

RESOLUTION NO. 819

**A RESOLUTION AUTHORIZING CONSULTANTS TO PERFORM  
HAZARDOUS COMMUNICATIONS STUDY.**

WHEREAS, the city staff has prepared a report on the above captioned subject which is attached hereto as Exhibit "A"; and

WHEREAS, the City Council has duly considered the subject and the recommendation(s) contained in the staff report; and

WHEREAS, interested parties, if any, have had an opportunity to be heard on the subject.

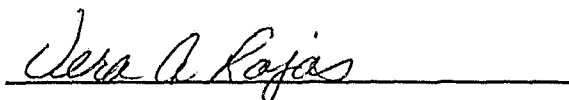
NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. That the Wilsonville City Council does hereby adopt the staff report attached hereto as Exhibit "A", with the recommendation(s) contained therein and further instructs that action appropriate to the recommendation(s) be taken.

ADOPTED by the Wilsonville City Council at a regular meeting thereof this 1st day of April, 1991, and filed with the Wilsonville City Recorder this date.

  
GERALD A. KRUMMEL, Mayor

ATTEST:



VERA A. ROJAS, CMC. City Recorder

SUMMARY of Votes:

Mayor Krummel	<u>AYE</u>
Councilor Chandler	<u>AYE</u>
Councilor Carter	<u>AYE</u>
Councilor Van Eck	<u>AYE</u>

EXHIBIT "A"

City of  
**WILSONVILLE**  
in OREGON

30000 SW Town Center Loop E • PO Box 220  
Wilsonville, OR 97070  
(503) 682-1011

TO: Mike Kohlhoff  
Interim City Manager

FROM: Dee Thom, Administrative Assistant  
Curtis Barton, Wastewater Supervisor

SUBJECT: Hazard Communication Programs

DATE: March 7, 1991

*Dee Thom*  
*CB*

The State of Oregon has mandated that public and private corporations have written programs, employee training, and appropriate labelling for hazardous chemicals and safety measure instructions for operation of city equipment. Specifically, the programs include hazardous communication, lockout and tagout procedures, confined space entry procedures, emergency chlorine safety plan, and citywide safety audit.

The area of the city that will be the most effected will be the Wastewater Treatment Plant, Facilities Maintenance, and Property Maintenance employees. This is due to the activities they perform and the variety of chemicals they come into contact performing their jobs. Funding for this project has been budgeted into the 90/91 sewer budget.

We contacted four companies that were known to perform these services - three responded. They are:

Wise Steps  
DESCO  
Compliance Plus

Curtis and I met with each company individually and verbally explained the city's activities and to what extent these activities were carried out by our staff.

Upon receiving these quotes, Curtis Barton and I did review the proposals and ranked them as follows:

1. Wise Steps - Proposal most closely met with the city's needs and directly addressed the activities the city is performing. Cost: \$6600.00
2. DESCO - Proposed program recommended is more than what the city's needs are at this time. It appeared to be a more complex and larger program than the city would ever need. Cost: \$9980.00

3. Compliance Plus - Proposal appeared to be less than what the city would desire to meet state requirements. I was also concerned by the lack of concentrated training. The training would not be held at the work site, but in their facility. Cost: \$8425.00

Wise Steps' fee is the lowest quoted. That is attractive, but that is not what has swayed our decision to select Wise Steps. De Etta Burrows, the president of this firm, has been very actively working with the League of Oregon Cities and is also highly recommended by CIS, the city's insurance carrier. We feel that Wise Steps is aware of the needs of municipalities and the type of activities municipalities perform.

We recommend that the city select Wise Steps for a fee of \$6600.00.

djt:lb

File



City of  
**WILSONVILLE**  
in OREGON

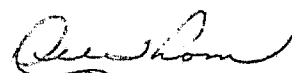

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We recommend that the city select Wise Steps for a fee of \$6600.00.

djt:lb



WISE STEPS, INC., TRAINING AND CONSULTATION  
P.O. BOX 3895 • SALEM, OREGON 97302

February 15, 1991

Deanna J. Thom  
Administrative Assistant  
City of Wilsonville  
P.O. Box 220  
Wilsonville, OR 97070

**RE: Safety and Health Program Proposal - Revision of 2/11/91**

Dear Ms. Thom:

I am sorry I miss understood how you wanted the health and safety proposal. I thought you no longer wanted a full written safety manual and the only separately priced component was for lock-out/tagout standard. Curtis said that you still wanted each component separately priced and the safety manual was still an option. Thus I have revised the proposal to meet that criteria. Hope it is not too confusing.

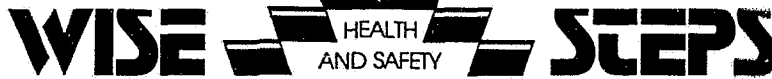
The overall reduction in the cost from the first proposal is based on the scope of your City's services that we discussed, thus reducing some of the time estimates.

I look forward to hearing from you. If you have any questions or need additional clarification please contact me.

