

The logo for Cooley Pumping, featuring the words "COOLEY" and "PUMPING" in a bold, white, serif font, stacked vertically and centered within a dark blue oval background.

COOLEY PUMPING

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Morrison, Iowa 50657
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www.cooleypumping.com**

EMPLOYEE MANUAL

The logo for Cooley Sanitation, featuring the words "COOLEY" and "SANITATION" in a bold, white, serif font, stacked vertically and centered within a dark blue oval background.

COOLEY SANITATION

Introduction

Cooley Pumping LLC/Cooley Sanitation LLC is a family-owned company specializing in complete liquid and solid waste-related services. We pride ourselves with having excellent employees, services and high-tech equipment. Since our origin in 1993, we have continued to expand our services to meet the needs of our consumers. We stress open communication and full cooperation between co-workers and owners. Cooley Pumping LLC/Cooley Sanitation LLC has an excellent reputation in the area and our employees reinforce this.

An Important Notice

This manual is a basic source of information for all employees of Cooley Pumping LLC/Cooley Sanitation LLC. The contents of this manual are presented as guidelines to Cooley Pumping LLC/Cooley Sanitation LLC policies and procedures. Company policies and procedures will be changed and updated by the Company when deemed necessary, as mandated by Federal and State Laws, and at the owners' sole discretion, with or without notice. This manual does not create any contract between Cooley Pumping LLC/Cooley Sanitation LLC and any employee. Employment with Cooley Pumping LLC/Cooley Sanitation LLC is strictly, "At Will". Nothing in this manual binds the Company to any specific procedures, policies, benefits, compensation, pay, working conditions, work locations, hours of work or privileges of employment. The Company reserves the right to make exceptions to, deviate from or modify any policy, at its sole discretion, based on the individual circumstances. As an employee, you are completely free to terminate your employment at Cooley Pumping LLC/Cooley Sanitation LLC at any time. Further, the Company has the same right to end the employment relationship, for any reason or for no reason, with or without advanced notice, and without liability of any kind. No one but the owners of Cooley Pumping LLC/Cooley Sanitation LLC has the authority to bind the Company to any employment contract for any specified period of time with any employee, either verbally or in writing. The only valid contract for employment between the Company and any employee must be in writing and signed by the owners.

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General Policies

Equal Employment Opportunity

It is the policy of Cooley Pumping LLC/Cooley Sanitation LLC to afford equal employment opportunity to all individuals, regardless of race, creed, color, religion, gender, national origin, ancestry, age, marital status, veteran status, disability, gender identity or sexual orientation. Our employees, as well as applicants and others with whom we do business, will not be subjected to sexual, racial, religious, ethnic or any other form of unlawful harassment and/or discrimination. In addition, the Company adheres to the equal employment opportunity requirements of all states and localities in which it does business. We are completely committed to these principles—not only because of the various laws which address these subjects—but because it is the right thing to do.

Cooley Pumping LLC/Cooley Sanitation LLC's commitment to equal opportunity is applied through every aspect of the employment relationship, including, but not limited to, recruitment, selection, placement, training, compensation, promotion, transfer, termination and all other matters of employment. Every employee has the right to work in an environment that is free of discrimination.

Any employee who believes they have been subjected or exposed to discrimination has the right to have such activity terminated immediately. Complaints can be made either to the employee's immediate supervisor or management. Complaints shall be treated in a confidential manner. An investigation will be made immediately concerning the allegations. If during the course of the investigation of the complaint, it is found that the charges are true, corrective action will be taken immediately. Any employee who engages in this prohibited conduct will be subject to disciplinary action, up to and including discharge.

Workplace Harassment

Cooley Pumping LLC/Cooley Sanitation LLC strictly prohibits and will not tolerate harassment of any workers through verbal, physical, sexual or visual whether it is by a co-worker, manager, customer or vendor. Our companies will take appropriate measures to respond to any such incidents which are reported. Every employee has the right to work in an environment that is free of harassment.

Any employee who believes they have been subjected or exposed to harassment has the right to have such activity terminated immediately. Complaints can be made either to the employee's immediate supervisor or management. Complaints shall be treated in a confidential manner. An investigation will be made immediately concerning the allegations. If during the course of the investigation of the complaint, it is found that the charges are true, corrective action will be taken immediately. Any employee who engages in this prohibited conduct will be subject to disciplinary action, up to and including discharge.

Cooley Pumping LLC/Cooley Sanitation LLC expressly prohibits any form of retaliatory action, coercion, intimidation or discrimination against any employee availing him or herself of the benefits of the process.

Orientation Period

A new employee's first 90 days of employment are considered an orientation period. This time period gives the new employee valuable time to learn on the job skills and their supervisor the opportunity to evaluate the employee's ability to perform the job-related requirements. Cooley Pumping LLC/Cooley Sanitation LLC has the right to release a new employee with or without notice during this time period. This orientation period also acts as a time frame for the employee to obtain the necessary CDL licensure and/or certifications that are required to operate necessary vehicles and equipment or provide specialized services for the Company. Failure to obtain the necessary licensure or certifications may result in termination of employment.

Although the orientation period is normally 90 days, it may be extended for exceptional reasons at the discretion of management. The extension must be agreed upon by both the employee and management prior to the end of the orientation period. Such an agreement must be documented and will not alter the terms of at will employment.

Code of Ethics

The Code of Ethics Policy governs business behavior and conduct. While it is specific to an employee's conduct and transactions with persons outside Cooley Pumping LLC/Cooley Sanitation LLC, it also applies to all employees' conduct regarding confidentiality, disclosure of confidential information, general behavior and personal use of Cooley Pumping LLC/Cooley Sanitation LLC property. *Remember, you represent Cooley Pumping LLC/Cooley Sanitation LLC to the general public and other contractors on the job site. Act accordingly with Cooley's image and business in mind.*

About confidential company information. Information concerning the business affairs of the Company; its plans, processes, employee wages, equipment and mechanical devices; its employees and customers; and its competitive advantages is always treated as confidential and proprietary.

Disclosing confidential Company information to persons not entitled to such information, or who do not need to know such information for the performance of their job, or assisting any person to gain unauthorized access to Company records or processes or procedures is a violation of confidentiality and grounds for disciplinary action, up to and including termination.

The communication of false or derogatory information about the Company, its customers or its employees, verbally or in writing, on the internet or websites is also a violation of confidentiality and will result in discipline, up to and including termination.

If you are ever in doubt about disclosure of any aspect of the Company confidentiality or proprietary information, you should consult management.

About conflicts of interest. The conduct of all employees in their relations and transactions with individuals outside Cooley Pumping LLC/Cooley Sanitation LLC is a matter of utmost importance. All employees are expected to act legally, ethically and in the best interest of the Company in their conduct of the Company business. A conflict of interest is defined as an action or actions based on interests other than those of the Company or when an individual's personal economic interest is in conflict with the actions of the Company. Some examples of situations to be avoided are: excessive acceptance of gifts, kickbacks in the form of cash or gifts, loans or excessive entertainment from suppliers, customers or others dealing with the Company; the use of privileged information; unauthorized outside employment; or the use of your Company position for personal gain. Employees who have second jobs or own their own business in competition to, in conflict with the business of, or not in the best interest(s) of Cooley Pumping LLC/Cooley Sanitation LLC are subject to termination.

Whenever there is possible conflict of interest, you should discuss it with your supervisor. Violations for failing to report a potential conflict of interest are grounds for disciplinary action up to and including termination.

About personal use of Company property. Using Cooley Pumping LLC/Cooley Sanitation LLC supplies, equipment, vehicles, personnel, facilities or property is prohibited without permission.

Making statements to the news media. Only designated spokespersons may provide statements or information to the news media. Unauthorized statements to the general media

or to special interest/trade publications about Cooley Pumping LLC/Cooley Sanitation LLC will be considered a violation of confidentiality and may result in disciplinary action.

Open Door Policy

Employees of Cooley Pumping LLC/Cooley Sanitation LLC have access to management regarding any and all workplace concerns. You are free to seek advice and ask questions, to enter into dialogue of constructive criticism and problem solving and to contribute to ideas and suggestions. These can be done face to face without fear of criticism, censure or of jeopardizing your job or standing in the Company.

Tobacco-Free Workplace

Cooley Pumping LLC/Cooley Sanitation LLC is committed to establishing and maintaining a safe and healthy work environment for its employees. Overwhelming evidence now confirms that use of smoking & chewing tobacco represents a major health hazard. For this reason, all facilities of Cooley Pumping LLC/Cooley Sanitation LLC are considered tobacco-free property. This policy applies "site-wide," which means the entire property including company vehicles and other company equipment. All visitors to Cooley Pumping LLC/Cooley Sanitation LLC will be expected to comply with the policy including but not limited to employees, vendors and guests.

Substance-Free Workplace

Cooley Pumping LLC/Cooley Sanitation LLC has a vital interest in maintaining a safe, healthy and efficient working environment for its employees. It is critical to the operation of Cooley Pumping LLC/Cooley Sanitation LLC that employee's judgment is not clouded by the effects of drugs or alcohol. The dangers of substance abuse create excessive exposure to the safety of employees. All employees deserve the right to work in a drug and alcohol free environment. Cooley Pumping LLC/Cooley Sanitation LLC's policy to achieve a substance-free work force and to provide a workplace that is free from the use of alcohol, illegal drugs and controlled substance abuse. The manufacture, distribution, dispensation, possession, sale or use of alcohol and/or illegal drugs by employees is strictly prohibited.

Substance Abuse Testing for CDL Licensed Employees

The Department of Transportation/Federal Motor Carrier Safety Administration (DOT/FMCSA) drug and alcohol testing requirements were established to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. Cooley Pumping LLC/Cooley Sanitation LLC recognizes that the use and abuse

of drugs and alcohol pose a very serious threat to the health, safety and wellbeing of the Company and our community. Substance abuse jeopardizes the safety of our roadways and workplaces causing serious accidents and casualties. The DOT/FMCSA has issued regulations that require the Company to conduct mandatory drug and alcohol testing of driver/driver applicants under the conditions described in this Policy.

It is the Company's intention to comply fully with the DOT/FMCSA's regulations as set forth in Title 49, Code of Federal Regulations, Parts 382 and 40 governing drug and alcohol use and testing. The requirements of DOT/FMCSA's regulations have been incorporated into this Policy. In the event DOT/FMCSA's regulations are amended, this Policy and the applicable term(s), condition(s), and/or requirement(s) of this Policy shall be deemed to have been amended automatically at that time, without the need for redrafting, in order to reflect and be consistent with DOT/FMCSA or another applicable law. It is also the Company's intention to comply with any applicable state requirements governing drug and/or alcohol testing which are not preempted by DOT regulation.

All driver-applicants for positions with Cooley Pumping LLC/Cooley Sanitation LLC will be notified of the Company's drug and alcohol policy at the time they apply for a position with the Company.

DOT/FMCSA Definition of Terms Used in Policy

When interpreting or implementing these procedures or the procedures required by the Federal Motor Carrier Safety Administration (FMCSA) controlled substance and alcohol use and testing regulations, the following definitions apply as found in 49 CFR §382.107:

"Commercial Motor Vehicle" means a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle: Has a gross combination weight rating of 11,794 or more kilograms (26,001 or more pounds) inclusive of a towed unit with a gross vehicle weight rating of more than 4,536 kilograms (10,000 pounds); or Has a gross vehicle weight rating of 11,794 or more kilograms (26,001 or more pounds); or Is designed to transport 16 or more passengers, including the driver; or Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act (49 U.S.C. 5103(b)) and which require the motor vehicle to be placarded under the Hazardous Materials Regulations (49 CFR Part 172, Subpart F).

"Driver" means any person who operates a commercial motor vehicle. This includes, but is not limited to: Full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors, who are either directly employed

by or under lease to an employer or who operate a commercial motor vehicle at the direction of or with the consent of an employer.

“Safety Sensitive Function” means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include: All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer; All time inspecting equipment as required by §392.7 and §392.8 of this subchapter or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time; All time spent at the driving controls of a commercial motor vehicle in operation; All time, other than driving time, in or upon any commercial motor vehicle except time spent resting in a sleeper berth (a berth conforming to the requirements of §393.76 of this subchapter); All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded: and All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

“Refuse to Submit” (to an alcohol or controlled substances test) means that a driver: Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee (including an owner-operator) to appear for a test when called by a C/TPA (see §40.61(a) of this title); Fails to remain at the testing site until the testing process is complete. Provided, that a driver who leaves the testing site before the testing process commences (see §40.63(c) of this title) a pre-employment test is not deemed to have refused to test; Fails to provide a urine specimen for any drug test required by this part or DOT agency regulations. Provided, that a driver who does not provide a urine specimen because he or she has left the testing site before the testing process commences (see §40.63(c) of this title) for a pre-employment test is not deemed to have refused to test; In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the driver’s provision of a specimen (see §§40.67(1) and 40.69(g) of this title); Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure (see §40.193(d) (2) of this title); Fails or declines to take a second test the employer or collector has directed the driver to take: Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under §40.193(d) of this title. In the case of a pre-employment drug test, the driver is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment; Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a

confrontational way that disrupts the collection process); or Is reported by the MRO as having a verified adulterated or substituted test result. Possesses or wears a prosthetic or other device that could be used to interfere with the collection process. Admits to the collector or MRO that the driver adulterated or substituted the specimen.

