



MANAGER'S DIRECTIVE

MD-6 March 28, 2008

Rev: January 28, 2015

Subject: Unitek – Used and Waste Material Disposal Procedure

Unitek Solvent Services, Inc. is contracted to pick up and legally dispose or recycle all used oil, used antifreeze, used tires and oily water generated by our shops. We are charged a significant fee for this service that equates to tens of thousands of dollars each year. Accordingly, we must be very observant and pay particular attention to the amount of used/waste product Unitek personnel are picking up, and in turn billing us for.

The Manager of each shop will personally meet the Unitek truck when it arrives and will personally direct the driver to the desired location for the particular product that is being picked up. The Manager will personally supervise the entire operation from the time the truck arrives and until the truck departs the premises.

The Manager will ensure the following procedures are followed for each type of product being picked up:

Used Motor Oil: Before any hose or fitting is connected to the used oil tank, the manager will take a reading of the tank to determine the exact amount of used oil in the tank. If no level gauge is present on the tank, the reading will be taken with a calibrated “measuring rod” if available, or a steel measuring tape. The rod or steel tape will be inserted into the open bung of the tank until it reaches the bottom of the tank. Retract the rod or steel tape from the tank observing in inches where the oil mark comes to on the rod/tape. Using the tank chart attached to the used oil tank determine the amount of oil, in gallons that is in the tank and confirm with the Unitek personnel.

Before pumping of the used oil begins, the Manager will ensure that Unitek personnel conducts a Chlor-D-Tect test of the used oil in the tank, and that the results are recorded on the Blue and White Used Oil Collection Manifest. Typically this is recorded as <1000 ppm, which means that the oil contains less than one thousand parts per million of a chlorinated solvent or chemical.

It's our desire that Unitek pump out the entire amount of oil in the used oil tank. On some occasions the Unitek truck may not hold the entire amount of oil in the tank; therefore, the Manager will always measure the contents of the tank after Unitek has completed pumping to see if any oil remains in the tank. If there is oil remaining in the tank, that amount must be subtracted from the initial measurement. The Manager and the Unitek personnel will confirm and agree on the amount of oil actually pumped out of the

used oil tank and into the vacuum truck, ensuring the agreed amount is recorded on the Manifest. The Manager will remain aware that the tank was not completely emptied so it may require an earlier pick up than the “normal” schedule. Having TOO MUCH USED OIL is a very messy and costly event, and the Manager is directly and solely responsible to ensure this does not happen.

The Manager is also responsible to ensure all connections to the used oil tank and to the vacuum truck are secure before any valve is opened or pumping begins. Once pumping is complete the Manager will ensure the valve on the vacuum truck is securely closed, and the fitting at the end of the hose is securely plugged or capped before removing the hose from the used oil tank. Any oil spilled (regardless of amount) will be thoroughly cleaned by Unitek personnel. This includes a spill on the top of the tank, or on the floor of the lower bay or equipment room.

Only the Manager will sign the Manifest. The Unitek driver will give the manager the Blue and White original of the Used Oil Collection Manifest/Invoice. The Manager will ensure a photocopy of the Manifest/Invoice is made and filed in the Manifest Log Binder in the shop. The original will be forwarded to the office with the daily paperwork.

The original Blue and White copy of the Manifest/Invoice will be routed to the Accounts Payable (AP) Clerk who will enter into the accounting system for payment. The AP clerk will make a photocopy of the invoice for the AP files and route the Blue and White Original copy to the Director of Safety and Environmental Compliance for permanent retention.

ALWAYS BE AWARE OF THE AMOUNT OF USED OIL IN THE TANK!!

Used Antifreeze:

Antifreeze is a toxic substance that is very dangerous to humans, animals, and the environment. Extreme care must be taken when working with Antifreeze ensuring all exposed skin and eyes are protected from contact with the fluid. Refer to Standard Operating Procedure 94-09 for procedures for a Coolant System Flush or Fluid Exchange.

