



## Audit Package



**Edition: 2010**

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# I. Corporate Information

## a) Introduction

FCC it is well aware that no company can survive unless it is able to interpret and share a vision on the future with the communities it serves and adopt this vision as its own.

There is a general consensus of the social model we wish to pass on to future generations. This model foresees economic development fostering well-being, promoting citizen's rights and redressing the precarious state of our environment.

By and large, FCC's activities reflect this sustainable development model. Our services, from efficient recycling solutions to industrial sanitation projects and other field service activities are all designed to respond to the sustainable development challenges facing us today.

Perhaps it is because our business is precisely that of offering solutions to our customers' needs that we are more aware, and also more committed, responsible and able, to ensure that our day-to-day activity contributes to the sustainable development model we aim to achieve.

We are convinced that our efforts will be rewarding to the company, to our shareholders, and to all those who share our values.

## b) Corporate Company History

FOMENTO DE CONSTRUCCIONES Y CONTRATAS, S.A. (FCC) was created by the merger, in March 1992, of two prestigious companies: CONSTRUCCIONES Y CONTRATAS, S.A., founded in Madrid in 1944, and FOMENTO DE OBRAS Y CONSTRUCCIONES, S.A., created in Barcelona in the year 1900 and listed on the stock market since December 1900. FCC's shares are currently included in the Ibex-35 index, which comprises the 35 most important companies on the Spanish Stock Market.

FCC is the parent company of one of Spain's leading construction and service groups in terms of both revenues and profits. Its growth strategy has long focused on diversification: though founded as a construction company, it moved into the field of public services as early as 1911 by obtaining a contract to clean and maintain Barcelona's sewers.

The business is now highly diversified: 46% of revenues come from construction, 39% from services and 15% from cement. Apart from construction, FCC is involved in solid waste collection and disposal, street-cleaning, water

supply, maintenance of drinking and waste water treatment plants, cement manufacture, real estate development, parking, site furniture, passenger transport, vehicle inspection, and airport handling, among other areas. FCC is by far the leader in the Spanish urban sanitation market and is steadily expanding to other countries.

FCC acquired Hydrocarbon Recovery Services Inc. (HRSI) and the International Petroleum Corporation of Delaware (IPC) in January of 2008 from the Siemens Water Technologies Corporation. In 1997, HRSI formerly Siemens Water Technologies, formerly USFilter, made a rapid succession of acquisitions related to the Hydrocarbon Services business. PORI International and Mobley Environmental Services were acquired in February and May, 1997, respectively, and Eastern Oil and Alpha Omega Environmental Services, later in the fall of 1997. Once a stable business platform had been developed the company expanded through organic growth and growth through acquisition of such companies as Procycle, IPC, Earth Care, and Magnum.

Today, the FCC Environmental business service highlights include:

- Reclaim over 2.5 million gallons per year of gasoline, diesel, kerosene, and aviation fuel
- Recycle more than 90 million gallons per year of spent lubricants
- Collect more than 30 million used oil filters
- Reclaim over 1.5 million gallons of spent antifreeze per year
- Recycle over 65 million gallons per year of water

Providing environmentally safe and compliant services to over 40,000 commercial and industrial customers

### **c) Commitments**

FCC is aware of the importance of maintaining lasting relationships with our stakeholders. Effectively and strategically involving our stakeholders brings added benefits such as an improvement in the management of operational risks and corporate image. It also enables us to gain a better understanding of the complex environment in which our businesses operate, identify possible strategic opportunities, and build trust between the Group and our stakeholders.

FCC's businesses affect many of the activities that take place in the society on a daily basis. We have a direct impact on society and therefore our relationships with society are very important.

### ***Our stakeholders.***

The corporate social responsibility of the FCC Group has been built around the expectations and concerns of our stakeholders. We understand that each group has its own specific concerns as well as its own individual information requirements.

### **Our shareholders and investors.**

By adopting a strategic position that encourages a socially responsible business approach and is aimed at improving our transparency-efficiency in relation to corporate governance, we create added value for our shareholders and investors in FCC. We have developed a number of lines of communication which include organizing several events during the year aimed at providing guidance to and exchanging ideas with our shareholders.

### **Public entities and regulatory bodies.**

FCC is strongly committed to transparency and integrity. It has assumed the commitment to comply with and respect all regulations established in prevailing legislation at both national and international levels as well as the standards set by regulatory bodies. FCC is also dedicated to continuously improving its relations with public entities and regulatory bodies and takes an active and cooperative approach. In this way, FCC is able to demonstrate to public entities that it is committed to the environment and the society in which it operates.

### **Customers and suppliers.**

The organization is in constant contact with these stakeholders to incorporate customers' concerns, suggestions and recommendations in relation to fulfilling our social and environmental commitments. We also aim to make suppliers aware of their responsibility to fulfill these objectives.

### **Employees and their representatives.**

Since its incorporation, FCC has been committed to its workforce and aims to ensure they remain in the organization for many years, improve the quality of their working life, and defend their labor rights. FCC also strives to attract and retain the best personnel in its search for business excellence.

### **The media.**

FCC stands out from its competitors by working to remain in constant and open contact with the media in order to provide them with a true view of the value of our sustainable and transparent business.

## **Society.**

Since its incorporation, FCC has been committed to the environments in which we operate; devising initiatives that benefit the environment or contribute to society and the community in which it conducts business.

## ***Communication with our stakeholders.***

FCC has implemented a public relations strategy targeting its stakeholders using different means of communication depending on the recipients. The most noteworthy initiatives are as follows:

Questionnaires on perceptions and opinions of the management of corporate responsibility and the business environment.

Research aimed at specific issues.

Round tables with organizations representing the interests of our stakeholders through sector associations and organizations.

Ongoing communication with the press, television and radio.

Publication of an Annual Corporate Social Responsibility Report.

Development of a strategic plan in conjunction with stakeholders.

Publication of a bimonthly news sheet.

## **d) FCC Total Workforce**

Year	2004	2005	2006	2007	2008
Employees	63,602	67,562	92,565	96,137	93,510

## **Qualifications**

At 31 December 2008, the FCC Group had 93,510 employees. A total of 10,964 employees are university graduates.

