Bailey Excavating, Inc.

1073 TORO DRIVE – JACKSON, MI 49201
PHONE (517) 750-3030

Bailey Excavating Inc.'s Bid Packet for:

RFP# 26-12

Ingalls Kingsley

Water Main Project

An Equal Opportunity Employer

E. Schedule of Pricing/Cost – 20 Points

Company: **Bailey Excavating, Inc.**

Project: Ingalls Kingsley Water Main project

File #: 2025-012 **RFP #: 26-12**

ITEM NUMBER	LEGEND	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
	General				
01000.00	General Conditions, Max. $ 150,000	LS	1	$ $150,000.00	$ $150,000.00
01001.00	Project Supervision, Max. $ 100,000	LS	1	$ $100,000.00	$ $100,000.00
01002.00	Project Clean-Up and Restoration	LS	1	$ $50,000.00	$ $50,000.00
01003.00	Digital Audio Visual Coverage	LS	1	$ $1,959.67	$ $1,959.67
01021.00	Erosion Control, Inlet Protection, Fabric Drop	Ea	50	$ $86.34	$ $4,317.00
01030.00	Tree Protection Fence	Ft	2,000	$ $4.86	$ $9,720.00
01040.00	Minor Traffic Control, Max. $ 50,000	LS	1	$ $50,000.00	$ $50,000.00
01041.00	Traffic Regulator Control	LS	1	$ $5,000.00	$ $5,000.00
01050.00	Sign, Type B, Temp, Prismatic, Furn & Oper	Sft	1,500	$ $5.80	$ $8,700.00
01051.00	Sign, Type B, Temp, Prismatic, Special, Furn & Oper	Sft	200	$ $5.94	$ $1,188.00
01052.00	Temporary "No Parking" Sign	Ea	60	$ $59.93	$ $3,595.80
01070.00	Sign, Portable, Changeable Message, Furn & Oper	Ea	4	$ $2,908.78	$ $11,635.12
01080.00	Plastic Drum, High Intensity, Lighted, Furn & Oper	Ea	60	$ $49.23	$ $2,953.80
01081.00	Channelizer Cone, High Intensity, 42 In., Furn & Oper	Ea	100	$ $31.33	$ $3,133.00
01091.00	Barricade, Type III, High Intensity, Lighted, Furn & Oper	Ea	50	$ $111.88	$ $5,594.00
01100.00	Pedestrian Type II Barricade, Temp, Furn & Oper	Ea	30	$ $100.68	$ $3,020.40
01101.00	Pedestrian Channelizer Device, Furn & Oper	Ea	50	$ $100.68	$ $5,034.00
01102.00	Temporary Pedestrian Ramp, Furn & Oper	Ea	10	$ $632.15	$ $6,321.50
01103.00	Temporary Pedestrian Mat, Furn & Oper	Ft	150	$ $15.80	$ $2,370.00
	Removals				
02000.01	Tree, Rem, 6 In. - 12 In.	Ea	3	$ $948.23	$ $2,844.69
02020.00	HMA, Any Thickness, Rem	Syd	12,000	$ $10.11	$ $121,320.00
02025.00	Concrete Pavt, Any Thickness, Rem	Syd	3,000	$ $16.80	$ $50,400.00
02030.00	Curb, Gutter, and Curb and Gutter, Any Type, Rem	Ft	2,250	$ $7.16	$ $16,110.00
02040.00	Sidewalk, Sidewalk Ramp, and Driveway Approach, Any Thickne	Sft	5,300	$ $1.18	$ $6,254.00
	Earthwork				
03001.00	Machine Grading, Kingsley-Ingalls	Syd	13,000	$ $12.30	$ $159,900.00
03022.00	Subgrade Undercutting, Type III	Cyd	100	$ $115.70	$ $11,570.00
03030.01	Exploratory Excavation, SD-TD-1, (0-10' Deep)	Ea	10	$ $2,458.29	$ $24,582.90
	Sanitary Sewer				
04014.01	6 In., SDR 26 PVC Sanitary Service Lead, SD-TD-2	Ft	100	$ $108.61	$ $10,861.00
04060.00	Sanitary Structure Cover	Ea	17	$ $1,006.16	$ $17,104.72
04061.00	Sanitary Structure Cover, Adjust	Ea	17	$ $1,397.74	$ $23,761.58
	Storm and Drainage				
06000.01	12 In., CL IV RCP Storm Sewer, SD-TD-1	Ft	1,024	$ $132.64	$ $135,823.36
06000.02	15 In., CL IV RCP Storm Sewer, SD-TD-1	Ft	200	$ $138.25	$ $27,650.00
06030.04	Storm Sewer Tap, 12 In. Dia.	Ea	15	$ $508.28	$ $7,624.20
06030.05	Storm Sewer Tap, 15 In. Dia.	Ea	7	$ $762.42	$ $5,336.94
06050.01	Storm Manhole, 48 In. Dia. (0-8' deep)	Ea	4	$ $5,653.95	$ $22,615.80
06060.01	Storm Inlet-Junction, 36 In. Dia., (0-8' deep)	Ea	1	$ $4,071.16	$ $4,071.16
06070.01	Storm Single Inlet, 24 In. Dia., (0-8' deep)	Ea	21	$ $3,730.03	$ $78,330.63
06070.02	Storm Single Inlet, 24 In. Dia., Additional Depth	Ft	2	$ $508.28	$ $1,016.56
06080.01	Storm High Capacity Inlet, 48 In. Dia., (0-8' deep)	Ea	8	$ $6,035.59	$ $48,284.72
06100.01	Storm Manhole Over Existing ("Doghouse"), 48 In. Dia.	Ea	4	$ $10,508.99	$ $42,035.96
06110.03	Storm Sewer Pipe, 12 In. Dia., Abandon	Ft	500	$ $25.86	$ $12,930.00
06120.03	Storm Sewer Pipe, 12 In. Dia., Rem	Ft	400	$ $62.39	$ $24,956.00
06130.00	Storm Sewer Structure, Abandon	Ea	1	$ $1,367.35	$ $1,367.35
06140.00	Storm Sewer Structure, Rem	Ea	13	$ $1,044.07	$ $13,572.91
06150.00	Storm Sewer Drop Structure, Rem	Ea	16	$ $618.91	$ $9,902.56
06160.01	Storm Structure Cover	Ea	10	$ $958.05	$ $9,580.50
06160.02	Storm Structure Cover, Adjust	Ea	10	$ $1,733.84	$ $17,338.40
06181.02	Underdrain, Subbase, 6 In.	Ft	1,200	$ $38.55	$ $46,260.00
	TOTAL THIS PAGE (BF-1)				$ $1,377,948.23

E. Schedule of Pricing/Cost – 20 Points

Company: **Bailey Excavating, Inc.**

Project: Ingalls Kingsley Water Main project

File #: 2025-012 **RFP #: 26-12**

ITEM NUMBER	LEGEND	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
	Water Mains				
07000.01	4 In., PC 350 DIP w/polywrap, SD-TD-1	Ft	13	$ $385.23	$ $5,007.99
07000.02	6 In., PC 350 DIP w/polywrap, SD-TD-1	Ft	121	$ $216.62	$ $26,211.02
07000.03	8 In., PC 350 DIP w/polywrap, SD-TD-1	Ft	214	$ $166.56	$ $35,643.84
07000.05	12 In., PC 350 DIP w/polywrap, SD-TD-1	Ft	3,450	$ $210.44	$ $726,018.00
07010.03	6 In. 22.5° DIP Bend	Ea	2	$ $990.28	$ $1,980.56
07011.02	8 In. 45° DIP Bend	Ea	4	$ $1,232.29	$ $4,929.16
07011.03	8 In. 22.5° DIP Bend	Ea	4	$ $1,157.83	$ $4,631.32
07011.04	8 In. 11.25° DIP Bend	Ea	1	$ $1,166.83	$ $1,166.83
07013.02	12 In. 45° DIP Bend	Ea	33	$ $1,600.75	$ $52,824.75
07013.03	12 In. 22.5° DIP Bend	Ea	12	$ $1,713.23	$ $20,558.76
07013.04	12 In. 11.25° DIP Bend	Ea	3	$ $1,703.42	$ $5,110.26
07020.02	8 In. X 4 In. DIP Reducer	Ea	1	$ $1,053.73	$ $1,053.73
07020.03	8 In. X 6 In. DIP Reducer	Ea	8	$ $1,081.42	$ $8,651.36
07020.07	12 In. X 4 In. DIP Reducer	Ea	2	$ $1,480.36	$ $2,960.72
07020.08	12 In. X 6 In. DIP Reducer	Ea	8	$ $1,405.76	$ $11,246.08
07020.09	12 In. X 8 In. DIP Reducer	Ea	2	$ $1,492.80	$ $2,985.60
07030.06	8 In. X 8 In. X 8 In. DIP Tee	Ea	3	$ $1,892.21	$ $5,676.63
07030.11	12 In. X 12 In. X 4 In. DIP Tee	Ea	1	$ $2,333.69	$ $2,333.69
07030.13	12 In. X 12 In. X 8 In. DIP Tee	Ea	6	$ $2,528.60	$ $15,171.60
07030.15	12 In. X 12 In. X 12 In. DIP Tee	Ea	9	$ $2,745.76	$ $24,711.84
07050.70	Gate Valve in Box, 4 In.	Ea	1	$ $5,380.60	$ $5,380.60
07050.04	Gate Valve in Box, 12 In.	Ea	1	$ $2,496.25	$ $2,496.25
07060.01	Gate Valve in Well, 6 In.	Ea	1	$ $7,146.46	$ $7,146.46
07060.02	Gate Valve in Well, 8 In.	Ea	3	$ $9,009.17	$ $27,027.51
07060.04	Gate Valve in Well, 12 In.	Ea	13	$ $11,540.45	$ $150,025.85
07080.00	Excavate & Backfill For Water Service Tap and Lead	Ft	1,000	$ $123.98	$ $123,980.00
07090.00	Water Structure Cover	Ea	2	$ $1,076.91	$ $2,153.82
07091.00	Water Structure Cover, Adjust	Ea	2	$ $1,648.46	$ $3,296.92
07100.00	Fire Hydrant Assembly, Complete	Ea	6	$ $9,476.78	$ $56,860.68
07101.00	Fire Hydrant, Extension	Ft	2	$ $743.56	$ $1,487.12
07102.00	Fire Hydrant Assembly, Rem	Ea	6	$ $933.45	$ $5,600.70
07110.01	Sacrificial Anode, 17-pound	Ea	10	$ $649.25	$ $6,492.50
07110.02	Sacrificial Anode, 32-pound	Ea	6	$ $672.56	$ $4,035.36
07120.00	Gate Box, Adjust	Ea	1	$ $828.67	$ $828.67
07121.00	Curb Box, Adjust	Ea	20	$ $1,196.45	$ $23,929.00
07130.01	Temporary Water Main Line Stop, 8 In. or less	Ea	12	$ $9,408.34	$ $112,900.08
07131.00	Temporary Water Main Line Stop, Additional Rental Day	Ea	10	$ $632.15	$ $6,321.50
07140.01	Water Main Pipe, 4 In. Dia., Abandon	Ft	484	$ $53.32	$ $25,806.88
07140.02	Water Main Pipe, 6 In. Dia., Abandon	Ft	3,120	$ $13.07	$ $40,778.40
07140.03	Water Main Pipe, 8 In. Dia., Abandon	Ft	38	$ $68.04	$ $2,585.52
07160.01	Gate Valve in Box, 4 In. Dia., Abandon	Ea	3	$ $254.14	$ $762.42
07160.02	Gate Valve in Box, 6 In. Dia., Abandon	Ea	10	$ $254.14	$ $2,541.40
07170.01	Gate Valve in Box, 4 In. Dia., Rem	Ea	3	$ $508.28	$ $1,524.84
07170.02	Gate Valve in Box, 6 In. Dia., Rem	Ea	2	$ $508.28	$ $1,016.56
07170.05	Gate Valve in Box, 12 In. Dia., Rem	Ea	1	$ $254.14	$ $254.14
07190.02	Gate Valve in Well, 6 In. Dia., Rem	Ea	4	$ $650.00	$ $2,600.00
	Streets, Driveways, & Sidewalks				
08000.00	Subbase, CIP	Cyd	200	$ $55.09	$ $11,018.00
08010.00	Aggregate Base Course, 21AA, CIP	Cyd	150	$ $80.79	$ $12,118.50
08010.02	Aggregate Base, 6 In., 21AA, CIP	Syd	250	$ $13.67	$ $3,417.50
08010.03	Aggregate Base, 8 In., 21AA, CIP	Syd	12,500	$ $17.96	$ $224,500.00
08060.00	Hand Patching	Syd	200	$ $90.03	$ $18,006.00
08010.70	DS_Aggregate Base Conditioning	Syd	6,000	$ $10.52	$ $63,120.00
08070.14	HMA, 4EL	Ton	2,650	$ $160.76	$ $426,014.00
08071.00	HMA Approach	Ton	10	$ $417.98	$ $4,179.80
08100.03	Conc Pavt With Integral Curb, Non-Reinf, 8 In.	Syd	571	$ $111.26	$ $63,529.46
08110.00	Conc, Curb or Curb & Gutter, All Types	Ft	2,250	$ $39.20	$ $88,200.00
08120.03	Conc, Driveway Opening, Type M, High Early	Ft	400	$ $41.72	$ $16,688.00
	TOTAL THIS PAGE (BF-2)				$ $2,507,498.18

E. Schedule of Pricing/Cost – 20 Points

Company: **Bailey Excavating, Inc.**

Project: Ingalls Kingsley Water Main project

File #: 2025-012 **RFP #: 26-12**

ITEM NUMBER	LEGEND	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE
	Streets, Driveways, & Sidewalks (Continued)				
08131.01	Conc, Sidewalk, Drive Approach, or Ramp, 6 In.	Sft	3,336	$ $11.38	$ $37,963.68
08132.01	Conc, Sidewalk, Drive Approach, or Ramp, 6 In., High Early	Sft	1,284	$ $13.90	$ $17,847.60
08140.00	Brick Pavers, Sidewalk, Rem and Reinstall	Sft	5,136	$ $33.50	$ $172,056.00
08150.00	Detectable Warning Surface	Ft	170	$ $63.22	$ $10,747.40
08190.02	Pavt Mrkg, Polymer Cement Surface, Bike, Small Sym	Ea	4	$ $490.51	$ $1,962.04
08190.03	Pavt Mrkg, Polymer Cement Surface, Bike Thru Arrow Sym	Ea	4	$ $490.51	$ $1,962.04
08190.06	Pavt Mrkg, Polymer Cement Surface, Bike Lane Green	Sft	733	$ $26.52	$ $19,439.16
08190.71	DS_Pavt Mrkg, Polymer Cement Surface, 6 In., Dotted, White	Ft	83	$ $24.94	$ $2,070.02
08190.72	DS_Pavt Mrkg, Polymer Cement Surface, 24 inch, Stop Bar	Ft	10	$ $66.51	$ $665.10
08200.05	Pavt Mrkg, Polyurea, 12 In., Cross Hatching, White	Ft	9	$ $10.80	$ $97.20
08200.07	Pavt Mrkg, Polyurea, 12 In., Crosswalk	Ft	1,335	$ $10.80	$ $14,418.00
08200.09	Pavt Mrkg, Polyurea, 24 In., Stop Bar	Ft	181	$ $24.94	$ $4,514.14
08200.13	Pavt Mrkg, Polyurea, 6 In., White	Ft	143	$ $2.75	$ $393.25
08200.14	Pavt Mrkg, Polyurea, 6 In., Yellow	Ft	4,546	$ $2.75	$ $12,501.50
08251.00	Recessing Pavt Mrkg, Longit	Ft	4,546	$ $1.91	$ $8,682.86
08252.00	Recessing Pavt Mrkg, Transv	Sft	3,045	$ $5.81	$ $17,691.45
08300.00	Monument Box, Adjust	Ea	9	$ $702.35	$ $6,321.15
	Lighting and Electrical				
09011.01	Conduit, Schedule 80 PVC, 2 In., Qty 2	Ft	500	$ $37.93	$ $18,965.00
09030.01	Handhole Assembly, 17 In. X 30 In. x 18 In.	Ea	6	$ $3,160.75	$ $18,964.50
	Landscaping				
10051.00	Irrigation System, Protection and Preserving	LS	1	$ $5,000.00	$ $5,000.00
10060.00	Turf Restoration	Syd	952	$ $11.35	$ $10,805.20

TOTAL THIS PAGE (BF-3)	$ $383,067.29
TOTAL FROM PAGE BF-1	$ $1,377,948.23
TOTAL FROM PAGE BF-2	$ $2,507,498.18
TOTAL BASE BID	$ $4,268,513.70

AIA Document A310™ – 2010

Bid Bond

CONTRACTOR:
Name, legal status and address)

Bailey Excavating, Inc.

1073 Toro Dr.

Jackson, MI 49201

SURETY:
(Name, legal status and principal place of business)

Travelers Casualty and Surety Company of America

One Tower Square

Hartford, CT 06183

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.

OWNER:
(Name, legal status and address)

City of Ann Arbor

BOND AMOUNT: Five Percent of Bid (5% of Bid)

PROJECT: City of Ann Arbor - Ingalls Kingsley Water Main Project
(Name, location or address, and Project number, if any)

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 (I) 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 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 of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 26th day of February , 2026

(Witness)	Bailey Excavating, Inc. *(Principal)* Rhonda M. Denny *(Seal)*
(Witness) Jessa Powers	*(Title)* Travelers Casualty and Surety Company of America *(Surety)* HARTFORD, CONN. *(Seal)*
	(Title) James N. Slear , Attorney-in-Fact

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061110

TRAVELERS

Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **James N. Slear** of **LANSING**, **Michigan**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April**, **2021**.

State of Connecticut

City of Hartford ss.

By: _____
Robert L. Raney, Senior Vice President

On this the **21st** day of **April**, **2021**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June**, **2026**

_____
Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **26th** day of **February**, **2026**.

_____
Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.

SECTION III - MINIMUM INFORMATION REQUIRED

PROPOSAL FORMAT

The following describes the elements that should be included in each of the proposal sections and the weighted point system that will be used for evaluation of the proposals.

Bidders should organize Proposals into the following Sections:

A. Qualifications, Experience and Accountability
B. Workplace Safety
C. Workforce Development
D. Social Equity and Sustainability
E. Schedule of Pricing/Cost
F. Authorized Negotiator
G. Attachments

Bidders are strongly encouraged to provided details for all of the information requested below within initial proposals. Backup documentation may be requested at the sole discretion of the City to validate all of the responses provided herein by bidders. False statements by bidders to any of the criteria provided herein will result in the proposal being considered non-responsive and will not be considered for award.

Pursuant to Sec 1:324.5 of the City Code which sets forth requirements for evaluating public improvement bids, Bidders should submit the following:

A. Qualifications, Experience and Accountability - 20 Points

1. Qualifications and experience of the bidder and of key persons, management, and supervisory personnel to be assigned by the bidder.

2. References from individuals or entities the bidder has worked for within the last five (5) years including information regarding records of performance and job site cooperation.

3. A statement from the bidder as to any major subcontractors it expects to engage including the name, work, and amount.

B. Workplace Safety – 20 Points

1. Provide evidence of a bidder's safety program (link to information on bidder's publicly available web-site preferred) and evidence of a safety-training program for employees addressing potential hazards of the proposed job site. Bidders must

Bailey Excavating, Inc.

1073 TORO DRIVE –JACKSON, MI 49201
PHONE (517) 750-3030

Federal ID Number: 38-2009278

Contact: Rhonda M. Denny

Officer's: John W. Bailey - President
Jacob W. Bailey - Secretary
Jordan W. Bailey - Treasurer

Type of Business: Construction-Streets,Excavation,Site Development,Watermain & Storm/Sanitary Sewer,Paving

Physical Address: 1073 Toro Drive - Jackson, Michigan 49201

Year Corporation Formed: 1973 53 Years in Business 49 Employees

KEY PERSONNEL

Name	Title	Experience/Years	
JOHN W. BAILEY	PRESIDENT	50 YEARS	OWNER
JACOB W. BAILEY	MANAGER/ESTIMATOR	17 YEARS	PROJECTS-DEGREE
MARK E. MAGNER	SUPERVISOR	43 YEARS	PROJECTS
JOEY KEMPLIN	FOREMAN	9 YEARS	PROJECTS
STEVE LOGAN	FOREMAN	32 YEARS	PROJECTS
STEVE BLISS	FOREMAN	36 YEARS	PROJECTS
RHONDA L. BLAIR	OFFICE MANAGER	45 YEARS	OFFICE
RHONDA M. DENNY	EXECUTIVE ADMIN	32 YEARS	OFFICE

Bailey Excavating, Inc.

1073 TORO DRIVE – JACKSON, MI 49201
PHONE (517) 750-3030

Key Employees for Pipe Crews:

Jacob Bailey	Project Manager
Steve Logan	Foreman
Pat Parker	Operator
Blake Blodgett	Foreman
Steve Bliss	Foreman
Juan Mena	Laborer
Joey Kemplin	Foreman
Mike Crabtree	Operator
Tom Rowland	Operator
Joe Irish	Operator
Justin Zebarah	Laborer
Klayton Wright	Laborer
Chris Eubanks	Laborer
Fred Carpenter Jr.	Operator
Billy Davis	Operator / Vac Truck Operator

Administrative Support:

Rhonda Denny	Executive Administrator

Bailey Excavating, Inc.

1073 TORO DRIVE –JACKSON, MI 49201
PHONE (517) 750-3030

CERTIFIED RESOLUTION

I, Jacob W. Bailey, Corporate Secretary of Bailey Excavating, Inc., certify that the following resolutions were adopted by the Board of Directors of Bailey Excavating, Inc., on January 20, 2026, and have not been amended or repealed since then.

IT IS HEREBY RESOLVED that John W. Bailey/President, Jacob W. Bailey/V.P./Manager, Jordan W. Bailey/Treasurer, Mark E. Magner/V.P./Supervisor, Rhonda L. Blair/Executive Finance/Office Manager, Rhonda M. Denny/Executive Administrator are hereby authorized to review any and all construction contracts, plans, specifications and all other documentation for all proposed construction, and are further authorized to execute all Bids, Contracts, Performance Bonds, Labor and Material Bonds, and all other documentation related to any and all construction projects, on behalf of the Corporation.

IT IS FURTHER RESOLVED that John W. Bailey/President, Jacob W. Bailey/V.P./Manager, Jordan W. Bailey/Treasurer, Mark E. Magner/V.P./Supervisor, Rhonda L. Blair/Executive Finance/Office Manager, Rhonda M. Denny/Executive Administrator are hereby authorized and directed to execute all documentation and perform any required acts, on behalf of Corporation, necessary to complete the above matters.

I have hereunto set my hand, as Secretary of the Corporation, this 20th day of January 2026.

Jacob W. Bailey, Corporate Secretary

GRETCHEN WHITMER
Governor

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
Lansing

BRADLEY C. WIEFERICH, P.E.
Director

November 14, 2024

Bailey Excavating, Inc.
1073 Toro Dr
Jackson MI 49201-1095

Vendor ID: 00777

Dear Contractor:

Thank you for your interest in doing business with the Michigan Department of Transportation (MDOT) as a prequalified construction contractor. This is to inform you that the application submitted for prequalification by **Bailey Excavating, Inc. has been approved.**

In accordance with our Administrative Rules, an **overall financial rating of $32,987,000.00** has been established which covers numerical ratings in the classifications(s) listed below:

3000	($3,000,000.00)	Cb	Hot Mix Asphalt/Bituminous Paving
32987	($32,987,000.00)	Ea	Grading, Drainage Structures & Agg. Cons
200	($200,000.00)	G	Building Moving And Demolition
500	($500,000.00)	I	Sodding And Seeding/Turf Establishment
3000	($3,000,000.00)	J	Concrete C, C&G, Driveways, Sidewalks
32987	($32,987,000.00)	K	Sewers and Watermains
32987	($32,987,000.00)	N2	Clearing & Grubbing

This prequalification rating is effective until September 30, 2026 ; a renewal application must be submitted by this date to prevent removal of prequalification.

If the assigned rating is not satisfactory, the Prequalification Committee must be notified in writing within 15 days of having been advised of the rating granted. MDOT may declare a prequalified bidder ineligible to bid at any time because of developments subsequent to prequalification which, in its opinion, would affect the responsibility of the bidder or their ability to perform the contract work.

If you have any questions or need additional information, please use the following contacts:

Construction Prequalification: MDOTPrequal@michigan.gov , Prequalification Website
Bid Letting (electronic bidding process): MDOT-BidLetting@michigan.gov , Bid Letting Website

Congratulations on your status as an MDOT Construction Prequalified Contractor. MDOT's Construction Prequalification team looks forward to working with you!

Lawrence F. Strzalka
Construction Contracts Section Manager
Contract Services Division

GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
LANSING

SUSAN CORBIN
DIRECTOR

Date: 1/22/2026 7:19:05 PM

Subject: State Project Registration Confirmation

Dear Bailey Excavating, Inc.,

Thank you for submitting your State Project Registration with the Michigan Department of Labor and Economic Opportunity. We are pleased to confirm that your registration has been approved.

Your organization is now officially registered to perform work on State of Michigan projects, in compliance with Public Act 10 of 2023.

Registration Details:
Registration ID: **25-08-PW1461**

Next Steps:
Please include a copy of this registration confirmation with any State project bid submittals to verify your registration status.

If you have any questions, please do not hesitate to contact the Wage and Hour Division at:

517-284-7800
leo-whcertifiedpayroll@michigan.gov

Thank you for your commitment to compliance and public service.

Wage & Hour Division
Labor & Economic Opportunity

LEO is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodation are available, upon request, to individuals with disabilities.

WAGE AND HOUR DIVISION

P.O. Box 30476 • Lansing, Michigan 48909-7976

OVERNIGHT MAIL ADDRESS: 2407 N. GRAND RIVER • LANSING, MICHIGAN 48906

Toll Free: 1-855-4MI-WAGE (1-855-464-9243) • (517) 284-7800 • FAX (517) 763-0110

www.michigan.gov/wagehour

Contractor Evaluation Report

Contract: 38073-217477,Single course chip seal with fog seal, shoulder gravel and

Contractor: Bailey Excavating, Inc.

Evaluation Number: 1

CPE Date: 04/01/2025

Contractor ID: 00777

Revision Num: 0

CPE Status: Approved

Address:

Revision Date: 05/09/2025

Evaluator: Jennifer Golub

Report Period: 01/23/2025 **to** 01/23/2025

Entered By: Jennifer Golub

Contractor Type: Subcontractor

Report Type: Final

Revised By: Jason Fossitt

Business Enterprise Type:

Route:

Region: 06022

Work Type: SUB

County: C038 Jackson County

Administrative Office: 1 - 000

Subcontract Amount: $3,000.00

Fed. Proj. Num: 23A0915

Managing Office: Agency

Current Contract Amount: $1,136,303.73

Location: M-50 from US-127 northeasterly to Hopcraft Road.

Form Version: 082307

Project(s): 217477A, Single course chip seal with fog seal, shoulder gravel and pavement markings.

Total Evaluation Score: 8.5

Comments: Final Contractor Evaluation

Ratings

	Group Description		Rating	Rating Remarks
1	Organization and Management	Rating Avg.	8.4	
	1 To what degree are contractor's project management personnel available and given the authority to execute the directions of the Engineer?		8	
	2 To what degree are the Contractor's management personnel competent and		8	

	effective in scheduling the work and organizing construction operations, including being punctual in starting and completing the work on the project and meeting critical intermediate phases in accordance with the contract?	
3	To what degree does the Contractor furnish required documentation and reports in a timely manner? This includes, but is not limited to, certification of materials, delivery tickets, invoices, progress schedule, shop drawings, material sampling, requests for extensions of time, contractor staking, and Contractor Quality Assurance/Quality Control (QA/QC) plans and documentation.	9
4	To what degree does the Contractor comply with the direction of the Engineer and follow the project authority as detailed in Division 1 of the Standard Specifications for Construction?	8
5	To what degree does the Contractor comply timely with all appropriate wage rates, labor, EEO, and D.B.E. laws and regulations, submit	9

		Group Description	Rating	Rating Remarks
		accurate certified payrolls and promptly pay all subcontractors?		
2	Resources	Rating Avg.	8	
	6	To what degree does the Contractor have adequate and sufficient equipment to keep the project on schedule? Does the equipment meet the requirements of the specifications and efficiently provide a quality product?	8	
	7	To what degree does the Contractor have competent and sufficient personnel to keep the project on schedule?	8	

Contractor Evaluation Report

Report v1

	Group Description		Rating	Rating Remarks
3	Work Performance	Rating Avg.	8.7	
8	To what degree does the Contractor have good safety practices? Does the Contractor follow their own safety program?		9	
9	To what degree did the Contractor comply with contract requirements for maintaining traffic?		9	
10	If applicable, to what degree does the Contractor meet the contract requirements for Contractor Quality Control (CQC)?		8	
11	To what degree does the Contractor provide a quality product?		8	
12	To what degree does the Contractor properly notify and coordinate work with utility companies, railroads, property owners, local units of government, and Contractors working on adjacent projects?		9	
13	To what degree does the Contractor submit the necessary documentation to permit timely closeout and finaling of the project?		9	
14	To what degree does the Contractor meet the		9	

	Group Description	Rating	Rating Remarks
	environmental requirements of the contract?		
4	Subcontractor Management Rating Avg.	8	
15	To what degree does the Contractor coordinate work with Subcontractor's work, exercise authority over Subcontractors, provide notice of Subcontractor work schedule and ensure that Subcontractors are in compliance with contract requirements?	8	

Approvals

Date/Time Approved	Name	Title	Organization
5/9/2025 10:50 AM	Jason Fossitt	Construction Engineer	

Contractor's Performance Evaluation

Michigan Department of Transportation

12/9/2024 8:23 AM

FieldManager 5.3c

Contract: 78014-132636, Hot mix asphalt reconstruction, drainage and intersection im

Report Period 3/16/2023 - 12/9/2024		**CPE Number** 22	**Contractor** Bailey Excavating, Inc.	
CPE Date 12/9/2024	**Report Type** Final		**Contractor Type** Subcontractor	**Subcontract Amount**
Form Version 082307	**Route** US-131	**District** 05023	**Business Enterprise Type**	
Location US-131 from Rocky River to Shaver Road.			**Work Type**	
Evaluator LJB, Larry J Brenner	**Current Contract Amount** $51,602,617.34		**Managing Office** Kalamazoo TSC	
Entered By MS, Mary Simpson			**Revised By**	**Revision Date** **Rev. No.**
County(s) St Joseph County, Kalamazoo County				

Project(s)

132636A, Hot mix asphalt intersection reconstruction.
200115A, Hot mix asphalt cold milling and resurfacing, drainage, inte
210099A, Hot mix asphalt repair and resurfacing, drainage work and in

Comments

Appraisal of the contractor's (subcontractor's) performance.

	Rating	Rating Remarks
A. Organization and Management		
1. To what degree are Contractor's project management personnel available and given the authority to execute the directions of the Engineer?	9	
2. To what degree are the Contractor's management personnel competent and effective in scheduling the work and organizing construction operations, including being punctual in starting and completing the work on the project and meeting critical intermediate phases in accordance with the contract?	9	

Appraisal of the contractor's (subcontractor's) performance.

	Rating	Rating Remarks
A. Organization and Management		
3. To what degree does the Contractor furnish required documentation and reports in a timely manner? This includes, but is not limited to, certification of materials, delivery tickets, invoices, progress schedule, shop drawings, material sampling, requests for extensions of time, contractor staking and Contractor Quality Assurance/Quality Control (QA/QC) plans and documentation.	9	
4. To what degree does the Contractor comply with the direction of the Engineer and follow the project authority as detailed in Division 1 of the Standard Specifications for Construction?	9	
5. To what degree does the Contractor comply timely with all appropriate wage rates, labor, EEO, and D.B.E. laws and regulations, submit accurate certified payrolls and promptly pay all subcontractors?	9	
B. Resources		
6. To what degree does the Contractor have adequate and sufficient equipment to keep the project on schedule? Does the equipment meet the requirements of the specifications and efficiently provide a quality product?	9	
7. To what degree does the Contractor have competent and sufficient personnel to keep the project on schedule?	9	
C. Work Performance		
8. To what degree does the Contractor have good safety practices? Does the Contractor follow their own safety program?	9	
9. To what degree did the Contractor comply with contract requirements for maintaining traffic?	9	
10. If applicable, to what degree does the Contractor meet the contract requirements for Contractor Quality Control (CQC)?	9	
11. To what degree does the Contractor provide a quality product?	9	
12. To what degree does the Contractor properly notify and coordinate work with utility companies, railroads, property owners, local unit of government, and Contractors working on adjacent projects?	9	

Appraisal of the contractor's (subcontractor's) performance.

	Rating	Rating Remarks
C. Work Performance		
13. To what degree does the Contractor submit the necessary documentation to permit timely closeout and finaling of project?	9	
14. To what degree does the Contractor meet the environmental requirements of the contract?	9	
D. Subcontractor Management		
15. To what degree does the Contractor coordinate work with Subcontractor's work, exercise authority over Subcontractors, provide notice of Subcontractor's work schedule and ensure that Subcontractors are in compliance with contract requirements?	N/A	

Larry J. Brenner

Digitally signed by: Larry J. Brenner
DN: CN = Larry J. Brenner email = brennerl@michigan.gov C = US O = Michigan Department of Transportation
Date: 2024.12.09 10:22:43 -05'00'

Evaluator (Date)

REVIEWED
By Christopher Jacobs at 5:59 am, 12/10/24

Construction/Project Engineer (Date)

REVIEWED
By Kerry DenBraber, P.E. at 2:54 pm, 12/10/24

TSC Manager: Kerry DenBraber, P.E. (Date)

Contractor's Performance Evaluation

Michigan Department of Transportation

2/15/2024 1:05 PM
FieldManager 5.3c

Contract: 38000-207185, Hot mix asphalt cold milling and resurfacing, concrete sidew

Report Period	CPE Number	Contractor	
6/21/2023 - 1/17/2024	2	Bailey Excavating, Inc.	
CPE Date	**Report Type**	**Contractor Type**	**Subcontract Amount**
2/15/2024	Interim	Prime	
Form Version	**Route**	**District**	**Business Enterprise Type**
082307		06022	
Location		**Work Type**	
Wildwood Avenue from West Avenue to Steward Avenue.		Resurfacing	
Evaluator	**Current Contract Amount**	**Managing Office**	
BQ, Brian Quach	$551,640.65	Spalding DeDecker	
Entered By		**Revised By**	**Revision Date** / **Rev. No.**
CH, Coleen Head			
County(s)			
Jackson County			

Project(s)
207185A, Hot mix asphalt cold milling and resurfacing, concrete sidew
216822A, Hot mix asphalt cold milling and resurfacing, concrete sidew

Comments
Interim CPE

Appraisal of the contractor's (subcontractor's) performance.

	Rating	Rating Remarks
A. Organization and Management		
1. To what degree are Contractor's project management personnel available and given the authority to execute the directions of the Engineer?	10	Management personnel are always available and given authority to execute the directions of the Engineer.
2. To what degree are the Contractor's management personnel competent and effective in scheduling the work and organizing construction operations, including being punctual in starting and completing the work on the project and meeting critical intermediate phases in accordance with the contract?	9	Contractor was punctual in starting project and meeting contract dates. Contractor informs Engineer of his schedule and provides updates to the schedule as required by the contract.

Appraisal of the contractor's (subcontractor's) performance.

	Rating	Rating Remarks
A. Organization and Management		
3. To what degree does the Contractor furnish required documentation and reports in a timely manner? This includes, but is not limited to, certification of materials, delivery tickets, invoices, progress schedule, shop drawings, material sampling, requests for extensions of time, contractor staking and Contractor Quality Assurance/Quality Control (QA/QC) plans and documentation.	8	Contractor furnishes paperwork and documentation upon request by Engineers.
4. To what degree does the Contractor comply with the direction of the Engineer and follow the project authority as detailed in Division 1 of the Standard Specifications for Construction?	10	Contractor complies with direction of the Engineer.
5. To what degree does the Contractor comply timely with all appropriate wage rates, labor, EEO, and D.B.E. laws and regulations, submit accurate certified payrolls and promptly pay all subcontractors?	10	Contractor always complies MDOT contract specifications relating to labor standards/ wage rate compliance.
B. Resources		
6. To what degree does the Contractor have adequate and sufficient equipment to keep the project on schedule? Does the equipment meet the requirements of the specifications and efficiently provide a quality product?	10	Contractor has sufficient equipment to complete project ahead of schedule. The equipment meets requirements of the specifications.
7. To what degree does the Contractor have competent and sufficient personnel to keep the project on schedule?	10	Contractor has sufficient and competent personnel to keep project on schedule.
C. Work Performance		
8. To what degree does the Contractor have good safety practices? Does the Contractor follow their own safety program?	10	Contractor has and adheres to their safety programs.
9. To what degree did the Contractor comply with contract requirements for maintaining traffic?	10	Contractor continually monitors and meets traffic control requirements for maintaining traffic.
10. If applicable, to what degree does the Contractor meet the contract requirements for Contractor Quality Control (CQC)?	9	Contractors meets contract requirements for Contractor Quality Control.
11. To what degree does the Contractor provide a quality product?	10	The quality of Earthwork meets the contract requirements.
12. To what degree does the Contractor properly notify and coordinate work with utility companies, railroads, property owners, local unit of government, and Contractors working on adjacent projects?	10	Contractor properly notifies and coordinates work with Jackson DPW and the City of Jackson.

Appraisal of the contractor's (subcontractor's) performance.

	Rating	Rating Remarks
C. Work Performance		
13. To what degree does the Contractor submit the necessary documentation to permit timely closeout and finaling of project?	9	Contractor submits contract closeout documents in a timely manner.
14. To what degree does the Contractor meet the environmental requirements of the contract?	10	Contractor followed and maintained SESC Plan.
D. Subcontractor Management		
15. To what degree does the Contractor coordinate work with Subcontractor's work, exercise authority over Subcontractors, provide notice of Subcontractor's work schedule and ensure that Subcontractors are in compliance with contract requirements?	10	Contractor coordinated work with other subcontractors and provided notice of subcontractor's work schedule.

Approved
By BRIAN QUACH at 9:37:32 AM, 02/22/2024

(Date)

Evaluator

APPROVED
By John Fortunato at 8:34 am, Feb 29, 2024

Construction Project Engineer

(Date)

TSC Manager: Kelby Wallace - Jackson TSC

APPROVED
By Kelby at 6:48 am, 3/6/24

(Date)

APPROVED
By Troy R White at 2:24 pm, Feb 29, 2024

Contractor's Performance Evaluation

Michigan Department of Transportation

2/1/2024 1:37 PM
FieldManager 5.3c

Contract: 46061-131769, Hot mix asphalt cold milling and resurfacing, shoulder widen

Report Period	CPE Number	Contractor	
2/21/2023 - 12/29/2023	2	Bailey Excavating, Inc.	
CPE Date	**Report Type**	**Contractor Type**	**Subcontract Amount**
2/1/2024	Interim	Subcontractor	
Form Version	**Route**	**District**	**Business Enterprise Type**
082307		06022	
Location		**Work Type**	
US-223 from US-127 to Brooks Highway.			
Evaluator	**Current Contract Amount**	**Managing Office**	
kmc, Kevin M. Crevier	$40,675,097.34	Fishbeck	
Entered By		**Revised By**	**Revision Date** / **Rev. No.**
MLH, Mary Lou Hussey			
County(s)			
Lenawee County			
Project(s)			
131769A, Hot mix asphalt cold milling and resurfacing, shoulder widen 204949A, Construction of a roundabout. 209398A, Hot mix asphalt cold milling and resurfacing, shoulder widen			
Comments			

Appraisal of the contractor's (subcontractor's) performance.

	Rating	Rating Remarks
A. Organization and Management		
1. To what degree are Contractor's project management personnel available and given the authority to execute the directions of the Engineer?	9	
2. To what degree are the Contractor's management personnel competent and effective in scheduling the work and organizing construction operations, including being punctual in starting and completing the work on the project and meeting critical intermediate phases in accordance with the contract?	9	Good job communicating schedule of when they would be on site

Appraisal of the contractor's (subcontractor's) performance.

	Rating	Rating Remarks
A. Organization and Management		
3. To what degree does the Contractor furnish required documentation and reports in a timely manner? This includes, but is not limited to, certification of materials, delivery tickets, invoices, progress schedule, shop drawings, material sampling, requests for extensions of time, contractor staking and Contractor Quality Assurance/Quality Control (QA/QC) plans and documentation.	9	
4. To what degree does the Contractor comply with the direction of the Engineer and follow the project authority as detailed in Division 1 of the Standard Specifications for Construction?	9	
5. To what degree does the Contractor comply timely with all appropriate wage rates, labor, EEO, and D.B.E. laws and regulations, submit accurate certified payrolls and promptly pay all subcontractors?	9	
B. Resources		
6. To what degree does the Contractor have adequate and sufficient equipment to keep the project on schedule? Does the equipment meet the requirements of the specifications and efficiently provide a quality product?	9	
7. To what degree does the Contractor have competent and sufficient personnel to keep the project on schedule?	9	
C. Work Performance		
8. To what degree does the Contractor have good safety practices? Does the Contractor follow their own safety program?	9	
9. To what degree did the Contractor comply with contract requirements for maintaining traffic?	9	
10. If applicable, to what degree does the Contractor meet the contract requirements for Contractor Quality Control (CQC)?	9	
11. To what degree does the Contractor provide a quality product?	9	
12. To what degree does the Contractor properly notify and coordinate work with utility companies, railroads, property owners, local unit of government, and Contractors working on adjacent projects?	9	

Appraisal of the contractor's (subcontractor's) performance.

	Rating	Rating Remarks
C. Work Performance		
13. To what degree does the Contractor submit the necessary documentation to permit timely closeout and finaling of project?	8	
14. To what degree does the Contractor meet the environmental requirements of the contract?	8	
D. Subcontractor Management		
15. To what degree does the Contractor coordinate work with Subcontractor's work, exercise authority over Subcontractors, provide notice of Subcontractor's work schedule and ensure that Subcontractors are in compliance with contract requirements?	N/A	

kmcrevier
02/05/2024 8:32:41 AM
Evaluator (Date)

Robb Welch P.E.
02/05/2024 10:04:58 AM
Construction/Project Engineer (Date)

TSC Manager: Kelly Wallace - Jackson TSC

APPROVED
By Kelby at 8:33 am, 2/23/24
(Date)

Contractor's Performance Evaluation

Michigan Department of Transportation

1/29/2024 9:16 AM
FieldManager 5.3c

Contract: 29041-202027, Hot mix asphalt overlay on carpool lot and pavement marking:

Report Period	CPE Number	Contractor	
10/12/2023 - 11/2/2023	2	Bailey Excavating, Inc.	
CPE Date	**Report Type**	**Contractor Type**	**Subcontract Amount**
1/29/2024	Final	Subcontractor	$6,783.00
Form Version	**Route**	**District**	**Business Enterprise Type**
082307	M-46	04026	
Location		**Work Type**	
Southwest quadrant of M-46 at US-127BR.		Resurfacing	
Evaluator	**Current Contract Amount**	**Managing Office**	
AH, Amy Hedrich	$149,937.26	Mt. Pleasant TSC	
Entered By		**Revised By**	**Revision Date** / **Rev. No.**
CAR, Carley A Roberts			

County(s)
Gratiot County

Project(s)
202027A, Hot mix asphalt overlay on carpool lot and pavement markings

Comments

Appraisal of the contractor's (subcontractor's) performance.

	Rating	Rating Remarks
A. Organization and Management		
1. To what degree are Contractor's project management personnel available and given the authority to execute the directions of the Engineer?	9	
2. To what degree are the Contractor's management personnel competent and effective in scheduling the work and organizing construction operations, including being punctual in starting and completing the work on the project and meeting critical intermediate phases in accordance with the contract?	9	

Appraisal of the contractor's (subcontractor's) performance.

	Rating	Rating Remarks
A. Organization and Management		
3. To what degree does the Contractor furnish required documentation and reports in a timely manner? This includes, but is not limited to, certification of materials, delivery tickets, invoices, progress schedule, shop drawings, material sampling, requests for extensions of time, contractor staking and Contractor Quality Assurance/Quality Control (QA/QC) plans and documentation.	9	
4. To what degree does the Contractor comply with the direction of the Engineer and follow the project authority as detailed in Division 1 of the Standard Specifications for Construction?	9	
5. To what degree does the Contractor comply timely with all appropriate wage rates, labor, EEO, and D.B.E. laws and regulations, submit accurate certified payrolls and promptly pay all subcontractors?	9	
B. Resources		
6. To what degree does the Contractor have adequate and sufficient equipment to keep the project on schedule? Does the equipment meet the requirements of the specifications and efficiently provide a quality product?	9	
7. To what degree does the Contractor have competent and sufficient personnel to keep the project on schedule?	9	
C. Work Performance		
8. To what degree does the Contractor have good safety practices? Does the Contractor follow their own safety program?	8	
9. To what degree did the Contractor comply with contract requirements for maintaining traffic?	9	
10. If applicable, to what degree does the Contractor meet the contract requirements for Contractor Quality Control (CQC)?	9	
11. To what degree does the Contractor provide a quality product?	8	
12. To what degree does the Contractor properly notify and coordinate work with utility companies, railroads, property owners, local unit of government, and Contractors working on adjacent projects?	9	

Appraisal of the contractor's (subcontractor's) performance.

	Rating	Rating Remarks
C. Work Performance		
13. To what degree does the Contractor submit the necessary documentation to permit timely closeout and finaling of project?	9	
14. To what degree does the Contractor meet the environmental requirements of the contract?	N/A	
D. Subcontractor Management		
15. To what degree does the Contractor coordinate work with Subcontractor's work, exercise authority over Subcontractors, provide notice of Subcontractor's work schedule and ensure that Subcontractors are in compliance with contract requirements?	N/A	

Approved
Carley Roberts, ROWE PSC
01/29/2024 9:24:12 AM

Evaluator (Date)

APPROVED

Construction/Project Engineer (Date)

APPROVED
By Jack Hoffwebber at 1:31 pm, 1-29-24

TSC Manager: Jack Hoffwebber - Mt Pleasant TSC (Date)

Contractor's Performance Evaluation

Michigan Department of Transportation

1/10/2024 2:38 PM
FieldManager 5.3c

Contract: 38000-207183, Hot mix asphalt cold milling and resurfacing, intersection i

Report Period	CPE Number	Contractor	
1/1/2023 - 12/31/2023	15	Bailey Excavating, Inc.	
CPE Date	**Report Type**	**Contractor Type**	**Subcontract Amount**
1/10/2024	Final	Subcontractor	$184,624.06
Form Version	**Route**	**District**	**Business Enterprise Type**
082307		06022	
Location		**Work Type**	
Greenwood Avenue from Fourth Street to Morrell Street.			
Evaluator	**Current Contract Amount**	**Managing Office**	
KB, Kent Beeksma	$1,246,940.54	Hubbell, Roth & Clark, Inc	
Entered By		**Revised By**	**Revision Date** / **Rev. No.**
AB, Alicia Blower			

County(s)
Jackson County

Project(s)
207183A, Hot mix asphalt cold milling and resurfacing, intersection i
213455A, Signal Modernization includes replacing mast arm signal, ele
213456A, Signal Modernization includes replacing mast arm signal, ele

Comments

Appraisal of the contractor's (subcontractor's) performance.

	Rating	Rating Remarks
A. Organization and Management		
1. To what degree are Contractor's project management personnel available and given the authority to execute the directions of the Engineer?	9	
2. To what degree are the Contractor's management personnel competent and effective in scheduling the work and organizing construction operations, including being punctual in starting and completing the work on the project and meeting critical intermediate phases in accordance with the contract?	9	

Appraisal of the contractor's (subcontractor's) performance.

	Rating	Rating Remarks
A. Organization and Management		
3. To what degree does the Contractor furnish required documentation and reports in a timely manner? This includes, but is not limited to, certification of materials, delivery tickets, invoices, progress schedule, shop drawings, material sampling, requests for extensions of time, contractor staking and Contractor Quality Assurance/Quality Control (QA/QC) plans and documentation.	9	
4. To what degree does the Contractor comply with the direction of the Engineer and follow the project authority as detailed in Division 1 of the Standard Specifications for Construction?	9	
5. To what degree does the Contractor comply timely with all appropriate wage rates, labor, EEO, and D.B.E. laws and regulations, submit accurate certified payrolls and promptly pay all subcontractors?	8	
B. Resources		
6. To what degree does the Contractor have adequate and sufficient equipment to keep the project on schedule? Does the equipment meet the requirements of the specifications and efficiently provide a quality product?	9	Had equipment needed to complete the work.
7. To what degree does the Contractor have competent and sufficient personnel to keep the project on schedule?	9	
C. Work Performance		
8. To what degree does the Contractor have good safety practices? Does the Contractor follow their own safety program?	9	All personnel had on the proper PPE while completing tasks.
9. To what degree did the Contractor comply with contract requirements for maintaining traffic?	8	
10. If applicable, to what degree does the Contractor meet the contract requirements for Contractor Quality Control (CQC)?	8	
11. To what degree does the Contractor provide a quality product?	9	
12. To what degree does the Contractor properly notify and coordinate work with utility companies, railroads, property owners, local unit of government, and Contractors working on adjacent projects?	8	

Appraisal of the contractor's (subcontractor's) performance.

	Rating	Rating Remarks
C. Work Performance		
13. To what degree does the Contractor submit the necessary documentation to permit timely closeout and finaling of project?	9	
14. To what degree does the Contractor meet the environmental requirements of the contract?	8	
D. Subcontractor Management		
15. To what degree does the Contractor coordinate work with Subcontractor's work, exercise authority over Subcontractors, provide notice of Subcontractor's work schedule and ensure that Subcontractors are in compliance with contract requirements?	N/A	

Evaluator _____ (Date) _____

Construction/Project Engineer _____ (Date) _____

TSC Manager: Kelby Wallace - Jackson TSC _____ (Date) _____

Contractor's Performance Evaluation

MDOT
Michigan Department of Transportation

4/12/2023 10:48 AM
FieldManager 5.3c

Contract: 38000-130211, Construction of a roundabout, hot mix asphalt, concrete curb

Report Period 6/11/2020 - 12/31/2022		**CPE Number** 1	**Contractor** Bailey Excavating, Inc.	
CPE Date 4/12/2023	**Report Type** Final		**Contractor Type** Prime	**Subcontract Amount**
Form Version 082307	**Route**	**District** 06022	**Business Enterprise Type**	
Location Martin Luther King Jr. Drive from Morrell Street to Mason St			**Work Type**	
Evaluator AB, Alicia Blower	**Current Contract Amount** $2,061,035.30		**Managing Office** Hubbell, Roth and Clark, Inc	
Entered By AB, Alicia Blower			**Revised By**	**Revision Date** / **Rev. No.**
County(s) Jackson County				
Project(s) 130211A, Construction of a roundabout, hot mix asphalt, concrete curb				
Comments				

Appraisal of the contractor's (subcontractor's) performance.

	Rating	Rating Remarks
A. Organization and Management		
1. To what degree are Contractor's project management personnel available and given the authority to execute the directions of the Engineer?	8	
2. To what degree are the Contractor's management personnel competent and effective in scheduling the work and organizing construction operations, including being punctual in starting and completing the work on the project and meeting critical intermediate phases in accordance with the contract?	8	
3. To what degree does the Contractor furnish required documentation and reports in a timely manner? This includes, but is not limited to, certification of materials, delivery tickets, invoices, progress schedule, shop drawings, material sampling, requests for extensions of time, contractor staking and Contractor Quality Assurance/Quality Control (QA/QC) plans and documentation.	8	

Appraisal of the contractor's (subcontractor's) performance.

	Rating	Rating Remarks
A. Organization and Management		
4. To what degree does the Contractor comply with the direction of the Engineer and follow the project authority as detailed in Division 1 of the Standard Specifications for Construction?	9	
5. To what degree does the Contractor comply timely with all appropriate wage rates, labor, EEO, and D.B.E. laws and regulations, submit accurate certified payrolls and promptly pay all subcontractors?	8	
B. Resources		
6. To what degree does the Contractor have adequate and sufficient equipment to keep the project on schedule? Does the equipment meet the requirements of the specifications and efficiently provide a quality product?	9	Equipment was always available and on site as needed to complete the project.
7. To what degree does the Contractor have competent and sufficient personnel to keep the project on schedule?	9	
C. Work Performance		
8. To what degree does the Contractor have good safety practices? Does the Contractor follow their own safety program?	9	Personnel on site have on appropriate safety attire for the work being completed.
9. To what degree did the Contractor comply with contract requirements for maintaining traffic?	9	
10. If applicable, to what degree does the Contractor meet the contract requirements for Contractor Quality Control (CQC)?	9	
11. To what degree does the Contractor provide a quality product?	9	
12. To what degree does the Contractor properly notify and coordinate work with utility companies, railroads, property owners, local unit of government, and Contractors working on adjacent projects?	9	
13. To what degree does the Contractor submit the necessary documentation to permit timely closeout and finaling of project?	9	
14. To what degree does the Contractor meet the environmental requirements of the contract?	9	

Appraisal of the contractor's (subcontractor's) performance.

	Rating	Rating Remarks
D. Subcontractor Management		
15. To what degree does the Contractor coordinate work with Subcontractor's work, exercise authority over Subcontractors, provide notice of Subcontractor's work schedule and ensure that Subcontractors are in compliance with contract requirements?	9	Subcontractors are on site when contractor has them scheduled.

Evaluator _____ (Date) _____

Construction/Project Engineer _____ (Date) _____

TSC Manager: Kelby Wallace - Jackson TSC _____ (Date) _____

Contractor's Performance Evaluation

Michigan Department of Transportation

2/16/2022 8:28 AM
FieldManager 5.3c

Contract: 30000-206616, Hot mix asphalt cold milling and resurfacing and pavement m:

Report Period	CPE Number	Contractor	
10/1/2021 - 11/12/2021	1	Bailey Excavating, Inc.	
CPE Date	**Report Type**	**Contractor Type**	**Subcontract Amount**
2/16/2022	Final	Subcontractor	$5,216.28
Form Version	**Route**	**District**	**Business Enterprise Type**
082307		06022	
Location		**Work Type**	
Main Street from to the west village limits of North Adams (		Miscellaneous	
Evaluator	**Current Contract Amount**	**Managing Office**	
HJB, Heather J Boyd	$235,051.63	Hillsdale County Road Commission	
Entered By		**Revised By**	**Revision Date** / **Rev. No.**
HJB, Heather J Boyd			
County(s)			
06			
Project(s)			
206616A, Hot mix asphalt cold milling and resurfacing and pavement ma			
Comments			

Appraisal of the contractor's (subcontractor's) performance.

	Rating	Rating Remarks
A. Organization and Management		
1. To what degree are Contractor's project management personnel available and given the authority to execute the directions of the Engineer?	9	
2. To what degree are the Contractor's management personnel competent and effective in scheduling the work and organizing construction operations, including being punctual in starting and completing the work on the project and meeting critical intermediate phases in accordance with the contract?	9	

Appraisal of the contractor's (subcontractor's) performance.

	Rating	Rating Remarks
A. Organization and Management		
3. To what degree does the Contractor furnish required documentation and reports in a timely manner? This includes, but is not limited to, certification of materials, delivery tickets, invoices, progress schedule, shop drawings, material sampling, requests for extensions of time, contractor staking and Contractor Quality Assurance/Quality Control (QA/QC) plans and documentation.	9	
4. To what degree does the Contractor comply with the direction of the Engineer and follow the project authority as detailed in Division 1 of the Standard Specifications for Construction?	9	
5. To what degree does the Contractor comply timely with all appropriate wage rates, labor, EEO, and D.B.E. laws and regulations, submit accurate certified payrolls and promptly pay all subcontractors?	9	
B. Resources		
6. To what degree does the Contractor have adequate and sufficient equipment to keep the project on schedule? Does the equipment meet the requirements of the specifications and efficiently provide a quality product?	9	
7. To what degree does the Contractor have competent and sufficient personnel to keep the project on schedule?	9	
C. Work Performance		
8. To what degree does the Contractor have good safety practices? Does the Contractor follow their own safety program?	9	
9. To what degree did the Contractor comply with contract requirements for maintaining traffic?	9	
10. If applicable, to what degree does the Contractor meet the contract requirements for Contractor Quality Control (CQC)?	9	
11. To what degree does the Contractor provide a quality product?	9	
12. To what degree does the Contractor properly notify and coordinate work with utility companies, railroads, property owners, local unit of government, and Contractors working on adjacent projects?	9	

Appraisal of the contractor's (subcontractor's) performance.

	Rating	Rating Remarks
C. Work Performance		
13. To what degree does the Contractor submit the necessary documentation to permit timely closeout and finaling of project?	9	
14. To what degree does the Contractor meet the environmental requirements of the contract?	9	
D. Subcontractor Management		
15. To what degree does the Contractor coordinate work with Subcontractor's work, exercise authority over Subcontractors, provide notice of Subcontractor's work schedule and ensure that Subcontractors are in compliance with contract requirements?	N/A	

Heather J. Boyd
Feb 16 2022 8:36 AM

Evaluator (Date)

H. John Sanders
H. John Sanders
Feb 16 2022 8:39 AM

Construction/Project Engineer (Date)

Kelby Wallace

TSC Manager: Kelby Wallace, P.E. (Date)

Digitally signed by: Kelby Wallace
DN: CN = Kelby Wallace email = wallacek@michigan.gov C = US O = State of Michigan
Date: 2022.03.09 06:27:50 -05'00'

Contractor's Performance Evaluation

Michigan Department of Transportation

1/27/2022 3:47 PM
FieldManager 5.3c

Contract: 38000-207173, Hot mix asphalt reconstruction, concrete curb and sidewalk,

Report Period		CPE Number	Contractor	
5/17/2021 - 12/31/2021		1	Bailey Excavating, Inc.	
CPE Date	**Report Type**		**Contractor Type**	**Subcontract Amount**
1/27/2022	Interim		Prime	
Form Version	**Route**	**District**	**Business Enterprise Type**	
082307		06022		
Location			**Work Type**	
Morrell Street from Greenwood Avenue to Francis Street.				
Evaluator	**Current Contract Amount**		**Managing Office**	
KB, Kent Beeksma	$688,651.19		Hubbell, Roth and Clark, Inc	
Entered By			**Revised By**	**Revision Date** / **Rev. No.**
AB, Alicia Blower				
County(s)				
Jackson County				
Project(s)				
207173A, Hot mix asphalt reconstruction, concrete curb and sidewalk,				
Comments				

Appraisal of the contractor's (subcontractor's) performance.

	Rating	Rating Remarks
A. Organization and Management		
1. To what degree are Contractor's project management personnel available and given the authority to execute the directions of the Engineer?	8	
2. To what degree are the Contractor's management personnel competent and effective in scheduling the work and organizing construction operations, including being punctual in starting and completing the work on the project and meeting critical intermediate phases in accordance with the contract?	8	

Appraisal of the contractor's (subcontractor's) performance.

	Rating	Rating Remarks
A. Organization and Management		
3. To what degree does the Contractor furnish required documentation and reports in a timely manner? This includes, but is not limited to, certification of materials, delivery tickets, invoices, progress schedule, shop drawings, material sampling, requests for extensions of time, contractor staking and Contractor Quality Assurance/Quality Control (QA/QC) plans and documentation.	9	
4. To what degree does the Contractor comply with the direction of the Engineer and follow the project authority as detailed in Division 1 of the Standard Specifications for Construction?	9	
5. To what degree does the Contractor comply timely with all appropriate wage rates, labor, EEO, and D.B.E. laws and regulations, submit accurate certified payrolls and promptly pay all subcontractors?	9	
B. Resources		
6. To what degree does the Contractor have adequate and sufficient equipment to keep the project on schedule? Does the equipment meet the requirements of the specifications and efficiently provide a quality product?	9	Equipment was available and on site as needed to complete the project.
7. To what degree does the Contractor have competent and sufficient personnel to keep the project on schedule?	9	
C. Work Performance		
8. To what degree does the Contractor have good safety practices? Does the Contractor follow their own safety program?	9	Personnel on site had on appropriate safety attire for the work being completed.
9. To what degree did the Contractor comply with contract requirements for maintaining traffic?	9	
10. If applicable, to what degree does the Contractor meet the contract requirements for Contractor Quality Control (CQC)?	9	
11. To what degree does the Contractor provide a quality product?	9	
12. To what degree does the Contractor properly notify and coordinate work with utility companies, railroads, property owners, local unit of government, and Contractors working on adjacent projects?	9	

Appraisal of the contractor's (subcontractor's) performance.

	Rating	Rating Remarks
C. Work Performance		
13. To what degree does the Contractor submit the necessary documentation to permit timely closeout and finaling of project?	9	
14. To what degree does the Contractor meet the environmental requirements of the contract?	9	
D. Subcontractor Management		
15. To what degree does the Contractor coordinate work with Subcontractor's work, exercise authority over Subcontractors, provide notice of Subcontractor's work schedule and ensure that Subcontractors are in compliance with contract requirements?	8	Subcontractors were on site when the contractor had them scheduled.

Evaluator _____ (Date) _____

Construction/Project Engineer _____ (Date) _____

TSC Manager: Kelby Wallace - Jackson TSC _____ (Date) _____

Contractor's Performance Evaluation

Michigan Department of Transportation

5/13/2021 10:01 AM
FieldManager 5.3c

Contract: 38000-207146, Reconstruction includes removal of composite pavement, cor

Report Period		CPE Number	Contractor	
6/24/2019 - 1/27/2021		1	Bailey Excavating, Inc.	
CPE Date	**Report Type**		**Contractor Type**	**Subcontract Amount**
5/13/2021	Final		Prime	
Form Version	**Route**	**District**	**Business Enterprise Type**	
082307		06022		
Location			**Work Type**	
Greenwood Avenue from south of Morrell Street to Jackson Str				
Evaluator	**Current Contract Amount**		**Managing Office**	
KB, Kent Beeksma	$1,986,688.32		HRC	
Entered By			**Revised By**	**Revision Date** / **Rev. No.**
AB, Alicia Blower				
County(s)				
Jackson County				
Project(s)				
207146A, Reconstruction includes removal of composite pavement, concr				
Comments				

Appraisal of the contractor's (subcontractor's) performance.

	Rating	Rating Remarks
A. Organization and Management		
1. To what degree are Contractor's project management personnel available and given the authority to execute the directions of the Engineer?	9	
2. To what degree are the Contractor's management personnel competent and effective in scheduling the work and organizing construction operations, including being punctual in starting and completing the work on the project and meeting critical intermediate phases in accordance with the contract?	9	

Appraisal of the contractor's (subcontractor's) performance.

	Rating	Rating Remarks
A. Organization and Management		
3. To what degree does the Contractor furnish required documentation and reports in a timely manner? This includes, but is not limited to, certification of materials, delivery tickets, invoices, progress schedule, shop drawings, material sampling, requests for extensions of time, contractor staking and Contractor Quality Assurance/Quality Control (QA/QC) plans and documentation.	9	
4. To what degree does the Contractor comply with the direction of the Engineer and follow the project authority as detailed in Division 1 of the Standard Specifications for Construction?	9	
5. To what degree does the Contractor comply timely with all appropriate wage rates, labor, EEO, and D.B.E. laws and regulations, submit accurate certified payrolls and promptly pay all subcontractors?	8	
B. Resources		
6. To what degree does the Contractor have adequate and sufficient equipment to keep the project on schedule? Does the equipment meet the requirements of the specifications and efficiently provide a quality product?	9	Equipment was always available and on site as needed to complete the project
7. To what degree does the Contractor have competent and sufficient personnel to keep the project on schedule?	9	Had enough personnel on site to complete projects
C. Work Performance		
8. To what degree does the Contractor have good safety practices? Does the Contractor follow their own safety program?	9	All personel wore the appropriate gear completing work
9. To what degree did the Contractor comply with contract requirements for maintaining traffic?	9	Contractor put back up signs that were tipped over in a timely manner and placed barricades and barrels to block traffic from entering the site at the end of the day
10. If applicable, to what degree does the Contractor meet the contract requirements for Contractor Quality Control (CQC)?	9	
11. To what degree does the Contractor provide a quality product?	9	

Contractor's Performance Evaluation

Appraisal of the contractor's (subcontractor's) performance.

	Rating	Rating Remarks
C. Work Performance		
12. To what degree does the Contractor properly notify and coordinate work with utility companies, railroads, property owners, local unit of government, and Contractors working on adjacent projects?	8	
13. To what degree does the Contractor submit the necessary documentation to permit timely closeout and finaling of project?	9	
14. To what degree does the Contractor meet the environmental requirements of the contract?	9	Set up SESC in accordance with contract and replaced as needed
D. Subcontractor Management		
15. To what degree does the Contractor coordinate work with Subcontractor's work, exercise authority over Subcontractors, provide notice of Subcontractor's work schedule and ensure that Subcontractors are in compliance with contract requirements?	8	

Evaluator (Date)

Construction/Project Engineer (Date)

TSC Manager: (Date)

Outlook

Fwd: Bailey Excavating

From Jacob Bailey <jacobbailey@bailey-excavating.com>
Date Thu 11/4/2021 5:47 PM
To Mark Magner <markmagner@bailey-excavating.com>; Rhonda Blair <rhondablair@bailey-excavating.com>; Rhonda Denny <rhondadenny@bailey-excavating.com>; Jule <jbailey70@comcast.net>

Jacob W Bailey
Estimator/Project Manager
Bailey Excavating Inc.
Office: 517-750-3030
Cell: 517-740-0371

From: Brian Sadek <briansadek@gmail.com>
Sent: Thursday, November 4, 2021 4:53:47 PM
To: tbridges@a2gov.org <tbridges@a2gov.org>
Cc: Jacob Bailey <jacobbailey@bailey-excavating.com>
Subject: Bailey Excavating

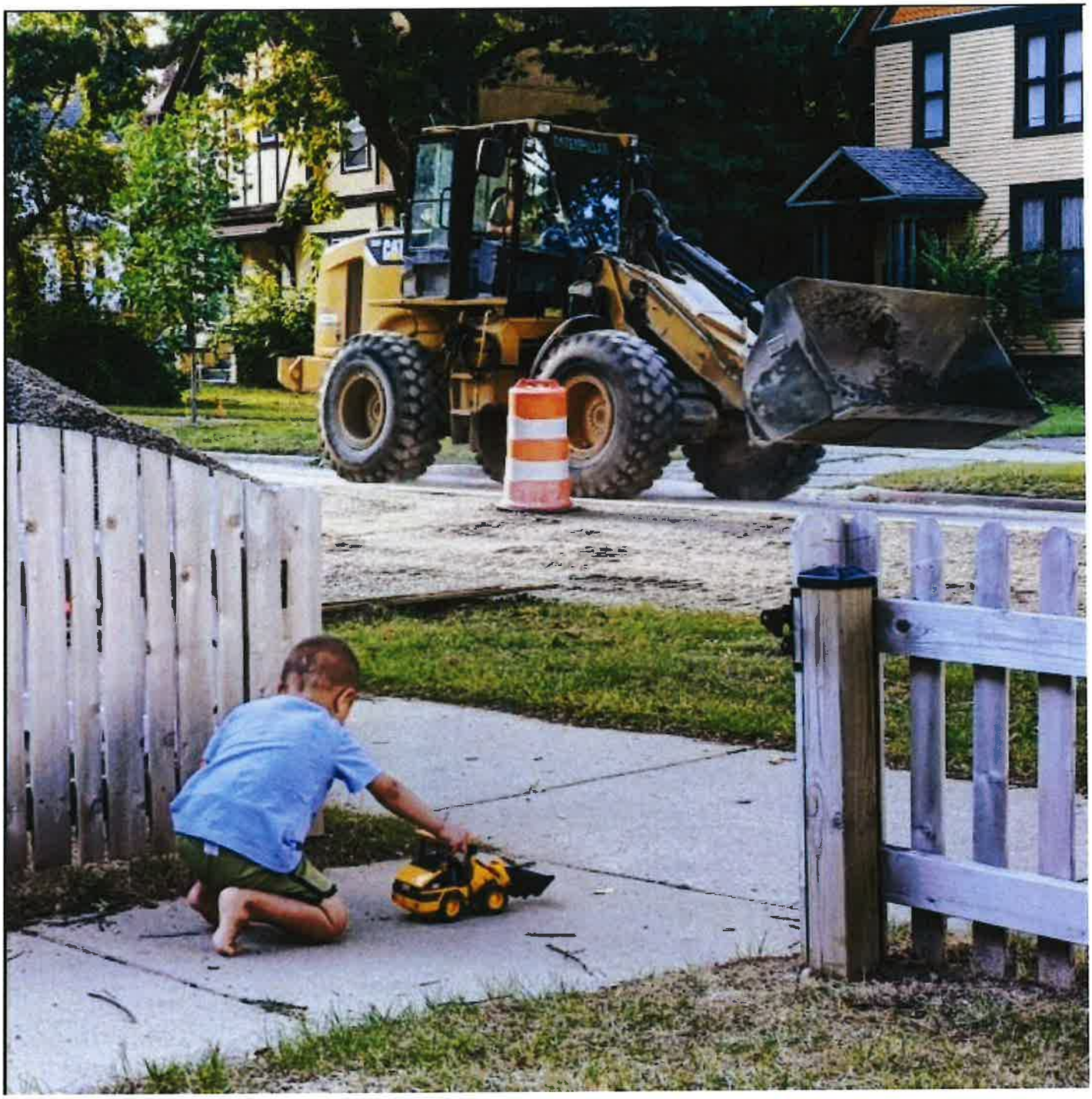
Hi Theresa:

(I got your email address off of the blue flyer that was placed on our front door a couple of months ago. If you're the wrong person to send this to, please either forward it to the right person or let me know to whom I should send it.)

