WARE
DISPOSAL, INC.

Newport Mesa Unified School District
2985 Bear Street Bldg A
Costa Mesa CA 92626

Attention: Jonathan Geiszler
Director Purchasing & Warehouse



Solid Waste & Recycling Services
RFP #112-20

Due 6-12-2020 by 4:00 PM

WARE
DISPOSAL, INC.

June 3, 2020

Newport Mesa Unified School District
Jonathan Geiszler / Director Purchasing & Warehouse
2985 Bear Street Bldg A
Costa Mesa CA 92626

Attn: Mr. Geiszler

RE: COVER LETTER – RFP #112-20

Ware Disposal Inc., a Women-Owned, Family-Operated C-Corporation, is pleased to submit its proposal to provide exceptional solid waste collection and recycling services to Newport Mesa Unified School District (NMUSD) as we have been doing for the last 10 years. Ware Disposal hereby agrees to provide all the requested and additional services as required by the NMUSD in a safe and professional manner. Our efforts will focus on: 1) meeting the current collection services, 2) providing any additional services requested, and 3) achieving required post-collection diversion requirements. Additionally, we will also exceed expectations by providing expert outreach and education to all campuses of the NMUSD, along with personal customer service contacts for all requests.

Ware Disposal has been providing solid waste & recycling services in Southern California since 1968. Ware Disposal was incorporated on June 14, 1982 in the State of California (C114555) and our Federal Tax ID is 95-3743725. Ms. Judith H. Ware has been our president since the company's founding. Our primary corporate officials are:

Judith Helaine Ware / President 1035 E 4th Street Santa Ana CA 92701 714-664-0677
Ben Marlon Ware / Secretary 1035 E 4th Street Santa Ana CA 92701 714-664-0677
Jay Ware / G.M. 1035 E 4th Street Santa Ana CA 92701 714-664-0677

Our General Manager, Jay Ware, will be the Contract Manager. He is located at 1035 E 4th Street Santa Ana, CA 92701, and he can be reached at 714-664-0677 x105 or at Jay@Waredisposal.com. Brad Timmons will be CUSD customer service liaison 714-664-0677 x123 or brad@waredisposal.com

Ware Disposal hereby warrants that the information provided is true and complete as of the date of this proposal submission. Ware Disposal further acknowledges any and all addendum associated with RFP #121-20. We also confirm that our proposal is valid for a period of no less than 60 days from this submittal date. Ware Disposal expressly states that should we be awarded RFP #121-20, we will enter into a contract under the terms and conditions set forth herein.

Sincerely,

Judith Helaine Ware
President
Ware Disposal Inc

Jay Ware
General Manager
Ware Disposal Inc

Ware Disposal will adhere and understands the Terms and Conditions of Proposal

The normal schedule of collections shall be arranged so that the collection at any site will be at the same hour of the day every day for trash and recycling pickup, this schedule must be provided to the Director of Maintenance & Operations prior to implementation of services and provided at any time during the contract period when collection times are changed. Those sites that have bins near homes must be serviced after 7:00 am. Please provide a schedule of collections within your proposal.

Ware Disposal will adhere to the schedule

Contractor shall always provide enough personnel and appropriate equipment to maintain the established schedule of collections.

Ware Disposal will supply the proper personnel and equipment

Contractor shall provide enough vehicles and staff to provide daily services to the District. Each vehicle used by the contractor shall always comply with all applicable provisions of the California Vehicle Code and shall be inspected per the requirements and criteria set for the and approved by the California Highway Patrol. All vehicles used by the contractor for collection services shall be maintained in a clean and workmanlike condition consistent with standards generally accepted in the industry. All vehicles must be clean air vehicles per South Coast Air Quality Management District Rule # 1196.



Ware Disposal will service the District with clean air compliant vehicles

Contractor must be a commercial entity with an established track reco and recycling services in California with large corporations or local government, experience in education is preferred but not required.

Ware Disposal provides services to over 30 public entities and school districts currently

If for any reason solid or liquid waste/recycled material is spilled during the transfer from container to truck the Contractor shall pickup any debris around the bins and shall return the containers to the same location, they were removed from for pickup.

Ware Disposal understands and will adhere to this requirement

The contractor shall pick up and dispose of waste materials and recycle products during the then current school calendar according to the Solid Waste Disposal and Recycling Service Schedule. This schedule may be amended from time to time to reflect changes in the District's requirements and will become part of the agreement for this service. The service schedule lists estimated current needs, but the District reserves the right to change by increasing or decreasing bin size, or frequency of pick-ups according to District needs. Fees for services shall be adjusted accordingly to reflect changes in bin sizes, quantities or frequency of pick-ups.

During the off schedule, pickups at some locations may be reduced to an "As Required Basis", for solid waste as well as recycle. The District will notify the contractor of the beginning and ending date of the off schedule and set up an off pick-up schedule. Months which contain both regular service and off service will be prorated accordingly.

Upon award of the contract, contractor shall be allowed to place bins in the required locations, a schedule of implementation must be provided to the Director of Maintenance & Operations prior to any bins being placed at a District site. The contractor shall furnish covered (hinged at the rear) metal or unibody molded plastic containers of the type, size, and quantity specified herein, and maintain them in a state of good repair and cleanliness. Capacity of bins is shown on the above schedule. Contractors are required to propose alternate sized bins provided that the total volume is met.

Ware Disposal will adhere to all the above requests regarding schedule modifications and bin size adjustments

All trash bins are to be equipped with lids and proper four (4) swivel ball-bearing casters unless the District requests that the bins be on skids. All bins must be of a height that they work in conjunction with the Districts trash lifters. Bin design and cleanliness shall be in accordance with all applicable rules and regulations of all government agencies including the City of Newport-Mesa, City of Costa Mesa and County of Orange. The Contractor will provide a locking bar, locks and keys to all bins when requested by District staff.

Ware Disposal will comply

All containers supplied by the contractor shall be steam cleaned inside and out, disinfected and deodorized as often as required, but not less than twice per year, to assure that all bins are sanitary. Cleaning of bins to take place off site. The contractor shall replace bins that the District considers unsafe or unsanitary within 24 hours of the District's request. Bins must be leak proof. Damage to containers as a result of negligence or failure to use reasonable care on the part of District employees shall be the responsibility of the District.

Ware Disposal will adhere Contractor will retain ownership of all containers; the District shall assume no responsibility for damage or theft other than that stated in these terms of proposal.

At the end of each month, an itemized statement and two copies of invoices shall be sent directly to the Newport-Mesa Unified School District, Maintenance & Operations 2985 Bear St. Costa Mesa, CA 92626. Invoices must show the purchase order number, the schools and sites serviced, and for each school and site, the number and dates of pick-ups per week.

Ware Disposal will adhere

Special pickups shall be invoiced and itemized individually, showing the date, location, bins picked up, applicable rate and total number of special pick-ups. No special pickups are to be done without prior written approval from the District's Facilities or Maintenance & Operations departments. This RFP does not commit the District to pay any costs incurred in the preparation of a proposal in response to this request and Proposer agrees that all costs incurred in developing this proposal are the Proposer's responsibility. Payment will be made monthly by the District within thirty (30) days of receipt of a proper, undisputed invoice, in accordance with the terms set forth in the contract. Deductions will be made for service missed and not made up.

The contractor will secure and pay for all necessary licenses, permits taxes, fees, and any other costs which are required by city, county, state and federal government or agencies for the performance of solid waste collection and disposal and recycling services for the District. and remain open and valid for District acceptance for ninety (90) days after proposal opening.



WARE DISPOSAL, INC.

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Newport-Mesa
Unified School District

Newport-Mesa
Unified School District

NEWPORT-MESA UNIIFED SCHOOL DISTRICT

ADDENDUM NO. 1
WASTE AND RECYCLING SERVICES

BID No. 112-20

NEWPORT MESA UNIFIED SCHOOL DISTRCIT
2985 BEAR ST., BLDG.-A
COSTA MESA, CALIFORNIA 92626

June 2, 2020

The following revisions and/or clarifications shall be made to the BID documents for the above-named work. All work described in the original BID documents and all applicable Sections of the original BID documents shall be included in the contract, except as herein modified:
Acknowledgement of this Addendum shall be made below and submitted with the BID submission. If acknowledgement is not made the proposal may be considered non-responsive.

1. ***REPLACE: Replace RFP document package with attached. Document can also be downloaded at;*** *http://web.nmusd.us/supplementals*

All other provisions of the BID remain unchanged.

BELOW, PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM AND SUBMIT IT WITH YOUR PROPOSAL.

Name: JAY WAIZE

Signature:

Firm Name: WAIZE DISPOSAL INC

Address: PO BOX 1318

SANTA ANA, CA 92702

Telephone #: 714-664-0677

Fax #: 714-664-0696

(END OF ADDENDUM NO.1)

Proposer's Checklist

Proposer Name WARE DISPOSAL

Submit this Proposer's Checklist with your RFP document. Failure to submit this Checklist at RFP opening may deem your bid as non-responsive.

Required items:

Proposer's Checklist (this form)	page 4
Information Required of Proposer's	page 17
RFP Evaluation Sheet	page 18
General Information	page 19
Additional Information	page 23
References	page 24
Non-Collusion Declaration	page 25
Fee Schedule for Waste and Recycling Services	page 27
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Fingerprinting Certification	page 30

NEWPORT-MESA UNIFIED SCHOOL DISTRICT
TRASH AND RECYCLING SERVICES - RFP EVALUATION

Evaluation of Firms: All responses will be scored using this evaluation sheet. A minimum score of 80% is required to qualify for the second round of evaluation that includes review by a panel. Up to 10 additional points may be awarded in the second round based on subjective determination of the Firm's ability to carry out the required work. N-MUSD will select the top-rated firm to be awarded the contract for these services.

Instructions: Fill-in a response for each question in Sections 1-5 below. Each correlate to a required element in the RFQ ResponseFormat.

Firm: WARE DISPOSAL INC

1. Location/Accessibility	Write in:	Max. Pts.
Item k: Firm's location - Write in city and county of headquarters or local office, whichever is closest	SANTA ANA, ORANGE	5
2. Past Performance	**Write in:**	**Max. Pts.**
Item l: Identify the Firm's number of years' experience in providing Waste and Recycling Services	SINCE 1968 - 52 YRS	10
Item c: Identify the number of K-12 organizations the firm has worked for within last 3 years	30	5
Item b: Industry experience - Circle the type of projects the Project Team has worked on within the last 3 years (circle all that apply)	(K-12) (Community College) (Charter/ Private School) (Non-school District) (Other Project Types)	5
Item d: Firm is the owner operator/Sub-contractor (Circle Selection)	(Owner Operator) Sub-Contractor	5
	Write in:	
Item e: Indicate the number of staff, managerial, technical, and support that will be assigned to this project.	7 STAFF / 6 DRIVERS	5
3. Cost	**Write in cost:**	**Max. Pts.**
Item i: Total cost of daily trash pick-up (monthly Price)	$18,492.00 WASTE ONLY	10
4. Claims, Lawsuits, Arbitrations	**Write in:**	**Max. Pts.**
Item m: Identify the number damage claims filed by Firm by a client in the past 3 years	ZERO W/DISTRICTS	5
Item n: Identify if you or any of your principals been in litigation or arbitration or dispute of any kind on a question or questions relating to a public project during the past three years	NO ZERO	5
Item o: Has your organization been terminated from a project in the last three years	NO	5
5. Record of Past Performance	**Write in:**	**Max. Pts.**
Item p: Identify the number of client reference letters from a K-12 school district included in the Response (0-3)	4 REFERENCES	5

Responses will also be evaluated on the following formatting and grammatical criteria.

6. Completeness of Response	Write in:	Max
Response organized as outlined in Response Format section		1
Includes all items listed in Response Format section		1
All required elements within proposal		1
Grammatical errors		5

I hereby certify that the above information is true and correct to the best of my knowledge. By signing below, I further acknowledge that should any of the information I provide be found to be false, the Firm's Response shall be considered nonresponsive and ineligible for consideration.

JAY WARE — Printed Name

Signature

6-2-2020 — Date

GENERAL INFORMATION

(1) Firm name, address and contact information:

WARE DISPOSAL INC

PO BOX 1318, SANTA ANA, CA 92702

WARE DISPOSAL INC

1035 E 4TH STREET, SANTA ANA, CA 92701

(2) Telephone: 714.664.0677 Facsimile: 714.664.0696

E-Mail Address: JAY@WAREDISPOSAL.COM

Website Address: WWW.WAREDISPOSAL.COM

(3) Type of firm: (check one)

✓ Individual Partnership Corporation

_____ Subsidiary Government Entity

(4) Names and titles of all principals/officers of the firm (use additional sheet if needed):

Name	JUDITH WARE	BEN WARE	JAY WARE
Title	PRESIDENT	SECRETARY	G.M.

Phone Number 714.664.0677

(5) Please list any applicable certifications and licenses and the associated numbers:

SEE ATTACHED

B. Frequency of Collection. Franchisee shall collect all Municipal Solid Waste and Divertible Materials from Commercial Premises and Multifamily Dwellings on a schedule to be agreed upon between Franchisee and its Customers, subject to the restrictions set forth in Agreement Section 11(C); provided, however, that such schedule complies with Code Subsections 6.04.110 and 6.04.120 and does not permit the accumulation of Commercial Solid Waste or Divertible Materials in quantities that are unreasonable or detrimental to the public health or safety. Requests for Collection from Customer Premises with overflowing Containers, or from Customer Premises where there have been missed pickups, shall be serviced within twenty-four (24) hours of any such request by the Customer or City. Should City receive a Customer complaint related to or arising from Franchisee's failure to collect Commercial Solid Waste and Divertible Materials as provided herein, Franchisee's Collection schedule shall be submitted to the City for review.

C. Hours and Days of Collections.

1. Franchisee shall not collect Commercial Solid Waste or Divertible Materials in any area of the City after 6:30 p.m. and prior to 5:00 a.m.

2. Franchisee shall not Collect Commercial Solid Waste or Divertible Materials from any Commercial Premises or Multifamily Dwelling located within five hundred (500) feet of an occupied residential premise, motel or hotel, nor shall any of Franchisee's Collection vehicles be operated in any residential areas of the City except between the hours of 7:00 a.m. and 6:30 p.m., Monday through Friday, nor on any Saturday or Sunday, except between the hours of 8:00 a.m. and 6:00 p.m.

3. Franchisee shall neither operate its Collection vehicles nor Collect Commercial Solid Waste or Divertible Materials from any Commercial Premises, governmental facility, or Multifamily Dwelling located within five hundred (500) feet of a school, community center, church or other educational facility between the hours of 7:30 a.m. and 9:00 a.m. or 1:00 p.m. and 3:00 p.m., Monday through Friday. The limitations in Agreement Section 11(C)(3) notwithstanding, Franchisee's operation of Collection vehicles on East and West Coast Highway, Jamboree Road, MacArthur Boulevard, San Joaquin Hills Road and Newport Coast Drive shall not be prohibited or limited under this Agreement.

4. Commercial Solid Waste and Divertible Materials collection on Sundays shall be limited to Food Scraps and Municipal Solid Waste from Commercial Premises, which require Collection every day due to public health and safety concerns.

5. At Franchisee's request, the City shall provide maps illustrating the geographic limitations placed on Franchisee's Collection services pursuant to Agreement Section 11(C)(3) ("Maps"). City expressly disclaims any liability related to or arising from the accuracy of any Maps provided by City. City may update the Maps as needed, and Franchisee's failure to request or secure the Maps, or any updated Maps, shall not relieve Franchisee of any obligations under this Agreement.

CITY OF NEWPORT BEACH

WARE DISPOSAL COMPANY INC
PO BOX 1318
SANTA ANA, CA 92702-1318

ACCOUNT NUMBER: BT00003560

EXPIRATION DATE: 09/30/2020

INSTRUCTIONS AND CONDITIONS

Welcome to the City of Newport Beach, and thank you for your business license tax payment. This business license tax certificate is evidence that the named business has paid a tax to conduct the business activity designated, within the City of Newport Beach, until the expiration date shown. Please notify the Revenue Division immediately if any of the information on this certificate changes.

This certificate is valid only for the address indicated and must be displayed in a conspicuous location. If your business is not conducted at a permanent location, Newport Beach Municipal Code requires that any representative, while transacting business within the city, carry this certificate.

This business license tax certificate does not authorize the named business to conduct any activities regulated by the City of Newport Beach or other agencies. Authorization for such activities must be obtained from the appropriate departments prior to application for business license tax, including land use authorization from the City's Community Development Department. Certificates are not transferable to any other party or person and are not pro-rated. Refunds are not provided once the certificate has been issued.

Your business license tax certificate is valid until the expiration date, and must be renewed annually prior to that date. Changes in type of ownership (i.e. from a sole proprietorship to a partnership or LLC), nature of business, or ownership void the current certificate and require filing of and payment for a new application. Additional certificates are required if additional types of business activity are initiated at the same address, or additional locations of the same business are established **(Municipal Code Sections 5.04 through 5.08).**

For your convenience, the Revenue Division will mail a courtesy renewal notice, prior to the expiration date, to the mailing address of record. Non-receipt of the notice does not alleviate the requirement to renew. Penalties are imposed for late renewal at a rate of 25% per month to a maximum of 50% of the base tax.

The Revenue Division is available to answer any questions regarding business license tax certificates and requirements. Please call (949) 644-3141 or e-mail us at: RevenueHelp@newportbeachca.gov. You can also visit us on the internet at www.newportbeachca.gov.

DISPLAY CONSPICUOUSLY AT PLACE OF BUSINESS FOR WHICH ISSUED

CITY OF NEWPORT BEACH

BUSINESS LICENSE TAX CERTIFICATE

THIS TAX PAYMENT EXPIRES: 09/30/2020

ACCOUNT NUMBER: BT00003560

SERVICE ADDRESS:
WARE DISPOSAL COMPANY INC
1451 MANHATTEN AVE
FULLERTON, CA 92831

OWNER/PRINCIPAL NAME:
WARE DISPOSAL COMPANY INC

OWNERSHIP TYPE:
CORPORATION

BUSINESS CATEGORY:
REFUSE SYSTEMS

TAX INCLUDES PAYMENT FOR:
0 EMPLOYEES

SELLERS PERMIT: NO SELLERS PERMIT

DATE OF ISSUE: 10/24/1985

PRINT DATE: 11/20/2019

RV160

CITY OF COSTA MESA
BUSINESS LICENSE TAX CERTIFICATE - 02737

77 FAIR DRIVE • COSTA MESA, CA 92626
PO BOX 1200 • COSTA MESA, CA92628-1200
PHONE (714) 754-5234 FAX (714) 754-5149

BUSINESS NAME WARE DISPOSAL INCORPORATED
BUSINESS LOCATION PO BOX 1318
SANTA ANA, CA92702-1291

PRINCIPAL'S NAME: JUDITH WARE

EXPIRATION DATE January 31, 2021
DESCRIPTION: WASTE HAULER, 2020 DECAL #212-214 &216-218

WARE DISPOSAL INCORPORATED
PO BOX 1318
SANTA ANA, CA92702-1291

ISSUED FOR TAX PURPOSES ONLY- NOT TRANSFERABLE TO BE POSTED IN A CONSPICUOUS PLACE

This Business Tax Certificate does not guarantee compliance with State or Federal licensing requirements. Issuance of this certificate indicates that the entity has paid the applicable Business Tax, pursuant to the CMMC Title 9 Chapter 1, and is issued for revenue purposes only.

DEPARTMENT OF MOTOR VEHICLES
Registration Operations Division MS H675
P.O. BOX 932370 Sacramento, CA 94232-3700
(916) 657-8153

06/24/2019

WARE DISPOSAL INC
PO BX 1318
SANTA ANA, CA 92702

A Public Service Agency

MOTOR CARRIER PERMIT

DEPARTMENT OF MOTOR VEHICLES
Registration Operations Division
P.O. BOX 932370 Sacramento, CA 94232-3700

Valid From:	07/01/2019	Valid Through:	06/30/2020
CA#:	0055393		

The carrier named on this permit, having made written application to the Department of Motor Vehicles for a permit to operate as a motor carrier of property, as defined in vehicle code section 34601, and having met the requirements and paid the appropriate fees, is granted a permit of the following classification:

WARE DISPOSAL INC
PO BX 1318
SANTA ANA, CA 92702

Pmt Date	06/22/2019	Office #	154
Account #	0230	Tect. ID.	LB
Sequence #	0155	Amt Paid	$2,098.00

Private
Full Year
Corporation

!!!IMPORTANT REMINDERS!!!

1. Your permit will expire at midnight on the "Valid Through" date. If you do not receive a renewal notice 30 days prior to the expiration date, please submit an original application and check the "Renewal" box.
2. Your insurance must remain valid through the term of your permit or a suspension action could occur.
3. Changes to your fleet are not required to be reported until your renewal.
4. Changes to your business entity may require a new CA# and application for another Motor Carrier Permit.
5. If you decide to no longer operate as a motor carrier of property, you must submit a Voluntary Withdrawal form.
6. For changes to the address, business name, officers, or authorized representative's name, please complete the Notice of Change form. Changes during your renewal period may be submitted on your renewal application.
7. You may download forms from the Internet at www.dmv.ca.gov or receive further information by calling (916) 657-8153.

California Relay Telephone Service for the Deaf or Hard of Hearing from TDD Phones: 1-800-735-2929; from Voice Phones: 1-800-735-2929.

SOLID WASTE FACILITY PERMIT

Facility Number: 30-AB-0386

1. Name and Street Address of Facility:	2. Name and Mailing Address of Operator:	3. Name and Mailing Address of Land Owner:
Madison Materials, Inc. 1035 East Fourth Street Santa Ana, CA 92701-4750	Madison Materials, Inc. P.O. Box 8294 Newport Beach, CA 92658	JBW Enterprises, LLC. P.O. Box 8294 Newport Beach, CA 92658

4. Specifications:

a. Permitted Operations:

- ☐ Solid Waste Disposal Site
- ☐ Transformation Facility
- ☒ Transfer/Processing Facility (MRF)
- ☐ Composting Facility

b. Permitted Hours of Operation:

Non-Public Waste/Material Acceptance	6:00 a.m. - 6:00 p.m., Monday through Sunday
Public Waste/Material Acceptance[1]	7:00 a.m. 5:00 p.m., Monday through Sunday
Ancillary Operations[2]	5:00 a.m. - 11:00 p.m., Monday through Sunday

c. Permitted Maximum Tonnage:

950 Total Tons Per Day. Tonnage breakdown as follows:
850 Tons Per Day of Waste as listed in Section 14
100[3] Tons Per Day of Asphalt, Concrete, Dirt, and Rock

d. Key Design Parameters:

	Total	Disposal	Transfer/Processing	Composting	Transformation
Permitted Area (in acres)	2.3	NA	2.3	NA	NA
Permitted Capacity (tons per day)		NA	950	NA	NA
Max. Elevation (Ft. MSL)		NA			
Max. Depth (Ft.)		NA			
Estimated Closure Year		NA			

Upon a significant change in design or operation from that described herein, this permit is subject to revocation or suspension. The attached permit findings and conditions are integral parts of this permit and shall strictly be abided.