## **Breakdown by function:**

Structural personnel 6,216

Production personnel 87,294

## **Breakdown by category:**

Executive, engineering and clerical 20,015

Supervisors and managers 6,187

All others 67,308

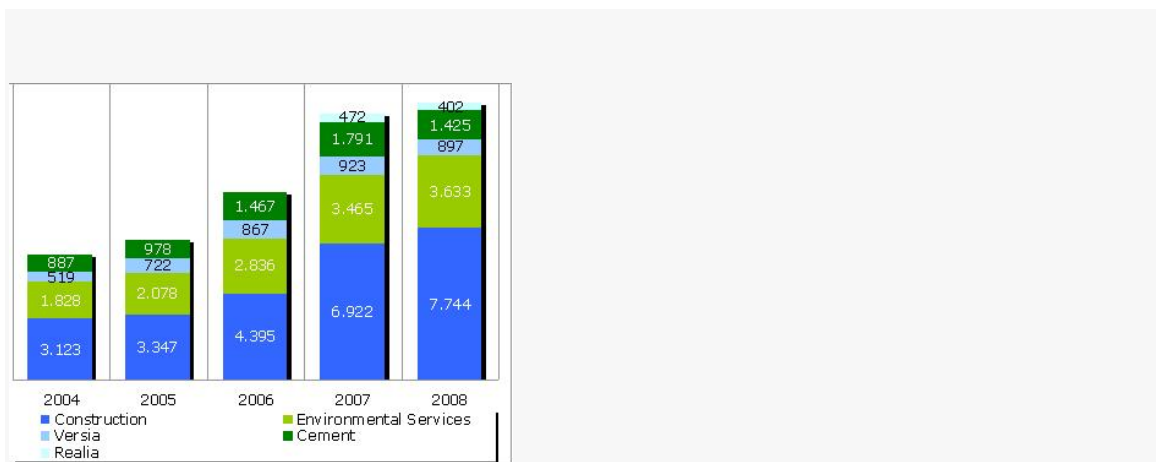
## e. Financials

### Environmental Services Net Revenues (Millions of Euros)

As of December 2009: 1 Euro ~ 1.474 US Dollars

#### GROUP CONSOLIDATED

	Net Revenues				
	2004	2005	2006	2007	2008
Construction	3,123	3,347	4,395	6,922	7,744
Environmental Services	1,828	2,078	2,836	3,465	3,633
Versia	519	722	867	923	897
Cement	887	978	1,467	1,791	1,425
Realia				472	402
Torre Picasso	17	18	20	22	26
Other	-25	-53	-103	-172	-112
<b>TOTAL</b>	<b>6,349</b>	<b>7,090</b>	<b>9,481</b>	<b>13,423</b>	<b>14,016</b>



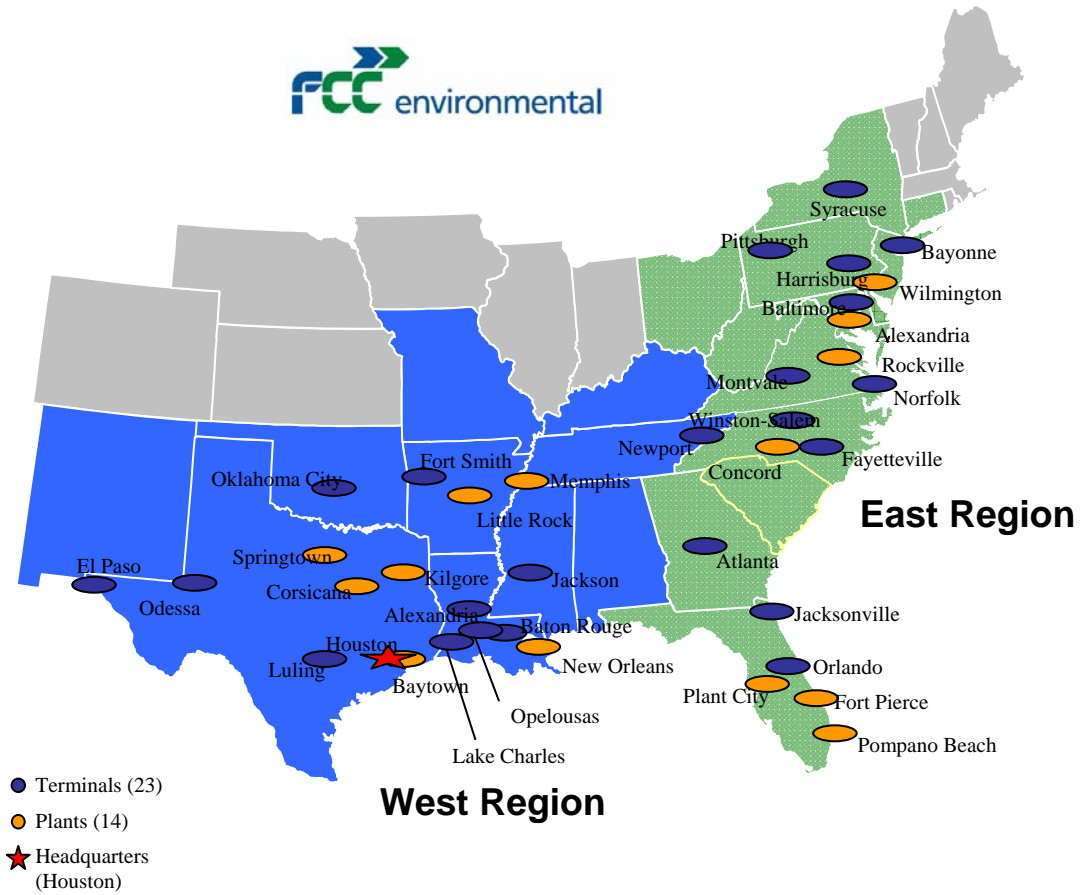
## INCOME STATEMENT

P & L ACCOUNT					
	2004	2005	2006	2007	2008
<b>Net sales</b>	<b>6,349</b>	<b>7,090</b>	<b>9,481</b>	<b>13,423</b>	<b>14,016</b>
<b>EBITDA</b>	<b>842</b>	<b>989</b>	<b>1,387</b>	<b>1,930</b>	<b>1,741</b>
Depreciation and amortisation	-272	-319	-475	-684	-724
Other operating income	-5	-14	-32	13	-70
<b>EBIT</b>	<b>565</b>	<b>656</b>	<b>881</b>	<b>1,259</b>	<b>947</b>
Other operating income	-29	2	7	320	16
Financial income	-17	-28	-86	-390	-485
Equity-accounted affiliates	72	78	89	63	13
Impaiement and reversion of property, plant and equipment	*	-12	-5		
<b>EBT</b>	<b>591</b>	<b>696</b>	<b>887</b>	<b>1,252</b>	<b>490</b>
Corporate income tax	-167	-217	-278	-332	-94
Minority interests	-61	-58	-73	-182	-59
<b>Net profit</b>	<b>363</b>	<b>421</b>	<b>536</b>	<b>738</b>	<b>337</b>

(\*) Reclassification due to the change of criteria between the Spanish General Accounting Plan (PGC) and IFRS.

In million euro

## II. Locations and Contact Numbers



### Headquarters:

Address

Telephone

Fax

523 N Sam Houston Pkwy Suite 400  
Houston, TX 77060

281.668.3300

281.668.3301

## East Region (NJ, DE, PA, MD, VA, NC, SC, GA and FL)

Address	Telephone	Fax
<b>Processing Plants:</b>		
5800 Farrington Avenue <b>Alexandria, VA 22304</b>	703.461.2662	703.370.8067
2115 Speedrail Court <b>Concord, NC 28025</b>	704.455.1333	704.455.4678
2353 Lanier Road <b>Rockville, VA 23146</b>	804.749.8344	804.749.8450
505 S. Market Street <b>Wilmington, DE 19801</b>	302.421.9306	302.421.9099
105 S. Alexander Street <b>Plant City, FL 33563</b>	813.754.1504	813.754.3789
1280 NE 48th Street <b>Pompano Beach, FL 34981</b>	954.785.2320	954.783.6913
5690 West Midway Road <b>Ft. Pierce, FL 34981</b>	772.468.2300	772.468.9328
<b>Terminals:</b>		
6305 East Lombard Street <b>Baltimore, MD 21224</b>	410.284.1717	410.633.0789
1105 N. PT. BLVD, STE 310 <b>Baltimore, MD 21224</b>	410.284.1717	410.285.8264
PO Box 67 250 E. 22 <sup>nd</sup> Street <b>Bayonne, NJ 07002</b>	201.339.3702	201.339.4500
8200 Fischer Road <b>Dundalk, MD 21122</b>	410.388.9745	410.388.9764
6030 Murchison Road <b>Fayetteville, NC 28311</b>	Contact Concord	704.455.4678
5140B Paxton Street <b>Harrisburg, PA 17111</b>	Contact Baltimore	410.633.0789

