City of Ann Arbor, MI

RFP # 25-18 WTP Lime Residual Removal Contract No. 2 - Dredging and Hauling

SUBMISSION DATE

May 14th, 2025 - 2:00 PM Local Time (Addendum 1)

CLIENT NAME

City of Ann Arbor

c/o Customer Services 301 East Huron Street Ann Arbor, MI 48107

CLIENT CONTACT

Joe Siwek, Project Manager – <u>jsiwek@fishbeck.com</u> Colin Spencer, Buyer – <u>Cspencer@a2gov.org</u>

AMERICAN PROCESS GROUP LLC

Doug Van der Veen, P. Eng - General Manager

Email: dvanderveen@amprocessgroup.com

American Process Group LLC 1201 Pacific Avenue #600, Tacoma, WA 98402



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City of Ann Arbor

c/o Customer Services 301 E. Huron Street Ann Arbor, MI 484104

RE: RFP No. 25-18 - WTP Lime Residual Removal Contract No. 2

Dear Mr. Siwek, Mr. Spencer and Mrs. Schlanderer,

Thank you for the opportunity to provide City of Ann Arbor, Michigan a proposal for the WTP Lime Residual Removal Contract No. 2 project.

American Process Group (APG) is on the forefront of residuals management technology, providing services in dewatering, lagoon dredging, digester cleaning, and sludge hauling and disposal in both mobile operations and fixed facilities. Our fleet of large bowl horizontal decanter centrifuges, high volume dredges and pumping systems are all state of the art with advance control systems to help optimize production while giving the best possible value to our clients. APG verifies it will complete this project within the project schedule identified in the RFP, and APG will comply with all terms and conditions contained in this Request for Proposal.

APG certifies it is registered with the Department of Licensing and Regulatory Affairs with the State of Michigan and have attached a copy of our certificate with our proposal. The principals of our firm have over a combined 50 years of experience in the residuals management industry and our key operations personnel have an additional combined 30 years of experience. Please check out our website at www.amprocessgroup.com for more information on our company.

We welcome the opportunity to work with the City of Ann Arbor on this project. We look forward to hearing from you to further discuss this project and answer any questions about our approach and specialized equipment for cleaning your Lagoon. Please feel free to contact me at the number below at your convenience should you have any questions. Additional APG personnel authorized to sign a contract between the City and APG are the following: Erin Stanley and Warren Prince.

Sincerely,

American Process Group LLC

Doug-Van der Veen, P. Eng.

General Manager



American Process Group LLC.

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Section A - Qualifications, Experience and Accountability

1. Qualifications

Firm Description

APG specializes in lagoon dredging, and dewatering of municipal biosolids, digester cleaning, Pulp & Paper residuals, and other industrial sludges across the United States and Canada. APG's key personnel have over 90 years of combined experience in the cleaning and dewatering industry for municipal digesters and lagoons using mobile centrifuge technology.

APG has been dredging lagoons, cleaning digesters, and dewatering slurries as our primary services since our inception in 2004. While APG started in 2004, our principals and many operators worked together for several years prior, performing the same services for a multi-national residuals management company.

The founders of APG were involved with establishing the success of utilizing mobile centrifuges for dewatering slurries from lagoons and digesters. APG has used our extensive experience with centrifuges to improve the control systems and process capabilities on all our centrifuges, resulting in increased throughput and higher cake solids. APG also began utilizing larger centrifuges, typically used for fixed plant dewatering operations, on mobile dewatering projects. APG now utilizes 3 different-sized centrifuges, which allows us to customize the process to fit the requirements of each project.

APG has completed over 120 water and wastewater lagoons dredging and dewatering projects in both Canada and the United States over the last 20 years. While most projects involve landfill disposal, we have completed many that involved land application and beneficial reuse. APG has worked for many different municipalities, government agencies, and the pulp and paper sector across Texas, Oklahoma, Georgia, California, Oregon, Washington, and other states in the US, as well as various provinces in Canada.

Another large part of APG's specialized dewatering services in municipal wastewater plants is cleaning and dewatering solids from digesters and storage tanks. APG has cleaned over 60 digesters in the United States and Canada, with many having multiple digesters to clean for municipalities in San Antonio, TX; Orange County Sanitation District – Fountain Valley, CA, San Diego, CA; Escondido, CA; and Edmonton, Alberta, Canada. One of the similar challenges these projects have, that is similar to this project, is limited space to manage the dewatered material. Therefore, all but a couple of these digester projects require the dewatered solids to be directly loaded into trucks for transportation to the disposal location. This requires careful coordination of the number of trucks needed each day to keep production on track due to the variable solids content as a digester is cleaned.

APG prides itself on providing each client with the kind of service that matches and exceeds what the client is looking for in the project. As a result, the majority of projects APG completes are with repeat customers we have worked with not just once or twice but four, five, or more times.

Technical Scope of Work

Summary

The project requires dredging, dewatering, transportation, and disposal of approximately 10,000 Dry Ton (DT) of lime residual from the City of Ann Arbor. MI, Water treatment plant. With a target dryness of 45%, the process is expected to yield an estimated 22,222 Wet Tons of dewatered solids. The centrate will be returned to the specified pipe connection for return to the Lagoon for final management by the WTP Personnel. APG will also conduct in-house quality control testing to ensure standards are met. The dewatered cake will be disposed and transported to an approved landfill, with APG handling all required permits and disposal compliance. Throughout the duration of the project, APG will maintain a clean and orderly site, minimize noise levels, and implement effective dust control measures (when required). In coordination with our Health, Safety, and Environmental (HSE) Manager, APG will develop and enforce a comprehensive Health and Safety Program, along with a Soil Erosion and Sediment Control Plan specifically tailored to the requirements of the City of Ann Arbor. APG will also ensure that all necessary signage is installed promptly and in accordance with project needs.

Scope of Work

The scope of this work involves providing skilled labor, materials, supplies, and equipment required to dredge, dewater, transport, and dispose of 10,000 DT of lime residual sediment to an approved landfill. The lime residual will be extracted from the WTP lime lagoon located on Hatcher Street in Ann Arbor, Michigan. APG has acknowledged and accounted for the hauling restriction outlined in the RFP.

Time Constraints, Schedule & Personnel On-Site

APG plans to operate 12 hours per day, 5 days per week. Our daily crew will consist of a dredge operator and shorewatch at the lagoon, with one centrifuge operator, and one laborer at the dewatering area. In addition, there will be a superintendent who will be on site during the day and available 24 hours each day. APG anticipates this project to require an estimated 78 days of processing to complete the removal of 10,000 Dry Tons from the lagoon. An additional 5 days will be required for the initial project setup and site preparation, and 3 days to shut down and demobilize at the end.

Project # 25-18 "WTP Lime Residual Removal Contract #2 – Dredging and Hauling, must be completed within 15 months from the Notice to Proceed issued by the City, as noted in the RFP.

Estimated timeline:



Client: City of Ann Arbor, MI

Project: RFP - 25-18 WTP Lime Residual Removal

Tentative Schedule											_		_	_	_	-	_	
DESCRIPTION	Week1	Week 2	Week3	Week4	Week 5	Week6	Week7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18
Mobilization (5 days)																		
Dredging & Dewatering process (78 days)																		
Demobilization (3 days)																		

Detailed Execution Plan

APG will remove 10,000 Dry Tons (DT) of lime residual from the WTP Lagoon located on Hatcher Street, in the City of Ann Arbor, MI.



A high-volume cutter head style auger dredge will be used for this project. The dredge has a cutter head that is mounted on the end of a hinged boom that can be lowered to the depth of the solids. The cutter head augers the material to the dredge pump, which transports the slurry through an 8-inch pipe and then discharges into a screening tank at the processing setup area. The screening tank will remove debris and will serve as a process buffer between the dredging or pumping and the dewatering to allow for optimization of both. The screening tank is agitated to keep the slurry consistent. The slurry will be drawn from the screening tank and pumped to the centrifuge(s) via Variable Frequency Drive (VFD) driven feed pump(s). The VFD allows for regulated speed control of the feed pump and, therefore variable pumping rate to the centrifuge. Each centrifuge has its own feed pump to allow for process optimization of each centrifuge individually.

A polymer make down system allows for the mixing and hydration of polymer flocculent that will be used to aid the separation process. The hydrated and aged polymer is metered using a VFD driven positive displacement pump. The VFD permits the precise flow and regulation of the polymer so that the correct dose is added for optimal separation while minimizing waste. The slurry and polymer flow will both be measured using magnetic flow meters and the polymer will be added to the slurry with a static in-line mixer to blend the two. The polymerized slurry will then be injected into the centrifuge where the separation will take place.

The centrifuge has two main elements, a bowl that provides the mechanical separation and a scroll conveyor inside the bowl that augers the solids portion to the solids discharge end of the machine. The scroll conveyor is coupled through a planetary gearbox to the back drive motor. The bowl motor and back drive motor are both VFD driven. For the bowl this means that the amount of separation force, or "G" force is controllable by varying the bowl speed. Varying the back drive speed controls how quickly the material is augured out of the bowl, which is used to achieve a balance of optimum cake dryness and polymer dosage.

All APG's centrifuges are controlled with an industry leading, in-house developed control system. This system incorporates all functions of the centrifuge and intelligently controls pumping rates of slurry and polymer, back drive motor speed and other process elements based on operator input. With this system, APG can maximize centrifuge throughput, cake dryness, and capture while minimizing polymer dosage.

The cake or solids portion will drop onto a horizontal belt conveyor and then a stacking conveyor. The cake will then be conveyed directly onto trucks (live loading) and transported to the landfill. The centrate or liquid portion will exit out the opposite end of the centrifuge and will drain by gravity into a tank and then be pumped to the specified pipe as noted in the RFP.

Equipment Description for Project

The following equipment will be provided and operated by American Process Group to execute the project.

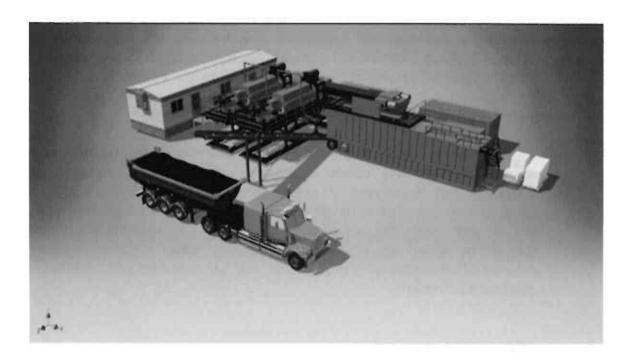
- Two (2) Sharples High G Centrifuges
- Two (2) Inhouse designed Electrical Distribution Buildings
- Two (2) Feed Pumps
- Two (2) Polymer Injection Pumps
- One (1) Dredge
- One (1) Polymer Make down System
- One (1) 3-inch Magnetic Flow meters
- One (1) 2-inch Magnetic Flow meters
- One (1) 8-inch Flow meters
- One (1) Process Tank
- One (1) Screening Unit
- One (1) Fully Equipped Tool Crib
- One (1) Moisture Analyzer
- One (1) Centrate Return Pump
- One (1) Front-end Loader
- One (1) Dump Truck
- Safety Equipment

Estimated Production Schedule

Dredging, dewatering, transportation, and disposal of the dewatered solids from the lagoon is expected to take approximately 78 days of processing, based on the removal of 10,000 DT. An additional 5 days will be required for mobilization and 3 days for the demobilization. Based on a 12-hour Dayshift, 5 days per week.

- Estimated DT per day: 128 DT
- Estimated Wet Ton per day to be transported to the landfill: 285 Tons
- Estimated polymer consumption: 5 Lb. per DT
- Estimated average dryness: 45%

Typical 2 Machine Site Layout



Safety & Environmental (also refer to Section B - Workplace Safety)

Safety influences our actions, guides our decisions, and shapes our culture. We believe our employees are entitled to productive, healthy careers in an incident-free workplace. We extend this philosophy further – to include our employees' family members, our contractors, all other APG stakeholders and every community in which we perform our work. All personnel are trained in First Aid, H₂S Alive, WHMIS and most are trained in Confined Space Entry & Rescue. We comply with the latest OSHA and OH&S safety standards as well as the workers compensation board and any other local jurisdictions in place where the work will be performed.

The Electrical buildings will contain fire extinguishers, and a first aid kit will be kept in the onsite office. While on site, all personnel will wear proper Personal Protective Equipment including steel toe boots, hardhat, and safety glasses with side shields. The dredger will always wear a life jacket while on or traveling to or from the dredge. He will also be in constant, two-way radio contact with the dewatering site crew. All precautions will be taken to avoid spills during the work plan. These precautions will include Standard Operating Procedures (SOP) being in place, containment, tarping, berming, and proper procedures. All spills will be mitigated by having SOPs in place, using truck mounted spill kits, vacuum trucks, absorbents, and proper procedures.

Power Requirements

APG will require 400 Amps, 480 Volts, 60 Hz, three-phase power to operate all centrifuges and auxiliary equipment. As the City will be provided the power source, APG has included all necessary equipment to make the connections to the electrical panel (+/- 400 ft from set-up area) in our proposal.

Water Requirements

Polymer will be required to enhance the dewatering characteristics of the sludge to be processed. APG requires upwards of 200 gpm of water for polymer make down. In accordance with the requirements outlined in the RFP, the City of Ann Arbor will be responsible for all water usage charges throughout the duration of the project. APG has included in its pricing all necessary components for temporary water service, including piping, water meters, equipment, and associated connections. These items will be supplied and installed by APG's qualified technicians.

Addendums received

May 14, 2025

2:00PM

WTP Lime Residual Removal Contract No. 2 - Dredging and Hauling RFP 25-18

Plans Addendum 1 Emily Schlanderer Open

Addendum 2



APG Management Team Summaries (Key Personnel)

APG's management team is made of a group of highly qualified individuals, who all provide a significant role to the running of the company. Each member is actively involved in the day-to-day operations and management and oversight of how the company is performing.

Doug Van der Veen, P.Eng. - General Manager

Doug Van der Veen is a graduate Professional Engineer from the University of Alberta. He has 29 years of experience in the residuals management industry. Doug was one of the founding Principals of American Process Group and was acting Vice President of APG from its inception in October 2004 until October 2011 when APG became part of Tervita. When Tervita acquired APG, Doug became Manager of the Dredging and Dewatering Division. In April 2016, there was a management acquisition and APG separated from Tervita. During this time until to June 2021, Doug was in charge of special projects, contractual matters, project technical support, and advising on our procurement process as well as overall corporate governance. In June 2021, APG became part of Sanexen Environmental Services Ltd., and at this time Doug assumed the role of General Manager for APG. Prior to 2004, Doug gained valuable experience while working for a similar multinational Residuals Management Company. While there, Doug was originally responsible for all electrical power and control systems for the centrifuges and ancillary equipment, including extensive research and development of advanced centrifuge control systems. He progressed to being involved in and eventually responsible for all aspects of equipment design and maintenance including mechanical and process for both mobile applications and fixed dewatering facilities. He also has operation experience on a variety of projects.

John Prince - Strategic Advisor

John Prince has over 30 years of experience in the residuals industry. John was also a founding Principal of American Process Group and was acting President from October 2004 through October 2011. APG was sold to Tervita Corporation and John stayed on as Manager of Operations for the Dredging and Dewatering division. In April 2016, the Dredging and Dewatering division was acquired back from Tervita and John reassumed

the role of President. Since becoming part of Sanexen, John continues to contribute to the success of APG on a consultant basis as a Strategic Advisor. Prior to APG, the majority of his experience was achieved while working at a similar multinational Residuals Management company where John quickly progressed through the operations ranks and upon his departure, he held the position of Senior Project Manager which he held for 4 years. In his years of field service, he personally managed or operated at more than 45 dredging and dewatering projects and more than 15 digester cleaning and dewatering projects. As John has managed a large number of projects, including transportation and disposal (both landfill and land application), he has vast knowledge in project execution as well as dealing with government on all levels and in different geographical areas for

land application permits and the like. He is well versed on safety (e.g. confined space entry & rescue, OSHA) and environment (e.g. permitting, spill response).

Bryan Carroll - Business Development

Bryan Carroll has 31 years of experience in the wastewater residuals industry developing dredging, dewatering, transportation, and beneficial reuse projects for municipal and industrial by-products. Bryan was the Sales Manager in charge of APG's Western Sales in February 2006. In November 2010, Bryan became in charge of all of APG's business development activities. While APG was part of Tervita, Bryan continued his role in procuring bids and contract for the dredging and dewatering division. Bryan stayed on

with the APG team as the Business Development Manager when it was acquired by management in the spring of 2016. Under Sanexen in June 2021, with expanding the role Bryan plays in business development, he has been promoted to Director of Business Development for APG. Previous to APG, Bryan worked for a multinational Residuals Management Company providing dewatering and lagoon dredging Business Development services and prior to that worked for a beneficial reuse company in Oregon that focused on the beneficial reuse of municipal and industrial by-products through land application.

APG Operations Team Summaries

Warren Prince - Operations Director

Warren is American Process Group's (APG) Operations Director and he has been a member of the American Process Group team since early in 2006. In this position, he is fully responsible for APG's fleet and shop operations, in addition to managing the field personnel. He has experience in following through with projects from initial bid development, contract execution, and post project client relations. His role includes assisting in the development of project estimates and budgets for customers on public and private tenders for dredging and dewatering opportunities using centrifuge technology; developing technical scope of work criteria with customers and clients and building project estimates and proposals tailored to their specific challenges; overseeing the project managers running of projects, to ensure budgetary and production targets are met, managing clients concerns and expectations, and reporting progress to upper management and acting as customer liaison. Through the years he has advanced in his position with the company. From 2013 through 2015, Warren's main role shifted to shop foreman where he oversaw the repairs and maintenance of APG's extensive fleet of residuals management equipment, provided on-site equipment repair and troubleshooting support. During this time he obtained his Millwright journeyman ticket. Prior to taking on the role as Operations Manager in late 2014, Warren was one of APG's Project Managers from 2010 through 2012 where he managed a multitude of projects in all scopes of work that APG has to offer; mechanical dewatering, dredging, pumping, lagoon cleaning and digester cleaning.

Kurt Ranger - Project Director

Kurt began working with APG on various projects in 2009 before becoming Operations Manager in April 2010. In the summer of 2023, he transitioned into the role of Project Director. With extensive experience managing projects from bid development to contract execution and post-project client relations, Kurt plays a key role in estimating and budgeting for public and private dredging and dewatering projects using centrifuge technology. He collaborates with clients to develop technical scopes of work and creates tailored project estimates and proposals. Additionally, he oversees project managers, providing guidance and ensuring operational efficiency to meet budgetary and production goals. Kurt holds a 4th Class Power Engineer ticket and equipment prowess is formidable, making him an invaluable leader for APG. Project Management experience includes managing over 150 projects of various size and scope; a few listed below are:

- · OCSD Digester Cleaning, Huntington Beach, CA
- · Port Arthur WTP Biosolids Removal, TX
- Bearspaw WTP Basin Lagoon Cleaning, Calgary AB
- International Papers Dredging & Dewatering at OK, GA, AB, & LA.
- Everett WPCF & WFP, WA
- Bachman WTP Lagoon 1 & 2 Cleaning Dallas, TX
- El Paso Digester Cleaning, TX
- SAWS Digesters Cleaning, San Antonio, TX
- Chilliwack Digester 1 & 2 Cleaning, BC
- · Sacramento Digester Cleaning, CA
- Sherritt Lime Lagoon Cleaning, Fort Saskatchewan, AB
- Nutrien Settling Lagoon Redwater, Fort Saskatchewan, AB
- PCA Wallula Mill ASB Lagoon Cleaning, Kennewick, WA
- High Point Ward WTP Alum Lagoon Cleaning, NC
- Abert WTP Lagoon Cleaning, Lynchburg, VA
- · Howe Sound Spill Pond Lagoon, Gibsons, BC
- Salinas Industrial Sludge Removal Lagoon CA

Geof Schutz - Sr. Project Manager

Geof joined American Process Group (APG) in January of 2022 as one of APG's Project Managers and in November of 2024 was appointed to the roll of Senior Project Manager. In this position, he is responsible for overseeing all operational aspects on the projects he is assigned to. He has experience in following through with projects from initial bid development, contract execution, and post project client relations. His role includes assisting in the development of project estimates and budgets for customers on public and private tenders for dredging and dewatering opportunities using centrifuge technology; developing technical scope of work criteria with customers and clients and building project estimates and proposals tailored to their specific challenges; overseeing the Superintendents running of projects, to ensure budgetary and production targets are met, managing clients concerns and expectations, and reporting progress to upper

management and acting as customer liaison. Geof is innovative, detailed and production orientated with a strong commitment to excellence. Prior to taking on the role as Project Manager with APG, Geof's professional background includes land survey and construction layout, and most recently management of civil construction operations in the wastewater industry. APG Project Management experience includes:

- Iona Island Lagoon Cleaning Vancouver, BC 2025
- Philadelphia Digester Cleaning Philadelphia, PA 2025
- SJCWTP Basins Albuquerque, NM 2024
- Salinas Industrial Sludge Removal Salinas, CA 2024
- Georgia Pacific ARC Mill Monroeville, AL 2024
- Everett WFP Lagoon Cleaning Everett, WA 2024
- Iona Island Lagoon Cleaning Vancouver, BC 2024
- Port of Sunnyside Lagoon Cleaning Sunnyside, WA 2024
- Philadelphia Digester Cleaning Philadelphia, PA 2024
- Ward WTP Lagoon Cleaning High Point, NC 2024
- Townsend WTP Lagoon Cleaning Greensboro, NC 2024
- GP Camas Mill Lagoon Cleaning Pilot Camas, WA 2023
- Louisville MSD Digester Cleaning Louisville, KY 2023
- Townsend WTP Lagoon Cleaning Greensboro, NC 2023
- Independence Biosolids Removal Independence, OR 2023
- GP Toledo Dredging and Dewatering Toledo, OR 2023
- Philadelphia Digester Cleaning Philadelphia, PA 2023
- Louisville MSD Digester #1 Louisville, KY 2022
- Lowville Lagoon Cleaning and Lining Lowville, NY 2022
- Iona WWTP Lagoon Cleaning Richmond, BC 2022

Experience prior to APG includes:

 Operations Manager for a Wastewater and Civil Construction Contractor. Responsibilities included overseeing the day-to-day operations of various crews, individuals, and sub-contractors, performance management, planning and execution, training and development, conflict resolution, and daily accountability. Also, manage daily administrative tasks including permitting, schedules, contracts, and estimating. Other responsibilities included building strong relationships with municipalities, safety codes inspectors, clients, and suppliers.

John DePalma - Project Manager

John joined American Process Group (APG) in June of 2023 and is one of APG's Project Managers. In this position, he is responsible for overseeing all operational aspects on the projects he is assigned to. He has experience in following through with projects from initial bid development, contract execution, and post project client relations. His role includes assisting in the development of project estimates and budgets for customers on public and private tenders for dredging and

dewatering opportunities using centrifuge technology; developing technical scope of work criteria with customers and clients and building project estimates and proposals tailored to their specific challenges; overseeing the Superintendents running of projects, to ensure budgetary and production targets are met, managing clients concerns and expectations, and reporting progress to upper management and acting as customer liaison. John is a detail-oriented and experienced project manager with 15 years of extensive experience in many industries including mining, industrial and municipal construction markets with specialty services in Dewatering, Water Management, Hydrotesting, Filtration, Sediment Control and Water Treatment. APG Project Management experience includes:

- Humber WWTP Digester Cleaning Toronto, ON 2025
- International Paper Valliant Pond Cleaning Valliant, OK 2025
- OCSD Digester Cleaning Fountain Valley, CA 2024
- El Paso Digester Cleaning El Paso, TX 2024
- International Paper Rome Dredging Rome, GA 2024
- Everett WPCF Biosolids Removal Everett, WA 2024
- WFP Backwash Solids Removal Everett, WA 2024
- Stafford Smith WTF Lagoon Cleaning Stafford, VA 2024
- LA County Sanitation Digester Cleaning Los Angeles, CA 2024
- International Paper GP Lagoon Cleaning Grande Prairie, AB 2024
- Hamilton Woodward Digester Cleaning Hamilton, ON 2024
- SAWS Digester Cleaning San Antonio, TX 2024
- Sherritt Raw Water Pond Cleaning Fort Saskatchewan, AB 2023
- Port Arthur Lagoon Cleaning Port Arthur, TX 2023
- Hinton Pulp Dredging Hinton, AB 2023
- OCSD Digester Cleaning Fountain Valley, CA 2023
- Everett WFP Pond Cleaning Monroe, WA 2023
- Epcor Cloverbar Cell Transfer Edmonton, AB 2023
- Epcor Cloverbar Lagoon Cleaning Edmonton, AB 2023

Experience prior to APG includes:

- Senior Project Manager for a Dewatering Contractor. Responsibilities included overseeing the dayto-day operations of various crews, individuals, and sub-contractors; performance management, planning and execution, training and development, conflict resolution, and daily accountability. Also, manage daily administrative tasks including schedules, contracts, and estimating. Other responsibilities included Sales and Business Development.
- Special Projects Manager for a Dewatering Contractor. Responsibilities included overseeing the day-to-day operations of various crews, individuals, and sub-contractors; performance management, planning and execution, training and development, conflict resolution, and daily accountability. Also, manage daily administrative tasks including schedules, contracts, and estimating. Other responsibilities included Sales and Business Development.

 Field Engineer for one of the largest multinational oilfield service companies. Responsibilities included overseeing LWD and MWD drilling projects, managing client/customer relationships, planning and execution, training and development.

Sidnie Patten - Project Manager - Optimization & Control

Sidnie has been a member of the American Process Group team since early in 2008. Through the years she has advanced in her position with the company. In the summer of 2024, Sidnie was appointed to the role of Project Manager -Optimization & Control. In this position she is responsible for the monitoring of project costs and production to ensure we are meeting our expected targets. She oversees the project coordinator to ensure project costs and production data are being documented within the company expected parameters. She works closely with the Project Managers on all active projects to assist with the successful execution through all stages of work. Sidnie is responsible for weekly KPI tracking, monthly reporting, and forecasting to upper management. Sidnie works closely with our clients to ensure reporting and progress billing is complete with the upmost accuracy. In this position she is also assists the business development team in preparing all bid submissions. Prior to becoming the Project Manager optimization & Control Sidnie roles with APG's were Sr Project Coordinator (2018-2024), Project Coordinator (2012 -2018) and Executive Assistant (2008-2012). During her years with APG she has gained knowledge and a comprehensive understanding of the residual management industry, and the scope of work that is offered by our company.

Sander van Ingen – HSE Manager

Sander joined American Process Group (APG) in July of 2022 as APG's HSE Coordinator. In the winter of 2025, he transitioned into the role of HSE Manager. In this position, he is responsible for overseeing all Health and Safety aspects in Canada and the USA. He has over 17 years experience with projects in Health and Safety. His role includes the development of health and safety policies, procedure, hazard assessments, assisting project managers and superintendents in health and safety for projects on public and private sites, and investigating & reporting incidents to upper management and customers. Sander is innovative, detailed and production orientated with a strong commitment to health and safety. Prior to taking on the role as HSE Coordinator with APG, Sander's professional background in health and safety includes industrial and construction.

Oleksander (Alex) Krynitskyy - Site Superintendent

Oleksander (Alex) Krynitskyy has been with American Process Group (APG) since 2012. From 2012 through 2019 Alex progressed through his roles with the company. By 2019 Alex began taken on the responsibility of site superintendent. His expertise in the residuals management industry includes overseeing projects in all scopes of work that APG has to offer; mechanical dewatering, dredging, pumping, lagoon cleaning and digester cleaning. Alex is one of APG's key technicians and is an integral part of the team in all scopes of work that APG offers; mechanical dewatering, dredging, pumping, lagoon cleaning and digester cleaning. He has extensive experience in field work overseeing the mobilization / demobilization and operation of projects and equipment, on-site safety, making sure production targets are met and reporting daily to the Project Manager. Site Superintendent experience includes:

- Georgia Pacific ARC Lagoon Cleaning Monroeville, AL 2024
- LA County Digester Cleaning, Carson, CA 2024
- SAWS Digester Cleaning San Antonio TX 2024
- Everett WFP Backwash Solids Removal Everett, WA 2019/2020/2023/2024
- Greensboro WTP Lagoon Cleaning Greensboro NC 2023
- Port Arthur Biosolids Removal Port Arthur TX 2023
- Georgia Pacific ASB Cleaning Toledo OR 2023
- Independence Biosolids Removal Independence OR 2023
- Everett WPCF Biosolids Removal Everett, WA 2023
- OCSD Digester Cleaning Fountain Valley, CA 2022
- Lowville WWTP Improvements Lowville NY 2022
- Abert WTP Lagoon Lynchburg VA 2022
- Townsend WTP Lagoon Cleaning Greensboro NC 2021
- PCA Wallula Paper ASB Cleaning Wallula, WA 2021
- Point Loma Digesters San Diego, CA 2021
- Corix Camp Swift WWTP Lagoon Cleaning Camp Swift, TX 2021
- Stanek Encina Digester Cleaning Carlsbad, CA 2019-2020

Terry Schutz - Site Superintendent

Terry Schutz has been with American Process Group (APG) since 2017. From 2017 through 2019 Terry progressed through his roles with the company. By 2019 Terry began taken on the responsibility of site superintendent. His expertise in the residuals management industry includes overseeing projects in all scopes of work that APG has to offer; mechanical dewatering, dredging, pumping, lagoon cleaning and digester cleaning. Terry is one of APG's key technicians and is an integral part of the team in all scopes of work that APG offers; mechanical dewatering, dredging, pumping, lagoon cleaning and digester cleaning. He has extensive experience in field work overseeing the mobilization / demobilization and operation of projects and equipment, on-site safety, making sure production targets are met and reporting daily to the Project Manager. Site Superintendent experience includes:

- Woodward WWTP Digester Cleaning Hamilton, ON 2024
- International Paper Lagoons Cleaning Grande Prairie 2024
- Smith WTF Lagoon Cleaning, Stafford, VA 2024
- Georgia Pacific Pilot Test Camas, WA 2023
- Sherritt Raw Water Pond Cleaning Ft. Saskatchewan AB 2023
- Georgia Pacific ASB Lagoons Cleaning Toledo, OR 2022 2023
- Iona Island Lagoon Cleaning Richmond, BC 2022
- Howe Sound Pond Cleaning -- Port Melon, BC 2022
- Garden Creek Lagoon Cleaning Fredericton, NB 2021
- Moncrief The Pas WWTP Lagoon Cleaning The Pas, MB 2021
- Sherritt Lime Pond Cleaning Ft. Saskatchewan AB 2021
- Bachman Lagoons Improvements & Cleaning, Dallas TX 2020-2021

Michael Dunbar - Site Superintendent / Technician III

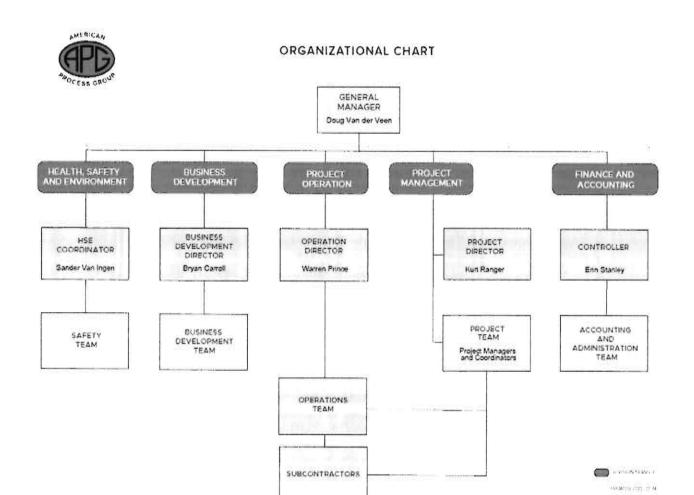
Michael Dunbar has been with American Process Group (APG) since its inception in 2006. From 2006 through 2013 Michael progressed through his roles with the company and is currently one of APG's shift supervisors / key technicians. His expertise in the residuals management industry includes overseeing projects in all scopes of work that APG has to offer; mechanical dewatering, dredging, pumping, lagoon cleaning and digester cleaning. He has extensive experience in field work overseeing the mobilization / demobilization and operation of projects, facilitating on-site safety, ensure budgetary and production targets are met, managing clients concerns and expectations, and reporting progress to upper management and acting as customer liaison. Site Superintendent experience includes:

- OCSD Digester Cleaning Fountain Valley, CA 2021/2024
- Ward WTP Lagoon Cleaning High Point, NC 2024
- Townsend WTP Lagoon Cleaning Greensboro, NC 2019/ 2024
- Smith WTF Lagoon Cleaning, Stafford, VA 2024
- IP Valliant Lagoon Dredging & Dewatering Valliant, OK 2023
- International Paper Rome Lagoon Cleaning Rome, GA 2023 / 2024
- Bustamante WWTP Digester Cleaning El Paso, TX 2023
- Louisville MSD Digester Cleaning (Spring & Fall) Louisville, KY 2021
- Domtar ASB Cleaning Hawesville KY 2021
- International Paper Mansfield Dredging Mansfield, LA 2021
- Everett WPCF Lagoon Biosolids Removal Everett, WA 2020
- Amite City Lagoon Cleaning Town of Amite City, LA 2020
- SAWS Digester & Tank Cleaning San Antonio, TX 2020

Seth Chase - Technician III

Seth Chase has been with American Process Group (APG) since 2013. Seth is one of APG's key technicians and is an integral part of the team in all scopes of work that APG offers; mechanical dewatering, dredging, pumping, lagoon cleaning and digester cleaning. He has extensive experience in field work overseeing the mobilization / demobilization and operation of projects and equipment, on-site safety, making sure production targets are met and reporting daily to the Project Manager. Technician III experience includes:

- Ward WTP Lagoon Cleaning High Point, NC 2024
- Townsend WTP Lagoon Cleaning Greensboro NC 2021/2022/2024
- SAWS Digester & Tank Cleaning San Antonio, TX 2020/ 2024
- Smith WTF Lagoon Cleaning, Stafford, VA 2024
- OCSD Digester Cleaning Fountain Valley, CA 2021/2024
- Everett WPCF Lagoon Biosolids Removal Everett, WA 2020/ 2022/ 2024
- Everett WFP Backwash Solids Removal Everett, WA 2020/ 2023/ 2024
- Georgia Pacific Pilot Test Camas, WA 2023
- Louisville MSD Digester Cleaning (Fall) Louisville, KY 2021
- Domtar ASB Cleaning Hawesville KY 2021
- International Paper Mansfield Dredging Mansfield, LA 2021
- Louisville MSD Digester Cleaning (Spring) Louisville, KY 2021
- Point Loma Digesters San Diego, CA 2020-2021
- MBC Tanks Cleaning San Diego CA 2020
- Marysville Biosolids Removal Marysville, WA 2020
- Bachman Lagoons Improvements & Cleaning, Dallas TX 2020-2021
- PCA Wallula Paper ASB Cleaning Wallula, WA 2020
- Stanek Encina Digester Cleaning Carlsbad, CA 2019-2020



The following table highlights the APG personnel that will be involved on the project, what their role is and what time will be focused on the project:

Individual	Position	Role on Project	Time Dedicated to Project		
Eric Sauvageau	President	Executive Management	1%		
Doug Van der Veen	General Manager	Business Management, Contract Administration, QA/QC	5-10%		
Erin Stanley	Controller & Assistant- Secretary	Financial Oversight	5%		
Warren Prince	Operations Director	Operations Management (Fleet & Personnel)	15%		
Kurt Ranger	Project Director	Project Management Oversight	50%		
Geof Schutz*	Sr. Project Manager	Project Management	50-100%		
John Depalma*	Project Manager	Project Management	50-100%		
Sidnie Patten	Project Manager - Optimization & Control	Project management support, analysis, reporting & invoicing	25%		
Ceanna Temple	Project Coordinator	Project record keeping, operational support	25%		
Sander van Ingen	HSE Coordinator	Project Safety	5%		
Mark Malbrew	Field Safety Officer	Project Safety	5%		
T.B.D.**	Site Superintendent	Day to Day Project Operation, QA/QC	100%		
T.B.D.**	Centrifuge Operator	Shift Lead, Equipment operation	100%		
T.B.D.**	Dredge Operator	Dredge operation	100%		
T.B.D.**	Polymer Technician	Polymer system operation, general labor	100%		

^{*}Note: Either Geof or John D will be assigned to the project as the main lead, but both individuals contribute on a project if required.

^{**}Note: Given the exact schedule will not be determined until an contract and/ or purchase order is issued, resources cannot be determined until this process is undertaken.



KURT RANGER

Project Director

CURRICULUM VITAE

OVERVIEW

Kurt began working with APG on various projects in 2009 before becoming Operations Manager in April 2010. In the summer of 2023, he transitioned into the role of Project Director. With extensive experience managing projects from bid development to contract execution and post-project client relations, Kurt plays a key role in estimating and budgeting for public and private dredging and dewatering projects using centrifuge technology. He collaborates with clients to develop technical scopes of work and creates tailored project estimates and proposals. Additionally, he oversees project managers, providing guidance and ensuring operational efficiency to meet budgetary and production goals. Kurt holds a 4th Class Power Engineer ticket and equipment prowess is formidable, making him an invaluable leader for APG.

EDUCATION & TRAINING

- 4th Class Power Engineer ticket
- . Standard First Aid/ CPR
- WHMIS
- CSTS
- OSHA 30
- OSHA 10
- Alberta Air-Brake Endorsement Program
- · Fire Extinguisher Training
- H25 Alive
- Leadership for Safety Excellence
- Prime Contractor
- TDG

RESPONSIBILITIES

American Process Group (2010 - Present)

Project Director/Operations Manager

Project Administration:

- > Review and administrate daily field operations project reporting
- Continuous review of project productivity and costs through job cost reconciliation
- Advise accounts receivable of project billing information in a timely manner
- Management of Project Managers i.e.: daily reports, training, human resources, etc.
- > Coordinate timely equipment preventative maintenance with personnel

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KURT RANGER

Project Director

Project Leadership:

- > Head Office liaison with field personnel for contract requirements
- Effective coordination of equipment mobilization/demobilization, and personnel scheduling for multiple projects
- > Coordination of Equipment Transportation and Customs Documentation
- > Arrange for rental equipment for upcoming projects
- > Provide leadership and direction to field project managers
- Provide project manager relief or assistance in the field when required (some travel required)
- Conduct project reviews with project managers

Estimating/Bidding Preparation:

- > Review Project Plans & Specifications for upcoming bids
- Obtain quotations for trucking, rental equipment, suppliers, subcontractors, living expenses & other items required for accurately estimating project costs
- > Assist in Bid/Proposal development process & job cost estimation
- Perform site visits, attend bid meetings as required

Safety Coordinator:

- Administration of APG safety program in consultation with HSE & executive management
- Ensure operations are following defined safety policies
- Maintain currency of knowledge of relevant safety legislation, through courses and training.

Field Staff Liaison:

- > Coaching and training of all field personnel in coordination with HR
- Coordinate performance evaluation of field personnel
- > Assist in the development and implementation of training programs

PROJECT EXPERIENCE

- Project Management experience includes managing over 150 projects of various size and scope; a few listed below are;
 - OCSD Digester Cleaning, Huntington Beach, CA
 - Port Arthur WTP Biosolids Removal, TX
 - Bearspaw WTP Basin Lagoon Cleaning, Calgary AB
 - International Papers Dredging & Dewatering at OK, GA, AB, & LA.
 - Everett WPCF & WFP, WA
 - Bachman WTP Lagoon 1 & 2 Cleaning Dallas, TX
 - c El Paso Digester Cleaning, TX
 - SAWS Digesters Cleaning, San Antonio, TX
 - Chilliwack Digester 1 & 2 Cleaning, BC
 - Sacramento Digester Cleaning, CA
 - o Sherritt Lime Lagoon Cleaning, Fort Saskatchewan, AB
 - Nutrien Settling Lagoon Redwater, Fort Saskatchewan, AB
 - PCA Wallula Mill ASB Lagoon Cleaning, Kennewick, WA



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KURT RANGER

Project Director

. High Point Ward WTP Alum Lagoon Cleaning, NC a Abert WTP Lagoon Cleaning, Lynchburg, VA Howe Sound Spill Pond Lagoon, Gibsons, BC Salinas Industrial Sludge Removal Lagoon CA Garden Creek Lagoon Cleaning - Fredericton, NB Sanexen - Anjou Retention Basin Cleaning - Anjou, QC Canadian Kraft Lagoon Cleaning - The Pas, MB Louisville MSD Digester Cleaning (Fall) - Louisville, KY EPCOR Goldbar & Cloverbar - Edmonton, AB Hinton Pulp ASB Cleaning - Hinton, AB Claystone Sediment Pond Cleaning - Ryley, AB Point Loma Digesters - San Diego, CA Skookumchuck Pulp Basin Cleaning - Skookumchuck, BC Marysville Biosolids Removal - Marysville, WA Edmonton Snow Melt Ponds Cleaning - Edmonton, AB MBC Tanks Cleaning - San Diego, CA Armstrong Lagoon Cleaning - Armstrong BC Shell Scotford Pond Cleaning - Ft. Saskatchewan A Stanek - Encina Digester Cleaning - Carlsbad, CA Sletten Const. - Billings Digester Cleaning - Billings, MT ON Stevens WTP Lagoon Sludge Removal - Corpus Christi, TX Shepard Lagoon Facility Lagoon Cleaning - Calgary, AB Grande Cache Lagoon Cleaning - Grande Cache, AB Suncor Lime Pond Sludge Removal - Edmonton, AB Sand Recycling Online Dewatering Services - Edmonton, AB Vernonia Lagoon Cleaning - Vernonia, OR James WWTP Digester Cleaning - Abbotsford, BC Draper & Hefner WTP Lagoon Sludge Removal - Oklahoma City, OK Waterloo WWTP Interim Dewatering - Waterloo, ON Trinity River Authority Digester cleaning - Dallas, TX Husky Lime Pond Cleaning - Lloydminster, AB Teck Metals Lagoon Dredging - Trail, BC Port Madison Const. Lagoon Cleaning - Indian Island, WA Longview Fibre Pulp Mill Lagoon Cleaning - Longview, WA Regina WWTP Lagoons Sludge Removal - Regina, SK Completion Ind. Interim Lagoon Dewatering - Marshfield, WI Resolute Paper Lagoon Sludge Removal - Ft. Frances, ON Iona Island Digester Cleaning - Richmond, BC Conoco Phillips SAGD Lime Pond Cleaning - Ft. MacMurray, AB Cranbrook WWTP Lagoon Cleaning - Cranbrook, BC Monmouth Lagoens Cleaning - Monmouth, OR Palo Verde Nuclear Generating Station Lagoon - Tonopah, AZ

Burnaby Lake Rejuvenation Project - Burnaby, BC



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Sander van Ingen

Health, Safety & Environmental Manager (HSE)

OVERVIEW

CURRICULUM VITAE

Sander joined American Process Group (APG) in July 2022 as the HSE Manager, overseeing Health and Safety operations in Canada and the USA. With over 17 years of experience in the field, his responsibilities include developing safety policies, conducting hazard assessments, supporting project managers, and investigating incidents. He is known for his innovation, attention to detail, and commitment to safety. Before his role at APG, Sander gained extensive experience in health and safety within industrial and construction settings.