My wife, two young kids, and I live on Liberty Street and the water main construction has been going on in front of our house for a couple months now. I want to commend Bailey Excavating and its employees for doing a professional job and for the courtesy with which they've treated us neighbors during what could otherwise be a terrible disruption. They have been friendly, fair, and willing to move equipment when we or other people need to get into or out of our driveways. In particular, Bill (or Bob? I'm terrible with names), who usually operates the front loader, has been very nice to our children and is like a hero to my two year old son (pic attached).

That's it. To the extent constituent feedback helps Bailey get future business with the city now that Prop A passed and allows best value contract award, we and our neighbors are happy constituents. And, to be clear, I have no direct or indirect business interest in Bailey or its success. I simply think that they've been good to us and should be recognized.

Best regards,
Brian Sadek



Memo From: Keith Fransted

Hello, my name is Keith Fransted. I am the project manager for all of the underground for Kelly Fuel in Jackson, MI. I am very honored to give a recommendation for Bailey Excavating, Inc.

I've known the Bailey boys for the better part of forty years. After working with several companies of the pass many years, Bailey Excavating, Inc. is definitely one of the best underground and road builders in southern Michigan. The equipment is the very best, mostly Caterpillar. Most of their employees have been with the company for many years and are very knowledgeable about their procedure. Their superintendents are always on top of any problems.

Choosing Bailey Excavating, Inc. would be an excellent choice for the State of Michigan.

Sincerely,

Keith Fransted

Bailey Excavating, Inc.

1073 TORO DRIVE –JACKSON, MI 49201
PHONE (517) 750-3030

References

Company Name:	MDOT (MI Dept. of Transportation)
Contact Name:	Joe Vanpoppel
Project:	Several Projects
Phone #:	517-206-3818
Email Address:	VanPoppelJ@michigan.gov

Company Name:	Jackson State Prison
Contact Name:	Dave Albrecht
Project:	Several Projects
Phone #:	517-780-6445
Email Address:	albrechtd@michigan.gov

Company Name:	City of Jackson
Contact Name:	Troy White
Project:	Several Projects
Phone #:	517-768-6075
Email Address:	twhite@cityofjackson.org

Company Name:	Jackson County Department of Transportation
Contact Name:	Steve Moran
Project:	Several Projects
Phone #:	517-740-2000
Email Address:	Smoran@mijackson.org

Company Name:	Jackson County Drain Commission
Contact Name:	Geoff Synder
Project:	Several Projects
Phone #:	517-788-4398
Email Address:	gsynder@michigan.org

Company Name:	Blackman Charter Township
Contact Name:	Jack Ripstra
Project:	Several Projects
Phone #:	517-789-9898
Email Address:	jack@ripstra-scheppelman.com

Bailey Excavating, Inc.

1073 TORO DRIVE –JACKSON, MI 49201
PHONE (517) 750-3030

References - Continued

Company Name:	Northwest Community Schools	
Contact Name:	Mick Evans	
Project:	Several Projects	
Phone #:	517-817-4700	
Email Address:	michael.evans@nwschools.org	
Company Name:	City Of Ann Arbor	
Contact Name:	Theresa Bridges	Tracy Anderson
Project:	3rd & Mosely WM	2025 Utilities
Phone #:	734-794-6410	734-794-6410
Email Address:	Tbridges@a2gov.org	Tanderson@a2gov.org
Contact Name:	Nicholas Bayley	Francisca Chan
Project:	Broadway St WM	Brooks St WM
Phone #:	734-794-6410	734-794-6410
Email Address:	NBayley@a2gov.org	fchan@a2gov.org
Company Name:	Wade Trim for City of Ann Arbor	
Contact Name:	Felipe Uribe-Duque	Felipe Uribe-Duque
Project:	S Main St	Pontiac, Swift, Moore & Wright WM
Phone #:	734-947-9700	734-947-9700
Email Address:	FUribe@WadeTrim.com	FUribe@WadeTrim.com
Company Name:	Village of Blissfield	
Contact Name:	Brent Kastie	
Project:	Aquatic Center Parking Lot	
Phone #:	517-202-6377	
Email Address:	publicworks@blissfieldmichigan.org	
Company Name:	City of Tecumseh	
Contact Name:	Tonya Miller / Troy Rohrback	
Project:	Parking Lots 2023	
Phone #:	517-423-2107	
Email Address:	tmiller@tecumshemi.gov	

Bailey Excavating, Inc.

1073 TORO DRIVE –JACKSON, MI 49201
PHONE (517) 750-3030

References - Continued

Company Name:	Village of Waldron
Contact Name:	Shawn Barnhart
Project:	Bruce Ct / Larry Dr
Phone #:	517-403-8749
Email Address:	nicole_barnhart@yahoo.com

Company Name:	Village of Hanover
Contact Name:	Mike Medley
Project:	2023 Paving Improvements Projects
Phone #:	517-917-1211
Email Address:	toughchain@aol.com

Company Name:	RW Mercer
Contact Name:	Rob Harris
Project:	Center for Family Health
Phone #:	517-787-2960
Email Address:	rob.harris@rwmercer.com

Company Name:	Jackson Industrial Construction
Contact Name:	Nathan Parker
Project:	WM & paving
Phone #:	517-917-1378
Email Address:	n.parker@jiccompany.com

Company Name:	Royal American Homes
Contact Name:	Ken Thompson
Project:	The Reserves Trailer Park Utilities
Phone #:	586-749-3027
Email Address:	kthompsoninc@sbcglobal.net

Company Name:	Cash Waggner & Assoc.
Contact Name:	Davin Spayd
Project:	Blackman Place Apartments
Phone #:	812-634-5015
Email Address:	dspayd@cashwaggner.com

Bailey Excavating, Inc.

1073 TORO DRIVE –JACKSON, MI 49201
PHONE (517) 750-3030

References - Continued

Company Name:	Wightman
Contact Name:	Mickey Bittner
Project:	Several Projects
Phone #:	269-266-2159
Email Address:	mbittner@gowightman.com

Company Name:	Fishbeck
Contact Name:	Andrew Kilpatrick
Project:	Edgewood St, Jackson
Phone #:	734-454-7566
Email Address:	akilpatrick@fishbeck.com

Company Name:	OHM Advisors
Contact Name:	Aaron Berkholz
Project:	MDOT #131825 Harris Rd
Phone #:	734-548-5752
Email Address:	aaron.berkholz@ohm-advisors.com

Bailey Excavating, Inc.

1073 TORO DRIVE – JACKSON, MI 49201
PHONE (517) 750-3030

MAJOR SUBCONTRACTORS

SUBCONTRACTOR	WORK	AMOUNT
Cadillac Asphalt	Paving	$354,500.00
T & D Concrete Construction - DBE	Concrete	$185,846.00
PK Contracting	Pavement Markings	$66,769.60
Spartan Barricading	Traffic Controls	$32,785.60
Colt Services (Watertap)	Line Stops	$56,880.00
Decra-Scape	Brick Pavers	$136,104.00

SECTION III - MINIMUM INFORMATION REQUIRED

PROPOSAL FORMAT

The following describes the elements that should be included in each of the proposal sections and the weighted point system that will be used for evaluation of the proposals.

Bidders should organize Proposals into the following Sections:

A. Qualifications, Experience and Accountability
B. Workplace Safety
C. Workforce Development
D. Social Equity and Sustainability
E. Schedule of Pricing/Cost
F. Authorized Negotiator
G. Attachments

Bidders are strongly encouraged to provided details for all of the information requested below within initial proposals. Backup documentation may be requested at the sole discretion of the City to validate all of the responses provided herein by bidders. False statements by bidders to any of the criteria provided herein will result in the proposal being considered non-responsive and will not be considered for award.

Pursuant to Sec 1:324.5 of the City Code which sets forth requirements for evaluating public improvement bids, Bidders should submit the following:

A. Qualifications, Experience and Accountability - 20 Points

1. Qualifications and experience of the bidder and of key persons, management, and supervisory personnel to be assigned by the bidder.

2. References from individuals or entities the bidder has worked for within the last five (5) years including information regarding records of performance and job site cooperation.

3. A statement from the bidder as to any major subcontractors it expects to engage including the name, work, and amount.

B. Workplace Safety – 20 Points

1. Provide evidence of a bidder's safety program (link to information on bidder's publicly available web-site preferred) and evidence of a safety-training program for employees addressing potential hazards of the proposed job site. Bidders must

Safety Program

Michigan Infrastructure & Transportation Association

Bailey Excavating, Inc.

Bailey Excavating, Inc.

1073 TORO DRIVE – JACKSON, MI 49201
PHONE (517) 750-3030

EMERGENCY PHONE NUMBERS

CONTACT	JOB TITLE/POSITION	CELL PHONE
JACOB BAILEY	MANAGER/ESTIMATOR	517-740-0371
MARK MAGNER	MANAGER/ESTIMATOR	517-206-6975
JOHN BAILEY	PRESIDENT	517-206-7284
RHONDA DENNY	EXECUTIVE ADMINISTRATOR	734-320-0942
RHONDA BLAIR	OFFICE MANAGER	517-206-0790

CONTENTS

1. Introduction

2. Safety Standards

3. Accident Prevention Program / General Safety Rules

4. Confined Space Program

   a. Sample Air Data Collection Sheet

Silica Safety Plan

5. Lead Awareness

6. Hazmat Procedures

7. Emergency Response Program

8. Hazard Communication Program (Right to Know Program)

9. Equipment Grounding Conductor Program

10. Responsibilities of Foreman / Qualified Employee

11. Foreman /Qualified Employee Safety Checklist

12. Personal Protective Equipment Policy

    a. Acknowledgement and Receipt
    b. Memo
    c. Disciplinary Policy
    d. Sample Disciplinary Report

13. Tool Box Talk Report Form

14. Annual Inspection of Excavators

15. Shoring Designs

16. Employee Sign-Off Sheet

17. Material Safety Data Sheets

INTRODUCTION

It is the policy of **Bailey Excavating, Inc.** to provide a safe workplace for its employees. To this end, the company, in concert with employees, will seek to comply with all applicable standards promulgated pursuant to the Michigan Occupational Safety and Health Act.

Since the most important component of any safety policy or program is implementation, it is our intent to communicate the contents of this program to our employees. In turn, all employees are expected to comply with this document and will be disciplined if found to be in non-compliance.

Any questions regarding this document should be addressed to:

Safety Officer: Jacob W. Bailey

BAILEY EXCAVATING, INC.
SAFETY STANDARDS

It is the policy of this company to keep its employees informed of all safety rules contained in the Construction Safety Standards and the Occupational Health Standards.

Any employee may obtain a copy of any of the above referenced standards by contacting the company Safety Officer.

BAILEY EXCAVATING, INC.
ACCIDENT PREVENTION PROGRAM/GENERAL SAFETY RULES

1. It is the policy of **Bailey Excavating, Inc.** to furnish each employee employment, which is free from recognized hazards that are causing or are likely to cause death or serious physical harm to such employee.

2. **Bailey Excavating, Inc.** designates Jacob W. Bailey as corporate Safety Officer. This person is responsible for the implementation of the Company's safety program If any employee needs to know who the company Safety Officer is, they can find out by asking any foreman.

3. When practical, employees of **Bailey Excavating, Inc.** will participate in safety seminars sponsored by Associated Underground Contractors, Inc., and/or other organizations.

4. The Safety Officer shall designate a qualified employee on each crew or project who will have the following responsibilities:

   a. Instruct each employee regarding operating procedures, hazards and safeguards of tools and equipment when necessary to perform the job.

   b. Inspect the construction site, tools and equipment to assure unsafe conditions that may create a hazard are eliminated.

   c. Instruct each employee in the recognition and avoidance of hazards.

   d. Instruct each employee, where known harmful plants, reptiles, animals or insects are present, as to the potential hazards, how to avoid injury, and applicable first aid procedures to be used in the event of an injury.

   e. Instruct each employee required to handle or use known poisons, toxic materials, caustics and other harmful substances regarding the potential hazards, safe handling, use, personal hygiene, protective measures required and applicable first aid procedures to be used in the event of injury.

   f. Instruct each employee required to enter a confined space regarding the hazards involved, the necessary precautions to be taken, the use of personal protective equipment, and the procedures to be followed if an emergency occurs.

g. Instruct all employees in the steps to be taken in case of an injury or accident.

5. **Bailey Excavating, Inc.** shall not knowingly permit an employee to work while under the influence of intoxicating beverages or substances which would impair the employee's ability to perform a task in a safe manner. Additionally, no employee shall possess/use intoxicating beverages or controlling substances at any **Bailey Excavating, Inc.** facility. Any employee violating this policy is subject to immediate dismissal.

6. The job foreman will inspect all machines, tools and equipment on a regular basis to make certain that no defect is present that will affect the safety of employees.

7. All employee complaints or concerns regarding safety shall be immediately brought to the attention of the Safety Officer.

8. Periodic meetings will be held to inform all employees of the company safety program.

9. This safety program shall be made available to all employees.

10. A copy of the AUC *Trench Safety Handbook* shall be made available to all employees who are involved in working in open excavations.

12 A safety bulletin board will be located at the main office along with one at each job trailer The board will include required safety postings. An EEO Manual is available for your review in the main office.

11. Employees will adhere to the following Safety Rules:

A. <u>MISCELLANEOUS RULES</u>

a. Do not use tools or equipment that you have not been trained or authorized to use. This rule also applies to power-actuated tools.

b. Gasoline must be stored and transported in approved cans only. Engines must be shut off when refueling and no smoking anywhere near flammable liquids.

c. Immediately report all injuries, whether to yourself or a co-worker, to your foreman.

d. Do not distract the attention of fellow workers.

B. <u>TRENCHING RULES</u>

a. Spoil must be at least 2 feet back from the lip of the trench.

b. All employees working in excavations or trenches must always stay within the protective system (trench shield, shoring, sloping).

c. Never climb on shoring, trench shields, or sloped walls or ride on any lift, hook, chain, cable, sling, or other equipment parts.

d. Ladders in a trench must extend at least 3 feet above the top of the trench. All employees working in a trench must be within 25 feet of a ladder or ramp.

e. For further excavation information, refer to the AUC *Trench Safety Handbook*.

f. All trenches over 5' deep must be cut to the angle of repose, sheeted or shored.

C. <u>CONFINED SPACE RULES</u>

a. Do not enter an area classified as a confined space unless you are properly trained and authorized by the company's qualified person. If you don't understand the definition of a confined space, ask your foreman.

b. Atmospheric tests shall be made before any employee enters a confined space or goes underground and the results recorded. If a dangerous atmosphere is encountered, the space shall be ventilated and air quality must be acceptable before entry is allowed. Any positive reading of toxic or explosive gas and an excessive or low levels of oxygen shall be reported to your foreman. No employee shall enter the confined space under these conditions until such time that the readings are at an acceptable level. For more complete rules, see the Confined Space section of this program.

D. <u>PERSONAL PROTECTIVE EQUIPMENT RULES</u>

a. All employees outside of a cabbed vehicle or covered piece of equipment must wear a hard hat. Never use metal hard hats.

b. Wear proper eye protection (goggles, safety glasses, etc.) when necessary.

c. Hearing protection shall be used where loud noise is present.

d. Always wear safety vest, hard hats, and boots when directing traffic.

e. Proper clothing will be worn, including hard toe work boots when required, shirts and pants.

E. HEAVY EQUIPMENT RULES

a. Every employee, not just the equipment operator, must be fully aware of all safety aspects of heavy construction equipment.

b. Be constantly alert when working around heavy equipment. The operator cannot always see other personnel around his equipment. Stay out from under suspended loads, away from moving equipment, and counterweights.

c. Only designated individuals shall be permitted to operate or service heavy equipment.

d. Perform frequent and periodic inspection as required.

e. The equipment operator must wear the seat belt when required.

f. No employee is permitted to ride on any part of the equipment.

g. It is the responsibility of all employees to make certain that back-up alarms on obstructed rear view heavy equipment be in operable condition. Use a flagger to move equipment when back up alarms are inoperable.

h. Maintain a 10' minimum clearance from energized lines; use a spotter in difficult areas.

F. FALL PROTECTION

a. All manholes which present a fall hazard should be covered and identified as a hole.

b. Guardrails around open shafts and bore pits deeper than 6' should be 42" plus or minus 3" high.

c. The intermediate rail should be positioned halfway between the floor and top rail.

d. The threshold for fall protection use is 6'. Fall protection may be accomplished by guarding, personal fall arrest systems or safety nets. Ask your qualified person.

G. TRAFFIC

a. All traffic control devices are to be placed under the direction of the Qualified Employee. While flagging or directing vehicular traffic, a

reflectorized, fluorescent orange warning vest, and hard hat shall be worn at all times. Flag people are to be courteous at all times.

b. A six foot staff two-sided paddle sign with "STOP" on one side and "SLOW" on the other shall be used to control traffic.

c. Traffic control devices shall be installed and maintained as prescribed by Part 6 of the Michigan Manual of Uniform Traffic Control Devices.

d. When working in or adjacent to vehicular traffic always face the flow of traffic or use of a spotter.

e. Replace traffic control devices that have been damaged or downed signs as soon as possible.

f. Cover construction traffic control when work is not in progress if possible.

g. Consult the qualified person with traffic regulation questions.

H. TUNNEL RULES

a. Always use the in and out board.

b. Always wear the proper PPE depending on job assignment.

c. Never stand under suspended loads being lowered into shaft.

d. Prior to tunneling be sure the proper rescue equipment is in place and the tunnel rescue team is assembled.

e. Inspect haulage equipment regularly.

f. Always have a top-man when employees are working in the tunnel.

g. Tunnels longer than 225' must be equipped with a means of communication at the following points:

a) The working face
b) The top of the shaft
c) the bottom of the shaft
d) Hoisting station if provided
e) Each 1,000' of tunnel
f) The office if provided

h. Test the atmosphere of the tunnel as often as necessary to assure air quality of at least 19.5% and no more than 22% oxygen, record results.

U. RESPIRATORY PROTECTION

(Mandatory) Information for employees using respirators when not required under the standard.

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazard substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and head all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
2. Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U. S. Department of Health and Human Services, certification should appear on the respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect you against. For example, a respirator designed to filter dust particles will not protect you against gasses, vapors, or very small solid particles of fumes or smoke.
4. Keep track of your respirator sp that you do not mistakenly use someone else's respirator.

Dust masks will be made available to employees for voluntary use. You may wish to consider the use of these masks during work operations that create dust environments.

V. UTILITY LOCATING—BEST PRACITCES

Prior to Excavating

The MISS DIG System must be contacted at 800-482-7171 at least 72 hours in advance of construction, but not more than 14 calendar days. Retain your ticket number and be specific about the limits concerning the proposed area of excavation

Positive Response

All participating utility owners are required to notify MISS DIG via an automated response system. This useful tool will allow you to determine if all of the utilities in your proposed area of excavation have been located. If a utility owner has no facilities in the area, this information will also be part of the positive response. This information is administered by MISS DIG and available through the web at www.missdig.org or the automated phone system at 800-763-3888.

No Marks

If the excavator, having commenced excavation within the 14 calendar day period on or after the dig start date and time as set forth in the Dig Notice, has cause to be concerned about the presence of an unmarked facility(s) because:

(i) there is visible evidence of a facility(s),

(ii) a notified Underground Facility Owner failed to provide a positive response, or

(iii) there exists a positive response indicating a location was marked, but the marks are missing,

then the excavator shall give notice to the potential unmarked Underground Facility Owners(s) by contacting MISS DIG. Upon notification of this situation to MISS DIG, the Underground Facility Owner shall respond within three (3) hours; unless a later time period for response is agreed upon by the excavator and the Underground Facility Owner.

Additional Assistance

If the precise location of a marked facility cannot be determined and assistance is requested during normal working hours (7 a.m. to 5 p.m.) on a business day, the system facility owner has 3 hours to respond to the request or meet at a mutually agreed time.

Requests for additional assistance must be made through MISS DIG: 800-482-7171.

Excavating

Excavating must commence within 14 days of the dig start date on the MISS DIG ticket. If excavating has not occurred within this time frame, a new ticket number must be obtained prior to excavating.

Safe Zone

Your intended area of excavation has been divided into two areas with regard to

excavating. The first area is as follows:

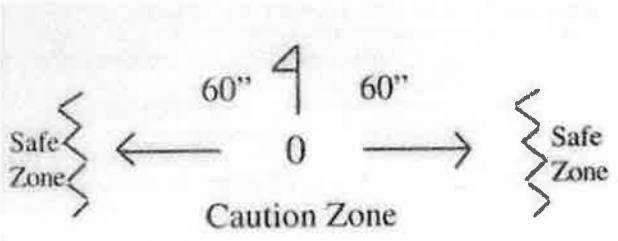
Safe zone - Relates to the area at least 60" or farther away from either side of the mark(s) provided by the utility owner. No hand digging or facility verification is required when excavating in the safe zone. Be sure to remain diligent regarding evidence of unmarked facilities.

Caution Zone

Your intended area of excavation has been divided into two areas with regard to excavating. The first area was discussed above. The second area is as follows:

- **Caution Zone** - Means the area within 60" of either side of the mark(s) provided by the utility owner. If excavating must occur within the caution zone, all facilities must be located prior to excavating by hand digging or other means of soft excavation. Excavations that run parallel to a facility in a caution zone require hand dug test holes at intervals as often as reasonably necessary to establish the precise location of the underground facility. You may commence excavation with powered equipment once you have established the location of the facility.

Diagram of Safe Zone and Caution Zone



Marks

Paint, stakes, and/or flags may be utilized to mark underground facilities. Often times, a combination of all three are used to identify facilities. Color-coding is used to differentiate the various marks of facilities to be encountered. The following should help determine the type of facility being dealt with.

Yellow - indicates either natural gas, oil, steam, petroleum, or other gases

Orange - indicates phone and cable

Red - indicates electric

Blue - indicates water

Green - indicates storm drains

Brown - indicates sewer

W. Concrete Operations

1. Always wear rubber over boots when working with concrete, These boots will be provided.

2. Avoid contact with eyes and skin. If contact occurs, flush area with clean water. If irritation continues, consult MSDS binder for additional information

3. When finishing concrete, wear kneepads for protection.

4. Be aware of concrete shutes and pump hose. These swinging apparatuses present a hazard when moving.

5. Watch for Traffic when doing road pours. Always try to face traffic and be aware of float poles that may extend outside of closed lanes.

X. Demolition Operations

1. Prior to demolition a survey will be coducted to determine: building condition, weather adjacent structures will be affected by demolition, check for any other conditions that may threaten employee safety. A copy of the written report should be kept in the field office.

2. Be sure all utilities have been shut off.

3. Manual demolition should be performed under the direction of the qualified person.

4. Do not torch-cut painted steel unless it has been determined that it does not contain lead.

5. Asbestos should be removed by an associate contractor prior to demolition. If you suspect or find asbestos material cease work and bring it to the attention of your foreman.

6. Do not use mechanical equipment on a floor or other working surface unless it is capable of supporting the equipment and its intended load.

7. Use curbs or stop logs to prevent mechanical equipment from tracking over an edge or drop.

8. Only the employees necessary to the operation of mechanical demolition shall be permitted in the demo area.

9. When possible or feasible use water to control dust created during the demolition process.

BAILEY EXCAVATING, INC.
CONFINED SPACE PROGRAM

1. CONFINED SPACE DEFINITION

A. Confined space or enclosed space means any space having a limited means of entry and exit, which may be subject to the accumulation of toxic of flammable contaminants or may have an oxygen deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks, underground utility vaults, tunnels, pipelines, manholes, gatewells, catch basins and open top spaces more than 4 feet in depth such as pits, tubs, vaults, and vessels.

2. TRAINING EMPLOYEES

A. All employees required to enter into confined or enclosed spaces shall be instructed as to the nature of the hazards involved, the necessary precautions to be taken, and in the use of protective and emergency equipment required. The company shall comply with any specific regulations that apply to work in confined spaces.

3. TESTING AIR QUALITY

A. The atmosphere of the confined or enclosed space to be entered will be tested for oxygen deficiency and gaseous condition which are possible in the confined or enclosed space. The results of the testing will be recorded and meet the guidelines set up by the Michigan Department of Public Health, Division of Occupational Health. In testing the air quality in a confined space the minimally acceptable respirable atmosphere will be as follows; oxygen, 19.5%; combustible gas, 5% of the lower explosive limit (L. E. L.) for each gas; chemicals, the airborne concentration of each chemical present must be compared with the Michigan Occupational health limits -- Maximum Allowable Concentration.

B. The testing of a confined space will be done by a positive type reading instrument to give the levels at the time before entry and this will be recorded before entry into the space. The testing will be done by a qualified person who has been trained how to operate the instrument, calibrate the instrument and the testing procedures.

4. VENTILATION

A. When necessary to assure air quality, proper ventilation will be put into effect to allow entry into the confined space or enclosure, to allow for safe entry. If natural ventilation is not adequate, ventilation equipment will be used to maintain respirable atmosphere in the confined space during the time employees are inside.

5. SAFETY AND EMERGENCY EQUIPMENT

A. Air monitoring devices will be on site and will be calibrated by trained personnel, these devices will be able to monitor oxygen deficient atmosphere, toxic, or combustible gases.

B. In the event that local emergency units are not readily available, safety and emergency equipment will be on site and ready to use at the confined space or enclosure which is occupied by personnel and will be ready and easily accessible to personnel for rescue. Examples of rescue equipment are rescue rope or lifelines, safety harnesses, first aid kits, and any other equipment that would be needed to provide for safe rescue.

6. GENERAL SAFETY CONCERNS

A. If ventilating a confined or enclosed space opening interferes with vehicular traffic, appropriate warning signs and protective barriers shall be promptly set up before the covers of manholes, hand holes, or vaults are removed. The wording of a warning sign would depend upon the nature and the location of the hazards involved. Before an employee enters a street opening such as a manhole, it shall be protected with a barrier, temporary cover, or other suitable guard.

B. If circumstances dictate that the company employees perform rescue procedures, means shall be provided for quick removal of employees in case of emergency. When a safety harness and lifeline are used, they should be properly attached to the employee so that his/her body cannot be jammed in the exit opening.

C. A standby employee with a pre-plan rescue procedure shall be stationed outside the entrance to the confined or enclosed space to observe or communicate with the employee(s) at all times. The standby employee shall be trained and equipped to initiate rescue operation. It should be realized that a single person can seldom raise an unconscious body without a mechanical device. This rule is interpreted to mean that without such a device, additional personnel must be within easy summoning distance. It is also interpreted to require approved self-contained breathing apparatus or escape type air-line respirators for the additional personnel who may have to enter the confined or enclosed space to perform a rescue.

D. The above written procedures are the guidelines to be used by **Bailey Excavating, Inc.** employees in a confined or enclosed space, and all other rules that are not covered in this above procedure shall be governed by the Michigan Department of Public Health, Division of Occupational Health confined or enclosed space entry procedures.

MITA Confined Space Air Quality Testing Data Sheet

Date	Time	Location/ Station	Oxygen Reading	Flammable/Explosive Gas Level	Toxic Gas Level	Other	Employee Initials

The atmosphere within any confined space shall be tested prior to entry.
If a proper reading cannot be maintained, ventilation and retesting is required.

Company_____ Job Site_____

Notes:_____

CONFINED SPACE PROGRAM

GENERAL

CONFINED SPACE DEFINITION

1. A ***confined space*** is a space having all of the following criteria: (1) is large enough and so configured that an employee can bodily enter, (2) has a limited or restricted means for entry and exit, and (3) is not designed for continuous employee occupancy.

   Examples of locations where confined spaces may occur include, but are not limited to, storage tanks, manholes, sewers, water mains, storm drains, underground utility vaults, concrete pier columns, precast concrete manhole units, drilled shafts, pipelines, gatewells, ducts, catch basins and open top spaces such as pits, tubs, vaults, and vessels.

CONFINED SPACE CLASSIFICATIONS

1. ***Non-Permit Space*** is a confined space that does not contain existing or potential physical or atmospheric hazards. A space having only *physical hazard(s)* that have been isolated or eliminated can be reclassified as a non-permit space. Reclassifying is not allowed when a space contains an existing or potential *atmospheric hazard(s)* (i.e. existing sewers, manholes, and other similar locations).

2. ***Alternate Entry Space*** is a permit space that contains no physical hazards (or the physical hazards have been eliminated or isolated); the existing or potential atmospheric hazards can be controlled by continuous mechanical forced air ventilation; and, in the event the ventilation system stops working, entrants can exit the space safely. Alternate entry procedures are less stringent than full permit space procedures.

3. ***Full Permit Space*** is a permit space that contains existing or potential physical and/or atmospheric hazards. Full permit space entry procedures are required when workers enter the space.

MIOSHA STANDARD REFERENCES

1. The requirements for confined spaces in construction are covered in Construction Safety Standard (CS) Part 35 – Confined Space in Construction. Additional requirements for welding activities are covered in CS Part 7 – Welding and Cutting and General Industry Standard Part 12 – Welding and Cutting.

   Part 35 – Confined Space in Construction does not apply to certain construction work activities such as diving, excavations, and underground construction (i.e. tunnels, shafts, cofferdams, and caissons). The requirements for these activities are covered in CS Part 9 – Excavation Trenching & Shoring and Part 14 – Tunnels, Shafts, Cofferdams, and Caissons; and Occupational Health Standards Part 504 - Diving Operations and Part 665 - Underground Construction, Caissons, Cofferdams, and Compressed Air.

EMPLOYEE RESPONSIBILITIES

1. Employees must not enter a confined space until properly trained and authorized by the supervisor/foreman. If unsure whether an area or space is considered a confined space, contact your supervisor or foreman.

EMPLOYEE TRAINING

1. Every employee shall receive training and instruction as to the existence, location, and dangers posed by permit spaces and that they must not enter such spaces without authorization by the supervisor/foreman.

2. Employees who are involved in alternate entry and full permit space entry work operations shall receive specific training to ensure they have the knowledge, understanding and skills to perform their duties safely; understand the hazards in the permit spaces and the methods used to isolate, control or protect workers; and the dangers of attempting entry rescue unless authorized.

3. Employee names, trainer names, specific duties training, and dates of training shall be recorded and maintained at the office. The training records shall be made available to employees upon request.

FIRST STEP: INITIAL WORK SITE EVALUATION

1. Before work begins, the competent person (typically the foreman) must evaluate the worksite to determine if there are any spaces that workers may enter into that meet the definition of a confined space.

2. Employees are not authorized to enter a confined space until the foreman has determined which of the following classifications and entry procedures will be used to enter the space:

    a. Non-Permit Space Entry
    b. Alternate Entry Space
    c. Full Permit Space Entry

    Use the **Classifying Confined Spaces** flowchart (See Appendix A) for assistance in determining classification and entry procedures.

3. Each confined space must be evaluated for existing and/or potential physical and atmospheric hazards. Whenever possible, the initial evaluation shall be completed without entering the space. If entry into the space is necessary to complete an initial evaluation, full permit space entry procedures are required.

4. The atmosphere in the space must be tested prior to changing the space's natural ventilation. Direct-reading instruments must be calibrated per manufacturers' specification and used to test for oxygen content, flammable gases and vapors, and potential toxic air contaminants, **in this order**. The testing will determine whether the following hazards are present or could be introduced by the work operation:

a. Oxygen deficiency (concentration less than 19.5 %) or excess (concentration above 23.5 %).
b. Concentration of any flammable gas, vapor, or mist in excess of 10 percent of its lower explosive limit (LEL).
c. Airborne combustible dust at a concentration equal to or greater than its lower explosive limit.
d. Atmospheric concentration of any substance that can cause death, incapacitation, impairment of ability to self-rescue, injury or acute illness.

5. ***Section 1*** of the **Pre Entry Checklist** (See Appendix B) must be completed for each confined space that employees may enter into and kept available at the job site. The Pre-Entry Certification (PEC) is necessary to document the results of the initial evaluation and atmospheric testing; and is the rationale used to classify the space and the entry procedures.

NON-PERMIT SPACE ENTRY

1. If a space does not have an existing or potential physical or atmospheric hazard, it is classified as a non-permit space, and employees may enter. **Danger signs are not required for non-permit spaces.**

2. If a space contains an existing or potential physical hazard(s) only, the space can be reclassified as a non-permit space if the physical hazards have been eliminated or isolated. The rationale must be documented in ***Section 1*** on the Pre Entry Certification (PEC). Reclassifying is not allowed when a space contains an existing or potential atmospheric hazard (i.e. existing sewers, manholes, and other similar locations). In this situation, go to the Alternate Entry Space section.

3. Periodic atmospheric testing and evaluations may be necessary to ensure employee safety in a non-permit space, especially when a work operation (i.e. welding, cutting, using toxic materials) could introduce a new hazard into the space. Anytime a periodic or subsequent atmospheric test is conducted, the results must be documented and kept at the work site. (See Appendix C): **Confined Space Atmospheric Testing Data Sheet**. Atmospheric test results are not required to be documented if ***continuously monitoring*** the atmosphere within the space.

4. Employees must exit the space immediately if a hazard is introduced or detected. The space is then reclassified as a full permit space until additional testing and evaluation demonstrate that the space is safe for re-entry. The event, hazards, and steps taken to eliminate or isolate the hazard in order to prevent another occurrence must be documented in ***Section 3*** on the PEC. The foreman must include his/her signature authorizing re-entry into the space. In addition, the GC must be informed of any hazards that occurred or were created in the space during entry.

ALTERNATE ENTRY SPACE

1. Alternate entry space procedures are less stringent requirements that may be used in lieu of the full permit space procedures, provided **all** of the following criteria can be obtained:

a. All physical hazards in the space are eliminated or isolated;
b. The only hazard is an actual or potential hazardous atmosphere that can be made safe for entry using continuous forced air ventilation; and
c. In the event the ventilation system stops working, entrants can exit the space safely.

2. Prior to entry, the foreman must inform the controlling contractor of the existence, location, and hazards likely to be confronted or created during entry, and that alternate entry procedures will be used to enter the space. When another employer's employee(s) is working in the space at the same time, or when work activities that could result in a hazard are performed in the space at the same time, the alternate entry procedures must be coordinated with the controlling contractor and the other affected employer.

3. DANGER – PERMIT-REQUIRED CONFINED SPACE – DO NOT ENTER signs must be posted at each alternative entry space location to prevent unauthorized entry.

4. ***Sections 1 and 2*** on the PEC must be completed prior to entering the space when using alternate entry procedures. This will document the hazards, precautions, entry procedures and the supporting data for using alternate entry procedures and to verify the space is safe for entry. The PEC must be made available to each employee entering the space or to their authorized representative, as applicable, and kept at the job site.

5. Any conditions making it unsafe to remove an entrance cover (i.e. manhole cover) must be eliminated before the cover is removed. If an entrance cover is removed, the opening must be immediately guarded by a railing, temporary cover, or other temporary barrier that will prevent an accidental fall through the opening and will protect employees from falling objects when working in the space.

6. Continuous mechanical forced air ventilation must be set up and used to ventilate the space. Exhaust ventilation and natural ventilation are not acceptable substitutes for forced air ventilation. The forced air ventilation must be directed to ventilate the immediate areas where each employee will be working within the space and must continue until all employees have left the space. The air supply for the forced air ventilation must be from a clean source and must not increase the hazards in the space.

7. After the space has been ventilated, the atmosphere must be re-tested prior to entry to ensure that the forced air ventilation is preventing the accumulation of a hazardous atmosphere. After re-testing, the atmosphere must be continuously monitored unless periodic monitoring is sufficient to ensure that the atmosphere remains nonhazardous. Anytime a periodic, subsequent or re-test of the atmosphere is conducted, the results must be documented and kept at the work site. (See Appendix C): **Confined Space Atmospheric Testing Data Sheet**. Atmospheric test results are not required to be documented if ***continuously monitoring*** the atmosphere within the space.

8. Monitoring instruments must be equipped with an early warning audible alarm that is capable of alerting employees of any atmospheric hazard that may have entered into the space and provides sufficient time to exit the space.

9. If the ventilation system is equipped with an audible alarm, employee(s) must immediately leave the space on their own if the ventilation stops for any reason when the alarm sounds.

If the ventilation system is not equipped with an audible alarm, an employee stationed at the top of the space opening (top man) must be readily available to monitor the ventilation system and be able to effectively communicate with the employees within to immediately exit the space on their own should the ventilation stop for any reason.

10. A safe method of entering and exiting the space must be provided. Any hoisting system that is used must either be designed or manufactured for personnel hoisting or be approved for personnel hoisting by a registered professional engineer prior to use.

11. Confirm local emergency units are readily available in the case of an emergency. **Attendants, rescue equipment and rescue teams are not required during alternate entry procedures unless the space is reclassified as a full permit space.**

12. If a hazard is detected while employees are working within the space, the foreman must ensure each worker leaves the space immediately. The space is then reclassified as a full permit space until additional testing and evaluation demonstrate that the space is safe for re-entry. The foreman must document the event, hazards, and steps taken to eliminate or isolate that hazard to prevent another occurrence in ***Section 3*** on the PEC. The foreman must include his/her signature authorizing re-entry into the space.

13. The GC must be notified when work has been completed and informed of any hazards that occurred or were created in the space during entry. Document this in ***Section 4*** on the PEC.

FULL PERMIT SPACE ENTRY

1. Complete Section 1 of the PEC to verify the conditions of the permit space during the initial work site evaluation and prior to entry. When hazards or potential hazards within a space cannot be eliminated, isolated, controlled with ventilation, or entrants are unable to exit the space in the event the ventilation system stops working, full permit space entry procedures must be established and implemented.

2. DANGER – PERMIT-REQUIRED CONFINED SPACE – DO NOT ENTER signs must be posted at each full permit space location to prevent unauthorized entry.

3. Prior to entry, the foreman must inform the controlling contractor of the existence, and location, of hazards (including any hazards likely to be confronted or created), and that full permit entry procedures will be used to enter the space. The entry procedures must be coordinated with the controlling contractor when another employer's employee(s) is working in the permit space at the same time and when a work activity that could result in a hazard is performed in the space at the same time.

4. Full permit entry procedures must be developed and implemented to ensure safe entry into the space. The entry procedures must include, at a minimum, all of the following:
    a. Specify the acceptable entry conditions;
    b. Provide entrants or their authorized representative an opportunity to observe any monitoring or testing of space;
    c. Isolate the space and physical hazards within the space;

d. Purging, inerting, flushing, or ventilating the space as necessary to eliminate or control atmospheric hazards;
e. Determine that, in the event the ventilation system stops working, the monitoring procedures and equipment will detect an increase in atmospheric hazard levels in sufficient time for entrants to safely exit the space;
f. Provide pedestrian, vehicle, or other barriers as necessary to protect entrants from external hazards;
g. Verify that conditions within the space are acceptable throughout entry.

5. Provide the following equipment, maintain the equipment, and ensure employees use the equipment properly:
   a. Testing and monitoring equipment;
   b. Ventilating equipment;
   c. Communication equipment;
   d. Personal protective equipment when engineering and work-practice controls do not adequately protect employees;
   e. Approved lighting equipment;
   f. Barriers and shields;
   g. Equipment, such as ladders, for safe access and egress;
   h. Rescue and emergency equipment, unless equipment is provided by rescue services; and
   i. Any other equipment necessary for safe entry into, safe exit from, and rescue.

6. Full permit space conditions must be evaluated as follows during entry:
   a. Test the atmosphere in the space before entry to determine if acceptable entry conditions exist before changes to the space's natural ventilation are made. If isolation of the space is infeasible, due to being large or is part of a continuous system (such as a sewer), all of the following must be conducted:
      i. Perform pre-entry atmospheric testing to the extent feasible before entry;
      ii. Continuous monitoring of conditions in the areas where entrants are working;
      iii. Provide an early-warning system that continuously monitors for non-isolated engulfment hazards and alerts entrants and attendants in sufficient time to safely exit the space.
   b. Continuously monitor atmospheric hazards unless periodic monitoring is sufficient to ensure that the atmosphere remains nonhazardous.
   c. When testing the atmosphere, test first for oxygen, then for combustible gases and vapors, and then for toxic gases and vapors.
   d. Allow entrants or their authorized representative to observe any testing.
   e. Reevaluate the space as requested by the entrant or their authorized representative and provide them with the results of any testing.

7. The authorized entrant(s), attendant(s), and foremen each have specific duties whenever work is performed in a permit space. Their specific duties are listed below:

   Authorized entrants must:
   a. Know space hazards, including information on the means of exposure such as inhalation or skin contact, and symptoms of the exposure;
   b. Use appropriate personal protective equipment properly;

c. Stay in communication with attendant as necessary to enable the attendant to monitor the entrant's status and alert to evacuate when necessary;
d. Exit from the permit space as soon as possible when:
    i. Ordered by the attendant or foreman;
    ii. When he/she recognizes the warning signs or symptoms of exposure;
    iii. A prohibited condition exists; or
    iv. An automatic alarm is activated.
e. Alert the attendant when a prohibited condition exists or when warning signs or symptoms of exposure exist.

Attendants must:

a. Remain outside the permit space during entry operations unless relieved by another authorized attendant;
b. Perform non-entry rescues when specified by the rescue procedure;
c. Know existing and potential hazards, including information on the types of exposure, signs or symptoms, consequences, and other effects;
d. Maintain communication with and keep an accurate account of the workers within the space;
e. Assess conditions inside and outside the space and order evacuation of the permit space when:
    i. A prohibited condition exists;
    ii. A worker shows behavioral effects of hazard exposure;
    iii. A situation exists outside the confined space that could endanger the employees within the space; and
    iv. The attendant cannot effectively and safely perform required duties.
f. Summon rescue and other services during an emergency and when a worker becomes injured or ill;
g. Ensure that unauthorized people stay away from permit spaces or exit immediately if they have entered into the space;
h. Inform entry employees and foreman if any unauthorized person enters the permit space; and
i. Perform no other duties that interfere with the attendant's primary duties.

Foremen must:

a. Know space hazards including information on the mode of exposure, signs or symptoms and consequences;
b. Verify that specified entry conditions are satisfied, including permits, tests, procedures and equipment before allowing entry;
c. Terminate entry and cancel or suspend permits when entry operations are completed or if a condition that is not allowed under the permit arises;
d. Verify that rescue services are available and that the means for summoning them are operable;
e. Take appropriate measures to remove unauthorized entrants; and
f. Ensure that entry operations remain consistent with the entry permit and that acceptable entry conditions are maintained.

8. At least one attendant must be stationed outside the permit space when workers are working within, and maintain communication with all entrants and keep track of their conditions. If one or more entrants suffers an injury or illness and is unable to exit the space without help, the attendant must initiate a rescue. When an attendant is required to

monitor multiple permit spaces, additional procedures must be implemented in the event of an emergency within one or more of those spaces.

9. ***Rescue and emergency*** procedures must be established for summoning rescue and emergency services and preventing unauthorized personnel from attempting rescue.

    a. ***Non-entry rescue:*** It is preferable if the entrant(s) can be rescued without others entering the space to avoid having additional personnel exposure to the hazard that caused the illness or injury. Therefore, non-entry rescue procedures using retrieval equipment must be implemented, unless the retrieval equipment would increase the overall risk of entry or would not contribute to the rescue of the entrant, such as when obstructions can snag the retrieval line or the line can become entangled with air lines or electric cords. The attendant must be prepared to perform non-entry rescues if needed.

    When non-entry procedure is selected, each entrant must wear a chest or full body harness, with a retrieval line attached at the D-ring in the center of the back or another point which positions the entrant so that he or she is small enough to be pulled out of the space. The other end of the retrieval line must be attached to a mechanical device or a fixed point outside the permit space. A mechanical device must be available to retrieve someone from vertical type permit spaces more than 5 feet deep. Wristlets or anklets may be used instead of a chest or full body harness only if the employer can demonstrate that use of a chest or full body harness is infeasible or creates a greater hazard.

    When a non-entry rescue procedure is selected, the foreman must also confirm, before entry begins, that emergency assistance (typically the local fire department) is available if the non-entry rescue fails.

    b. ***Entry rescue:*** When non-entry rescue is not feasible, the only way to rescue an entrant is for others to enter the permit space. For entry rescue, an on-site rescue team consists of our employees or another contractor's employees. An off-site rescue service is a local fire department or other rescue service. The off-site rescue service must be able to respond in time to get the entrant out of the space to receive medical treatment, which requires the foreman to contact the rescue service prior to entering the space and informing them of the nature and hazards involved in the space. In some cases, this may require a standby rescue team, such as when the entrant is working in an atmosphere that is immediately dangerous to life or health (IDLH) and is wearing an airline respirator or a self-contained breathing apparatus.

    When entry rescue takes place, an attendant must be stationed outside the permit space so that additional help can be summoned if needed. If the original attendant is to enter the space as part of the rescue team, a new attendant must be in position before the first attendant enters the space.

    c. ***Training requirements for rescue teams and off-site rescue services***: All members of a rescue team must receive the training that is required for authorized entrants and have been trained to perform their assigned rescue duties. Rescue team members must be provided with personal protective and rescue equipment,

including respirators, and must be instructed on how to use it. All rescuers must be trained in first aid and CPR. At a minimum, one rescue team member must be certified in first aid and CPR. Rescuers must be informed of the hazards within the permit space before entering. Rescue team practices or exercises must take place at least yearly. Off-site rescue services must be provided access to all permit spaces, if requested, in order to practice rescue operations.

Off-site rescue services must notify the foreman in the event that their service is unavailable. The permit space work can be postponed or another off-site rescue service can be used.

If using an off-site rescue service, the foreman must determine that the service has the ability and equipment to carry out a rescue in the particular permit space or type of permit space that entrants are working in. The foreman must contact the rescue service to make sure that it will be able to respond in a timely manner whenever an entrant is in the permit space.

10. Full permit space entry procedures must be reviewed and deficiencies must be corrected whenever it is discovered that the procedures established may not be protecting employees adequately. Circumstances requiring a review include an injury or near misses, unauthorized entry, detection of a new hazard or condition prohibited by the Entry Permit, or an employee complaint about the program's effectiveness. In addition, the Full Permit Space Procedures will be reviewed annually for effectiveness using the cancelled entry permits.

11. Prior to entry, a **Full Permit Space Entry Permit** (See Appendix D) must be completed for each full permit space that employees may enter into. The entry permit includes all of the following information:

    a. Name of the permit space to be entered, authorized entrants(s), current attendants, and current entry foremen;
    b. Purpose of entry;
    c. Date and authorized duration of entry;
    d. Means of detecting an increase in atmospheric hazard levels;
    e. Name and signature of foreman who authorizes entry;
    f. Known hazards in the space;
    g. Measures to be taken to isolate permit spaces and to eliminate or control space hazards;
    h. Acceptable entry conditions;
    i. Test results, date and time of tests(s), and the tester's initials or signature;
    j. Name and telephone numbers of rescue and emergency services and means to be used to contact them;
    k. Communication procedures and equipment to maintain during entry;
    l. Special equipment and procedures, including personal protective equipment and alarm systems;
    m. Any other information needed to ensure employee safety; and
    n. Additional permits, such as for hot work, that have been issued authorizing work in the permit space.

12. The foreman must cancel entry permits when work has been completed within the space or when new hazards or conditions occur. Once a permit is cancelled, entry under it is no longer permitted. New hazards or conditions must be noted on the cancelled permit and used in revising the permit space program. Once the work has been completed and the entry permit cancelled, it must be kept for a least one year.

13. The foreman may suspend an entry permit instead of cancelling it if a temporary condition has occurred in or near the space that, once corrected, is not expected to reoccur. The permit may be reinstated and entry may occur under the permit if the entry supervisor has determined that the conditions in the space match the allowable conditions listed on the permit.

14. The GC shall be informed when work has been completed within the space and of any hazards that occurred or were created in the space during entry.

APPENDIX A

CLASSIFYING CONFINED SPACES

Identify and evaluate each space to determine existing or potential hazards.

- Does the space contain a hazardous atmosphere?
- Could the work operation introduce a hazard, i.e. welding, cutting, using toxic material?
- Are there materials within the space that could engulf?
- Could the design of the space's internal configuration trap or asphyxiate?
- Does the space contain any physical hazards that cannot be eliminated or isolated?
- Is the space an existing sewer, manhole, or similar structure?

NO

This is **a Non-Permit Space.**

Employees may enter a non-permit space provided they have received appropriate confined space training. Only Section 1 of the Pre-Entry Checklist must be completed prior to entry.

Additional atmospheric testing and evaluations may be necessary to ensure worker safety.

YES

This is a **Permit Space.**

Employees are <u>not</u> allowed to enter a permit space until it can be maintained in a safe condition or the employees are protected from hazards.

There are two options for entering a permit space: Alternate Entry or Full Permit Entry.

Alternate Entry procedures can be used if <u>all</u> of the following are satisfied:

- The physical hazards are eliminated or isolated;
- Atmospheric hazards can be controlled by continuous *mechanical* forced air ventilation; and
- In the event the ventilation system stops working, entrants can exit the space safely.

The space remains a permit space; however less stringent requirements are allowed. Sections 1 & 2 on the Pre-Entry Checklist must be completed prior to entry. Additional training is required for entry employees, foremen and any other employees having duties or responsibilities for space entry.

Full Permit Entry procedures <u>must</u> be used when the criteria for alternate entry cannot be satisfied.

The space remains a permit space and <u>all</u> of the requirements of a Full Permit Space Entry must be complied with. This includes, but is not limited to, additional employee training, full permit documentation, attendants, rescue personnel, and rescue equipment.

APPENDIX B
PRE-ENTRY CHECKLIST

SECTION 1: INITIAL WORK SITE EVALUATION

Date of Initial Evaluation:	Identify space being entered:	Person completing the evaluation:

Can the initial evaluation be completed without entering?

Yes ☐ *Continue to next box.*
No ☐ *STOP! –Use full permit space procedures.*

If a cover or guard has to be removed to perform the initial evaluation or testing, have all hazardous conditions been eliminated, isolated, or controlled?

Yes ☐ N/A ☐

Atmospheric Hazard Assessment

Record initial atmospheric testing:

Oxygen	%
Flammable/Explosive Gas	% LEL
Hydrogen Sulfide (H2S)	PPM
Carbon Monoxide (CO)	PPM
Other (Specify)	

Record subsequent atmospheric testing on the Confined Space Atmospheric Testing Data Sheet (Appendix C).

Does the space contain a hazardous atmosphere?

No ☐
Yes ☐ (Only Alternate Entry or Full Permit Entry procedures are allowed.)

Could a hazardous atmosphere possibly enter the space after the initial testing, (i.e. sewers and manholes) <u>or</u> could a hazard be introduced from a work operation (i.e. welding, cutting, applying toxic material)?

No ☐
Yes ☐ (Only Alternate Entry or Full Permit Entry procedures are allowed.)

Physical Hazard Assessment

Are there existing or potential physical hazards in the space (i.e. electrical, mechanical, engulfment)?

No ☐ Yes ☐ *(Check applicable boxes below)*

- ☐ Electrical
- ☐ Mechanical
- ☐ Engulfment/Water
- ☐ Hydraulic/Pneumatic
- ☐ Other (Specify): _____
- ☐ Entrapment
- ☐ Converging Walls
- ☐ Fall Hazard
- ☐ Temp. Extreme

If physical hazards were detected in the space, were they eliminated or isolated?

No ☐ Yes ☐ (Check applicable boxes below)

- ☐ Lock out/Tag out
- ☐ Isolate/Guard
- ☐ Purge/Drain/Clean
- ☐ Blank/Block/Bleed
- ☐ Other (Specify): _____
- ☐ Personal Fall Arrest/Rest.
- ☐ Install Work Platform
- ☐ Guard Rails/Hole Covers
- ☐ Ventilation/Ice Vest

SPECIFY THE APPROPRIATE CLASSIFICATION AND ENTRY PROCEDURES

☐ <u>Non-Permit Space</u>. There are no existing or potential physical hazards or atmospheric hazards. Periodic atmospheric testing may be necessary. Employees may enter the space.

☐ <u>Alternate Entry Space</u>. There are no physical hazards. There are existing or potential atmospheric hazards that can be controlled by ventilation; and if the ventilation system stops working, entrants can exit the space safely on their own. Continue to Section 2: Alternate Entry Space.

☐ <u>Full Permit Space</u>. There are physical hazards that cannot be eliminated or isolated and/or there are existing or potential atmospheric hazards that cannot be controlled by ventilation. Full permit space entry procedures are required.

SECTION 2: ALTERNATE ENTRY SPACE

Confined space danger sign posted at the space? Yes ☐	Are local emergency services readily available? Yes ☐
GC notified of the work and entry procedure? Yes ☐ N/A ☐	Alternate entry training provided to employees? Yes ☐

Check applicable boxes describing the existing or potential atmospheric hazards detected in the space:

☐ Oxygen Deficiency ☐ Carbon Monoxide (CO) ☐ Flammable/Explosive Gases/Vapors (Specify):
☐ Welding/Cutting ☐ Hydrogen Sulfide (H_2S) ☐ Other (Specify):

Check applicable boxes that describe how the atmospheric hazards will be isolated or controlled in order to protect entrants:

☐ Mechanical ventilation system set at 100% outside air
☐ Use portable blowers to augment natural ventilation
☐ Continuous air monitoring during and after entry
☐ Use intrinsically safe lighting in the space
☐ Open additional manholes to increase air circulation
☐ Repeat atmospheric testing after ventilating the space
☐ No burning, cutting, or welding operations in the space
☐ Other (Specify):

In the event the ventilation system stops working, check applicable boxes that describe how the atmospheric hazards will remain at safe levels long enough for entrants to recognize the problem and safely exit the space:

☐ Fully ventilated space while unoccupied to get non-detect readings for atmospheric hazards; then shut down ventilation and monitored air quality. If atmospheric hazards are detected that reach maximum limits, full permit space procedures will be implemented.
☐ The atmospheric testing equipment is equipped with an audible alarm to alert entrants to exit the space.
☐ Entrants are wearing personal air monitors that are equipped with an audible alarm to alert them to exit the space.
☐ The ventilation system is equipped with an audible alarm to alert entrants to exit the space.
☐ A top man is readily available to monitor the ventilation system and alert the entrants to exit the space.
☐ Other (Specify):

Check applicable boxes that describe how employees are able to safely exit the space on their own:

☐ A fixed ladder is located in the space and safe for entrants to use to exit the space.
☐ A portable ladder will remain in the manhole during the time entrants are working in the space.
☐ A work platform has been installed in the space for egress.
☐ Other (Specify):

Check appropriate boxes that describe any additional steps or monitoring to be taken to ensure conditions are safe from physical hazards: ☐ Periodic inspections ☐ Early warning system ☐ Other (Specify):

SECTION 3: COMPLETE ONLY WHEN A HAZARD IS DETECTED IN THE SPACE AFTER THE INITIAL EVALUATION

Were employees evacuated from the space when the hazard was detected? Yes ☐

Describe the event, hazard, and steps taken to eliminate or isolate the hazard to prevent another occurrence:

_____
_____
_____

Is the space safe for re-entry?

Yes ☐ *Employees may re-enter the space.* Foreman Signature: _____

No ☐ *Employees must not enter the space. This is now re-classified as a full permit space. Full permit space procedures are required until space has been made safe for re-entry.*

SECTION 4: AFTER WORK HAS BEEN COMPLETED IN THE SPACE

GC informed that work has been completed? Yes ☐ GC informed of any hazards detected during entry? Yes ☐ N/A ☐

APPENDIX C

CONFINED SPACE ATMOSPHERIC TESTING DATA SHEET

The initial atmospheric test results for a space are recorded on the Pre-Entry Checklist. This data sheet is used to record subsequent or additional atmospheric testing of a space.

Job Site: _____ Space being tested: _____

Date	Time	Oxygen	Flammable/ Explosive Gas	Hydrogen Sulfide (H2S)	Carbon Monoxide (CO)	Other (Specify)	Employee Initials
Permissible Levels		19.5 to 23.5%	10% LEL	5 PPM	25 PPM		

Notes:

_____

_____

_____

_____

_____

APPENDIX D
FULL PERMIT SPACE ENTRY PERMIT

1. Permit space to be entered (i.e. sewer, tank, manhole, crawlspace, attic):	Host, GC and Subs notified of the work? Yes ☐ NA☐
2. Purpose of entry:	Location:
3. Date of entry: Auth. duration of entry permit:	Entry supervisor print name/contact information:
4. Rescue type selected: Non-entry ☐ or Entry ☐ Equipment: Tri-pod/Davit arm ☐ or Emergency service ☐ Emer. Service Available (Permit Space only): Onsite ☐ or ☐ Off-site (name & phone): Rescuer(s) trained in 1st Aid/CPR (Permit Space only): ☐ (Note: Part 1 1st Aid requirements	Communication Equipment: Radio ☐ Voice ☐ Cell Phone ☐ Air Horn ☐ ☐ Other (Specify):

5. Authorized entrants (Print Names) Use back or attach page for more entrants	Entry time In	Entry time Out	Entry time In	Entry time Out	Entry time In	Entry time Out	Entry time In	Entry time Out

6. Attendant (Print Name)	**Date and Time**	**7. Current training for confined space workers verified?**
	☐ AM ☐ PM	Yes ☐ No ☐
	☐ AM ☐ PM	

8A. Identify, evaluate and record hazards of space to be entered.	**Yes**	**No**	**8B. Specify equipment and measures required to eliminate/control hazards before and during entry**
A. Lack of Oxygen or Inert Gas Present (i.e. Argon, Nitrogen)	☐	☐	Continuous forced air ventilation ☐ Blank, Block and Bleed ☐ Purge, Clean, Drain ☐ Intrinsically Safe Lighting ☐ Respiratory Protection: Supplied Air with Escape Bottle ☐ SCBA ☐ Other (list) ☐
B. Flammable Gas/Vapor (%LEL)	☐	☐	
C. Toxic Gas/Vapor (i.e. CO and H_2S)	☐	☐	
D. Chemical (impairs self-rescue)	☐	☐	
E. Electrical	☐	☐	Lockout/Tagout ☐ Isolate/Guard ☐ Blank, Block and Bleed ☐ Other (list) ☐
F. Mechanical	☐	☐	
G. Hydraulic/Pneumatic	☐	☐	
H. Temp. Extreme	☐	☐	Continuous forced air ventilation ☐ Ice Vest ☐ Other (list) ☐
I. Engulfment	☐	☐	Drain ☐ Pump ☐ Other (list) ☐
J. Entrapment/Converging Walls	☐	☐	Install Work Platform ☐ Hole Covers ☐ Guard Rails ☐ Personal Fall Arrest /Restraint ☐ Other (list) ☐
K. Fall Hazard	☐	☐	
L. Introduced Hazards (i.e. Chemical, Hot Work)	☐	☐	Fire extinguisher ☐ Hot Work Permit ☐ Other (list) ☐
M. Other	☐	☐	Warning signs posted at access ☐ Additional PPE ☐

9. Gas tester(s)/monitor model(s)/type(s):	Serial/unit no(s):
	Bump test to confirm function? Yes ☐ Verified: On-site test ☐ Documentation ☐

Test Required	**Permissible levels**	**Initial test levels (before vent)**	**Subsequent test type**: Sample ☐ Continuous ☐ (take readings before **EACH** entry into space) Test 2	Test 3	Test 4	Test 5	Test 6
A. Oxygen (O2)	19.5 to 23.5%						
B. Combustible gas/vapor (LEL)	10% LEL						
C. Hydrogen sulfide (H2S)	5 PPM						
D. Carbon monoxide (CO)	< 25 PPM						
E. Other							
	Tester initials						
	Test Times						

10. Are entry conditions acceptable? (Remove debris and other obstructions from entry point) Yes ☐ No ☐

Entry Suspended (time): _____ AM ☐ PM ☐ **Time of reentry:** _____ AM ☐ PM ☐

Reason for suspending permit: _____

Permit Canceled date/time ____/____ AM ☐ PM ☐ **Unanticipated Hazards?** No ☐ Yes ☐ If yes, describe below:

Debriefing occurred after entry? Yes ☐ No ☐ _____

Entry Supervisor Signature: _____

SILICA PROGRAM

GENERAL

I. SILICA HEALTH HAZARDS

Crystalline Silica (silica) is a mineral commonly found in rock, stone, sand, concrete, asphalt and masonry material. Silica becomes a health hazard when these materials are broken up or crushed into very fine respirable ***silica dust*** that is breathed into the lungs. Silica dust damages lung tissue and can lead to silicosis, a serious and sometimes fatal lung disease. Other diseases that can occur from breathing in silica dust are chronic bronchitis, tuberculosis, chronic obstructive pulmonary disease (COPD) and lung cancer.

Below are some common work practices that can lead to silica dust exposure:

- Drilling, cutting, grinding, chipping or hammering concrete, stone or masonry.
- Abrasive blasting
- Crushing rock or concrete, mixing concrete.
- Milling concrete and asphalt
- Loading, dumping, and hauling rock and concrete.
- Tunneling operations
- Dry sweeping or using compressed air to move dust, sand or rock.

II. WHEN DO THE SILICA RULES APPLY?

The silica rules apply to any work operation that generates silica dust except where employee exposure to the silica dust will remain below the ***action level*** of 25 micrograms of respirable crystalline silica per cubic meter of air (25 $\mu g/m^3$) calculated as an 8-hour time-weighted average (TWA) under any foreseeable conditions. There are a few work operations that can reasonably be expected to remain below the action level such as pouring concrete and mixing small batches of concrete, however ***most tasks that create silica dust will be at or above the action level.***

Employees who are exposed to silica dust must be protected with engineering controls (wet or vacuum), work practice controls, and sometimes respirators so as not to exceed the permissible exposure limit (PEL) of 50 $\mu g/m^3$ calculated as an 8-hour time-weighted average (TWA).

III. MIOSHA STANDARD REFERENCE

The requirements for silica are covered in the Construction Safety and Health Standard Part 690 - Silica in Construction.

IV. TRAINING

Employees must be trained in the recognition of work operations that generate silica dust, the hazards associated with silica dust, and ways to limit exposures.

STEPS TO COMPLY WITH THE SILICA RULES

STEP 1: DETERMINE WHICH COMPLIANCE METHOD TO USE

When a work operation creates silica dust, the competent person (typically the foreman) must determine which of the ***two compliance method options described below*** will be used to control exposures to silica dust before work begins:

Option #1: Table 1

Refer to Table 1 (Pages 5-10) to determine if the work operation is listed as one of the 18 common equipment/tasks ***and*** if all the engineering controls, work practices, and respiratory protection that are specified in the table can be fully and properly implemented. If Table 1 can be used, no additional assessments or engineering controls are required unless exposure conditions have been altered.

-OR-

Option #2: Exposure Assessment and Alternative Exposure Controls

See criteria below:

A. ***Exposure Assessment***: An independent exposure assessment must be conducted to determine who may be exposed to silica dust at or above the ***action level*** of 25 $\mu g/m^3$ calculated as an 8-hour TWA during the work operation. The assessment is based on any air monitoring data or objective data that is sufficient to accurately characterize exposures.

   If ***objective data*** is used for the exposure assessment, the information must demonstrate how the employee is exposed to silica dust based on the specific material, process, or work operation. The data must reflect workplace conditions closely resembling or with a higher exposure potential than the types of material, control methods, work practices and environmental conditions in the employer's current operations. An accurate record of the information must be kept when relying on objective data to comply with the silica standard. The record must include:

   a. The date of the measurement for each sample taken;
   b. The task monitored;
   c. Sampling and analytical methods used;
   d. The number, duration and results of sample taken;
   e. The identity of the laboratory that performed the analysis;
   f. The type of personal protective equipment used (*e.g.*, type of respirator worn); and
   g. The name, social security number and job classification of all employees represented by the monitoring.

B. ***Alternate Exposure Controls***: Alternate exposure controls must be used to limit employee exposures to the PEL of 50 micrograms of respirable crystalline silica per cubic meter of air (50 $\mu g/m^3$) calculated as an 8-hour time-weighted average (TWA). The alternate exposure controls are as follows:

   a. ***Engineering controls*** are *wet method* and *HEPA-filtered vacuuming*. Wet methods involve applying water or foam at the point where dust is created to keep the dust from getting into the air (i.e. an integrated water delivery system on a stationary masonry saw). HEPA-filtered vacuuming removes dust by capturing it at or near the point where it is created (i.e. a dust collector on a handheld grinder).

   b. ***Work practice controls*** are performing a task in a way that reduces or limits exposures (i.e. following the manufacturers' recommendations for equipment usage and maintenance.) or limiting the duration that an employee is exposed (i.e. rotating employees).

   c. ***Respirators*** are typically required only when engineering controls cannot reduce exposures to acceptable levels.

STEP 2: RESPIRATORY PROTECTION REQUIREMENTS

A written respiratory protection program must be on site when work operations require the use of a respirator. The designated competent person (typically the foreman) must implement all the program requirements (i.e. proper selection, clean shaven, fit testing, and training). Refer to the **Respiratory Protection Program** for additional information.

Medical exams (including chest X-rays and lung function tests) must be offered to employees who are required to wear respirators for 30 or more days per year. An accurate record must be kept which includes the following information about the employee:

a. Name and social security number;
b. A copy of the physicians and other licensed health care professionals (PLHCPs) and specialists' written opinions (See Appendix B);
c. A copy of the information given to PLHCPs and specialists (i.e. a description of the employee's former, current and anticipated duties and exposure levels; a description of the PPE used by the employee; and information from previous employment-related medical examinations that is currently within the control of the employer).

STEP 3: RESTRICT ACCESS TO OTHER WORKERS

Other workers shall be prevented from entering areas where silica dust is at or above the action level (typically in the areas where respirators are required) using signs, barricades, enclosures, spotters, or only perform the work when area is cleared of other contractors and workers.

STEP 4: HOUSEKEEPING

Only use wet-sweeping or a HEPA-filtered vacuum for cleaning surfaces or clothing unless the competent person determines that dry sweeping is the only feasible method.

Compressed air should not be used to clean clothing or surfaces unless the compressed air is used in conjunction with a ventilation system that effectively captures the dust cloud created by the compressed air.

STEP 5: WRITTEN EXPOSURE CONTROL PLAN

The competent person must complete the **Silica Exposure Control Plan - Appendix A** for each work operation/task that generates silica dust (whether using Table 1 or alternative exposure control methods).

STEP 6: REASSESS WHEN WORK CONDITIONS HAVE CHANGED

Exposures, engineering controls, and work practices must be reassessed whenever a change in the work operation, equipment, personnel, or work practices may result in new or additional exposures at or above the action level.

TABLE 1

Specified Exposure Control Methods When Working with Materials Containing Crystalline Silica

Equipment/Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)	
		≤ 4 hours/shift	> 4 hours/shift
(1) Stationary masonry saws	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
(2) Handheld power saws (any blade diameter)	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. • When used outdoors. • When used indoors or in an enclosed area.	None APF 10	APF 10 APF 10
(3) Handheld power saws for cutting fiber-cement board (with blades diameter of 8" or less)	For tasks performed outdoors only: Use saw equipped with commercially available dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency.	None	None
(4) Walk-behind saws	Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. • When used outdoors. • When used indoors or in an enclosed area.	None APF 10	None APF 10

TABLE 1			
Equipment/Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)	
		≤ 4 hours/shift	> 4 hours/shift
(5) Drivable saws	For tasks performed outdoors only: Use saw equipped with integrated water delivery system that continuously feeds water to the blade. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
(6) Rig-mounted core saws or drills	Use tool equipped with integrated water delivery system that supplies water to cutting surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	None	None
(7) Handheld and stand-mounted drills (including impact and rotary hammer drills)	Use drill equipped with commercially available shroud or cowling with dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. Use a HEPA-filtered vacuum when cleaning holes.	None	None
(8) Dowel drilling rigs for concrete	For tasks performed outdoors only: Use shroud around drill bit with a dust collection system. Dust collector must have a filter with 99% or greater efficiency and a filter-cleaning mechanism. Use a HEPA-filtered vacuum when cleaning holes.	APF 10	APF 10

TABLE 1			
Equipment/Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)	
		≤ 4 hours/shift	> 4 hours/shift
(9) Vehicle-mounted drilling rigs for rock and concrete	Use dust collection system with close capture hood or shroud around drill bit with a low-flow water spray to wet the dust at the discharge point from the dust collector.	None	None
	OR		
	Operate from within an enclosed cab and use water for dust suppression on drill bit.	None	None
(10) Jackhammers and handheld powered chipping tools	Use tool with water delivery system that supplies a continuous stream or spray of water at the point of impact.		
	• When used outdoors.	None	APF 10
	• When used indoors or in an enclosed area.	APF 10	APF 10
	OR		
	Use tool equipped with commercially available shroud and dust collection system.		
	Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.		
	Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism.		
	• When used outdoors.	None	APF 10
	• When used indoors or in an enclosed area.	APF 10	APF 10
(11) Handheld grinders for mortar removal (i.e., tuckpointing)	Use grinder equipped with commercially available shroud and dust collection system.		
	Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions.	APF 10	APF 25
	Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.		

