

## **APPENDIX D**

### **EXAMPLE DRIVER'S CHECKLIST**

# Environmental Services Driver's Checklist

## Checklist

Generator/Shipper responsibilities for proper shipment of containers:		YES*	NO	N/A*
1.	Have you verified the container marking labels are complete and accurate?			
2.	Have you asked the customer to destroy all old marking labels previously provided by Nexeo Solutions?			
3.	Have you verified you can visibly see the entire UN Specification and Packaging Standards number displayed on the side of each hazardous material / hazardous waste container (e.g., UN 1A1/X/1.8/250/92/USA/AJ0000)?			
4.	Have you verified the Department of Transportation (DOT) Hazard Class label on the container, matches the hazard class identified on each line item of the manifest?			
5.	Have you verified there are no leaking containers? During cold weather, frozen drums that exhibit cracking or splitting or any drums that have been patched with putty, etc., must be overpacked or rejected.			
6.	Have you verified there are no containers that exhibit bulging (including heads or bottoms), cracking or splitting?			
7.	Have you verified there are no large dents in the containers?			
8.	Have you verified there are no rusty spots on the containers?			
9.	Have you verified all non-bulk containers (<119 Gallons) weigh less than the DOT maximum limit of 882 pounds? <b>Note:</b> If a container weighs over 700 pounds, the customer MUST move the drums onto our trailer, using motorized equipment such as a forklift with drum grabbers. Palletized containers will not be accepted under these conditions. In addition, Nexeo Solutions' drivers will NOT move drums in excess of 700 lbs. using a hand truck or drum dolly?			
10.	Have you verified the outside of all containers are clean and dry?			
11.	Have you verified all old product markings have been removed or covered on the container?			
12.	Have you verified that the containers are closed? NOTE: If you are observing customers tightening the bungs at the time of pickup, please ask if they are doing so now, due to pressure previously building in the container.			
13.	Have you verified the manifest tracking number is properly referenced on each container marking label?			
14.	Have you verified all preprinted and handwritten information on every page of the manifest is legible?			
15.	Have you verified the Nexeo Solutions profile number is on the top of any non-bulk container, and on the side (within the marking label) of each container?			
16.	If the material is shipped in a salvage drum, or any drum with a "S" in the UN Specs., have you verified with the customer there are no free liquids touching the inside of that salvage container?			
17.	If the material is shipped in a salvage drum, have you verified with the customer, that the original container is not over-pressurized?			
18.	If this material is being shipped in a Portable Tank/IBC, have you verified all the information on <a href="#">E-5926-NEX</a> is accurate? [Complete form and attach.]			

\*Answers to all the above questions must be "YES (N/A, where applicable)" before Nexeo Solutions can properly transport these containers.

Driver must contact the appropriate Nexeo plant personnel before picking up additional waste streams not listed on the manifest. Plant personnel must communicate this information to ES Customer Service. Questions? Please call ES Customer Service @ 1-800-637-7922

Generator or Nexeo Solutions Driver Comments:

Generator Name \_\_\_\_\_ City and State \_\_\_\_\_

Manifest Tracking Numbers \_\_\_\_\_

Sales Order Numbers \_\_\_\_\_

Time In \_\_\_\_\_ Time Out \_\_\_\_\_ Generator's Initials \_\_\_\_\_

Driver's Signature \_\_\_\_\_ Facility Location \_\_\_\_\_