EDUCATION & TRAINING

National Construction Safety Officer

Alberta Construction Safety Association; ASCA

Emergency Medical Responder

Northern Alberta Institute for Technology; NAIT

Automotive Mechanic & Welding Metal Working Diploma

Wierningerland College

SAFETY COURSES AND CERTIFICATIONS

Alberta Construction Safety Association

- COR Auditor
- > WHMIS Train the Trainer

Manufacture Health Safety Association

- Leadership for Safety Excellence
- Hazard Assessments and Analysis
- Safety Basics
- Safety Auditor
- > JHSC

Lakeland College/Fire Etc.

- NFPA 1001- Level I & II
- NFPA 1002- Arial Operator
- NFPA 1041- Instructor level 1 part 2
- Blue Card Certified

Canadian Red Cross

> First Aid Level B, CPR level HCP, AED

Danatec

WHMIS 2015 for Workers

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Sander van Ingen

HSE Manager

RESPONSIBILITIES

American Process Group (2022 - Present)

HSE Manager

- > Developing and Implementing HSE policies:
- Establish and enforce health, safety, and environmental policies and procedures specific to projects.
- Ensure compliance with local, regional, and international regulations and standards.
- Risk assessment and Hazard Identification
- > Develop and implement mitigation strategies
- Safety Training and Awareness: Organize and lead training programs on safety, health and environmental protocols for all personnel
- Incident reporting and investigation
- Oversee the reporting of any workplace incidents, injuries or environmental incidents
- Ensure thorough root cause analysis is conducted, and corrective actions are taken to prevent reoccurrence
- Develop and implement environmental management plans, including mitigation of environmental hazard
- Conduct regular site inspections and audits to ensure adherence to safety and environmental policies and procedures
- Develop and maintain emergency response plans
- Communicate with agencies and clients to ensure project compliance with HSE standards
- Promote a culture of continuous improvement in health, safety and environmental performance

VOLUNTEER EXPERIENCE

- > Active volunteer Captain/firefighter for the Stony Plain Fire Department
- Member of the Stony Plain Kinsmen Club



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GEOF SCHUTZ

Sr. Project Manager

CURRICULUM VITAE

OVERVIEW

Geof joined American Process Group (APG) in January of 2022 as one of APG's Project Managers and in November of 2024 was appointed to the roll of Senior Project Manager. In this position, he is responsible for overseeing all operational aspects on the projects he is assigned to. He has experience in following through with projects from initial bid development, contract execution, and post project client relations. His role includes assisting in the development of project estimates and budgets for customers on public and private tenders for dredging and dewatering opportunities using centrifuge technology; developing technical scope of work criteria with customers and clients and building project estimates and proposals tailored to their specific challenges; overseeing the Superintendents running of projects, to ensure budgetary and production targets are met, managing clients concerns and expectations, and reporting progress to upper management and acting as customer liaison. Geof is innovative, detailed and production orientated with a strong commitment to excellence. Prior to taking on the role as Project Manager with APG, Geof's professional background includes land survey and construction layout, and most recently management of civil construction operations in the wastewater industry.

EDUCATION & TRAINING

- Standard First Aid/ CPR/ AED
- CSTS WHMIS
- · Joint Health and Safety
- · Confined Space Entry and Monitor
- H2S Alive

RESPONSIBILITIES

American Process Group (Jan. 2022 - Present) Project Manager

Project Administration:

- Review and administrate daily field operations project reporting
- Continuous review of project productivity and costs through job cost reconciliation
- Advise accounts receivable of project billing information in a timely manner
- Management of Superintendents i.e.: daily reports, training, human resources, etc.
- Coordinate timely equipment preventative maintenance with personnel
- > Produce project summary review on completed projects

Project Leadership:

- Head Office liaison with field personnel for contract requirements and equipment troubleshooting (24 hour on call)
- Effective coordination of equipment mobilization/demobilization, and personnel scheduling for multiple projects
- Coordination of Equipment Transportation and Customs Documentation

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GEOF SCHUTZ

Sr. Project Manager

- Arrange for rental equipment for upcoming projects
- Provide leadership and direction to field Superintendents.
- Provide Superintendents relief or assistance in the field when required
- Conduct project reviews with Superintendents

Estimating/Bidding Preparation:

- Review Project Plans & Specifications for upcoming bids
- Obtain quotations for trucking, rental equipment, suppliers, subcontractors, living expenses & other items required for accurately estimating project costs
- Assist in Bid/Proposal development process & job cost estimation
- Perform site visits, attend bid meetings as required

Safety Coordinator:

- Administration of APG safety program in consultation with executive management
- Ensure operations are following defined safety policies
- Ensure proper safety documentation is being completed and filed according to policy
- Maintain currency of knowledge of relevant safety legislation, through courses and training.

Field Staff Liaison:

- Coaching and training of all field personnel in coordination with HR
- Coordinate performance evaluation of field personnel
- Assist in the development and implementation of training programs

PROJECT EXPERIENCE

APG Project Management experience includes:

- Iona Island Lagoon Cleaning Vancouver, BC 2025 Philadelphia Digester Cleaning Philadelphia, PA 2025
- SJCWTP Basins Albuquerque, NM 2024
- Salinas Industrial Sludge Removal Salinas, CA 2024
- Georgia Pacific ARC Mill Monroeville, AL 2024 Everett WFP Lagoon Cleaning - Everett, WA 2024
- Iona Island Lagoon Cleaning Vancouver, BC 2024
- Port of Sunnyside Lagoon Cleaning Sunnyside, WA 2024
- Philadelphia Digester Cleaning Philadelphia, PA 2024
- Ward WTP Lagoon Cleaning High Point, NC 2024
- Townsend WTP Lagoon Cleaning Greensboro, NC 2024
- GP Camas Mill Lagoon Cleaning Pilot Camas, WA 2023
- Louisville MSD Digester Cleaning Louisville, KY 2023
- Townsend WTP Lagoon Cleaning Greensboro, NC 2023
- Independence Biosolids Removal Independence, OR 2023
- GP Toledo Dredging and Dewatering Toledo, OR 2023
- : Philadelphia Digester Cleaning Philadelphia, PA 2023 Louisville MSD Digester #1 - Louisville, KY 2022
- Lowville Lagoon Cleaning and Lining Lowville, NY 2022



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GEOF SCHUTZ

Sr. Project Manager

Iona WWTP Lagoon Cleaning - Richmond, BC 2022

Experience prior to APG includes:

Operations Manager for a Wastewater and Civil Construction Contractor. Responsibilities included overseeing the day-to-day operations of various crews, individuals, and sub-contractors; performance management, planning and execution, training and development, conflict resolution, and daily accountability. Also, manage daily administrative tasks including permitting, schedules, contracts, and estimating. Other responsibilities included building strong relationships with municipalities, safety codes inspectors, clients, and suppliers.



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JOHN DEPALMA

Project Manager

CURRICULUM VITAE

OVERVIEW

John joined American Process Group (APG) in June of 2023 and is one of APG's Project Managers. In this position, he is responsible for overseeing all operational aspects on the projects he is assigned to. He has experience in following through with projects from initial bid development, contract execution, and post project client relations. His role includes assisting in the development of project estimates and budgets for customers on public and private tenders for dredging and dewatering opportunities using centrifuge technology; developing technical scope of work criteria with customers and clients and building project estimates and proposals tailored to their specific challenges; overseeing the Superintendents running of projects, to ensure budgetary and production targets are met, managing clients concerns and expectations, and reporting progress to upper management and acting as customer liaison. John is a detail-oriented and experienced project manager with 15 years of extensive experience in many industries including mining, industrial and municipal construction markets with specialty services in Dewatering, Water Management, Hydrotesting, Filtration, Sediment Control and Water Treatment.

EDUCATION & TRAINING

- · Career College, Information Technology / Networking
- NAIT, Digital Media
- . Standard First Aid / CPR / AED
- CSTS WHMIS
- H2S Alive

RESPONSIBILITIES

American Process Group (June 2023 - Present)

Project Manager

Project Administration:

- Review and administrate daily field operations project reporting
- Continuous review of project productivity and costs through job cost reconciliation
- Advise accounts receivable of project billing information in a timely manner
- Management of Superintendents i.e.: daily reports, training, human resources, etc.
- Coordinate timely equipment preventative maintenance with personnel
- Produce project summary review on completed projects

Project Leadership:

- Head Office liaison with field personnel for contract requirements and equipment troubleshooting (24 hour on call)
- Effective coordination of equipment mobilization/demobilization, and personnel scheduling for multiple projects
- Coordination of Equipment Transportation and Customs Documentation
- . Arrange for rental equipment for upcoming projects

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JOHN DEPALMA

Project Manager

- > Provide leadership and direction to field Superintendents.
- > Provide Superintendents relief or assistance in the field when required
- Conduct project reviews with Superintendents

Estimating/Bidding Preparation:

- Review Project Plans & Specifications for upcoming bids
- Obtain quotations for trucking, rental equipment, suppliers, subcontractors, living expenses & other items required for accurately estimating project costs
- Assist in Bid/Proposal development process & job cost estimation
- > Perform site visits, attend bid meetings as required

Safety Coordinator:

- Administration of APG safety program in consultation with executive management
- > Ensure operations are following defined safety policies
- Ensure proper safety documentation is being completed and filed according to policy
- Maintain currency of knowledge of relevant safety legislation, through courses and training.

Field Staff Liaison:

- Coaching and training of all field personnel in coordination with HR
- . Coordinate performance evaluation of field personnel
- > Assist in the development and implementation of training programs

PROJECT EXPERIENCE

APG Project Management experience includes:

- Humber WWTP Digester Cleaning Toronto, ON 2025
- : International Paper Valliant Pond Cleaning Valliant, OK 2025
- o OCSD Digester Cleaning Fountain Valley, CA 2024
- El Paso Digester Cleaning El Paso, TX 2024
- International Paper Rome Dredging Rome, GA 2024
- Everett WPCF Biosolids Removal Everett, WA 2024
- WFP Backwash Solids Removal Everett, WA 2024
- Stafford Smith WTF Lagoon Cleaning Stafford, VA 2024
- LA County Sanitation Digester Cleaning Los Angeles, CA 2024
- : International Paper GP Lagoon Cleaning Grande Prairie, AB 2024
- Hamilton Woodward Digester Cleaning Hamilton, ON 2024
- SAWS Digester Cleaning San Antonio, TX 2024
- : Sherritt Raw Water Pond Cleaning Fort Saskatchewan, AB 2023
- o Port Arthur Lagoon Cleaning Port Arthur, TX 2023
- : Hinton Pulp Dredging Hinton, AB 2023
- OCSD Digester Cleaning Fountain Valley, CA 2023
- Everett WFP Pond Cleaning Monroe, WA 2023
- Epcor Cloverbar Cell Transfer Edmonton, AB 2023
- Epcor Cloverbar Lagoon Cleaning Edmonton, AB 2023



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JOHN DEPALMA

Project Manager

Experience prior to APG includes:

- Senior Project Manager for a Dewatering Contractor. Responsibilities included overseeing the day-to-day operations of various crews, individuals, and sub-contractors; performance management, planning and execution, training and development, conflict resolution, and daily accountability. Also, manage daily administrative tasks including schedules, contracts, and estimating. Other responsibilities included Sales and Business Development.
- Special Projects Manager for a Dewatering Contractor. Responsibilities included overseeing the day-to-day operations of various crews, individuals, and sub-contractors; performance management, planning and execution, training and development, conflict resolution, and daily accountability. Also, manage daily administrative tasks including schedules, contracts, and estimating. Other responsibilities included Sales and Business Development.
- Field Engineer for one of the largest multinational oilfield service companies. Responsibilities included overseeing LWD and MWD drilling projects, managing client/customer relationships, planning and execution, training and development.



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COLIN ZIPRICK

Lead Superintendent

CURRICULUM VITAE

OVERVIEW

Colin Ziprick has been with American Process Group (APG) since 2006, From 2006 through 2010 Colin was one of APG's key centrifuge technicians and dredge operators. By 2011 he advanced into a Technician III / Supervisor position and is an integral part of the team. From 2014 through 2015 and 2017 through 2019 Colin expanded his knowledge in the industry with an industrial dredging and water remediation company. Colin has since returned to APG and was promoted to lead superintendent August 2022 as he is a key member of the group. His expertise in the residuals management industry includes acting as a lead hand and overseeing his shift in all scopes of work that APG offers; mechanical dewatering, dredging, pumping, lagoon cleaning and digester cleaning. He has extensive experience in field work overseeing the mobilization / demobilization and operation of projects and equipment, on-site safety, making sure production targets are met and reporting daily to the Project Manager. As the lead superintendent, Colin shares his leadership and extensive knowledge mentoring other superintendents.

EDUCATION & TRAINING

- WHMIS
- Confined Space
- Fall Protection
- CSTS 2020
- Standard First Aid CPR/AED
- HZS Alive
- Confined Space Entry Monitor
- · Rough terrain forklift
- Aerial Work platform
- · Fire Safety Awareness
- OSHA 10
- · Pleasure Craft Operator Craft
- Basic Ladder Safety
- Basic Scaffold Safety
- Working at Height

RESPONSIBILITIES

American Process Group

Technician III Site Supervisor 2016 - August 2022 Lead Superintendent - August 2022 - Current

Production Monitoring:

- Maintain production volumes as determined by the P.M. through efficient operation of centrifuge control panels
- Maintain optimum production parameters (i.e. cake dryness) making adjustments as required (i.e. polymer dosage)

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COLIN ZIPRICK

Lead Superintendent

- Maintain optimum feed/sludge intake to meet production parameters making adjustments as required
- · Conduct routine tests of cake, centrate and feed/sludge samples
- Accurately record all required and relevant data.
- Communicate with Project Manager regularly to insure ALL project specifications and requirements are being met.

Shift Supervision:

- Work with P.M. in setting project shift schedule to insure effective use of crew and their abilities
- Apply and share technical knowledge with crew members.
- Assist and mentor crew in performing their assigned duties
- Insure all crew members are performing their tasks in compliance with ALL required labour and safety standards.
- Communicate to PM all crew related issues and concerns

Equipment Monitoring & Maintenance:

- Conduct routine inspection of equipment, record relevant data
- Coordinate routine servicing, fueling and lubrication to insure equipment is performing at optimum.
- Troubleshooting of equipment, facilitate minor repairs as required

PROJECT EXPERIENCE

Lead Superintendent experience includes:

- : IP Valliant Dredging & Dewatering Valliant, OK 2024
- . Humber WWTP Digester cleaning Toronto, ON 2024
- : IP Grande Prairie Dredging & Dewatering Grande Prairie, AB 2024
- Rayrock Mine Remediation Rayrock NWT 2024
- : Hinton Pulp Dredging Hinton, AB 2023
- : GP Toledo Mill ASB Cleaning Toledo, OR 2023
- : Bearspaw WTP Basin Cleaning Calgary AB 2022-2023
- : Independence Lagoon Biosolids Removal Independence OR 2023
- IP Valliant Dredging & Dewatering Valliant, OK 2023
- : IP Rome Dredging & Dewatering Rome, GA 2023

Superintendent experience includes:

- Saint-Jérome Lagoon Cleaning Saint-Jérome, QC 2022
- Shawinigan Lagoons Cleaning Shawinigan, QC 2022
- Chilliwack Digester Cleaning Chilliwack, BC 2022
- Sanexen Anjou Retention Basin Cleaning Anjou, QC 2021
- Nutrien Settling Pond Sludge Removal Redwater AB 2021
- Skookumchuck Pulp Basin Cleaning Skookumchuck BC 2020
- Edmonton Snow Melt Pond Cleaning Edmonton 2020
- Sherritt Metals Lime Pond Cleaning Ft. Saskatchewan AB 2018



From J

COLIN ZIPRICK

Lead Superintendent

- c PCL-EPCOR Channel 3 & Grit Tank 7 Cleaning Edmonton AB 2016
- Shepard Lagoon Facility Lagoon Cleaning Calgary AB 2016
 Weyerhaeuser Pulp Mill Lagoon Cleaning Grande Prairie AB 2016
- Glacial Snow Melt Ponds Cleaning Edmonton AB 2015
- Sherritt Metals Lime Pond Cleaning Ft. Saskatchewan AB 2015
- West Fraser Pulp Mill Lagoon Cleaning Hinton AB 2015
- Sand Recycling Online Dewatering Services Edmonton AB 2015
- Hawkesbury Lagoon Dredging Hawkesbury ON 2015
- Waterloo WWTP Interim Dewatering Waterloo, ON 2014
- Glacial Snow Melt Ponds Cleaning Edmonton AB 2014
- EPCOR Goldbar Digester 1 Cleaning Edmonton AB 2013
- Nova Chemical Pond Lime & Phosphate Removal Joffre AB 2013
- Sherritt Metals Lime Pond Cleaning Ft. Saskatchewan AB 2013
 Glacial Snow Melt Ponds Cleaning Edmonton AB 2013
- Regina WWTP Lagoons Sludge Removal Regina SK 2012-201





Superintendent/ Technician III

OVERVIEW

CURRICULUM VITAE

Daron Kelly has been with American Process Group (APG) since 2011. During this time, Daron progressed through his roles with the company. By 2023 Daron began taken on the responsibility of Superintendent. His expertise in the residuals management industry includes overseeing projects in all scopes of work that APG has to offer; mechanical dewatering, dredging, pumping, lagoon cleaning and digester cleaning. Daron is one of APG's key technicians and superintendents and is an integral part of the team in all scopes of work that APG offers; mechanical dewatering, dredging, pumping, lagoon cleaning and digester cleaning. He has extensive experience in field work overseeing the mobilization / demobilization and operation of projects and equipment, on-site safety, making sure production targets are met and reporting daily to the Project Manager.

EDUCATION & TRAINING

- · Confined Space Entry
- . Standard First Aid / CPR
- H25 Alive
- OSHA 10 & 30
- . CSTS and Fundamentals
- WHMIS
- Supervisor Health & Safety Awareness in 5 Steps
- Fall Protection
- Rough Terrain Forklift

RESPONSIBILITIES

American Process Group Inc. (2017 - Present)

Superintendent / Technician III

Project Supervisions:

- Supervision of project set-up/take-down including procurement of services and supplies required.
- Establish project operating parameters, monitor and review with crew on a regular basis
- Establish and implement shift schedule to insure effective use of crew and their abilities
- Conduct daily or weekly site meetings (depending on need) to review and discuss production, safety and other areas of concern or interest
- Administer discipline when required, insuring compliance with Labour Standards and Corporate guidelines.
- Apply technical knowledge and expertise to all aspects of the project.
- Provide training and mentoring of crew by sharing knowledge and expertise.
- Act as Shift Supervisor as required.
- Ensure all safety rules and regulations are adhered to.
- Ensure timely reporting to appropriate Corporate department(s) for all issues concerning crew members (Field personnel)

Superintendent

Production Monitoring:

- Maintain production volumes as determined by the P.M. through efficient operation of centrifuge control panels
- Maintain optimum production parameters (i.e. cake dryness) making adjustments as required (i.e. polymer dosage)
- Maintain optimum feed/sludge intake to meet production parameters making adjustments as required
- Conduct routine tests of cake, centrate and feed/sludge samples
- Accurately record all required and relevant data.
- Communicate with Project Manager regularly to insure ALL project specifications and requirements are being met.

Shift Supervision:

- Work with P.M. in setting project shift schedule to insure effective use of crew and their abilities
- Apply and share technical knowledge with crew members.
- Assist and mentor crew in performing their assigned duties
- Insure all crew members are performing their tasks in compliance with ALL required labour and safety standards.
- Communicate to PM all crew related issues and concerns

Equipment Monitoring & Maintenance:

- Conduct routine inspection of equipment, record relevant data
- Coordinate routine servicing, fueling and lubrication to insure equipment is performing at optimum.
- Troubleshooting of equipment, facilitate minor repairs as required

PROJECT EXPERIENCE

· Superintendent/ Technician III experience includes:

- OCSD Plant 2 Huntington Beach, CA 2020/2022/2023/2024
- Greensboro Townsend WTP Greensboro, NC 2022/2024
- OCSD Plant 1 Fountain Valley, CA 2020/2021/2022/2023/2024
- . High Point Ward WTP High Point, NC 2024
- Stafford Smith WTF Lagoon Stafford, VA 2024
- International Paper Rome Mill Rome, GA 2023/2024
- Philadelphia NE/SW Water Pollution Control Plants Philadelphia, PA 2024
- Bustamante Water Plant El Paso, TX 2022/2023
- Lowville WWTP Lagoon Lowville, NY 2022/2023
- Sacramento County Sanitation District Elk Grove, CA 2022
- Townsend WTP Browns Summit, NC 2021
- Domtar Hawesville Mill Hawesville, KY 2021
- International Paper Mansfield Mill Mansfield, LA 2021
- PCA Mill Wallula, WA 2020
- o Point Loma WWTP San Diego, CA 2020/2021
- Metro Biosolids Center (MBC) San Diego, CA 2020



DARON KELLY- CURRICULUM VITAE

Superintendent

Production Monitoring:

- Maintain production volumes as determined by the P.M. through efficient operation of centrifuge control panels
- Maintain optimum production parameters (i.e. cake dryness)
 making adjustments as required (i.e. polymer dosage)
- Maintain optimum feed/sludge intake to meet production parameters making adjustments as required
- Conduct routine tests of cake, centrate and feed/sludge samples
- Accurately record all required and relevant data.
- Communicate with Project Manager regularly to insure ALL project specifications and requirements are being met.

Shift Supervision:

- Work with P.M. in setting project shift schedule to insure effective use of crew and their abilities
- Apply and share technical knowledge with crew members.
- Assist and mentor crew in performing their assigned duties
- Insure all crew members are performing their tasks in compliance with ALL required labour and safety standards.
- Communicate to PM all crew related issues and concerns

Equipment Monitoring & Maintenance:

- Conduct routine inspection of equipment, record relevant data
- Coordinate routine servicing, fueling and lubrication to insure equipment is performing at optimum.
- Troubleshooting of equipment, facilitate minor repairs as required

PROJECT EXPERIENCE

Superintendent/ Technician III experience includes:

- OCSD Plant 2 Huntington Beach, CA 2020/2022/2023/2024
- : Greensboro Townsend WTP Greensboro, NC 2022/2024
- OCSD Plant 1 Fountain Valley, CA 2020/2021/2022/2023/2024
- High Point Ward WTP High Point, NC 2024
- Stafford Smith WTF Lagoon Stafford, VA 2024
- International Paper Rome Mill Rome, GA 2023/2024
- Philadelphia NE/SW Water Pollution Control Plants Philadelphia, PA 2024
- Bustamante Water Plant El Paso, TX 2022/2023
- Lowville WWTP Lagoon Lowville, NY 2022/2023
- Sacramento County Sanitation District Elk Grove, CA 2022
- Townsend WTP Browns Summit, NC 2021
- Domtar Hawesville Mill Hawesville, KY 2021
- International Paper Mansfield Mill Mansfield, LA 2021
- PCA Mill Wallula, WA 2020
- Point Loma WWTP San Diego, CA 2020/2021
- Metro Biosolids Center (MBC) San Diego, CA 2020



Superintendent

- Marysville WWF Marysville, WA 2020
- e Everett WPCF Everett, WA 2020/2023

- s International Paper Valliant Valliant, OK 2020/2023 Stevens M Clouse Water Recyclina 2019/2020/2022
- o International Paper Valliant, OK 2019
- : Morris Foreman Water Quality Treatment Louisville, KY 2019/2020/2021
- Domtar ASB Cleaning Hawesville KY 2019
- c City of Greensboro Water Resources Greensboro, NC 2019
- Boise Paper ASB Cleaning Wallula, WA 2019
- c City of Corpus Christi Corpus Christi TX 2018 c International Paper Flint River Lagoon Oglethorpe GA 2017/2018
- : ON Stevens WTP Lagoon Sludge Removal Corpus Christi TX 2017
- Eureka WWTP Emergency Lagoon Cleaning Eureka, CA 2017
 Everett Biosolids Removal Everett, WA 2017



Fage 1



OLEKSANDER KRYNITSKYY

Superintendent

CURRICULUM VITAE

OVERVIEW

Oleksander (Alex) Krynitskyy has been with American Process Group (APG) since 2012. From 2012 through 2019 Alex progressed through his roles with the company. By 2019 Alex began taken on the responsibility of Superintendent. His expertise in the residuals management industry includes overseeing projects in all scopes of work that APG has to offer; mechanical dewatering, dredging, pumping, lagoon cleaning and digester cleaning. Alex is one of APG's key team members and is an integral part of the team in all scopes of work that APG offers; mechanical dewatering, dredging, pumping, lagoon cleaning and digester cleaning. He has extensive experience in field work overseeing the mobilization / demobilization and operation of projects and equipment, on-site safety, making sure production targets are met and reporting daily to the Project Manager.

EDUCATION & TRAINING

- Confined Space Entry
- Standard First Aid / CPR
- H2S Alive
- OSHA 10 & 30
- CSTS
- WHMIS
- Supervisor Health & Safety Awareness in S Steps
- Fall Protection
- · Rough Terrain Forklift
- TDC
- · Basic ladder & Scaffold safety
- · Environmental protection
- · Mobile Equipment Awareness
- · Working at a height

RESPONSIBILITIES

American Process Group (2015 - Present)

Superintendent / Technician III

Project Supervisions:

- Supervision of project set-up/take-down including procurement of services and supplies required.
- Establish project operating parameters, monitor and review with crew on a regular basis
- Establish and implement shift schedule to insure effective use of crew and their abilities
- Conduct daily or weekly site meetings (depending on need) to review and discuss production, safety and other areas of concern or interest
- Administer discipline when required, insuring compliance with Labour Standards and Corporate guidelines.
- Apply technical knowledge and expertise to all aspects of the project.

OLEKSANDER KRYNITSKYY

Superintendent

- Provide training and mentoring of crew by sharing knowledge and expertise.
- Ensure all safety rules and regulations are adhered to.
- Ensure timely reporting to appropriate Corporate department(s) for all issues concerning crew members (Field personnel)

Production Monitoring:

- Review project requirements prior to arrival on site. Obtain clarification or direction of any issues of concern.
- Develop and maintain operating standards to meet contract specifications and optimum efficiency.
- Provide management and client with production reports in compliance with contract and corporate requirements

Administration:

- Act as primary site liaison with customer and customer's representatives.
- Supervise all subcontractors while on site. Ensure they meet contract and APG specifications & requirements.
- Insure timely and accurate submission of all daily reports and site records (i.e. timesheets, expense reports, etc)
- Issue, approve and submit Purchase Orders in accordance with company policies and procedures.
- Monitor project costs in conjunction with estimate to insure optimum cost controls and efficiency.
- Provide post project review report to Management and Project File.
 Focus on improvements for production efficiency and cost control.

Equipment Monitoring & Maintenance:

- Insure on-site preventative maintenance requirements are met and documented.
- Communicate with Engineering major repairs or maintenance required to equipment to insure issues are resolved in a timely manner.
- Ensure the security and safeguarding of all assets (owned, rented or leased).

PROJECT EXPERIENCE

· Superintendent experience includes:

- Georgia Pacific ARC Lagoon Cleaning Monroeville, AL 2024
- Everett WFP Backwash Solids Removal Everett, WA 2023/2024
- LACSD Digester Cleaning Carson, CA 2024
- SAWS Digester/Tank Cleaning San Antonio, TX 2024
- Greensboro WTP Lagoon Cleaning Greensboro NC 2023
- Port Arthur Biosolids Removal Port Arthur TX 2023
- Georgia Pacific ASB Cleaning Toledo OR 2023
- Independence Biosolids Removal Independence OR 2023



OLEKSANDER KRYNITSKYY - CURRICULUM VITAE

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OLEKSANDER KRYNITSKYY

Superintendent

- . OCSD Digester Cleaning Fountain Valley, CA 2022
- Lowville WWTP Improvements Lowville NY 2022
- a Abert WTP Lagoon Lynchburg VA 2022
- Townsend WTP Lagoon Cleaning Greensboro NC 2021
- : PCA Wallula Paper ASB Cleaning Wallula, WA 2021
- : Point Loma Digesters San Diego, CA 2021
- Corix Camp Swift WWTP Lagoon Cleaning Camp Swift, TX 2021
- Marysville Biosolids Removal Marysville, WA 2020
- Everett WFP Backwash Solids Removal Everett, WA 2020
- Stanek Encina Digester Cleaning Carlsbad, CA 2019-2020
- Gresham WWTP Digester Cleaning Gresham OR 2019
- Everett WFP Backwash Solids Removal Everett, WA 2019

· Technician III experience includes:

- a Agrium Settling Pond Sludge Removal Redwater AB 2019
- : International Paper Lagoons Cleaning Grande Prairie 2019
- . Hinton Pulp ASB Cleaning Hinton AB 2019
- Domtar ASB Cleaning Hawesville KY 2019
- Boise Paper ASB Cleaning Wallula, WA 2019
- Cariboo Pulp Lagoons Dredging Quesnel BC 2018
- Sletten Const. Billings Digester Cleaning Billings MT 2018
- a Hinton Pulp ASB Cleaning Hinton AB 2018
- International Paper Lagoons Cleaning Grande Prairie 2018
- Skookumchuck Pulp Lagoon Cleaning Skookumchuck BC 2018
- International Paper Lagoon Cleaning Valliant OK 2018
- : International Paper Flint River Lagoon Oglethorpe GA 2017
- Orting WWTP Lagoon Cleaning Orting WA 2017
- on Stevens WTP Lagoon Sludge Removal Corpus Christi TX 2017
- International Paper Lagoon Cleaning Valliant OK 2017
- Lowville WWTP Lagoon Sludge Removal Lowville NY 2016
- Everett WPCF Lagoon Biosolids Removal Everett, WA 2016
- Marysville WWF Lagoon Cleaning Marysville, WA 2016





JEFF ALLYN

Superintendent

OVERVIEW

CURRICULUM VITAE

Jeff Allyn has been with American Process Group (APG) since April, 2020. From April 2020 through October 2021 Jeff was one of APG key Centrifuge Operators, and he continued to progress his roles with the company as a technician III. By October 2021 Jeff was promoted to the role of Superintendent. His expertise in the residuals management industry includes overseeing projects in all scopes of work that APG has to offer; mechanical dewatering, dredging, pumping, lagoon cleaning and digester cleaning. Jeff is one of APG's key team members and is an integral part of the team in all scopes of work that APG offers; mechanical dewatering, dredging, pumping, lagoon cleaning and digester cleaning. He has extensive experience in field work overseeing the mobilization / demobilization and operation of projects and equipment, on-site safety, making sure production targets are met and reporting daily to the Project Manager.

EDUCATION & TRAINING

- Confined Space Entry/Monitor
- Healthsaver First Aid CPR AED
- H2S
- OSHA 10
- LOTO
- WHMIS
- OSHA 30
- 100% Fall Protection for Construction
- · Advanced Rough Terrain Forklift
- Mobile Crane Training
- · Basic ladder & Scaffold safety
- Environmental protection
- Mobile Equipment Awareness
- Working at a height
- IADC Rigpass

RESPONSIBILITIES

American Process Group (2020 - Present)

Superintendent / Technician III

Project Supervisions:

- Supervision of project set-up/take-down including procurement of services and supplies required.
- Establish project operating parameters, monitor and review with crew on a regular basis
- Establish and implement shift schedule to insure effective use of crew and their abilities
- Conduct daily or weekly site meetings (depending on need) to review and discuss production, safety and other areas of concern or interest
- Administer discipline when required, insuring compliance with Labour Standards and Corporate guidelines.
- Apply technical knowledge and expertise to all aspects of the project.

JEFF ALLYN

Superintendent

- Provide training and mentoring of crew by sharing knowledge and expertise.
- Ensure all safety rules and regulations are adhered to.
- Ensure timely reporting to appropriate Corporate department(s) for all issues concerning crew members (Field personnel)

Production Monitoring:

- Review project requirements prior to arrival on site. Obtain clarification or direction of any issues of concern.
- Develop and maintain operating standards to meet contract specifications and optimum efficiency.
- Provide management and client with production reports in compliance with contract and corporate requirements

Administration:

- Act as primary site liaison with customer and customer's representatives.
- Supervise all subcontractors while on site. Ensure they meet contract and APG specifications & requirements.
- Insure timely and accurate submission of all daily reports and site records (i.e. timesheets, expense reports, etc)
- Issue, approve and submit Purchase Orders in accordance with company policies and procedures.
- Monitor project costs in conjunction with estimate to insure optimum cost controls and efficiency.
- Provide post project review report to Management and Project File. Focus on improvements for production efficiency and cost control.

Equipment Monitoring & Maintenance:

- Insure on-site preventative maintenance requirements are met and documented.
- Communicate with Engineering major repairs or maintenance required to equipment to insure issues are resolved in a timely manner.
- Ensure the security and safeguarding of all assets (owned, rented or leased).

PROJECT EXPERIENCE

Superintendent experience includes:

- Salinas industrial WWF Dredging, CA (2024-2025, 2021-2022)
- Philadelphia Digester Cleaning, PA (2022 2025)
- Port of Sunnyside Dredging, CA (2024)
- El Paso Digester Cleaning, TX (2024)
- Louisville Digester Cleaning (2023, 2022)
- Sacramento Digester Cleaning, CA (2022)
- Lowville Dredging, NY (2022)
- PCA Wallula Dredging, WA (2022)



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JEFF ALLYN

Superintendent

Technician III experience includes:

- Townsend WTP Greensboro Dredging, NC (2022, 2021)
 Ward WTP High Point Dredging, NC (2022)
 Abert WTP Lynchburg Dredging, VA (2022)
 Bachman WTP Dallas Dredging, TX (2020-2021)

- o PCA Wallula Dredging, WA (2021)
- c Corix Utilities Camp Swift WWTP Dredging, TX (2021)
 Everett WPCF Dredging, WA (2020)
 Marysville WWF Dredging, WA (2020)
 Point Loma Digester Cleaning San Diego, CA (2020)





GREGG PRUITT

Shift Supervisor / Technician III

CURRICULUM VITAE

OVERVIEW

Gregg Pruitt has been with American Process Group Inc. (APG) since its inception in 2004. From 2004 to 2009 Gregg was a one of APG's main centrifuge technicians. By 2010 he advanced into a Shift Supervisor/ Technician III position and is an integral part of the team. His expertise in the residuals management industry includes overseeing projects in all scopes of work that APG has to offer; mechanical dewatering, dredging, pumping, lagoon cleaning and digester cleaning. He has extensive experience in field work overseeing the mobilization / demobilization and operation of projects, facilitating on-site safety, ensure budgetary and production targets are met, managing clients concerns and expectations, and reporting to the superintendent.

EDUCATION & TRAINING

- WHMIS
- OSHA 10
- OSHA 30
- · Rough Terrain Forklift
- Fall Protection

RESPONSIBILITIES

American Process Group

Shift Supervisor / Technician III 2016 - Current

Production Monitoring:

- Maintain production volumes as determined by the P.M. through efficient operation of centrifuge control panels
- Maintain optimum production parameters (i.e. cake dryness) making adjustments as required (i.e. polymer dosage)
- Maintain optimum feed/sludge intake to meet production parameters making adjustments as required
- Conduct routine tests of cake, centrate and feed/sludge samples
- Accurately record all required and relevant data.
- Communicate with the Superintendent regularly to insure ALL project specifications and requirements are being met.

Shift Supervision:

- Work with the Superintendent in setting project shift schedule to insure effective use of crew and their abilities
- Apply and share technical knowledge with crew members.
- Assist and mentor crew in performing their assigned duties
- Insure all crew members are performing their tasks in compliance with ALL required labour and safety standards.

GREGG PRUITT

Shift Supervisor / Technician III

Communicate to the Superintendent all crew related issues and concerns Provide post project review report to Management and Project File. Focus on improvements for production efficiency and cost control.

Equipment Monitoring & Maintenance:

- Conduct routine inspection of equipment, record relevant data
- Coordinate routine servicing, fueling and lubrication to ensure equipment is performing at optimum.
- Troubleshooting of equipment, facilitate minor repairs as required

PROJECT EXPERIENCE

- Shift Supervisor / Technician III experience includes:
 - Salinas IWF Lagoon Cleaning Salinas CA 2024 2025, 2022
 - Philadelphia Digesters Cleaning Philadelphia PA 2024
 - LACSD Carson WWTP Digester Cleaning Carson CA 2024
 - SAWS Steven M Clouse Digester Cleaning San Antonio TX 2024
 - GP Toledo ASB Cleaning Toledo OR 2022 2023
 - Louisville Morris Foreman Digester Cleaning Louisville KY 2023
 - OCSD Digester Cleaning Fountain Valley CA 2022, 2021
 - Everett WPCF Lagoon Biosolids Removal Everett WA 2022
 - PCA Wallula Mill Basin Cleaning Wallula, WA 2022, 2020
 - o Domtar Lagoon Cleaning Hawesville KY 2021
 - Point Loma Digesters Cleaning San Diego CA 2020-2021
 - o Bachman WTP Lagoon Improvements Dallas TX 2020
 - o ON Stevens WTP Lagoon Sludge Removal Corpus Christi TX 2018
 - Orting WWTP Lagoon Cleaning Orting WA 2017
 - o ON Stevens WTP Lagoon Sludge Removal Corpus Christi TX 2017
 - International Paper Lagoon Cleaning Valliant OK 2017
 - Lowville WWTP Lagoon Sludge Removal Lowville NY 2016



GREGG PRUITT

Shift Supervisor / Technician III

Communicate to the Superintendent all crew related issues and concerns Provide post project review report to Management and Project File. Focus on improvements for production efficiency and cost control.

Equipment Monitoring & Maintenance:

- Conduct routine inspection of equipment, record relevant data
- Coordinate routine servicing, fueling and lubrication to ensure equipment is performing at optimum.
- Troubleshooting of equipment, facilitate minor repairs as required

PROJECT EXPERIENCE

- Shift Supervisor / Technician III experience includes:
 - Salinas IWF Lagoon Cleaning Salinas CA 2024 2025, 2022
 - Philadelphia Digesters Cleaning Philadelphia PA 2024
 - LACSD Carson WWTP Digester Cleaning Carson CA 2024
 - SAWS Steven M Clouse Digester Cleaning San Antonio TX 2024
 - GP Toledo ASB Cleaning Toledo OR 2022 2023
 - Louisville Morris Foreman Digester Cleaning Louisville KY 2023
 - OCSD Digester Cleaning Fountain Valley CA 2022, 2021
 - Everett WPCF Lagoon Biosolids Removal Everett WA 2022

 - PCA Wallula Mill Basin Cleaning Wallula, WA 2022, 2020
 - Domtar Lagoon Cleaning Hawesville KY 2021
 - Point Loma Digesters Cleaning San Diego CA 2020-2021
 - Bachman WTP Lagoon Improvements Dailas TX 2020
 - ON Stevens WTP Lagoon Sludge Removal Corpus Christi TX 2018
 - Orting WWTP Lagoon Cleaning Orting WA 2017
 - o ON Stevens WTP Lagoon Sludge Removal Corpus Christi TX 2017
 - : International Paper Lagoon Cleaning Valliant OK 2017
 - Lowville WWTP Lagoon Sludge Removal Lowville NY 2016





MICHAEL DUNBAR

Shift Supervisor / Technician III

OVERVIEW

CURRICULUM VITAE

Michael Dunbar has been with American Process Group (APG) since 2006. From 2006 through 2013 Michael progressed through his roles with the company as one of APG's main centrifuge technicians. By 2013 Mike advanced into a Shift Supervisor/ Technician III position and is an integral part of the team. His expertise in the residuals management industry includes overseeing projects in all scopes of work that APG has to offer; mechanical dewatering, dredging, pumping, lagoon cleaning and digester cleaning. He has extensive experience in field work overseeing the mobilization / demobilization and operation of projects, facilitating on-site safety, ensure budgetary and production targets are met, managing clients concerns and expectations, and reporting to the superintendent.

