

**APPENDIX A - Proximity Device Protection/ Warning System Standard
Operating Procedure**

KRAMER TREE SPECIALISTS
STANDARD OPERATING PROCEDURES

Department: All Departments

Procedure: Proximity Devise Protection / Warning System

Date: July 15, 2010

S.O.P. Objectives:

To develop, update, and implement standard procedures for specific department tasks and/or functions, in order to assure consistent and accurate compliance, as well as accountability awareness for these tasks and/or functions.

Proximity Devise Protection / Warning Procedure

Proximity Devise Definition: A devise that is attached to a persons Hard Hat that provides audio and visual warnings that are initiated from sending units mounted in yard tractors. The audio warning signals are a series of short beeps and/or a continuous beep depending on the distance you are from the tractors. The visual warnings are seen in conjunction with the audio warnings and consist of a red flashing light that appears during the duration of the warnings. Each proximity devise operates on battery power and must be charged for at least eight hours approximately every three (3) days. The proximity devises are required on all personnel working in the yard and/or visitors visiting the yard. The Mulch Yard proximity devises will be mounted on hard hats for user-friendly application.

Proximity Devise Purpose: To avoid bodily injury or harm to individuals working in the yard and to immediately identify and notify yard tractor drivers and yard ground workers that they are in proximity of each other and that the potential exists for physical injury.

Notification: Upon notification or after being alerted by the proximity devise the ground personnel should develop a serious sense of urgency and begin to visually seek out the nearby tractor. Upon notification or after being alerted by proximity devise the tractor driver should immediately stop the motion of the tractor and visually seek out the nearby personnel. The proximity devises initial warning will beep short quick beeps when the proximity distance is at 16 to 25 feet away. The proximity devises Danger Warning a continuously heep when the proximity distance is within 15 feet or less of and ground personnel.

General Information: The proximity devises shall be managed, monitored, and maintained by the Mulch Division Manager. Any and all personnel will be responsible for notifying the Mulch Manager in the event that you will have non-Kramer personnel visiting the yard and assuring that any visitors are fitted with the proximity devises.

4/26/2011

KRAMER TREE SPECIALISTS
STANDARD OPERATING PROCEDURES

Proximity Devise Protection / Warning System Procedure Acknowledgment

I _____ (Print) acknowledge that on this _____ day of
_____ In the Year of _____, I was presented the Standard Operating
Procedure training for the Proximity Devise Protection / Warning System Procedure Process.

Employee Name (Please Print)

Supervisor Name (Please Print)

Employee Signature

Supervisor Signature

APPENDIX B – Fire Prevention Standard Operating Procedure

KRAMER TREE SPECIALISTS
STANDARD OPERATING PROCEDURES

Department: Mulch Department
Procedure: Mulch Yard Fire Prevention
Date: January 5, 2011

S.O.P. Objectives:

To develop, update, and implement standard procedures for specific department tasks and/or functions, in order to assure consistent and accurate compliance, as well as accountability awareness for these tasks and/or functions.

Mulch Yard Fire Prevention Procedure

Fire Prevention Definition:

The specific steps to be taken to prevent fire from occurring in the mulch yard.

Tools and Equipment:

A. Fire Hoses:

- Used to carry water to the fire location and for applying water to the fire area.
- Hoses are stored on a pallet to be ready for use during fire suppression.

B. Water Supply Hydrants:

- Used for delivery of water to the site or pile of material.

General Procedural Information:

- Clean all equipment on a daily basis to prevent wood build-up on equipment. It may be necessary to clean during the workday.
- Orient equipment when possible to keep the equipment up-wind not down-wind from dust.
- Suppress particle dust with water (if necessary).
- Park Machinery away from piles of material.

Fire Suppression Procedure Acknowledgment

I _____ *(Print)* acknowledge that on this _____ day of _____
In the Year of _____, I was presented the Standard Operating
Procedure training for the Mulch Yard Fire Prevention Procedure Process.

Employee Name (Please Print)

Supervisor Name (Please Print)

Employee Signature

Supervisor Signature

4/26/2011

APPENDIX C – Fire Suppression Standard Operating Procedure

KRAMER TREE SPECIALISTS
STANDARD OPERATING PROCEDURES

Important Note: **Once you start the process of opening a pile you need to commit to moving the whole pile.**

Mulch Staff
Emergency Phone List

<u>POSITION</u>	<u>NAME</u>	<u>PHONE NUMBER</u>
Manager:	Tim Peters	Cell: 630-440-3912 Home: 630-231-1512
	Matt	Cell: 630-696-5102 Personal: 630-439-6867
	Luis V.	Cell: 630-440-3915 Personal: 847-293-5026
	Onecimo	Cell: 630-440-3918

Other Kramer Tree Management
Emergency Phone List

<u>POSITION</u>	<u>NAME</u>	<u>PHONE NUMBER</u>
Director of Operations:	Rick Thomas	Cell: 630-229-9142 Home: 630-466-1483
Director of Sales:	Jeff Kramer	Cell: 630-440-3905
President:	Joe Kramer	Cell: 630-440-3910

Fire Suppression Procedure Acknowledgment

I _____ *(Print)* acknowledge that on this _____ day of _____ In the Year of _____. I was presented the Standard Operating Procedure training for the Fire Suppression Procedure Process.