TABLE 1			
Equipment/Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)	
		≤ 4 hours/shift	> 4 hours/shift
(12) Handheld grinders for uses other than mortar removal	For tasks performed outdoors only: Use grinder equipped with integrated water delivery system that continuously feeds water to the grinding surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. **OR** Use grinder equipped with commercially available shroud and dust collection system. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide 25 cubic feet per minute (cfm) or greater of airflow per inch of wheel diameter and have a filter with 99% or greater efficiency and a cyclonic pre-separator or filter-cleaning mechanism.	None	None
	• When used outdoors.	None	None
	• When used indoors or in an enclosed area.	None	APF 10
(13) Walk-behind milling machines and floor grinders	Use machine equipped with integrated water delivery system that continuously feeds water to the cutting surface. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. **OR** Use machine equipped with dust collection system recommended by the manufacturer. Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions. Dust collector must provide the air flow recommended by the manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism. When used indoors or in an enclosed area, use a HEPA-filtered vacuum to remove loose dust in between passes.	None None	None None

TABLE 1			
Equipment/Task	Engineering and Work Practice Control Methods	Required Respiratory Protection and Minimum Assigned Protection Factor (APF)	
		≤ 4 hours/shift	> 4 hours/shift
(14) Small drivable milling machines (less than half-lane)	Use a machine equipped with supplemental water sprays designed to suppress dust. Water must be combined with a surfactant. Operate and maintain machine to minimize dust emissions.	None	None
(15) Large drivable milling machines (half-lane and larger)	For cuts of any depth on asphalt only: • Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust. Operate and maintain machine to minimize dust emissions.	None	None
	For cuts of four inches in depth or less on any substrate: • Use machine equipped with exhaust ventilation on drum enclosure and supplemental water sprays designed to suppress dust. Operate and maintain machine to minimize dust emissions.	None	None
	OR • Use a machine equipped with supplemental water spray designed to suppress dust. Water must be combined with a surfactant. Operate and maintain machine to minimize dust emissions.	None	None
(16) Crushing machines	Use equipment designed to deliver water spray or mist for dust suppression at crusher and other points where dust is generated (e.g., hoppers, conveyors, sieves/sizing or vibrating components, and discharge points). Operate and maintain machine in accordance with manufacturer's instructions to minimize dust emissions. Use a ventilated booth that provides fresh, climate-controlled air to the operator, or a	None	None

TABLE 1			
Equipment/Task	**Engineering and Work Practice Control Methods**	**Required Respiratory Protection and Minimum Assigned Protection Factor (APF)**	
		≤ 4 hours/shift	**> 4 hours/shift**
(17) Heavy equipment and utility vehicles used to abrade or fracture silica-containing materials (e.g., hoe-ramming, rock ripping) or used during demolition activities involving silica-containing materials	Operate equipment from within an enclosed cab. When employees outside of the cab are engaged in the task, apply water and/ or dust suppressants as necessary to minimize dust emissions.	None None	None None
(18) Heavy equipment and utility vehicles for tasks such as grading and excavating but not including demolishing, abrading, or fracturing silica-containing materials	Apply water and/or dust suppressants as necessary to minimize dust emissions. **OR** When the equipment operator is the only employee engaged in the task, operate equipment from within an enclosed cab.	None None	None None

BAILEY EXCAVATING, INC.
LEAD ABATEMENT OPERATIONS

GENERAL

NIOSH and the Occupational Safety and Health Administration (OSHA) have recently recommended that exposure to lead dust and fumes be minimized by the use of engineering controls and work practices, and by the use of personal protective equipment (PPE) including respirators.

Workers are potentially exposed to lead during work on bridges or other steel structures such as water and fuel storage tanks. Workers who may be exposed to lead include abrasive blasters, inspectors, iron workers, painters and laborers.

1. HEALTH EFFECTS

Lead can be absorbed into the body by inhalation (breathing) and ingestion (eating). Lead is a cumulative poison. It accumulates in the blood, bones and organs. Cumulative exposure to lead, which is typical in construction settings, may result in damage to the blood, nervous system, kidneys, bones, heart and reproductive system and contributes to high blood pressure.

A. The symptoms of lead poisoning include the following:

a. Headache
b. Poor appetite
c. Dizziness
d. Irritability / anxiety
e. Constipation
f. Pallor
g. Excessive tiredness
h. Numbness
i. Metallic taste in mouth
j. Muscle & joint pain or soreness
k. Sleeplessness
l. Hyperactivity
m. Weakness
n. Reproductive difficulties
o. Nausea
p. Fine Tremors
q. Insomnia
r. "Lead line" on gums
s. "Wrist drop" weakness of extensor muscles

2. EMPLOYEE SAFETY PRACTICES FOR LEAD PROTECTION

A. Personal Hygiene Practices

a. All workers exposed to lead should wash their hands and faces before eating, drinking or smoking, and they should not eat, drink, or use tobacco products in the work area.

b. Contaminated work clothes should be removed before eating

c. Workers should change into work clothes at the worksite. Street clothes should be stored separately from work clothes in a clean area. Workers should change back into their street clothes after washing or showering before leaving the worksite to prevent the accumulation of lead dust in the workers' cars and homes and thereby protect family members from exposure to lead.

d. Personal vehicles taken to the worksite should be parked where they will not be contaminated with lead.

A. Personal Protective Equipment (PPE)

a. Protective clothing should be worn in order to minimize the accumulation of lead on the worker's skin and hair. Workers should change into work clothes immediately before entering the work area, and change out of these clothes before leaving the jobsite.

b. Employees are provided with a half mask respirator as protection against airborne lead concentrations. Sandblasters are provided with a supplied air sandblast hood. All respirators use NEPA filters or equal.

3. ENGINEERING CONTROLS FOR LEAD PROTECTION

A. Warning signs are to be used to mark the boundaries of lead-contaminated work areas.

B. Blood tests for lead level will be required on an annual basis of all employees at risk of being exposed to lead.

a. Blood lead levels of 1 to 49 are within the acceptable range.

b. Blood lead levels of 40 or above require a medical examination of worker and consultation.

c. Blood lead levels of 50 or above call for removal of worker from any job with potential lead exposure.

C. Air monitoring will be performed at the worksite to determine:

a. Composition of the paint.

b. Measure worker exposure to airborne lead and other hazardous agents e.g., silica and solvents.

c. Select the engineering controls and PPE required.

D. When performing abrasive blasting, scaling, chipping, grinding or other operations to remove lead-based coatings, all available work practices will be utilized in order to decrease air-borne lead dust and fumes (e.g. negative air, wet plastering, daily clean-up of lead-containing and abrasives).

E. Workers will be trained/notified on the following topics as they relate to lead exposure:

a. Information about the potential adverse health effects of lead exposure.

b. Information about the early recognition of lead intoxication.

c. Instruction about heeding signs that mark the boundaries of lead-contaminated work areas.

d. Discussion of the importance of personal hygiene practices.

e. Instruction about the use and care of appropriate protective equipment.

4. SAFE WORK PRACTICES

A. Use the exhaust ventilation system, where provided.

B. Use the correct, clean respirator.

C. Keep the worksite clean. Use only a vacuum with a HEPA filter or wet cleaning methods when removing lead dust. Never use compressed air for cleaning.

D. Eat, drink, or smoke in areas outside the worksite. Keep all lunch boxes and coffee cups away from the work area. Use a separate lunchroom.

E. Wash hands and face before eating, drinking, smoking or applying cosmetics.

F. Use protective clothing. Store street clothes separately from work clothes. Never wear contaminated clothes home.

5. TRAINING

BAILEY EXCAVATING, INC.
HAZWOPER PROGRAM

A. HAZMAT INFORMATION

The following employees of **Bailey Excavating, Inc.** have been trained and are certified in HAZMAT procedures.

John W. Bailey
Mark Magner
Jacob W. Bailey
Fred Carpenter
Ray Pankhurst
Bob Ley
Tim Nevins
Tyler Darnell
Chad Wright

Hazardous materials for job will be stored at:

PPE Specifications for HAZMAT

Task	Level	Body	Head	Respirator
General work uniform when no chemical exposure is anticipated	**D**	Work clothes; steel-toe, steel-shank leather work boots; work gloves	Hardhat , Safety glasses, Ear protection	**None required**
All tasks with potential for chemical exposure	Modified D	**COVERALLS:** UncoatedTyvek® **BOOTS:** Steel-toe, Steel-shank chemical resistant boots or Steel-toe, steel-shank leather work boots with outer rubber boot covers. **Gloves:** Inner surgical-style nitrile glove and outer chemical-resistant nitrile glove.	Hardhat, splash shield, Safety glasses, Ear protection.	None required

Not Authourized	C	**COVERALLS:** UncoatedTyvek® **BOOTS:** Steel-toe, Steel-shank chemical resistant boots or Steel-toe, steel-shank leather work boots with outer rubber boot covers. **Gloves:** Inner surgical-style nitrile glove and outer chemical-resistant nitrile glove.	Hardhat, splash shield, Ear protection, Spectacle insrets	APR, full-face, MSA Ultratein or equivalent; with GME-H cartridges or equivalent.
Not Authorized	B	**COVERALLS:** UncoatedTyvek® **BOOTS:** Steel-toe, Steel-shank chemical resistant boots or Steel-toe, steel-shank leather work boots with outer rubber boot covers. **Gloves:** Inner surgical-style nitrile glove and outer chemical-resistant nitrile glove.	Hardhat, splash shield, Ear protection, Spectacle insrets	Positive pressure demand self-contained breathing apparatus (SCBA): MSA ultralite or equivalent.

REASONS FOR UPGRADING OR DOWNGRADING LEVEL OF PROTECTION

UPGRADE	DOWNGRADE
• Request from individual performing task.	• New information indicating that situation is less hazardous than originally thought.
• Change in work task that will increase contact or potential contact with hazardous materials.	• Change in site conditions that decreases the hazard.
• Occurrence or likely occurrence of gas or vapor emission.	• Change in work task that will reduce contact with hazardous materials.
• Known or suspected presence of dermal hazards.	
• Instrument action levels (section 6) exceeded.	

Decontamination Specifications

Personnel	Sample Equipment	Heavy Equipment
Boot wash/rinse Glove wash/rinse Outer-glove removal Body-suit removal Inner-glove removal Respirator removal Hand wash/rinse Face wash/rinse Shower ASAP PPE disposal method, Bag and dispose on-site. Water disposal method: none anticipated.	Wash/rinse equipment Solvent-rinse equipment Solvent disposal method:	Power wash Steam clean Water disposal method:

Diagram of Personnel Decontamination Line

No eating, drinking, or smoking is permitted in contaminated areas and in exclusion or decontamination zones. The SSC should establish areas for eating, drinking, and smoking. Contact lenses are not permitted in exclusion or decontamination zones.

The following diagram illustrates a typical establishment of work zones, including the decontamination line. Work zones are to be modified by the SSC to accommodate task-specific requirements.

ADDITIONAL DOCUMENTS

MIOSHA Publication 85-115 Standard Operating Safety Guides, US EPA and the Occupational Safety and Health Guidance manual for Hazardous Waste Site Activities, are available to view with the Superintendent at the **Bailey Excavating, Inc.** office located at:

1073 Toro Drive-Jackson, Michigan 49201

I. HAZMAT EMERGENCY RESPONSE

1. As part of its safety program it is the policy of **Bailey Excavating, Inc.** to make certain that all employees have been instructed as to proper procedures in case of an injury or accident.

2 **Bailey Excavating, Inc.** designates the 911 system as its first response in the event of a medical emergency and/or rescue operation.

3. A list of emergency phone numbers will be posted at the jobsite when practical. If no suitable or convenient location exists, the list will be kept by the project foreman.

4. All injuries and/or accidents shall be reported to the job foreman immediately.

5. All accidents and/or injuries shall be reported to the Safety Officer as soon as is practical.

6 **Bailey Excavating, Inc.** will provide a person at each job site who is trained in CPR and First Aid procedures as required by any applicable Safety & Health Standards.

7. Never move an injured person unless absolutely necessary. Further injury may result. Keep the injured comfortable and utilize available first aid equipment until an ambulance arrives.

EMERGENCY EQUIPMENT AND SUPPLIES

Emergency equipment & supplies	Location
First Aid Kit	In field vehicle
Eye wash	In field vehicle
Portable water	In field vehicle
Additional equipment (specify) portable phone	In field vehicle

INCIDENT RESPONSE

In fires, explosions, or chemical releases, actions to be taken include the following:

- Shut down site operations and evacuate work area.
- Account for personnel at the designated area(s).
- Notify appropriate response personnel.
- Assess the need for site evacuation, and evacuate the site as warranted.

EVACUATION SIGNALS

SIGNAL	MEANING
Grasping throat with hand	Emergency-help me
Thumbs up	OK, Understood
Grasping buddy's wrist	Leave area now
Continuous sounding of horn	Emergency, leave site now.

EMERGENCY RESPONSE PHONE NUMBERS

Site Address:

Police:	**911***
Fire:	**911***
Ambulance:	**911***
Water:	**MISSDIG 1-800-482-7171 OR**
Gas:	**MISSDIG 1-800-482-7171**
Electric	**MISSDIG 1-800-482-7171**

*When using a cellular phone outside the telephone's normal calling area, exercise caution in relying on the cellular phone to activate 911. When the caller is outside the normal calling area, the cellular service carrier should contact the caller with emergency services in the area where the call originated, but this may not occur. Telephone numbers of backup emergency services should be provided if a cellular phone is relied on to activated 911.

BAILEY EXCAVATING, INC.
EMERGENCY RESPONSE PROGRAM

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BAILEY EXCAVATING, INC.
HAZARD COMMUNICATION PROGRAM
"RIGHT TO KNOW PROGRAM"

GENERAL

The following hazard communication program has been established for **Bailey Excavating, Inc.** and will be available for review by all employees.

1. HAZARD DETERMINATION

The Safety Officer will be relying on material safety data sheets from suppliers to meet determination requirements.

2. LABELING

A. The Safety Officer will be responsible for seeing that all containers coming in are properly labeled.

B. All labels shall be checked for:

   a. Identity
   b. Hazard
   c. Name & address of responsible party

C. Each foreman shall be responsible for seeing that all portable containers used in their work are labeled with identity & hazard warning.

3. MATERIAL SAFETY DATA SHEETS (M.S.D.S.)

A. The Safety Officer will be responsible for compiling the master M.S.D.S. file. It will be kept at: 1073 Toro Drive-Jackson, Michigan 49201

B. Copies of M.S.D.S. for all hazardous chemicals to which employees may be exposed will be made available to all employees upon request.

C. Each foreman will be provided with the required MIOSHA Right-To-Know posters & postings notifying employees of new or revised M.S.D.S. within five (5) days of receipt of new or revised M.S.D.S.

4. EMPLOYEE INFORMATION AND TRAINING

A. The Safety Officer shall coordinate & maintain records of training conducted for **Bailey Excavating, Inc.**.

B. Before starting work, or as soon as possible thereafter, each new employee will attend a safety briefing. In that class, each employee will be given information on:

a. Chemicals & their hazards in the workplace.
b. How to lessen or prevent exposure to these chemicals.
c. What the company has done to lessen or prevent workers exposure to these chemicals.
d. Procedures to follow if they are exposed.
e. How to read & interpret labels & M.S.D.S.
f. Where to locate M.S.D.S. and from whom they may obtain copies.

C. The employee will be informed that:

a. The employer is prohibited from discharging, or discriminating against, an employee who exercises the rights regarding information about hazardous chemicals in the workplace.

D. Attendance will be taken at training sessions. The records will be kept by the Safety Officer.

E. Before any new hazardous chemical is introduced into the workplace, each employee will be given information in the same manner as during the safety briefing.

5. HAZARDOUS NON-ROUTINE TASKS

A. On occasion, employees may be required to do work in potentially hazardou areas (e.g. confined spaces). Prior to starting work in such areas, each employee will be given information about the hazards involved in these areas.This information will include:

a. Specific chemical hazards.
b. Protection/safety measures the employee can take to lessen risks.
c. Measures the company has taken to lessen the hazards including ventilation, respirators, the presence of another employee, and emergency procedures.

B. It is the policy of **Bailey Excavating, Inc.** that no employee will begin work in a confined space, or any non-routine task, without first receiving a safety briefing.

6. INFORMING CONTRACTORS

A. It is the responsibility of the Safety Officer to provide any subcontractors with employees on the job site exposed to our chemicals with the following information:

a. Hazardous chemicals with which they may come in contact.
b. Measures the employees may take to lessen the risks.

c. Where to get M.S.D.S. for all hazardous chemicals.
d. MSDS book is located 1073 Toro Drive-Jackson, Michigan (Garage Desk)

B. It is the responsibility of the Safety Officer to obtain chemical information from contractors when they will expose our employees to hazardous chemicals which they may bring into our workplace.

LISTS OF HAZARDOUS CHEMICALS

The list of the chemicals used by **Bailey Excavating, Inc.** can be obtained by reviewing M.S.D.S.

This Workplace Covered by the Michigan Right To Know Law

Employers must make available for employees in a readily accessible manner, Material Safety Data Sheets (MSDS) for those hazardous chemicals in their workplace.

Employees cannot be discharged or discriminated against for exercising their rights including the request for information on hazardous chemicals.

Employees must be notified and given direction (by employer posting) for locating Material Safety Data Sheets and the receipt of new or revised MSDS(s).

* Employees may also request MSDS from the Michigan Department of Public Health, Division of Occupational Health, 3423 North Logan, Box 30195, Lansing, Michigan 48906, (517) 335-8250

SET #2105

MI SHA
Michigan Occupational Safety and Health Act

MSDS(s) For This Workplace Are Located At

LOCATION(S)

LOCATION(S)

PERSON(S) responsible for MSDS(S)

PHONE

As Required by the Michigan Right To Know Law

TO BE POSTED THROUGHOUT THE WORKPLACE NEXT TO MSDS LOCATION POSTERS

New or Revised MSDS

NEW OR REVISED TITLE	RECEIPT DATE	POSTING DATE	LOCATION OF NEW OR REVISED MSDS

MIOSHA
Michigan Occupational Safety and Health Act

Paid in part with federal OSHA funds.
SET #2106

BAILEY EXCAVATING, INC.
EQUIPMENT GROUNDING CONDUCTOR PROGRAM

This program is designed to inform employees of the inspection and testing of all electrical cords, plugs and tools to prevent injuries from occurring. The foreman in conjunction with the shop is responsible for implementing this program.

A. All extension cords, plugs, electrical tools and equipment shall be visually inspected before each days use for external defects or damage and for possible internal damage. Damaged or defective cords, plugs, electrical tools or equipment shall not be used or sent to the shop for repair.

B. For the generators equipped with ground fault interrupters, please adhere to the following:

   a. Check all ground fault interrupters every time the generator is started.
   b. If the reset button pops out, the ground fault interrupter is good.
   c. If the reset button does not pop out, the ground fault interrupter is bad.
   d. A bad ground fault interrupter will cause shocking to occur.
   e. Call the shop to repair or replace a bad ground fault interrupter.
   f. Do not wire the throttle. It will cause the ground fault interrupter to go bad.
   g. The frame of all welders must be grounded.

C. The following tests shall be performed:

   a. All equipment grounding conductors shall be tested for electrical continuity.
   b. Each receptacle or plug shall be tested for correct attachment of the equipment grounding conductor. The equipment grounding conductor shall be connected to its proper terminal.

D. All required tests shall be performed:

   a. Before first use.
   b. Before equipment is returned to service following any repairs.
   c. Before equipment is used after any incident which can be reasonably suspected to have caused damage.
   d. At intervals not exceeding 3 months, except that extension cords and receptacles which are fixed and not exposed to damage shall be tested at intervals not exceeding 6 months

Tests performed as required by MIOSHA shall be recorded. The records shall identify each extension cord or electrical equipment that passed the test and shall indicate the last date it was tested or the interval it was tested. This record shall be maintained until replaced by a more current record. The record shall be made

available at the jobsite for inspection by a MIOSHA director or representativ
and any affected employee.

BAILEY EXCAVATING, INC.
RESPONSIBILITIES OF FOREMAN / QUALIFIED EMPLOYEE

A "Qualified Person" means a person who, by possession of a recognized degree or professional standing, or who, by extensive knowledge, training and experience, has successfully demonstrated the ability to solve or resolve problems relating to the subject matter and work.

1. Assure that the safety program is implemented.

2. Inspect the job site to assure that no unsafe conditions exist.

3. Make sure that necessary protective equipment is on hand and used when required.

4. Instruct all employees in safe procedures and job safety requirements. Follow up and insist on compliance.

5. Discuss safety with employees on every operation. Have periodic safety meetings.

6. See that all injuries are cared for properly and reported promptly.

7. Investigate all accidents. File a complete accident report with the Safety Officer and correct the causes immediately. USE OSHA FORM 300, 300A, 301

8. Be familiar with the rules pertaining to safety.

9. Report any hazardous conditions to the Safety Officer even if the condition has been corrected.

10. Recommend reprimands for employees found in non-compliance of safety program and related materials.

FOREMAN/QUALIFIED EMPLOYEE SAFETY CHECKLIST

Superintendent:
Job Location:
Date:
Inspected By:

	Yes	No
1. Emergency phone numbers posted.	❑	❑
2. First Aid/CPR certified employee on each job site.	❑	❑
A. First-aid kits available.	❑	❑
B. CPR mask .	❑	❑
C. Rubber gloves.	❑	❑
D. Haz Mat disposal bag.	❑	❑
3. Drinking water with cups available.	❑	❑
4. Toilet facilities provided or available.	❑	❑
5. Personal safety equipment in use.		
A. Hard hats.	❑	❑
B. Eye protection.	❑	❑
C. Ear protection.	❑	❑
D. Hand protection.	❑	❑
E. Foot Protection.	❑	❑
F. Clothing protection.	❑	❑

	Yes	No
6. Fuel Storage.		
A. Fuel storage area marked "NO SMOKING" Appropriate extinguisher available in area.	❑	❑
B. All fuel cans safety type-transport only.	❑	❑
7. Traffic and pedestrian control devices properly used.	❑	❑
A. Construction signs.	❑	❑
B. Proper barricades.	❑	❑
C. Traffic cones.	❑	❑
D. Flagpersons with six foot staff with red flags and orange vest.	❑	❑
E. Flagpersons properly instructed.	❑	❑
F. Flagpersons used to assist trucks and vehicles in and out of traffic.	❑	❑
8. Tools.		
A. Air tool connections secured with safety chains.	❑	❑
B. Portable electric tools provided with approved systems of double insulation and GFCI.	❑	❑
C. Extension cords are three wire type and in good condition.	❑	❑
D. Portable lights equipped with bulb guards.	❑	❑
E. Protective guards on portable saws in good order.	❑	❑
F. Ladder in good condition.	❑	❑
G. All hand tools in good condition, no cracked or		

splintered handles. ❑ ❑

9. Trucks and equipment.

A. Parking brakes set when not in use. ❑ ❑

B. Type ABC fire extinguishers available in trucks. ❑ ❑

C. All horns and lights in good working order. ❑ ❑

D. Seats firmly secured on vehicles used to transport employees . ❑ ❑

E. A copy of the most recent equipment inspection checklist on site. ❑ ❑

F. Roll over protection and seat belts in good order. ❑ ❑

G. Equipment safety chains in good order and in use. ❑ ❑

H. Registration cards in all trucks. ❑ ❑

I. Equipment and vehicle properly lubricated and maintained. ❑ ❑

J. All drivers with valid licenses. ❑ ❑

K. Back-up alarms in good working order. ❑ ❑

L. Windshield void of cracks/wipers and defoggers in operable condition. ❑ ❑

10. Excavation, trenching, shoring, pipe laying.

A. Qualified person makes periodic inspections of soil conditions and shoring systems. ❑ ❑

B. Effort made to locate underground installations by inspection and notification to MISS DIG 1-800-482-7171. ❑ ❑

C. Excavated material stored 2 feet from edge of

excavation. ❑ ❑

D. Materials used for shoring in good working condition - trench box inspected for broken welds. ❑ ❑

E. Walls on manhole and ditch excavations more than 5 feet deep shored or sloped or otherwise protected. ❑ ❑

F. Means of ingress/egress provided every 25 feet in trenches over 4 feet deep. ❑ ❑

G. Warning signs posted on truck cranes and excavating equipment. Maintain minimum 10 foot clearance when working near electrical lines. ❑ ❑

11. Working in confined spaces.

A. Confined space tested for gas before entry. ❑ ❑

B. Confined space ventilated with blowers before entry. ❑ ❑

C. Smoking or open flame not permitted within 25 feet of confined space. ❑ ❑

D. Upstream utilities tagged and locked out. ❑ ❑

12. Handling and storage of materials

A. Rigging equipment inspected at beginning of each shift. ❑ ❑

B. Chains are alloy steel with permanent tag showing size, grade, rated capacity and manufacturer's name. ❑ ❑

C. Material staked, raked, blocked, interlocked or otherwise secured to prevent sliding, falling or collapse during storage or transit. ❑ ❑

D. Inspect hooks for stretching or twisting. ❑ ❑

E. Slings in good condition and built properly. ❑ ❑

13. MIOSHA safety poster displayed. ❑ ❑

14. Accident report filled out promptly and completed after each accident. Phoned in to office for typing and mailing. ❑ ❑

15. Safety manual on jobsite. ❑ ❑

16. New employees given brief orientation as to company policies. ❑ ❑

17. Conduct one 10 minute safety meeting (Tool Box Talk) with crew each week. Records of topic and attendance must be turned into home office. ❑ ❑

18. MSDS booklet and poster. ❑ ❑

REMARKS

_____

_____

_____

_____

BAILEY EXCAVATING, INC.
PERSONAL PROTECTIVE EQUIPMENT POLICY

It is the policy of **Bailey Excavating, Inc.** that all employees comply with the Michigan Occupational Safety and Health Act standards in regards to the use of personal protective equipment. Violation of this policy will be subject to discipline as outlined in this section.

1. This company shall provide all personal protective equipment as required in Part 6 of the MIOSHA standards.

2. All employees outside of a cabbed vehicle or a covered piece of equipment must wear a hard hat. There will be no exceptions to this rule.

3. All employees must wear required hand protection, gloves, etc., when an employee is exposed to hazards such as radiation, alkalies, acids, adhesives and temperature extremes other than those caused by weather conditions. Appropriate hand protection other than ordinary work gloves will be supplied by the company.

4. Any employee directing vehicular traffic must wear a fluorescent orange vest.

5. All employees must wear long pants and a shirt with sleeves (no tanks).

6. All employees must wear proper foot protection if conditions on the job are likely to cause foot injury. Tennis shoes or similar footwear is strictly forbidden.

7. The use of face and eye protection will vary according to the task performed. All employees must consult with the qualified employee to determine the proper method of protection and this protective gear must be worn.

8. Any personal protective equipment that is found to be defective shall be immediately reported to the safety officer or qualified person.

9. Acknowledgment of receipt of personal protective equipment will be kept on file at the company office.

10. A company disciplinary policy is in effect regarding personal protective equipment and is available to all employees upon request.

Acknowledgment and Receipt
Personal Protective Equipment

_____, an employee of **Bailey Excavating, Inc.** received a copy of the company's policy (Dated) regarding the wearing of personal protective equipment and am aware of the disciplinary procedure I can be subject to fo failure to wear personal protective equipment as instructed.

I acknowledge receipt of and instruction in the wearing of the following personal protective equipment:

1.

2.

3.

4.

5.

6.

I further acknowledge that I may turn in equipment which has been damaged or no longer functions properly because of use or normal wear and tear and receive a free replacement of that item. However, if I should lose or damage through neglect any company-provided personal protective equipment, I authorize the company to deduct the cost of that item, in the pay period in which the loss or damage is reported or detected, from any wages which the company may owe me.

Date: _____ Employee Signature _____

MEMO

To: **All MITA Members**

RE: Disciplinary Policy / Acknowledgement Form

NOTE: We have enclosed two different sample forms of a disciplinary procedure. The form which contains hourly rate deductions may only be used by contractors who are not subject to a collective bargaining agreement. The other form may be used by all employers.

All employers using this procedure (in its present or modified form) **MUST** POST a copy of the procedure and should provide the employee with a copy once they have signed off on it (see acknowledgement of receipt form).

Bailey Excavating, Inc.
Disciplinary Policy

It is the policy of **Bailey Excavating, Inc.**, to supply its employees with a workplace which is free from recognized hazards. **Bailey Excavating, Inc.** will provide to each employee, the proper tools, equipment, training and instruction so that every job is accomplished effectively and safely. **Bailey Excavating, Inc.** is concerned with your safety and requires you to take advantage of these measures for your protection.

In order to ensure your compliance with this policy, the following schedule of disciplinary action shall apply to any employee found to be in violation of the required procedures:

First Offense -	Written warning filed in employee's permanent file (effective for one year from date of issue).
Second Offense -	Reduction of pay by $1.00 per hour for one week.
Third Offense -	Reduction of pay by $2.00 per hour for two weeks.
Subsequent Offenses -	Subject to dismissal or a reduction in pay of an amount and length of time to be determined at the time of offense.

Safety is everyone's responsibility. The safety rules of **Bailey Excavating, Inc.** are in place to protect you and your fellow employees and these rules will be enforced.

Employee Signature _____

Date _____

Bailey Excavating, Inc.
Disciplinary Policy

It is the policy **Bailey Excavating, Inc.** to supply its employees with a workplace which is free from recognized hazards. **Bailey Excavating, Inc.** will provide to each employee the proper tools, equipment, training and instruction so that every job is accomplished effectively and safely. **Bailey Excavating, Inc.** is concerned with your safety and requires you to take advantage of these measures for your protection.

In order to ensure your compliance with this policy, the following schedule of disciplinary action shall apply to any employee found to be in violation of the required procedures:

First Offense -	Written warning filed in employees permanent file (effective for one year from date of issue).
Second Offense -	Written warning filed in employees permanent file (effective for one year from date of issue).
Third Offense -	Subject to suspension without pay for a length of tim to be determined at time of offense.
Subsequent Offenses-	Subject to dismissal or suspension without pay for a length of time to be determined at time of offense.

Safety is everyones' responsibility. The safety rules of **Bailey Excavating, Inc.** are in place to protect you and your fellow employees and these rules will be enforced.

Employee Signature: _____

Date: _____

EMPLOYEE DISCIPLINE REPORT

Job Location _____

Employee _____

Describe the job condition or employee action that led to disciplinary action:

_____

_____

_____

_____

_____

Support reprimand: Determine if this was a violation of company policy and if the individual being reprimanded was aware of the policy and received any training in this regard (i.e. safety program, Trench Safety Handbook, Bridge Safety Handbook or conferences).

_____

_____

_____

Action taken to correct situation:

_____

_____

_____

Discipline Taken:

A. Verbal warning
B. Written warning
C. Suspension
D. Discharged
E. Other – describe

_____

_____

_____

Issued by: _____ Date: _____

BAILEY EXCAVATING, IN(
TOOL BOX TALK
REPORTING FORM

Supervisor: _____

Date: _____

SAFETY ISSUE(S)/TOPIC(S) DISCUSSED:

_____
_____
_____
_____
_____
_____
_____
_____
_____

EMPLOYEES IN ATTENDANCE:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

SAFETY TALK SHEETS

DUE DATE: _____ SUBMITTED BY: _____

Safety Meeting To Be Held One Day of Each Week on Each Job Site by Foreman or Supervisor. MANDATORY

EQUIPMENT

1. All construction equipment will have back-up warning devices.
2. All equipment should be free of grease & dirt.

EMPLOYEES

1. Employees will conform to all safety requirements while on job site.
2. All employees, foremans and supervisors are required to wear hard hats while on job. MANDATORY
3. All employees are required to wear hard toed boots on job.
4. Safety glasses to be required when needed.

FIRST AID

1. First Aid kits are to be located in company vehicles on job.
2. Emergency numbers will be located in company vehicles on job.

DATE: _____

JOB NO: _____

JOB SITE: _____

FOREMAN: _____

SAFETY TOPIC OF THE WEEK

_____

_____

Employees on Job Site

_____ _____

_____ _____

_____ _____

ANNUAL INSPECTION OF EXCAVATORS

Owner: _____
Date: _____
Make: _____
Serial #: _____

	Yes	No
1. Boom and Stick.		
a. Corrosion.	❑	❑
b. Cracks.	❑	❑
2. Loose bolts or rivets.	❑	❑
3. Worn, Cracked or Distorted.		
a. Pins.	❑	❑
b. Bearings.	❑	❑
c. Bushings.	❑	❑
d. Gears.	❑	❑
e. Locking devices.	❑	❑
4. Excessive wear on brake or clutch systems.	❑	❑
5. Malfunction in steering, braking or locking devices.	❑	❑
6. Hydraulic System.		
a. Flexible hose connection leaking.	❑	❑
b. Deformation/blistering of hose coating or covering.	❑	❑

c. Leaking at threaded or clamped joints. ❑ ❑

d. Excessive abrasion on hoses. ❑ ❑

7. Hydraulic Pumps.

a. Loose bolts/fasteners. ❑ ❑

b.Leaks at joints between sections. ❑ ❑

c. Shaft gear leaks. ❑ ❑

d.Unusual noises or vibration. ❑ ❑

e. Loss of operating speed. ❑ ❑

f. Loss of pressure. ❑ ❑

g. Excessive fluid heat. ❑ ❑

8. Hydraulic Valves.

a. Cracks in housing. ❑ ❑

b. Leaks at joints. ❑ ❑

9. Hydraulic Cylinders.

a. Fluid leaking past piston causing drifting. ❑ ❑

b. Leaking rod seals. ❑ ❑

c. Welded joints leaking. ❑ ❑

d. Dented case(s). ❑ ❑

e. Loose/deformed rod end or connecting joints. ❑ ❑

10. Evidence of rubber particles or metal chips in filter. ❑ ❑

Annual con't.

11. Control Mechanisms.

a. Excessive wear.	❑	❑
b. Free of lubricants, etc.	❑	❑
12. Safety Devices Functioning.	❑	❑
13. Hydraulic System.		
a. Deterioration.	❑	❑
b. Leakage.	❑	❑
14. Hooks.		
a. Throat opening expanded to 115% of original size.	❑	❑
b. Twisted more than 10° from vertical.	❑	❑
c. Are any visible cracks.	❑	❑
15. Operable back-up alarms.	❑	❑

Annual con't.

PROJECT NAME _____

LOCATION _____

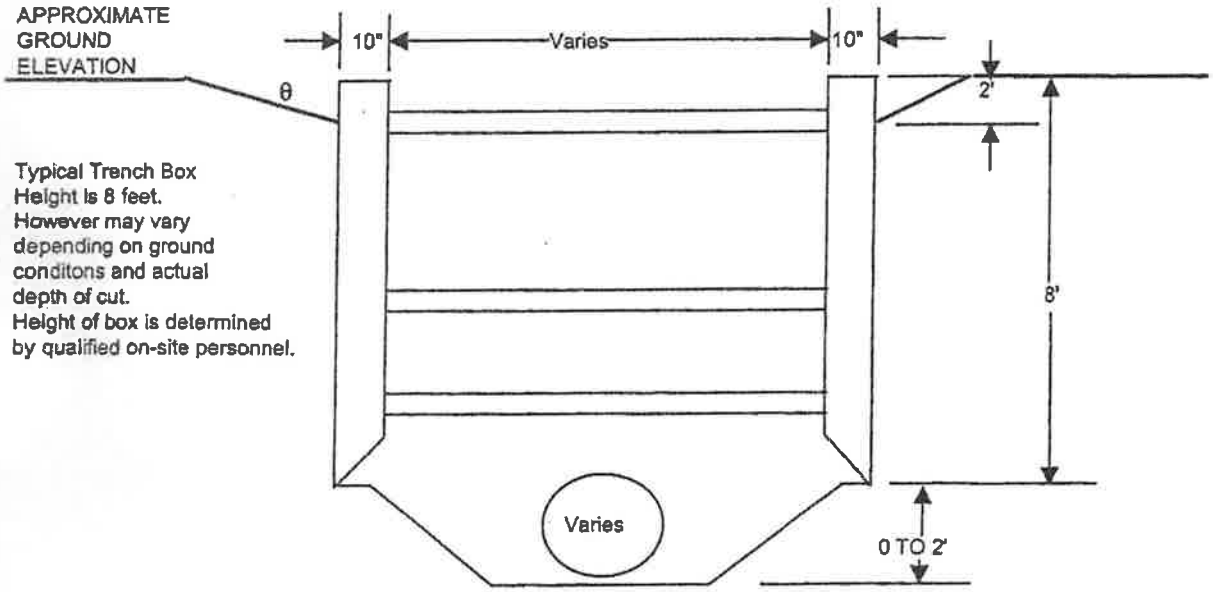
PROJECT NO. _____

DEI JOB NO. _____

PREPARED BY _____

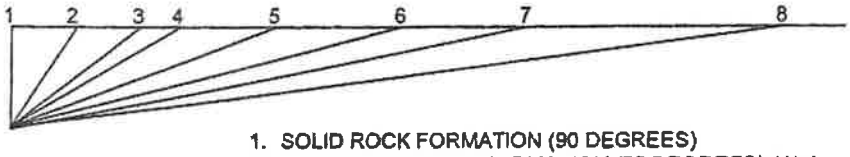
DATE _____ SHEET _____ OF _____

Design 1



Typical Trench Box Height is 8 feet. However may vary depending on ground conditons and actual depth of cut. Height of box is determined by qualified on-site personnel.

ANGLE OF REPOSE (θ)



1. SOLID ROCK FORMATION (90 DEGREES)
2. FRACTURED ROCK FORMATION (75 DEGREES) 1/4:1
3. STIFF CLAY (63 DEGREES) 1/2:1 ; 2.5 TSF MINIMUM
4. FIRM CLAY (56 DEGREES) 2/3:1 ; 1.5 TSF MINIMUM
5. GRANULAR SOIL - DRY (45 DEGREES) 1:1 ; 1.0 TSF MINIMUM
6. GRANULAR SOIL - WET (34 DEGREES) 1 1/2:1 ; <1.0 TSF
7. SATURATED GRANULAR SOIL (26 DEGREES) 2:1
8. RUNNING SOIL (18 DEGREES) 3:1

*Design acceptable for pipe installation from 0 to 10' in depth.

AN EQUAL OPPORTUNITY EMPLOYER

PROJECT NAME _____

LOCATION _____

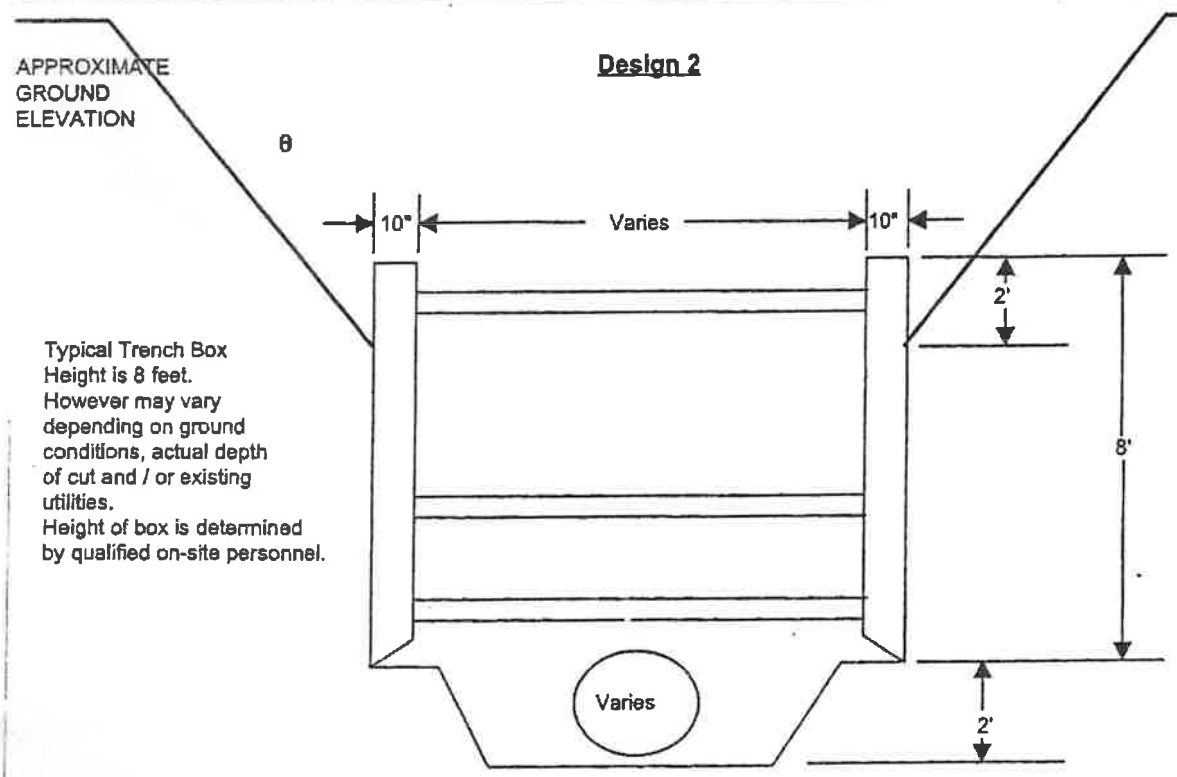
PROJECT NO. _____

DEI JOB NO. _____

PREPARED BY _____

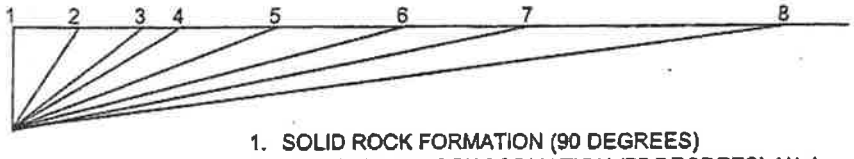
DATE _____ SHEET _____ OF _____

Design 2



Typical Trench Box Height is 8 feet. However may vary depending on ground conditions, actual depth of cut and / or existing utilities. Height of box is determined by qualified on-site personnel.

ANGLE OF REPOSE (θ)



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5. GRANULAR SOIL - DRY (45 DEGREES) 1:1 ; 1.0 TSF MINIMUM
6. GRANULAR SOIL - WET (34 DEGREES) 1 1/2:1 ; <1.0 TSF
7. SATURATED GRANULAR SOIL (26 DEGREES) 2:1
8. RUNNING SOIL (18 DEGREES) 3:1

*Design Acceptable for Pipe Installation from 10' to 15' in depth

AN EQUAL OPPORTUNITY EMPLOYER

PROJECT NAME _____

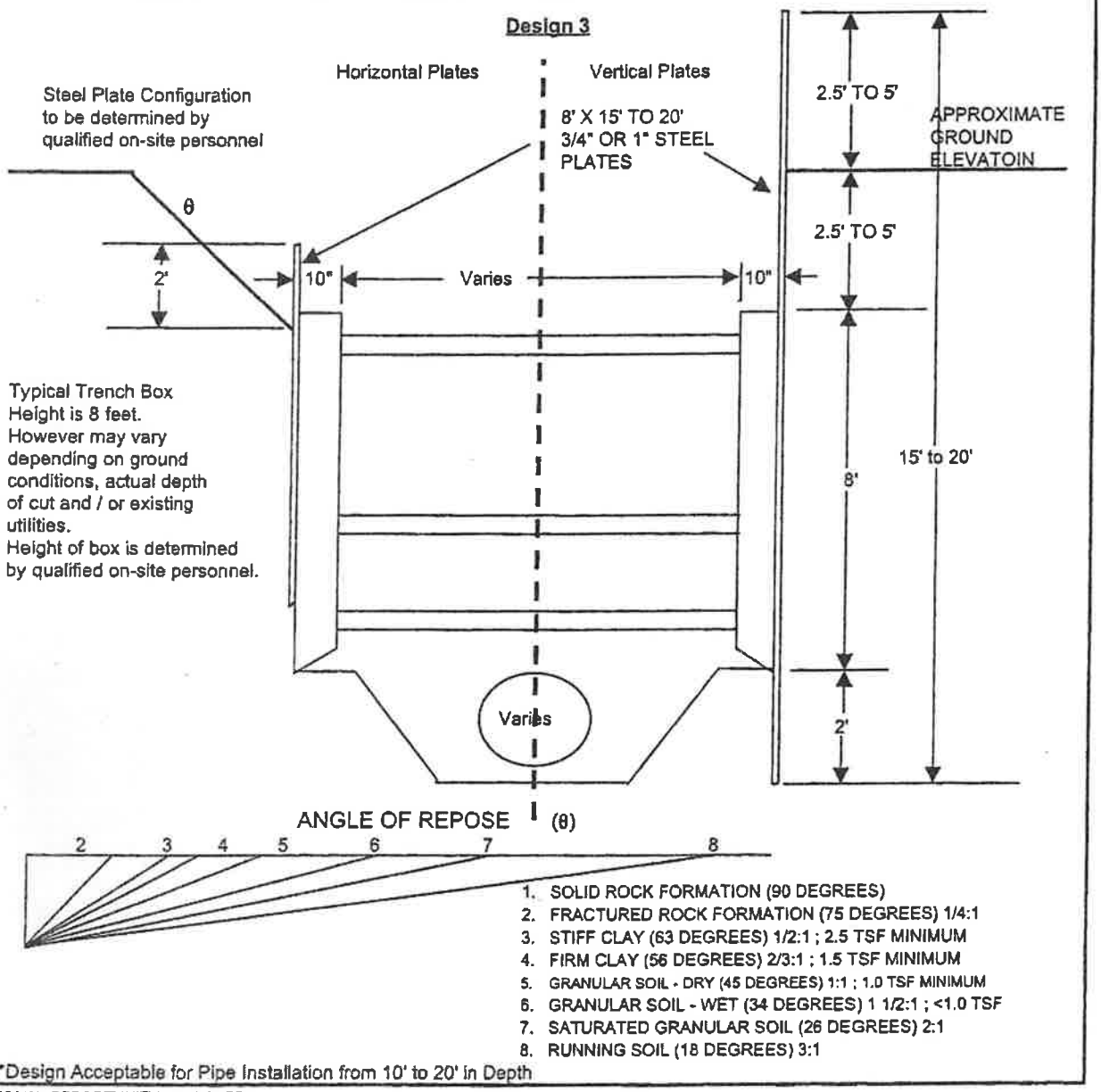
LOCATION _____

PROJECT NO. _____

DEI JOB NO. _____

PREPARED BY _____

DATE _____ SHEET _____ OF _____



AN EQUAL OPPORTUNITY EMPLOYER

PROJECT NAME _____

LOCATION _____

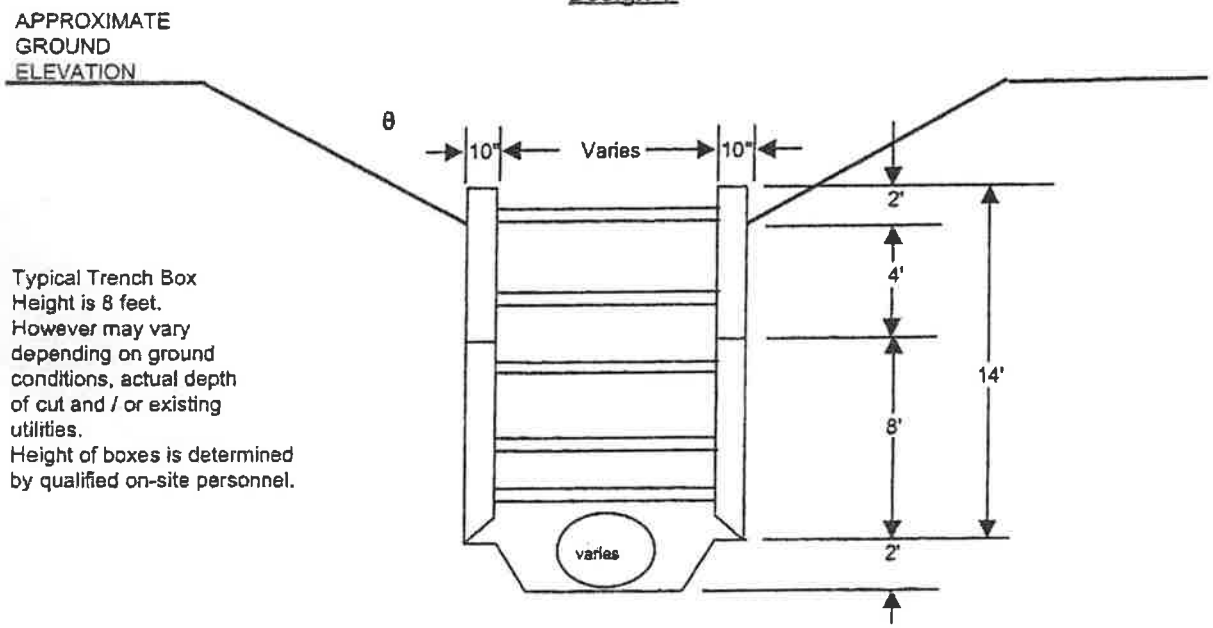
PROJECT NO. _____

DEI JOB NO. _____

PREPARED BY _____

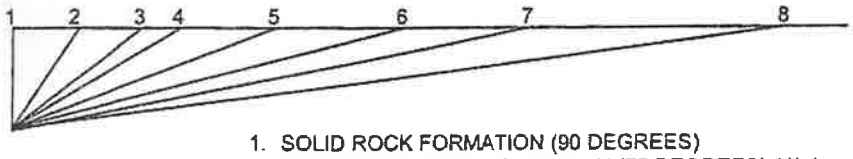
DATE _____ SHEET _____ OF _____

Design 4



Typical Trench Box
Height is 8 feet.
However may vary
depending on ground
conditions, actual depth
of cut and / or existing
utilities.
Height of boxes is determined
by qualified on-site personnel.

ANGLE OF REPOSE (θ)



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7. SATURATED GRANULAR SOIL (26 DEGREES) 2:1
8. RUNNING SOIL (18 DEGREES) 3:1

*Design Acceptable for pipe installation from 10' to 24' in depth.

AN EQUAL OPPORTUNITY EMPLOYER

PROJECT NAME _____

LOCATION _____

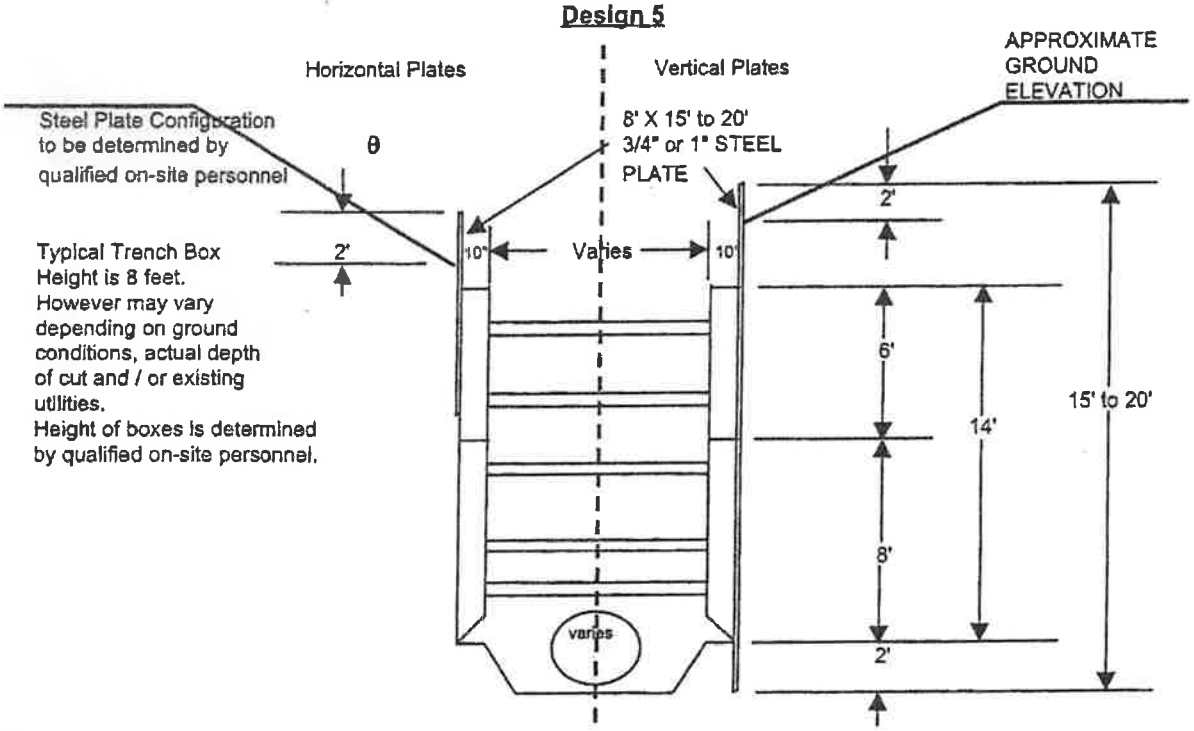
PROJECT NO. _____

DEI JOB NO. _____

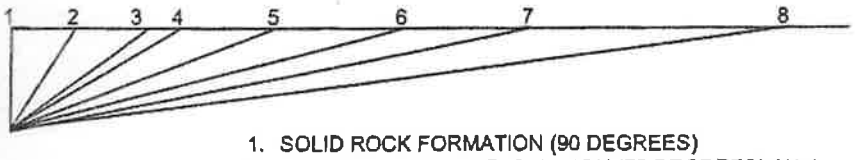
PREPARED BY _____

DATE _____ SHEET _____ OF _____

Design 5



ANGLE OF REPOSE (θ)



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8. RUNNING SOIL (18 DEGREES) 3:1

*Design Acceptable for pipe installation from 10' to 24' in depth

N EQUAL OPPORTUNITY EMPLOYER

Material Safety Data Sheet

bp

Product and company identification

Product name	DIESEL FUEL NO. 2
MSDS #	11155
Code	11155
Product use	Fuel.
Synonyms	Ultra Low Sulfur No. 2 Amoco Premier Diesel Fuel, Ultra Low Sulfur No. 2 Amoco Premier Diesel Fuel – Winterized, Ultra Low Sulfur No. 2 BP Supreme Diesel, Low Sulfur No. 2 BP Diesel Fuel, Ultra Low Sulfur No. 2 BP Diesel Fuel, Ultra Low Sulfur No. 2 BP Diesel Fuel – Winterized
Supplier	BP Products North America Inc. 150 West Warrenville Road Naperville, Illinois 60563-8460 USA
EMERGENCY HEALTH INFORMATION:	1 (800) 447-8735 Outside the US: +1 703-527-3887 (CHEMTREC)
EMERGENCY SPILL INFORMATION:	1 (800) 424-9300 CHEMTREC (USA)
OTHER PRODUCT INFORMATION	1 (866) 4 BP - MSDS (866-427-6737 Toll Free - North America) email: bpcares@bp.com

2. Hazards identification

Physical state	Liquid.
Color	Colorless. to Various Colors. (May be dyed Red., Light Green. ,Yellow.)
Emergency overview	WARNING ! COMBUSTIBLE LIQUID AND VAPOR. VAPOR MAY CAUSE FLASH FIRE. HARMFUL IF SWALLOWED. ASPIRATION HAZARD. HARMFUL OR FATAL IF LIQUID IS ASPIRATED INTO LUNGS. MAY CAUSE RESPIRATORY TRACT IRRITATION. INHALATION CAUSES HEADACHES, DIZZINESS, DROWSINESS, AND NAUSEA, AND MAY LEAD TO UNCONSCIOUSNESS. Combustible liquid. Harmful if swallowed. Aspiration hazard if swallowed. Can enter lungs and cause damage. Keep away from heat, sparks and flame. Avoid exposure - obtain special instructions before use. Do not breathe vapor or mist. Do not ingest. If ingested, do not induce vomiting. Avoid contact with eyes, skin and clothing. Contains material which may cause cancer, based on animal data. Risk of cancer depends on duration and level of exposure. Use only with adequate ventilation. Keep container tightly closed and sealed until ready for use. Wash thoroughly after handling.
Routes of entry	Dermal contact. Eye contact. Inhalation. Ingestion.
Potential health effects	
Eyes	Slightly irritating to the eyes.
Skin	Prolonged or repeated contact can defat the skin and lead to irritation and/or dermatitis.
Inhalation	May cause respiratory tract irritation. Inhalation causes headaches, dizziness, drowsiness and nausea and may lead to unconsciousness. See toxicological information (section 11).

Ingestion	Harmful if swallowed. Aspiration hazard if swallowed. Can enter lungs and cause damage. See toxicological information (section 11).

See toxicological information (section 11)

3. Composition/information on ingredients

Ingredient name	CAS #	%
Petroleum distillates (Diesel Fuel No. 2)	68476-34-6	95 - 100
Contains one or more of the following biodiesels:	Varies	0 - 5
soybean oil, me ester	67784-80-9	.
Fatty acids, sunflower-oil, Me esters	68919-54-0	.
Fatty acids methyl esters	67762-38-3	.
Fatty acids, vegetable-oil, Methyl esters	68990-52-3	.
rape oil, me ester	73891-99-3	.
Fatty acids, canola-oil, Me esters	129828-16-6	.
fatty acids, tallow, me esters	61788-61-2	.
Contains:		
Naphthalene	91-20-3	1 - 3
May also contain small quantities of proprietary performance additives.		

4. First aid measures

Eye contact	In case of contact, immediately flush eyes with plenty of water for at least 15 minutes. Get medical attention.
Skin contact	Flush contaminated skin with plenty of water. Remove contaminated clothing and shoes. Wash clothing before reuse. Clean shoes thoroughly before reuse. Get medical attention if irritation develops.
Inhalation	If inhaled, remove to fresh air. If not breathing, give artificial respiration. If breathing is difficult, give oxygen. Get medical attention immediately.
Ingestion	Aspiration hazard if swallowed. Can enter lungs and cause damage. Do not induce vomiting. Never give anything by mouth to an unconscious person. Get medical attention immediately.

5. Fire-fighting measures

Flammability of the product	Combustible liquid.
Auto-ignition temperature	257°C (494°F)
Flash point	Closed cup: >38°C (>100.4°F) [Pensky-Martens.]
Explosion limits	Lower: 0.6% Upper: 7.5%
Fire/explosion hazards	Combustible liquid and vapor. Vapor may cause flash fire. Vapors may accumulate in low or confined areas or travel a considerable distance to a source of ignition and flash back. Runoff to sewer may create fire or explosion hazard.
Unusual fire/explosion hazards	Explosive in the presence of the following materials or conditions: open flames, sparks and static discharge and heat.
Extinguishing media	
Suitable	In case of fire, use water fog, foam, dry chemicals, or carbon dioxide.
Not suitable	Do not use water jet.
Fire-fighting procedures	Promptly isolate the scene by removing all persons from the vicinity of the incident if there is a fire. No action shall be taken involving any personal risk or without suitable training. Move containers from fire area if this can be done without risk. Use water spray to keep fire-exposed containers cool.
Hazardous combustion products	Combustion products may include the following: carbon oxides (CO, CO_2) (carbon monoxide, carbon dioxide)
Protective clothing (fire)	

	Fire-fighters should wear appropriate protective equipment and self-contained breathing apparatus (SCBA) with a full face-piece operated in positive pressure mode.
Special remarks on fire hazards	Do not use water jet.

6. Accidental release measures

Environmental precautions	Avoid dispersal of spilled material and runoff and contact with soil, waterways, drains and sewers. Inform the relevant authorities if the product has caused environmental pollution (sewers, waterways, soil or air).
Personal protection in case of a large spill	Chemical splash goggles. Chemical-resistant protective suit. Boots. Chemical-resistant gloves. Self-contained breathing apparatus (SCBA) should be used to avoid inhalation of the product. Suggested protective clothing might not be adequate. Consult a specialist before handling this product. CAUTION: The protection provided by air-purifying respirators is limited. Use a positive pressure air-supplied respirator if there is any potential for an uncontrolled release, if exposure levels are not known, or if concentrations exceed the protection limits of air-purifying respirator.

Methods for cleaning up

Large spill	Stop leak if without risk. Eliminate all ignition sources. Move containers from spill area. Approach release from upwind. Prevent entry into sewers, water courses, basements or confined areas. Wash spillages into an effluent treatment plant or proceed as follows. Contain and collect spillage with non-combustible, absorbent material e.g. sand, earth, vermiculite or diatomaceous earth and place in container for disposal according to local regulations (see section 13). Use spark-proof tools and explosion-proof equipment. Dispose of via a licensed waste disposal contractor. Contaminated absorbent material may pose the same hazard as the spilled product. Note: see section 1 for emergency contact information and section 13 for waste disposal.
Small spill	Stop leak if without risk. Eliminate all ignition sources. Move containers from spill area. Absorb with an inert material and place in an appropriate waste disposal container. Use spark-proof tools and explosion-proof equipment. Dispose of via a licensed waste disposal contractor.

7. Handling and storage

Handling	Do not ingest. Never siphon by mouth. If ingested, do not induce vomiting. Put on appropriate personal protective equipment (see section 8). Workers should wash hands and face before eating, drinking and smoking. Do not get in eyes or on skin or clothing. Do not breathe vapor or mist. Use only with adequate ventilation. Wear appropriate respirator when ventilation is inadequate. Do not enter storage areas and confined spaces unless adequately ventilated. Store and use away from heat, sparks, open flame or any other ignition source. Use explosion-proof electrical (ventilating, lighting and material handling) equipment. Use non-sparking tools. Take precautionary measures against electrostatic discharges. To avoid fire or explosion, dissipate static electricity during transfer by grounding and bonding containers and equipment before transferring material.
Storage	Store in accordance with local regulations. Store in a segregated and approved area. Store away from direct sunlight in a dry, cool and well-ventilated area, away from incompatible materials (see section 10). Eliminate all ignition sources. Separate from oxidizing materials. Keep container tightly closed and sealed until ready for use. Containers that have been opened must be carefully resealed and kept upright to prevent leakage. Do not store in unlabeled containers. Use appropriate containment to avoid environmental contamination.

8. Exposure controls/personal protection

Occupational exposure limits

Ingredient name	**Occupational exposure limits**
Petroleum distillates	**ACGIH TLV (United States). Absorbed through skin.** TWA: 100 mg/m³, (measured as total hydrocarbons) 8 hour(s). Issued/Revised: 1/2002 Form: Total hydrocarbons
Naphthalene	**ACGIH TLV (United States).** STEL: 79 mg/m³ 15 minute(s). Issued/Revised: 5/1996 STEL: 15 ppm 15 minute(s). Issued/Revised: 5/1996 TWA: 52 mg/m³ 8 hour(s). Issued/Revised: 5/1996 TWA: 10 ppm 8 hour(s). Issued/Revised: 5/1996 **OSHA PEL (United States).** TWA: 50 mg/m³ 8 hour(s). Issued/Revised: 6/1993

TWA: 10 ppm 8 hour(s). Issued/Revised: 6/1993

While specific OELs for certain components may be shown in this section, other components may be present in any mist, vapor or dust produced. Therefore, the specific OELs may not be applicable to the product as a whole and are provided for guidance only.

Some states may enforce more stringent exposure limits.

Control Measures

Use only with adequate ventilation. Use process enclosures, local exhaust ventilation or other engineering controls to keep worker exposure to airborne contaminants below any recommended or statutory limits. The engineering controls also need to keep gas, vapor or dust concentrations below any lower explosive limits. Use explosion-proof ventilation equipment.

Hygiene measures

Wash hands, forearms and face thoroughly after handling chemical products, before eating, smoking and using the lavatory and at the end of the working period. Appropriate techniques should be used to remove potentially contaminated clothing. Wash contaminated clothing before reusing.

Personal protection

Eyes

Avoid contact with eyes. Safety glasses with side shields.

Skin and body

Avoid contact with skin and clothing. Wear suitable protective clothing.

Respiratory

Use only with adequate ventilation. Do not breathe vapor or mist. If ventilation is inadequate, use a NIOSH-certified respirator with an organic vapor cartridge and P95 particulate filter.

CAUTION: The protection provided by air-purifying respirators is limited. Use a positive pressure air-supplied respirator if there is any potential for an uncontrolled release, if exposure levels are not known, or if concentrations exceed the protection limits of air-purifying respirator.

Hands

Wear gloves that cannot be penetrated by chemicals or oil.

The correct choice of protective gloves depends upon the chemicals being handled, the conditions of work and use, and the condition of the gloves (even the best chemically resistant glove will break down after repeated chemical exposures). Most gloves provide only a short time of protection before they must be discarded and replaced. Because specific work environments and material handling practices vary, safety procedures should be developed for each intended application. Gloves should therefore be chosen in consultation with the supplier/manufacturer and with a full assessment of the working conditions.

Consult your supervisor or Standard Operating Procedure (S.O.P) for special handling instructions.

9. Physical and chemical properties

Physical state	Liquid.
Color	Colorless. to Various Colors. (May be dyed Red., Light Green. ,Yellow.)
Odor	Petroleum
Flash point	Closed cup: >38°C (>100.4°F) [Pensky-Martens.]
Explosion limits	Lower: 0.6% Upper: 7.5%
Auto-ignition temperature	257°C (494°F)
Specific gravity	<1 [Water = 1]
Density	820 to 875 kg/m^3 (0.82 to 0.875 g/cm^3)
Viscosity	Kinematic: 1.7 to 4.1 mm^2/s (1.7 to 4.1 cSt) at 40°C
Solubility	negligible <0.1%

10. Stability and reactivity

Stability and reactivity	Stable under recommended storage and handling conditions (see section 7).
Possibility of hazardous reactions	Under normal conditions of storage and use, hazardous reactions will not occur.
Conditions to avoid	Keep away from heat, sparks and flame. Avoid all possible sources of ignition (spark or flame).
Incompatibility with various substances	Reactive or incompatible with the following materials: oxidizing materials, acids and alkalis. halogenated compounds.

Hazardous decomposition products	carbon oxides (CO, CO_2) (carbon monoxide, carbon dioxide)
Hazardous polymerization	Under normal conditions of storage and use, hazardous polymerization will not occur.

11. Toxicological information

te toxicity

Classification

Product/ingredient name	IARC	NTP	OSHA
Naphthalene	2B	Possible	-
fuel, diesel no. 2	3	-	-

IARC :
2B - Possible carcinogen to human.
3 - Not classifiable as a human carcinogen.

NTP :
Possible - Reasonably anticipated to be human carcinogens.

Other Toxicity Data

Aspiration of this product into the lungs can cause chemical pneumonia and can be fatal. Aspiration into the lungs can occur while vomiting after ingestion of this product. Do not siphon by mouth.

Middle distillate: From skin-painting studies of petroleum distillates of similar composition and distillate range, it has been shown that these types of materials often possess weak carcinogenic activity in laboratory animals. In these tests, the material is painted on the shaved backs of mice twice a week for their lifetime. The material is not washed off between applications. Therefore, there may be a potential risk of skin cancer from prolonged or repeated skin contact with this product in the absence of good personal hygiene. This particular product has not been tested for carcinogenic activity, but we have chosen to be cautious in light of the findings with other distillate streams.

Occasional skin contact with this product is not expected to have serious effects, but good personal hygiene should be practiced and repeated skin contact avoided. This product can also be expected to produce skin irritation upon prolonged or repeated skin contact. Personal hygiene measures taken to prevent skin irritation are expected to be adequate to prevent risk of skin cancer.

Diesel exhaust particulates have been classified by the National Toxicological Program (NTP) to be a reasonably anticipated human carcinogen. Exposure should be minimized to reduce potential risk.

Naphthalene has been reported to cause developmental toxicity in mice after oral exposure to relatively high dose levels, but developmental toxicity was not observed in NTP (National Toxicology Program) sponsored studies in rats and rabbits. Ingestion or inhalation of naphthalene can result in hemolysis and other blood abnormalities, and individuals (and infants) deficient in glucose-6-phosphate dehydrogenase may be especially susceptible to these effects. Inhalation of naphthalene may cause headache and nausea. Airborne exposure can result in eye irritation. Naphthalene exposure has been associated with cataracts in animals and humans.

Other information

Potential chronic health effects

Carcinogenicity Contains material which may cause cancer, based on animal data. Risk of cancer depends on duration and level of exposure.

12. Ecological information

Ecotoxicity

No testing has been performed by the manufacturer.

Mobility Spillages may penetrate the soil causing ground water contamination.

Bioaccumulative potential This product is not expected to bioaccumulate through food chains in the environment.

Other ecological information	Spills may form a film on water surfaces causing physical damage to organisms. Oxygen transfer could also be impaired.

13. Disposal considerations

Waste information

The generation of waste should be avoided or minimized wherever possible. Empty containers or liners may retain some product residues. This material and its container must be disposed of in a safe way. Dispose of surplus and non-recyclable products via a licensed waste disposal contractor. Disposal of this product, solutions and any by-products should at all times comply with the requirements of environmental protection and waste disposal legislation and any regional local authority requirements. Avoid dispersal of spilled material and runoff and contact with soil, waterways, drains and sewers.

NOTE: The generator of waste has the responsibility for proper waste identification (based on characteristic(s) or listing), transportation and disposal

14. Transport information

International transport regulations

Regulatory information	UN number	Proper shipping name	Class	Packing group	Additional information
DOT Classification	NA 1993	Diesel fuel	3	III	-
TDG Classification	UN 1202	Gas oil	3	III	-
IMDG Classification	UN 1202	Gas oil	3	III	**Remarks** Marine pollutant
IATA/ICAO Classification	UN 1202	Gas oil	3	III	**Remarks** Environmentally hazardous substance mark.

15. Regulatory information

U.S. Federal Regulations

United States inventory (TSCA 8b)

All components are listed or exempted.

TSCA 12(b) one-time export: Naphthalene

SARA 302/304/311/312 extremely hazardous substances: No products were found.
SARA 302/304 emergency planning and notification: No products were found.
SARA 302/304/311/312 hazardous chemicals: Naphthalene
SARA 311/312 MSDS distribution - chemical inventory - hazard identification: DIESEL FUEL NO. 2: Fire hazard, Immediate (acute) health hazard, Delayed (chronic) health hazard

SARA 313

	Product name	CAS number	Concentration
Form R - Reporting requirements	Naphthalene	91-20-3	1.0035 - 3.0111
Supplier notification	Naphthalene	91-20-3	1.0035 - 3.0111

CERCLA Sections 102a/103 Hazardous Substances (40 CFR Part 302.4):

CERCLA: Hazardous substances.: o-Xylene: 1000 lbs. (454 kg); Naphthalene: 100 lbs. (45.4 kg); benzo[def]chrysene: 1 lb. (0.454 kg); Ethylbenzene: 1000 lbs. (454 kg); xylene: 100 lbs. (45.4 kg); Cumene: 5000 lbs. (2270 kg); Phenol: 1000 lbs. (454 kg); Benzene: 10 lbs. (4.54 kg); Alkylaryl sulfonic acid: 1000 lbs. (454 kg); Toluene: 1000 lbs. (454 kg); Methanol: 5000 lbs. (2270 kg); 2-Butoxyethanol;

State regulations

Massachusetts Substances	The following components are listed: NAPHTHALENE
New Jersey Hazardous Substances	The following components are listed: DIESEL FUEL; # 2 HEATING OIL; NAPHTHALENE; MOTH FLAKES
Pennsylvania RTK Hazardous Substances	The following components are listed: NAPHTHALENE
lifornia Prop. 65	**WARNING:** This product contains a chemical known to the State of California to cause cancer. Naphthalene; Ethylbenzene; benzo[def]chrysene **WARNING:** This product contains a chemical known to the State of California to cause birth defects or other reproductive harm. Toluene **WARNING:** This product contains a chemical known to the State of California to cause cancer and birth defects or other reproductive harm. Benzene Prop 65 chemicals will result under certain conditions from the use of this material. For example, burning fuels produces combustion products including diesel exhaust, a Prop 65 carcinogen, and carbon monoxide, a Prop 65 reproductive toxin.