EDUCATION & TRAINING

- Standard First Aid / CPR
- · H2S Alive
- Confined Space Entry-Monitor
- WHMIS
- Rough Terrain Forklift
- Fall Protection
- Mobile Crane Training
- OSHA 10
- APG LOTO
- · Respirator Fit Test

RESPONSIBILITIES

American Process Group

Shift Supervisor / Technician III 2016 - Current

Production Monitoring:

- Maintain production volumes as determined by the P.M. through efficient operation of centrifuge control panels
- Maintain optimum production parameters (i.e. cake dryness) making adjustments as required (i.e. polymer dosage)
- Maintain optimum feed/sludge intake to meet production parameters making adjustments as required
- Conduct routine tests of cake, centrate and feed/sludge samples
- > Accurately record all required and relevant data.
- Communicate with the Superintendent regularly to insure ALL project specifications and requirements are being met.

Shift Supervision:

- Work with the Superintendent in setting project shift schedule to insure effective use of crew and their abilities
- Apply and share technical knowledge with crew members.
- > Assist and mentor crew in performing their assigned duties

MICHAEL DUNBAR

Shift Supervisor / Technician III

- Insure all crew members are performing their tasks in compliance with ALL required labour and safety standards.
- Communicate to the Superintendent all crew related issues and concerns Provide post project review report to Management and Project File. Focus on improvements for production efficiency and cost control.

Equipment Monitoring & Maintenance:

- Conduct routine inspection of equipment, record relevant data
- Coordinate routine servicing, fueling and lubrication to insure equipment is performing at optimum.
- Troubleshooting of equipment, facilitate minor repairs as required

PROJECT EXPERIENCE

- Shift Supervisor / Technician III experience includes:
 - OCSD Digester Cleaning Fountain Valley, CA 2024,2022,2021
 - Ward WTP Lagoon Cleaning High Point NC 2024,2022
 - Townsend WTP Lagoon Cleaning Greensboro NC 2024,2019
 - International Paper Lagoon Cleaning Rome GA 2024,2023
 - 5 Stafford Smith WTF Lagoon Cleaning Stafford VA 2024
 - Bustamante Digester Cleaning El Paso TX 2023, 2022
 - Everett WPCF Biosolids Removal Everett, WA 2023,2022,2020
 - : International Paper Lagoon Cleaning Valliant OK 2023,2018
 - o PCA Wallula Paper ASB Cleaning Wallula, WA 2022, 2020
 - SAWS Digester/Tank Cleaning San Antonio, TX 2022,2020
 - Louisville MSD Digester Cleaning (Fall) Louisville, KY 2021
 - Domtar ASB Cleaning Hawesville KY 2021
 - : International Paper Mansfield Dredging Mansfield, LA 2021
 - Louisville MSD Digester Cleaning (Spring) Louisville, KY 2021
 - MBC Tanks Cleaning San Diego CA 2020
 - a Amite City Lagoon Cleaning Town of Amite City, LA 2020
 - Morris Forman WQTC Digester Cleaning Louisville KY 2019
 - Everett WPCF Lagoon Biosolids Removal Everett, WA 2019
 - Domtar ASB Cleaning Hawesville KY 2019
 - Boise Paper ASB Cleaning Wallula, WA 2019
 - Sletten Const. Billings Digester Cleaning Billings MT 2018
 - o International Paper Flint River Lagoon Oglethorpe GA 2017
 - Everett WPCF Lagoon Biosolids Removal Everett, WA 2017
 - Elk River WWTP Lagoon Cleaning Eureka CA 2017
 - : ON Stevens WTP Lagoon Sludge Removal Corpus Christi TX 2017
 - : Lowville WWTP Lagoon Sludge Removal Lowville NY 2016
 - Everett WPCF Lagoon Biosolids Removal Everett, WA 2017
 - Marysville WWF Lagoon Cleaning Marysville, WA 2016



Fage 2



Richard Herchkorn

Technician III

CURRICULUM VITAE

OVERVIEW

Richard Herchkorn has been with American Process Group (APG) since 2020. Richard is one of APG's key technicians and is an integral part of the team in all scopes of work that APG offers; mechanical dewatering, dredging, pumping, lagoon cleaning and digester cleaning. He has extensive experience in field work overseeing the mobilization / demobilization and operation of projects and equipment, on-site safety, making sure production targets are met and reporting daily to the Superintendent.

EDUCATION & TRAINING

- · Fall Protection
- · Rough Terrain Forklift
- · Lock Out Tag Out
- · Respirator FIT Test
- OSHA 30

RESPONSIBILITIES

American Process Group (2020 - Present)

Technician III

Production Monitoring:

- Maintain production volumes as determined by the Superintendent through efficient operation of centrifuge control panels
- Maintain optimum production parameters (i.e. cake dryness) making adjustments as required (i.e. polymer dosage)
- Maintain optimum feed/sludge intake to meet production parameters making adjustments as required
- Conduct routine tests of cake, centrate and feed/sludge samples
- Accurately record all required and relevant data.
- Communicate with Superintendent regularly to insure ALL project specifications and requirements are being met.

Shift Supervision:

- Work with Superintendent in setting project shift schedule to insure effective use of crew and their abilities
- Apply and share technical knowledge with crew members.
- Assist and mentor crew in performing their assigned duties
- Insure all crew members are performing their tasks in compliance with ALL required labor and safety standards.
- Communicate to PM all crew related issues and concerns

Equipment Monitoring & Maintenance:

> Conduct routine inspection of equipment, record relevant data

Richard Herchkorn

Technician III

- Coordinate routine servicing, fueling and lubrication to insure equipment is performing at optimum.
- Troubleshooting of equipment, facilitate minor repairs as required

PROJECT EXPERIENCE

Technician III experience includes:

- Albuquerque NM Dredging 2024-2025
- Everet WTP Monroe WA Dredging 2024
- Philadelphia PA Digester 2024
- International Paper Rome GA Dredging 2024
- Townsend WTP Brown Summit NC Dredging 2024
- Ward WTP High Point NC Dredging 2024
- : Los Angeles CA Digester 2024
- : Orange County CA Digester 2024
- 5 Georgia Pacific ARC Monroeville AL Dredging 2024
- Everett WPCF Everett WA Dredging 2023-2024
- philadelphia PA Digester 2023
- Monroe WA Dredging 2023
- Independence OR Dredging 2023
- Townsend WTP Brown Summit NC Dredging 2023
- orange County CA Digester 2023
- Corix camp Swift WWTP TX Dredging 2021
- International Paper Mansfield LA Dredging 2021
- PCA Wallula WA Dredging 2021
- : Bachman Lake Dredging 2020-2021
- Louisville Kentucky Digester Cleaning 2020
- Point Loma Digester Cleaning 2020





SETH CHASE

Technician III

CURRICULUM VITAE

OVERVIEW

Seth Chase has been with American Process Group (APG) since 2013. Seth is one of APG's key technicians and is an integral part of the team in all scopes of work that APG offers; mechanical dewatering, dredging, pumping, lagoon cleaning and digester cleaning. He has extensive experience in field work overseeing the mobilization / demobilization and operation of projects and equipment, on-site safety, making sure production targets are met and reporting daily to the Superintendent.

EDUCATION & TRAINING

- Standard First Aid / CPR
- H2S Alive
- OSHA 10
- WHMIS
- Mobile Crane Training
- TDG
- Fall Protection
- Confined Space Entry Rescue
- Variable Reach Lift Truck
- Wheel Loader
- Skid Steer
- CSTS 09

RESPONSIBILITIES

American Process Group (2016 - Present)

Technician III

Production Monitoring:

- Maintain production volumes as determined by the Superintendent through efficient operation of centrifuge control panels
- Maintain optimum production parameters (i.e. cake dryness) making adjustments as required (i.e. polymer dosage)
- Maintain optimum feed/sludge intake to meet production parameters making adjustments as required
- Conduct routine tests of cake, centrate and feed/sludge samples
- Accurately record all required and relevant data.
- Communicate with Project Manager regularly to insure ALL project specifications and requirements are being met.

Shift Supervision:

- Work with Superintendent in setting project shift schedule to insure effective use of crew and their abilities
- Apply and share technical knowledge with crew members.
- Assist and mentor crew in performing their assigned duties
- Insure all crew members are performing their tasks in compliance with ALL required labour and safety standards.
- Communicate to Superintendent all crew related issues and concerns

SETH CHASE

Technician III

Equipment Monitoring & Maintenance:

- Conduct routine inspection of equipment, record relevant data
- Coordinate routine servicing, fueling and lubrication to insure equipment is performing at optimum.
- Troubleshooting of equipment, facilitate minor repairs as required

PROJECT EXPERIENCE

Technician III experience includes:

- Everett WFP Backwash Solids Removal Everett, WA 2020/2024
- OCSD Digester Cleaning Fountain Valley, CA 2021/2023/2024
- Everett WPCF Lagoon Everett, WA 2020/2022/2023/2024
- SAWS Digester/Tank Cleaning San Antonio, TX 2020/2022/2024
- Georgia Pacific ASB Cleaning Toledo OR 2022 2023
- Lowville WWTP Lagoon Cleaning Lowville NY 2016/2022
- : PCA Wallula Paper ASB Cleaning Wallula, WA 2020/2022
- High Point Ward WTP Lagoon High Point NC 2022
- Abert WTP Lagoon Cleaning Lynchburg VA 2022
- Greensboro Townsend WTP Lagoons Greensboro NC 2022/2024
- Townsend WTP Lagoon Cleaning Greensboro NC 2021
- Louisville MSD Digester Cleaning (Fall) Louisville, KY 2021
- Domtar ASB Cleaning Hawesville KY 2021
- International Paper Mansfield Dredging Mansfield, LA 2021
- Louisville MSD Digester Cleaning (Spring) Louisville, KY 2021
- Point Loma Digesters San Diego, CA 2020-2021
- MBC Tanks Cleaning San Diego CA 2020
- Marysville Biosolids Removal Marysville, WA 2020
- Bachman Lagoons Improvements & Cleaning, Dallas TX 2020-2021
- Stanek Encina Digester Cleaning Carlsbad, CA 2019-2020
- Gresham WWTP Digester Cleaning Gresham OR 2019
- Everett WFP Backwash Solids Removal Everett, WA 2019
- Sherritt Metals Lime Pond Cleaning Ft. Saskatchewan AB 2019
- International Paper Lagoons Cleaning Grande Prairie 2018/2019
- : Hinton Pulp ASB Cleaning Hinton AB 2019
- Fort Nelson Cell 1 Sludge Removal Fort Nelson BC 2019
- Domtar ASB Cleaning Hawesville KY 2019
- Boise Paper ASB Cleaning Wallula, WA 2019
- Cariboo Pulp Lagoons Dredging Quesnel BC 2018
- Sletten Const. Billings Digester Cleaning Billings MT 2018
- Skookumchuck Pulp Lagoon Cleaning Skookumchuck BC 2018
- o ON Stevens WTP Lagoon Sludge Removal Corpus Christi TX 2018
- Everett WPCF Lagoon Everett, WA 2016/2017
- : International Paper Flint River Lagoon Oglethorpe GA 2017
- Orting WWTP Lagoon Cleaning Orting WA 2017
- Stanwood Pond 1&2 Biosolids Removal Stanwood, WA 2017
- e Elk River WWTP Lagoon Cleaning Eureka CA 2017
- : International Paper Lagoon Cleaning Valliant OK 2017
- Marysville WWF Lagoon Cleaning Marysville, WA 2016





Ryan Smith

Technician II

OVERVIEW

CURRICULUM VITAE

Ryan Smith has been with American Process Group (APG) since 2020. Ryan is one of APG's key technicians and is an integral part of the team in all scopes of work that APG offers, mechanical dewatering, dredging, pumping, lagoon cleaning and digester cleaning. He has extensive experience in field work overseeing the mobilization / demobilization and operation of projects and equipment, on-site safety, making sure production targets are met and reporting daily to the Superintendent.

EDUCATION & TRAINING

- H2S Alive
- OSHA 10
- Fall protection
- · Rough Terrain Forklift
- Skid steer
- Wheel loader
- Standard first aid / CPR
- · Confined space entry
- WHMIS
- Mobile Crane Training

RESPONSIBILITIES

American Process Group (2020 - Present)

Technician II

Production Monitoring:

- Maintain Production volumes as determined by the Project Manager through efficient operation of centrifuge control panels
- Maintain optimum feed/sludge intake to meet production parameters and adjust as required
- Conduct routine tests of cake, centrate and feed/sludge sample
- Accurately record all required and relevant data
- Maintain optimum production parameters (i.e. cake dryness) and make any necessary adjustments (i.e. polymer dosage)
- Communicate with Project Manager regularity to ensure all project requirements are being met.
- Apply and share technical knowledge with crew members
- Assist crew members in performing their assigned duties and insure all crew members are performing their tasks in compliance with all required labor and safety standards
- Communicate to Project Manager all crew related issues and concerns

Ryan Smith

Technician II

Equipment Monitoring & Maintenance:

- Conduct routine inspection of equipment, record relevant data
- Conduct routine servicing, fueling and lubrication of equipment to insure it is running optimum performance
- Troubleshooting of equipment, facilitate minor repairs as required

PROJECT **EXPERIENCE**

Technician II experience includes:

- PCA Mill, Wallula, WA (2020, 2022, 2025)
- Philadelphia PW WWTP, Philadelphia, PA (2024) El Paso WWTP, El Paso, TX (2024)
- Port of Sunnyside, Sunnyside, WA (2024)
- OCSD, Huntington Beach, CA (2021, 2022, 2023, 2024)
- Everett WPCF, Everett, WA (2024)
- International Paper Valliant, OK (2023)
- SAWS, San Antonio, TX (2022, 2023, 2024)
- Morris Forman WWTP, Louisville, KY (2021, 2023)
- Point Loma WWTP, San Diego, CA (2021)
- Frank L. Ward WWTP, High Point, NC (2021, 2022)
- Marysville WWF, Marysville, WA (2020)



2. References

At APG, we tailor our performance to meet the specific needs of each project. Communication is one of our strongest assets, and transparency is key to our success. We ensure that all clients are kept informed and ensuring smooth project execution. APG is submitting five references from completed projects, each summarizing the scope of work and evaluating our performance. Additional references are available upon request.

Company Name	Bachman WTP Residuals Disposal Lagoon # 1 and Lagoon # 2 - Dallas, TX	
City/State	City of Dallas, Texas	
Year	2020 - 2022	
Contract Value	\$19,449,757.00	
Key Personnel (Qualifications & Resumes within proposal)	Doug Van der Veen, P. Eng., Kurt Ranger	
Description	This project was to perform some permanent site infrastructure improvements (concrete pads, electrical service, etc.) to support a dewatering operation, and the removal of residuals from 2 Dallas Water Utility water treatment lagoons. Even while managing through some delays due to COVID, the project was substantially completed 3 months ahead of schedule milestones.	
Contact Name Contact Title Phone & Email	Eva Gorgi, PE Project Manager, Dallas Water Utilities 214-671-9559 & eva.gorgi@dallascityhall.com	

Company Name	Village of Lowville WWTP Lagoon Cleaning and Lining Project
City/Province	Village of Lowville, NY
Year	2022-2023
Contract Value	\$6,908,479.00
Key Personnel (Qualifications & Resumes within proposal)	Geof Schutz
Description	The project involved the removal, dewatering, transportation, and disposal of all biosolids in Lagoon #1; removal and reinstallation of all aeration lines; preparation of the lagoon bottom; and HDPE lining installation of the entire lagoon. The total biosolids removed, dewatered and disposed of was 11,590 Dry Tonnes. The project was executed with high level technical precision and efficiency. The client expressed full satisfaction with the outcome and commended APG for its professionalism and quality fo work throughout the duration of the project.
Contact Name of Consulting Firm Contact Title Phone & Email	William J. Boulter, Gymo Architecture, Engineering & Land Senior Construction Manager 315-771-2608 & wboulter@gymodnc.com

Company Name	Everett Water Pollution Control Facility Biosolids Removal
City/State	Everett, WA
Year	2024, 2023, 2020
Contract Value	\$1,158,610.00 (2,015 DT), \$639,659.00 (2,015 DT), \$598,580.00 (2,000 DT)
Key Personnel (Qualifications & Resumes within proposal)	Kurt Ranger, Geof Schutz
Description	These projects were to dredge and dewater the biosolids from the various cells at the Everett WPCF to a minimum 28% solids consistency. APG dewatered and stockpiled the material so the hauling contractor could take the material the landfill transfer station. The projects were completed within in their scheduled time frames. APG has also completed work for the City of Everett in the years 2008, 2013, 2016, 2017, 2019 with a total processed volume of 17,263 DT
Contact Name	Joseph Fergurson - Eng.
Contact Title	City of Everett Engineer
Phone & Email	425-257-6789 & iferguson@everettwa.gov

Company Name	Port of Sunnyside Lagoon #2 & #3 Dredging and Dewatering
City/State	Sunnyside, WA
Year	2024 (May - July)
Contract Value	\$2,747,565.00 (3,315 DT)
Key Personnel (Qualifications & Resumes within proposal)	
Description	This project was to provide dredging, dewatering hauling and disposal of sludge from the Port of Sunnyside's wastewater treatment lagoons. The dewatered solids were hauled to a nearby land application site for beneficial reuse. APG removed 3,315 dry tons of material collectively from lagoon 2 and lagoon 3. In addition to the lagoon cleaning scope, APG was responsible for the removal of existing aerators and baffle curtains from both lagoons. Due to APG's expertise in this industry and operational efficiencies, this project was completed 70% ahead of the original schedule.
Contact Name Contact Title Phone & Email	Adam Smith Project Manager - Port of Sunnyside 509-643-1407 & adam@portofsunnyside.com

Townsend WTP Ferric Sludge Lagoon Cleaning
Greensboro, NC
2024/2023, 2021,2019
\$2,829,789.00 (4,200 DT), \$846,413.00\$ (1,500 DT), \$630,180.00 (900 DT)
Geof Schutz, Oleksandr Krynitskyy
The scope of work for these projects was to dredge, dewater, haul and dispose a total of solids from the ferric sludge lagoons. With each contract APG completed the project in less than the anticipated operating days required. The client was extremely satisfied with our team and the execution of all past contracts. In 2005 APG had successfully removed 1200DT on a similar contract.
Monica Jarrett Project Manager - Greensboro Townsend, WTP 336-303-2412 & Monica Jarrett & greensboro-nc.gov

3. Major Subcontractors

APG is self-sufficient in all sludge processing operations, including dredging and dewatering, and does not require subcontractor support for these activities. We consistently use local transportation companies to support and encourage local businesses. For this project, APG has selected BBC Trucking Company as our major subcontractor. We have listed below, the subcontractors that APG will be using during this project. Due to limited site access for launching the dredge, we have included the proposed lift plan on page 60 with our proposal.

Name	Service	Amount (est.)
BBC Foundation & Flatwork 11111 Telegraph Rd. Carleton, Michigan, 48117	Hauling of the dewatered cake to the local landfill	\$565,000.00
Connelly Crane Rental Corp. 12635 Marion, Redford, Michigan, 48239	Crane Services for rigging of our equipment	\$36,000.00

Republic Services Landfill located at 5011 S. Lilley Rd, Canton, Michigan, 48188, has been selected as the preferred disposal option, as they offered the most suitable and cost-effective solution.

APG is presenting the proposed lift plan below:

4/18/25, 10:31 AM

3D Lift Plan



https://www.3dirfiplan.com/Print/LiftPlan.aspx

1/1

1. Safety Program

APG assigns Sander van Ingen as the Safety Officer, responsible for overseeing the safety program and serving as the primary point of contact for all safety-related matters for this project. Sander van Ingen's qualifications and expertise are detailed in his résumé, included on page 25. As our safety program is not publicly accessible via a link (as preferred by the city), APG has included the manual, in this section, for reference.

Contact information:

Sander van Ingen - HSE Manager, North America

Cell: 780.996.4194

Email: svaningen@amprocessgroup.com

Workplace Safety

APG is a water and wastewater residuals management company that continually strives to uphold the highest standards—foremost among them, health and safety. We are committed to operating in a manner that protects the well-being of our workers and ensures a safe environment for all employees and the communities we serve.

Over the years, APG's safety program has grown stronger through the regular review and enhancement of our policies and procedures. All safety policies are reviewed and updated annually to align with the latest OSHA state and federal regulations. Every new hire undergoes a comprehensive onboarding process that includes mandatory safety training before being assigned to a job site. In addition, all personnel receive ongoing training whenever new procedures or updates are introduced.

Our workforce is trained in First Aid, H2S Alive, WHMIS, and other project-specific safety protocols. Most team members are also trained in Confined Space Entry and Rescue. We deliver training through a combination of online and external providers. Online training is conducted via www.clicksafety.com and www.worksitesafety.com, while in-person training is outsourced to local providers near our project locations.

APG employs a full-time HSE Manager and a dedicated Safety Officer—experienced safety professionals who oversee and support our safety programs across the USA and Canada.



American Process Group (Canada) Ltd. & American Process Group LLC. Health & Safety Manual

2024



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The health and safety information in this manual does not take precedence over applicable government legislation. Every American Process Group Project or Operation will be aware of and follow all local, state, provincial, and federal Occupational Health and Safety/OSHA Rules and Regulations

Health & Safety Policy

Section 1 - Policy & Roles

Policy Statement

APG is a water and wastewater residuals management business that strives for the highest standards. We are committed to operating in a way that protects the health of our workers and maintains a safe environment for all employees and the communities in which we work. We are committed to:

- Safe and healthy systems of work
- Safe plant, machinery, and equipment
- Provide adequate instruction and training for employees.
- Provide advice and assistance to prevent work related injuries and illness.
- Develop programs of health-surveillance
- Comply with each country's health & safety laws and regulations and adopt our own high standards where such laws do not exist.
- Strive for continuous improvement in health & safety and change working practices by using appropriate new technologies.
- Identify and evaluate all significant health & safety concerns related to proposed acquisitions, mergers, and business transactions.
- Measure and regularly report on our health & safety objectives and performance.
- Annually review our health and safety management systems

The procedures and protocols outlined in this manual underscore our paramount commitment to the goals and objectives stated in the policy. The full implementation of this health and safety program in each of our workplaces reflects the leadership role we have assumed in promoting health and safety. The responsibility to ensure a safe and healthy environment is shared by everyone at American Process Group. Working together, we hope to achieve a workplace that is free from harm and beneficial to all the communities we serve.

*The safety information in this policy does not take precedence over government federal, provincial, and state OH&S and OSHA Regulations. All employees should be familiar with these Regulations.

General Manager Doug Van der Veen

October 24, 2024

Date

Commitment and Leadership

A Message to All Employees:

American Process Group is committed to providing a safe and healthy workplace that is free from recognized hazards. The safety and health of our employees is of the highest priority to American Process Group and is the right of the employee to work in a healthy and safe environment. It is the policy of this company that accident prevention will be given primary importance in all phases of operation and administration. Therefore, management has developed this health and safety program to reduce and eliminate injuries and illnesses. This policy and program are a "living document" which will enjoy positive changes over time, as part of our commitment to continuous improvement.

The effectiveness of this program depends upon the cooperation and communication of management officials, superintendents, and employees. Everyone must be capable of recognizing hazards in the workplace and understand their individual roles and responsibilities. Each superintendent will make the safety and health of all employees an integral part of his or her regular management function. In addition, each employee will adhere to established company safety rules and procedures. Participation of all employees is essential to ensure the effectiveness of this program.

Management will make every effort to provide appropriate safety training to employees prior to allowing an employee to begin work. Employees in doubt about how to do a job or task safely are required to ask a qualified person for assistance. Employees must report all injuries and unsafe conditions to management as soon as possible so that corrective measures can be taken to prevent future accidents.

Please read this safety and health program and follow the safe work procedures described. Safety is everyone's business, and everyone (management officials, superintendents, and employees) is accountable for maintaining the standards set out in this program.

Think Safety, Work Safe, Home Safe, Every day.

1.7		
V(2	October 24, 2024	
General Manager Doug Van der Veen	Date	

Stop Work Authority

What is Stop Work Authority (SWA)?

Stop Work Authority (SWA) is a program designed to provide employees with the responsibility and obligation to stop work when a perceived unsafe condition or behavior may result in an unwanted event.

Stop Work Authority Roles and Responsibilities

Senior Management: Creates a culture that promotes SWA, establishes clear expectations and responsibilities. Demonstrates support for using SWA without the potential for retribution. Resolves SWA conflicts when they arise. Holds employees and contractors accountable for full compliance with the SWA program.

Operations/Project Managers: Promotes a culture where SWA is freely exercised, SWA requests are honored and resolved before resuming operations. Ensure all employees are aware of and trained in their responsibilities according to this program. Confirms necessary stop work follow-up is completed.

HSE Coordinator & Safety Officer: Provides training, support, documentation, and monitors compliance of the SWA program.

Company employees and Contractors: Initiate stop work, and support stop work initiated by others.

Situations that may Require a Stop Work Action

Stop Work Authority should be initiated for conditions or behaviors that threaten danger or imminent danger to person(s), equipment or the environment. Situations that warrant a SWA may include, but are not limited to the following:

- Alarms
- Change in conditions.
- · Changes to scope of work or work plan
- · Emergency situations.
- · Equipment used improperly.
- Lack of knowledge, understanding or information.
- Near-miss incident.
- Unsafe conditions.

Stop Work Authority Process

Stop Work Authority is a several step process - stop, notify, investigate, correct, resume and follow-up.

1. Stop

When an employee or contractor perceives condition(s) or behavior(s) that pose imminent danger to person(s), equipment or environment he or she must immediately initiate a stop work intervention with the person(s) potentially at risk.

If the supervisor is readily available and the affected person(s), equipment or environment is not in imminent danger, coordinate the stop work action through the supervisor. The stop work action should be clearly identified as a stop work action and initiated in a non-combative manner.

2. Notify

Notify affected personnel and supervision of the stop work action. If necessary, stop work activities that are associated with the work area in question. Make the area(s) as safe as possible by removing personnel and stabilizing the situation.

3. Investigate

Affected personnel will discuss the situation and come to an agreement on the stop work action. If all parties come to an agreement the condition or behavior is safe to proceed without modifications, (e.g. the initiator was unaware of certain information or circumstances), the affected persons should show appreciation to the SWA initiator for their concern and then resume work. The SWA is complete at this point and no further steps are needed. If it is determined and agreed the SWA is valid, a detailed report will be written explaining why work was stopped, who identified the deficiency, who has been notified, and the corrections to be made. The condition(s) or behavior(s) that pose threats or imminent danger to person(s), equipment or the environment must be resolved before restarting work. Work will be suspended until a proper resolution is achieved.

4. Correct

Modifications to the affected area(s) will be made according to the corrections outlined in report. The affected area(s) will then be inspected by qualified experts to verify completeness of the modifications and to verify all safety issues have been properly resolved. The completion of modifications will then be noted on the Stop Work Report Form.

5. Resume

The affected area(s) will be reopened for work by personnel with restart authority. All affected employees and contractors will be notified of what corrective actions were implemented and that work will recommence.

6. Follow-Up

Superintendents will provide the root cause analysis to stop work action and identify any potential opportunities for improvement. The HSE Coordinator will publish the incident details regarding the stop work action to the General Manager, Operations Manager, Superintendents, and employees outlining the issue, corrective action and lessons learned. Management will promptly review all stop work reports in order to identify any additional investigation or required follow-up.

Goals and Objectives of the Health and Safety Program

- Zero fatalities or serious injuries
- Reduction of injuries lost workday accidents and workers compensation claims.
- Prevention of damage or destruction to company property or equipment
- Increased productivity through reduction of injuries.
- Reduced workers' compensation costs.
- Enhanced companies' image by working safely.
- Keeping safety paramount in everyone's daily activities.
- Recognize and reward safe work practices.
- Improve morale and productivity.
- Minimize negative impacts on the environment.
- Ensure everyone goes home safely at the end of each workday.

Responsibilities

"To be successful, our Health and Safety Program requires the responsible participation of everyone associated with American Process Group"

The management of American Process Group
has the responsibility to establish, implement and maintain standards
designed to meet the requirements of legislation and the
goals of our health and safety policy.

Supervisory staff has the responsibility to ensure that legislative requirements are met and American Process Group's health and safety policies, practices and procedures are carried out in our workplaces.

Every worker has the responsibility to observe and apply the standards set out in legislation and by American Process Group in all their daily work.

Everyone shares the responsibility to protect their health and safety and that of their co-workers, their community, and the environment.



Responsibilities for safety and health include the establishment and maintenance of an effective communication system between management officials, superintendents and workers. To this end, all personnel are responsible for assuring that their messages are received and understood by the intended receiver.

General Manager and Operations Manager

The General Manager and Operations Manager will acknowledge the importance of H&S in the workplace and its importance to the day-to-day operations of the Company in the H&S policy. They will request the cooperation of all Company employees and departments to implement the H&S policy as outlined in the H&S Program. The General Manager and Operations Manager will also review the reports and recommendations of the HSE Coordinator to assess the efficiency of the H&S Policy.

Project Manager

The Project Manager ("PM") will be responsible for the general application of the H&S Program from the initial phases of a project to its completion. The PM will cooperate with the Superintendent and his Lead Hand in completing a project hazard assessment before commencing work on a project. The assessment will identify H&S hazards anticipated during a project to propose the necessary control measures. The PM will review site inspections to determine the degree of compliance to the project hazard assessment and applicable H&S regulations. Any orders are to be recorded. The PM will enforce strict compliance to the project hazard assessment, this program, and applicable H&S regulations. Any H&S violations by employees of the Company are to be recorded in writing in memo form.

Superintendent

The Superintendent will be responsible for the day-to-day management of H&S on the project site. Superintendents are responsible for the H&S of workers under their supervision. The Superintendent will coordinate with the Project Manager in completing a project hazard assessment before commencing substantial work on a project. The assessment will identify H&S hazards anticipated during a project and propose the necessary control measure. The Superintendent will inspect the site to determine the degree of compliance to the hazard assessment and applicable H&S regulations.

The Superintendent will document the status of specific H&S items on a weekly basis. This will be done through conducting weekly safety meetings. This will include recording the names of workers present and the items of discussion on a site safety meeting form. The results of the weekly site safety issues will be reviewed at the meeting. The Superintendent will also enforce strict compliance to the safety program and applicable H&S regulations. Any H&S violations by employees of the Company.

sub-contractors, or suppliers are to be recorded by memo and sent to the Project Manager. The Superintendent will be the issuer of any safe work permits required for that project.

Lead hands, Operators, Dredgers, and Laborers

APG employees are responsible for knowing and understanding the contents of this Safety Program. Any hazardous conditions are to be reported to the Superintendent. Employees are responsible for attending and participating in any safety meetings. Employees are expected to participate in and provide input and review of portions of this program as it pertains to their specific function. In this way, all employees can be involved in the development and maintenance of this program.

Management

In general, the primary responsibility of American Process Group is to provide the means and methods for a safe and healthy environment. This is accomplished by ensuring:

- Equipment, materials, and protective devices provided are in good condition, and used as prescribed.
- ii. The measures and procedures required by law are carried out in the workplace.
- The protection of worker H&S is maintained through information, instruction, training, and supervision.
- iv. Every reasonable precaution has been taken to ensure the protection of a worker.
- v. All accidents, incidents, and near-misses are fully investigated, and corrective action taken as soon as possible.

Superintendents, Lead hands

- Ensures that workers work in the manner and with the protective devices, measures and procedures required by The Act and Regulations.
- Ensures that workers use or wear the equipment, protective devices, or clothing that American Process Group requires them to be wearing or using.
- Ensures that workers work in compliance with the applicable laws, regulations and the APG Safety Program.



- iv. Advises workers of any potential or actual danger to their health and safety.
- v. Provides information and training as required to protect the workers' safety.
- vi. Ensures that all workers work in a manner that will not endanger themselves or fellow workers.
- vii. Document, in writing, all minutes from safety meetings and any issues related to H&S.
- viii. Take every reasonable precaution to protect a worker from injury.
- ix. Reports to Management any problems or suggestions related to H&S in the workplace.

Workers

- The workers must work in compliance with the provisions of the applicable laws and regulations.
- ii. Work in compliance with the American Process Group H&S Program.
- iii. Use or wear the equipment, protective devices, or clothing that the APG requires them be using or wearing.
- iv Report to the superintendent any problems with equipment which may endanger the worker or other workers.
- v. Report to the superintendent any contravention of any applicable laws or regulations and any hazard on the project.
- vi. Work in a manner that will not endanger themselves or other workers.
- vii. The worker must not engage in any prank, horseplay, or any form of harassment.
- viii. The worker must be trained and be competent to perform the work assigned to the worker, or must complete the work under the direct supervision of a worker who is competent to perform the work.
- ix. If necessary, the worker may exercise his/her "right to refuse" or to stop work in "dangerous circumstances" in which:
 - a. A provision of any applicable or regulations is being contravened.
 - b. The contravention poses a danger or a hazard to a worker.

c. The danger or hazard is such that any delay in controlling it may seriously endanger a worker.

By exercising the "Right to Refuse", a worker is acting in a safe and responsible manner. Any safety concerns should be brought to the attention of the Superintendent and to HSE Coordinator.

Competent / Qualified Persons

The Occupational Safety and Health Administration (OSHA) in the USA and comparable Occupational Health and Safety (OH&S) agencies in Canada require every employer to designate competent persons as Superintendents or Lead Hands and for the purpose of conducting frequent and regular inspections of the workplace, materials, and equipment. In the United States certain competent person (i.e., Operating Equipment) is mandated through OSHA and requires specific training.

To comply with OSHA/OH&S legislation, competent person requirements for each workplace or job site shall be established. In general, a competent person must be capable of identifying existing and predictable hazards and have the authority to take prompt, corrective measures to eliminate them. This individual may designate other competent people, with appropriate authority, to perform certain related tasks.

Persons deemed qualified or competent by virtue of trade qualification shall provide, upon request, authoritative proof of trade qualifications. Trade qualifications must meet the standards set by the regulatory agency that has jurisdiction for the area in which the work is performed.

Competent / qualified persons will be designated for each workplace and listed on the Safety and Health Competent Person Assignments Form (US). This form will be completed and displayed at all operations requiring the presence of a competent / qualified person. The form should be updated and replaced as necessary to reflect current designated competent / qualified persons and their area of expertise and responsibility.

Where required by legislation the assigned competent person shall be trained and a record of the training maintained in the workplace.

Mobile Crews must meet the requirements of each jurisdiction in which work is performed.

The HSE Coordinator shall take an active role assisting all Divisions in maintaining compliance with worker certification requirements.

Subcontractors, Suppliers & Independent Operators

Subcontractors, Suppliers, and Independent Operators will conform to the terms and conditions listed in the American Process Group Health and Safety Program.

- · The terms and conditions include but are not limited to the following:
- Subcontractors, suppliers, and their employees and Independent Operators must attend Workplace / Site Orientation and complete Site Orientation Checklist.
- Provide a copy of their Health & Safety Policy / Program.
- Provide name of Competent Worker whenever required by legislative requirements.
- Provide any documentation necessary to verify the design or capacity of any tools, equipment or machinery as required by legislative requirements.
- Complete the Project Safety Inspection Report at least once per month week and any corrective action taken.
- Be informed that failure to meet legislated health and safety obligation shall result in suspension of work that is in violation until corrected and any incurred additional monetary costs for completion of the work will be back charged for such violations.
- Be responsible for fines levied against American Process Group due to a failure on their part to comply any legislated health and safety requirements.
- Conduct, at a minimum, Weekly Site Safety Meeting. Ensure that any concerns
 are reviewed and take corrective actions if necessary.
- Investigate all Incidents / Accidents / Near-misses immediately. Determine the cause(s) and implement corrective action, immediately. Forward a copy of Accident / Action Reports to the APG Project Manager.
- Provide information, instruction, and training to ensure that their employees perform work in a competent manner.
- At all times, work in compliance with the OSHA / OH&S & all applicable Regulations.
- Provide APG with copies of Workers Compensation Clearance Forms (as required or requested), confirmation of independent insurance, documentation of procedures, practices, certificates of qualification or training for workers activities on site as required to verify responsibility or competency.
- While performing work on site, strictly adhere to any policies, protocols or practices required by American Process Group.
- Understand that no information or orientation performed by American Process Group relieves the subcontractor of any obligation as an employer under the prevailing occupational health and safety act or regulation.

Note 1: Health and safety training requirements prior to the commencement of work may include, but are not limited to:

- First Aid
- H2S
- WHMIS/HAZCOM
- CSTS (Canada)
- OSHA 10 or 30 (USA)
- Confined Space Entry/Monitor
- LOTO

Architects, Engineers & Consultants

Person not classified as subcontractors above, such as consultants, engineers and architects who may visit American Process Group facilities are responsible for maintaining compliance with all appropriate OSHA / OH&S regulations. In addition, they must always comply with the health and safety policies and procedures of American Process Group and carry workers compensation and general liability insurance.

Visitors

Visitors to any American Process Group workplace or job site are expected to comply with all occupational health and & safety legislation and the health and safety policies and programs of American Process Group which include but are not limited to:

- · Wearing all required personal protective equipment
- Keeping private vehicles away from work areas
- Reporting to a supervisor upon admittance
- · Reporting any unsafe conditions or practices observed
- · Reporting any injuries or incidents while on site

Visitors shall be warned of the proximity of any potential hazards, and emergency site plans. Visitors shall always be accompanied by a designated APG escort while on the APG work site.

Delivery, Maintenance and Service Personnel

Delivery, maintenance, and service personnel must register at point of entry / security kiosk if applicable or report directly to a Superintendent upon entering American Process Group work site. Delivery, maintenance, and service personnel are expected to comply with all occupational health and safety legislation and the health and safety policies and programs of American Process Group which include but are not limited to:

- Obeying all posted safety and traffic control notices
- Wearing all required personal protective equipment
- Keeping private vehicles away from work areas
- Reporting to a supervisor upon admittance
- Reporting any unsafe conditions or practices observed
- Reporting any injuries or incidents while on site

Identified personnel will be warned of the proximity of any potential hazards, emergency site plans and may be required to sign a Clearance and Responsibility Form.

APG as Prime Contractor

If APG is deemed the Prime Contractor of a worksite. APG will do everything that is reasonably practicable to establish and maintain a system or process that will ensure compliance with all provincial, state, and federal act and regulations, and the adopted code in respect of the work site.

Job and site-specific details will be outlined in APG's Site Specific Safety Plan which will be completed prior to every job.

Safety Policy Enforcement

Safety must be a part of every workplace activity. Unsafe acts place the employee, the co-worker and property at risk. All employees must report unsafe acts or circumstances to their Superintendent. A Superintendent observing an unsafe circumstance will take immediate and appropriate action to rectify the situation. A Superintendent observing an unsafe act will take the following steps:

Note: These measures shall apply to subcontractors, their employees and third parties as well as American Process Group's employees.

 Determine if the unsafe action was a result of insufficient information or training and take immediate steps to correct the employee's actions and ensure that appropriate training for the employee takes place.

Note: Any unsafe practices by Subcontractors and their employees shall be brought to the immediate attention of the Supervisor acting for the Subcontractor.



If it is determined that the employee has been properly trained and should, therefore be aware of the safe and appropriate work practices, the following steps shall be observed.

First Offense:

Verbal warning and proper instruction pertaining to the specific safety violation. (A notation of the violation should be provided to the Operations Manager to be placed in the

employee's / contractor's file.)

Second Offense:

Written warning with a copy placed in the employee's /

subcontractor's file.

Third Offense:

2nd Written warning which may result in suspension. Any suspension will be determined by the Operations Manager in consultation with the General Manager. Copy of the reprimand and any suspension notice to be placed in

employee's / subcontractor's file.

Fourth offense:

Dismissal from employment / no further contracts. Authority for Dismissal resides with the General Manager. Copy of action to be placed in employee's / subcontractor's file.

After any safety violation notice of offence, the immediate supervisor shall have a meeting with the violating employee to discuss the infraction, and to inform of the rule or procedure that was violated and the corrective action that will be taken. Documentation of this meeting shall be included in the notation or warning that is placed in the employee's file.

Note: American Process Group reserves the right to terminate immediately any employee/contractor who acts in a willfully reckless or unsafe manner at any time.

Section 2 - Hazard Assessment

Training

All workers shall be provided training in hazard identification and assessment, which shall include job specific activities. This training shall be accomplished through the Construction Safety Training System CSTS (Canada) or OSHA 10 (USA), and/or by means of other 3rd party training courses and/or in-house training. Record of such training shall be kept in the worker's personnel file.

Pre-Job Hazard Assessment

A Hazard assessment shall ALWAYS be performed prior to commencing work on a task. The Hazard assessment shall be kept current and updated any time work changes, new work is started, or as deemed necessary by the nature of the work at reasonably practicable intervals. Hazard assessments shall be documented using the Hazard Assessment Checklist Form. Should any items be found that require corrective action, this shall be documented on the Hazard Assessment Corrective Action Form.

All workers MUST participate in the Hazard Assessment process, as applicable for the work they are performing. This may be done in groups, or individually as required. If workers are not involved in the Hazard Assessment process, then the results shall be reviewed with all other workers affected by the work that the Hazard assessment covers.

