



# INSPECTION NOTICE

ReCommunity Material Recovery Facilities nationwide have experienced an increase in excessive non-program materials in the inbound recyclable stream over the past 2 years. This material exposes our employees to unsafe working conditions, increases operation costs and lowers the value of recyclables.

On March 1<sup>st</sup>, 2016, ReCommunity will implement an Inbound Quality Inspection Process. Upon visual inspection, excessive non-program materials will be removed from the stream, documented with photographs and fees will be assessed where applicable.

Fees for excessive Non-Program material will be imposed for offending spot loads and where allowable under customer contracts as follows:

**Non-Program  
Reject & Return**

**\$250.00 Handling Fee**

Handling Fee applies to a fully rejected load which the customer removes.

**Non-Program & Handle**

**\$250.00 Handling Fee, plus a Disposal Fee**

Applies to a fully rejected load which the customer does not remove. Plant Disposal fee applies.

**Downgraded OCC**

**Varied according to Material**

Applies to segregated OCC loads downgraded to either Dirty OCC or Single Stream depending on the level of contamination.

**Excess Contaminated  
Single Stream**

**\$250.00 Handling Fee**

Applies to accepted Single Stream loads that include Non-Program materials (except contract customers where contract does not authorize such charges).

**Contracted Customers  
Where Charges Not  
Allowed**

**No Fees.**

A notice letter, access to photos and a description of the load containing excessive non-program material will be provided.

In order to streamline and enhance the sharing of information related to our Inbound Quality Analysis efforts, we are expanding the use of our web-based reporting tool. We encourage all customers to contact [ARassist@Recommunity.com](mailto:ARassist@Recommunity.com) for instructions on how to sign into ReCommunity's NEW Web-based Customer Portal. The portal gives customers access to a password protected private account page where they can view a detailed account summary for all of their business with ReCommunity. All Scale tickets are viewable through this portal in real time data format, and any that have incurred an Inbound Quality Charge are available on the page with details and photos of the load as well.



## EXAMPLES OF NON PROGRAM MATERIAL



**WOOD AND METAL**



**PLASTIC BAGS AND TRASH**



**YARD WASTE**



**FOOD WASTE**



**HOSES, STRAPPING AND WIRE**



**WET MATERIAL AND SNOW**

**INSPECTION NOTICE**

Please forward this notice to your employees and customers. For more about what you can do to improve your load quality, please contact your Business Development Representative. Together, with your help improving the quality of the recycling stream, we can ensure the safety of our employees and optimize the value for the entire recycling supply chain.

**Have Questions? Contact your Regional Representative**

**Regional Business Manager**

**Stephen Klemann**

Tel: 607.437.8820

Email: [Stephen.Klemann@ReCommunity.com](mailto:Stephen.Klemann@ReCommunity.com)



## Haulers' Rules

**Insurance:** Haulers must have certificate of insurance demonstrating that the company and the Driver are insured to the reasonable satisfaction of ReCommunity against any damage, liability or loss caused by the vehicle.

### Scale House:

1. Driver shall approach Scale SLOWLY.
2. Driver shall report to scale house operator and identify origin and material type such as Single Stream Residential Recyclables, Single Stream Commercial Recyclables or OCC.
3. Weigh inbound, weigh outbound and pick up scale ticket.

### Tip Floor/Yard Rules:

1. Driver shall maintain safe speeds while traveling within the yard.
2. Follow all posted signs indicating traffic pattern directions.
3. Follow verbal directions issued by the facility's tip floor attendant or loader operator.
4. Queue vehicles only where directed by the Floor Attendant or Scale Operator.
5. Driver shall not allow litter to be discharged from the body or cab.
6. Wait for operator's OK to enter tip floor before dumping.
7. If it is necessary to exit the vehicle only one person, the driver or the helper, is allowed out of the vehicle at a time.
8. The following PPE must be worn whenever exiting the vehicle:
  - a. ANSI Class II high visibility vest
  - b. Hard Hat
  - c. Safety Glasses
9. When observing the off-loading of material drivers or helpers must stay within 6 feet of their vehicle at all times.
10. LOAD REJECTION: Unless otherwise restricted by Customer Contract, Processor may reject (A) any partial load with non-Recyclables that could harm employees or damage/shut down processing equipment, or (B) any entire load from Supplier which contains or appears to contain by volume or weight more than eight percent (8%) non-Recyclables, or which contains or appears to contain any amount of hazardous material.
11. If Driver is notified by Processor that part or all of the load is rejected, Driver shall provide truck number and sign a statement verifying the events.
12. Drivers cannot discharge any liquids from their drain valves.
13. Unless expressly approved by Processor, Drivers cannot clean out the back (behind blade) of their trucks in the yard.
14. Drivers shall not loiter in the yard.
15. Drivers are prohibited from smoking at all times, even when inside the cab of their vehicles.
16. Use only designated restrooms.
17. No cell phone calling or texting while driving.