklift certified and familiar with plant safety procedures
- Previous shipping/receiving experience will be given preference

AERC RECYCLING SOLUTIONS

# Schedule A

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| • English fluency required for communication with truckers, customers and internal departments, and for completion of associated paperwork |
| **Training:** |
| • Must complete 24-hour Orientation and 8-hour annual refresher training in agreement with OSHA 1910.120, Hazardous Waste Operations and Emergency Response Standard (HAZWOPER).<br>• Specific on-the-job training towards meeting established performance criteria<br>• Basic permit compliance<br>• Must complete training on Hazardous Waste Management practices, both initial and annual refresher, in agreement with RCRA standards. |

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