Hazard assessments are done to identify what hazards are present in the workplace. Hazards can exist in many forms: they can be visible or hidden, a condition or an act. Recognition and control of hazards are necessary to ensure that corrective actions are completed on a timely basis. This is a critical step because the balance of the safety program deals primarily with controlling these hazards. Hazard recognition and control involves determining what hazards are present in the workplace; assessing the level of risk for the hazards identified; implementing strategies to eliminate or reduce the risk involved: and monitoring and following-up to ensure the control strategies chosen are implemented and effective. The types of hazards that you might encounter are:

Chemical – chemical agents in the form of vapors, gases, fumes, and mists Physical – noise, vibration, hot or cold extremes Ergonomic – awkward posture, poor equipment design, materials handling Biological – bacteria, viruses, fungus

Every workplace consists of four major components. These are: the people (employees, visitors, clients, suppliers, subcontractors, etc.); the environment they work in; the materials they work with; and the equipment/tools they work with. When conducting a hazard assessment, all four of these components must be examined, sub divided, and evaluated to see what risks are present. Ask yourself the following questions to identify potential hazards:

PEOPLE

- Do workers have skills for the assigned work and know of associated hazards?
- Is the training of workers adequate for the job.
- Are workers competent, knowledgeable, and motivated?
- Are workers physically and emotionally stable?
- Could workers be caught in between or on objects?
- Could workers be struck by objects?
- Could workers fall from heights, into tanks or openings, slip or trip on objects or surfaces?
- Could workers suffer sprains, strain, injury from pushing, pulling, or lifting?
- Could workers suffer illness or industrial disease caused by an unhealthy work environment?
- Do workers adhere to established safe work practices and procedures?
- Is the workers' performance influenced by drugs or alcohol?
- Is management committed to the organization's health and safety program?
- Is orientation conducted for new or transferred workers?
- Does proper supervision of workers take place?

ENVIRONMENT

- Are there potential problems with housekeeping.
- Are workers exposed to extreme cold, heat, adverse weather conditions?
- Is excessive vibration or noise a problem?
- Is there sufficient lighting.
- Are there dust, vapors, fumes, or mist in the air.
- Does the work environment pose harm to the public?

MATERIALS

- What harmful agents are workers exposed to?
- Are workers exposed to chemicals (solvents, gases, caustics)
- Is the Workplace Hazardous Materials Information System in place.
- Are there electrical hazards (grounding, arcing)
- Are biological hazards present (bacteria)
- What specific problems arise involving material handling.
- Are materials stored safely?
- How could materials affect safety, quality, or productivity?
- Are materials proper and safe for the job?
- Are personal protective equipment policies in place?

EQUIPMENT/TOOLS

- Is safety equipment and personal protective equipment provided?
- Are safety equipment and PPE being used?
- Is the right tool for the job being used, and is it being used correctly?
- Is training provided to workers for the correct use of equipment/tools?
- Are suitable equipment/tools provided, in good condition and of good quality?
- Are equipment and tools inspected on a regular basis?
- Are there proper storage facilities for equipment and tools.
- Is there a maintenance program in place.
- Is there a safe work permit system.
- Is there a lock out/tag out system.
- What equipment or tools emergencies are likely to occur.
- How could equipment/tools affect safety, quality, or productivity?
- Are workers required to operate a motor vehicle?

Conducting a Hazard Assessment

- Assemble the people that will be involved.
- Discuss possible hazards with employees.
- Tour the entire operation
- Look for possible hazards originating from environment, material, equipment, and people.
- Keep asking "What If", (what could go wrong on the site)
- Mark on the checklist all items that need attention.
- Review the findings with supervisors/workers and solicit their input for control
 measures.
- Rank the items on a worst first basis.
- 1 Imminent Danger (causing deaths, widespread occupational illness)
- 2 Serious (severe injury, serious illness, property and equipment damage)
- 3 Minor (non-serious injury, illness, or damage)
- 4 Very Minor (minor injury, requiring first aid or less)
- 5 Not Applicable (N/A)
- The second ranking estimates the probability of the accident occurring:
- A ~ Probable (likely to occur immediately or soon)
- B ~ Reasonably Probable (likely to occur eventually)
- C Remote (could occur at some point)
- D Extremely Remote (unlikely to occur)

Each hazard is assigned both rankings, and the result determines priority in terms of corrective action. A hazard ranked 1-A obviously is more important than one ranked 1-D; 2-B comes ahead of 3-A, and so on.

If one of the listed critical tasks has been identified in the hazard assessment, take necessary control measures (review Safe Work Practices, Safe Job Procedures, PPE)

Take corrective action and make recommendations for the control of hazards in the form of Safe Work Practices and Safe Job Procedures, Rules, Administrative and Engineering Controls, and Personal Protective Equipment, Etc.

Monitor and follow up to ensure corrective action is taken.

American Process Group



Project		Project	t Checklist -	Date/Time:
Name:		Job No.:		Date Time.
	Assessment Team:	1 000 110	*	J
7	Names			Position:
				The state of the s
	17.000.02			
Priority (Sta	itus) for corrective Action	#1 very hazard #2 hazardous v #3 low risk #4 O.K. #5 Not Applica	with moderate risk	dent or high potential of accident
ltem ≖	Identified Hazards (Activities and Condition		(Priority) (1.2.3.4.5)	Safety Hazard and Location
1	Housekeeping		3-B	Plastics on the ground (garbage)
2	Material Storage/Handlin	io	3-C	Slip hazard around polymer storage
3	PPE: Basic	2	4	Silp nazara around polymer storag
4	PPE: Specialized		3-C	Need goggles and ear muffs
5	Water/Vibration/Erosion		4	need goggles and ear mans
6	Confined Space Entry		5	
7	Traffic Control, Flashers, Barricades/Restrictions		2-B	No controls for potential high H2S gas locations (flagging, warning signs)
8	Overhead Hazards		5	
9	Tie-in/Test Purge		5	
10	Underground Hazards		5	
11	Chemicals		- 1 4	(a) (a) (b) (b) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c
12	Flammables (Fire/Explos	ion)	3-C	No fire extinguisher in truck
13	Waste Disposal		4	The me exampliance in truck
14	Dangerous Pressure		5	
15	Work at Heights		4	
16	Working on Dredge	w 5/0 11-1	3-B	No ear protection sign posted
17	Working on Lagoon		3-C	No retrieval system for man watch (water rescue)
18	Scaffolds	100 m	5	
19	Hoisting/Lifting		4	All Million and the second
20	Cables/Ropes/Chains/SI	ings	3-C	Tifor chains could come unhooked one tifor not chained up
21	Vehicle/Machine Condition	on	4	
22	Gas (Toxic or Non-Life S	upporting)	1-A	High H2S gas levels
23	Electrical Wiring & Guard	is	3-D	Potential shock hazard on electrical cord
24	Weather Conditions		3-C	Wind blowing dust and wood chips
25	Hot Work		4	
26	Cold Work		4	
27	Night Lighting		4	
28	First Aid Availability/Skills	3	4	
29	Trailer Unit Walkways		3-8	Gap between the two trailer walkways
30	Wind Sock		3-A	Cannot be seen from all parts of sit
31	High Voltage Electrical S	OUICOO	3-C	No warning signs posted

	Project	ard Assessment Correct Number & Name.			
	Date				
ITEM #	Priority	Recommended Action	Action Taken Date/Time	By Whom	
1	3-B	Clean up Site			
2	3-C	Put up warning sign (Slip Hazard)			
4	3-C	Supply goggles and ear protection			
7	2-B	Put up barrier tape and warning signs			
12	3-C	Get Fire Extinguisher for truck			
16	3-B	Put up warning sign (ear protection required)			
17	3-C	Put a life buoy on shore for man watch			
20	3-C	Tape up hooks on chains and put chain on NW tifor			
22	1-A	Bring in experts on H2S gas control			
23	3-D	Tape up plugs on extension cords (waterproofing)			
24	3-C	Provide goggles for workers			
29	3-B	Fix decking on walkway and put up railings			
30	3-A	Move wind sock to higher visible location			
31	3-C	Put up warning signs			
Comme	nts:	1		1	
Copies		tion) Shift Supervisors			
	rs Signatu	formation) HSE Coordinator	Date Comple		

Conducting a Formal Hazard Assessment

- Assemble the people that will be involved.
- Discuss possible hazards with employees.
- Tour the entire operation
- Look for possible hazards originating from environment, material, equipment, and people.
- Keep asking "What If", (what could go wrong on the site)
- Mark on the checklist all items that need attention.
- Review the findings with supervisors/workers and solicit their input for control measures.
- Rank the items on a worst first basis.

The first ranking estimates the Frequency of the problem if the potential accident were to occur:

Frequency:

Number of workers	Times task is performed by each person						
performing the task	Less than daily	Few per day	Many per day				
Few	1	1	2				
Moderate	1	2	3				
Many	2	3	3				

The Second ranking estimates the Probability of the problem if the potential accident were to occur:

Probability:

How likely is it that exposure will result in loss, such as injury, illness, property damage, or lost production? Consider the hazards without existing control measures at the workplace:

- + 1 = High probability of loss (Probable may happen at least once a year)
- 0 = Moderate probability of loss (Occasional may happen once every 1 5 years)
- 1 = Low probability of loss (not likely to happen remote)

The Third ranking estimates the Severity of the problem if the potential accident were to occur:

Severity

- 1- No injury or illness or quality, production, environmental or other loss of less than \$100
- Minor injury or illness without lost time, non-disruptive damage of \$100 to \$500.
- Minor injury with potential to be more serious, disruptive property, production, environmental or other loss of \$500-\$1000.
- 4- A (recordable) injury incident. Disruptive property, production, environmental or other loss of \$500-\$1000.
- 5- A lost time injury or illness without permanent damage; quality, production, environmental or other loss of more than \$1000 but not exceeding \$5000.
- 6- An incident resulting in:
 - A lost time that had the potential for or involved permanent disability.
 - b. Loss of life or body part
 - c. Extensive loss of structure, equipment, material, or
 - Any quality, production, environmental, or other losses exceeding \$5000.

Risk Rating Value = Frequency + Incident Probability + Severity

Risk value classifies the hazard as high, medium, or low and established the priority for the implementation of control measures. Enter this number in column 7 of the Hazard Assessment and Control Form

- Score 7-10 = High Risk (take immediate action to eliminate the risk or implement appropriate controls to lower the risk). Create safe work procedures.
- Score 3- 6 = Medium Risk (take timely action to implement appropriate controls to lower or minimize risk).
- Score 0-2 = Low Risk (continued operation is permissible with minimal controls).

If one of the listed critical tasks has been identified in the hazard assessment, take necessary control measures (review Safe Work Practices, Safe Job Procedures, PPE)

Take corrective action and make recommendations for the control of hazards in the form of Safe Work Practices and Safe Job Procedures, Rules, Administrative and Engineering Controls, and Personal Protective Equipment, Etc.

Monitor and follow up to ensure corrective action is taken.



Formal Hazard Assessment American Process Group (Canada) Ltd.

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Job Title:	Date of Hazard Assessment:		
Location:	Reviewed/Revised	* 9000 000 000 000 000 0	

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Yask Steps	Existing Or Potential Hazards		Probability	Severity	Risk Value	Current Hazard Control
	1 7 1					Table P
1						



Formal Hazard Assessment American Process Group (Canada) Ltd.



Job Title:	Date of Hazard Assessment:				
Locations	Reviewed/Revised				
	The state of the s				

Assessment completed by:	Position:
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Review:

Review Date:	Reviewed By:	Position:		
	11/11/11/11			
	A TOWN			

Strategies for Controlling Hazards

Now that you have conducted a hazard assessment, found hazards, and decided to correct them, you must eliminate the hazards or install hazard control measures. Recognizing and evaluating the risks associated with hazards in the workplace are the first steps in hazard control. Actions or methods for controlling these potential hazards must be developed and implemented to eliminate the risks. This is the critical step in hazard control. There are several options available to personal in order to control risks. These options include the following five approaches:

ELIMINATION – The ultimate control measure is to eliminate the workplace condition or act presenting the hazard.

SUBSTITUTION – Substituting one chemical or piece of equipment for a less hazardous one, or a particular work activity with a safer method, has proven to be very effective as hazard control.

ENGINEERING CONTROLS – This will probably be the most used control in our operations, and they should be implemented at the conceptual stage of a project. Some examples of engineering controls are:

- Installing security fences to control access/egress.
- Installing additional lighting.
- Limiting workers' exposure to a hazard by using automated (remote) or mechanical devices.
- Designing process or procedural changes.
- · Establishing lockout/tag out procedures (electrical, mechanical, piping, etc.)
- Installing noise control barriers or suppressors.
- Installing machine guards around moving gears/pulleys, sharp edges, electrical devices, and hot surfaces.
- Installing monitoring and warning devices.
- Installing ventilation systems to remove toxic fumes/vapors.
- Designing and laying out work areas to eliminate or reduce the level of the hazard.

ADMINISTRATIVE CONTROLS – Since engineering controls are not always practical, administrative controls are used. These controls are more desirable than personal protective equipment and should be one of the controls implemented. However, administrative controls involve directing people and may therefore present drawbacks. When workers health and safety depend on strict enforcement and adherence to policies, procedures, supervision, training and constant motivation, there must be a strong commitment from management to the health and safety program.

PERSONAL PROTECTIVE EQUIPMENT

When elimination, substitution, engineering, or administrative controls fail to provide the required protection, personal protective equipment should be



considered only as a last line of defense or as back-up protection. PPE may be used as a supplement to these other controls, but not as a substitute for them. Project Managers should familiarize themselves with the requirements for PPE as outlined in the local Occupational Health & Safety Legislation.

The five previously listed control options are widely used as hazard control methods. Often, a combination of control methods will be required to eliminate or sufficiently reduce the risk of hazards to an acceptable level.

Implementing Control Strategies

Once a control method has been established, it must be implemented. Documents describing the control method, assigning the person primarily responsible for implementing it, and fixing the date that the control method or corrective action must be completed, needs to be developed. There must be a follow-up to confirm if the control method or corrective action was implemented and if it is effective in eliminating the potential hazard. Results of follow-ups must be documented for the purposes of due diligence. Some projects may have special hazards that are beyond the scope of Project Managers experience and a good manager will recognize their limitations in such situations and will seek outside expertise to assist in hazard assessment and control in such cases.

Conclusion

Hazard recognition, assessment, and controls are a mandatory part of a Health & Safety Program. Office management and staff, shop personnel, project managers, superintendents and lead hands, operators, workers, labors all have major roles in identifying and controlling workplace hazards. Recognition, evaluation, and control of workplace hazards are such a fundamental safety concept that it should be understood and practiced by everyone. It is very important to recognize that the hazard assessment does not deal strictly with things that are wrong at the present time. Rather, this assessment must deal with what could go wrong. Before any processing at the site begins a Pre-Job Hazard Assessment must be done. It must be led by the project manager or superintendent and include the key people on the site.

Section 3 - Safe Work Practices

Getting the job done safely means that the people involved follow Safe Work Practices.

Safe work practices are a set of positive guidelines or "Do's and Don'ts" on how to perform a specific task that may not always be done a certain way.

Safe work practices are ways of controlling hazards and doing jobs with a minimum risk to people and property. To reduce risks, an organization must have a written set of Safe Work Practices outlining what is to be done in general terms for each job considered to be hazardous.

Management must understand and fully endorse these safe work practices, and ensure that:

- They are in writing.
- They are related to the scope of work.
- All employees understand the safe work practices that apply to them.
- Supervisors and workers ensure that all safe work practices are followed.

Whenever an incident occurs, the practice relating to that job should be thoroughly reviewed by the workers and supervisor to ensure the practice meets the requirements of the job and current regulations.

All Safe Work Practices should be reviewed on an annual basis.

SAFE WORK PRACTICE SWP-000

TITLE					
GENERAL					
APPLICATION	ji		9	 >	
PROTECTIVE MECHANISMS					
SELECTION AND USE		× 0 0			
SUPERVISOR RESPONSIBILITY					
WORKER RESPONSIBILITY					

* The information presented in this publication is intended for general use and may not apply to every circumstance. It is not a definitive guide to government regulations and does not relieve persons using this publication from their responsibilities under applicable legislation. American Process Group does not guarantee the accuracy of, nor assume liability for, the information presented here. Individual counseling and advice is available.

Section 4 - Safe Job Procedures

Safe Job Procedures are written, specific step-by-step descriptions of how to complete a job safely and efficiently from start to finish.

To increase the knowledge of hazards conduct Job Hazard Analyses on individual jobs or tasks. A Job Hazard Analysis (JHA) is a procedure that provides for the integration of accepted safety and health principles and practices into a particular operation.

JHA's should always be team efforts. By involving others in the process, you reduce the possibility of overlooking an individual job step or a potential hazard. You also increase the likelihood of identifying the most appropriate measures for eliminating or controlling hazards.

An effective JHA team should include:

- the supervisor
- the worker most familiar with how the job is done and its related hazards
- · other workers who perform the job, and
- experts or specialists such as maintenance personnel, occupational hygienists, ergonomics, or design engineers

Ideally, all jobs should be subjected to a JHA. Often a Safe Job Procedure is required by law. This is commonly referred to as a Code of Practice under the Occupational Health and Safety Act, where required by regulation. Specific examples include confined space entry work, machinery lockout/tag out procedures, provisions for working alone, trenching, and working near overhead power lines.

Other factors to be considered in assigning a priority for analysis include:

- jobs with a high frequency of accidents or near misses which pose a significant threat to health and safety.
- jobs that have already produced fatalities, disabling injuries, illnesses or environmental harm.
- jobs involving two or more workers who must perform specific tasks simultaneously.
- newly established jobs whose hazards may not be evident because of lack of experience.
- jobs that have undergone a change in procedure, equipment of materials.
- jobs whose operation may have been affected by new regulations or standards and
- infrequently performed jobs where workers may be at greater risk when undertaking non-routine jobs.

Keep in mind that every job should eventually undergo a JHA. Even the most routine jobs can include unrecognized hazards. By performing a thorough JHA you may be able to discover a safer or healthier way of performing the job.



The completed JHA, or better still, a written safe job procedure based on it, can form the basis for regular contact between supervisors and workers regarding safety. It can serve as a teaching aid for initial job training and as a standard for safety inspections or observations and it will assist in completing comprehensive accident investigations.

JHA is a useful technique for identifying hazards so that measures can be taken to eliminate or control them. Once the analysis is completed, the results must be communicated to all the workers who are, or will be, performing that job.

Whenever an incident occurs, the Safe Job Procedure should be thoroughly reviewed by the worker and supervisor to ensure that no important step is missing and that the Job Procedures meet current regulations.

All Safe Job Procedures should be reviewed on an annual basis.





SJP NAME					SJP ###		
Too	Tools/Equipment		Materials Required		Personal Protective Equipment Required		
	ā.	VI.					
Seq	uence of Steps	Po	otential Hazards	Safety Controls to Rec	duce or Eliminate Hazard		
18 0.00		7,00					
37.							
2.							
3							
Developed by:		Date:	Reviewed by:		Date		
Reviewed by:		Date:	Reviewed by:		Date:		
Reviewed by:		Date:	Reviewed by		Date:		

Section 5 - Company Rules

Safety Policy Enforcement

Safety must be a part of every workplace activity. Unsafe acts place the employee, the co-worker and property at risk. All employees must report unsafe acts or circumstances to their Supervisor. A Supervisor observing an unsafe circumstance will take immediate and appropriate action to rectify the situation. A Supervisor observing an unsafe act will take the following steps:

Note: These measures shall apply to subcontractors, their employees and third parties as well as American Process Group's employees.

1. Determine if the unsafe action was a result of insufficient information or training and take immediate steps to correct the employee's actions and ensure that appropriate training for the employee takes place.

Note: Any unsafe practices by Subcontractors and their employees shall be brought to the immediate attention of the Supervisor acting for the Subcontractor.

If it is determined that the employee has been properly trained and should, therefore be aware of the safe and appropriate work practices, the following steps shall be observed

First Offense:

Verbal warning and proper instruction pertaining to the specific safety violation. (A notation of the violation should be provided to the Operations Manager to be placed in the employee's / contractor's file.)

Second Offense:

Written warning with a copy placed in the employee's /

subcontractor's file

Third Offense:

2nd Written warning which may result in suspension. Any suspension will be determined by the Operations Manager in consultation with the General Manager. Copy of the reprimand and any suspension notice to be placed in

employee's / subcontractor's file.

Fourth offense:

Dismissal from employment / no further contracts. Authority for Dismissal resides with the General Manager. Copy of action to be placed in employee's / subcontractor's file.

After any safety violation notice of offence, the immediate supervisor shall have a meeting with the violating employee to discuss the infraction, and to inform of the rule or procedure that was violated and the corrective action that will be taken. Documentation

of this meeting shall be included in the notation or warning that is placed in the employee's file.

Note: American Process Group reserves the right to terminate immediately any employee/contractor who acts in a willfully reckless or unsafe manner at any time.

General Rules

- Accidents, Injuries or near misses, regardless of their nature, shall be promptly reported to supervisors.
- Perform all work using safe work practices and safe job procedures and in accordance with your supervisor's direction.
- Jewelry, such as rings, necklaces, earrings, body piercing jewelry, or the like, shall not be worn on APG project sites. The only exception to this rule is a wristwatch shall be allowed to be worn.
- Cell phone use is not allowed while operating any company vehicle (owned or rented) unless utilizing a hands-free device.
- Cell phone use is never allowed while operating a piece of equipment or machinery, whether it be owned by the APG or rented.
- Loose fitting clothing must not be worn when operating machinery or equipment that could entangle the clothing.
- Machinery or equipment shall not be started if it will endanger the worker, or another worker.
- Maintain good housekeeping in your work area. Keep the worksite free of material, debris, or equipment that could cause slops, trips, or falls.
- Clothing and PPE shall be appropriate to duties being performed.
- Smoking is permitted only in designated areas.
- Smoking is prohibited in company owned, lease and rented vehicles.
- Safety glasses, goggles or face shields shall be worn when grinding, welding or other operations, which require eye protection.
- Hand tools shall not be used for any purpose other than intended.
- Power tools shall be operated only by authorized personnel.
- All electrical hand tools shall be grounded or double insulated.
- Compressed gas cylinders shall be secured in an upright position.
- Riding on any hook, hoist, or other material handling equipment, which is strictly for handling material and not specifically designed to carry riders is prohibited.
- Only authorized personnel with appropriate individual protective equipment shall carry out welding and burning operations.
- Theft, vandalism or any other misuse or abuse of company property is prohibited.
- Horseplay, fighting, gambling, and possession of firearms are strictly forbidden on the job and constitute grounds for dismissal.
- Possession or use on the job of intoxicating beverages or unauthorized drugs is strictly forbidden and constitute grounds for dismissal.

Working Alone

Whenever possible, APG workers shall not work alone. In situations where it is necessary for a worker to work alone, a Hazard Assessment shall be performed prior to work that considers that the worker will be alone on site.

If the hazards of the work are such that working alone would deem to put the worker in danger that could be mitigated by having the work performed by more than one worker, then the work shall not be completed until two or more workers can be on site while the work is performed.

A worker shall not work alone unless that worker is carrying a cellular phone, has access to a landline telephone, or other electronic communication device (e.g. two way radio) that is accessible for use by the worker.

If no form of electronic communication is available to the worker as stated above, another worker or designate shall check on the worker at a minimum of every hour to ensure the lone worker is safe. For higher hazard work, the frequency of checking on the lone worker shall be shorter time as appropriate.

Manual Lifting

The lifting and handling of loads is often physically demanding work. Lifting and handling involves the activities of lifting, pushing, pulling, carrying, handling, or transporting loads.

All workers shall be provided with training in proper lifting techniques, which shall include job specific activities. This training shall be accomplished through the Construction Safety Training System (CSTS) or OSHA 10, and/or by means of other 3rd party training courses and/or in-house training. Record of such training shall be kept in the worker's personnel file.

On job sites where it is required, manual lifting equipment shall be provided. This includes dollies, hand trucks (pallet jack), lift-assist devices, jacks, carts, hoists, etc. Workers shall be properly trained in the use of such manual lifting equipment and shall consult the operation manual for such equipment should they be unfamiliar. Workers shall always operate manual lifting equipment based on its intended use and within its rated capacity.

Workers must:

- Always use manual lifting equipment whenever possible and practicable, even if the load could be lifted by hand.
- Assess the lifting hazard and lift route before manual lifting is completed.
- Always use proper manual lifting techniques.
- Decide if a two-man lift is required and/or if lifting equipment is required to safely perform the lift.



If manual lifting equipment is not available to you, do not perform the lift until
proper lifting technique can be established.

 If an injury occurs due to a lift, the incident must be reported and investigated to prevent any further injuries.

Keep in mind:

 Do not attempt to lift by bending forward. Bend your hips and knees to squat down to your load, keep it close to your body, and straighten your legs to lift.

Never lift a heavy object above shoulder level.

Avoid turning or twisting your body while lifting or holding a heavy object.

Periodically, supervisors shall evaluate worksite configuration, and required material/equipment movement to reduce the potential for manual lifting injuries. Such evaluation should be noted on a site inspection report and discussed at the next safety meeting. Any modifications shall be incorporated into applicable safe work practices or safe job procedures.

Supervisors shall periodically observe workers performing manual lifting tasks to ensure proper techniques are being utilized. This observation could be as part of a routine site inspection, worker training, or just in the overseeing of normal work. Any findings through such observations should be shared with other work crews at the next safety meeting.

Drug and Alcohol Abuse Policy

The purpose of this policy is to promote worker and public safety by prohibiting unauthorized drugs and alcohol in the conduct of business and ensure compliance with requirements of the Drug free Workplace Act of 1988 and federal Department of Transportation regulations.

Any impairment caused by the use of drugs or alcohol may seriously affect the performance of an employee and endanger the health, safety and well being of all employees at American Process Group. The use, possession, or sale of illegal drugs or alcohol in all American Process Group workplaces is strictly prohibited. The use of illegal drugs or alcohol that results in absenteeism, tardiness or poor work performance or any other risk in the workplace is subject to disciplinary action up to and including termination of employment.

United States Operations: Alcohol and Drug Abuse Policy

This policy applies to all American Process Group employees in the United States and its territories covered by US law, unless otherwise covered by a written contract of employment or labor management agreement. This Policy also applies to third-party contract workers, visitors and others at American Process Group location in the United

States and its territories where the company conducts business. This Policy is broader in scope than the requirements of federal regulations. This Policy does not conflict with state and local laws concerning drug and alcohol testing. American Process Group may establish their own policies on drugs and alcohol but they must be consistent with this policy.

Reasons for Testing (Safety Sensitive Position):

Pre-Employment/Post Offer testing is drug and/or alcohol testing that is administered to a candidate as a condition of his/her employment or to an existing employee prior to a new placement, in order to determine his/her suitability for a certain safety sensitive position.

Random testing is administered to employees who are randomly selected from a pool of employees. 'Random' testing means that every person in the testing pool has the same chance of being selected each time – regardless of whether or not they have been previously selected or tested. Workers should only be notified immediately before the test is taken.

Post or Near Accident testing should be conducted as soon as reasonably possible. To conduct a post-incident drug test, the employer must have reason to believe that the employee's acts or omissions could have been a contributing factor to the incident AND that the employee was likely impaired at the time of the incident.

Reasonable suspicion/cause testing is conducted when there is reasonable cause to believe that a worker is under the influence of drugs and/or alcohol while performing his/her duties. A supervisor must personally witness observable signs and symptoms of drug and/or alcohol abuse.

Return to Duty Testing is a drug and/or alcohol test required as a condition of a worker's return to safety sensitive duties after the worker previously tested positive for drugs and/or alcohol. The worker must test negative on the return to duty test prior to resuming safety sensitive work.

Violation Consequences:

Any employee receiving unacceptable results will be immediately removed from American Process Group sites and/or Client sites and facilities.

First Offence: Two Month Suspension from Duty Second Offence: Dismissal from employment

An employee who tests positive for a prohibited drug, even if a first offence, may be discharged from the Company except where prohibited by state law. If the employee is in a state where termination is prohibited with a first positive drug test result, termination will occur if the employee tests positive a second time.

Refusal to Consent: An employee may refuse to consent to a drug or alcohol test or search and must be informed of the right to refuse such consent, however, such a refusal will result in discharge. If a prospective employee refuses a drug test, he/she will not be eligible for employment with the Company.



Labor – Management Agreement Supremacy: This policy may be superseded by the specific terms of any labor management agreement. If there is a conflict between (1) any part of this Policy; (2) the written terms of a labor agreement; or (3) a Collective Bargaining Policy and / or procedure between the Company and the Union, items 2 and 3 shall be deemed controlling.

Non-Contractual Policy Application: This policy does not constitute or imply a contract between the Company and its employees. This Policy creates no Company obligation nor individual obligation, right, privilege, term or condition of employment not otherwise established by law. The Company has voluntarily adopted this Policy for its sole and exclusive use and may amend or withdraw it at any time without prior notice.

Canadian Operations: Alcohol and Drug Abuse Disciplinary Policy

This policy applies to all American Process Group employees in Canada and its territories covered by Canadian law, unless otherwise covered by a written contract of employment or labor management agreement. This Policy also applies to third-party contract workers, visitors and others at American Process Group location in Canada and its territories where the company conducts business. This Policy is broader in scope than the requirements of federal regulations.

Reasons for Testing (Safety Sensitive Position):

Pre-Employment/Post Offer testing is drug and/or alcohol testing that is administered to a candidate as a condition of his/her employment or to an existing employee prior to a new placement, in order to determine his/her suitability for a certain safety sensitive position.

Random testing is administered to employees who are randomly selected from a pool of employees. 'Random' testing means that every person in the testing pool has the same chance of being selected each time – regardless of whether or not they have been previously selected or tested. Workers should only be notified immediately before the test is taken.

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Reasonable suspicion/cause testing is conducted when there is reasonable cause to believe that a worker is under the influence of drugs and/or alcohol while performing his/her duties. A supervisor must personally witness observable signs and symptoms of drug and/or alcohol abuse.

Return to Duty Testing is a drug and/or alcohol test required as a condition of a worker's return to safety sensitive duties after the worker previously tested positive for drugs and/or alcohol. The worker must test negative on the return to duty test prior to resuming safety sensitive work.

Reasons for Testing (Non-Safety Sensitive Position):

Post or Near Accident testing should be conducted as soon as reasonably possible. To conduct a post-incident drug test, the employer must have reason to believe that the employee's acts or omissions could have been a contributing factor to the incident AND that the employee was likely impaired at the time of the incident

Reasonable suspicion/cause testing is conducted when there is reasonable cause to believe that a worker is under the influence of drugs and/or alcohol while performing his/her duties. A supervisor must personally witness observable signs and symptoms of drug and/or alcohol abuse.

Return to Duty Testing is a drug and/or alcohol test required as a condition of a worker's return to safety sensitive duties after the worker previously tested positive for drugs and/or alcohol. The worker must test negative on the return to duty test prior to resuming safety sensitive work.

Violation Consequences:

Any employee receiving unacceptable results will not be allowed to work on American Process Group sites or Client sites and facilities until the following has been completed: First Offence: Mandatory attendance in recognized rehabilitation program and Two Month suspension from Duty

Second Offence: Mandatory attendance in recognized rehabilitation program, Four Month suspension from Duty and commencement of a six-month probationary employment period upon return to work

Third Offence: Dismissal from employment

Non-Contractual Policy Application: This policy does not constitute or imply a contract between the Company and its employees. This Policy creates no Company obligation nor individual obligation, right, privilege, term or condition of employment not otherwise established by law. The Company has voluntarily adopted this Policy for its sole and exclusive use and may amend or withdraw it at any time without prior notice.

Note: American Process Group reserves the right to terminate immediately any employee who acts in a willfully reckless or unsafe manner.

Workplace Specific Drug and Alcohol Policies

In consultation with Contract Client / Customer, Support/Rehabilitation Organizations, and / or to comply with prevailing state or provincial legislation, workplace specific drug and alcohol policies and programs may be developed for specific workplaces.

Respectful Workplace Policy

APG is committed to providing a respectful, inclusive, secure, healthy, and supportive work environment that is free of harassment, violence, and discrimination, to ensure the safety and well-being of all individuals. APG does not tolerate or condone harassment or violence by any person against any other person in the workplace. APG is committed to taking measures to prevent all forms of harassment and violence in its workplace. APG will act in an objective manner to appropriately investigate allegations of workplace violence and harassment and take appropriate corrective actions to address findings of violence and/or harassment in accordance with this Policy.

No element of this Policy limits a person's right to report an incident of violence to the police or other law enforcement agency.

Reporting & Investigation

Should an instance of workplace violence arise on a worksite, it shall be immediately reported to the Superintendent and Project Manager for the project. The Project Manager shall immediately inform the Operations Manager, who will assist the Project Manager in gathering facts surrounding the incident. Witness statements shall be taken from those who witnessed the incident, as well as the alleged perpetrator and victim of the incident.

The Operations Manager, in consultation with the General Manager, will investigate the incident based on the facts gathered, and shall, in consultation with Executive management as to the make a ruling on whether the incident constitutes violence, and if so, what the consequences shall be for the perpetrator.

The entire process shall be documented, to the extent that the documents can be used in court if ever required. These documents shall be kept in the employee file for a minimum of 3 years after the employee leaves employment with APG.

Should an instance of alleged workplace violence occur, the victim or anyone exposed to the violence shall immediately be advised to consult a health care professional for treatment or referral.

Weapons Policy

To provide a safe work environment the use or possession of firearms or weapons is strictly prohibited at all American Process Group workplaces and subject to disciplinary action up to and including dismissal.

This policy applies to all employees, agents, contractors, subcontractors, vendors, suppliers or visitors to all American Process Group sites, facilities, or vehicles while in the normal course of work.

All individual on Company Premises are expected to cooperate in the enforcement of this policy, including allowing personal searches.

Corporate Council will be consulted prior to the conducting of any "Personal Searches"

Enforcement:

Any violation of the policy, including the first offense, will subject a Company employee to discipline, up to and including termination of employment for cause. The Company reserves the right to call law enforcement officials regarding any violation of this policy.

Exemption to Policy:

- A duly appointed officer of a law enforcement agency or designated security official during the performance of his/her job duties.
- An employee in Company owned, leased, or rented vehicles outside of normal course of work (i.e. Hunting trip), if authorized in writing in advance by an officer of the Company.

Smoking in the Workplace:

Because of the primary health and social issues and our concerns of the effects of tobacco smoke on the health and well-being of both the smoker and the non-smoker, American Process Group maintains a Smoke-Free Work Area. Smoking is not allowed in any of our leased or owned office, warehouse, trailers, vehicles, maintenance, or operations sites. Smoking is permitted only in designated areas. All smoking must be done in the designated area or outside areas where permitted. Areas involving customer contact, employees, cafeterias, washrooms, corridors, stairwells, or any area of business where sensitive instruments or hazardous materials are stored, handled, or maintained is considered to be a smoke free area unless otherwise noted.

In areas where smoking is prohibited, a sign using the words "No Smoking" or the international symbol for "No Smoking" shall be conspicuously posted in public entrances or in a position where it is clearly visible. In public areas where smoking is permitted, a sign using the words "Smoking Permitted" or the international symbol for "Smoking Permitted" or both shall be conspicuously posted in public entrances or in a position where it is clearly visible.

Any employee found smoking in an unauthorized area is in violation of the smoking policy and subject to disciplinary action. American Process Group discourages employees from smoking; however, the Company does not discriminate against an employee who chooses to smoke and does not use smoking as a reason to hire or

terminate an individual. However, if an employee chooses to smoke, he or she assumes the health risks.

Public Safety

American Process Group is committed to taking every reasonable precaution to ensure that Public Health and Safety is not endangered by any of the company's workplace activities. Workplace/Site Security and other measures to keep the public from harm are an integral part of our health and safety program.

The manager of each facility or project will be responsible for ensuring reasonable public safety. The degree of protective measures will vary with the location and nature of work being performed.

The specific measures taken to ensure public safety must be stipulated in each JSA or workplace / site safety plan. Certain measures such as traffic control or noise / dust suppression will be subject to compliance with occupational health and safety legislation and / or local ordinances and by-laws.

Workplace and Project Security

Security measures employed on American Process Group property and projects are a part of our public safety program. By taking the appropriate security measures, the public will not be inadvertently placed at risk. The scope of security measures required will be assessed by each manager and be listed in the workplace/site-specific safety plan.

Security measures may include but are not limited to fencing, restricted public access, and vehicle locking and alarm systems. Where the use of a private security company is deemed necessary. American Process Group will employ only bonded, licensed and fully qualified companies from which a hold harmless agreement has been obtained and insurance certificate provided.

Signage for speed limits, visitor reporting, high voltage, hazardous material, etc., will be posted in readily visible locations at all regular entry points to American Process Group Facilities

Section 6 - Personal Protective Equipment

Personal Protective Equipment (PPE) Policy

Personal Protective Equipment can only protect if it is worn. Unforeseen accidents give no warning. In addition to your personal safety consciousness, the use of personal protective equipment is designed to prevent injury, illness and adverse health effects. PPE is the front line of defense against chemical contact, abrasion, head injuries, crushed feet, eye injuries and a host of other risks to your health & safety and that of your co-workers.

The Employer (American Process Group) is responsible for ensuring that appropriate PPE shall be provided, the worker shall be trained in the proper use of the equipment, and that the equipment shall be worn.

The Superintendent is responsible for ensuring that for each workplace, the appropriate PPE is selected, training is provided and that the equipment is correctly worn or placed.

The WORKER is responsible for wearing and using PPE directed by the Superintendent and as necessary, to protect the worker from exposure to the recognized hazards.

The Sub-Contractor and their employees: in addition to the PPE specified by their own policies and procedures are responsible for adhering to any PPE requirements set out in legislation and / or by authorized American Process Group personnel.

Visitors, Service, Delivery and Maintenance Workers entering American Process Group sites or facilities are subject to the same PPE requirements as listed above whenever their exposure to hazards is similar.

PPE shall only be used if it is in a condition such that it will perform the duties in which it was designed and if it is clean and sanitary. Broken of Defective PPE shall NOT be used under any circumstances.

PPE shall be of the proper fit and/or size for the worker. If required, fit testing (e.g., for respirator, etc.) shall be performed and documented.

Other than safety boots, APG shall provide all other basic and specialized PPE. Employee-owned PPE is not allowed.

Training

Training shall be provided to workers for PPE use. This training may be provided through the Construction Safety Training System (CSTS) offered by the Alberta Construction Safety Association, and/or internally, and/or using an external 3rd party.



Should specialized PPE be required, or if the workplace changes, dictating a change in PPE requirements, or if the PPE itself changes, additional training shall be provided as necessary. If an employee demonstrates that they are not using PPE properly, or are neglecting to use the proper PPE, the supervisor shall arrange for additional or supplemental training for that employee. Record of all training shall be kept in the worker's personnel file, which at a minimum shall include the worker's name, dates of training and the training content.

The following applies to all personal protective equipment. Each worker must be:

- Instructed in the purpose and limitations of the PPE to be used.
- Instructed in the proper use, hygiene, and maintenance of PPE.
- · Informed of the limitations of the PPE
- Instructed to inform supervisors of any physical restrictions or medical limitations while wearing PPE.
- · Instructed when and how it is to be replaced.
- · checked for proper fit.

Basic PPE Requirements

- 1: Hard Hat must be always worn, in all areas identified in the workplace / site safety plan. Hard hats must be CSA approved Class A with no holes, paint, or disfigurement to weaken the structure of the hat. The brim of the hardhat shall be worn towards the front of the worker. For Office or Administrative employees' hard hats readily available and shall be worn by worn by all people onsite, unless their regular duties require them to enter the operations area or job site, at such time this requirement shall be followed.
- 2: Safety Boots must be always worn, in such areas as are identified in the workplace /site safety plan. In Canada, safety boots must be CSA Approved Grade 1 footwear. These boots are typically identified as "Green Triangle", having a CSA stamp on the patch. All employees working where potential exposure to electrical is identified (i.e., Maintenance) shall wear dielectric work boots (Omega Patch). Office or Administrative employees may be exempt from this requirement unless their regular duties require them to enter the operations area or job site, at such time this requirement shall be followed.
- 3: Eye Protection must be CSA Approved, with side shields must always be worn. The level of eye protection being worn will be determined by the task being performed. Where any question of risk exists, the policy will be to require the most complete eye protection to be worn.
 Tight fitting goggles will be worn where any combination of wind, particulate matter and other factors render safety eyeglasses insufficient protection to prevent eye injury.



A combination of safety eyeglasses and a FACE SHIELD must be worn for grinding, sand blasting or other operations where the release of sparks, chips, particles, or risk of splashing are present.

Cutting, Burning and Welding: CSA Approved goggles or welding shields must be always worn when performing cutting, burning or welding. Permanent damage to the eye will result from improper or poor fitting protection from these risks.

Office or Administrative employees must wear safety glasses if regular duties require them to enter the operations area or job site, at such time this requirement shall be followed.

Note: All prescription eyewear must meet CSA standards, including side shields.

- 4: Respirators of the proper type (as determined by legislation, risk assessment and PPE capabilities and limitations) must be worn when performing any operation under conditions where the worker is exposed to dust, vapors, mists, or fumes. The provision for FIT TESTS as prescribed by legislation and the selection of proper cartridges for the identified risk must be a part of all workplace / site specific job hazard analysis.
- 5: Hand Protection, including the use of barrier creams, gloves, tag lines and the use of clamps / vices shall be identified in each workplace specific plan and conform to the recommendations of Material Safety Data Sheets and Occupational Health & Safety legislation and guidelines. Glove selection is a critical component of risk elimination. Punctures, abrasions, burns, blistering and skin absorption are primary points of entry for Biohazardous and other toxic materials. Each stage of the work and every material handled must be considered when making these selections.
- 6: Hearing Protection must be worn when working with equipment or in environments where the noise level exceeds 85db. Ear Plugs or Earmuffs must be CSA / OSHA approved and used as per manufacturer's instructions. Note: Hearing loss is irreversible.
- 7. Fall Arrest: PPE selected for all fall protection, confined space extraction and travel restraint shall be identified in the Job Safety Analysis. Working from elevated structures or in proximity to shafts, pits or roof edges will require the use of full body harnesses or travel restraints in accordance with occupational health and safety legislation and as identified in the JHA. Confined Space Entry Procedures must identify the selection of fall arrest / restraint /retraction equipment.