Categories of Drivers Subject to Testing

All drivers are subject to the DOT/FMCSA regulations. This includes all company personnel who hold a Commercial Driver's License (CDL) and who operate a commercial motor vehicle (CMV), or prospective drivers referred to as driver-applicants must be subject to drug and alcohol testing. Participation in the Cooley Pumping LLC/Cooley Sanitation LLC's controlled substances and alcohol testing program is a requirement of each driver, and therefore is a condition of employment. Drivers must be in compliance with all drug and alcohol testing regulations while performing safety sensitive functions.

Periods of the Workday that Compliance is Required

The goals of the Cooley Pumping LLC/Cooley Sanitation LLC's policy and the testing of drivers is to insure a drug and alcohol-free transportation and work environment, and to reduce and help eliminate drug and alcohol related accidents, injuries, fatalities and damage to property.

In furtherance of the Company's goals, the conduct specified in this Policy is prohibited whenever a driver is on duty; whenever a driver is actually performing, or ready to perform, or immediately available to perform safety-sensitive function: whenever a driver is otherwise engaged in Company business. For purposes of this Policy and the Company's drug and alcohol testing program, "company business" includes, but is not limited to work performed on or in Company property including a Company vehicle, and work performed on or in a non-Company vehicle being used for conducting company business; the term also includes meal and break times; or at the times otherwise specified in this Policy.

Prohibited Driver Conduct

The following conduct is strictly prohibited: No driver shall report for duty or remain on duty requiring the performance of safety sensitive functions while having an alcohol concentration of 0.04 or greater (§382.201); No driver shall use alcohol while performing safety sensitive duties (§382.205); No driver shall perform safety-sensitive functions within four (4) hours after using alcohol (§382.207); Drivers are prohibited from selling, buying, soliciting to buy or sell, transporting, or possessing illegal drugs while on Company time or property: No driver required to take a post-accident alcohol test under §382.303 shall use alcohol for eight (8)

hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first: No driver shall refuse to submit to a pre-employment, post-accident, random, reasonable suspicion, return-to-duty, or follow-up alcohol or controlled substances test (§382.211); No driver shall report for duty or remain on duty performing safety sensitive functions when the driver uses an controlled substance, except when the use is pursuant to the instructions of a licensed medical practitioner, as defined in §382.107, who has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle or perform safety sensitive functions (§382.213); No driver shall report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive or has adulterated or substituted a test specimen for controlled substances. (§382.215), until the driver undergoes an evaluation by a Substance Abuse Professional (SAP) and complies with SAP recommendations (§382.605); Failing to stay in contact with the Company and its Medical Review Officer (MRO) while awaiting the results of a drug test; Violating any applicable federal and/or state requirement governing the use of drugs or alcohol; Obstruction of the Company's goals with respect to substance abuse policy and procedure. The driver who violates one or more of these prohibitions will be subject to disciplinary action as mandated by the DOT, and/or company disciplinary policies, up to and including discharge.

Circumstances Under Which a Driver Will be Tested

In general, Cooley Pumping LLC/Cooley Sanitation LLC is required by the DOT to conduct a controlled substances and/or alcohol tests under the following conditions:

- Before a driver-applicant is hired or an existing NON-DOT worker performs DOT driving duties (“pre-employment/pre-duty” testing)
- Post-accident
- On a random basis
- Reasonable suspicion
- Return-to-duty
- Follow-up

The Company's procedures and requirements for each test are discussed below.

Post-offer/Pre-employment Testing (controlled substance testing only)

Under the DOT/FMCSA's policy, drug and alcohol testing will be conducted on any current and/or prospective driver who holds a “Commercial Driver's License” (CDL) and operates/will operate a Commercial Motor Vehicle. Under the DOT/FMCSA's regulations, drug and alcohol testing will be conducted on any prospective employee at the pre-employment stage of the interview process, though companies have the option to meet certain exceptions to conducting

pre-employment drug tests. It is the policy of this Company to conduct DOT/FMCSA compliant pre-employment drug screens on all driver applicants considered for employment. This test is required prior to the first time a driver performs safety sensitive functions. This test is also required before any existing worker in a NON-DOT driver position will be assigned, transferred or otherwise permitted to operate a commercial motor vehicle on behalf of the Company for the first time. For purposes of the Company's policy concerning post-offer/pre-employment testing, procedures, requirements and discipline, applicants and existing workers who are applying for a driver position are collectively referred to as "driver-applicants." Prior to taking a post-offer/pre-employment controlled substances test, the driver-applicant will be given notice that the driver-applicant is to report for a controlled substances test, which includes instructions and an explanation of the collection procedures for the test. All offers by the Company to hire a driver-applicant for, or conditioned upon the applicant: (i) executing the Company general notification to be tested for controlled substances; (ii) undergoing a test for controlled substances, as directed by the company, and receiving a verified negative controlled substances test result from the MRO; (iii) executing the Company's authorization to inquire about alcohol and controlled substances information from previous employers during the preceding two years (§382.413); (iv) complying with any other conditions or requirements of which the Company advises the driver-applicant at the time of the offer. Any driver-applicant who refuses or fails to execute Cooley Pumping LLC/Cooley Sanitation LLC's general notification to be tested for controlled substances, who refuses or fails to execute the Company's authorization to inquire about alcohol and controlled substances information from previous employers, who refuses to submit to a post-offer/pre-employment controlled substances test as directed, or whose result is positive for the controlled substances test, will not be considered qualified for the position for which they are applying and/or will also be subject to disciplinary action up to and including discharge. The driver-applicant may receive the notice of the controlled substances test result if the driver-applicant so requests within 60 days of being notified of the disposition of the employment application.

Post-accident Drug Testing

A driver who is performing a safety-sensitive function must submit to a post-accident drug and a post-accident alcohol test as soon as possible after the occurrence of any accident that meets the description of this policy. For purposes of this Policy and the Company's drug and alcohol testing program, an accident that meets the description of this Policy as defined by §382.303 is referred to as "DOT accident." A post-accident drug screen and alcohol test must be conducted under the following "DOT Accident" circumstances: A driver must always submit to a post-accident test as soon as possible after an accident that involves the death of a human being. A driver must submit to a post-accident test as soon as possible after an accident, whenever the driver receives a citation, within 32 hours of the occurrence under state or local law for a moving traffic violation arising from the accident, and either: (i) a person is injured, because of

the accident, and the injuries require immediate medical treatment to the person away from the accident scene; or (ii) one or more motor vehicles involved in the accident incur disabling damage and must be transported away from the accident scene by a tow truck or other motor vehicle.

It is possible that a driver will be directed to submit to a urine controlled substance and/or blood or breath alcohol test at the accident scene by a federal, state, or local law enforcement officer.

Whenever a driver is involved in a "DOT accident" the driver is required to immediately report for testing following the procedures detailed on the Driver's Post-Accident Checklist, which every driver is given at the time he/she is hired and is located in each company vehicle. Drivers are prohibited from using alcohol for eight (8) hours following any accident in which they are operating Company's commercial motor vehicle, or until being tested for controlled substances and alcohol.

In addition to the penalties imposed by DOT, a driver who tests positive for drugs and/or alcohol, who refuses to submit to a post-accident drug and alcohol test as required, who unnecessarily delays reporting to the test site following an accident, or who otherwise fails to comply with Company's post-accident testing procedures, will be subject to disciplinary action, up to and including discharge.

Random Testing

According to §382.305, Cooley Pumping LLC/Cooley Sanitation LLC is required to test commercial motor vehicle drivers (this includes any individual who does not regularly drive, but is expected to be immediately available to perform the safety-sensitive functions) for controlled substances and alcohol on an unannounced random basis.

Under the Company's random selection process, every driver will have an equal chance of being selected each and every time the selection is conducted. Appropriate safeguards are also present to ensure that the identity of individual drivers cannot be determined prior to the selection. The dates for administering the random alcohol and controlled substances test will be reasonably spread throughout the calendar year. Company will comply with the FMCSA Administrator's decision on the minimum annual percentage rate for random alcohol and controlled substances tests.

Whenever a driver is randomly selected to be tested, he/she will be notified of this verbally and/or in writing and instructed to report to the collection site immediately. A driver shall only be subject to random testing for alcohol while performing safety-sensitive functions, just before

the driver is to perform the safety-sensitive function, or just after the driver has ceased performing such functions.

A driver who tests positive for drugs and/or alcohol, who refuses to submit to a random drug and/or alcohol test is unqualified to drive and/or perform any other safety-sensitive function, until the conditions are met in §382.605 and will be subject to disciplinary action, up to and including discharge.

A driver who refuses to submit to a random test, who fails to report for the test as directed, or who tests positive, will be subject to disciplinary action, up to and including discharge.

Reasonable Suspicion Testing

Each driver is required to submit to a drug and/or alcohol test whenever a trained supervisor has reasonable suspicion to believe that the driver has used a controlled substance and/or misused alcohol as defined in the regulations (§382.307) and/or this Policy.

The Company's determination that reasonable suspicion exists must be based on specific, contemporaneous, articulated observations concerning the appearance, behavior, speech or body odors indicating drug or alcohol use, or the chronic and withdrawal effects of drugs. Such observations must be personally observed and documented by at least one Company official who has received training according to §382.603, covering the physical, behavioral, speech, and performance indicators of probable drug and alcohol use.

Whenever a driver is notified that there is reasonable suspicion to be tested, the driver will be expected to report to the test site immediately to be tested. Drivers who are required to submit to a reasonable suspicion test will be escorted by an agent of the Company to the appropriate specimen collection site for a drug and/or alcohol test.

In the event of a positive alcohol test, the company may attempt to contact the driver's spouse, another member of the family, or another person designated by the driver, in order to make arrangements for transporting the driver to his/her home after the test is completed. In the event that the Company is unable to contact the driver's spouse, family member or another designated person, the Company may make arrangements for transporting the driver home by cab or other suitable means.

If the driver rejects the Company's efforts in this regard and instead insists on driving his/her personal vehicle, the Company reserves the right to take whatever means are appropriate to prevent this, including contacting appropriate law enforcement personnel and imposing disciplinary action, up to and including discharge.

A driver who is required to take a reasonable suspicion test will be considered by the Company as unqualified to work and placed on immediate suspension, without pay, pending the results of his/her test. A driver whose test results are negative will be reimbursed for the time of his/her suspension. A driver whose test results are positive will not be reimbursed for the time of the suspension.

In addition to the penalties imposed by the DOT, a driver whose reasonable suspicion test is positive, or who refuses to submit to a reasonable suspicion test when directed to do so by the Company, will be subject to disciplinary action, up to and including discharge.

Supervisory Training

As mandated by §382.603, Company will provide all supervisory personnel designated to supervise drivers with 60 minutes of education and training on the effects and consequences of controlled substances, and 60 minutes of education and training on the effects and consequences of alcohol misuse. This training will cover manifestations and behavioral changes that may indicate controlled substances and alcohol use or abuse in order to make reasonable suspicion determinations.

Return-To-Duty Testing

Return-to-duty testing is done after a driver, (i) has engaged in prohibited conduct concerning alcohol and/or controlled substances, (ii) has completed the evaluation by a SAP, (iii) is successfully complying with the recommended treatment program as prescribed by the SAP, and (iv) is ready to return to a safety-sensitive position. In order to return to the safety-sensitive function the results of the return-to-duty controlled substances test must be a verified negative and/or the alcohol test result must be less than 0.02.

Follow-up Testing

After a determination under §382.605(b) that a driver is in need of assistance in resolving problems associated with alcohol and/or controlled substances use or misuse, Company will ensure that each driver is subject to unannounced follow-up alcohol and/or controlled substances testing as established in the SAP's written follow-up testing plan, as directed by the SAP. The follow-up testing will be performed in accordance with 49 CFR 40 Subpart O.

Refusal to Submit to a Test and Consequences

As per §382.211, no driver shall refuse to submit to a pre-employment, post-accident, random, reasonable suspicion, return-to-duty, or follow-up controlled substances and/or alcohol test. Cooley Pumping LLC/Cooley Sanitation LLC will not allow a driver who refuses to submit to such test(s) to perform or continue performing safety-sensitive functions. See 49 CFR 40 Subpart I. Behavior included in refusal to submit to the test(s) includes; inability to provide sufficient test specimens of breath, saliva, or urine, without a valid medical explanation; tampering with or attempting to adulterate the specimen; interfering with the collection procedure; not immediately reporting to the collection site; or not remaining readily available for testing in post-accident testing situations; and/or refusal to complete and sign the chain of custody and/or alcohol testing form at the collection site(s). A driver found to be interfering with the test(s) or refusing to submit to the tests will be subject to disciplinary action, up to and including discharge.

Testing Methodology and Integrity

To ensure the integrity and accuracy of each test, all specimen collection, analysis, and laboratory procedures shall be conducted in accordance with the DOT's procedural protocols and safeguards set forth in 49 CFR 40. This includes, among other things: (i) procedures to ensure the correct identity of each driver at the time of testing; (ii) a strict chain-of-custody procedure to ensure that the driver's specimen is not tampered with; (iii) procedures for specimen collection shall allow individual privacy, unless there is a reason to believe a driver may alter a specimen; (iv) maintaining the integrity and identity of the specimen (49 CFR 40 Subpart E and F); (v) the use of a trained breath alcohol technician (BAT), Saliva Test Technician (STT) and DOT-approved testing devices for conducting alcohol test; (vi) the use of a laboratory which has been certified by the Substance Abuse Mental Health Services Administration (SAMHSA); (vii) the confirmation of an initial positive drug screen by a second analysis using gas chromatography/mass spectrometry (GCMS); (viii) the confirmation of an initial positive alcohol screen by a second analysis; (ix) the Company's appointment of a qualified Medical Review Officer (MRO) to review drug test results before they are reported to the Company's designated representative; and (x) split specimen analysis as authorized by the driver.