Inventories

Canada inventory	Not determined.
Europe inventory	At least one component is not listed.
Australia inventory (AICS)	At least one component is not listed.
China inventory (IECSC)	Not determined.
Japan inventory (ENCS)	At least one component is not listed.
Korea inventory (KECI)	At least one component is not listed.
Philippines inventory (PICCS)	At least one component is not listed.

16. Other information

al requirements

WARNING !

COMBUSTIBLE LIQUID AND VAPOR.
VAPOR MAY CAUSE FLASH FIRE.
HARMFUL IF SWALLOWED.
ASPIRATION HAZARD.
HARMFUL OR FATAL IF LIQUID IS ASPIRATED INTO LUNGS.
MAY CAUSE RESPIRATORY TRACT IRRITATION.
INHALATION CAUSES HEADACHES, DIZZINESS, DROWSINESS, AND NAUSEA, AND MAY LEAD TO UNCONSCIOUSNESS.

HMIS® Rating :

Health *	**1**
Flammability	**2**
Physical Hazard	**0**
Personal protection	**X**

National Fire Protection Association (U.S.A.)

History

Date of issue	07/20/2010.
Date of previous issue	07/20/2010.
Prepared by	Product Stewardship
Notice to reader	

All reasonably practicable steps have been taken to ensure this data sheet and the health, safety and environmental information contained in it is accurate as of the date specified below. No warranty or representation, express or implied is made as to the accuracy or completeness of the data and information in this data sheet.

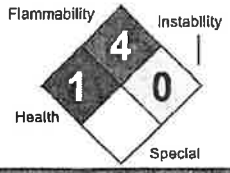
The data and advice given apply when the product is sold for the stated application or applications. You should not use the product other than for the stated application or applications without seeking advice from us.

It is the user's obligation to evaluate and use this product safely and to comply with all applicable laws and regulations. The BP Group shall not be responsible for any damage or injury resulting from use, other than the stated product use of the material, from any failure to adhere to recommendations, or from any hazards inherent in the nature of the material. Purchasers of the product for supply to a third party for use at work, have a duty to take all necessary steps to ensure that any person handling or using the product is provided with the information in this sheet. Employers have a duty to tell employees and others who may be affected of any hazards described in this sheet and of any precautions that should be taken.

Break Away Fast Penetrating Oil

CYCLO INDUSTRIES, INC.
401 MAPLEWOOD DRIVE
SUITE 18
JUPITER, FL 33458

HEALTH	1
FLAMMABILITY	4
REACTIVITY	0
PPE	



Revision: 12/07/2009

Date Created: 12/07/2009

1. Product and Company Identification

Product Code: C-10
Product Name: Break Away Fast Penetrating Oil
Manufacturer Information
Company Name: CYCLO INDUSTRIES, INC.
Phone Number: (800)843-7813
Fax Number: (561)745-3867
Emergency Contact: First Aid Emergency (800)752-7869
Alternate Emergency Contact: Shipping Emergency (Chemtrec) (800)424-9300
Information: Emergency (Outside the U.S.) (312)906-6194
Web site address: www.cyclo.com

2. Hazards Identification

Emergency Overview

Aspiration hazard. Intentional misuse by deliberately concentrating and inhaling the contents may he harmful or fatal. Liquid, aerosols and vapors of this product are irritating and can cause pain, tearing, reddening and swelling accompanied by a stinging sensation and/or a feeling like that of fine dust in the eyes. Inhaling large quantities of mist or vapors may cause some irritation to nose, throat and lungs. Avoid breathing mists from this product. Prolonged contact with liquid may cause slight temporary skin irritation. Ingestion is not considered to be a hazard encountered in normal industrial use. Aspiration hazard. Low order of toxicity. May cause mild nausea and abdominal discomfort.

Health Hazards (Acute and Chronic)

No data available.

Signs and Symptoms Of Exposure

No data available.

Medical Conditions Generally Aggravated By Exposure

Repeated contact with skin may irritate pre-existing skin conditions.

3. Composition/Information on Ingredients

Hazardous Components (Chemical Name)	CAS #	Concentration
1. Mineral oil, petroleum distillates, hydrotreated heavy naphthenic	64742-52-5	<70.0 %
2. Liquified petroleum gas, sweetened	68476-86-8	<20.0 %
3. Hydrotreated Distillate	64742-46-7	<20.0 %
4. Cyclohexanone	108-94-1	<10.0 %

4. First Aid Measures

Emergency and First Aid Procedures

If swallowed, do not induce vomiting. Keep individual calm. If inhaled, remove to fresh air. If not breathing, give artificial respiration. If breathing is difficult, give oxygen. Wash skin with soap and water. Flush eyes with water for 15 minutes. Call physician immediately if adverse reaction occurs.

5. Fire Fighting Measures

Flash Pt: < -141.00 F (-96.1 C) Method Used: TAG Closed Cup

Explosive Limits: LEL: .7 UEL: 9.5

Special Fire Fighting Procedures

Wear a NIOSH approved self-contained breathing apparatus operated in pressure-demand or other positive pressure when fighting fires. Sealed containers may rupture explosively if exposed to heat.

Unusual Fire and Explosion Hazards

Vapors can travel to a source of ignition and flash back.

Suitable Extinguishing Media

Alcohol foam, carbon dioxide, dry chemical, foam, water fog.

Unsuitable Extinguishing Media

No data available.

6. Accidental Release Measures

Steps To Be Taken In Case Material Is Released Or Spilled

Absorb spill with inert material (e.g. dry sand or earth), then place in a chemical waste container. Avoid runoff into storm sewers and ditches which lead to waterways.

7. Handling and Storage

Precautions To Be Taken in Handling

Wash thoroughly after handling. Keep out of the reach of children.

Precautions To Be Taken in Storing

Keep from freezing. Keep away from heat, sparks, and flame. Keep container closed when not in use.

8. Exposure Controls/Personal Protection

Hazardous Components (Chemical Name)	CAS #	OSHA PEL	ACGIH TWA	Other Limits
1. Mineral oil, petroleum distillates, hydrotreated heavy naphthenic	64742-52-5	No data.	No data.	No data.
2. Liquified petroleum gas, sweetened	68476-86-8	No data.	No data.	No data.
3. Hydrotreated Distillate	64742-46-7	No data.	No data.	No data.
4. Cyclohexanone	108-94-1	50 ppm	20 ppm	No data.

Respiratory Equipment (Specify Type)

NIOSH/MSHA approved respirator. Local exhaust ventilation as necessary to control any air contaminants within their exposure limits.

Eye Protection

Wear safety glasses with side shields or goggles when using this product.

Protective Gloves

Impervious protective gloves.

Other Protective Clothing

Wear impervious clothing to prevent repeated, prolonged skin contact.

Ventilation

No data available.

9. Physical and Chemical Properties

Physical States: [ ] Gas [X] Liquid [ ] Solid

Melting Point: No data.

Boiling Point: -23.00 C (-9.4 F) - 563.00 F (295.0 C)

Autoignition Pt: No data.

Flash Pt: < -141.00 F (-96.1 C) Method Used: TAG Closed Cup

Explosive Limits:	LEL: .7 UEL: 9.5
Specific Gravity (Water = 1):	.7953
Bulk density:	No data.
Vapor Pressure (vs. Air or mm Hg):	NE
Vapor Density (vs. Air = 1):	> air AIR=1
Evaporation Rate (vs Butyl Acetate=1):	> 1
Solubility in Water:	Negligible
Percent Volatile:	29.72 % by weight.
Heat Value:	No data.
Particle Size:	No data.
Corrosion Rate:	No data.
pH:	NP

Appearance and Odor

Light amber brown liquid with solvent odor.

10. Stability and Reactivity

Stability: Unstable [ ] Stable [X]

Conditions To Avoid - Instability

Open flames and high temperatures. Contact with strong oxidizing agents. Avoid all sources of ignition, welding arcs and open flames.

Incompatibility - Materials To Avoid

Strong oxidizers.

Hazardous Decomposition Or Byproducts

Oxides of carbon, phosphorous, sulfur and smoke.

Possibility of Hazardous Reactions: Will occur [ ] Will not occur [X]

Conditions To Avoid - Hazardous Reactions

No data available.

11. Toxicological Information

No data available.

Carcinogenicity/Other Information

No data available.

Hazardous Components (Chemical Name)	CAS #	NTP	IARC	ACGIH	OSHA
1. Mineral oil, petroleum distillates, hydrotreated heavy naphthenic	64742-52-5	n.a.	n.a.	n.a.	n.a.
2. Liquified petroleum gas, sweetened	68476-86-8	n.a.	n.a.	n.a.	n.a.
3. Hydrotreated Distillate	64742-46-7	n.a.	n.a.	n.a.	n.a.
4. Cyclohexanone	108-94-1	n.a.	n.a.	A3	n.a.

Carcinogenicity: NTP? No IARC Monographs? No OSHA Regulated? No

12. Ecological Information

No data available.

13. Disposal Considerations

Waste Disposal Method

Disposal should be made in accordance with federal, state and local regulations.

14. Transport Information

LAND TRANSPORT (US DOT)

DOT Proper Shipping Name	ORM-D
DOT Hazard Class:	9
DOT Hazard Label:	CLASS 9

MARINE TRANSPORT (IMDG/IMO)

IMDG/IMO Proper Shipping Name	Aerosols
IMDG Classification:	2.1

15. Regulatory Information

US EPA SARA Title III

Hazardous Components (Chemical Name)	CAS #	Sec.302 (EHS)	Sec.304 RQ	Sec.313 (TRI)	Sec.110
1. Mineral oil, petroleum distillates, hydrotreated heavy naphthenic	64742-52-5	No	No	No	No
2. Liquified petroleum gas, sweetened	68476-86-8	No	No	No	No
3. Hydrotreated Distillate	64742-46-7	No	No	No	No
4. Cyclohexanone	108-94-1	No	Yes 5000 LB	No	No

Other US EPA or State Lists

Hazardous Components (Chemical Name)	CAS #	CAA HAP,ODC	CWA NPDES	TSCA	CA PROP.65
1. Mineral oil, petroleum distillates, hydrotreated heavy naphthenic	64742-52-5	No	No	Inventory	No
2. Liquified petroleum gas, sweetened	68476-86-8	No	No	Inventory	No
3. Hydrotreated Distillate	64742-46-7	No	No	Inventory	No
4. Cyclohexanone	108-94-1	No	No	Inventory	No

Hazardous Components (Chemical Name)	CAS #	CA TAC, Title 8	MA Oil/HazMat	MI CMR, Part 5	NC TAP
1. Mineral oil, petroleum distillates, hydrotreated heavy naphthenic	64742-52-5	No	No	No	No
2. Liquified petroleum gas, sweetened	68476-86-8	No	No	No	No
3. Hydrotreated Distillate	64742-46-7	No	No	No	No
4. Cyclohexanone	108-94-1	Title 8	Yes	Part 5	No

Hazardous Components (Chemical Name)	CAS #	NJ EHS	NY Part 597	PA HSL	SC TAP
1. Mineral oil, petroleum distillates, hydrotreated heavy naphthenic	64742-52-5	No	No	Yes - No	No
2. Liquified petroleum gas, sweetened	68476-86-8	No	No	Yes - No	No
3. Hydrotreated Distillate	64742-46-7	No	No	Yes - No	No
4. Cyclohexanone	108-94-1	No	Yes	Yes - PA_HSL	No

Hazardous Components (Chemical Name)	CAS #	WI Air
1. Mineral oil, petroleum distillates, hydrotreated heavy naphthenic	64742-52-5	No
2. Liquified petroleum gas, sweetened	68476-86-8	No
3. Hydrotreated Distillate	64742-46-7	No
4. Cyclohexanone	108-94-1	Yes

International Regulatory Lists

Hazardous Components (Chemical Name)	CAS #	Canadian DSL	Canadian NDSL	Taiwan TCSCA
1. Mineral oil, petroleum distillates, hydrotreated heavy naphthenic	64742-52-5	No	No	No
2. Liquified petroleum gas, sweetened	68476-86-8	No	No	No
3. Hydrotreated Distillate	64742-46-7	No	No	No
4. Cyclohexanone	108-94-1	No	No	No

SARA (Superfund Amendments and Reauthorization Act of 1986) Lists:

Sec.302:	EPA SARA Title III Section 302 Extremely Hazardous Chemical with TPQ. * indicates 10000 LB TPQ if not volatile.
Sec.304:	EPA SARA Title III Section 304: CERCLA Reportable + Sec.302 with Reportable Quantity. ** indicates statutory RQ.
Sec.313:	EPA SARA Title III Section 313 Toxic Release Inventory. Note: -Cat indicates a member of a chemical category.
Sec.110:	EPA SARA 110 Superfund Site Priority Contaminant List

TSCA (Toxic Substances Control Act) Lists:

Inventory:	Chemical Listed in the TSCA Inventory.
5A(2):	Chemical Subject to Significant New Rules (SNURS)
6A:	Commercial Chemical Control Rules
8A:	Toxic Substances Subject To Information Rules on Production
8A CAIR:	Comprehensive Assessment Information Rules - (CAIR)
8A PAIR:	Preliminary Assessment Information Rules - (PAIR)
8C:	Records of Allegations of Significant Adverse Reactions
8D:	Health and Safety Data Reporting Rules
8D TERM:	Health and Safety Data Reporting Rule Terminations
12(b):	Notice of Export

Other Important Lists:

CWA NPDES:	EPA Clean Water Act NPDES Permit Chemical
CAA HAP:	EPA Clean Air Act Hazardous Air Pollutant
CAA ODC:	EPA Clean Air Act Ozone Depleting Chemical (1=CFC, 2=HCFC)
CA PROP 65:	California Proposition 65
CA TAC:	California AB 1807 - Toxic Air Contaminants
CA Title 8:	California Hazardous Substances List: Title 8, Sec. 339
MI CMR:	Michigan Critica Materials Register
MI Part 5:	Michigan DEQ WRP Part 5 Pollutants List
NC TAP:	North Carolina Toxic Air Pollutants
NJ EHS:	New Jersey Environmental Hazardous Substances List
NY Part 597:	New York Part 597 List of Hazardous Substances
PA HSL:	Pennsylvania Hazardous Substances List
SC TAP:	South Carolina Toxic Air Pollutants
WI Air:	Wisconsin Reportable Air Contaminants

International Regulatory Lists:

Canadian DSL:	Canada Domestic Substances List
Canadian NDSL:	Canada Non-Domestic Substances List
Taiwan TCSCA:	Taiwan Toxic Chemical Substances Control Act of 1986

16. Other Information

Company Policy or Disclaimer

Cyclo Industries, Inc. provides the information contained herein in good faith but makes no representation as to its comprehensiveness or accuracy. Individuals receiving this information must exercise their independent judgment in determining its appropriateness for a particular purpose. Cyclo Industries, Inc. makes no representations or warranties, either expressed or implied, of merchantability, fitness for a particular purpose with respect to the information set forth herein or to the product to which the information refers. Accordingly, Cyclo Industries, Inc. will not be responsible for damages resulting from use of or reliance upon this information.

Material Safety Data Sheet

1. Product and company identification

Product name	Castrol Pyroplex Blue 2
MSDS #	453759
Historic MSDS #:	0000002021
Code	453759-US06
Product use	Grease for industrial applications. For specific application advice see appropriate Technical Data Sheet or consult our company representative.
Manufacturer	BP Lubricants USA Inc. 1500 Valley Road Wayne, NJ 07470 Telephone: (973) 633-2200 Telecopier: (973) 633-7475
EMERGENCY HEALTH INFORMATION:	1 (800) 447-8735 Outside the US: +1 703-527-3887 (CHEMTREC)
EMERGENCY SPILL INFORMATION:	1 (800) 424-9300 CHEMTREC (USA)
OTHER PRODUCT INFORMATION	1 (866) 4 BP - MSDS (866-427-6737 Toll Free - North America) email: bpcares@bp.com

2. Hazards identification

Physical state	Grease
Color	Blue.
Emergency overview	CAUTION ! MAY CAUSE RESPIRATORY TRACT, EYE AND SKIN IRRITATION. Prolonged or repeated contact can defat the skin and lead to irritation and/or dermatitis. In accordance with good industrial hygiene and safety work practices, airborne exposures should be controlled to the lowest extent practicable. Avoid contact with eyes, skin and clothing. Use only with adequate ventilation. Keep container tightly closed and sealed until ready for use. Wash thoroughly after handling.
Routes of entry	Dermal contact. Eye contact. Inhalation.
Potential health effects	
Eyes	May cause eye irritation.
Skin	May cause skin irritation. Prolonged or repeated contact can defat the skin and lead to irritation and/or dermatitis.
Inhalation	May cause respiratory tract irritation.
Ingestion	Ingestion may cause gastrointestinal irritation and diarrhea.

See toxicological information (Section 11)

3. Composition/information on ingredients

Ingredient name	CAS #	%
Base oil - highly refined	Varies	85 - 90

4. First aid measures

Eye contact
In case of contact, immediately flush eyes with plenty of water for at least 15 minutes. Get medical attention if symptoms occur.

Skin contact
Immediately wash exposed skin with soap and water. Remove contaminated clothing and shoes. Wash clothing before reuse. Clean shoes thoroughly before reuse. Get medical attention if symptoms occur.

Inhalation
If inhaled, remove to fresh air. Get medical attention if symptoms occur.

Ingestion
Do not induce vomiting unless directed to do so by medical personnel. Never give anything by mouth to an unconscious person. If potentially dangerous quantities of this material have been swallowed, call a physician immediately. Get medical attention if symptoms occur.

Notes to physician
Treatment should in general be symptomatic and directed to relieving any effects.
Note: High Pressure Applications
Injections through the skin resulting from contact with the product at high pressure constitute a major medical emergency. Injuries may not appear serious at first but within a few hours tissue becomes swollen, discolored and extremely painful with extensive subcutaneous necrosis. Surgical exploration should be undertaken without delay. Thorough and extensive debridement of the wound and underlying tissue is necessary to minimize tissue loss and prevent or limit permanent damage. Note that high pressure may force the product considerable distances along tissue planes.

5. Fire-fighting measures

Flash point
Open cup: 232°C (449.6°F) [Cleveland.]

Fire/explosion hazards
In a fire or if heated, a pressure increase will occur and the container may burst.

Extinguishing media

Suitable
Use an extinguishing agent suitable for the surrounding fire.

Not suitable
Do not use water jet.

Fire-fighting procedures
Promptly isolate the scene by removing all persons from the vicinity of the incident if there is a fire. No action shall be taken involving any personal risk or without suitable training.

Hazardous combustion products
Combustion products may include the following:
phosphorus oxides
metal oxide/oxides
carbon oxides (CO, CO_2) (carbon monoxide, carbon dioxide)
sulfur oxides (SO, SO_2 etc.)

Protective clothing (fire)
Fire-fighters should wear appropriate protective equipment and self-contained breathing apparatus (SCBA) with a full face-piece operated in positive pressure mode.

6. Accidental release measures

Personal precautions
No action shall be taken involving any personal risk or without suitable training. Keep unnecessary and unprotected personnel from entering. Do not touch or walk through spilled material. In accordance with good industrial hygiene and safety work practices, airborne exposures should be controlled to the lowest extent practicable. Provide adequate ventilation. Wear appropriate respirator when ventilation is inadequate. Put on appropriate personal protective equipment (see Section 8).

Environmental precautions
Avoid dispersal of spilled material and runoff and contact with soil, waterways, drains and sewers. Inform the relevant authorities if the product has caused environmental pollution (sewers, waterways, soil or air).

Methods for cleaning up

Large spill	Stop leak if without risk. Move containers from spill area. Approach release from upwind. Prevent entry into sewers, water courses, basements or confined areas. Wash spillages into an effluent treatment plant or proceed as follows. Contain and collect spillage with non-combustible, absorbent material e.g. sand, earth, vermiculite or diatomaceous earth and place in container for disposal according to local regulations (see Section 13). Dispose of via a licensed waste disposal contractor. Contaminated absorbent material may pose the same hazard as the spilled product. Note: see Section 1 for emergency contact information and Section 13 for waste disposal.
Small spill	Stop leak if without risk. Move containers from spill area. Dilute with water and mop up if water-soluble. Alternatively, or if water-insoluble, absorb with an inert dry material and place in an appropriate waste disposal container. Dispose of via a licensed waste disposal contractor.

7. Handling and storage

Handling	Put on appropriate personal protective equipment (see Section 8). Workers should wash hands and face before eating, drinking and smoking. Do not breathe vapor or mist. Do not ingest. Avoid contact with eyes, skin and clothing. Use only with adequate ventilation. Wear appropriate respirator when ventilation is inadequate.
Storage	Store in accordance with local regulations. Store away from direct sunlight in a dry, cool and well-ventilated area, away from incompatible materials (see Section 10). Keep container tightly closed and sealed until ready for use. Containers that have been opened must be carefully resealed and kept upright to prevent leakage. Do not store in unlabeled containers. Use appropriate containment to avoid environmental contamination.
Not suitable	Prolonged exposure to elevated temperature

8. Exposure controls/personal protection

Occupational exposure limits

Ingredient name	**Occupational exposure limits**
Base oil - highly refined	**ACGIH TLV (United States).** TWA: 5 mg/m³ 8 hours. Issued/Revised: 11/2009 Form: Inhalable fraction **NIOSH REL (United States).** TWA: 5 mg/m³ 10 hours. Issued/Revised: 6/1994 Form: Mist STEL: 10 mg/m³ 15 minutes. Issued/Revised: 6/1994 Form: Mist **OSHA PEL (United States).** TWA: 5 mg/m³ 8 hours. Issued/Revised: 6/1993

While specific OELs for certain components may be shown in this section, other components may be present in any mist, vapor or dust produced. Therefore, the specific OELs may not be applicable to the product as a whole and are provided for guidance only.

Some states may enforce more stringent exposure limits.

Control Measures	Use only with adequate ventilation. If user operations generate dust, fumes, gas, vapor or mist, use process enclosures, local exhaust ventilation or other engineering controls to keep worker exposure to airborne contaminants below any recommended or statutory limits.
Hygiene measures	Wash hands, forearms and face thoroughly after handling chemical products, before eating, smoking and using the lavatory and at the end of the working period. Appropriate techniques should be used to remove potentially contaminated clothing. Wash contaminated clothing before reusing.

Personal protection

Eyes	Avoid contact with eyes. Safety glasses with side shields or chemical goggles.
Skin and body	Avoid contact with skin and clothing. Wear suitable protective clothing.
Respiratory	Use adequate ventilation. In accordance with good industrial hygiene and safety work practices, airborne exposures should be controlled to the lowest extent practicable.
Hands	The correct choice of protective gloves depends upon the chemicals being handled, the conditions of work and use, and the condition of the gloves (even the best chemically resistant glove will break down after repeated chemical exposures). Most gloves provide only a short time of protection before they must be discarded and replaced. Because specific work environments and material handling practices vary, safety procedures should be developed for each intended application. Gloves should therefore be chosen in consultation with the supplier/manufacturer and with a full assessment of the working conditions. Consult your supervisor or Standard Operating Procedure (S.O.P) for special handling instructions.

9. Physical and chemical properties

Physical state	Grease
Color	Blue.
Odor	Characteristic.
Flash point	Open cup: 232°C (449.6°F) [Cleveland.]
Density	890 kg/m³ (0.89 g/cm³) at 15.5°C
Solubility	insoluble in water.

10. Stability and reactivity

Stability and reactivity	The product is stable.
Possibility of hazardous reactions	Under normal conditions of storage and use, hazardous reactions will not occur.
Conditions to avoid	Avoid all possible sources of ignition (spark or flame).
Incompatibility with various substances	Reactive or incompatible with the following materials: oxidizing materials.
Hazardous decomposition products	Under normal conditions of storage and use, hazardous decomposition products should not be produced.
Hazardous polymerization	Under normal conditions of storage and use, hazardous polymerization will not occur.

11. Toxicological information

Potential chronic health effects

Carcinogenicity	No known significant effects or critical hazards.

12. Ecological information

Ecotoxicity

No testing has been performed by the manufacturer.

Persistence/degradability	Expected to be biodegradable.
Mobility	Spillages are unlikely to penetrate the soil.
Bioaccumulative potential	This product is not expected to bioaccumulate through food chains in the environment.
Other ecological information	This product is unlikely to disperse in water.

13. Disposal considerations

Waste information	The generation of waste should be avoided or minimized wherever possible. Disposal of this product, solutions and any by-products should at all times comply with the requirements of environmental protection and waste disposal legislation and any regional local authority requirements. Dispose of surplus and non-recyclable products via a licensed waste disposal contractor. Waste should not be disposed of untreated to the sewer unless fully compliant with the requirements of all authorities with jurisdiction. Waste packaging should be recycled. Incineration or landfill should only be considered when recycling is not feasible. This material and its container must be disposed of in a safe way. Care should be taken when handling emptied containers that have not been cleaned or rinsed out. Empty containers or liners may retain some product residues. Avoid dispersal of spilled material and runoff and contact with soil, waterways, drains and sewers.

NOTE: The generator of waste has the responsibility for proper waste identification (based on characteristic(s) or listing), transportation and disposal

14. Transport information

Not classified as hazardous for transport (DOT, TDG, IMO/IMDG, IATA/ICAO)

15. Regulatory information

S. Federal Regulations

United States inventory (TSCA 8b)

All components are listed or exempted.

SARA 302/304: No products were found.
SARA 311/312 Hazards identification: Immediate (acute) health hazard

SARA 313

	Product name	CAS number	Concentration
Form R - Reporting requirements	zinc bis[O,O-bis(2-ethylhexyl)] bis(dithiophosphate)	4259-15-8	1.4
Supplier notification	zinc bis[O,O-bis(2-ethylhexyl)] bis(dithiophosphate)	4259-15-8	1.4

CERCLA Sections 102a/103 Hazardous Substances (40 CFR Part 302.4): CERCLA: Hazardous substances.: zinc bis[O,O-bis(2-ethylhexyl)] bis(dithiophosphate);

State regulations

Massachusetts Substances: None of the components are listed.

New Jersey Hazardous Substances: The following components are listed: ZINC compounds

Pennsylvania RTK Hazardous Substances: The following components are listed: ZINC COMPOUNDS

California Prop. 65: **WARNING:** This product contains a chemical known to the State of California to cause cancer. Silica, crystalline - quartz

Other regulations

Canada inventory: All components are listed or exempted.

REACH Status: For the REACH status of this product please consult your company contact, as identified in Section 1.

Australia inventory (AICS): At least one component is not listed.

China inventory (IECSC): All components are listed or exempted.

Japan inventory (ENCS): At least one component is not listed.

Korea inventory (KECI): At least one component is not listed.

Philippines inventory (PICCS): All components are listed or exempted.

16. Other information

Label requirements: CAUTION !

MAY CAUSE RESPIRATORY TRACT, EYE AND SKIN IRRITATION.

HMIS® Rating :

Health	1
Flammability	1
Physical Hazard	0
Personal protection	X

National Fire Protection Association (U.S.A.)

History

Date of issue	02/25/2013.
Date of previous issue	02/26/2013.
Prepared by	Product Stewardship

▼ **Indicates information that has changed from previously issued version.**

Notice to reader

All reasonably practicable steps have been taken to ensure this data sheet and the health, safety and environmental information contained in it is accurate as of the date specified below. No warranty or representation, express or implied is made as to the accuracy or completeness of the data and information in this data sheet.

The data and advice given apply when the product is sold for the stated application or applications. You should not use the product other than for the stated application or applications without seeking advice from BP Group.

It is the user's obligation to evaluate and use this product safely and to comply with all applicable laws and regulations. The BP Group shall not be responsible for any damage or injury resulting from use, other than the stated product use of the material, from any failure to adhere to recommendations, or from any hazards inherent in the nature of the material. Purchasers of the product for supply to a third party for use at work, have a duty to take all necessary steps to ensure that any person handling or using the product is provided with the information in this sheet. Employers have a duty to tell employees and others who may be affected of any hazards described in this sheet and of any precautions that should be taken. You can contact the BP Group to ensure that this document is the most current available. Alteration of this document is strictly prohibited.

Material Safety Data Sheet

1. Product and company identification

Product name	Castrol Tection Extra 15W-40 (CJ-4)
MSDS #	465297
Code	465297-US06
Product use	Engine oils. For specific application advice see appropriate Technical Data Sheet or consult our company representative.
Manufacturer	BP Lubricants USA Inc. 1500 Valley Road Wayne, NJ 07470 Telephone: (973) 633-2200 Telecopier: (973) 633-7475
EMERGENCY HEALTH INFORMATION:	1 (800) 447-8735 Outside the US: +1 703-527-3887 (CHEMTREC)
EMERGENCY SPILL INFORMATION:	1 (800) 424-9300 CHEMTREC (USA)
OTHER PRODUCT INFORMATION	1 (866) 4 BP - MSDS (866-427-6737 Toll Free - North America) email: bpcares@bp.com

2. Hazards identification

Physical state	Liquid.
Color	Clear.
Emergency overview	WARNING! MAY CAUSE RESPIRATORY TRACT, EYE AND SKIN IRRITATION. Prolonged or repeated contact can defat the skin and lead to irritation and/or dermatitis. In accordance with good industrial hygiene and safety work practices, airborne exposures should be controlled to the lowest extent practicable. Avoid contact with eyes, skin and clothing. Use only with adequate ventilation. Keep container tightly closed and sealed until ready for use. Wash thoroughly after handling.
Routes of entry	Dermal contact. Eye contact. Inhalation. Ingestion.
Potential health effects	
Eyes	May cause eye irritation.
Skin	May cause skin irritation. Prolonged or repeated contact can defat the skin and lead to irritation and/or dermatitis.
Inhalation	May cause respiratory tract irritation.
Ingestion	Ingestion may cause gastrointestinal irritation and diarrhea.

See toxicological information (section 11)

3. Composition/information on ingredients

Ingredient name	CAS #	%
Base oil - highly refined	64742-54-7	85 - 90

4. First aid measures

Eye contact	In case of contact, immediately flush eyes with plenty of water for at least 15 minutes. Get medical attention if symptoms occur. .
Skin contact	Immediately wash exposed skin with soap and water. Remove contaminated clothing and shoes. Wash clothing before reuse. Clean shoes thoroughly before reuse. Get medical attention if symptoms occur.
Inhalation	If inhaled, remove to fresh air. Get medical attention if symptoms occur.
Ingestion	Do not induce vomiting unless directed to do so by medical personnel. Never give anything by mouth to an unconscious person. If potentially dangerous quantities of this material have been swallowed, call a physician immediately. Get medical attention if symptoms occur.

5. Fire-fighting measures

Flash point	Open cup: 232°C (449.6°F) [Cleveland.]
Fire/explosion hazards	In a fire or if heated, a pressure increase will occur and the container may burst.
Unusual fire/explosion hazards	Non-explosive in the presence of the following materials or conditions: open flames, sparks and static discharge, heat and shocks and mechanical impacts.
Extinguishing media	
Suitable	Use an extinguishing agent suitable for the surrounding fire.
Not suitable	Do not use water jet.
Fire-fighting procedures	Promptly isolate the scene by removing all persons from the vicinity of the incident if there is a fire. No action shall be taken involving any personal risk or without suitable training.
Hazardous combustion products	Combustion products may include the following: carbon oxides (CO, CO_2) (carbon monoxide, carbon dioxide)
Protective clothing (fire)	Fire-fighters should wear appropriate protective equipment and self-contained breathing apparatus (SCBA) with a full face-piece operated in positive pressure mode.

6. Accidental release measures

Personal precautions	No action shall be taken involving any personal risk or without suitable training. Keep unnecessary and unprotected personnel from entering. Do not touch or walk through spilled material. In accordance with good industrial hygiene and safety work practices, airborne exposures should be controlled to the lowest extent practicable. Provide adequate ventilation. Wear appropriate respirator when ventilation is inadequate. Put on appropriate personal protective equipment (see section 8).
Environmental precautions	Avoid dispersal of spilled material and runoff and contact with soil, waterways, drains and sewers. Inform the relevant authorities if the product has caused environmental pollution (sewers, waterways, soil or air).
Methods for cleaning up	
Large spill	Stop leak if without risk. Move containers from spill area. Approach release from upwind. Prevent entry into sewers, water courses, basements or confined areas. Wash spillages into an effluent treatment plant or proceed as follows. Contain and collect spillage with non-combustible, absorbent material e.g. sand, earth, vermiculite or diatomaceous earth and place in container for disposal according to local regulations (see section 13). Dispose of via a licensed waste disposal contractor. Contaminated absorbent material may pose the same hazard as the spilled product. Note: see section 1 for emergency contact information and section 13 for waste disposal.
Small spill	Stop leak if without risk. Move containers from spill area. Dilute with water and mop up if water-soluble or absorb with an inert dry material and place in an appropriate waste disposal container. Dispose of via a licensed waste disposal contractor.

7. Handling and storage

Handling	Put on appropriate personal protective equipment (see section 8). Workers should wash hands and face before eating, drinking and smoking. Do not breathe vapor or mist. Do not ingest. Avoid contact with eyes, skin and clothing. Use only with adequate ventilation. Wear appropriate respirator when ventilation is inadequate.
Storage	Store in accordance with local regulations. Store away from direct sunlight in a dry, cool and well-ventilated area, away from incompatible materials (see section 10). Keep container tightly closed and sealed until ready for use. Containers that have been opened must be carefully resealed and kept upright to prevent leakage. Do not store in unlabeled containers. Use appropriate containment to avoid environmental contamination.
Other information	Sulfur compounds in this material may decompose when heated to release hydrogen sulfide gas which may accumulate to potentially lethal concentrations in enclosed air spaces. Vapor concentrations of hydrogen sulfide above 50 ppm, or prolonged exposure at lower concentrations, may saturate human odor perceptions so that the smell of gas may not be apparent. Exposure to concentrations of hydrogen sulfide vapor above 500 ppm may cause rapid death. Do not rely on the sense of smell to detect hydrogen sulfide.

8. Exposure controls/personal protection

Occupational exposure limits

Ingredient name	Occupational exposure limits
Base oil - highly refined	**ACGIH (United States).** TWA: 5 mg/m³ 8 hour(s). Form: Oil mist, mineral STEL: 10 mg/m³ 15 minute(s). Form: Oil mist, mineral **OSHA (United States).** TWA: 5 mg/m³ 8 hour(s). Form: Oil mist, mineral

While specific OELs for certain components may be shown in this section, other components may be present in any mist, vapor or dust produced. Therefore, the specific OELs may not be applicable to the product as a whole and are provided for guidance only.

Some states may enforce more stringent exposure limits.

Control Measures	Use only with adequate ventilation. If user operations generate dust, fumes, gas, vapor or mist, use process enclosures, local exhaust ventilation or other engineering controls to keep worker exposure to airborne contaminants below any recommended or statutory limits.
Hygiene measures	Wash hands, forearms and face thoroughly after handling chemical products, before eating, smoking and using the lavatory and at the end of the working period. Appropriate techniques should be used to remove potentially contaminated clothing. Wash contaminated clothing before reusing.
Personal protection	
Eyes	Avoid contact with eyes. Safety glasses with side shields or chemical goggles.
Skin and body	Avoid contact with skin and clothing. Wear suitable protective clothing.
Respiratory	Use adequate ventilation. In accordance with good industrial hygiene and safety work practices, airborne exposures should be controlled to the lowest extent practicable.
Hands	The correct choice of protective gloves depends upon the chemicals being handled, the conditions of work and use, and the condition of the gloves (even the best chemically resistant glove will break down after repeated chemical exposures). Most gloves provide only a short time of protection before they must be discarded and replaced. Because specific work environments and material handling practices vary, safety procedures should be developed for each intended application. Gloves should therefore be chosen in consultation with the supplier/manufacturer and with a full assessment of the working conditions. Consult your supervisor or S.O.P. for special handling instructions.

9. Physical and chemical properties

Physical state	Liquid.
Color	Clear.
Flash point	Open cup: 232°C (449.6°F) [Cleveland.]
Viscosity	Kinematic: 114 mm^2/s (114 cSt) at 40°C
Solubility	Insoluble in water.

10. Stability and reactivity

Stability and reactivity	The product is stable.
Conditions to avoid	Not available.
Incompatibility with various substances	Reactive or incompatible with the following materials: oxidizing materials.
Hazardous decomposition products	Hydrogen Sulfide (H_2S)
Hazardous polymerization	Under normal conditions of storage and use, hazardous polymerization will not occur.

11. Toxicological information

Other Toxicity Data	USED ENGINE OILS Combustion products resulting from the operation of internal combustion engines contaminate engine oils during use. Used engine oil may contain hazardous components which have the potential to cause skin cancer. Frequent or prolonged contact with all types and makes of used engine oil must therefore be avoided and a high standard of personal hygiene maintained.

Other information

Potential chronic health effects

Carcinogenicity	No known significant effects or critical hazards.

12. Ecological information

No testing has been performed by the manufacturer.

Persistence/degradability	Inherently biodegradable
Mobility	Spillages may penetrate the soil causing ground water contamination.
Bioaccumulative potential	This product is not expected to bioaccumulate through food chains in the environment.
Other ecological information	Spills may form a film on water surfaces causing physical damage to organisms. Oxygen transfer could also be impaired.

13. Disposal considerations

Waste Information	The generation of waste should be avoided or minimized wherever possible. Empty containers or liners may retain some product residues. This material and its container must be disposed of in a safe way. Dispose of surplus and non-recyclable products via a licensed waste disposal contractor. Disposal of this product, solutions and any by-products should at all times comply with the requirements of environmental protection and waste disposal legislation and any regional local authority requirements. Avoid dispersal of spilled material and runoff and contact with soil, waterways, drains and sewers.

NOTE: The generator of waste has the responsibility for proper waste identification (based on characteristic(s) or listing), transportation and disposal

14. Transport information

Not classified as hazardous for transport (DOT, TDG, IMO/IMDG, IATA/ICAO)

15. Regulatory information

U.S. Federal regulations	**United States inventory (TSCA 8b):** All components are listed or exempted.
	TSCA 12(b) one-time export: Diphenylamine
	TSCA 12(b) annual export notification: lead
	SARA 302/304/311/312 extremely hazardous substances: No products were found. **SARA 302/304 emergency planning and notification:** No products were found. **SARA 302/304/311/312 hazardous chemicals:** No products were found. **SARA 311/312 MSDS distribution - chemical inventory - hazard identification:** Castrol Tection Extra 15W-40 (CJ-4): Immediate (acute) health hazard
SARA 313	
Form R - Reporting requirements	This product does not contain any hazardous ingredients at or above regulated thresholds.
Supplier notification	This product does not contain any hazardous ingredients at or above regulated thresholds.
CERCLA Sections 102a/103 Hazardous Substances (40 CFR Part 302.4):	CERCLA: Hazardous substances.: Zinc alkyl dithiophosphate; Benzene: 10 lbs. (4.54 kg); Arsenic: 1 lb. (0.454 kg); Cadmium: 10 lbs. (4.54 kg); lead: 10 lbs. (4.54 kg);
State regulations	
Massachusetts Substances	**Massachusetts Substances:** None of the components are listed.
New Jersey Hazardous Substances	**New Jersey Hazardous Substances:** None of the components are listed.
Pennsylvania RTK Hazardous Substances	**Pennsylvania RTK Hazardous Substances:** None of the components are listed.
California Prop. 65	**WARNING:** This product contains a chemical known to the State of California to cause cancer. Arsenic
	WARNING: This product contains a chemical known to the State of California to cause cancer and birth defects or other reproductive harm. Benzene; Cadmium; lead
Inventories	**Canada inventory:** All components are listed or exempted.
	Europe inventory: At least one component is not listed in EINECS but all such components are listed in ELINCS. Please contact your supplier for information on the inventory status of this material.
	Australia inventory (AICS): At least one component is not listed.
	China inventory (IECSC): At least one component is not listed.
	Japan inventory (ENCS): At least one component is not listed.
	Korea inventory (KECI): All components are listed or exempted.
	Philippines inventory (PICCS): At least one component is not listed.

16. Other information

Label requirements	WARNING! MAY CAUSE RESPIRATORY TRACT, EYE AND SKIN IRRITATION.

HMIS® Rating :	Health	1	National Fire Protection Association (U.S.A.)
	Flammability	1	
	Physical Hazard	0	
	Personal protection	X	

History	
Date of issue	01/24/2008.
Date of previous issue	01/24/2008.
Prepared by	Product Stewardship

Notice to reader

NOTICE : This Material Safety Data Sheet is based upon data considered to be accurate at the time of its preparation. Despite our efforts, it may not be up to date or applicable to the circumstances of any particular case. We are not responsible for any damage or injury resulting from abnormal use, from any failure to follow appropriate practices or from hazards inherent in the nature of the product.

Initial Preparation Date: *11/27/2002*
Last Revision Date: *5/15/2013*
Effective Date: *6/11/2013*

MATERIAL SAFETY DATA SHEET

PRODUCT IDENTITY: FULL FORCE® 50/50 PREDILUTED ANTIFREEZE & COOLANT

1. CHEMICAL PRODUCT & COMPANY INFORMATION

OLD WORLD INDUSTRIES, LLC
4065 COMMERCIAL AVENUE
NORTHBROOK, ILLINOIS 60062
PHONE: 847-559-2000
EMERGENCY PHONE: 1-800-424-9300 (CHEMTREC)

2. COMPOSITION/INFORMATION ON INGREDIENTS

Material	*CAS#*	*% by Wt*	*PEL (OSHA)*	*TLV (ACGIH)*
Water	7732-18-5	49 - 50	None	None
Ethylene Glycol	107-21-1	45 - 48	50 ppm	50 ppm
Diethylene Glycol	111-46-6	0 - 2	None	None
Denatonium Benzoate	3734-33-6	30-50 ppm	None	None
Dipotassium Phosphate	7758-11-4	<2	None	None

3. HAZARDS IDENTIFICATION

EMERGENCY OVERVIEW

Slight odor.	*May be fatal if swallowed.*	*Vapors can cause eye irritation.*

Lowest Known LD50 (Oral)	107-21-1	11,680 mg/kg (Rats)
Lowest Known LD50 (Skin)	107-21-1	19,060 mg/kg (Rabbits)

HAZARD RATING SYSTEM

NFPA: HEALTH: 1	FLAMMABILITY: 1	REACTIVITY: 0
HMIS: HEALTH: 2	FLAMMABILITY: 1	REACTIVITY: 0

KEY: 0 – Minimal 1 – Slight 2 - Moderate 3 - Serious 4 - Severe

POTENTIAL HEALTH EFFECTS

Routes of Exposure: Inhalation, Ingestion, Skin Contact/Absorption, Eye Contact

Eye: May cause slight transient (temporary) eye irritation. Corneal injury is unlikely. Vapors or mists may cause eye irritation.

Skin: Prolonged or repeated exposure not likely to cause significant skin irritation. A single prolonged exposure is not likely to result in the material being absorbed through skin in harmful amounts. Repeated skin exposure may result in absorption of harmful amounts. Massive contact with damaged skin or of material sufficiently hot to burn skin may result in absorption of potential lethal amounts.

Ingestion: Single dose oral toxicity is considered to be moderate. Excessive exposure may cause central nervous system effects, cardiopulmonary effects (metabolic acidosis), and kidney failure. Small amounts swallowed incidental to normal handling operations are not likely to cause injury; however, swallowing amounts larger than that may cause serious injury, even death.

Inhalation: At room temperature, exposures to vapors are minimal due to physical properties; higher temperatures may generate vapor levels sufficient to cause adverse effects.

Systemic (Other Target Organ) Effects: Repeated excessive exposures may cause severe kidney and also liver and gastrointestinal effects. Signs and symptoms of excessive exposure may be central nervous system effects. Signs and symptoms of excessive exposure may be nausea and/or vomiting. Signs and symptoms of excessive exposure may be anesthetic or narcotic effects. Observations in animals include formation of bladder stones after repeated oral doses of ethylene glycol. Reports of kidney failure and death in burn patients suggest the ethylene glycol may have been a factor. The use of topical applications containing this material may not be appropriate in severely burned patients or individuals with impaired renal function.

Cancer Information: Based on data from long-term animal studies, ethylene glycol is not believed to pose a carcinogenic risk to man.

Teratology (Birth Defects): Exposure to ethylene glycol has caused birth defects in laboratory animals only at doses toxic to the mother.

Reproductive Effects: Ethylene glycol has not interfered with reproduction in animal studies except at very high doses.

CHRONIC, PROLONGED OR REPEATED OVEREXPOSURE

Effects of Repeated Overexposure: Repeated inhalation of ethylene glycol mist may produce signs of central nervous system involvement, particularly dizziness and nystagmus.

Other Effects of Overexposure: repeated skin contact with ethylene glycol may, in a very small proportion of cases, cause sensitization with the development of allergic contact dermatitis. The incidence is significantly less than 1% with the undiluted material.

4. FIRST AID MEASURES

Ensure physician has access to this MSDS.

TREATMENT

Eyes: Immediately flush eyes with large amounts of water for 15 minutes, lifting lower and upper lids. Get medical attention as soon as possible. Contact lenses should never be worn when working with this chemical.

Skin: Flush area of skin contact immediately with large amounts of water for at least 15 minutes while removing contaminated clothing. If irritation persists after flushing, get medical attention promptly. Wash clothing before re-use.

Inhalation: If inhaled, immediately remove victim to fresh air and call *emergency medical care.* If not breathing, give artificial respiration. If breathing is difficult, give oxygen.

Ingestion: Obtain medical attention immediately. If patient is fully conscious, give two glasses of water. Do not induce vomiting. If medical advice is delayed, and if the person has swallowed a moderate volume of material (a few ounces), then give three to four ounces of hard liquor, such as whisky. For children, give proportionally less liquor, according to weight.

Notes to Physician: It is estimated that the lethal oral dose to adults is of the order of 1.0 ml/kg. Ethylene glycol is metabolized by alcohol dehydrogenate to various metabolites including glyceraldehydes, glycolic acid and oxalic acid which cause an elevated anion-gap metabolic acidosis and renal tubular injury. The signs and symptoms in ethylene glycol poisoning are those of metabolic acidosis, CNS depression, and kidney injury. Urinalysis may show albuminuria, hematuria and oxaluria. Clinical chemistry may reveal anion-gap metabolic acidosis and uremia. The currently recommended medical management of ethylene glycol poisoning includes elimination of ethylene glycol and metabolites, correction of metabolic acidosis and prevention of kidney injury. It is essential to have immediate and follow up urinalysis and clinical chemistry. There should be particular emphasis on acid-base balance and renal function tests. A continuous infusion of 5% sodium bicarbonate with frequent monitoring of electrolytes and fluid balance is used to achieve correction of metabolic acidosis and forced diuresis. As a competitive substrate for alcohol dehydrogenase, ethanol is antidotal. Given in the early stages of intoxication, it blocks the formulation of nephrotoxic metabolites. A therapeutically effective blood concentration of ethanol is in the range 100-150 mg/dl, and should be achieved by a rapid loading dose and maintained by intravenous infusion. For severe and/or deteriorating cases, hemodialysis may be required. Dialysis should be considered for patients who are symptomatic, have severe metabolic acidosis, a blood ethylene glycol concentration greater than 25 md/dl, or compromise of renal functions.

A more effective intravenous antidote for physician use is 4-methylpyrazole, a potent inhibitor of alcohol dehydrogenases, which effectively blocks the formation of toxic metabolites of ethylene glycol. It has been used to decrease the metabolic consequences of ethylene glycol poisoning before metabolic acidosis coma, seizures, and renal failure have occurred. A generally recommended protocol is a loading dose of 15 mg/kg followed by 10 mg/kg every 12 hours for 4 doses and then 15 mg/kg every 12 hours until ethylene glycol concentrations are below 20 mg/100 ml. Slow intravenous infusion is required. Since 4-methyplyrozole is dialyzable, increased dosage may be necessary during hemodialysis. Additional therapeutic measures may include the administration of cofactors involved in the metabolism of ethylene glycol. Thiamine (100 mg) and pyridoxine (50 mg) should be given every six hours.

Pulmonary edema with hypoxemia has been described in a number of patients following poisoning with ethylene glycol. The mechanism of production has not been elucidated, but it appears to be non-cardiogenic in origin in several cases. Respiratory support with mechanical ventilation and positive end expiratory pressure may be required. There may be cranial nerve involvement in the late stages of toxicity from swallowed ethylene glycol. In particular, effects have been reported involving the seventh, eighth and ninth cranial nerves, presenting with bilateral facial paralysis, diminished hearing and dysphasia.

5. FIRE FIGHTING MEASURES

Flammable Properties:
Flash Point: None, since percentage of water is over 20.
Auto-ignition Temperature: Auto-ignition temperature for 100% ethylene glycol is 398°C (748°F).

Flammability Limits: Percentage of vapor concentration at which product can ignite in presence of spark:
Lower Flammability Limit: Not determined
Upper Flammability Limit: Not determined

Flammability limits are not determined on this product because the solution consists of 50% water. If and when the water evaporates and 100% glycol is left, the upper and lower flammability limits would be 3.2% and 15.3% (the same as concentrated Ethylene glycol).

Hazardous Combustion Products: Hazardous combustion products may include and are not limited to carbon monoxide, carbon dioxide and trace amounts of aldehydes and organic acids. When available oxygen is limited, as in a fire or when heated to very high temperatures by a hot wire or plate, carbon monoxide and other hazardous compounds such as aldehydes might be generated.

Extinguishing Media: Water fog or fine spray. Alcohol resistant foams (ATC type) are preferred if available. General purpose synthetic foams (including AFFF) or protein foams may function, but much less effectively. Carbon dioxide. Dry chemical. Do not use direct water stream. May spread fire.

Fire Fighting Instructions: No fire and explosion hazards expected under normal storage and handling conditions (i.e. ambient temperatures). However, ethylene glycol or solutions of ethylene glycol and water can form flammable vapors with air if heated sufficiently. Keep people away. Isolate fire area and deny unnecessary entry.

Protective Equipment for Fire Fighters: Wear positive-pressure, self-contained breathing apparatus (SCBA) and protective fire fighting clothing (includes fire-fighting helmet, coat, pants, boots and gloves).

6. ACCIDENTAL RELEASE MEASURES

Protect People: Material is moderately toxic when ingested. Take adequate precautions to keep people, especially children away from spill site. PVC-coated rubber gloves and mono-goggles or face shield can be used during cleanup of spill site. Product on surfaces can cause slippery conditions. Practice reasonable care and cleanliness. Avoid breathing spray mists if generated. Keep out of reach of children. Product may become a solid at temperatures below -18°C (0°F). Do not store near food, foodstuffs, drugs or potable water supplies.

Protect the Environment: Do not dump used product or diluted material into sewers, on the ground, or into any body of water.

Cleanup: Small spills: Soak up with absorbent material. Large spills: Dike and pump into suitable containers for disposal. Ensure compliance with all applicable statues that require notification of appropriate government officials.

7. HANDLING AND STORAGE

Steps to be Taken in Case Material is Released or Spilled: Eliminate all sources of ignition in vicinity of the spilled or released fluid.

Other Precautions: Use normal precautions in handling any combustible liquid. Keep container closed when not in use. Store away from heat or open flame. Product on surfaces can cause slippery conditions. Practice reasonable care and cleanliness. Avoid breathing spray mists if generated. Keep out of reach of children. Product may become a solid at temperatures below -37°C (-34°F). Do not store near food, foodstuffs, drugs or potable water supplies.

8. EXPOSURE CONTROLS / PERSONAL PROTECTION

Respiratory Protection: Respiratory protection is required if airborne concentration exceeds TLV. At any detectable concentration any self-contained breathing apparatus with a full face piece and operated in a pressure-demand or other positive pressure mode or any supplied-air respirator with a full face piece and operated in a pressure-demand or other positive pressure mode in combination with an auxiliary self-contained breathing apparatus operated in pressure-demand or other positive pressure mode.

Escape: Any air-purifying full face piece respirator (gas mask) with a chin-style or front- or back-mounted organic vapor canister or any appropriate escape-type self-contained breathing apparatus.

Skin Protection: Protective gloves recommended when prolonged skin contact cannot be avoided. Polyethylene; Neoprene; Nitrile; Polyvinyl alcohol; Natural Rubber, Butyl Rubber. Safety shower should be available.

Eye Protection: Safety goggles and face shield. Emergency eyewash should be available. Contact lenses should not be worn when working with this chemical.

Engineering Controls: Use general or local exhaust ventilation to meet TLV requirements.

EXPOSURE LIMITS

Component	Exposure Limits	Skin Form
Ethylene glycol	100 mg/m3 CEILING ACGIH	Aerosol
Ethylene glycol	125 mg/m3 CEILING OSHA-vacated	
	50 ppm CEILING OSHA – vacated	
	100 mg/m3 CEILING UCC	Aerosol and Vapor
Diethylene glycol	50 ppm TWA8 AIHA WEEL	Aerosol and Vapor
Diethylene glycol	10 mg/m3 TWA8 AIHA WEEL	Aerosol

In the Exposure Limits Chart above, if there is no specific qualifier (i.e., Aerosol) listed in the Form Column for a particular limit, the listed limit includes all airborne forms of the substance that can be inhaled. A "blank" in the Skin column indicates that exposure by the cutaneous (skin) route is not a potential significant contributor to overall exposure.

9. PHYSICAL / CHEMICAL PROPERTIES

Boiling Range:	106 - 108°C (224 - 227°F)
Freeze Point:	-37°C (-34°F)
Specific Gravity (Water =1):	1.07
Pounds/Gallons:	8.9
Vapor Pressure (mm of Hg) @ 20C:	<0.1
Vapor Density (air=1):	2.1
Water Solubility:	Complete
Evaporation Rate (BuAc = 1):	Nil
% Volatile By Volume:	50
Appearance:	Green
Odor:	Mild
pH:	10.5-11.0

10. STABILITY & REACTIVITY DATA

Stability:	Stable
Conditions to Avoid:	Keep away from flame
Incompatibility (Materials to Avoid):	Strong acid or oxidizing agents
Hazardous Decomposition Products:	Incomplete combustion may produce CO gas
Hazardous Polymerization:	Will not occur

11. TOXICOLOGICAL INFORMATION

(Concentrated Ethylene Glycol)

Skin: The dermal LD50 has not been determined.

Ingestion: The lethal dose in humans is estimated to be 100 ml (3 oz). The oral LD50 for rats is in the 6000-13,000-mg/kg range.

Mutagenicity (The Effects on Genetic Material): In vitro mutagenicity studies were negative. Animal mutagenicity studies were negative.

Significant Data with Possible Relevance to Humans: Ethylene glycol has been shown to produce dose-related teratogenic effects in rats and mice when given by gavage or in drinking water at high concentrations or doses. The no-effect doses for developmental toxicity for ethylene glycol given by gavage over the period of organogenesis has been shown to be 150 mg/kg/day for the mouse and 500 mg/kg/day for the rat. Also, in a preliminary study to assess the effects of exposure of pregnant rats and made to aerosis at concentrations of 150, 1000 and 25000 mg/m3 for 6 hours a day throughout the period of organogenesis, teratogenic effects were produced at the highest concentration, but only in

mice. The conditions of these latter experiments did not allow a conclusion as to whether the developmental toxicity was mediated by inhalation of aerosol percutaneous absorption of ethylene glycol from contaminated skin, or swallowing ethylene glycol as a result of grooming the wetted coat. In a further study, comparing effects from high aerosol concentration by whole-body or nose-only exposure, it was shown that nose-only exposure resulted in maternal toxicity (1000 and 25000 mg/m3) and developmental toxicity with minimal evidence of teratogenicity (2500 mg/m3). The no-effects concentration (based on maternal toxicity) was 500 mg/m3. In a further study in mice, no teratogenic effects could be produced when ethylene glycol was applied to skin of pregnant mice over the period of organogenesis. The above observations suggest that ethylene glycol is to be regarded as an animal teratogen. There is currently no available information to suggest that ethylene glycol has caused birth defects in humans. Cutaneous application of ethylene glycol is ineffective in producing developmental toxicity. Exposure to high aerosol concentrations is only minimally effective in producing developmental toxicity. The major route for producing developmental toxicity is perorally. Two chronic feeding studies, using rats and mice, have not produced any evidence that ethylene glycol causes dose-related increases in tumor incidence or a different pattern of tumors compared with untreated controls. The absence of carcinogenic potential for ethylene glycol has been supported by numerous in vitro genotoxicity studies showing that it does not produce mutagenic or clastogenic effects. A chronic dietary feeding study of diethylene glycol with rats showed mild kidney injury at 1%, while concentrations of 2% and 4% caused more marked kidney injury. In addition, at 2% and 4% of diethylene glycol in the diet, some rats developed benign papillary tumors in the urinary bladder. These have been attributed to the presence of urinary bladder calcium oxalate stones. No evidence for carcinogenicity was found with a chronic skin-painting study with diethylene glycol in mice. The absence of a direct chemical carcinogenic effect addords with the results in vitro genotoxicity studies that show that it does not produce mutagenic or clastogenic effects. A feeding study employing up to 5.0% diethylene glycol in the diet failed to produce any teratogenic effects. In a mouse continuous breeding study with large doses of diethylene glycol in drinking water, there was evidence for reproductive toxicity at 3.5% (equivalent to 6.1 g/kg/day) as reduced number of litter, live pups per litter and live pup weight. No such effects were seen at 1.75% (approximately 3.05 g/kg/day). The relevance of these very high dosages to human health is uncertain. Pregnant rats receiving undiluted diethylene glycol by gavage over the period of organogenesis had toxic effects at 4.0 and 8.0 ml/kg/day as mortality, decreased body weight, decreased food consumption increased water consumption and increased liver and kidney weights. Fetotoxicity was seen only at these maternally toxic dosages. Decreased fetal body weight occurred at 8.0 ml/kg/day, and increased skeletal variants at 4.0 and 8.0 ml/kg/day. No embryotixic or teratogenic effects were seen. Neither maternal toxicity nor fetotoxicity occurred at 1.0 ml/kg/day. In a study with mice also receiving undiluted diethylene glycol over the period of organogenesis, maternal toxicity occurred at 2.5 and 10.0 ml/kg/day, but not at 0.5 ml/kg/day. Definitive developmental toxicity was not seen in this species.

ACUTE TOXICITY

Peroral: The lethal dose in humans is estimated to be 3 oz. or 100 ml.
Rat: LD50 (6000 – 13000) mg/kg

Percutaneous: Rabbit: LD50 = >22270 mg/kg; 24 h occluded

Inhalation: Rat: 8-hour exposure, substantially saturated vapor studies, dynamic generation method
Mortality: 0/6

Inhalation: Mist/vapor study, rat, at 170°C, 8-hour exposure = 2.2 mg/l. Mortality: 0/6

Inhalation: Rat: 8-hour exposure, fog = 10000 ppm; 65° - 70°C. Mortality: 0/6

IRRITATION

Skin: Rabbit: 24-hour occluded contact, 0.5 ml
Results: Minor erythema and edema

Skin: Human: Primary irritation patch test, 48-hour occluded, 0.2 ml
Results: Evidence of irritation

Eye: Rabbit: 0.1 ml
Results: Minor transient iritis, conjunctival irritation with discharge

REPEATED EXPOSURE

In a 7-day dietary study with rats, a significant increase in kidney weights in females was observed at 5.0 gm/kg. The NOEL was 2.5 gm/kg.

In a 24-month dietary study with rats, increased mortality in males was observed at the highest dose, 1.0 gm/kg/day. There were multiple signs: mineralization of several organs, including the cardiac vessels, cardiac muscle, vas deferens, stomach and pulmonary vessels; cellular hyperplasia of the parathyroids, hemosiderosis of the spleen, myocardial fibrosis, portal fibrosis of the liver, bile duct hyperplasia and hydronephrosis and oxylate nephrosis of the kidneys. Ethylene glycol was not oncogenic.

In a 90-day dietary study with dogs, repeated exposures to 2.5 gm/kg resulted in acute renal failure and deaths. The NOAEL was 1.0 gm/kg.

SENSITIZATION (ANIMAL AND HUMAN STUDIES)

Repeated skin contact with ethylene glycol may, in a very small proportion of cases, cause sensitization with the development of allergic contact dermatitis. The incidence is significantly less than 1% with the undiluted material.

REPRODUCTIVE TOXICITY

A three-generation study indicated that ethylene glycol did not affect reproductive parameters at dietary concentrations up to 1.0 gm/kg/day in any generation.

CHRONIC TOXICITY AND CARCINOGENICITY

Two chronic feeding studies, using rats and mice, have not produced any evidence that ethylene glycol causes dose-related increases in tumor incidence or a different pattern of tumors compared with untreated controls. The absence of a carcinogenic potential for ethylene glycol has been supported by numerous in vitro genotoxicity studies showing that it does not produce mutagenic or clastogenic effects.

GENETIC TOXICOLOGY

In Vitro: Ethylene glycol was devoid of genotoxic activity in an Ames test, forward gene mutation and sister chromatid exchange (SCE) studies in Chinese Hamster Ovary (CHO) cells and an in vitro cytogenetics study.

In Vivo: Ethylene glycol by three different routes (intravenous, peroral and percutaneous) demonstrates apparent first-order pharmacokinetic behavior for the disposition in and the elimination from the plasma. Dose-dependent changes occur for the elimination of metabolites in the urine and as $14CO^2$ after single doses for the intravenous and peroral, but not the percutaneous route. The hypothesis from literature sources exists that developmental toxicity is caused by a metabolite of ethylene glycol, called glycolic acid, and not parent ethylene glycol. Under most conditions of ethylene glycol exposure, the glycolic acid metabolite is present in the blood in very low levels. However, it can become the major metabolite following large doses of ethylene glycol due to saturation of glycolic acid oxidation and/or elimination. When levels of this acidic metabolite exceed the capacity of maternal blood buffers to neutralize it, a maternal metabolic acidosis ensues, which has been hypothesized to be the true agent responsible for ethylene glycol induced developmental toxicity. Research suggests that ethylene glycol developmental toxicity is due to a dose-rate dependent toxicokinetic shift leading to glycolate accumulation and metabolic acidosis.

ADDITIONAL STUDIES

Ethylene glycol has been shown to produce dose-related teratogenic effects in rats and mice when given by gavage or in drinking water at high concentrations or doses. The no-effect doses for developmental toxicity for ethylene glycol given by gavage over the period of organogenesis has been shown to be 150 mg/kg/day for the mouse and 500 mg/kg/day for the rat. Also, in a preliminary study to assess the effects of exposure of pregnant rats and mice to aerosols at concentrations of 150, 1000 and 2500 mg/m^3 for 6 hours a day throughout the period of organogenesis, teratogenic effects were produced at the highest concentration, but only in mice. The conditions of these latter experiments did not allow a conclusion as to whether the developmental toxicity was mediated by inhalation of aerosol, percutaneous absorption of ethylene glycol from contaminated skin, or swallowing of ethylene glycol as a result of

grooming the wetted coat. In a further study, comparing effects from high aerosol concentration by whole-body or nose-only exposure, it was shown that nose-only exposure resulted in maternal toxicity (1000 and 2500 mg/m^3) and developmental toxicity with minimal evidence of teratogenicity (2500 mg/m^3). The no-effects concentration (based on maternal toxicity) was 500 mg/m^3. In a further study in mice, no teratogenic effects could be produced when ethylene glycol was applied to the skin of pregnant mice over the period of organogenesis. The above observations suggest that ethylene glycol is to be regarded as an animal teratogen. There is currently no available information to suggest that ethylene glycol has caused birth defects in humans. Cutaneous application of ethylene glycol is ineffective in producing developmental toxicity. Exposure to high aerosol concentrations is only minimally effective in producing developmental toxicity.

12. ECOLOGICAL INFORMATION

(Concentrated Ethylene Glycol)

ENVIRONMENTAL FATE

Movement & Partitioning: Bio-concentration potential is low (BCF less than 100 or Log Kow less than 3). Log octanol/water partition coefficient (log Kow) is -1.36. Henry's Law Constant (H) is 6.0E-08 atm-m3/mol. Bio-concentration factor (BCF) is 10 in golden orfe.

Degradation & Transformation: Biodegradation under aerobic static laboratory conditions is high (BOD20 or BOD28/ThOD greater than 40%). 5-Day biochemical oxygen demand (BOD5) is 0.78 p/p. 10-Day biochemical oxygen demand (BOD10) is 1.06 p/p. 20-Day biochemical oxygen demand (BOD20) is 1.15 p/p. Theoretical oxygen demand (THOD) is calculated to be 1.29 p/p. Biodegradation may occur under both aerobic and anaerobic conditions (in either the presence or absence of oxygen). Inhibitory concentration (IC50) in OECD "Activated Sludge, Respiration Inhibition Test" (Guideline # 209) is < 1000 mg/L. Degradation is expected in the atmospheric environment within days to weeks.

Ecotoxicology: Material is practically non-toxic to aquatic organisms on an acute basis (LC50 greater than 100 mg/L in most sensitive species). Acute LC50 for fathead minnow (Pimephales promelas) is 51000 mg/L. Acute LC50 for bluegill (Lepomis macrochirus) is 27549 mg/L. Acute LC50 for rainbow trout (Oncorhynchus mykiss) is about 18000-46000 mg/L. Acute LC50 for guppy (Poecilia reticulata) is 49300 mg/L. Acute LC50 for water flea (Daphnia magna) is 46300-51100 mg/L. Acute LC50 for the cladoceran Ceriodaphnia dubia is 10000-25800 mg/L. Acute LC50 for crayfish is 91430 mg/L. Acute LC50 for brine shrimp (Artemia salina) is 20000 mg/L. Acute LC50 for golden orfe (Leuciscus idus) is greater than 10000 mg/L. Acute LC50 for goldfish (Carassius auratus) is greater than 5000 mg/L. Growth inhibition EC50 for green alga Selenastrum capricornutum is 9500-13000 mg/L.

BOD (% Oxygen Consumption):

Day 5	Day 10	Day 15	Day 20	Day 30
51%	80%		97%	

ECOTOXICITY

Toxicity to Micro-organisms:
Bacterial / NA: 16 h; IC50
Result Value: >10000 mg/l

Toxicity to Aquatic Invertebrates:
Daphnia: 48 h; LC50
Result Value: >100000 mg/l

Toxicity to Fish:
Fathead Minnow: 94 h; LC50
Result Value: 70000 mg/l

FURTHER INFORMATION

Chemical Oxygen Demand (COD) – Measured: 1.29 mg/mg
Theoretical Oxygen Demand (THOD) – Calculated: 1.30 mg/mg
Octanol/Water Partition Coefficient – Measured: -1.36

13. DISPOSAL CONSIDERATIONS

DO NOT discharge to sewer. Wear appropriate personal protection. Take up with sand, vermiculite, or similar inert material. Dispose in accordance with federal, state and local regulations.

14. TRANSPORT INFORMATION

U.S. DEPARTMENT OF TRANSPORTATION

Non-Bulk: Not regulated by the US D.O.T. (in quantities under 5,000 lbs in any one inner package)

Bulk:

Proper Shipping Name:	Environmentally Hazardous Substance, LIQUID N.O.S. (ETHYLENE GLYCOL)
Technical Name:	ETHYLENE GLYCOL
ID Number:	UN 3082
Hazard Class:	9
Packing Group:	PG III
Reportable Quantity:	5,000 lb.

IATA
Non-Bulk: Not Regulated by IATA

IMDG
Non-Bulk: Not regulated by IMDG (in quantities under 5,000 lbs in any one inner package)

15. REGULATORY INFORMATION

THIS PRODUCT CONTAINS COMPONENT(S) CITED ON THE FOLLOWING REGULATIONS.

	Chemical Name	*CAS Number*
	Ethylene Glycol	107-21-1
United States - TSCA Inventory:	Listed	
Water Standards:	No data available	
Atmospheric Standards:	Clean Air Act (1990) - List of Hazardous Air Contaminants: listed	
CERCLA:	Reportable Quantity (RQ): 5,000 pounds (532 gallons)	
OSHA Hazard Communication Standard:	This product is a "hazardous chemical" as defined by the OSHA Hazard Communication Standard, 29 CFR 1910.1200.	
SARA Title III:	Section 311/312 - Categories: Acute hazard; chronic hazard	
	Section 312 - Inventory Reporting: Ethylene glycol is subject to Tier I and/or Tier II annual inventory reporting.	
	Section 313 - Emission Reporting: Ethylene glycol is subject to Form R reporting requirements.	
	Section 302 - Extremely Hazardous Substances: Ethylene glycol is not listed.	

State Right-To-Know:

California - Exposure Limits - Ceilings:	Vapor-50 ppm ceiling; 125 mg/m3 ceiling
Director's List of Hazardous Substances:	listed
Florida - Hazardous Substances List:	listed
Massachusetts - Right-to-Know List:	listed
Minnesota - Haz. Subs. List:	listed (particulate and vapor)
New Jersey - Right-to-Know List (Total):	Present greater than 1.0%
Pennsylvania Right-to-Know List:	environmental hazard

Canadian Regulations: This product has been classified in accordance with the hazard criteria of the Controlled Products Regulations (CPR) and the MSDS contains all the information required.

WHMIS Information: D2A - material has potential toxic effects. Refer elsewhere in the MSDS for specific warnings and safe handling information. Refer to the employer's workplace education program.

California Proposition 65 (Safe Drinking Water and Toxic Enforcement Act of 1986): The normal consumer use of this product does not result in exposure to chemicals known to the state of California to cause Cancer and/or reproductive harm above the significant risk level for carcinogens or the maximum allowable dose levels for reproductive toxins. Warnings are not required for consumer packaging. However, industrial or other occupational use of this product at higher frequency and using larger quantities of this product may result in exposures exceeding these levels and are labeled accordingly.