- High Visibility Clothing must be worn onsite and at the shop and in the yard. Persons engaged in traffic control, equipment signaling and all truck / equipment traffic areas, public or private shall where reflectively vests or similar apparel. Certain jurisdictions prescribe the appropriate apparel. Given the known risk and high fatality rate for persons working in proximity to traffic and machinery, every precaution shall be taken to make workers engaged in these activities highly visible to operators.
- 9 Clothing: is an important part of a worker's PPE. Torn clothing, short pants, shirts without sleeves (muscle shirts/tank tops) and clothing saturated with potentially flammable materials will not be permitted in the workplace. Where identified in workplace / site specific plans, long sleeve shirts, coveralls and /or other protective clothing may be required. Where proximity to mechanical hazards (moving parts), hair long enough to present a risk of entanglement must be netted or restrained in an appropriate manner.
- 10 Hygiene: Facilities for personal hygiene are prescribed in health and safety regulations. Every precaution should be taken to ensure that an employee has sufficient opportunity and access to apparel and facilities to avoid contact with or transportation of any hazardous or toxic material out of the workplace. Workers must wash their hands regularly and after finishing work.
- 11: Emergency Shower and Eye Wash Stations: All facilities where contact with BBP's, acid / alkaline or otherwise hazardous chemicals is possible shall install emergency showers and eye wash stations in compliance to the Health and Safety legislation of the jurisdiction.

*The safety information in this policy does not take precedence over government OH&S Regulations. All employees should be familiar with these Regulations.

General Manager Doug Van der Veen

October 24,7024 Date

Section 7 - Preventative Maintenance

Preventative Maintenance Policy

It is the policy of American Process Group and all sub-contractors, to maintain all tools, vehicles, and equipment in a condition that will maximize the safety of all personnel. All tools, vehicles and equipment must:

- Be maintained in a condition that will not compromise the health or safety of workers using or transporting it
- · Will safely perform the function for which it is intended or designed
- · Is of adequate strength for its purpose
- Is free from obvious defects

To accomplish this, a Preventative Maintenance Program shall be maintained and shall include the following components:

- Adherence to applicable regulations, standards, and manufacturers' specifications
- · Services of appropriately qualified maintenance work
- Scheduling and documentation of all maintenance work through checklists pertaining to that piece of equipment
- "Tagging out" defective tools to remove from service if/until repair work can be completed

The maintenance department will issue Preventive Maintenance Work Orders on all APG equipment for service checks based on the number of days run. These forms are to be filled out and returned to APG head office on a timely basis.

Sub-contractors shall provide service reports for all equipment to be used on a project job site. These service reports must have been performed within the last 60 days. These service reports shall be provided on company letterhead.

The supervisor shall be responsible for the application of the program in his/her area of responsibility.

*The safety information in this policy does not take precedence over government OH&S Regulations. All employees should be familiar with these Regulations.

General Manager Doug Van der Veen

Ochber 24, 7074 Date

Hand and Power Tools

All hand and power tools used on APG worksites shall be maintained in a suitable operating condition. All guards must remain in place while using any hand or power tool. Employees should only use a hand or power tool if they are trained in the proper and safe operation or use, and they are using it for the use it was designed for. Should an employee not have the proper training or knowledge of use, then that employee must immediately inform the supervisor so appropriate training and instruction can be given.

Proper PPE for the tool in use must be worn. This could include PPE in addition to the Basic PPE Requirements as described in Section 6. If in doubt, ask your supervisor or refer to the instruction manual for the tool being used.

Prior to using any hand or power tool, a worker must inspect the tool for condition. Should any hand or power tool be found to be broken or defective, have guards missing, cracked or cut electrical cords etc. it should immediately be locked out (if applicable) and tagged with a tag suitable to allow for communication as to:

- The Date
- The name or description of the tool
- · The deficiency found of the tool
- · The name of the employee that found the deficiency

The defective tool should be tagged, and then be given to the senior supervisor, and if on a project site, to the project manager. The supervisor or project manager shall make arrangements to:

- 1. Have the tool repaired, if it is repairable
- 2. Have the tool replaced, and dispose of the defective tool
- 3. Dispose of the tool should it not be required any longer for the work

Under NO CIRCUMSTANCES shall a broken or defective hand or power tool be returned to the tool crib.

Under NO CIRCUMSTANCES shall a broken or defective hand or power tool be used.

Section 8 - Training and Safety Meetings

Health and Safety Training Policy

Ongoing training opportunities are a cornerstone of continuous improvement. Identifying and controlling hazards are skills that can be taught. To produce a sound health and safety environment, common sense must be augmented by the programs, practices, and discipline necessary to limit risk.

Employees and sub-contractors at all levels of American Process Group will participate in appropriate health and safety training. The following safety education and training practices shall be implemented at all American Process Group workplaces.

New Hire Orientation

American Process Group recognizes that new employees are at risk in any workplace. A comprehensive orientation, prior to the commencement of work gives the new employee essential information that is known to reduce their risk. New employees and current employees who are transferred from another APG workplace (transferees) must attend a workplace specific new hire safety orientation.

This orientation will provide each employee with information about the American Process Group Health and Safety Policy and Programs, the workplace / site specific safety and health plan, federal, provincial and state OSHA or OH&S standards and other applicable health and safety rules and regulations. Employee attendance is mandatory prior to commencing work at each particular location. The supervisor will record attendance on the New Hire / Transfer Orientation Form and maintain a permanent record of all workers who attend new hire safety orientation.

Through this process we intend to demonstrate to all new employees, the value that American Process Group places on health and safety in the workplace. The Safety and Training Manager will facilitate the development and monitor the delivery of the new hire orientation on an ongoing basis.

The workplace specific program will introduce new employees to:

- American Process Group Safety & Health Policy and Programs
- The workplace and the employees role / duties / responsibilities within it
- The role of the employer and their duties / responsibilities
- Hazard communication requirements
- Emergency procedures
- Location of First Aid Stations, fire extinguishers, telephone, lunchroom, washroom, parking, security procedures is applicable
- Workplace / Site specific hazards
- Health & safety responsibilities
- Disciplinary Policy

- Environmental Policies
- Anti-Harassment Policies
- Smoke Free Workplace Policy
- Hygiene Facilities
- Written Safe Work Practices
- MSDS Location
- Fire Protection
- Reporting of injuries and hazardous conditions
- Use and Maintenance of personal protective equipment
- Tool handling and storage
- Review of each health and safety rule applicable to the job
- Introduction to the health and safety representative if applicable
- Site / Workplace tour or map if applicable
- Note 1: This Orientation is required prior to the commencement of any work, as a minimum. It is understood that a new employee / transferee can only absorb so much information on the first day. Therefore a continuing effort will be made by supervisors and co-workers to raise the level of health and safety awareness for the new worker.

See: New Employee Orientation Check List

Supervisors will provide a copy of completed new hire orientation forms within the first week of a new hire's employment to the Manager of Operations for inclusion in the employees file.

Health and Safety Training Records

Records of all health and safety training, whether compliance related or designed to enhance existing skills will be maintained at each workplace. OSHA / OH&S and related legislation mandate certain types of training (such as Confined Space Entry, WHMIS, HAZCOM, CPR/First Aid etc.) and it is understood that along with the delivery of training, the record of such training is an important link in demonstrating worker competency and employer diligence. As a matter of internal responsibility, each APG workplace or Divisional Office shall keep a permanent record of all training related, certificates of training / qualification, safety meeting attendance and minutes, disciplinary and corrective measures.

Management Training

Professional development courses and experience / behavior based programs will be employed to ensure that management is, at all times, aware of the extent their liabilities, duties and obligations under the various occupational health and safety legislation, related acts and regulations.

The Safety and Training Manager will monitor, evaluate and improve all aspects of health & safety training within to corporation on an ongoing basis, to ensure effective communication and understanding of safe work practices and the importance of reducing exposure to risk in the workplace.

Supervisor Training

Experience indicates that well trained supervisors enjoy better safety performance within their departments / crews. In addition to the responsibility for the actual work being performed the Supervisor is responsible conducting safety training for employees he / she supervises (see Tool Box / Monthly Safety Talks). The Manager of Operations will facilitate the development, and monitor the delivery of the Supervisor Training on an ongoing basis. Therefore, all Supervisors will receive training (and accreditation where required) so that they have a sound theoretical and practical understanding of the following.

- Construction Safety Training System (CSTS)
- Leadership for Safety Excellence (LSE)
- American Process Group Health & Safety Policies and Procedures
- The workplace / site specific safety program
- OH&S Act or equivalent and appropriate regulations
- WHMIS
- Emergency Response Planning
- First Aid & CPR
- Anti-Harassment and Smoking Policies
- Accident and injury reporting and investigation procedures
- Hazard Assessment in their areas of expertise and topics appropriate for monthly or toolbox talks
- OSHA / OH&S or equivalent record keeping requirements
- Communication techniques
- Manual Lifting
- Incident Investigation
- Spill Prevention and Response
- Mandatory Workplace / site Documentation

In addition to the training requirements described above, supervisors may undertake workplace specific training that may include but is not limited to the following:

Implementation and monitoring of workplace safety programs

- Personnel selection techniques
- Job Safety Analysis
- Contractor / Construction Documents

Worker Training

In addition to New Hire / Transfer Orientation Training, regular employees will participate in ongoing health and safety training which shall include but not be limited to:

- Construction Safety Training System (CSTS)
- First Aid / CPR.
- WHMIS
- Monthly Safety Meetings / Tool Box Talks
- Compliance Issues
- Hazard Indicators & Identification
- Duties of Workers under applicable legislation
- Duties of Employees within the American Process Group Health and Safety Program
- Safety Training Memorandums
- Confined Space Entry & Rescue (as required)
- Manual Lifting
- Incident Investigation
- Spill Prevention and Response
- Additional Specialty Training as required

Sub-Contractors and Independent Operators

- All sub-contractors and independent operators shall undertake all training mandated by the occupational health and safety legislation within the jurisdiction of the workplace, for themselves and their employees and give proof to American Process Group that they are in compliance with the training requirements of the appropriate occupational health and safety act and regulations and any other legislation, regulation or code or tradesperson's qualification this is applicable, prior to the commencement of work or at any other time during the conduct of the work.
- All sub-contractors, their employees and independent operators shall attend any orientation, workplace or site awareness program as required by American Process Group
- All sub-contractors and independent operators shall be liable for penalties and costs incurred by American Process Group resulting from failure to comply with mandatory OSHA / OHSA training requirements or other health and safety violations.
- Safety and Training Manager will monitor Subcontractor and Independent Operator compliance on an ongoing basis

Safety Meetings

Health and safety meeting serve to communicate information and concerns throughout the organization.

Project Sites

APG's primary type of safety meeting will be on project sites, and these meeting shall involve workers, supervisors and the project manager on site. These meetings shall be termed toolbox meetings and shall be held on a weekly basis.

On projects where deemed necessary, larger scale safety meetings, which include sub contractors, client representatives and other people as required, shall be held on a weekly basis. The need for such a meeting will be determined in the pre-project planning stage.

Should it be necessary as required on a project, APG may establish, in conjunction with other contractors on site, a joint worksite health and safety committee. The purposes of such a committee would be to jointly establish health and safety guidelines specific to the worksite.

Office Sites

For office locations only, a general safety meeting, which includes all office personnel, shall be held on a bimonthly basis.

Shop/Yard Sites

For fixed shop & yard operations, a general safety meeting, which includes all shop personnel, shall be held monthly.

Agenda

An agenda for the safety meeting (toolbox or general) should be assembled and should contain the following:

- A review of the minutes of the previous meeting, including updates to the status of any concerns raised.
- A review of any incidents reported since the last meeting, including the status
 of corrective action recommended and/or taken.
- A review of planned inspections conducted since the last meeting, including status of corrective actions.
- Comments and concerns of workers.
- Presentation of the safety topic chosen for the meeting.

Conducting the Meeting

The designated safety person for the location of the meeting (Superintendent for a Project Site, Safety Designate for Office and Shop sites) should conduct the safety meeting. This person should assemble the Agenda for the meeting and should ensure the meeting remains orderly. Typical safety meetings are 10-15 minutes in duration.

These meetings must

- Start and end on time.
- Stay strictly on health and safety topics.
- Be conducted in an orderly manner following the prepared agenda.
- Allow for worker contributions and participation.
- Have minutes recorded.

It is the responsibility of the person conducting the meeting to ensure that all of these items are met.

*The safety information in this policy does not take precedence over government OH&S Regulations. All employees should be familiar with these Regulations.

General Manager Doug Van der Veen

Calda 24, 2-24

New Employee Field/Shop Safety Orientation Checklist

Each worker is to read APG's Health and Safety Manual and review all listed policies and procedures. A supervisor will tour the worksite with each worker.

Employee Name:	Hire Date:		
Supervisor Name:	Position:		
HEALTH & SAFETY TRAINING	ADDITIONAL PPE (when required)		
APG Safety Policy	Fall Protection		
Site Specific Safety Policy	Personal Flotation Device		
Stop Work Authority	Respiratory Protection		
Fit for Work Policy	Personal Gas Monitors		
Incident reporting procedures	Impermeable Clothing		
Environmental Policy	SAFE WORK PRACTICES (SWP)		
Spill Response Plan	Manual Lifting and Carrying		
Working Alone	Use of Portable fire Extinguishers		
Respectful Workplace Policy	Refuelling Equipment		
GHS/WHMIS	Power and Hand Tools		
General Rules	Portable Ladders		
Safe Driving Policy	Fall Protection		
RESPONSIBILTIY FOR SAFETY	H2S Safety		
Worker	Planned Lifts and Suspended Load		
Supervisor	Fuse Replacement		
Manager	Electrical Building Replacement		
EMERGENCY PROCEDURES	SAFE JOB PROCEDURES (SJP)		
Emergency Response Plan	Polymer Makedown		
Muster Point Location	Drive Stand Conveyor Set Up		
Fire Extinguisher Location(s)	Using a Dry Type Fire Extinguisher		
Emergency Contact List	Planned Lifts and Suspend Loads		
LOCATION OF	Setting Up Of Screening Unit		
OH&S Act, Regulations & Code	Centrifuge Operation		
APG Safety Manual	Dredge Operation		
General Rules	Using a Pressure Washer		
SJP's/ SWP's	Mob/Demob of Site		
Safety Data Sheets (SDS)	MEETINGS/INSPECTIONS/HAZARD ID		
First Aid Stations	Daily toolbox Meeting		
MANDATORY PERSONAL PROTECTION EQUIPMENT	Daily Field Level Hazard Assessmen		
Hard Hat	Weekly Site Inspection		
Safety Glasses	Weekly Crew/Client/Sub Meeting		
Hearing Protection	WORKSITE TOUR		
Gloves	Employee Tour of Worksite		
Steel Toed Boots			
High-viz Vest or Coverall			

New Employee Field/Shop Safety Orientation Checklist

Each worker is to read APG's Health and Safety Manual and review all listed policies and procedures. A supervisor will tour the worksite with each worker.

- I acknowledge that I have completed APG's Health & Safety Training and received APG's Health
 & Safety Manual. I confirm that I have reviewed the Health & Safety Manual.
- I agree that if there is any policy or provision that I do not understand, I will seek clarification from my supervisor or a member of the management team.
- I further understand that my employment relationship with APG may be dependent upon my compliance with APG's policies, and I agree to follow these policies at all times.
- In addition, I understand that the policies and procedures in the Health & Safety Manual are in effect on the date of publication. I understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Employee Signature:	Date:
HSE Coordinator Signature:	Date:

Contractor Orientation

Each worker is to read APG's Health and Safety Manual and review all listed policies and procedures.

A supervisor will tour the worksite with each worker.

Worker Name:	Date:
APG Supervisor:	Company:
Introduction	Mandatory Personal Protection Equipment
APG Safety Policy	Hard Hat
Site Specific Safety Policy	Safety Glasses
Stop Work Authority	Hearing Protection
Drug and Alcohol Policy	Gloves
Incident Reporting Procedures	Steel Toed Boots
Environmental Policy	High-vis Vest or Coverall
Spill Response Plan	
Working Alone	Additional PPE (when required)
Workplace Violence	Fall Protection
GHS/WHMIS	Personal Flotation Device
General Rules	Respiratory Protection
	Personal Gas Monitors
Responsibility for Safety	Impermeable Clothing
Worker	
Supervisor	Location of
Manager	OH&S Act, Regulations and Code
Contractor	APG Safety Manual
	General Rules
Emergency Procedures	SJP's/SWP's
Emergency Response Plan	Safet Data Sheets (SDS)
Muster Point Location	First Aid Stations
Fire Extinguisher Location(s)	
Emergency Contact List	
	Worker was given tour of worksite
Meetings/Inspections/Hazard ID	
Daily Toolbox Meeting	
Daily Field Level Hazard Assessment	
Weekly Site Inspection	
Weekly Crew/Client/Sub Meeting	
	Worker Signature.

		entation Questionnaire
	of Wo	
	ct Name	
roje	ct Loca	tion
vote:	Place	* by correct response
١.	Hazar	d identification and control is important to maintain a safe working
		onment.
	No:	Yes:
2		ng safely is a condition of employment.
	No	Yes
3.	All injusted	uries, regardless of how minor, must be reported immediately to your visor.
-	No	Yes
4.	It is in	nportant to maintain good housekeeping in your work area.
	No	Yes
5.	Your	observe an unsafe condition on site, should you:
J	1000	Wait for the weekly tailgate safety meeting and report it
_	+	Report it immediately to your supervisor
c	14	ermissible to carry material or equipment up of down any access
6.	ladde	or?
	No	Yes
7.	What	PPE is required when working on or around the lagoon?
		Gas monitor, Radio, SCBA, Life Jacket & Standard PPE
		Gas monitor, Radio, Life Jacket, Escape Respirator, & Standard PPE
=		Gas monitor, Life Jacket, Fall Arrest, Radio, SCBA & Standard PPE
		A Cross
8.	Does	s a worker have the right to refuse work if it poses a danger or hazard to elf or herself or another worker?
	No	Yes
9.	Porc	onal protective equipment (hearing protection, fall protection, eye
9.	prote	ection) should be work whenever:
-	Pione	Someone else is wearing it
		Your supervisor advises you to wear it
		The potential for personal injury exists
10	N/5 -	n you are working from heights, and guardrails are missing, you must
10.	use	fall arresting equipment.
	No	Yes
11.	Tool	s and equipment whose guards are inoperative or missing are okay to
1.55	use	"just this once".
-	No	Yes
	INO	100

12.		Norkplace Hazardous Material Information System MIS)/Hazardous Communication system (HAZCOM) designates certain
	produ	icts as controlled products and require them to be labeled. This label
-	is a v	varning for you the worker. The label tells you the: Name of the product
		Hazard symbol
		Risks when you use it
		Personal protective equipment to wear
		First aid treatment if necessary
	1	All of the above
13.	WHM	rial Safety Data Sheets (MSDS) are also required for IIS/HAZCOM controlled products. These sheets are readily available our additional information by asking your supervisor to see them.
	No	Yes

Safety/Tool Box Meeting	Record	
Date:	Time:	
Project:	Project #:	
Number in Crew:	Number Attending:	
Project Manager:	Lead Hand:	
Review Last Meeting:		
THE PORT	71100 A 201 - FE	
Check P.P.E.		
CHECK F.F.E.		
	THE STATE OF THE S	
Tania(a) Diagramed		
Topic(s) Discussed:		
The state of the s	-	
	THE APPEAR IS THE	
Suggestions Offered:		
-10	the order	

Action(s) to be Taken:		

Date/Time:	By Whom:	
Injuries/Accidents Reviewed:		
CONT.		
Foreman's Signature:		
	105N/310001-04	
Supervisor's Remarks		
- Table - substantion	·	
Signature:	Date:	

Safety/Tool Box Meeting A Print Name	Signature
	1
	2
2 3	3
	4
4 5 6 7	5
6	6
7	17
8	8
9	9
10	10
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12	12
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Section 9 - Inspection Policy

Purpose

The purpose of this policy is to control losses of human and material resources by identifying and correcting unsafe acts and conditions

Policy

American Process Group will maintain a comprehensive program of safety inspections at all facilities and job sites for its employees and sub-contractors.

Schedules

APG will maintain the following schedules for inspections:

- Project Sites As per site requirement, but a minimum of weekly
- Office Bi-monthly
- Shop/Yard Monthly

Responsibilities

Management will conduct random inspections of all worksites and will review all worker submitted inspections on a weekly basis.

The onsite manager is responsible for the overall operation of the program, and for directing formal inspections on job sites that they control and for involving workers in such inspections. Inspections will be done weekly, either by the onsite manager or a site supervisor.

Supervisors are responsible for conducting ongoing informal inspections of areas where crews are working. They are also responsible for conducting and/or reviewing formal inspections and assisting in correcting deficiencies found in these inspections.

Workers and Sub-contractors are responsible for participating in and contributing to the Inspection Program. They are to review any formal inspections conducted at their worksite as well as participate in correcting deficiencies found.

*The safety information in this policy does not take precedence over government OH&S Regulations. All employees should be familiar with these Regulations.

General Manager Doug Van der Veen

Octobe 24, 2024

Procedure

Qualified Inspectors

Inspections should be done by workers who are familiar with the work process and the areas they are inspecting. They must be given instruction in this inspection procedure and be made aware of the standards that have been established in the areas they are inspecting. Managers, Supervisors and Inspectors should ensure that night shifts are not forgotten and are also inspected during their work periods.

Frequency of Inspections

There are various types of inspections that must be done in the APG workplaces. Some will be done on an informal daily basis by operators before using equipment and machinery, others are ongoing by supervisors each time they pass through the workplace. Some inspections will be done after an accident or the purchase of new equipment.

Planned inspections must be performed based on the schedule above and properly documented utilizing the Worksite Safety Inspection Report.

Documenting the Safety Inspection

It will be necessary to record any unsafe actions or conditions observed during your inspection tour. A well-written inspection report will establish the location of the condition or action observed. Give it a hazard rating. Provide some guidelines regarding action taken by the inspection team. Recommend corrective action and assign accountability for ensuring corrective action by a certain date. Well-written inspection reports communicate to management, supervision and the safety officer. They will be used to make records, plot trends and develop statistics on the hazards found in the workplace.

Hazard Ratings

Classify each item that you observe and record during your inspection tour. This hazard rating establishes priorities for corrective action and also highlights the level of severity or seriousness of the hazards.

How to use the Priority Index Rating System.

The 1, 2, 3, 4, 5; A, B, C, D priority rating system is used to rate items observed during a safety inspection.

The reason for this system is to highlight the degree of severity of those hazards and to assist both the inspectors and the worker in carrying out corrective actions. The following examples can be used as guidelines.



- 1 Imminent Danger: Any condition or practice that has potential for causing loss of life, body part and/or extensive loss of structure, equipment or material. Generally this means that immediate corrective action is required. Activity should be discontinued until the hazard is corrected.
- 2 Serious: Any condition or practice with the potential for causing a serious injury, illness or property damage. Urgent situation. Requires attention as soon as possible
- 3 Minor: Any condition or practice with a probable potential for causing a non-disabling injury or non-disruptive property damage. These types of hazards should be eliminated without delay, but the situation is not an emergency.
- 4 Acceptable: The inspection item is acceptable as is. No action required.
- 5 Not Applicable: The item is not applicable to the worksite. No action required.
- A Probable: The possibility of the hazard causing injury and/or property damage is very likely and should be attended to immediately.
- B Reasonably Probable: The possibility of the hazard causing injury and/or property damage is still high but not "very likely".
- C Remote: The possibility of the hazard causing injury and/or property damage is very
- D Extremely Remote: The possibility of the hazard causing injury and/or property damage is negligible.

These Priority Indices should then be used to set the priority for the corrective actions. The higher number/letter combinations should be attended to prior to the lower ones (e.g. a 1A should be addressed before a 2A or 1B, and a 2A should be before a 3C etc.)

Note all items observed

Record any items that are not up to the report standards. Do not eliminate any condition or action because you had it corrected during the inspection. Remember that you are developing a record of what you found during that inspection. Any items from previous inspections should be noted as "repeat" items.

Copies of inspection reports must be sent to:

- Management
- Supervisors
- Safety officer

Follow-up

Corrective action should be taken as soon as possible on any deficiencies noted in the inspections. Feedback on this action must be conveyed to the inspection teams. If there are any items noted as corrective actions that will require time for completion, i.e., purchase of new equipment, building new facilities, etc., these items should be discussed between the Project Manager and the Operations Managers to formulate a course of action to complete the corrective action in a timely fashion.

The results of any safety inspections shall be communicated with all workers at the next scheduled toolbox or general safety meeting.

Worksite Safety Inspection Report

X Weekly		Monthly		Quarterly	
Project I	Name	Project Number	Inspection Date	Time	Date of Previous Inspection
Project I	Manager	Lead Hand	Immediate Supervisor	Type of Operation	Crew Size
Inspect					=0=

Priority Index: 1. Imminent Danger 2. Serious 3. Minor 4. Acceptable 5. Not Applicable (N/A)
A. Probable B. Reasonably Probable C. Remote D. Extremely Remote

INSPECTED ITEMS	Priority	INSPECTED ITEMS	Priority	INSPECTED ITEMS
Hazard Assessment Procedure		Fire Extinguishers		Confined Space Entry
Code of Practice/Procedures		Smoking in Restricted Areas	1	Fall Protection
Protection of Public		First Aid Kit/First Aid		Safety Promotion/Education
Excavation Procedures		Lockouts/Energy Control	1	Vehicle/Equip Operator Certif.
Occ. Health & Safety Act/Regs	 	Housekeeping		Vehicle/Equipment Condition
Traffic Control, Flashers, Barricades		Improper Lifting, Manual/Mechanical		WHMIS
Standard PPE		Cables, Ropes & Chains		Ventilation
Other PPE i.e. respirators, PFD's, fall protection		Tools – Use, Storage & Maintenance		Materials Storage and Handling
Gas Monitors		Electrical Wiring & Guards		Proper Waste Disposal
Equipment Leak Containment		Site Liner & Berm		Recycling Available
Process Lines				
September 1				

Corrective Actions

	By Whom	Date/Time	
		Date/Time	
		A = 11 i -	
	Date:		
-		Date:	



Section 10 - Accident/Incident Investigations

Purpose

To investigate accidents/incidents so that causes can be determined, and corrective actions can be implemented to prevent recurrence.

Policy

At American Process Group the following types of incidents shall be investigated:

- 1. Incidents that result in injuries requiring medical aid.
- Incidents that cause property damage or interrupt operations with potential loss.
- Incidents that have the potential to result in (1) or (2) above, such as close calls or near misses.
- When the Stop Work Authority is exercised.
- 5. When occupational illness is reported.

All incidents that are considered reportable by local OH&S/OSHA Laws must be reported to the appropriate regulatory agencies as defined in the appropriate Act or Legislation, at a minimum being a verbal report within 8 hours of the incident. Incidents shall be reported to APG's client as soon as possible, and within 24 hours of the incident.

Responsibilities

- All employees shall report all incidents as soon as possible to their immediate supervisor and assist in the investigation where requested.
- Superintendents shall conduct initial investigations and submit their reports to the HSE Coordinator promptly.
- Sub-contractors shall report all incidents as soon as possible to their immediate supervisor, and a report shall be provided to their American Process Group's project manager within 24 hours. If the incident is major or serious, American Process Group's HSE Coordinator or representative must be involved in the investigation process.
- Superintendents shall determine the need for, and if necessary, shall direct, detailed investigations. They shall also determine causes, recommend corrective action, and report to the HSE Coordinator.
- The HSE Coordinator shall review all superintendents' reports, determine the corrective action to be taken, and ensure that such action is implemented.

*The safety information in this policy does not take precedence over government OH&S Regulations. All employees should be familiar with these Regulations.

General Manager Doug Van der Veen

016/2-24 7:24/ Date

Definitions

Accident:

An undesired event that results in harm to people, damage to property, or

loss to process.

Incident:

An incident is any unplanned and unwanted event that results in damage

or injury or which could have resulted in damage or injury (i.e. close

call/near misses).

Near Miss:

Incidents with no visible injury or damage.

First Responder(s): The first worker(s) on the scene of an incident that are of able body

and sound mind, who can respond to the situation.

Incident Investigator:

The individual (typically the person in charge of the work

site), who is tasked with leading the incident investigation.

Procedure

Investigations should be conducted by the supervisor in charge of the area, and/or personnel involved ("Incident Investigator"). The investigator must review every incident report to ensure that appropriate corrective actions take place.

All workers shall be provided training in Incident Investigation and Reporting, which shall include job specific roles when an incident occurs. This training shall be accomplished through the Construction Safety Training System (CSTS) as provided through Alberta Construction Safety Association, and/or by means of other 3rd party training courses and/or in-house training. Record of such training shall be kept in the worker's personnel file.

Proper equipment shall be made available to conduct a thorough investigation. This includes items such as writing equipment/paper, tape measures, camera, hand tools, audio recorder, marking devices such as flags, manuals for equipment, etc., as well as PPE appropriate for the investigation team.

Immediately following an incident, the work on site shall be safely shut down in a controlled manor. The first workers on the scene ("First Responders") shall "freeze" the scene to identify and preserve evidence. The only exemption to this is to remove any hazards that continue to pose the potential to cause further harm. Only in a situation such as this can the scene be altered. The worksite shall be secured in a controlled fashion and access shall be delineated and restricted. Positions of equipment shall be maintained (provided it is safe) until the Incident Investigator deems they can be moved. Positions of any workers shall be marked using flags, cones, ribbon or method of marking that is easily interpreted.

Initial identification of evidence should be noted, and recorded by one of the First Responders. This record should include at a minimum:

- Listing of people, equipment (including safety equipment in use) and materials involved
- Environmental factors, weather, time of day, illumination, temperature, noise, wind, ventilation, etc.
- Physical factors including fatigue, age, medical conditions etc.
- Preliminary chronological record of events, including a diagram of the scene showing positions of people, equipment

Once the Incident Investigator is on site, he/she shall continue to collect and document evidence. This record should include at a minimum:

- Initial evidence information as noted above
- · Collection of witness statements, including diagrams if possible
- Impounding of any documentation (work orders, safe work practices & job procedures, permits, FLHA, etc.
- Impounding of any equipment involved
- · Completion of thorough scene diagram
- · Comprehensive photographs of the entire scene
- . Samples of any chemicals if of unknown source (in the case of a spill).

Only once the Incident Investigator has deemed that ALL the evidence has been processed and all information collected shall the incident site be released, and work allowed to resume. In situations of major incidents causing death, severe injury or severe property damage, the incident site shall not be released until permission has been granted by any required notified 3rd party agency/agencies.

All incidents that are considered reportable by local OH&S/OSHA Laws must be reported to the appropriate regulatory agencies as defined in the appropriate Act or Legislation, at a minimum being a verbal report within 8 hours of the incident. Incidents shall be reported to APG's client as soon as possible, and within 24 hours of the incident.

Senior Management shall be informed of all incidents and shall review and sign off on all investigation reports for incidents or near misses.

Corrective actions shall be determined from the investigation report, shall be noted on the report, and all corrective actions should be implemented as immediately as is practicable.

Near Miss	Investigation Report
Project Name/Number:	Date/Time:
Who was involved?	
What happened?	E 8
When? Date:	Time:
Where?	Reported to OH&S Branch? Yes No
What were the underlying causes?	n in the second
How can similar incidents be prevented in	and cautions were given before the incident?
Recommendation for further action:	
Recommendations Completed By Whom:	Date/Time:
Person in Charge:	
Reviewed By Senior Management:	Date:
Comments/Recommendations:	

	ımber:			Date/Tin			-, , , , , , , , ,
1. Incid	dent Type:	Injury/Illness	Pro	perty Damage	Majo	or Potential	Fire
		Spill	Oth	er			
2. Incid	dent Date (D/l	M/Y)		3. Time (24 Hour	Clock)	
4. Area	λ:		1	5. Specif	ic Locati	oņ	
Injury	//Illness						
6.	First Aid	Medical Aid	I Mo	dified Work		Lost Time	Fatal
	ne of Employe	e:		8. Shi		Age:	Sex
9. Occ	upation:			9.5 Expe	rience:		
10. Na	ture of Injury:	224 - 2247 - 310404					
11. Ob	ject/Equipme	nt/Substance Infl	licting Injury/	Damage:	7-6	113.35	
12. Pe	rson with mos	st control over ite	m(s) in 11		Section Van		
above	l .			Departm	ent:		
Name:							
Prop	erty Damag	ge					
13. De	scription of Pr	roperty:					
14. De	scription of Da	amage:			310-510		
15. Es	timated Cost:			T			
Othe	r Actual/Po	tential Loss		da-			
16. Ty	PONTERNA NEW X	ANNERS TESS					
	scription:						
	timated Cost:				-		
		sk Potential if No	t Corrected				
IA		ity Potential	Major	TI	Serious	T	Minor
В	Probable R		Frequent		Occasio	nal	Rare
	Rate		7				
	scription of In	eidant L	-				

Incid	lent Investi	gation Report (co	nt'd)
Diagram of Scene:		,	
-	5	,	#
21. Witness(es)			
			X
Witness(es) Statement(s)	Yes	1	lo
Attached:			
22. Immediate Cause(s)			
Description:			
23. Underlying Cause(s)			
Description:			
Description.			
24. Corrective Action(s): (Imme	ediate, Interim, Fir	nal)	
As the property of the state of		103 - 440	
Recommendations Completed	by Whom:		Date/Time:
25. Date Report Completed: (D	/M/Y)		
Signatures			
Supervisor:		Employee:	
		i employee:	

Section 11 - Emergency Preparedness

Emergency Preparedness Policy

American Process Group shall prepare an Emergency Response Plan for all worksites. This response plan will serve to inform and guide workers if an emergency occurs on the worksite. This Emergency Response Plan shall be kept current for each worksite, and for shall be reviewed and updated (if required) as deemed necessary based on the activity on the worksite.

For each job site the Project Manager, HSE Coordinator will gather information such as the location of the nearest hospital, fire station, and first aid station to help minimize travel time to treatment for all employees. Additionally, the Superintendent should inform these agencies of the worksite location, type of work being undertaken, and duration of project, so they can make appropriate emergency response plans.

An on-site muster point shall be established for each worksite, by the Superintendent, in consultation with the site owner or operator. This muster point shall be the designated location where workers shall report to in case of a site evacuation. This shall be established either pre-project, or on the first day of being on the project site. The location of the muster point shall be clearly marked on the site plan and communicated to workers through the pre-job safety meeting.

This information is to prevent confusion during an emergency, for both superintendent and lead-hand will be aware of the various procedures to follow on each job site should an emergency occur.

A site plan shall be drafted (either electronically or by hand) that shows a representative layout of the site including fixed structures and all temporary fixed equipment locations. This plan shall indicate the route(s) of emergency egress and shall indicate any and all muster point locations.

The locations of all telephones or other communication devices, fire extinguishers, first aid equipment and other such items shall be indicated on the site plan and shall be communicated to all personnel on the work site. For every project site, there shall be a method of communication to allow for contact with outside emergency services should it be required. This could be via cellular telephone, land line telephone, contact through the client's control room etc., so long as it is always available for use when there are workers on site.

All employees and sub-contractors are to be aware of the action required but should follow the instructions set by their supervisor.

Potential emergencies on a worksite shall be identified, and a procedure for each will be prepared to guide workers should an identified emergency occur.

*The safety information in this policy does not take precedence over government OH&S Regulations. All employees should be familiar with these Regulations.

General Manager Doug Van der Veen

Date

Potential Emergencies

There are many emergencies that could occur on APG worksites. Those identified are detailed below.

Office/Shop Locations

For APG office & shop locations, the identified emergencies that could occur are as follows:

- Medical Emergencies
- Fire
- Floods

Project Worksite Locations

For APG project worksite locations, the identified emergencies that could occur are as follows:

- Medical Emergencies
- Fire
- · Chemical Release (Airborne or otherwise)
- Floods
- Severe Weather
- Explosions

As each project worksite and client is unique, there may be other potential emergencies that are identified through a pre-job Job Safety Analysis or Hazard Assessment. During project planning, the potential types of severe weather shall be identified, and the Emergency Response Plan shall include specific instructions for these types of emergencies. Should emergencies not on this list be identified, they shall be addressed on the Emergency Response Plan for that worksite.

Dealing with Potential Emergencies

The procedures for dealing with identified emergencies are as follows.

Office/Shop Locations

- Medical Emergencies
 - 1. Attended to the worker to determine the nature of the emergency.
 - First Aid should be administered by a trained First Aider.
 - If the nature of the injury is serious, summon medical help by dialing 911. If there are multiple people available to assist, send someone to call. If you are alone with the injured party, then leave them to call and return to them as soon as possible.
 - If the injury only requires onsite first aid, continue to assist the worker.



- If Ambulance services are summoned, stay to attend to the worker, continuing to administer first aid until emergency services arrive and take over.
- When emergency services arrive, inform them of the nature of the medical emergency and the status of the injured worker.
- Have all witnesses provide witness statements. The Senior person on site should complete an incident investigation according to APG Accident/Incident investigation section of this manual.

Fire

- Activate the Fire Alarm (if the building is equipped). If there is no fire alarm, then alert people to the presence of the fire and initiate an evacuation by verbal communication.
- 2. Ensure all workers have evacuated and are accounted for.
- Call Emergency Services by dialing 911.
- If the fire is in an incipient (early) stage, and there is a worker trained in fighting incipient fires, fight the fire using a fire extinguisher according to APG's Fire Protection & Extinguishers Program.
- If the fire is past the incipient stage, or is increasing in size at a rapid rate, evacuate the building and wait for the fire department to arrive.
- When the fire department arrives, inform them of the nature and status of the fire.
- Have all witnesses provide witness statements. The Senior person on site should complete an incident investigation according to APG Accident/Incident investigation section of this manual.

Floods

- In the event of a flood that threatens the office or shop, inform workers verbally.
- 2. Secure and evacuate the premises, ensuring all personnel are accounted for.
- Assist in moving workers to a higher ground location, or a location out of the flood path.

Project Worksite Locations

- Medical Emergencies
 - 1. Attended to the worker to determine the nature of the emergency.
 - 2. First Aid should be administered by a trained First Aider.
 - If the nature of the injury is serious, summon medical help by dialing 911. If there are multiple people available to assist, send someone to call. If you are alone with the injured party, then leave them to call and return to them as soon as possible.
 - If on a Client's worksite, immediately notify the Client through the emergency communication channel established. Inform them of the medical emergency.
 - If the injury only requires onsite first aid, continue to assist the worker.



- If Ambulance services are summoned, stay to attend to the worker, continuing to administer first aid until emergency services arrive and take over.
- When emergency services arrive, inform them of the nature of the medical emergency and the status of the injured worker.
- If the worksite is remote, and emergency services are not available in a reasonable timeframe, then transport the injured worker according to the Transport of Injured Workers section of this safety manual.
- Have all witnesses provide witness statements. The Senior person on site should complete an incident investigation according to APG Accident/Incident investigation section of this manual.

Fire

- Activate the Fire Alarm (if site is equipped). If no fire alarm, then alert people
 to the presence of the fire and initiate an evacuation by verbal
 communication.
- 2. Ensure all workers have evacuated to the muster point and are accounted for.
- 3. Call Emergency Services by dialing 911.
- If on a Client's worksite, immediately notify the Client through the emergency communication channel established. Inform them of the fire.
- If the fire is in an incipient (early) stage, and there is a worker trained in fighting incipient fires, fight the fire using a fire extinguisher according to APG's Fire Protection & Extinguishers Program.
- If the fire is past the incipient stage, or is increasing in size at a rapid rate, evacuate the building and wait for the fire department to arrive.
- When the fire department arrives, inform them of the nature and status of the fire.
- Have all witnesses provide witness statements. The Senior person on site should complete an incident investigation according to APG Accident/Incident investigation section of this manual.

Chemical Release (Surface)

- In the event of a chemical release that is surface spill, evacuate the area immediately to a safe muster point as shown on the site plan for the worksite.
- Ensure all workers have evacuated to the muster point and are accounted for.
- If on a Client's worksite, immediately notify the Client through the emergency communication channel established. Inform them of the chemical release.
- Follow the procedures established for the worksite for coordination with the client for overall site evacuation.
- If the chemical release is APG caused, or APG personnel witness the cause
 of the release, have all witnesses provide witness statements. The Senior
 person on site should complete an incident investigation according to APG
 Accident/Incident investigation section of this manual.

Chemical Release (Airborne)

 In the event of a chemical release that is airborne, evacuate the area immediately to a safe muster point as shown on the site plan for the worksite.



Ensure that the muster point is upwind of the release. While moving to the muster point, move upwind or side wind of the release. DO NOT move through the downwind path of the release.

- 2. Ensure all workers have evacuated to the muster point and are accounted for.
- If on a Client's worksite, immediately notify the Client through the emergency communication channel established. Inform them of the chemical release.
- Follow the procedures established for the worksite for coordination with the client for overall site evacuation.
- If the chemical release is APG caused, or APG personnel witness the cause
 of the release, have all witnesses provide witness statements. The Senior
 person on site should complete an incident investigation according to APG
 Accident/Incident investigation section of this manual.

Floods

- 1. In the event of a flood that threatens the worksite, inform workers verbally.
- 2. Secure and evacuate the premises, ensuring all personnel are accounted for.
- Assist in moving workers to a higher ground location, or a location out of the flood path.

Severe Weather

- In the event of severe weather (Hurricane, Tornado, Severe Thunderstorm etc.) that threatens the worksite, inform workers verbally.
- 2. Secure and evacuate the premises, ensuring all personnel are accounted for.
- Assist in moving workers to a safe location, (shelter if necessary) or a location out of the storm path.