To further facilitate the integrity and accuracy of each test, the Company will provide drivers with written and/or oral instructions regarding the conduct of the specific test before each testing event. The Company considers all such instructions to be a part of this Policy. Drivers who refuse or otherwise fail to comply with all such instructions will be subject to disciplinary action, up to and including discharge.

FOR ALL DRUG TESTS:

All drug tests conducted under this Policy require that the driver must provide a specimen of his/her urine.

At a minimum, urine specimens will be analyzed for the presence of the following drugs: (1) marijuana; (2) cocaine; (3) opiates; (4) amphetamines; and (5) phencyclidine. Specimens will also be analyzed for such other substances as the DOT may from time-to-time direct, or as may otherwise be permitted by federal or state law. In the event that DOT expands the list of drugs for which testing is or may be required, the Company reserves the right to begin testing immediately for those drugs without prior notice to drivers or driver-applicants, unless notice is required by the DOT or another applicable law.

In general, drivers will be permitted to give a urine specimen in privacy and without being observed by collection site personnel. However, a driver forfeits this right whenever there is reason to believe that he/she may alter or substitute a specimen or for reasons stated in 49 CFR 40 Subpart I.

All drugs tests will be administered using the split sample methodology required by the DOT. Under this methodology, the driver must provide at least 45 milliliters (ml) in a specimen container. The collector will then divide the specimen into two specimen bottles. Thirty (30) ml will be poured into one bottle and fifteen (15) ml into a second bottle. Each bottle will be sealed and initialed by the driver to verify identification of the specimen. Both bottles will be sent to the laboratory. The bottle containing 30 ml will be analyzed as the driver's primary specimen. The second bottle will be held by the laboratory, to be sent to another lab at the driver's request in the event that the primary specimen is verified as positive. In the event the primary specimen is verified as positive, the driver will be notified by the Company's MRO of the positive test and given the option to have the second bottle sent to a different laboratory for analysis. This is called a split-specimen analysis. To exercise this option, the driver must advise the Company's MRO within 72 hours of being told that the primary specimen was positive. All charges and fees associated with the optional second bottle "split specimen" analysis will be borne by the driver/driver-applicant.

Nothing in this Policy prohibits a driver's use of a medication legally prescribed by a licensed physician: (i) who is familiar with the driver's medical history and specific safety-sensitive duties, and (ii) who has advised the driver that the prescribed medication will not adversely affect the driver's ability to operate a commercial motor vehicle safely. *Medications prescribed for someone other than the driver, however, will not be considered lawfully used when taken by the driver under any circumstances.*

As a reminder, drivers may list, on their copy of the chain-of-custody form, any prescription and non-prescription medications being lawfully used by that driver at that time. A “positive” drug test may be declared “negative” by the Company’s MRO, if the driver can prove with clear and convincing evidence that the drug which was used was prescribed by a licensed physician who is familiar with the driver’s medical history and specific duties. The determination of this will be made by the Company’s MRO.

FOR ALL ALCOHOL TESTS:

All alcohol tests conducted under this Policy require that the driver must provide saliva, and/or breath specimens for tests conducted by, or on behalf of, the Company. In the case of an alcohol test conducted by a federal, state or local law enforcement officer following an accident, or reasonable suspicion situation the driver must provide saliva, breath, or blood as directed by the law enforcement officer.

Alcohol tests will be administered using a breath specimen and/or approved alternative screening specimen, taken by an approved Breath Alcohol Technician (BAT) or Saliva Testing Technician (STT) using an Evidential Breath Testing device (EBT) or other DOT approved screening devices, except in cases of on-scene post-accident and/or reasonable suspicion situation testing conducted by federal, state, or local officials.

Before being tested by the Company, each driver will be required to (i) present his/her personal identification, and (ii) execute a DOT “Breath Alcohol Test Form” provided by the BAT or STT. A driver who refuses to cooperate with and/or fails to comply with identification procedures, provides a false identification, and/or refuses to execute the DOT “Breath Alcohol Test Form”, will be treated as a refusal to test and will be subject to disciplinary action, up to and including discharge, in addition to the penalties imposed by DOT.

Prior to each alcohol test conducted by the Company, the BAT or STT will instruct the driver on how the test will be performed.

To protect each driver in the confirmation test, the BAT will open and attach to the testing device an individually-sealed mouthpiece in the driver’s view. The driver will then be directed to blow forcefully into the breath testing device until an adequate amount of breath has been maintained.

Test Results

FOR DRUG TESTS:

In the event that the test result of a driver's primary specimen is positive, the driver will be notified by the Company's MRO and advised that he/she has 72 hours to request that the MRO send his/her split specimen to a second, Company-approved, laboratory for analysis. Pending the outcome of this additional analysis, the driver will continue being considered physically unqualified to work by DOT.

Before a driver's test result will be confirmed positive for drugs, the driver will be given the opportunity to speak with the Company's MRO and demonstrate that there was a legitimate medical explanation for the positive test result. If the MRO determines that a legitimate medical reason does exist, the test will be reported to the Company as "negative." If the MRO determines that a legitimate medical reason does not exist, the test result will be reported to the Company as a "verified positive."

A driver whose test result is confirmed positive for drugs will be considered unqualified to perform or continue performing his/her functions safely and must be referred to a Substance Abuse Professional (SAP). In addition, a driver whose test result is confirmed positive for drugs will also be subject to penalties imposed by DOT and Company disciplinary action.

FOR ALCOHOL TESTS:

In the event that the initial alcohol test registers an alcohol concentration level that is less than 0.02, the test result will be reported as a "negative" and no additional test will be required at that time.

For purposes of this Policy and the Company's alcohol testing program, an alcohol test will be considered "positive" when the alcohol concentration level registers 0.02 or greater.

In the event that the initial test registers an alcohol concentration level of 0.02 or greater, a second, confirmatory test will be performed. In the event that the driver provides an adequate breath specimen and the confirmatory test registers less than 0.02, the test result will be reported to the Company as "negative."

DOT prohibits any driver whose confirmatory test registers 0.02 or more but less than 0.04 from performing or from continuing to perform a safety-sensitive function for 24 hours following the administration of the test(s) (382.205). Driver may also be subject to disciplinary action by the Company, up to and including discharge.

A driver who, after providing an adequate breath specimen, has a confirmatory test which registers 0.04 or greater will be prohibited from performing safety-sensitive functions, must be referred to a SAP and will be subject to penalties imposed by the DOT and additional disciplinary action by the Company, up to and including discharge.

Maintaining Contact with the Company and the MRO After a Drug Test

Drivers who are tested for drugs are required to remain in contact with the Company and the Company's MRO while awaiting the results of their test. Drivers are also required to advise the Company of their whereabouts and the telephone number where they can be reached during this time.

Cooley Pumping LLC/Cooley Sanitation LLC's primary MRO's are Dr. Kenneth McMains, Dr. Steve Olsen, Dr. Robert Broghammer, and/or Dr. Laval Peloquin, at Allen Occupational Health whose telephone number is (319) 235-3885. Cooley Pumping LLC/Cooley Sanitation LLC, as required, may designate and authorize another qualified MRO.

A driver who refuses or fails to remain in contact with the Company and the Company's MRO will be considered insubordinate and subject to disciplinary action, up to and including discharge. In addition, a driver who fails to remain in contact may waive his/her right to speak with the Company's MRO before a test is confirmed positive.

Effects of Alcohol and Controlled Substances

Cooley Pumping LLC/Cooley Sanitation LLC is required to provide educational materials for the drivers, explaining the DOT's requirements and the Company's policies and procedures to meet those requirements. In addition to this policy, the Company will provide drivers with information concerning: (i) the effects of drugs and alcohol on an individual's health, work, and personal life; (ii) the signs and symptoms of a drug or alcohol problem; and (iii) the available methods of intervention when a problem does exist. See attached Appendices 1-6: Alcohol, Amphetamine, Cocaine, Cannabinoids (Marijuana), Opiates, and Phencyclidine (PCP) fact sheets.

Each driver is required to certify that the Company in accordance with this Policy has given him/her a copy of this Policy and other drug and alcohol information. Also in accordance with this Policy, applicants are required to execute the certification as a condition of being hired. An applicant who refuses to do so will not be hired. Existing drivers who refuse to execute this required certification will be subject to Company discipline, up to and including discharge.

Any existing driver who engages in any conduct prohibited under this Policy will be provided with information concerning the resources available to evaluate and resolve a drug or alcohol problem and the names, addresses and telephone numbers of the substance abuse professionals, counseling and treatment programs.

Payment of Tests

At its discretion, Cooley Pumping LLC/Cooley Sanitation LLC shall pay the costs for all tests that the Company is required to conduct on drivers/driver-applicants under DOT regulations.

Drivers/driver-applicants are responsible for paying the costs for any test or tests conducted which the Company does not require, unless otherwise prohibited by the applicable state law.

Driver/driver-applicants are responsible for paying the costs of the analysis of any split specimen that they request under this Policy, except as otherwise required by applicable state law.

Driver/driver-applicants will be responsible for the payment of a SAP evaluation, recommendation of treatment, return-to-duty, and follow-up testing.

Confidentiality

Cooley Pumping LLC/Cooley Sanitation LLC will adhere to all standards of confidentiality. The results of all individual drug and alcohol tests will be kept in a secure location with controlled access.

All individual test results will be considered confidential. The release of an individual driver's results will only be given in accordance with an individual driver's written authorization, or as is otherwise required by DOT regulations, or by other applicable federal or state law.

Contact List

The designated person(s) to answer questions about Company's drug and alcohol testing program and related materials is:

Deb Cooley
Phone #: 319-345-6080
Office/Location: 101 Railroad Street, Morrison, IA 50657
Title: Co-owner

Employee Assistance

Cooley Pumping LLC/Cooley Sanitation LLC is aware that many personal or health problems can and do interfere with an employee's performance on the job. These problems may include emotional and mental disorders, family and marital difficulties, parenting issues, financial problems, abuse of alcohol and/or drugs, etc. Employees whose job performance problems are not related to the lack of skill and who do not respond to the usual coaching and disciplinary procedures may need professional attention. If underlying problems or situations are ignored, they may worsen with time, leaving the individual unemployable. With proper professional care, many troubled employees can once again attain a proficient level of job performance and quality of life.

Out of concern for its employees, Cooley Pumping LLC/Cooley Sanitation LLC is providing a list of local resources for employees and their dependents. Other providers may be available in the area. These providers offer confidential evaluation; referral and counseling for an employee and/or family member who's personal or health problems are interfering with their job performance and/or personal lives. As there is no contact between the treating facilities and Cooley Pumping LLC/Cooley Sanitation LLC, confidentiality is assured. No information will be made available to nor accepted by Cooley Pumping LLC/Cooley Sanitation LLC.

Contact information:

Accredited Addiction Treatment

First Step to Recovery

Ph: 800-720-6647

Drug Addiction Treatment Programs

24 Hour Confidential Help

<http://www.addiction-treatment-referral.com/>

Alcoholics Anonymous (AA) Hotline

Ph: 319-232-4117

AA is a group of men and women who share their experiences, strength and hope to help one another recover from alcoholism. There are no fees and the only requirement for attendance is a desire to stop drinking. Call for local meeting times and places.

Al-Anon Hotline

Ph: 319-291-8942

Al-Anon is a support group for family members and friends of alcoholics-a group where they receive support in coping with the addiction. The hotline provides information regarding local meeting times and places. In the event that the caller wishes to speak with someone immediately, the hotline maintains a list of volunteers willing to provide telephone support.

Narcotics Anonymous (NA) Hotline

Ph: 319-291-8803

NA is a group of recovering addicts who live without the use of drugs. There are no fees for meeting attendance. The hotline provides information regarding local meeting times and places. Additionally, the hotline can transfer the caller to a volunteer. These volunteers, who are in recovery from drug addition, can provide emotional support and/or meeting accompaniment.

Crisis Services

Ph: 319-233-8484

24-hour telephone support and information for any type of problem; the primary focus of these support services is sexual assault, gender and relationship violence, and issues of personal and interpersonal crisis.

Allen Counseling Center

1825 Logan Ave.

Waterloo, IA 50703

Ph: 319-235-3550

www.allenhospital.org

Services: Substance abuse evaluations and treatment referrals for adolescents and adults; outpatient substance abuse treatment services for adolescents (after-school program); outpatient gambling treatment program for adults.

Covenant Horizons Family-Centered Recovery Program

2101 Kimball Ave.

Waterloo, IA 50701

Ph: 319-272-2873

Services: Substance abuse evaluations and treatment referrals, detoxification services, chemical dependency outpatient and inpatient treatment programs for adults and adolescents, and relapse prevention and continuing care programs.

Hollins House

234 Newell St.

Waterloo, IA

Ph: 319-234-4124

Services: Hollins House is a transitional housing program for families providing services and support for substance abuse issues up to a 24 month period.