Sincerely,

DeEtta Burrows, MSPH, CIH  
President, Wise Steps, Inc.  
Telephone: 585-4002 Salem

Enclosure



WISE STEPS, INC., TRAINING AND CONSULTATION  
P.O. BOX 3895 • SALEM, OREGON 97302

**DATE:** February 15, 1991

**CLIENT:** City of Wilsonville  
Deanna J. Thom  
Administrative Assistant

**GOAL:** Development of Safety and Health Compliance Programs and Employee Safety Training

**PROPOSAL:** Wise Steps, Inc. would provide the following safety program components either as a single contract or on individual bases:

- Safety/Health Assessment and Report on City's facilities & operations
- Safety Manual outlining City's policies, procedures and basic health and safety OSHA requirements to be followed by the City's staff.
- Confined Space Written Program & Employee Training
- Hazard Communication Written Program & Employee Training
- Written Hazardous Materials Plan for Chlorine
- Written Hazardous Energy Control - Lockout and Employee Training

The goal of the overall safety program would be to assess the city's occupational safety and health program and operational needs. Then the specific programs listed above would be developed as a safety program and employee training plan for the City.

**CONTRACT PERSONNEL** DeEtta Burrows, MSPH, CIH.

**COMPONENTS:** 1. Overall Safety/Health Program Audit

The City's operations would be reviewed and evaluated in relationship to the OSHA regulations. The audit elements would include the following issues:

- A. Accident/Incident Report & Recordkeeping Requirements
- B. Plant Emergency Evacuation Plans
- C. Hazardous Waste and Emergency Response
- D. Medical Emergency Response
- E. Hazard Communication Program
- F. Industrial Hygiene Program and Air Monitoring Results
- G. Personal Protective Equipment and Clothing
- H. Electrical Safety
- I. Material Handling
  - Forklift Safety
  - Cranes and Hoists
- J. Mechanical Safety

- Master Lock Out/Tag Plan
- Machine Guarding
- K. Facility Safety
  - Ladders
  - Access & Egress
  - Housekeeping
- L. Welding Procedures - Maintenance
- M. Confined Space Procedures
- N. Ergonomic Injury Reduction Programs

A written report outlining findings and recommendations would be prepared for the City Management staff.

## **2. Safety Manual:**

Based on the audit a comprehensive safety manual and program would be developed which would include the items listed above in section 1 and additional issues from on the audit potential.

## **3. Confined Space Program & Employee Training**

The program would begin with an assessment of the on-going confined space entries, developing a draft policy, with management and employee input that meets the new OSHA proposal standards, meeting with management to finalize the policy, and conducting employee training based on the final policy and procedures.

The training would not only focus on the specific step-by-step protocols for entries but would provide information on the necessary thought process that needs to be applied when judging a space and ensuring that all the proper safeguards are planned for.

## **4. Hazard Communication Program**

The Hazard Communication evaluation would assess the current program by:

- Reviewing chemical products used and processes involved.
- Organizing the Material Safety Data Sheets that are available and notifying the appropriate manager when MSDS are not available.
- Auditing completeness of labelling system.
- Evaluate the current written program and assist with any needed changes.
- Develop and deliver the employee training program.

A employee training manual would be developed so as to permit the City staff to train new employees in the required program.



## 5. Hazardous Materials Response Plan for Chlorine

A hazardous materials response plan would be developed after we assess the level of Chlorine hazard and the type of response the City wishes to manage. This program may involve an awareness training level with emergency evacuation plans and making specific arrangements with outside emergency responders. This proposal is for:

- assessing the needs and levels of emergency response,
- developing an adequate response plan, and
- implementing the plan including employee training on the plan

## 6. Hazardous Energy Control Program - Lockout

Wise Steps, Inc. would assist with the hazardous energy assessment which would be used to develop a written plan and equipment lock-out procedures. Once the plan was finalized authorized and affected employees would be trained in the written program.

### ESTIMATED TIME & COSTS

The estimated costs are directly related to the actual on-site time needed to assess the facility and work operations, staff meeting time, report documentation, travel and possible long distance telephone calls. Our estimated time and costs are:

### COMPONENTS:

The cost of all the programs together would be less than if each component was done because the time taken during the audit and program review in a comprehensive approach would evaluate several issues at one time. **The cost estimates provided, however, are for each component as a separate process per your request.**

### 1. Safety & Health Audit

#### TIME ESTIMATE:

- On-site time for assessments and meeting with City staff: 8 hours
- Documentation & report writing the audit report: 8 hours

#### COST ESTIMATE:

- 16 hours professional service time @\$60 per hour = \$960.00

### 2. Safety Manual

#### TIME ESTIMATE:

- An audit of the facilities would need to be performed to develop information for the manual. If the safety manual without the audit component item #1 then the 8 hours on-site would need to be added to the manual time - On-site time 8 hours
- Documentation and complete manual writing - 20 hours.
- Management and Employee training in the Safety Manual - 2 hours
- Two original copies of the manual would be provided

**COST ESTIMATE:**

- 22 hours professional service time if item one is also done @\$60 per hour = \$1,320.00
- 30 hours if item #1 is not done = \$1,800.00

**3. Confined Space**

**TIME ESTIMATE:**

- On-site time for assessments and meeting with City staff - 6 hours
- Documentation, report writing, developing employee training program 8 hours.
- Employee training program 6 hours.

**COST ESTIMATE:**

- 20 hours professional service time @\$60 per hour = \$1200

**4. Hazard Communications**

**TIME ESTIMATE:**

- On-site time for assessments and meeting with City staff - 4 hours.
- Documentation, report writing and setting up an employee training program - 8 hours total.
- Providing employee training hours - 2 hours

**COST ESTIMATE:**

- 14 hours professional service time @\$60 per hour = \$840.00

**5. Hazardous Materials Response Plan**

**TIME ESTIMATE:**

- On-site time for assessments and meeting with City staff - 4 hours total.
- Documentation and report writing - 4 hours total.
- Employee training program - 6 hours

**COST ESTIMATE:**

- 14 hours professional service time @\$60 per hour = \$840

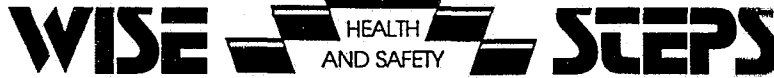
**6. Lock-out Tagout Plan and Employee Training**

**TIME ESTIMATE:**

- On-site time for assessments and meeting with City staff - 6 hours total.
- Documentation, report writing and employee training - 10 hours total.