Address	Telephone	Fax
Route 460 W. Bound Lane <b>Montvale, VA 24122</b>	Contact Rockville	804-749-8450
120 Transport Drive <b>Newport, TN 37821</b>	Contact Concord	704.455.4678
5539 Farris Street <b>Norfolk, VA 23513</b>	757.852.9142	757.852.9246
200 Welch Street <b>East Syracuse, NY 13057</b>	Contact Zelienople	724.453.0627
210 Lindsay Road <b>Zelienople, PA 16063</b>	724.453.0623	724.453.0627
2420 W. Clemmons ville Rd. <b>Winston-Salem, NC 27103</b>	Contact Concord	704.455.4678
1500 Farmers Rd Suite G-4 <b>Conyers, GA 30012</b>	Contact Jacksonville	904.356.5770
2058 E. 21st Street <b>Jacksonville, FL 32206</b>	800.366-5706	904.356.5770
233 Central Florida Parkway <b>Orlando, FL 32824</b>	407.854.1620	407.854.7739

## West Region (AR, AL, LA MS, OK, TN, TX)

Address	Telephone	Fax
<b>Processing Plants:</b>		
4415 E. Greenwood Street <b>Baytown, TX 77520</b>	281.383.1248	281.383.3273
2124 East Hwy 31 <b>Corsicana, TX 75109</b>	903.874.1188	903.874.1221
2800 Wicks Street <b>Kilgore, TX 75662</b>	903.984.0270	903.984.4241
14420 Union Street <b>Little Rock, AR 72206</b>	501.897.5764	501.897.5762
2654 Channel Avenue <b>Memphis, TN 38113</b>	901.774.7800	901.774.7801
320 Scroggins Road <b>Springtown, TX 76082</b>	817.523.4938	817.523.3030
14890 Intra Coastal Drive <b>New Orleans, LA 70129</b>	504.254.2982	504.254.2988
<b>Terminals:</b>		
1848 First Street <b>Lake Charles, LA 0601</b>	Contact Opelousas	337-826-8009
697 Highway 167 <b>Opelousas, LA 70570</b>	337.826.8001	337.826.8009
2320 Industrial Drive <b>Alexandria, LA 71301</b>	Contact Opelousas	337.826.8009
1122 US Hwy 190 West <b>Port Allen, LA 70767</b>	Contact New Orleans	504.254.2988
2700 South 4 <sup>th</sup> Street <b>Van Buren, AR 72956</b>	Contact Little Rock	501.897.5762
600 Gulfline Road <b>Pearl, MS 39208</b>	Contact Little Rock	501.897.5762

Address	Telephone	Fax
9119 Billy the Kid <b>El Paso, TX 79902</b>	Contact Odessa	432.225.1065
2200 East Pierce <b>Luling, TX 78648</b>	830-875-2429	830.875.2420
315 Pronto <b>Odessa, TX 79762</b>	432.550.2533	432.224.1007
4316 SW 29th Street <b>Oklahoma City, OK 73119</b>	405.686.7988	405.686.7974

## **Sales Contacts by Region**

**National Accounts**  
**Dave Nelson, National Sales Manager**  
**PHONE: (919) 557-7570**  
**E-mail: [david.nelson@fccenvironmental.com](mailto:david.nelson@fccenvironmental.com)**

**East Region**  
**Ron Quaid, Director of Sales**  
**PHONE: (410) 284-1717**  
**E-mail: [ronald.quaid@fccenvironmental.com](mailto:ronald.quaid@fccenvironmental.com)**

**West Region**  
**Bill Bronson, Director of Sales**  
**PHONE: (800) 252-6444**  
**E-mail: [william.bronson@fccenvironmental.com](mailto:william.bronson@fccenvironmental.com)**

### III. Services Offered and Project Experience

#### a) Services Offered:

Our first goal to over 40,000 customers who use hydrocarbon services is to help them minimize their waste. When waste generation can't be prevented, reuse and recycle are at the top of the EPA's waste management practices list. How these materials are managed matters greatly to you as a generator and to us as a service provider.

#### STEPS WE TAKE TO ADD VALUE:

- Sampling, analysis, and "fingerprinting" in company-owned laboratories
- Diverse cost-effective, compliant treatment and recycling processes
- Comprehensive employee training programs at all levels
- Access to experts who can provide advice on alternative treatment solutions
- Pollution liability insurance
- Recycling equipment lease programs for customer locations
- Environmental, Health and Safety audits of us and all other subcontractor facilities
- Fully permitted and insured transportation fleet
- Professionally trained DOT- and OSHA-compliant fleet operators
- Service built around your operating needs adding value

#### WASTE OIL RECYCLING

We recycle over 90 million gallons of spent lubricants each year.

- Collection by company-operated vehicles
- Stringent testing and processing at our facilities
- Production of high-quality, energy-efficient on-specification recycled fuel oil
- Established relationships with users of recycled oil product in the asphalt, pulp and paper, electric utility, and other industries
- Pick-up schedules and response time focused on superior customer service



### **GLYCOL RECYCLING**

We recycle over 1.5 million gallons of spent glycol each year.

- Superior vacuum distillation technology for used glycol
- Ability to service both drum and bulk tank storage containers
- Production of virgin-grade glycols for heat-transfer fluids, freeze-protection ingredients, and commercial antifreeze products under the SureTemp™ brand name



### **PARTS CLEANER SERVICES**

We offer unbeatable parts cleaner service. Our expert, fully trained technicians use only the best parts cleaning equipment and cleaning solutions.

- Customized service designed to meet your exact needs
- Turnkey service for leased units or customer-owned machines
- Quality, heavy-duty units in a variety of models to fit every shop need
- Assured, worry-free environmental compliance
- High-quality, fast-cleaning solvents

### **PAINT WASTE RECYCLING SERVICES**

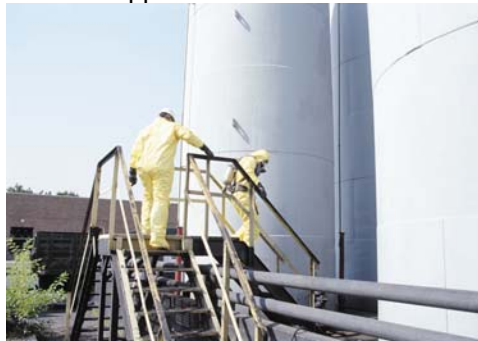
We provide a state-of-the-art paint waste solvent recycling system.

- High-quality cleaning solvent available on demand—with significant cost savings, depending on usage level
- Up to 90% waste reduction
- Removal of still bottoms and supply of heat-resistant waste bags service

### **FIELD SERVICES**

If you need a tank, pit or lagoon pumped out or cleaned, just call us and we can provide responsive and economical field services.

- On land, and on or over the water services
- Backed by the leader in environmental services worldwide
- Knowledgeable project managers skilled at controlling your costs
- Preparation for API 653 tank inspections
- Plant turnarounds, manhole pump-outs, and stabilization
- Materials managed at our owned or approved facilities



### **OIL-WATER SEPARATOR CLEANING SERVICES**

We operate a fleet of vacuum trucks that can give you a cost effective compliant service for collection and treatment of oily water and oily wastes. The service is designed to save you time and money, and reduce your liabilities.

- Sludge removal
- Pits, sumps, floor drains and containment dikes
- Spills



### **EMERGENCY RESPONSE SUPPORT**

Rest assured that we will help in an emergency situation involving fuel, oily waste or products, and other petroleum-based spills.