Explosion

- In the event of an explosion on a client's worksite, immediately secure the site and evacuate all personnel to the designated muster point.
- Ensure all personnel are accounted for.
- Follow Client site specific direction as to procedures to follow once evacuation to muster point has been completed.

Emergency Response Plan Contents

For each worksite, the emergency response plan (ERP) shall contain the following:

- Method for contacting emergency responders (external, client provided or other)
 in the event of an emergency. For every project worksite, there shall be a method
 of communication to allow for contact to outside emergency services as part of
 the ERP, should it be required. This could be via cellular telephone, land line
 telephone, two-way radio, contact through the client's phone system, etc., so
 long as it is available for use at all times when there are workers on site and
 provided it allows for two-way, unobstructed communication.
- How to deal with identified potential emergencies.



- Evacuation policy and procedure and rollcall procedure once evacuation has occurred.
- Site plan, maps, floor plans, as required to indicate escape routes and muster points or safe areas. Also indicated on the plan is location of all emergency equipment (alert horn, fire extinguishers, first aid kits, etc.).
- Names, titles and contact information of individuals either within APG organization, or outside (e.g., client contact) to contact for additional information on duties and responsibilities under the emergency response plan.
- Procedures for workers who remain to shut down critical plant operations, operate fire extinguishers, or perform other essential services that must be completed prior to evacuating.
- Rescue and medical duties for any workers designated to perform them.
- · Contact information, address, and map for nearest medical facility.

The Emergency Phone Numbers Form should be used and completed for each project to contain the necessary contact information and data. This form should be posted on the project site in the lunchroom, site office, electrical buildings, and any other areas were deemed necessary. Also, at each posting location a site plan showing all the previously mentioned details shall be posted with the Emergency Phone Numbers Form.

Emergency Response Plan Training

Upon startup of each project worksite, the emergency response plan shall be communicated to the workers in a startup safety meeting. It shall be mandatory that all workers understand and are trained in the procedures to be followed should an emergency occur on site.

This training shall include a mock emergency drill, with all steps performed as if it were an actual emergency. The Superintendent shall record this training and drill session and the records of such shall remain in the project safety records.

The emergency response plan will be posted for all workers to always review. The emergency response plan will be communicated orally when there are 10 employees or less.

Medical Services and First Aid

First Aid Training & Worksite Requirements

It is American Process Group's goal to have ALL employees trained and certified in First Aid, through either the American Red Cross, St. John's Ambulance, or an equivalent program. At a minimum, the training shall be for Emergency First Aid, but preferred is for Standard First Aid.

Records of Employee First Aid training shall be kept in the employee's training file, as organized by the Manager of Operations.

For all American Process Group field project sites, at a minimum there shall always be one person on site trained in first aid. In addition, always APG shall comply with regulation such as in the Alberta OH&S Code Schedule 2, Table 7, which lists First aid requirements for high hazard work. This specifies the number and type of first aiders, first aid kits, blankets and first aid supplies etc., based on the number of workers and the proximity to outside medical treatment.

For office locations, there shall be at least one person on site that is trained in first aid.

ALL injuries, no matter how small, must be investigated, and reported using APG's Accident/Incident Investigation procedure found within this manual.

First Aid Supplies

First aid supplies, at a minimum a Number 1 first aid kit, shall be readily accessible to employees at any given office, shop, or project site; and shall be appropriate for the environment of the worksite, the number of workers on the worksite, and the proximity of the worksite to outside medical treatment. As with the required first aiders, at all times APG shall comply with applicable regulation such as in the Alberta OH&S Code Schedule 2, Table 7, which states the first aid supplies required based on the number of workers and proximity to medical treatment. The location of the first aid kits shall be indicated on the site plan as part of the Emergency Preparedness plan.

Should any employee observe that the proper first aid kit is not available, or should it be missing supplies, notify the superintendent for that project site, or the senior supervisor (if an office or shop) immediately so the situation is rectified.

First Aid Kits shall be checked for contents upon commencement of a project, and at a minimum weekly while a project is operational. For office locations, the first aid kit's shall be checked for contents at a minimum monthly. The records of such inspections shall be maintained in the safety binder for the worksite.

First Aid Kits and supplies shall be kept in a storage container suitable for the environment in which the supplies are stored. If outdoors, a weatherproof container shall be used. If indoors in a dusty environment, a dustproof container shall be used. In addition, the enclosure shall be clearly marked to indicate the contents are First Aid Supplies.

Emergency Eyewash & Shower

Every project site shall have an emergency eyewash station. This typically is to be located in the tool crib but may be located in a different location on a project site should

it be beneficial to the workers. Some clients/owners have facilities in place for this purpose, and if so, those facilities may be used. The location of the emergency eyewash station shall be indicated on the site plan as part of the Emergency Preparedness plan.

In addition, should a project worksite be one such that workers have the potential to be exposed to corrosive materials, the worksite shall also have an emergency shower. This typically is to be located as close as possible to the work area. Some clients/owners have facilities in place for this purpose, and if so, those facilities may be used. The location of the emergency shower shall be indicated on the site plan as part of the Emergency Preparedness plan.

Transport of Injured Workers

Should a worker be injured on a worksite, such that he/she requires transport to a medical clinic, facility, or hospital, the nature of the injury shall be assessed. Based on the nature of the injury, if it is determined that immediate outside medical support is required, then emergency medical services, such as 911, shall be contacted and an ambulance requested.

If ambulance service is not immediately available, or if the project site is remote where waiting for an ambulance on the worksite would be of further detriment to the injured worker, then a site vehicle shall be used to transport the injured worker to either: 1) the nearest medical facility, or 2) to a meeting point with the ambulance mid-way on route to the nearest medical facility.

If the nature of the injury is such that it is not immediately life threatening, then a site vehicle can be used to transport the worker to the nearest medical facility.

A vehicle shall ALWAYS be available on a project worksite such that it can be used to transport an injured worker in an emergency.

Emergency contact phone numbers can be found on the Emergency Phone Numbers form (forming part of the Emergency Response Plan), which is compiled specific to the local of the worksite. Should 911 service not be available in the worksite area, the correct phone numbers for each individual emergency service provider shall be confirmed and included on the form. The Emergency Phone Numbers form shall be conspicuously posted in the Lunchroom, the Site Office, the Control/Electrical Buildings and any other locations where it is reasonable to do so.

Should the project site be one where a client/owner has medical facilities and trained emergency medical staff or paramedics, the client should be contacted through the proper channels to request medical assistance. This should be discussed, and the proper protocol should be established at the Pre-Construction meeting, or immediately upon the first day of mobilization to the client/owner's site.

American Process Group

Emer	gency Contacts
Ambulance/Fire	
Police	
Poison Control	
Water Utility	
Alberta One Call	
Occupational Health & Safety	1-866-415-8690
General Manger	Doug Van der Veen 780-991-0746
Operations Manager	Warren Prince 780-221-5454
Project Director	Kurt Ranger 780-915-9054
HSE Coordinator	Sander van Ingen 780-996-4914
On site Superintendent	
Client Contact	
Nearest Hospital:	
Site Address:	
	rst Aiders

Section 12 - Records/Statistics

Statistics and Records

Health and Safety program management is a dynamic and constantly evolving process. You must maintain records. These records provide ready reference to program activities and results. They provide the information necessary to assess the program, to make necessary modifications and to plan for future activities. Additionally, some records are required by regulations. If WCB, OH&S, or OSHA come to your site to do an audit or inspection, your records can be a proud demonstration of your safety achievements.

ALL work-related injuries, illnesses or fatalities must be reported, and a record of such kept on file. Any such incidents that require reporting to 3rd party agencies must be reported within stated timeframes.

Reports on File

Health and safety records should be kept on file so they are readily available. All records will be kept for at least 5 years following the end of the calendar year applicable, or as otherwise required by statute. The following items are examples of records that will be kept on file:

- · Safety orientation forms (in each employee file)
- Worker Health and Safety Training (copies of certificates)
- Minutes of safety meetings (filed by date)
- Hazard Assessments
- Maintenance Records
- Inspection Reports (filed by date)
- Accident/Incident investigation reports (filed by date) (regulatory requirement)
- Medical treatment reports (filed by date) (regulatory requirement)

American Process Group will adhere to OSHA's Form 300 and 300A guidelines for their US Operations. Any recordable events must be recorded on the 300 logs within seven calendar days of report of the event occurring.

An executive officer of APG shall sign off on the OSHA 300A annual summary, and the 300A summary shall be posted in a conspicuous location (e.g. Site Trailer) on every US worksite. This shall be posted no later than February 1st and shall be kept posted until at least April 30th.

Summaries of safety-related reports provide management with an overview of their program's activities and results. Examining summaries will help in determining trends and setting priorities for future safety program measures.

General Manager Doug Van der Veen

Date



American Process Group

Project Safety Documentation Checklist

Project # & Name: Project Manager:

17 2 Augustus - 1	Week 1	Week 2	Week 3	Week 4	Week 5	PROJECT TOTAL
Safety Document Type			0.000			
Treatment and the Section Co. Virginia and Co. Co.						
PRE-JOB SAFETY REPORTS						
Job Start up Meeting						0
Site Hazard Assessment						0
Site Specific Safety Plan (SSSP)						٥
Spill Response Plan						0
Emergency Response Plan (Person in Water)						0
WEEKLY SAFETY REPORTS						
Weekly Crew/Client/Sub Safety Meeting						0
Worksite inspection Report						0
DAILY SAFETY REPORTS						
Tool Box Meetings						0
Field Level Hazard Assesment (FLHA)			***********			0
Maintenance Checklist-Dredge						0
Maintenance Checklist-Centrifuges						0
Tower sheets				Var-1-101100	100 300 300	0
Data Sheets		W. 15-22				0
Pre Use Inspections (Zoom Boom, Loader)	on receive and a receive	NO DESCRIPTION				0
Confined Space	X1.117.111.11.111.11	M =		1 - 1790 0 0 0 0 0 0 0 0 0		0
					 	0
AS NEEDED.						
Hazard (Ds		(0
Near Miss						0
Incident Reparts						O
STATISTICS						
Number of Personnel						
Total Number of Man Hours on Site						0
Number of First Aid Incident			************			0
# of Medical Attention incidents						-
Number of Incidents						0
Number of Near Miss's					200	ő
Number of Working Day						0
Number of Processing Days						0

American Process Group



Year End	Injury	Summ	ary
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Year:		

	Personal Ir	jury Cases	A STATE OF THE PARTY OF		
Month	Lost Time Cases	Medical Referral	Days Lost	Frequency	Severity
January					
February	(₹)	<u>:</u>			*
March					
April					
May					
June					
July	101				
August					
September					
October					
November					
December		<u></u>			
Total					5
Managers Signa	ture:		Average:	- 15 5 1100	
Date:	ri e			10 TO	

Health & Safety Manual Page 93

Page 94 of our Safety Program is intentionally blank

Section 13 - Waste Management/Environment

Waste Management/Environment

- 1. The proper safeguard of our environment is important to our organization.
- While doing our work, we shall consider the appropriate protection of humans, animals, plant life, air, water, and soil.
- 3. Prior to the start of a project all waste and scraps will be taken into consideration to ensure APG has adequate waste disposal containers for the duration of the job.
- 4. We expect all people, including sub-contractors, to do their best to prevent harm to the environment.
- 5. Our goals on the job can be met without risking harm to the environment.
- 6. We shall use, store, and dispose of products in such a manner that will provide appropriate protection to the environment.
- 7. Management will develop and enforce good environmental standards in accordance with relevant legislation.
- 8. Workers and sub-contractors will be kept informed on how to do their jobs in such a manner as to cause minimum environmental harm and waste of materials.
- Where possible, we shall recycle and promote the use of recycled products.
- 10. A safety and environmental inspection will be completed weekly at each job site and monthly at the main shop/office.

*The safety information in this policy does not take precedence over government OH&S and OSHA Regulations. All employees should be familiar with these Regulations.

Geneal Manager Doug Van der Veen

Calibra 24, 7564

Spill Prevention and Response

Certain workplace activities have the potential for negative impact on the environment. As part of a responsible plan for risk management, American Process Group has adopted the following practices to identify and reduce the probability of environmental damage.

Planning

Prior to the commencement of work an assessment of the scope of activities to be undertaken shall be documented indicating any potential for environmental damage.

Hazardous materials, and their intended use and storage will be cited along with a review of the Safety Data Sheet (SDS) for each of the hazardous materials.

It is the responsibility of each workplace manager or supervisor to contact subcontractors regarding their use, storage and worker training concerning hazardous materials. The use, storage, control, and security of hazardous materials that is inconsistent with the policies and practices of American Process Group will not be permitted.

Storage of Chemical and Flammable Materials

Chemicals and flammables shall be stored properly to prevent unwanted contact by workers, and to prevent unintended discharge to the environment. All chemicals and flammables shall be stored in appropriate closed containers, with proper certifications where required, and with labeling per WHMIS/GHS guidelines. Containers themselves shall be stored within proper containment (if applicable) based on the type of chemical (e.g. flammables stored within a flammable storage cabinet etc.). Whenever possible, containers shall be stored so they are not exposed to rain or ground water. Storage areas must be kept clean and organized. Should it be required, secondary containment shall be provided (e.g. double wall fuel tanks, spill trays under equipment, etc.).

Storage of dry chemical packages used in processing (e.g., polymer), which typically is on site in large quantities shall be permitted to be stored outdoors. A proper base (pallets) shall be beneath the packages to prevent direct contact with the ground and to help reduce/eliminate the chance of ground water coming in direct contact with the packaging. In addition, the packages shall be covered with a waterproof tarp, installed in such a fashion as to prevent rainwater from encountering the packages themselves.

Proper housekeeping must be maintained, and if any chemical or flammable materials are spilled, proper cleanup & spill response procedures must be followed.

Construction Debris

Construction debris containing hazardous or regulated materials will be segregated from other debris and stored in such a way as to prevent leaching, a minimum of 30 meters (100 feet) from any water receiving structure or watercourse.

Discharge from any rinsing, vehicle maintenance or other activity must be prevented from entering any water receiving structure or watercourse. Solvents or other clean up materials must be replaced in appropriate containers and removed from site as required.

Discovery of Contaminated Soils

Upon discovery of Contaminated Soils not contaminated by American Process Group, the owner will be notified immediately, and work will cease until it is having been confirmed safe to continue.

All workers encountering suspected contaminants must report to their supervisor.

Storage, Handling and Disposal of Hazardous Material

A complete assessment of the readily available spill kit, handling, storage, and disposal of hazardous materials in each workplace must occur on an annual basis.

- Each workplace shall maintain an inventory of a spill kit, materials suitable for isolating / containing and cleaning up the hazardous materials stored at the workplace.
- Hazardous Materials storage areas must be inspected regularly.
- Storage of hazardous materials must be following the applicable regulations of the workplace jurisdiction.
- Leaks and spills must be reported to the supervisor immediately.
- Leaks and spills must be isolated, contained and cleaned up as soon as possible.
- The appropriate PPE must be worn for the safe use, handling, and clean-up of hazardous material.
- The disposal of all contaminated material shall be in accordance with regulations of the jurisdiction of the workplace.
- The Project Manager will ensure that any contractor retained for the purpose of disposing of hazardous/contaminated material possesses the appropriate license(s) and insurance.

Spills

Spills are defined in state / provincial / federal legislation and regulation, in categories such as tanks and drums, motor vehicle accidents and breaks (lines, pipes and hoses). The location of the spill is an important factor in developing an appropriate response.

Each workplace will establish a spill reporting process which is at a minimum.

- Ensures the immediate safety of all workers in the area.
- Ensures the immediate notification of the Superintendent.
- Ensures the timely notification of the appropriate regulatory agency, if required
- Ensures the immediate notification of the General Manager
- Ensures the timely notification of Corporate Management

Each workplace will have a spill kit readily available and develop a spill response procedure that will address worker safety and preservation of the natural environment by the isolation, clean up and disposal of the hazardous material in compliance to legislation and regulations of the workplace jurisdiction.

Worker Training

All workers shall be provided with training in spill response, which shall include job specific activities. This training shall be accomplished through the Construction Safety Training System CSTS (Canada) or OSHA 10 (USA), and/or by means of other 3rd party training courses and/or in-house training. Record of such training shall be kept in the worker's personnel file.

2. Experience Modification Rating (EMR)

In this section, APG provides a summary of our Experience Modification Rate (EMR) for the past three years, demonstrating our ongoing commitment to maintaining a safe work environment.



APG is a water and wastewater residuals management business that continually strives for the highest standards, and the top of the list is health and safety. We are committed to operating in a way that protects the health of our workers and maintains a safe environment for all employees and the communities in which we work. All personnel are trained in First Aid, H2S Alive, WHMIS with additional other training as required for the projects we work on, and most are trained in Confined Space Entry and Rescue.

Over the past years APG's safety program has grown stronger by regularly updating current and implementing new policies and procedures. All policies and procedures are annually reviewed and updated following the latest OSHA state and federal regulations. All new hires go through an onboarding process with safety training before starting at a jobsite. Workers are trained on program additions and changes as they are implemented. APG has 2 full time dedicated safety professionals who oversee the safety program for the USA and Canada.

APG is ISNetworld certified and take all necessary and required precautions for the safety of its employees, subcontractors, visitors, and the public on the project and shall comply with all applicable laws and regulations and provisions of federal, state, and municipal safety laws, as well as the requirements of the contract documents to prevent accidents or injury to persons on, about or adjacent to the project site. While working at the Water Treatment Plant in Albuquerque NM, Wastewater Treatment Plant in Independence OR and other Wastewater Treatment Plants we worked closely with the Wastewater Treatment Plant safety team and had safety plans in place for noise control, odor control, H2S control and reporting of wildlife around the lagoons. In the end, some of the Wastewater Treatment Plants of that projects, including safety, were very complementary of APG in how we not only performed the scope of work, but also how we did so in a safe manner.

APG applies these safety standards and practices to all contracts we execute, recent examples of other similar projects are below:

- Independence OR, Wastewater Treatment Plant (2023)
- Albuquerque NM Water Treatment Plant (2024-2025)
- Everett WA, Wastewater Treatment Plant (2023-2024)
- Monroe WA, Water Treatment Plant (2023-2024)
- Iona Vancouver BC, Wastewater Treatment Plant (2022-2024-2025)
- Epcor Edmonton AB, Wastewater Treatment Plant (2023-2024)

2025 YTD	2024	2023	2022
0.00	0.00	8.11	12.94
0.00	0.00	0.00	6.47
	0.00	0.00 0.00	0.00 0.00 8.11



Bow Valley Square 4 Suite 1520 250-6 Avenue SW Calgary, AB T2F 3H7

Canada Tel: 403-663-2807

April 16, 2025

American Process Group LLC 946 Boulder Blvd. Stonev Plain, Alberta T7Z 0E6

RE: American Process Group LLC
US Workers Compensation Experience Modifiers

This letter serves as confirmation of American Process Group's experience modifier.

NCCI Modifier:

Effective from 06/01/2025 to 06/01/2026

1.11

CA Modifier:

Effective from 06/01/2025 to 06/01/2026

DNQ

PA Modifier:

Effective from 06/01/2025 to 06/01/2026

0.324

If you have any questions, please do not hesitate to contact your Broker or Dahlia Rinoldo at 433-943-0068 or dahlia rinoldo@libertymutual.com

Regards,

Daklia Rinoldo

Dahlia Rinoldo
Senior Underwriter
U.S. Workers' Compensation
Liberty Mutual Canada
dahlia moldo@libertymutual.com



161 Bay Street Suite 900 Toronto, ON 5:05[273] Canada

April 24, 2024

American Process Group LLC 946 Boulder Blvd. Stonev Plain, Alberta T7Z 0E6

RE: American Process Group LLC
US Workers Compensation Experience Modifiers

This letter serves as confirmation of American Process Group's experience modifier.

NCCI Modifier:

Effective from 05/01/2023 to 05/31/2024

1.93

NCCI Modifier:

Effective from 06/01/2024 to 07/01/2025

1.64

California did not issue an experience modifier for 2023 and 2024.

If you have any questions, please do not hesitate to contact your Broker or Dahlia Rinoldo at 433-943-0068 or dahlia rinoldo@libertymutual.com

Regards,

Dankall

Dahlia Ristoldo
Senior Underwriter
U.S. Workers' Compensation
Liberty Mutual Canada
dahlia mioldo@Mestymutual.com



Bow Valley Square 6 Suite 1820 250-6 Avenue SW Calgary, AB T2P 3H7 Canada

Tel: 403-663-2807

May 3, 2023

American Process Group LLC 946 Boulder Blvd. Stonev Plain, Alberta T7Z 0E6

RE: American Process Group LLC

US Workers Compensation Experience Modifiers

This letter serves as confirmation of American Process Group's experience modifier.

NCCI Modifier:

Effective from 05/01/2023 to 05/01/2024

1.93

CA Modifier:

Effective from 05/01/2023 to 05/01/2024

DNQ

If you have any questions, please do not hesitate to contact your Broker or Dahlia Rinoldo at 433-943-0068 or dahlia rinoldo@libertymutual.com

Regards,

Dahlia Rinoldo

Doublo

Senior Underwater
U.S. Workers' Compensation
Liberty Mutual Canada
dahla.unoldo@libertymutual.com



Bow Valley Square 4 Suite 1820 230 6 Avenue SW. Calgary, AB T2F3HC Carrada Tel: 403-663-2807

May 5, 2022

American Process Group LLC 946 Boulder Blvd. Stonev Plain, Alberta TTZ 0E6

RE: American Process Group LLC

US Workers Compensation Experience Modifiers

This letter serves as confirmation of American Process Group's experience modifier.

NCCI Modifier:

Effective from 05/01/2022 to 05/01/2023

DNQ

CA Modifier:

Effective from 05/01/2022 to 05/01/2023

0.87

If you have any questions, please do not hesitate to contact your Broker or Hillary Parker at 403-663-2807 or hillary parker@libertymutual.com

Regards,

Hillary Parker

Harker

Underwriter
U.S. Workers' Compensation
Liberty Mutual Canada
hillary parker Sibertymutual com

co Veronica Stollery - MHK Insurance



Bow Valley Square III Suite 3110 285-5 Avenue SW Calgary, AB T2P 3G6 Canada Tel: 403-663-2807

May 3, 2021

American Process Group Inc. 946 Boulder Blvd. Stonev Plain, Alberta T7Z 0E6

RE: American Process Group Inc.
US Workers Compensation Experience Modifiers

This letter serves as confirmation of American Process Group's experience modifier.

NCCI Modifier:

Effective from 05/01/2021 to 05/01/2022

0.85

CA Modifier:

Effective from 05/01/2021 to 05/01/2022

DNQ

If you have any questions, please do not hesitate to contact your Broker or Hillary Parker at 403-663-2807 or hillary parker@libertymutual.com

Regards,

Hillary Parker Underwiter

U.5. Workers' Compensation

Liberty Mutual Canada

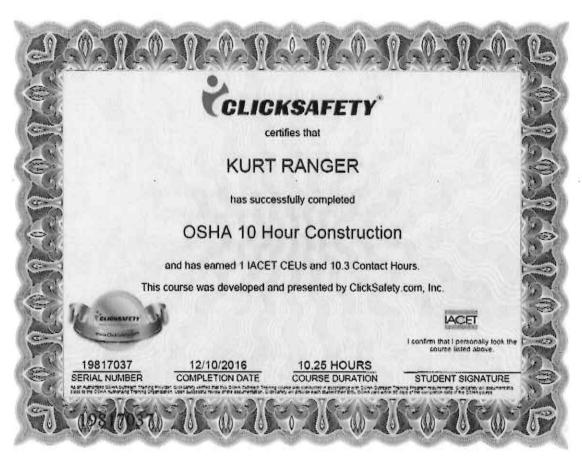
hilary parker@libertymutual.com

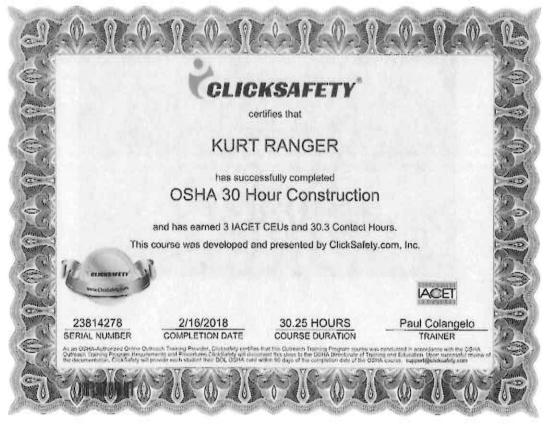
cc Veronica Stollery - MHK Insurance

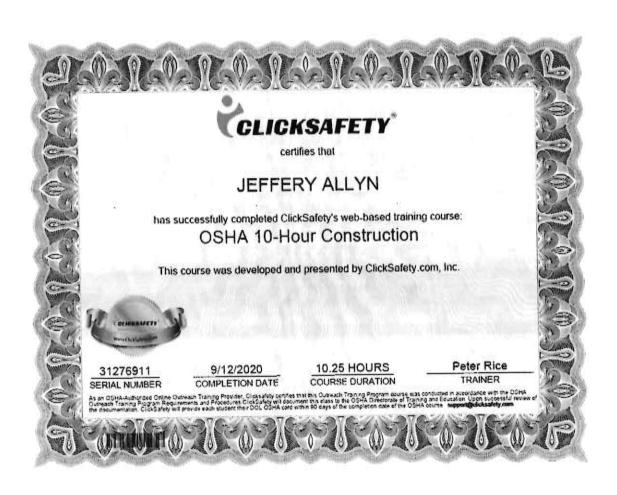
3. OSHA Construction Safety Course

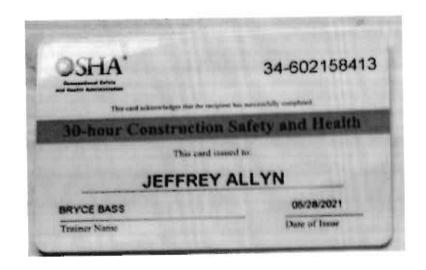
In this section, APG provides the City of Ann Arbor with evidence of the qualified personnel selected for this project, who will be assigned upon contract award. Each team member has been chosen for their relevant expertise and proven ability to contribute to the successful execution of the project.

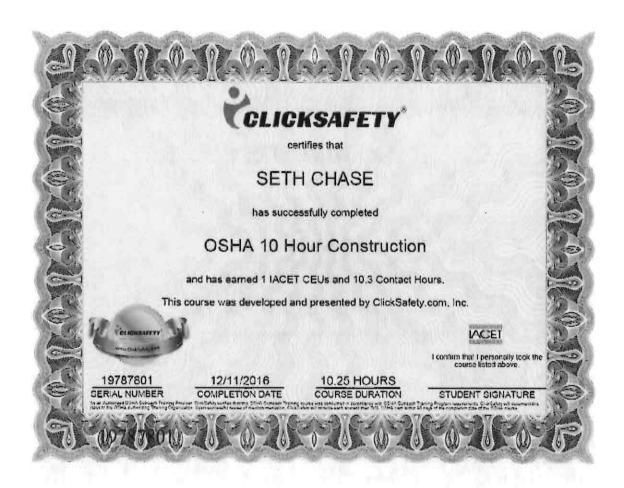
Name	Certification OSHA 10	Certification OSHA 30
Kurt Ranger	√	✓
Jeff Allyn	√	√
Seth Chase	√	
Mike Dunbar	√	
Richard Herchkorn	√	√
Daron Kelly	V	√
Oleksandr Krynitskyy	√	√
Ryan Smith	√	
Colin Ziprick	√	
Greggie Pruitt	√	√

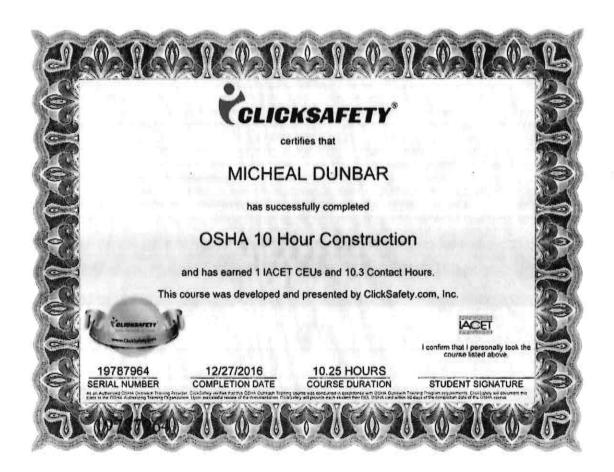




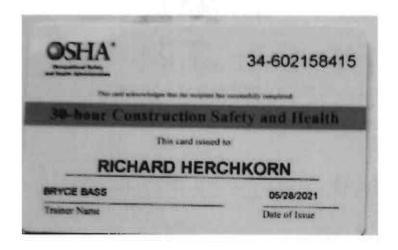














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10-hour Construction Safety and Health

This cand issued to:

DARON KELLY

PETER B. RICE

04/07/2019

Trainer Name

Nata at Insure





certifies that

Daron Kelly

has successfully completed ClickSafety's web-based training course:

OSHA 30-Hour General Industry



This course was developed and presented by ClickSafety.com, Inc.

As an OBHA Outreach Training Program Guirre, I office that I have conducted this OBHA
Outreach Training Program training class in accordance with OBHA Outreach Training Program
requirements. I will accument the class to my OBHA Authorizing Training Organization Upon
successful review of my documentation. I will provide each student their course completion card
within 93 calendar days of the end of the class.

Peter Rice

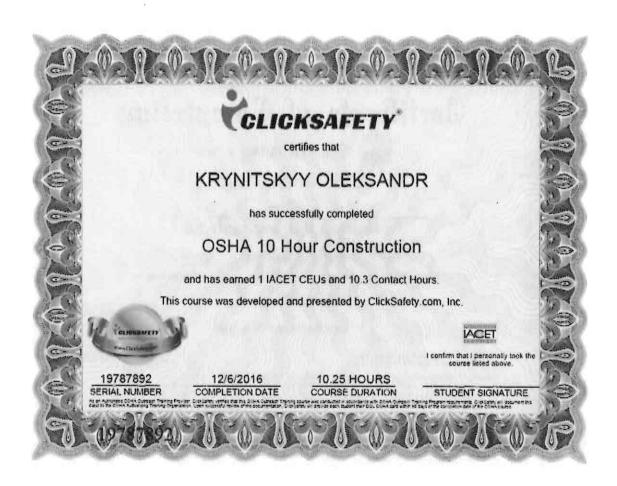
Trainer

I confirm that I personally took the course listed above.

1240830397 Serial Number 02/20/2024 Completion Date 30.00 Hours

Course Duration S

Student Signature





Certificate of Completion



360training

This Certifies That

Ryan Smith

is awarded this certificate for

OSHA 10 Hour Outreach Training Program - Construction

360training corn, Inc. is authorized by IACET to offer ______CEUs for this program

Credit Hours: 10.00

Completion Date: 01/28/2016

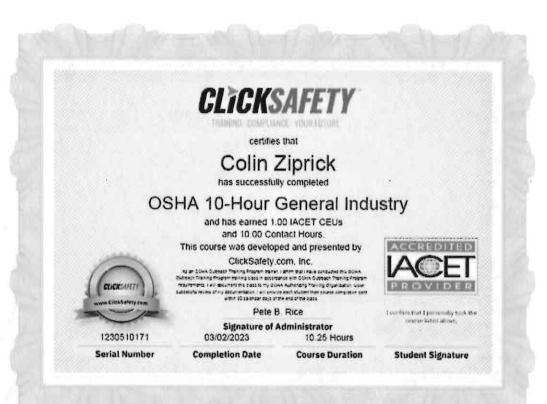


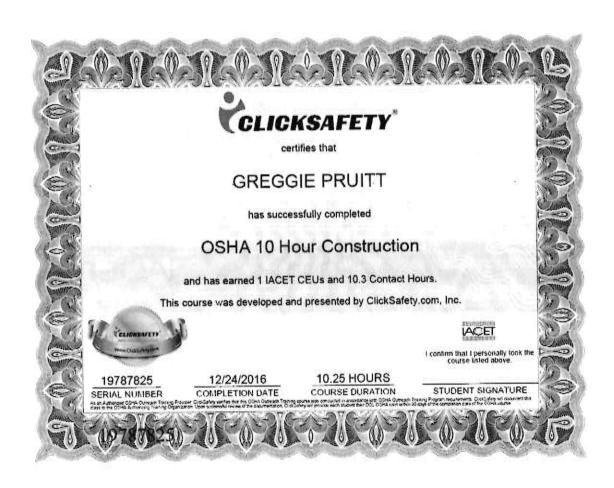
Mane Athey, Trainer C 0026383 and G 0034871

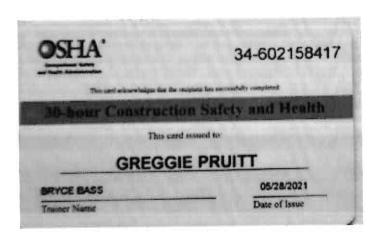
"As an OSHA authorized trainer, I verify that I have conducted this OSHA outreach training class in accordance with OSHA Outreach Training Program requirements. I will discurrent this class to my authorizing OSHA training organization. Upon successful review of my documentation, I will provide each student their completion card within 90 days of the end of the class."

360training.com, Inc. is accredited by the international Association for Continuing Education and Training (IACET)
and is authorized to issue the IACET CEU.

360training.com • 13801 Burnet Rd., Suite 100 • Austin, TX 78727 • 877.881 2235 • www.360training.com







4. OSHA - Documented Violations and Corrective Actions

APG is submitting our OSHA log reports for the past three years as part of our safety documentation. (OSHA form 300 and 300A)

OSHA's Form 300 (Rev. 01/2004) Log of Work-Related Injuries and Illnesses

Attention: This form contains information relating to employee health and must be used in a manner that protects the candidentially of employees it of extent occasion while the information is being used for occupational cafety and readin personner.

Year 2024 U.S. Department of Labor Occupational Safety and Health Administrator

You wall record information about every active injury or liness that involves loss of consciounness recorded and activity or job months, asys easy from unit, or medical bearment begins find as if You must not record injurished and record and involves that are injurished as a first pour not consider any of the specific executing prime laters in 25 CFR 1694 5 through 1504 12. Feel that to version less the a single case if you need to. You must complete any year of the consideration of the Form approved QMB no. 1215-0176 Establishment name American Process Group LLC City Tacoma Washington identify the person Describe the case Enter the number of (D) Date of CHECK ONLY ONE has for each case based on the most serious outcome for that case. Check the "injury" column or chaose one type of liness: Describe many or riness, parts of body affected, and object/substance that directly injured or maid person if (e.g. Second degree burns on right forearm from acetylene torch) Where the event occurred (e.g., leading dock north end) impury or unset of sitness (mo /any) Away From Work Remained at work transfer of (days) 161 (H) Page totals Be sure to transfer these totals to the Summary page (Form 300A) before you post it Public recording burden for this collection of information is estimated to overage 14 minutes per respecte, including time to invite the intermediate purpose of information and promotion section and primer the data review and complice and review the striketion of information. Persons are not required to Appoint the collection of information unless it discusses event years QVS control manufact. By you have any comments with these estimates or any aspects of this sits collection contact. US Congressed of the other QVAA CRISs of Datasets. Review 1-1644, 200 Constitution Ava. NW. Washington, DC 20210. To not send this completed forms to this office. (1) (2) (3)

OSHA's Form 300 (Rev. 01/2004) Log of Work-Related Injuries and Illnesses

Attention: This form contains information relating to employee fitrally one must be used in a manner that projects the confidentiality of endingues to the starting possible while the information is being used for occupational safety and health purposes.



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OSHA's Form 300 (Rev. 01/2004) Log of Work-Related Injuries and Illnesses

tention: This form contains information relating is employee treath and must be used in a manne that protects the confidentiality of employees to the vetent possible while the information is being used for outcoatonal safety and health (exposes.

Year 2022 U.S. Department of Labor

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OSHA's Form 300A (Rev. 01/2004)

Summary of Work-Related Injuries and Illnesses



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OSHA's Form 300A (Rev. 01/2004)			
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OSHA's Form 300A (Rev. 01/2004) Summary of Work-Related Injuries and Illnesses



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Section C - Workforce Development

1. Employee Compensation and Benefit Documentation

APG is happy to share portions of our Employee Handbook that highlights how we support our team through fair pay and benefit package.

EMPLOYEE HANDBOOK

American Process Group

January 2025

PAY AND BENEFITS

Payroll

It is APG's Policy to pay employees accurately and efficiently for all hours worked during each workweek, employees are paid on a weekly basis for the prior week and will be compensated for their hours worked in accordance with federal, provincial/state, and territorial legislation.

Banking Information Changes

A void cheque or bank statement is required to confirm/change an employee's bank information for payroll, All requests for bank changes will be verified verbally by the employee prior to being implemented, using the employee's personnel information from their employee File.

Income Verification

Occasionally other businesses such as banks, credit agencies or government offices will contact us for verification of an employee's employment and /or income. APG will only provide this information to them with written authorization from the employee, or to comply with the law.

All such requests are to be sent to the Payroll/Human Resources Coordinator.

Calculation of Final Paycheck

- When an employee leaves APG permanently or takes a leave of absence (LOA), they will receive pay for the time actually worked during that pay cycle, farned but unpaid overtime will be included in the final paycheck.
- Accrued unused vacation leave will also be included in the final paycheck for employees.
- Supervisors must notify their manager and the Payroll/Human Resources Coordinator of all terminations and Leave of Absence's as soon as they become aware of them.
- In order to prevent possible overpayment, supervisors should inform the Payroll/Human Resources Coordinator of an employee who is terminating prior to the employee's last day.
- Less any outstanding amounts owing to APG per all agreements e.g. training.

Wage Garnishments

If APG receives a legal gamishment against an employees' wages, the employee will be advised of the notice and APG will commence gamishing their wages on the next payroll, as instructed by in the notice.

APG suggest that during this period between notification and first deduction, the employee attempts to resolve the matter by making repayment arrangements with creditor.

14 Statements

All Canadian employees who received compensation during the calendar year will be provided (either electronically or paper copy) a T4 statement by the last day of February of the next year to recap total taxable earnings and taxes withheld.

Former employee's statements are mailed to the employee's last known address on file as of the last payroll processed, employees and former employees with hours worked in the last year should notify payroll promptly of any address changes.

Requests for replacement 14's and inquines concerning 14's should be addressed to the Payroll/Human Resources Coordinator.

W-2 AND Farnings SUMMARY

All American employees who received compensation during the calendar year will be provided (either electronically or paper copy) a W-2 statement by the last day of January of the next year to recap total taxable earnings and taxes withheld.

Former employee's statements are mailed to the employee's last known address on file as of the last payroll processed, employees and former employees with hours worked in the last year should notify payroll promptly of any address changes.

Requests for replacement W-2's and inquiries concerning W-2's should be addressed to the Payroll/Human Resources Coordinator.

Statutory Deductions

Deductions are automatically calculated as a percentage of income and are deducted from each pay period as required by law.

Canada

Mandatory employee payroll deductions consist of the Canada Pension Plan, I replayment Insurance, federal provincial and territorial income taxes.

77525

Mandatory employee payroll deductions consist of federal income tax, Federal Insurance Contributions Act (FICA) tax (Medicare and Social Security) and state income tax.

Hours and Overtime

APG endeavours to promote a work/life balance for all employees and the preference is for work to be carried out during regular working hours. However, business needs may occasionally require overtime to be worked. All overtime must be pre approved by the employees' supervisor.

The purpose of this Policy is to comply with relevant provincial imployment Standards overtime provisions and to control costs by managing the expense of overtime pay to employees.

Office Hours

- APG office hours are Monday through Linday beginning at 8:00 am and ending at 4:30 pm.
- Our core hours of work are 8:30 am to 3:30 pm. Please see the Flexible work arrangement section for more detail.
- Hours of work and break / lunch scheduling is to be agreed with your supervisor.

Breaks

All employees should take at least a half hour at functione each day as per provincial legislated requirements,

Workweek

The workweek runs Sunday through Saturday.

Reporting Time

The following employee groups are required to submit timesheets:

- All hourly employees must record their time worked in on a timesheet;
- All salaried employees who work on projects which capture time, are required to submit timesheets.

Rules

- No employee can turn time in for another employee.
- All employees must submit timesheets to their supervisor for approval by 8:00am each Monday.
- Supervisors must approve all timesheets and submit them by 10:00am Monday for Canadian employees and midday Monday for US employees, unless otherwise requested.
- If timesheets are submitted late or a delay occurs, payment will be made at the next pay period.

Overtime Pay

All eligible employees receive overtime pay at the rate of 1.5 times their regular base hourly rate of pay (unless a specific project requires otherwise) for hours worked in excess of 8 hours per day or 40 hours per workweek, whichever is greater. Overtime is calculated on hours worked. Other leaves such as sick leave, bereavement leave, etc., will not be included toward overtime calculation. When calculating overtime, Vacation Leave is not credited as hours worked.

Overtime Approval

Prior approval is required for any office or shop employee to work overtime. Employees are required to request approval from their supervisor if they need to work additional hours during the week that will result in overtime, prior to working the time. All time worked by employees must be reported accurately. Violation of these rules will result in disciplinary action.

Supervisors are responsible to monitor their employees' daily time to ensure that approval has been provided for all overtime.

Time-in-Lieu

At times, office-based employees may be required to work in excess and outside of the standard workday or work week to ensure APG meets the commitments to the customers and employees and achieve the business objectives. In these cases, employees may be allowed to accrue time-in-lieu for the excess hours worked with prior approval from their supervisor.