(1) The public shall be defined as customers without a business license.

(2) Ancillary operations shall be defined as waste/material processing, facility maintenance, and waste material transfer.

(3) For purposes of compliance, any amount of asphalt, concrete, dirt, and rock that exceeds 100 tons per day will be counted towards the 850 tons per day limit without violating the terms of this permit. However, the same reciprocity for waste as listed in Section 14 to count towards the 100 tons per day of asphalt, concrete, dirt, and rock does not apply and will be cited as a violation of the permit. At no time shall Madison Materials receive more than 950 tons per day of waste/materials.

5. Approval:

Approving Officer Signature
Steven K. Wong, REHS, MPH, Director

6. Enforcement Agency Name and Address:

County of Orange Health Care Agency
Environmental Health
Solid Waste Local Enforcement Agency
2009 East Edinger Avenue
Santa Ana, CA 92705

7. Date Received by CIWMB:

August 13, 2004

8. CIWMB Concurrence Date:

9. Permit Issued Date:

10. Permit Review Due Date:

11. Owner/Operator Transfer Date: NA

WBENC

WOMEN'S BUSINESS ENTERPRISE NATIONAL COUNCIL

JOIN FORCES. SUCCEED TOGETHER.

hereby grants

National Women's Business Enterprise Certification

to

ware disposal inc

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).
This certification affirms the business is woman-owned, operated and controlled; and is valid through the date herein.

Certification Granted: April 30, 2017
Expiration Date: April 30, 2020
WBENC National Certification Number: WBE1700803

WBENC National WBE Certification was processed and validated by Women's Business Enterprise Council - West, a WBENC Regional Partner Organization.

Pamela Williamson, Ph.D

Authorized by Pamela Williamson, President & CEO
Women's Business Enterprise Council - West

Women's Business Enterprise Council WEST

NAICS: 484210, 562111
UNSPSC: 77101700, 77101704

Center for Women & Enterprise · Greater Women's Business Council · WBEC PACIFIC · Great Lakes Women's Business Council · ORVAWBC · Women's Business Development Center · WBEC EAST · WBEA · WBEC SOUTH

(6) Have you or any of your principals ever conducted similar services under a different name or certification or different license number? NO

If Yes, give firm name, address and certification or license number.

(i) Name _____

(ii) Address _____

(iii) License No. (if any) _____

(7) How many years has your firm been in business under its present business name?
52 YEARS.

(8) How many years of experience does your firm have providing similar services?
52 YEARS.

(9) To how many public agencies has your firm provided similar services?
OVER 100.

(10) Please list the public agencies, including School Districts, for which your firm has provided similar services:

SEE ATTACHED (EXPERIENCE)

✓ (11) Please attach a short history of the firm including whether it is local, a subsidiary (partially or wholly owned by another entity), national, or international as well as approximate number of employees. Also provide the number of firm offices and locations.

✓ (12) Please attach a copy of your firm's most recent reviewed financial statement or other financial instruments that would establish your firm's ability to complete its obligations under any agreement resulting from this RFP. (SEALED ENVELOPE)

WARE
DISPOSAL, INC.

COMPANY EXPERIENCE & REFERENCES

Some of the School Districts we proudly service: Ware Disposal provides solid waste and recycling services to the districts listed below:

1. Alhambra Unified School District
2. Arcadia Unified School District
3. Bellflower Unified School District
4. Claremont Unified School District
5. El Monte Unified School District
6. Garvey School District
7. Pomona Unified School District
8. South Whittier School District
9. Buena Park Unified School District
10. Centralia School District
11. Magnolia School District
12. Tustin Unified School District
13. Newport –Mesa Unified School District
14. Irvine Unified School District
15. Central School District
16. Little Lake School District
17. Lowell Joint School District
18. Ontario-Montclair Unified School District
19. Upland Unified School District
20. Chaffey Unified School District
21. Corona Norco Unified School District
22. Chino Valley Unified School District
23. Cypress School District
24. Santa Ana Unified School District
25. North Orange County Community College District
26. South Orange County Community College District
27. California State University, Los Angeles

WARE DISPOSAL

Providing Solid Waste & Recycling Services Since 1968



WHO IS THIS DRAGON?

Ouroboros is an ancient alchemical symbol for recycling. It depicts a dragon swallowing its own tail, re-creating itself, and forming a circle. Regeneration represents the essence of recycling.

RECYCLED PAPER

Cell: 714.599.4981
Ofc: 714.664.0677
Fax: 714.664.0696
www.waredisposal.com
P.O. Box 1318
Santa Ana, CA 92702

REFERENCES:

Cypress School District |Tim McLellan | Assist Superintendent
9470 Moody Street, Cypress, CA 90630 | 714-220-6900

Westminster Unified School District | Brian Johnson | Senior Facilities Manager
14121 Cedarwood Ave, Westminster, CA 92683 | 714-894-7311

Buena Park Unified School District | Mike Anderson | Director of Operations
6885 Orangethorpe Ave, Buena Park, CA 90620 | 714-522-8412

Norwalk LaMirada Unified School District | Cindy Jimenez | Purchasing Director
12820 Pioneer Blvd, Norwalk, CA 90650 | 562-210-2000 x102047

City of Newport Beach (1968 - Present)

Ware Disposal has been providing solid waste and recycling service to the City of Newport Beach for over two decades. Ware Disposal provides all levels of solid waste and recycling services to the City of Newport Beach. Ware utilizes a front-loader system for all standard 2-, 3-, 4- and 6-yard bin customers and a roll-off and compactor system for all industrial customers. Ware Disposal offers several recycling programs for all commercial and multifamily customers in the City, especially increasing the recyclability of construction and demolition debris and green waste generated in the City. Additionally, Ware Disposal offers clients blue recycling carts to make recycling easier.

Ware Disposal, through the City's municipal code, can provide (and does provide) solid waste and recycling services to the multi-family, individual mobile home, apartment, government and school district sectors in the City of Newport Beach. In this, the situation in Newport Beach is remarkably similar to that found in Costa Mesa. For example, Ware Disposal has the unique ability to provide green waste recycling and collection service for all multi-family and apartment customers in the City. Ware Disposal also provides the landscaping sector the ability to increase the diversion of green waste. Ware Disposal's service increases the likelihood that the green waste is being recycled and delivered to an appropriate facility rather than being buried in the County's landfill system.

Ware Disposal does not provide residential service in the City of Newport Beach; the City of Newport Beach's Department of General Services has provided that service since the City's incorporation under a "people's ordinance." Ware Disposal is also the exclusive City Facilities solid waste collection provider over the last eight (8) years.

- Dates of service—1968 to present
- Approximate tonnage handled per annum: 17,976 tons

The contract administrator for the City of Newport Beach is as follows:

Mr. Michael Pisani
Department of General Services / 949 644 3057 / mpisani@city.newport-beach.ca.us



City of Costa Mesa (1968 - Present)

Ware Disposal provides all levels of solid waste and recycling services to the City of Costa Mesa. Under the City's new integrated solid waste management program, Ware Disposal is only one of four full service providers able to provide commercial services citywide. Ware Disposal utilizes a front-loader system for all standard 2-, 3-, 4- and 6-yard bin customers and a roll-off and compactor system for all industrial customers. Ware Disposal offers a number of recycling programs for all customers in the City of Costa Mesa, especially increasing the recyclability of construction and demolition debris and green waste generated. Additionally, Ware Disposal Inc. offers clients blue recycling carts to make recycling easier.

Ware Disposal, through the City's municipal code, has the ability to provide (and does provide) solid waste and recycling services to the multi-family and apartment sectors in the City of Costa Mesa. For example, Ware Disposal has the unique ability to provide green waste collection (along with standard multi-family services) services for all multi-family and apartment customers in the City rather than having the landscapers handle the green waste. In this case, Ware Disposal increases the likelihood that the green waste is recycled and delivered to an appropriate facility rather than being buried in the County's landfill system. Ware Disposal is the current City Hall and City Facilities service provider for the past eight (8) years.

Ware Disposal has participated in a number of neighborhood clean-up efforts throughout the better part of the last decade, called the Neighbors for Neighbors events. For each of the neighborhood clean-up efforts in which Ware Disposal participates, the Company donates a minimum of two (2) forty-yard roll-offs and upwards of ten (10) portable toilets to beautify the City of Costa Mesa (we donated three (3) for a recent April Earth Day event). Ware Disposal does not provide residential service in the City of Costa Mesa; the Costa Mesa Sanitation District manages that franchise on behalf of the City since the City's incorporation. Ware Disposal is also the current exclusive provider to the Orange County Fairgrounds and Exposition for the past 12 years.

- Dates of service—1968 to present
- Approximate tonnage handled per annum: 34,339 tons

The contract administrator for the City of Costa Mesa is as follows:

Mr. Michael Koziel
Management Analyst
City of Costa Mesa / 714-754-5024 / Michael.koziel@costamesaca.gov



WARE
DISPOSAL, INC.

City of Irvine (1968 - Present)

Ware Disposal was one of the two original commercial solid waste and recycling haulers operating in the City of Irvine at its incorporation in 1971. Ware Disposal provides all levels of solid waste and recycling services to the City of Irvine and its multifamily residents and businesses. Ware Disposal utilizes a front-loader system for all standard two, three, four and six-yard bin customers and a roll-off and compactor system for all industrial customers.

Ware Disposal offers several recycling programs for all customers, especially increasing the recyclability of construction and demolition debris and green waste generated. Under the new nonexclusive franchise agreement with the City of Irvine, Ware Disposal has delivered 90% of all the material it collects within the city to Madison Resource Recovery Facility for appropriate processing. Additionally, Ware Disposal offers clients blue recycling carts to make recycling easier.

In 2001, Ware Disposal took over the Irvine Company portfolio (Madison Marquette and Insignia/ESG) that is in the open competition area of the City.

Ware Disposal does not provide single-family residential service in the City of Irvine.

- Dates of service—1971 to present
- Approximate tonnage handled per annum: 24,571 tons

The contract administrator for the City of Irvine is as follows:

Mr. Michael J Byrne
Senior Management Analyst / 949 724-6357 / mbyrne@ci.irvine.ca.us



City of Los Angeles (1996 - Present)

Ware Disposal is currently a permitted commercial hauler in the City of Los Angeles and was recently awarded an exclusive franchise zone (Southeast LA) in January 2017. Ware Disposal provides solid waste and recycling services to the City's commercial accounts, food waste generators, hospitals, and other accounts. Ware Disposal currently utilizes a front-loader system for all three-yard bin customers and a roll-off and compactor system for all industrial customers. Ware Disposal offers several recycling programs for all existing customers, ranging from organics to fiber to plastics recycling.

- Dates of service—nonexclusive 1996 to present and exclusive SE Zone slated to begin July 2017
- Weekly service accounts: 25 (projected at >2,000 accounts in July 2017)
- Approximate tonnage handled in 2015: 5,625 tons with >50% diversion rate

The contract administrator for the City of Los Angeles is:

Ms. Karen Coca
Division Manager, Solid Resources Citywide Recycling
Bureau of Sanitation City of Los Angeles / (626) 458-3562 / Karen.Coca@lacity.org

City of Pasadena (2007 - Present)

Ware Disposal is a commercial franchisee hauler in the City of Pasadena, which has a closed solid waste semi-exclusive franchise system. Ware Disposal provides all levels of solid waste and recycling services to the City's commercial accounts, food waste generators, hospitals, multi-family housing, and other accounts. Ware Disposal currently utilizes a front-loader system for all three-yard bin customers and a roll-off and compactor system for all industrial customers. Ware Disposal offers several recycling programs for all existing customers.

Dates of service—nonexclusive 2007 to present

- Weekly service accounts: 25
- Approximate tonnage handled in 2015: >5,000 tons
- Diversion rate: 61% (meets the monthly and yearly 60% recycling diversion percentage for commercial solid waste material) and 75% (for construction and demolition waste material)



The contract administrator for the City of Pasadena is:

Ms. Carmen Rubio
Manager, Street Maintenance & Integrated Waste Management
City of Pasadena / (626) 744-7162 /crubio@cityofpasadena.net

✓ (13) Please attach or list below why your firm should be selected by the District to provide the solicited services.

(14) Have you or any of your principals been in litigation or arbitration of any kind on a question or questions relating to similar services involving a school or community college district during the prior five (5) years? NO .

(a) If Yes, provide the name of the public agency and briefly detail the dispute:

_____

_____

_____

_____

(15) Have you had a services agreement terminated for convenience or default in the prior five (5) years? NO .

(a) If Yes, provide details including the name of the other party:

_____

_____

_____

_____

(16) Is your firm, owners, and/or any principal or manager involved in or is your firm aware of any pending litigation regarding professional misconduct, bad faith, discrimination, or sexual harassment? NO .

(a) If Yes, provide details:

_____

_____

_____

_____

Ware Disposal's proposal should be selected for the following features:

Visionary experience, its dedicated personnel, its longevity in the industry, and its peerless commitment to a quality environment, all of which cements its status as an industry leader.

Meeting and exceeding diversion goals yearly.

Education and outreach programs, which will help the district yield the greatest amount of diversion for the least cost, featuring source separation, online learning, and collaborative relationship, campus facility management, and ongoing campus sustainability efforts)

Excellent customer service, with instant access for students and staff to Ware services.

State-of-the-art facilities, which are located within 15 miles of the district campuses, and represent the finest in diversion processing and end use of materials.

Quality equipment, whereby all vehicles proposed for servicing the district will be CNG to protect the health of campus students and staff.

Stable prices with our rate stability guarantee, makes our proposal very competitive.

Ware Disposal confirms all information and elements requested by the RFP are met and contained in this Proposal, including the Proposal Forms, and accompanying materials submitted with it. All information contained in the RFP is correct in all material respects.

Ware Disposal expressly affirms that if its proposal is selected, it agrees to enter into a contract with NMUSD, Ware Disposal also accepts the terms set forth in the sample Agreement without exception.

The person signing this Proposal on behalf of Ware Disposal is authorized to bind the proposer contractually. The undersigned, as an officer of the corporation, duly and hereby warrants that no material conditions have changed since our last financial audit. In addition, the proposal rates provided in this proposal are valid for a period of at least 60 days.

(17) Is your firm, owners, and/or any principals or managers involved in or aware of any pending disciplinary action and/or investigation conducted by any local, state or federal agency? NO .

(a) If Yes, provide details:

_____

_____

_____

(18) Will your firm comply with all District, local, State and Federal legal requirements, policies, rules and regulations and laws? YES .

REFERENCES

Have you ever had any direct or indirect business, financial or other connection with any official, employee or consultant of the District? Identify any conflict of interest in (a):

(a) Please elaborate and discuss any potential, apparent or actual conflict of interest:

WE ARE THE CURRENT SERVICE PROVIDER FOR THE DISTRICT, WE KNOW MR GRESZLER FROM SCVSD WHERE WE PROVIDE SERVICES

Each firm must include the following references:

(a) List at least four (4) clients for whom you have provided similar services. Show the names, addresses, and current telephone numbers of the persons who may be contacted. Information obtained through the references will be evaluated by the District. The Contractor recognizes that to ensure the effectiveness of the information review process, references must be able to speak frankly and openly. Contractors, therefore, releases the organizations and individuals listed in this form from any claim or liability, because of responses given to requests for information by the District regarding the Contractors or the Contractor's performance of work.

Name	Address	Phone Number
SEE ATTACHED		

I certify and declare under penalty of perjury under the laws of the State of California that the foregoing "Information Required of Contractor", is true and correct.

Signature

JON HARER

Print Name

GENERAL MANAGER

Title

6-3-2020

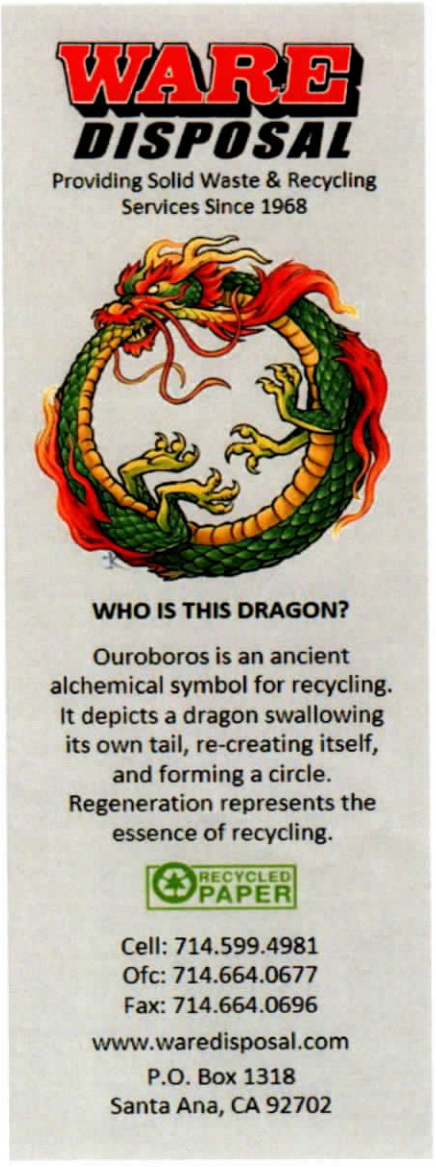
Dated

WARE
DISPOSAL, INC.

COMPANY EXPERIENCE & REFERENCES

Some of the School Districts we proudly service: Ware Disposal provides solid waste and recycling services to the districts listed below:

1. Alhambra Unified School District
2. Arcadia Unified School District
3. Bellflower Unified School District
4. Claremont Unified School District
5. El Monte Unified School District
6. Garvey School District
7. Pomona Unified School District
8. South Whittier School District
9. Buena Park Unified School District
10. Centralia School District
11. Magnolia School District
12. Tustin Unified School District
13. Newport –Mesa Unified School District
14. Irvine Unified School District
15. Central School District
16. Little Lake School District
17. Lowell Joint School District
18. Ontario-Montclair Unified School District
19. Upland Unified School District
20. Chaffey Unified School District
21. Corona Norco Unified School District
22. Chino Valley Unified School District
23. Cypress School District
24. Santa Ana Unified School District
25. North Orange County Community College District
26. South Orange County Community College District
27. California State University, Los Angeles



REFERENCES:

Cypress School District |Tim McLellan | Assist Superintendent
9470 Moody Street, Cypress, CA 90630 | 714-220-6900

Westminster Unified School District | Brian Johnson | Senior Facilities Manager
14121 Cedarwood Ave, Westminster, CA 92683 | 714-894-7311

Buena Park Unified School District | Mike Anderson | Director of Operations
6885 Orangethorpe Ave, Buena Park, CA 90620 | 714-522-8412

Norwalk LaMirada Unified School District | Cindy Jimenez | Purchasing Director
12820 Pioneer Blvd, Norwalk, CA 90650 | 562-210-2000 x102047

NONCOLLUSION DECLARATION

TO BE EXECUTED BY AND SUBMITTED WITH BID

(Public Contract Code Section 7106)

I, JAY WARZE, declare that I am the party making the foregoing proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proponent has not directly or indirectly induced or solicited any other proponent to put in a false or sham proposal and has not directly or indirectly colluded, conspired, connived, or agreed with any proponent or anyone else to put in a sham proposal, or that anyone shall refrain from responding; that the proponent has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix any overhead, profit, or cost element of the proposal price, or of that of any other proponent, or to secure any advantage against the public body awarding the Contract of anyone interested in proposed Contract; that all statements contained in the proposal are true, and, further, that the proponent has not, directly or indirectly, submitted his or her proposal price of any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

JUNE 3, 2020
Date

WARZE DISPOSAL INC
Name of Contractor

JAY WARZE / GENERAL MANAGER
Printed name of Authorized Company Representative

Signature of Authorized Company Representative

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT **CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Riverside)

On _____ before me, Stephanie D. Fisher, Notary Public,
Date *Here Insert Name and Title of the Officer*

personally appeared Kenneth A. Coate
Name(s) of Signer(s)

_____,

who proved to me on the basis of satisfactory evidence to be the person~~(s)~~ whose name~~(s)~~ is/~~are~~ subscribed to the within instrument and acknowledged to me that he/~~she/they~~ executed the same in his/~~her/their~~ authorized capacity~~(ies)~~, and that by his/~~her/their~~ signature~~(s)~~ on the instrument the person~~(s)~~, or the entity upon behalf of which the person~~(s)~~ acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

STEPHANIE D. FISHER
COMM. #2198544
NOTARY PUBLIC - CALIFORNIA
RIVERSIDE COUNTY
My Comm. Expires June 18, 2021

Signature _____
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____ Document Date: _____

Number of Pages: _____ Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____	Signer's Name: _____
☐ Corporate Officer — Title(s): _____	☐ Corporate Officer — Title(s): _____
☐ Partner — ☐ Limited ☐ General	☐ Partner — ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact	☐ Individual ☐ Attorney in Fact
☐ Trustee ☐ Guardian or Conservator	☐ Trustee ☐ Guardian or Conservator
☐ Other: _____	☐ Other: _____
Signer Is Representing: _____	Signer Is Representing: _____

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WORKERS' COMPENSATION CERTIFICATE

Labor Code Section 3700

"Every employer except the state shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this state.

(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure either as an individual employer, or as one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employee.

(c) For any county, city, city and county, municipal corporation, public district, public agency, or any political subdivision of the state, including each member of a pooling arrangement under a joint exercise of powers agreement (but not the state itself), by securing from the Director of Industrial Relations a certificate of consent to self-insure against workers' compensation claims, which certificate may be given upon furnishing proof satisfactory to the Director of ability to administer workers' compensation claims properly, and to pay workers' compensation claims that may become due to its employees. On or before March 31, 1979, a political subdivision of the state which, on December 31, 1978, was uninsured for its liability to pay compensation, shall file a properly completed and executed application for a certificate of consent to self-insure against workers' compensation claims. The certificate shall be issued and be subject to the provisions of Section 3702."

