

JAN 14 2013

BSHW

**CARBON****EXPRESS INC.**

INTERNATIONAL LIQUID TRANSPORTATION SERVICES

Stephen J. Rush President

November 8, 2012

Department of Environmental Protection  
2600 Blair Stone Road  
Tallahassee, Florida 32399-2400

Re: Training Program Documentation

To Whom It May Concern:

Carbon Express, Inc. certifies that all drivers and those accompanying drivers are trained and tested in compliance with 49 CFR Part 172, Subpart H and 49 CFR section 177.800. Drivers are trained to be familiar with all applicable federal and state regulations governing the transportation of used oil.

Additionally, drivers receive training in the list of notification numbers to call in the event of a spill or release. The numbers furnished to the drivers are listed in the Emergency Procedures Guide submitted in Attachment TDS-01-13, Spill Cleanup Equipment and Procedures.

Sincerely,



Stephen J. Rush  
President

**Chapter 62-710.600(2)(e), Florida Administrative Code  
Certification Program for Used Oil Transporters**

(e) Have, verify, and maintain vehicle insurance with a combined single limit of no less than \$1,000,000. Such insurance, or additional policy, must in no way exclude pollution coverage for sudden and accidental alleged or threatened discharge, dispersal, seepage, migration, release or escape of used oil, and must include any cost or expense relating to pollution damage for which the transporter is legally liable. Such insurance must be maintained at all times and be exclusive of legal defense costs.

1. The insurance required in this paragraph may be established by:

a. Evidence of liability insurance, either on a claim made or an occurrence basis, with or without a deductible (with the deductible, if any, to be on a per occurrence or per accident basis and not to exceed ten percent of the equity of the business), using DEP Form 62-710.901(4). The insurance policy shall be issued by an agent or company authorized or licensed to transact business in the State of Florida. An ACORD form will only be accepted for renewal of a policy with the same carrier; or

b. For business entities registered in Florida, evidence of self-insurance provided by the chief financial officer of the business entity.

2. States and the federal government are exempt from the requirements of this paragraph.

Any questions concerning this form may be referred to the Used Oil Coordinator, MS 4560, Department of Environmental Protection 2600 Blair Stone Road, Tallahassee, FL 32399-2400, Phone (850) 245-8755, email: [aprilia.graves@dep.state.fl.us](mailto:aprilia.graves@dep.state.fl.us)

**Spill Response Plan  
State of Florida  
Carbon Express, Inc.**

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JAN 14 2013  
Received

- 1.0 Scope of the Basic Written Plan
  - 1.1 Sets forth the manner of response to discharges that may occur during transportation.  
Reference: Section 3.0
  - 1.2 Takes into account the maximum potential discharge of the contents from the packaging  
Reference: Section 2.1
  - 1.3 Identifies who will respond to a discharge  
Reference: Section 4.0
  - 1.4 Identifies the appropriate person and agencies (including their telephone numbers) to be contacted in regard to such a discharge and its handling, including the National Response Center.  
Reference: Section 5.5
  - 1.5 For each motor carrier, is retained on file at that persons principal place of business and at each location where dispatching of motor vehicles occurs  
Reference: Section 6.0
- 2.0 Statement of Purpose
  - 2.1 This response plan takes into account the maximum potential discharge of the contents from the packaging. Releases of oil from Carbon Express vehicles are not expected to exceed 7,500 gallons.
- 3.0 Response to Discharges that may Occur During Transportation
  - 3.1 Shut off all ignition sources in the immediate vicinity of the spill
  - 3.2 Set out flags or reflectors
  - 3.3 Immediately contain and stop the spill with absorbent material
  - 3.4 Prevent release to water, sewer or drain
  - 3.5 Make Emergency Response Notifications
    - 3.5.1 Contact dispatch at 973-328-0050
    - 3.5.2 Emergency Response and Training Solutions 1-800-924-6804
  - 3.6 Contact the local Police or Fire Department
  - 3.7 Notify supervisor and unless otherwise instructed remain at the scene of the release until relieved by Carbon Express, Inc personnel.

**Spill Response Plan  
State of Florida  
Carbon Express, Inc.**

Provide the following information only to the persons and agencies described in Section 5.0 below.

- 3.7.1 Proper shipping name, hazard class and ID number of the material involved. Name of person reporting the spill.
- 3.7.2 Name and location of shipper and consignee
- 3.7.3 Exact cause and location of spill
- 3.7.4 The material spilled and Approximate quantity of material released.
- 3.7.5 Location and distance to any water, storm sewer or drain
- 3.7.6 Nature and extent of any injuries and/or property damage
- 3.7.7 Name of government or state officials on the scene and phone number of regulatory authorities.
- 3.7.8 Weather conditions
- 3.7.9 The telephone number where communications with the scene can be established. Action taken for containment and clean up.
- 4.0 Emergency Responders
  - 4.1 The following personnel are designated as Emergency Response Coordinators (call in sequence and if necessary, call collect):
    - 4.1.1 Emergency Response and Training Solutions 800-924-6804
    - 4.1.2 Emergency Response and Training Solutions will identify the closest contractor capable of handling the release with a crew available.
    - 4.1.3 Emergency Response and Training Solutions will ensure all regulatory notifications are completed
    - 4.1.4 Emergency Response and Training Solutions will oversee the efforts of the contractor at the scene
    - 4.1.5 Emergency Response and Training Solutions will ensure the cleanup is cost effective and to the satisfaction of regulatory authorities
    - 4.1.6 Emergency Response and Training Solutions will ensure disposal is prompt, cost effective and complies with applicable regulations.
- 5.0 Appropriate Persons and Agencies to be contacted:
  - 5.1 For ALL Releases the following shall be contacted:
    - 5.1.1 State Environmental Regulatory Authority  
Reference: Attachment A
    - 5.1.2 State Emergency Response Commission  
Reference: Attachment A
    - 5.1.3 Local Emergency Planning Committee  
Reference: Attachment A
  - 5.2 For ALL Releases into Navigable Waters the following shall be contacted:
    - 5.2.1 National Response Center at 1-800-424-8802

5.2.2 State Environmental Regulatory Authority

**Spill Response Plan  
State of Florida  
Carbon Express, Inc.**

Reference: Attachment A

5.2.3 State Emergency Response Commission

Reference: Attachment A

5.2.4 Local Emergency Planning Committee

Reference: Attachment A

5.3 For ALL Releases where as a DIRECT RESULT of a HAZARDOUS MATERIAL incident, the following occurs, call

5.3.1 1-800-424-8802, call if a person is killed or hospitalized, or estimated damages exceed \$50,000, or a transportation artery or facility is closed.

