



ATR HAZARDOUS MATERIALS POLICY

1.0 PURPOSE

To inform our employees about possible hazards connected with materials in their workplace and about proper handling of materials used in business operations.

2.0 SCOPE

This implementation of this policy will ensure that ATR employees are aware of potential hazards associated with materials to which they may be exposed in the course of their work, and are aware of safe handling procedures for such materials. In order to accomplish this, the company will ensure that:

- A. A current list of all hazardous chemicals or other materials being used by the ATR is maintained at its facility;
- B. All containers of hazardous materials stored and used at ATR's facility are appropriately labeled;
- C. ATR employees are trained to recognize and interpret labels, warnings, and signs attached to containers; and
- D. ATR employees are trained to understand the content of the Material Safety Data Sheets (MSDS) provided for each hazardous substance and recognize possible risks to health and the potential for physical harm.

3.0 LISTING OF HAZARDOUS CHEMICALS

ATR will maintain a list of all hazardous chemicals used on-site.

The Facility Manager will ensure that Material Safety Data Sheets are requested and obtained from the supplier of any new hazardous material or product ordered by the company. The Facility Manager will maintain a master list of all hazardous materials in-house and MSDS sheets for such materials.

4.0 LABELS

Material received at ATR's facility must have intact, legible labels. These labels must include the following:

- A. The name of any hazardous substance(s) in the container;
- B. Hazard warning(s); and
- C. The name and address of the manufacturer or other responsible party.

5.0 TRAINING

The Facility Manager will ensure that at-risk employees at sites where hazardous materials are kept or used receive training on hazardous material handling.

The training program will include the following:

- A. The location and availability of the MSDS sheets and files.
- B. Methods and procedures that the employee may use to detect the presence or accidental release or spill of hazardous materials in the work area, including proper clean up.
- C. Precautions and measures employees can take to protect themselves from the hazardous materials.

Annual training will be conducted for all employees who deal with hazardous materials.

Each new or newly transferred at-risk employee will be trained in the handling of hazardous materials on the first working day at the new work site.

Training must be conducted for all at-risk employees when any new chemical or hazardous material enters the work site. Training must occur before the chemical or hazardous material is used by any employee.

After each training session, the trainer, who may be the Facility Manager, another designated ATR employee or a third-party, will certify a roster of all participants. Included with the roster will be a list of all hazardous materials covered in the training.

6.0 HEALTH, SAFETY AND EMERGENCY PROCEDURES

The following information will be available at ATR with the Facility Manager for local health and jurisdictional authorities, if requested or required:

- A. A list of all hazardous materials present at ATR site.

- B. The location of stored hazardous materials of 55 gallons (500 pounds) or more, and special procedures for spill control and/or clean-up for specific hazardous substances if necessary.
- C. Descriptions of unusual health and environmental hazards (both air and water) that may result from the release of specific quantities of hazardous substances.