California SCAQMD Rule 443.1 (South Coast Air Quality Management District Rule 443.1, Labeling of Materials Containing Organic Solvents):

VOC: Vapor pressure 0.06 mmHg at 20°C
1113.38 g/l

16. OTHER INFORMATION

Contact: Thomas Cholke Phone: (847) 559-2225

Old World Industries, LLC makes no warranty, representation or guarantee as to the accuracy, sufficiency or completeness of the material set forth herein. It is the user's responsibility to determine the safety, toxicity and suitability of his own use, handling and disposal of this product. Since actual use by others is beyond our control, no warranty, expressed or implied, is made by Old World Industries, LLC as to the effects of such use, the results to be obtained or the safety and toxicity of this product, nor does Old World Industries, LLC assume liability arising out of the use by others of this product referred to herein. The data in this MSDS relates only to the specific material designated herein and does not relate to use in combination with any other material or in any process.

Material Safety Data Sheet

1. Chemical product and company identification

Product name	BP Hydraulic AW 46
MSDS #	0000003034
Code	0000003034
Product use	Hydraulic fluid For specific application advice see appropriate Technical Data Sheet or consult our company representative.
Manufacturer	BP Lubricants USA Inc. 1500 Valley Road Wayne, NJ 07470 Telephone: (973) 633-2200 Telecopier: (973) 633-7475
EMERGENCY HEALTH INFORMATION:	1 (800) 447-8735 Outside the US: +1 703-527-3887 (CHEMTREC)
EMERGENCY SPILL INFORMATION:	1 (800) 424-9300 CHEMTREC (USA)
OTHER PRODUCT INFORMATION	1 (866) 4 BP - MSDS (866-427-6737 Toll Free - North America) email: bpcares@bp.com

2. Composition/information on ingredients

Ingredient name	CAS #	%
Base oil - highly refined	64741-88-4	0 - 100

3. Hazards identification

Physical state	Liquid.
Color	Not available.
Emergency overview	CAUTION! MAY CAUSE EYE IRRITATION. MAY CAUSE SKIN IRRITATION. MAY CAUSE RESPIRATORY TRACT IRRITATION. Avoid contact with eyes, skin and clothing. Avoid breathing vapor or mist. Keep container closed. Use with adequate ventilation. Wash thoroughly after handling. Prolonged or repeated contact can defat the skin and lead to irritation, cracking and/or dermatitis.
Routes of entry	Dermal contact. Eye contact. Inhalation. Ingestion.
Potential health effects	
Eyes	May cause eye irritation.
Skin	May cause skin irritation. Prolonged or repeated contact can defat the skin and lead to irritation and/or dermatitis. High pressure skin injections are serious medical emergencies. Injury will not appear serious at first; within a few hours, tissue will become swollen, discolored and extremely painful.
Inhalation	May cause respiratory tract irritation.
Ingestion	Ingestion may cause gastrointestinal irritation and diarrhea.

Medical conditions aggravated by over-exposure	None identified.

See toxicological Information (section 11).

4. First aid measures

Eye contact	In case of contact, immediately flush eyes with plenty of water for at least 15 minutes. Get medical attention if irritation occurs.
Skin contact	Immediately wash exposed skin with soap and water. Remove contaminated clothing and shoes. Wash clothing before reuse. Thoroughly clean shoes before reuse. Get medical attention immediately. Accidental high pressure injection through the skin requires immediate medical attention.
Inhalation	If inhaled, remove to fresh air. If not breathing, give artificial respiration. If breathing is difficult, give oxygen. Get medical attention.
Ingestion	Do NOT induce vomiting unless directed to do so by medical personnel. Never give anything by mouth to an unconscious person. Get medical attention if symptoms appear. If large quantities of this material are swallowed, call a physician immediately.

5. Fire-fighting measures

Flammability of the product	May be combustible at high temperature.
Flash point	>200 °C (Open cup)
Products of combustion	carbon oxides (CO, CO_2) (carbon monoxide, carbon dioxide)
Unusual fire/explosion hazards	Non-explosive in the presence of the following materials or conditions: open flames, sparks and static discharge, heat and shocks and mechanical impacts.
Fire-fighting media and instructions	In case of fire, use water fog, foam, dry chemicals, or carbon dioxide. Do not use water jet.
Protective clothing (fire)	Fire-fighters should wear positive pressure self-contained breathing apparatus (SCBA) and full turnout gear.

6. Accidental release measures

Personal precautions	Immediately contact emergency personnel. Keep unnecessary personnel away. Use suitable protective equipment (See Section: "Exposure controls/personal protection"). Follow all fire fighting procedures (See Section: "Fire-fighting measures").
Environmental precautions and clean-up methods	If emergency personnel are unavailable, contain spilled material. For small spills add absorbent (soil may be used in the absence of other suitable materials) scoop up material and place in a sealed, liquid-proof container for disposal. For large spills dike spilled material or otherwise contain material to ensure runoff does not reach a waterway. Place spilled material in an appropriate container for disposal. Avoid contact of spilled material with soil and prevent runoff entering surface waterways. See Section 13 for Waste Disposal Information.
Personal protection in case of a large spill	Chemical splash goggles. Chemical resistant protective suit. Boots. Chemical resistant gloves. Vapor respirator or a self-contained breathing apparatus. Suggested protective clothing might not be sufficient; consult a specialist BEFORE handling this product. CAUTION: The protection provided by air-purifying respirators is limited. Use a positive pressure air-supplied respirator if there is any potential for an uncontrolled release, if exposure levels are not known, or if concentrations exceed the protection limits of air-purifying respirator.

7. Handling and storage

Handling

Avoid contact with skin and clothing. Avoid prolonged or repeated contact with skin. Avoid contact with eyes. Use only with adequate ventilation Avoid breathing vapor or mist. Wash thoroughly after handling.

Storage

Keep container tightly closed. Keep container in a cool, well-ventilated area. Empty containers may contain harmful, flammable/combustible or explosive residue or vapors. Do not cut, grind, drill, weld, reuse or dispose of containers unless adequate precautions are taken against these hazards.

8. Exposure controls/personal protection

Occupational exposure limits

Ingredient name	Occupational exposure limits
Base oil - highly refined	**ACGIH (United States).** STEL: 10 mg/m³ 15 minute(s). Form: Oil mist, mineral TWA: 5 mg/m³ 8 hour(s). Form: Oil mist, mineral

Some states may enforce more stringent exposure limits.

Control Measures

Provide exhaust ventilation or other engineering controls to keep the relevant airborne concentrations below their respective occupational exposure limits. Ensure that eyewash stations and safety showers are close to the work-station location.

Hygiene measures

Wash hands, forearms and face thoroughly after handling chemical products, before eating, smoking and using the lavatory and at the end of the working period.

Personal protection

Eyes

Avoid contact with eyes. Chemical splash goggles.

Skin and body

Avoid contact with skin and clothing. Wear suitable protective clothing.

Respiratory

Use only with adequate ventilation In accordance with good industrial hygiene and safety work practices, airborne exposures should be controlled to the lowest extent practicable.

Hands

Wear gloves that cannot be penetrated by chemicals or oil.
Recommended: Nitrile gloves.
The correct choice of protective gloves depends upon the chemicals being handled, the conditions of work and use, and the condition of the gloves (even the best chemically resistant glove will break down after repeated chemical exposures). Most gloves provide only a short time of protection before they must be discarded and replaced. Because specific work environments and material handling practices vary, safety procedures should be developed for each intended application. Gloves should therefore be chosen in consultation with the supplier/manufacturer and with a full assessment of the working conditions.

Consult your supervisor or S.O.P. for special handling directions

Consult local authorities for acceptable exposure limits.

9. Physical and chemical properties

Physical state	Liquid.
Heat of combustion	Not available.
Pour Point	-30 °C
Density	873 kg/m³ (0.873 g/cm³) at 15°C
Solubility	insoluble in water.
Viscosity	Kinematic: 44.84 mm²/s (44.84 cSt) at 40°C Kinematic: 6.75 mm²/s (6.75 cSt) at 100°C
Viscosity Index	104

10. Stability and reactivity

Stability and reactivity	The product is stable.
Conditions to avoid	Not available.
Incompatibility with various substances	Reactive or incompatible with the following materials: oxidizing materials.
Hazardous decomposition products	carbon oxides (CO, CO_2) (carbon monoxide, carbon dioxide)
Hazardous polymerization	Will not occur.

11. Toxicological information

Chronic toxicity

Carcinogenic effects	No component of this product at levels greater than 0.1% is identified as a carcinogen by ACGIH or the International Agency for Research on Cancer (IARC). No component of this product present at levels greater than 0.1% is identified as a carcinogen by the U.S. National Toxicology Program (NTP) or the U.S. Occupational Safety and Health Act (OSHA).
Mutagenic effects	No component of this product at levels greater than 0.1% is classified by established regulatory criteria as a mutagen.
Reproductive effects	No component of this product at levels greater than or equal to 0.1% is classified by established regulatory criteria as a reproductive toxin.
Teratogenic effects	No component of this product at levels greater than 0.1% is classified by established regulatory criteria as teratogenic or embryotoxic.

12. Ecological information

Ecotoxicity

No testing has been performed by the manufacturer.

13. Disposal considerations

Waste information

Avoid contact of spilled material and runoff with soil and surface waterways. Consult an environmental professional to determine if local, regional or national regulations would classify spilled or contaminated materials as hazardous waste. Use only approved transporters, recyclers, treatment, storage or disposal facilities. Dispose of in accordance with all applicable local and national regulations.

Consult your local or regional authorities.

14. Transport information

Not classified as hazardous for transport (DOT, TDG, IMO/IMDG, IATA/ICAO)

15. Regulatory information

U.S. Federal regulations

United States inventory (TSCA 8b): All components are listed or exempted.

This product is not regulated under Section 302 of SARA and 40 CFR Part 355.

SARA 311/312 MSDS distribution - chemical inventory - hazard identification: BP Hydraulic AW 46: Immediate (Acute) Health Hazard

SARA 313

Form R - Reporting requirements	This product does not contain any hazardous ingredients at or above regulated thresholds.
Supplier notification	This product does not contain any hazardous ingredients at or above regulated thresholds. CERCLA Sections 102a/103 Hazardous Substances (40 CFR Part 302.4):: Zinc dialkyl dithiophosphate; Ethyl acrylate: 1000 lbs. (453.6 kg);

State regulations

Massachusetts Substances	**Massachusetts RTK**: None of the components are listed.
New Jersey Hazardous Substances	**New Jersey Hazardous Substances**: None of the components are listed.
Pennsylvania RTK Hazardous Substances	**Pennsylvania RTK**: None of the components are listed.
	WARNING: This product contains a chemical known to the State of California to cause cancer. Ethyl acrylate

Inventories

Canada inventory: All components are listed or exempted.

Europe inventory: All components are listed or exempted.

Australia inventory (AICS): All components are listed or exempted.

China inventory (IECSC): All components are listed or exempted.

Japan inventory (ENCS): At least one component is not listed.

Korea inventory (KECI): All components are listed or exempted.

Philippines inventory (PICCS): All components are listed or exempted.

16. Other information

Label requirements

CAUTION!

MAY CAUSE EYE IRRITATION.
MAY CAUSE SKIN IRRITATION.
MAY CAUSE RESPIRATORY TRACT IRRITATION.

HMIS® Rating :

Health	**1**
Flammability	**1**
Physical Hazard	**0**
Personal protection	**X**

National Fire Protection Association (U.S.A.)

History

Date of issue 06/28/2007.

Date of previous issue No Previous Validation.

Prepared by Product Stewardship

Notice to reader

NOTICE : This Material Safety Data Sheet is based upon data considered to be accurate at the time of its preparation. Despite our efforts, it may not be up to date or applicable to the circumstances of any particular case. We are not responsible for any damage or injury resulting from abnormal use, from any failure to follow appropriate practices or from hazards inherent in the nature of the product.

Material Safety Data Sheet

1. Product and company identification

Product name	BP Unleaded Gasolines
MSDS #	12631
Code	12631
Product use	USE AS MOTOR FUEL ONLY.
Supplier	BP Products North America Inc. 150 West Warrenville Road Naperville, Illinois 60563-8460 USA
EMERGENCY HEALTH INFORMATION:	1 (800) 447-8735 Outside the US: +1 703-527-3887 (CHEMTREC)
EMERGENCY SPILL INFORMATION:	1 (800) 424-9300 CHEMTREC (USA)
OTHER PRODUCT INFORMATION	1 (866) 4 BP - MSDS (866-427-6737 Toll Free - North America) email: bpcares@bp.com

2. Hazards identification

Physical state	Liquid.
'or	Clear
Emergency overview	DANGER !
	EXTREMELY FLAMMABLE. VAPOR MAY CAUSE FLASH FIRE. INHALATION OF VAPOR/AEROSOL CONCENTRATIONS ABOVE THE RECOMMENDED EXPOSURE LIMITS CAUSES HEADACHES, DIZZINESS, DROWSINESS, AND NAUSEA, AND MAY LEAD TO UNCONSCIOUSNESS OR DEATH. HARMFUL IF SWALLOWED. HARMFUL OR FATAL IF LIQUID IS ASPIRATED INTO LUNGS. CAUSES EYE AND SKIN IRRITATION. PROLONGED OR REPEATED CONTACT MAY DRY SKIN AND CAUSE IRRITATION. LONG-TERM EXPOSURE TO VAPORS HAS CAUSED CANCER IN LABORATORY ANIMALS.
	Extremely flammable liquid. Do not ingest. If ingested, do not induce vomiting. Do not get in eyes or on skin or clothing. Do not breathe vapor or mist. Keep away from heat, sparks and flame. Keep container tightly closed and sealed until ready for use. Use only with adequate ventilation. Wash thoroughly after handling. Contains material which can cause cancer. Risk of cancer depends on duration and level of exposure.
Routes of entry	Dermal contact. Eye contact. Inhalation. Ingestion.
Potential health effects	
Eyes	Causes eye irritation.
Skin	Causes skin irritation. Prolonged or repeated contact can defat the skin and lead to irritation and/or dermatitis. See toxicological information (Section 11)
Inhalation	Inhalation of vapor/aerosol concentrations above the recommended exposure limits causes headaches, drowsiness and nausea and may lead to unconsciousness or death. See toxicological information (Section 11)
Ingestion	Aspiration hazard if swallowed. Can enter lungs and cause damage. See toxicological information (Section 11)

See toxicological information (Section 11)

3. Composition/information on ingredients

Ingredient name	CAS #	%
Gasoline	Mixture	90 - 100
Ethanol	64-17-5	0 - 10
Contains:		
Benzene	71-43-2	0 - 3
Cyclohexane	110-82-7	0 - 1
Ethylbenzene	100-41-4	0 - 2
Toluene	108-88-3	4 - 11
1,2,4-Trimethylbenzene	95-63-6	0 - 3
xylene	1330-20-7	4 - 11
Naphthalene	91-20-3	0 - 0.5

4. First aid measures

Eye contact
In case of contact, immediately flush eyes with plenty of water for at least 15 minutes. Get medical attention.

Skin contact
Immediately wash exposed skin with soap and water. Remove contaminated clothing and shoes. Clean shoes thoroughly before reuse. Wash contaminated clothing before reuse. Get medical attention.

Inhalation
If inhaled, remove to fresh air. If not breathing, give artificial respiration. Get medical attention immediately.

Ingestion
Aspiration hazard if swallowed. Can enter lungs and cause damage. Do not induce vomiting. Never give anything by mouth to an unconscious person. Get medical attention immediately.

5. Fire-fighting measures

Flammability of the product
Extremely flammable liquid.

Flash point
Closed cup: -42.778°C (-45°F)

Explosion limits
Lower: 1.3%
Upper: 7.6%
(Estimated.)

Fire/explosion hazards
Extremely flammable liquid and vapor. Vapor may cause flash fire. Vapors may accumulate in low or confined areas or travel a considerable distance to a source of ignition and flash back. Runoff to sewer may create fire or explosion hazard. In a fire or if heated, a pressure increase will occur and the container may burst, with the risk of a subsequent explosion.

Unusual fire/explosion hazards
Extremely explosive in the presence of the following materials or conditions: open flames, sparks and static discharge and heat.

Extinguishing media

Suitable
Use dry chemical, CO_2, water spray (fog) or foam.

Not suitable
Do not use water jet.

Fire-fighting procedures
Promptly isolate the scene by removing all persons from the vicinity of the incident if there is a fire. No action shall be taken involving any personal risk or without suitable training. Move containers from fire area if this can be done without risk. Use water spray to keep fire-exposed containers cool.

Hazardous combustion products
Combustion products may include the following:
carbon oxides (CO, CO_2) (carbon monoxide, carbon dioxide)

Protective clothing (fire)
Fire-fighters should wear appropriate protective equipment and self-contained breathing apparatus (SCBA) with a full face-piece operated in positive pressure mode.

Special remarks on fire hazards
Do not use water jet.

6. Accidental release measures

Environmental precautions	Avoid dispersal of spilled material and runoff and contact with soil, waterways, drains and sewers. Inform the relevant authorities if the product has caused environmental pollution (sewers, waterways, soil or air).
sonal protection in ase of a large spill	Chemical splash goggles. Chemical-resistant protective suit. Boots. Chemical-resistant gloves. Self-contained breathing apparatus (SCBA) should be used to avoid inhalation of the product. Suggested protective clothing might not be adequate. Consult a specialist before handling this product.

Methods for cleaning up

Large spill	Stop leak if without risk. Eliminate all ignition sources. Move containers from spill area. Approach release from upwind. Prevent entry into sewers, water courses, basements or confined areas. Wash spillages into an effluent treatment plant or proceed as follows. Contain and collect spillage with non-combustible, absorbent material e.g. sand, earth, vermiculite or diatomaceous earth and place in container for disposal according to local regulations (see Section 13). Use spark-proof tools and explosion-proof equipment. Dispose of via a licensed waste disposal contractor. Contaminated absorbent material may pose the same hazard as the spilled product. Note: see Section 1 for emergency contact information and Section 13 for waste disposal.
Small spill	Stop leak if without risk. Eliminate all ignition sources. Move containers from spill area. Dilute with water and mop up if water-soluble or absorb with an inert dry material and place in an appropriate waste disposal container. Use spark-proof tools and explosion-proof equipment. Dispose of via a licensed waste disposal contractor.

7. Handling and storage

Handling	Put on appropriate personal protective equipment (see Section 8). Workers should wash hands and face before eating, drinking and smoking. Do not get in eyes or on skin or clothing. Do not breathe vapor or mist. Do not ingest. Use only with adequate ventilation. Wear appropriate respirator when ventilation is inadequate. Do not enter storage areas and confined spaces unless adequately ventilated. Store and use away from heat, sparks, open flame or any other ignition source. Use explosion-proof electrical (ventilating, lighting and material handling) equipment. Use non-sparking tools. Take precautionary measures against electrostatic discharges. To avoid fire or explosion, dissipate static electricity during transfer by grounding and bonding containers and equipment before transferring material. Never siphon by mouth. For use as a motor fuel only. Do not use as a cleaning solvent, thinner or for other non-motor fuel uses. Do not use as a portable heater or appliance fuel. Warning! Customers should not re-enter vehicle during the re-fueling process as this can generate static electricity and cause a spark and flash fire hazard if sufficient vapors are present. The flow of gasoline through a pump nozzle can produce static electricity, which may cause a fire if gasoline is pumped into an ungrounded container. To avoid static spark hazard when filling portable containers: - Fill only containers approved to hold gasoline - Place container on the ground while dispensing fuel. - Do not fill container in or on a vehicle or on a truck or trailer bed. - Keep nozzle in contact with container while filling.
Storage	Store in accordance with local regulations. Store in a segregated and approved area. Store away from direct sunlight in a dry, cool and well-ventilated area, away from incompatible materials (see Section 10). Eliminate all ignition sources. Separate from oxidizing materials. Keep container tightly closed and sealed until ready for use. Containers that have been opened must be carefully resealed and kept upright to prevent leakage. Do not store in unlabeled containers. Use appropriate containment to avoid environmental contamination.
Other information	Do not enter storage tanks without breathing apparatus unless the tank has been well ventilated and the tank atmosphere has been shown to contain hydrocarbon vapor concentrations of less than 1% of the lower flammability limit and an oxygen concentration of at least 20% volume. Light hydrocarbon vapors can build up in the headspace of tanks. These can cause flammability/ explosion hazards even at temperatures below the normal flash point (note: flash point must not be regarded as a reliable indicator of the potential flammability of vapor in tank headspaces). Tank headspaces should always be regarded as potentially flammable and care should be taken to avoid static electrical discharge and all ignition sources during filling, ullaging and sampling from storage tanks. When the product is pumped (e.g. during filling, discharge or ullaging) and when sampling, there is a risk of static discharge. Ensure equipment used is properly earthed or bonded to the tank structure. Electrical equipment should not be used unless it is intrinsically safe (i.e. will not produce sparks).

8. Exposure controls/personal protection

Occupational exposure limits

Ingredient name	Occupational exposure limits
Gasoline	**ACGIH TLV (United States).** TWA: 300 ppm 8 hour(s). Issued/Revised: 5/1996 TWA: 890 mg/m³ 8 hour(s). Issued/Revised: 5/1996 STEL: 500 ppm 15 minute(s). Issued/Revised: 5/1996 STEL: 1480 mg/m³ 15 minute(s). Issued/Revised: 5/1996
Ethanol	**ACGIH TLV (United States).** STEL: 1000 ppm 15 minute(s). Issued/Revised: 11/2008 **OSHA PEL (United States).** TWA: 1900 mg/m³ 8 hour(s). Issued/Revised: 6/1993 TWA: 1000 ppm 8 hour(s). Issued/Revised: 6/1993
Benzene	**ACGIH TLV (United States). Absorbed through skin.** STEL: 8 mg/m³ 15 minute(s). Issued/Revised: 5/1997 STEL: 2.5 ppm 15 minute(s). Issued/Revised: 5/1997 TWA: 1.6 mg/m³ 8 hour(s). Issued/Revised: 5/1997 TWA: 0.5 ppm 8 hour(s). Issued/Revised: 5/1997 **OSHA PEL (United States).** STEL: 5 ppm 15 minute(s). Issued/Revised: 6/1993 TWA: 1 ppm 8 hour(s). Issued/Revised: 6/1993 **OSHA PEL Z2 (United States).** AMP: 50 ppm 10 minute(s). Issued/Revised: 6/1993 CEIL: 25 ppm Issued/Revised: 6/1993 TWA: 10 ppm 8 hour(s). Issued/Revised: 6/1993
Cyclohexane	**ACGIH TLV (United States).** TWA: 100 ppm 8 hour(s). Issued/Revised: 1/2002 **OSHA PEL (United States).** TWA: 1050 mg/m³ 8 hour(s). Issued/Revised: 6/1993 TWA: 300 ppm 8 hour(s). Issued/Revised: 6/1993
Ethylbenzene	**ACGIH TLV (United States).** STEL: 125 ppm 15 minute(s). Issued/Revised: 1/2002 TWA: 100 ppm 8 hour(s). Issued/Revised: 1/2002 **OSHA PEL (United States).** TWA: 435 mg/m³ 8 hour(s). Issued/Revised: 6/1993 TWA: 100 ppm 8 hour(s). Issued/Revised: 6/1993
Toluene	**OSHA PEL Z2 (United States).** AMP: 500 ppm 10 minute(s). Issued/Revised: 6/1993 CEIL: 300 ppm Issued/Revised: 6/1993 TWA: 200 ppm 8 hour(s). Issued/Revised: 6/1993 **ACGIH TLV (United States).** TWA: 20 ppm 8 hour(s). Issued/Revised: 11/2006
1,2,4-Trimethylbenzene	**ACGIH TLV (United States).** TWA: 123 mg/m³ 8 hour(s). Issued/Revised: 9/1994 TWA: 25 ppm 8 hour(s). Issued/Revised: 9/1994
xylene	**ACGIH TLV (United States).** STEL: 651 mg/m³ 15 minute(s). Issued/Revised: 5/1996 STEL: 150 ppm 15 minute(s). Issued/Revised: 5/1996 TWA: 434 mg/m³ 8 hour(s). Issued/Revised: 5/1996 TWA: 100 ppm 8 hour(s). Issued/Revised: 5/1996 **OSHA PEL (United States).** TWA: 435 mg/m³ 8 hour(s). Issued/Revised: 6/1993 TWA: 100 ppm 8 hour(s). Issued/Revised: 6/1993
Naphthalene	**ACGIH TLV (United States). Absorbed through skin.** STEL: 79 mg/m³ 15 minutes. Issued/Revised: 5/1996 STEL: 15 ppm 15 minutes. Issued/Revised: 5/1996 TWA: 52 mg/m³ 8 hours. Issued/Revised: 5/1996 TWA: 10 ppm 8 hours. Issued/Revised: 5/1996 **OSHA PEL (United States).** TWA: 50 mg/m³ 8 hours. Issued/Revised: 6/1993 TWA: 10 ppm 8 hours. Issued/Revised: 6/1993

While specific OELs for certain components may be shown in this section, other components may be present in any mist, vapor or dust produced. Therefore, the specific OELs may not be applicable to the product as a whole and are provided for guidance only.

Some states may enforce more stringent exposure limits.

Control Measures	Use only with adequate ventilation. Use process enclosures, local exhaust ventilation or other engineering controls to keep worker exposure to airborne contaminants below any recommended or statutory limits. The engineering controls also need to keep gas, vapor or dust concentrations below any lower explosive limits. Use explosion-proof ventilation equipment.
Hygiene measures	Wash hands, forearms and face thoroughly after handling chemical products, before eating, smoking and using the lavatory and at the end of the working period. Appropriate techniques should be used to remove potentially contaminated clothing. Wash contaminated clothing before reusing.
Personal protection	
Eyes	Avoid contact with eyes. Safety glasses with side shields or chemical goggles.
Skin and body	Do not get on skin or clothing. Wear clothing and footwear that cannot be penetrated by chemicals or oil.
Respiratory	Use only with adequate ventilation. Avoid breathing vapor or mist. If ventilation is inadequate, use a NIOSH certified respirator with an organic vapor cartridge and P95 particulate filter.
Hands	Wear gloves that cannot be penetrated by chemicals or oil. The correct choice of protective gloves depends upon the chemicals being handled, the conditions of work and use, and the condition of the gloves (even the best chemically resistant glove will break down after repeated chemical exposures). Most gloves provide only a short time of protection before they must be discarded and replaced. Because specific work environments and material handling practices vary, safety procedures should be developed for each intended application. Gloves should therefore be chosen in consultation with the supplier/manufacturer and with a full assessment of the working conditions. Consult your supervisor or Standard Operating Procedure (S.O.P) for special handling instructions.

9. Physical and chemical properties

Physical state	Liquid.
Color	Clear
Odor	Hydrocarbon.
Flash point	Closed cup: -42.778°C (-45°F)
Explosion limits	Lower: 1.3% Upper: 7.6% (Estimated.)
Density	750 kg/m³ (0.75 g/cm³)
Boiling point / Range	26.67 to 221°C (80 to 430°F)
Vapor pressure	48.134 to 103.146 kPa (361.97 to 775.66 mm Hg)
Volatility	100% (v/v)
Solubility	Very slightly soluble in water

10. Stability and reactivity

Stability and reactivity	The product is stable.
Possibility of hazardous reactions	Under normal conditions of storage and use, hazardous reactions will not occur.
Conditions to avoid	Keep away from heat, sparks and flame. Avoid all possible sources of ignition (spark or flame).
Incompatibility with various substances	Reactive or incompatible with the following materials: oxidizing materials. Chlorine and Fluorine
Hazardous decomposition products	Under normal conditions of storage and use, hazardous decomposition products should not be produced.
Hazardous polymerization	Will not occur.

11. Toxicological information

Classification

Product/ingredient name	IARC	NTP	OSHA
xylene	3	-	-
Toluene	3	-	-
Benzene	1	Proven.	+
Ethylbenzene	2B	-	-
Naphthalene	2B	Possible	-

IARC :
1 - Carcinogenic to human.
2B - Possible carcinogen to human.
3 - Not classifiable as a human carcinogen.

NTP :
Proven - Known to be human carcinogens.
Possible - Reasonably anticipated to be human carcinogens.

OSHA :
+ Potential occupational carcinogen

Other information

Aspiration of this product into the lungs can cause chemical pneumonia and can be fatal. Aspiration into the lungs can occur while vomiting after ingestion of this product. Do not siphon by mouth.

Excess exposure to vapors may produce headaches, dizziness, nausea, drowsiness, irritation of eyes, nose and throat and central nervous system depression. Aspiration of this material into the lungs can cause chemical pneumonia and can be fatal. Aspiration into the lungs can occur while vomiting after ingestion of this product. Inhalation of unleaded gasoline vapors did not produce birth defects in laboratory animals. Ingestion of this material can cause gastrointestinal irritation and diarrhea.

In a long-term inhalation study of whole unleaded gasoline vapors, exposure-related kidney damage and kidney tumors were observed in male rats. Similar kidney effects were not seen in female rats or in mice. At the highest exposure level (2056 ppm), female mice had an increased incidence of liver tumors. Results from subsequent scientific studies have shown that a broad variety of chemicals cause these kidney effects only in the male rat. Further studies have discovered the means by which the physiology of the male rat uniquely predispose it to these effects. Consequently, the Risk Assessment Forum of the Environmental Protection Agency has recognized that these responses are not predictive of a human health hazard. The liver tumors that were increased in the high-dose female mice are likewise of questionable significance because of their high spontaneous occurrence even without chemical exposure and because the rate of their occurrence is accelerated by a broad spectrum of chemicals not commonly considered to be carcinogens (e.g., phenobarbital). Thus, the significance of the mouse liver tumor response in terms of human health is questionable.

Gasoline is a complex mixture of hydrocarbons and contains benzene (typically no more than 2 volume%), toluene, and xylene. Chronic exposure to high levels of benzene has been shown to cause cancer (leukemia) in humans and other adverse blood effects (anemia). Benzene is considered a human carcinogen by IARC, NTP and OSHA. Over exposure to xylene and toluene can cause irritation to the upper respiratory tract, headache and narcosis. Some liver damage and lung inflammation were seen in chronic studies on xylene in guinea pigs but not in rats.

Solvent "sniffing" (abuse) or intentional overexposure to vapors can produce serious central nervous system effects, including unconsciousness, and possibly death.

Gasoline as a mixture is classified as a 2B (possible human) carcinogen by IARC.

Gasoline engine exhaust is classified as possibly carcinogenic to humans by IARC (2B). This classification is based primarily on animal and in vitro studies of gasoline engine exhaust condensates/extracts. Studies of the gaseous exhaust stream in animals did not provide sufficient evidence for classification as a carcinogen.

Gasoline: Additional toxicity information on components.

Ethanol:
Irritancy - Skin: A single 4h semi-occlusive application to intact rabbit skin produced minimal signs of irritation (mean scores for erythema or oedema less than 2).

Irritancy - Eye. The eye irritancy has been investigated by OECD Test method 405. Single application to the rabbit eye produced conjunctival irritation and transient corneal damage. The effect was insufficient to warrant classification as an eye irritant.

Sensitization: The material is not sensitizing in standard animal tests. In rare cases non -irritant contact dermatitis has been identified in humans after skin exposure to this material. Such cases have been identified as delayed hypersensitivity or as urticarial reactions. In reactive individuals such reactions may also be elicited by drinking alcoholic drinks or by cross reaction to certain other alcohols.

Sub-acute/Subchronic Toxicity: It has been shown in many animal experiments that the repeated oral consumption of large doses of ethanol can lead to damage in practically all organ systems. The main manifestations of the toxic effects are shown by the liver.

Chronic toxicity/carcinogenicity: No convincing evidence of carcinogenic effects in animal studies.

Genotoxicity : The product has been tested in a number of bacterial and mammalian systems. The product did not exhibit mutagenic activity in the following systems (with and without metabolic activation): Drosophila. Salmonella typhimurium. Human lymphocytes in vitro. Most in vitro tests and all in vivo tests for chromosome abberations report negative results. The product did not induce micronuclei in standard bone marrow tests in vivo. There is some evidence that ethanol both induces SCE in vivo and can also act as an aneugen at high doses. Overall, there is no robust evidence that ethanol is a genotoxic hazard according to the criteria normally applied for the purpose of classification and labelling of industrial chemicals.

Reproductive/Developmental Toxicity: Adverse effects on the male reproductive system have been reported in laboratory animals following repeated exposure to high concentrations. Developmental effects have been observed in laboratory animals following large oral exposures.

Human data: In humans excessive consumption of alcoholic beverages during pregnancy is associated with the induction of Fetal Alcohol Syndrome in the offspring. Reduced birth weight and physical and mental defects occur. There is no evidence that such effects might be caused by exposures other than direct ingestion of alcoholic drinks. In humans high lifetime consumption of alcoholic beverages can be associated with certain cancers and effects on the liver. There is no evidence that these can be caused by exposure other than direct ingestion of alcoholic drinks (IARC 1988).

Potential chronic health effects

Carcinogenicity	Contains material which can cause cancer. Risk of cancer depends on duration and level of exposure.

12. Ecological information

Ecotoxicity

No testing has been performed by the manufacturer.

Persistence/degradability	Inherently biodegradable
Mobility	Spillages may penetrate the soil causing ground water contamination.
Bioaccumulative potential	This product is not expected to bioaccumulate through food chains in the environment.
Other ecological information	Spills may form a film on water surfaces causing physical damage to organisms. Oxygen transfer could also be impaired.

13. Disposal considerations

Waste information	The generation of waste should be avoided or minimized wherever possible. Empty containers or liners may retain some product residues. This material and its container must be disposed of in a safe way. Dispose of surplus and non-recyclable products via a licensed waste disposal contractor. Disposal of this product, solutions and any by-products should at all times comply with the requirements of environmental protection and waste disposal legislation and any regional local authority requirements. Avoid dispersal of spilled material and runoff and contact with soil, waterways, drains and sewers.

NOTE: The generator of waste has the responsibility for proper waste identification (based on characteristic(s) or listing), transportation and disposal

14. Transport information

International transport regulations

Regulatory information	UN number	Proper shipping name	Class	Packing group	Additional information
DOT Classification	UN1203	Gasoline	3	II	-
TDG Classification	UN1203	GASOLINE	3	II	-
IMDG Classification	UN1203	GASOLINE. Marine pollutant	3	II	Emergency schedules (EmS) F-E, S-E
IATA/ICAO Classification	---	Proper classification to be determined at the time of shipment	---	---	-

15. Regulatory information

U.S. Federal Regulations

United States inventory (TSCA 8b)

All components are listed or exempted.

SARA 302/304: No products were found.
SARA 311/312 Hazards identification: Fire hazard, Immediate (acute) health hazard, Delayed (chronic) health hazard

SARA 313

Form R - Reporting requirements

Product name	CAS number	Concentration
Toluene	108-88-3	4 - 11
xylene	1330-20-7	4 - 11
Benzene	71-43-2	0 - 3
1,2,4-Trimethylbenzene	95-63-6	0 - 3
Ethylbenzene	100-41-4	0 - 2
Cyclohexane	110-82-7	0 - 1
Naphthalene	91-20-3	0 - 0.5

Supplier notification

Product name	CAS number	Concentration
Toluene	108-88-3	4 - 11
xylene	1330-20-7	4 - 11
Benzene	71-43-2	0 - 3
1,2,4-Trimethylbenzene	95-63-6	0 - 3
Ethylbenzene	100-41-4	0 - 2
Cyclohexane	110-82-7	0 - 1
Naphthalene	91-20-3	0 - 0.5

CERCLA Sections 102a/103 Hazardous Substances (40 CFR Part 302.4):

CERCLA: Hazardous substances.: Benzene: 10 lbs. (4.54 kg); Cyclohexane: 1000 lbs. (454 kg); Ethylbenzene: 1000 lbs. (454 kg); Toluene: 1000 lbs. (454 kg); xylene: 100 lbs. (45.4 kg); Naphthalene: 100 lbs. (45.4 kg);

State regulations

Massachusetts Substances

The following components are listed: XYLENE; TOLUENE; ETHYL ALCOHOL; BENZENE; PSEUDOCUMENE; ETHYL BENZENE; CYCLOHEXANE

New Jersey Hazardous Substances

The following components are listed: XYLENES; BENZENE, DIMETHYL-; TOLUENE; BENZENE, METHYL-; ETHYL ALCOHOL; ALCOHOL; BENZENE; PSEUDOCUMENE; 1,2,4-TRIMETHYL BENZENE; ETHYL BENZENE; BENZENE, ETHYL-; CYCLOHEXANE; NAPHTHALENE; MOTH FLAKES

Pennsylvania RTK Hazardous Substances	The following components are listed: GASOLINE; BENZENE, DIMETHYL-; BENZENE, METHYL-; DENATURED ALCOHOL; BENZENE; PSEUDOCUMENE; BENZENE, ETHYL-; CYCLOHEXANE; NAPHTHALENE
California Prop. 65	**WARNING:** This product contains a chemical known to the State of California to cause cancer. Ethylbenzene; Naphthalene **WARNING:** This product contains a chemical known to the State of California to cause birth defects or other reproductive harm. Toluene **WARNING:** This product contains a chemical known to the State of California to cause cancer and birth defects or other reproductive harm. Benzene Other Prop 65 chemicals will result under certain conditions from the use of this material. For example, burning fuels produces combustion products including carbon monoxide, a Prop 65 reproductive toxin.

Other regulations

Canada inventory	All components are listed or exempted.
REACH Status	For the REACH status of this product please consult your company contact, as identified in Section 1.
Australia inventory (AICS)	At least one component is not listed.
China inventory (IECSC)	At least one component is not listed.
Japan inventory (ENCS)	All components are listed or exempted.
Korea inventory (KECI)	All components are listed or exempted.
Philippines inventory (PICCS)	All components are listed or exempted.

16. Other information

Label requirements

DANGER !

EXTREMELY FLAMMABLE.
VAPOR MAY CAUSE FLASH FIRE.
INHALATION OF VAPOR/AEROSOL CONCENTRATIONS ABOVE THE RECOMMENDED EXPOSURE LIMITS CAUSES HEADACHES, DIZZINESS, DROWSINESS, AND NAUSEA, AND MAY LEAD TO UNCONSCIOUSNESS OR DEATH.
HARMFUL IF SWALLOWED.
HARMFUL OR FATAL IF LIQUID IS ASPIRATED INTO LUNGS.
CAUSES EYE AND SKIN IRRITATION.
PROLONGED OR REPEATED CONTACT MAY DRY SKIN AND CAUSE IRRITATION.
LONG-TERM EXPOSURE TO VAPORS HAS CAUSED CANCER IN LABORATORY ANIMALS.

HMIS® Rating :

Health	* 1
Flammability	3
Physical Hazard	0
Personal protection	X

National Fire Protection Association (U.S.A.)

History

Date of issue	12/31/2012.
Date of previous issue	05/23/2011.
Prepared by	Product Stewardship

Indicates information that has changed from previously issued version.

Notice to reader

All reasonably practicable steps have been taken to ensure this data sheet and the health, safety and environmental information contained in it is accurate as of the date specified below. No warranty or representation, express or implied is made as to the accuracy or completeness of the data and information in this data sheet.

The data and advice given apply when the product is sold for the stated application or applications. You should not use the product other than for the stated application or applications without seeking advice from BP Group.

It is the user's obligation to evaluate and use this product safely and to comply with all applicable laws and regulations. The BP Group shall not be responsible for any damage or injury resulting from use, other than the stated product use of the material, from any failure to adhere to recommendations, or from any hazards inherent in the nature of the material. Purchasers of the product for supply to a third party for use at work, have a duty to take all necessary steps to ensure that any person handling or using the product is provided with the information in this sheet. Employers have a duty to tell employees and others who may be affected of any hazards described in this sheet and of any precautions that should be taken. You can contact the BP Group to ensure that this document is the most current available. Alteration of this document is strictly prohibited.

BAILEY EXCAVATING, INC.
EMPLOYEE SIGN-OFF SHEET

_____, an employee of **Bailey Excavating, Inc.** understands this company safety policy. I also understand that if I have any questions concerning the safety policy or safety in general I may contact the company safety officer for clarification. Further, I understand that safety is everyone's responsibility, including my own.

Signed: _____

Date: _____

Bailey Excavating, Inc.

1073 TORO DRIVE – JACKSON, MI 49201
PHONE (517) 750-3030

January 20th, 2026

RE: Safety Training

To Whom It May Concern,

Bailey Excavating, Inc. makes safety a priority. On a regular basis, Bailey Excavating, Inc.'s employees review and discuss safety. Samples of our continuous safety discussions are attached.

Sincerely,

Rhonda M. Denny

Rhonda M. Denny
Executive Administrator

Bailey Excavating, Inc.

Tool Box Talks

Trenching

According to BLS (Bureau of Labor Statistics) findings there were 215 fatalities involving trenches in the US between 2003 and 2008. (That is an average of over 35 per year)

Whenever Trenching is involved there are some things to remember:

- Any trench that someone will enter must be inspected by a competent person to assure that it is safe at any depth.
- If a trench is over 4' deep there must be ladders, ramps or some kind of safe access so that any one inside of the trench does not have to travel more than 25' to exit the trench.
- Ladders must extend at least 36" above the grade that is accessed.
- If a trench is over 5' deep the trench must be inspected by a competent person and the soil type must be determined and the appropriate shoring, sloping or shielding must be used.
- Inspections must be documented.
- A visual and a manual test must be performed to determine the type of soil that the trench is dug in.
- All trenches must be inspected by a competent person after it rains or as conditions change to determine that it is safe to enter.
- Spoils and other material must be a minimum of 2' from the edge of the trench.

OSHA Soil Categories:

Stable Rock is natural solid mineral matter that can be excavated with vertical sides and remain intact while exposed.

Type A Soils are cohesive soils with an unconfined compressive strength of 1.5 tons per sq foot (tsf) or greater.

Slope = ¾ to 1

Type B Soils are cohesive soils with an unconfined compressive strength greater than .5 tsf, but less than 1.5 tsf or greater.

Slope = 1 to 1

Type C Soils are cohesive soils with an unconfined compressive strength of .5 tsf or less.

Slope = 1½ to 1

Layered Strata is where soils are configured in layers, such as: A over B, the soil must be classified on the basis of the soil classification of the weakest soil layer. If the less stable layer lies above a more stable layer, such as: B over A the soil may be classified individually.

A Competent Person is someone with: knowledge of soil analysis and use of protective systems and OSHA reg's, as well as the ability to detect conditions that may lead to a cave in, failures in protective systems, hazardous atmospheres and other hazards. **They must also have the authority to take prompt action.**

Points to Take with You:

- 4' Deep - Access Within 25'
- 5' Deep – Shoring, Sloping or Shielding.
- A Competent Person must inspect the trench.
- Spoils must be a minimum of 2' from the edge of the trench.

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Tool Box Talks

Heavy Equipment

Heavy equipment can be found on most construction sites. This equipment could create a potential hazard to worker safety. The possibility of injury exists, but common sense and well-maintained equipment should insure a safe work environment. The following list should give you a good reference for working around heavy equipment.

- All employees should be aware of all safety aspects of heavy construction equipment.
- Always be alert when working around heavy equipment. Assume the operator cannot see you.
- Only operate equipment you have been designated to use.
- Never ride on moving equipment. It is a MIOSHA violation and a dangerous practice.
- Back-up alarms should be on or a signal person should be behind all equipment with obstructed rear views. Workers should make deficiencies in this area known to their foreman.
- Always barricade the superstructure of a crane and be sure excavators have danger signs on the moving counterweight.
- Cranes and excavators should have a current annual written inspection available at the jobsite at all times. Frequent visual daily inspections of heavy equipment should always be performed.
- Be sure rollover protection and seat belts are in good working order.

Back-up alarms and employees riding on the equipment are two of the most-cited violations by MIOSHA. Heavy equipment is essential to construction and should always be treated with respect. By following these simple suggestions, heavy equipment should not pose a danger to worker safety.

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Power Lines & Heavy Equipment

Overhead power lines can present serious hazards to workers if the proper precautions are not taken. Electrocution caused by inadvertent contact with energized lines is a major contributor to workplace fatalities.

All heavy equipment should be substantially blocked or cribbed to prevent falling or shifting during use. A copy of an annual inspection should be available in the field and daily inspections should be performed on all lifting and digging equipment prior to use. Be sure to tag "out of service" equipment that is awaiting repairs.

Exercise complete caution when working in close proximity to energized lines. The following chart indicates the safe distances for operating machinery depending upon voltage.

	Voltage	Clearance with Boom Raised
To	50 kV	10'
	69 kV	10'-7.6"
	120 kV	12'-4.0"
	138 kV	12'-11.2"
	345 kV	19'-10.4"
	765 kV	33'-10.0"

A person must be designated as a spotter to observe line clearance of the equipment and give a timely warning for all operations where it is difficult for operators to maintain the desired clearance by visual means.

Whenever possible, have electrical lines sleeved or de-energized. Sleeving does not negate the 10' rule but it will greatly enhance worker safety. Obviously, de-energizing the line is the most effective method. Unfortunately, it is also the most seldom used method

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Tool Box Talks

Traffic Safety

Working in and around construction sites exposes workers to two types of traffic, vehicle & construction equipment.

Employees should adhere to the following general rules to reduce the potential of harm:

- When working in or adjacent to vehicular movement, always face traffic.
- Always wear reflectorized safety vests when exposed to live traffic.
- Back-up alarms should be functioning on all equipment with an obstructed rearview
- Notify your supervisor immediately of any non-functioning back-up alarms.
- When possible, position equipment between workers and oncoming traffic.

Often traffic measures seem inadequate for the volume and speed of traffic. In this case, additional precautions should be taken. The following may help:

- Call a police agency for assistance.
- Ask if road closure is possible.
- After traffic controls have been placed, monitor their effectiveness before starting work.
- Be sure flag people are using proper flagging techniques. Many MDOT projects require flagger certification. Whether required or not, the training is a valuable component of traffic safety.
- Cover traffic signs during non-working hours. This will increase their effectiveness during working hours.

You are the key to traffic safety. Stay alert, wear the reflective vest and face traffic.

Night Work

The sheer nature of road, bridge and underground construction will expose employees to poorly lit conditions, whether it be pre-dawn, evening or in some cases, night work.

Part one of the construction safety standards requires:

- A minimum illumination intensity of 10 foot candles shall be provided where work is being performed.
- 5 foot candles illumination is required in areas where work is not performed, but employees may pass through.
- 50 foot candles illumination is required at first aid stations and infirmaries.

Is this enough? No. Employees exposed to construction and road traffic should wear reflective vests and always work facing traffic.

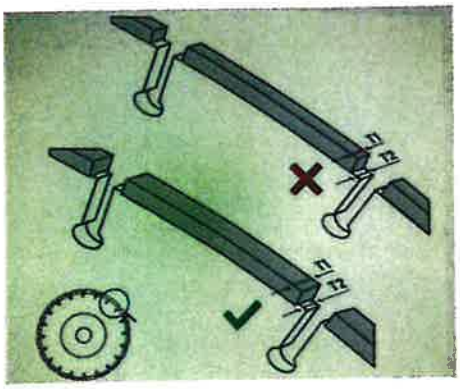
Other area of concern when working in dimly lit and night conditions should be signals, signs and barricades. These items should be in place for worker and motorist safety.

Night work requires additional considerations for worker safety. As in all circumstances, if the proper precautions are in place no measurable threat should be posed to worker or public safety.

SAW KICKBACK

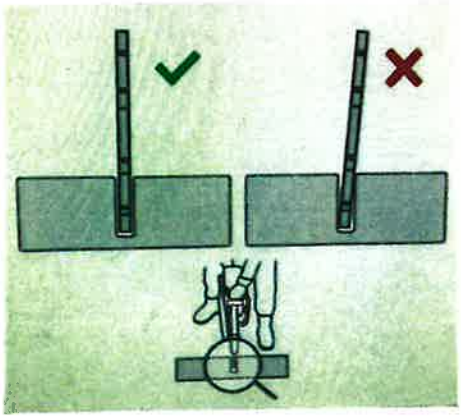
Recently there has been a high number of MIOSHA reportable injuries due to kickbacks while using pipe saws. Almost all of these incidents have resulted in serious injuries, missed time, and MIOSHA citations. Although they have not always been the saw operator's fault and they are not always explainable, there are things that can be done to minimize the risks.

This is a great time of year to perform a Toolbox Talk with affected employees to cover the following material:



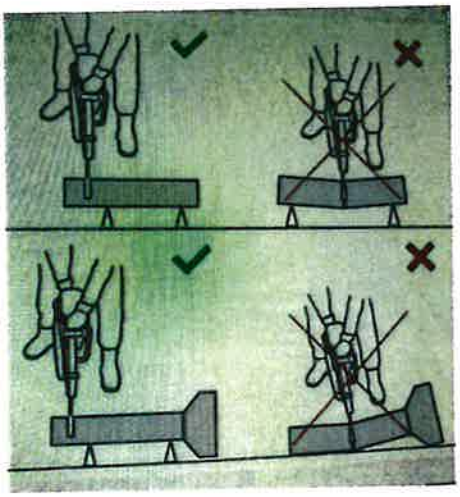
Never Use A Diamond Blade With Worn-Out Segments

To ensure the right amount of side clearance, the thickness of the segment (T1) must exceed the thickness of the blade's steel core (T2). Otherwise, the core might get pinched in the cut. Most saw blades are fitted with wear indicators to help you judge whether the blade is ok to use or not.



Keep The Blade Straight In The Cut

If you twist or angle the machine sideways in the cut, the blade might get pinched and cause a kickback. Be especially careful when you put a rotating blade into an existing cut.



Make Sure Your Workpiece Is Properly Supported

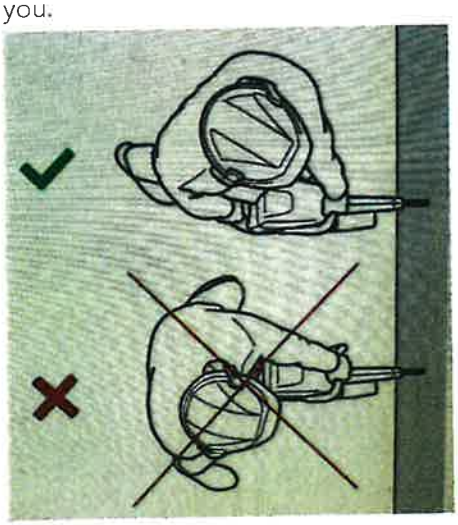
The workpiece must always be supported so that the cut stays open when you cut through. If the cut closes and pinches the blade, there is a risk of kickback. Be especially alert when cutting a pipe with a belled end, a pipe that could be in tension, or a pipe in a trench that, if not properly supported, may sag and pinch the blade.

Never Cut In The Kickback Zone

The upper quadrant of the blade is known as the kickback zone. If the kickback zone is used for cutting, the reactive force drives the blade to climb up in the cut. Always use the lower quadrant of the blade to avoid climbing kickback.

Stand Parallel To The Cutting Blade

Avoid standing directly behind and facing the rotating blade while cutting. This means that in the event of a severe kickback, the saw will move in the plane of the cutting blade and pass beside you.



If you have any questions, or would like to perform the Toolbox Talk on this topic or any topic, contact MITA's Director of Safety and Compliance Greg Brooks at 517-507-2531 or *gregbrooks@thinkmita.org* CS

mita
Michigan Infrastructure & Transportation Association

CERTIFICATE OF COMPLETION

This certificate is awarded to

Jacob Bailey

For successfully completing the requirements necessary to install and repair onsite wastewater treatment systems as required by Section 7:1 of the Washtenaw County Regulation for the Onsite Management, Treatment and Disposal of Wastewater

Washtenaw County Health Department

Environmental Health Division

Kristen Schweighoefer

Kristen Schweighoefer, Director of Environmental Health

8/18/2022

Date

382

Contractor Number

Jackson County Health Department

Sewage System Installer License

Bailey Excavating

License #344

Valid for Calendar Year

2026

Issued by:
Jackson County Health Department
1715 Lansing Ave
Jackson, Michigan 49202

Date:
December 23, 2025

HAZMAT RESPONDER NETWORK

Certificate Of Completion

Awarded to

JACOB W BAILEY

for successful completion of

Hazardous Materials Technician

this certificate is awarded in recognition of course completion meeting the requirements of OSHA 29 CFR, 1910.120 (q)

Date	***Course Hours***	***Location***
APRIL 2019	40 HR HAZWOPER	ANN ARBOR MICHIGAN

Perry C. Beaty
Course Director
Hazmat Responder Network

HRN 19362
Certificate Number
Hazmat Responder Network

HAZMAT RESPONDER NETWORK

Certificate Of Completion

Awarded to

CHAD D WRIGHT

for successful completion of

Hazardous Materials Technician

this certificate is awarded in recognition of course completion meeting the requirements of OSHA 29 CFR, 1910.120 (q)

Date	*Course Hours*	*Location*
APRIL 2019	40 HR HAZWOPER	ANN ARBOR MICHIGAN

Perry C. Beaty
Course Director
Hazmat Responder Network

HRN 19359
Certificate Number
Hazmat Responder Network

CERTIFICATE Of COMPLETION

MISS DIG 811

Mark Magner

is recognized for their successful completion of

MISS DIG 811 Certification

MISS DIG 811 CERTIFICATION PROGRAM

PRESENTED BY: Gwen Knowles

Gwen Knowles, Education and Training Manager

ON THIS DAY: September 7, 2017

Certificate of Training

This Certifies That

Mark E. Magner

has completed 8-hours of Asbestos Awareness Training for Class II Asbestos Work Involving Cementitious Asbestos Pipe in accordance with
OSHA's Asbestos Standard for Construction
29 CFR 1926.1101

presented by:
SOIL AND MATERIALS ENGINEERS, INC.

April 15, 2004
Course Date

Mark A. Halloway, OHST

CONFINED SPACE WORKER
PERMIT REQUIRED

Issued:
3/14/2025
Name:
BLAKE . BLODGETT
Student Number:
93H2RC8
Certificate Number: / State:
588851510325 / MI

CONFINED SPACE WORKER
PERMIT REQUIRED

Issued:
3/14/2025
Name:
BRETT M. BLODGETT
Student Number:
HJLXCV8QC
Certificate Number: / State:
347051510325 / MI

CONFINED SPACE WORKER
PERMIT REQUIRED

Issued:
3/14/2025
Name:
CHRISTOPHER EUBANKS
Student Number:
96YBHGD
Certificate Number: / State:
855651510325 / MI

CONFINED SPACE WORKER
PERMIT REQUIRED

Issued:
3/14/2025
Name:
HAYDEN . HUBER
Student Number:
SYF7ZCG
Certificate Number: / State:
374751510325 / MI

CONFINED SPACE WORKER
PERMIT REQUIRED

Issued:
3/14/2025
Name:
JOSEPH C. KEMPLIN
Student Number:
NT8WR63F4
Certificate Number: / State:
178551510325 / MI

CONFINED SPACE WORKER
PERMIT REQUIRED

Issued:
3/14/2025
Name:
MARK E. MAGNER
Student Number:
LY4OVSVCW
Certificate Number: / State:
191351510325 / MI

CONFINED SPACE WORKER
PERMIT REQUIRED

Issued:
3/14/2025
Name:
JARED R. MCKAY
Student Number:
855KWYY
Certificate Number: / State:
284351510325 / MI

CONFINED SPACE WORKER
PERMIT REQUIRED

Issued:
3/14/2025
Name:
JUSTIN C. ZEBARAH
Student Number:
84BS5K6QL
Certificate Number: / State:
348951510325 / MI

LIUNA Training of Michigan

BLAKE . BLODGETT

HAS SUCCESSFULLY COMPLETED THE REQUIREMENTS FOR

CONFINED SPACE WORKER (PERMIT REQUIRED)

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Perry, MI 48872
(517) 625-4919

Director: Daryl Gallant

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Bruce Dorn

has demonstrated achievement of the required knowledge and hands-on skill evaluation(s) according to the certification requirements of the training program indicated below.

☑ ADULT ☐ ADULT/CHILD/INFANT ☐ ADULT/CHILD ☐ ADULT/INFANT

Card is void if more than one box is checked / Check boxes reflect CPR AED options

ADULT FIRST AID | CPR AED

Dean Fuerst

Authorized Instructor (Print Name)

1014719

Registry No.

03/06/25

Class Completion Date

03/06/27

Expiration Date

248-926-8660

Training Center Phone No

QUA 483

Training Center I.D

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Fred Carpenter II

has demonstrated achievement of the required knowledge and hands-on skill evaluation(s) according to the certification requirements of the training program indicated below.

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Dennis J. Chapman

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Mike CRABTREE

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William Davis

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Raymond Pankhurst

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Conner Peters

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Tom Rowland

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David R. Thompson

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Yenquier R Jorge

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Joseph Kenpla

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Trace Lawer

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1014719

Registry No.

03/06/25 — Class Completion Date

03/06/27 — Expiration Date

248-926-8660 — Training Center Phone No.

QUA 483 — Training Center I.D.

This Adult First Aid | CPR AED training program conforms with the 2020 American Heart Association (AHA) Guidelines Update for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care and the 2020 AHA and American Red Cross Focused Update for First Aid. This training program was not designed to meet pediatric first aid training requirements and should not be used for that purpose.

Expiration date may not exceed two years from month of class completion.

---

hsi | MEDIC First Aid | AMERICAN SAFETY & HEALTH INSTITUTE | EMS SAFETY

Steve Logan

has demonstrated achievement of the required knowledge and hands-on skill evaluation(s) according to the certification requirements of the training program indicated below.

☑ ADULT ☐ ADULT/CHILD/INFANT ☐ ADULT/CHILD ☐ ADULT/INFANT

Card is void if more than one box is checked. Check boxes reflect CPR AED options

ADULT FIRST AID | CPR AED

Dean Fuerst

Authorized Instructor (Print Name)

1014719

Registry No.

03/06/25 — Class Completion Date

03/06/27 — Expiration Date

248-926-8660 — Training Center Phone No.

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---

hsi | MEDIC First Aid | AMERICAN SAFETY & HEALTH INSTITUTE | EMS SAFETY

Victor mckain

has demonstrated achievement of the required knowledge and hands-on skill evaluation(s) according to the certification requirements of the training program indicated below.

☑ ADULT ☐ ADULT/CHILD/INFANT ☐ ADULT/CHILD ☐ ADULT/INFANT

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ADULT FIRST AID | CPR AED

Dean Fuerst

Authorized Instructor (Print Name)

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hsi | MEDIC First Aid | AMERICAN SAFETY & HEALTH INSTITUTE | EMS SAFETY

Noian Wahtola

has demonstrated achievement of the required knowledge and hands-on skill evaluation(s) according to the certification requirements of the training program indicated below.

☑ ADULT ☐ ADULT/CHILD/INFANT ☐ ADULT/CHILD ☐ ADULT/INFANT

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ADULT FIRST AID | CPR AED

Dean Fuerst

Authorized Instructor (Print Name)

1014719

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hsi | MEDIC First Aid | AMERICAN SAFETY & HEALTH INSTITUTE | EMS SAFETY

Chad Wright

has demonstrated achievement of the required knowledge and hands-on skill evaluation(s) according to the certification requirements of the training program indicated below.

☑ ADULT ☐ ADULT/CHILD/INFANT ☐ ADULT/CHILD ☐ ADULT/INFANT

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hsi | MEDIC First Aid | AMERICAN SAFETY & HEALTH INSTITUTE | EMS SAFETY

Joseph Bonner

has demonstrated achievement of the required knowledge and hands-on skill evaluation(s) according to the certification requirements of the training program indicated below.

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Dean Fuerst

Authorized Instructor (Print Name)

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hsi | MEDIC First Aid | AMERICAN SAFETY & HEALTH INSTITUTE | EMS SAFETY

Christopher Eggers

has demonstrated achievement of the required knowledge and hands-on skill evaluation(s) according to the certification requirements of the training program indicated below.

☑ ADULT ☐ ADULT/CHILD/INFANT ☐ ADULT/CHILD ☐ ADULT/INFANT

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hsi | MEDIC First Aid | AMERICAN SAFETY & HEALTH INSTITUTE | EMS SAFETY

Jeffrey Fairchild

has demonstrated achievement of the required knowledge and hands-on skill evaluation(s) according to the certification requirements of the training program indicated below.

☑ ADULT ☐ ADULT/CHILD/INFANT ☐ ADULT/CHILD ☐ ADULT/INFANT

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hsi | MEDIC First Aid | AMERICAN SAFETY & HEALTH INSTITUTE | EMS SAFETY

mike Havens

has demonstrated achievement of the required knowledge and hands-on skill evaluation(s) according to the certification requirements of the training program indicated below.

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hsi | MEDIC First Aid | AMERICAN SAFETY & HEALTH INSTITUTE | EMS SAFETY

Mark Magner

has demonstrated achievement of the required knowledge and hands-on skill evaluation(s) according to the certification requirements of the training program indicated below.

☐ ADULT ☐ ADULT/CHILD/INFANT ☐ ADULT/CHILD ☐ ADULT/INFANT

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Authorized Instructor (Print Name)

1014719

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hsi | MEDIC First Aid | AMERICAN SAFETY & HEALTH INSTITUTE | EMS SAFETY

Tim Lyman

has demonstrated achievement of the required knowledge and hands-on skill evaluation(s) according to the certification requirements of the training program indicated below.

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---

hsi | MEDIC First Aid | AMERICAN SAFETY & HEALTH INSTITUTE | EMS SAFETY

Tristin Stierley

has demonstrated achievement of the required knowledge and hands-on skill evaluation(s) according to the certification requirements of the training program indicated below.

☑ ADULT ☐ ADULT/CHILD/INFANT ☐ ADULT/CHILD ☐ ADULT/INFANT

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hsi | MEDIC First Aid | AMERICAN SAFETY & HEALTH INSTITUTE | EMS SAFETY

Kirk Swart

has demonstrated achievement of the required knowledge and hands-on skill evaluation(s) according to the certification requirements of the training program indicated below.

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Victore VanHorn SR

has demonstrated achievement of the required knowledge and hands-on skill evaluation(s) according to the certification requirements of the training program indicated below.

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hsi | MEDIC First Aid | AMERICAN SAFETY & HEALTH INSTITUTE | EMS SAFETY

GARY WEBB

has demonstrated achievement of the required knowledge and hands-on skill evaluation(s) according to the certification requirements of the training program indicated below.

☑ ADULT ☐ ADULT/CHILD/INFANT ☐ ADULT/CHILD ☐ ADULT/INFANT

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Dean Fuerst

Authorized Instructor (Print Name)

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Expiration date may not exceed two years from month of class completion.

Bailey Excavating, Inc.

1073 TORO DRIVE – JACKSON, MI 49201
PHONE (517) 750-3030

January 20th, 2026

Bailey Excavating, Inc.'s Safety Representative is Jacob Bailey. Any questions or concerns can be directed to him at jacobbailey@bailey-excavating.com or by his cell phone at 517-740-0371.

Sincerely,

Rhonda M. Denny

Rhonda M. Denny
Executive Administrator

Filed by Corporations Division Administrator Filing Number: 225926697530 Date: 02/19/2025

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

FILING ENDORSEMENT

This is to Certify that the 2025 ANNUAL REPORT

for

BAILEY EXCAVATING, INC.

ID Number: 800131710

received by electronic transmission on February 19, 2025 ***, is hereby endorsed.***

Filed on February 19, 2025 ***, by the Administrator.***

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

LICENSING AND REGULATORY AFFAIRS
Corporations, Securities & Commercial Licensing Bureau
TUEBOR
CIRCUMSPICE

In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 19th day of February, 2025.

Linda Clegg

Linda Clegg, Director
Corporations, Securities & Commercial Licensing Bureau

Barker Weber
INSURANCE AGENCY, INC.

May 16, 2025

Bailey Excavating, Inc.
1073 Toro Dr.
Jackson, MI 49201

RE: Workers Compensation – Experience Modification Rating Factor History

Dear Rhonda,

Thank you for your inquiry regarding your Workers Compensation Experience Modification Rating (EMR) history. The EMR is interstate. The following were developed for each rating year:

Rating Period Dates	Company	Modification Factor
06/01/2025-2026	Accident Fund Insurance Company	0.72
06/01/2024-2025	Accident Fund Insurance Company	0.72
06/01/2023-2024	Accident Fund Insurance Company	1.00
06/01/2022-2023	Accident Fund Insurance Company	1.00

Please let us know if you have any questions.

Sincerely,

Megan Ludwick

Megan Ludwick for:

Steve Lefere
Barker Weber Insurance
2501 Spring Arbor Rd.
Jackson, MI 49203

OSHA
Occupational Safety and Health Administration

21-006106802

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
STEVE BLISS

Gregory Brooks — 05/03/2022
Trainer Name — Date of Issue

OSHA
Occupational Safety and Health Administration

21-006106803

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
BLAKE BLODGETT

Gregory Brooks — 05/03/2022
Trainer Name — Date of Issue

OSHA
Occupational Safety and Health Administration

21-006106804

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
FRED CARPENTER

Gregory Brooks — 05/03/2022
Trainer Name — Date of Issue

OSHA
Occupational Safety and Health Administration

21-006106805

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
FRED CARPENTER II

Gregory Brooks — 05/03/2022
Trainer Name — Date of Issue

OSHA
Occupational Safety and Health Administration

21-006106806

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
KEGAN COCHRANE

Gregory Brooks — 05/03/2022
Trainer Name — Date of Issue

OSHA
Occupational Safety and Health Administration

21-006106808

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
PATRICK CONSLEY

Gregory Brooks — 05/03/2022
Trainer Name — Date of Issue

OSHA
Occupational Safety and Health Administration

21-006106809

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
MIKE CRABTREE

Gregory Brooks — 05/03/2022
Trainer Name — Date of Issue

OSHA
Occupational Safety and Health Administration

21-006106810

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
TYLER DARNELL

Gregory Brooks — 05/03/2022
Trainer Name — Date of Issue

OSHA
Occupational Safety and Health Administration

21-006106811

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
BILLY DAVIS

Gregory Brooks — 05/03/2022
Trainer Name — Date of Issue

OSHA Occupational Safety and Health Administration

21-006106812

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
CHRIS EUBANKS

Gregory Brooks — Trainer Name

05/03/2022 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006106813

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
MIKE HAVENS

Gregory Brooks — Trainer Name

05/03/2022 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006106814

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
HUNTER HUGHES

Gregory Brooks — Trainer Name

05/03/2022 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006106815

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
JOE IRISH

Gregory Brooks — Trainer Name

05/03/2022 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006106816

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
MARK IRVING

Gregory Brooks — Trainer Name

05/03/2022 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006106817

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
RYAN JOHNSON

Gregory Brooks — Trainer Name

05/03/2022 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006106818

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
YENQUIER JORGE

Gregory Brooks — Trainer Name

05/03/2022 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006106819

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
JOEY KEMPLIN

Gregory Brooks — Trainer Name

05/03/2022 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006106801

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
MARK MAGNER

Gregory Brooks — Trainer Name

05/03/2022 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006106822

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
JUAN MENA

Gregory Brooks — Trainer Name

05/03/2022 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006106820

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
BOB LEY

Gregory Brooks — Trainer Name

05/03/2022 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006106821

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
STEVE LOGAN

Gregory Brooks — Trainer Name

05/03/2022 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006106823

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
TIM NEVINS

Gregory Brooks — Trainer Name

05/03/2022 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006106824

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
SAM PANCAKE

Gregory Brooks — Trainer Name

05/03/2022 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006106825

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
RAY PANKHURST

Gregory Brooks — Trainer Name

05/03/2022 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006106826

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
PAT PARKER

Gregory Brooks — Trainer Name

05/03/2022 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006106827

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
CONNER PETERS

Gregory Brooks — Trainer Name

05/03/2022 — Date of Issue

OSHA Occupational Safety and Health Administration

21-006106828

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
ZAITHON REDDICK

Gregory Brooks — Trainer Name

05/03/2022 — Date of Issue

OSHA
Occupational Safety and Health Administration

21-006106829

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
TOM ROWLAND

Gregory Brooks — Trainer Name

05/03/2022 — Date of Issue

OSHA
Occupational Safety and Health Administration

21-006106831

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
MATT SHERMAN

Gregory Brooks — Trainer Name

05/03/2022 — Date of Issue

OSHA
Occupational Safety and Health Administration

21-006106830

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
RODNEY SLOAN

Gregory Brooks — Trainer Name

05/03/2022 — Date of Issue

OSHA
Occupational Safety and Health Administration

21-006106832

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
ED SWARTZ

Gregory Brooks — Trainer Name

05/03/2022 — Date of Issue

OSHA
Occupational Safety and Health Administration

21-006106833

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
KIRK SWARTZ

Gregory Brooks — Trainer Name

05/03/2022 — Date of Issue

OSHA
Occupational Safety and Health Administration

21-006106834

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
CHAD WHITNEY

Gregory Brooks — Trainer Name

05/03/2022 — Date of Issue

OSHA
Occupational Safety and Health Administration

21-006106835

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:
CHAD WRIGHT

Gregory Brooks — Trainer Name

05/03/2022 — Date of Issue

OSHA's Form 300A (Rev. 04/2004)

Summary of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it.
Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader.

Year 20 25

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

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0	0
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
0	0
(K)	(L)

Injury and Illness Types

Total number of . . .	(M)		
(1) Injuries	0	(4) Poisonings	0
(2) Skin disorders	0	(5) Hearing loss	0
(3) Respiratory conditions	0	(6) All other illnesses	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name: Bailey Excvating, Inc.

Street: 1073 Toro Drive

City: Jackson State: MI Zip: 49201

Industry description (*e.g., Manufacture of motor truck trailers*)

Construction

North American Industrial Classification (NAICS), if known (e.g., 336212)

Employment information *(If you don't have these figures, see the Worksheet on the next page to estimate.)*

Annual average number of employees: 39

Total hours worked by all employees last year: 62,962.50

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Rhonda M. Darum — Company executive

Executive Administrator — Title

Phone 517-750-3030 Date 01/22/2026

Reset

OSHA's Form 300A (Rev. 04/2004)

Summary of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it.
Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader.