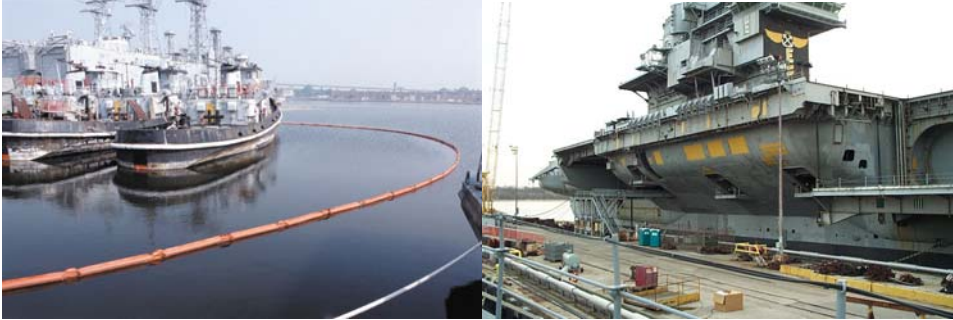
- OSHA 40-hour and confined space entry-trained personnel
- Quick response
- Controlled management of wastes generated during cleanup



## SHIP-TO-SHORE TRANSFER AND ON-BOARD TANK CLEANING

We are certified for MARPOL work for ship-to-shore transfer, and we can supply U.S. Coast Guard-certified operations, supervision and project management for on-board cleaning, gas freeing, and waste removal.

- Quick, accurate scheduling to meet docking times
- Booming of docked ships (mid-Atlantic area)
- Management of bilge waters and slops, diesel fuel, oily water and aviation fuel, removed and shipped to our facilities
- Experienced in commercial freight liners, barges and tugs, cruise ships, defense and Coast Guard work



### **SUMMARY OF SERVICES OFFERED (varies by location):**

- Waste Oil Recycling and Recycled Fuel Oil Sales
- Glycol Recycling and Virgin Grade Glycol Product Sales
- Used Oil Filter Recycling
- Oily Water and Oily Waste Recycling
- Non-Hazardous Industrial Wastewater Treatment
- Off-Specification Fuel Recycling (UST & PST Fluids and Gasoline-Water Mixtures)
- Collection and Transportation Services—Truck, Rail and Barge
- Parts Cleaner Services
- Paint Waste Recycling Services
- Field Services
- Oil-Water Separator Cleaning Services
- Emergency Response Support
- AST & UST Tank Cleaning
- Sludge Stabilization
- Hydro-Blasting
- Ship-to-Shore Transfers
- Vacuum Truck Service
- Storage Container Rental and Sales
- Absorbent Sales and Disposal Services

## **b) Project Experience:**

### **1) East Coast Energy Company Tank Cleaning**

**Challenge:** This East Coast energy company serves more than a million business and residential electric customers and more than 600,000 gas customers in an economically diverse area.

The company required oil storage tank cleaning which included confined space cleaning, transportation, and recycling of oil storage tank bottoms and rinseate.

**Solution:** The hydrocarbon field services team was selected to provide project management, appropriately training OSHA and DOT personnel to handle the project.

The core operation was to provide the customer with intrusive and confined space cleaning activities with the appropriate methods as outlined by OSHA in CFR 29 and in ANSI/API Standard 2015, "Requirements for Safe Entry and Cleaning of Petroleum Storage Tanks", ANSI/API Recommended Practice 2016, "Guidelines and Procedures for Entering and Cleaning Petroleum Storage Tanks" and API Publication 2219, "Safe Operation of Vacuum Trucks in Petroleum Service" for a number 6 oil storage tank with a capacity exceeding one million gallons.

**Results:** We met this customer's expectations:

- Successful completion of product transfer, temporary heating coil removal and replacement, and internal tank cleaning within guidelines distinctive to the company.
- The collection, transportation and recycling of over 60,000 gallons of non-hazardous oily water and non-hazardous oily sludge, without a lost time accident or environmental release or impairment.
- Successful completion of activities with the company's approval.

### **2) Emergency Response Required for Fuel Release**

**Challenge:** This major waste management services company, who provides solid waste collection, recycling and disposal services to homes, communities, business and industry, required emergency response to an undetermined fuel release that occurred at the vehicle maintenance shop and was being released into a containment pond.

**Solution:** The customer looked to the Hydrocarbon Services team provided round-the-clock monitoring with booms set up for complete containment and a vacuum truck on-site to skim the surface for fuel recovery. This containment and recovery project lasted for six days until the source of the fuel release was discovered and resolved. The field service team provided appropriate response and documentation for the customer to present to the lead regulatory agency to provide evidence for all activities and remedies provided to ensure proper closure for the release.

**Results:** We met this customer's expectations:

- Emergency services on-site within 30 minutes of the initial call
- Skilled and experience personnel for response to the spill
- Maintained communication with customer at all times to provide notification of the procedures and protocols associated with the spill response
- Customer provided with all appropriate documentation and written reports upon project completion

### **3) Environmental Firm Seeks Expertise for Recovery and Recycling of Gasoline Contaminated Groundwater**

**Challenge:** A professional environmental consulting company on the East Coast had identified various sites throughout Delaware, Maryland and Virginia requiring the recovery and recycling of gasoline contaminated groundwater. This firm, who specializes in environmental and ecological investigations, assessments, and remediation management, needed to partner with a firm that could provide project management, appropriately trained OSHA and DOT personnel for this work.

**Solution:** The Hydrocarbon Services team provided vacuum services for gasoline or gasoline contaminated groundwater recovery to these sites on a routine or single service basis depending on the customer's need. All OSHA, API and DOT protocols were followed to ensure a safe and comprehensive service to recover and recycle materials collected at typically historic gasoline stations.

**Results:** We met this customer's expectations:

- Up to 5,000 gallon capacity vacuum tankers for fluid recovery from a multi-well location
- A skilled team to support the customer in all local and regional requirements pertaining to recovery well monitoring

All proper documentation and written reports to the customer upon completion of the project

### **4) Facility Closure and Property Transfer Critical for Automotive Component Manufacturer**

**Challenge:** This automotive component manufacturer, who provides steel stampings and assemblies, chassis modules and frame assemblies, sheet molding composites, auto body panels, bumpers and bumper reinforcements, prototypes, castings and air bag components, needed assistance with cleaning, transportation and recycling of demolition debris and effluent in a confined space. The area (approximately 125,000 square feet) housed steel presses which required surface decontamination.

**Solution:** The hydrocarbon field service staff was selected to provide project management, trained OSHA and DOT personnel for this cleaning process. The core operation was to provide baseline cleaning activities of residual hydraulic oil ponding and stains with the appropriate methods as outlined in EPA Publication EPA/600/2-85/028, "Guide for Decontaminating Buildings, Structures and Equipment at Superfund Sites."

**Results:** We met this customer's expectations:

- Successful completion of surficial cleaning and decontamination of over 130,000 square feet of horizontal and vertical surfaces.
- The collection, transportation and recycling of over 50,000 gallons of non-hazardous oily water, over 6,100 gallons of non-hazardous oily sludge and over 15 tons of impacted demolition debris without a lost time accident or environmental release or impairment.
- Successful completion of activities with client approval.

## 5) Real Estate Firm Seeks Proper Removal of Bulk Oil Storage Tank and Accessories

The real estate firm associated with a premier healthcare provider works with the faculty and staff to lease or build space, generally through third-party landlords or developers.

This client required waste removal, tank and piping cleaning, transporting and disposal of storage tank and associated lines, and excavation and recycling of petroleum impacted underlying soils.