**COST ESTIMATE:**

- 16 hours professional service time @\$60 per hour = \$960



WISE STEPS, INC., TRAINING AND CONSULTATION  
P.O. BOX 3895 • SALEM, OREGON 97302

February 11, 1991

Deanna J. Thom  
Administrative Assistant  
City of Wilsonville  
P.O. Box 220  
Wilsonville, OR 97070

RE: Safety and Health Program Proposal

Dear Ms. Thom:

It was a pleasure to meet you and Curtis Barton again. I appreciated the opportunity to provide you with a revised proposal for the development of safety and health programs and employee training.

The enclosed proposal is provided in components which would allow for either contracting individual items or for all the programs as summarized in the overall plan component. All of the specific program components are required by current Oregon Occupational Safety and Health Regulations except for a written confined space plan which is currently a proposed regulation. Confined space entries are covered by specific procedural requirements currently.

I look forward to hearing from you. If you have any questions or need additional clarification please contact me.

Sincerely,

DeEtta Burrows, MSPH, CIH  
President, Wise Steps, Inc.  
Telephone: 585-4002 Salem

Enclosure



WISE STEPS, INC., TRAINING AND CONSULTATION  
P.O. BOX 3895 • SALEM, OREGON 97302

**DATE:** February 11, 1991

**CLIENT:** City of Wilsonville  
Deanna J. Thom  
Administrative Assistant

**GOAL:** **Development of Safety and Health Compliance Programs and Employee Safety Training**

**PROPOSAL:** Wise Steps, Inc. would provide a program safety/health audit and the following individual safety program components:

- Confined Space Program
- Hazard Communication Program
- Hazardous Materials Plan for Chlorine; and
- Hazardous Energy Control - Lockout.

The goal of the overall safety program would be to assess the city's occupational safety and health program and operational needs. Then the specific programs listed above would be developed as a safety program and employee training plan for the City.

**CONTRACT PERSONNEL** DeEtta Burrows, MSPH, CIH.

**COMPONENTS:** **1. Overall Safety/Health Program Audit**

The City's operations would be reviewed and evaluated in relationship to the OSHA regulations. The audit elements would include the following issues:

- A. Accident/Incident Report & Recordkeeping Requirements
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- G. Personal Protective Equipment and Clothing
- H. Electrical Safety
- I. Material Handling
  - Forklift Safety
  - Cranes and Hoists
- J. Mechanical Safety
  - Master Lock Out/Tag Plan
  - Machine Guarding
- K. Facility Safety
  - Ladders
  - Access & Egress
  - Housekeeping

- L. Welding Procedures - Maintenance
- M. Confined Space Procedures
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A written report outlining findings and recommendations would be prepared for the City Management staff.

## **2. Confined Space Program & Employee Training**

The program would begin with an assessment of the on-going confined space entries, developing a draft policy, with management and employee input that meets the new OSHA proposal standards, meeting with management to finalize the policy, and conducting employee training based on the final policy and procedures.

The training would not only focus on the specific step-by-step protocols for entries but would provide information on the necessary thought process that needs to be applied when judging a space and ensuring that all the proper safeguards are planned for.

## **3. Hazard Communication Program**

The Hazard Communication evaluation would assess the current program by:

- Reviewing chemical products used and processes involved.
- Organizing the Material Safety Data Sheets that are available and notifying the appropriate manager when MSDS are not available.
- Auditing completeness of labelling system.
- Evaluate the current written program and assist with any needed changes.
- Develop and deliver the employee training program.

A employee training manual would be developed so as to permit the City staff to train new employees in the required program.

## **4. Hazardous Materials Response Plan for Chlorine**

A hazardous materials response plan would be developed after we assess the level of Chlorine hazard and the type of response the City wishes to manage. This program may involve an awareness training level with emergency evacuation plans and making specific arrangements with outside emergency responders. This proposal is for:

- assessing the needs and levels of emergency response,
- developing an adequate response plan, and
- implementing the plan including employee training on the plan

### 5. Hazardous Energy Control Program - Lockout

Wise Steps, Inc. would assist with the hazardous energy assessment which would be used to develop a written plan and equipment lock-out procedures. Once the plan was finalized authorized and affected employees would be trained in the written program.

**ESTIMATED  
TIME & COSTS**

The estimated costs are directly related to the actual on-site time needed to assess the facility and work operations, staff meeting time, report documentation, travel and possible long distance telephone calls. Our estimated time and costs are:

**COMPONENTS:**

*For the Safety/Health Audit and components 2 - 4 (Confined Space, Hazard Communication, Hazardous Materials Response - Chlorine)*

**TIME ESTIMATE:**

- On-site time for assessments and meeting with City staff: **16 hours**
- Documentation & report writing including developing employee training program (these are training documents which would be part of the confined space, hazard communication, and hazardous materials response plan documents): **30 hours**
- Delivery of Employee Training for Confined Space and Hazard Communication. (Note: I would provide training in the Hazardous Materials Written Response Plan but not the detailed Emergency Responder Training Programs that depending on the decision for how the City will respond to a Chlorine Emergency could involve 40 hours of employee training): **12 hours** assuming only one class per topic.