Year 20 24

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

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0	0
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
0	0
(K)	(L)

Injury and Illness Types

Total number of . . . (M)			
(1) Injuries	0	(4) Poisonings	0
(2) Skin disorders	0	(5) Hearing loss	0
(3) Respiratory conditions	0	(6) All other illnesses	0

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name: BAILEY EXCAVATING, INC.

Street: 1073 Toro Drive

City: Jackson State: MI Zip: 49201

Industry description (e.g., *Manufacture of motor truck trailers*)

Construction

North American Industrial Classification (NAICS), if known (e.g., 336212)

Employment information *(If you don't have these figures, see the Worksheet on the next page to estimate.)*

Annual average number of employees: 42

Total hours worked by all employees last year: 80,948.50

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company executive: Executive Finance Title

Phone: 517-750-3030 Date: 1/6/2025

Reset

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

Year 2023

U.S. Department of Labor
Occupational Safety and Health Administration
Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the log. If you had no cases write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0	0	0	0
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
0	0
(K)	(L)

Injury and Illness Types

Total number of...	(M)		
(1) Injury	0	(4) Poisoning	0
(2) Skin Disorder	0	(5) Hearing Loss	0
(3) Respiratory Condition	0	(6) All Other Illnesses	0

Establishment information

Your establishment name BAILEY EXCAVATING, Inc

Street 1073 TORO DRIVE

City JACKSON State MICHIGAN Zip 49201

Industry description (e.g., Manufacture of motor truck trailers)
CONSTRUCTION

Standard Industrial Classification (SIC), if known (e.g., SIC 3715)

OR North American Industrial Classification (NAICS), if known (e.g., 336212)

Employment information

Annual average number of employees 40

Total hours worked by all employees last year 72,980

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company executive

Executive Finance
Title

517-750-3030
Phone

1/25/2024
Date

Post this Summary page from February 1 to April 30 of the year following the year covered by the form

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instruction, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistics, Room N-3644, 200 Constitution Ave, NW, Washington, DC 20210. Do not send the completed forms to this office.

An official website of the United States government. Here's how you know

The .gov means it's official.
Federal government websites often end in .gov or .mil. Before sharing sensitive information, make sure you're on a federal government site.

The site is secure.
The **https://** ensures that you are connecting to the official website and that any information you provide is encrypted and transmitted securely.

Establishment Search

Reflects inspection data through 02/19/2026

Use our establishment search to locate OSHA enforcement inspections by establishment name. You can also search by a specific inspection number or inspections within a specific industry using NAICS or SIC.

You can now find citation information for violations that Federal OSHA has cited.

For violation and citation results:

- Enter the establishment name in the "Establishment" box and select the "Search" button at the bottom;
- Select the Activity Number (inspection) in the search results;
- If a citation was issued, it will appear under "Violation Items"; and
- Select the "Citation ID" to view the details for that specific citation.

Continue to check back for updates, as citations or violations may be modified during the investigation process.

⚠ **Note**: Before using our establishment search, please read important information below on how to interpret the results.

Search By:

Your search did not return any results.

Enter an Establishment name, select an OSHA Office, or enter a Site Zip Code.

Establishment: Bailey Excavating

(This field can also be used to search for a State Activity Number for the following states: NC, SC, KY, OR, WA, IN (before April 2022) and AZ (after June 2021))

State: Michigan | Fed & State

OSHA Office: All Offices

Site Zip Code: 49201

Case Status: (●) All ( ) Closed ( ) Open

Violation Status: (●) All ( ) With Violations ( ) Without Violations

Inspection Date

Start Date: February | 22 | 2023

End Date: February | 22 | 2026

Search Reset

Can't find it?

For Wildcard search, use %

Establishment Search Help

Search Basics and Search Syntax Examples

NOTE TO USERS

The Integrated Management Information System (IMIS) was designed as an information resource for in-house use by OSHA staff and management, and by state agencies which carry out federally-approved OSHA programs. Access to this OSHA work product is being afforded via the Internet for the use of members of the public who wish to track OSHA interventions at particular work sites or to perform statistical analyses of OSHA enforcement activity. It is critical that users of the data understand several aspects of the system in order to accurately use the information.

The source of the information in the IMIS is the local federal or state office in the geographical area where the activity occurred. Information is entered as events occur in the course of agency activities. Until cases are closed, IMIS entries concerning specific OSHA inspections are subject to continuing correction and updating, particularly with regard to

identify a designated qualified safety representative responsible for bidder's safety program who serves as a contact for safety related matters.

2. Provide the bidder's Experience Modification Rating ("EMR") for the last three consecutive years. Preference within this criterion will be given to an EMR of 1.0 or less based on a three-year average.

3. Evidence that all craft labor that will be employed by the bidder for the project has, or will have prior to project commencement, completed at least an authorized 10-hour OSHA Construction Safety Course.

4. For the last three years provide a copy of any documented violations and the bidder's corrective actions as a result of inspections conducted by the Michigan Occupational Safety & Health Administration (MIOSHA), U.S. Department of Labor – Occupational Safety and Health Administration (OSHA), or any other applicable safety agency.

C. Workforce Development – 20 Points

1. Documentation as to bidder's pay rates, health insurance, pension or other retirement benefits, paid leave, or other fringe benefits to its employees.

2.. Documentation that the bidder participates in a Registered Apprenticeship Program that is registered with the United States Department of Labor Office of Apprenticeship or by a State Apprenticeship Agency recognized by the USDOL Office of Apprenticeship. USDOL apprenticeship agreements shall be disclosed to the City in the solicitation response.

3. Bidders shall disclose the number of non-craft employees who will work on the project on a 1099 basis, and the bidders shall be awarded points based on their relative reliance on 1099 work arrangements with more points assigned to companies with fewer 1099 arrangements. Bidders will acknowledge that the City may ask them to produce payroll records at points during the project to verify compliance with this section.

D. Social Equity and Sustainability – 20 Points

1. A statement from the bidder as to what percentage of its workforce resides in the City of Ann Arbor and in Washtenaw County, Michigan. The City will consider in evaluating which bids best serve its interests, the extent to which responsible and qualified bidders employ individuals in either the city of the county. The Washtenaw County jurisdiction is prioritized for evaluation purposes for this solicitation.

Bailey Excavating, Inc.

1073 TORO DRIVE –JACKSON, MI 49201
PHONE (517) 750-3030

Employee Classifications Ratio

Name	Class
JOHN W. BAILEY	PRESIDENT / CEO
JORDAN W. BAILEY	OPERATIONS DIRECTOR
JACOB W. BAILEY	V.P. / MANAGER
JULIE D. BAILEY	OFFICE
RHONDA L. BLAIR	OFFICE
STEVEN BLAIR	OPRFM1
STEVE BLISS	OPRFM3
BRETT BLODGETT	LRCL1
BLAKE D. BLODGETT	OPRREG
JOSEPH BONNER	OPRREG
FRED CARPENTER II	OPRFM1
DENNIS CHAPMAN	LBAPP3
ROBERT COX	LRCL1
MICHAEL T CRABTREE	OPRFM1
BRUCE CRANDALL	LRCL1
WILLIAM J. DAVIS	OPRFM1
RHONDA M. DENNY	OFFICE
LAURIE A. DOUBLE	TRKDRIVF
JUSTIN DYGERT	LRCL1
CHRISTOPHER EUBANKS	LRCL5-4
LOREN FAY	OFFICE
MICHAEL R HAVENS	OPRFM1
HAYDEN HUBER	LRAPP3
JOSEPH P IRISH	OPRREG
YENQUIER R JORGE	OPRREG
JOSEPH C. KEMPLIN	OPRFM3
ROBERT H LEY	OPRREG
STEVEN L. LOGAN	OPRFM3
MARK E. MAGNER	V.P. / MANAGER
JUAN R. MENA	LRCL5H
RAYMOND MULLINS	TRKDRIV
SAMUEL W PANCAKE	LRCL1
RAYMOND J. PANKHURST	OPRFM3
PATRICK PARKER	OPRFM1
JORDAN PRITZ	OPRREG
TOM ROWLAND	OPRREG
TRISTIN D STIERLEY	GARAGE
KIRK A SWARTZ	OPRREG
TAYLOR D THOMAS	OFFICE
CHAD WRIGHT	OPRFM1
KLAYTON WRIGHT	LRCL5-1
JUSTIN ZEBARAH	LRCL5-1

Key

LRAPP1 = Laborer Apprentice Level 1
LBAPP2 = Laborer Apprentice Level 2
LBAPP3 = Laborer Apprentice Level 3
LBAPP4 = Laborer Apprentice Level 4
LRCL 1 = Laborer Journeyman
LAB5APP1 = Laborer Class 5 Apprentice Level 1
LRCL5 = Laborer Journeyman Pipe Layer
LRCL5-1 = Laborer Journeyman Pipe Layer Level 1
LRCL5-2 = Laborer Journeyman Pipe Layer Level 2
LRCL5-3 = Laborer Journeyman Pipe Layer Level 3
LRCL5-4 = Laborer Journeyman Pipe Layer Level 4
LRCL5H = Laborer Foreman Head Pipe Layer
LRFMN1 = Laborer Foreman Level 1
OPRAPPRE = Operator Apprentice Level 1
OPRREG = Operator Journeyman
OPRFM1 = Operator Foreman Journeyman
OPRFM2 = Operator Foreman Journeyman
OPRFM3 = Operator Foreman Journeyman
TRKDRIV = Truck Driver Class 1
TRKDRIV5 = Truck Driver Class 5
TRKDRIVF = Truck Driver Foreman

POWER EQUIPMENT OPERATOR CLASSIFICATIONS

GROUP 1: Backfiller tamper; Backhoe; Batch plant operator (concrete); Clamshell; Concrete paver (2 drums or larger); Conveyor loader (Euclid type); Crane (crawler, truck type or pile driving); Dozer; Dragline; Elevating grader; Endloader; Gradall (and similar type machine); Grader; Mechanic; Power shovel; Roller (asphalt); Scraper (self-propelled or tractor drawn); Side boom tractor (type D-4 or equivalent and larger); Slip form paver; Slope paver; Trencher (over 8 ft. digging capacity); Well drilling rig; Concrete pump with boom operator; Hydro Excavator

GROUP 2: Boom truck (power swing type boom); Crusher; Hoist; Pump (1 or more - 6-in. discharge or larger - gas or diesel- powered or powered by generator of 300 amperes or more - inclusive of generator); Side boom tractor (smaller than type D-4 or equivalent); Tractor (pneu-tired, other than backhoe or front end loader); Trencher (8-ft. digging capacity and smaller);Vac Truck and End dump operator;

GROUP 3: Air compressors (600 cfm or larger); Air compressors (2 or more-less than 600 cfm); Boom truck (non-swinging, non- powered type boom); Concrete breaker (self-propelled or truck mounted - includes compressor); Concrete paver (1 drum-1/2 yd. or larger); Elevator (other than passenger); Maintenance person; Pump (2 or more-4-in. up to 6-in. discharge-gas or diesel powered - excluding submersible pumps); Pumpcrete machine (and similar equipment); Wagon drill (multiple); Welding machine or generator (2 or more-300 amp. or larger - gas or diesel powered)

GROUP 4: Boiler; Concrete saw (40 hp or over); Curing machine (self-propelled); Farm tractor (with attachment); Finishing machine (concrete); Hydraulic pipe pushing machine; Mulching equipment; Pumps (2 or more up to 4-in. discharge, if used 3 hours or more a day, gas or diesel powered - excluding submersible pumps); Roller (other than asphalt); Stump remover; Trencher (service); Vibrating compaction equipment, self-propelled (6 ft. wide or over); Sweeper (Wayne type); Water wagon and Extend-a boom forklift

Group 5: Fire Person, Oiler

RATE	WORK HOURS	TRAINING HOURS-CUMULATIVE
75%	0-1,000	75 Plus
80%	1,001-2,000	75 Plus
85%	2,001-3,000	75 Plus
90%	3,001-4,000	75 Plus
95%	4,0001-5,000	75 Plus
100%	5,0001	Journeyman

MICHIGAN UNION CONTRACTORS GROUP
HIGHWAY, BRIDGE AND AIRPORT AGREEMENT
WAGE & FRINGE BENEFITS
EFFECTIVE June 1, 2025

CLASS I – WAGE AND FRINGE BENEFIT RATES

	06/01/25
*Base Wage Per Hour	$40.14
*Vacation & Holiday (15% Funded)	$ 6.02
*Supplemental Vacation (funded)	$ 0.05
Pension (Funded)	$13.95
Health Care (Funded)	$ 8.55
Apprenticeship Fund	$ 1.20
Retiree Benefit (Funded)	$ 0.45
Labor Management Education Committee	$ 0.16
IUOE National Training Fund	$ 0.10
DC Plan	$ 1.00
Road Labor Management Fund	$ 0.05
Gross Wage	$71.67
Road Labor Management Fund	$0.05
MUCG Industry Advancement Fund	$0.03

CLASS II – WAGE AND FRINGE BENEFIT RATES

	06/01/25
*Base Wage Per Hour	$39.14
*Vacation & Holiday (15% Funded)	$ 5.87
*Supplemental Vacation (funded)	$ 0.05
Pension (Funded)	$13.95
Health Care (Funded)	$ 8.55
Apprenticeship Fund	$ 1.20
Retiree Benefit (Funded)	$ 0.45
Labor Management Education Committee	$ 0.16
IUOE National Training Fund	$ 0.10
DC Plan	$ 1.00
Road Labor Management Fund	$ 0.05
Gross Wage	$70.52
Road Labor Management Fund	$0.05
MUCG Industry Advancement Fund	$0.03

FEDERAL LAW REQUIRES EACH EMPLOYER TO FURNISH THE FOLLOWING INFORMATION:
(Please check any that are applicable)

☐ We had no employees performing work covered by our Oper. Eng. Local 324 agreement(s) during the month.

☐ Final Report - Inactive Status request (see reverse for further instructions)

OPERATING ENGINEERS

LOCAL 324 FRINGE BENEFIT FUNDS

ALL CONTRIBUTIONS ARE DUE BY THE 15th
OF THE MONTH FOLLOWING THE MONTH WORKED

FORM 3029
REMITTANCE REPORT
REV. 6/25
EMPLOYERS MONTHLY FRINGE BENEFIT REPORT

REQUEST FOR FORMS
☐ PLEASE SEND MORE PAPER FORMS
☐ PLEASE CONTACT ME REGARDING MY ONLINE REPORTING OPTIONS

NAME OF COMPANY	CONTRACTOR CODE NUMBER	WORK MONTH (MONTH/YEAR)
Bailey Excavating, Inc.	013075	1 / 26
ADDRESS	**TELEPHONE**	
1073 Toro Dr.	517-750-3030	
CITY AND STATE / ZIP	**SPECIAL AGMT / JOB SITE (IF APPLICABLE)**	**EMPLOYER IDENTIFICATION NUMBER (EIN)**
Jackson, MI 49201	☐ NMA ☐ GPPMA	38-2009278

TYPE OR AREA OF CONSTRUCTION AND FRINGE BENEFIT RATES

PLEASE INDICATE THE AREA OR KIND OF CONSTRUCTION BEING REPORTED IN THE SPACE PROVIDED.
↙ PLEASE MARK THE APPROPRIATE AGREEMENT. FOR THE EXCEL VERSION, THE FRINGE BENEFIT CONTRIBUTION RATES WILL AUTO-POPULATE THE FORM BELOW.

SECTION (MARK "X" ↓)			AGREEMENT	EFFECTIVE DATE	FRINGE BENEFIT FUND RATES: HEALTH CARE	PENSION	RETIREE BENEFIT	VACATION & HOLIDAY	SUPPLEMENTAL VACATION	APPRENTICE & TRAINING	IUOE NTF	INDUSTRY ADVANCEMENT & PROMOTION	324 LBR MGMT EDUCATION COMMITTEE	INDUSTRY LABOR MGMT FUND	DEFINED CONTRIBUTION PLAN
A		A	AGC - Detroit Metro CBA	6-1-25	$8.55	$13.95	$0.45	15%	-----	$1.20	$0.10	$0.15	$0.19	-----	$1.10
		AX	Small equipment addendum	6-1-25	$6.65	$4.00	----	15%	-----	$0.70	$0.10	$0.15	$0.14	-----	$1.00
B		B	MUCG Underground Agreement	9-1-24	$8.55	$13.95	$0.45	15%	$0.05	$1.20	$0.10	$0.03	$0.16	$0.06	$1.00
		BX	Class V Operator	9-1-24	$6.50	$4.00	----	15%	-----	$0.50	$0.10	$0.03	-----	$0.06	$1.00
C		C	AGC - Outstate Addendum	6-1-25	$8.55	$13.95	$0.45	15%	-----	$1.20	$0.10	$0.15	$0.16	-----	$1.00
		CX	Small equipent addendum	6-1-25	$6.65	$4.00	----	15%	-----	$0.70	$0.10	$0.15	$0.14	-----	$1.00
D		D	Distribution and Communications	5-1-25	$8.55	$13.95	$0.45	15%	-----	$1.20	$0.10	$0.05	$0.14	-----	$1.00
		DX	Cable-Com-Utility Engineer	5-1-25	$6.50	$3.00	----	15%	-----	$0.25	$0.10	$0.05	-----	-----	$1.00
E		E	AGC - Upper Peninsula	6-1-25	$8.55	$13.95	$0.45	15%	-----	$1.20	$0.10	$0.15	-----	-----	$0.75
		EX	Class E Operator	6-1-25	$6.65	$4.00	$0.10	15%	-----	$0.90	$0.10	$0.15	-----	-----	$0.75
G		G	National Pipeline Agreement	6-2-25	$8.55	$13.95	$0.45	15%	$0.02	$1.25	----	-----	$0.15	-----	$2.35
		-													
H	X	H	Highway, Bridge & Airport Agmt.	6-1-25	$8.55	$13.95	$0.45	15%	$0.05	$1.20	$0.10	$0.03	$0.16	$0.10	$1.00
		HX	Class V Operator	6-1-25	$6.65	$4.00	----	15%	-----	$0.70	$0.10	$0.03	-----	$0.10	$1.00
H U.P.		HU	Highway, Bridge & Airport Agmt.	6-1-25	$8.55	$13.95	$0.45	15%	$0.05	$1.20	$0.10	$0.08	$0.16	$0.05	$1.00
		HUX	Class V Operator	6-1-25	$6.65	$4.00	----	15%	-----	$0.70	$0.10	$0.08	-----	$0.05	$1.00
J		J	Great Lakes Fab & Erector Assn	6-1-25	$8.55	$13.95	$0.45	15%	$0.05	$1.20	$0.10	$0.36	$0.19	-----	$4.00
		JX	Oiler-Ground Man etc.	6-1-25	$6.65	$4.00	----	15%	-----	$0.65	$0.10	$0.36	$0.14	-----	$4.00
K		K	Floating - Grt. Lakes & Marine	6-1-25	$8.55	$13.95	$0.45	$7.72	$0.05	$1.20	$0.10	-----	$0.25	-----	$1.00
		-													
O		O	Owner - Operator	6-1-25	$8.55	$13.95	$0.45	----	-----	$1.20	$0.10	-----	$0.19	-----	$1.10
		-													
S		S	Shop Agreement												
U		U	CAM - S E Michigan	6-1-25	$8.55	$13.95	$0.45	15%	-----	$1.20	$0.10	$0.15	$0.19	-----	$1.10
		UX	Small equipment addendum	6-1-25	$6.65	$4.00	----	15%	-----	$0.70	$0.10	$0.15	$0.14	-----	$1.00
V		V	CAM - Outstate Addendum	6-1-25	$8.55	$13.95	$0.45	15%	-----	$1.20	$0.10	$0.15	$0.16	-----	$1.00
		VX	Small equipment addendum	6-1-25	$6.65	$4.00	----	15%	-----	$0.70	$0.10	$0.15	$0.14	-----	$1.00

SEE REVERSE SIDE FOR ADDITIONAL INSTRUCTIONS AND THE LISTING OF OPERATING ENGINEERS IN YOUR EMPLOY DURING THE MONTH BEING REPORTED

Please mail original copy with check to:

Operating Engineers Local 324
Fringe Benefit Funds
550 Hulet Dr. Suite 103
Bloomfield Twp, MI 48302

Save time and postage! File and pay Fringe Benefits online. Call the Fund Office 248-836-2765 to learn how.

You can even upload your monthly payroll files with no manual data entry!!

Rev 5-17-2024 (interactive)

Omit ↓	REMITTANCE FRINGE BENEFIT FUND	CONTRIBUTION RATES (Mark X Above)		MULTIPLIER (TOTAL HRS/WGS From Reverse Side)		AMOUNT	ADJUSTMENTS	TOTAL
	HEALTH CARE	$ 8.55	x	175.00	PAID HOURS	$ 1,496.25	$	$ 1,496.25
	PENSION	$ 13.95	x	175.00	PAID HOURS	$ 2,441.25	$	$ 2,441.25
	RETIREE BENEFIT	$ 0.45	x	175.00	PAID HOURS	$ 78.75	$	$ 78.75
	VACATION	15.00%	x	7,314.70	BASE WAGES	$ 1,097.21	$	$ 1,097.21
	SUPPLEMENTAL VACATION	$ 0.05	x	175.00	PAID HOURS	$ 8.75	$	$ 8.75
	APPRENTICE & TRAINING	$ 1.20	x	175.00	PAID HOURS	$ 210.00	$	$ 210.00
	IUOE NTF	$ 0.10	x	175.00	PAID HOURS	$ 17.50	$	$ 17.50
	ADVANCEMENT OR PROMOTION	$ 0.03	x	175.00	PAID HOURS	$ 5.25	$	$ 5.25
	324 LABOR MGMT EDUCATION COMM.	$ 0.16	x	175.00	PAID HOURS	$ 28.00	$	$ 28.00
	INDUSTRY LABOR MANAGEMENT FUND	$ 0.10	x	175.00	PAID HOURS	$ 17.50	$	$ 17.50
	DEFINED CONTRIBUTION PLAN	$ 1.00	x	175.00	PAID HOURS	$ 175.00	$	$ 175.00
								$ 5,575.46

REMITTANCE - Make Check Payable To: OPERATING ENGINEERS FRINGE BENEFIT FUNDS

OPERATING ENGINEERS LOCAL 324 FRINGE BENEFIT FUNDS

FORM 3029 REV. 6/25
EMPLOYEE DETAIL REPORT FOR EMPLOYERS' MONTHLY FRINGE BENEFIT REPORT

CONTRACTOR'S NAME	CONTRACTOR NUMBER	WORK MONTH	NUMBER OF PAGES THIS REPORT
Bailey Excavating, Inc.	013075	1/26	2

EMPLOYEE'S NAME		SOCIAL SECURITY NUMBER	A	B
LAST NAME	INITIALS		HOURS PAID*	BASE WAGES - SEE INSTRUCTION NO. 2
BLISS	S			
BLODGETT	B			
BONNER	J			
CARPENTER, II	F			
CRABTREE	M			
DAVIS	W			
HAVENS	M			
IRISH	J			
JORGE	Y			
KEMPLIN	J			
LEY	R			
LOGAN	S			
PANKHURST	R		36.00	$1,596.24
PARKER	P			
PRITZ	J			
ROWLAND	T			
SWARTZ	K			
WRIGHT	C			
BLAIR	S		139.00	$5,718.46
		TOTALS THIS SHEET	175.00	$7,314.70

INSTRUCTIONS

1. If you are performing work under more than one Contract as noted on the Monthly Remittance Report, a **separate report** must be filed for each agreement.

   DO NOT COMBINE REPORTS OF TWO OR MORE AREAS OR AGREEMENTS FOR THE SAME MONTH.

2. Vacation Pay is computed on wages shown in column B. Total Vacation Pay is to be added to Base Pay to compute applicable payroll taxes.

3. Payments are due by the 15th of the following month. If payment is not received by the end of the month, liquidated damages will be assesed and billed at 18% per annum, computed from the 15th of the month received by the end of the month, to the date of payment.

4. For information concerning Fringe Benefit Contributions, call 248-836-2765, or by mail, 550 Hulet Dr. Suite 103 Bloomfield Twp., MI 48302

5. All owner-operators, who participate in Local 324's Fringe Benefit Funds must use Section O of this report. **ALL** fringes in this Section must be paid at a minimum or 130 hours per month.

*** NOTICE**

For Fringe Benefit Contribution purposes, an overtime hour should be contributed on as one hour. This does not pertain to the Vacation and Holiday Fund.

****IMPORTANT****

You may request "Inactive Status" by marking the box in the upper corner of the reverse side of this form. You will be contacted by a Fund Coordinator for further instructions. You will automatically become active once you start submitting Fringe Contributions again.

If you have an anticipated date of return for seasonal work, please indicate:

Mo: _____ Year: _____

By filing this report, the above named Employer certifies the accuracy of information on the report and agrees to be bound by all the terms of payment to the foregoing named Funds as set forth in the current applicable Collective Bargaining Agreements between Operating Engineers Local 324 and the Employer or Employer Associations, and to all the terms of the Trust Agreements of these Funds.

_____
Employer or Authorized Agent

_____
Title

MITA ROAD- ZONE 1 (Wayne, Monroe, Washtenaw, Oakland, Macomb & Genesee Counties)
Wage Rates effective the first full pay period on or after 6/1/25:

Class 1: Asphalt Shoveler or loader, asphalt plant misc., asphalt raker tender, burlap man, carpenters' tender, yard man, guard rail builder's tender, Earth Retention barrier and wall and M.S.E. Wall installers Tender, Highway and median barrier installers tender (including sound, retaining and crash barriers), fence erector's tender, dumper (wagon, Truck, etc.), joint filling labor, misc., unskilled labor, sprinkler labor, form setting labor, form stripper, pavement reinforcing, handling and placing (e.g., wire mesh, steel mats, dowel bars, etc.), mason's or bricklayer's tender on manholes, manhole builder, headwalls, etc., waterproofing, (other than buildings) seal coating and slurry mix, shoring, underpinning, bridge painting, etc., (spray, roller and brush), sandblasting, pressure grouting, bridge pin and hanger removal, Material Recycling Laborer, Horizontal Paver Laborer (brick, concrete, clay, stone and asphalt), Ground Stabilization and Modification Laborer, grouting, waterblasting, Top Man, and railroad track and trestle laborer, sign installer and remote control operated equipment.

Class 2: Mixer operator, (less than 5 sacks), air or electric tool operator (jack hammer, etc.), spreader, boxman (asphalt, stone, gravel, etc.), concrete paddler, power chain saw operator, paving batch truck dumper, tunnel mucker (highway work only), concrete saw operator (under 40 hp), dry pack machine, and roto-mill grounds person.

Class 3: Tunnel miner (highway work only), finishers tenders, guard rail builder, highway and median barrier installer, Earth Retention Barrier and wall and M.S.E. wall installer (including sound, retaining and crash barriers), fence erector, bottom man, powder man, wagon drill, and air track operator, curb and side rail setter's tender, diamond and core drills (per agreement between the Laborers and Operating Engineers International Union dated February 3, 1954), and certified welder.

Class 4: Asphalt raker, GPS Layout and Grade Checker, Solar worker.

Class 5: Pipe Layers, oxy-gun, CDL Driver.

Class 6: Line-Form setter for curb or pavement, and asphalt screed checker/screw man on asphalt paving machines.

Class 7: Concrete Specialist - The Classification of Concrete Specialist shall include the finishing and troweling, of cast in place or precast concrete by any and all methods. Laborers who have the necessary skills to be classified as a Concrete Specialist and perform the work shall be paid the following wage and fringe benefit scale.

	Class 1	Class 2	Class 3	Class 4	Class 5	Class 6	Class 7
*Base	$30.51	$30.64	$30.82	$30.90	$31.11	$31.41	$32.48
*Vacation	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Total Wages	**35.51**	**35.64**	**35.82**	**35.90**	**36.11**	**36.41**	**37.48**
Pension	7.00	7.00	7.00	7.00	7.00	7.00	7.00
Health Care	6.00	6.00	6.00	6.00	6.00	6.00	6.00
Training	.45	.45	.45	.45	.45	.45	.45
Annuity	1.00	1.00	1.00	1.00	1.00	1.00	1.00
LECET	.36	.36	.36	.36	.36	.36	.36
	$50.32	$50.45	$50.63	$50.71	$50.92	$51.22	$52.29
Ind.Prom.	.12	.12	.12	.12	.12	.12	.12
TOTAL	$50.44	$50.57	$50.75	50.83	$51.04	$51.34	$52.41

*Taxable income subject to Federal Withholding & FICA.

Washtenaw

The foreman shall be selected by and be the representative of the Employer. He/She shall not be required to violate any part of this Agreement as a condition of employment. When six (6) or more members of the Union are employed, one (1) shall act as a working foreman and receive the foreman rate of pay. He/She shall be paid at least **three dollars ($3.00)** per hour more than the base wage of the classification at which the Foreman is working. There is no stacking of premiums.

All registered Apprentices will work in accordance with wage and training requirements.

Rate	***Work Hours***	***Training Hours – Cumulative***	Class 1	Class 5
75%	0 – 1,000	75 Plus	$22.88	$23.33
80%	1,001 – 2,000	75 Plus	$24.41	$24.89
85%	2,001 – 3,000	75 Plus	$25.93	$24.68
95%	3,001 – 4,000	75 Plus	$28.98	$29.55

All percentages are calculated on the Base Rate. All fringe benefits are paid at 100%.
This language must comply with all MDOT specifications.

Bailey Excavating, Inc.

1073 TORO DRIVE – JACKSON, MI 49201
PHONE (517) 750-3030

Pipe Layer Rates (Take Home Pay)

Effective June 1st, 2025

- Pipe Layer 1 (Starting) - $31.50/hour
- Pipe Layer 2 (After 1 Year) - $32.50/hour
- Pipe Layer 3 (After 3 Year) - $33.50/hour
- Pipe Layer 4 (After 5 Year) - $34.50/hour
- Head Pipe Layer (1 Per Crew) - $36.50/hour

WPAS Welfare & Pension Administration Service, Inc.
Employee Benefits Administration since 1953

Fund: 77
Account: 44012
Area: 002
Work Date: 2025-02-01

E-remit Payment Coupon (Employee Report)

Payment Coupon For:
BAILEY EXCAVATING
MITA ZONE 2

Fund	77
Account Name & Address	BAILEY EXCAVATING 1073 TORO DR JACKSON, MI, 49201
Rate Code	R02
Rate Agreement	MITA ZONE 2

Account Number	44012
ERI Ref. #	0000000012203201
Federal ID #	0
Phone	517-750-3030
Fax	0
Work Date	02/2025
Finalize Date	03/07/2025
Paid Date	

Type	Description	Contribution
001	HEALTH	2,379.00
002	PENSION	2,775.50
013	ANNUITY	396.50
004	VACATION	2,038.75
006	TRAINING	178.43
138	LECET	178.43
541	IAP	47.58
TOTAL		**7,994.18**

Report due on the 15 day of the month.
Payment method: Check
Make sure to include the ERI Reference Number in the Memo portion of all checks: 0000000012203201

MICHIGAN LABORERS

Send payment and original copy of this report to: MICHIGAN LABORERS' FRINGE BENEFITS
6452 MILLENNIUM DR STE 100
LANSING MI 48917

Signature Rhonda M Denny
RHONDA DENNY

- ☐ First Report in Area
- ☐ Last Report in Area
- ☐ Supplemental Report in Area

WPAS

Archived Report - Employee
Finalized on: 01/07/2026

Report Details

Fund	77	**Account Number**	44012
Account Name & Address	BAILEY EXCAVATING	**ERI Ref. #**	0000000015365301
		Federal ID #	0
	1073 TORO DR	**Phone**	517-750-3030
		Fax	0
	JACKSON, MI, 49201	**Work Date**	12/2025
Rate Code	R02	**Finalize Date**	01/07/2026
Rate Agreement	MITA ZONE 2 HILLSDALE/BRANCH/ST. JOSEPH/LENAWEE	**Paid Date**	

Employees

#	SSN	Last Name	First Name	Hours	DT Hours	OT Hours	FMLA	Term Date
		BLODGETT	BRETT	0.00	0.00	0.00	N	
		CHAPMAN	DENNIS	0.00	0.00	0.00	N	
		COX	ROBERT	0.00	0.00	0.00	N	
		CRANDALL	BRUCE	0.00	0.00	0.00	N	
		DOUBLE	LAURIE	0.00	0.00	0.00	N	
		DYGERT	JUSTIN	0.00	0.00	0.00	N	
		EUBANKS	CHRISTOPHER	28.00	5.00	0.00	N	

Type	Description	Hours	OT Hours	DT Hours	Contribution
001	HEALTH	28.00	5.00	0.00	198.00
002	PENSION	28.00	5.00	0.00	231.00
013	ANNUITY	28.00	5.00	0.00	33.00
004	VACATION	28.00	5.00	0.00	177.50
006	TRAINING	28.00	5.00	0.00	14.85
138	LECET	28.00	5.00	0.00	14.85
541	IAP	28.00	5.00	0.00	3.96

		HUBER	HAYDEN	15.00	0.00	0.00	N

Type	Description	Hours	OT Hours	DT Hours	Contribution
001	HEALTH	15.00	0.00	0.00	90.00
002	PENSION	15.00	0.00	0.00	105.00
013	ANNUITY	15.00	0.00	0.00	15.00
004	VACATION	15.00	0.00	0.00	75.00
006	TRAINING	15.00	0.00	0.00	6.75
138	LECET	15.00	0.00	0.00	6.75
541	IAP	15.00	0.00	0.00	1.80

		MENA	JUAN	0.00	0.00	0.00	N
		MULLINS	RAYMOND	0.00	0.00	0.00	N

PANCAKE SAMUEL 132.00 0.00 0.00 N

Type	Description	Hours	OT Hours	DT Hours	Contribution
001	HEALTH	132.00	0.00	0.00	792.00
002	PENSION	132.00	0.00	0.00	924.00
013	ANNUITY	132.00	0.00	0.00	132.00
004	VACATION	132.00	0.00	0.00	660.00
006	TRAINING	132.00	0.00	0.00	59.40
138	LECET	132.00	0.00	0.00	59.40
541	IAP	132.00	0.00	0.00	15.84

WRIGHT KLAYTON 120.00 2.50 0.00 N

Type	Description	Hours	OT Hours	DT Hours	Contribution
001	HEALTH	120.00	2.50	0.00	735.00
002	PENSION	120.00	2.50	0.00	857.50
013	ANNUITY	120.00	2.50	0.00	122.50
004	VACATION	120.00	2.50	0.00	618.75
006	TRAINING	120.00	2.50	0.00	55.13
138	LECET	120.00	2.50	0.00	55.13
541	IAP	120.00	2.50	0.00	14.70

ZEBARAH JUSTIN 0.00 0.00 0.00 N

Summary

Type	Description	Contribution
001	HEALTH	1,815.00
002	PENSION	2,117.50
013	ANNUITY	302.50
004	VACATION	1,531.25
006	TRAINING	136.13
138	LECET	136.13
541	IAP	36.30
TOTAL		**6,074.80**

Payment & Account Status

- ☐ Schedule ACH remittance payment
- ☐ Request termination of E-remit account

U.S. DEPARTMENT OF LABOR - OFFICE OF APPRENTICESHIP
APPRENTICESHIP CERTIFICATION

BAILEY EXCAVATING
1073 TORO DRIVE
JACKSON, MI 49201

The following individuals are apprentices registered with the U.S. Department of Labor, Office of Apprenticeship, under the sponsorship of program **MI007970001 - LIUNA Training of Michigan:**

LIUNA Training of Michigan
11155 South Beardslee Road
Perry, MI 48872

Apprentice ID	SSN	Apprentice Name	Occupation	Date Apprenticeship Began	Date Cancelled	Date Completed
MI2024008092	***-**-9524	CHAPMAN, DENNIS J	Construction Craft Laborer (0661 V1) Time-Based	10/20/2024		
MI2024005318	***-**-3747	HUBER, HAYDEN	Construction Craft Laborer (0661 V1) Time-Based	6/23/2024		

Certified by the U.S. Department of Labor

Date Issued: 1/22/2026

****VOID 90 DAYS FROM ISSUE DATE****

The United States Department of Labor

Office of Apprenticeship

Certificate of Registration of Apprenticeship Program

Michigan Laborers' Training and Apprenticeship Institute

Perry, Michigan

for the Trade Classification of: Construction Craft Laborer

Registered as part of the National Apprenticeship System in accordance with the basic standards of apprenticeship established by the Secretary of Labor

Registered: January 24, 1997
Revised: November 13, 2017

Date

MI007970001

Registration No.

Administrator, Office of Apprenticeship

STANDARDS OF APPRENTICESHIP

Developed by

MLTAI

MICHIGAN LABORERS' TRAINING AND APPRENTICESHIP INSTITUTE

11155 Beardslee Road
Perry, MI 48872

FOR THE OCCUPATION(S) OF

RAPIDS Code	***Occupation***	***O*NET Code***
0661HY	**Construction Craft Laborer**	**47-2061.00**

APPROVED BY
U.S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP

BY: _____
Russell W. Davis, Michigan State Director
Office of Apprenticeship
UNITED STATES DEPARTMENT OF LABOR

Revision Date: 11/13/17

Registration Date: January 24, 1997

RAPIDS Program Number: MI007970001

REGISTERED AS PART OF THE NATIONAL APPRENTICESHIP PROGRAM IN ACCORDANCE WITH THE BASIC STANDARDS OF APPRENTICESHIP ESTABLISHED BY THE SECRETARY OF LABOR

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FOREWORD

These Michigan Laborers' Training and Apprenticeship Institute apprenticeship standards have as their objective the training of employees skilled in all phases of the industry. The sponsor recognizes that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

This recognition has resulted in the development of these standards of apprenticeship. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship, as a basis from which the sponsor can work to establish an apprenticeship training program that meets the particular needs of the area.

SECTION I - PROGRAM ADMINISTRATION

Program Sponsors are responsible for the administration of all aspects of a Registered Apprenticeship program. Sponsor means any person, association, committee, or organization operating an apprenticeship program and in whose name the program is (or is to be) registered or approved. Sponsors will establish a Joint Apprenticeship Training Committee (JATC) to carry out the responsibilities and duties required of a Program Sponsor as described in these Standards of Apprenticeship.

Responsibilities of the JATC

A. Cooperate in the selection of apprentices as outlined in this program.

B. Ensure that all apprentices are under written apprenticeship agreements.

C. Review and recommend apprenticeship activities in accordance with this program.

D. Establish the minimum standards of education and experience required of apprentices.

E. Register the local apprenticeship standards with the Registration Agency.

F. Hear and resolve all complaints of violations of apprenticeship agreements.

G. Arrange evaluations of apprentices' progress in manipulative skills and technical knowledge.

H. Maintain records of all apprentices, showing their education, experience, and progress in learning the occupation.

I. Certify to the Registration Agency that apprentices have successfully completed their apprenticeship program.

J. Notify, within 45 days, the Registration Agency of all new apprentices to be registered, credit granted, suspensions for any reason, reinstatements, extensions, completions, and cancellations with explanation of causes.

K. Supervise all the provisions of the local standards and be responsible, in general, for the successful operation of the standards by performing the duties here listed. Cooperate with public and private agencies, which can be of assistance in obtaining publicity to develop public support of apprenticeship. Keep in contact with all parties concerned, including apprentices, employers, and journeyworkers.

L. Provide each apprentice with a copy of these standards, along with any applicable written rules and policies. Require the apprentice to sign an acknowledgment receipt of same. Follow this procedure whenever revisions or modifications are made to the rules and policies.

M. When notified that an apprentice's related instruction or on-the-job progress is found to be unsatisfactory, the sponsor will determine whether the apprentice should continue in a probationary status and may require the apprentice to repeat a process or series of processes before advancing to the next wage classification. Should it be found in the

course of this determination that the apprentice does not have the ability or desire to continue the training to become a journeyworker, the sponsor will, after the apprentice has been given adequate assistance and opportunity for corrective action, terminate the apprenticeship agreement, as provided in 29 CFR § 29.7(h)(1)(2)(i) and (ii).

N. The sponsor will provide each registered apprentice with continuous employment sufficient to provide the opportunity for completion of his or her apprenticeship program. If the sponsor is unable to fulfill its training and/or employment obligation in conformance with these standards, the sponsor will, per Section XXIII of these standards and with the apprentice's consent, make a good-faith effort to facilitate a transfer of the apprentice to another registered sponsor for completion of the apprenticeship.

If conditions of business make it necessary to temporarily suspend the period of apprenticeship. Apprentices suspended for this reason will be given the opportunity to resume their active apprenticeships before any additional apprentices are employed. The suspension and reinstatement of apprentices shall be done in relation to retention of the most advanced apprentice and in accordance with the company policy for breaks in seniority.

Structure of the Joint Apprenticeship and Training Committee (JATC)

A. Members of the JATC will be selected by the groups they represent.

B. Membership will be composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s).

Administrative Procedures

A. The JATC will select a chairperson and a secretary and will determine the time and place of regular meetings. Meetings will be held as frequently as needed to effectively manage the program. Written minutes of the meetings will be kept.

B. The chairperson and secretary will have the power to vote on all questions affecting apprenticeship.

C. The offices of chairperson and secretary will rotate annually among members of the sponsor.

SECTION II - EQUAL OPPORTUNITY PLEDGE – 29 CFR §§ 29.5(b)(21) and 30.3(b)

Michigan Laborers' Training and Apprenticeship Institute will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older. Michigan Laborers' Training and Apprenticeship Institute will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30

SECTION III - AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES – 29 CFR §§ 29.5(b)(21), 30.4, and 30.5

Sponsors with 5 or more registered apprentices are required to adopt an affirmative action plan (Appendix C) and selection procedures (Appendix D), which will become part of these standards of apprenticeship. However, the Office of Apprenticeship encourages the development of these two plans for all programs regardless of apprentice numbers. For programs with fewer than 5 apprentices, these plans are not required, and the sponsor may continue to select apprentices in conformance with its current human resources and equal employment opportunity hiring policies.

SECTION IV - QUALIFICATIONS FOR APPRENTICESHIP – 29 CFR § 29.5(b)(10)

Applicants will meet the following minimum qualifications. These qualification standards, and the score required on any standard for admission to the applicant pool, must be directly related to job performance, as shown by a statistical relationship between the score required for admission to the pool and performance in the apprenticeship program:

A. Age

Minimum qualifications required by the sponsor for persons entering the apprenticeship program, with an eligible starting age not less than 18 years.

B. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

SECTION V - APPRENTICESHIP AGREEMENT – 29 CFR §§ 29.3(d), 29.3(e), and 29.5(b)(11)

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice will be covered by a written apprenticeship agreement (Appendix B) which can be submitted electronically through the RAPIDS, using the Apprentice Electronic Registration process by the sponsor and the apprentice and approved by and registered with the Registration Agency. Such agreement will contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. The sponsor shall provide a copy of the apprenticeship agreement to the apprentice, the Registration Agency, the employer, and the union. An additional copy will be provided to the veteran's state approving agency for those veteran apprentices desiring access to any benefits to which they are entitled.

Prior to signing the apprenticeship agreement, each selected applicant will be given an opportunity to read and review these standards, the sponsor's written rules and policies, the apprenticeship agreement, and the sections of the collective bargaining agreement (CBA) that pertain to apprenticeship.

The Registration Agency will be advised within 45 days of the execution of each apprenticeship agreement and will be given all the information required for registering the apprentice.

SECTION VI - SUPERVISION OF APPRENTICES AND RATIOS – 29 CFR § 29.5(b)(14) and 29 CFR § 29.5(b)(7)

No apprentice shall work without proper or adequate supervision of the journeyworker.

For the purpose of these apprenticeship standards, adequate or proper supervision of the apprentice means the apprentice is under the supervision of a fully qualified journeyworker or supervisor at all times who is responsible for making work assignments, providing OJL, and ensuring safety at the worksite.

To adequately or properly supervise an apprentice does not mean the apprentice must be within eyesight or reach of the supervisor, but that the supervisor knows what the apprentice is working on; is readily available to the apprentice; and is making sure the apprentice has the necessary instruction and guidance to perform tasks safely, correctly, and efficiently.

The sponsor shall establish a numeric ratio of apprentices to fully proficient workers (journeyworkers) consistent with proper supervision, training, safety, continuity of employment, and applicable provisions in CBAs, except where such ratios are expressly prohibited by the CBAs.

The ratio language must be specific and clearly described as to its application to the jobsite, workforce, department, or plant. The ratio of apprentices to fully proficient workers (journeyworkers) will be as noted in Appendix A.

SECTION VII - TERM OF APPRENTICESHIP –29 CFR § 29.5(b)(2)

The term of the occupation supplemented by the required hours of related instruction will be as stated on the Work Process Schedule and Related Instruction Outline (Appendix A). Full credit will be given for the probationary period.

SECTION VIII - PROBATIONARY PERIOD – 29 CFR §§ 29.5(b)(8), and 29.5(b)(20)

Every applicant selected for apprenticeship will serve a probationary period. The probationary period cannot exceed 25 percent of the length of the program or 1 year, whichever is shorter. The probationary period shall be 500 Hours of OJL hours.

During the probationary period, either the apprentice or the sponsor may terminate the apprenticeship agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

After the probationary period, the apprenticeship agreement may be cancelled at the request of the apprentice or may be suspended or cancelled by the sponsor for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the sponsor will provide written notice to the apprentice and to the Registration Agency of the final action taken.

SECTION IX - HOURS OF WORK

Apprentices will generally work the same hours as fully proficient workers (journeyworkers), except that no apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes.

Apprentices who do not complete the required hours of OJL during a given segment will have the term of that segment extended until they have accrued the required number of hours of training.

SECTION X - APPRENTICE WAGE PROGRESSION – 29 CFR § 29.5(b)(5)

Apprentices will be paid a progressively increasing schedule of wages and fringe benefits during their apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction. Before an apprentice is advanced to the next segment of training or to fully proficient or journeyworker status, the sponsor will evaluate all progress to determine whether advancement has been earned by satisfactory performance in OJL and in related instruction courses. In determining whether satisfactory progress has been made, the sponsor will be guided by the work experience and related instruction records and reports.

The progressive wage schedule and fringe benefits will be an increasing percentage of the fully proficient or journeyworker wage rate as established in the CBA. The percentages that will be applied to the applicable fully proficient or journeyworker rate are shown on the attached Work Process Schedule and Related Instruction Outline (Appendix A). In no case will the starting wages of apprentices be less than that required by any minimum wage law that may be applicable.

SECTION XI - CREDIT FOR PREVIOUS EXPERIENCE – 29 CFR §§ 29.5(b)(12) and 30.4(c)(8)

The sponsor may grant credit toward the term of apprenticeship to new apprentices. Credit will be based on demonstration of previous skills or knowledge equivalent to those identified in these standards.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the sponsor must submit the request at the time of application and furnish such records, affidavits, and other relevant documentation to substantiate the claim. An applicant who is a veteran and who wishes to receive consideration for military training and/or experience must submit a DD-214. Applicants requesting credit for previous experience who are selected into the apprenticeship program will start at the beginning wage rate. The request for credit will be evaluated and a determination made by the sponsor during the probationary period, when actual on-the-job and related instruction performance can be examined. Prior to completion of the probationary period, the amount of credit to be awarded will be determined after review of the apprentice's previous

work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge during the probationary period.

An apprentice granted credit will be advanced to the wage rate designated for the period to which such credit accrues. The Registration Agency will be advised of any credit granted and the wage rate to which the apprentice is advanced.

The granting of advanced standing will be uniformly applied to all apprentices.

SECTION XII - WORK EXPERIENCE – 29 CFR § 29.5(b)(3)

During the apprenticeship, the apprentice will receive OJL and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journeyworker. The OJL will be under the direction and guidance of the apprentice's supervisor.

SECTION XIII - RELATED INSTRUCTION – 29 CFR § 29.5(b)(4)

Every apprentice is required to participate in coursework related to the job as outlined in Appendix A. A minimum of 144 hours of related instruction is recommended for each year of the apprenticeship. Apprentices agree to take such courses as the sponsor deems advisable. The sponsor will secure the instructional aids and equipment it deems necessary to provide quality instruction. In cities, towns, or areas having no vocational schools or other schools that can furnish related instruction, the sponsor may require apprentices to complete the related instruction requirement through electronic media or other instruction approved by the Registration Agency.

Apprentices will not be paid for hours spent attending related instruction classes.

The sponsor will inform each apprentice of the availability of college credit (if applicable).

Any apprentice who is absent from related instruction will satisfactorily complete all coursework missed before being advanced to the next period of training. In cases of failure of an apprentice to fulfill the obligations regarding related instruction without due cause, the sponsor will take appropriate disciplinary action and may terminate the apprenticeship agreement after due notice to the apprentice and opportunity for corrective action.

To the extent possible, related instruction will be closely correlated with the practical experience and training received on the job. The sponsor will monitor and document the apprentice's progress in related instruction classes.

The sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. The sponsor may require the instructors to attend instructor training to meet the requirements of 29 CFR § 29.5(b)(4)(i)(ii) or state regulations.

SECTION XIV - SAFETY AND HEALTH TRAINING – 29 CFR § 29.5(b)(9)

All apprentices will receive instruction in safe and healthful work practices both on the job and in related instruction that are in compliance with the Occupational Safety and Health Administration standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, or state standards that have been found to be at least as effective as the federal standards.

SECTION XV - MAINTENANCE OF RECORDS – 29 CFR §§ 29.5(b)(6), 29.5(b)(23), and 30.8

Program sponsors are responsible for maintaining, at a minimum, the following records:

- summary of the qualifications of each applicant;
- basis for evaluation and for selection or rejection of each applicant;
- records pertaining to interview;
- the original application;
- records of each apprentice's OJL;
- related instruction reviews and evaluations;
- progress evaluations;
- record of job assignments, promotions, demotions, layoffs, or terminations, rates of pay; and
- any other actions pertaining to the apprenticeship

Program sponsors will also maintain all records relating to apprenticeship applications (whether selected or not), including, but not limited to, the sponsor's outreach, recruitment, interview, and selection process. Such records will clearly identify minority and female (minority and nonminority) applicants and must include, among other things, the basis for evaluation and for selection or rejection of each applicant. For a complete list of records that each sponsor is required to maintain under 29 CFR § 30, please refer to 29 CFR § 30.8.

All such records are the property of the sponsor and will be maintained for a period of 5 years from the date of last action. They will be made available to the Registration Agency upon request.

SECTION XVI - CERTIFICATE OF COMPLETION OF APPRENTICESHIP – 29 CFR § 29.5(b)(15), and Circular 2015-02

Upon satisfactory completion of the requirements of the apprenticeship program as established in these Standards, the Sponsor will so certify to the Registration Agency and request the awarding of a Certificate of Completion of Apprenticeship to the completing apprentice(s). Such requests may be completed electronically using the Registered Apprenticeship Partners Information Data System (RAPIDS) or in writing using the supplied U. S. Department of Labor, ETA, Office of Apprenticeship, Application for Certification of Completion of Apprenticeship Form in (Appendix B), accompanied by the appropriate documentation for both on-the-job learning and the related instruction as may be required by the Registration Agency.

SECTION XVII - NOTICE TO REGISTRATION AGENCY – 29 CFR §§ 29.3(d), 29.3(e), and 29.5(b)(19)

The Registration Agency must be notified within 45 days of any apprentice action - e.g., registered, reinstated, extended, modified, granted credit, completed, transferred, suspended, canceled - and a statement of the reasons therefor.

SECTION XVIII - REGISTRATION, CANCELLATION, AND DEREGISTRATION – 29 CFR §§ 29.5(b)(18), 29.8(a)(2), and 29.8(b)(8)

These standards will, upon adoption by the sponsor, be submitted to the Registration Agency for approval. Such approval will be acquired before implementation of the program.

The sponsor reserves the right to discontinue at any time the apprenticeship program set forth herein. The sponsor will notify the Registration Agency within 45 days in writing of any decision to cancel the program.

The Registration Agency may initiate deregistration of these standards for failure of the sponsor to abide by the provisions herein. Such deregistration will be in accordance with the Registration Agency's regulations and procedures.

The sponsor will notify each apprentice of the cancellation of the program and the effect of same. If the apprenticeship program is cancelled at the sponsor's request, the sponsor will notify the apprentice(s) within 15 days of the date of the Registration Agency's acknowledgment of the sponsor's request. If the Registration Agency orders the deregistration of the apprenticeship program, the sponsor will notify the apprentice(s) within 15 days of the effective date of the order. This notification will conform to the requirements of 29 CFR § 29.8.

SECTION XIX - AMENDMENTS AND MODIFICATIONS – 29 CFR § 29.5(b)(18)

These standards may be amended or modified at any time by the sponsor provided that no amendment or modification adopted will alter any apprenticeship agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to the Registration Agency for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

SECTION XX - ADJUSTING DIFFERENCES; COMPLAINT PROCEDURE – 29 CFR §§ 29.5(b)(22), 29.7(k), and 30.11

Michigan Laborers' Training and Apprenticeship Institute will have full authority to enforce these standards. Its decision will be final and binding on the employer, the sponsor, and the apprentice, unless otherwise noted below.

The sponsor will hear and resolve all complaints of violations concerning the apprenticeship agreement or standards for which written notification is received within 15 days of the alleged

violations. The sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification. Either party to the apprenticeship agreement may consult with the Registration Agency for an interpretation of any provision of these standards over which differences occur. The name and address of the appropriate authority to receive, process, and dispose of complaints is:

Michigan Laborers' Training and Apprenticeship Institute
11155 S. Beardslee Road
Perry, MI 48872

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or standards, the applicant or apprentice may seek relief through one or more of the following avenues, based on the nature of the issue:

Non-Discrimination Complaints **(29 CFR Part 29)**

1. Any controversy or difference arising under an apprenticeship agreement which cannot be adjusted locally and which is not covered by a collective bargaining agreement, may be submitted by an Apprentice, or his/her authorized representative to U.S. Department of Labor, Office of Apprenticeship for review. Matters covered by a collective bargaining agreement are not subject to such review.

2. The complaint must be in writing and signed by the complainant, or authorized representative, and be submitted within 60 days of the final local decision. It shall set forth the specific matter(s) complained of, together with all relevant facts and circumstances. Copies of all pertinent documents and correspondence shall accompany the complaint. The Office of Apprenticeship will render an opinion within 90 days after receipt of the complaint, based upon an investigation. When an opinion is rendered, copies of will be sent to all involved parties.

Discrimination Complaints **(29 CFR Part 30)**

Any Apprentice or applicant for apprenticeship who believes that he/she has been discriminated against based on race, color, religion, national origin, sex, sexual orientation, age (40 or older), genetic information, or disability with regard to apprenticeship, or who believes he or she has been retaliated against as described in 30.17, may, personally or through an authorized representative, file a written complaint with the Registration Agency with whom the apprenticeship program is registered or EEOC.

Registration agency is the USDOL/OA, 315 West Allegan Street, Room 210, Lansing, MI 48933.

Generally, a complaint must be filed within 300 days of the alleged discrimination or specified failure to follow the equal opportunity standards. However, for good cause shown, the Registration Agency may extend the filing time. The time period for filing is for the administrative convenience of the Registration Agency and does not create a defense for the respondent.

Each complaint must be made in writing and must contain the following information:

i. The complainant's name, address and telephone number, or other means for contacting the complainant;
ii. The identity of the respondent (the individual or entity that the complainant alleges is responsible for the discrimination)
iii. A short description of the events that the complainant believes were discriminatory, including but not limited to when the events took place, what occurred, and why complainant believes the actions were discriminatory.
iv. The complainant's signature or the signature of the complainant's authorized representative.

SECTION XXI - COLLECTIVE BARGAINING AGREEMENTS – 29 CFR § 29.11

Nothing in this part or in any apprenticeship agreement will operate to invalidate:

(a) Any apprenticeship provision in any CBA between employers and employees establishing higher apprenticeship standards; or

(b) Any special provision for veterans, minority persons, or women in the standards, apprentice qualifications or operation of the program, or in the apprenticeship agreement, which is not otherwise prohibited by law, executive order, or authorized regulation.

SECTION XXII - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION – 29 CFR § 29.5(13)

The transfer of an apprentice between apprenticeship programs and within an apprenticeship program must be based on agreement between the apprentice and the affected apprenticeship committees or program sponsors and must comply with the following requirements:

i. The transferring apprentice must be provided a transcript of related instruction and OJL by the committee or program sponsor;
ii. Transfer must be to the same occupation; and
iii. A new apprenticeship agreement must be executed when the transfer occurs between the program sponsors.

The apprentice must receive credit from the new sponsor for the training already satisfactorily completed.

SECTION XXIII - RESPONSIBILITIES OF THE APPRENTICE

Apprentices, having read these standards formulated by the sponsor, agree to all the terms and conditions contained herein and agree to abide by the sponsor's rules and policies, including any amendments, and to serve such time, perform such manual training, and study such subjects as the sponsor may deem necessary to become a skilled journeyworker.

In signing the apprenticeship agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

A. Maintain and make available such records of work experience and training received on the job and in related instruction as may be required by the sponsor.

B. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of fellow workers.

C. Work for the employer to whom the apprentice is assigned for the duration of the apprenticeship, unless the apprentice is reassigned to another employer or the apprenticeship agreement is terminated by the sponsor.

SECTION XXIV - TECHNICAL ASSISTANCE

Technical assistance, such as that from the U.S. Department of Labor's Office of Apprenticeship, recognized state apprenticeship agencies, and vocational schools, may be requested to advise the sponsor.

The sponsor is encouraged to invite representatives from industry, education, business, private organizations, and public agencies to provide consultation and advice for the successful operation of its training program.

SECTION XXV - CONFORMANCE WITH FEDERAL LAWS AND REGULATIONS

No Section of these Standards of Apprenticeship shall be construed as permitting violation of any Federal Law or Regulation.

SECTION XXVI - DEFINITIONS

APPRENTICE: Any individual employed by the employer meeting the qualifications described in the standards of apprenticeship who has signed an apprenticeship agreement with the local sponsor providing for training and related instruction under these standards and who registers with the Registration Agency.

APPRENTICE ELECTRONIC REGISTRATION (AER): An electronic tool that allows for instantaneous transmission of apprentice data for more efficient registration of apprentices and provides program sponsors with a faster turnaround on their submissions and access to their apprenticeship program data.

APPRENTICESHIP AGREEMENT: The written agreement between the apprentice and the sponsor setting forth the responsibilities and obligations of all parties to the apprenticeship agreement with respect to the apprentice's employment and training under these standards. Each apprenticeship agreement must be registered with the Registration Agency.

APPRENTICESHIP COMMITTEE (COMMITTEE): Those persons designated by the sponsor to act as agents for the sponsor in the administration of the program. A joint committee is composed of an equal number of representatives of the employer(s) and of the employees represented by a bona fide collective bargaining agent(s).

CERTIFICATE OF COMPLETION OF APPRENTICESHIP: The credential issued by the Registration Agency to those registered apprentices certified and documented as having successfully completed the apprentice training requirements outlined in these standards of apprenticeship.

CERTIFICATE OF TRAINING: A credential that may be issued by the U.S. Department of Labor's Office of Apprenticeship Administrator to those registered apprentices whom the sponsor has certified in writing to the Registration Agency as having successfully met the requirements to receive an interim credential.

COLLECTIVE BARGAINING AGREEMENT: The negotiated agreement between the signatory union and signatory employer(s) that sets forth the terms and conditions of employment.

COMPETENCY-BASED OCCUPATION: An occupation using an apprenticeship approach that requires the attainment of manual, mechanical, or technical skills and knowledge, as specified by an occupation standard and demonstrated by an appropriate written and hands-on proficiency measurement.

ELECTRONIC MEDIA: Media that utilize electronics or electromechanical energy for the end user (audience) to access the content. Includes, but is not limited to, electronic storage media, transmission media, the Internet, extranets, lease lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic media and/or interactive distance learning.

EMPLOYER: Any person or organization employing an apprentice, whether or not such person or organization is a party to an apprenticeship agreement with the apprentice. A person, business, or company signatory to this sponsor's standards that is responsible for providing hours of work, supervision, wages, and/or benefits to apprentices in its employ as registered under these standards.

JOB CORPS CENTER: Any of the federally funded Job Corps centers throughout the U.S. and Puerto Rico. Job Corps serves youths and young adults 16-24 years of age. Sponsors that wish to hire Job Corps graduates who are trained in any occupation covered under these standards and who meet the minimum qualifications for apprenticeship may do so via the direct entry provision described in Appendix D: Qualifications and Selection Procedures.

JOURNEYWORKER: A worker who has attained a level of skills, abilities, and competencies recognized within an industry as mastery of the skills and competencies required for the occupation. The term may also refer to a mentor, technician, specialist, or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.

O*NET-SOC CODE: The Occupational Information Network (O*NET) codes and titles are based on the new Standard Occupational Classification (SOC) system mandated by the federal Office of Management and Budget for use in collecting statistical information on occupations. The O*NET classification uses an 8-digit O*NET-SOC code. Use of the SOC classification as a basis for the O*NET

codes ensures that O*NET information can be readily linked to labor market information such as occupational employment and wage data at the national, state, and local levels.

ON-THE-JOB LEARNING (OJL): Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.

REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS): A federal system that provides for the automated collection, retention, updating, retrieval, and summarization of information related to apprentices and apprenticeship programs.

REGISTRATION AGENCY and FIELD REPRESENTATIVE: The U.S. Department of Labor's Office of Apprenticeship or a recognized State Apprenticeship Agency that has responsibility for registering apprenticeship programs and apprentices, providing technical assistance, conducting reviews for compliance with 29 CFR §§ 29 and 30, and conducting quality assurance assessments. The field representative shall mean the person designated by Office of Apprenticeship to service this program.

The Registration Agency and field representative identified are the U.S. Department of Labor, Office of Apprenticeship: Dave Jackson, USDOL/Office of Apprenticeship, 315 W. Allegan, Room 210, Lansing, MI 48933 - (517) 377-1746 - (517) 377-1517 (fax) - jackson.dave@dol.gov

RELATED INSTRUCTION: An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Registration Agency.

SPONSOR: Any person, association, committee, or organization that operates an apprenticeship program and in whose name the program is registered. That assumes the full responsibility for administration and operation of the apprenticeship program.

STANDARDS OF APPRENTICESHIP: This entire document, including all appendices and attachments hereto, and any future modifications and additions approved by the Registration Agency.

SUPERVISOR OF APPRENTICE(S): An individual designated by the program sponsor to supervise or have charge and direction of an apprentice.

TIME-BASED OCCUPATION: An occupation using an apprenticeship approach that measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

TRANSFER: A shift of apprenticeship registration from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committees or program sponsors.

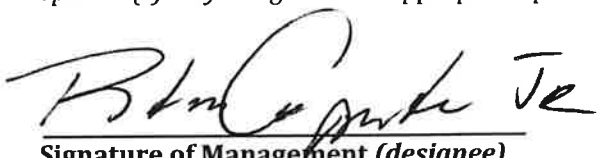
UNION: The signatory union and any of its affiliated local unions party to a labor agreement with the signatory employer(s).

YOUTHBUILD: A youth and community development program that addresses core issues facing low-income communities: housing, education, employment, crime prevention, and leadership development. In YouthBuild programs, low-income young people ages 16-24 work toward their high school diploma or General Educational Development (GED) equivalency, learn job skills and serve their communities by building affordable housing, and transform their own lives and roles in society. Sponsors that wish to hire YouthBuild students who are trained in any occupation covered under these standards and who meet the minimum qualifications for apprenticeship may do so via the direct entry provision described in Appendix D: Selection Procedures.

SECTION XXVII - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The Michigan Laborers' Training and Apprenticeship Institute hereby adopt these standards of apprenticeship on this 13th day of November, 2017.

Sponsor(s) may designate the appropriate person(s) to sign the standards on their behalf.



Signature of Management ***(designee)***

Signature of Labor ***(designee)***

ROBERT M COPPERSMITH JR

Printed Name

GENO ALESSANDRINI

Printed Name

Appendix A

Occupation Title: Construction Craft Laborer

O*NET-SOC Code: 47-2061.00 **RAPIDS Code:** 0661R

This schedule is attached to and a part of these Standards for the above identified occupation.

1. TERM OF APPRENTICESHIP

The term of the occupation shall be time-based with an on-the-job learning (OJL) attainment of 4,000 hours supplemented by 300 hours of related instruction.

2. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyman ratio is stated in the Collective Bargaining Agreement but is not to exceed one apprentice to one journeyworker

3. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the current journeyworker wage rate, or as per the CBA

	% of the journey worker rate
0 – 999 hours	75
1,000 – 1,999 hour	80
2,000 – 2,999 hours	85
3,000 – 4,000 hours	95

4. SCHEDULE OF WORK EXPERIENCE (See attached Work Process Schedule)

5. SCHEDULE OF RELATED INSTRUCTION (See attached Related Instruction Outline)

All apprentices will complete a minimum total of 300 hours of related training. This total will consist of a minimum 175 hours of related instruction for CCL core skills, and a minimum 125 hours of related instruction for CCL areas of concentration.

Work Process Schedule

Occupation Title: Construction Craft Laborer

O*NET-SOC Code: 47-2061.00 **RAPIDS Code:** 0661R

The following list of general and specialty tasks represent skills required by a Construction Craft Laborer (CCL) in a high performance industry. The skills required of a CCL are diverse and many. They work on buildings, highways and heavy construction sites; tunnel and shaft excavations; demolition and environmental remediation sites. CCLs may be removing asbestos or lead-based paint from buildings. CCLs also erect and disassemble scaffolding, they load and unload building materials, tend numerous machines and work with other trades including carpenters, plasters, operating engineers and masons. CCLs also clear and prepare highway work zones, install traffic barricades, markers, and control traffic. They install sewer, water and storm drain pipes and place concrete and asphalt on roads. Other highly specialized tasks include operating laser equipment to place pipes, operating air, electric and pneumatic tools. CCLs also operate a variety of equipment including pavement breakers jackhammers, earth tampers, concrete, mortar and plaster mixers, electric and hydraulic boring machines, torches, small mechanical hoists, laser beam equipment, and surveying and measuring equipment. In general, the skills represent competencies in managing and understanding resources, information, technology, systems, and interpersonal relations.

The CCL Apprenticeship Program Overview

LIUNA's CCL Apprenticeship Program consists of a minimum of 4000 hours of OJL and a minimum of 300 hours of Related Instruction. The program is divided into two (2) parts: completion of 2000 hours of OJL in core skills and 175 hours of related training; and completion of 2000 hours of OJL in one or more areas of concentration and 125 hours of related training.

Part 1: All CCL apprentices will attain a set of core work competencies that will provide a foundation for movement through one or more areas of concentrations. The CCL Core Work Experience will consist of 2000 hours of OJL and a minimum of 175 hours of Related Instruction.

Part 2: In addition to completing the CCL core competency requirements, apprentices will be placed into one or more areas of concentration that span the construction and/or environmental remediation industries. The CCL apprenticeship program has defined eight (8) areas of concentration as potential pathways: Building Construction, Heavy/Highway and Utility Construction, Pipeline, Tunneling, Environmental Remediation, Masonry, Deconstruction/Demolition, and Landscaping. Placement in one or more areas of concentration will be dependent upon local need. The CCL Area of Concentration Work Experience will consist of 2000 hours of OJL and a minimum of 125 hours of Related Instruction.

Apprentices will have two (2) options to successfully complete the 2000 hours OJL requirement under the CCL Area of Concentration Work Experience.

Option 1: An apprentice will be placed into one area of concentration, completing a minimum of 2000 hours of OJL for the skills listed in that one concentration.

Example – The apprentice, based on local need, is placed in the Pipeline concentration. The apprentice satisfies 2000 hours of OJL and 175 hours of related training under the core requirements and 2000 hours of OJL and 125 hours of related training in the Pipeline concentration to gain the CCL required 4000 hours of OJL and 300 hours of related training.

Option 2: An apprentice will be placed into two or more areas of concentration. OJL hour requirements for this path are calculated by dividing 2000 hours by the number of concentrations in which the apprentice is placed.

Example – The apprentice successfully completes the CCL core required 2000 hours of OJL and 175 hours of related training. The apprentice, based on local need, is placed in two (2) areas of concentration: Building Construction and Deconstruction/Demolition. The apprentice must complete 1000 hours of OJL for each of the two (2) concentrations for a total of 2000 OJL, and 125 hours of related training.

The division of hours is as follows: two (2) concentrations require 1000 OJL hours each; three (3) concentrations require 667 OJL hours each; four (4) concentrations require 500 OJL hours each; five (5) concentrations require 400 OJL hours each; six (6) concentrations require 334 OJL hours each; seven (7) concentrations require 286 OJL hours each; and eight (8) concentrations areas require 250 OJL hours each.

The following schedule is an example of work experience and knowledge needed to become a skilled, safe and productive CCL journeyworker. Appendix A – Schedule of Work Experience is divided into two schedules: CCL Core Work Experience and CCL Area of Concentration Work Experience.

The following general skills should be mastered by all Construction Craft Laborers.

CCL Core Work Experience Schedule	**Minimum 2,000 Hours**
A. Site preparation, layout, cleanup and security	400
B. Use and understand basic blueprint symbols and views	25
C. Recognize, secure and maintain job site safety	500
D. Identify and work safely around environmental hazards	25
E. Erect, dismantle, maintain and work from scaffold or lifts	100
F. Operate and maintain hand and power tools	300
G. Operate and maintain equipment as required by the job	125
H. Identify, estimate, move, supply, stock, and store materials	500
I. Use appropriate hand signals	25

CCL Areas of Concentration Work Experience Schedule **Minimum 2000 Hours**

In addition to completion of the 2000 hours of OJL Core Work Experience an apprentice must complete a minimum of 2000 hours of OJL in one (1) or more of the following CCL areas of concentrations: Masonry, Deconstruction/Demolition, Building Construction, Heavy/Highway and Utility Construction, Pipeline, Tunneling, Environmental Remediation, and Landscaping.

