

INDUSTRIAL GOOD PRACTICES

Transferring product from 1 truck to another

At the end of each shift, pumper trucks should be unloaded into the bobtail septic truck. In order to do this properly, there are a few steps that must be taken. The steps with explanations are listed below:

1. Park the pumper the truck next to the septic truck, with pumper truck hose connections closest to the septic truck.
2. Containment trays that are found under the septic truck must be pulled out and placed under each connection. There should be a containment tray under the hook-up to the septic truck and a second container placed under the smaller pumper truck's connection. These containment trays are placed under each connection to catch any potential drippings from the trucks.
3. Remove dust caps from the septic truck and the pumper truck and the hose used for vacuum. Connect the septic truck and pumper truck via 3 inch hosing. Connections are made with cam locks, which are fitted to create a positive connection and thus prevents leakage.
4. Start the ignition of the septic truck. Upon starting the ignition, you will need to start the vacuum pump, or the PTO on the septic truck. This will engage the vacuum necessary to unload the pumper truck.
5. Open the gate valves on the septic truck by pulling the valve at the connection and then open the gate valve on the pumper truck, so that an open suction line is created between the pumper truck and the septic truck.
6. Stand by for the suction to be completed. Sight glass windows can be used to monitor when the pumper truck is approaching empty. As the pumper truck tank becomes empty, the hose will vibrate a little primarily due to the fact that it is empty and no longer has the weight of septage being vacuumed from one tank to another.
7. Close the gate valve at the pumper truck to allow last suction to vacuum out the hose. The vacuum from the septic truck clears the hose via vacuum

to prevent drips. Then close the gate valve at the septic truck. Turn off the vacuum pump (PTO) and turn the ignition off on the septic truck.

8. Once everything has been turned off, you can disconnect the hose from the end of the pumper truck and the end of the septic truck. Dust caps should be replaced on the pumper truck at the connection site, the septic truck at the connection site and on each end of the hose that was used. Replace the hose where it was located and place both containment trays back where they belong.

It is worth mentioning that trucks are unloaded via a vacuum system, not a pressurized system. In a pressurized system, if a leak occurred the spillage would be literally pressured to exit through the leak. In a vacuum system, if a leak occurred the system would continually suck air into the tank, through the leak.

Loading, Delivering and Picking Up Portable Toilets

Portable toilets can sometimes sit for months onsite before they are loaded and sent out for delivery. If you are getting ready to load a portable toilet for delivery and it looks to be dusty from sitting at the yard, you may take the pressure washer that is stored onsite and give it a quick rinse. We ask that you do not use the hose without the pressure washer, in an effort to use less water from the well.

Once you have identified the portable toilet you are to load, pull the truck up next to the unit(s), drop the lift gate from its sitting position and then lower the lift gate to the ground. Then gently push the portable toilet onto the lift gate and raise the gate to bed level. Once the unit is level with the bed of the truck, push the unit back as far as it can go and strap it in using the provided straps and the hooks on the truck bed to secure the load. Lower the lift gate and place the gate back into its original state. Before leaving be sure that you have the supplies necessary to stock the units you have loaded ie: soaps, paper towels and toilet paper

When you have reached the address of the delivery destination and have secured the site that the portable toilets are to be unloaded at, you will need to drop the lift gate from its original resting place and raise the gate to bed level. Slide the portable toilet onto the liftgate, lower the gate to the ground and gently slide the portable toilet to its intended location.

Next you will need to clean the interior of the unit and stock it. To do this, you will need the disinfectant spray, a cleaning rag, and materials to stock the portable toilet as well as any personal protective equipment (see PPE in Employee Handbook). Spray the interior of the unit, including the walls, the exterior of the holding tank, the seat, the door, sink, urinal, paper-towel dispenser, and soap-dispenser (if the unit has such amenities). Next, stock the toilet paper, paper towels and soap. Finally, using your on-board water, fill about 1 to 2 gallons of water in the holding tank of each portable toilet being delivered. Place 1 perfume packet in the holding tank. Roll up your water hose, put away you cleaning supplies and any PPEs, and return the lift gate to its original state.

Servicing units is very similar to delivering units, with the exception that you will be pumping the holding tank. Each unit's holding tank is pumped with the pumper truck. You will unfold the hose, turn on the vacuum pump (PTO) and vacuum the contents of the each holding tank. After the contents are removed, turn off the PTO and replace the hose back on the truck. Then you will do all the before mentioned steps ie: wipe down the interior of the unit,

place 1 to 2 gallons of water in the tank and put a perfume packet in the holding tank. Restock paper and/or soap as necessary. Pick up all your equipment and move to the next site.

When you pick up the units, you treat it just as you would a service. Pump the contents of the holding tank, but DO NOT fill any water or put in a perfume packet. After you pump the unit(s), sanitize and wipe down the entire interior of the unit. The unit is ready to be loaded back onto the truck when it has been emptied of septage, and has been sanitized and cleaned out. Upon these steps being completed, the unit may be loaded back onto the truck. The lift gate will need to be dropped down to the ground level, unit slid onto the lift gate, raise the lift gate, and slid the unit back onto the truck. Secure the unit by strapping it down, just as was down for delivery.

Once the portable toilet is brought back to the yard, it is removed from the truck's bed and slid onto the ground via the lift gate, and placed in the row of which is originally came from. All "like" units are lined up together.

Septage Disposal

Septage is always stored within the trucks, and not in containers on the property. The pumper trucks are to be unload into the Kenworth and/or Peterbilt full size septic trucks nightly, so that the Peterbilt can run the septage to unload at the approved dump sites that Thompson's contracts with. For full description/instructions on transferring product from truck to truck, please see Transferring From 1 Truck to Another.