Employee Name (Please Print)

Supervisor Name (Please Print)

Employee Signature

Supervisor Signature

4/26/2011

KRAMER TREE SPECIALISTS
STANDARD OPERATING PROCEDURES

Department: Mulch Department
Procedure: Fire Suppression Procedure
Date: January 5, 2011

S.O.P. Objectives:

To develop, update, and implement standard procedures for specific department tasks and/or functions, in order to assure consistent and accurate compliance, as well as accountability awareness for these tasks and/or functions.

Fire Suppression Procedure

Fire Suppression Definition: Fire Suppression consists of utilizing manpower and machinery to move material for the purpose of cooling or extinguishing fire with water within organic material such as mulch until the threat of fire is abated.

Tools and Equipment:

A. Wheel Loader & Excavator:

Used to pull the piled material apart and spread it to allow for cooling and applying water to the material. (Keys in the mulch operation)
Safety – Insure that all applicable safety procedures are followed.

B. Water Supply / Hoses / Hydrants:

Used for delivery of water to the site or pile of material.
Hoses are stored on a pallet to be ready for use during fire suppression.

C. Personnel:

Manager – A Managers duty is to develop fire suppression strategic plans and to communicate the plans to the team members, assuring that all understand the objectives of the plan.

Production Staff – The Mulch manager will work with the Production Manager to appropriate assistance as needed from the production staff.

Safety – Insure that all applicable safety procedures are followed.

Notification – Highest Ranking Personnel – Once a fire has been detected the Mulch Manager shall be responsible for coordinating fire suppression steps. In the event that the Mulch Manager is readily unavailable the highest ranking person on scene is responsible for implementing the Fire Suppression Procedures. *not*

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STANDARD OPERATING PROCEDURES

General Procedural Information: Once a fire has been reported the most important thing to do is stop the spread by following the systematic steps of the Fire Suppression Procedures. In most cases the mulch or material piles will need to be reduced in height in order to cool down the material.

Important Note:

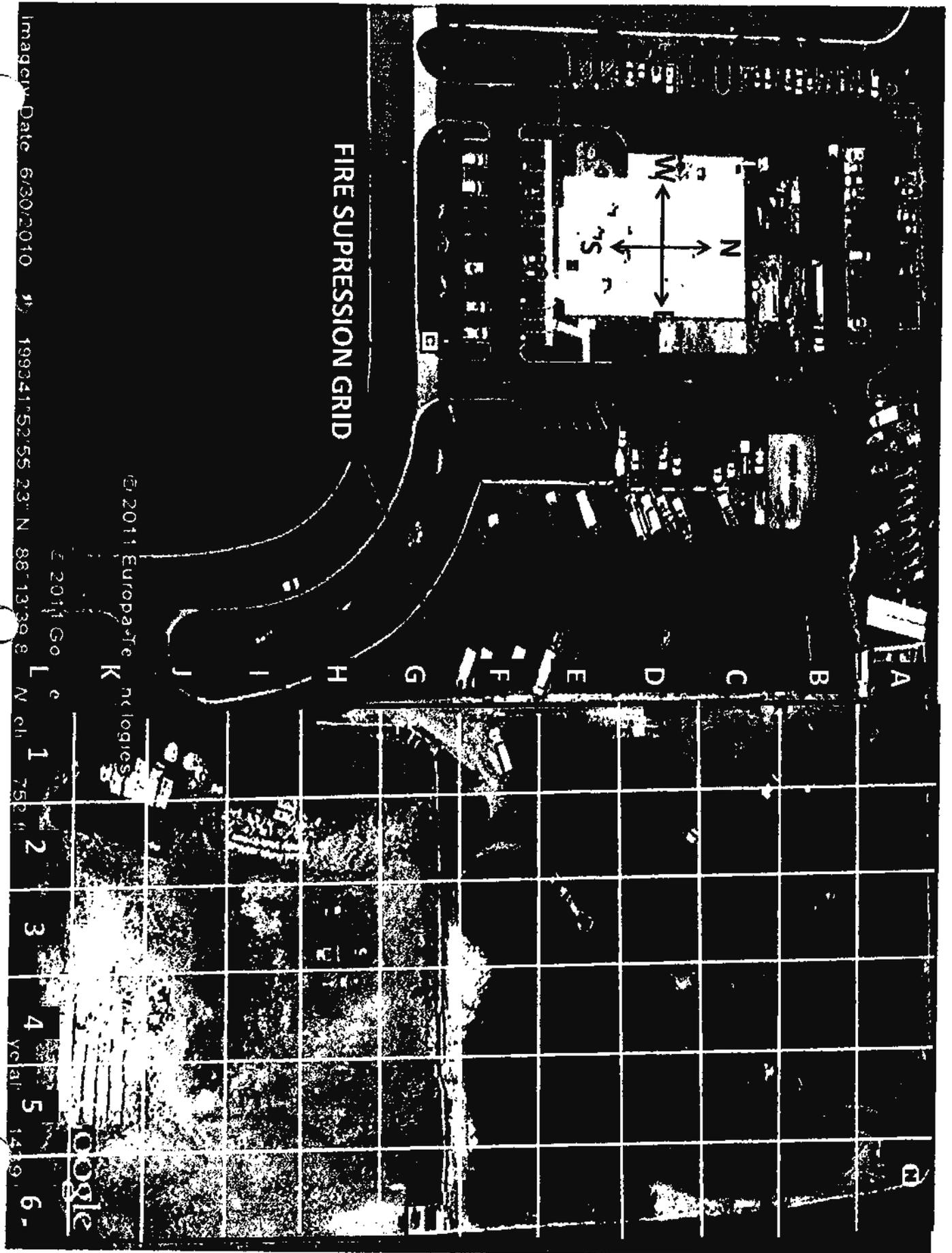
If at any time you feel that you, or any other individuals, or property is in Danger and that these individuals or property cannot be protected with our fire suppression procedures