Pathway's Behavioral Services

3362 University Ave.

Waterloo, IA

Ph: 319-235-6571

Services: Substance abuse evaluations, individual and group counseling, residential treatment, and prevention services. Pathways has a 14 bed treatment unit. It accepts third party payment and charges on a sliding fee scale for clients without insurance.

Cost of services provided for employees or their dependents is the employee's responsibility. In some cases, personal insurance will cover a portion or all of the costs. The employee is responsible for all costs above what is covered by personal insurance.

Emergency Evacuation & Fire Prevention Plans

Emergencies at Cooley Pumping LLC/Cooley Sanitation LLC can develop into disasters if they are not addressed in the appropriate manner. Disasters can be man-made (fires, structural collapses, explosions and chemical releases) or can develop from natural events (floods, blizzards, tornadoes and lightning). Cooley Pumping LLC/Cooley Sanitation LLC wants to be prepared in case of an emergency and has adopted an emergency evacuation and fire prevention strategy that can minimize suffering and losses due to such events.

Training

Training will be required for all employees. This training will include elements for both the evacuation and fire prevention plans.

This training will consist of:

- Means of reporting fires and other emergencies
- Evacuation procedures
- Familiarization with evacuation routes
- Review of employee accountability procedures
- Identification of workplace fire hazards
- Fire prevention practices
- Proper housekeeping procedures

This training will include initial training and retraining when responsibilities or conditions/surroundings change. In addition, these employees will assemble annually to discuss changes in the current methods or plans.

See **Appendix 7: Emergency Evacuation Plans** for Cooley Pumping LLC/Cooley Sanitation LLC's detailed plans.

Conditions of Employment & Work Rules

Employment Relationship

Your employment with us is at-will and is entered into voluntarily. Just as you retain the right to terminate your employment at any time, for any reason, we retain a similar right. No policy or practice in this manual should be construed to change that relationship nor be seen as a contractual commitment or obligation to either party. The owner has the right to change this practice, but only in writing. This employee manual is not a contract and is not designed to create any contractual rights.

Our policy is to hire individuals based on job-related standards and experience, training and skill sets. Positive attitude, consistent attendance and willingness to work as a team member are viewed as essential traits. It is our objective to avoid all unlawful employment practices. Prospective employees must complete the appropriate employment forms and must submit to a post-offer/pre-employment substance abuse screening prior to employment.

Employee Classifications

Full-Time:	Employee who works on an average of 40 hours or more per week on an ongoing basis.
Part-Time:	Employee who works less than 40 hours per week.
Summer/Seasonal:	Employees who are hired to work for a defined or limited period of time.

Personnel File

The personal dignity and privacy of our employees is a major concern and commitment for Cooley Pumping LLC/Cooley Sanitation LLC. Information collected and stored for purposes of hiring, payroll administration, benefit administration, training, testing and other personnel functions are confidential and treated as such. All information and review of will be treated in accordance with existing laws.

Each employee is responsible for promptly notifying your manager of importance changes in personal data, i.e.: change of address, change in exemptions, etc.

Absenteeism & Tardiness

Cooley Pumping LLC/Cooley Sanitation LLC's success is dependent upon providing quality service to its customers as well as meeting and/or exceeding established company goals. Absences and/or tardiness by employees can be disruptive, expensive and can place an unfair burden on the company as well as other employees. Therefore, regular and prompt attendance of all employees is crucial to meeting the Company's goals.

Employees must personally call their manager (or leave a voice mail message) unless they are physically unable to call due to an emergency, in which case another person may notify the employee's manager as soon as possible. If an employee knows he/she will be unable to work all or part of a scheduled work day, the employee's manager must be notified within a week of requested absence or at the discretion of the manager. Giving advance notice does not guarantee the absence will be excused.

Lack of proper notification will be grounds for disciplinary action, up to and including discharge.

Time Records

All hourly employees are required to "clock-in" before the start of their shift and "clock-out" after their shift ends. Each employee is issued a bar coded time card for this purpose. An automatic thirty (30) minutes is deducted from the hours recorded for an unpaid lunch. Accurate records of hours worked are essential to meet legal requirements and for the proper compensation of employees. If at any time you feel there is an error in your hours recorded, you should notify management immediately.

Personal Appearance

Cooley Pumping LLC/Cooley Sanitation LLC is proud of its public image and strives to maintain the high standards of customer service for which we are known. Customers form their image of our Company through their contact with you, so you are expected to use good judgment and common sense in dressing in an appropriate, professional manner and maintaining personal hygiene. Pre-approved clothing with Company logo is the recommended work attire.

Personal Clothing Allowance

Twice each year a clothing allowance of \$150 is issued to each employee to purchase pre-approved clothing with the Company logo. **When an employee leaves the company, you are required to return any company purchased clothing.**

Performance Appraisals

The work of each employee is appraised informally by their supervisor on a continuing basis. In addition, formal performance reviews are scheduled to assess the job performance of individual employees. Formal performance reviews are designed to provide both supervisors and employees the opportunity to discuss current performance and set goals for the future.

Disciplinary Action

Our disciplinary action policy attempts to correct problem situations and to provide an atmosphere in which an employee can learn from past mistakes where appropriate. Disciplinary action may take any of the following forms, depending on the seriousness of the problem and management's evaluation of the likelihood of satisfactory improvement. The level of discipline takes into consideration such factors as: the severity of the discipline problem, the nature of the discipline, the dates and frequency of prior discipline and the employee's overall performance. Management retains the discretion to begin the disciplinary process at any step.

Informal Counseling: If an employee's performance or conduct fails to meet requirements, the manager may meet with the employee to discuss the problem. During informal counseling, the problem may be defined, corrective action identified and the consequences of continued deficient performance or conduct are outlined. This is usually the first step in dealing with less serious problems.

Formal Warning: An employee may be given a formal warning for more serious problems. A formal warning may be either oral or written and informs the employee that employment may be suspended at the determination of management without pay or termination procedures may result if the deficient performance or conduct continues.

Terminations: If an employee fails to achieve the improved conduct or performance after counseling or warning, his/her employment may be terminated.

Immediate Discharge: An employee may be discharged immediately if the problem involved illegal conduct or if the employee's performance or conduct is such that continued service would no longer be in the best interest of Cooley Pumping LLC/Cooley Sanitation LLC. Cooley Pumping LLC/Cooley Sanitation LLC retains the sole discretion to determine what problems merit immediate termination. More serious examples of conduct justifying immediate termination include physical violence, gross inefficiency or inaccuracy, theft, breach of confidentiality or violations of Cooley Pumping LLC/Cooley Sanitation LLC's policies and

procedures. The above list is not meant to be all inclusive and Cooley Pumping LLC/Cooley Sanitation LLC reserves the right to terminate employees immediately for any reason.

Safety

Safety is everyone's responsibility. We expect all employees to be safety conscious at all times and to actively work to eliminate any condition and/or work practice that may cause accidental injury. It is our policy to provide and maintain a safe working atmosphere and to comply with all laws governing safety, health and environmental conditions. Employees are provided with safety equipment.

All employees receive training in safety policies and procedures and violation of the conformance to these policies and procedures can result in disciplinary action, up to and including employment termination.

Safety & Accident Reporting

Cooley Pumping LLC/Cooley Sanitation LLC desires to provide a safe working environment for its employees. Accordingly, you will be required to participate in safety and accident meetings annually or as deemed necessary in an effort to reduce the possibility of injury. In order to provide a safe environment, it is critical that whenever there is an accident or injury that it is immediately reported to your supervisor no matter how minor the injury may appear. An Incident Report Form should be completed by the supervisor and the employee. The completed form must be submitted within 48 hours of the injury.

Safety Equipment

Safety equipment, such as personal protection devices, are provided to all employees and encouraged to be utilized during work hours.

Company Property

Cooley Pumping LLC/Cooley Sanitation LLC may assign Company-owned property to employees for Company use only. Employees may be assigned cell phones, tablets, keys, tools, equipment, credit cards and/or vehicles (refer to *Vehicle Fleet Safety & Usage* policy for vehicle usage policies and procedures). Employees are responsible for the appropriate care and use of any and all assigned Company property.

All employees are responsible for insuring that this policy is followed. All property of Cooley Pumping LLC/Cooley Sanitation LLC assigned to an employee is the property of the Company, and is to be used for Company business only, unless otherwise approved by management. All Company property that is issued to an employee is logged and kept in each employee file for reference. Employees must immediately inform management of the loss or damage of any Company property. If the loss is due to negligence or abuse, the employee may be held responsible for the replacement or repair costs.

Anyone found violating any portion of this policy may be subject to disciplinary procedures, up to and including termination.

Vehicle Fleet Safety & Usage

The purpose of this policy is to ensure the safety of those individuals who drive Company vehicles and to provide guidance on the proper use of Company fleet vehicles. Vehicle accidents are costly to our company, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, Cooley Pumping LLC/Cooley Sanitation LLC endorses all applicable state motor vehicle regulations relating to driver responsibility. The employer expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely.

Driver Guidelines and Reporting Requirements

Company vehicles are to be driven by authorized employees only, except in the case of repair testing by a mechanic.

Any employee who has a driver's license revoked or suspended shall immediately notify management, and immediately discontinue operation of the Company vehicle. Failure to do so may result in disciplinary action, including and up to termination of employment.

Drivers must report all ticket violations received during the operation of a Company vehicle, or while driving a personal vehicle on Company business within 24 hours to management.

Motor Vehicle Records will be obtained on all drivers prior to employment and on an annual basis. A driving record that fails to meet the criteria stated in this policy, or is considered to be in violation of the intent of this policy will result in a loss of the privilege of driving a Company vehicle.

All accidents in Company vehicles, regardless of severity, must be reported to the police and to management. Accidents are to be reported immediately (from the scene, during the same day, or as soon as practicable if immediate or same day reporting is not possible). Accidents in personal vehicles while on Company business must follow these same accident procedures. Accidents involving the employee's personal injury must be reported to management for Worker's Compensation purposes. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination of employment.

Process if an Accident Occurs

- Notify police authorities immediately and request medical assistance if necessary.
- Do not move your vehicle (until instructed to do so by the authorities).
- Stay at the scene in a safe place to gather information.
- Obtain names, addresses, email addresses, telephone numbers, license plate numbers, insurance companies and policy numbers of all persons involved in the accident.
- Obtain names, addresses and email addresses of all potential witnesses.
- Do not admit fault or discuss details of the accident with anyone except police or an authorized representative of Farm Bureau Property & Casualty Insurance Company. Our contact is Kyle Blohm at Farm Bureau – 319-345-2839.
- Take photographs of:
 - a. Damage to vehicles and/or property;
 - b. Injuries or areas where you think you are injured;
 - c. Accident scene including road conditions/skid marks/debris in roadway/vehicle positions;
 - d. Accident scene location identifiers such as intersection/address/exit number;
 - e. Identification such as clear photos of insurance cards and license plates.

* Company business is defined as driving at the discretion or for the benefit of the employer. It does not include normal commuting to and from work.

Cell Phone Usage

This policy about cell phone usage applies to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, or downloads and allows for the reading of and responding to email whether the device is company-supplied or personally owned.

An employee who uses a company-supplied device or a company-supplied vehicle is prohibited from using a cell phone, hands on or hands free, or similar device while driving, whether the

business conducted is personal or company-related. We are concerned for your safety and for the safety of other drivers and pedestrians and using a cell phone while driving can lead to accidents. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; the business; our customers; our vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the Company; or any other Company or personally related activities not named here while driving. Use of Company owned vehicles or devices for personal business is discouraged.

If you must make a work-related call while driving, you must wait until you can pull over safely and stop the vehicle before placing your call. If you receive a work-related call while driving, you must ask the caller to wait while you pull over safely and stop the vehicle. If you are unable to pull over safely, you must tell the caller that you will have to call back when it is safe to do so.

Alternate Hands Free Equipment: Cooley Pumping LLC/Cooley Sanitation LLC provides all employees who operate company vehicles with their first hands-free device to use. Employees may use hands-free equipment to make or answer calls while driving without violating this policy. However, safety must always be your first priority. We expect you to keep these calls brief. If, because of weather, traffic conditions, or any other reason, you are unable to concentrate fully on the road, you must either end the conversation or pull over and safely park your vehicle before resuming your call.

Please limit personal phone calls! Safety must always be your first priority.

Violation of this policy may result in disciplinary action, up to and including termination of employment. In the event that an employee's violation of this policy results in fines or other legal sanctions, the employee will be responsible for any fines and will indemnify the Company for any fines or expenses incurred as a result of the employee's violation of the cell phone usage policy.

Hepatitis B Immunization

Due to the nature of work at Cooley Pumping LLC/Cooley Sanitation LLC employees are strongly encouraged to receive the Hepatitis B series (series of 3 shots). Cooley Pumping LLC/Cooley Sanitation LLC will cover the cost of this immunization which will be administered through Grundy County Public Health.

Employees accepting/declining the vaccination must sign a consent/declination statement which is kept in the employee file.

Compensation

Hours of Work

Cooley Pumping LLC/Cooley Sanitation LLC has many different jobs and locations. Your working hours are based upon the requirements of the job. Your supervisor will discuss your work schedule with you.

Pay Days & Pay Cycle

Employees are paid bi-weekly on Fridays. Your payroll distribution may be deposited directly into an account at the financial institution of your choice. For direct deposit, contact management for a direct deposit authorization form.