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the code, and I will comply with such provisions before commencing the performance of the work of this contract.

WARE DISPOSAL INC
(Contractor Name)

By JUDITH WARE
(Signature of Authorized Signor)

PRESIDENT
(Title of Signor)

By JAN WARE
(Signature of Authorized Signor)

GENERAL MANAGER
(Title of Signor)

(In accordance with Article 5 (commencing at Section 1860), Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the District prior to performing any work under this contract.)

NOTE: If contractor is a corporation, the legal name of the corporation shall be set forth above together with the signature(s) of the authorized officers or agents as more particularly described in section 20 of this Solid Waste and Recycling Services Agreement; and if contractor is a partnership or joint venture, the true name of the firm shall be set forth above together with the signature of the individual or individuals authorized to sign contracts on behalf of and bind the partnership or joint venture.

The California Business Search is updated daily and reflects work processed through Tuesday, June 2, 2020. Please refer to document **Processing Times** for the received dates of filings currently being processed. The data provided is not a complete or certified record of an entity. Not all images are available online.

C1114555 WARE DISPOSAL, INC.

Registration Date:	06/14/1982
Jurisdiction:	CALIFORNIA
Entity Type:	DOMESTIC STOCK
Status:	ACTIVE
Agent for Service of Process:	JUDITH HELAINE WARE 1035 EAST 4TH STREET SANTA ANA CA 92701
Entity Address:	1035 EAST 4TH STREET SANTA ANA CA 92701
Entity Mailing Address:	P O BOX 1318 SANTA ANA CA 92702

A Statement of Information is due EVERY year beginning five months before and through the end of June.

Document Type	File Date	PDF
SI-NO CHANGE	10/18/2019	
SI-COMPLETE	10/30/2017	
REGISTRATION	06/14/1982	

FINGERPRINTING CERTIFICATION

To the Governing Board of the Newport-Mesa Unified School District

I WASTE DISPOSAL INC, acknowledge and certify as follows:
(Name of Contractor)

1. I have carefully read and understand the Notice to Contractors Regarding Criminal Record Checks ("Notice") (Education Code section 45125.1) required by the passage of AB 1610, 1612, and 2102.

2. Due to the nature of the work to be performed, my employees and volunteers may have contact with students of the District.

3. My employees and volunteers who may have contact with District students must complete background checks with the California Department of Justice (DOJ).

4. None of the employees or volunteers who will be performing the work has been convicted of a violent or serious felony as defined in the Notice and in Penal Code sections 667.5 and 1192.7. This determination was made by a background check through the DOJI.

I declare under penalty of perjury that the foregoing is true and correct.

Executed at SANTA ANA, California, on 6 / 3 / 2020

JAY HARRE
Typed or printed name

1035 E 4TH STREET
Address

GENERAL MANAGER
Title

714-664-0677
Telephone Number

Signature

NOTICE TO CONTRACTORS REGARDING CRIMINAL RECORDS CHECK

(EDUCATION CODE SECTION 45125.1)

Education Code Section 45125.1 provides if the employees of any entity that has a contract with a school district may have any contact with pupils, those employees shall submit or have submitted their fingerprints in a manner authorized by the Department of Justice together with a fee determined by the Department of Justice to be sufficient to reimburse the Department for its costs incurred in processing the application.

The Department of Justice shall ascertain whether the individual whose fingerprints were submitted to it has been arrested or convicted of any crime insofar as that fact can be ascertained from information available to the Department. When the Department of Justice ascertains that an individual whose fingerprints were submitted to it has a pending criminal proceeding for a violent felony listed in Penal Code Section 1192.7(c), or has been convicted of such a felony, the Department shall notify the employer designated by the individual of the criminal information pertaining to the individual. The notification shall be delivered by telephone and shall be confirmed in writing and delivered to the employer by first-class mail.

The contractor shall not permit an employee to come in contact with pupils until the Department of Justice has ascertained that the employee has not been convicted of a violent or serious felony. The contractor shall certify in writing to the governing board of the school district that none of its employees who may come in contact with pupils have been convicted of a violent or serious felony.

Penal Code Section 667.5(c) lists the following "violent" felonies: murder; voluntary manslaughter; mayhem; rape; sodomy by force; oral copulation by force; lewd acts on a child under the age of 14 years; any felony punishable by death or imprisonment in the state prison for life; any felony in which the defendant inflicts great bodily injury on another; any robbery perpetrated in an inhabited dwelling; arson; penetration of a person's genital or anal openings by foreign or unknown objects against the victim's will; attempted murder; explosion or attempt to explode or ignite a destructive device or explosive with the intent to commit murder; kidnapping; continuous sexual abuse of a child; and carjacking.

Penal Code Section 1192.7 lists the following "serious" felonies: murder; voluntary manslaughter; mayhem; rape; sodomy by force; oral copulation by force; a lewd or lascivious act on a child under the age of 14 years; any felony punishable by death or imprisonment in the state prison for life; any felony in which the defendant personally inflicts great bodily injury on another, or in which the defendant personally uses a firearm; attempted murder; assault with intent to commit rape or robbery; assault with a deadly weapon on a peace officer; assault by a life prisoner on a non-inmate; assault with a deadly weapon by an inmate; arson; exploding a destructive device with intent to injure or to murder, or explosion causing great bodily injury or mayhem; burglary of an inhabited dwelling; robbery or bank robbery; kidnapping; holding of a hostage by a person confined in a state prison; attempt to commit a felony punishable by death or imprisonment in the state prison for life; any felony in which the defendant personally uses a dangerous or deadly weapon; selling or furnishing specified controlled substances to a minor; penetration of genital or anal openings by foreign objects against the victim's will; grand theft involving a firearm; carjacking; and a conspiracy to commit specified controlled substances offenses.

FEE SCHEDULE FOR WASTE AND RECYCLING SERVICES

(Submit price schedule here along with pricing for a la carte on-call services. Attach additional sheets if necessary)

WARE DISPOSAL, INC.

Newport Mesa USD / Trash Services Proposal

Location	Quantity	Bin	Frequency	Debris	Cost Per Bin	Monthly
Adams	2	3-Y	5x Week	Trash	$199.00	**$398.00**
Anderson	1	3-Y	5x Week	Trash	$199.00	**$199.00**
California	2	3-Y	5x Week	Trash	$199.00	**$398.00**
College Park	3	3-Y	5x Week	Trash	$199.00	**$597.00**
Davis	2	3-Y	5x Week	Trash	$199.00	**$398.00**
Eastbluff	2	3-Y	5x Week	Trash	$199.00	**$398.00**
Harbor View	2	3-Y	5x Week	Trash	$199.00	**$398.00**
Kaiser	2	3-Y	5x Week	Trash	$199.00	**$398.00**
Killybrooke	2	3-Y	5x Week	Trash	$199.00	**$398.00**
Lincoln	2	3-Y	5x Week	Trash	$199.00	**$398.00**
Mariners	2	4-Y	5x Week	Trash	$245.00	**$490.00**
Newport	1	4-Y	5x Week	Trash	$245.00	**$245.00**
Newport Coast	2	3-Y	5x Week	Trash	$199.00	**$398.00**
Newport Height	2	3-Y	5x Week	Trash	$199.00	**$398.00**
Paularino	2	3-Y	5x Week	Trash	$199.00	**$398.00**
Pomona	2	3-Y	5x Week	Trash	$199.00	**$398.00**
Rea	4	3-Y	5x Week	Trash	$199.00	**$796.00**
Sonora	2	3-Y	5x Week	Trash	$199.00	**$398.00**
Victoria	2	3-Y	5x Week	Trash	$199.00	**$398.00**
Whittier	2	3-Y	5x Week	Trash	$199.00	**$398.00**
Wilson	2	3-Y	5x Week	Trash	$199.00	**$398.00**
Woodland	2	3-Y	5x Week	Trash	$199.00	**$398.00**
Ensign	3	3-Y	5x Week	Trash	$199.00	**$597.00**
TeWinkle	4	3-Y	5x Week	Trash	$199.00	**$796.00**
CDM-MS-HS	8	3-Y	5x Week	Trash	$199.00	**$1592.00**
C Mesa-MS-HS	4	3-Y	5x Week	Trash	$199.00	**$796.00**
	1	4-Y	5x Week	Trash	$245.00	**$245.00**
Early College	2	3-Y	5x Week	Trash	$199.00	**$398.00**
Estancia HS	4	3-Y	5x Week	Trash	$199.00	**$796.00**
Newport Harbor	7	3-Y	5x Week	Trash	$199.00	**$1393.00**
Back Bay AEC	2	3-Y	5x Week	Trash	$199.00	**$398.00**
BESST	1	3-Y	5x Week	Trash	$199.00	**$199.00**
Harper	2	3-Y	5x Week	Trash	$199.00	**$398.00**
Lindberg	2	3-Y	5x Week	Trash	$199.00	**$398.00**
M&O	5	3-Y	5x Week	Trash	$199.00	**$995.00**
Central Kitchen	2	3-Y	5x Week	Trash	$199.00	**$398.00**
					Monthly Total	**$18,492.00**

WARE DISPOSAL, INC.

Newport Mesa USD / Recycling Services Proposal

Location	Quantity	Bin	Frequency	Debris	Cost Per Bin	Monthly
Adams	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
Anderson	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
California	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
College Park	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
Davis	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
Eastbluff	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
Harbor View	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
Kaiser	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
Killybrooke	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
Lincoln	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
Mariners	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
Newport	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
Newport Coast	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
Newport Height	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
Paularino	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
Pomona	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
Rea	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
Sonora	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
Victoria	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
Whittier	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
Wilson	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
Woodland	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
Ensign	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
TeWinkle	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
CDM-MS-HS	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
C Mesa-MS-HS	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
Early College	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
Estancia HS	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
Newport Harbor	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
Back Bay AEC	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
BESST	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
Harper	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
Lindberg	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
M&O	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
Central Kitchen	1	3-Y	2x Week	Recycle	$105.00	**$105.00**
					Monthly Total	**$3,675.00**

WARE
DISPOSAL, INC.

Newport Mesa USD / Organic Food Waste Proposal

Location	Quantity	Bin	Frequency	Debris	Cost Per Bin	Monthly
CDM-MS-HS	1	35-Gallon Cart	1x Week	Organics / Food Waste	$96.45	**$96.45**
C Mesa-MS-HS	1	35-Gallon Cart	1x Week	Organics / Food Waste	$96.45	**$96.45**
Early College	1	35-Gallon Cart	1x Week	Organics / Food Waste	$96.45	**$96.45**
Estancia	1	35-Gallon Cart	1x Week	Organics / Food Waste	$96.45	**$96.45**
Newport Harbor	1	35-Gallon Cart	1x Week	Organics / Food Waste	$96.45	**$96.45**
Central Kitchen	3	35-Gallon Cart	1x Week	Organics / Food Waste	$96.45	**$289.35**
					Monthly Total	**$771.60**

Miscellaneous Pick-Up Costs						
Bin Size	Trash / Recycle	1x Week	2x Week	3x Week	4x Week	5x Week
3-Yard Bin	Trash	95.00	125.00	155.00	185.00	215.00
3-Yard Bin	Recycle	75.00	105.00	135.00	165.00	195.00
4-Yard Bin	Trash	120.00	160.00	200.00	240.00	280.00
4-Yard Bin	Recycle	100.00	140.00	180.00	220.00	260.00

Roll Off / Open Top Boxes / On-Call Services

(Solid Waste-Green Waste-C&D-Inerts) 10 Yard Lowboy / $252.45 per haul / $81.00 per ton / $105.35 per ton over 7 tons
(Solid Waste-Green Waste-C&D) 40 Yard Open Top / $252.45 per haul / $81.00 per ton / $105.35 per ton over 7 tons
(Metal-Recycling) 40 Yard Open Top / $252.45 per haul / No Rebate

3 & 4 Yard Bin Extra Service Fees ***Pictures Attached Below**

3 Yard Bin over filled $67.79 / 4 yard bin over filled $87.05
3 yard bin over weight $119.35 / 4 yard bin over weight $159.10
3 yard trash or recycle one time extra pick up $145 / 4 yard trash or recycle one time extra pick up $193.00

*Over Filled + Extra Debris



*Properly Loaded Bin



*Over Weight + Over Filled



*Over Filled



WARE
DISPOSAL, INC.

In an effort to assist the District maintain a consistent budget, Ware Disposal is proposing a Option proposal which will allow the District an opportunity to know its costs for the term of 5 years. We believe we will be able to assist the District is keeping within the budget with new innovative recycling programs in the future

5 YEAR OPTIONAL PROPOSAL

Newport Mesa USD / Trash Services Proposal

Location	Quantity	Bin	Frequency	Debris	Cost Per Bin	Monthly
Adams	2	3-Y	5x Week	Trash	$180.00	**$360.00**
Anderson	1	3-Y	5x Week	Trash	$180.00	**$180.00**
California	2	3-Y	5x Week	Trash	$180.00	**$360.00**
College Park	3	3-Y	5x Week	Trash	$180.00	**$540.00**
Davis	2	3-Y	5x Week	Trash	$180.00	**$360.00**
Eastbluff	2	3-Y	5x Week	Trash	$180.00	**$360.00**
Harbor View	2	3-Y	5x Week	Trash	$180.00	**$360.00**
Kaiser	2	3-Y	5x Week	Trash	$180.00	**$360.00**
Killybrooke	2	3-Y	5x Week	Trash	$180.00	**$360.00**
Lincoln	2	3-Y	5x Week	Trash	$180.00	**$360.00**
Mariners	2	4-Y	5x Week	Trash	$225.00	**$450.00**
Newport	1	4-Y	5x Week	Trash	$225.00	**$225.00**
Newport Coast	2	3-Y	5x Week	Trash	$180.00	**$360.00**
Newport Height	2	3-Y	5x Week	Trash	$180.00	**$360.00**
Paularino	2	3-Y	5x Week	Trash	$180.00	**$360.00**
Pomona	2	3-Y	5x Week	Trash	$180.00	**$360.00**
Rea	4	3-Y	5x Week	Trash	$180.00	**$720.00**
Sonora	2	3-Y	5x Week	Trash	$180.00	**$360.00**
Victoria	2	3-Y	5x Week	Trash	$180.00	**$360.00**
Whittier	2	3-Y	5x Week	Trash	$180.00	**$360.00**
Wilson	2	3-Y	5x Week	Trash	$180.00	**$360.00**
Woodland	2	3-Y	5x Week	Trash	$180.00	**$360.00**
Ensign	3	3-Y	5x Week	Trash	$180.00	**$540.00**
TeWinkle	4	3-Y	5x Week	Trash	$180.00	**$720.00**
CDM-MS-HS	8	3-Y	5x Week	Trash	$180.00	**$1440.00**
C Mesa-MS-HS	4	3-Y	5x Week	Trash	$180.00	**$720.00**
	1	4-Y	5x Week	Trash	$225.00	**$225.00**
Early College	2	3-Y	5x Week	Trash	$180.00	**$360.00**
Estancia HS	4	3-Y	5x Week	Trash	$180.00	**$720.00**
Newport Harbor	7	3-Y	5x Week	Trash	$180.00	**$1260.00**
Back Bay AEC	2	3-Y	5x Week	Trash	$180.00	**$360.00**
BESST	1	3-Y	5x Week	Trash	$180.00	**$180.00**
Harper	2	3-Y	5x Week	Trash	$180.00	**$360.00**
Lindberg	2	3-Y	5x Week	Trash	$180.00	**$360.00**
M&O	5	3-Y	5x Week	Trash	$180.00	**$900.00**
Central Kitchen	2	3-Y	5x Week	Trash	$180.00	**$360.00**
					Monthly Total	**$16,740.00**

WARE DISPOSAL, INC.

5 YEAR OPTIONAL PROPOSAL

Newport Mesa USD / Recycling Services Proposal

Location	Quantity	Bin	Frequency	Debris	Cost Per Bin	Monthly
Adams	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
Anderson	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
California	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
College Park	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
Davis	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
Eastbluff	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
Harbor View	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
Kaiser	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
Killybrooke	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
Lincoln	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
Mariners	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
Newport	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
Newport Coast	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
Newport Height	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
Paularino	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
Pomona	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
Rea	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
Sonora	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
Victoria	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
Whittier	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
Wilson	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
Woodland	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
Ensign	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
TeWinkle	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
CDM-MS-HS	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
C Mesa-MS-HS	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
Early College	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
Estancia HS	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
Newport Harbor	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
Back Bay AEC	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
BESST	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
Harper	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
Lindberg	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
M&O	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
Central Kitchen	1	3-Y	2x Week	Recycle	$95.00	**$95.00**
					Monthly Total	**$3,420.00**

WARE
DISPOSAL, INC.

5 YEAR OPTIONAL PROPOSAL

Newport Mesa USD / Recycling Services Proposal

Location	Quantity	Bin	Frequency	Debris	Cost Per Bin	Monthly
CDM-MS-HS	1	35-Gallon Cart	1x Week	Organics	$88.00	**$88.00**
C Mesa-MS-HS	1	35-Gallon Cart	1x Week	Organics	$88.00	**$88.00**
Early College	1	35-Gallon Cart	1x Week	Organics	$88.00	**$88.00**
Estancia	1	35-Gallon Cart	1x Week	Organics	$88.00	**$88.00**
Newport Harbor	1	35-Gallon Cart	1x Week	Organics	$88.00	**$88.00**
Central Kitchen	1	35-Gallon Cart	1x Week	Organics	$88.00	**$264.00**
					Monthly Total	**$704.00**

This proposal is if NMUSD will give Ware Disposal a 5 year agreement, these rates will remain the same for 2 years. The 3rd 4th and 5th years rates will be given a 3.5% increase each of those years.

Roll Off / Open Top Boxes / On-Call Services

(Waste-Green Waste-C&D-Inerts) 10 Yard Lowboy / $252.45 per haul / $81.00 per ton / $105.35 per ton over 7 tons

(Waste-Green Waste-C&D) 40 Yard Open Top / $252.45 per haul / $81.00 per ton / $105.35 per ton over 7 tons

(Metal-Recycling) 40 Yard Open Top / $252.45 per haul / No Rebate

3 & 4 Yard Bin Extra Service Fees ***Pictures Attached Below**

3 Yard Bin over filled $67.79 / 4 yard bin over filled $87.05

3 yard bin over weight $119.35 / 4 yard bin over weight $159.10

3 yard trash or recycle extra pick up $145 / 4 yard trash or recycle extra pick up $193.00

*Over Filled + Extra Debris



*Properly Loaded Bin



*Over Weight + Over Filled



*Over Filled



Solid Waste Disposal and Recycling Site Listing

The following chart provides information on the current bin count at each District site, it will be the responsibility of the awarded contractor to notify the District of any recommendation to right-size the collection bins at each site based on individual site needs to avoid any over fill charges. All bins are picked up 5 times per week, Monday thru Friday, unless otherwise instructed in writing by the Director of Maintenance & Operations or their designee:

Adams Elementary School	2	0
Andersen Elementary School	1	0
California Elementary School	2	0
College Park Elementary School	3	0
Davis Elementary School	2	0
Eastbluff Elementary School	2	0
Harbor View Elementary School	2	0
Kaiser Elementary School	2	0
Killybrooke Elementary School	2	0
Lincoln Elementary School	2	0
Mariners Elementary School	0	2
Newport Elementary School	0	1
Newport Coast Elementary School	2	0
Newport Heights Elementary School	2	0
Paularino Elementary School	2	0
Pomona Elementary School	2	0
Rea Elementary School	4	0

Sonora Elementary School	2	0
Victoria Elementary School	2	0
Whittier Elementary School	2	0
Wilson Elementary School	2	0
Woodland Elementary School	2	0
[illegible]	[illegible]	[illegible]
Ensign Intermediate School	3	0
TeWinkle Intermediate School	4	0
[illegible]	[illegible]	[illegible]
Corona del Mar Middle/High School	8	0
Costa Mesa Middle/High School	4	1
Early College High School	2	0
Estancia High School	4	0
Newport Harbor High School	7	0
[illegible]	[illegible]	[illegible]
Back Bay/Monte Vista Alternative Education Center	2	0
BESST Center	1	0
Harper Site	2	0
Lindberg Site	2	0
NMUSD M&O A Bear St.	5	0
NMUSD Central Kitchen B Br. St.	2	0

NMUSD District	3	On-Call
NHHS	1	On-Call
Estancia High School	1	On-Call

NMUSD District	2	On-Call

Bin Size	Waste	1x Week	2x Week	3x Week	4x Week	5x Week
3yrd	Solid					
4yrd	Solid					
3yrd	Recycle					
4yrd	Recycle					

WARE
DISPOSAL, INC.

COMPANY HISTORY

Ware Disposal has had the privilege of servicing Southern California communities, businesses and agencies for their solid waste and recycling needs since its inception in 1968, when co-founders Judith & Ben Ware started the company with three (3) service vehicles. Today, Ware Disposal has a fleet of over 125 clean air fueled vehicles (CNG), operating daily and servicing several municipalities, thousands of businesses, and tens of thousands of residents. Our fleet is housed, maintained and fueled at our operations facility (1451 S. Manhattan Ave, Fullerton, CA 92831) while our corporate office and materials recovery facility is located in Santa Ana, CA.

Ware Disposal is a stable and well-established company that currently employees over 165 people. In the past 15 years, our firm has grown to over $40 million in annual revenues, ranking us 54th nationally in Waste Age, a national industry publication. This growth occurred in large part to being awarded several prestigious franchises, including the southeast section of the City of Los Angeles RECYCLA franchise servicing over 3,500 commercial accounts (we are only one of seven (7) haulers to be awarded a franchise by the City of Los Angeles). We are also franchisees in three (3) different residential communities in the County of Los Angeles (Lennox, Charter Oaks, and South Whittier) and one (1) community in Orange County (El Modena); where altogether we service more than a combined 20,000 single family residential units. We're proud to state that we have a perfect safety record in these communities, and a service score of 8.6 out of 10. Ware Disposal also has non-exclusive franchise agreements with the Cities of Newport Beach, Costa Mesa, Irvine, San Diego, Vernon, Commerce, Glendale, and Pasadena. As an industry leader in commercial services, Ware Disposal has more than the required expertise to maximize the recoverability of construction and demolition debris, organic food wastes, and typical recyclables, to prevent materials from being landfilled while controlling costs for NMUSD.