***** Do Not Hesitate to call 911 – for Assistance *****

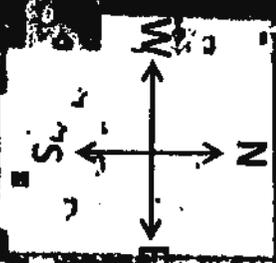
- Step #1:** Get the hose pallet out and run a 2" inch (White) hose no closer than 20' feet or farther than 50' feet from the fire. Try to keep the kinks out.
- Step #2:** Connect the (White) hose to the hydrant – connect the (black) hose with a red nozzle to the (White) hose and begin to apply water to the fire.
- Step #3:** Acquire more help to assist you with the suppression of the fire. Additional assistance will allow for the pile to be broken down, cooled, and extinguished.
- Step #4:** If the Mulch Manager is not on site or has not yet been notified continue effort to attempt to reach the Mulch Manager or any of the mulch personnel to assist you. If you are unable to reach any mulch personnel call the production manager / personnel to ascertain another two (2) to three (3) individuals.
- Note:** Absolutely No Equipment or Personnel shall work at or near a fire without an immediate readily available water source hooked up and available for use.
- Step #5:** After you have water on the fire move any equipment that is close to the location out of the vicinity to a safe location.
- Step #6:** It may be necessary to move additional trucks in order to ascertain enough room to spread the mulch or material out and begin the cooling down process. The mulch or material will need to be spread out with pile heights reduced in order to begin the cooling down process or to dissipate the heat.
- Step #7:** Apply as much water as is required to put out the fire.

Important Note: **Applying to much water will have a reverse effect on the pile as water build heat.**

- Step #8:** As the heat dissipates -- Begin to restack the mulch only to a height of ten (10') feet to twelve (12') feet in – NO MORE!! Monitor and track the heat in the piles after restacking (Post Fire) so that you know that the Fire Suppression Plan was effective and the risk of continued fire is eliminated.



FIRE SUPPRESSION GRID



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Google

Image Date: 6/30/2010 199341°52'55.23" N 88°13'39.8" W
 © 2011 Google
 1 2 3 4 5 6

APPENDIX D – Driver / Yard Rules Standard Operating Procedures

KRAMER TREE SPECIALISTS
STANDARD OPERATING PROCEDURES

Department: All Departments

Procedure: Driver / Yard Rules

Date: October 29, 2010

S.O.P. Objectives:

To develop, update, and implement standard procedures for specific department tasks and/or functions, in order to assure consistent and accurate compliance, as well as accountability awareness for these tasks and/or functions.

Driver / Yard Rules - Procedure

Yard Speed: Any and all vehicles and equipment must travel at 5mph or less when driving in the yard. All Managers are empowered to assure compliance of this rule and will incorporate Progressive Discipline Procedures to enforce this rule.