Wage Increases

Generally, wages are reviewed on an annual basis. The review for all employees will normally be done on or near the anniversary date of their employment or in January during the start of a new year. The amount and frequency of merit increases depends on many factors including:

- Your performance
- Your current wage
- The length of time since your last merit increase
- The length of time at your current position
- The financial status of Cooley Pumping LLC/Cooley Sanitation LLC

All factors interrelate in determining the size and timing of an increase. The key factor in merit increases is your performance. Our program is designed to encourage and reward outstanding job performance.

Paid Time Off (PTO)

Paid time off is time away from work for vacation, sick leave, doctors' appointments and personal days off from work.

Eligibility

All regular full time employees are eligible to request the use of accrued Paid Time Off upon the completion of their first year of employment.

Accrual

Employees accrue Paid Time Off based on their years of service and the date when they began employment with Cooley Pumping LLC/Cooley Sanitation LLC. Accrued days will be applied to their PTO Bank on their anniversary date of each year.

Paid Time Off is accrued in accordance with the following:

<u>Years of Service</u>	<u>PTO Days Earned</u>
After 1 year of service	5 days
After 3 years of service	7.5 days
After 5 years of service	10 days
After 10 years of service	15 days

Use of Paid Time Off

Paid Time Off cannot interfere with Cooley Pumping LLC/Cooley Sanitation LLC's operation and therefore must be approved by management in advance. Blank leave of absence forms are next to the time clock in the Morrison Office and must be filled out and submitted at least seven days prior to first day you will be absent. If any conflicts arise in requests for paid time off, preference will be determined by management in the best interest of the Company. Management maintains the discretion to grant Paid Time Off without advance notice. In such cases, the supervisor may or may not grant Paid Time Off based on the business and operational needs of the Company. For exempt employees, Paid Time Off can be used in half or full day increments or at the discretion of management. Non-exempt employees can use PTO in hourly increments.

Carry Over of PTO Hours

A maximum of 5 days of PTO can be carried over to the next anniversary year. The total number of hours carried over from one year to the next can never exceed 5 days. Any PTO in excess of 5 days will be cashed out, at regular base wage, and a check will be issued to the employee.

Payment of Unused PTO upon Termination

Upon voluntary termination of employment, all employees who have successfully completed their first year of employment and have given proper notice will be paid for their accrued and unused Paid Time Off based on the date of separation. It is expected that a terminating employee will work the entire time designated by his or her notice, at the convenience of the company, without using PTO. Employees who are terminated involuntarily for any reason are not entitled to payment for accrued and unused PTO.

Holidays

Cooley Pumping, LLC/Cooley Sanitation, LLC includes six (6) holidays (8 hours/day) as a benefit to employees once they have passed their orientation period of 90 days. These holidays include:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Overtime

All non-exempt employees are eligible for overtime pay equal to one and one-half times the normal rate of pay for each hour after forty (40) hours of *actual work* performed. The use of PTO cannot be used for purposes of calculating overtime. All overtime hours must be approved by management before overtime is worked.

Employee Meetings

Employee meetings or training will be required to update employee skills and knowledge. These meetings will be coordinated during regular business hours whenever possible. At times it may be necessary to schedule a work related meeting during non-business hours. In most cases, employees will be paid for attendance at mandatory meetings.

Worker's Compensation, Social Security & Other Gov't Benefits

Cooley Pumping LLC/Cooley Sanitation LLC provides funds for payments you might receive under worker's compensation, Social Security and unemployment insurance. These payments are made according to state and federal law and are paid for in part by Cooley Pumping LLC/Cooley Sanitation LLC.

Absences & Leaves

Jury Duty Leave

Cooley Pumping LLC/Cooley Sanitation LLC encourages employees to respond to the civic responsibility of jury duty as requested. Employees who receive a summons for jury duty should notify management by the next working day. Employees are not compensated for time away from work, however, should not fear discharge or penalization for time served.

Voting Leave

Cooley Pumping LLC/Cooley Sanitation LLC provides employees with paid leave sufficient to ensure that an employee has three (3) consecutive hours, when combined with nonworking time, within which to vote while polls are open. To be eligible for paid voting leave, the employee must request the leave in writing prior to the day of the election or vote.

Resignation

Employees who voluntarily terminate their employment are requested to provide management with a written resignation at least fourteen (14) days prior to the termination date unless other arrangements have been made.

Appendices & Waivers

Appendix 1: Alcohol Fact Sheet

Alcohol is a drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

Description

Generic/Chemical Names (Representative): Beer (about 4.5 percent alcohol), wine (about 14 to 20 percent alcohol), distilled spirits or liquor (about 50 percent alcohol).

Alternative Sources: After-shave lotion, cough medicine, antiseptic mouthwash, vanilla extract, disinfectant, room deodorizer fluid, cologne, breath sprays, shaving creams, rubbing alcohol.

Common Street Names: Booze, juice, brew, grain, shine, hooch.

Distinguishing Characteristics: Pure ethanol (sold in some States as "grain alcohol") is a colorless liquid with a distinctive odor and taste. It has a cooling effect when rubbed on the skin. Most commonly, however, alcohol is consumed as the component of another beverage, and grain alcohol itself is normally diluted with juices or other soft drinks by the consumer.

Depending upon the concentration of alcohol in the beverage, the aroma of alcohol may serve as an indicator of the presence of alcohol in a beverage. Since the sale and distribution of all products containing more than a trace amount of ethanol are regulated by Federal and State governments, the best guide to whether a specific beverage contains alcohol will be label information if the original container is available.

Paraphernalia: Liquor, wine, after-shave, or cough medicine bottles; drinking glasses; cans of alcohol-containing beverages; can and bottle openers. Paper bags are sometimes used to conceal the container while the drink is being consumed.

Method of Intake: Alcohol is consumed by mouth. It is infrequently consumed as pure (grain) alcohol. It is, however, frequently consumed in the form in which it is sold (e.g., cans of beer, "straight" liquor, glasses of wine). Alcohol is often consumed in combination with other beverages ("mixers"); either to make it more palatable or to disguise from others that alcohol is being consumed.

Duration of Single Dose Effect: Alcohol is fully absorbed into the bloodstream within 30 minutes to 2 hours, depending upon the beverage consumed and associated food intake. The body can metabolize about one quarter of an ounce (0.25 oz. roughly half the amount in a can of beer) of alcohol per hour.

The effects of alcohol on behavior (including driving behavior) vary with the individual and with the concentration of alcohol in the individual's blood. The level of alcohol achieved in the blood depends in large part (although not exclusively) upon the amount of alcohol consumed and the time period over which it was consumed. One rule of thumb says that in a 150-pound person, each drink adds 0.02 percent to blood alcohol concentration and each hour that passes removes 0.01 percent from it.

Generally speaking, alcohol is absorbed into the blood relatively quickly and metabolized more slowly. Therefore, the potential exists for alcohol concentrations to build steadily throughout a drinking session. The table below shows some general effects of varying levels of BAC:

BAC	Behavioral Effects
0.02-0.09%	Loss of muscular coordination, impaired senses, changes in mood and personality.
0.10-0.19%	Marked mental impairment, further loss of coordination, prolonged reaction time.
0.20-0.29%	Nausea, vomiting, double vision.
0.30-0.39%	Hypothermia, blackouts, anesthesia.
0.40-0.70%	Coma, respiratory failure, death.

Detection Time: The detection time for alcohol depends upon the maximum level of BAC achieved and varies by individual. Since under FMCSA regulations alcohol concentrations as low as 0.02 percent (under DOT testing procedures, breath alcohol concentration is used as a proxy for BAC) require employer action, and current technology can reliably detect this level, a driver who had achieved a moderate level of intoxication (i.e., 0.08 percent BAC) would be detectable approximately 8 hours after achieving that level. (Note: this is detectability after achieving this level and not after commencing or stopping drinking.)

Dependency Level: The chronic use of alcohol can produce dependence in some individuals manifested by craving, withdrawal, and tolerance. Despite the fact that many individuals consume alcoholic beverages (more than 90 percent of Americans at some point during their lives); relatively few of them (only about 10 percent of drinkers) develop psychological and physical dependency on it.

Signs and Symptoms of Use

Evidence of Presence of Alcohol: Bottles, cans, and other containers which alcohol-containing beverages may have been purchased and/or consumed in; bottle caps from alcohol containers; bottle or can openers; drivers drinking from paper bags; odor of alcohol on containers or on driver's breath.

Physical Symptoms: Reduction of reflexes, slurred speech, loss of coordination, unsteady gait.

Behavioral Symptoms: Increased talkativeness reduced emotional control, distorted judgment, impaired driving ability, gross effects on thinking and memory.

Effects of Alcohol on the Individual

Physical Health Effects

The liver is the primary site of alcohol metabolism and can be severely affected by heavy alcohol use. The three primary dangers are fatty liver, alcoholic hepatitis, and cirrhosis. Heavy alcohol use can also severely affect the gastrointestinal tract, contributing to inflammation of the esophagus, exacerbating peptic ulcers, and causing acute and chronic pancreatitis. It interferes with the absorption of nutrients from food and contributes to malnutrition.

Heavy alcohol use affects the heart and vascular system, contributing to heart attacks, hypertension, and strokes. Either because of direct action or indirectly through the malnutrition, liver disease, and other effects it causes, alcohol depresses immune system functioning and increases the likelihood of infection. There is considerable evidence that alcohol abuse is associated with the incidence of cancer, particularly cancers of the liver, esophagus, nasopharynx, and larynx. Heavy alcohol consumption causes brain damage, manifested through dementia, blackouts, seizures, hallucinations, and peripheral neuropathy.

Other Health Effects

In addition to having direct health effects through physiological changes in the drinker's body, alcohol contributes significantly to health problems indirectly.

While most of the medical consequences of alcohol use listed above result from chronic use, these other effects can often result from a single episode of acute use:

- One half of all traffic accident fatalities are alcohol-related.
- The risk of a traffic fatality per mile driven is at least eight times higher for a drunk driver than for a sober one.
- Falls are the most common cause of nonfatal injuries in the U.S. and the second-most common cause of fatal accidents. Estimates of the involvement of alcohol in these falls range from 20 to 80 percent. A BAC between 0.05 and 0.10 percent increases the

likelihood of a fall by three times. Between 0.10 and 0.15 percent, it increases by a factor of 10, and above 0.16 percent it increases by a factor of 60.

- Research indicates over 60 percent of those dying in non-vehicular fires (fourth leading cause of accidental death in the United States) have BACs over 0.10 percent.
- Approximately 38 percent of those drowning (third leading cause of accidental death in the United States) have been exposed to alcohol at the time of their deaths.
- Between 20 and 36 percent of suicide victims have a history of alcohol abuse or were drinking shortly before their suicides.
- Alcohol also plays a significant role in crime and family violence, including spousal and child abuse.

Effects on Driver Performance

The statistics reported above make it clear that alcohol can have a devastating effect on driver performance. By affecting vision, reflexes, coordination, emotions, aggressiveness, and judgment, alcohol deprives the professional driver of most of the tools he or she relies upon to perform safely.

Hangovers also present a risk to driving behavior, as would other illnesses. The sick feeling associated with hangovers, including headaches, nausea, and other symptoms, can distract a driver's attention and lead to accidents even though alcohol may no longer be detectable in the body.

Overdose Effects

- Unconsciousness, coma, death.

Withdrawal Syndrome

Repeated use of alcohol results in tolerance, with increasing consumption necessary to attain its characteristic effects. Alcohol at a given blood level produces less impairment in heavy drinkers than it does in lighter drinkers. Alcohol is toxic by itself and, coupled with the malnutrition common in alcoholics, can lead to kidney disease, deterioration of mental faculties, and psychotic episodes (the "DTs") if the alcohol is withdrawn. The DTs are characterized by hallucinations and extreme fear, and their presence is a clear indication of alcohol dependence. Withdrawal and the associated DTs can be fatal.

References

Blum, Kenneth, "Handbook of Abusable Drugs," NY, Gardner Press, 1984. Department of Health and Human Services, "Alcohol and Health: 7th Special Report to the U.S. Congress," Washington, DC, 1990.

Appendix 2: Amphetamine Fact Sheet

Amphetamines are central nervous system stimulants that speed up the mind and body. The physical sense of energy at lower doses and the mental exhilaration at higher doses are the reasons for their abuse. Although widely prescribed at one time for weight reduction and mood elevation, the legal use of amphetamines is now limited to a very narrow range of medical conditions. Most amphetamines that are abused are illegally manufactured in foreign countries and smuggled into the United States or clandestinely manufactured in crude laboratories.

Description

Generic/Chemical Names: Include amphetamine and methamphetamine. Trade names include: Desoxyn, Dexapex, Fastin, Vasotilin, Dexedrine, Delcobese, Fetamine, and Obetrol.

Common Street Names: Uppers, speed, bennies, crystal, black beauties, Christmas trees, white crosses, mollies, bam, crank, meth, ice, LA ice.

Distinguishing Characteristics: In their pure form, amphetamines are yellowish crystals. They are manufactured in a variety of forms, including pill, capsule, tablet, powder, and liquid. Amphetamine ("speed") is sold in counterfeit capsules or as white, flat, double-scored "mini bennies." Methamphetamine is often sold as a creamy white, granular powder or in lumps wrapped in aluminum foil or sealable plastic bags.