Each area of concentration offers examples of work experience and knowledge needed to become a skilled, safe and productive CCL journeyworker. Apprentices will be placed in an area or areas of concentration depending upon industry need.

1. **Building Construction** **2000 hours**

CCLs perform the following activities in association with the construction of buildings, and the maintenance of existing buildings such as industrial plants, schools, hotels, stores, high-rise structures, etc. Building construction may consist of, but not be limited to, the following activities:

a. Concrete placement - mixing, placement, vibration of concrete, build and place forms, remove and clean forms, cure concrete
b. Pipe laying and making of connections for any utility piping
c. Hoisting and rigging
d. Cutting and burning
e. Traffic control/flagging
f. Trenching and excavating
g. Grade setting/checking
h. Clearing, bucking and falling
i. Site preparation/cleanup and security
j. Layout and staking
k. Erect, dismantle and maintain scaffold
l. Identify, inspect, use and maintain all tools
    i. hand
    ii. electric
    iii. gas
    iv. pneumatic
    v. powder
m. Install erosion control systems
n. Forklift operation
o. Aerial lift operation

2. **Heavy/Highway and Utility Construction** **2000 hours**

CCLs perform the following activities in association with the construction of infrastructure such as roads, railroads, bridges, locks, dams and utility installation. Heavy/Highway and Utility Construction may consist of, but not be limited to, the following activities:

a. Concrete placement - mixing, placement, vibration of concrete, build and place forms, remove and clean forms, cure concrete
b. Concrete cutting and coring
c. Pipe laying and making of connections for any utility piping
d. Hoisting and rigging
e. Traffic control/flagging
f. Trenching and excavating
g. Grade setting/checking
h. Layout and staking
i. Site preparation/clean up and security
j. Drilling
k. Asphalt - raking, placement, compaction and preparation of the base
l. Build railroad beds and all related bridges and tunnels, and install tracks
m. Erect, dismantle and maintain scaffold
n. Identify, inspect, use and maintain all tools
    i. hand
    ii. electric
    iii. gas
    iv. pneumatic
    v. powder

o. Install erosion control systems
p. Forklift operation
q. Aerial lift operation
r. Site/roadside remediation

3. Masonry **2000 hours**

CCLs perform the following activities in association with masonry construction. Types of projects include, but are not limited to, new construction, renovation, and refractory work. Basic trade requirements include: estimation, preparation and delivery of all materials. Masonry may consist of, but not be limited to, the following activities:

a. Erect/dismantle and maintain scaffold
b. Estimate, stock and maintain supply areas
c. Identify, inspect, use and maintain tools
    i. hand
    ii. electric
    iii. gas
    iv. pneumatic
d. Forklift operation
e. Aerial lift operation
f. Mason tender/plaster tender
    i. Bracing walls
    ii. Mixing mortar or plaster including colored mortar or colored plaster
    iii. Estimating and stocking masonry units
    iv. Cutting masonry units
    v. Supply, stock and dispense mortar, plaster, block/brick, reinforcement and other materials
    vi. Plaster or grout pump operation/maintenance
    vii. Plaster or grout pump hose layout/cleaning
    viii. Fireproofing operations
    ix. Exterior insulation finish systems
    x. Interior plaster operations
g. Clean masonry walls

4. Demolition and Deconstruction **2000 hours**

CCLs perform the following activities in association with the demolition or deconstruction of buildings and other structures. Demolition/deconstruction may consist of, but not be limited to, the following activities:

a. Identify and work safely around environmental hazards
b. Erect/dismantle and maintain scaffold
c. Cutting and burning
d. Hoisting and rigging
e. Trenching and excavating
f. Aerial lift operation
g. Site preparation/cleanup and security
h. Identify, inspect, use and maintain all tools
    i. hand
    ii. electric
    iii. gas
    iv. pneumatic
i. Fire watch
j. Concrete cutting and sawing
k. Demolition debris handling and management (recycling, reuse, disposal)

5. Pipeline **2000 hours**

CCLs perform the following activities in association with the construction and maintenance of gas, oil, and other material pipelines. Pipeline construction may consist of, but not be limited to, the following activities:

a. Hoisting and rigging
b. Trenching and excavating
c. Site preparation/cleanup and security
d. Identify, inspect, use and maintain all tools specific to the concentration
    i. hand
    ii. electric
    iii. gas
    iv. pneumatic
e. Grade setting/checking
f. Layout and staking
g. Clearing and maintaining the right of way (ROW)
h. Pump water
i. Locate utilities
j. Build and dismantle fences
k. Load and unload pipe
l. Fill and place sandbags
m. Load, unload and place skids
n. Install erosion control systems
o. Pipe surface preparation/sand blasting
p. Apply pipe coating
q. Inspect pipe coating visually and with a holiday detector
r. Patch coating
s. Install pipe coating protection
t. Install corrosion protection
u. "Pig" the pipe
v. ROW remediation

6. Tunneling **2000 hours**

CCLs perform the following activities in association with all work underground or in compression chambers, including tending of the outer air lock. Tunnel construction may consist of, but not be limited to, the following activities:

a. Drilling
b. Identify, inspect, use and maintain all tools specific to the concentration
    i. hand
    ii. electric
    iii. gas
    iv. pneumatic
c. Hoisting and rigging
d. Concrete pump operation and maintenance
e. Install services (track laying, conveyors, vents, water, compressed air pipes etc.)
f. Install tunnel supports (steel ribs, mesh, rock bolts)
g. Shaft and tunnel grouting
h. Shotcrete/gunite application
i. Cutting and burning

7. Environmental Remediation **2000 hours**

CCLs perform the following activities in association with the remediation of areas, buildings and materials contaminated with chemical, biological, and physical hazards. Environmental remediation may consist of, but not be limited to, the following activities:

a. Asbestos abatement
b. Hazardous waste remediation
c. Lead abatement
d. Microbial remediation
e. Radiation protection/radioactive material handling
f. Water damage/fire restoration
g. Erect, dismantle and maintain scaffold
h. Identify, inspect, use and maintain all tools specific to this concentration
    i. hand
    ii. electric
    iii. gas
    iv. pneumatic
i. Aerial lift operation

8. Landscaping **2000 hours**

CCLs perform the following activities in association with landscape work in commercial applications. Landscaping may consist of, but not be limited to, the following activities:

a. Trim and prune hedges, trees and shrubs
b. Seed and sod lawns
c. Install irrigation systems
d. Install retaining walls
e. Install brick pavers for walks and patios
f. Apply fertilizers and pesticides – traditional use and alternative "green" applications
g. Plant and maintain flowers and ground covers
h. Install and maintain fences, planters and other landscaping features (playgrounds, gazebos, fountains)
i. Small engine maintenance/repair
j. Identify, inspect, use and maintain all tools specific to the concentration
    i. hand
    ii. electric
    iii. gas
    iv. pneumatic
k. Traffic control/flagging
l. Operate all landscape equipment related to the occupation

RELATED INSTRUCTION OUTLINE

Occupation Title: Construction Craft Laborer

O*NET-SOC Code: 47-2061.00 **RAPIDS Code:** 0661R

Core Skills - NOTE: A minimum of 175 hours of related instruction is required to satisfy CCL Core.

Required Classroom Instruction for Core Skills	Recommended Class Hours

Blue Print Reading — **40 hours**

Blue Print Reading training is designed to introduce participants to the basics of reading and interpreting blueprints. Topics covered include symbols, line conventions, views, and basic plan reading techniques.

Confined Space Awareness — **4 hours**

Confined Space Awareness training covers information necessary to recognize the special hazards associated with confined spaces. Topics covered include the characteristics of confined spaces, hazardous atmospheres, pre-entry and periodic testing, continuous monitoring and the laws that protect those working in confined spaces.

Craft Orientation — **8 hours**

Craft Orientation training introduces participants to the construction industry in general and a career as a CCL in particular. Emphasis is placed on developing good work habits, being productive on the job, working under a collective bargaining agreement, being aware of growth areas in construction employment, and background information on the LIUNA and its related funds. Participants are also introduced to the history of the labor movement in general, and of LIUNA in particular. Emphasis is placed on the origin of the union and the challenges that have been faced and overcome from its beginning to the present.

Fall Protection — **4 hours**

Fall Protection training summarizes the key points of OSHA's fall protection standard and common citations issued for non-compliance. The program looks at the hazards and key safety issues related to fall protection and the safety practices used to prevent falls.

First Aid/CPR — **8 hours**

First Aid/CPR training is designed for participants to learn first aid skills for treating a variety of injuries, such as burns, wounds, head, neck and back injuries, and heat and cold emergencies. Participants also learn to manage sudden illnesses, strokes, seizures, animal and insect bites and poisoning. Adult CPR teaches participants how to perform CPR and care for breathing and cardiac emergencies in adults.

General Construction — **80 hours**

General Construction training introduces participants to a wide variety of concepts, tools, and skills that are important to successfully begin a career as a CCL. Participants receive instruction on the work and the role of a CCL, commonly encountered safety issues, measurement in construction, basic construction math, safe hand and power tool operation, and identification and handling of materials frequently used in construction.

Hazard Communication — **8 hours**

Hazard Communication training introduces CCLs to the OSHA Hazard Communication Standard as it applies to the construction industry. Training focuses on the guidelines for recognizing and protecting oneself from exposure to hazardous substances, including identifying chemical hazards and the proper use of container labels and placards. In addition, participants learn how to read and understand material safety data sheets.

OSHA Construction Safety and Health **11 hours**

OSHA Construction Safety and Health training is designed to meet the requirements for OSHA's 10-hour training program. The program provides safety and health information as it relates to the many hazards found on construction projects and offers insight into ways to reduce them.

Scaffold User **8 hours**

Scaffold User training presents a variety of scaffold types, the hazards associated with each, and how to figure load capacities and their effect on scaffold performance.

Flagger **4 hours**

Flagger training provides information to participants about flagger safety procedures on highway work zone projects. Participants are provided with information to help them demonstrate proper procedures for stopping, slowing, and releasing traffic. Topics include communication methods for two-person flagging operations, the correct positioning of flaggers in work zones, the proper high visibility clothing that must be worn by flaggers, and when specific hand-signaling devices should be used.

Areas of Concentration - NOTE: A minimum of 125 hours of Related Instruction is required to satisfy CCL Areas of Concentration. Each training course is considered Related Instruction for the courses indicated. Each can also be an elective for any other concentration.

Required Classroom Instruction for Areas of Concentration **Recommended Class Hours**

Mason/Brick/Plaster Tending - Related Instruction for concentration(s): 3 **56 hours**

Mason/Brick/Plaster Tending training provides instruction on the mason tender's duties, proper job task performance, and health and safety issues associated with mason tending. Participants use mathematical and scientific concepts to achieve an understanding of working with masonry units, mortars, plasters, and admixtures. In addition, the fundamentals of cutting and cleaning masonry and tending plasterers are covered.

Rough Terrain Forklift - Related Instruction for concentrations(s): 1, 2, 3 **16 hours**

Rough Terrain Forklift training complies with OSHA 1926.602(c) requirements, teaches participants about the hazards involved with operating a forklift, and explains what they can do to prevent accidents and injuries when operating these forklifts. Participants have ample opportunity to operate a forklift.

Scaffold Builder - Related Instruction for concentration(s): 1, 3, 4 **72 hours**

Scaffold Builder training addresses the needs of CCLs who are responsible for building scaffolding on the jobsite or are required to perform job tasks while using scaffolding. Designed to meet the training requirements of 29 CFR Part 1926.454, the comprehensive program includes frame, tube and coupler, systems, non-powered adjustable and powered mast-climbing scaffold with hands-on training for each.

Aerial Lift - Related Instruction for concentration(s): 1, 2, 3, 4, 7 **8 hours**

Aerial Lift training provides participants with a general understanding of the safe and efficient operation of "Power Operated Mobile Work Platforms." Participants learn to identify specific health and safety hazards associated with a variety of aerial work platforms. Aerial Lift training also provides participants the opportunity to operate aerial lifts in a safe manner.

Hoisting and Rigging - Related Instruction for concentration(s): 1, 2, 4, 5, 6 **40 hours**

Hoisting and Rigging training is designed to educate CCLs in the rules, processes, and procedures to safely rig, signal, and hoist loads on construction projects. The program incorporates federal regulatory requirements as well as equipment manufacturers' standards. Training provides participants the opportunity to practice rigging and signaling.

Demolition/Deconstruction - Related Instruction for concentration(s): 4 **40 hours**

Demolition/Deconstruction training introduces participants to the similarities and differences of demolition and deconstruction work. Particular attention is paid to safety in all aspects of the work. Topics covered include planning projects, mechanical demolition equipment, material handling, site control, and special conditions that sometimes exist during this work.

Fire Watch - Related Instruction for concentration(s): 1, 4, 6 **4 hours**

Fire Watch training teaches participants what a fire watch is, how it is conducted, and why it is important. Topics covered include classifications of fires, preventing fires, types of extinguishers, and extinguishing fires.

Cutting and Burning - Related Instruction for concentration(s): 1, 4, 6 **24 hours**

Cutting and Burning training provides participants with an understanding of how to safely use heat to cut different types of metals using a variety of methods. Topics covered include the personal protective equipment (PPE) necessary for each process, the types and health effects of various fumes given off during the process, and how to protect the area from fire hazards. Participants will also be able to identify the components of the cutting systems and how to properly assemble and disassemble the systems. Systems taught include oxy-acetylene, oxy-gasoline, and plasma arc cutting. Hands on training is included for each system.

Concrete - Related Instruction for concentration(s): 1, 2 **40 hours**

Concrete training provides the basic knowledge and skills CCLs need to work safely and productively in this potentially hazardous field. Safety issues associated with the mixing, forming, placement, and curing of concrete materials are covered, as well as the associated skills needed to complete these tasks. Ample time is given for hands-on practice for all skills.

Pipe Laying - Related Instruction for concentration(s): 1, 2 **40 hours**

Pipe Laying training prepares CCLs to safely install pipe systems by introducing participants to the tools, equipment, and techniques typically used on a pipe laying job. Special attention is paid to proper work practices and protective measures used to install a variety of piping systems safely. Ductile iron, concrete, and high-density polyethylene piping are all covered, and hands-on training is available for each.

Line and Grade - Related Instruction for concentration(s): 1, 2, 5 **40 hours**

Line and Grade training focuses on the skills, knowledge, and aptitude necessary to operate a variety of surveying instruments and record information for maintaining elevation and alignment control points on heavy and civil construction projects.

Asphalt - Related Instruction for concentration(s): 2 **32 hours**

Asphalt training provides CCLs with the information they need to understand the safety precautions necessary when working with, raking and placing asphalt. In addition, participants practice the preparation of the surface, job preparation, and cleaning of the tools, and machinery. The patching of pot-holes and cracks is practiced along with proper raking techniques.

Traffic Control - Related Instruction for concentration(s): 2 **8 hours**

Traffic Control training provides participants with an understanding of the types of traffic control devices and how they are used set-up and dismantled. Topics include the purpose of the Manual of Uniform Traffic Control Devices (MUTCD) and the methods to maintain pedestrian safety in traffic control zones.

Pipeline - Related Instruction for concentration(s): 5 **80 hours**

Pipeline training instructs CCLs on the safe practices and procedures that need to be used on pipeline construction projects. All phases of pipeline construction are covered including the front-end work, pipe handling, pipe coating, and back-end work.

Shotcrete - Related Instruction for concentration(s): 6 **80 hours**

Shotcrete training is designed to prepare participants to become certified Shotcrete Nozzlemen. Participants practice wet and dry mixing methods for below ground uses. Instruction also includes nozzle types and their maintenance and use. Hands-on opportunities to practice applying shotcrete are included.

Tunnel Worker - Related Instruction for concentration(s): 6 **80 hours**

Tunnel Worker training prepares CCLs to work safely and productively on a tunnel job. Topics covered include tunnel safety, an overview of tunnel construction, the duties of a CCL tunnel worker, and compressed air systems.

Drilling - Related Instruction for concentration(s): 2, 6 **16 hours**
The Drilling Operations program includes an introduction to drilling operations, how drilling operations work (construction applications, quarry applications, hand signals, and drill strings), how to operate and maintain the drill, and hands-on practice of drilling operations.

Asbestos Worker - Related Instruction for concentration(s): 7 **40 hours**
Asbestos Abatement Worker training prepares CCLs to work safely and productively on asbestos abatement projects. The program is designed to meet or exceed Occupational Safety and Health Administration and Environmental Protection Agency (EPA) training requirements under 29 CFR Part 1926.1101 and 40 CFR Part 763 respectively.

Hazardous Waste Worker - Related Instruction for concentration(s): 7 **80 hours**
Hazardous Waste Worker training prepares CCLs to work safely and productively on hazardous waste remediation projects. The program meets all Occupational Safety and Health Administration training requirements under 29 CFR Part 1910.120 – Hazardous Waste Operations and Emergency Response.

Microbial Remediation - Related Instruction for concentration(s): 7 **24 hours**
Microbial Remediation training instructs CCLs on the health hazards, PPE requirements, and remediation processes and techniques associated with the removal of mold as well as other microbial contamination.

Lead Abatement Worker - Related Instruction for concentration(s): 7 **40 hours**
Lead Abatement Worker training prepares CCLs to work safely and productively on lead abatement projects. The course meets all Occupational Safety and Health Administration and Environmental Protection Agency training requirements under 29 CFR Part 1926.62 and 40 CFR Part 745.225 respectively.

Landscaping - Related Instruction for concentration(s): 8 **40 hours**
Landscaping training provides CCLs with the knowledge and skills they need to work as a landscaper with a concentration on using environmentally-friendly techniques whenever possible. Topics covered include the landscape laborer's duties; safety hazards of landscape work; safe use of pesticides, herbicides and fertilizers with an emphasis on using environmentally-friendly materials; controlling erosion on the jobsite; and planting and maintaining sod, grass, shrubs and trees.

Landscape Equipment Operation - Related Instruction for concentration(s): 8 **40 hours**
Landscape Equipment Operation training teaches CCLs how to safely and productively operate a skid steer, a trencher, and a mini excavator. Topics include safety, operation and maintenance procedures, along with ample time devoted to hands-on practice with the equipment.

Brick Paver Installation - Related Instruction for concentration(s): 8 **40 hours**
Brick Paver Installation training provides CCLs with the knowledge and skills they need to install walkways and patios with brick pavers. Topics covered include the hazards associated with installing brick pavers; laying out the work; estimating the amount of pavers required; preparing the base; cutting bricks accurately and to minimize waste; and installing pavers correctly. Ample time is devoted to hands-on practice with all the job tasks.

Retaining Wall Installation - Related Instruction for concentration(s): 8 **40 hours**
Retaining Wall Installation training provides CCLs with the knowledge and skills they need to install retaining walls for landscape work. Topics covered include the hazards associated with installing a retaining wall; the different types of retaining wall materials; laying out the retaining wall; estimating the amount of materials required; preparing the base; tying the wall back to the bank; and correct installation techniques for retaining wall blocks and timbers.

Irrigation Installation - Related Instruction for concentration(s): 8 **40 hours**
Irrigation Installation training provides CCLs with the knowledge and skills they need to install irrigation systems. Topics covered include an overview of irrigation systems, with a focus on identifying those that best conserve water; the hazards associated with installing irrigation systems; how irrigation systems are best laid out for maximum efficiency; and how to maintain irrigation systems once they are installed. Ample time is devoted to hands-on practice assembling and installing an irrigation system.

Elective: The following elective courses can be used by apprentices to achieve their required hours in Related Instruction, depending on the work in the geographic jurisdiction. Courses listed in a concentration other than the apprentice's chosen concentration also qualify as elective courses.

Elective Related Instruction	Recommended Class Hours

Aboveground Drilling — **32 hours**

Aboveground Drilling training introduces CCLs to the unique working environment of aboveground drilling by providing instructor facilitated classroom instruction along with intensive, performance-based, hands-on training. The care and use of tools and equipment is presented, as well as drilling techniques. Basic information about rocks and their composition and characteristics are introduced, as drillers must know how geology affects the drilling process. The personal safety of CCLs working on a drilling site is reviewed in depth. Site safety, hazard communication, health hazards, personal protective equipment, and working around explosives are also covered.

Construction Math — **40 hours**

Construction Math training introduces CCLs to the basic math skills needed to perform calculations related to distance, area, volume, angles, and weight and measurement on construction projects. Participants are provided instruction and an ample opportunity to measure objects, calculate and perform basic math functions including addition, subtraction, multiplication, and division of whole and fractional numbers, measure and estimate volumes, convert fractions to decimals, (and decimals to fractions). In addition participants learn practical applications of the Pythagorean Theorem, formulas for calculating perimeters, area, volume, and the use and function of square roots.

Disaster Site Worker — **16 hours**

Disaster Site Worker training prepares CCLs to safely and effectively work on disaster sites. It provides participants with an understanding of the Incident Command System (ICS) and how it relates to safe and efficient job performance, addresses the characteristics and hazards of man-made and natural disasters, and affords opportunities to learn and demonstrate different disaster response related skills, including use of PPE.

Green Construction — **16 hours**

Green Construction training provides CCLs with information about the major factors that affect a green construction project including conservation of natural resources; reduction of carbon emissions; water resource use and conservation; reduction of soil, water and air pollution; and indoor air quality. Participants learn how these emerging issues influence their work and the potential future impact of growth in renewable energy, sustainable buildings, and green construction.

Green Roofs — **24 hours**

Green Roof training introduces participants to the various types of green roofs, the safety hazards associated with the installation of green roofs, and the practices and procedures used during installation of the roof.

Lead and Silica in Bridges — **16 hours**

Lead and Silica in Bridges training is designed to provide instruction to CCLs on two (2) common hazards found on bridge (and other construction) projects: lead and silica exposure. Emphasis is placed on the health hazards, PPE, regulations, and hazard mitigation methods.

Lead Renovator — **16 hours**

Lead Renovator training prepares participants to perform renovation work using lead safe work practices. It meets all EPA and OSHA training requirements under 40 CFR Part 745.225 and 29 CFR Part 1926.62. Lead Renovator training is mandatory for all workers conducting renovation activities where lead-based paint is present in target housing and child occupied facilities. Students participate in active learning through classroom exercises and hands-on training.

Material Hoist Attendant – "Bell Ringer" **8 hours**

Material Hoist Attendant training provides training on the roles and responsibilities of the material hoist attendant (bell ringer) and inspection, operation, and maintenance procedures for material hoists used on construction projects.

Metric Measurement in Construction **8 hours**

Metric Measurement in Construction training introduces experienced CCLs and new entrants to the metric system of measurements and application in the construction industry. Units of measure and conversions using practical applications are covered. Participants practice real-world measuring techniques in practical situations.

Nuclear Power Plant Worker **32 hours**

Nuclear Power Plant Worker training is designed for CCLs involved in maintenance and shutdown activities at nuclear power plants or whose job assignments involve unescorted entry into areas controlled for radiological purposes. This program is divided into nine topics, which focus on the theory, basic radiological fundamentals, and the terms CCLs must know to work safely around radiological hazards.

Permit Required Confined Space **24 hours**

Permit Required Confined Space training focuses on the identification of the different types of confined spaces as well as their associated hazards. Participants receive detailed instruction on rules, regulations, and procedures to be followed when entering a confined space as well as methods to mitigate the associated hazards.

Radiation Remediation **24 hours**

Radiation Remediation training provides CCLs with the information they need to work safely in and around radiological contaminated sites. Hands-on training is conducted in a mock training area. Respiratory protection and protective clothing and why they are required are also covered in this training.

Respiratory Protection **8 hours**

Respiratory Protection training details the correct use of respirators when airborne hazardous substances are present. Topics include using exposure guides, respirator selection, proper use of respirators, and OSHA respiratory protection program requirements.

Restoration Technician **8 hours**

Restoration Technician training focuses on commercial clean-up activities associated with fire and/or flood damaged structures. The Restoration Technician course is designed for participants who have received previous training in hazardous waste remediation, asbestos, and lead abatement as this course centers on the theory, application, and practices associated with restoration projects.

Silica Awareness **8 hours**

Silica Awareness training provides information to CCLs regarding the hazards associated with work activities such as concrete sawing or stone cutting of materials, which contain silica.

Solar Panel Installation **16 hours**

Solar Panel Installation training teaches the proper system sizing, design, prep work and installation of mounting brackets for photovoltaic (PV) systems, installation of mounting brackets and tubes for hot water systems and involves actual hands-on work associated with roof top, side of building and ground mounted applications.

Underground Storage Tank Removal **24 hours**

Underground Storage Tank Removal training provides CCLs with knowledge about the safe removal of underground storage tanks. Trench safety, hazardous waste contaminants, and personal protection are all covered in this class.

Appendix D

QUALIFICATIONS AND SELECTION PROCEDURES

ADOPTED BY

MLTAI

MICHIGAN LABORERS' TRAINING AND APPRENTICESHIP INSTITUTE

11155 S. Beardslee Road
Perry, MI 48872

DEVELOPED IN COOPERATION WITH THE
U.S. DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP

APPROVED BY:

BY: _____

Russell W. Davis, Michigan State Director
Office of Apprenticeship
UNITED STATES DEPARTMENT OF LABOR

Approval Date: 11/13/17

RAPIDS Program Number: MI007970001

The certification of this selection procedure is not a determination that, when implemented, it meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR § 60-3) or 29 CFR § 30. Note that selection procedures may need to be modified to provide reasonable accommodations to qualified individuals with disabilities.

SECTION I - MINIMUM QUALIFICATIONS

Applicants will meet the following minimum qualifications. These qualification standards, and the score required on any standard for admission to the applicant pool, must be directly related to job performance, as shown by a statistical relationship between the score required for admission to the pool and performance in the apprenticeship program:

A. Age

Minimum qualifications required by the sponsor for persons entering the apprenticeship program, with an eligible starting age not less than 18 years.

B. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

SECTION II - APPLICATION PROCEDURES

A. Applicants will be accepted throughout the year. Every person requesting an application will have one made available.

B. All applications will be identical in form and requirements. The application form will be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for.

Columns will be provided on the applicant log to show race, ethnicity, and sex and the progress by dates and final disposition of each application.

C. Before completing the application, each applicant will be required to review the Apprenticeship Standards and will be provided information about the program. If the applicant has any additional questions on the qualifications or needs additional information to complete the application, it will be provided by the sponsor.

D. Receipt of the properly completed application form along with required supporting documents (driver's license, birth certificate, or other acceptable proof of age; copy of high school diploma, GED certificate, or other acceptable documentation of education) will constitute the completed application.

E. Completed applications will be checked for minimum qualifications. Applicants deficient in one or more qualifications or requirements or making false statements on their applications will be notified in writing of their disqualification and of the appeal rights available to them. No further processing of such applications will be taken.

F. Completed applications will be referred to signatory contactors in their area.

SECTION III - SELECTION PROCEDURES

The sponsor has adopted the following selection procedures, consistent with the requirements set forth in 29 CFR § 30.10(b):

A. The Michigan Laborers' Training and Apprenticeship Institute shall accept all applicants referred by participating employers into the apprenticeship program provided the participating employer employs the applicant and the applicant meets the minimum qualifications for apprenticeship.

B. Completed applications from the Michigan Laborers' Training and Apprenticeship Institute will be referred to signatory contactors in their area.

C. Signatory contactors will inform Michigan Laborers' Training and Apprenticeship Institute about accepted applicants into the apprenticeship program.

D. The eligible Applicant will be registered by Michigan Laborers' Training and Apprenticeship Institute upon receipt of the completed Intent-to-Hire letter.

E. The Michigan Laborers' Training and Apprenticeship Institute will keep a list of all apprenticeship program Applicants interviewed, along with the time, date and name of the person who conducted the interview.

F. Any applicant who feels that he/she was wrongfully denied entry to the apprenticeship program may appeal the decision using the applicant appeals procedure described below in Standards

SECTION IV - DIRECT ENTRY

JATCs who wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall only include those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these Standards. The JATC will award Credit for Previous Experience in accordance with Section XI of these Standards, and will pay the apprentice(s) at the wage rate commensurate with their skill attainment. The Credit for Previous Experience shall be awarded without regard to race, color, religion, national origin or sex. The methods for direct entry shall include the following:

A. Youth who complete a Job Corps training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the Job Corps graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The JATC will evaluate the Job Corps training received for granting appropriate credit on the term of apprenticeship. Entry of Job Corps graduates will be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

B. Youth who complete a YouthBuild U.S.A. training program in any occupation covered in these Standards, who meet the minimum qualifications of the apprenticeship program, may be admitted directly into the program, or if no apprentice opening is available, the YouthBuild U.S.A. graduate may be placed at the top of the current applicant ranking list and given first opportunity for placement. The JATC will evaluate the YouthBuild U.S.A. training received for granting appropriate credit on the term of apprenticeship. Entry of YouthBuild U.S.A. graduates will be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

C. Military Veterans who completed military technical training school and/or participated in a registered apprenticeship program or related craft while in the military in the occupations registered in building trades, may be given direct entry into the apprenticeship program. The JATC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The JATC will determine what training requirements they need to meet to ensure they receive all necessary training for completion of the apprenticeship program. Entry of Military Veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

D. Former inmates of Department of Justice - Bureau of Prisons (BOP) who have participated in or have successfully completed a specific BOP apprenticeship program, where the Apprenticeship Program Sponsor agrees to admit such inmates without regard to race, color, religion, national origin, or sex and all individuals receive equal consideration. JATCs agreeing to admit such individuals into apprenticeship must agree to do so without regard to present minimum qualifications, eligibility lists or the necessity of passing written apprenticeship entrance tests. ***(Note: This is a method of direct entry into the apprenticeship program.)***

E. An employee of a non-signatory employer not qualifying as a journeyworker when the employer becomes signatory, will be evaluated by the JATC in accordance with the procedures for the granting of credit for previous experience, and registered at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through this method shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

G. An individual who signs an authorization card during an organizing effort, wherein fifty-one percent (51%) or more of the employees have signed authorization cards, whether or not the employer becomes signatory, and is an employee of the non-signatory employer and does not qualify as a journeyworker, will be evaluated in accordance with the procedures for the granting of credit for previous experience and registered by the JATC at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through this method shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program).***

For such applicants to be considered they must:

1. be employed in the JATC's jurisdiction when the authorization card was signed;
2. have been employed by the employer before the organizational effort commenced;
3. have been offered the opportunity to sign authorization cards and be evaluated along with all other employees of the employer; and
4. provide reliable documentation to the JATC to show they were an employee performing building trades work prior to signing the authorization card.

H. An employee of a non-participating employer who becomes a new member employer of the sponsoring organization who does not qualify as a journeyworker when the employer becomes a member, will be evaluated by the Sponsor in accordance with the procedures for the granting of credit for previous experience, and registered at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. ***(Note: This is a method of direct entry into the apprenticeship program, whereby all minimum qualifications are waived).***

I. An individual who is or who has worked for a signatory or non-signatory employer and who, of his/her own choosing, solicits membership as a journeyworker and does not qualify as a journeyworker, will be evaluated in accordance with the procedures for the granting of credit for previous experience and registered by the JATC at the appropriate period of apprenticeship based on previous work experience and related training. Any employee not eligible for receipt of credit must make application in accordance with the normal application procedures. Entry into the program through this method shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program)***

J. An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

The sponsor will evaluate the training received to grant appropriate credit on the term of apprenticeship. Entry of pre-apprenticeship candidates shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.***

SECTION V - OFFICIAL ADOPTION OF SELECTION PROCEDURES

The Michigan Laborers' Training and Apprenticeship Institute hereby officially adopt these selection procedures on this 13th day of (November, 2017).

Sponsor(s) may designate the appropriate person(s) to sign the standards on their behalf.

Signature of Management *(designee)*

Signature of Labor *(designee)*

Robert M Coppersmith Jr

Printed Name

Gene Alessandrini

Printed Name

V16 - 2026

Description of Courses 2025-2026

Operating Engineers 324

Journeyman and Apprentice Training Fund, Inc.

JOURNEYMAN UPGRADE TRAINING

All members with dues paid up current are encouraged to come in and get "upgrade" training. Every year you are entitled to one week of **"PAID"** upgrade training if your dues are paid up current and you have worked for a contractor who has made contributions into the training fund on your behalf at least once in the 12 months preceding your training. Although we can only pay for one week, you are welcome and encouraged to come and use the Sam T. Hart Education Center in Howell as often as you would like.

You are encouraged to call first during the high-volume training season (October–April) as equipment and instructors may not be available for the training you desire. We request that you contact the Sam T. Hart Education Center in Howell **"in advance"** to schedule your week of Journeyman upgrade/block training. All equipment is scheduled on a first-come, first-serve basis, so register early.

As the Apprentices have to meet their annual training requirements, as well as their graduation requirements, the Sam T. Hart Education Center in Howell is dedicated to the Apprentices for "upgrade training" on equipment during the months of December and January. However, **you may feel free to schedule any 40-hour "specialty classes" offered during this time.** We look forward to seeing you out back on equipment when we re-open for Journeymen on **February 3, 2025**.

Crane Upgrade Training – prior to getting on cranes, you must have attended a Basic Crane Class, or be currently working in the crane industry and have obtained approval from our Crane Instructors.

Training is now offered year-round across all departments, making it easier for members to take control of their development on their own schedule. To ensure fairness and accountability, the following no-show policy will be in effect October 1st for all apprentices and journeymen registering for training courses:

- If you fail to attend the first class without prior notice, you will be required to place a $50 deposit to register for that course after that.
- If you fail to attend a second time (again without notice), your $50 deposit will be forfeited.

This policy reinforces our shared commitment to the training process, respects the time of our instructors, and ensures that every seat is available to someone ready to show up and learn. This local is built on responsibility- and that starts with honoring your commitment to attend.

You must bring your PPE (hard hat, high vis, boots, safety glasses) to attend and complete class. Failure to come prepared will forfeit your spot in class.

INSTRUCTORS	EXT.
CDL	
Jason Loveland	
Drew Musson	#1748
Jeff Reber	
Civil	
Jeremy Beard (Site Foreman)	#1749
Randy Besemer	#1714
Leonard Casteel	#1712
Tim Babcock	#1715
Tim Kilburn	
David Sitko	
Kevin Tremain (Appr Coord)	#1733
Wayne Wurster	
Crane & Hoisting & Forklift	
Craig Bowman	#1736
Tony Hunt	#1705
Dylan Olson	#1732
Brad Ryznar (Appr Coord)	#1709
Jim Sasser	#1725
Troy Wier	#1738
Safety & Health	
Ray Wright	#1726
Technician/Mechanic	
Riley Parker	#1720
Tim Villarreal	#1723
Ken Wcisel	#1739
David Williams	
Steven Williams (Appr Coord)	#1717

REGISTRATION INSTRUCTIONS

Feel free to register online at: www.oe324.org

In order to attend training or classes, your dues must be paid current through the month you receive your training/take your class(es).

Class Registration By Phone

Please feel free to call in to set up your classes. All classes are subject to cancellation. All registrations will be confirmed in writing.

If you have questions or concerns, please feel free to call us at 517.546.9610 or 888.256.9610.

Please contact the Sam T. Hart Education Center in Howell as soon as possible if you cannot attend class. Some of the classes have a sign-up list of members waiting to get into the next class. By calling to cancel any class you cannot attend, you give your fellow union members the opportunity to attend the class.

Hotel Accommodations

To be eligible for a hotel room, your dues must be paid current for the month of the training/class for which you will need the hotel, you must live over 60-miles from the Sam T. Hart Education Center in Howell and have had a contractor make a contribution into the Training Fund on your behalf at least once within the 12 months preceding the training/class date. If you meet the eligibility requirements, you will be allowed one week (Monday-Friday) of lodging paid by the Journeyman & Apprentice Training Fund, Inc. for upgrade training. If that same member wishes to take 40-hour specialized courses in addition to the upgrade training, we will grant them lodging for the length of the course. Lodging won't be covered when retaking the same class.

If the Local 324 member lives over 100-miles from the Sam T. Hart Education Center in Howell, the member may stay at the hotel on the preceding Sunday night. Otherwise, plan for Monday arrival.

If you qualify for a hotel room, please make sure that you put what day(s) you will be staying.

NOTE: We do not provide a hotel room for 4-hour courses or 8-hour courses for people within 100-miles.

NOTE: Animals are **not** allowed at the hotel. Hotel privileges will be permanently revoked for anyone abusing rules and/or regulations of the hotel or JATF.

HOTEL NOTE: We are charged for "no shows." It is very improtant that you let us know if you need a hotel room immediately, as we are using a new hotel that books up completely. Please be thoughtful when deciding when you'll be staying and we ask that you show up at the hotel on the date requested.

Equipment offered for upgrade training is as follows:

Backhoes
John Deere 310SLHL
Case 580M
CAT 420D
CAT 420F2

Cranes
Broderson IC200-2C
Broderson IC2003H
Broderson IC80 (2)
Broderson IC803F
Crawler Crane
Manitowoc III Crawler
Manitex 30 Ton Boom Truck
Manitowoc MLC-100-1
Philadelphia Tram Rail Overhead
Potain MDT 159 Tower
R.O. Stinger 16 Ton Boom Truck
Cleveland Tram Rail Overhead & Cleveland Tram Rail Overhead
Spyder Crane (2)
Tadano GR550YL
Tadano GTC 2000
200T Telecrawler
Terex RT450

Dozers
CAT D2XLAZ2
CAT D2XLA5Z2
CAT D4GXL
CAT D4GXL GPS
CAT D5K2L GPS
CAT D6H
CAT D6RXW
CAT D7 (2)
CAT D9G
John Deere 450LGP

End Dumps
CAT D300B
Volvo A25C
Volvo A25G

Excavators
CAT 315CL
CAT 317
CAT 320D GPS
CAT 329EL GPS
CAT 320D Next Gen.
CAT 320DL w/ Thumb
John Deere 210
John Deere 210GLC (2)
Volvo ECR50F
Volvo 145

Forklifts
CAT TH63
CAT TL1055D
CAT T125D
CAT TH255L (2)
Hyster H60
Skytrack 6042

Graders
CAT 120G
CAT 12m3
CAT 140G

Loaders
CAT 926M
CAT 938K
CAT 950F II
CAT 950G
CAT 950M
Volvo L90H

Rollers
CAT CP563
CAT CS66B
Rexnord 848 Smooth Drum
Sheepsfoot

Scrapers
CAT 621 (2)
CAT 621E
John Deere 9RS5540 P and Scraper Pan

Skidsteers
BobCAT T590
CAT 289D
John Deere 333 G
Takeuchi TL12V2 (2)

Support Equipment
Oshkosh Water Truck

Other Equipment
Freightliner Truck (CDL) (2)
John Deere 5083E
John Deere 9220 Articulating Tractor w/Roller Blade
International 8600 Truck (4)
Vermeer D24x30 Directional Drill

REMEMBER: Equipment is scheduled on a first-come, first-serve basis.

BE PREPARED FOR THE JOBSITE

There are many upgrades, qualifications and certifications offered at the OE 324 Sam T. Hart Education Center to make sure you are the best prepared and are meeting the requirements for the jobsite. Below are lists of classes, qualifications and certifications available to Journeymen:

CIVIL

- Concrete Sawing
- Commercial Driver's License (CDL)
- Dozer – Basic
- Dozer – Advanced
- Excavator – Basic
- Excavator – Advanced
- Forklift Certification of Training
- Forklift Recertification of Training
- Distribution
- GPS / Grade Control Systems
- Basic Grade (Stakes) Familiarization
- Grader – Basic
- Grader – Advanced
- Hazmat Training
- Horizontal Directional Drill
- Hydro – Excavation
- Loader Skid – End Dump
- Mine Safety
- OSHA 10
- OSHA 30
- Paving
- Post Pounder
- Scraper
- Rubber Tire Backhoe

CRANE

- Basic Forklift 40-Hr
- Commercial Driver's License (CDL)
- Crane Assembly / Disassembly
- Crane – Basic
- Crane – Overhead (24-Hr)
- Crane – Rigging/ Signalperson
- Crane I
- Crane II
- Crane – Spyder Crane (16-Hr)
- Crane – Tower (40-Hr)
- Forklift Certification of Training
- Forklift Recertification of Training
- Mine Safety
- NCCCO Mobile Crane Certification
  - Lattice Boom Crawler
  - Large (Swing Cab) Telescopic
  - Small (Fixed Cab) Telescopic
- NCCCO Overhead Crane Certification
- NCCCO Rigger Certification
- NCCCO Signalperson Certification
- NCCCO Tower Crane Certification
- OSHA 10
- OSHA 30

MUST™ SAFETY TRAINING

Requires that organized Tradesmen and Tradeswomen pass all of the 18 safety awareness training modules.

The Safety Awareness Training Modules Include:

- Aerial Lifts
- Concrete and Masonry
- Confined Space Hazards
- Construction Worker Orientation (OSHA)
- Crane Safety
- Electrical Safety/Lockout-Tagout
- Fall Protection
- Fire Protection and Prevention
- Hand and Power Tool Safety
- Hazard Communication
- Health Hazards in Construction
- Ladder Safety
- Materials Handling
- Personal Protective Equipment
- Rigging
- Scaffolding
- Trenching and Excavation
- Welding

Signatory contractors that plan to work on projects for such owners as GM, Ford Motor Company, Chrysler Corporation and DTE Energy must ensure that all Local 324 members are in compliance with the MUST Safety Program Training. The JATF will pay the testing fee for members who are in good standing and are not employed by a contractor who contributes to the MUST drug and testing pool. Each test segment takes approximately 25-45 minutes and can be taken on any computer with a DSL or cable-modem internet hookup. Before testing, you must call the Sam T. Hart Education Center in Howell to get "activated" to test. If you do not have a computer available, you can use a friend's computer, or go to the library or you are welcome to use our computers here at the Sam T. Hart Education Center in Howell.

Training and testing will also be available to members from 7:30 am to 4:00 pm, Monday through Friday at the office in Bloomfield Township. Please contact Joe Schippa to schedule testing time in Grand Rapids. Computers at all sites will be assigned on a first-come, first-serve basis, and a sign-up sheet will be available.

For more information, visit: *www.mustonline.org*

SPECIALIZED CLASSES

IMPORTANT RECERTIFICATION INFORMATION: If you do not receive a recertification notice within 30 days of your expiration date, please contact the Sam T. Hart Education Center in Howell.

ASBESTOS - CONTRACTOR/SUPERVISOR INITIAL (40-HR)

Dates: As Interest Demands

State and federal laws (OSHA, EPA and DOT) require the use of accredited Contractor/Supervisors for all asbestos removal projects in schools, and public and commercial buildings. If you wish to attend this 40 hour class, please select the provider that is closest to your home using the following link:

https://w2.lara.state.mi.us/AsbestosProgram/Provider/ProviderSearch

This will bring you to a page to select whih provider you would prefer. Simply click on the drop down menu for the "Training Course Type" box and select "Contractor Supervisor Initial." This will bring up a list of providers with their location and phone number.

Once you have spoken with the provider to determine the date, cost and location of the Asbestos Contractor/Supervisor Training, contact us (888-256-9610) with the pertinent details. We'll work on this end to secure course arrangements on your behalf.

COMMERCIAL DRIVER'S LICENSE (CDL) (40-HR)

When You Are Ready For The Road Test Examination

A truck and trailer are available for road tests for any member of Local 324 in good standing.

How to schedule your CDL:

1. Take and pass your written test through the Secretary of State.
2. Call our office to get scheduled.

Your CDL road test will consist of:

- Inspection
- Skills test
- Road test
- Process paperwork

Please bring the following current paperwork with you to the road test:

1. Drivers license with picture photo
2. Temporary Instruction Permit
3. Union Card

CDL - ADVANCED (40-HR)

Dates: As Interest Demands

Pre-Requisite: Possess a CDL Class A with Trailer

This 24-hour course consists of all things safety with respect to load securement, loading and unloading and heavy-haul.

Objectives of this course include the following:

- Safety with loads
- Standards for tie-downs

This class consists of:

- 8 Hours Lecture
- 32 Hours Lab
- 40 Hours Total Instruction

CDL - GRAVEL TRAIN (40-HR)

Pre-Requisite: Possess a CDL Class A with Air Brakes

Training focuses on truck safety and operation including pre and post loading inspection, safe loading and dumping, backing and hooking up. Students will utilize gravel trains, lowboys, drop deck, and land all trailers.

Objectives of this course include the following:

- Loading inspection
- Backing and hooking up
- Load Securing

This class consists of:

- 8 Hours Lecture
- 32 Hours Lab
- 40 Hours Total Instruction

CONCRETE SAWING (24-HR)

The 3-day class will instruct our members on basic concrete sawing techniques. You will receive safety and technical knowledge and put it to practical use during the class.

Objectives of this course include the following:

- Safe operation of a concrete saw

This class consists of:

- 16 Hours Lecture
- 8 Hours Lab
- 24 Hours Total Instruction

CONFINED SPACE AWARENESS (24-HR)

This course is designed for anyone required to enter into confined spaces. Course covers OSHA standards, the importance of confined space entry safety and the consequences that can occur if precise practices and procedures are not followed, proper use of ventilation, the principles of atmospheric monitoring, permits required, identifying hazards involved and how to eliminate and control them, proper use of the protective and emergency equipment required, responsibilities of entrant and attendant and basic rescue techniques.

Objectives of this course include the following:

- Introduce students to complications of Confined Space Rescue

This class consists of:

- 16 Hours Lecture
- 8 Hours Lab
- 24 Hours Total Instruction

IF YOU ARE NEW TO CRANES...

If you are new to cranes or have limited experience in the crane industry and are not sure where to begin, a Basic Crane Class and a Rigging/Signalperson Class is the recommended place to start. These two classes, combined with additional practice, training and job site experience will help put you on the correct path to becoming a safe and productive Certified Crane Operator/Rigger/Signalperson.

Basic Crane Class → Rigging/ Signalperson Class → **Additional Hands-on Training and Job Site Experience** → Attend classes specific to the designation of certification desired.

Raising Gang Joint Training

The "Raising Gang" project continues. The Operating Engineers and Iron Workers work together in this advanced 5-day training session to assemble and disassemble a 5-story steel-framed building. This training helps each trade understand the other's perspective and everyone can take the skills and communication learned into the field and work together as a cohesive group.

For the Raising Gang Class, the crane lifts the steel beams, while the Iron Workers secure them into place. The class will utilize a lattice boom craler crane with a boom/jib combination from 160' to 285'. Then the crawler crane will make lifts erecting the iron and trusses up to 13,000 pounds.

CRANE - BASIC (40-HR)

We recommend that anyone with less than 2,000 hours of crane experience start with this Basic Crane Class.

This basic class teaches our members safety and technical matters related to craning. The class is designed for Journeymen who have had limited or no crane experience and want to get a better understanding of crane operator responsibilities. Students will learn crane components, proper machine setup, load charts, range diagrams and capacities, as well as mathematics used in craning, wire rope, rigging, oiling, maintenance, hand signals, barricades, safe shut down procedure, site hazards and access, crush/pinch points, tag-out, electrical hazards and procedures. The class also describes what a load moment indicator (LMI) is, it's components and how it works. This class is highly recommended before pursuing a CCO preparation class.

Objectives of this course include the following:

- Learn to interpret load and range diagrams
- Cover OSHA Subpart CC and ASME/ANSI B30.5 standards
- Crane setup
- Daily/monthly crane inspections
- Operator's responsibilities, authority and safety
- Personnel lifting requirement and standards

This class consists of:

- 32 Hours of Lecture
- 8 Hours of Lab
- 40 Hours Total Instruction

RIGGER/SIGNALPERSON FUNDAMENTALS (for Mobile Equipment) (24-HR)

This 3-day class is based on fundamentals of rigging and signaling for mobile equipment. Students will learn to properly identify and inspect various types of lifting slings and hardware. Proper application and basic hitches will also be covered. Next, the class will learn how to communicate and accurately signal various types of mobile equipment. Anyone involved with lifting and moving loads, or looking to become certified in rigging or signaling will benefit from this class.

Objectives of this course include the following:

- Basic OSHA and ANSI requirements
- Basic hitches and rigging techniques
- Signaling crane using OSHA guidelines
- Know OSHA approved signals for crane operations

This class consists of:

- 10 Hours Lecture
- 16 Hours Lab
- 16 Hours Total Instruction

CRANE I (40-HR)

This class is the next step after completing the basic crane class on your journey to becoming a crane operator. Most of this class takes place outside (please dress appropriately) starting with Instructor lead shift inspections, lift planning, crane set-up and configuration and finally lift execution. During crane operations, there are several roles that need to be identified and filled which include a Signalperson, a Rigger and a Crane Operator. The student will have multiple opportunities to engage in these roles and responsibilities of these positions to assure safe crane operations. The class finishes up with several types and sizes of cranes performing scenarios to match your abilities.

Objectives of this course include the following:

- Be able to utilize manufacturer operating manuals
- Learn how to perform a shift Inspection on R.T. & Carry Deck Cranes
- Apply MIOSHA/OSHA applicable regulations
- Load chart interpretation and use
- Lift planning and proper execution
- Recognize Hazards/limitations during crane set-up
- Properly configure crane to lift plan
- Develop skills in multiple "job site" scenarios

This class consists of:

- 8 Hours Lecture
- 32 Hours Hands on Lab
- 40 Hours Total Instruction

CRANE - CCO RIGGER/SIGNALPERSON (40-HR)

This 5-day class will teach the Apprentice about different types of rigging and rigging hardware, how to apply it and how different configurations affect the stress put on rigging. They will learn the ASME and OSHA "remove from service" criteria and how to inspect the rigging for damage.

The student will learn the OSHA standard hand signals and proper technique in delivering voice signals. They will learn general requirements in the OSHA standards as it pertains to signaling a crane. This class will also include hands-on training for both rigger and signalperson. On Friday, the Apprentices will take the NCCCO Rigging and Signalperson Certification Exams.

Objectives of this course include the following:

- Know proper rigging terminology
- Know how to identify and inspect a wide range of rigging
- Know how to accurately apply rigging
- Know how to direct and control crane dynamics using both hand and voice signals

This class consists of:

- 20 Hours Lecture
- 20 Hours Lab
- 40 Hours Total Instruction

CRANE II (40-HR)

Prerequisite::

- Have attended Basic Crane Class and have possession of at least one CCO Mobile Crane Certification
- Have obtained 500 hours of seat time in any crane here at the Sam T. Hart Education Center or on job site "after" completing the Basic Crane Class
- Know all inspection requirements
- Ability to start machine after daily crane inspection
- Have basic understanding of an LMI

The Crane II course is for an Operating Engineer who is ready to advance in both technical knowledge and operational skills of the hoisting industry. This program is designed to take a comprehensive look into the various critical lift requirements of crane operations. Students will increase their knowledge in both technical pre-lift planning and hands-on execution. The pre-lift plan segment of the class will begin with a thorough overview of state and federal regulations. Operating Engineers will be challenged to successfully execute the plan in a jobsite setting, while implementing industry-based best practice solutions. This course requires teamwork. The success of this class will depend on the candidate's willingness to work together as a crew.

Objectives of this course include the following:

- OSHA Subpart CC Regulations
- ASME B30.5 Rules and Responsibilities
- Gain technical knowledge in two crane lifts, hoisting personnel and working near electrical lines
- Load chart interpretation
- Properly complete a critical lift plan
- Thoroughly perform pre-operational inspections
- Accurately setup and configure cranes
- Successful execution of crane operations

This class consists of:

- 16 Hours Lecture
- 24 Hours Lab
- 40 Hours Total Instruction

CRANE - ASSEMBLY/DISASSEMBLY DIRECTOR TRAINING (24-HR)

Dates: As Interest Demands

Prerequisites: NCCCO Lattice Boom Certification with at Least One Recert Exam Taken and Passed

NCCCO Rigger/Signalperson Certifications

This three-day course is directed towards the Assemby/Disassembly Supervisor. The training is based on the OSHA/MIOSHA regulations for an Assembly/Disassembly Director to be both competent and qualified.

This class will have approximately one day of classroom and two days of actual field time.

Objectives of this course include the following:

- Learn/know pertinent OSHA/MIOSHA Regulations

This class consists of:

- 8 Hours Lecture
- 16 Hours Lab
- 24 Hours Total Instruction

CRANE - ASSEMBLY/ DISASSEMBLY (40-HR)

Prerequisites: Apprentices: Must have completed all Level I requirements
Journeymen: Must have completed Basic Crane and Rigger/Signalperson classes

This class will participate in setup and erection of multiple hydraulic cranes including boom extensions, wire rope reeving, overhaul balls and load blocks. The class will completely disassemble a lattice boom crawler crane. Students will learn how to properly load and secure crane components onto trucks for transport. After relocating, we will reassemble the crane focusing on proper erection procedures to: Extend the crawlers, raise the gantry, handle and connect boom sections and pendants, reeve load lines, terminate electrical systems and configure LMI. This class gives a comprehensive real-world experience on what is required to get a crane hook ready for work.

Objectives of this course include the following:

- Learn requirements of assembly/disassembly director per OSHA Subpart CC standards
- Review new OSHA standards for working near power lines during assembly/disassembly
- Learn crane assembly/disassembly in proper sequence per manufacturer
- Proper crane setup
- Finding center of gravity on crane components and proper rigging
- Reeve up load block
- Erect accessories (i.e., jib with offset, boom extensions, counterweights, whip line, etc.)

This class consists of:

- 8 Hours Lecture
- 32 Hours Lab
- 40 Hours Total Instruction

CRANE - OVERHEAD (24-HR)

Please note that this particular class is not affiliated with the CCO Certification. This class is intended to fulfill the technical requirements of the standard adopted by the Michigan Department of Consumer & Industry Services (the governing body of MIOSHA). The class curriculum includes MIOSHA Standard Part 18, inspection, rigging, capacities of equipment and attachments, purpose, use and limitations of controls, energizing sequences, startup and shutdown procedures, emergency procedures, general operating procedures, all basic signaling procedures (including hand, radio or telephone) and fire extinguishers.

Objectives of this course include the following:

- MIOSHA Part 18
- Crane capacities
- Proper energizing sequence
- Daily inspection needs
- Safety rules
- Operating procedures
- Controller functions

This class consists of:

- 12 Hours Lecture
- 12 Hours Lab
- 24 Hours Total Instruction

SPYDER CRANE (16-HR)

This 2-day class will instruct our members on the inspection, lift planning and on the safe operation of this mini-crawler class crane. Students will learn how to properly configure the crane according to the capacity chart for the outrigger configurations. The setup is what really makes this crane both unique and challenging with nearly 100 possible outrigger configurations and the ability to run the machine remotely. A manufacture qualification card will be provided to all students who successfully demonstrate their skills by passing the written and practical exam portion of the class.

Objectives of this course include the following:

- Safe operation of a Spyder Crane

This class consists of:

- 8 Hours Lecture
- 8 Hours Lab
- 16 Hours Total Instruction

CRANE - TOWER (40-HR)

Prerequisites:

- Have attended Basic Crane Class or have possession of CCO Mobile Crane Certification
- Have obtained 500 hours of seat time in any crane

The class will provide you with the fundamental skills to operate the Tower Crane. After your first day in class reviewing the safety and technical issues, you will be spending the majority of this class learning "hands-on" with the crane.

PLEASE NOTE: You must have the agility, strength and endurance to climb up and down the Tower Crane.

Objectives of this course include the following:

- Basic OSHA and ANSI requirements
- Apply what you learn in class to rig & lift actual loads
- Personnel lifting requirements and standards
- Learn proper radio communication
- Review the new OSHA Standards for Tower Cranes & ASME/ANSI requirements

This class consists of:

- 8 Hours Lecture
- 32 Hours Lab
- 40 Hours Total Instruction

CRANE FUNDAMENTALS & STANDARDS (40-HR)

MOBILE, OVERHEAD & TOWER REFRESHER/ EXAM PREP CLASSES

Please Note: The intial CCO Exam refresher schedule is as follows; Mon-Wed (24 Hr), Thursday (OVR/TWR), Friday (Exam)

CERTIFIED CRANE OPERATOR (CCO) ONLINE TESTING

As of January 1, 2024, N.C.C.C.O. will no longer be providing paper/pencil written exams as they are moving into the digital age of testing. There will be (3) different options offered for online testing:

EOT (Event Online Testing)

Event online Testing allows candidates to take CCO written exams at a physical test site (Howell Training Center) in coordination with a Test Site Coordinator. The exams will be taken on a computer that is provided by the test site. Once the application is submitted and CCO approves the application, you will receive a scheduling email within (2) business days that includes an authorization code. You will need to contact the Test Site Coordinator (Elizabeth Rzepka @ ext. 1701) after receiving your scheduling email to schedule your exam(s) and provide the authorization code(s).

OPT (Online Proctored Testing)

Online Proctored Testing allows a candidate to take CCO written exams from home or anywhere 24/7/365 – as long as it's a quiet room with 4 walls! Candidates must use their own computer and the computer must meet certain technical requirements. Once the application is submitted and CCO approves the application, you will receive a scheduling email within (2) business days. To make sure that your computer meets minimum technical requirements, please visit **www.NCCCO.org. Note: Chromebooks are not permitted for OPT.**

CBT (Computer-Based Testing)

Computer-Based Testing allows candidates to take CCO written exam on a computer provided by PSI at a dedicated PSI test center. There are hundreds of available test centers in the US and Canada. Once the application is submitted and CCO approves the application, you will receive a scheduling email form PSI within two business days. **Note: Once you sign up for CBT, if you decide to switch to a different testing modality, you will incur additional fees.**

Experience

CCO Exams are designed for operators who are trained and who currently work in crane operation. Experience is defined as: operating, maintenance, inspection or training.

Program Description

The National Commission for the Certification of Crane Operators (CCO) is an independent, non-profit organization formed to establish and administer a nationwide program of certification for crane operators. The purpose of CCO is to set standards for measuring the knowledge and proficiency required for the safe operation of cranes. Based on extensive discussions with representatives from all segments of business and industry who recognize the impact of construction safety issues, CCO has identified the following potential benefits of operator certification:

- Fewer accidents, injuries and fatalities
- Assurance of operator's abilities
- Less property damage
- Improved safety records
- Enhanced public image of crane operators

PRACTICAL EXAMINATION

Mobile, Overhead and Tower

After you have taken and passed the Written Exam, you must take the Practical Exam in order to obtain your Certification. The Practical Exam Specialties correspond to the Written Exam Specialties. Contact Elizabeth by email at CCO@iuoe324.org or call 517-546-9610 ext. 1701 to recieve the instructions to apply for a practical exam(s).

Once your application is recieved, we will schedule you for the next available exam date, which will most likely be several weeks from the date of submission. Due to the unavailability of the cranes during the winter training season, as well as the weather conditions, no Practical Exams are scheduled. Exams generally run May through December.

Please note: CCO does not take our shortened Practical Exam season into consideration when granting extensions. They feel you still have ample time in which to obtain your Practical Exams. Due to the high volume of applicants and the limited number of exam dates, once you have been notified of your scheduled exam date, we will not have the flexibility to change your date.

CCO will notify you of the results of the Practical Exam within three weeks. If you have passed, you will receive your Certification Card directly thereafter.

Rigging and Signalperson

The Rigging and Signalperson Examination process is slightly different from the other CCO Examinations. The Practical Examination may or may not be held on the same day as the Written Examination.

Certification Eligibility Requirements
The eligibility requirements include the following:

- Pass Written Exam(s)
- Pass Practical Exam(s) - Candidates must pass the Practical Exam within 12 months of passing the Written Exam

IMPORTANT RECERTIFICATION INFORMATION: If you do not receive a recertification notice within 12 months of your expiration date, please contact the Sam T. Hart Education Center in Howell.

DISASTER SITE WORKER (16-HR)

Dates: As Interest Demands
Prerequisite: OSHA-10 Hour or 30 Hour

This DSW 7600 Disaster Site Worker course gives the basic knowledge needed to respond to terrorist acts or natural disasters. This course focuses on understanding and recognizing hazards associated with working at disaster sites, becoming familiar with the Incident Command Structure, and the proper use of hazard controls, including personal protection equipment.

Objectives of this course include the following:

- Prepare member to assist at disaster sites
- Hazard recognition

This class consists of:

- 16 Hours Lecture
- 0 Hours Lab
- 16 Hours Total Instruction

DISTRIBUTION (80-HR)

Prerequisite: Apprentices must have completed Basic Excavator Class.

This 80-hour course includes detailed theoretical and practical instruction on equipment maintenance; machine operation, controls and operating techniques for rubber-tire backhoes, small excavators, trenchers and small sidebooms. Also included: MIOSHA and General Industry Standards, Protection of Underground Facilities, Michigan Public Act 53, Part 9, Excavation Trenching and Shoring Principles, Part 10, and Operation of Lifting and Digging Equipment.

The portion of this class will be covering joint training with Welders executing actual on-the-job scenarios.

Objectives of this course include the following:

- Learn various soil qualities
- How to dig straight and flat-bottom ditches
- How to dig sidebends, sags and overbends
- How to slope
- How to dig up and hand-dig for utilities
- How to install gas mains properly

This class consists of:

- 16 Hours Lecture
- 64 Hours Lab
- 80 Hours Total Instruction

DOZER - BASIC (40-HR)

This class instructs our members on basic grade techniques. The classroom portion of the class will involve learning the basic principles of dozing, maintenance, and machine walk-around. You will take that knowledge and put it to use in a practical setting. A variety of scenarios will test your skills in basic dozer work.

Objectives of this course include the following:

- Safety standards for dozers
- Learn basic dozer techniques

This class consists of:

- 8 Hours Lecture
- 32 Hours Lab
- 40 Hours Total Instruction

DOZER - ADVANCED (40-HR)

Dates: As Interest Demands

This class is for the experienced operator or member who has completed the 40-Hour Basic Dozer Class and has good working knowledge of the machine. No Exceptions.

This class is for the experienced dozer operator. The classroom portion of the class will involve lectures and videos on the more advanced techniques of finish dozer work, such as sloping, gravel spreading, curb grading and ditching. Field work will involve finish grading projects, such as grading a parking lot, as well as cutting, filling, sloping, etc.

***Apprentice Prerequisite: 40-Hour Basic Dozer**

Objectives of this course include the following:

- Learn how to grade to finish grade (for example: parking lots)

This class consists of:

- 8 Hours Lecture
- 32 Hours Lab
- 40 Hours Total Instruction

DRONE/SMALL UNMANNED AIRCRAFT SYSTEMS (24-HR)

This course will describe the specific rules to allow the safe operation of Small Unmanned Aircraft Systems (sUAS) in the National Airspace System (NAS) specified in Title 14 of the Code of Federal Regulations (14CFR) Part 107. Discussions on forces on an aircraft in flight, principles of aerodynamics, three axis of motion, and fixed and rotor wing flight. Discussions in preparation for the FAA Aeronautical Knowledge Exam for an FAA Remote Pilot Certificate. Hands-on drone/sUAS flight and data collection will be included.

Objectives of this course include the following:

- Aviation Weather
- Airport Operations

This class consists of:

- 24 Hours - Introduction to sUAS Regulatory FAA Regulations

DRONE/sUAS PRACTICAL APPLICATIONS (24-HR)

Prerequisite: Must have passed the initial FAA Aeronautical Knowledge Exam and hold a current Remote Pilot Certificate.

This course will incorporate practical flight applications for the use of Small Unmanned Aircraft in construction project planning, site progress tracking, equipment and material monitoring and efficient safety inspections using captured hi-resolution photo data from student performed hands-on practical flights at the training center.

Objectives of this course include the following:

- Flight planning
- Pre-operational inspection
- Flight control characteristics
- Hands-on practical flights
- Flight parameter limitations
- Emergency procedures
- Performance flight times and wireless transmission
- Manufacturer recommended service and maintenance

This class consists of:

- 8 Hours Lecture
- 16 Hours Lab
- 24 Hours Total Instruction

EXCAVATOR - BASIC (40-HR)

This class is designed for those members who have never worked with an excavator before. The class will cover safety issues and help the beginning excavator operator understand the basic concepts.

Objectives of this course include the following:

- Learn to safely and effectively use the excavator

This class consists of:

- 8 Hours Lecture
- 32 Hours Lab
- 40 Hours Total Instruction

EXCAVATOR - ADVANCED (40-HR)

This class is for the experienced operator or member who has completed the 40-Hour Basic Excavator Class and has good working knowledge of the machine. No Exceptions.

This class is designed for the Operating Engineer who currently has experience operating an excavator. This course will cover OSHA Standards, as well as hands-on training for proper trenching techniques, installation of protective systems – trench box, digging footings, sub-grades, working slopes with a ditching bucket and laying pipe.

Objectives of this course include the following:

- Learn to safely and effectively use the excavator

This class consists of:

- 8 Hours Lecture
- 32 Hours Lab
- 40 Hours Total Instruction

***Apprentice Prerequisite: 40-Hour Basic Excavator**

FIRST AID/CPR/AED INITIAL

The initial First Aid/CPR/AED class is offered to you and your family, at no expense. **An annual refresher is required for this course, which is also at no expense and available to spouses or family members.**

Mine Safety Workers: Any person who is attending the 24-hour Mine Safety class will receive the Initial First Aid/CPR/AED training within that class along with refreshers.

Objectives of this course include the following:

- Learn required information and techniques to obtain First Aid/CPR/AED certification card

This class consists of:

- 8 Hours Lecture
- 0 Hours Lab
- 8 Hours Total Instruction

FORKLIFT Certification of Training - TECHNICAL (4-HR) AND PRACTICAL (1-HR)

IMPORTANT RECERTIFICATION INFORMATION: If you do not receive a recertification notice within 30 days of your expiration date, please contact the Sam T. Hart Education Center in Howell.

Current MIOSHA rules require that employers make sure that only trained and authorized operators shall be permitted to operate a powered industrial truck. This includes both industrial and rough terrain type models. Class will include discussion on various forklifts and will evaluate your knowledge of the Part 21 Standard. **This session is not intended to be a training course.** Technical Class will run 8:00 am to 12:00 pm, and Practical Class will follow immediately thereafter. Please Note: Proper PPE (hardhat and hi-vis) is required for practical testing.

Objectives of this course include the following:

- Give understanding of forklift operation, safety and inspection
- Covers OSHA Standard 1910.178 and ASME/ANSI Standards
- Fuel/propane handling and storage
- Prove ability to properly inspect a forklift
- Be able to maneuver a forklift with a load through obstacles proficiently

This class consists of:

- 4 Hours Lecture
- 1 Hour Lab
- 5 Hours Total Instruction

FORKLIFT RECERTIFICATION (2-HR)

Please Note: You will no longer be automatically scheduled into a recertification class. When you receive your reminder notice via mail please call and schedule a recertification date. These classes are held monthly and on an as-needed basis. Failure to recertify will require that you take both the Technical and Practical portion of the certification process again.

For your ease and convenience, we will be holding "regional" Forklift Recertification Classes on an annual basis (in addition to the regularly scheduled recertification classes at the Sam T. Hart Education Center in Howell). Please call to register for a class before your expiration date.

Objectives of this course include the following:

- Give understanding of forklift operation, safety and inspection
- Covers OSHA Standard 1910.178 and ASME/ANSI Standards
- Fuel/propane handling and storage

This class consists of:

- 2 Hours Lecture
- 0 Hours Lab
- 2 Hours Total Instruction

Northern Lower Peninsula	Grand Rapids	Gladstone
Ramada Hotel 2650 I-75 Bus. Loop Grayling, MI	Western Michigan Construction Career Center 900 40th St. SE, Grand Rapids, MI	Northern Michigan Construction Training Center 802 Clark Drive, Gladstone, MI

FORKLIFT - BASIC 40-HR

As the demand for skilled forklift operators increases, this class is the starting point to successfully filling these seats. In this 40 hour class the student will gain the technical knowledge needed for the safe operation of both Rough Terrain Forklifts and Industrial Forklifts while having the opportunity to develop skills with hands on training. The week will wrap up with a written and practical evaluation to get the Certificate of Training required by the contractors.

Objectives of this course include the following:

- Be able to utilize manufacturer operating manuals
- Learn how to perfrom a shift inspection on R.T. & Ind. Forklifts
- Understand MIOSHA/OSHA applicable regulaions
- Load chart/Capacity interpretation and use
- Lift planning and proper execution
- Develop operating skills in multiple "job site" scenarios
- Become familiar with the limitations of each type of forklift

This class consists of:

- 8 Hours Lecture
- 32 Hour Lab
- 40 Hours Total Instruction

Machine Grade Control (MGC) - Topcon or Trimble (40-HR)

This 40-hour class incorporates the fundamentals of the 24-hour Grade Control Systems Technology Class with an additional 16 hours of "Hands-On" Machine/Equipment instruction. In this class, you will gain the technical and practical operational knowledge of utilizing the Trimble and/or Topcon Grade Control Systems. Common applications of Machine Control include excavating, grading, paving, compacting, mining, piling, and drilling. Instruction will include offsetting guidance surfaces horizontally and vertically, creating fundamental "In-Field" designs using the machine's/equipment's control box, as well as recording data for office use.

Objectives of this course include the following:

- Grade control system setup
- Practical use of the system
- Machine diagnostics
- Restore settings using USB drive
- Productive workflows using GNSS

This class consists of:

- 10 Hours Lecture
- 30 Hours Lab
- 40 Hours Total Instruction

Prerequisite: Completion of basic dozer, basic excavator, and grade stakes for apprentices.

TopCon – Recommended for members that want to further their knowledge on control systems. The TopCon 3D-MC2 and TopCon 3D-Max class will help to prepare members for the future of semi-automated machine control operation.

Trimble – We will be lecturing on Trimble grade control systems. We will instruct our members in the use of this innovative technology. Grade control systems are used for roadwork, earthwork and utility location.

Grade Control Systems Technology (GCST) - Topcon or Trimble (24-HR)

This 24-hour class consists of "Hands-On Instructor Led" in-classroom software/hardware emulators, along with instructor led e-learning. Members will utilize Topcon or Trimble Machine Grade Control Emulators on Computer Workstations to gain technical and operational knowledge to operate these machine-based software systems efficiently. This course will cover the software configuration and operational menus of the following machines: Dozer, Excavator, Grader & Compact Machines.

Objectives of this course include the following:

- Component description and system structure
- Comprehensive Control box menu navigation
- Sensor and valve calibrations
- Working surfaces-Vertical and Horizontal offsets
- Daily startup and operational checks
- Machine diagnostics
- Productive workflows

This class consists of:

- 2 Hour Lecture
- 4 Hour E-Learning
- 18 Hour Hands-On Classroom

GRADER - BASIC (40-HR)

This 40-hour class is for the Journeyman or Apprentice with no prior grading experience. This class will help the beginning Grader Operator understand the basic concepts of sloping, crowning a road and ditching. A substantial portion of the class will take place outside grading small road projects, ditching and cutting slopes.

Objectives of this course include the following:

- Basic grade stake reading
- How to apply stakes to grade checking
- Building crown roadways
- Cutting ditches
- Safety standards for graders

This class consists of:

- 8 Hours Lecture
- 32 Hours Lab
- 40 Hours Total Instruction

BASIC GRADE (STAKES) FAMILIARIZATION (40-HR)

This 40-hour Grade Program is vital to all those who work heavy highway and site development construction projects. The course was specifically designed to compliment the Understanding of Grade Stakes, principles of math techniques, familiarization with rover/data collector, and responsibilities of the grade operator.

Objectives of this course include the following:

- Introduction to grade technology
- Introduction to instrumentation including math and responsibilities associated with grade checking

This class consists of:

- 24 Hours Lecture
- 16 Hours Lab
- 40 Hours Total Instruction

GRADER - ADVANCED (40-HR)

Dates: As Interest Demands

Prerequisite: 40-Hour Basic Grader

This class is for the experienced operator or member who has completed the 40-Hour Basic Grader Class and has good working knowledge of grades and stakes. No Exceptions.

Objectives of this course include the following:

- Learn calibration and setup of GPS/Grade Control Systems
- Learn one or more of the advanced techniques
- Checking your own grade

This class consists of:

- 8 Hours Lecture
- 32 Hours Lab
- 40 Hours Total Instruction

Advanced grader training will focus on training the "finish" grader operator.

This class will concentrate on advanced grader techniques and can be customized for your special needs to make you a better finish grader operator. Some of the areas you may wish to choose from include advanced finish grading with grade stakes, cutting curbs with string line, material spreading, advanced ditching with flat bottoms, cross grading large areas such as a parking lots or football fields, cutting subgrades with scraper, or work on cul-de-sacs, roadway approaches and side-saddle blade offsets. Also, learn GPS.

HAZWOPER TRAINING PROGRAM (40-HR)

IMPORTANT RECERTIFICATION INFORMATION: If you do not receive a recertification notice within 30 days of your expiration date, please contact the Sam T. Hart Education Center in Howell. If you missed your recertification, you must contact the Sam T. Hart Education Center to get back on our list for recertification with us.

Successful completion of this course certifies students in accordance with Federal OSHA 29 CFR 1910.120 and complies with MIOSHA R325.52101 Part 432 Hazardous Waste Operations and Emergency Response. To accomplish this, a combination of both hands-on and classroom time is mandatory. Students will be provided a comprehensive understanding of the risks posed by Hazmat work and knowledge of the safety measures that must be in use as a prerequisite for the worker entering a Hazmat site.

Objectives of this course include the following:

- To raise awareness of hazardous waste by introducing the federal and state laws
- To aid in comprehension of safely working with hazardous waste by conducting assorted hands-on and practical exercises
- To give the students a fundamental knowledge of all four levels of protection in use on a Hazmat job
- To train the students on the employer/employee responsibilities on a Hazmat job

This class consists of:

- 30 Hours Lecture
- 10 Hours Lab
- 40 Hours Total Instruction

HORIZONTAL DIRECTIONAL DRILL (80-HOUR)

This 80-hour Horizontal Directional Drill (HDD) class prepares our members for the "Trenchless Technology" that uses horizontal boring machines for utility, pipeline and environmental cleanup work traditionally done with an excavator. The course will include instruction in the principles of directional drilling, drilling fluids, pre-planning and setup, along with hands-on instruction on a directional boring machine and locating devices. The directional boring operator shares all duties with a small crew and these duties range from aboveground locating to various physical tasks to maintain, transport and operate the machine.

Objectives of this course include the following:

- Learn safe operation
- Learn all various application of Horizontal Directional Drill
- Learn how to use F-5 locator
- Learn HDD terminology and vocabulary
- Learn Miss Dig law

This class consists of:

- 20 Hours Lecture
- 60 Hours Lab
- 80 Hours Total Instruction

HYDRO EXCAVATION (40-HR)

Dates: As Interest Demands

Local 324 is currently seeing an increase in demand for Operating Engineers qualified to operate this type of equipment throughout our state. Local governments, as well as pipeline and oil, gas and chemical industries see hydro-excavation as the most effective way to protect their infrastructure, the public and the environment from the possibility of a catastrophic failure due to a utility strike.

These courses are offered in Crosby, Texas at the International Training Facility. Please visit **IUOE.org** and click on 'Training' to find course schedules and registration details.

LABOR EDUCATION (24-HOUR)

Labor Education is a three-day orientation class into the world of organized labor. This course covers the history of organized labor, as well as some of the more current issues that our organizations are facing. Topics specific to the International Union of Operating Engineers and Local 324 will also be covered in depth such as our constitution, bylaws, organizational structure and politics. New members as well as seasoned journeymen are all welcome and encouraged to attend.

Objectives of this course include the following:

- Gain knowledge of early labor organizations and labor leaders
- Learn about the working relationship between associations that Local 324 interfaces with and their history

This class consists of:

- 24 Hours Lecture
- 0 Hours Lab
- 24 Hours Total Instruction

TRACTOR LOADER BACKHOE (40-HOUR)

In this class, you will learn basic operating techniques for the Tractor Loader Backhoe. This includes the walk around inspection, fluid checks, and knowing the control functions. The Tractor Loader Backhoe bucket has many uses on the job. i.e." grading, leveling, moving material, and loading. In this class you will also cover proper setup, working around utilities, and digging trenches.

Objectives of this course include the following:

- Safety Standards for TLB's
- Basic Loader Techniques

This class consists of:

- 16 Hours Lecture
- 24 Hours Lab
- 40 Hours Total Instruction

LOADER (40-HR)

This 40-hour beginner class has been designed for the Journeyman or Apprentice who has little or no experience operating a loader, mini truck loader, skidsteer, and Articulating dump truck. This class will cover safety issues and help the member understand the basic concepts of all four machines.

Objectives of this course include the following:

- Introduction to the safe operation of the loader

This class consists of:

- 8 Hours Lecture
- 32 Hours Lab
- 40 Hours Total Instruction

MINE SAFETY (24-HR)

IMPORTANT RECERTIFICATION INFORMATION: If you do not receive a recertification notice within 30 days of your expiration date, please contact the Sam T. Hart Education Center to get scheduled. If you missed your recertification, you must contact the Sam T. Hart Education Center to get back on our list to recertify with us.

MINE SAFETY (24-HR) Cont.

The Mine Safety and Health Administration (MSHA) states all miners must be trained before starting work at mine sites. There are two basic mine types.

Part 48 Mine - Metal, non-metal, underground - Before starting work at a Part 48 mine, a miner must complete 24 hours of new miner training. Upon completion of Part 48, you will automatically be certified to work under **Part 46 Mine - Sand, gravel, crushed stone, shell dredging, surface clay, phosphate or surface limestone mines.**

This class requires 8 hours of First Aid/CPR/AED training, administered through the Training and Education Center.

Objectives of this course include the following:

- Introduction to the statutory rights of miners and their representatives under the Act
- Authority and responsibility of supervisors
- Self-rescue and respiratory devices
- Transportation controls and communication systems
- Introduction to the work environment
- Escape and emergency evacuation plans, firewarning and firefighting
- Ground control, working in areas of highwalls, water hazards, pits and spoil banks, illumination and night work
- Study hazard recognition, electrical hazards, first aid and explosives
- Health and safety aspects of the tasks to which the new miner will be assigned
- Such other courses as may be required by the District Manager based on circumstances and conditions at the mine

This class consists of:

- 24 Hours Lecture
- 0 Hours Lab
- 24 Hours Total Instruction

OSHA 10-HOUR CONSTRUCTION

As Interest Demands

This 10-hour construction OSHA program is intended to provide instruction on construction industry safety and health topics and to introduce participants to the OSHA Safety Standards. Upon completion of the 10-hour course, participants will receive credentials directly from OSHA. This safety and health training is becoming a requirement for work on projects by many contractors or their customers. This OSHA class is a 2-day course. Upon completion, this course will provide an update of 9 of the 18 MUST modules and will extend your expiration date for those modules out 4 years from the date of class completion.

(General Industry OSHA 10 is also available.)

In the event you cannot attend one of our scheduled classes, you now have the option of taking the course online. It will still take you 10-hours to complete. Please note that we **require you to use the online program that is linked with the "MUSTonline.org."** You must pay the required fee of $59 for OSHA 10-Hour. Print out your payment receipt and mail in a copy to us with a copy of the "yellow" certification card that will be sent to you in the mail after completing the course. We can then reimburse you.

Objectives of this course include the following:

- Introduction to OSHA
- OSHA Focus Four Hazards – including: Fall Protection, Electrical, Struck By, Caught In/Between
- Personal Protection and Lifesaving Equipment
- Health Hazards in Construction – including: Hazard Communication and Silica
- Electives: Materials Handling, Storage, Use and Disposal; Tools – Hand and Power; Scaffolds; Cranes, Derricks, Hoists, Elevators, and Conveyors; Excavations; Stairways and Ladders

This class consists of:

- 10 Hours Lecture
- 0 Hours Lab
- 10 Hours Total Instruction

OSHA 30-HOUR CONSTRUCTION

This course covers thirty (30) hours (four days) of training to recieve the OSHA 30-Hour Construction Industry course completion card. The course is comprised of several sections and covers topics pertaining to regulations covered by Standard 29 CFR 1926. The successful completion of this course will help meet the Construction Industry Standards established by OSHA. Upon completion, this course will provide an update of all 18 MUST modules and will extend your expiration date out 4 years from the date of class completion.

Please double-check your calendar prior to scheduling this class to be sure you can be in attendance for the full 30-hours.

(General Industry OSHA 30 also available)

In the event you cannot attend one of our scheduled classes, you now have the option of taking the course online. It will still take you 30-hours to complete. Please see next page for step-by-step instructions.

Objectives of this course include the following:

- Introduction to OSHA
- OSHA Focus Four Hazards – including: Fall Protection, Electrical, Struck By, Caught In/Between
- Personal Protective and Lifesaving Equipment
- Health Hazards in Construction – including: Hazard Communication and Silica
- Stairways and Ladders

Electives (as follows):

- Fire Protection and Prevention
- Materials Handling, Storage, Use and Disposal
- Tools – Hand and Power
- Welding and Cutting
- Scaffolds
- Cranes, Derricks, Hoists, Elevators, and Conveyors
- Confined Space
- Concrete and Masonry Construction
- Steel Erection
- Safety and Health Program
- Excavation
- Powered Industrial Vehicles
- Ergonomics
- Motor Vehicles, Mechanized Equipment and Marine Operations; Rollover Protective Structures and Overhead Protection; and Signs, Signals and Barricades

This class consists of:

- 30 Hours Lecture
- 0 Hours Lab
- 30 Hours Total Instruction

MUST OSHA 30

This OSHA 30 class will be the equivalent of the class taken at the Training Center. Upon completion you must submit your receipt and Certificate of Completion to the Sam T. Hart Education Center to get reimbursed and class credit. You may send this via mail or email.

Instructions:

Step #1: Log on to the MUST web page. **www.mustbsafe.com**

1. Username is full social security number (no spaces or dashes).
2. Password is the first 4 digits of social security number.

Step #2: Scroll to bottom of page and click "Online OSHA 10/30". Click "ok" when it asks to redirect you off site.

Step #3: Once the new page is open, on the left-hand side near the bottom click "OSHA 10/30 Programs"

Step #4: The screen will change, look to the far right of screen to find "OSHA 30: Construction Industry Outreach Training" and now click "add to cart". When the box pops up you will then click on "view cart". Once you are viewing your cart you will click on "secure checkout".

Step #5: You must now create an individual MUST account by clicking on "Create an individual account"

1. Accept the terms and conditions.
2. Fill in billing information section.
3. Fill in account information.

Step #6: You may now enter your discount code using the code IUOE152025. The total should adjust to $135.15.

1. Now finish filling out credit card information.
2. Print receipt and save PDF for future documentation.
3. Follow prompts to access training.

Step #7: You must have a receipt and a Certificate of Completion to get reimbursed the $135.15.

To submit for reimbursement, email your receipt and certification to: jatf@iuoe324.org

PAVING (40-HR)

Dates: As Interest Demands

This 40-hour class has been developed to teach Journeymen and Apprentices the fundamentals of paving, from operating the paver and working with the screed on grade and crowns, to operating the roller in a variety of scenarios. The majority of this class will consist of training in the field so students can get the practical "hands-on" experience on both the paving and rolling equipment.

Objectives of this course include the following:

- Introduction to safe operation of paving equipment
- Introduction to safe operation of rolling equipment

This class consists of:

- 8 Hours Lecture
- 32 Hours Lab
- 40 Hours Total Instruction

SCRAPER CLASS (40-HR)

Dates: As Interest Demands

This class is designed for the individual with no prior experience operating a scraper. It will help the Journeyman or Apprentice understand the fundamentals. The majority of this class will have the member outside gaining practical "hands-on" experience on the machine using a variety of job-related situations.

Objectives of this course include the following:

- Introduction to safe operation of the scraper
- Orientation to working with a self-elevating scraper and push cat doing a combination of cuts, fills and finish grading

This class consists of:

- 2 Hours Lecture
- 38 Hours Lab
- 40 Hours Total Instruction

SUPERVISOR/FOREMAN (40-HR)

Pre-Requisites: All MUST Safety Modules

This class has been developed to provide seasoned members with the knowledge and training they need to become a team leader on the job site. The class provides training in job safety, scheduling, dispute resolution, daily reporting documentation and blueprint reading with detail sheets. There will also be extensive work with math formulas, estimating and job costing. Then we will put your knowledge to the test in a real life, hands-on scenario as you work up a project layout. The last portion of the class will involve role-playing with various site scenarios that a project supervisor/foreman should know how to deal with in an effective and efficient manner.

Objectives of this course include the following:

- Preparation team leader role

This class consists of:

- 20 Hours Lecture
- 20 Hours Lab
- 40 Hours Total Instruction

BASIC WELDING 1 - SMAW (40-HR / 48-HR)

*Tuesday and Thursday evenings for six weeks.

This is a beginning theory and practice course designed to instruct welders in welding safety, welding techniques utilizing Shielded Metal Arc Welding (SMAW), and cutting torch systems. Practice will consist of these methods of joining steel in the flat, horizontal, vertical, and overhead positions. Each student receives individual time with the instructor and progresses at their own skill rate. The curriculum covered in the classroom will consist of covering safety, welding, and cutting theory.

NOTE: This welding course encompasses skill levels from little or no experience to advanced welding techniques. It is for members who want to learn a new skill or enhance their current skill level.

Class Requirements - Be sure to wear "cotton" work clothes and work boots. Welding helmets are supplied.

Objectives of this course include the following:

- Introduction to safe setup and proper use of oxyacetylene and plasma cutting and SMAW welding

Daytime class consists of:

- 10 Hours Lecture
- 30 Hours Lab
- 40 Hours Total Instruction

Evening class consists of:

(Six weeks on Tuesday and Thursday 6:00 - 10:00 pm)

- 10 Hours Lecture
- 38 Hours Lab
- 48 Hours Total Instruction

BASIC WELDING 2 - GMAW (40-HR)

This is a beginning theory and practice course designed to instruct welders in welding safety, welding techniques utilizing Gas Metal Arc Welding (GMAW) and plasma cutting. Practice will consist of these methods of joining steel in the flat, horizontal, vertical, and overhead positions. Each student receives individual time with the instructor and progresses at their own skill rate. The curriculum covered in the classroom will consist of covering safety, welding, and cutting theory.

NOTE: This welding course encompasses skill levels from little or no experience to advanced welding techniques. It is for members who want to learn a new skill or enhance their current skill level.

Class Requirements - Be sure to wear "cotton" work clothes and work boots. Welding helmets are supplied.

Objectives of this course include the following:

- Introduction to safe setup and proper use of GMAW arc welding

This class consists of:

- 10 Hours Lecture
- 30 Hours Lab
- 40 Hours Total Instruction

BASIC WELDING 3 - SMAW/GMAW (40-HR)

This course provides training to develop skills necessary to produce quality multi-pass groove welds in the flat, horizontal, vertical, and overhead positions using SMAW and GMAW. Welding related information is also provided on hard surfacing, repair of cast iron and metal identification. The art of Air Carbon Arc Cutting will be introduced. The curriculum covered in the classroom will consist of covering safety, welding, and cutting theory.

The basic welding class or equivalent experience is a pre-requisite for the advanced welding class.

Class Requirements - Be sure to wear "cotton" work clothes and work boots. Welding helmets are supplied.

Prerequisite: Basic Welding I & Basic Weldig II must be taken prior to this class

Objectives of this course include the following:

- Introduction to advanced welding techniques and positions

This class consists of:

- 10 Hours Lecture
- 30 Hours Lab
- 40 Hours Total Instruction

APPRENTICES

Responsibilities of Apprentices

The Local Joint Apprenticeship Committee should impress upon indentured Apprentices that in signing the Apprenticeship Agreement, they have voluntarily agreed to abide by provisions of the local standards. Apprentices should be informed of the following responsibilities and obligations:

- To perform diligently and faithfully the work of the trade and other pertinent duties as assigned by the employer in accordance with the provisions of the standards
- To respect and protect the property and equipment of the contractor and abide by the working rules and regulations of the contractor and the JATF
- To attend regularly and complete satisfactorily the required hours of related school instruction
- To maintain such records of work experience and related school instruction as required by the JATF
- To develop safe working habits and conduct himself/herself in such a manner as to assure his/her own safety and the safety of his/her fellow workers
- To satisfactorily work for the contractor to whom assigned to the completion of his/her Apprenticeship, based on the Collective Bargaining Agreements, unless his/her Apprenticeship Agreement is terminated by the JATF
- To conduct himself/herself in a credible, ethical, and moral manner, realizing that much time, money and effort is expended to afford him/her an opportunity to become a skilled craftsperson
- To abide by all policies and procedures of the JATF

Block Training Exceptions: If you are employed during your scheduled Block Training, you must have your employer send a letter to the Sam T. Hart Education Center in Howell stating that you are currently working. If you are unemployed and feel you have a legitimate reason why you cannot attend, you must write a letter to the Board of Trustees for review. Mr. Ryznar or Mr. Tremain will contact you for further discussion. If you do not notify us, you could be put on suspended status. If we have not received notice by the next Board Meeting, your Apprenticeship Agreement may be terminated for non-participation.

KEEP YOUR RECORDS CURRENT
NOTIFY THE APPRENTICESHIP OFFICE WITHIN 24 HRS:

- Change of address (also notify Local 324's Main Office)
- Change or addition of phone (home, cell, etc.) (also notify Local 324's Main Office)
- Change of e-mail address
- Change of contractor
- Laid-off - Record in JATF app - under job history.

Please be advised that monthly logbook hours are an important interim record used by the Apprenticeship office. Accordingly, the Administrative and Deportment Subcommittee has authorized the penalty of **deferred wage increases** and other such disciplinary action as necessary to assure that these records are received. **You should submit your monthly hours using the JATF app.**

Annual Apprentice Meeting

You will be mailed the date of your Annual Apprentice Meeting at Operating Engineers Local 324 Sam T. Hart Education Center or the Northern Michigan Construction Career Center.

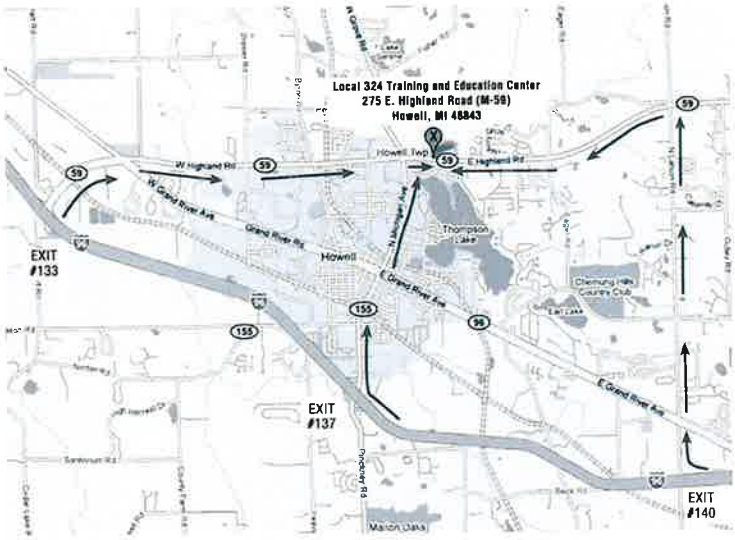
Apprentices traveling from outside of the 100-mile radius may stay at the hotel. Please contact the Sam T. Hart Education Center in Howell to determine if you qualify for a room.

Failure to attend this meeting could jeopardize your Apprenticeship.

REMEMBER: YOU MUST REPORT EVERY 30 DAYS TO STAY CURRENT ON THE OUT-OF-WORK LIST.

OPERATING ENGINEERS LOCAL 324 TRAINING AND EDUCATION CENTER

DIRECTIONS TO:
Operating Engineers
Local 324
Sam T. Hart
Education Center
275 E. Highland Road (M-59)
Howell, Michigan 48843



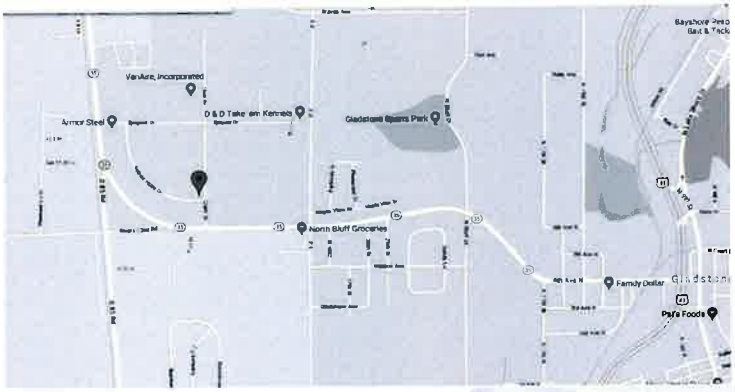
From Detroit: Take I-96 to Exit 137 (Pinckney Road). Go north on Pinckney Road, turn right on Highland Road (M-59), and then left into the parking lot.

From Lansing: Take I-96 east to Exit 133 (M-59). Go east on M-59, turn left into the parking lot just past Michigan Avenue.

From Pontiac: Take M-59 west. The center is about 8 miles west of the M-59 and U.S. 23 junction, located just before Michigan Avenue on the right.

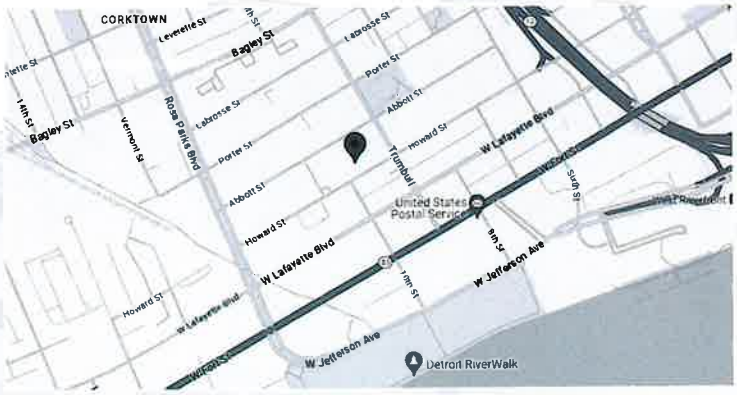
From Flint: Take U.S. 23 south to Exit 67 (M-59). Turn right (west) and go about 8 miles. The center is just before Michigan Avenue on the right.

DIRECTIONS TO:
Gladstone
Training Center
802 Clark Drive
Gladstone, MI 49837



Take Highway 2 to Gladstone. Turn west on M-35, then right on Clark Drive. The center is two blocks ahead on the right.

DIRECTIONS TO:
Operating Engineers
Local 324
Stationary Training Center
1550 Howard Street
Detroit, MI 48216



Get on I-96 E from Plymouth Rd. and Middlebelt Rd. Continue on I-96 E. Take I-96 Express/Jeffries Fwy and I-96 E to Howard St in Detroit. Take exit 1C from M-10 S. Slight right onto the ramp to Howard St.

Get on I-75 S from W Square Lake Rd and Crooks Rd. Continue on I-75 S. Drive to Howard St in Detroit. Take exit 1C from M-10 S. Slight right onto the ramp to Howard St.

DIRECTIONS TO:

West Michigan
Construction
Career Center
900 40 th St. SE.
Grand Rapids, MI 49508

Head southwest on US-131 S. Take exit 80 for 36th St. Use the left 2 lanes to turn left onto 36th St. SW. Turn right onto Eastern Ave SE. Turn left onto 40th St SE. The Construction Career Center will be on the right.

CREATE LIST OF CLASSES THAT YOU WOULD LIKE TO ATTEND

OPERATING ENGINEERS 324

Journeyman and Apprentice Training Fund, Inc.

275 East Highland Road
Howell, MI 48843

www.oe324.org/training

NON-PROFIT
U.S. POSTAGE
PAID
DETROIT, MI
PERMIT #1328

MASCI
MEMBER

Michigan Apprenticeship
Steering Committee, Inc.

HELMETS TO HARDHATS

Alliance
A MIOSHA Cooperative Program

Bailey Excavating, Inc.

1073 TORO DRIVE – JACKSON, MI 49201
PHONE (517) 750-3030

January 20th, 2026

Bailey Excavating, Inc. does not have any non-craft employees who will work on this project on a 1099 basis. Bailey Excavating, Inc. will provide payroll records to show its' in compliance.

Sincerely,

Rhonda M. Denny

Rhonda M. Denny
Executive Administrator

identify a designated qualified safety representative responsible for bidder's safety program who serves as a contact for safety related matters.

2. Provide the bidder's Experience Modification Rating ("EMR") for the last three consecutive years. Preference within this criterion will be given to an EMR of 1.0 or less based on a three-year average.

3. Evidence that all craft labor that will be employed by the bidder for the project has, or will have prior to project commencement, completed at least an authorized 10-hour OSHA Construction Safety Course.

4. For the last three years provide a copy of any documented violations and the bidder's corrective actions as a result of inspections conducted by the Michigan Occupational Safety & Health Administration (MIOSHA), U.S. Department of Labor – Occupational Safety and Health Administration (OSHA), or any other applicable safety agency.

C. Workforce Development – 20 Points

1. Documentation as to bidder's pay rates, health insurance, pension or other retirement benefits, paid leave, or other fringe benefits to its employees.

2. Documentation that the bidder participates in a Registered Apprenticeship Program that is registered with the United States Department of Labor Office of Apprenticeship or by a State Apprenticeship Agency recognized by the USDOL Office of Apprenticeship. USDOL apprenticeship agreements shall be disclosed to the City in the solicitation response.

3. Bidders shall disclose the number of non-craft employees who will work on the project on a 1099 basis, and the bidders shall be awarded points based on their relative reliance on 1099 work arrangements with more points assigned to companies with fewer 1099 arrangements. Bidders will acknowledge that the City may ask them to produce payroll records at points during the project to verify compliance with this section.

D. Social Equity and Sustainability – 20 Points

1. A statement from the bidder as to what percentage of its workforce resides in the City of Ann Arbor and in Washtenaw County, Michigan. The City will consider in evaluating which bids best serve its interests, the extent to which responsible and qualified bidders employ individuals in either the city of the county. The Washtenaw County jurisdiction is prioritized for evaluation purposes for this solicitation.

2. Evidence of Equal Employment Opportunity Programs for minorities, women, veterans, returning citizens, and small businesses.

3. Evidence that the bidder is an equal opportunity employer and does not discriminate on the basis of race, sex, pregnancy, age, religion, national origin, marital status, sexual orientation, gender identity or expression, height, weight, or disability.

4. The bidder's environmental record, including findings of violations and penalties imposed by government agencies.

Bailey Excavating, Inc.

1073 TORO DRIVE – JACKSON, MI 49201
PHONE (517) 750-3030

January 20th, 2026

RE: Workforce Residing in City of Ann Arbor and Washtenaw County

To Whom This May Concern,

Bailey Excavating, Inc. does not currently have any employees who reside in the City of Ann Arbor or Washtenaw County.

Sincerely,

Rhonda M. Denny

Rhonda M. Denny
Executive Administrator

Bailey Excavating, Inc.

1073 TORO DRIVE – JACKSON, MI 49201
PHONE (517) 750-3030

EQUAL OPPORTUNITY EMPLOYER

EQUAL OPPORTUNITY EMPLOYMENT POLICY
FOR
BAILEY EXCAVATING, INC

It is the policy of Bailey Excavating, Inc. to assure Equal Opportunity in all aspects of employment to applicants. The hiring of all employees are to treated without regard to their race, religion, sex, pregnancy, color or national origin, sexual orientation, gender identity, age, height, weight, marital or veteran status, arrest record or disability. Such action shall include: employment, upgrading, demotion or transfer; recruitment or recruitment advertising, lay-off or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship, pre-apprenticeship, and/or on-the-job training.

August 14th, 2024
DATE

JACOB W. BAILEY, EOE OFFICER

An Equal Opportunity Employer

Bailey Excavating, Inc.

1073 TORO DRIVE – JACKSON, MI 49201
PHONE (517) 750-3030

COMPANY POLICY

Union Employees

Revised 8/14/2024

TO ALL EMPLOYEES:

HOURS WORKED AND WAGES

A normal work week will be 5 – 8 hour days or 4 – 10 hour days with one-half (1/2) hour lunch. Any overtime must be authorized by a supervisor.

Due to uncontrollable weather conditions, Friday will be used as a make-up day in a 4 – 10 hour week. Overtime and Saturdays will be 1 ½ times rate. Sundays and holidays will be 2 times rate.

If weather conditions are such that we may not be able to work, your Foreman will inform you of your working status.

Time cards are to be completed daily and turned in by 8 am Monday mornings. Time cards are to be completed with date, job #, location, description of work and hours on the job.

Daily Job Reports are required from each job Foreman and are to be turned into the office or supervisor daily.

All Pay will be union wage scale. Any job bid as a road job will be paid road scale. Any job bid as an underground job will be paid underground scale. Any special scales requested to bid jobs will be determined and authorized by the affiliating unions.

Bailey Excavating, Inc.

1073 TORO DRIVE – JACKSON, MI 49201
PHONE (517) 750-3030

PICK UP TRUCKS & TRUCKS

All drivers of company vehicles must have a valid drivers license (CDL if required) with proper endorsements and wear safety belts. Copies of valid driver's license and medical cards are to be kept on file in the office. All drivers of company vehicles are responsible for the safe operation, care and use of the vehicle.

Traffic violations are the responsibility of the employee/driver. This includes tarp violations.

EQUIPMENT

Each operator will be responsible for greasing, fueling and care of equipment he or she is operating daily. Each operator will be allowed ample time to complete these duties.

It is policy to service equipment with a Detroit Diesel engine approximately every one hundred (100) hours. Caterpillar equipment approximately every two hundred (200) hours. It will be the individual operator's responsibility to notify the foreman or service personnel for this maintenance.

Foreman's will be given a form to complete regarding equipment in their care for the service personnel. This communication will help track equipment use and maintenance needed/required.

Employee's mis-using company equipment or vehicles will be subject to dismissal.

Safety

All MIOSA requirements and Bailey Excavating, Inc. company policies will be followed and enforced for safety and protection of the employee. All safety equipment needed will be provided for each job site by Bailey Excavating, Inc. All proper dress attire is to be worn on job

sites such as hard hats, safety shoes, shirts, long pants and safety glasses when required. Safety vest are required on all road projects.

Drugs and Alcohol

Drugs and alcohol will not be permitted at any time or on company property and job sites including after work hours. Employees violating this rule will be subject to dismissal. Any employee who fails to submit to a drug and/or alcohol test will be discharged.

Cell Phone

Supervisor's and Foreman's will have cell phone access as needed. No other cell phone use during work hours permitted. Personal calls/texts may be made during your break or lunch only.

If you use your cell phone while driving a company vehicle, you are responsible for any/all fines.

An Equal Opportunity Employer

Bailey Excavating, Inc is an Equal Opportunity Employer and will not discriminate on the bases of race, religion, sex, pregnancy, color or national origin, sexual orientation, gender identity, age, height, weight, marital or veteran status, arrest record or disability.

We expect your full cooperation in following the above company polices.

John W. Bailey, President

GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY
FINANCE DIVISION

PHILLIP D. ROOS
DIRECTOR

January 30, 2026

VIA E-MAIL

Bailey Excavating, Inc.
1073 Toro Drive
Jackson, Michigan 49201

ATTENTION: John W. Bailey

SUBJECT: Approval of Documentation of Financial Responsibility
Facility ID 00016056, Bailey Excavating, Inc., Jackson

Your recently submitted Documentation of Financial Responsibility Submittal form for the above-mentioned facility has been reviewed and it is hereby determined to be acceptable. This information will be used in making determinations if you have or choose to submit Requests for Determination or claims to the Michigan Underground Storage Tank Cleanup Authority in the future.

The ***State Financial Test*** that you provided to document your financial responsibility for the deductible amount expires on **January 13, 2028**. To maintain compliance, you will be required to submit a separate Documentation of Financial Responsibility form and appropriate documentation showing that you have maintained financial responsibility for the time-period beginning on January 14, 2028.

It is critical that you remain in compliance with the requirements of Section 21510(1) of Part 215 to maintain your eligibility because if a claim is filed, the Administrator shall make the determinations required under that section to determine whether the claim is eligible for funding. In addition to the registration and fee requirements, a claim review will include whether you have maintained financial responsibility requirements for your deductible amount, and whether the release was properly reported within 24 hours after its discovery. The determination will be based on the compliance status at the time of the reporting of the confirmed release(s) for which you are requesting reimbursement and the compliance status at such time the claim is filed.

If you have any questions or require additional information, please contact me at vancea3@michigan.gov or 517-420-7312.

Sincerely,

Aneitra Vance

Aneitra Vance, Departmental Analyst
Michigan Underground Storage Tank Authority

cc: LARA

EGLE
Water Resources Division
Michigan Department of Environment, Great Lakes, and Energy
PO Box 30458
Lansing, Michigan 48909-7958

STATE OF MICHIGAN
DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY
LANSING

GRETCHEN WHITMER
GOVERNOR

PHILLIP D. ROOS
DIRECTOR

Mark E. Magner
1446 Ambs Drive
Jackson, MI 49201

March 14, 2024

With the recommendation of the Board of Examiners and with the authority granted by the Department of Environment, Great Lakes, and Energy, you are hereby granted a continuance of your Storm Water Construction Site Operator Certification. The reason for this action is you either applied for certification renewal or retested as a Storm Water Management Operator.

Your replacement certificate is printed at the bottom of this page. Your certificate number is **C-09894**. This certification will remain valid until July 1, 2029. Please keep this certificate on file as your record of certification.

A certified operator who changes his/her address must notify the Operator Training and Certification Unit within 30 days of the change. Please contact **EGLE-WRD-OpCert@Michigan.gov** report address changes.

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

This is to certify that

Mark E. Magner

is qualified under the rules governing certification to operate any facility listed under the classification

STORM WATER MANAGEMENT – CONSTRUCTION SITE

A-1j

CERTIFICATE NO. C- **09894**

EXPIRES JULY 1, 2029

Issued by the Director of the Department of Environment, Great Lakes, and Energy
Under Authority of Act 451 P.A. 1994, Part 31 as amended

EQC 3450-1 (Rev 1/21/2010)

Department of Licensing and Regulatory Affairs, Bureau of Fire Services, Storage Tank Division
P.O. Box 30033, Lansing, MI 48909, Phone 517-241-8847

UNDERGROUND STORAGE TANK OPERATIONAL FACILITY INSPECTION FORM

B Operator quarterly inspection checklist

INSTRUCTIONS: Section 280.36 (3) of the Michigan Underground Storage Tank Rules (MUSTR) requires owners and operators of underground storage tanks (UST) to perform required checks of their UST systems and to attest to their findings. This form, a form acceptable to the department or an electronic form must be completed by the class B operator and then provided to the Class A operator. The class B operator shall alert the class A operator of any conditions discovered during the inspection that may require follow-up actions. The completed form must be maintained (kept) by the class A operator for at least 1 year. The form is NOT submitted to the Bureau of Fire Services, Storage Tank Division. Please direct questions to the Storage Tank Division, at 517-241-8847.

FACILITY NAME: Bailey Excavating			FACILITY ID NUMBER: 16056
FACILITY STREET ADDRESS (P.O. BOX NOT ACCEPTABLE): 1073 Toro Drive	CONTACT PERSON: Jordon Bailey		AREA CODE & TELEPHONE NUMBER: (517) 750-3030
CITY: Jackson	COUNTY: Jackson	STATE: MI	ZIP CODE: 49201
OWNER NAME: Bailey Excavating	OWNER ADDRESS: 1073 Toro Drive		AREA CODE & TELEPHONE NUMBER: (517) 750-3030
CITY: Jackson	STATE: MI		ZIP CODE: 49201

INITIAL BESIDE EACH STATEMENT THAT APPLIES:

SL Verification of proper tank registration including proper certificate posting.

n/a Verification of functional status of corrosion protection equipment if required and present, including proper cathodic protection system readings in the case of impressed current corrosion protection systems.

SL Verification of functional status of release detection equipment including reviewing the alarm history report for the previous 3 months, and checking that each alarm condition was documented and responded to appropriately. copy of the alarm history report or log, along with documentation describing action taken in response to any alarm(s), shall be attached to the monthly report.

SL Results of inspection for the presence of product, water, or debris in the spill containers and verifying the functional status of leak prevention equipment, such as spill and overfill, inspection of fill riser for damage and obstructions, inspection of fill riser cap for secure fit, and if applicable check of interstice of double wall spill containers.

SL Results of the inspection for the presence of product, water, or debris in under dispenser containment areas or containment sumps, and checking that the monitoring equipment in these containment areas is located in the proper position to detect a leak at the earliest possible opportunity, and verification that all liquid and debris, if present, were removed from containment areas.

SL Results of checks to ensure operability and serviceability of devices such as tank guage sticks or groundwater bailers.

SL Verification that any required testing, monitoring, or periodic inspections of the UST systems have been completed, including documentation of the dates those activities occurred. (i.e.: Impact/fire safety valve; mechanical leak detector, annual piping testing, etc.)

SL Verification of the presence of all required records necessary to substantiate operational compliance.

SL Notice to the class A operator of any deficiencies or noncompliance with any of the above items and any recommendations made to remedy any deficiencies or noncompliance discovered during the site visit, including any prior recommendations that have not been addressed within 60 days or another time frame determined by the department.

Provide an explanation for any of the above statements left incomplete. No Issues

I attest that this inspection was done in accordance with Section 280.36 (3) of the the Michigan Underground Storage Tank Rules (MUSTR). As a certified Class B operator, I am familiar with the information submitted in this report and all attached documents. Based upon my reasonable inquiry of those individuals responsible for obtaining the information, I believe the information in this report is, to the best of my knowledge, true, accurate and complete.

Print name & official title of Designated Class B Operator	Signature of Designated Class B Operator	Date
Steven Lee	Steven Lee	12-4-25

Bailey Excavating, Inc.

1073 TORO DRIVE – JACKSON, MI 49201
PHONE (517) 750-3030

January 20th, 2026

RE: Environmental Record

To Whom It May Concern,

Bailey Excavating, Inc. does not have any violations and penalties imposed by government agencies.

Sincerely,

Rhonda M. Denny

Rhonda M. Denny
Executive Administrator

F. AUTHORIZED NEGOTIATOR / NEGOTIATIBLE ELEMENTS (ALTERNATES)

Include the name, phone number, and e-mail address of persons(s) in your organization authorized to negotiate the agreement with the City.

The proposal price shall include materials and equipment selected from the designated items and manufacturers listed in the bidding documents. This is done to establish uniformity in bidding and to establish standards of quality for the items named.

If the bidder wishes to quote alternate items for consideration by the City, it may do so under this Section. A complete description of the item and the proposed price differential must be provided. Unless approved at the time of award, substitutions where items are specifically named will be considered only as a negotiated change in Contract Sum.

If the Bidder takes exception to the time stipulated in Article III of the Contract, Time of Completion, page C-2, it is requested to stipulate its proposed time for performance of the work.

Consideration for any proposed alternative items or time may be negotiated at the discretion of the City.

G. ATTACHMENTS

General Declaration, Legal Status of Bidder, Conflict of Interest Form, Living Wage Compliance Form, Prevailing Wage Compliance Form and the Non-Discrimination Form should be completed and returned with the proposal. These elements should be included as attachments to the proposal submission.

PROPOSAL EVALUATION

1. The selection committee will evaluate each proposal by the above-described criteria and point system. The City reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested for evaluation. A proposal with all the requested information does not guarantee the proposing firm to be a candidate for an interview if interviews are selected to be held by the City. The committee may contact references to verify material submitted by the bidder.

2. The committee then will schedule interviews with the selected firms if necessary. The selected firms will be given the opportunity to discuss in more detail their qualifications, past experience, proposed work plan (if applicable) and pricing.

3. The interview should include the project team members expected to work on the project, but no more than six members total. The interview shall consist of a presentation of up to thirty minutes (or the length provided by the committee) by the

Bailey Excavating, Inc.

1073 TORO DRIVE – JACKSON, MI 49201
PHONE (517) 750-3030

Authorized Negotiator / Negotiable Elements (Alternates)

•Jacob W. Bailey, Vice President / Project Estimator / Project Supervisor

Cell: 517-740-0371

jacobbailey@bailey-excavating.com

•John W. Bailey, President / Owner

Cell: 517-206-7284

jbailey@bailey-excavating.com

•Mark E. Magner, Project Manager

Cell: 517-206-6975

markmagner@bailey-excavting.com

•Rhonda M. Denny, Executive Administrator

Cell: 734-320-0942

rhondadenny@bailey-excavating.com

•Rhonda L. Blair, Financial Manager

Cell: 517-206-0790

rhondablair@bailey-excavating.com

Sincerely,

Rhonda M. Denny

Rhonda M. Denny

Executive Administrator

An Equal Opportunity Employer

SECTION IV - ATTACHMENTS

Attachment A – Sample Standard Contract

Attachment B – General Declarations

Attachment C - Legal Status of Bidder

Attachment D – Prevailing Wage Declaration of Compliance Form

Attachment E – Living Wage Declaration of Compliance Form

Attachment F – Living Wage Ordinance Poster

Attachment G – Vendor Conflict of Interest Disclosure Form

Attachment H – Non-Discrimination Ordinance Declaration of Compliance Form

Attachment I – Non-Discrimination Ordinance Poster

Sample Certified Payroll Report Template

ATTACHMENT A
SAMPLE STANDARD CONTRACT

If a contract is awarded, the selected contractor will be required to adhere to a set of general contract provisions which will become a part of any formal agreement. These provisions are general principles which apply to all contractors of service to the City of Ann Arbor such as the following:

CONTRACT

THIS CONTRACT is between the CITY OF ANN ARBOR, a Michigan Municipal Corporation, 301 East Huron Street, Ann Arbor, Michigan 48104 ("City") and _____ _____("Contractor")

(An individual/partnership/corporation, include state of incorporation) (Address)

Based upon the mutual promises below, the Contractor and the City agree as follows:

ARTICLE I - Scope of Work

The Contractor agrees to furnish all of the materials, equipment and labor necessary; and to abide by all the duties and responsibilities applicable to it for the project titled **[Insert Title of Bid and Bid Number**] in accordance with the requirements and provisions of the following documents, including all written modifications incorporated into any of the documents, all of which are incorporated as part of this Contract:

Non-discrimination and Living Wage Declaration of Compliance Forms (if applicable)
Vendor Conflict of Interest Form
Prevailing Wage Declaration of Compliance Form (if applicable)
Bid Forms
Contract and Exhibits
Bonds
General Conditions
Standard Specifications
Detailed Specifications
Plans
Addenda

ARTICLE II - Definitions

Administering Service Area/Unit means **[Insert Name of Administering Service Unit]**

Project means **[Insert Title of Bid and Bid Number]**

Supervising Professional means the person acting under the authorization of the manager of the Administering Service Area/Unit. At the time this Contract is executed, the Supervising Professional is: [**Insert the person's name**] whose job title is [**Insert job**

title]. If there is any question concerning who the Supervising Professional is, Contractor shall confirm with the manager of the Administering Service Area/Unit.

Contractor's Representative means _____ [**Insert name**] whose job title is [**Insert job title**].

ARTICLE III - Time of Completion

(A) The work to be completed under this Contract shall begin immediately on the date specified in the Notice to Proceed issued by the City.

(B) The entire work for this Contract shall be completed within _____ ( ) consecutive calendar days.

(C) Failure to complete all the work within the time specified above, including any extension granted in writing by the Supervising Professional, shall obligate the Contractor to pay the City, as liquidated damages and not as a penalty, an amount equal to $_____ for each calendar day of delay in the completion of all the work. If any liquidated damages are unpaid by the Contractor, the City shall be entitled to deduct these unpaid liquidated damages from the monies due the Contractor.

The liquidated damages are for the non-quantifiable aspects of any of the previously identified events and do not cover actual damages that can be shown or quantified nor are they intended to preclude recovery of actual damages in addition to the recovery of liquidated damages.

ARTICLE IV - The Contract Sum

Choose one only.

(A) The City shall pay to the Contractor for the performance of the Contract, the lump sum price as given in the Bid Form in the amount of:

_____Dollars ($_____)

Or

(A) The City shall pay to the Contractor for the performance of the Contract, the unit prices as given in the Bid Form for the estimated bid total of:

_____Dollars ($_____)

(B) The amount paid shall be equitably adjusted to cover changes in the work ordered by the Supervising Professional but not required by the Contract Documents. Increases or decreases shall be determined only by written agreement between the City and Contractor.

ARTICLE V - Assignment

This Contract may not be assigned or subcontracted any portion of any right or obligation under this contract without the written consent of the City. Notwithstanding any consent by the City to any assignment, Contractor shall at all times remain bound to all warranties, certifications, indemnifications, promises and performances, however described, as are required of it under this contract unless specifically released from the requirement, in writing, by the City.

ARTICLE VI - Choice of Law

This Contract shall be construed, governed, and enforced in accordance with the laws of the State of Michigan. By executing this Contract, the Contractor and the City agree to venue in a court of appropriate jurisdiction sitting within Washtenaw County for purposes of any action arising under this Contract. The parties stipulate that the venue referenced in this Contract is for convenience and waive any claim of non-convenience.

Whenever possible, each provision of the Contract will be interpreted in a manner as to be effective and valid under applicable law. The prohibition or invalidity, under applicable law, of any provision will not invalidate the remainder of the Contract.

ARTICLE VII - Relationship of the Parties

The parties of the Contract agree that it is not a Contract of employment but is a Contract to accomplish a specific result. Contractor is an independent Contractor performing services for the City. Nothing contained in this Contract shall be deemed to constitute any other relationship between the City and the Contractor.

Contractor certifies that it has no personal or financial interest in the project other than the compensation it is to receive under the Contract. Contractor certifies that it is not, and shall not become, overdue or in default to the City for any Contract, debt, or any other obligation to the City including real or personal property taxes. City shall have the right to set off any such debt against compensation awarded for services under this Contract.

ARTICLE VIII - Notice

All notices given under this Contract shall be in writing, and shall be by personal delivery or by certified mail with return receipt requested to the parties at their respective addresses as specified in the Contract Documents or other address the Contractor may specify in writing. Notice will be deemed given on the date when one of the following first occur: (1) the date of actual receipt; or (2) three days after mailing certified U.S. mail.

ARTICLE IX - Indemnification

To the fullest extent permitted by law, Contractor shall indemnify, defend and hold the City, its officers, employees and agents harmless from all suits, claims, judgments and expenses including attorney's fees resulting or alleged to result, in whole or in part, from any act or omission, which is in any way connected or associated with this Contract, by the Contractor or anyone acting on the Contractor's behalf under this Contract. Contractor shall not be responsible to indemnify the City for losses or damages caused by or resulting from the City's sole negligence. The provisions of this Article shall survive the expiration or earlier termination of this contract for any reason.

ARTICLE X - Entire Agreement

This Contract represents the entire understanding between the City and the Contractor and it supersedes all prior representations, negotiations, agreements, or understandings whether written or oral. Neither party has relied on any prior representations in entering into this Contract. No terms or conditions of either party's invoice, purchase order or other administrative document shall modify the terms and conditions of this Contract, regardless of the other party's failure to object to such form. This Contract shall be binding on and shall inure to the benefit of the parties to this Contract and their permitted successors and permitted assigns and nothing in this Contract, express or implied, is intended to or shall confer on any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Contract. This Contract may be altered, amended or modified only by written amendment signed by the City and the Contractor.

ARTICLE XI – Electronic Transactions

The City and Contractor agree that signatures on this Contract may be delivered electronically in lieu of an original signature and agree to treat electronic signatures as original signatures that bind them to this Contract. This Contract may be executed and delivered by facsimile and upon such delivery, the facsimile signature will be deemed to have the same effect as if the original signature had been delivered to the other party.

[Signatures on next page]

[INSERT CONTRACTOR NAME HERE]

By: _____

Name: _____

Title: _____

Date: _____

CITY OF ANN ARBOR

By: _____

Name: Milton Dohoney Jr.

Title: City Administrator

Date: _____

Approved as to substance:

By: _____

Name: Jordan Roberts

Title: Public Services Area Administrator

Date: _____

Approved as to form:

By: _____

Name: Atleen Kaur

Title: City Attorney

Date: _____

(Signatures continue on following page)

CITY OF ANN ARBOR

By: _____

Name: _____

Title: Mayor

Date: _____

By: _____

Name: _____

Title: City Clerk

Date: _____

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, 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.

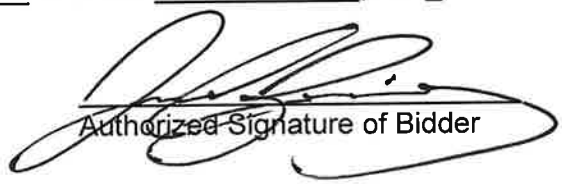
If this Bid is accepted by the City and the Bidder fails to contract and furnish the required Bonds and insurance documentation within 10 days after being notified of the acceptance of this Bid, then the Bidder shall be considered to have abandoned the Contract and the certified check or Bid Bond accompanying 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 26th DAY OF February, 2026.

Bailey Excavating, Inc.
Bidder's Name


Authorized Signature of Bidder

1073 Toro Dr., Jackson, MI 49201
Official Address

Jacob W. Bailey
(Print Name of Signer Above)

(517) 750-3030
Telephone Number

jacobbailey@bailey-excavating.com
rhondadenny@bailey-excavating.com
Email Address for Award Notice

ATTACHMENT C
LEGAL STATUS OF BIDDER

(The bidder shall fill out the appropriate form and strike out the other three.)

Bidder declares that it is:

* A corporation organized and doing business under the laws of the State of Michigan, for whom Jacob W. Bailey, bearing the office title of Vice President / Estimator, whose signature is affixed to this Bid, is authorized to execute contracts.

NOTE: If not incorporated in Michigan, please attach the corporation's Certificate of Authority

~~* A limited liability company doing business under the laws of the State of _____, whom _____ bearing the title of _____ whose signature is affixed to this proposal, is authorized to execute contract on behalf of the LLC.~~

~~* A partnership, organized under the laws of the state of _____ and filed in the county of _____, whose members are (list all members and the street and mailing address of each) (attach separate sheet if necessary):~~

~~* An individual, whose signature with address, is affixed to this Bid: _____~~ __ _____
(initial here)

Authorized Official

Date February 26th, 2026

(Print) Name Jacob W. Bailey Title Vice President / Estimator

Company:
Bailey Excavating, Inc.

Address:
1073 Toro Dr., Jackson, MI 49201

Contact Phone (517) 750-3030 Fax ( )

Email jacobbailey@bailey-excavating.com

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.

Bailey Excavating, Inc.
Company Name

Signature of Authorized Representative — 2/26/2026 Date

Jacob W. Bailey - Vice President / Estimator
Print Name and Title

1073 Toro Dr., Jackson, MI 49201
Address, City, State, Zip

(517) 750-3030 / jacobbailey@bailey-excavating.com
Phone/Email address

Questions about this form? Contact Procurement Office City of Ann Arbor Phone: 734/794-6500

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 twelve-month 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 employing fewer than 5 persons and non-profits employing fewer than 10 persons are exempt from compliance with the Living Wage Ordinance. If this exemption applies to your company/non-profit agency please check here [___] No. of employees___

The Contractor or Grantee agrees:

(a) To pay each of its employees whose wage level is not required to comply with federal, state or local prevailing wage law, for work covered or funded by a contract with or grant from the City, no less than the Living Wage. The current Living Wage is defined as $17.08/hour for those employers that provide employee health care (as defined in the Ordinance at Section 1:815 Sec. 1 (a)), or no less than $19.04/hour for those employers that do not provide health care. The Contractor or Grantor understands that the Living Wage is adjusted and established annually on April 30 in accordance with the Ordinance and covered employers shall be required to pay the adjusted amount thereafter to be in compliance with Section 1:815(3).

Check the applicable box below which applies to your workforce

[___] Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage without health benefits

[X] Employees who are assigned to any covered City contract/grant will be paid at or above the applicable living wage with health benefits

(b) To post a notice approved by the City regarding the applicability of the Living Wage Ordinance in every work place or other location in which employees or other persons contracting for employment are working.

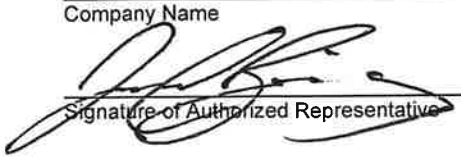
(c) To provide to the City payroll records or other documentation within ten (10) business days from the receipt of a request by the City.

(d) To permit access to work sites to City representatives for the purposes of monitoring compliance, and investigating complaints or non-compliance.

(e) To take no action that would reduce the compensation, wages, fringe benefits, or leave available to any employee covered by the Living Wage Ordinance or any person contracted for employment and covered by the Living Wage Ordinance in order to pay the living wage required by the Living Wage Ordinance.

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 or agrees to accept financial assistance in accordance with the terms of the Living Wage Ordinance. The undersigned certifies that he/she has read and is familiar with the terms of the Living Wage Ordinance, obligates the Employer/Grantee 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 or grant of financial assistance.

Bailey Excavating, Inc.
Company Name



2/26/2026
Signature of Authorized Representative — Date

Jacob W. Bailey - Vice President / Estimator
Print Name and Title

1073 Toro Dr.
Street Address

Jackson, MI 49201
City, State, Zip

(517) 750-3030
jacobbailey@bailey-excavating.com
Phone/Email address

Attachment F

CITY OF ANN ARBOR
LIVING WAGE ORDINANCE

RATE EFFECTIVE APRIL 30, 2025 - ENDING APRIL 29, 2026

$17.08 per hour
If the employer provides health care benefits*

$19.04 per hour
If the employer does **NOT** provide health care benefits*

Employers providing services to or for the City of Ann Arbor or recipients of grants or financial assistance from the City of Ann Arbor for a value of more than $10,000 in a twelve-month period of time must pay those employees performing work on a City of Ann Arbor contract or grant, the above living wage.

ENFORCEMENT

The City of Ann Arbor may recover back wages either administratively or through court action for the employees that have been underpaid in violation of the law. Persons denied payment of the living wage have the right to bring a civil action for damages in addition to any action taken by the City.

Violation of this Ordinance is punishable by fines of not more than $500/violation plus costs, with each day being considered a separate violation. Additionally, the City of Ann Arbor has the right to modify, terminate, cancel or suspend a contract in the event of a violation of the Ordinance.

* Health Care benefits include those paid for by the employer or making an employer contribution toward the purchase of health care. The employee contribution must not exceed $.50 an hour for an average work week; and the employer cost or contribution must equal no less than $1/hr for the average work week.

The Law Requires Employers to Display This Poster Where Employees Can Readily See It.

For Additional Information or to File a Complaint contact
Colin Spencer at 734/794-6500 or cspencer@a2gov.org

ATTACHEMENT 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.

1. 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.
2. 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.
3. No City employee is contemporaneously employed or prospectively to be employed with the vendor.
4. 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 Interest Disclosure*	
Name of City of Ann Arbor employees, elected officials or immediate family members with whom there may be a potential conflict of interest.	( ) Relationship to employee ( ) Interest in vendor's company ( ) Other (please describe in box below)

*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 Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the Vendor by my signature below:

Bailey Excavating, Inc.		(517) 750-3030
Vendor Name		**Vendor Phone Number**
	2/26/2026	Jacob W. Bailey
Signature of Vendor Authorized Representative	**Date**	**Printed Name of Vendor Authorized Representative**

Questions about this form? Contact Procurement Office City of Ann Arbor Phone: 734/794-6500, procurement@a2gov.org

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.

Bailey Excavating, Inc.
Company Name

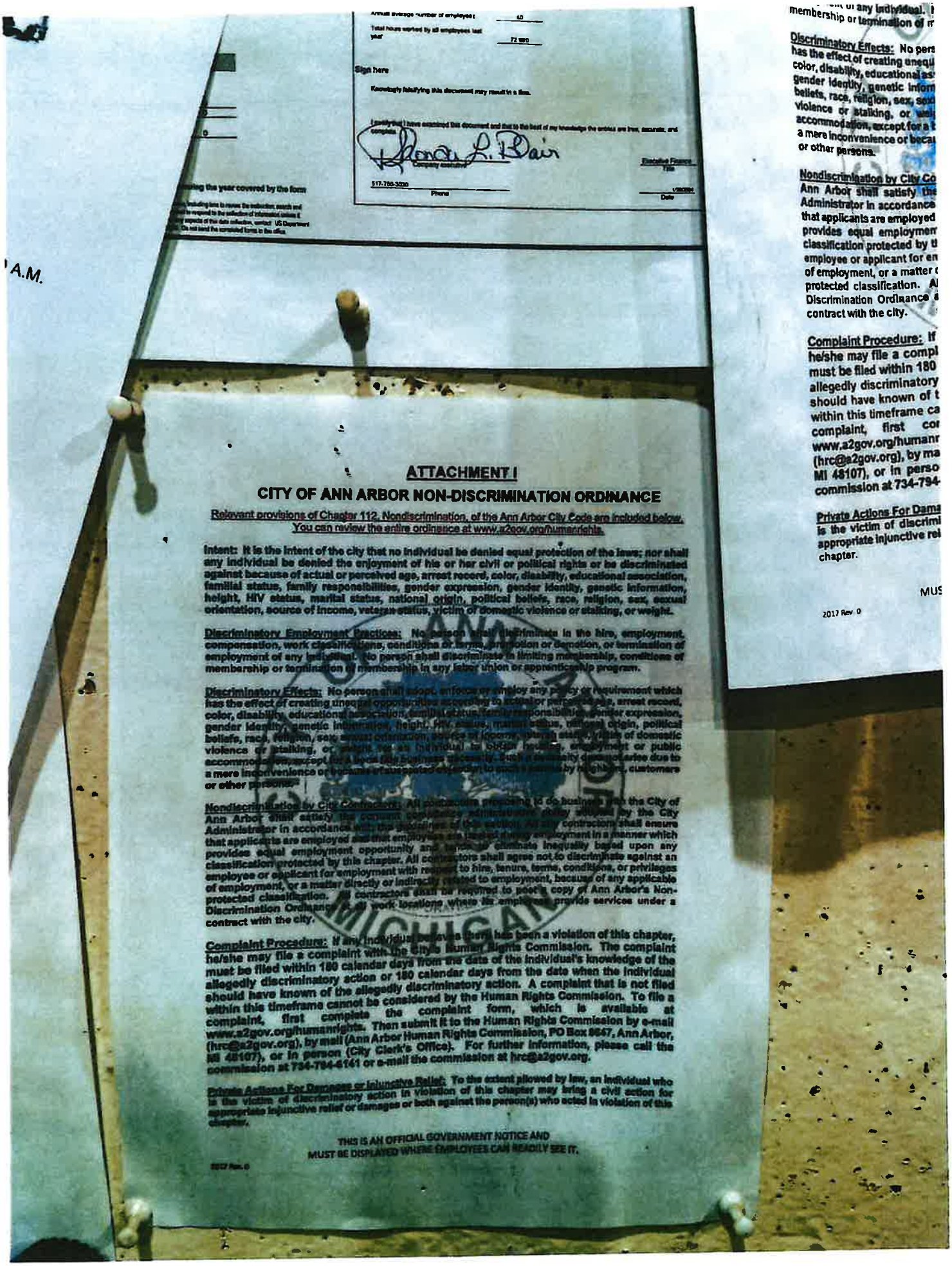
Signature of Authorized Representative — 2/26/2026 Date

Jacob W. Bailey - Vice President / Estimator
Print Name and Title

1073 Toro Dr., Jackson, MI 49201
Address, City, State, Zip

(517) 750-3030 / jacobbailey@bailey-excavating.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



Annual average number of employees: 40

Total hours worked by all employees last year: 72 960

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Company executive

Executive Finance
Title

517-788-3000
Phone

Date

ing the year covered by the form

including time to review the instruction, search and ...e required to the collection of information unless it ...aspects of this data collection, contact: US Department ...Do not send the completed forms to this office.

A.M.

ATTACHMENT I

CITY OF ANN ARBOR NON-DISCRIMINATION ORDINANCE

Relevant provisions of Chapter 112, Nondiscrimination, of the Ann Arbor City Code are included below. You can review the entire ordinance at www.a2gov.org/humanrights.

Intent: It is the intent of the city that no individual be denied equal protection of the laws; nor shall any individual be denied the enjoyment of his or her civil or political rights or be discriminated against because 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.

Discriminatory Employment Practices: No person shall discriminate in the hire, employment, compensation, work classifications, conditions or terms, promotion or demotion, or termination of employment of any individual. No person shall discriminate in limiting membership, conditions of membership or termination of membership in any labor union or apprenticeship program.

Discriminatory Effects: No person shall adopt, enforce or employ any policy or requirement which has the effect of creating unequal opportunities according to 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 for an individual to obtain housing, employment or public accommodation, except for a bona fide business necessity. Such a necessity cannot arise due to a mere inconvenience or because of anticipated expenses or objections by neighbors, customers or other persons.

Nondiscrimination by City Contractors: All contractors proposing to do business with the City of Ann Arbor shall satisfy the equal employment administrative policy established by the City Administrator in accordance with the provisions of this section. All city contractors shall ensure that applicants are employed and that employees are treated during employment in a manner which provides equal employment opportunity and tends to eliminate inequality based upon any classification protected by this chapter. All contractors shall agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of any applicable protected classification. All contractors shall be required to post a copy of Ann Arbor's Non-Discrimination Ordinance in all work locations where its employees provide services under a contract with the city.

Complaint Procedure: If any individual believes there has been a violation of this chapter, he/she may file a complaint with the City's Human Rights Commission. The complaint must be filed within 180 calendar days from the date of the individual's knowledge of the allegedly discriminatory action or 180 calendar days from the date when the individual should have known of the allegedly discriminatory action. A complaint that is not filed within this timeframe cannot be considered by the Human Rights Commission. To file a complaint, first complete the complaint form, which is available at www.a2gov.org/humanrights. Then submit it to the Human Rights Commission by e-mail (hrc@a2gov.org), by mail (Ann Arbor Human Rights Commission, PO Box 8647, Ann Arbor, MI 48107), or in person (City Clerk's Office). For further information, please call the commission at 734-794-6141 or e-mail the commission at hrc@a2gov.org.

Private Actions For Damages or Injunctive Relief: To the extent allowed by law, an individual who is the victim of discriminatory action in violation of this chapter may bring a civil action for appropriate injunctive relief or damages or both against the person(s) who acted in violation of this chapter.

THIS IS AN OFFICIAL GOVERNMENT NOTICE AND
MUST BE DISPLAYED WHERE EMPLOYEES CAN READILY SEE IT.

2017 Rev. 0

...t of any individual. ...membership or termination of ...

Discriminatory Effects: No per... has the effect of creating unequ... color, disability, educational as... gender identity, genetic inform... beliefs, race, religion, sex, sex... violence or stalking, or ... accommodation, except for a b... a mere inconvenience or becau... or other persons.

Nondiscrimination by City Co... Ann Arbor shall satisfy the... Administrator in accordance ... that applicants are employed ... provides equal employment ... classification protected by t... employee or applicant for en... of employment, or a matter ... protected classification. Al... Discrimination Ordinance a... contract with the city.

Complaint Procedure: If ... he/she may file a compl... must be filed within 180 ... allegedly discriminatory ... should have known of t... within this timeframe ca... complaint, first co... www.a2gov.org/humanr... (hrc@a2gov.org), by ma... MI 48107), or in perso... commission at 734-794-...

Private Actions For Dama... is the victim of discrimi... appropriate injunctive rel... chapter.

MUS...

2017 Rev. 0

Certified Payroll Register

Job
2025 MISCELLANEOUS UTILITIES
RFP# 25-01
WASHTENAW COUNTY
ANN ARBOR, MI 48107

Contractor
Bailey Excavating, Inc.
1073 Toro Drive
Jackson, MI 49201

Customer
CITY OF ANN ARBOR
PROCUREMENT UNIT
100 NORTH FIFTH AVENUE
ANN ARBOR, MI 48107

Job Number: 25016W
Week Ending: 11/22/2025
Payroll # 32

Name	Soc Sec No. / Class / Mar / Exemp.	11/17 Mon	11/18 Tue	11/19 Wed	11/20 Thu	11/21 Fri	11/22 Sat	11/16 Sun	Tot	Pay Rate	Gross Pay This Job All Jobs	-- Deductions -- Fed. Fica Med State	Local Other Total	Check # Net Pay
WILLIAM J. DAVIS	***-**-4126 R:	2.500	0.000	0.000	8.000	0.000	0.000	0.000	10.500	47.362	497.30	66.45	4.79	V2494
	ENGI0324- 006 A-2 Group 1 Frmn									+25.542FR		59.46	135.97	
	Married 0 O:	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	959.07	13.90		637.74
	WHITE Male									+0.000FR	20hrs	40.76	321.33	
HAYDEN HUBER	***-**-3747 R:	7.000	0.000	0.000	0.000	0.000	0.000	0.000	7.000	30.930	216.51	9.34	1.08	V2498
	LABORER APPRENTICE 85% - WC									+14.930FR		13.42	45.00	
	Single 0 O:	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	216.51	3.14		135.33
	WHITE Male									+0.000FR	7hrs	9.20	81.18	
JOSEPH C. KEMPLIN	***-**-1785 R:	8.000	0.000	0.000	8.000	8.000	0.000	0.000	24.000	49.661	1378.11	260.24	0.00	V2501
	ENGI0324-006 A-2 Group 1 Frmn									+25.539FR		108.54	239.81	
	Single 0 O:	2.500	0.000	0.000	0.000	0.000	0.000	0.000	2.500	74.500	1750.57	25.38		1046.94
	HISPANIC Male									+25.539FR	34hrs	69.66	703.63	
PATRICK PARKER	***-**-6221 R:	8.000	0.000	0.000	8.000	0.000	0.000	0.000	16.000	47.361	757.78	133.23	0.00	V2507
	ENGI0324- 006 A-2 Group 1 Frmn									+25.540FR		93.96	199.07	
	Married 0 O:	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	1515.55	21.98		1002.90
	WHITE Male									+0.000FR	32hrs	64.41	512.65	

	Hours	Pay
Regular	57.500	2,663.45
Overtime	2.500	186.25
	60.000	2,849.70

Certified Payroll Register

Job	Contractor	Customer	
2025 MISCELLANEOUS UTILITIES RFP# 25-01 WASHTENAW COUNTY ANN ARBOR, MI 48107	Bailey Excavating, Inc. 1073 Toro Drive Jackson, MI 49201	CITY OF ANN ARBOR PROCUREMENT UNIT 100 NORTH FIFTH AVENUE ANN ARBOR, MI 48107	Job Number: 25016W Week Ending: 11/22/2025 Payroll # 32

I, RHONDA M. DENNY (name of signatory part), EXECUTIVE ADMINISTRATOR(title) do hereby state:

1] That I pay or supervise the payment of the persons employed by Bailey Excavating, Inc. on the 2025 MISCELLANEOUS UTILITIES that during the payroll period commencing on 11/16/2025 and ending 11/22/2025, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said Bailey Excavating, Inc. (Subcontractor) from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. 276c), and described below:

_(Deductions) Other=Vacation Pay added to pay then deducted and
__sent monthly to Unions for distribution at end of the year.

2] That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

3] That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

4] That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

XX--In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in Section 4(c) below.

(B) WHERE FRINGE BENEFITS ARE PAID IN CASH

---Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) EXCEPTION (RICHMOND) EXPLANATION

REMARKS

Operator Pay Rate includes 15% Vacation Pay + .05 Supplemental Vacation Pay. (Base Rate + 15% + .05) Vacation Pay is included in Pay Rate
Laborer Pay Rate includes $4.65 Per Hour Vacation Pay-$6.975 Per Hour O.T. (Base Rate + $4.65) Vacation Pay is included in Gross Pay Washtenaw County $4.65 Per Hour Vacation Pay-$6.975 Per hour O.T. (Base Rate + $4.65) WC

Name and title signature

RHONDA M. DENNY / EXECUTIVE ADMINISTRATOR Rhonda M. Denny

The Willful Falsification Of Any Of The Above Statements May Subject The Contractor Or SubContractor To Civil Or Criminal Prosecution. See Section 1001 Of Title 18 And Section 231 Of Title 31 Of The United States.