Ware Disposal has a very diverse and longstanding relationship with our 165 employees. Our labor force is over 75% minority, and we have a robust hiring policy focusing on equal opportunity, especially in the hiring of formerly incarcerated workers. Our 100+ drivers are unionized under the International Brotherhood of Teamsters.

We commission an external CPA firm annually to conduct a thorough financial and internal controls review of our company and associated internally-prepared financial statements. There have been no adverse material findings during any such review over the past five years.

Ware Disposal hereby confirms its good standing for the past seven (7) consecutive years without any official unresolved record of complaint(s) registered or filed with the Board of California Department of Consumer Affairs. Ware Disposal is committed to provide the best service at the best rate. It will not simply undercut as other competitors might be inclined to do, sacrificing quality and service to get the contract. We assure the University that we will provide sustainable services where we will not be coming back for cost adjustments. We simply value our employees, our customers, and our industry too much to deliberately take a loss by "buying" a contract.

WARE
DISPOSAL, INC.

QUALIFICATIONS

Ware Disposal is exceptionally qualified to service the CUSD. We have maintained a perfect record with regards to safety and we recycle between 60-70% of all materials we remove from all school districts we service. We deliver all of the wastes and recyclables to our mixed waste processing facility which we call Madison Materials Resource Recovery.

Importantly, we service all of the campuses with clean air vehicles using Compressed Natural Gas (CNG). Our service is premised on our internal mandate of the Minuteman principle: whatever the job and activity, we make sure all your needs are addressed and handled immediately.

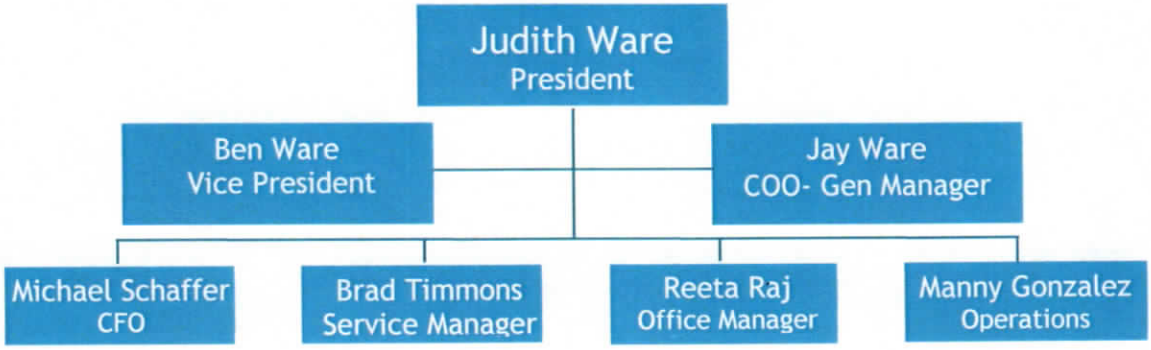
Overall, Ware Disposal has exemplary qualifications. Ware Disposal remains one of the longest standing, locally-owned and operated solid waste and recycling providers not only in Orange County, but also in Southern California; and it has secured a top 54 ranking in both Waste Age and Waste and Recycling industry publications.

Ware Disposal provides and services all manner of storage equipment ranging from carts to bins to roll offs to compactors. Plus, we also offer temporary collection services from Los Angeles to San Diego; and many experts regard Ware Disposal as the industry leader in their provision. Ware Disposal has more than the required expertise to maximize the recoverability of construction and demolition debris, organics and food wastes, and typical recyclables, to prevent them from being landfilled. To summarize:

- Certified Woman Business Enterprise & Family-Owned Firm
- Serving Southern California since 1968 including Los Angeles County – San Bernardino County – Riverside County – Orange County - San Diego County
- Over 20,000 single-family residential customers serviced every week
- Several thousand businesses serviced weekly
- Will Provide CUSD with Exemplary Customer Service, Safety, Recycling & Environmental Stewardship
- We service over 30 school districts on a daily
- CNG Fleet Over 125 Service Trucks
- Customer service with comprehensive state-of-the-art CS systems including real time tracking and performance of all service vehicles, onboard tablets tracking all loads and services, and direct communications with senior staff at Ware Disposal



CORPORATE STRUCTURE & KEY PERSONNEL



JUDITH HELAINE WARE / PRESIDENT & CEO

Judith has been the President and CEO of Ware Disposal since its inception in 1968. She understands accounting principles utilized by large-scale CPA firms to produce the Company's financials and to adhere to generally accepted accounting principles. She develops the Company's overall corporate strategy (through the Company's annual corporate plan) and deals with financing/leasing companies in securing the requisite financing of capital equipment. She has participated in many workshops, seminars and conferences at the local and state level, and has helped local government develop permanent solutions to meeting their diversion requirements under AB 939, as well as more recent legislative mandates. Her participation at the local and state level has directly led a number of municipalities to implement construction and demolition debris recycling, and green waste recovery programs to capture high levels of diversion. Her knowledge of the solid waste and recycling industry is based on her 52 years of experience in the industry, and is beyond reproach. She has overseen the growth of Ware Disposal from three (3) trucks in 1968 to a fleet of 125 today. While managing the Company, she is also highly active in civic affairs and sits on a number of corporate/non-profit boards, including the California Women's Leadership Association, The Boys and Girls Club of Santa Ana, The Raise Foundation, and the Orange County Taxpayer's Association. She is a community partner, like the rest of the Company, and has been happily married since 1966. She has one son (Jay Ware, the Company's General Manager) and a daughter.



BEN MARLON WARE / VICE PRESIDENT-SECRETARY

Ben Ware is an original co-founder and a minority owner of Ware Disposal. He possesses nearly 53 years of experience in the solid waste and recycling industry. He has a full understanding of managing the daily operations of a large-scale truck fleet and what makes our operations for the company run smoothly. When he established the Company in 1968, he was a pioneer in collecting and recycling waste materials, well before AB 939 and even before the original Earth Day 1970. Ben has stayed involved with the day to day operations of Ware Disposal and his opinions and expertise is heard daily.

JAY WARE / GENERAL MANAGER

Jay Ware possesses 32+ years of experience in the solid waste and recycling industry. He began his career in the industry at Ware Disposal by driving routes, setting up service for customers, and assisting customer needs. He possesses a like amount of experience in upper management as Ware Disposal's General Manager; a position he has held now for several years. He has a full understanding of managing the daily operations of our fleet, while maintaining an open-door policy for all of his employees; helping staff when needed and making sure tasks are completed in a timely manner.

Jay was a driving force behind opening Ware Disposal's resource recycling facility (Madison Materials), and it was his forward thinking that has given us a facility that can process multiple different types of debris. He believed that mixed commercial debris along with construction and demolition materials could best be handled by recycling and processing these materials through a custom sorting system therefore diverting this debris from being landfilled and helping jurisdictions increase their diversion percentage and become compliant with California recycling mandates. Madison Materials opened in 2002 and obtained a full solid waste facility permit from the California Integrated Waste Management Board in September 2004. Jay has been very instrumental in the tremendous growth at Ware Disposal over the last decade due to the achievement of Madison Materials. Jay is a current board member of the Los Angeles City Disposal Association (LACDA). He graduated in 1992 from the University of Southern California (USC) with a degree in business administration and communications.

MICHAEL SHAFFER / CHIEF FINANCIAL OFFICER

Michael Shaffer is the CFO of Ware Disposal, and he possesses more than 15 years of progressively responsible experience in his career. Michael has led accounting groups at Fortune 500 companies as well as small early stage growth enterprises. Among his significant previous positions, Michael served as Vice President of Administration and CFO of Nakoma Group, a California-based management consulting firm specializing in Oracle-based ERP system implementations and upgrades. He was the Finance Director (Division Controller) for Endeavors Technology, a US subsidiary of publically traded UK firm Tadpole Technology. Prior to his years with Endeavors, Michael held various accounting related roles at Fortune 500 energy services firm Sempra Energy (NYSE:SRE). Michael holds a BS in Economics degree from California Polytechnic University, San Luis Obispo.

BRAD TIMMONS /CUSTOMER SERVICE MANAGEMENT

Brad Timmons has over 30 years of experience in the solid waste and recycling industry. He has previously worked in a number of capacities for other firms such as Western Waste Industries. After WWI was purchased by Waste Management, Brad joined Ware Disposal and has been a valuable team leader ever since (20+ years). He possesses many years of practical experience that NOCCCD will benefit from; and the agency can be assured that he will continue to be our liaison to maintain routing, assuring bins and equipment are in working order and presentable, and that tonnage is tracked accurately so diversion reports are timely and regular. He will be involved with the education and outreach to make sure materials are sorted properly, and that students and faculty are well versed on what is processed and recycled, and what is not. Brad will assist NOCCCD in targeting key sectors of each of the three (3) campuses so all locations can increase their participation in recycling and diversion programs to meet all of the new state mandates including AB 341 (Mandatory Commercial Recycling), AB 1826 (Mandatory Commercial Organics Recycling), and SB 1383 (Short Lived Climate Pollutants). Brad will also help in any public relations matters that may arise.

MANUEL GONZALES / SENIOR OPERATIONS MANAGER

Manuel (Manny) Gonzales has been the Senior Operations Manager for Ware Disposal for nearly two (2) decades. Prior to becoming the Senior Operations Manager, he was Ware Disposal's chief mechanic and he got his entry into the firm as a driver for the Company, driving both front-end loader and roll-off routes. Manny will be one of the lead individuals to ensure continuity in operations, and progressively improved diversion rates. He has assisted the Company in making routes more efficient, and we are pleased to note that he was the leading force for implementing a GPS system in all of the Company's trucks in 2002. Manny is also the key individual involved in recruiting and training any new drivers and service staff needed.

REETA RAJ / OFFICE MANAGER

Reeta Raj is Ware Disposal's office manager and also serves as its accounts payable clerk. She has worked in an exemplary manner for Ware Disposal for over a decade. Previously, she worked for the Charles Krishna Tax and Accounting service as an Accounts Clerk for three years. Additionally, she has worked for Punjas Ltd. in the Fiji Islands as an Accounts Payable Supervisor for two years prior to emigrating to the United States of America. Ms. Raj possesses a BS in Accounting and Information Systems from the University of the South Pacific, Fiji Islands.

Ware Disposal Customer Service Representatives

Ware Disposal's customer service group consists of twelve (12) trained customer service representatives who function under the two (2) senior customer service supervisors listed below and the General Manager, Jay Ware. Customer service staff will answer phone calls from 7 am to 5 pm Monday thru Friday and until 3 pm on Saturday. Our invoicing staff are available for the same hours Monday through Friday. Employees will be thoroughly trained and experienced.

Our Customer Service supervisors exist to provide daily guidance to CSRs with on-going customer service etiquette training, use of the WAM software system, reviewing and monitoring of telephone calls and emails, etc. Ware Disposal has a supervisor in each location to ensure company policies are followed at all times and to maintain our excellent record of customer service. Ware Disposal conducts monthly staff meetings to review prior CSR performance, provide new and refresher training courses, city rules and regulations and, in certain cases, field experience to actually understand the industry.



A sampling of the awards and recognition that Ware Disposal has received from its customers and various nonprofit organizations that it participates with.

The normal training program from start to finish takes about four (4) weeks. All of Ware Disposal's supervisors have been employed by the Company for over five years and, in a number of cases, a decade or more.

Examples of daily CSR functions are as follows: scheduling waste assessments, answering questions from customers, taking orders for service, taking changes and special requests, entering in special item pick-ups, ordering service modifications, answering billing questions, establishing or terminating services, ordering temporary service, determining discount qualifications, etc.

PROJECT APPROACH-OPERATIONAL PLAN

Ware Disposal has provided commercial bin service to customers across Southern California in both exclusive and nonexclusive environments. We fully understand the nature and composition of the commercial waste stream. Ware Disposal has the required expertise to maximize the recoverability of many materials that comprise that waste stream and prevent it from being landfilled. In the table below, we provide a simplified listing of what our accounts do and what Ware Disposal does:

What Accounts Do	What Ware Disposal Does
Separate their discards into 3 single streams	Collects all discards separately
1. Single-stream recyclables (blue bin) – Customers sort fiber, plastics, metals, glass, wood, and more	Collects and processes at Madison Materials for recycling (>90% recovery)
2. Single-stream organics (green bin) – Customers sort organics	Collects and processes at Madison Materials for recycling into fuel and compost (>90% recovery)
3. Single-stream refuse (black bin) – Customers do nothing other than place their refuse into the black bin and do not realize any difference in collection or collection cost	Collects refuse in dry and wet routes to enhance post-collection processing at Madison Materials (Up to 40% recovery): 1. *Dry, fiber-rich accounts*: all sources related to offices, retailers, services and industries, C&D debris sites, & distribution centers 2. *Wet, organic-rich accounts*: all sources that generate organics such as food-related businesses, grounds-related sources, & hospitality
4. Roll off boxes – Customers place refuse/ recyclables into appropriate containers	Collects and processes all materials at Madison Materials for optimal recovery (ranging from 40% to 100% recovery depending upon material)

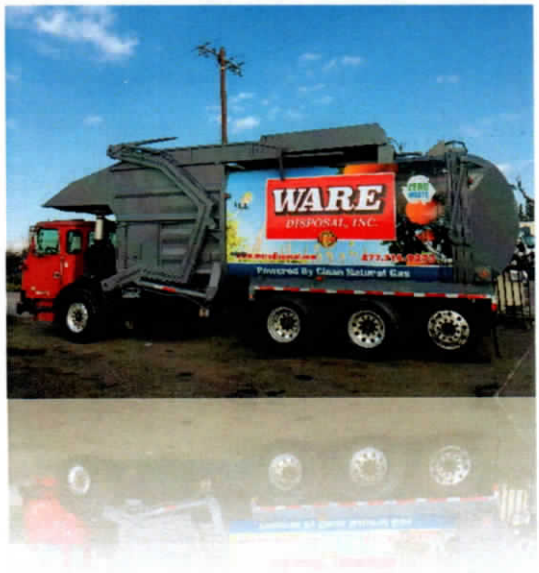
Ware Disposal will provide for each campus the following and as stipulated in the schedule of services in the RFP including numbers of containers and scheduling of services:

1. Complete front-end & back-end collection system with 3-bin/dumpster system
2. Provide simple & easy separation program for mixed recyclables w/ dedicated recycle carts & bins
3. Offer simple & easy separation program for food wastes & organics w/dedicated carts
4. Back-end mixed waste processing to optimize recovery of recyclables from residuals
5. Safe & reliable collection & disposal of residuals
6. Engage employees and tenants with continuous multimedia training, instructions, signage & labeling
7. Provide incentives
8. Perform Zero Waste assessments
    - Ware Disposal will audit all locations
    - Qualified & experienced Zero Waste technicians
    - Annual right-sizing initiative performed every November
9. Free deskside separation kits for each employee
10. Guaranteed compliance with AB341, AB 1826 & SB 1383
11. Special services on demand
12. Ware Disposal is able to provide all service components described in Section III of the RFP

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Waste Diversion and Recycling Plan

The Newport Mesa Unified School services will be achieved for the maximum diversion of solid waste and recycling. At all times Ware Disposal will insure the District will be properly serviced and maintain compliance with all recycling and diversion requirements.



The Districts solid waste service currently consists of mainly 3&4 cubic yard front load bins, these bins will be serviced by dedicated compressed natural gas (CNG) service vehicles. The solid waste and recyclables will be serviced by two separate trucks. The solid waste and recyclables the vehicles pick up will be delivered to a Material Resource Recovery Facility (MRF) to be processed and diverted from local landfills to maximize your districts diversion rate. Ware Disposal has provided these service for the past ten years and have maintained above a 39-43% diversion on all of the Districts waste. All of the debris that is removed from the residual pile will be processed again with like material than baled and delivered to an end processor. The residual will be delivered to a local landfill by Madison Materials, Inc.

M
MADISON
RESOURCE RECOVERY FACILITY





In concert with a $2 million upgrade of Madison Materials Resource Recovery Facility in 2015-16, Ware Disposal routinely employs a wet/dry routing scheme (e.g., A/B routing) in all of our commercial franchises to provide de facto at-source "separation" of wet organic matter from most dry trash, yielding a more recoverable stream of materials. This improves our diversion efficiency as we can capture more recoverable materials that escape our "blue & green bin" source separation recovery system. At the campuses, most offices of faculty and administrative personnel produce dry waste which is essentially wastepaper. Sources that feature food services and grounds produce mostly wet organic waste.

If appropriate and warranted, Ware Disposal will utilize this approach to optimize recovery (i.e., support source separation programs) We have provided a list of materials expected to be recovered in the table on the following page.

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LIST OF MATERIALS

Waste	Material	Example Products
Waste	Dry materials	Post-collection processing Fiber, glass, plastics
Recycling	Recyclable materials	Plastics # 1-7, white paper, metals containers, glass containers, glass jars, newspaper, mixed page, Junk mail, magazines, cereal boxes, Telephone books, milk containers
Cardboard	Cardboard boxes	Corrugated cartons
Green	Yard debris	Lawn clippings, branches, leaves, Brush, sawdust, trimmings
Organics/Food	Organic wastes	Compostable food, donated food, rescued meals
Construction and Demolition Material	C&D materials	

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Commingled Recycling Plan



Dry Waste Is Often Recyclable Material

The Newport Mesa Unified School District co-mingled recycling program will consists of 3 cubic yard front load bins serviced 2x week with dedicated compressed natural gas (CNG) service vehicles. These co mingles mixed recyclables will be delivered to a Material Resource Recovery Facility (Madison Materials, 1035 E 4th Street Santa Ana CA 92701) were the diversion rates range between 82-86% on the materials that will be coming from your co-mingled recycling bins. The recycling market is at an all-time low as far as the quality of the material that is accepted, the debris that is not as clean has a processing fee attached to the quantity of debris. There are no rebates or monies to be rebated back to NMUSD at this time. All materials such as cardboard, paper, metals, and plastics will be processed by material type baled and delivered to an end user of that material type.

All containers will be clearly marked recyclables only along with what is recyclable and allowed into the containers.

Enclosed as an attachment is the labeling for the containers, as well as a training tool to train the staff and educate the children as we have done for many years.





RECYCLING ONLY

NO PLASTIC BAGS



Cardboard



Mixed Paper



Plastic Bottles & Jugs



Glass Bottles & Jars



Cartons



Mixed Plastic



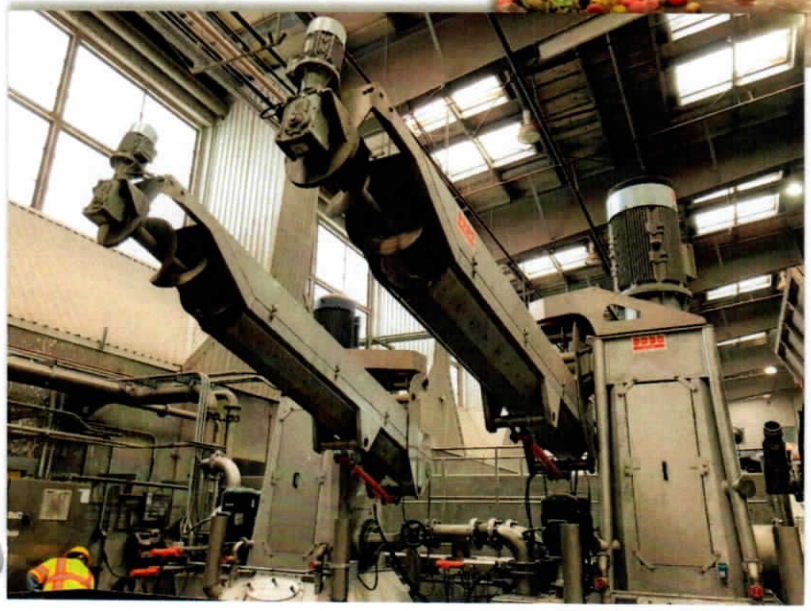
Clean Aluminum & Metal Cans

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Organics Collection and Separation and Processing

Ware Disposal will implement an Organics program for the District. We will start the program implementing a pilot program to collect pre consumer food and prep food. While we educate and insure compliance with the stringent contamination guidelines we will insure a no more than 3% contamination rule. After 90 days once we have established a consistent understanding and have maintained a non-contaminated product we will expand the program to lunch areas, and collect post-consumer food waste. Ware Disposal will implementing 35 gallon carts to specific locations in order to teach and inform the District about proper organics recycling, these carts will be serviced by compressed natural gas (CNG) service vehicles all organics carts will be switched out by this vehicle rather to insure the highest level on sanitization. **Due to Covid 19 this level of service insures the safety and well being of students, and faculty alike**. Our goal is to have each and every school involved in the organics recycling program and will this will work to maximize diversion. All organic material will be processed for the collection of energy and other bi products. All materials will be delivered to a state certified state of the art food waste processing facility.