Ground Material / Obstacles: To avoid bodily injury or harm to individuals working in the yard and/or damage to equipment / vehicles working in the yard it is absolutely forbidden to drive over material on the ground. If at any time when maneuvering through the yard there is a potential for hitting or running over material – move it and/or get it moved. All Managers are empowered to assure compliance of this rule and will incorporate Progressive Discipline Procedures to enforce this rule.

Dumping: Make sure that when dumping material in the yard, that you are dumping in the proper location. If you are not absolutely sure of the correct dump location **ASK BEFORE DUMPING!!**

Secure Yard Locations: Do not enter into or dump in coned off areas unless directed to do so by a management member.

Proximity Devises: Yard Tractor Operators, Yard Personnel, and Operators are equipped with proximity devises that indicate locations of workers and equipment operating within the yard. All personnel equipped with these devises are expected to adhere to the established standard operating procedures for these devises. The proximity devises shall be managed, monitored, and maintained by the Mulch Division Manager. Any and all personnel will be responsible for notifying the Mulch Manager in the event that you will have non-Kramer personnel visiting the yard and assuring that any visitors are fitted with the proximity devises.

KRAMER TREE SPECIALISTS
STANDARD OPERATING PROCEDURES

Driver Yard Rules Procedure Acknowledgment

I _____ *(Print)* acknowledge that on this _____ day of _____ In the Year of _____ I was presented the Standard Operating Procedure training for the Mulch Yard Rules Procedure Process.

Employee Name (Please Print)

Supervisor Name (Please Print)

Employee Signature

Supervisor Signature

**APPENDIX E – Annual Spring Mulch Production Orientation Standard
Operating Procedure**

KRAMER TREE SPECIALISTS
STANDARD OPERATING PROCEDURES

Department: Mulch Department
Procedure: Annual Spring Mulch Production Orientation
Date: January 5, 2011

S.O.P. Objectives:

To develop, update, and implement standard procedures for specific department tasks and/or functions, in order to assure consistent and accurate compliance, as well as accountability awareness for these tasks and/or functions.

Annual Spring Mulch Production Orientation Procedure

Annual Spring Orientation Definition: A meeting involving current and new department employees that is held during the month of February each year. The purpose of this orientation is to review the company strategic goals, discuss and develop department goals and objectives for the year, review the department standard operating procedures, and review the general policies and guidelines of the company and the department.

Tools and Resources:

A. Annual Spring Mulch Production Orientation Agenda:

Utilized to prepare and organize for the presentation of the Orientation Meeting. This agenda will identify topics to be discussed and specific resources required such as handouts etc.

B. Standard Operating Procedures (Handouts):

Utilized as a reference to for reviewing specific Standard Operating Procedures and also as a Sign-off form for verification that the procedure was reviewed with each individual and that each individual fully understood the procedure.

C. Personnel and Responsibilities:

Manager -- A Managers duty is to organize and facilitate the Orientation Meeting. Assuring that that Agenda is developed and that all hand-outs and references are available. The Manager will also determine who will participate in the presentation and facilitation of the meeting.

Production Staff -- The Mulch Production Staff is responsible for participating in discussions related to the topics covered and to assure that they fully comprehend the information being discussed.

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KRAMER TREE SPECIALISTS
STANDARD OPERATING PROCEDURES

General Procedural Information:

Orientation Topics of Discussion:

The following topics shall be distributed and discussed during the Orientation Meeting. Be sure to highlight any changes of past procedures or policies for returning employees.

1. **Company Goals:** Review the company strategic goals for the fiscal year.
 - a. How will our department goals relate to the company goals?
 - b. How will our department goals help to accomplish the company goals?
 - c. Discuss and develop department goals that relate to company goals.
 - d. Develop and distribute department action plans for our strategic department goals.

2. **Department Organizational Structure:** Discuss supervisor structure.
 - a. Supervisor responsibilities – review Job description – (Handout)
 - b. Expectations

3. **Job Descriptions:** Distribute and review department job descriptions and responsibilities.
 - a. Mulch Department Manager – (Handout)
 - b. Mulch Foreman – (Handout)
 - c. Mulch Driver – (Handout)
 - d. Yard Pickers – (Handout)
 - e. Mulch Yard Operators – (Handout)

4. **Yard Policies / Procedures / Guidelines:** Review the yard policies and procedures.
 - a. Yard Driving - standard operating procedures – (Handout)
 - b. Mulch Material Temperature Check – standard operating procedures – (Handout)
 - c. Fire Prevention - standard operating procedures – (Handout)
 - d. Fire Suppression - standard operating procedures – (Handout)
 - e. Yard Organization / Traffic Flow - standard operating procedures – (Handout)
 - f. Incident Reporting / Investigation – standard operating procedures – (Handout)
 - g. Debris Picking – standard operating procedures – (Handout)
 - b. Proximity Devise – standard operating procedures – (Handout)
 - i. Employee Handbook – Distribution – (Handout)
 - j. Pre – Post Vehicle Inspection (VCR) – standard operating procedures – (Handout)
 - Provide Training – Demonstrating the process for all drivers.