**Solution:** The hydrocarbon field services was selected to provide project management, appropriately trained OSHA and DOT personnel.

The core operations for this real estate firm included the clearing, cleaning and remediation of a former remote marine transfer terminal for an impending property transfer.

**Results:** We met this customer's expectations:

- Successful completion of removal of all surface fixtures and appendages. The removal and recycling of impacted underlying soils is currently suspended at 250 tons to date pending additional investigation and discovery of remedial options.
- The cleaning, demolition and removal of a bulk storage tank with an approximate diameter of 120 feet and over 1,000 feet of transfer piping systems without a lost time accident or environmental release or impairment.
- Successful completion of initial activities with client approval.

## 6) Heating Fuel Recovery Project Following Hurricane Isabel

**Challenge:** The Federal Emergency Management Agency (FEMA) – an independent agency prior to its integration into the Department of Homeland Security in March 2003 – is tasked with responding to, planning for, recovering from, and mitigating against disasters. Emergency preparedness requires that FEMA have companies identified for different scenario situations in the event a disaster occurs.

**Solution:** The hydrocarbon field services team was selected as one of the subcontractors to provide vacuum services for heating oil recovery from various locations throughout Maryland. The company was contracted through FEMA's contractor to provide up to 14 vacuum trucks within a 48-hour period (6 vacuum trucks within a 24-hour period) to assist in the removal of heating oil from above ground tanks damaged or at risk by the adverse weather caused by Hurricane Isabel.

**Results:** Being able to respond to emergency situations is critical during weather events. We were able to provide the following results:

- Up to 5,000 gallon capacity vacuum tankers for fluid recovery from multiple commercial and residential locations throughout central and southern Maryland
- A skilled team to support the prime contractor and FEMA in all local and regional requirements pertaining to right-of-way access and additional logistical requirements
- Proper documentation and written reports upon completion of activities

## 7) Tank Cleaning and Demolition for Construction Materials Provider

**Challenge:** A major producer and supplier of primary, secondary and recycled construction aggregates, asphalt and contracting services, ready-mix concrete, and precast concrete products required the cleaning and demolition of out-of-service asphaltic materials storage tanks.

**Solution:** This customer contacted the hydrocarbon field service team provided project management and appropriately trained OSHA and DOT personnel at several locations in Virginia. We provided mechanical cleaning and demolition of a multitude of diameter storage tanks that were ultimately scrapped. Mechanical cleaning of the residual materials was chosen due to the physical characteristics and to provide the customer with the surest method for waste minimization.

**Results:** We met this customer's expectations:

- All residual material was removed and collected for reuse by the customer in the asphalt production process.
- A skilled team efficiently removed and recovered a typically difficult to handle material.

All proper documentation and written reports were provided to the customer at the completion of activities to ensure product inventory reconciliation and recycling of steel.

## 8) Transfer of Oil Safely According to Customer Specs

**Challenge:** A major joint venture capitalist within the oil industry operates two well-known gas station brands in the Eastern and Southern United States. The operations consists of four refineries with a capacity of 860,000 barrels per day and a network of oil products terminals.

This customer required the removal, transportation and transfer of approximately 200,000 gallons of number 2 fuel oil (heating oil) from one bulk storage terminal to another on the East Coast.

**Solution:** The Hydrocarbon Services team was selected to provide project management, appropriately trained OSHA and DOT personnel for the project.

The core operation was to consolidate product at one terminal which two end-users could utilize. This allowed the other terminal to open up capacity for another product.

**Results:** We met this customer's expectations:

- Successful completion of product transfer of approximately 200,000 gallons of # 2 oil between two terminals of a distance of approximately 40 miles round trip within the customer's deadline.
- The transfer and transportation of approximately 200,000 gallons of # 2 oil product, without a lost time accident or environmental release or impairment.
- Successful completion of activities with the customer's approval.

## 9) Theme Park Project for Wastewater Minimization and Recycling

**Challenge:** Keeping the rides aesthetically appealing, safe and fun for all is of top priority for this customer in Orlando. Millions of visitors come to enjoy the thrilling adventures of water-theme rides every year and assuring that the water is fresh and safe from contaminants is of utmost importance for the safety of its riders.

**Solution:** This customer selected the Hydrocarbon Services team as the primary contractor to provide routine service for various vacuum truck services at the majority of the water-themed rides and storm drains. We performed gross physical solids removal from a variety of locations to ensure proper flow and treatment of wastewater and runoff.

With an annual average of 42-inches of rain and a daily multi-million gallon flow of treated water throughout the theme park, recovery, treatment and circulation of all captured water is paramount for maintaining a healthy and quality environment for the park. We maintain a 24-hour response to accommodate the customer with any base service of one or more vacuum trucks up to a full service project that requires a trained labor crew and cleaning equipment.

**Results:** This relationship has been mutually beneficial with keeping the public safe and having fun. Results include:

- Communications and removal activities are managed to the customer's satisfaction
- A skilled team to support the customer in its endeavor to minimize potential environmental and public health impacts as related to the hazards of runoff waters and wastewater
- Proper documentation and written reports are provided at the completion of activities

## 10) Gasoline Storage Tank Cleaning for a Petroleum Company

**Challenge:** This customer in the Eastern United States transports refined petroleum products to communities and businesses. They deliver a daily average of 95 million gallons of gasoline, diesel fuel, home heating oil, aviation and military fuels from locations adjacent to New York City through the Atlantic Coast and Gulf Coast to Southeast Texas. The customer required product removal and gas-freeing of multiple large diameter terminal storage tanks.

**Solution:** The hydrocarbon field services was selected to provide project management, appropriately trained OSHA and DOT personnel for confined space cleaning, transportation, and recycling of gasoline storage tank bottoms and rinseate.

The core operations was to provide the customer with intrusive and confined space cleaning activities with the appropriate methods as outlined by OSHA in CFR 29 and in ANSI/API Standard 2015, "Requirements for Safe Entry and Cleaning of Petroleum Storage Tanks", ANSI/API Recommended Practice 2016, "Guidelines and Procedures for Entering and Cleaning Petroleum Storage Tanks" and API Publication 2219, "Safe Operation of Vacuum Trucks in Petroleum Service".

**Results:** We met this customer's expectations:

- Successful completion of setting floating roof legs, tank bottoms and rinseate removal, "gas-freeing" and floating roof skirt maintenance within guidelines unique to the customer.
- The collection, transportation and recycling of over 50,000 gallons of low flash gassy water, without a lost time accident or environmental release of impairment.
- Successful completion of activities with customer approval.

## IV. Contractor Questionnaire (Typical)

### a) Company Information

1. Legal Name: *Hydrocarbon Recovery Services, Inc. dba FCC Environmental. (Our facilities in Wilmington, Delaware and Bayonne, New Jersey operate as "International Petroleum Corporation of Delaware" for permitting purposes.)*
2. Services Provided: *Refer to section III (a) for services offered.*
3. Parent Company Information: *Fomento De Construcciones Y Contratas (FCC), S.A. located at- Pedro Teixeira 8, 4a plata, 28020 Madrid, Spain.*
4. Federal Tax ID Number: *45-0569557*
5. Dunn and Bradstreet Number: *96-027-7692*
6. SIC Code: *5093 Scrap and Waste Materials - Merchant Wholesalers.*
7. NAICS Code: *423930 Recyclable Material Merchant Wholesalers.*
8. Corporate Information: *FCC Environmental  
523 N Sam Houston Pkwy Suite 400  
Houston, TX 77060  
Phone: 281-668-3300  
Fax: 281-668-3301*
9. Any questions on this audit package please contact: *Vinnie N. Glorioso*  
Title: *EH&S Manager*  
Email: *[vinnie.glorioso@fccenvironmental.com](mailto:vinnie.glorioso@fccenvironmental.com)*  
Phone: *410-284-1717 x 236.*
10. 24-hour Emergency Phone: *888-749-8344*
11. Please list your OSRO number and service capabilities:  
*We are USCG certified OSRO # 0163. We provide OSRO service to Sector Delaware Bay, Baltimore, Hampton Roads and North Carolina. We have OSRO agreements in other sectors from the coast of New York through south Texas.*
12. Has your company operated under a different name in the last five years?  
*Yes. We have operated under the Siemens Water Technologies Corp. from October 1, 2006 through October 1, 2007. Prior to operating as Siemens Water Technologies Corp. we operated as USFilter Recovery Services.*

## b) Training

Training Program	Reference	Written Program	Documented Training	Training Frequency
<i>Access to Medical Records</i>	<i>29CFR1910.1020</i>	<i>Yes</i>	<i>Yes</i>	<i>Initial</i>
<i>Accident Investigation</i>	<i>Best Practices</i>	<i>Yes</i>	<i>Yes</i>	<i>Periodic</i>
<i>Bloodborne Pathogens</i>	<i>29CFR 1910.1030</i>	<i>Yes</i>	<i>Yes</i>	<i>Annual</i>
<i>Confined Space Attendant</i>	<i>29CFR1910.146</i>	<i>Yes</i>	<i>Yes</i>	<i>Annual</i>
<i>Confined Space Entrant</i>	<i>29CFR1910.146</i>	<i>Yes</i>	<i>Yes</i>	<i>Annual</i>
<i>Confined Space Rescuer</i>	<i>29CFR1910.146</i>	<i>Yes</i>	<i>Yes</i>	<i>Annual</i>
<i>Confined Space Supervisor</i>	<i>29CFR 1910.146</i>	<i>Yes</i>	<i>Yes</i>	<i>Annual</i>
<i>Confined Space Awareness</i>	<i>29CFR1910.146</i>	<i>Yes</i>	<i>Yes</i>	<i>Annual</i>
<i>Cranes</i>	<i>29CFR1910.146</i>	<i>Yes</i>	<i>Yes</i>	<i>Periodic</i>
<i>Defensive Driving</i>	<i>Best Practices</i>	<i>Yes</i>	<i>Yes</i>	<i>Periodic</i>
<i>Electrical Safety</i>	<i>29CFR1910.331-339</i>	<i>Yes</i>	<i>Yes</i>	<i>Periodic</i>
<i>Emergency Evacuation Plan</i>	<i>29CFR1910.38 33CFR.146</i>	<i>Yes</i>	<i>Yes</i>	<i>Annual</i>
<i>Fall Protection</i>	<i>29CFR1926.503 33CFR142.42</i>	<i>Yes</i>	<i>Yes</i>	<i>Periodic</i>
<i>First Aid and CPR</i>	<i>29CFR1910.151&amp;266</i>	<i>Yes</i>	<i>Yes</i>	<i>Annual</i>
<i>Forklift</i>	<i>29CFR1910.178</i>	<i>Yes</i>	<i>Yes</i>	<i>Annual</i>
<i>Hazard Communication</i>	<i>29CFR1910.1200</i>	<i>Yes</i>	<i>Yes</i>	<i>Annual</i>
<i>HAZWOPER 40 or 24 hr</i>	<i>29CFR1910.120</i>	<i>Yes</i>	<i>Yes</i>	<i>Initial</i>
<i>HAZWOPER 8 hr refresher</i>	<i>29CFR1910.120</i>	<i>Yes</i>	<i>Yes</i>	<i>Annual</i>
<i>Hearing Conservation</i>	<i>29CFR1910.95</i>	<i>Yes</i>	<i>Yes</i>	<i>Annual</i>
<i>HAZMAT Awareness</i>	<i>49CFR172.704</i>	<i>Yes</i>	<i>Yes</i>	<i>Periodic</i>
<i>HAZMAT Transportation</i>	<i>49CFR171-180</i>	<i>Yes</i>	<i>Yes</i>	<i>Periodic</i>
<i>Hot Work</i>	<i>29CFR1910.119</i>	<i>Yes</i>	<i>Yes</i>	<i>Periodic</i>
<i>Housekeeping</i>	<i>Best Practices</i>	<i>Yes</i>	<i>Yes</i>	<i>Periodic</i>
<i>Incident Fire Fighting</i>	<i>29CFR1910.157</i>	<i>Yes</i>	<i>Yes</i>	<i>Annual</i>
<i>Lockout/Tagout</i>	<i>29CFR1910.147</i>	<i>Yes</i>	<i>Yes</i>	<i>Annual</i>
<i>Manual Lifting Techniques</i>	<i>Best Practices</i>	<i>Yes</i>	<i>Yes</i>	<i>Periodic</i>
<i>New Employee Orientation</i>	<i>29CFR1910.119</i>	<i>Yes</i>	<i>Yes</i>	<i>Initial</i>
<i>OPA-90</i>	<i>40CFR 300</i>	<i>Yes</i>	<i>Yes</i>	<i>Periodic</i>
<i>Personal Protective Equip.</i>	<i>29CFR1910.132</i>	<i>Yes</i>	<i>Yes</i>	<i>Annual</i>
<i>RCRA</i>	<i>40CFR260-264</i>	<i>Yes</i>	<i>Yes</i>	<i>Annual</i>
<i>Respiratory Protection</i>	<i>29CFR1910.134</i>	<i>Yes</i>	<i>Yes</i>	<i>Annual</i>
<i>SPCC</i>	<i>40CFR112</i>	<i>Yes</i>	<i>Yes</i>	<i>Annual</i>
<i>Substance Abuse Awaren.</i>	<i>46CFR16.401&amp;391.119</i>	<i>Yes</i>	<i>Yes</i>	<i>Periodic</i>
<i>Welding and Burning</i>	<i>29CFR1910.252</i>	<i>Yes</i>	<i>Yes</i>	<i>Periodic</i>

### **c) Safety Meetings**

1. Does your company have scheduled, documented employee safety meetings?  
*Yes*
2. Who conducts the safety meetings? Job Titles:  
*Facility and or Operations Managers*
3. What managers/supervisors participate in safety meetings? Job Titles:  
*All Managers*
4. Are meetings reviewed and critiqued by managers/supervisors?  
*Yes*
5. Does your company hold on-site (tailgate/toolbox/pre-tour) safety meetings?  
How Often?  
*Yes, weekly and on a project specific basis.*
6. Who conducts these on-site safety meetings? Job Titles:  
*Facility and or Operations Managers*
7. Is documentation for all safety meetings available for review?  
*Yes*
8. Does your company perform job safety analysis (JSA)/job risk analysis (JRA)  
or equivalent?  
*Yes*

### **d) Personal Protective Equipment**

The following PPE is provided and required by the Company:

*Chemical Protective Clothing*  
*Eye Protection (ANSI Z87.1) (29CFR1910.133)*  
*Fall Protection (29CFR1910.129)*  
*Hand Protection (29CFR1910.132)*  
*Head Protection (ANSI Z89.1) (29CFR1910.135)*  
*Hearing Protection (29CFR1910.95)*  
*Personal Flotation Devices (33CFR142.45)*  
*Respiratory Protection (29CFR1910.134)*  
*Foot Protection (ANSI Z41.1) (29CFR1910.136)*

## **e) Drug and Alcohol Program**

1. Does your company have a written policy regarding drug screening or testing of your employees?

*Yes*

2. Does your drug testing program conform to DOT requirements?

*Yes*

3. Under what circumstances are your company's employees subject to drug screening?

*Pre-employment, random, post accident (DOT) and probable cause*

## **f) Accident/Incident Procedures**

1. Does your company have a policy that governs roles and responsibilities that will be initiated in the event of an accident?