FOOD WASTE *Only*

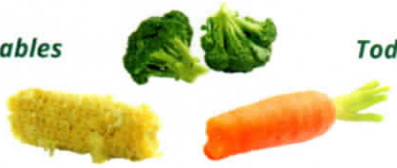
YES

All Fruits



Todas Frutas

All Vegetables



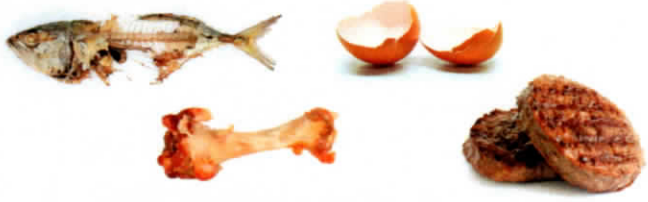
Todas Verduras

All Pastas, Grains, Rice & Beans



Pastas, Granos, Arroz Y Frijoles

All Cooked Meat, Poultry, Seafood, Shellfish, Bones, Eggs, Egg Shells



Carnes, Pollo, Pescado Cocido, Mariscos, Crustaceos, Huesos, Huevos y Cascaron de Huevos

All Bread, Coffee Grounds & Filters, Cheese and Pastries



Panes, Café y filtros, Quesos y Pasteles

Parchment Paper, Kitchen Paper Towels & Soiled Napkins



Papel Para Hornear Pergamino, Toallas de Papel y Servilletas de Papel

NO

Oil & Grease



Aceites y Grasas

Plastic Containers, Bags, Film & Gloves



Plastico, Bolsa de Plastico y Plastico de Empaque

Raw Meat



Carne Cruda

Cans & Glass



Latas y Vidrio

Packaging & Cardboard



Cajas de Comestibles y Cartones

Paper and Biodegradable Plates, Cups and Utensils



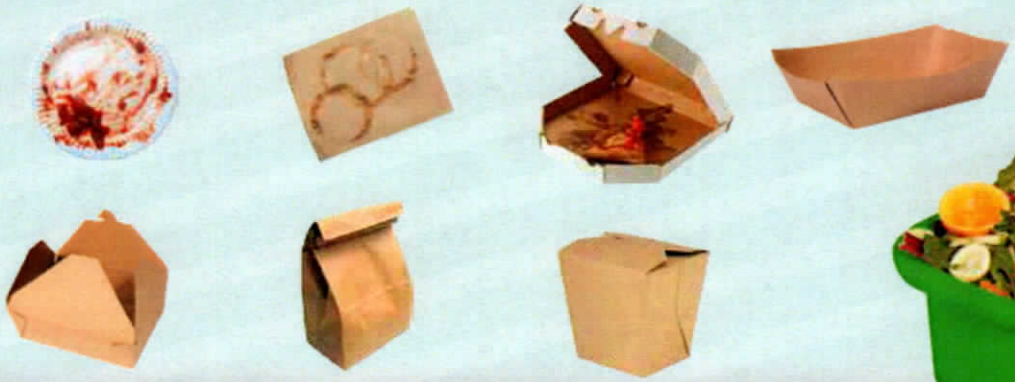
Utensilos, Platos y Vasos Biodegradables o de Papel

FOOD & COMPOSTABLES
ALIMENTOS Y COMPOSTABLES

FOOD AND PLANTS / COMIDA Y PLANTAS



SOILED PAPER / PAPEL SUCIO





NO! / ¡NO!





877-714-9273 /waredisposal.com

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Understanding Food and Organics Recycling



Collecting Overview

This section provides a comprehensive overview of collection strategies including how to set up your collection system in the store, compost collection container options and vendors, liner bag considerations, sample language for hauler and composting facility contracts or bids.

In-Store Collection System

Your new compost collection system inside your store should mirror your current trash collection system in order to help make the transition easy for associates. Your new compost collection system will become a fundamental and permanent part of your store's new recycling initiative and a new waste minimization culture.

Seventy-five percent of an average supermarket's waste stream is compostable material. Therefore, anywhere there is currently a trash bin you should consider placing a compost container. This also shows why there is significant need for the compost collection containers to be much larger than the trash bins. Trash bins can actually be eliminated or a smaller trash bin can be used, which will also help to reinforce the idea that compostables are valued and more materials should be recycled than sent to trash.

On average, the produce department in a typical supermarket will generate 50 percent of the store's waste. For this reason, making composting easy and accessible for the produce department associates should be top priority. The departments you choose to include in your program will depend on your store size, the size of your containers, and the materials your hauler and composting facility accept.

Priority departments:

- Produce
- Floral
- Bakery
- Deli

Others may include:

- Seafood
- Meat
- Cheese
- Grocery/frozen foods/dairy
- Prepared foods
- Office

All participating departments should be supplied with workstation collection containers. These containers can range in size from a five-gallon pail to a 64-gallon toter. Larger capacity collection containers are not recommended due to safety considerations (i.e. food waste is very heavy.) You should walk through your departments and decide what size and type of containers would work best. It is recommended that you keep the type and color of compost collection containers uniform throughout the store so that store associates can easily identify them. If a particular department needs a special type of container, you should at least be sure to keep the compost containers color-coded throughout the store. Associates need to have easy and convenient access to the compostables containers from their workstations to ensure program success.

When full, workstation compost collection containers will need to be emptied by an associate, similar to your trash collection procedures. A designated compactor, dumpster, or area for the toters will need to be located at the back of the store for this purpose. Your compost hauler will then come to collect the materials from the container(s) on a predetermined schedule or on-call basis. It is important that this schedule is agreed upon before program start-up.

Special considerations for a toter collection systems: If space allows and your hauler is collecting toters, the toters can be placed directly in departments, filled with compostable materials, rolled to the back of the store for pick up, and exchanged for empty ones as needed. The hauler and program manager should decide on designated areas for

both empty toter storage and a convenient pick up location, such as the produce or receivers loading dock. Associate training is necessary to ensure that full toters will be available for pick up in the designated area and empty toters are easy to find. During the summer, toters should be emptied at least every other day. In the winter, two times a week is appropriate. When working with a hauler, you should confirm that the company has the flexibility of increasing pick-ups as needed.

Top 3 Collection Tips:

1) **Keep containers the same color**
2) **Locate bins next to trash or eliminate some trash containers**
3) **Be sure to involve the produce department**



Compostables Collection Container Options

There are a variety of containers being used to collect compostables inside supermarkets. Because each store is slightly different, you will have to review the store layout and decide which type of container will work best. We have included pictures on the next page of various containers that have proven to work well. It is highly recommended that you color–code your composting containers different from your trash containers and use matching educational materials throughout your store. Making the compost collection containers uniform will assist in consistent recycling techniques.

Aspects to consider when reviewing collection container options:

- Size
- Space
- Capital cost
- Diversion amounts desired
- Compatibility with trash containers
- Color-coding
- Mobility
- Desired features such as lids, handles, and wheels
- Use of liner bags
- Ergonomic considerations
- Types of containers that your hauler and composting facility can accommodate

Recommended container types:

- Self-contained compactor (not a break-away)
- 64 gallon toter
- Round 20 gallon bin on wheels
- "Slim Jim" with handles, 16 or 23 gallon
- 5 gallon pail with handle

Collection Container Tips:

1) **Color-code your compost containers.**
2) **Create uniform signage.**

Liner Bags

Liner bags are usually a requirement in all in-store compost collection containers to reduce odor and improve sanitation and cleanliness. There are a variety of liner bag choices for compostables. The major categories are "certified compostable" bags that can be composted and plastic bags (virgin polyethylene) that must be disposed with trash.

To determine what type of bags to use you will need to:

- Communicate with your hauler and composting facility to verify if there are any restrictions on the types of bags used.
- Find bags to fit the dimensions of your new collection containers. Bags should be tall enough to drape over the sides of the container rim. Please note that it is important that the bags do not collapse into the container because this leads to wasted bags and dirty bins. Test a few types to make sure they work appropriately.
- Identify if a rubber band is necessary to secure the bag in place (recommended).

If you are using liner bags, here is what you need to know about various choices of bags and bands to hold them in place:

Certified Compostable Liner Bags

It is recommended that you check with your composting facility manager to seek approval for any liner bag you choose. Certified compostable liner bags are in compliance with the American Society for Testing and Materials (ASTM) specifications for compostable plastics D6400-99. They are designed to disintegrate or biodegrade quickly and safely when composted in a commercial facility. Many certified compostable bags look and feel like plastic, but often have a "starchy" texture. Usually they are manufactured from high concentrations of a corn-based polymer and some form of "degradable polyethylene," and quickly breakdown (biodegrade) becoming absorbed into the soil.

The primary advantage of using certified compostable liner bags is reduced labor by haulers and composters, in that they do not need to manually or mechanically separate the bags from the collected compostable material. Regular plastic bags may not be allowed in hauler's loads or accepted at compost facilities. For the store operator, appropriate bags help assure clean and sanitary conditions within collection containers and minimize the risk of contamination that may occur with the use of non-compostable (plastic) liner bags.

Important: When choosing certified compostable bags, look for a "certified biodegradable" label or approval symbol on each bag. The Biodedegradable Product Institute has the most up-to-date information on approved products that have been properly certified but it is also recommended that you verify your choice of bags with your composting facility.

⇒ *Reference Page 8-6: Compost Collection Supplies*

Compostable Paper Liner Bags

Paper liner bags, manufactured from kraft paper, are available in limited sizes and quantities. Usually paper liner bags are used for smaller containers ranging in size from ½ to 5 gallons; however yard waste bags could be used as well. Paper liner bags may not hold liquids as well as other types of liner bags, and may be higher in cost.

⇒ *Reference Page 8-6: Compost Collection Supplies*

Plastic Bags

Plastic bags are a popular choice due to their low cost compared to certified compostable or paper bags. Check with your hauler and compost facility operator first to find out if non-biodegradable plastic bags are accepted. Additional fees may be applied if the hauler or compost facility needs to manually remove the bags. They also create more

solid waste. If you use plastic bags, it is recommended that you use clear bags or choose a color different from your trash bags. Make sure to select an appropriate size for your new collection containers and test them before program implementation. Contact your current supply vendor to see if they stock suitable bags for your program.

Educational Materials

All educational resources used throughout the supermarket should be:

- User Friendly
- Eye-catching
- Color-coded
- Uniform
- Visible
- Translated in all appropriate languages

Training Tools for Non-Management Associates

Store Associates Training and Tools
Hourly associates, working in departments that are involved in composting, should initially learn about their role in separating compostables through verbal training by their department manager and by regularly reading and referring to the composting guidelines posted at their workstation. Based on experience in other supermarket training initiatives, i.e., food safety, loss prevention, etc., associates will perform best with close supervision and attention to detail as outlined in department composting guidelines.

To further reinforce the key principles of separating compostables from trash, provide associates with frequent opportunities to ask questions and offer suggestions for improvement in your separation program.
⇒ *Reference Page 6-15: Composting Guidelines & Signs*

Quarterly Training or New Hire Training and Tools
Each quarter and/or when a new associate is hired, hourly-associates should receive verbal training by a department manager with special attention given to understanding department specific Composting Guidelines. Quarterly meetings for all associates should include feedback on your program successes, an opportunity to answer questions and initiate improvements to your compostables collection program.

Each new associate should receive verbal training by the department manager, using the training tools available in each department. New associates should be provided frequent opportunities to work along side other associates to learn the importance of separating compostables from trash, and receive answers to any question about your program.

Sample Program Announcement – Sign for Customers

WE THOUGHT YOU WOULD LIKE TO KNOW...

TO HELP REDUCE WASTE GOING TO LOCAL LANDFILLS

(SUPERMARKET NAME)

IS COLLECTING DISCARDED FOOD SCRAPS AND OTHER WASTE THAT CAN BE COMPOSTED

AND DELIVERING IT TO A LOCAL COMPOSTING FACILITY

COMPOSTING – ANOTHER FORM OF RECYCLING



Why compost?
Composting of biodegradable materials saves supermarkets money while conserving valuable natural resources and scarce landfill space. Composting is less expensive than trash disposal. Compostable materials (such as fruits, vegetables, bread, and flower clippings) are used to make a valuable soil-like product – compost, which is used to enrich local soils. Composting also helps support local composting facilities by providing a consistent supply of material, which is processed for sale.

COMPOSTABLE

- Vegetable and fruit materials
- Spoiled food products
- Wet and waxed cardboard
- Paper towels, paper
- Wood pieces
- Flowers, plants, soil
- Coffee grounds and filters
- Renderings
- Meat, fish, and poultry
- Deli and bakery products
- Dairy products
- Food preparation scraps
- Grocery and frozen foods

Always **DE-PACKAGE** compostable materials before recycling!

Recycling

- Bottles, cans, metal and plastic containers
- Cardboard and paper
- Aluminum

Trash

- Food packaging/wrap
- Plastic gloves
- Styrofoam
- Twist ties
- Rubber bands
- Plastic tableware
- Candy wrappers
- Band-aids, tape
- Rope, twine
- Mixed trash

In-store Collection Procedures
Separate and place all compostable materials into labeled compostables containers. Remove all packaging before composting. Flatten waxed and wet cardboard before including in compost containers; if items are too large to include, place beside the containers. [Clarify your particular store procedures with program manager]

Keep trash and other recyclables separate…place all trash materials and recyclables in appropriately labeled containers.

Full collection containers must be taken to the loading dock and emptied or exchanged for empty containers. All compost containers should be lined with compostable bags, or plastic bags.

Contacts
To address problems or make adjustments to your composting program, contact your supermarket program manager.

Questions and Answers Handout

A new program brings many questions. Below are answers to many of the common questions associated with composting. As you customize your program, you will want to capture any new questions that arise and include them in your training guide.

What are compostables?
Compostables (in the supermarket environment) include produce, inedible food, wet and waxed cardboard, paper, plants and flowers. Compostable materials are biodegradable, meaning they can be naturally broken down and made into soil.

What is composting?
Composting is a process of consciously placing compostable waste in separate collection containers to minimize contamination and preserve the quality so the materials can be taken to a composting facility for processing. This process is also referred to as "source separation of organics" because the materials are separated at the point of discard so that they can be recycled.

What is contamination?
Contaminants are foreign materials that make a recyclable or compostable material impure; for example, pieces of plastic mixed with food scraps.

Why are we separating compostables?
Composting saves money and reduces waste, which helps save our environment, natural resources, and landfill space. Of all the waste we generate in our store, approximately 75% is compostable. Compostable wastes contain rich nutrients used in the making of soil-like material called compost. Recycling these valuable materials back into the earth as soil is better for our environment and is a lower cost alternative to landfill disposal.

What is a composting facility?
A composting facility is a processing facility that accepts source-separated biodegradable (organic) waste, blends it with other materials, and produces compost – a soil amendment that is sold as an alternative to fertilizers.

Compostables vs. trash... what's the difference?
Compostables are biodegradable materials including produce, inedible food, wet and waxed cardboard, paper, plants, flowers, and wood boxes.

"Trash" is any non-recyclable packaging or other non-organic waste material that must be disposed as trash, such as rubber bands, tape, rope, and Styrofoam.

Is the role of the store associate really as simple as sorting compostables from trash?
Yes. As simple as it sounds, the most important role of EVERY store associate is to consistently assure that ALL designated compostables in your store's program are recycled every day. Keeping the compostables separate from recyclables and trash will assure the making of the highest quality contaminate-free soil, which will be applied as a "soil amendment" in your community.

Can I add liquid or grease?
Liquids resulting from food preparation may be collected, provided all liquid is contained in a certified compostable bag. Keeping liquids stored in certified compostable bags will prevent dirtying the collection containers. Chemicals (floor wax and strippers, sanitizers, soap, etc.) must not be placed in compost collection containers.

Grease from fryers is acceptable only at composting facilities licensed to process meats and meat products. Check with your recycling program manager to see whether your program can accept liquid or grease from food preparation.

Why can't we add meat?
Unless your composting facility is licensed to process meats and meat by-products, you should refrain from collecting meats in your composting program. Licensed composting facilities, approved for meats, follow strict procedures to assure rapid processing of meats and have the proper facility design and equipment to handle the material appropriately. Check with your recycling program manager to determine the status of meat collection in your composting program.

What are renderings? Can they be included?
"Renderings" refer to grease, meats, and meat by-products. Renderings are often collected separately and converted into animal food, cosmetics, soap, and other products. They can also be included in some composting programs if the facility is licensed to process meats and meat products. Check with your recycling program manager to see whether your program can accept renderings.

Why does it smell?
Food products and by-products rapidly breed bacteria when left at room temperature. This decaying food emits an odor. Large amounts of concentrated decaying food can produce offensive odors until introduced into a composting process where the raw organic waste is blended with other materials. To eliminate or minimize odors, be sure to properly sanitize collection containers, replace liner bags, and empty collection containers on a regular schedule. Supermarkets following these procedures have infrequent problems with odor.

What happens to the compostables once they leave the store?
All compostables are quickly transported to an approved composting facility where the material is emptied on to a "pad," followed by immediate introduction into a carefully managed compost pile – which, once processed, looks, feels and smells like rich soil (also referred to as "soil amendment").

What do I do if something compostable spills?
The compostable material may be reintroduced to the compost collection container, being careful not to include any non-compostable material (plastic, glass, or metal). If a compostable material becomes contaminated with plastic, glass, metal or hazardous material, it should be placed in the trash.

Why do we have to use special bags?
Some composting programs require the use of compostable bags – especially if the bag is going to be directly placed in the compost pile at the composting facility. If your program specifies the use of such bags, it is most important to consistently use these bags in compost collection containers.

Why aren't more businesses composting?
The composting of organic waste materials is a relatively new concept. Most communities have resisted engaging in composting initiatives because traditional waste removal costs and practices have become more prevalent and more attractive to all waste generators. Also, most waste-generators simply find it "easier" to just "throw it away." We have become a wasteful society and most businesses have ignored alternative recycling initiatives – until now.

Why has composting become so important?
Composting is gaining support as a preferred waste disposal alternative because it costs less than landfilling or incinerating, is better for the environment, and results in the making of rich soil – a scarce commodity.

How can I help our company and lower costs?
Whenever you throw anything away,

STOP and THINK...

Is it **compostable** (food, paper, flowers or soil)?
- Place in separate collection containers marked "compostable"

Is it **recyclable** (cardboard; paper; bottles, cans and plastic and metal containers; and aluminum)?
- Place in appropriate collection containers

Is it **trash** (rubber bands, tape, rope, Styrofoam)?
- Place in separate "trash" containers.









ORGANIC FOOD RECYCLING
NEWPORT-MESA USD









Reasons to Recycle Food and Organic Waste:



Improves your
Waste Diversion



Reduces Waste
to the Landfills



Food Waste can
be Composted



Food and Organic Waste that can be Recycled?

1. Prepared Food
2. Bread & Baked Goods
3. Produce
4. Eggs/Dairy Products
5. Liquid Food Waste
6. Coffee Grounds
7. Cooked Meat !!!!!!!!







Collection for Organics and Food Waste:

Ware Disposal Inc will provide the most economical and student friendly containers and maximum diversion.

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Food Waste Recycling Guidelines:

1-Bins should be placed at the loading dock or by the trash enclosures for exchange, we swap out the carts to maintain cleanliness.

2-Do not contaminate the food waste cans with any other trash or dry recyclable materials, food waste only!

3-Carts will be clearly marked FOOD WASTE ONLY.

4-Ware Disposal Inc has proposed on the quantity, size and frequency of your food waste services

2011 winner
WRAP
WASTE REDUCTION AWARDS PROGRAM



Proposal for Organic Recycling Services

- After 30-60 & 90 days, Ware will review and assess the food waste program.
- At that time we will recommend changes and or improvements to your service.
- Ware will maximize your diversion of food waste which will be reported to NMUSD in diversion report monthly.

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ROLL OFF SERVICES



Roll-Off containers for the district will mostly consist of 10 & 40 cubic yard boxes, these containers will be service as needed on call basis. These containers will also be service by compressed natural gas (CNG) service vehicles and will contain mostly construction type debris, or bulky dry material such as wooden pallets, metal shelves, old furniture and equipment along with green waste, concrete, dirt, asphalt, rocks etc are all highly recyclable and will bring a large diversion rate when processed at Madison Materials. Currently we are processing this debris between 75-97%, which is substantial to the overall diversion compliance of NMUSD.

Environmental stewardship protocol is followed as far as lessening our carbon footprint and making sure that air resources and water quality are not compromised, also to make sure that all HHW, U-Waste and E-Waste is handled correctly and manifested as required by state ordinances. We will help the district with all of the different waste streams and become a partner in keeping our planet GREEN.



TRUCK SAFETY COMPLIANCE

All drivers that service front load bins and roll off boxes will have a predetermined route on their tablet giving them the locations and type of bins to be serviced as requested, they will show up to service the campus with an empty truck to limit the weight factor to any of the campuses road ways. This will also allow my drivers to service all the frontload containers (20-25 per hour) without leaving the campus and being on the campuses less is a benefit to all. For the most part there will be a single driver per truck but we have learned that during the end of the year we man the truck with two drivers in order to accommodate the additional trash and recycling flow because of moving out. My operations can communicate will the drivers and vice versa with the inboard tablet and computer to advise of any situation that may arise, and the tablet can photos of any contaminated bin or overflowing issues a location may have so we can adjust services as we have done in the past.



Safety is our number one goal, we are proud to say we have had a perfect record when safety is involved, that is due to our safety program which includes random drug and alcohol screening as well as making sure our drivers are physically fit to perform their duties. Ware Disposal has an outstanding safety record and has passed five consecutive California Highway Patrol BIT tests. To achieve this standard, twice per year, we require safety training of all drivers and mechanics through many different Highway Patrol Programs and private courses. These programs usually last four (4) to six (6) hours per seminar and are mandatory for all drivers and mechanics.

Truck @ Fueling Station



Ware Fullerton Fueling Station



SERVICE VEHICLES & EQUIPMENT

Ware Disposal Inc will be servicing the NMUSD district with Compressed Natural Gas (CNG) service vehicles that have GPS tracking, waste auditing, safety cameras covering the front, rear & both sides of the vehicle, back up warning beepers sensors as well as a flashing lights for hearing impaired, and our drivers that will be servicing the district have been with our company more than 12 years and are union teamsters. There are different services that are being requested by the district meaning that we will be several different vehicles to accommodate those services, below I have itemized the service vehicles we in vision using throughout the district as well as pictures help identify our vehicles

Ware Disposals number one goal is safety first, we provide services to over 25 school districts and have maintained a perfect safety record to date.

FRONTLOAD SERVICE VEHICLES
2018-CNG-4x4-Peterbuilt Front Bin Loader
2017-CNG-4x4-Peterbuilt Front Bin Loader
2017-CNG-4x4-Peterbuilt Front Bin Loader







ROLL-OFF SERVICE VEHICLES
2017-CNG-Peterbuilt Roll Off
2016-CNG-Peterbuilt Roll Off



CNG ORGANICS SERVICE VEHICLE

Our organics truck will service the district by swapping out the organics carts with new clean carts for each service.

CNG BULKY ITEM SERVICE VEHICLES

We have 2 different service vehicles for bulky items service, depending upon the debris that is being removed you will have one or the other service vehicles service your site.





SCOUT SERVICE & BIN ASSIST VEHICLE

Our scout service bin assist vehicle will be another vehicle we will utilize to remove bins from tight areas and specific schools.



SERVICE CONTAINERS

Ware Disposal Inc will be using newly refurbished bins and carts for all services, the containers will match the sizes requested for services, the containers will be cleaned on an as needed basis to insure the area around the bin doesn't stink or become an issue for rodents and bugs. The bins will also have lids and be water tight to make sure they don't leak into the water stream.