**COST ESTIMATE:**

- 58 hours professional service time @\$60 per hour = **\$3,480.00**

*Hazardous Energy - Lockout Plan Component 5.*

**TIME ESTIMATE:**

- On-site time for assessments and meeting with City staff - **6 hours total.**
- Documentation, report writing and employee training - **10 hours total.**

**COST ESTIMATE:**

- 16 hours professional service time @\$60 per hour = **\$960**

# DESCO

INDUSTRIAL GROUP, INC.

100C 10157 S.W. Barbur Blvd.  
Portland, Oregon 97219 U.S.A.  
(503) 245-2273

RECEIVED  
FEB. 13 1991  
CITY OF WILSONVILLE

City of Wilsonville  
30000 SW Town Center Loop E  
P.O. Box 220  
Wilsonville, OR 97070  
Attention: Ms. Deanna J. Thom

February 13, 1991

Dear Ms. Thom,

Thank you for the opportunity of meeting with you on Wednesday, February 6, 1991 in your office to discuss the environmental issues for the City of Wilsonville. Curtis Barton and you indicated several issues of paramount importance for completion this fiscal year and requested a bid for these programs from DESCO Industrial Group, Inc.- Environmental Services Division (DESCO).

This proposal addresses the issues discussed in the three categories for Written Programs, Training, and Compliance Assessment. The scope of work is attached in a separate document and includes prices for each program and a total price if all programs are performed by DESCO.

We enjoyed our meeting and the discussion of the environmental needs for the City of Wilsonville and anticipate a positive working relationship. We look forward to hearing from you on the status of our bid and how we should proceed.

Sincerely,



Sandra Pargman  
Project Manager

# **PROPOSAL**

## **CITY of WILSONVILLE**

for

**ENVIRONMENTAL HEALTH AND SAFETY  
CONSULTING SERVICES**

**DESCO Industrial Group, Inc.  
Environmental Services Division  
10157 S.W. Barbur Blvd. 100C  
Portland, OR 97219  
(503) 292-5115**



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## INTRODUCTION

DESCO Industrial Group, Inc.- Environmental Services Division (DESCO) proposes to provide a compliance program for environmental health and safety issues as requested by the City of Wilsonville. Mindful of the City constraints on budget, time, and personnel, DESCO has designed a Comprehensive Compliance Program extending over a four month period. We anticipate these programs will take at least one year to implement fully. The precise time required for this implementation will depend on the City of Wilsonville.

First, we propose to address the required written programs in a timely manner through five priority programs:

- (1) Hazard Communication
- (2) Lockout/Tagout
- (3) Confined Space Entry
- (4) Chemical Hygiene Plan
- (5) SARA Title III Emergency Notification Plan

Second, a Resource Conservation and Recovery Act (RCRA) Assessment is necessary to determine the extent of the hazardous waste problems and to provide the most efficient means of correction. Because of the major financial penalty for RCRA noncompliance, the assessment will be undertaken concurrently with the series of priority written programs. It should be noted, however, that, at this time, it is impossible to determine the scope of actions required for RCRA compliance. It may be necessary to use some of 1991-1992 budget for required actions to achieve compliance.

Third, training of all supervisors, safety officers, and employees is required by these written programs. To maximize cost control and efficiency, we propose a "Train the Trainer" program for supervisors and safety officers. This training will provide supervisory personnel with the tools necessary for training employees. Training will commence following completion of the written programs. A supervisory manual will be included for use in the instruction process.

The scope of work for each program is outlined on the following pages. Each program is customized for the City of Wilsonville. This customization will require input from the City of Wilsonville through designated City personnel for each program. DESCO suggests working closely with the Safety Officer for required input.

DESCO will prepare a compliance schedule with milestones to meet Oregon Occupational Safety and Health Administration (OR-OSHA), Oregon Department of Environmental Quality (DEQ), and the Environmental Protection Agency (EPA) rules and regulations. This should place the City of Wilsonville in the lowest matrix for non-compliance prior to completion of each program.

DESCO will provide monthly written progress reports to administrative personnel designated by the City of Wilsonville to manage the environmental project. Revisions in scheduling, priority programming, or program progression will be handled through the Project Manager at DESCO.

Because of the complexity of compliance issues for the City of Wilsonville, it should be noted that DESCO consultants have the highest credentials and qualifications necessary to provide services in the diversified field of regulatory compliance. As members of the Advisory Board for DEQ, Committee members for Oregon Industries, and backgrounds consisting of Doctorate Level Scientists, Laboratory Managers, Safety Officers, Professional Engineers, and Environmental Lawyers, DESCO maintains the highest degree of expertise necessary for providing the highest quality compliance programs.

## HAZARD COMMUNICATION PROGRAM

The Hazard Communication Standard (HazCom) is the keystone for most Occupational Safety and Health Administration (OSHA) Regulations. It is often referred to as the "Employee Right to Know" Law. Many other regulations are derived from HazCom or specifically reference this program in their rules. We recommend this be the first program for implementation.