Each situation will be evaluated on a case by case basis, and employees must receive written authorization from their supervisor before working excess hours and accruing time in-lieu. It is the joint responsibility of the employee and the supervisor to manage accrual and use of time in-lieu.

All approved Time-in-Lieu must be used:

- · Within six (6) months of the date earned; and
- Before vacation days.

Time in Lieu can be used in conjunction with vacation or any other types of leave. A maximum of 40 hours of Time in-Lieu can be accrued.

Please refer to the <u>Flexible Work Policy</u> and <u>Medical Appointments Policy</u> for information on attending appointments during working hours.

Lorced Shut Down

All full time and part time, salaried and hourly, office and shop employees are entitled to be paid their minimum regular wages during a forced shut down by APG.

During this time, if the employee must complete necessary work, they are required to attend the office and complete their tasks. Time in lieu, overtime or banked time will be offered to impacted employees based on their eligibility.

Annual Salary Review

The compensation review is carried out in Spring of each year. Compensation is reviewed and adjustments are made considering employee personal job performance, the economic circumstances of the company, and APG's analysis of competitive compensation for comparable jobs in related industries.

Apprentice/ Journeyman/ Other Student compensation will be reviewed on the successful completion of technical training. Compensation will be adjusted in line with the Alberta Apprenticeship and Industry Training requirements: apprentices earn at least 60% of the journeyperson wage rate in their place of employment in the lirst year, 70% in the second, 80% in the third and 90% in the fourth.

Profit Share and Bonus plans

Bonuses paid in Spring are based upon APG and parent company profitability during the company's fiscal year. This plan is offered at the discretion of the parent companies and does not constitute a contractual right. Participation in this plan for one year does not imply future participation.

The payment of any discretionary bonus or profit share bonus, is conditional upon continued employment and, except as may be strictly required pursuant to any applicable employment standards legislation, the discretionary bonus or profit share bonus (or any portion thereof) will not be paid if employment is terminated for any reason, if the employee has given notice of their intention to resign or received notice of termination from APG as at the date that any discretionary bonus or profit share bonus is paid, and the employee will not be entitled to any compensation or damages on the basis of any lost entitlement or expectation of a discretionary bonus or profit share bonus upon termination of their employment for any reason (whether voluntary or involuntary, lawful or unlawful and with or without cause).

Benefits

APG benefit eligibility is defined by employee category and managed in accordance with and subject to the terms of the plans provided. As part of employment, employees are required to participate in all company provided benefits.

Employees and their dependents are eligible for Health, Medical and Dental coverage. All other benefits are provided to employees only.

American Process Group

January 2025

Canadian Employees

Employee Category	Eligibility	Health	Dental	RRSP	AD&D	Life	Sick Leave	Short-Term Disability	Long-Term Disability
Salaried Employee	Immediately	1	1	1	1	1	1	1	1
Full-time seasonal* & hourly employee	Immediately	,	1	1	1	,	1	- /	j
Seasonal temporary hourly employee	After probation period	1	1	1		-	1		

^{*} Returning seasonal employees are entitled to full benefits immediately upon returning.

Dependant life and critical illness are also offered as optional coverage,

US Employees

Employee Category	Eligibility	Medical	Dental	AD&D	Basic Life	Sick Leave	Short-Term Disability	Long-Term Disability
Salaried Employee over 30 hours	After 3 months	1	1	1	1	1	-	,
Hourly Field employee	After 3 months	1	1	1	1	1	1	1

The Providers, features, cost, terms and other details of the plans are subject to change without notice at any time.

An explanatory booklet and a membership form are given to the employee once hired. It is the employee's duty to consult the benefits offered to them and to report the completed membership form to the Payroll/Human Resources Coordinator before they can participate in benefits.

Sick Leave

APG grants paid sick time to eligible employees to provide protection against loss of income due to illness or injury,

It is the employee's responsibility to report for work in proper physical condition in order to perform their job duties. All employees are required to adhere to the <u>Attendance Policy</u>. Attendance will be managed in accordance with this policy.

At any time when an employee is on leave due to illness or injury, APG reserves the right to request a physician's statement. This includes obtaining confirmation that the employee meets the requirements of the Fix for Work Police.

January 2025 American Process Group

Canadian I mployees

			#400
Sick Leave Type	Eligibility	Duration	Pay
Short Lorn Wallness Leave	Salaried employees I all time boarly employees	Up to 3 days per year	100% of base rate (il hours)
Sick Days	Salaried employees Full time and seasonal hourly employees Temporary hourly employees (3 menths after bring date)	Up to 5 days per year	100% of base rate (8 hours).

Duration is prorated according to the hiring date.

Refer to your Human Resources Department for information regarding disability.

US I imployees

Sick Leave Type	Eligibility	Duration	Pay
Short Term Wellness Leave	Salaried employees	Up to 3 days per year	100% of base rate (il hours).
Sick Loave	Salary and hourly field employees	Up to 5 days per year	100% of base rate (8 hours)

Sick leave It is only to be used if a person is genuinely sick, and it cannot be carried over.

See the Payrol/Human Resources Coordinator for claim forms or for more information regarding this program.

APG commits to addressing violations of the policy in line with the <u>Progressive Discipline Policy</u>, outcomes will be dependent upon the circumstances surrounding the infraction.

Absence Notification

If an employee is unable to attend work, they must contact their supervisor prior to the start of their regular workday. If the employee's supervisor is unavailable, please speak to their designated alternative or leave a voicemail with a number you can be contacted at. During the absence, it is the employees' responsibility to call in regularly to report on any progress, expected return to work date or treatment plan.

In all instances, incidents of work related sickness of injury most be reported to the HSL Coordinator.

Lingdoyment Insurance Benefits

Employees may be eligible for legislated leave benefits under the Employment Insurance (EI) program. For information on Employment Insurance contact Service Canada.

Vacation

I imployees with at least 90 days of employment are eligible to receive vacation leave each year. The APG leave year is the same as the calendar year. APG intends for employees to rest, relax, enjoy a hobby, spend time with family and/or attend to personal business.

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Vacation Leave Accrual & Calculations

Employees begin accruing vacation leave from the first day of employment.

Haurly Employees

- Employees are paid out vacation on each payroll as a percentage of wages. Time off for vacation is granted without pay.
- Hourly employees are paid vacation pay on all wages for regular time, general / statutory holiday time and overtime worked during a pay period.

Salaried Employees

Vacation leave for salaried employees is provided on an annual basis each year. The reference period for calculating vacation days is from January 1 to December 31 of the current year. The number of vacation days to which an employee is entitled is defined by the table below unless otherwise specified in employee's contract:

- Employees may take vacation leave as it is accrued and are required to use their vacation leave within 12 months of accrual,
- Vacation leave cannot be used in advance of being accrued, unless specifically approved by supervisor.
 In this instance up to 2 days advance use may be approved. If additional vacation leave is needed (above what is currently accrued) the employee may request approval from their supervisor to take unpaid leave.
- The amount of vacation leave an employee accrues or has paid out is based upon the employee's length
 of service with Al'G, and their seniority.

Vacation Entitlement

The employee's anniversary date will be used to determine the rate at which vacation is accrued. The amount of vacation leave an employee accrues or has paid out is based upon the employee's length of service with APG.

Annual vacation will be provided to all salaried employees employed with the company on a continuous basis as follows:

Completed years of service	Entitlement	Vacation Pay
0 to 8 years	15 days/annum	6%
9 to 20 years	20 days/annum	8%
20 years of continuous service	25 days/annum	10%

Accruals will be pro-rated for part time employees.

Booking Vacation

Requests for vacation will be made to and approved by your direct supervisor/manager.

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- Your supervisor/ manager must then submit an email detailing the vacation information as follows:
 - Hourly employees: to the Ops manager and Payroll/Human Resources Coordinator, Salary employees: to the Payroll/Human Resources Coordinator.

Vacation information is input into the shared office calendar.

Vacation Rules

- Vacation leave may be taken in balf day increments.
- Vacation leave cannot be used in advance of being accrued, unless specifically approved by the
 employee's supervisor; if additional vacation leave is needed (above what is currently accrued) the
 employee may request approval from their supervisor to take unpaid leave. An employee is allowed to
 have a maximum of 5 days in negative paid leave. Any vacation requests exceeding this limit will be
 approved as unpaid leave.
- A maximum of 5 days can be carried over to the next year with manager approval, up to 10 days with General Manager approval.
- Changes to the next level of vacation entitlement will occur on the first of January following the
 employee's anniversary date qualifying them for the increase.
- At time of hire, APG may consider an employee's prior role specific experience when determining their
 vacation entitlement. Any changes to the vacation entitlement must be approved in advance by the
 General Manager and the Human Resources Business Partner and will be specified in the employee's
 offer letter.
- Vacation pay is not accrued during any unpaid leave of absence, short term or long term disability.
 Vacation does accrue on paid sick leave.
- If a Statutory Holiday falls during a vacation period, it will be considered a Statutory Holiday Day and should be coded on the employees' time report as a Statutory Holiday.
- For the purpose of calculating vacation pay, the definition of wages does not include:

Termination pay:

Bonus pay:

Expenses and allowances.

Should an employee leave APG with a negative vacation paid, the amount owed will be withdrawn from payment of their final wages.

Statutory/Federal holidays

Higibility

- Employees are eligible for statutory/ federal holiday pay from date of hire.
- If the holiday falls on a Saturday it will generally be observed the same day banks and schools observe
 the holiday.

Canada

APG observes the following 10 statutory and general holidays when they fall upon a normal working day,

. Holiday	Day/Date	
New Year's Day	January 1	
Family Day	Third Monday in February	
Good Friday	Date varies	
Victoria Day	Third Monday in May	
Canada Day	July 1	
Heritage Day	First Monday in August	
Labour Day	First Monday in September	
Thanksgiving Day	Second Monday in October	
Remembrance Day	November 11	
Christmas Day	December 25	

USA

APG observes the following 6 federal holidays.

Holiday	Day/Date
New Year's Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4
Veterans Day	November 11
Thanksgiving	Fourth Thursday in November
Christmas Day	December 25

Statutory/Federal Holiday Pay.

- Hourly employees will be paid a flat rate per pay for statutory holidays,
 - Canada: 3.8%
 - USA: 2.3%
- Salaried employees will be paid their regular rate of pay for statutory/ federal holidays.
- If an hourly employee works on a Statutory holiday, it's treated as a regular day of work with respect to the calculation and payment of wages and overtime pay.

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Religious and Cultural Holidays

Employees may take time off to observe religious or cultural holidays. Time-in-tieu or accrued vacation days may be used for religious holidays, otherwise the time off is without pay.

I molegies are asked to notify their manager at least ten (10) days in advance of the holiday.

Leaves of Absence

General Rules

Employees are eligible for all legislated and personal leaves of absence after 90 days of employment, except for Reservist Leave (Canada) where APG requires 26 weeks of employment for eligibility. APG may, at the Human Resources Business Partner's discretion, choose to grant an unpaid leave of absence to an employee with less than the required employment period indicated above and to provide enhanced leave entitlements.

Benefits

Should an employee wish to continue their benefits coverage during an unpaid leave of absence of over 1 week, they are required to provide post dated cheques to cover the full premium amounts during the leave. Benefits will be able to be continued in line with the provider's terms and conditions.

The employer portion of benefits will be paid for employees on unpaid leave for Apprenticeship training.

The employer portion of benefits will be paid during the first 4 weeks of Maternity/Parental or Adoption leave. Please see below for more details.

Employees remain responsible for their own portion of benefits costs during this period.

Employees that want to continue their benefits coverage should coordinate with Payroll. If post dated cheques are not provided benefits will cease at the end of the month after the last day worked. In this instance the employee's benefits will be reinstated upon return to work.

Employees on unpaid leaves of absence covered in this Policy are continuously employed for the purposes of calculating years of service.

During statutory maternity, parental and paternity leave, the employee continues to accumulate vacation days that they can take upon return to work.

Return to Work

Upon return to work employees will be returned to their same job or a comparable job. If employees fail to return to work or give notice of emergency impeding them from returning to work the day after their leave ends. APG is not required to reinstate them.

Legislated Leaves of Absence (Canada)

A Legislated Leave of Absence is a temporary, unpaid suspension of regular full time, regular part time or temporary employment that may be granted under specific circumstances. A Legislated Leave of Absence will be provided as per the applicable employment standards legislation. The table below summarizes the leave duration and notice required. Specific requirements will be obtained from the relevant legislation on at the time of a request.

Leave	Length of leave (per calendar year)	Notice required
Citizenship Ceremony Leave.	Up to ½ a day per calendar year.	At least one weeks' notice (or as soon as possible).
Compassionate Care	Up to 27 weeks per calendar year.	2 weeks written notice where possible. Medical contilicate. 1 weeks' notice to return to work.
Critical Illness of a family member	Up to 36 weeks per calendar year.	2 weeks written notice where possible. Medical certificate. 1 weeks' notice to return to work.
Death or disappearance of a child	Up to 52 weeks for the disappearance of a child. Up to 104 weeks for death of a child.	As soon as possible with reasonable verification of ontitlement. 1 weeks' notice to return to work.
Domestic Violence Leave	Up to 10 days per calendar year.	As much notice as possible.
Jury Duty and Court Witness Leave	For the duration of the trial/witness requirements. If during the trial, an employee is excused from jury duty/court witness for a major portion of the day (i.e., 4 or more hours), they are expected to report to work for the balance of that day.	A copy of the jury duty or subposens to serve as a witness must be presented to the supervisor as soon as it is received. Updates on schedule must be provided as soon as there are changes.
Personal and family responsibility leave.	Up to 5 days per calendar year.	As much notice as possible.
Reservist Leave	Annual training: up to 20 days each calendar year. Deployments: as long as necessary to accommodate the period of service required.	4 weeks written notice to leave where possible and written confirmation from the commanding officer. Return specified in original request or all least 4 weeks' written notice to return to work.
Time off to vote	3 consecutive hours to vote.	As much time as possible to adjust shik.
Bereavement Leave		
Maternity, Parental 8 Adoption Leave	Refer to relevant policies and legislation.	

Employment Insurance Benefits

Employees may be eligible for legislated leave benefits under the federal Employment Insurance (EI) program. For information on Employment Insurance contact Service Canada.

Mandatory Leaves of Absence (USA)

The Family and Medical Leave Act (FMLA) entitles eligible employees of covered employers to take unpaid, jobprotected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Specific requirements will be obtained from the relevant legislation at the time of a request.

Eligible employees are entitled to:

- Twelve workweeks of leave in a 12 month period for:
 - the birth of a child and to care for the newborn child within one year of birth;
 - the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement:
 - to care for the employee's spouse, child, or parent who has a serious health condition;
 - a serious health condition that makes the employee unable to perform the essential functions of his
 or her job;
 - any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent
 is a covered military member on "covered active duty;" or
- Iwenty six workweeks of leave during a single 12 month period to care for a covered service member with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Notice Requirements

I imployee eligibility is determined, and notice of eligibility status must be provided, the first time the employee takes leave for an I MLA qualifying reason in the employer's designated 12 month leave year.

The eligibility notice may be either oral or in writing and must:

- Be provided within five business days of the initial request for leave or when the employer acquires knowledge that an employee leave may be for an EMLA qualifying reason;
- Inform the employee of his or her eligibility status; and
- If the employee is determined to be not eligible for I MLA leave, state at least one reason why.

The eligibility notice is not required for EMLA absences for the same qualifying reason during the same leave year or for EMLA absences for a different qualifying reason where the employee's eligibility status has not changed.

If the employee requests leave for a different qualifying reason in the same leave year and the employee's eligibility status has changed, the employer must notify the employee of the change in eligibility status within live business days.

Bereavement Leave

In the event of the death of a family member, any employee may be granted leave as supulated below for the purpose of attending the funeral or related matters.

The leave must be approved in advance by the immediate supervisor and the employee is required to inform them as soon as possible. Additional days without pay may be granted at the discretion of the Human Resources Business Partner (https://doi.org/10.1006/j.com).

Definition of Family Members

The following are all considered family members covered by this Policy;

Relationship	Paid Bereavement Leave
Immediate family is defined as spease (including common law), child, parent, sibling, and step., fester and in law relations of the same.	Up to five (5) days with salary, and an optional number of days without pay, to be determined with management. The wages that the employer must pay for the 5 days of pald absence is equivalent to 8 hours at their regular hourly rate.
All other family members.	One (1) day with salary. One (1) additional day is granted and paid if the funeral takes place more than 150 km from the employee's residence.

Birth and Adoption Leave

An employee is entitled to five (5) days of paid leave at 8 hours per day, for the birth or adoption of their child, once they have completed their probationary period. Employees must notify their immediate superior as soon as possible. It is not mandatory to take these days consecutively, they can be divided into individual days within lifteen (15) days of the child's birth/arrival at the residence.

Maternity & Parental Leave (Canada)

Statutory Entitlement

- Birth mothers with at least 90 days of employment can take up to 16 consecutive weeks of job protected, unpaid maternity leave.
- Birth and adoptive parents with at least 90 days of employment can take up to 62 weeks of unpaid parental leave.

Maternity Leave

Maternity leave can commence within 13 weeks leading up to the estimated due date, and no later than the date of birth.

If pregnancy is interfering with the employee's job performance during the 12 weeks before their due date, APG can require that the employee immediately start maternity leave earlier by notifying the employee in writing.

Parental Leave

Parental leave can be taken by:

- · The birth mother, immediately following maternity leave;
- The other parent;
- Adoptive parents; or
- Both parents, shared between them.

Parental leave can start any time after the birth or adoption of a child but must be completed within 78 weeks of the date the baby is born or placed with the parents.

Notice Requirements

An employee who intends to take maternity and/or parental leave must give their supervisor at least 6 weeks' written notice (or as soon as possible) from the date the leave is to begin. A medical certificate from their doctor confirming the pregnancy and giving the estimated date of delivery is required within 2 weeks of the last day worked.

I imployees must give at least 4 weeks' written notice of their intent to return to work; indicating their intended return date or their intent not to return to work after their leave ends.

Employment Insurance Benefits

Employees may be eligible for maternity and/or paternity leave benefits under the federal Employment Insurance (EI) program. For information on Employment Insurance contact Service Canada.

APG Group Benefits

During Maternity/Parental or Adoption leave, AGP will pay the employer portion of benefits for the first 4 weeks of leave. After that, the employee is required to provide post dated cheques for the employer and employee portion of benefits if they wish to maintain their group benefits during the leave.

Personal / Voluntary Leaves of Absence

All other requests for personal leave are reviewed at the discretion of APG. The maximum duration is 90 days, and the employee may be recalled at any time during the leave. If the employee does not return from a Personal Leave of Absence after the approved timeframe, or when recalled by APG, it will be assumed that the employee has voluntarily terminated their employment with APG.

To request a personal Leave of Absence, submit a request to your supervisor. All requests for Personal leaves of absence will be reviewed by the Human Resource's Business Partner (hr@sanexen.com).

Benefits While on Personal Leave of Absence

Vacation and statutory holiday pay/time will not be accrued or paid during a Personal Leave of Absence.

Benefits will be able to be continued in line with the provider's terms and conditions, employees are required to pay the Employee and employee portion to continue their benefits.

Short Term Wellness Leave

It is understood that employees may need to devote some additional time off for family responsibilities or to attend medically necessary appointments during work hours. Employees are asked to make best efforts to schedule appointments during non working hours and if this is not possible, at the beginning or the end of the workday.

Employees will be provided up to 3 paid days to be used for short term wellness leave to attend to personal or family responsibility needs. Employees must speak to their supervisor to obtain approval to take the leave. Time will be provided for the following:

- Personal medical appointments.
- Attending to the educational needs of your/your partners' children (school appointments).

- Attending to the medical needs of your/your partners' children (doctor's appointments).
- Attending to a household emergency.
- Attending to other urgent matters at the discretion of APG.
- Bereavement.

Eligible family members for this Policy include spouse/domestic partner, children, parents, siblings, grandparents, grandchildren, step-relatives, and in-laws.

Unpaid leave will be provided if additional time off is required.

Training & Development

APG supports the training and development of the employees. We encourage employees to develop their skills by participating in pre-approved externally provided training courses connected to their current or a future role with APG. We offer the employees financial assistance to pursue these opportunities which may include paid time to attend training, paid training courses, or a combination of the two.

Specific job training shall be dependent on the role, skill and experience of the worker as well as the complexity of the defined work task.

Training will be recorded, and files maintained for each occurrence of employee training. To be eligible for financial assistance, employees must sign a training contract which requires reimbursement of costs should the employee leave APG within a defined period after company paid training has been completed.

Pre-approved course tuition will be paid for by APG either through expense reimbursement or direct company invoice,

Where possible, employees are asked to utilize the Canada Alberta Job Grant program to help pay for course fees

Health & Safety Training

All field employees are required to complete core Health & Safety training as part of their onboarding and obtain specific tickets before going into the field. Tickets and training must be recertified when they expire. APG will schedule and pay for field employees to attend necessary Health & Safety training through recognized and approved safety agencies.

Apprenticeship Training

APG is committed to supporting employees in the completion of job-specific apprenticeship training. APG will provide employees with the necessary time off to attend classroom instruction as well as meeting the on the job instruction requirements in accordance with the Skilled Trades and Apprenticeship Education Act.

Timing of apprenticeship training will be agreed based on:

- Company requirements.
- · The Apprenticeship and Industry Training (AIT) criteria.

Employees will not be reimbursed for the following:

- AlT contract setup.
- Equivalency exams.

Continuing I ducation

We encourage employees to develop their skills and enhance their value to APG by participating in preapproved outside training courses connected to their current or a future role with the company. We provide the employees financial assistance to pursue these opportunities which may include paid time to attend training, paid training courses, or a combination of the two. L.g. Project Management Professional Certification.

Verifiable hours training for professional designations will be paid for and may be taken during paid regular office hours with prior approval.

Mileage and parking will be reimbursed at the discretion of their supervisor.

Procedure

- t. The employee or their supervisor identifies the need for training.
- 2. The employee and supervisor discuss potential training options.
- 1. The employee researches/reviews training options and provides details to their supervisor.
- The supervisor reviews and obtains approval on the final training plan from the Human Resources. Business Partner (1998): an exen com).
- 5 if the training is approved, the Payrollo luman Resource's Coordinator will prepare the training contract for the employee to sign (in some circumstances).
- the supervisor and the employee will agree the training schedule and payment of the training. Employee may be asked to pay and get reimbursed upon evidence of success.
- If an employee needs to cancel a training session, they must inform their supervisor immediately. The
 employee will be required to reimburse the company for any cancellation and other fees via payroll
 deduction.
- In cases where a training program ends with an exam or a pass/fail grade, the employee will be required to submit the results to the supervisor. If they don't pass the exam/course the retake will be at their own expense.

Professional Association Dues and Fees

As required by the Professional Gode, every professional is required to comply with the requirements of their professional order to ensure the validity of their right to practice.

All contributions and expenses of professional associations of an employee, relevant to their professional development in connection with the achievement of the objectives of his position and the company, may be reimbursed having been previously authorized by their immediate superior.

Employees are responsible for initiating all required payments to maintain professional certification or licensure in a timely manner and in accordance with the APG I ravel and Business Expenses Reimbursement Policy.

Personal Protective Equipment

Safety Boot Program

APG requires CSA/ANSI approved steel toe work boots for employees carrying out operations tasks, employees should check with their supervisor to ensure they have the appropriate boots required for the work they will be doing.

Program Rules

- After 90 days of employment with APG, all employees in a shop or field role are eligible to reimburse up to \$150 towards the purchase of CSA/ANSI approved steel toe work boots each year.
- New hires may purchase work boots within their first 90 days of employment but are not eligible to submit their receipt for reimbursement until after their 90-day anniversary.
- APG will only cover the cost of the boets up to the maximum allowance, and team members are responsible for any additions such as inserts and insoles, etc.
- Safety boots purchased by APG must only be used for work.
- Receipts must be submitted within the fiscal year the boots were purchased in for reimbursement.
- If desired, employees have the option of carrying one \$150 credit forward to the following year to provide a \$300 credit on a bi-annual basis.
- Boots must be at least 6" high.
- Boots must be replaced when they are no longer fit for purpose,

Office Employees

Safety or project management employees who need to visit sites will receive the boot allowance on an as needed basis, with approval from their supervisor.

Prescription Safety Glasses

APG provides prescription safety glasses to employees who whose job duties require them to wear safety glasses and who have a glasses prescription, employees are required to wear safety glasses in accordance with their job requirements, and failure to do so may result in disciplinary action.

Program Rules

The safety glasses provided by the company must comply with either the Canadian Standards Association (CSA Z94.3) or the American National Standards Institute (ANSI Z87.1).

- After 90 days of employment with APG, all eligible employees can reimburse up to \$250 towards the purchase of CSA/ANSI compliant prescription safety glasses every two years.
- New hires may purchase prescription safety glasses within their first 90 days of employment but are not eligible to submit their receipt for reimbursement until after their 90 day anniversary.
- APG will only cover the cost of the glasses up to the maximum allowance, and team members are responsible for any additional costs.
- · Receipts must:
 - Include a valid prescription from an optometrist;
 - Specify that the glasses meet CSA/ANSI standards; and
 - Be submitted within the fiscal year the glasses were purchased in for reimbursement.

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this program is separate to any prescription glasses reimbursement provided through company benefits.

Personal Protective Equipment

For all other PPT information, please contact the HST Coordinator.

GENERAL EMPLOYEE INFORMATION

Your Employee File

The Payroll/Human Resources Coordinator maintains employee files. They are confidential, Managers and supervisors may only have access to employee file information on a need to know basis.

Your employee file may be available for your review upon request and with reasonable notice. If you want to include any document or information in your file, contact the Payroll/Human Resources Coordinator.

We will not provide access to your file by any outside party unless:

- You grant us permission in writing;
- A legal process grants access;
- In response to simple employment verification.

Employee Personal Information Changes

It is your responsibility to promptly update the Payroll/Human Resources Coordinator with your personal information (for payroll/your employee file) including:

- Home mailing addresses:
- Home telephone numbers;
- Emergency contacts;
- Educational accomplishments;
- Life events (marriage, birth/addition of dependent, divorce, etc.).

Your personal information is used for appropriate employment purposes and is not further distributed or sold by the APG.

Flexible Working

Elexible work schedules provide employees with a choice in the pattern of their daily work hours, generally staggering the start and end times of the workday while still working a regular 8-hour day.

Some APG employees have a flexible work schedule where start, break and end times are established by position and department based upon APG's employee and business needs. Please see your supervisor to confirm your office hours.

If an employee wishes to implement a flexible work arrangement, employees must discuss the options with their supervisor. APG will work with employees to try to find a solution that will balance their needs with the business needs, based on what is feasible. Not all positions will be eligible for this arrangement.

As part of APG's flexible work environment, if an employee has an appointment (medial or otherwise) or must attend to a personal matter, they may make the time up during that same week. Hours that are made up should not be considered overtime. Any time that cannot be made up within that same week should be taken as vacation or time off without pay.

2. Registered Apprenticeship Program

American Process Group LLC (APG) performs very specialized services, where the employees are not ticketed Journeyman tradespeople, but trained specifically in our field of work. They are paid prevailing wages based on the closest similar trade due to the type of work being performed. In past inquiries, APG has been told there is no apprenticeship program available specific to our tradespeople. As such, APG does not participate in an apprenticeship program in the United States. As a service business with very specialized equipment, our operators receive specific on-the-job training to properly operate the dredges and centrifuges we use. APG does not have any agreements with any type of trade unions, however, when working in a state that has an apprenticeship fund, we pay into the fund based on our total hours worked in the reporting period.

3. Non-Craft employees - 1099 basis

Due the specialized nature of the services American Process Group provides, with rigorous and complex safety standards and requirements, all operators and laborers are employees of APG only. We do not hire any 1099 employees. Any subcontractor utilized on the project are corporations and are required to pay prevailing wages and provide certified payroll reports.

Section D - Social Equity and Sustainability

1. Statement of APG Workforce

Currently, 0% of APG's workforce resides in the City of Ann Arbor or within Washtenaw County, Michigan. While APG services clients across North America, our highly specialized workforce is geographically distributed throughout the United States and Canada. Unfortunately, none of our employees are currently located in the City of Ann Arbor or the Washtenaw County, Michigan.

2. Equal Employement Opportunity Program

In this section, APG is once again sharing a portion of our Employee Handbook—this time focusing on our Equal Employment Opportunity (EEO) program. We are committed to maintaining a workplace where all individuals are treated fairly, with respect, and without discrimination. Our EEO policy reflects APG's dedication to diversity, inclusion, and providing equal opportunities for all employees and applicants.

EMPLOYEE HANDBOOK

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The appropriate consequences will depend on the nature of the violation, the existence of prior violations, the response to prior corrective programs and the seriousness of the violation.

Employment

Equal Employment Opportunity

APG is an Equal Opportunity Employer, and we do not discriminate against employees or applicants for employment based on their race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation either in the hiring or the treatment of the employees. We obey all applicable federal and provincial employment and human rights legislation. APG employees are also required to adhere to the LOGISTEC Discrete. Inclusion and Relonging Policy.

APG prohibits all forms of discrimination, including harassment of any kind. To ensure the commitment to equal employment opportunity, APG will continue to recruit, hire, train, and promote into all job levels the most qualified individuals without regard to race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation, ensuring that all employment decisions are based only on valid job requirements.

Similarly, we will continue to administer all other personnel matters such as compensation, benefits, transfers, layoffs, education assistance, performance appraisals and all other company programs in accordance with the Policy of equal employment opportunity.

Employee and Applicant Rights

We will not subject employees and applicants to harassment, intimidation, threats, coercion, or discrimination because they have:

- · Filed a complaint in good faith pursuant to this Policy;
- Assisted or participated, in good faith, in an investigation or review related to the administration of this Policy;
- Opposed any act made unlawful by laws requiring equal employment opportunity;
- Exercised any right protected by laws requiring equal employment apportunity.

Accommodation

APG is committed to developing an inclusive, barrier-free work environment where there is equal access to opportunities, hiring and promotion are based on merit and all employees feet included and valued. APG is committed to providing accommodation of needs based on protected grounds under the relevant provincial Human Rights legislation and the Americans with Disabilities Act, unless to do so would cause undue hardship or where a bona fide occupational requirement exists. APG will work cooperatively, and in a spirit of respect, with all partners in the accommodation process.

Please submit all requests for accommodation in writing to the Human Resources Business Partner (https://doi.org/10.1007/j.com). All requests will be reviewed in line with the relevant provincial Human Rights legislation. If additional information is required to assess the employees' request, the employee will be asked to provide it. Costs for expert assistance to identify accommodation needs will be borne by APG.

All information relating to the accommodation request will be held securely on the employee's personnel file.

3. APG Equal Opportunity Employer

APG has included our Affirmative Action Plan program to demonstrate our ongoing commitement to maintaining a workplace free from discrimination.



American Process Group LLC

Affirmative Action Plan



American Process Group LLC Affirmative Action Plan

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Statement of Commitment

American Process Group LLC is committed to affirmative action efforts and equal employment opportunity policies. I affirm my personal and official support of these policies which provide that:

- Discrimination against employees, applicants, or eligibles on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local human rights commission, disability, sexual orientation, or age will not be tolerated;
- American Process Group LLC is committed to the implementation of the affirmative action policies, programs, and procedures included in this plan;
- American Process Group LLC will continue to actively promote a program of affirmative action, wherever minorities, women, and persons with disabilities are underrepresented in the workforce; and
- American Process Group LLC is committed to the retention of all qualified, talented employees, including protected group employees.

Leanna Zastrow will act as the American Process Group LLC Affirmative Action Officer designee and Americans with Disabilities Act (ADA) Coordinator designee. She is responsible for monitoring the day-to-day activities of the program.

Anyone interested in reviewing the American Process Group LLC's affirmative action plan or who has concerns about affirmative action or equal opportunity issues may request a copy of the plan from Leanna Zastrow.

It is the policy of American Process Group LLC to provide an employment environment free of any form of discriminatory harassment as prohibited by federal, state, and local human rights laws. I strongly encourage suggestions as to how we may improve American Process Group LLC. We strive to provide equal employment opportunities and the best possible service to the citizens.

Angel 12, 2029

Doug Van der Veen, General Manager

Harassment/Discrimination Policy

Statement of Policy

It is the policy of American Process Group LLC to prohibit harassment of its employees based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in local human rights at American Process Group LLC, disability, sexual orientation, or age. This prohibition with respect to harassment includes both overt acts of harassment and those acts that create a negative work environment. Any employee subjected to such harassment should file a complaint internally with American Process Group LLC's Affirmative Action Officer designee. If the employee chooses, s'he may file a complaint externally with the State Human Rights Commission, the Equal Employment Opportunity Commission, or through other legal channels. These agencies have time limits for filing complaints, so individuals should contact the agencies for more information. In extenuating circumstances, the employee should contact the Office of Workplace Standards at the State Department of Labor for information regarding the filing of a complaint. Any unintentional or deliberate violation of this policy by an employee will be cause for appropriate disciplinary action.

Each employee is responsible for the application of this policy. This includes initiating and supporting programs and practices designed to develop understanding, acceptance, commitment, and compliance within the framework of this policy. All employees must be informed that harassment is unacceptable behavior. The Affirmative Action Officer designee will be expected to keep American Process Group LLC and its employees apprised of any changes in the law or its interpretation regarding this form of discrimination. The Affirmative Action Officer designee is also responsible for:

- 1. Notifying all employees, and orienting each new employee who is hired, of this policy; and
- Informing all employees of the complaint procedure and ensuring that all complaints will be investigated promptly and carefully.

Definitions

Discriminatory harassment is any behavior based on protected class status which is not welcome, which is personally offensive, which, therefore, may affect morale and interfere with the employee's ability to perform. For example, harassment based on national origin has been defined by the U.S. Equal Employment Opportunity Commission as "Ethnic slurs and other verbal or physical conduct relating to an individual's national origin."



Sexual harassment is a form of sex discrimination that violates the Civil Rights Act.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitutes sexual harassment when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- The victim as well as the harasser may be a woman or a man. The victim does not have to be
 of the opposite sex.
- The harasser can be the victims' supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee.
- The victim does not have to be the person harassed but could be anyone affected by the
 offensive conduct.
- Unlawful sexual harassment may occur without economic injury to or discharge of the victim.
- · The harassers conduct must be unwelcome.

Employees who experience discriminatory harassment should bring the matter to the attention of American Process Group LLC's Affirmative Action Officer designee. In fulfilling our obligation to maintain a positive and productive work environment, the Affirmative Action Officer designee and all employees are expected to address or report any suspected harassment or retaliation.

Varying degrees of discriminatory harassment violations can occur and require varying levels of progressive discipline. Individuals who instigate harassment are subject to serious disciplinary actions up to and including suspension, demotion, transfer, or termination. Additionally, mappropriate behaviors that do not rise to the level of discriminatory harassment, but are none the less disruptive, should be corrected early and firmly in the interests of maintaining a barrier-free workplace. Individuals who participate in mappropriate behaviors at work are also subject to disciplinary actions.

Procedure

Any employee, applicant, or eligible of American Process Group LLC who believes that she'he has experienced discrimination or harassment based on his'her race, color, creed, religion, national origin, sex, marital status, status regarding public assistance, membership or activity in a local human rights commission, disability, sexual orientation, or age may file a complaint of discrimination.

Complaints of discrimination or harassment can be filed using the internal discrimination complaint procedure included in our American Process Group LLC's affirmative action plan.



Internal Harassment/Discrimination Complaint Procedure

American Process Group LLC has established the following discrimination complaint procedure to be used by all employees, applicants, or eligibles. Coercion, reprisal, or intimidation against anyone filing a complaint or serving as a witness under this procedure is prohibited.

Responsibility of Employees

All employees shall respond promptly to any and all requests by the Affirmative Action Officer designee for information and for access to data and records for the purpose of enabling the Affirmative Action Officer designee to carry out responsibilities under this complaint procedure.

Who May File

Any employee, applicant, or eligible of American Process Group LLC who believes that s'he has been discriminated against by reason of race, color, creed, religion, national origin, sex, marital status, status regarding public assistance, membership or activity in a local human rights commission, disability, sexual orientation, or age may file a complaint. Employees who are terminated are encouraged to file their internal complaint prior to their actual separation; however, complaints will be taken for a reasonable period of time subsequent to the actual separation date.

The Complaint Procedure

The internal complaint procedure provides a method for resolving complaints involving violations of American Process Group LLC's nondiscrimination policy within the agency. Employees, applicants, and eligibles are encouraged to use this internal complaint process. Retaliation against a person who has filed a complaint either internally or through an outside enforcement agency or other legal channels is prohibited. The Affirmative Action Officer designee may contact the Office of Diversity and Equal Opportunity if s/he wants information about filing a complaint.

Filing Procedures

- The employee, applicant, or eligible completes the "Complaint of Discrimination Form"
 provided by the Affirmative Action Officer designee. Employees are encouraged to file a
 complaint within a reasonable period of time after the individual becomes aware that a situation
 may involve discriminatory harassment. The Affirmative Action Officer designee will, if
 requested, provide assistance in filling out the form.
- The Affirmative Action Officer designee determines if the complaint falls under the purview of Equal Employment Opportunity law, i.e., the complainant is alleging discrimination or harassment on the basis of race, color, creed, religion, national origin, sex, marital status, status



with regard to public assistance, membership or activity in a local human rights commission, disability, sexual orientation, or age; or if the complaint is of a general personnel concern. The Affirmative Action Officer designee shall also discuss other options for resolution.

- A If it is determined that the complaint is not related to discrimination but rather to general personnel concerns, the Affirmative Action Officer designee will inform the complainant, in writing, within ten (10) working days.
- B. If the complaint is related to discrimination, the Affirmative Action Officer designee will, within 10 working days, contact all parties named as respondents and outline the basic facts of the complaint. The respondents will be asked to provide a response to the allegations within a specific period of time.
- 3 The Affirmative Action Officer designee shall then investigate the complaint. At the conclusion of the investigation, the Affirmative Action Officer designee shall notify the complainants and respondents that she has completed the investigation. The Affirmative Action Officer designee shall than review the findings of the investigation.
 - A. If there is sufficient evidence to substantiate the complaint, appropriate action will be taken.
 - B. If insufficient evidence exists to support the complaint, a letter will be sent to the complainants and the respondents dismissing the complaint
- A written answer will be provided to the parties within sixty (60) days after the complaint is filed. The complainants will be notified should extenuating circumstances prevent completion of the investigation within sixty (60) days.
- Dispensation of the complaint will be filed with the Appropriate State or Federal Agency within thirty (30) days of final determination
- 6. All documentation associated with a complaint shall be considered investigative data under and the status of the complaint will be shared with the complainants and respondents. After an investigation is completed and all appeals are exhausted, all documentation is subject to the provisions of the State Federal Government Data Practices Act.
- 7. All data collected may at some point become evidence in civil or criminal legal proceedings pursuant to state or federal statutes. An investigation may include, but is not limited to, the following types of data:
 - A. Interviews or written interrogatories with all parties involved in the complaint, e.g., complainants, respondents, and their respective witnesses; officials having pertinent records or files, etc.
 - B. All records pertaining to the case i.e., written, recorded, filmed, or in any other form.

Affirmative Action Plan



 The Affirmative Action Officer designee shall maintain records of all complaints and any pertinent information or data for three (3) years after the case is closed.

6

Reasonable Accommodation Policy

Policy

American Process Group LLC is committed to the fair and equal employment of people with disabilities. Reasonable accommodation is the key to this non-discrimination policy. While many individuals with disabilities can work without accommodation, other qualified applicants and employees face barriers to employment without the accommodation process. It is the policy of American Process Group LLC to reasonably accommodate qualified individuals with disabilities unless the accommodation would impose an undue hardship. In accordance with the State Human Rights Act and the Americans with Disabilities Act, accommodations will be provided to qualified individuals with disabilities when such accommodations are directly related to performing the essential functions of a job, competing for a job, or to enjoy equal benefits and privileges of employment. This policy applies to all applicants, employees, and employees seeking promotional opportunities.

Definitions

Disability:

For purposes of determining eligibility for a reasonable accommodation, a person with a disability is one who has a physical or mental impairment that materially or substantially limits one or more major life activities.

Reasonable Accommodation:

A reasonable accommodation is a modification or adjustment to a job, an employment practice, or the work environment that makes it possible for a qualified individual with a disability to enjoy an equal employment opportunity.

Examples of accommodations may include acquiring or modifying equipment or devices; modifying training materials; making facilities readily accessible; modifying work schedules; and reassignment to a vacant position.

Reasonable accommodation applies to three aspects of employment

- To assure equal opportunity in the employment process;
- b To enable a qualified individual with a disability to perform the essential functions of a job; and
- c. To enable an employee with a disability to enjoy equal benefits and privileges of employment.



Procedure - Current Employees and Employees Seeking Promotion

- American Process Group LLC will inform all employees that this accommodation policy can be made available in accessible formats.
- The employee shall inform their supervisor or the ADA Coordinator designee of the need for an accommodation.
- 3. The ADA Coordinator designee may request documentation of the individual's functional limitations to support the request. Any medical documentation must be collected and maintained on separate forms and in separate, locked files. No one will be told or have access to medical information unless the disability might require emergency treatment.
- 4. When a qualified individual with a disability has requested an accommodation, the employer shall, in consultation with the individual:
 - Discuss the purpose and essential functions of the particular job involved. Completion of a step-by-step job analysis may be necessary.
 - b. Determine the precise job-related limitation.
 - Identify the potential accommodations and assess the effectiveness each would have in allowing the individual to perform the essential functions of the job.
 - d. Select and implement the accommodation that is the most appropriate for both the individual and the employer. While an individual's preference will be given consideration. American Process Group LLC is free to choose among equally effective accommodations and may choose the one that is less expensive or easier to provide.
- The ADA Coordinator designee will work with the employee to obtain technical assistance, as needed.
- The ADA Coordinator will provide a decision to the employee within a reasonable amount of time
- 7. If an accommodation cannot overcome the existing barriers or if the accommodation would cause an undue hardship on the operation of the business, the employee and the ADA Coordinator designee shall work together to determine whether reassignment may be an appropriate accommodation.