5.3.2 State Environmental Regulatory Authority

Reference: Attachment A

5.3.3 State Emergency Response Commission

Reference: Attachment A

5.3.4 Local Emergency Planning Committee

Reference: Attachment A

5.4 For ALL releases where the following occurs, call:

5.4.1 1-800-424-8802, call if Fire, Breakage, Spillage or suspected contamination occurs involving the shipment of radioactive materials;

5.4.2 State Environmental Regulatory Authority

Reference: Attachment A

5.4.3 State Emergency Response Commission

Reference: Attachment A

5.4.4 Local Emergency Planning Committee

Reference: Attachment A

6.0 Copies of this basic written plan shall be retained at Carbon Express' principal place of business and at each location where dispatching of motor vehicles occurs.

Carbon Express, Inc  
382 Route 15 South  
Wharton, NJ 07885

-END OF BASIC WRITTEN PLAN-

**Spill Response Plan  
State of Florida  
Carbon Express, Inc.**

Attachment A

**Phone Numbers For Reporting Spills**

**FEDERAL**

National Response Center (24 hour) (800) 424-8802 or (202) 267-2675

U.S. Coast Guard check with the U.S. Coast Guard Office in your area

**STATE**

State Warning Point (24 hour) (850) 413-9911 or (800) 320-0519

Call 1-800-456-9038

State Environmental Regulatory Authority Phone Numbers

Daytime and 24-hour Regulatory Authority phone numbers are available for each state by calling 1-800-456-9038

State Emergency Response Commission Phone Numbers

Daytime and 24-hour Emergency Response Commission phone numbers are available for each state by calling 1-800-456-9038.

Florida

Local Contacts

Florida Department of Environmental Protection  
Waste Management Division

850-245-8772

Rich Galka  
Florida Department of Environmental Protection

Waste Management Division

850-245-8761

Aprilia Graves

Florida Department of Environmental Protection

Waste Management Division

850-245-8755

Local Emergency Planning Committee Phone Numbers

Daytime and 24-hour Local Emergency Planning Committee phone numbers are available for each state by calling 1-800-456-9038

# **Carbon Express Inc.**

## **Florida Manifest Requirements**

### **Employee Training**

#### **Manifest Requirements**

##### **Pickup**

1. Transporter may not accept hazardous waste from a generator unless the transporter is provided with a manifest signed in accordance with the both Federal guidelines as well as provisions specified in the state where the pickup originates.

\*If the generator does not provide the manifest, the transporter must prepare and maintain a manifest for each shipment of used oil transported and delivered, or exported. This manifest is required to accompany each load at all times. The transporter must provide both, the generator of the used oil and the facility accepting the used oil a copy of the manifest. The UOT must also keep and maintain a copy of each manifest for at least three (3) years. Along with the transporter's name, address, phone number and transporter's ID number, at a minimum, the manifest for each load must include:

# Origin of the load - name, address, EPA ID (if applicable) and dated signature of generator, transporter, processor, refiner or facility representative.

# Quantity of UO accepted for transport and date accepted.

# Destination of the load - name, address, EPA ID # of receiving facility, transporter.

# Quantity of UO delivered and date delivered.

# Dated signature of receiving facility representative or transporter.

2. Before transporting the hazardous waste, the transporter must sign and date the manifest acknowledging acceptance of the hazardous waste from the generator. The transporter must return a signed copy to the generator before leaving the generator's property.
3. Transporter must ensure that the halogen content of the waste is below 1,000 ppm. The transporter may utilize product knowledge, shipper certification or testing. If necessary, a halogen testing kit (CLOR-D Tect 1000 Chlorine Halogen Test Kit) will be used to test the halogen content of the product.
- 4.. The transporter must ensure that the manifest accompanies the hazardous waste. In the case of exports, the transporter must ensure that a copy of the EPA Acknowledgment of Consent also accompanies the hazardous waste.



# **Carbon Express Inc.**

## **Florida Manifest Requirements**

### **Employee Training**

#### **Delivery**

A transporter who delivers a hazardous waste to another transporter or to the designated facility must deliver to one of the following:

1. Another registered used oil transporter
2. An on spec used oil burner facility
3. Used oil refining or processing facility
4. An off spec used oil burner facility which has a valid EPA ID number.

In addition, a transporter who delivers a hazardous waste to another transporter or designated facility must adhere to the following regulations:

- (1) Obtain the date of delivery and the handwritten signature of that transporter or of the owner or operator of the designated facility on the manifest
- (2) Retain one copy of the manifest
- (3) Give the remaining copies of the manifest to the accepting transporter or designated facility

The transporter must deliver the entire quantity of hazardous waste which he has accepted from a generator or a transporter to:

- (1) The designated facility listed on the manifest
- (2) The alternate designated facility, if the hazardous waste cannot be delivered to the designated facility due to emergency
- (3) The next designated transporter
- (4) The place outside the United States designated by the generator.