DESCO will provide a customized Hazard Communication Program to include:

- Customized written program meeting the requirements of 29 CFR 1910.1200.
- Hazard Communication Manual
- Customized Color Coded Chemical Category Sheets
- Customized Documentation Forms
- Glossary of Terms

DESCO will revise the written Hazard Communication Program for a period of one year at no additional charge to the City of Wilsonville under the following conditions:

- changes are made in the Federal or State of Oregon Regulations for 29 CFR 1910.1200 or OAR 437, Division 155.
- changes are requested in the written program following an OSHA inspection as DESCO has no control over the actions of regulatory inspectors.

The City will designate a contact person who is able to provide DESCO information necessary to complete the written program. This person must also have decision-making capabilities authorized by the City.

Implementation of the written program is the responsibility of the City of Wilsonville.

## LOCKOUT/TAGOUT PROGRAM

The Lockout/Tagout Rules were adopted to protect workers from injury while performing maintenance on a piece of equipment. The rule requires personnel doing maintenance to lockout electrical switches or other sources of energy (pneumatic or hydraulic) to prevent the machine from accidentally activating. Equipment that cannot be locked out must be tagged out.

DESCO will provide a customized written Lockout/Tagout Program to include:

- Customized Written Policy which meets Federal and State of Oregon Requirements for 29 CFR 1910.137 and OAR 437, Division 2, Subdivision J.
- Customized Written Procedure for Lockout
- Customized Written Procedure for Tagout
- Customized Documentation Forms

DESCO will revise the written Lockout/Tagout Program for a period of one year at no additional charge to the City of Wilsonville under the following conditions:

- changes are made in the Federal or State of Oregon Regulations for 29 CFR 1910.147 or OAR 437, Division 2, Subdivision J.
- changes are requested in the written program following an OSHA inspection as DESCO has no control over the actions of regulatory inspectors.

The City will designate a contact person who is able to provide DESCO information necessary to complete the written procedures and appendices.

Implementation of the written program is the responsibility of the City of Wilsonville.

## CONFINED SPACE ENTRY

"Means of Egress" Regulations (29 CFR 1910.36-37) are generally recognized as "Confined Space Entry" Regulations. These regulations contain general requirements essential to providing a safe means of entry and egress from confined spaces.

The State of Oregon has extended the federal OSHA "Means of Egress" rules to include "entry into Tanks, Vats, and Similar Confined Spaces." Currently, neither regulation requires a written program. OR-OSHA recommends that the generally accepted National Institute of Occupational Safety and Health (NIOSH) program be followed until the new federal OSHA regulations are promulgated and adopted by OR-OSHA.

DESCO will provide a customized written confined space entry program to include:

- Customized Written Program to meet NIOSH Confined Space Entry Requirements and Federal and State of Oregon Standards for 29 CFR 1910.36-37 and OAR 437, Division 2, Subdivision E
- Customized Written Procedure
- Customized Documentation Forms

DESCO will revise the written Confined Space Program for a period of one year at no additional charge to the City of Wilsonville under the following conditions:

- changes are made in the Federal or State of Oregon Regulations for 29 CFR 1910.36-37 or OAR 437, Division 2, Subdivision E
- changes are requested in the written program following an OSHA inspection as DESCO has no control over the actions of regulatory inspectors.

The City will designate a contact person who is able to provide DESCO information necessary to complete the written program. This person must also have decision-making capabilities authorized by the City.

Implementation of the written program is the responsibility of the City of Wilsonville.

## CHEMICAL HYGIENE PLAN

Occupational Exposure to Hazardous Chemicals in Laboratories is commonly referred to as the "Chemical Hygiene Plan." Laboratories were generally exempted from the Hazard Communication Standard because laboratories differ from industrial operations in their use and handling of hazardous chemicals. The new standard differs from other standards in that it does not establish new exposure limits, but sets performance standards designed to protect laboratory workers from potential hazards in their work environment.

DESCO will provide a customized Chemical Hygiene Plan in conjunction with the Hazard Communication Standard to include:

- Customized written program meeting the requirements of Federal and State of Oregon Standards for 29 CFR 1910.1450 and OAR 437, Division 2, Subdivision Z.
- Customized Documentation Forms

DESCO will revise the written Chemical Hygiene Plan for a period of one year at no additional charge to the City of Wilsonville under the following conditions:

- changes are made in the Federal or State of Oregon Regulations for 29 CFR 1910.1450 or OAR 437, Division 2, Subdivision Z.
- changes are requested in the written program following an OSHA inspection as DESCO has no control over the actions of regulatory inspectors.

The City will designate a contact person who is able to provide DESCO information necessary to complete the written program. This person must also have decision-making capabilities authorized by the City.

Implementation of the written program is the responsibility of the City of Wilsonville.

## EMERGENCY NOTIFICATION PLAN

The Superfund Amendment and Reauthorization Act (SARA) is also referred to as the "Emergency Planning and Community Right-to-Know" Act (EPCRA) and consists of four major topics:

- Emergency planning and release notification (Sections 301-304)
- Community Right-to-Know reporting on chemicals (Sections 311-312)
- Emissions inventory (Section 313)
- Miscellaneous provisions (Section 322-336)

Section 304 expands the emergency release reporting information by designating specific notification requirements. Release information is required for Federal, State of Oregon, and Local municipalities. While this Emergency Notification Plan is only one element of an Emergency Response Plan, it is one of the most important. The generation of a complete Emergency Response Plan is beyond the scope of this proposal. This is a topic for future budget years.