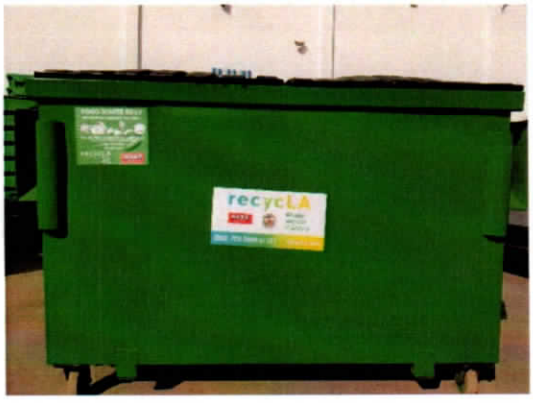
3-YARD SOLID WASTE (TRASH)



3-YARD CO-MINGLED RECYCLE



3-YARD GREEN WASTE



35-65 GALLON ORGANIC FOOD CARTS





WARE
DISPOSAL, INC.

40-YARD OPEN TOP
MIXED DEBRIS / C&D / GREEN WASTE



10-YARD LOWBOY FOR HEAVY DEBRIS (INERTS)



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WARE FLEET PHOTOS




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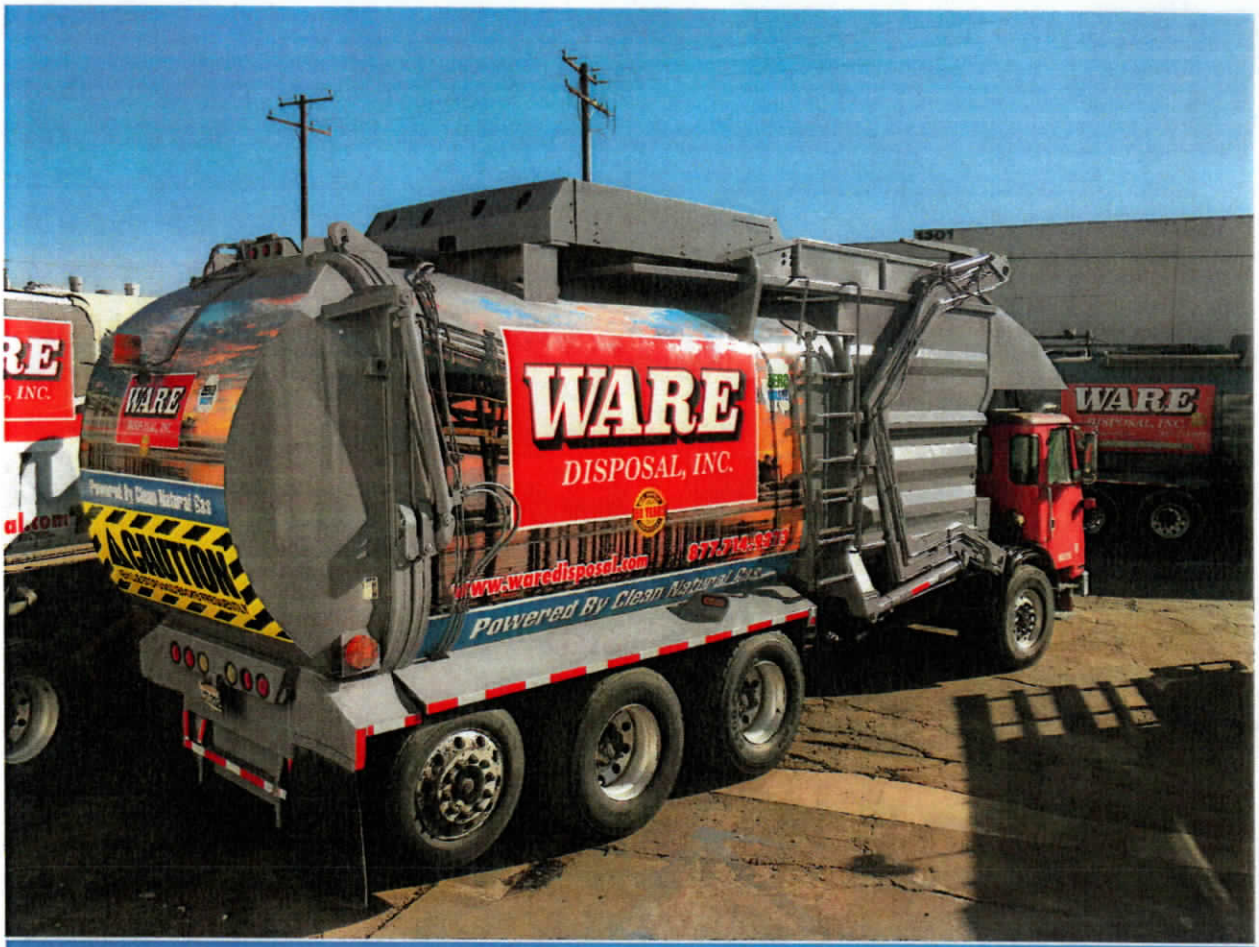

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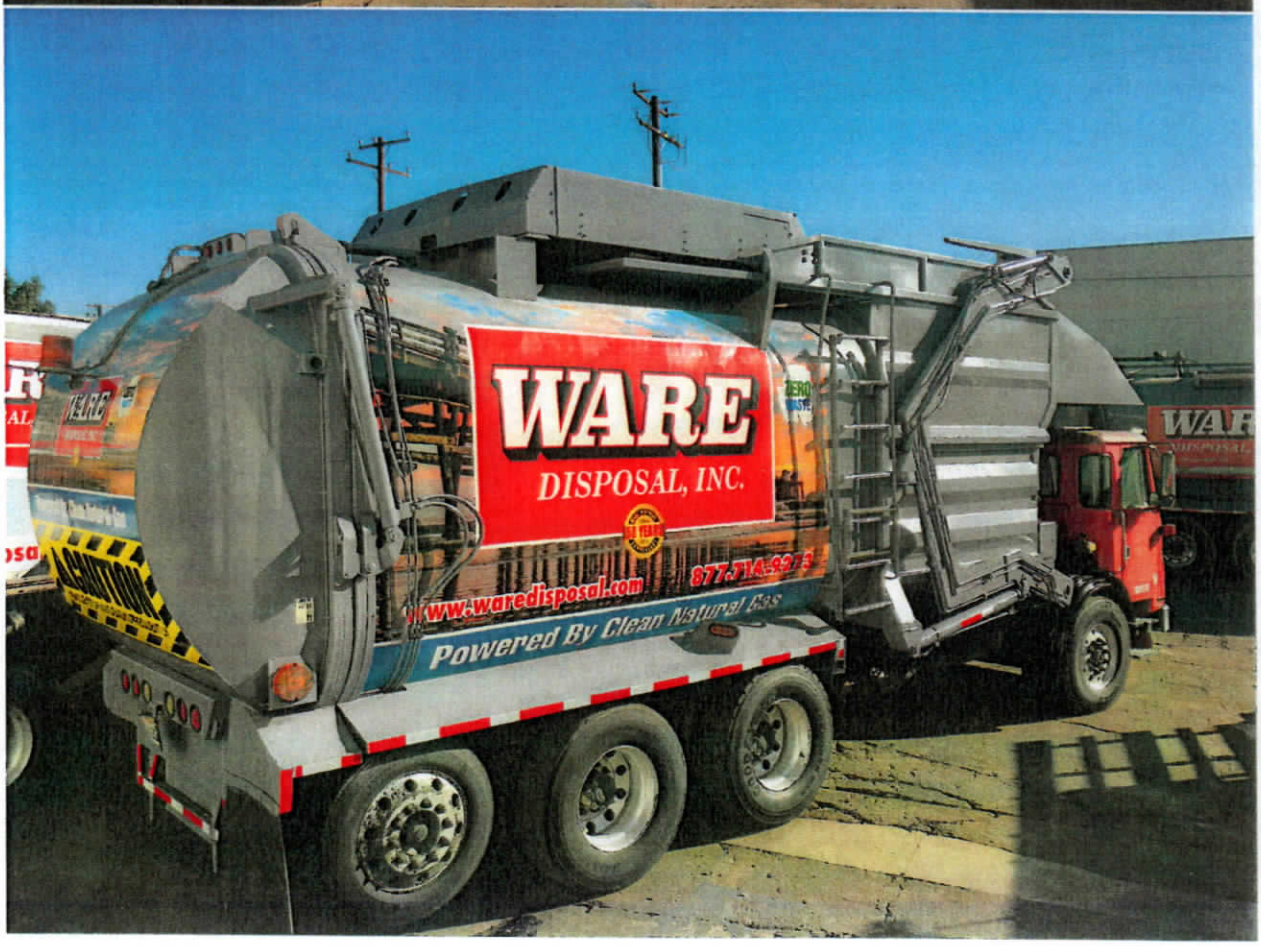

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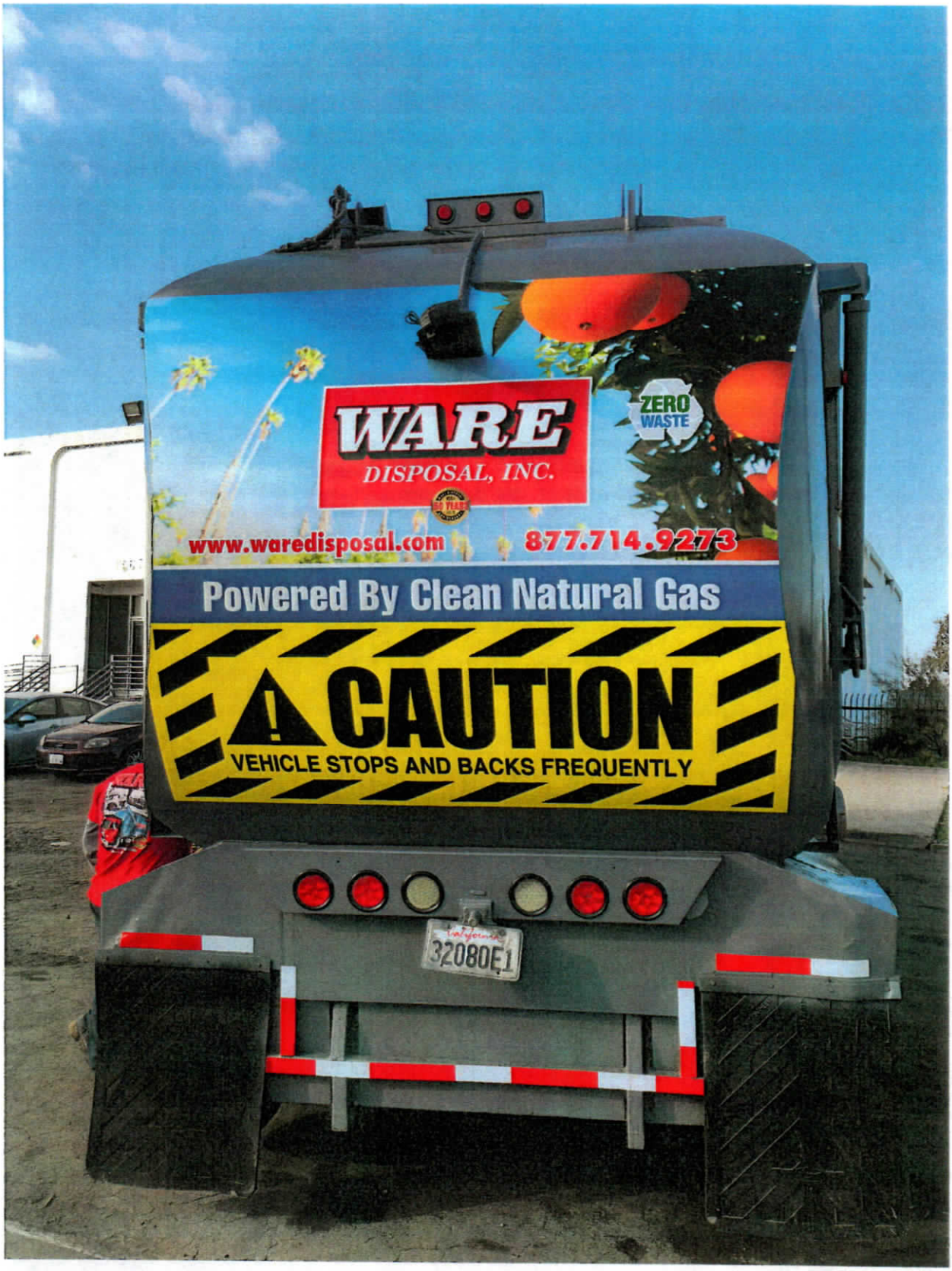

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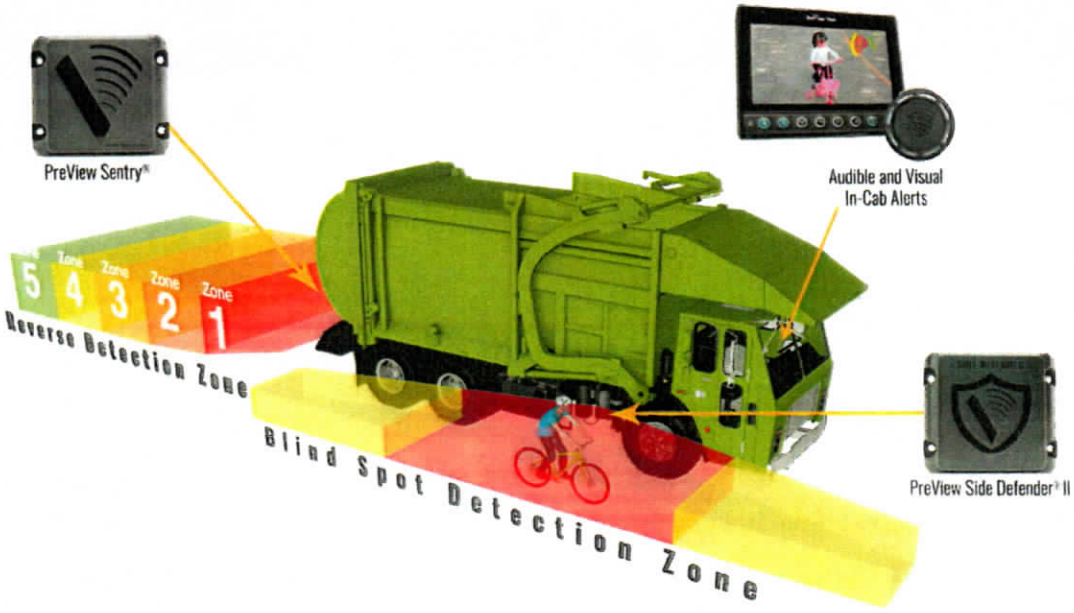
This is a sample of photos. The following pages are the details on our vehicles.



Safety Solutions Developed for the Specific Needs of Waste Vehicles

PRECO provides complete safety solutions for waste vehicles. Waste vehicles operate in confined and populated environments with an extreme amount of potential hazards. Over the past 5 years, the waste industry has suffered some of the highest casualty and property damage rates of any industry. The need for a safety solution that works is paramount. Where other technologies fail, PRECO's radar sensors have been tested and proven to work–each and every time–reducing accidents and protecting the bottom line of our customers.

Blind zone safety starts with our intelligent radar technology . For most waste vehicles, one or more of PRECO's PreView WorkSight or PreView Sentry radars, combined with the PreView Plus camera/monitor system for in-cab visual alerts will provide the best possible blind zone safety solution.



Download Our Free Waste Industry eBook

PRECO ELECTRONICS

PREVIEW® RADAR BLIND SPOT MONITORING

Rugged, reliable object detection technology

PreView Sentry®



PreView Sentry® accurately identifies the location and velocity of up to 16 people or objects simultaneously. Sentry has a fully adjustable detection zone, with the ability to detect objects from the face of the radar up to 30 meters (98 feet), and the width of the detection zone is adjustable to fit almost all vehicle types.

PreView Side Defender®II



PreView Side Defender®II, the industry's most advanced side object detection solution, has been developed specifically for over-the-road truck operators and city service and delivery drivers. The Side Defender II system actively warns operators with audible and visual alerts, in order for them to take the appropriate actions to mitigate collisions.

PreView Xtreme



Developed specifically for the harsh environments found in the mining industry, PreView Xtreme provides consistent blind spot coverage up to 32 ft / 10 m. Utilizing PRECO's patented radar technology, the collision mitigation system maintains consistent object detection through inclement weather and other extreme conditions.

More Information

Add Vision to Your Safety Solution

Adding a camera and monitor to our radar systems increases the efficiency and productivity of your vehicle operators. Instead of having to exit the vehicle whenever an object is detected, the operator can simply glance down at the monitor to see what is in the vehicles way.

PreView WorkSight®



PreView WorkSight® is powered by our patented pulsed radar technology. Simply put, it detects objects in the most extreme weather and working conditions – the conditions that heavy equipment and vehicles must maneuver through daily. WorkSight employs dual antennas to cover the width of the average heavy duty vehicle and up to 20′ behind the vehicle.

PreView WorkZone

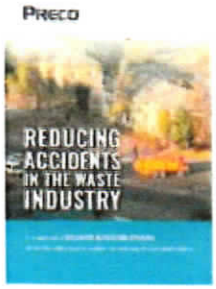


PRECO has developed the optimal proximity detection system for vehicles that need to easily transition from a busy worksite to a narrow neighborhood street or alley. Engineered for light- to medium-weight work trucks, PreView WorkZone is ideal for vehicles that require close-in, corner-to-corner blind spot protection.

PreView Wireless



The waste and recycling collection industry is a necessity for modern day life. It is also one of most dangerous. In fact, the waste & recycling industry is the 5th most dangerous occupation in the United States. According to the National Institute for Occupational Safety and Health (NIOSH), workers in solid waste collection were also in the top three job classifications to have the highest number of nonfatal injuries and illnesses, most caused by overexertion, being struck-by, striking against, or being compressed in equipment.



Download Our Free eBook

City of Bunnell Success in Safety Story



Less than six months after he took over the City of Bunnell's solid waste department, Perry Mitrano was subbing for one of his drivers and came within inches of killing someone. It was an anguished, unforgettable moment. And it reaffirmed to Mitrano, his department, and the residents of Bunnell that their modest investment in a PRECO Electronics PreView® Radar System was worth much more than the cost of the equipment itself.

Continue Reading

Honolulu Disposal Success Story



The combination of frequent storms, tourists, hungry rodents, and corrosive ocean air poses a challenge for all truck fleets operating in Hawaii. But for Honolulu Disposal Service's garbage disposal trucks, the challenges can be even greater. Its trucks typically operate in bad weather and early morning hours when visibility is poor. They navigate busy, narrow urban streets and alleys. And despite all of their warning signs and sounds, these hulking vehicles seem to go unnoticed as people make their way home, to work, and to the beach. Given these factors, the responsibility for safety lands squarely on the shoulders of Honolulu Disposal's drivers. To help its drivers operate as safely as possible, Honolulu Disposal equips its trucks with cameras, and with PRECO Electronics' PreView Radar systems.


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PARK

samsara

HARDWARE + SOFTWARE

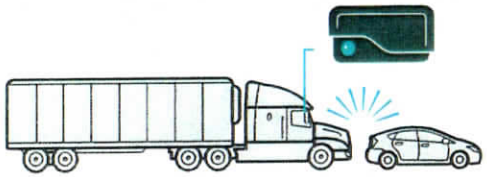
Intelligent Dash Cams for Fleets

Samsara AI Dash Cams analyze the road and driver behavior in real-time. By sending alerts to drivers and actionable insights to managers, these intelligent cameras are proven to improve driver safety and lower fleet costs.

samsara

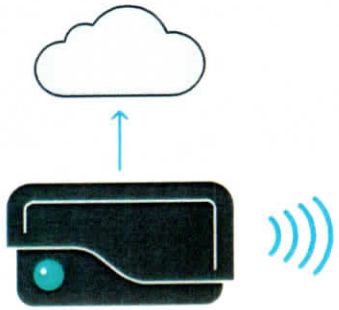
CHECK OUR PRICES

How it works



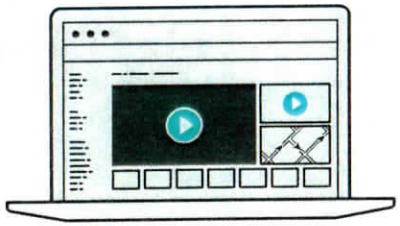
01

Samsara automatically identifies unsafe driving using sensors and computer vision.



02

AI Dash Cam alerts driver with in-cab voice coaching and automatically uploads incident footage to Samsara dashboard.



03

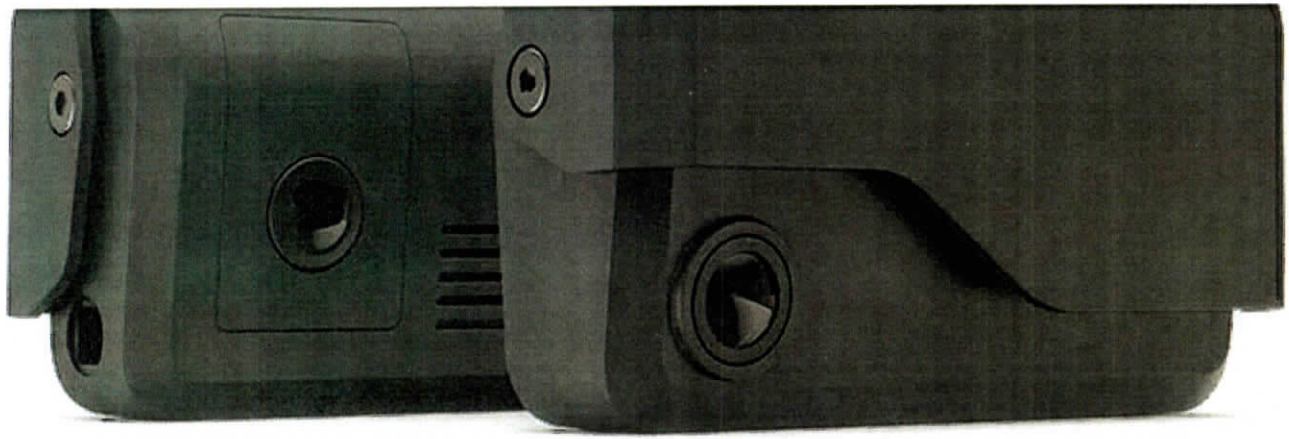
Driver scorecards, trend reports, and coaching workflows enable fleets to create lasting change that lowers cost and saves lives.