All used antifreeze removed from a vehicle will be store in a 55-gallon drum or poly tank specifically designated and labeled for USED ANTIFREEZE. It is very expensive to dispose of Used Antifreeze in Hawaii since there are no antifreeze recycling facilities on the island, so it must be shipped to the mainland USA. Accordingly, the Manager must be very attentive to the amount of used antifreeze being generated and that it is accurately measured when being picked up by Unitek Solvent Services, Inc.

When the Unitek vacuum truck arrives the manager will meet the driver and escort him/her to the area where the used antifreeze is stored. The manager will take a measurement of the product in the 55 gallon drum(s) or poly tank and will compute the number of gallons in the drum using the appropriate 55 gallon drum chart, or the gauge on side of the poly tank The manager and driver will agree on the exact number of

gallons in the drum or poly tank before the driver is allowed to pump. Once the product is pumped the manager will verify that the drum or poly tank is completely empty and will then verify that the agreed number of gallons is recorded on the manifest.

Only the Manager will sign the Manifest. The Unitek driver will give the manager the Green and White original of the Non Hazardous Waste Manifest/Invoice. The Manager will ensure a photocopy of the Manifest/Invoice is made and filed in the Manifest Log Binder in the shop. The original will be forwarded to the office with the daily paperwork.

The original Green and White copy of the Manifest/Invoice will be routed to the Accounts Payable (AP) Clerk who will enter into the accounting system for payment. The AP clerk will make a photocopy of the invoice for the AP files, and route the Green and White Original copy to the Director of Safety and Environmental Compliance for permanent retention.

Used Tires:

Each of our shops is designated as a Goodyear G-3 Express Dealer and we sell a significant number of tires each year. All used tires must be accounted for, properly and legally disposed of, and an annual report must be filed with the State of Hawaii. The office staff will file the annual report.

All used tires will be neatly stored in an area not visible to the public and will always be segregated from the new tire inventory. Unitek Solvent Services, Inc. will pick up used tires from each shop on a predetermined scheduled. When the Unitek truck arrives, the Manager will meet the driver and escort him/her to the area where the used tires are stored. The manager, along with the Unitek employee, will count all used tires and will agree on the number of tires being picked up.

After the tires are loaded the Manager will verify that all used tires are on the truck and that the agreed number of used tires is recorded on the Manifest/Invoice. **Only the Manager will sign the Manifest.** The Unitek driver will give the manager the Blue and White original of the Used Tire Manifest/Invoice. The Manager will ensure a photocopy of the Manifest/Invoice is made and filed in the Manifest Log Binder in the shop. The original will be forwarded to the office with the daily paperwork.

The original Blue and White copy of the Manifest/Invoice will be routed to the Accounts Payable (AP) Clerk who will enter into the accounting system for payment. The AP clerk will make a photocopy of the invoice for the AP files and route the Blue and White Original copy to the Director of Safety and Environmental Compliance for permanent retention.

Wash Water:

All Flagship shops are equipped with Oil/Water Separators and deck drains which should eliminate the need to dispose of oily wash water. However due to unforeseen circumstances such a water line break or leak in a lower bay we could find ourselves

dealing with a quantity of oily water. Unitek Solvent Services, Inc. will be the company called and used to handle any situation that may generate oily water. In the event the need arises, the Manager will meet the Unitek vacuum truck with it arrives and direct to the area of concern. The Manager will closely monitor all work being performed and the amount of oily water being pumped into the vacuum truck (by observing the sight glass on the vacuum truck tank). Always know the level of fluid in the vacuum truck tank before pumping begins and always ensure the truck is on level ground to ensure accurate measurement.

Once pumping is complete, confer with the Unitek employee to ensure agreement on the amount of oily water picked up and the number of gallons recorded on the manifest.

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The original Green and White copy of the Manifest/Invoice will be routed to the Accounts Payable (AP) clerk who will enter into the accounting system for payment. The AP clerk will make a photocopy of the invoice for the AP files and route the Green and White Original copy to the Director of Safety and Environmental Compliance for permanent retention.

Any questions concerning the storage or disposal of any Used or Waste material will be directed to the Director of Safety and Environmental Compliance at 808 439-5899.

Ricky E. Price
Owner/Chairman
Flagship FastLube