DESCO will provide a customized Emergency Notification Program specifically designed to include chlorine incidents. This program will include:

- Requirements and procedures for Emergency Notification
- Federal Notification names and phone numbers
- State of Oregon names and phone numbers

DESCO will revise the written Emergency Notification Plan for a period of one year at no additional charge to the City of Wilsonville under the following conditions:

- changes are made in the Federal Regulations for 40 CFR 370
- changes are requested in the written program following an Environmental Protection Agency (EPA) inspection as DESCO has no control over the actions of regulatory inspectors.

The City will designate a contact person who is able to provide DESCO information necessary to complete the written program. This person must also have decision-making capabilities authorized by the City.

Implementation of the written program is the responsibility of the City of Wilsonville.



## RCRA ASSESSMENT

The Resource Conservation and Reauthorization Act (RCRA) regulates hazardous waste. The potential impact of air and groundwater contamination from hazardous waste is of major concern to regulators. Proper handling of hazardous waste includes establishing disposal procedures for listed chemicals or those chemicals which exhibit characteristics of a hazardous waste: ignitability, corrosivity, reactivity, and Toxic Characteristic Leaching Procedure (TCLP) toxicity.

DESCO will perform a comprehensive RCRA Compliance Assessment for the City of Wilsonville. Assessment will include an on-site review of the following departments:

- Fleet maintenance
- Parks and Recreation
- Interior Maintenance
- Roadway Maintenance
- Landscape Maintenance
- Wastewater Treatment
- Water Treatment Plant

DESCO will prepare a written report addressing its findings. The report will provide an overall assessment of current City of Wilsonville practices and will recommend actions needed to comply with current State of Oregon and federal environmental laws and regulations.

## TRAINING

Training is required for the five written programs regulated by OR-OSHA and EPA. Without training, the written programs cannot be implemented. Training of all supervisors, safety officers, and employees will be necessary for each written program.

To maximize cost control and efficiency, DESCO proposes a "Train the Trainer" program for supervisors, safety officers and designated personnel responsible for each program. Trainers completing the scheduled sessions will, in turn, train employees to the regulatory standards, thus minimizing costs to the City of Wilsonville. Training should commence upon completion of the written programs.

DESCO will provide training by June 30, 1991 on:

- Hazard Communication
- Lockout/Tagout
- Confined Space Entry
- Chemical Hygiene Plan

It is recommended that training for the Emergency Notification Plan be postponed until the Emergency Response Awareness Level Training is initiated. Personnel should receive training on the Emergency Notification Plan during the Awareness Level Training. This training is, therefore, not included in this proposal.

DESCO will provide training and training materials for up to 25 persons, if DESCO has written the programs. If programs have been written by another Consulting Group, DESCO will provide training, but will not provide written materials. Training will use oral presentations, videos, sample worksheets, sample equipment, and training manuals. The training will cover:

- Written Programs and Policies
- Written Procedures
- Applicable Regulations
- Use of Forms
- Use of Required Equipment
- Explanation, Interpretation, and Use of Material Safety Data Sheets
- Personnel Responsibilities
- Chemical Categories

Training will be completed over a day and a half and will include all written materials. Training sites will be provided by the City of Wilsonville.

## PROPOSED FEE SCHEDULE

Proposal I contains quotes for individual programs. Proposal II covers the whole project, if provided in its entirety by DESCO.

### PROPOSAL I:

The Professional Fees for development of written programs are:

(1) Hazard Communication Written Program	\$ 3,500
(2) Lockout/Tagout Written Program	\$ 1,500
(3) Confined Space Entry Written Program	\$ 1,000
(4) Chemical Hygiene Program	\$ 3,500
(5) Emergency Notification Program	\$ 2,000
The Professional Fee for the RCRA Assessment	\$ 3,750
Training for DESCO programs 1-4 (25 persons)	\$ 1,800
Training for NON-DESCO programs 1-4 (25 persons)	\$ 2,800
TOTAL FOR DESCO PROGRAMS	\$17,050

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### PROPOSAL II:

DESCO recognizes inefficiency and duplication of efforts do exist when individual programs are created by different firms. This inefficiency and duplication can be eliminated through the production and management of the total program by a single organization. DESCO, therefore, would like to make a second proposal as a single organization for:

Hazard Communication Program  
Lockout/Tagout Program  
Confined Space Entry Program  
Chemical Hygiene Program  
Emergency Notification Plan  
RCRA Assessment  
Training for all programs

Update for one year at no additional charge

TOTAL FOR PROJECT \$ 9,980

## PAYMENT SCHEDULE

Upon review and acceptance of this service proposal we will prepare a payment schedule for approval by the City of Wilsonville.

Our terms of payment are based on a letter of agreement or a purchase order referenced to this Proposal No. 154-01 dated at the time of agreement.

All invoices are due and payable upon receipt.



# COMPLIANCE PLUS, Inc.

8196 SW Hall, Suite 106 • Beaverton, OR 97005  
Phone: 627-0306 • FAX 641-0183

February 13, 1991

RECEIVED  
FEB 13 1991  
CITY OF WILSONVILLE

Ms. Deanna J. Thom  
Administrative Assistant  
City of Wilsonville  
PO Box 220  
Wilsonville, OR 97070

Dear Ms. Thom:

Thank you for this opportunity to quote our programs for the City. Our proposal package is included for your consideration.

These programs are designed to include every area of City operations, where applicable. We believe the value of our programs to the City of Wilsonville is based on our expertise in these regulatory areas, and our team of people that we have assigned to this project, so that these programs can be implemented quickly and effectively, with minimal disruption to daily City business.

The project team we have assigned to this project is as follows:

**Tom Mutch, CEO - Project manager**

Tom's professional credentials are in the quote package.