Paraphernalia: Needles, syringes, and rubber tubing for tourniquets, used for the injection method.

Method of Intake: The most common forms of amphetamines are pills, tablets, or capsules, which are ingested. The less frequent forms, liquid and powder, are injected or snorted.

Duration of Single Dose Effect: 2 to 4 hours.

Detection Time: 1 to 2 days after use.

Dependency Level: Psychological dependence on amphetamines is known to be high. Physical dependence is possible.

Signs and Symptoms of Use

Evidence of Presence of Amphetamines: Most frequently pills, capsules, or tablets; envelopes, bags, vials for storing the drug; less frequently syringes, needles, tourniquets.

Physical Symptoms: Dilated pupils, sweating, increased blood pressure, palpitations, rapid heartbeat, dizziness, decreased appetite, dry mouth, headaches, blurred vision, insomnia, high fever (depending on the level of the dose).

Behavioral Symptoms: Confusion, panic, talkativeness, hallucinations, restlessness, anxiety, moodiness, false sense of confidence and power; "amphetamine psychosis" which might result from extended use (see health effects).

Effects of Amphetamine Use on the Individual

Physical Health Effects

Regular use produces strong psychological dependence and increasing tolerance to drug. High doses may cause toxic psychosis resembling schizophrenia. Intoxication may induce a heart attack or stroke due to spiking of blood pressure. Chronic use may cause heart and brain damage due to severe constriction of capillary blood vessels. The euphoric stimulation increases impulsive and risk-taking behaviors, including bizarre and violent acts.

Long-term heavy use can lead to malnutrition, skin disorders, ulcers, and various diseases that come from vitamin deficiencies. Lack of sleep, weight loss, and depression also result from regular use. Users who inject drugs intravenously can get serious and life-threatening infections (e.g., lung or heart disease, kidney damage) from non-sterile equipment or contaminated self-prepared solutions.

Effects on Mental Performance

- Anxiety, restlessness
- Moodiness
- False sense of power

Large doses over long periods can result in

- Hallucinations
- Delusions
- Paranoia
- Brain damage

Effects on Driver Performance

Amphetamines cause a false sense of alertness and potential hallucinations, which can result in risky driving behavior and increased accidents. Drivers who fail to get sufficient rest may use the drug to increase alertness. However, although low doses of amphetamines will cause a short-term improvement in mental and physical functioning, greater use impairs functioning.

The hangover effect of amphetamines is characterized by physical fatigue and depression, which make operation of equipment or vehicles dangerous.

Overdose Effects

- Agitation
- Convulsions
- Increase in body temperature
- Death
- Hallucinations
- Withdrawal Syndrome
- Apathy
- Depression
- Long-term periods of sleep
- Disorientation
- Irritability

Workplace Issues

Because amphetamines alleviate the sensation of fatigue, they may be abused to increase alertness due to unusual overtime demands or failure to get rest. Low-dose amphetamine use will cause a short-term improvement in mental and physical functioning. With greater use or increasing fatigue, the effect reverses and has an impairing effect. Hangover effect is characterized by physical fatigue and depression, which may make operation of equipment or vehicles dangerous.

Reference

Federal Motor Carrier Safety Administration, Office of Motor Carriers, "Guidelines for Implementing the FMCSA Anti-Drug Program," Publication No. FMCSA-MC-91-014, March 1992.

Appendix 3: Cocaine Fact Sheet

Cocaine is used medically as a local anesthetic. It is abused as a powerful physical and mental stimulant. The entire central nervous system is energized. Muscles are tenser, the heart beats faster and stronger, and the body burns more energy. The brain experiences an exhilaration caused by a large release of neurohormones associated with mood elevation.

Description

Generic/Chemical Names: Cocaine hydrochloride or cocaine base.

Common Street Names: Coke, crack, snow, blow, flake, "C", toot, rock, base, nose candy, snort, white horse.

Distinguishing Characteristics: Cocaine is an alkaloid (organic base) derived from the coca plant. In its more common form, cocaine hydrochloride or "snorting coke" is a white to creamy granular or lumpy powder chopped fine before use. Cocaine base, rock, or crack is a crystalline rock about the size of a small pebble.

Paraphernalia: Cocaine hydrochloride single-edged razor blade, a small mirror or piece of smooth metal; a half straw or metal tube, and a small screw-cap vial or folded paper packet containing the cocaine (used for snorting), needles, tourniquets (used for injecting). Cocaine basea "crack pipe" (small glass smoking device for vaporizing the crack crystals); a lighter, alcohol lamp, or small butane torch for heating the substance.

Method of Intake: Cocaine hydrochloride is snorted into the nose, rubbed on the gums, or injected into the veins. Cocaine base is heated in a glass pipe and the vapor is inhaled.

Duration of Single Dose Effect: 1 to 2 hours.

Detection Time: Up to 2 to 3 days after last use.

Dependency Level: Research indicates possible physical dependence. Although there is insufficient evidence for humans, animal studies indicate "reverse tolerance," in which certain behavioral effects become stronger with repeated use of cocaine. Psychological dependence on cocaine is known to be high.

Signs and Symptoms of Use

Evidence of Presence of Cocaine: Small folded envelopes, plastic bags, or vials used to store cocaine; razor blades; cut-off drinking straws or rolled bills for snorting; small spoons; heating apparatus.

Physical Symptoms: Dilated pupils, runny or irritated nose, profuse sweating, dry mouth, tremors, needle tracks, loss of appetite, hyper-excitability, restlessness, high blood pressure, heart palpitations, insomnia, talkativeness, formication (sensation of bugs crawling on skin).

Behavioral Symptoms: Increased physical activity, depression, isolation and secretive behavior, unusual defensiveness, frequent absences wide mood swings, difficulty in concentration, paranoia, hallucinations, confusion, false sense of power and control.

Effects of Cocaine Use on the Individual

Physical Health Effects

Research suggests that regular cocaine use may upset the chemical balance of the brain. As a result, it may speed up the aging process by causing irreparable damage to critical nerve cells. The onset of nervous system illnesses such as Parkinson's disease could also occur.

Cocaine use causes the heart to beat faster and harder and rapidly increases blood pressure. In addition, cocaine causes spasms of blood vessels in the brain and heart. Both effects lead to ruptured vessels causing strokes or heart attacks.

Strong psychological dependency can occur with one "hit" of crack. Usually, mental dependency occurs within days of using crack or within several months of snorting coke. Cocaine causes the strongest mental dependency of any known drug. Treatment success rates are lower than those of other chemical dependencies.

Cocaine is extremely dangerous when taken with depressant drugs. Death due to overdose is rapid. The fatal effects of an overdose are not usually reversible by medical intervention. The number of cocaine overdose deaths in the United States has tripled in the last four years.

Effects on Mental Performance

- Paranoia and hallucinations
- Hyper-excitability and overreaction to stimulus
- Difficulty in concentration
- Wide mood swings
- Withdrawal leads to depression and disorientation

Effects on Driver Performance

Cocaine use results in an artificial sense of power and control, which leads to a sense of invincibility. Lapses in attention and the ignoring of warning signals brought on by cocaine use greatly increase the potential for accidents. Paranoia, hallucinations, and extreme mood swings make for erratic and unpredictable reactions while driving.

The high cost of cocaine frequently leads to workplace theft and/or dealing. Forgetfulness, absenteeism, tardiness, and missed assignments can translate into lost business.

Overdose Effects

- Agitation
- Convulsions
- Increase in body temperature
- Death
- Hallucinations
- Withdrawal Syndrome
- Apathy
- Depression
- Long periods of sleep
- Disorientation
- Irritability

Reference

Federal Motor Carrier Safety Administration, Office of Motor Carriers, "Guidelines for Implementing the FMCSA Anti-Drug Program," Publication No. FMCSA-MC-91-014, March 1992.

Appendix 4: Cannabinoids (Marijuana) Fact Sheet

Marijuana is one of the most misunderstood and underestimated drugs of abuse. People use marijuana for the mildly tranquilizing and mood and perception-altering effects it produces.

Description

Generic/Chemical Name: Dronabinol, Marinol, Nabilone.

Common Street Names: Pot, dope, grass, hemp, weed, hooch, herb, hash, joint, Acapulco gold, reefer, sinsemilla, Thai sticks.

Distinguishing Characteristics: Like tobacco, marijuana consists of dried, chopped leaves that are green to light tan in color. The seeds are oval with one slightly pointed end. Marijuana has a distinctly pungent aroma resembling a combination of sweet alfalfa and incense. Less prevalent, hashish is a compressed, sometimes tarlike substance ranging in color from pale yellow to black. It is usually sold in small chunks wrapped in aluminum foil.

Paraphernalia: Cigarette papers, roach clip holders, and small pipes made of bone, brass, or glass are commonly found. Smoking "bongs" (large-bore pipes for inhaling large volumes of smoke) can easily be made from soft drink cans and toilet paper rolls.

Method of Intake: Marijuana is usually inhaled in cigarette or pipe smoke. Occasionally, it is added to baking ingredients (e.g., brownies) and ingested. Tetrahydrocannabinol (THC), the active chemical detected in urinalysis, is released by exposure to heat.

Duration of Single Dose Effect: The most obvious effects are felt for 4 to 6 hours. Preliminary studies suggest that performance impairment lasts longer. The active chemical, THC, is stored in body fat and slowly metabolized over time.

Detection Time: Traces of marijuana will remain in the urine of an occasional user for up to 1 week, and, in the case of a chronic user, for 3 to 4 weeks.

Dependency Level: Evidence indicates moderate psychological dependence.

Signs and Symptoms of Use

Evidence of Presence of Marijuana: Plastic bags (commonly used to sell marijuana); smoking papers; roach clip holders; small pipes of bone, brass, or glass; smoking bongs; distinctive odor.

Physical Symptoms: Reddened eyes (often masked by eye drops); stained fingertips from holding "joints," particularly for nonsmokers; chronic fatigue; irritating cough; chronic sore throat; accelerated heartbeat; slowed speech; impaired motor coordination; altered perception; increased appetite.

Behavioral Symptoms

Impaired memory, time-space distortions, feeling of euphoria, panic reactions, paranoia, "I don't care" attitude, false sense of power.

Effects of Marijuana Use on the Individual

General Health Effects

When marijuana is smoked, it is irritating to the lungs. Chronic smoking causes emphysema-like conditions. One joint causes the heart to race and be overworked. People with undiagnosed heart conditions are at risk.

Marijuana is commonly contaminated with the fungus *Aspergillus*, which can cause serious respiratory tract and sinus infections.

Marijuana smoking lowers the body's immune system response, making users more susceptible to infection. The U.S. Government is actively researching a possible connection between marijuana smoking and the activation of AIDS in positive human immunodeficiency virus (HIV) carriers.

Pregnancy Problems and Birth Defects

The active chemical, THC, and 60 other related chemicals in marijuana concentrate in the ovaries and testes. Chronic smoking of marijuana in males causes a decrease in the male sex hormone, testosterone, and an increase in estrogen, the female sex hormone. The result is a decrease in sperm count, which can lead to temporary sterility. Occasionally, the onset of female sex characteristics, including breast development, occurs in heavy users. Chronic smoking of marijuana in females causes a decrease in fertility and an increase in testosterone.

Pregnant women who are chronic marijuana smokers have a higher-than-normal incidence of stillborn births, early termination of pregnancy, and higher infant mortality rate during the first few days of life. In test animals, THC causes birth defects, including malformations of the brain, spinal cord, forelimbs, and liver, and water on the brain and spine. Offspring of test animals that were exposed to marijuana have fewer chromosomes than normal, causing gross birth defects or death of the fetus. Pediatricians and surgeons are concluding that the use of marijuana by either or both parents, especially during pregnancy, leads to specific birth defects of the infant's feet and hands. One of the most common effects of prenatal cannabinoid

exposure is underweight newborn babies. Fetal exposure may decrease visual functioning and cause other ophthalmic problems.

Mental Function

Regular use can cause the following effects:

- Delayed decision-making
- Diminished concentration
- Impaired short-term memory, interfering with learning
- Impaired signal detection (ability to detect a brief flash of light), a risk for users who are operating machinery
- Impaired tracking (the ability to follow a moving object with the eyes) and visual distance measurements
- Erratic cognitive function
- Distortions in time estimation
- Long-term negative effects on mental function known as "acute brain syndrome," which is characterized by disorders in memory, cognitive function, sleep patterns, and physical condition.

Effects on Driver Performance

The mental impairments resulting from the use of marijuana produce reactions that can lead to unsafe and erratic driving behavior. Distortions in visual perceptions, impaired signal detection, and altered reality can make driving a vehicle very dangerous.

Overdose Effects

- Aggressive urges
- Immobility
- Anxiety
- Mental dependency
- Confusion
- Panic
- Fearfulness
- Paranoiac reaction
- Hallucinations
- Unpleasant distortions in body image 24
- Heavy sedation
- Withdrawal Syndrome
- Sleep disturbance

- Irritability
- Hyperactivity
- Gastrointestinal distress
- Decreased appetite
- Salivation, sweating, and tremors

Workplace Issues

The active chemical, THC, is stored in body fat and slowly releases over time. Marijuana smoking has a long-term effect on performance. A 500 to 800 percent increase in THC concentration in the past several years makes smoking three to five joints a week today equivalent to 15 to 40 joints a week in 1978. Combining alcohol or other depressant drugs and marijuana can produce a multiplied effect, increasing the impairing effect of both the depressant and marijuana.