#### **Rejection Due To Emergency Condition**

- (1) If the hazardous waste cannot be delivered because of an emergency condition other than rejection of the waste by the designated facility, then the transporter must contact the generator for further directions and must revise the manifest according to the generator's instructions.
- (2) If hazardous waste is rejected by the designated facility while the transporter is on the facility's premises, then the transporter must obtain the following:

a) Partial load rejection- a copy of the original manifest that includes the facility's date and signature, and the Manifest Tracking Number of the new manifest that will accompany the shipment, and a description of the partial rejection or container residue in the discrepancy block of the original manifest. The transporter must retain a copy of this manifest and give the remaining copies of the original manifest to the rejecting designated facility. If the transporter is forwarding the rejected part of the shipment or a regulated container residue to an alternate facility or returning it to the generator, the transporter must obtain a new manifest to accompany

**Carbon Express Inc.**  
**Florida Manifest Requirements**  
**Employee Training**

the shipment, and the new manifest must include all of the information required in the original manifest.

b) Full load rejection- a copy of the original manifest that includes the rejecting facility's signature and date attesting to the rejection, the description of the rejection in the discrepancy block of the manifest, and the name, address, phone number, and Identification Number for the alternate facility or generator to whom the shipment must be delivered. The transporter must retain a copy of the manifest and give a copy of the manifest containing this information to the rejecting designated facility. If the original manifest is not used, then the transporter must obtain a new manifest for the shipment containing all the information regarding the load that was in the original manifest.

**Certification**

I certify that the above Manifest Requirements have been reviewed with me and that I will comply with all these requirements.

---

Name (printed)

---

Signature

---

Date

**Carbon Express Inc**  
**Driver Orientation and Training**  
**State of Florida**

- Welcome
  - Specified Training Area to be prepared for training
  - Greeted by Operations Manager and Driver Trainer
  - Brief overview of Training Process
  - Trainee to be shown where bathroom facilities are located
- Introduction to the Staff
  - All Staff to be aware that a new employee is in the building
- Pre-Qualification
  - Road Test
    - Equipment to be inspected by the shop before the road test to ensure a positive company image is portrayed
    - Road Test Route
      - Route 15 South
      - Route 80 West
      - Exit 30
      - Left onto Howard Boulevard
      - Cross Intersection of Route 46
        - Cross Railroad Tracks
      - Make right turn onto Main St
      - Make right turn onto Route 10 West
        - Cross Railroad Tracks
      - Make right turn onto Route 46 East
      - Turn Left onto Howard Boulevard
      - Route 80 East
      - Exit 34
        - Dangerous Ramp
        - Limited Deceleration Lane
      - Route 15 North
      - Jug handle at Edison Road
      - Route 15 South
      - Return to Carbon Express, Inc.
      - Back trailer into a tight parking spot
    - Complete Road Test Form
      - Give Completed Road Test Form to Driver Trainer for Driver Qualification File
  - Pre-employment Physical and Drug Screen
    - Company Doctor
      - Dr. Harvey Seigel, Succasunna, NJ

- Qualification
  - Driver Qualification File
    - To Be Completed by the Applicant
      - Certification of Violations
      - Drivers Application for Employment
        - May be been completed before arrival
      - Certification of Compliance with Driver License Requirements
      - Fair Credit Reporting Act Disclosure Statement
        - May have been completed before arrival
      - Request for Information from Previous Employer
        - Applicant to sign one form for each company employed by in the past 36 months
      - Request for DOT Drug and Alcohol Testing from Previous Employer
        - Applicant to sign one form for each company employed by in the past 36 months
      - Employee Assistance Program
        - To be signed by applicant
      - Driver Statement of On-Duty Hours
      - I-9 Employment Eligibility Verification
        - Complete Section 1
      - W-4 Employees Withholding Allowance Certificate
    - To Be Completed by the Driver Trainer
      - Annual Review of Driving Record
        - Complete after Applicant completes Certification of Violations
        - Complete after review of the applicants Motor Vehicle Record
      - Drivers Application for Employment
        - Ensure the application is complete
        - Ensure there are no employment gaps
      - Certification of Compliance with Driver License Requirements
        - Ensure that the form was properly completed
      - Fair Credit Reporting Act Disclosure Statement
        - Ensure that the form was properly completed
      - Request for Information from Previous Employer
        - Send form to each company the applicant was employed by in the previous 36 months
        - This MUST be completed within 30 days
        - If attempting to get the information by fax, print a transmission receipt.
        - Make and document three attempts to obtain the information

- Request for DOT Drug and Alcohol Testing from Previous Employer
    - Send form to each company the applicant was employed by in the previous 36 months
    - This MUST be completed within 30 days
    - If attempting to get the information by fax, print a transmission receipt.
    - Make and document three attempts to obtain the information
  - Employee Assistance Program
    - Ensure the form was signed
  - Driver Statement of On-Duty Hours
    - Ensure the form was properly completed
  - I-9 Employment Eligibility Verification
    - Complete Section 2
  - W-4 Employees Withholding Allowance Certificate
    - Forward to the Accounting Department
  - Photocopy Drivers License
  - Photocopy TWIC Card
  - Organize File
  - Enter Expirations into TMW
- Handouts
  - Alcohol & Drug Testing; Driver Awareness Training
    - Compliance with 382.601(a)
    - Explain that the driving position is subject to the following drug and alcohol tests
      - Pre-employment
      - Post-accident
      - Random
      - Reasonable Suspicion
      - Return to Duty and Follow Up
    - Have the driver sign the receipt which is in the front of the Driver Handbook and make it part of the qualification file
  - Hazmat Security Awareness Employee Handbook
    - Compliance with 172.704(b)
    - Issue to the driver at the time of the DVD training
    - Have the driver sign the receipt which is in the front of the Driver Handbook and make it part of the qualification file
  - Hours of Service A Drivers Guide
    - Explain that Carbon Express is committed to strict adherence to Hours of Service Regulations
    - Explain that it is the drivers responsibility to be aware of the hours he has available to work
    - Explain that communication between the driver and dispatcher with regard to Hours of Service is critical