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ATTACHMENT 10: ODOR COMPLAINT FORM

KRAMER TREE SPECIALISTS INC. LEAF MULCH PRODUCTION FACILITY
ODOR COMPLAINT LOG

DATE OF COMPLAINT _____
TIME OF COMPLAINT _____

WIND DIRECTION: _____
WEATHER CONDITIONS: _____

COMPLAINANT'S NAME: _____
COMPLAINANT'S PHONE #: _____
COMPLAINANT'S EMAIL ADDRESS: _____

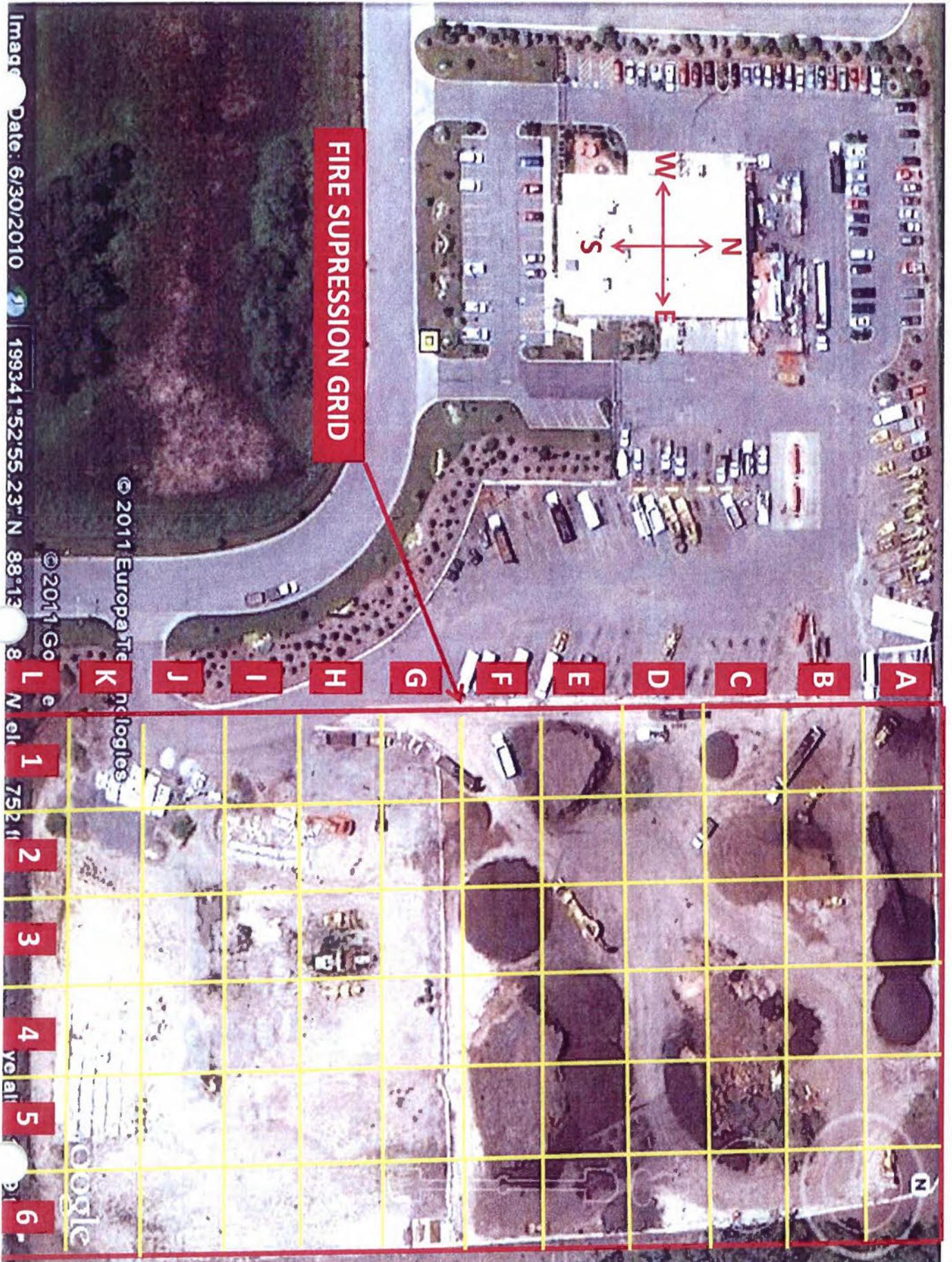
PERSON FILLING OUT COMPLAINT LOG: _____

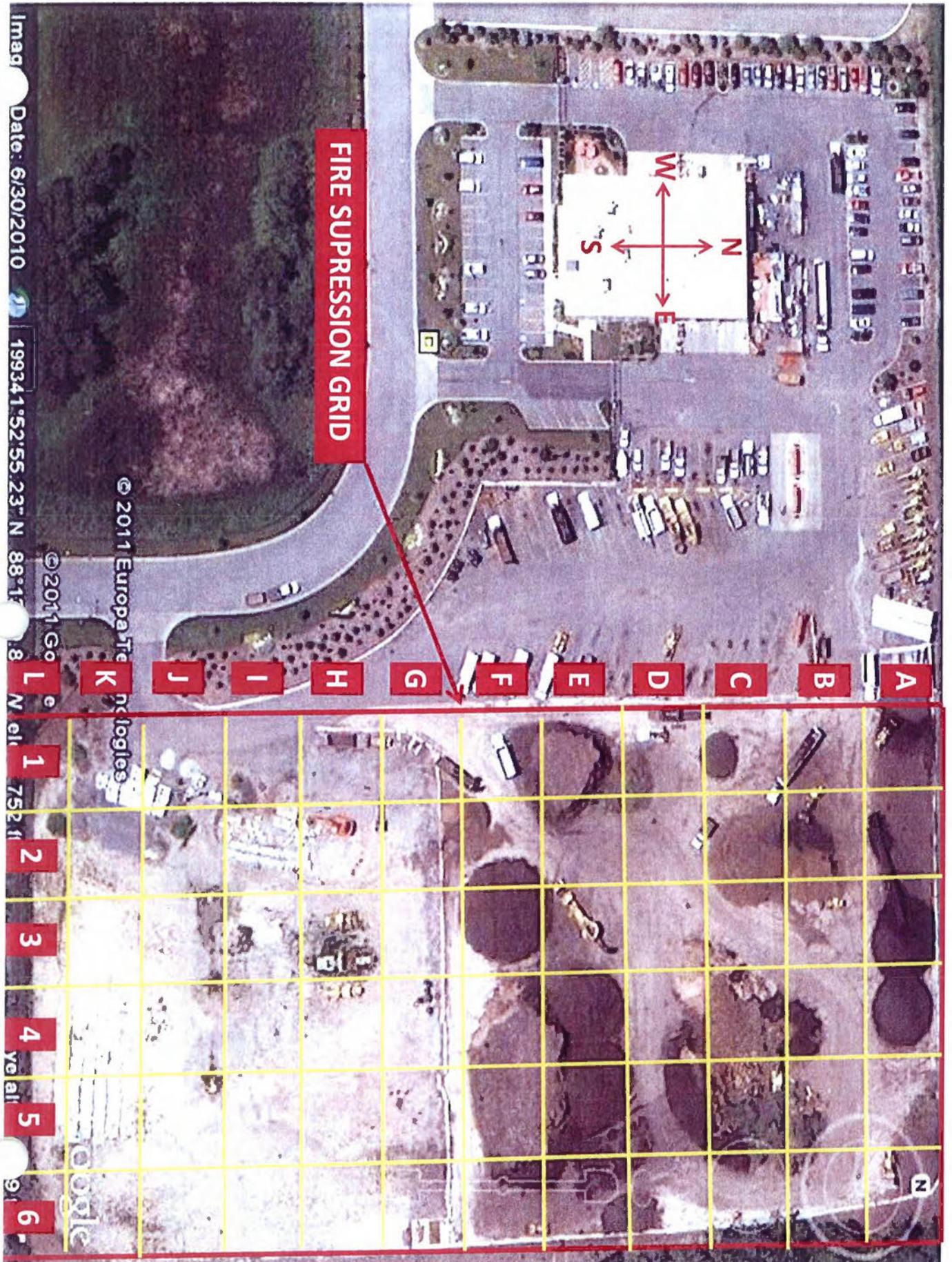
DESCRIPTION OF COMPLAINT:

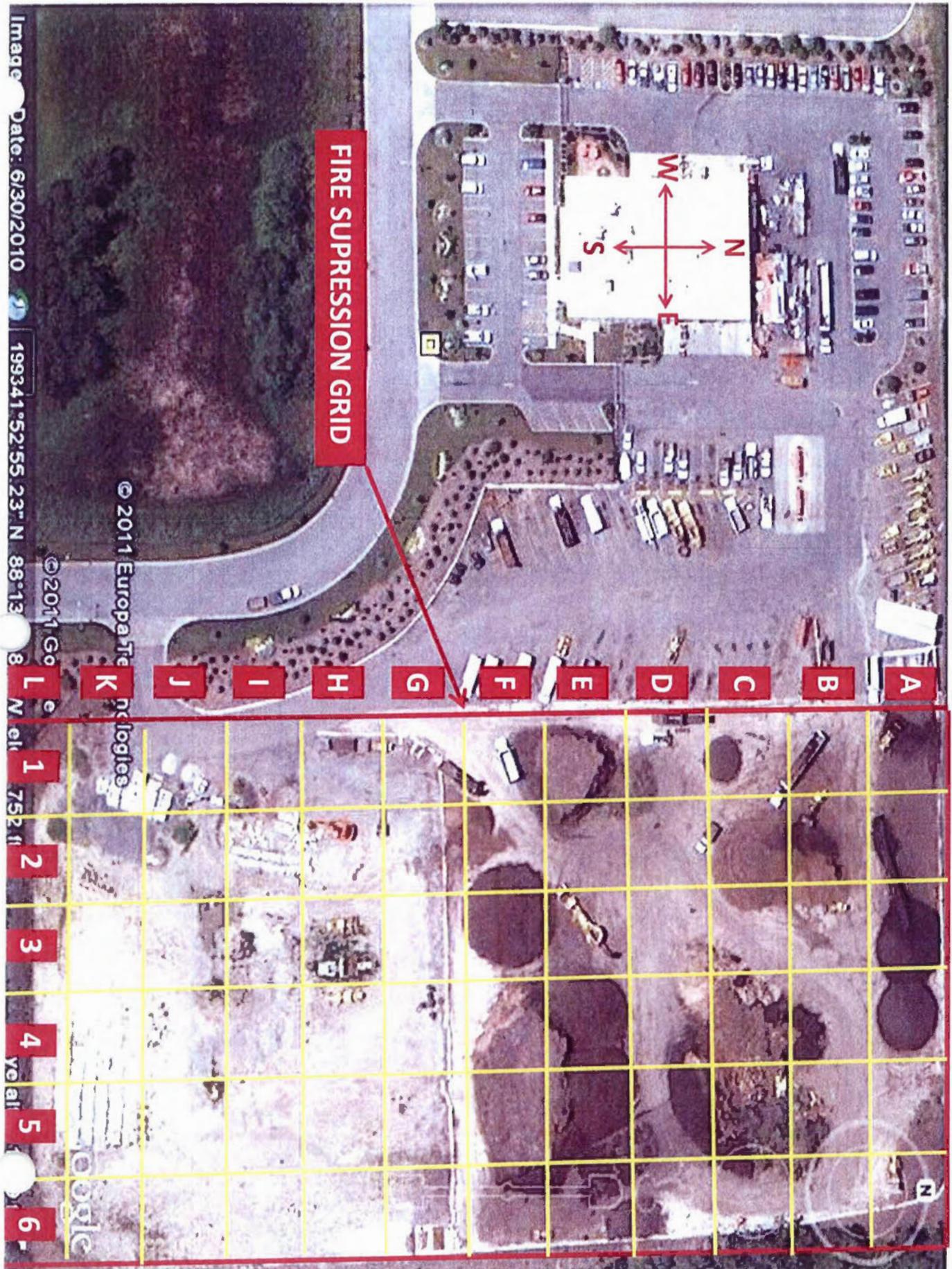
DESCRIPTION OF SITE ACTIVITIES DURING THE TIME SPECIFIED IN THE COMPLAINT:

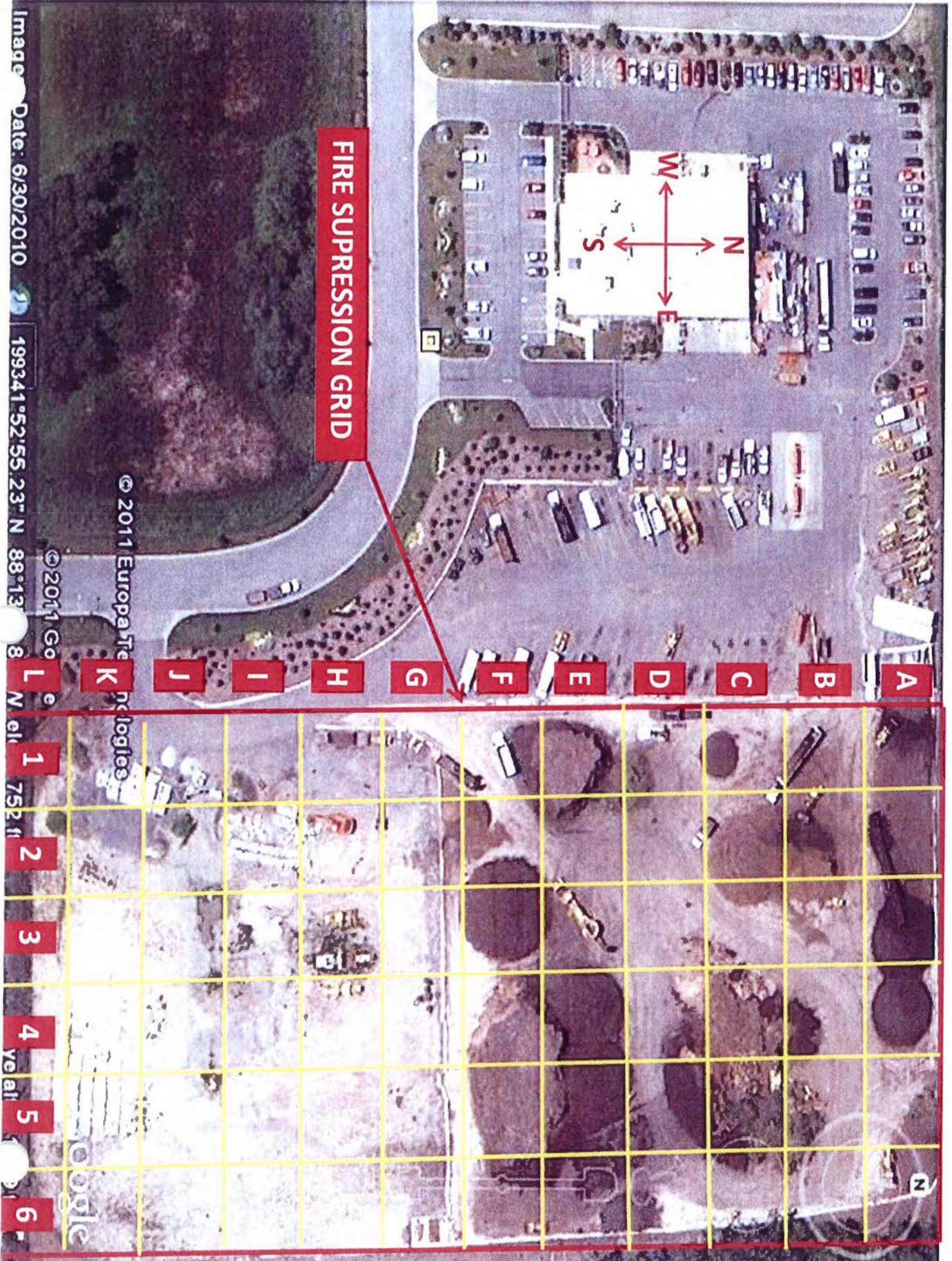
ACTIONS TAKEN:

**ATTACHMENT 11: PILE TEMPERATURE MONITORING FORM
 PILE EXCAVATION COOLING FORM
 CONTINGENCY IMPLEMENTATION FORM**









Yard Material Temperature Readings

NOTE* Supply completed form to Mulch Manager

Name: _____

Date: _____

Material Type:

Temp	Temp	Temp	Temp
Temp	Temp	Temp	Temp



Mark North Arrow

Material Type:

Temp	Temp	Temp	Temp
Temp	Temp	Temp	Temp



Mark North Arrow

Material Type:

Temp	Temp	Temp	Temp
Temp	Temp	Temp	Temp



Mark North Arrow

Material Type:

Temp	Temp	Temp	Temp
Temp	Temp	Temp	Temp



Mark North Arrow



KRAMER TREE SPECIALISTS INC. LEAF MULCH PRODUCTION FACILITY
CONTINGENCY PLAN ACTIVATION

DATE: _____

REASON FOR CONTINGENCY PLAN ACTIVATION:

- _____ EQUIPMENT FAILURE
- _____ ODOR
- _____ UNACCEPTABLE WASTE DELIVERY
- _____ SPECIAL WASTE RELEASE
- _____ FIRES, NOISE, DUST, POWER OUTAGE
- _____ NOISE COMPLAINT
- _____ DUST
- _____ POWER OUTAGE
- _____ OTHER

DESCRIBE _____

EMERGENCY COORDINATORS NAME: _____

PERSON FILLING OUT CONTINGENCY PLAN ACTIVATION SHEET: _____

COMMENTS:

