From: Mark Dabney
To: Perry Adkison; Randy Blackburn; Tracy Wolffer; Herbert C Bracy;
cc: Allen Swindall; Woehle, Melissa;
Subject: Hazardous Waste Manifest Protocol
Date: Friday, September 21, 2012 12:00:44 PM

AC,

As a reminder; we must receive a Hazardous Waste Manifest from Arizona Chemical prior to shipping Hazardous Waste and complete the following protocol:

Originating location

- We sign the Hazardous Waste Manifest
- Make a copy for our records
- Staple a copy of the outbound train list to the Hazardous Waste Manifest
- Fax or email a copy of the Hazardous Waste Manifest to Customer Service and the Operations Manager in Dothan
- Supply the out bound Conductor with a copy of the Hazardous Waste manifest
- Send the original copy back to Arizona Chemical

Final designation

- The Hazardous Waste manifest will be signed by the final designation customer acknowledging the arrival of the product
- Final designation customer will then fax, mail or email Arizona Chemical a signed Hazardous Waste Manifest
- **Arizona Chemical** will then email us a copy of the signed Hazardous Waste Manifest when received by the final designation customer
- **The final Hazardous Waste Manifest signed by us and the final designation customer will be attached to the first documents mentioned above.**
- **We must keep all document for a period of 3 years**

Any questions or concerns please let me know…

Melissa - I will follow –up with a formal letter in the next 30 days as requested

with the same protocol out-lined above…Thank you

Herb – Please note item # 3 out –line below **"final designation".** Any questions please let me know.

Thank you

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