- Have the driver sign the receipt which is in the front of the Driver Handbook and make it part of the qualification file
  - Hazardous Materials Compliance Pocketbook
    - Ensure the driver is aware of the contents of the handbook and understands the use of the Hazardous Material Table
    - Have the driver sign the receipt which is in the front of the Driver Handbook and make it part of the qualification file
  - Emergency Response Guidebook
    - Ensure the driver is aware of the contents of the book and know how the book is used.
    - Have the driver sign the receipt which is in the front of the Driver Handbook and make it part of the qualification file
  - Federal Motor Carrier Safety Regulations Pocketbook
    - Ensure the driver is aware of the contents of the book and know how the book is used.
    - Have the driver sign the receipt which is in the front of the Driver Handbook and make it part of the qualification file
  - Emergency Contact List
  - Unloading Procedures
- Company Policies
  - Driver Orientation & Training
  - Driver Training
  - General Safety and Responsibility for the Driver
    - Seat Belts
    - Speed Limits
    - Fueling
    - Vehicle Size and Weight
    - Backing
    - Passing
    - Turning
    - Pedestrians
    - Extreme Weather and Road Conditions
    - Snow
    - Ice
    - Road Construction
    - Road Hazards
    - Underpasses
    - Fixed Objects and Special Intersections
    - Following Distance
    - Curves and Turns
  - Spill Procedures
  - Idling Policy
  - Items Prohibited in the Vehicle
  - Prohibited Driving Practice
  - Rider / Passenger Policy
  - Rules for Dismounting or Exiting Equipment

- Shipping Documents for HAZMAT
- Toll Road Use
- Use of Electronic Equipment while Driving
- Verification of Load Information
  - Driver Vehicle Inspections
- Training Videos/DVDs
  - NTTC Hazmat Training
    - Compliance with 172.704(a)
    - Have the driver take the test which accompanies this video
    - Review incorrect answers and have the driver initial the correction
    - Issue evidence of Hazardous Material Training to the driver
  - Hazard Communication Training for Employees
    - Compliance with 172.704(b)
    - Show the driver an example of an MSDS sheet and show where the hazard and first aid measures can be found.
    - Explain how the information can also be found in the Emergency Response Guide Book.
  - Tanker Inspection; A Driver Training Kit
    - Compliance with 172.704(a)
    - Explain the tank trailer inspections required for HAZMAT transportation
    - Show the driver that the trailer inspection frequency is printed on the front cover of the log book
    - Explain that the driver must check the inspection dates prior to loading a trailer with HAZMAT
  - Tanker Driving Techniques
    - Stress to the driver that the most important difference between a tank truck and any other truck is that the product is always in motion. Speed control and not making sudden maneuvers are the key to keeping the vehicle under control.
  - The Alert Driver
    - Fatigue management
  - Cargo Tank Driver Rollover Prevention
  - Hazmat Security Awareness
    - Compliance with 172.704(a)
    - Give the driver the handout which is part of the Driver Qualification File stored in the shared safety file
  - Outside the Box
    - Defensive Driving
  - The Critical Point
    - Defensive Driving

- Meet with Payroll Clerk
  - Items to be reviewed
    - Paperwork
      - Time table for submission
        - Methods of Submission
          - Mail
          - Fax
      - Trip Sheet
        - Preparation
        - Timetable for submission
      - Supporting Documents
        - Vehicle Condition Reports
        - Scale Tickets
        - Expenses
      - Vehicle Condition Report
    - Lodging
      - Per Diem Pay
      - Corporate Lodging Card
- Meet with Billing Clerk
  - Items to be reviewed
    - Paperwork
      - Carbon Express Bill of Lading
        - Preparation
      - Shipping Papers
- Meet with Controller
  - Items to be reviewed
    - Payroll
      - Rates and methods of pay
      - Pay Schedule
      - Paperwork Submission requirements
    - Benefits
      - Life Insurance
      - Health Insurance
      - Dental Insurance
      - Vision Insurance
      - 401K Retirement Plan



- Meet with Dispatchers
  - Items to be reviewed
    - Driver availability
      - Desired Home Time
      - Driver Contact numbers
    - Dispatch requirements
      - Method of Communication
      - Requests for Time Off
    - Blind Shipments
    - Directions
      - How to obtain from computer
      - Feedback on directions
    - Calibration Charts
      - Some Charts are on a stamped plate on the trailer
      - Some Charts are in a document holder on the trailer
- Meet With Maintenance Supervisor
  - Review the pre-trip / post-trip process
    - Preparation of Vehicle Condition Report
  - Equipment Breakdown
    - Contact Phone Number
    - Information to Obtain before placing phone call
      - Current Location
      - Nature of the Breakdown
      - Tire Size
- Meet with President of the Company
  - Items to be reviewed
    - Company History



***Carbon Express, Inc***



**Safety Equipment Issued to Drivers**

The following Safety Equipment has been issued to the driver signing for it below.