Technical Specs

DUAL-FACING FRONT-FACING

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FULL HD VIDEO

Wide angle lens with full HD 1080p video with HDR and Infrared LED for low-light recording and night vision.

REAL-TIME DRIVER ASSISTANCE

Built-in audio speaker for customizable in-cab alerts.

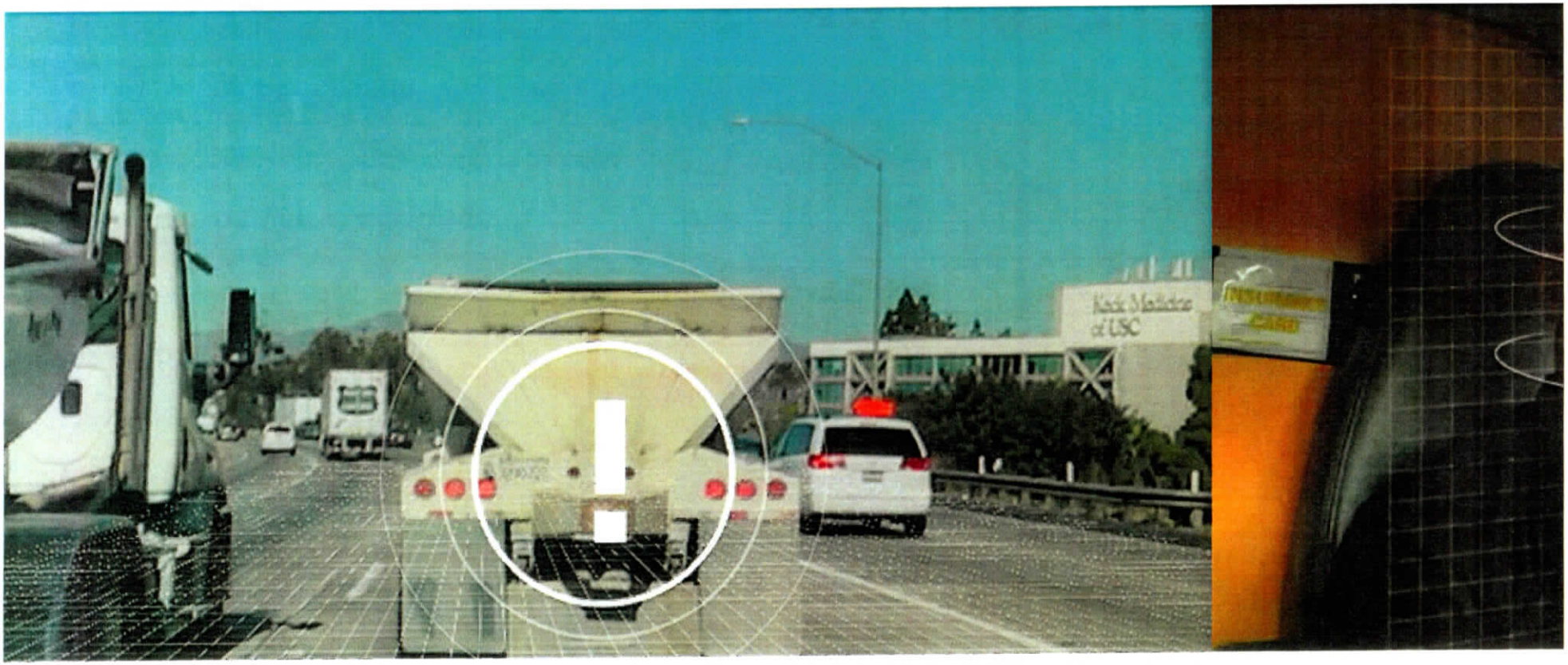
AI-OPTIMIZED PROCESSOR

Advanced computing for live scene analysis and object detection.

ONBOARD STORAGE

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DETECT TAILGATING (COMING SOON)

01 03

DETECT DISTRAC

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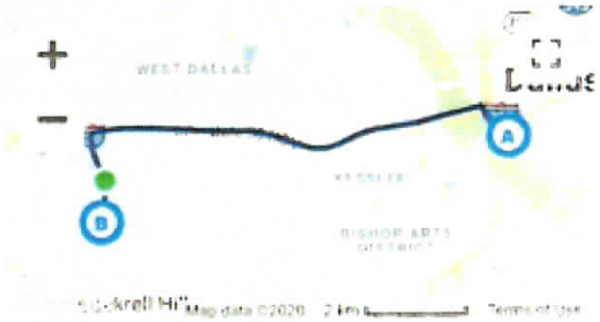
Event: HARSH BRAKE × DISTRACTED × + ADD

Driver: Unassigned (Assign)

Vehicle: 169016







Speed

Accelerator Pedal

Trip Details Dashcam Trip | View Incident Report

B 5.4 mi SE Irving, TX

A 1.1 mi S Dallas, TX

Location: North Cockrell Hill Road, 5.0 mi SE

Gain visibility into distracted driving and near-misses

Instantly review collisions, near-misses, and distracted driving events with full HD 1080p footage that is automatically uploaded to the cloud. Using a g-sensor and computer vision, Samsara labels and tags events, alerts drivers to high-risk behavior, and sends event

samsara

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ROI Success Stories





SIMCO LOGISTICS

Food & Bev / Moorestown, NJ



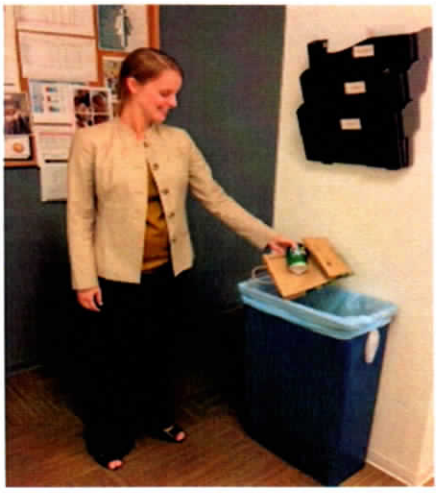
DOHRN TRANSFER COMPANY

Trucking / Rock Island, IL

EDUCATION AND OUTREACH

Ware Disposal plans to provide an exemplary education and outreach campaign that will resonate with students and millennials, and inspire and inform faculty and staff. Key elements of the campaign include the following:

1. Welcome packet for facility personnel in the form of both physical and digital media. Our packet can be distributed to all campus personnel via their email, and contain all the information that need to understand the campus recycling program and fully participate. We can also print a select number of packets for distribution to departments at each site.



2. We will also prepare complimentary multimedia education & training materials for faculty, staff and students. Among the items that can be easily distributed to first year students will be a how-to rack card that will be composed of compostable paper or seeded for immediate planting. We also will have short informative videos about a variety of topics including source reduction, composting, e-waste, anti-toxicity, and smart purchasing that anyone can view online on their Internet-connected smart phones, tablets and iPads and laptop computers. Importantly, these specific training materials will be prepared by our exclusive educational consultant, Professor Jon Michael Huls, who teaches Zero Waste and Sustainability at Santa Monica College and College of the Siskiyous, and is affiliated with GreenEducation.US.

3. Ware Disposal maintains a state-of-the-art website that is educational and uses responsive design to make it easily accessible by faculty, staff and students on any smart, Internet connected device and platform. We intend to establish a webpage for the NOCCCD with specific information that each of the three campuses will find engaging and important. Our informative videos and downloads will empower everyone at the campuses to take charge of their own environments to counteract climate change now!

4. We intend to provide regular metrics reports to keep the facility manager informed of any onsite situation, diversion issues and opportunities, and observed wastefulness.

5. We are particularly proud of our state-of-the-art onboard technologies for collection vehicles allowing for immediate pictures of onsite situations for better management and communication. These systems can document the incidents of wastefulness, contamination of recycling containers, safety issues, presence of toxic materials, overfilled bins, and much more.

6. Our education and outreach campaign will include Zero Waste assessments for all facilities. We will supply our results to the facility manager as warranted.

7. As shown in the picture to the right, our website features "click to call" so that any issue or incident can be immediately reported. Our website is also accessible for those in need.





Ware Disposal is focused on Zero Waste. That means that it conducts business in a way that eliminates or avoids the generation of waste, incorporates the 3Rs (reduce, reuse and recycle), promotes triple bottom line economics for its customers, and educates its customer base on life and workstyles that promote Zero Waste. This begins with our own facilities where we practice Zero Waste daily!

SUSTAINABILITY

Comprehensive Program for Sustainability and Diversion: A Proven Partnership



Ware Disposal plans to work diligently to assist the District with its waste management and recycling programs, and in achieving its established goals, initiatives and objectives of enhancing the sustainability of the District. Our operational program and education and outreach campaign will enhance the District's sustainability goals and objectives.

We know with our years of experience that the creation and nurturing of a campus culture of sustainability is essential for any sustainability initiative to be effective. This culture will be represented at all three (3) campuses as principles of sustainability become incorporated into fundamental decisions and actions made by the District. A campus culture of sustainability is a partnership among students, faculty staff and Ware Disposal to implement sustainable programs on the campus and in the surrounding community. Through development and growth of this culture, the knowledge, values and techniques of sustainability will be shared and spread. If successful, the culture will not only influence decisions made by the College, but also those of students, faculty and staff in their lifestyle choices, consumption decisions, and their commitment to the improvement of their communities.

Once created, a campus-wide culture of sustainability will serve as a self-renewing and ever-growing resource. The campus culture of sustainability will be developed recognizing that there is a connection between the college community and local and global environmental health. Through the development of this culture at CUSD, an expectation will be created that environmental issues are being considered in all parts of the districts functioning. Hopefully in the 2020-22 academic years, the District will choose to develop a theme of Sustainable Living, and Ware Disposal promises to be a valued partner in helping to bring about events, speakers and other activities related to this theme.

Ware Disposal has been involved in environmental sustainability for the better part of twenty years, by making sure we are maximizing the diversion of materials away from our landfills. By making sure our fleet is clean air fueled with compressed natural gas (CNG) to lessen our carbon foot print. Ware Disposal is the only solid waste hauler in Southern California to ever be awarded with the WRAP award, which was only given to 280 businesses' statewide in its short but profound history of awarding.
http://www.calrecycle.ca.gov/NewsRoom/2011/12Dec/22.htm

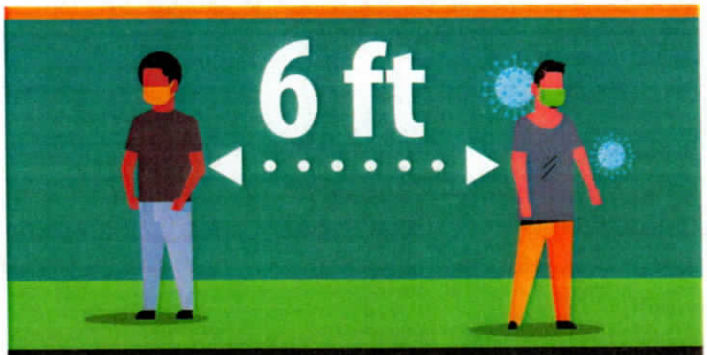
WARE
DISPOSAL, INC.

Covid 19 Safety and Education

***See enclosed documents for training and procedures we follow along with many other documents of information

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



Stay at least 6 feet (about 2 arms' length) from other people.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.



When in public, wear a cloth face covering over your nose and mouth.



Do not touch your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.

cdc.gov/coronavirus

316917-A May 13, 2020 11:00 AM





Guidance on Preparing Workplaces for COVID-19

OSHA 3990-03 2020

OSHA®
www.osha.gov

Occupational Safety and Health Act of 1970

"To assure safe and healthful working conditions for working men and women; by authorizing enforcement of the standards developed under the Act; by assisting and encouraging the States in their efforts to assure safe and healthful working conditions; by providing for research, information, education, and training in the field of occupational safety and health."

This guidance is not a standard or regulation, and it creates no new legal obligations. It contains recommendations as well as descriptions of mandatory safety and health standards. The recommendations are advisory in nature, informational in content, and are intended to assist employers in providing a safe and healthful workplace. The Occupational Safety and Health Act requires employers to comply with safety and health standards and regulations promulgated by OSHA or by a state with an OSHA-approved state plan. In addition, the Act's General Duty Clause, Section 5(a)(1), requires employers to provide their employees with a workplace free from recognized hazards likely to cause death or serious physical harm.

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Guidance on Preparing Workplaces for COVID-19

U.S. Department of Labor
Occupational Safety and Health Administration

OSHA 3990-03 2020



U.S. Department of Labor

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Introduction

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States. Depending on the severity of COVID-19's international impacts, outbreak conditions—including those rising to the level of a pandemic—can affect all aspects of daily life, including travel, trade, tourism, food supplies, and financial markets.

To reduce the impact of COVID-19 outbreak conditions on businesses, workers, customers, and the public, it is important for all employers to plan now for COVID-19. For employers who have already planned for influenza pandemics, planning for COVID-19 may involve updating plans to address the specific exposure risks, sources of exposure, routes of transmission, and other unique characteristics of SARS-CoV-2 (i.e., compared to pandemic influenza viruses). Employers who have not prepared for pandemic events should prepare themselves and their workers as far in advance as possible of potentially worsening outbreak conditions. Lack of continuity planning can result in a cascade of failures as employers attempt to address challenges of COVID-19 with insufficient resources and workers who might not be adequately trained for jobs they may have to perform under pandemic conditions.

The Occupational Safety and Health Administration (OSHA) developed this COVID-19 planning guidance based on traditional infection prevention and industrial hygiene practices. It focuses on the need for employers to implement engineering, administrative, and work practice controls and personal protective equipment (PPE), as well as considerations for doing so.

This guidance is intended for planning purposes. Employers and workers should use this planning guidance to help identify risk levels in workplace settings and to determine any appropriate control measures to implement. Additional guidance may be needed as COVID-19 outbreak conditions change, including as new information about the virus, its transmission, and impacts, becomes available.

The U.S. Department of Health and Human Services' Centers for Disease Control and Prevention (CDC) provides the latest information about COVID-19 and the global outbreak: www.cdc.gov/coronavirus/2019-ncov.

The OSHA COVID-19 webpage offers information specifically for workers and employers: www.osha.gov/covid-19.

This guidance is advisory in nature and informational in content. It is not a standard or a regulation, and it neither creates new legal obligations nor alters existing obligations created by OSHA standards or the *Occupational Safety and Health Act* (OSH Act). Pursuant to the OSH Act, employers must comply with safety and health standards and regulations issued and enforced either by OSHA or by an OSHA-approved State Plan. In addition, the OSH Act's General Duty Clause, Section 5(a)(1), requires employers to provide their employees with a workplace free from recognized hazards likely to cause death or serious physical harm. OSHA-approved State Plans may have standards, regulations and enforcement policies that are different from, but at least as effective as, OSHA's. Check with your State Plan, as applicable, for more information.

About COVID-19

Symptoms of COVID-19

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as *asymptomatic cases*, have experienced no symptoms at all.

According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

How COVID-19 Spreads

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people.

The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) other people who may be infected with SARS-CoV-2.

It may be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

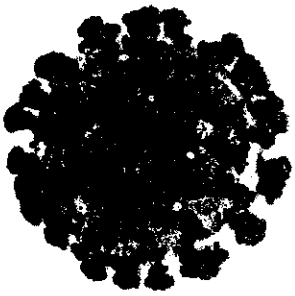
Although the United States has implemented public health measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur.

The CDC website provides the latest information about COVID-19 transmission: www.cdc.gov/coronavirus/2019-ncov/about/transmission.html.

How a COVID-19 Outbreak Could Affect Workplaces

Similar to influenza viruses, SARS-CoV-2, the virus that causes COVID-19, has the potential to cause extensive outbreaks. Under conditions associated with widespread person-to-person spread, multiple areas of the United States and other countries may see impacts at the same time. In the absence of a vaccine, an outbreak may also be an extended event. As a result, workplaces may experience:

- **Absenteeism.** Workers could be absent because they are sick; are caregivers for sick family members; are caregivers for children if schools or day care centers are closed; have at-risk people at home, such as immunocompromised family members; or are afraid to come to work because of fear of possible exposure.
- **Change in patterns of commerce.** Consumer demand for items related to infection prevention (e.g., respirators) is likely to increase significantly, while consumer interest in other goods may decline. Consumers may also change shopping patterns because of a COVID-19 outbreak. Consumers may try to shop at off-peak hours to reduce contact with other people, show increased interest in home delivery services, or prefer other options, such as drive-through service, to reduce person-to-person contact.
- **Interrupted supply/delivery.** Shipments of items from geographic areas severely affected by COVID-19 may be delayed or cancelled with or without notification.



This illustration, created at the Centers for Disease Control and Prevention (CDC), reveals ultrastructural morphology exhibited by the 2019 Novel Coronavirus (2019-nCoV). Note the spikes that adorn the outer surface of the virus, which impart the look of a corona surrounding the virion, when viewed electron microscopically. This virus was identified as the cause of an outbreak of respiratory illness first detected in Wuhan, China.

Photo: CDC / Alissa Eckert & Dan Higgins

Steps All Employers Can Take to Reduce Workers' Risk of Exposure to SARS-CoV-2

This section describes basic steps that every employer can take to reduce the risk of worker exposure to SARS-CoV-2, the virus that causes COVID-19, in their workplace. Later sections of this guidance—including those focusing on jobs classified as having low, medium, high, and very high exposure risks—provide specific recommendations for employers and workers within specific risk categories.

Develop an Infectious Disease Preparedness and Response Plan

If one does not already exist, develop an infectious disease preparedness and response plan that can help guide protective actions against COVID-19.

Stay abreast of guidance from federal, state, local, tribal, and/or territorial health agencies, and consider how to incorporate those recommendations and resources into workplace-specific plans.

Plans should consider and address the level(s) of risk associated with various worksites and job tasks workers perform at those sites. Such considerations may include:

- Where, how, and to what sources of SARS-CoV-2 might workers be exposed, including:
  - The general public, customers, and coworkers; and
  - Sick individuals or those at particularly high risk of infection (e.g., international travelers who have visited locations with widespread sustained (ongoing) COVID-19 transmission, healthcare workers who have had unprotected exposures to people known to have, or suspected of having, COVID-19).
- Non-occupational risk factors at home and in community settings.

- Workers' individual risk factors (e.g., older age; presence of chronic medical conditions, including immunocompromising conditions; pregnancy).
- Controls necessary to address those risks.

Follow federal and state, local, tribal, and/or territorial (SLTT) recommendations regarding development of contingency plans for situations that may arise as a result of outbreaks, such as:

- Increased rates of worker absenteeism.
- The need for social distancing, staggered work shifts, downsizing operations, delivering services remotely, and other exposure-reducing measures.
- Options for conducting essential operations with a reduced workforce, including cross-training workers across different jobs in order to continue operations or deliver surge services.
- Interrupted supply chains or delayed deliveries.

Plans should also consider and address the other steps that employers can take to reduce the risk of worker exposure to SARS-CoV-2 in their workplace, described in the sections below.

Prepare to Implement Basic Infection Prevention Measures

For most employers, protecting workers will depend on emphasizing basic infection prevention measures. As appropriate, all employers should implement good hygiene and infection control practices, including:

- Promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.
- Encourage workers to stay home if they are sick.
- Encourage respiratory etiquette, including covering coughs and sneezes.

- Provide customers and the public with tissues and trash receptacles.
- Employers should explore whether they can establish policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies.
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. When choosing cleaning chemicals, employers should consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).

Develop Policies and Procedures for Prompt Identification and Isolation of Sick People, if Appropriate

- Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors, and others at a worksite.
- Employers should inform and encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
- Employers should develop policies and procedures for employees to report when they are sick or experiencing symptoms of COVID-19.

- Where appropriate, employers should develop policies and procedures for immediately isolating people who have signs and/or symptoms of COVID-19, and train workers to implement them. Move potentially infectious people to a location away from workers, customers, and other visitors. Although most worksites do not have specific isolation rooms, designated areas with closable doors may serve as isolation rooms until potentially sick people can be removed from the worksite.
- Take steps to limit spread of the respiratory secretions of a person who may have COVID-19. Provide a face mask, if feasible and available, and ask the person to wear it, if tolerated. Note: A face mask (also called a surgical mask, procedure mask, or other similar terms) on a patient or other sick person should not be confused with PPE for a worker; the mask acts to contain potentially infectious respiratory secretions at the source (i.e., the person's nose and mouth).
- If possible, isolate people suspected of having COVID-19 separately from those with confirmed cases of the virus to prevent further transmission—particularly in worksites where medical screening, triage, or healthcare activities occur, using either permanent (e.g., wall/different room) or temporary barrier (e.g., plastic sheeting).
- Restrict the number of personnel entering isolation areas.
- Protect workers in close contact with (i.e., within 6 feet of) a sick person or who have prolonged/repeated contact with such persons by using additional engineering and administrative controls, safe work practices, and PPE. Workers whose activities involve close or prolonged/ repeated contact with sick people are addressed further in later sections covering workplaces classified at medium and very high or high exposure risk.

Develop, Implement, and Communicate about Workplace Flexibilities and Protections

- Actively encourage sick employees to stay home.
- Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
- Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
- Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
- Maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.
- Recognize that workers with ill family members may need to stay home to care for them. See CDC's Interim Guidance for Preventing the Spread of COVID-19 in Homes and Residential Communities: www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html.
- Be aware of workers' concerns about pay, leave, safety, health, and other issues that may arise during infectious disease outbreaks. Provide adequate, usable, and appropriate training, education, and informational material about business-essential job functions and worker health and safety, including proper hygiene practices and the use of any workplace controls (including PPE). Informed workers who feel safe at work are less likely to be unnecessarily absent.

- Work with insurance companies (e.g., those providing employee health benefits) and state and local health agencies to provide information to workers and customers about medical care in the event of a COVID-19 outbreak.