*Yes*

2. Is this policy communicated so all employees understand your company's positions?

*Yes*

3. Does your company require an authorized individual to accompany injured employees to the medical provider for initial treatment?

*Yes*

4. Does your company have a policy requiring written accident/incident reports?

*Yes*

5. Does your company conduct accident/incident investigations?

*Yes*

6. Are accident/incident reports reviewed by managers?

*Yes*

7. Does the company document, investigate, and discuss near miss accidents?

*Yes*

8. Does your company utilize a specific medical provider that understands your company's restricted duty policy?

*Yes*

9. Does your company have a written process in place to share the lessons learned from accidents with the entire workforce?

*Yes*

10. Do you employ a paramedic, nurse or physician at your work sites?

*No. Arrangements are made with local response agencies.*

## **g) Safety, Health and Environmental Management**

1. Does your company establish annual goals in any of the following: Health, Environmental or Safety?

*Yes*

2. Describe the training and documentation aspects of the program.

*Formal goals are established on an annual basis. Health and Safety goals are measured with RIR and LTIR statistics. Environmental goals are measured and documented during annual compliance reviews. EHS performance is a separate line item in annual performance reviews for all employees and, as applicable in incentive programs.*

3. Has your company received any citations or fines from a regulatory agency in the last three years?

*Yes, the most common type of citation is exceeding a limit on the wastewater discharge permit. For additional information please ask the appropriate branch.*

4. Have all issues been resolved with the regulatory agencies?

*Please contact the appropriate branch.*

5. Are employees provided their own copy of the company EHS handbook?

*Yes*

6. Does the company have safety committees?

*Yes, any location with 25 or more employees has a safety committee.*

7. Are awards earned based on individual or group performance?

*Both individual and group performance*

8. Does management receive pay bonuses for their company's EHS performance?

*Yes*

9. Describe the basis for earning an EHS performance bonus?

*The branch must not have a recordable injury, preventable vehicle accident, notice of violation or reportable spill within the quarter.*

10. Describe the programs utilized to monitor and determine the progress of EHS performance in your company.

*Management meetings and statistical reports*

11. Does the company have a safety policy manual with a clearly defined EHS policy endorsed by upper management?

*Yes*

12. Does the company involve its employees in EHS awareness programs?

*Yes*

13. Describe how they are involved.

*New employee orientations, training, safety committees, inspections and safety meetings*

14. Who in your company is responsible for managing your EHS program?

*The Director of EHS*

15. Does EHS have a full time responsibility for this person?

*Yes*

16. Does your company perform self inspection of its EHS programs?

*Yes*

17. Who reviews EHS audits?

*Regional Vice Presidents and Director of EHS*

18. Does your company have an EHS incentive program?

*Yes*

## **h) Industrial Hygiene/Occupational Health**

1. Do you perform IH monitoring on your employees?

*Yes*

2. Please indicate for what substances/hazards you monitor?

*Benzene, Total Petroleum Hydrocarbons, Noise, Oxygen, Carbon Monoxide, Hydrogen Sulfide and Lower Explosive Limit.*

3. Do you have a hearing conservation program with annual testing?

*Yes, if required. Not all locations exceed OSHA levels.*

4. Do you have employees who wear respirators?

*Yes*

5. Are they medically cleared?

*Yes*

6. Are they annually fit tested?

*Yes*

7. In what areas does your company conduct annual fitness for work exams?

*Audiograms, pre-employment, re-employment, respiratory and visual*

## **i) Environmental Issues**

1. Is your company required to have any Federal, State or Local licenses, registrations, or permits to perform their services?

*Yes*

2. Please list.

*This will vary depending on the activities at the site.*

3. Does your company have a written environmental program?

*Yes*

4. Describe the training and documentation aspects of the program.

*Written manual with initial and periodic orientation*

5. Does your company allocate time and resources to train all supervisors in environmental and regulatory compliance?

*Yes*

6. Who is responsible for managing this training program?

*The Director of EHS*

7. Does your company have a waste acceptance plan?

*Yes, in addition each processing facility has a site specific waste analysis plan. For example, loads containing hazardous levels of halogens or PCBs are rejected.*

8. Does your pre-job planning process include environmental concerns?

*Yes*

9. Does your company's mission statement include environmental goals?

*Yes*

10. In conjunction with safety meetings, does your company include environmental topics?

*Yes*

11. Has your company reported any spills in the last three years?

*Yes*

12. Please describe

*Please ask the appropriate branch.*

## **j. Quality Assurance/Quality Control**

1. Does your company have a QA/QC manual?

*We have a company Waste Acceptance Plan, site specific Waste Analysis Plan and Laboratory QA/QC procedures.*

2. Does your company have a management of change program?

*Yes.*

3. Does your company have a preventative maintenance program for company owned equipment?

*Yes*

4. What equipment is covered?

*Plant process equipment and transport vehicles*

5. Does your company keep preventative maintenance and equipment inspection records on file?

*Yes, at the branch level.*

## **k. Miscellaneous Information**

1. Do your managers, supervisors, and employees understand that no weapons or firearms of any type are allowed on the work site?

*Yes*

2. Does your company have a policy that identifies new employees and experienced employees that are new to their position?

*Yes*

3. Does your company employ best practices regarding cellular telephone usage while operating a motor vehicle?

*Yes*

## **l. OSHA Logs**

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

Summary of Work-Related Injuries and Illnesses

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 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 1904.35, in OSHA's Recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases	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 (G)	7 (H)	3 (I)	10 (J)
<b>Number of Days</b>			
Total number of days away from work	Total number of days of job transfer or restriction		
55 (K)	89 (L)		

**Injury and Illness Types**

Total number of... (M)

(1) Injury	20	(4) Poisoning	0
(2) Skin Disorder	0	(5) Hearing Loss	0
(3) Respiratory Condition	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 50 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: U.S. Department of Labor, OSHA, Office of Statistics, Room N-3344, 200 Constitution Ave., NW, Washington, DC 20220. Do not send the completed forms to this office.

**Establishment information**

Your establishment name: FCC Environmental HC

Street: 523 N Sam Houston Pkwy Ste 400

City: Houston State: TX Zip: 77060

Industry description (e.g., Manufacture of motor truck trailers): Oil Recovery

Standard Industrial Classification (SIC), if known (e.g., SIC 3715): 5093

OR

North American Industrial Classification (NAICS), if known (e.g., 336212):

**Employment information**

Annual average number of employees: 569

Total hours worked by all employees last year: 1,298,458

**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.

*[Signature]* Title: Company Executive

281-668-3318 Phone

1/18/10 Date

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

Summary of Work-Related Injuries and Illnesses

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 need 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 their entirety. They also have limited access to the OSHA Form 300 or its equivalent. See 29 CFR 1904.55. If OSHA is recode-delegating job, 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 (G)	6 (H)	4 (I)	11 (J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
45 (K)	72 (L)

Injury and Illness Types

Total number of... (M)	(1) Injury	21	(4) Poisoning	0
	(2) Skin Disorder	0	(5) Hearing Loss	0
	(3) Respiratory Condition	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

Put your reporting burden for this collection of information to average 30 minutes per response, including the time to review the instructions, search existing data sources, gather the data needed, and complete and review the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing the burden, to Washington Headquarters Service, Paperwork Project (0120-0047), Washington, DC 20503. Send comments to the Office of Management and Budget, Paperwork Project (0120-0047), Washington, DC 20503. Do not send this completed form to the OSHA.