1. Chemical Resistant Gloves.
2. Class II Hi-Vis Safety Vest
3. Safety Goggles
4. Safety Hard Hat
5. Full face shield with hard hat adapter
6. Ear Plugs
7. Rain suit
8. Camera & Accident form
9. Safety Boots

---

(Print Driver's Name)

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(Driver's Signature)

**Carbon Express Inc  
Driver Orientation and Safety Training**

**Index**

**1. Driver Qualification File**

- **Application for Employment**
- **Single Drivers License Statement**
- **Road Test**
- **Road Test Certification**
- **Alcohol and Drug Awareness Training**
- **Prior Drug and Alcohol Testing Investigation**
- **Prior Duty Statement/ 7 Day Prior Logs**
- **Employee Assistance Plan**

**2. Hazardous Materials Training**

- **Hazmat Security Awareness Employee Handbook**
  1. **Compliant with 172.704(b)**
  2. **Review Contents of Handbook with Driver**
  3. **Driver Sign Off on Training**
  4. **Maintain Certification in Driver Qualification File**
- **Hazardous Materials Compliance Handbook**
  1. **Review Contents of Handbook with Driver**
  2. **Driver Sign Off on Training**
  3. **Maintain Certification in Driver Qualification File**
- **Emergency Response Guidebook**
  1. **Review Contents of Handbook with Driver**
  2. **Driver Sign Off on Training**
  3. **Maintain Certification in Driver Qualification File**

**Carbon Express Inc  
Driver Orientation and Safety Training**

- **Federal Motor Carrier Safety Regulations Pocketbook**
  1. Review Contents of Handbook with Driver
  2. Driver Sign Off on Training
  3. Maintain Certification in Driver Qualification File
- **Review Emergency Contact List**
- **Spill Procedures (see attachment)**
- **Manifest Requirements for Transporting Used Oil  
( see attachment)**
- **NTTC Hazmat Training DVD**
  1. Compliance with 172.704(a)
  2. Driver views DVD and takes test regarding the video
  3. Maintain Certification in Driver Certification File
- **Hazard Communication Training for Employees**
  1. Compliance with 172.704(a)
  2. Review MSDS sheet focusing on hazard and first aid measures
  3. Explain that information is also available in Emergency Response Guide Book
  4. Maintain Certification in Driver Certification File
- **Tanker Inspection in Relation to Hazardous Material**
  1. Compliance with 172.704(a)
  2. Review tank trailer inspection required for Hazmat transportation
  3. Review with Driver that trailer frequency inspection is printed on front cover of log book
  4. Review that Driver Must Check the Inspection Dates Prior to loading a trailer with Hazmat.

**Carbon Express Inc  
Driver Orientation and Safety Training**

**5. Review difference between tank truck any other trucks is that the product is always in motion. Speed control and smooth vehicle handling are the keys to vehicle control**

- **Issue Safety Equipment to Drivers**

**See attachment**

**3. Basic Safety Training For Driver**

- **Seat Belt Use- Zero Tolerance**
- **Observe Speed Limits**
- **Fueling Procedures**
- **Vehicle Size and Weight**
- **Backing**
- **Passing**
- **Turning**
- **Pedestrians**
- **Extreme Weather and Road Conditions**
- **Snow**
- **Ice**
- **Road Construction**
- **Road Hazard**
- **Underpasses**
- **Fixed Objects**
- **Intersections**
- **Following Distance**
- **Curves**
- **Idling Policy**
- **Items Prohibited in Vehicle**
- **Rider/ Passenger Policy**

# **Carbon Express Inc. Manifest Requirements Employee Training**

## **Manifest Requirements**

### **Pickup**

1. Transporter may not accept hazardous waste from a generator unless the transporter is provided with a manifest signed in accordance with the both Federal guidelines as well provisions specified in the state where the pickup originates.
2. Before transporting the hazardous waste, the transporter must sign and date the manifest acknowledging acceptance of the hazardous waste from the generator. The transporter must return a signed copy to the generator before leaving the generator's property.
3. Transporter must ensure that the halogen content of the waste is below 1,000 ppm. If necessary, a halogen testing kit (CLOR-D Tect 1000 Chlorine Halogen Test Kit) will be used to test the halogen content of the product.
- 4.. The transporter must ensure that the manifest accompanies the hazardous waste. In the case of exports, the transporter must ensure that a copy of the EPA Acknowledgment of Consent also accompanies the hazardous waste.

### **Delivery**

A transporter who delivers a hazardous waste to another transporter or to the designated facility must deliver to one of the following:

1. Another registered used oil transporter
2. An on spec used oil burner facility
3. Used oil refining or processing facility
4. An off spec used oil burner facility which has a valid EPA ID number.

In addition, a transporter who delivers a hazardous waste to another transporter or designated facility must adhere to the following regulations:

- (1) Obtain the date of delivery and the handwritten signature of that transporter or of the owner or operator of the designated facility on the manifest
- (2) Retain one copy of the manifest
- (3) Give the remaining copies of the manifest to the accepting transporter or designated facility

The transporter must deliver the entire quantity of hazardous waste which he has accepted from a generator or a transporter to:

- (1) The designated facility listed on the manifest

- (2) The alternate designated facility, if the hazardous waste cannot be delivered to the designated facility due to emergency
- (3) The next designated transporter
- (4) The place outside the United States designated by the generator.

#### Rejection Due To Emergency Condition

(1) If the hazardous waste cannot be delivered because of an emergency condition other than rejection of the waste by the designated facility, then the transporter must contact the generator for further directions and must revise the manifest according to the generator's instructions.

(2) If hazardous waste is rejected by the designated facility while the transporter is on the facility's premises, then the transporter must obtain the following:

a) Partial load rejection- a copy of the original manifest that includes the facility's date and signature, and the Manifest Tracking Number of the new manifest that will accompany the shipment, and a description of the partial rejection or container residue in the discrepancy block of the original manifest. The transporter must retain a copy of this manifest and give the remaining copies of the original manifest to the rejecting designated facility. If the transporter is forwarding the rejected part of the shipment or a regulated container residue to an alternate facility or returning it to the generator, the transporter must obtain a new manifest to accompany the shipment, and the new manifest must include all of the information required in the original manifest.

b) Full load rejection- a copy of the original manifest that includes the rejecting facility's signature and date attesting to the rejection, the description of the rejection in the discrepancy block of the manifest, and the name, address, phone number, and Identification Number for the alternate facility or generator to whom the shipment must be delivered. The transporter must retain a copy of the manifest and give a copy of the manifest containing this information to the rejecting designated facility. If the original manifest is not used, then the transporter must obtain a new manifest for the shipment containing all the information regarding the load that was in the original manifest.