There are currently four dump sites available for Thompsons Porta Septic Service, Inc to dispose of waste material. They are as follows:

Tunzi Inc, Comptche, CA

City of Willits, Willits, CA

Hay Ranch, Point Arena, CA

City of Fort Bragg, Fort Bragg, CA

Each facility has their own regulations and Site Operations that Thompsons will strictly adhere to. Basic procedures are as follows:

Tunzi Inc. - unload at the pond the is designated for the season, leave a printed ticket (provided by the Tunzi Ranch) in the box on the way out. The ticket should state the date of the dump, driver's name, and number of gallons released. Copy of that ticket goes to the office for billing.

City of Willits – unload at the facility, take the printed ticket from the machine and give it to the office to match with the City's billing.

Hay Ranch – unload at the pond, leave a printed ticket (provided by the Hay Ranch) in the box on the way out. The ticket should state the date of the dump, driver's name, and number of gallons released. Copy of the ticket goes to the office for billing.

City of Fort Bragg – unload at the facility, take the printed ticket from the machine and give it to the office to match with the City's billing.

All dumping receipts will be maintained in the office, as well as all records of payment. For more specific instructions and/or regulations for each site, see the office.

SECONDARY CONTAINMENT

All hazardous waste shall be contained within secondary containments. Thompsons Porta Septic Service, Inc. does not store or use hazardous materials. For a list of products that are used on a day-to-day basis, see Discharge Response Plan.

STORMWATER CONTAINMENT

Please see following pages for the all necessary BMP sheets for SC-10, SC-11, SC-20, SC-21, SC-22, SC-30, SC-31, SC-32, SC-33, SC-34, SC-35, SC-40, SC-41, SC-42, SC-43 and SC-44.

SOLID WASTE DISPOSAL PLAN

Thompsons Porta Septic Service, Inc. disposes septage at the approved of sites, see Septage Disposal for a list of those sites. Transportation from Thompsons Porta Septic Service, Inc to the approved dump facilities is done by the septic truck. Pumper trucks transfer to the septic truck nightly and septage is then delivered to appropriate dump facilities. For full description/instructions on transferring product from truck to truck, please see section titled Transferring From 1 Truck to Another.

No liquid of any kind shall be discharged into a public or private body of water, storm drain system sewage system, watercourse, or into the ground, except in compliance with applicable regulations of the Regional Water Quality Control Board.

DISCHARGE RESPONSE PLAN

Should a septage release occur, the first course of action is to have the pumper truck vacuum up any contents on the grounds. If the spill is in need of containment, there are absorbent socks on the premises, that can be utilized. These are absorbent socks that measure about 3 inch wide by 10 ft long sock. Each sock absorbs 1.86 gallons of fluid and 5 socks are located on site. Because the pumper trucks are a vacuum truck, leaking is highly unlikely, as leaks in a vacuum truck will only cause more air to be sucked into the lines, rather than leaking out of the lines. However, we understand the importance for being prepared for an unintentional release, so as to not harm our surroundings. Drip pans are placed under each connection of the trucks to prevent any drip from hitting the ground. These drip pans are also used at each connection when transferring occurs. Please see the section titled Transferring From 1 Truck to Another for a description of drip pan use.

Storage on the property consists of portable toilets, trucks that deliver and service the portable toilets and the septic trucks and lastly products that are necessary for day-to-day operations of the company. Each is briefly explained below.

Portable Toilets - The property is used for storage of portable toilets. Portable toilets are stored onsite as dry and empty units. They are NEVER stored onsite with septage inside. They are always stored as empty plastic portable toilets. Please refer to the Loading, Delivering and Pick Up section for more information

Sewage is always contained within the trucks on the property and it is not to be stored anywhere else on the property. There is not a secondary storage or holding tank on the premises to hold septage. Please see Industrial Good Practices for the transferring of septage from one truck to another. Septage is kept in trucks or is disposed of at approved facilities. Please see Septage Disposal for approved sites.

Trucks – There are two different types of trucks that the company uses in the daily operations. There is a pumper truck that delivers and services portable toilets and there is septic trucks. The pumper trucks are smaller in capacity and at the end of the day will empty into the septic trucks, which will then dispose of the waste at the approved facilities. For a description on how truck to truck transfer is completed, please refer to the section titled Industrial Good Practices. For a list of approved dump sites, please refer to the section titled Septage Disposal.

Day-to-Day Used Products - All liquids and dry goods shall be stored in dry containers. Below is a list of the items that are needed to operate Thompsons Porta Septic Service, Inc and are items that are stored in the land/sea containers onsite.

Items are as follows:

Walex Porta-Pak Holding Tank Deodorizer – These are placed in portable toilets once they are delivered to reduce odor in the holding tank between cleanings.

Soft Soap – These are used for the hand washing stations and restroom trailers.

Sanitizer – This is used for the drivers to keep themselves clean and for hand sanitizing station on rent.

Anti-bacterial Fragrance Spray – This is used to clean the inside of portable toilets once they are delivered. It is sprayed on the inside of the restroom and then the inside walls are wiped clean.

Motor Oil – This used for the trucks.

DEF (Diesel Exhaust Fluid) – This is used for the trucks.

Toilet Paper – These are used in all portable toilets.

Paper Towels – These are used in all hand wash stations and restroom trailers.

SDS Sheets are available for the appropriate products listed.

DISCHARGE REPORTING

In the event that a spill is not able to be contained and is reaching critical water ways or sensitive vegetation, all local authorities are to be notified. These agencies are the City of Fort Bragg and Mendocino County Environmental Health. These agencies must be notified within the business day of the release or if the release occurs after hours, they must be notified the next business day before the end of business hours. Emergency situations may also include calling 911 for emergency response.