**Chet Schink, PHD, CIH**

Chet is a certified industrial hygienist responsible for the Chemical Hygiene Plan, and any necessary monitoring.

**John Armstrong, Chief Chemist**

John is responsible for all MSDS assessment and evaluation, and technical hazard communication training.

**George Heitz, Safety Programs**

George has 16 years experience with OSHA, and is responsible for the Lock Out / Tagout Program, and all other Safety Programs.

**Mike Flannagan, Hazardous Materials Training**

Mike has 18 years experience with the Air Force as a Chemical Warfare Officer, and is responsible for Emergency Response Training, and Chemical Hygiene Plans.

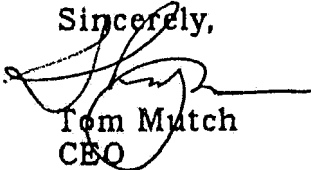
Compliance Plus also offers a full range of follow-on consultation services to ensure that the City of Wilsonville is kept abreast of all pertinent changes to regulations that impact the City.

Ms. Deanna J. Thom  
City of Wilsonville letter, Page 2  
February 13, 1991

Most importantly, Deanna, we stand behind our work. Compliance Plus warrants that our Programs meet or exceed the regulatory requirements. I have enclosed our warranty statement with the quote package.

Thank you again, and we look forward to working with the City on this project. If I can answer any questions for you please call me.

Sincerely,



Tom Match  
CEO

TAM:gj

enclosures



# COMPLIANCE PLUS, Inc.

8196 SW Hall, Suite 106 • Beaverton, OR 97005

Phone: 627-0306 • FAX 641-0183

## HAZARD COMMUNICATION PROGRAM QUOTATION City of Wilsonville, Oregon 2/13/91

### HAZARDOUS PRODUCTS ASSESSMENT

Hazardous Material Assessment consists of the following:

1. Obtain current MSDS's for all Hazardous Products at your facilities.
2. Assess current MSDS's for Health, Flammability, Reactivity, Personal Protection, and long term health effects.
3. Create HMIS\* Code List of all Hazardous Products.
4. Create HMIS Label system for all Hazardous Products.
5. Create MSDS Inventory system and Inventory List.
6. Recommended Hazardous Products removal list based on severe health effects.

This assessment is quoted with the condition that the City will provide an inventory of all hazardous products, and will provide all available MSDS's to Compliance Plus for the purpose of obtaining and assessing current MSDS's.

**Hazardous Material Assessment Price: \$3150**

Assessment price is based on 200 products, and includes the following items:

- 1 Written Hazard Communication Program Book
  - 3 HMIS Wall Posters (unmatted)
- 500 HMIS Product Labels
- 1 MSDS Master Binder
  - 3 MSDS Department Binders

Any additional products beyond the quoted amount will be assessed at \$12/MSDS, and added to total program price. Upon Program completion, Compliance Plus will assess any new products as requested for \$20/MSDS, and includes an updated Code List and MSDS Inventory List for the Hazard Communication Program Book.

HAZARD COMMUNICATION PROGRAM QUOTE, PAGE 2

City of Wilsonville, Oregon

2/13/91

EMPLOYEE TRAINING

Each Employee will receive information on the following:

1. An overview of the requirements contained in the Hazard Communication Rules, OAR Chapter 437, Division 155.
2. Chemicals present in their workplace operations.
3. Location of the Written Hazard Communication Program Book, Material Safety Data Sheets (MSDS's), written hazard evaluation procedures, and lists of Hazardous Chemicals.
4. Procedures for determining the presence of a hazardous chemical.
5. Specific hazards of chemicals in the employee work areas.
6. Personal protective measures and emergency procedures.
7. How to read and interpret information on labels and MSDS's.
8. How to obtain and use available hazard information.

**Training Price: \$20/Employee (quote based on estimate of 25 employees)**  
Sessions includes all training materials, employee certificates. Training classes to be scheduled at City facilities.

**TOTAL HAZARD COMMUNICATION PROGRAM PRICE: \$3650**

  
Steve Kennedy  
General Manager

Terms are to be negotiated. This quote is valid for 30 days.

- HMIS is the Hazardous Materials Identification System





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8196 SW Hall, Suite 106 • Beaverton, OR 97005

Phone: 627-0306 • FAX 641-0183

## CHEMICAL HYGIENE PLAN QUOTATION

City of Wilsonville, Oregon

2/13/91

### Chemical Hygiene Plan - Scope of work

1. Obtain current MSDS's for all hazardous products within waste water treatment lab.
2. Provide MSDS inventory system for the lab.
3. Assess current MSDS's for Health, Flammability, Reactivity, Personal protection requirements, and chronic health effects.
4. Provide Hazardous Material Identification System (HMIS) labels for lab products.
5. Provide HMIS Code List of all lab hazardous products.
6. Provide MSDS Inventory list of all lab hazardous products.
7. Provide written SOP's
8. Establish Control Measures
9. Lab fume hood and protective equipment efficiency evaluations, recommendations, monitoring methods, and procedures.
10. Employee training
11. Definition of hazardous activities
12. Definition of exposed evaluation procedures
13. Establish medical examination policies and procedures
14. Carcinogenic materials identification and protection

### Chemical Hygiene Plan

A written Chemical Hygiene Plan will be provided for the Waste Water Treatment Lab that will include all items listed above, 1 thru 14. This CHP will meet or exceed the requirements of 29 CFR 1910.1450, and will meet or exceed the requirements of Oregon OSHA rules, OAR Chapter 437, Division 2, Subdivision Z.