#### Certification

I certify that the above Manifest Requirements have been reviewed with me and that I will comply with all these requirements.

---

Name (printed)

---

Signature

---

Date

# CARBON EXPRESS INC.

## INSTRUCTIONS FOR **CLOR-D-TECT® 1000**

### Used Oil Screening Test Kit for Chlorine Contamination Halogen Testing Kit

**EACH KIT CONTAINS: (Make sure all components are present)**

1. Tube #1 - A plastic test tube with a white dispensing cap containing a colorless ampule (bottom) and a yellow-dotted, gray ampule (top).
2. Tube #2 - A plastic test tube with yellow cap containing 7 ml of buffer solution, a yellow-dotted ampule (bottom) and a red-green ampule (top).
3. A 1 ml polypropylene sampling syringe and a tissue wipe.
4. A plastic filtration funnel.
5. A glass ampule contained in a cardboard sleeve and plastic tube designated as "Disposal Ampule".

**WEAR RUBBER GLOVES AND SAFETY GLASSES.**

1. **PREPARATION** Remove contents from box. Check contents to ensure that all items are present and intact. Place the two plastic tubes into the holder at the front of the box.
2. **SAMPLE PREPARATION** Unscrew the white dispensing cap from Tube #1. Work the plunger on the empty sampling syringe a few times to ensure that it slides easily. Place the tip of the syringe into the oil sample to be tested and slowly pull back on the plunger until it reaches the stop and cannot be pulled further. Remove the syringe from the oil sample and wipe any excess oil from the outside of the syringe with the enclosed tissue. Place the tip of the syringe in Tube #1 and dispense the oil sample by depressing the plunger. Replace the white dispensing cap securely.
3. **REACTION** Break the bottom (colorless) ampule in the tube by compressing the sides of the tube. Mix thoroughly by shaking the tube vigorously for about 30 seconds. Break the top (gray) ampule in the tube and shake thoroughly for about 20 seconds. Allow the reaction to proceed for an additional 40 seconds (total of one minute), while shaking intermittently several times.
4. **EXTRACTION** Remove the caps from both tubes and pour the clear buffer solution from Tube #2 (yellow cap) into Tube #1. Replace the white cap tightly on Tube #1 and shake vigorously for about 10 seconds. Vent the tube carefully by partially unscrewing the dispensing cap. Close securely and shake well for an additional 10 seconds. Vent again, tighten cap and stand tube upside down on its cap. Allow the phases to separate for a full two minutes.



(2)

**5. ANALYSIS** Place the plastic filtration funnel into Tube #2. Position Tube #1 over funnel and open nozzle on the dispensing cap. Be sure to point the nozzle away from the operator while opening it, and check that the nozzle is open completely before dispersing the clear solution. Dispense 5 ml of the clear solution through the filter into Tube #2 (up to the 5 ml line) by squeezing the sides of Tube #1. Close the nozzle on the dispensing cap on Tube #1 and remove the filter funnel from Tube #2. Replace the yellow cap on Tube #2 and break the bottom (colorless, yellow-dot) ampule and shake for 10 seconds. Break the top (colored) ampule and shake for 10 seconds.

**6. RESULTS** Observe the resultant color immediately and compare to the color chart below for chlorine determination.

**7. DISPOSAL** Open the "Disposal Ampule" container and drop the ampule into Tube #2. Replace the cap on the test tube. Crush the ampule by squeezing the sides of the tube. Shake for 5 seconds. This reagent immobilizes the mercury so that the kit passes the EPA's TCLP test. See caution section below for additional information on disposal.

### **THE CLOR-D-TECT® 1000 TEST KIT HELPFUL HINTS**

! The kit should be examined upon opening to see that all of the components are present and that all the ampules (5) are in place and not leaking. The liquid in Tube #2 (yellow cap) should be approximately ½ inch (1 cm) above the 5 ml line and the tube should not be leaking. The ampules are not intended to be completely full.

! Perform the test in a warm, dry area with adequate light. In cold weather, a truck cab is sufficient. If a warm area is not available, Step 3 should be performed while warming Tube #1 in palm of hand.

! Always crush the clear ampule in each tube first. If this sequence has not been followed, stop the test immediately and start over using another complete kit. When an incorrect testing sequence is followed, a false negative may result which may allow a contaminated sample to pass without detection.

! In Step 4, tip Tube #2 to an angle of only 45° to prevent the ampule holder from sliding out.

### **CAUTION**

! When crushing the glass ampules, press firmly in the center of the glass ampule **ONCE**. Never attempt to recrush broken glass as it may come through the plastic and cut fingers.

! In case of accidental breakage or spillage onto skin or clothing, wash immediately with large amounts of water. All the ampules are poisonous and should not be taken internally.

! The gray ampule in the white-capped test tube contains metallic sodium. Metallic sodium is a flammable solid and is water reactive.

! Wear rubber gloves and safety glasses while performing test.

! Dispose of used kits properly. The mercury in Tube #2 is made insoluble by the disposable ampule and used kits will pass the USEPA TCLP test for land disposal.

## **Carbon Express Inc. Used Oil Transporter Training Programs**

### **Introduction**

An used oil transporter that transports over public highways more than 500 gallons of used oil annually, not including oily waste, must become certified pursuant to Rule 62-710.600, Florida Administrative Code (F.A.C.). This does not apply to facilities included in Rule 62-710.600(1) (a) & (b).

Following are excerpts from laws and rules pertaining to Used Oil Transporter Certification

#### **♦ Florida Statutes:**

##### **403.767 Certification of used oil transporters**

(2) The Department shall develop a certification program for transporters of used oil and shall issue, deny, or revoke certifications authorizing the holder to transport used oil. Certification requirements shall help assure that the used oil transporter is familiar with appropriate rules and used oil management procedures.

