

**Level II Division Wide Procedure Contractor Management**

**1.0. PURPOSE**

The purpose of this procedure is to describe the method for notifying contractors of their environmental responsibilities to Prestolite.

**2.0. SCOPE**

This procedure covers how contractors who will be performing work on site at Prestolite in Arcade, New York and Florence, Kentucky.

**3.0. DEFINITIONS**

None

**4.0. REFERENCE DOCUMENTS**

Purchasing SIPOC

**5.0. PROCEDURE**

5.1 Notification of contractors

Purchasing will include exhibit "A", Notification to Contractors of Environmental Responsibilities" with all purchase orders for work to be performed on site at a Prestolite Facility.

5.2 Qualification of contractors

Only qualified contractors will be permitted to perform environmental functions. The qualification can include ISO 14001 certification, permitting by a local, state or federal authority to perform the task, training or orientation by Prestolite or other methods as deemed necessary by the EHS manager.

5.3 Description of Services

The purchase order will clearly describe any specific environmental requirements of the service to be provided.

**6.0. RECORDS**

- Training records
- Qualification records

## Level II Division Wide Procedure Contractor Management

Exhibit A  
Notice to Contractors

Prestolite “Environmental, Health and Safety Policy” is as follows:

**Prestolite/Leece-Neville is dedicated to:**

- **Complying with all State, Federal and Local Environmental Laws and regulations**
- **Preventing pollution through energy conservation, recycling and careful use of our resources**
- **Continually reviewing and improving the performance of our environmental goals**

These policies describe our commitment to continual improvement in environmental health, prevention of pollution and safety performance. It also aims in meeting and exceeding the requirements defined by applicable environmental, health and safety laws, regulations and corporate standards. It provides a framework for setting and reviewing environmental targets and objectives.

### 1.0 Environmental regulations

- 1.1 Strict adherence to all Federal and state regulations for the handling and storage of non-hazardous and hazardous waste is required.
- 1.2 The contractor is responsible for furnishing SDS for all materials, chemicals, and compounds brought on premises or used in the project scope.
- 1.3 The contractor assumes full responsibility for all generated waste, including its storage, handling, and disposal unless otherwise specified by Prestolite; (see Environmental Manager for clarification).
- 1.4 All storage containers shall be properly labeled.
- 1.5 All empty containers created by the contractor shall be disposed of by the contractor off-site; or if possible, as designated by your contract or Company Contact (EHS Manager). The environmental manager must also OK any containers being disposed of on Prestolite property if he/she agrees with the way they have been cleaned, decontaminated, and made hazard-free prior to disposal in a Prestolite dumpster.
- 1.6 Under no circumstances shall any potentially hazardous materials (including, but not limited to: gasoline, diesel fuel, oil, solvents, chemicals, etc.) be dumped on the ground, into a sewer, or into a non-designated dumpster. Such acts are strictly forbidden by plant environmental policy, and may result in contractor dismissal and subsequent legal action, if warranted.
- 1.7 In the event of a spill, the person discovering it shall notify Company Contact or Prestolite Personnel immediately, and make every attempt to contain the spill with spill kit materials.