**Establishment information**

Your establishment name Hydrocarbon Recovery Services, Inc dba FCC Environmental  
 Street 14950 Heathrow Forest Parkway Ste 110 & 166  
 City Houston State Texas Zip 77032

Industry description (e.g., Manufacture of motor truck trailers)  
 Oil Refinement

Standard Industrial Classification (SIC), if known (e.g., SIC 3715)  
 5 0 9 3  
 OR North American Industrial Classification (NAICS), if known (e.g., 336212)  
 4 2 3 9 3 0

**Employment information**

Annual average number of employees 620  
 Total hours worked by all employees last year 1238244

**Sign here**

Knowingly falsifying this document may result in a fine

*Signature* [Signature]  
 Title [Signature]  
 Date 1/3/09  
 Phone 651-459-4091

# OSHA's Form 300A Summary of Work-Related Injuries and Illnesses

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, record 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 (G)	0
Total number of cases with days away from work (H)	7
Total number of cases with job transfer or restriction (I)	9
Total number of other recordable cases (J)	8

Number of Days	
Total number of days of job transfer or restriction (K)	411
Total number of days away from work (L)	359

Injury and Illness Types	
Total number of... (M)	
(1) Injury	24
(2) Skin Disorder	0
(3) Respiratory Condition	0
(4) Poisoning	0
(5) 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 50 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 to

**Establishment information**

Your establishment name: Hydco/John Reynolds Services, Inc.  
 Street: 14580 Heathrow Forest Parkway Ste. 111  
 City: Houston State: TX Zip: 77032  
 Industry description (e.g., Manufacture of motor truck trailers):  
Hydrocarbon Reclamation  
 Standard Industrial Classification (SIC), if known (e.g., SIC 3715):  
5 0 9 3

**Employment information**

Annual average number of employees: 589  
 Total hours worked by all employees last year: 1,220,802

**Sign here**  
 Knowingly falsifying this document may result in a fine.

[Signature] Title: BOB  
 Company structure: BOB Date: 2/10/09  
 Phone: 651-459-4291

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

### m. DOT Rating

Year	2009	2008	2007
Miles Driven	13,151,595	13,260,000	13,050,000
Rate	0.0	0.30	0.07

HRSI was not its own fleet company until 2008. The 2008 number is not a complete year for HRSI.

### n. Please list your Standard Operating Procedures.

#### ***I. Environmental Health and Safety SOPs:***

- 1) 10 day Hazardous Waste Transfer Facility*
- 2) Brokered Waste Streams*
- 3) Discharge of Containment Waters*
- 4) Drum Pad Management*
- 5) Environmental Standard Operating Procedures Rollout Documentation*
- 6) Fingerprinting*
- 7) Housekeeping*
- 8) Incoming Load Sampling and Verification*
- 9) Incoming Load UOOWCOSF*
- 10) Lockout Tagout Storage Tanks*
- 11) Lockout Tagout Trailers*
- 12) Measuring Tanker Trailers to Determine Volume*
- 13) Over the Road Trailers Used as a Storage Unit*
- 14) Rebutable Presumption Documentation*
- 15) Route Collections*
- 16) Parts Cleaner Services and Used Solvent Tracking Procedures*
- 17) Testing Oily Water for pH in the Field*
- 18) Waste Characterization Form for Sales*

#### ***II. Facility Operations SOPs***

- 1) 3 Phase Centrifuge*
- 2) Atmospheric Distillation Oil Processing*
- 3) Carbon Vessel Back Wash*
- 4) Changing a Strainer*
- 5) DAF Start Up and Operation*
- 6) Hurricane Preparation*
- 7) Oily Drum Washer Operations*
- 8) Process Heater Operations and Maintenance*
- 9) Pump Operation and Maintenance*
- 10) Servicing Carbon Vessels*
- 11) Solvent Drum Washer Operation*
- 12) Spent Carbon Change Out*
- 13) Tank to Tank Transfer*
- 14) Truck Sampling*
- 15) Unloading Bulk Sulfuric Acid Shipments*
- 16) Vacuum Distillation Start Up, Operation and Shut Down*

17) Chemical Corrosives

### **III. Laboratory Operations SOPs**

- 1) API Gravity
- 2) Ash
- 3) BS&W
- 4) Chlor-D-Tect Field Kit
- 5) COD
- 6) Composite Drum Sampling
- 7) Dohrmann
- 8) Emulsion Dosage
- 9) Flashpoint
- 10) Freeze point
- 11) Hydrochlor-Q Field Kit
- 12) Karl Fischer
- 13) Lab QA/QC Procedures
- 14) Nonconforming Loads
- 15) Oxford X-Ray Analyzer
- 16) pH Determination
- 17) Salt Waster TOX
- 18) Treatability
- 19) Viscosity by Zahn seconds
- 20) Viscosity
- 21) Waste Acceptance Plan
- 22) Waste Analysis Plan

### **IV. Management SOPs**

- 1) Management of Change
- 2) Process Safety Review
- 3) Tank, Pipe and Vessel Testing Program

### **V. Truck Operations SOPs**

- 1) Loading Multiple Compartment Trucks
- 2) Pre-trip and Post-trip Inspections
- 3) Tank Truck Venting Requirements
- 4) Truck Loading and Unloading
- 5) Truck Sampling
- 6) Vacuum Truck Pump

*Note: Not all Standard Operating Procedures (SOPs) can be made available for the customer; however they can be reviewed at the branch. Not all SOPs apply to each branch.*

## o. EMR Statistics

MARSH

 MARSH MERCER KROLL  
GUY CARPENTER OLIVER WYMAN

**Donna Weixel**  
Client Representative

Marsh USA Inc.  
1000 Main Street  
Suite 3000  
Houston, TX 77002  
713 276 8568 Fax 713 276 8518  
donna.m.weixel@marsh.com  
www.marsh.com

December 18, 2009

Hydrocarbon Recovery Services Inc  
523 North Sam Houston Parkway East #400  
Houston Texas 77060

**Subject:** Workers Compensation  
Experience Modifier (EMR)

To Whom It May Concern

2007 – 2008 Experience Mod is 1.00  
2008 - 2009 Experience Mod is 1.00

If you have any questions or need any additional information please let us know.

Sincerely,

*Donna Weixel*

Donna Weixel  
Client Representative

/dmw

Please Note: HRSI does not have an EMR from 2006-7 because at the time the business was operating under a different legal name.

## **V. Branch Specific Information**

## Customer Request Form for Updates

Date: \_\_\_\_\_

1) Name: \_\_\_\_\_

2) Company Name: \_\_\_\_\_

3) Customer Address: \_\_\_\_\_

\_\_\_\_\_

4) Telephone Number: \_\_\_\_\_

5) Fax Number: \_\_\_\_\_

6) Email Address: \_\_\_\_\_

7) Customer request for certificate of insurance in your company name

a.  General Liability, Automotive Liability & Workers Compensation

b.  Pollution Remediation and Legal Liability

### Notes:

1) In order to receive updates please fill out the form and send it to the appropriate branch manager or salesperson.

2) Cover pages of the permits may be provided. The full permits are available at the branch if you would like to review them. Please contact the appropriate branch in advance to schedule an appointment.



**BINDER SIDE PANEL ONLY**

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