(3) The Department shall adopt rules governing certification, which shall include requirements for the following:

(b) Evidence of familiarity with applicable state laws and rules governing used oil transportation.

#### **♦ Florida Administrative Code**

##### **62-710.600 Certification of Used Oil Transporters**

(2) To become certified and to maintain certification, used oil transporters shall:

(b) Show evidence of familiarity with applicable state laws and rules governing used oil transportation by submitting a training program for approval to the Department which includes provisions for at least the following:

1. Compliance with state and federal rules governing used oil;
2. Proper used oil management practices, including appropriate response action to any release or spill;
3. A detailed description of the company's standard operating procedure for halogen screening at each pick up location. This description shall include instrument specifications and capabilities, calibration methods and frequency, procedures addressing the handling of loads which indicate halogen levels in excess of 1,000 ppm, and record keeping procedures for all loads accepted or refused.

4. An introduction of each new employee to the applicable laws and rules before unsupervised driving of a used oil transportation vehicle; and

5. Documentation that all company personnel handling or transporting used oil have successfully completed the training program. New employees shall complete the training program as soon as possible, but no later than 90 days after beginning employment;

(c) Maintain a record of training in the company's operating record and the individual personnel files indicating the type of training received along with the dated signature of those receiving and providing the training. These records shall be retained for a minimum of three years and available for review by Department personnel during inspections;

(d) Submit to the Department an annual statement in conjunction with the annual registration required under Rule 62-710.500, F.A.C., which states that the training program is still operating and is being adhered to, and has been annually reviewed and updated to address changes in regulations which apply to the operation, and which provides an explanation of any modifications to the training program.

This document is intended to be used as a guide for developing a Used Oil Training Program that will meet the requirements for certification as set forth in Rule 62-710.600 F.A.C.

### **A Brief Summary of the Rules and Regulations Applicable to a**

## Used Oil Transporter Training Program

**Note:** The following summary is provided in an attempt to simplify some of the legal language found in the Laws, Rules and Regulations pertaining to the management of used oil in Florida. This summary is incomplete and not comprehensive. Only certain parts of the applicable citations are summarized here. This is not a substitute for and does not replace the actual language found in the Laws, Rules and Regulations cited. For copies of the original documents, please contact the Used Oil Coordinator, FDEP, 2600 Blair Stone Road, MS 4560, Tallahassee, FL, 32399-2400; or phone (850) 245-8755.

Both State and federal regulations apply to the management of used oil. The federal regulations are found in Chapter 40, Part 279 of the Code of Federal Regulations (CFR) (to view go to <http://www.gpoaccess.gov/cfr/index.html> ). The State laws regarding used oil are found in Chapter 403.75 through 403.769 of the Florida Statutes (F.S.) (Florida Statutes can be found at <http://www.leg.state.fl.us/Statutes/index.cfm?Tab=statutes&submenu=-1&CFID=56371064&CFTOKEN=21118445> ). The specific management standards for used oil in Florida are found in Chapters 62-701 (Solid Waste Management Facilities) and 62-710 (Used Oil Management) of the Florida Administrative Code (F.A.C) (to view these rules go to [http://www.dep.state.fl.us/waste/quick\\_topics/rules/default.htm](http://www.dep.state.fl.us/waste/quick_topics/rules/default.htm) ).

### **A. Federal Rules (Code of Federal Regulations, C.F.R.)**

1. **40 CFR, Part 279.40** This section (Subpart E) describes the used oil management standards which are applicable to used oil transporters (persons who transport used oil) and transfer facilities (facilities which store used oil for over 24 hours, but less than 35 days).
2. **40 CFR, Part 279.41** Transporters cannot process used oil.
3. **40 CFR, Part 279.42** Transporters must have an EPA identification number.
4. **40 CFR, Part 279.43** Transporters must deliver used oil to another transporter, processor or burner which has an EPA identification number. All discharges of used oil must be managed by taking immediate action to protect human health and the environment.
5. **40 CFR, Part 279.44** The transporter must use either product knowledge or testing to determine whether the halogen content of the used oil to be picked up is above or below 1,000 parts per million.
6. **40 CFR, Part 279.45** Used oil transporters are subject to all applicable Spill Prevention, Control and Countermeasures (40 CFR Part 112) in addition to the requirements of this subpart..

Used oil must be stored at a transfer facility which has notified (has an EPA identification number) and has secondary containment. Used oil cannot be stored at a transfer facility for longer than 35 days. (40 CFR, Part 279.45(a))

Containers and aboveground tanks used to store used oil at transfer facilities must be labeled clearly with the words "Used Oil" (40 CFR, Part 279.45(g))

7. **40 CFR, Part 279.46** Transporters must keep records of all used oil accepted and delivered for three years. The records must include the name, address, EPA identification number and signature of the person who provided or accepted the used oil, the quantity of used oil handled and the date of delivery.

### **B. Florida Law (Florida Statutes, FS.)**

1. **§403.121** DEP may recover damages for any injury to the air, waters, or property of the State. DEP may impose a \$10,000 penalty for each offense (**each day of violation is a separate offense**).

