

## Eckoff, Michael

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**From:** Steve Barnett <steve.barnett@lightingresourcesinc.com>  
**Sent:** Wednesday, December 20, 2023 10:25 AM  
**To:** Eckoff, Michael  
**Cc:** Jon Barnett; Kevin McMullen; Useche, Viviana  
**Subject:** RE: Dec 7th Visit  
**Attachments:** Emergency procedures Contingency plan.pdf; Training Procedures 9-13-23 Revised .docx

### EXTERNAL MESSAGE

This email originated outside of DEP. Please use caution when opening attachments, clicking links, or responding to this email.

Good morning Michael,

Thank you for the feed back on your review. To answer your question, Yes the Contingency Plan training was conducted in September 2023. This training is scheduled to be conducted annually in January each year or at the time there's a change of operations or contact person.

I have attached the Training Attendance log that was conducted in Sept of 2023 along with our Training program requirements and annual calendar of courses.

I thought I had sent this information to you when I sent the report, I'm sorry I missed it at that time.

I hope this will resolve what you are needing to close this report.

Thank you,

Steve

### Steve Barnett

*Vice President*

*Compliance & Materials Management*

***EZ on the Earth***

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**From:** Eckoff, Michael <Michael.Eckoff@FloridaDEP.gov>  
**Sent:** Tuesday, December 19, 2023 1:39 PM  
**To:** Steve Barnett <steve.barnett@lightingresourcesinc.com>  
**Cc:** Jon Barnett <jon.barnett@lightingresourcesinc.com>; Kevin McMullen <Kevin@recycletechnologies.com>; Useche,

Viviana <Viviana.Useche@FloridaDEP.gov>

**Subject:** RE: Dec 7th Visit

Good afternoon Mr. Barnett,

I apologize for getting this to you so late.

I did a review of the information you submitted and the only thing I do not see resolved is the annual review of the contingency plan. Please confirm you will be conducting annual reviews of the contingency plan.

Thank you,  
Michael

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**From:** Steve Barnett <[steve.barnett@lightingresourcesinc.com](mailto:steve.barnett@lightingresourcesinc.com)>

**Sent:** Tuesday, November 28, 2023 2:22 PM

**To:** Eckoff, Michael <[Michael.Eckoff@FloridaDEP.gov](mailto:Michael.Eckoff@FloridaDEP.gov)>

**Cc:** Jon Barnett <[jon.barnett@lightingresourcesinc.com](mailto:jon.barnett@lightingresourcesinc.com)>; Kevin McMullen <[Kevin@recycletechnologies.com](mailto:Kevin@recycletechnologies.com)>

**Subject:** Dec 7th Visit

**EXTERNAL MESSAGE**

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Hello Michael,

I hope you and Family had a safe and wonderful Thanksgiving !

We are looking forward to meeting you next week on the 7<sup>th</sup>. I have attached a letter for you to review outlining the purpose of our visit.

Jon Barnett who works with me in compliance and our EH&S guy will be joining me for the meeting.

Please send me any direction we may need to get to the right location for our meeting.

Thanks again for your time.

Have a great day,  
Steve

**Steve Barnett**

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## TRAINING LOG

Beth Fultz  
INSTRUCTOR

9/18/23  
DATE OF TRAINING

Emer.Procedures/ Contingency  
Plan  
CLASS TITLE

The Employees listed have satisfactory participated and been tested per Regulation/Company training requirements.

	Employee Name (Printed)	Position	Employee Signature
1	Karla Murphy	Office Admin	Karla Murphy
2	Math Wegner	Logistics Coord.	Math Wegner
3	Luis NAVARRA	Driver	Luis Navarre
4	James Carmona		James Carmona
5	Robert Perolts		Robert Perolts
6	Susan Phillips		Susan Phillips
7	Shera Bankhead	Sorter	Shera Bankhead
8	Teresa Bratcher	Sorter	Teresa Bratcher
9	Charles A Baugh		Charles A Baugh
10	Cecil Creech JR	Processing	Cecil Creech
11	Matthew Goeban	Sorter	Matthew Goeban
12	Mervyn H. H.	processing	Mervyn H. H.
13	OREE McHellen	processor	Oree McHellen III
14	JOEY STEEL	PROCESSOR	JOEY STEEL
15	CLAYTON McNEEL	Process Room	Clayton McNeel
16	Ramon Vasquez	Processor	Ramon Vasquez
17	Frank Vasquez		Frank Vasquez
18	Anthony Thomas		Anthony Thomas

Beth Fultz  
Instructors Signature

9/18/23  
Date



# Lighting Resources LLC

## Employee Training Program

### Procedures and Steps

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#### Step 1.

All new hire employees must complete the required training courses per the attached positional training matrix. This training must be completed within 90 days of their hire date.

Employees that will be required to wear a respirator must complete the following procedures prior to working in an environment where a respirator is required.

- a. Employee must have a medical evaluation to determine if they can wear a respirator.
- b. Employee must have a respirator fit test conducted for the respirator they will be wearing.
- c. Employee must have the Respiratory Protection Training.

Please Note: If an employee is moved or changes positions/duties they must complete any additional courses required by their new position.

#### Step 2.

Training courses will be conducted utilizing the Mineral online training portal and PowerPoint training presentations in Microsoft shared folder. Training is required per the attached positional training matrix. Managers should have admin credentials for the Online training portal, allowing them to setup and conduct training as necessary.

#### Step 3.

Each employee must sign and date the provided training logs for each training course they attend.

A copy of this attendance log must be kept in the master training binder along with a copy in the employee's personnel file.

#### Step 4.

Refresher training will be conducted annually according to the attached Exhibit A. training calendar. The majority courses have PowerPoint training presentations that can be utilized to conduct these refresher courses. The remaining courses without a PowerPoint training presentation may be conducted using the original training material (Video on Demand, Online Training Module, or DVD)

Please Note: All pertinent PowerPoint presentations are store in shared folders on Microsoft SharePoint.

#### Required Annual Training Reviews:

1. Hazcom (Hazardous Communications, Contingency Plan, Emergency Procedures) **ALL Branches**
2. RCRA Training – LQG Branches (IN, FL, AZ, CA,)
3. Respiratory Protection (All lamp processing branches, applicable employees)
4. Lockout- Tagout – All branches

**Exhibit A.**  
**Annual Training Refresher and Review Calander Schedule**

- January – \*Hazcom, Emergency Action/Contingency Plan,
- February – \*\*RCRA Hazardous & Waste Respiratory Protection,
- March – \*\* Hazwopper, / Mercury Right to Know
- April- Lockout/ Tagout
- May – Forklift
- June – Fire Extinguisher
- July – Heat Stress
- August - Personal Protective Equipment
- September - Bloodborne Pathogens
- October – Hazmat

**\*Note: Hazcom/ Emergency Action / Contingency Plan/ training must be conducted annually or at anytime there is a change in operations or contact personnel**

**\*\*RCRA Hazardous Waste Training**

**\*\*Hazwoper Mgr. 8hr. Review**

**are only applicable to sites designated/permitted as large quantity generators of hazardous waste**