Reference

Federal Motor Carrier Safety Administration, Office of Motor Carriers, "Guidelines for Implementing the FMCSA Anti-Drug Program," Publication No. FMCSA-MC-91-014, March 1992.

Appendix 5: Opiates (Narcotics) Fact Sheet

Opiates (also called narcotics) are drugs that alleviate pain, depress body functions and reactions, and, when taken in large doses, cause a strong euphoric feeling.

Description

Generic/Chemical Names: Natural and natural derivatives include opium, morphine, codeine, and heroin (semi-synthetic).

Synthetics include meperidine (Demerol), oxymorphone (Numorphan), and oxycodone (Percodan).

Common Street Names: Big M, micro, dots, horse, "H", junk, smack, scag, Miss Emma, dope, China white.

Distinguishing Characteristics: Because of the variety of compounds and forms, opiates are more difficult to clearly describe in terms of form, color, odor, and other physical characteristics. Opium and its derivatives can range from dark brown chunks to white crystals or powders.

Depending on the method of intake, they may be in powder, pill, or liquid form.

Paraphernalia: Needles, syringe caps, eyedroppers, bent spoons, bottle caps, and rubber tubing (used in the preparation for and injection of the drug).

Method of Intake: Opiates may be taken in pill form, smoked, or injected, depending upon the type of narcotic used.

Duration of Single Dose Effect: 3 to 6 hours.

Detection Time: Usually up to 2 days.

Dependency Level: Both physical and psychological dependence on opiates are known to be high. Dependence on codeine is moderate.

Signs and Symptoms of Use

Evidence of Presence of Drug: In addition to paraphernalia enumerated above, the following items may be present: foil, glassine envelopes, or paper "bindles" (packets for holding drugs);

balloons or prophylactics used to hold heroin; bloody tissues used to wipe the injection site; a pile of burned matches used to heat the drug prior to injection.

Physical Symptoms: Constricted pupils, sweating, nausea and vomiting, diarrhea, needle marks or "tracks," wearing long sleeves to cover "tracks", loss of appetite, slurred speech, slowed reflexes, depressed breathing and heartbeat, and drowsiness and fatigue.

Behavioral Symptoms: Mood swings, impaired coordination, depression and apathy, stupor; euphoria.

Effects of Narcotics Use on the Individual

IV needle users have a high risk for contracting hepatitis and AIDS due to the sharing of needles. Narcotics increase pain tolerance. As a result, people could more severely injure themselves or fail to seek medical attention after an accident due to the lack of pain sensitivity. Narcotics' effects are multiplied when used in combination with other depressant drugs and alcohol, causing increased risk for an overdose.

Effects on Mental Performance

- Depression and apathy
- Wide mood swings
- Slowed movement and reflexes

In addition, the high physical and psychological dependence level of opiates compounds the impaired functioning.

Effects on Driver Performance

The apathy caused by opiates can translate into an "I don't really care" attitude toward performance. The physical effects as well as the depression, fatigue, and slowed reflexes impede the reaction time of the driver, raising the potential for accidents. Although opiates have a legitimate medical use in alleviating pain, workplace use may cause impairment of physical and mental functions.

Social Issues

There are more than 500,000 heroin addicts in the United States, most of whom are IV needle users. An even greater number of medicinal narcotic-dependent persons obtain their narcotics through prescriptions. Because of tolerance, there is an ever-increasing need for more narcotics to produce the same effect. Strong mental and physical dependency occurs.

The combination of tolerance and dependency creates an increasing financial burden for the user. Costs for heroin can reach hundreds of dollars a day.

Workplace Issues

Unwanted side effects such as nausea, vomiting, dizziness, mental clouding, and drowsiness place the legitimate user and abuser at higher risk for an accident. Narcotics have a legitimate medical use in alleviating pain. Workplace use may cause impairment of physical and mental functions.

Reference

Federal Motor Carrier Safety Administration, Office of Motor Carriers, "Guidelines for Implementing the FMCSA Anti-Drug Program," Publication No. FMCSA-MC-91-014, March 1992.

Appendix 6: Phencyclidine (PCP) Fact Sheet

Phencyclidine (PCP) was originally developed as an anesthetic, but the adverse side effects prevented its use except as a large animal tranquilizer. Phencyclidine acts as both a depressant and a hallucinogen, and sometimes as a stimulant. It is abused primarily for its variety of mood-altering effects. Low doses produce sedation and euphoric mood changes. The mood can change rapidly from sedation to excitation and agitation. Larger doses may produce a coma like condition with muscle rigidity and a blank stare with the eyelids half-closed. Sudden noises or physical shocks may cause a "freak-out," in which the person has abnormal strength, extremely violent behavior, and an inability to speak or comprehend communication.

Description

Generic/Chemical Names: Phencyclidine.

Common Street Names: Angel dust, dust, peace pills, hog, killer weed, mint, monkey dust, Super grass, Tran Q, weed.

Distinguishing Characteristics: PCP is commonly sold as a creamy, granular powder. It is either brown or white and often packaged in one-inch-square aluminum foil or folded paper packets. Occasionally, it is sold in capsule, tablet, or liquid form. It is sometimes combined with procaine, a local anesthetic, and sold as imitation cocaine.

Paraphernalia: Foil or paper packets; stamps (off which PCP is licked); needles, syringes, and tourniquets (for injection); leafy herbs (for smoking).

Method of Intake: In pill, capsule, or tablet form, PCP may be ingested. It is commonly injected as "angel dust." It may be smoked or snorted when applied to leafy materials or combined with marijuana or tobacco.

Duration of Single Dose Effect: Days.

Detection Time: Up to 8 days.

Dependency Level: Psychological dependence on PCP is known to be high. Physical dependence is unknown.

Signs and Symptoms of Use

Evidence of Presence of PCP: Packets, stamps, injection paraphernalia, herbs.

Physical Symptoms: Dilated or floating pupils, blurred vision, nystagmus (jerky eye movement), drooling, muscle rigidity, profuse sweating, decreased sensitivity to pain, dizziness, drowsiness, impaired physical coordination (e.g., drunken-like walk, staggering), severe disorientation, rapid heartbeat.

Behavioral Symptoms: Anxiety, panic/fear/terror, aggressive/violent behavior, distorted perception, severe confusion and agitation, disorganization, mood swings, poor perception of time and distance, poor judgment, auditory hallucinations.

Health Effects

The potential for accidents and overdose emergencies is high due to the extreme mental effects combined with the anesthetic effect on the body. PCP is potentiated by other depressant drugs, including alcohol, increasing the likelihood of an overdose reaction. Misdiagnosing the hallucinations as LSD-induced, and then treating with Thorazine, can cause a fatal reaction. Use can cause irreversible memory loss, personality changes, and thought disorders.

There are four phases to PCP abuse. The first phase is acute toxicity. It can last up to three days and can include combativeness, catatonia, convulsions, and coma. Distortions of size, shape, and distance perception are common. The second phase, which does not always follow the first, is a toxic psychosis. Users may experience visual and auditory delusions, paranoia, and agitation. The third phase is a drug-induced schizophrenia that may last a month or longer. The fourth phase is PCP-induced depression. Suicidal tendencies and mental dysfunction can last for months.

Effects on Mental Performance

- Irreversible memory loss
- Personality changes
- Thought disorders
- Hallucinations

Effects on Driver Performance

The distortions in perception and potential visual and auditory delusions make driver performance unpredictable and dangerous. PCP use can cause drowsiness, convulsions, paranoia, agitation, or coma, all obviously dangerous to driving.

Overdose Effects

- Longer, more intense "trip" episodes

- Psychosis 30
- Coma
- Possible death.
- Withdrawal Syndrome
- None reported

Workplace Issues

PCP abuse is less common today than in the recent past. It is not generally used in a workplace setting because of the severe disorientation that occurs.

Appendix 7: Emergency Evacuation Plans

Emergency Personnel & Contact Numbers

Deb Cooley Office Phone: 319-345-6080
 Cell Phone: 319-350-5234

Angie Dieken Office Phone: 319-345-6080
 Cell Phone: 319-239-8532

Paul Cooley Office Phone: 319-345-6080
 Cell Phone: 319-640-8511

Evacuation Routes

Evacuation route maps have been posted in each work area. The following information is marked on evacuation maps:

1. Emergency exits
2. Locations of fire extinguishers
3. Assembly points

Site personnel should know at least two evacuation routes

Emergency Phone Numbers

Fire Department: 911
Paramedics: 911
Ambulance: 911
Police: 911
Paul Cooley (owner): 319-640-8511

Utility Company Emergency Contact Numbers

Electric Company:
 Alliant Energy- 800-255-4268
Water Company:
 Central Iowa Rural Water- 800-400-6066

Gas Company:

Alliant Energy- 800-255-4268

Mid-Iowa CO-OP (LP)- 641-366-2040

Telephone Company:

Windstream- 866-990-3282

Poison Control:

Poison Control Center- 800-222-1222

Emergency Reporting and Evacuation Procedures

Types of emergencies to be reported by site personnel are:

- Medical
- Fire
- Extended Power Loss
- Chemical Hazard Spill
- Severe Weather & Natural Disasters

Medical Emergency

- Call medical emergency phone number: 911
 - Paramedics
 - Ambulance
 - Fire Department
 - Other
- Provide the following information:
 - Nature of medical emergency
 - Location of the emergency (address, building, location)
 - Your name and phone number from which you are calling
- Do not move victim unless absolutely necessary.
- Personnel trained in CPR and First Aid should provide the required assistance prior to the arrival of the professional medical help, if available.
- If personnel trained in CPR and First Aid are not available, at a minimum, attempt to provide the following assistance
 - Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
 - Clear the air passages using the Heimlich Maneuver in case of choking.

- In case of rendering assistance to personnel exposed to hazardous materials, consult the Safety Data Sheet (SDS) and wear the appropriate personal protective equipment.
- Attempt First Aid ONLY if trained and qualified.

Fire Emergency

When fire is discovered:

- Notify the site personnel about the fire emergency by verbally announcing **CODE RED** & the location of the fire emergency.
- Notify the local Fire Department by calling **911**.

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area where an accurate head count is taken of all employees.
- Meeting Locations:
 - Morrison- South side of old Co-op building just south of Morrison shop
 - Reinbeck- Little white school house south of Reinbeck shop
- Remain outside until the competent authority (designated official or designee) announces that it is safe to reenter.

Extended Power Loss

In the event of extended power loss to the facility certain precautionary measures should be taken depending on the geographical location and environment of the facility:

- Unnecessary electrical equipment and appliances should be turned off in the event that power restoration would surge causing damage to electronics and effecting sensitive equipment.
- Facilities with freezing temperatures should turn off and drain the following lines in the event of a long term power loss.

- Fire sprinkler system
- Standpipes
- Potable water lines
- Toilets
- Equipment that contains fluids that may freeze due to long term exposure to freezing temperatures should be moved to heated areas, drained of liquids, or provided with auxiliary heat sources.

Upon Restoration of heat and power:

- Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
- Fire and potable water piping should be checked for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

Bomb Threat

- Threat received by call
 - Keep the caller on the line as long as possible.
 - Write down all the information obtained from the caller in the exact words. Use the *Bomb Threat Report* form that is provided to record all of the information.
 - Call 911 and notify the Police immediately.
- Responsibilities
 - All bomb threats directed towards any Cooley Pumping, LLC/Cooley Sanitation, LLC employee, building, facility, whether received in the mail or by phone, will immediately be reported to the Police Department @ 911.
 - The responsibility for investigating bomb threats rests with the Police Department.
 - The Police Department will notify the Fire Department.
 - If the Police Department deems is necessary, evacuation will be conducted.
 - Leave the building immediately.
 - Assemble in the designated area where an accurate head count is taken of all employees.
 - Meeting Locations:
 - Morrison- South side of old Co-op building just south of Morrison shop

- Reinbeck- Little white school house south of Reinbeck shop
 - Remain outside until the competent authority (designated official or designee) announces that it is safe to reenter.

Chemical Hazard Spill

The following are the locations of:

- Spill Containment and Security Equipment:
 - Morrison- Main shop
 - Reinbeck- Main shop
- Personal Protective Equipment (PPE):
 - Morrison- Main Shop
 - Reinbeck- Main Shop
- SDS:
 - Morrison- SDS Binder locate in main office
 - Reinbeck- SDS Binder located in front office

When a Chemical Hazard Spill has occurred:

- Contain the spill with available equipment (e.g., pads, booms, absorbent powder, etc.).
- Secure the area and alert other site employees.
- Depending on type and size of spill, evacuate the building or the isolated areas where the spill occurred, as instructed to do so by the emergency personnel.
- Anyone who has been exposed must, if safe to do so, be moved to a safe decontamination area. The treatment of serious injury must take precedence over decontamination and containment.
- If there is a medical emergency immediately call **911**.
- Report the spill to the owner or supervisor.
- If unsure of the hazards presented and associated risks to safety and health, consult the SDS Manual which is located in both company locations. Deal with the spill in accordance with the instructions described in the manual.
- Small spills must be handled in a safe manner, while wearing the proper PPE.
- Larger or more hazardous spills should be handled by trained personnel.
- It may be necessary to turn off the air conditioning to restrict the spread of gases and vapors.