2. **§403.141** Anyone who pollutes may be held jointly and severally liable (anyone involved in the chain of custody, from the generator through the final destination can be held liable for the pollution).
3. **§403.161** It is a violation of state law to cause pollution, fail to comply with any laws or rules, make false statements regarding these laws and rules or fail to report discharges. There are three types of violations: a) anyone who willfully pollutes is guilty of a third degree felony, punishable by \$50,000 and/or 5 years imprisonment for each offense; b) anyone who pollutes, due to reckless indifference or gross careless disregard, is guilty of a second degree misdemeanor, punishable by \$5,000 and/or 60 days in jail for each offense; and c) anyone who fails to comply with any laws or rules is guilty of a first degree misdemeanor, punishable by \$10,000 and/or 60 months in jail.
4. **§403.708 (1)** No person shall deposit any solid waste in or on the land or waters located within the State.  
**(14)** No person shall dispose of used oil in landfills.
5. **§403.751** No person may manage used oil in any manner which endangers public health or welfare. No person may discharge used oil into any storm drain, sewer, septic tank or body of water. No person may mix used oil with solid waste that is to be disposed of in a landfill. No person may mix used oil with a hazardous substance. Used oil shall not be used for road oiling, dust control, weed abatement or other similar activities that have the potential to harm the environment.
6. **§403.754** used oil transporters and transfer facilities must register annually, keep appropriate records and report to the Department
7. **§403.7545** Nothing shall prohibit the Department from regulating used oil as hazardous waste. (If violations occur, and the used oil portion of the mismanagement, spill, or contaminated site is considered a hazardous waste, fines are automatically \$50,000 per offense).
8. **§403.767** anyone who transports more than 500 gallons of used oil over public highways must be certified by the Department. Certification includes demonstration of adequate training and insurance.

**C. Department Rules (Florida Administrative Code, F.A.C.), found in:**

**62-701, F.A.C., Solid Waste Management Facilities/62-710, F.A.C., Used Oil Management**

1. **62-701.200** Training should include definitions of **(85)** oily wastes and **(129)** used oil.
2. **62-701.300 (8b)** No person shall dispose of used oil in a landfill. **(11)** No person may commingle used oil with solid waste that is to be disposed of in a landfill.
3. **62-710.401 (4)(5)** Prohibitions: No person may mix or commingle used oil with hazardous substances (exception found in 40 C.F.R.279.10(b)(3)); used oil shall not be used for pavement oiling for dust control, weed abatement, or other similar uses that have the potential to release used oil into the environment.
4. **62-710.500** Used oil transporters and transfer facilities must register with the Department.
5. **62-710.510** used oil transporters must, on the appropriate forms, keep records (for three years) and provide an annual report to the Department. Any shipment of used oil which is refused pick-up due to suspected mixing with hazardous waste (halogens above 1,000 parts per million) must be recorded; a copy of this record must be left with the generator.
6. **62-710.600** used oil transporters who transport over 500 gallons per year over public highways must be certified by the Department by showing evidence of adequate training and insurance.

7. **62-710.850** Persons involved in the management of used oil filters must comply with this section.
8. **62-710.901(2)** This Used Oil Record Keeping form, or another form with the same information, must be used and maintained on-site for three years.

## **SPILL AVOIDANCE AND EMERGENCY RESPONSE PROCEDURES FOR RELEASES OF USED OIL**

Spill avoidance is best approached from a common sense viewpoint. Use your best judgment to determine the action to take. It is strongly recommended that all containers and tanks used to collect used oil be placed on a curbed, oil-impervious surface to contain any release of oil. **In the event of a release of oil (spill or leak) the owner or operator must do the following:**

1. Attempt to stop the source of the spill and begin initial containment procedures. The presence of an impervious liner beneath the collection/storage container may allow much of the spill to be contained and recovered. Containment may also be initiated using sorbent materials such as "kitty litter", oil pads, or oil socks. If a small amount of oil should spill on the ground, the procedure which is usually advised is to remove the affected soil by shoveling it out into a container until no more oil is present. Check with your local landfill and ask if they will accept the material.
2. If the amount of oil spilled is more than 25 gallons, immediately contact the State Warning Point by phone at (850) 413-9911, or (800)320-0519.
3. Contact the DEP District Office nearest you and report the spill. The DEP would appreciate all spills be reported, even though the legal reportable quantity is 25 gallons. Ask the State Warning Point for technical assistance from the DEP representative if it is after normal business hours.
4. Technical guidelines will then be followed on a case-by-case basis during the cleanup.

Phone numbers for reporting spills are:

### **FEDERAL**

National Response Center (24 hour)      (800) 424-8802 or (202) 267-2675

U.S. Coast Guard      check with the U.S. Coast Guard Office in your area

### **STATE**

State Warning Point (24 hour)      (850) 413-9911 or (800) 320-0519

### **REPORT THE FOLLOWING INFORMATION:**

1. Name, address and telephone number of person reporting.
2. Exact location of the spill.
3. Company name and location.
4. Material spilled.
5. Estimated quantity.
6. Source of the spill.
7. Cause of the spill.
8. Name of body of water involved, or the body of water nearest the spill area.
9. Action taken for containment and clean-up.

## HALOGEN TESTING

1. Describe in detail the procedure to screen for halogens at each pick up location

   If the used oil is not certified to be below 1000ppm halogen as the result of testing conducted by the Generator, the transporter will test the used oil utilizing the CLOR\_D\_TECT 1000 testing kit.

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2. Describe the instruments used

   The Cord Tact 100 Testing Kit is utilized. Instructions and apparatus description are attached.

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3. Describe how you calibrate your instruments and how often they are calibrated

   Please see the attached CHOR D TECT instruction sheet. Each test is performed with a new kit.

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4. Describe how you handle the loads testing in excess of 1000 ppm total halogens

   The load is rejected and the proper procedures followed.

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5. Describe what kind of records do you keep for all loads tested

   All records are kept for three years.

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**Carbon Express Inc.**  
**Used Oil Transporter Employee Training**

Each new employee will be trained within one week 10 days, one month (**circle one option**) of employment on federal and state rules governing used oil, spill control and halogen testing.

All employees will be trained (every 6 months, once a year (**circle one option**)) on federal and state rules governing used oil, spill control and halogen testing.

Records of the training with employee name, date of training, and signatures of the employee and trainer will be kept with the company records for a minimum of 3 years and will be available for inspection by the Department of Environmental Protection.