Procedure-job Applicants

- The job applicant shall inform the ADA Coordinator designee of the need for an
 accommodation. The ADA Coordinator designee will discuss the needed accommodation and
 possible alternatives with the applicant.
- The ADA Coordinator designee will make a decision regarding the request for accommodation and, if approved, take the necessary steps to see that the accommodation is provided.

Policy for Funding Accommodations

Funding must be approved by American Process Group LLC for accommodations that do not cause an undue hardship.

Definition

Undue Hardship: An undue hardship is an action that is unduly costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of American Process Group LLC.

Procedure for Determining Undue Hardship

- The employee will meet with the ADA Coordinator designee to discuss the requested accommodation.
- 2 The ADA Coordinator designee will review undue hardships by considering:
 - a. The nature and cost of the accommodation in relation to the size, the financial resources, and the nature and structure of the operation; and
 - The impact of the accommodation on the nature or operation of American Process Group LLC.
- The ADA Coordinator designee will provide a decision to the employee.

Appeals

Employees or applicants who are dissatisfied with the decisions pertaining to his/her accommodation request may file an appeal with the agency head, within a reasonable period of time, for a final decision.

If the individual believes the decision is based on discriminatory reasons, then they may file a complaint internally through the agency's complaint procedure as outlined in this plan.



Supported Work

American Process Group LLC will review vacant positions and assess the current workload and needs of the office, to determine if job tasks might be performed by a supported employment worker(s). If appropriate, a list of supported worker candidates will be requested from the State Equal Opportunity Office. American Process Group LLC will work with the State ADA to recruit and hire individuals for supported employment if such a position is created.



American Process Group LLC 1201 Pacific Avenue, Suite 600 Tacoma WA 98402

Ph: 780-960-1480 Fax: 780-960-1484

COMPLAINT OF HARASSMENT/DISCRIMINATION

Please Read Before Completion of Form

Any complaint of harassment/discrimination is considered confidential data. This information is being collected for the purpose of determining whether harassment/discrimination has occurred. You are not legally required to provide this information, but without it, an investigation cannot be conducted. This information may only be released to the Affirmative Action Officer designee, the complainant, the respondent, and appropriate personnel.

	Complair	nant (You)	
Name		Job Title	
Work Address		City, State, Zip Code	Telephone
Agency	*	Division	Manager
Respond	ent (Person Who Hara	ssed/Discriminated Against Y	ou)
Name		Job Title	
Work Address		City, State, Zip Code	Telephone
Agency		Division	Manager
*	The C	omplaint	
Basis of Complaint ("X Race Color Sex Creed Age Religion	☐ Disability ☐ Marital Status	Sexual Orientation Status with Regard to Public Membership or Activity in Rights Commission	a Local Humai
Date most recent act of took place:	harassment/discriminat		t with another that agency:



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American Process Group LLC · Workforce Analysis

Company Totals					Males							Females							
Department	Job Tile	Wag Type	Tota 1	Total	Aftern American	Latho, Hapane, Macaza-Amencan, Punto Ross	Asian, Padific biarder	Native American Eskino	Flipino	Cappelin	Jesec C	Total	Affican American	Latho, Hispanic, Meccan-American Puerto Ricer	Asian, Padific Islander	Native American Esterno	Fliptio	Caudition	Cher
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Project Management	1700	S	5	3						2	1	2	_			-	_	2	
Administration		S	4	2						1	1	2			_	-	_	-	$\overline{}$
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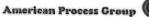
Affirmative Action Plan

American Process Group LLC Employee Placement by Department

Department	Totals # of Males		% of Males	# of Females	% of Females	# of Minorities	% of Minorities	
Company	44	35	80%	9	20%	10	20%	
Executive Management	3	2	67%	ť	3396	0		
Project Management	5	3	60%	2	40%		20%	
Administration	5	2	40%	3	00%	2	40%	
Safety	2	2	100%	0	096	2	100%	
Sales	4	2	50%	2	50%	1	25%	
Operations Administration	,	0	0%	1	100%	0	0%	
Operations Management	7	7	100%	0	D94	4	87%	
Operations Employees	17	17	100%	0	C96		35%	

4. APG Environmental Record Policy

APG is reaffirming our commitment to environmental health and workplace safety through the inclusion of our Environmental Health and Safety (EHS) program. We have attached pages 95 to 98 of our Health and Safety Manual, which detail key components of this program. These pages can also be found in Section B: Workplace Safety of this proposal for further reference.





Section 13 - Waste Management/Environment

Waste Management/Environment

- 1. The proper safeguard of our environment is important to our organization.
- While doing our work, we shall consider the appropriate protection of humans, animals, plant life, air, water, and soil.
- Prior to the start of a project all waste and scraps will be taken into consideration to ensure APG has adequate waste disposal containers for the duration of the job.
- We expect all people, including sub-contractors, to do their best to prevent harm to the environment.
- 5. Our goals on the job can be met without risking harm to the environment.
- We shall use, store, and dispose of products in such a manner that will provide appropriate protection to the environment.
- Management will develop and enforce good environmental standards in accordance with relevant legislation.
- Workers and sub-contractors will be kept informed on how to do their jobs in such a manner as to cause minimum environmental harm and waste of materials.
- Where possible, we shall recycle and promote the use of recycled products.
- A safety and environmental inspection will be completed weekly at each job site and monthly at the main shop/office.

*The safety information in this policy does not take precedence over government OH&S and OSHA Regulations. All employees should be familiar with these Regulations.

Geneal Manager Doug Van der Veen

Coluber 24, 7224

Spill Prevention and Response

Certain workplace activities have the potential for negative impact on the environment. As part of a responsible plan for risk management, American Process Group has adopted the following practices to identify and reduce the probability of environmental damage.

Planning

Prior to the commencement of work an assessment of the scope of activities to be undertaken shall be documented indicating any potential for environmental damage.

Hazardous materials, and their intended use and storage will be cited along with a review of the Safety Data Sheet (SDS) for each of the hazardous materials.

It is the responsibility of each workplace manager or supervisor to contact subcontractors regarding their use, storage and worker training concerning hazardous materials. The use, storage, control, and security of hazardous materials that is inconsistent with the policies and practices of American Process Group will not be permitted.

Storage of Chemical and Flammable Materials

Chemicals and flammables shall be stored properly to prevent unwanted contact by workers, and to prevent unintended discharge to the environment. All chemicals and flammables shall be stored in appropriate closed containers, with proper certifications where required, and with labeling per WHMIS/GHS guidelines. Containers themselves shall be stored within proper containment (if applicable) based on the type of chemical (e.g. flammables stored within a flammable storage cabinet etc.). Whenever possible, containers shall be stored so they are not exposed to rain or ground water. Storage areas must be kept clean and organized. Should it be required, secondary containment shall be provided (e.g. double wall fuel tanks, spill trays under equipment, etc.).

Storage of dry chemical packages used in processing (e.g., polymer), which typically is on site in large quantities shall be permitted to be stored outdoors. A proper base (pallets) shall be beneath the packages to prevent direct contact with the ground and to help reduce/eliminate the chance of ground water coming in direct contact with the packaging. In addition, the packages shall be covered with a waterproof tarp, installed in such a fashion as to prevent rainwater from encountering the packages themselves.

Proper housekeeping must be maintained, and if any chemical or flammable materials are spilled, proper cleanup & spill response procedures must be followed.

Construction Debris

Construction debris containing hazardous or regulated materials will be segregated from other debris and stored in such a way as to prevent leaching, a minimum of 30 meters (100 feet) from any water receiving structure or watercourse.

Discharge from any rinsing, vehicle maintenance or other activity must be prevented from entering any water receiving structure or watercourse. Solvents or other clean up materials must be replaced in appropriate containers and removed from site as required.

Discovery of Contaminated Soils

Upon discovery of Contaminated Soils not contaminated by American Process Group, the owner will be notified immediately, and work will cease until it is having been confirmed safe to continue.

All workers encountering suspected contaminants must report to their supervisor.

Storage, Handling and Disposal of Hazardous Material

A complete assessment of the readily available spill kit, handling, storage, and disposal of hazardous materials in each workplace must occur on an annual basis.

- Each workplace shall maintain an inventory of a spill kit, materials suitable for isolating / containing and cleaning up the hazardous materials stored at the workplace.
- Hazardous Materials storage areas must be inspected regularly.
- Storage of hazardous materials must be following the applicable regulations of the workplace jurisdiction.
- Leaks and spills must be reported to the supervisor immediately.
- Leaks and spills must be isolated, contained and cleaned up as soon as possible.
- The appropriate PPE must be worn for the safe use, handling, and clean-up of hazardous material.
- The disposal of all contaminated material shall be in accordance with regulations of the jurisdiction of the workplace.
- The Project Manager will ensure that any contractor retained for the purpose of disposing of hazardous/contaminated material possesses the appropriate license(s) and insurance.

Spills

Spills are defined in state / provincial / federal legislation and regulation, in categories such as tanks and drums, motor vehicle accidents and breaks (lines, pipes and hoses). The location of the spill is an important factor in developing an appropriate response.

Each workplace will establish a spill reporting process which is at a minimum.

- Ensures the immediate safety of all workers in the area.
- Ensures the immediate notification of the Superintendent.
- Ensures the timely notification of the appropriate regulatory agency, if required
- Ensures the immediate notification of the General Manager
- Ensures the timely notification of Corporate Management

Each workplace will have a spill kit readily available and develop a spill response procedure that will address worker safety and preservation of the natural environment by the isolation, clean up and disposal of the hazardous material in compliance to legislation and regulations of the workplace jurisdiction.

Worker Training

All workers shall be provided with training in spill response, which shall include job specific activities. This training shall be accomplished through the Construction Safety Training System CSTS (Canada) or OSHA 10 (USA), and/or by means of other 3rd party training courses and/or in-house training. Record of such training shall be kept in the worker's personnel file.

Section E - Schedule of Pricing/Cost

A scanned copy is provided here for reference. Please refer to the attachment section for the Official Bid Form Schedule of Pricing/Cost with Original (wet) signature.

C. Lede Later 12					
item No.	Item Description	Oty	Unit	Unit Price	Total Price
1	General Conditions (Max \$100,000)	1	LS	\$100,000.00	\$ 100,000.0
2	Allowance - Miscellaneous	1	Alw	\$50,000.00	\$50,000.00
3	Allowance - Permits	1	Alw	\$5,000.00	\$5,000.00
4	Audiovisual Coverage	1	LS	\$ 15,465.80	\$ 15,465.80
5	Soil Erosion and Sedimentation Control Plan	1	LS	\$ 15,555.60	\$ 15,555.60
6	Minor Traffic Control	1	LS	\$ 34,747,49	\$ 34,747.49
7	Residual Removal, Dewatering, Hauling and Disposal	10,000	Dry Ton	\$ 355.17	s 3,551,700
8	Closeout	1	LS	\$ 146,933.08	e +44 033 0
۰	Ologeout		CO	\$ 140,000.00	\$ 140,933.0
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2018 Construction

Section F - Authorized Negotiator

APG has designated Mr. Doug Van Der Veen, P.Eng., as the sole authorized negotiator for this project.

Name:	Doug Van der Veen, P. Eng.
Title:	General Manager (North America)
Phone Number:	780-963-1484 Ext. 233
Mobile Number:	780-991-0746
Email:	dvanderveen@amprocessgroup.com

Section G - Attachments

- B. General Declarations Form
- · C. Legal Status of Bidder Form
 - o Directors Resolutions
 - Michigan Certificate of Authority
- D. Prevailing Wage Declaration of Compliance Form
- E. Living Wage Declaration of Compliance Form
- · G. Vendor Conflict of Interest Disclosure Form
- H. Non-Discrimination Declaration of Compliance
- Bid Bond

	5		

ATTACHMENT B GENERAL DECLARATIONS

City of Ann Arbor Guy C. Larcom Municipal Building Ann Arbor, Michigan 48107

Ladies and Gentlemen:

The undersigned, as Bidder, declares that this Bid is made in good faith, without fraud or collusion with any person or persons bidding on the same Contract; that this Bidder has carefully read and examined the bid documents, including City Nondiscrimination requirements and Declaration of Compliance Form, Living Wage requirements and Declaration of Compliance Form, Prevailing Wage requirements and Declaration of Compliance Form, Vendor Conflict of Interest Form, Notice of Pre-Bid Conference, General Information, Bid, Bid Forms, Contract, Bond Forms, General Conditions, Standard Specifications, Detailed Specifications, all Addenda, and the Plans (if applicable) and understands them. The Bidder declares that it conducted a full investigation at the site and of the work proposed and is fully informed as to the nature of the work and the conditions relating to the work's performance. The Bidder also declares that it has extensive experience in successfully completing projects similar to this one.

The Bidder acknowledges that it has not received or relied upon any representations or warrants of any nature whatsoever from the City of Ann Arbor, its agents or employees, and that this Bid is based solely upon the Bidder's own independent business judgment.

The undersigned proposes to perform all work shown on the plans or described in the bid documents, including any addenda issued, and to furnish all necessary machinery, tools, apparatus, and other means of construction to do all the work, furnish all the materials, and complete the work in strict accordance with all terms of the Contract of which this Bid is one part.

In accordance with these bid documents, and Addenda numbered 1,2 , the undersigned, as Bidder, proposes to perform at the sites in and/or around Ann Arbor, Michigan, all the work included herein for the amounts set forth in the Bid Forms.

The Bidder declares that it has become fully familiar with the liquidated damage clauses for completion times and for compliance with City Code Chapter 112, understands and agrees that the liquidated damages are for the non-quantifiable aspects of non-compliance and do not cover actual damages that may be shown and agrees that if awarded the Contract, all liquidated damage clauses form part of the Contract.

The Bidder declares that it has become fully familiar with the provisions of Chapter 14, Section 1:320 (Prevailing wages) and Chapter 23 (Living Wage) of the Code of the City of Ann Arbor and that it understands and agrees to comply, to the extent applicable to employees providing services to the City under this Contract, with the wage and reporting requirements stated in the City Code provisions cited. Bidder certifies that the statements contained in the City Prevailing Wage and Living Wage Declaration of Compliance Forms are true and correct. Bidder further agrees that the cited provisions of Chapter 14 and Chapter 23 form a part of this Contract.

The Bidder declares that it has become familiar with the City Conflict of Interest Disclosure Form and certifies that the statement contained therein is true and correct.

The Bidder encloses a certified check or Bid Bond in the amount of 5% of the total of the Bid Price. The Bidder agrees both to contract for the work and to furnish the necessary Bonds and insurance documentation within 10 days after being notified of the acceptance of the Bid.

If this Bid is accepted by the City and the Bidder fails to contract and furnish the required Bonds and insurance documentation within 10 days after being notified of the acceptance of this Bid, then the Bidder shall be considered to have abandoned the Contract and the certified check or Bid Bond accompanying this Bid shall become due and payable to the City.

If the Bidder enters into the Contract in accordance with this Bid, or if this Bid is rejected, then the accompanying check or Bid Bond shall be returned to the Bidder.

In submitting this Bid, it is understood that the right is reserved by the City to accept any Bid, to reject any or all Bids, to waive irregularities and/or informalities in any Bid, and to make the award in any manner the City believes to be in its best interest.

SIGNED THIS 12	th DAY OF May 2025
American Process Group LLC Bidder's Name	Authorized Signature of Bidder
1201 Pacific Ave., Suite 600 Tacoma WA 98402	Erin Stanley, Controller & Assistant-Secretary
Official Address	(Print Name of Signer Above)
(780) 963-1484	estanley@amprocessgroup.com
Telephone Number	Email Address for Award Notice

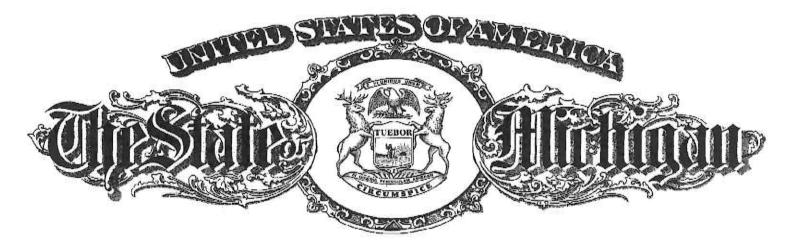
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ATTACHMENT C LEGAL STATUS OF BIDDER

(The bidder shall fill out the appropriate form and strike out the other three.)

	, for whom			, bearing the office tit
of	, whose signature is	s affixed to the	his Bid, is	authorized to execute contract
	NOTE: If not incorporated in Michig	gan, please atta	ch the corpo	pration's Certificate of Authority
whom <u>Erir</u>	I liability company doing bus Stanley bearing the titl ture is affixed to this proposa	e of Contr	oller & As	s of the State of Delaware sistant-Secretary ecute contract on behalf of the
of	hip, organized under the laws , whose members are (n separate sheet if necessary)	list all memb	of pers and t	and filed in the coun he street and mailing address
* An individu	ıal, whose signature with addr	ress, is affixe	ed to this	
* An individu	ial, whose signature with addr	ress, is affixe	ed to this	Bid: (initial here) Authorized Official
* An individu	·	Talenta de la companya de la company		(initial here)
J. J.		3	Date _	(initial here) Authorized Official
(Print) Name		3	Date _	(initial here) Authorized Official May 12, 2025_
(Print) Name	Erin Stanley		Date _ Title <u>Cor</u>	(initial here) Authorized Official May 12, 2025_

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Lansing, Michigan

This is to Certify That

AMERICAN PROCESS GROUP LLC

a FOREIGN LIMITED LIABILITY COMPANY existing under the laws of the state of Delaware

was validly authorized to transact business in Michigan on the 15th day of September, 2022, in conformity with 1993 PA 23.

Said company is authorized to transact in this state any business of the character set forth in its application which a domestic company formed under this act may lawfully conduct. The authority shall continue as long as the company retains its authority to transact such business in the jurisdiction of its organization, its authority to transact business in this state has not been suspended or revoked, and the company has not surrendered its authority to transact business in this state.

This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit given it in every court and office within the United States.



In testimony whereof, I have hereunto set my hand, in the City of Lansing, this 15th day of September, 2022.

Linda Clegg, Director

Corporations, Securities & Commercial Licensing Bureau

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ATTACHMENT D PREVAILING WAGE DECLARATION OF COMPLIANCE

The "wage and employment requirements" of Section 1:320 of Chapter 14 of Title I of the Ann Arbor City Code mandates that the city not enter any contract, understanding or other arrangement for a public improvement for or on behalf of the city unless the contract provides that all craftsmen, mechanics and laborers employed directly on the site in connection with said improvements, including said employees of subcontractors, shall receive the prevailing wage for the corresponding classes of craftsmen, mechanics and laborers, as determined by statistics for the Ann Arbor area compiled by the United States Department of Labor. Where the contract and the Ann Arbor City Code are silent as to definitions of terms required in determining contract compliance with regard to prevailing wages, the definitions provided in the Davis-Bacon Act as amended (40 U.S.C. 278-a to 276-a-7) for the terms shall be used. Further, to the extent that any employees of the contractor providing services under this contract are not part of the class of craftsmen, mechanics and laborers who receive a prevailing wage in conformance with section 1:320 of Chapter 14 of Title I of the Code of the City of Ann Arbor, employees shall be paid a prescribed minimum level of compensation (i.e. Living Wage) for the time those employees perform work on the contract in conformance with section 1:815 of Chapter 23 of Title I of the Code of the City of Ann Arbor.

At the request of the city, any contractor or subcontractor shall provide satisfactory proof of compliance with this provision.

The Contractor agrees:

- (a) To pay each of its employees whose wage level is required to comply with federal, state or local prevailing wage law, for work covered or funded by this contract with the City,
- (b) To require each subcontractor performing work covered or funded by this contract with the City to pay each of its employees the applicable prescribed wage level under the conditions stated in subsection (a) or (b) above.
- (c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.
- (d) To permit access to work sites to City representatives for the purposes of monitoring compliance, and investigating complaints or non-compliance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services in accordance with the terms of the wage and employment provisions of the Chapter 14 of the Ann Arbor City Code. The undersigned certifies that he/she has read and is familiar with the terms of Section 1:320 of Chapter 14 of the Ann Arbor City Code and by executing this Declaration of Compliance obligates his/her employer and any subcontractor employed by it to perform work on the contract to the wage and employment requirements stated herein. The undersigned further acknowledges and agrees that if it is found to be in violation of the wage and employment requirements of Section 1:320 of the Chapter 14 of the Ann Arbor City Code it shall has be deemed a material breach of the terms of the contract and grounds for termination of same by the City.

American Process Group LLC
Company Name

May 12, 2025
Signature of Authorized Representative

Erin Stanley, Controller & Assistant-Secretary
Print Name and Title
1201 Pacific Ave., Suite 600 Tacoma, WA 98402
Address, City, State, Zip
(780) 963-1484 / estanley@amprocessgroup.com
Phone/Email address

Questions about this form? Contact Procurement Office City of Ann Arbor Phone: 734/794-6500

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ATTACHMENT E LIVING WAGE ORDINANCE DECLARATION OF COMPLIANCE

The Ann Arbor Living Wage Ordinance (Section 1:811-1:821 of Chapter 23 of Title I of the Code) requires that an employer who is (a) a contractor providing services to or for the City for a value greater than \$10,000 for any twelvemonth contract term, or (b) a recipient of federal, state, or local grant funding administered by the City for a value greater than \$10,000, or (c) a recipient of financial assistance awarded by the City for a value greater than \$10,000, shall pay its employees a prescribed minimum level of compensation (i.e., Living Wage) for the time those employees perform work on the contract or in connection with the grant or financial assistance. The Living Wage must be paid to these employees for the length of the contract/program.

Companies Living Wag	employing fewer than 5 persons and non-profits employ o Ordinance. If this exemption applies to your company.	ring fewer than 10 persons are exempt from compliance with the rhon-profit agency please check here No. of employees
The Contr	actor or Grantee agrees;	
(a)	prevailing wage law, for work covered or func the Living Wage. The current Living Wag provide employee health care (as defined less than \$19.04/hour for those employers th understands that the Living Wage is adjusted	evel is not required to comply with federal, state or local led by a contract with or grant from the City, no less than e is defined as \$17.08/hour for those employers that in the Ordinance at Section 1:815 Sec. 1 (a)), or no at do not provide health care. The Contractor or Grantor and established annually on April 30 in accordance with the required to pay the adjusted amount thereafter to be in
	Check the applicable box b	elow which applies to your workforce
	Employees who are assigned to any applicable living wage without health be	covered City contract/grant will be paid at or above the enefits
	Employees who are assigned to any applicable living wage with health bene	covered City contract/grant will be paid at or above the efits
(b)	To post a notice approved by the City regarding work place or other location in which employees	ng the applicability of the Living Wage Ordinance in every s or other persons contracting for employment are working.
(c)	To provide to the City payroll records or other receipt of a request by the City.	er documentation within ten (10) business days from the
(d)	To permit access to work sites to City represent investigating complaints or non-compliance.	entatives for the purposes of monitoring compliance, and
(e)	employee covered by the Living Wage Ordinar	ensation, wages, fringe benefits, or leave available to any nce or any person contracted for employment and covered the living wage required by the Living Wage Ordinance.
has offere Wage Ord Ordinance	d to provide the services or agrees to accept finar inance. The undersigned certifies that he/she ha , obligates the Employer/Grantee to those terms a f Ordinance it may be subject to civil penalties an	ty to act on behalf of his/her employer in these matters and ncial assistance in accordance with the terms of the Living as read and is familiar with the terms of the Living Wage and acknowledges that if his/her employer is found to be in d termination of the awarded contract or grant of financial
American	Process Group LLC	1201 Pacific Ave., Suite 600
Company N		Street Address
£3.	May 12, 2025	Tacoma, WA 98402
Signature o	f Authorized Representative Date	City, State, Zip
Erin Stanl	ey, Controller & Assistant-Secretary	(780) 963-1484 / estanley@amprocessgroup.com

Phone/Email address

City of Ann Arbor Procurement Office, 734/794-6500, procurement@a2gov.org

Print Name and Title

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ATTACHMENT G



Vendor Conflict of Interest Disclosure Form

All vendors interested in conducting business with the City of Ann Arbor must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the City of Ann Arbor's conflict of interest policies as stated within the certification section below.

If a vendor has a relationship with a City of Ann Arbor official or employee, an immediate family member of a City of Ann Arbor official or employee, the vendor shall disclose the information required below.

- No City official or employee or City employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.
- No retired or separated City official or employee who has been retired or separated from the City for less than one (1) year has an ownership interest in vendor's Company.
- No City employee is contemporaneously employed or prospectively to be employed with the vendor.
- Vendor hereby declares it has not and will not provide gifts or hospitality of any dollar value or any other gratuities to any City employee or elected official to obtain or maintain a contract.
- 5. Please note any exceptions below:

Conflict of Inte	erest Disclosure*
Name of City of Ann Arbor employees, elected	() Relationship to employee
officials or immediate family members with whom there may be a potential conflict of interest.	() Interest in vendor's company () Other (please describe in box below)
None	
*Disclosing a potential conflict of interest does not disgua	

*Disclosing a potential conflict of interest does not disqualify vendors. In the event vendors do not disclose potential conflicts of interest and they are detected by the City, vendor will be exempt from doing business with the City.

I certify that this Conflict of Interest contents are true and correct to my certify on behalf of the Vendor by my	knowled	ge an	
American Process Group LLC			(780) 963-1484
Vendor Name			Vendor Phone Number
ch At	May 1	2/25	Erin Stanley
Signature of Vendor Authorized Representative	Da	te	Printed Name of Vendor Authorized Representative

Questions about this form? Contact Procurement Office City of Ann Arbor Phone: 734/794-6500, procurement@a2gov.org

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ATTACHMENT H

DECLARATION OF COMPLIANCE

Non-Discrimination Ordinance

The "non discrimination by city contractors" provision of the City of Ann Arbor Non-Discrimination Ordinance (Ann Arbor City Code Chapter 112, Section 9:158) requires all contractors proposing to do business with the City to treat employees in a manner which provides equal employment opportunity and does not discriminate against any of their employees, any City employee working with them, or any applicant for employment on the basis of actual or perceived age, arrest record, color, disability, educational association, familial status, family responsibilities, gender expression, gender identity, genetic information, height, HIV status, marital status, national origin, political beliefs, race, religion, sex, sexual orientation, source of income, veteran status, victim of domestic violence or stalking, or weight. It also requires that the contractors include a similar provision in all subcontracts that they execute for City work or programs.

In addition the City Non-Discrimination Ordinance requires that all contractors proposing to do business with the City of Ann Arbor must satisfy the contract compliance administrative policy adopted by the City Administrator. A copy of that policy may be obtained from the Purchasing Manager

The Contractor agrees:

- (a) To comply with the terms of the City of Ann Arbor's Non-Discrimination Ordinance and contract compliance administrative policy, including but not limited to an acceptable affirmative action program if applicable.
- (b) To post the City of Ann Arbor's Non-Discrimination Ordinance Notice in every work place or other location in which employees or other persons are contracted to provide services under a contract with the City.
- (c) To provide documentation within the specified time frame in connection with any workforce verification, compliance review or complaint investigation.
- (d) To permit access to employees and work sites to City representatives for the purposes of monitoring compliance, or investigating complaints of non-compliance.

The undersigned states that he/she has the requisite authority to act on behalf of his/her employer in these matters and has offered to provide the services in accordance with the terms of the Ann Arbor Non-Discrimination Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Non-Discrimination Ordinance, obligates the Contractor to those terms and acknowledges that if his/her employer is found to be in violation of Ordinance it may be subject to civil penalties and termination of the awarded contract.

American Process Group LLC	
Company Name	
ch The	May 12, 2025
Signature of Authorized Representative	Date
Erin Stanley, Controller & Assistant-Secretary	
Print Name and Title	
1201 Pacific Ave., Suite 600, Tacoma, WA 98402	
Address, City, State, Zip	
(780) 963-1484 / estanley@amprocessgroup.com	
Phone/Email Address	

Questions about the Notice or the City Administrative Policy, Please contact:
Procurement Office of the City of Ann Arbor
(734) 794-6500

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MATA Document A310™ – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

American Process Group LLC

1201 Pacific Avenue, Ste 600 Tacoma WA 98402 OWNER:

(Name, legal status and address) City of Ann Arbor

301 E Huron Street, Ann Arbor MI 48104

BOND AMOUNT:

Five Percent of Amount Bid (5% of Amount Bid) PROJECT:

(Name, location or address, and Project number, if any)

RFP# 25-18 - WTP Lime Residual Removal Contract No. 2 - Dredging and Hauling

SURETY:

(Name, legal status and principal place of business)

Nationwide Mutual Insurance Company

One West Nationwide Blvd., 1-14-301 Columbus OH 43215-2220 (866) 387-0457

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall CESS GRO be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted for your and provisions conforming to such statutory or other legal requirement shall be deemed incorporated hereid furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law \$\frac{1}{2}\$

Signed and sealed this

(Witness

Init.

day of May, 2025

American Process Group LLC

(Principal)

(Title)

Nationwide Mutual Insurance Company

(Surety)

Attorney-In-Fact

(004-25)

(Seal)

(Title) Danielle R. Capps

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

AIA Document A310™ – 2010. Copyright © 1963, 1970 and 2010 by The American Institute of Architects. All rights reserved, WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. Purchasers are permitted to reproduce ten (10) copies of this document when completed. To report copyright violations of AIA Contract Documents, e-mail The American Institute of Architects' legal counsel, copyright@aia.org 051110

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KNOW ALL MEN BY THESE PRESENTS THAT:

Nationwide Mutual Insurance Company, an Ohio corporation

hereinafter referred to severally as the "Company" and collectively as "the Companies" does hereby make, constitute and appoint:

C STEPHENS GRIGGS; CHARLES R TETER III; CHRISTY M BRAILE; DANIELLE R CAPPS; DEBRA J SCARBOROUGH; ERIN C LAVIN; EVAN D SIZEMORE; HILLARY D SHEPARD; JEFFREY C CAREY; KELLIE A MEYER; KRISTIN D THURBER; LAUREN SCOTT; MARIANA WALKER; MARY T FLANIGAN; PATRICK T PRIBYL; REBECCA S LEAL; TAHITIA M FRY; VERONICA LAWVER; each in their individual capacity, its true and lawful attorney-in-fact, with full power and authority to sign, seal, and execute on its behalf any and all bonds and undertakings, and other obligatory instruments of similar nature, in penalties not exceeding the sum of

UNLIMITED

and to bind the Company thereby, as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Company; and all acts of said Attorney pursuant to the authority given are hereby ratified and confirmed.

This power of attorney is made and executed pursuant to and by authority of the following resolution duly adopted by the board of directors of the Company:

"RESOLVED, that the president, or any vice president be, and each hereby is, authorized and empowered to appoint attorneys-in-fact of the Company, and to authorize them to execute and deliver on behalf of the Company any and all bonds, forms, applications, memorandums, undertakings, recognizances, transfers, contracts of indemnity, policies, contracts guaranteeing the fidelity of persons holding positions of public or private trust, and other writings obligatory in nature that the business of the Company may require; and to modify or revoke, with or without cause, any such appointment or authority; provided, however, that the authority granted hereby shall in no way limit the authority of other duly authorized agents to sign and countersign any of said documents on behalf of the Company."

"RESOLVED FURTHER, that such attorneys-in-fact shall have full power and authority to execute and deliver any and all such documents and to bind the Company subject to the terms and limitations of the power of attorney issued to them, and to affix the seal of the Company thereto; provided, however, that said seal shall not be necessary for the validity of any such documents."

This power of attorney is signed and sealed under and by the following bylaws duly adopted by the board of directors of the Company.

Execution of Instruments. Any vice president, any assistant secretary or any assistant treasurer shall have the power and authority to sign or attest all approved documents, instruments, contracts, or other papers in connection with the operation of the business of the company in addition to the chairman of the board, the chief executive officer, president, treasurer or secretary; provided, however, the signature of any of them may be printed, engraved, or stamped on any approved document, contract, instrument, or other papers of the Company.

IN WITNESS WHEREOF, the Company has caused this instrument to be sealed and duly attested by the signature of its officer the 1st day of April, 2024,

ACKNOWLEDGMENT STATE OF NEW YORK COUNTY OF KINGS: 55

SEAL STUDENTS

On this 1st day of April, 2024, before me came the above-named officer for the Company aforesaid, to me personally known to be the officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, deposes and says, that he is the officer of the Company aforesaid, that the seal affixed hereto is the corporate seal of said Company, and the said corporate seal and his signature were duly affixed and subscribed to said instrument by the authority and direction of said Company.

Antonio C. Albanese, Vice President of Nationwide Mutual Insurance Company

Sharon Laburda Notary Public, State of New York No. 011.45427697 Qualified in Kings County Commission Expires January 3, 2026

CERTIFICATE

I. Lezlie F. Chimienti, Assistant Secretary of the Company, do hereby certify that the foregoing is a full, true and correct copy of the original power of attorney issued by the Company; that the resolution included therein is a true and correct transcript from the minutes of the meetings of the boards of directors and the same has not been revoked or amended in any manner; that said Antonio C. Albanese was on the date of the execution of the foregoing power of attorney the duly elected officer of the Company, and the corporate seal and his signature as officer were duly affixed and subscribed to the said instrument by the authority of said board of directors; and the foregoing power of attorney is still in full force and effect.

IN WITNESS WHE	REOF, I have hereunto subscribed my name as Assistar	nt Secretary, and affixed the corporate seal of said Company this	lst day c
May		a como a como meno antico como como como como como como como c	
		607 M	

Assistant Secretary

Notary Public My Commission Expires

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RESOLUTION OF THE BOARD OF MANAGERS OF

AMERICAN PROCESS GROUP LLC

(the "Company")

EFFECTIVE DATE: JANUARY 20, 2025

RESIGNATION OF OFFICERS

IT IS RESOLVED:

- « TO accept the resignation of Mr. Warren Prince as Operations Manager of the Company, which resignation shall take effect on November 24, 2024. »
- « TO accept the resignation of Mr. Sean Richard Pierce as Chief Executive Officer of the Company, which resignation shall take effect on this day. »

NOMINATION OF OFFICERS

IT IS RESOLVED:

- « TO approve the nomination of Mr. Warren Prince as Operations Director of the Company, which nomination shall take effect on November 24, 2024. »
- « TO approve the nomination of Ms. Nathalie Viens as Chief Executive Officer of the Company, which nomination shall take effect on this day, in replacement of Mr. Sean Richard Pierce. »

INSERTION

IT IS RESOLVED to insert in the book of the Company a copy of the foregoing resolution, once signed by all the managers.

VALIDITY

We, the undersigned, being all the managers of the Company, adopt the foregoing resolution and sign these presents in order to give this resolution the same validity as if it had been passed at a Board meeting of managers.

Sean Richard Pierce

C4839173107D452
Russell James Stevens

DocuSigned by:

UNANIMOUS WRITTEN CONSENT OF THE BOARD OF MANAGERS

OF

AMERICAN PROCESS GROUP LLC

January 8, 2024

The undersigned, being the members of the Board of Managers of the Company (the "Board") of American Process Group LLC, a Delaware limited liability company (the "Company"), hereby waive all notice of the time, place and purpose of a meeting and consent to, approve and adopt the following resolutions and take the following actions without a meeting:

Appointment of Officers

WHEREAS, the Board has the authority to remove and appoint officers of the Company, and has determined that it is advisable and in the best interests of the Company to reconstitute the officers of the Company.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the persons named below are appointed to the offices of the Company set forth opposite their names, to serve until their resignation, removal, death or other separation or until their successors are duly appointed and qualified:

Sean Pierce

Chief Executive Officer

Russell Stevens

Vice-President, Finance

General Authorizations

RESOLVED, that the officers of the Company be and they hereby severally are authorized and directed, in the name and on behalf of the Company, to take or cause to be taken all such action, to execute and deliver or cause to be executed and delivered all such consents, certificates, assignments, agreements and other instruments, to make or cause to be made all such filings with governmental or regulatory authorities, and to pay or cause to be paid all such fees and expenses, in each case which shall in such officer's judgment be deemed necessary, proper or advisable in order to carry out fully the intent and effectuate the purposes of the foregoing resolutions, such determination to be evidenced conclusively by such officer's execution and delivery thereof or taking of action with respect thereto; and

FURTHER RESOLVED, that all actions previously taken by any manager or officer of the Company, or by any of its agents or representatives, on behalf of the Company in connection with or related to the matters set forth in or reasonably contemplated or implied by the foregoing resolutions and each of them be, and each of them hereby is, adopted, ratified, confirmed and approved in all respects as the acts and deeds of the Company.

This consent may be executed by facsimile, telecopy or other electronic means of reproduction, and such execution shall be considered valid, binding and effective for all purposes. The actions taken by this written consent shall have the same force and effect as if taken by the undersigned at a meeting, duly called and constituted pursuant to the laws of the State of Delaware.

[Signature page follows.]

IN WITNESS WHEREOF, this Unanimous Written Consent has been duly executed and delivered by the parties hereto, the members of the Board of the Company, as of the date first written above.

BOARD:	
Docusigned by:	
7年6年	
Russell Stevens	
Scan Pierce	

IN WITNESS WHEREOF, this Unanimous Written Consent has been duly executed and delivered by the parties hereto, the members of the Board of the Company, as of the date first written above.

BOARD:	6
Russell Stevens	
DosuSigned by:	
dal	
Sean Pierce	

WRITTEN CONSENT OF

THE SOLE MEMBER

OF

AMERICAN PROCESS GROUP LLC

January 8, 2024

The undersigned, being the sole member (the "Sole Member") of American Process Group LLC, a Delaware limited liability company (the "Company"), hereby waives all notice of the time, place and purpose of a meeting and consents to, approves and adopts the following resolutions and takes the following actions without a meeting:

Removal of Managers

WHEREAS, the Sole Member has the authority to remove and appoint managers to the Board of Managers of the Company (the "Board"), and has determined that it is in the best interests of the Company to reconstitute the Board.

NOW, THEREFORE, BE IT RESOLVED, that the persons named below are hereby removed as managers of the Board.

Morgan C. (Trip) Bailey

Rocky Picard

Ingrid Stefancic

Election of Managers

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the persons named below are elected to serve as managers of the Board, to serve until their resignation, removal, death or other separation or until their successors are duly appointed and qualified.

Sean Pierce

Russell Stevens

General Authorizations

RESOLVED, that the officers of the Company be and they hereby severally are authorized and directed, in the name and on behalf of the Company, to take or cause to be taken all such action, to execute and deliver or cause to be executed and delivered all such consents, certificates, assignments, agreements and other instruments, to make or cause to be made all such filings with governmental or regulatory authorities, and to pay or cause to be paid all such fees

and expenses, in each case which shall in such officer's judgment be deemed necessary, proper or advisable in order to carry out fully the intent and effectuate the purposes of the foregoing resolutions, such determination to be evidenced conclusively by such officer's execution and delivery thereof or taking of action with respect thereto; and

FURTHER RESOLVED, that all actions previously taken by any manager or officer of the Company, or by any of its agents or representatives, on behalf of the Company in connection with or related to the matters set forth in or reasonably contemplated or implied by the foregoing resolutions and each of them be, and each of them hereby is, adopted, ratified, confirmed and approved in all respects as the acts and deeds of the Company.

This consent may be executed by facsimile, telecopy or other electronic means of reproduction, and such execution shall be considered valid, binding and effective for all purposes. The actions taken by this written consent shall have the same force and effect as if taken by the undersigned at a meeting, duly called and constituted pursuant to the laws of the State of Delaware.

[Signature page follows.]

IN WITNESS WHEREOF, this Written Consent has been duly executed and delivered by the party hereto, being the Sole Member, as of the date first written above.

SOLE MEMBER:

SANEXEN US HOLDINGS, INC.

-J--2-24 __

Name Russell Stevens

Title: Authorized Signatory

RESOLUTION OF THE BOARD OF MANAGERS OF

AMERICAN PROCESS GROUP LLC

(the "Company")

EFFECTIVE DATE: MAY 5, 2023

RESIGNATION OF AN OFFICER

WHEREAS the Board has received a resignation letter from Mr. Marc Légère, Executive Vice-President, as officer of the Company, effective immediately.

IT IS RESOLVED:

« TO accept the resignation of Mr. Marc Légère as Executive Vice-President of the Company, which resignation shall take effect on this day, with no immediate replacement. »

CONFIRMATION OF REMAINING OFFICERS

WHEREAS the Board confirmed the remaining officers of the Company:

President Éric Sauvageau

Vice-President & Treasurer Sophie Deligny

Operations Manager Warren Prince

General Manager Douglas Van der Veen

Controller & Assistant-Secretary Erin Stanley

Secretary Ingrid Stefancic ».

INSERTION

IT IS RESOLVED to insert in the book of the Company a copy of the foregoing resolution, once signed by all the managers.

VALIDITY

We, the undersigned, being all the managers of the Company, adopt the foregoing resolution and sign these presents in order to give this resolution the same validity as if it had been passed at a Board meeting of managers.

— DocuSigned by:

Morgan C. Bailey

Morgan C. Bailey III

——DocuSigned by:

Rocky Picard

Rocky Picard

8 28 1.3770

Ingrid Stefancic

Ingrid Stefancic