Implement Workplace Controls

Occupational safety and health professionals use a framework called the "hierarchy of controls" to select ways of controlling workplace hazards. In other words, the best way to control a hazard is to systematically remove it from the workplace, rather than relying on workers to reduce their exposure. During a COVID-19 outbreak, when it may not be possible to eliminate the hazard, the most effective protection measures are (listed from most effective to least effective): engineering controls, administrative controls, safe work practices (a type of administrative control), and PPE. There are advantages and disadvantages to each type of control measure when considering the ease of implementation, effectiveness, and cost. In most cases, a combination of control measures will be necessary to protect workers from exposure to SARS-CoV-2.

In addition to the types of workplace controls discussed below, CDC guidance for businesses provides employers and workers with recommended SARS-CoV-2 infection prevention strategies to implement in workplaces: www.cdc.gov/coronavirus/2019-ncov/specific-groups/guidance-business-response.html.

Engineering Controls

Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement. Engineering controls for SARS-CoV-2 include:

- Installing high-efficiency air filters.
- Increasing ventilation rates in the work environment.
- Installing physical barriers, such as clear plastic sneeze guards.

- Installing a drive-through window for customer service.
- Specialized negative pressure ventilation in some settings, such as for aerosol generating procedures (e.g., airborne infection isolation rooms in healthcare settings and specialized autopsy suites in mortuary settings).

Administrative Controls

Administrative controls require action by the worker or employer. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard. Examples of administrative controls for SARS-CoV-2 include:

- Encouraging sick workers to stay at home.
- Minimizing contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible.
- Establishing alternating days or extra shifts that reduce the total number of employees in a facility at a given time, allowing them to maintain distance from one another while maintaining a full onsite work week.
- Discontinuing nonessential travel to locations with ongoing COVID-19 outbreaks. Regularly check CDC travel warning levels at: www.cdc.gov/coronavirus/2019-ncov/travelers.
- Developing emergency communications plans, including a forum for answering workers' concerns and internet-based communications, if feasible.
- Providing workers with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE).
- Training workers who need to use protecting clothing and equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties. Training material should be easy to understand and available in the appropriate language and literacy level for all workers.

Safe Work Practices

Safe work practices are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard. Examples of safe work practices for SARS-CoV-2 include:

- Providing resources and a work environment that promotes personal hygiene. For example, provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
- Requiring regular hand washing or using of alcohol-based hand rubs. Workers should always wash hands when they are visibly soiled and after removing any PPE.
- Post handwashing signs in restrooms.

Personal Protective Equipment (PPE)

While engineering and administrative controls are considered more effective in minimizing exposure to SARS-CoV-2, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19. Employers should check the OSHA and CDC websites regularly for updates about recommended PPE.

All types of PPE must be:

- Selected based upon the hazard to the worker.
- Properly fitted and periodically refitted, as applicable (e.g., respirators).

- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Employers are obligated to provide their workers with PPE needed to keep them safe while performing their jobs. The types of PPE required during a COVID-19 outbreak will be based on the risk of being infected with SARS-CoV-2 while working and job tasks that may lead to exposure.

Workers, including those who work within 6 feet of patients known to be, or suspected of being, infected with SARS-CoV-2 and those performing aerosol-generating procedures, need to use respirators:

- National Institute for Occupational Safety and Health (NIOSH)-approved, N95 filtering facepiece respirators or better must be used in the context of a comprehensive, written respiratory protection program that includes fit-testing, training, and medical exams. See OSHA's Respiratory Protection standard, 29 CFR 1910.134 at www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134.
- When disposable N95 filtering facepiece respirators are not available, consider using other respirators that provide greater protection and improve worker comfort. Other types of acceptable respirators include: a R/P95, N/R/P99, or N/R/P100 filtering facepiece respirator; an air-purifying elastomeric (e.g., half-face or full-face) respirator with appropriate filters or cartridges; powered air purifying respirator (PAPR) with high-efficiency particulate arrestance (HEPA) filter; or supplied air respirator (SAR). See CDC/NIOSH guidance for optimizing respirator supplies at: www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy.

- Consider using PAPRs or SARs, which are more protective than filtering facepiece respirators, for any work operations or procedures likely to generate aerosols (e.g., cough induction procedures, some dental procedures, invasive specimen collection, blowing out pipettes, shaking or vortexing tubes, filling a syringe, centrifugation).
- Use a surgical N95 respirator when both respiratory protection and resistance to blood and body fluids is needed.
- Face shields may also be worn on top of a respirator to prevent bulk contamination of the respirator. Certain respirator designs with forward protrusions (duckbill style) may be difficult to properly wear under a face shield. Ensure that the face shield does not prevent airflow through the respirator.
- Consider factors such as function, fit, ability to decontaminate, disposal, and cost. OSHA's Respiratory Protection eTool provides basic information on respirators such as medical requirements, maintenance and care, fit testing, written respiratory protection programs, and voluntary use of respirators, which employers may also find beneficial in training workers at: www.osha.gov/SLTC/etools/respiratory. Also see NIOSH respirator guidance at: www.cdc.gov/niosh/topics/respirators.
- Respirator training should address selection, use (including donning and doffing), proper disposal or disinfection, inspection for damage, maintenance, and the limitations of respiratory protection equipment. Learn more at: www.osha.gov/SLTC/respiratoryprotection.
- The appropriate form of respirator will depend on the type of exposure and on the transmission pattern of COVID-19. See the NIOSH "Respirator Selection Logic" at: www.cdc.gov/niosh/docs/2005-100/default.html or the OSHA "Respiratory Protection eTool" at www.osha.gov/SLTC/etools/respiratory.

Follow Existing OSHA Standards

Existing OSHA standards may apply to protecting workers from exposure to and infection with SARS-CoV-2.

While there is no specific OSHA standard covering SARS-CoV-2 exposure, some OSHA requirements may apply to preventing occupational exposure to SARS-CoV-2. Among the most relevant are:

- OSHA's Personal Protective Equipment (PPE) standards (in general industry, 29 CFR 1910 Subpart I), which require using gloves, eye and face protection, and respiratory protection. See: www.osha.gov/laws-regs/regulations/standardnumber/1910#1910_Subpart_I.
  - When respirators are necessary to protect workers or where employers require respirator use, employers must implement a comprehensive respiratory protection program in accordance with the Respiratory Protection standard (29 CFR 1910.134). See: www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134.
- The General Duty Clause, Section 5(a)(1) of the Occupational Safety and Health (OSH) Act of 1970, 29 USC 654(a)(1), which requires employers to furnish to each worker "employment and a place of employment, which are free from recognized hazards that are causing or are likely to cause death or serious physical harm." See: www.osha.gov/laws-regs/oshact/completeoshact.

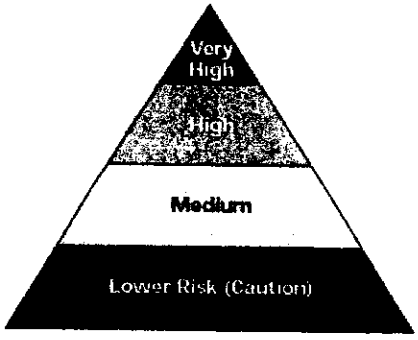
OSHA's Bloodborne Pathogens standard (29 CFR 1910.1030) applies to occupational exposure to human blood and other potentially infectious materials that typically do not include respiratory secretions that may transmit SARS-CoV-2. However, the provisions of the standard offer a framework that may help control some sources of the virus, including exposures to body fluids (e.g., respiratory secretions) not covered by the standard. See: www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.1030.

The OSHA COVID-19 webpage provides additional information about OSHA standards and requirements, including requirements in states that operate their own OSHA-approved State Plans, recordkeeping requirements and injury/illness recording criteria, and applications of standards related to sanitation and communication of risks related to hazardous chemicals that may be in common sanitizers and sterilizers. See: www.osha.gov/SLTC/covid-19/standards.html.

Classifying Worker Exposure to SARS-CoV-2

Worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may vary from very high to high, medium, or lower (caution) risk. The level of risk depends in part on the industry type, need for contact within 6 feet of people known to be, or suspected of being, infected with SARS-CoV-2, or requirement for repeated or extended contact with persons known to be, or suspected of being, infected with SARS-CoV-2. To help employers determine appropriate precautions, OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. The Occupational Risk Pyramid shows the four exposure risk levels in the shape of a pyramid to represent probable distribution of risk. Most American workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels.

Occupational Risk Pyramid for COVID-19



Very High Exposure Risk

Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category include:

- Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.
- Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (e.g., manipulating cultures from known or suspected COVID-19 patients).
- Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

High Exposure Risk

High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include:

- Healthcare delivery and support staff (e.g., doctors, nurses, and other hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients. (Note: when such workers perform aerosol-generating procedures, their exposure risk level becomes *very high*.)
- Medical transport workers (e.g., ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.
- Mortuary workers involved in preparing (e.g., for burial or cremation) the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

Medium Exposure Risk

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission. In areas where there *is* ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

Lower Exposure Risk (Caution)

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Jobs Classified at Lower Exposure Risk (Caution): What to Do to Protect Workers

For workers who do not have frequent contact with the general public, employers should follow the guidance for "Steps All Employers Can Take to Reduce Workers' Risk of Exposure to SARS-CoV-2," on page 7 of this booklet and implement control measures described in this section.

Engineering Controls

Additional engineering controls are not recommended for workers in the lower exposure risk group. Employers should ensure that engineering controls, if any, used to protect workers from other job hazards continue to function as intended.

Administrative Controls

- Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov.
- Collaborate with workers to designate effective means of communicating important COVID-19 information.

Personal Protective Equipment

Additional PPE is not recommended for workers in the lower exposure risk group. Workers should continue to use the PPE, if any, that they would ordinarily use for other job tasks.

Jobs Classified at Medium Exposure Risk: What to Do to Protect Workers

In workplaces where workers have medium exposure risk, employers should follow the guidance for "Steps All Employers Can Take to Reduce Workers' Risk of Exposure to SARS-CoV-2," on page 7 of this booklet and implement control measures described in this section.

Engineering Controls

- Install physical barriers, such as clear plastic sneeze guards, where feasible.

Administrative Controls

- Consider offering face masks to ill employees and customers to contain respiratory secretions until they are able leave the workplace (i.e., for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. See CDC/NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy.

In rare situations that would require workers in this risk category to use respirators, see the PPE section beginning on page 14 of this booklet, which provides more details about respirators. For the most up-to-date information, visit OSHA's COVID-19 webpage: www.osha.gov/covid-19.

Jobs Classified at High or Very High Exposure Risk: What to Do to Protect Workers

In workplaces where workers have high or very high exposure risk, employers should follow the guidance for "Steps All Employers Can Take to Reduce Workers' Risk of Exposure to SARS-CoV-2," on page 7 of this booklet and implement control measures described in this section.

Engineering Controls

- Ensure appropriate air-handling systems are installed and maintained in healthcare facilities. See "Guidelines for Environmental Infection Control in Healthcare Facilities" for more recommendations on air handling systems at: www.cdc.gov/mmwr/preview/mmwrhtml/rr5210a1.htm.
- CDC recommends that patients with known or suspected COVID-19 (i.e., person under investigation) should be placed in an airborne infection isolation room (AIIR), if available.
- Use isolation rooms when available for performing aerosol-generating procedures on patients with known or suspected COVID-19. For postmortem activities, use autopsy suites or other similar isolation facilities when performing aerosol-generating procedures on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death. See the CDC postmortem guidance at: www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-postmortem-specimens.html. OSHA also provides guidance for postmortem activities on its COVID-19 webpage: www.osha.gov/covid-19.

- Keep customers informed about symptoms of COVID-19 and ask sick customers to minimize contact with workers until healthy again, such as by posting signs about COVID-19 in stores where sick customers may visit (e.g., pharmacies) or including COVID-19 information in automated messages sent when prescriptions are ready for pick up.
- Where appropriate, limit customers' and the public's access to the worksite, or restrict access to only certain workplace areas.
- Consider strategies to minimize face-to-face contact (e.g., drive-through windows, phone-based communication, telework).
- Communicate the availability of medical screening or other worker health resources (e.g., on-site nurse; telemedicine services).

Personal Protective Equipment (PPE)

When selecting PPE, consider factors such as function, fit, decontamination ability, disposal, and cost. Sometimes, when PPE will have to be used repeatedly for a long period of time, a more expensive and durable type of PPE may be less expensive overall than disposable PPE.

Each employer should select the combination of PPE that protects workers specific to their workplace.

Workers with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category will vary by work task, the results of the employer's hazard assessment, and the types of exposures workers have on the job.

High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19.

Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures that involve aerosol generation or specimen collection/ handling.

- Use special precautions associated with Biosafety Level 3 when handling specimens from known or suspected COVID-19 patients. For more information about biosafety levels, consult the U.S. Department of Health and Human Services (HHS) "Biosafety in Microbiological and Biomedical Laboratories" at www.cdc.gov/biosafety/publications/bmbl5.

Administrative Controls

If working in a healthcare facility, follow existing guidelines and facility standards of practice for identifying and isolating infected individuals and for protecting workers.

- Develop and implement policies that reduce exposure, such as cohorting (i.e., grouping) COVID-19 patients when single rooms are not available.
- Post signs requesting patients and family members to immediately report symptoms of respiratory illness on arrival at the healthcare facility and use disposable face masks.
- Consider offering enhanced medical monitoring of workers during COVID-19 outbreaks.
- Provide all workers with job-specific education and training on preventing transmission of COVID-19, including initial and routine/refresher training.
- Ensure that psychological and behavioral support is available to address employee stress.

Safe Work Practices

- Provide emergency responders and other essential personnel who may be exposed while working away from fixed facilities with alcohol-based hand rubs containing at least 60% alcohol for decontamination in the field.

Personal Protective Equipment (PPE)

Most workers at high or very high exposure risk likely need to wear gloves, a gown, a face shield or goggles, and either a face mask or a respirator, depending on their job tasks and exposure risks.

Those who work closely with (either in contact with or within 6 feet of) patients known to be, or suspected of being, infected with SARS-CoV-2, the virus that causes COVID-19, should wear respirators. In these instances, see the PPE section beginning on page 14 of this booklet, which provides more details about respirators. For the most up-to-date information, also visit OSHA's COVID-19 webpage: www.osha.gov/covid-19.

PPE ensembles may vary, especially for workers in laboratories or morgue/mortuary facilities who may need additional protection against blood, body fluids, chemicals, and other materials to which they may be exposed. Additional PPE may include medical/surgical gowns, fluid-resistant coveralls, aprons, or other disposable or reusable protective clothing. Gowns should be large enough to cover the areas requiring protection. OSHA may also provide updated guidance for PPE use on its website: www.osha.gov/covid-19.

NOTE: Workers who dispose of PPE and other infectious waste must also be trained and provided with appropriate PPE.

The CDC webpage "Healthcare-associated Infections" (www.cdc.gov/hai) provides additional information on infection control in healthcare facilities.

Workers Living Abroad or Travelling Internationally

Employers with workers living abroad or traveling on international business should consult the "Business Travelers" section of the OSHA COVID-19 webpage (www.osha.gov/covid-19), which also provides links to the latest:

- CDC travel warnings: www.cdc.gov/coronavirus/2019-ncov/travelers
- U.S. Department of State (DOS) travel advisories: travel.state.gov

Employers should communicate to workers that the DOS cannot provide Americans traveling or living abroad with medications or supplies, even in the event of a COVID-19 outbreak.

As COVID-19 outbreak conditions change, travel into or out of a country may not be possible, safe, or medically advisable. It is also likely that governments will respond to a COVID-19 outbreak by imposing public health measures that restrict domestic and international movement, further limiting the U.S. government's ability to assist Americans in these countries. It is important that employers and workers plan appropriately, as it is possible that these measures will be implemented very quickly in the event of worsening outbreak conditions in certain areas.

More information on COVID-19 planning for workers living and traveling abroad can be found at: www.cdc.gov/travel.

For More Information

Federal, state, and local government agencies are the best source of information in the event of an infectious disease outbreak, such as COVID-19. Staying informed about the latest developments and recommendations is critical, since specific guidance may change based upon evolving outbreak situations.

Below are several recommended websites to access the most current and accurate information:

- Occupational Safety and Health Administration website: www.osha.gov
- Centers for Disease Control and Prevention website: www.cdc.gov
- National Institute for Occupational Safety and Health website: www.cdc.gov/niosh

OSHA Assistance, Services, and Programs

OSHA has a great deal of information to assist employers in complying with their responsibilities under OSHA law. Several OSHA programs and services can help employers identify and correct job hazards, as well as improve their safety and health program.

Establishing a Safety and Health Program

Safety and health programs are systems that can substantially reduce the number and severity of workplace injuries and illnesses, while reducing costs to employers.

Visit www.osha.gov/safetymanagement for more information.

Compliance Assistance Specialists

OSHA compliance assistance specialists can provide information to employers and workers about OSHA standards, short educational programs on specific hazards or OSHA rights and responsibilities, and information on additional compliance assistance resources.

Visit www.osha.gov/complianceassistance/cas or call 1-800-321-OSHA (6742) to contact your local OSHA office.

No-Cost On-Site Safety and Health Consultation Services for Small Business

OSHA's On-Site Consultation Program offers no-cost and confidential advice to small and medium-sized businesses in all states, with priority given to high-hazard worksites. On-Site consultation services are separate from enforcement and do not result in penalties or citations.

For more information or to find the local On-Site Consultation office in your state, visit www.osha.gov/consultation, or call 1-800-321-OSHA (6742).

Under the consultation program, certain exemplary employers may request participation in OSHA's **Safety and Health Achievement Recognition Program (SHARP)**. Worksites that receive SHARP recognition are exempt from programmed inspections during the period that the SHARP certification is valid.

Cooperative Programs

OSHA offers cooperative programs under which businesses, labor groups and other organizations can work cooperatively with OSHA. To find out more about any of the following programs, visit www.osha.gov/cooperativeprograms.

Strategic Partnerships and Alliances

The OSHA Strategic Partnerships (OSP) provide the opportunity for OSHA to partner with employers, workers, professional or trade associations, labor organizations, and/or other interested stakeholders. Through the Alliance Program, OSHA works with groups to develop compliance assistance tools and resources to share with workers and employers, and educate workers and employers about their rights and responsibilities.

Voluntary Protection Programs (VPP)

The VPP recognize employers and workers in the private sector and federal agencies who have implemented effective safety and health programs and maintain injury and illness rates below the national average for their respective industries.

Occupational Safety and Health Training

OSHA partners with 26 OSHA Training Institute Education Centers at 37 locations throughout the United States to deliver courses on OSHA standards and occupational safety and health topics to thousands of students a year. For more information on training courses, visit www.osha.gov/otiec.

OSHA Educational Materials

OSHA has many types of educational materials to assist employers and workers in finding and preventing workplace hazards.

All OSHA publications are free at www.osha.gov/publications and www.osha.gov/ebooks. You can also call 1-800-321-OSHA (6742) to order publications.

Employers and safety and health professionals can sign-up for *QuickTakes*, OSHA's free, twice-monthly online newsletter with the latest news about OSHA initiatives and products to assist in finding and preventing workplace hazards. To sign up, visit www.osha.gov/quicktakes.

OSHA Regional Offices

Region 1
Boston Regional Office
(CT*, ME*, MA, NH, RI, VT*)
JFK Federal Building
25 New Sudbury Street, Room E340
Boston, MA 02203
(617) 565-9860 (617) 565-9827 Fax

Region 2
New York Regional Office
(NJ*, NY*, PR*, VI*)
Federal Building
201 Varick Street, Room 670
New York, NY 10014
(212) 337-2378 (212) 337-2371 Fax

Region 3
Philadelphia Regional Office
(DE, DC, MD*, PA, VA*, WV)
The Curtis Center
170 S. Independence Mall West, Suite 740 West
Philadelphia, PA 19106-3309
(215) 861-4900 (215) 861-4904 Fax

Region 4
Atlanta Regional Office
(AL, FL, GA, KY*, MS, NC*, SC*, TN*)
Sam Nunn Atlanta Federal Center
61 Forsyth Street, SW, Room 6T50
Atlanta, GA 30303
(678) 237-0400 (678) 237-0447 Fax

Region 5
Chicago Regional Office
(IL*, IN*, MI*, MN*, OH, WI)
John C. Kluczynski Federal Building
230 South Dearborn Street, Room 3244
Chicago, IL 60604
(312) 353-2220 (312) 353-7774 Fax

Region 6
Dallas Regional Office
(AR, LA, NM*, OK, TX)
A. Maceo Smith Federal Building
525 Griffin Street, Room 602
Dallas, TX 75202
(972) 850-4145 (972) 850-4149 Fax

Region 7
Kansas City Regional Office
(IA*, KS, MO, NE)
Two Pershing Square Building
2300 Main Street, Suite 1010
Kansas City, MO 64108-2416
(816) 283-8745 (816) 283-0547 Fax

Region 8
Denver Regional Office
(CO, MT, ND, SD, UT*, WY*)
Cesar Chavez Memorial Building
1244 Speer Boulevard, Suite 551
Denver, CO 80204
(720) 264-6550 (720) 264-6585 Fax

Region 9
San Francisco Regional Office
(AZ*, CA*, HI*, NV*, and American Samoa,
Guam and the Northern Mariana Islands)
San Francisco Federal Building
90 7th Street, Suite 2650
San Francisco, CA 94103
(415) 625-2547 (415) 625-2534 Fax

Region 10
Seattle Regional Office
(AK*, ID, OR*, WA*)
Fifth & Yesler Tower
300 Fifth Avenue, Suite 1280
Seattle, WA 98104
(206) 757-6700 (206) 757-6705 Fax

*These states and territories operate their own OSHA-approved job safety and health plans and cover state and local government employees as well as private sector employees. The Connecticut, Illinois, Maine, New Jersey, New York and Virgin Islands programs cover public employees only. (Private sector workers in these states are covered by Federal OSHA). States with approved programs must have standards that are identical to, or at least as effective as, the Federal OSHA standards.

Note: To get contact information for OSHA area offices, OSHA-approved state plans and OSHA consultation projects, please visit us online at www.osha.gov or call us at 1-800-321-OSHA (6742).

How to Contact OSHA

Under the Occupational Safety and Health Act of 1970, employers are responsible for providing safe and healthful workplaces for their employees. OSHA's role is to help ensure these conditions for America's working men and women by setting and enforcing standards, and providing training, education and assistance. For more information, visit www.osha.gov or call OSHA at 1-800-321-OSHA (6742), TTY 1-877-889-5627.

For assistance, contact us.
We are OSHA. We can help.

OSHA®
www.osha.gov