Clean-up:

- Do not re-enter the area until it has been decontaminated by personnel trained and equipped specifically in chemical safety. For any clean-up activities there must be a minimum of two people.
- Document spill by completing an Incident Report Form.

Severe Weather and Natural Disasters

Tornado:

- When a warning is issued by sirens or other means, seek inside shelter.
- Consider the following:
 - Small interior rooms on the lowest floor and without windows
 - Hallways on the lowest floor away from doors and windows
 - Rooms constructed with reinforced concrete, brick or block with no windows
 - Stay away from outside walls and windows
 - Use arms to protect head and neck
 - Remain sheltered until the tornado threat is announced to be over

Flood:

- If indoors:
 - Be ready to evacuate as directed by the Emergency Coordinator and/or the designated official.
 - Follow the recommended primary or secondary evacuation routes.
- If outdoors:
 - Climb to high ground and stay there.
 - Avoid walking or driving through flood water.
 - If car stalls, abandon it immediately and climb to a higher ground.

Blizzard:

- If indoors:
 - Stay calm and await instructions from the president/owner or service manager or the designated official.
 - Stay indoors!
 - If there is no heat:
 - Close off unneeded rooms or areas.

- Stuff towels or rags in cracks under doors.
 - Cover windows at night.
 - Eat and drink. Food provides the body with energy and heat. Fluids prevent dehydration.
 - Wear layers of loose-fitting, light-weight, warm clothing, if available.
- If outdoors:
 - Find a dry shelter.
 - Cover all exposed parts of the body.
 - If shelter is not available:
 - Prepare a lean-to, wind break or snow cave for protection from the wind.
 - Build a fire for heat and to attract attention. Place rocks around the fire to absorb and reflect heat.
 - Do not eat snow. It will lower your body temperature. Melt it first.
- If stranded in a car or truck:
 - Stay in the vehicle!
 - Run the motor about ten minutes each hour. Open the windows a little for fresh air to avoid carbon monoxide poisoning. Make sure the exhaust pipe is not blocked.
 - Make yourself visible to rescuers.
 - Turn on the dome light at night when running the engine.
 - Tie a colored cloth to your antenna or door.
 - Raise the hood after the snow stops falling.
 - Exercise to keep blood circulating and to keep warm.

Acknowledgment of Receipt & Understanding of the Employee Manual

I have read my copy of the Cooley Pumping LLC/Cooley Sanitation LLC Manual. I know that I must read the manual so that I understand my rights and responsibilities as an employee of this company.

I understand that the manual is not an employment contract, but it is an explanation of company policies. Cooley Pumping LLC/Cooley Sanitation LLC has not solicited my assent or agreement to the policies and procedures set forth in this handbook and my employment is not in consideration of or in return for me being bound by this handbook. I realize that the company may interpret, clarify, revise and/or deviate from the procedures set forth in this manual.

I also realize the employment relationship between Cooley Pumping LLC/Cooley Sanitation LLC and me is terminable at will by either party and that nothing in this manual creates additional rights or provides a basis for me to believe my employment is not terminable at will.

I understand that if I have any questions, I am able to talk to management.

(Employee Signature)

(Date)

(Employee Name - printed)

This page is to be detached and submitted to the employee's supervisor upon receipt of this employee manual and will become a part of the employee's personnel file.

Acknowledgment of Receipt & Understanding of the Harassment Policy

I have read and acknowledge that I have read and understand Cooley Pumping LLC/Cooley Sanitation LLC's Harassment Policy and am committed to providing a work environment free of unlawful harassment free of harassment based on race, religious affiliation, color, age, sex, physical/mental disabilities, national origin, ancestry, medical condition, marital status, sexual orientation or any other basis protected by federal, state or local law.

I understand that I am bound by this policy and that I am expected to promptly report any incidents of harassment and that the Company will investigate and take action to stop any harassment and prevent any re-occurrence of harassment. I also understand that the Company prohibits any retaliation against me if I report harassment or participate in an investigation of harassment.

(Employee Signature)

(Date)

(Employee Name - printed)

This page is to be detached and submitted to the employee's supervisor upon receipt of this employee manual and will become a part of the employee's personnel file.

Acknowledgment of Receipt & Understanding of the Substance Abuse Policy

I have read and acknowledge that I have received a copy of the Substance Abuse Policy. Further, I agree to comply in all respects with such policy. I agree and consent to the substance abuse testing, substance testing procedures and provision of positive and negative test results to the employer as described in such policy and release Cooley Pumping LLC/Cooley Sanitation LLC and its representative from any claim arising from or incident to substance testing in accordance with such policy.

I understand my violation of the Substance Abuse Policy may result in disciplinary action, up to and including discharge.

(Employee Signature)

(Date)

(Employee Name - printed)

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Consent to Testing – Substance Abuse Policy

I hereby authorize Cooley Pumping LLC/Cooley Sanitation LLC to conduct any and all substance abuse tests on me as required by the terms and conditions of the companies Substance Abuse Policy.

I authorize the Substance Abuse testing facility, designated by Cooley Pumping LLC/Cooley Sanitation LLC, to take specimens of my urine and/or breath for testing the illegal presence and content of controlled substances and/or alcohol in my body.

I understand and agree that my alcohol test results must be disclosed to my company and the drug test results must be disclosed to my companies' Medical Review Officer and the company. I release drug and alcohol testing facility, physicians, nurses and technicians and other employees involved with my tests, from any and all claims or causes of actions which may result from the disclosure of those tests.

In addition, I am aware of the effects of alcohol misuse and controlled substance use on an individual's health, work and personal life; signs and symptoms of alcohol or a controlled substance problem.

(Employee Signature)

(Date)

(Employee Name - printed)

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FTA Post-Accident Drug & Alcohol Testing Decision Form**Accident Information:**

Date of Accident _____ Time of Accident: _____ AM/PM

Employee Name: _____ (please use proper name)

Decision Questions:

1. Was there a **fatality**? Yes ____ No ____ (If yes, FTA drug and alcohol testing required)
2. If there was **NO fatality**, answer the following questions:
 - Did any individual involved in the accident suffer **bodily injury** and **immediately receive medical treatment away from the scene of the accident**?
Yes ____ (If yes, FTA drug and alcohol testing required) No ____
 - Did the Company vehicle or any other vehicle involved in the accident sustain **disabling damage*** requiring any of the vehicles to be transported away from the scene by a tow truck or other vehicle?
Yes ____ (If yes, FTA drug and alcohol testing required) No ____
 - **If there was NO fatality AND you checked YES for either or both of the answers to QUESTION 2, a FTA Post-Accident DRUG and ALCOHOL test is required unless you determine, using the best information available at the time of the decision, that the employee's performance can be completely discounted as a contributing factor to the accident. Any reason for discounting the employee's performance as a contributing factor to the accident MUST be documented on the reverse side of this form.**
3. Could the **actions of the Driver or any other covered employee on the vehicle have contributed to the accident?**
Yes ____ (If yes, contact the employee's supervisor to conduct a FTA drug and alcohol test)
No ____
4. Could the **actions of any other safety-sensitive employee have contributed to the accident (e.g., mechanic, dispatcher)?**
Yes ____ (If yes, contact the employee's supervisor to conduct a FTA drug and alcohol test)
No ____

If **ALCOHOL testing is not conducted within 2 hours after the accident**, document the reason for the delay on the reverse side of this form. If no alcohol test is administered **within 8 hours**, cease all efforts to have the test administered and **update the documentation**.

If **DRUG test is not conducted within 32 hours after the accident**, cease all efforts to administer the drug test and document the reason why the test was not administered.

DISABLING DAMAGE is damage that precludes the departure of any vehicle from the scene of an accident in its usual manner in daylight hours after simple repairs. **Disabling damage includes:** damage to vehicles that could have been operated, but would have caused further damage if so operated. **Disabling damage does not include:** damage that could be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no space tire is available, or damage to headlights, taillights, turn signals, horn, or windshield wipers that makes them inoperable.

DOT Alcohol Testing Location: _____ DOT Alcohol Testing Time _____

DOT Urine Drug Testing Location: _____ DOT Urine Drug Testing Time: _____

Reason the **ALCOHOL test was not conducted within 2 hours** of the accident. Update this statement if no test conducted within 8 hours.

Reason the **DRUG test was not conducted within 32 hours** of the accident.

Reason the employee's performance was completely **DISCOUNTED as a contributing factor to the accident and therefore, FTA post-accident testing was not conducted.** Driver Discounted? Yes _____ No _____

Supervisor's Description of the Accident:

Supervisor Name

Supervisor Signature

Acknowledgment of Receipt & Understanding of the Emergency Evacuations & Fire Prevention Plans Policy

I have read and acknowledge that I have received a copy of the Emergency Evacuations & Fire Prevention Plans Policy. I have reviewed the Emergency Action Plan for Cooley Pumping LLC/Cooley Sanitation LLC. I agree to adhere to this policy.

(Employee Signature)

(Date)

(Employee Name - printed)

This page is to be detached and submitted to the employee's supervisor upon receipt of this employee manual and will become a part of the employee's personnel file.

Acknowledgment of Company Property & Property Log

I have read and acknowledge that I have read and understand Cooley Pumping LLC/Cooley Sanitation LLC's Company Property Policy. I understand that I, as an employee, am responsible for Company issued property and agree to follow all such rules as stated in the policy.

I understand my violation of the Company Property Policy may result in disciplinary action, up to and including discharge.

(Employee Signature)

(Date)

(Employee Name - printed)

Issued Property:

Keys: Date: _____

Morrison

Reinbeck

South Shop

Garage Door Remote(s) Date: _____

List:

Cell Phone Date: _____

Square ®- Credit Card Reader Date: _____

Description:

Hands-free Cordless Phone Headset Date: _____

Tablet/i-pad Date: _____

Description:

Company Credit Card Date: _____

Other:

This page is to be detached and submitted to the employee's supervisor upon receipt of this employee manual and will become a part of the employee's personnel file.

Acknowledgment of Receipt & Understanding of the Cell Phone Usage Policy

I have read and acknowledge that I have read and understand Cooley Pumping LLC/Cooley Sanitation LLC's Cell Phone Usage Policy. I understand that I, as an employee, am prohibited from using my cell phone while driving. If I must make or receive a work-related call while driving, I will wait until I can pull over safely and stop the vehicle before placing or receiving my call or will utilize the hands-free equipment that was provided to me by Cooley Pumping LLC/Cooley Sanitation LLC upon hire.

I understand that Cooley Pumping LLC/Cooley Sanitation LLC provides all employees who operate company vehicles a hands-free device to utilize. I may use hands-free equipment to make or answer calls while driving without violating this policy. However, safety must always be my first priority. Cooley Pumping LLC/Cooley Sanitation LLC expects me to keep these calls brief. If, because of weather, traffic conditions, or any other reason, I am unable to concentrate fully on the road, I will either end the conversation or pull over and safely park my vehicle before resuming my call.

I understand that if my violation of the policy results in fines or other legal sanctions, I will be responsible for any fines and will indemnify the Company for any fines or expenses incurred as a result of my violation.

I understand my violation of the Cell Phone Usage Policy may result in disciplinary action, up to and including termination.

(Employee Signature)

(Date)

(Employee Name - printed)

This page is to be detached and submitted to the employee's supervisor upon receipt of this employee manual and will become a part of the employee's personnel file.

Hepatitis B Immunization & Waiver Form

Part A - Consent:

I understand that due to my reasonably anticipated occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B (HBV) infection. I understand that a series of three injections of Hepatitis B vaccine are needed for protection to occur; additional doses may be needed if the first series does not result in immunity. I understand that I will be responsible for the cost of this test. I understand that I will need a post-exposure evaluation if I have an exposure incident, even if I have received the Hepatitis B vaccination series. (For women only: I understand that if I am pregnant, I am advised to consult with my private practitioner regarding the administration of Hepatitis B vaccine.)

Signature _____ Date _____

Documentation of three doses (Month & Year)

#1 _____ #2 _____ #3 _____

Post vaccination titer date/result _____ / _____

Part B - Refusal

I understand that due to my exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. If in the future I continue to have exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccine series and I will be responsible for the cost of this test.

Signature _____ Date _____

Part C - Consent after initial waiver or refusal:

I have now decided to receive the Hepatitis B vaccination series (three doses) due to my exposure risk to blood and other potentially infectious materials. I have completed Part A of this form as a condition of understanding.

Signature _____ Date _____

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Acknowledgment of Understanding of Safety Data Sheet Location & Purpose

I have read and acknowledge that I have been provided with Emergency Evacuation Plan and have been informed of the SDS manuals that have been created for such purposes. I also acknowledge that I have been informed of their location, both in each of the Morrison and Reinbeck shops, as well as an electronic version saved on the d:// drive.

(Employee Signature)

(Date)

(Employee Name- printed)

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Leave of Absence Request Absence Information

Employee Name: _____

Phone #: _____

Job Title/Dept.: _____

Type of Absence Requested:

- Sick
- Vacation
- Bereavement
- Time Off Without Pay
- Military
- Jury Duty
- Maternity/Pater
- nity
- Other

Dates of Absence:

From: _____ To: _____

Reason for Absence: _____

You must submit requests for absences, other than sick leave, 7 days prior to the first day you will be absent. OR 2 days for funeral leave.

Employee Signature

Date

Supervisor/Owner Approval

- Approved
- Rejected

Comments:

Owner/Supervisor Signature

Date