TOTAL HAZARD COMMUNICATION PROGRAM PRICE: \$1800

Price includes all time and materials, and includes one training session to train Lab personnel on Chemical Hygiene Plan.

Terms are to be negotiated. This quote valid for 30 days.



# COMPLIANCE PLUS, Inc.

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## LOCKOUT / TAGOUT PROGRAM PROPOSAL

CITY OF WILSONVILLE

February 12, 1991

Our Lockout/Tagout Program consists of three major elements. These Are:

(1) Lockout/Tagout Written Program Book

Includes formal written procedures to be followed on all equipment at your facility required per OAR Chapter 437, Division 2. This formal procedure includes who at your facility will perform these procedures, and how each machine will be tagged and/or locked.

(2) Employee Training

This training session is to train you or your designee(s) on the Written Lockout/Tagout Procedures and Policies. You will then train the necessary employees at a schedule compatible with your own time frame.

(3) Program Delivery

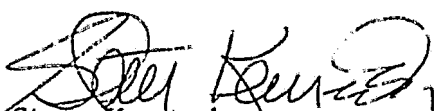
Compliance Plus will provide the above training to verify implementation of Policies and procedures. Any modifications necessary to the program will be provided at no additional charge, provided modifications are requested within 30 days from program delivery.

LOCKOUT/TAGOUT PROGRAM PRICE: \$2975

Price includes all materials per items (1) through (3) above. Locks and Tags are not included in this price, and can be quoted by Compliance Plus upon request.

Price is based on an estimate of approximately 60 machines. This will involve approximately 30 hours program time including plant time and required training time. If there are less than 60 pieces of equipment, the bid price will be lowered accordingly.

Terms are 1/2 total price upon agreement, balance due upon program completion, net 10 days. This quote is valid for 30 days.

  
Steve Kennedy  
General Manager

PROFESSIONAL CREDENTIALS

of

Thomas A. Mutch  
*President and C. E. O*  
COMPLIANCE PLUS, INC.  
*Environmental Consultants*

**Experience:** Thirteen years working with Hazardous Materials and Waste, ensuring their safe handling, storage, manufacturing, processing, packaging, use, disposal and transportation.

**Education:** Attended Portland Community College, Fire Science Department, *Hazardous Material Technician I*, GPA 4.0. Mt. Hood Community College, Characteristics of Hazardous Materials, GPA 4.0. Ore. State Fire Marshall's Office, *Hazardous Material Technician II*.

Tri-C Community College, Warrensville Hts., Ohio  
A. A. -- Transportation/Hazardous Materials, GPA 3.5

Transportation Skills Programs, Inc., Oakland, CA  
Hazardous Materials, Chemicals and Waste Management and Compliance Seminar, Certificate.

New Environment, Inc., Wilsonville, OR  
*First Responder* Training Course for Hazardous Materials, Certificate

**Associations:** Board Member: Planning Committee for 1991 Oregon Governor's Council on Occupational Safety and Health Conference

Acting Secretary, Office of Emergency Management - Multnomah County - Portland, OR

Delta Nu Alpha, Transportation Fraternity - Cleveland, Ohio

Western Reserve Traffic Club - Cleveland, Ohio

Advisory Contributor to OR-OSHA on Hazard Communication Laws and Standards.



# COMPLIANCE PLUS, Inc.

8196 SW Hall, Suite 106 • Beaverton, OR 97005

Phone: 627-0306 • FAX 641-0183

## CONFIDENTIALITY AGREEMENT

### RECITALS

This party, City of Wilsonville in Oregon, hereinafter Client, and Compliance Plus, Inc., hereinafter company desire to enter into an agreement for the purpose of company providing services to client.

In the course of performing services to client, it will be necessary for company to obtain confidential and/or proprietary information from client in the course of performing services contracted to perform.

### AGREEMENT

Both parties agree as follows:

#### SECTION 1. NON-DISCLOSURE

Company hereby agrees that all confidential and/or proprietary information obtained from, or revealed by client to company in the course of company providing services to client is, and shall continue to be the exclusive property of client. Company further agrees not to disclose such confidential and/or proprietary information to any third party, and to limit disclosure within company to designated employees of company.

#### SECTION 2. NON-USE

Company agrees not to use such confidential and/or proprietary information except as authorized by client.

#### SECTION 3. PROTECTION OF CONFIDENTIALITY

Company agrees to accord to the confidential information the same degree of care and use the same confidentiality protection practices as company exercises, or its employees, with respect to its confidential and/or proprietary information to covenants of confidentiality and non-use.

#### SECTION 4. RECIPROCAL OBLIGATION

Should services or discussions between these parties require or entail disclosure of any company confidential and/or proprietary information to client, client agrees to the same obligations of confidentiality and non-use as are imposed on company by this agreement.

**SECTION 5. ATTORNEY FEES**

The prevailing party in any suit or action to enforce this agreement shall be entitled to recover its court costs and reasonable attorney fees to be set by the court, including costs and attorney fees on appeal from any such suit or action.

**SECTION 6. GOVERNING LAW**

This agreement shall be governed by and construed in accordance with the laws of the state of Oregon. Venue shall be in Washington County.

**COMPANY**

Compliance Plus, Inc.

Executive VP/ General Manager

Title

Signature)

Date

**CLIENT**

City of Wilsonville in Oregon

Deanna J Thom

Administrative Assistant

Title

Signature

Date

2/13/91