

In accordance with ‘**UPS Facility Access Policy for Suppliers**’ CBRE requires the service provider to COMMIT to ensuring that each employee utilized to perform services at any UPS site on behalf of CBRE has completed and cleared background check outlined below, completed required UPS specific Health, Safety, and Environmental training and CBRE Expectations training, completed actions required to gain UPS site access, and any other requirement they are made aware of. This commitment includes any service provider company utilized as a sub-contractor to the party providing this commitment. An officer of the service provider company, direct to CBRE, shall indicate understanding, commitment, and compliance to the provisions herein with signature below and submit to CBRE prior to being authorized to perform work and/or prior to allowing any of its sub-contractors to perform work on any UPS site on behalf of CBRE.

**Required Background Checks:**

Supplier warrants that for any of Supplier’s Personnel (defined as any Person who is an employee or subcontracted individual of Supplier) that Supplier may direct, send or otherwise require to access UPS property to perform services or otherwise help Supplier satisfy its obligations under this Agreement, Supplier has performed Supplier’s standard employment screening procedures on all such Personnel.

Supplier’s standard employment screening procedure must, at a minimum, verify the Person’s: (1) education; (2) employment history; and (3) references.

For any gaps in the timeline of the Person’s employment history, the Person must provide Supplier with a written explanation for such gaps. If Supplier does not have a standard employment screening procedure, it shall institute one for all Supplier Personnel performing work under its agreement with CBRE and Supplier shall verify the information set forth above.

Under its agreement with CBRE, by using a Person to perform work on UPS property, Supplier warrants that it has completed its screening measures with respect to such Person and that such screening measures did not reveal any information that could adversely affect such Person’s suitability for engagement by Supplier for the services being performed under this Agreement.

Supplier warrants that its Personnel performing work on UPS property under its agreement with CBRE have presented sufficient documentation to establish identity and employment eligibility in the United States. Supplier represents and warrants: (1) that it has complied, and will continue to comply, with the requirement of the Immigration Reform and Control Act of 1986 (IRCA) and all related authority, including, but not limited to, completion, verification and retention of I-9 forms and requirements; (2) that all of its Personnel working on UPS property are authorized to work in the United States; (3) that each newly hired employee who is directed by Supplier to perform work for CBRE on UPS’s property will be verified by utilizing the E-Verify program offered by the Department of Homeland Security and the Social Security Administration (<https://www.vis-dhs.com/EmployerRegistration>); and (4) that it will continue to properly and regularly train its staff regarding the execution and retention of the I-9 verification forms.

If Supplier’s standard employment screening procedure indicates further background checking of a Person is necessary or appropriate, or if Supplier in its reasonable determination believes that further background checking of a Person is otherwise appropriate, Supplier shall: (i) perform a criminal background check on such Person at Supplier’s cost, or (ii) not assign such Person to any matter

involving its agreement with CBRE in performance of services at a UPS site. Supplier's criminal background check shall, at a minimum, include the following:

a. A list of all residential addresses for the past seven (7) years; b. A criminal history search of federal, state and local jurisdictions where Person has lived for the past seven (7) years; and c. The identification of all criminal convictions in the past seven (7) years which include any felony and misdemeanors involving theft, assault, computer crimes or terrorism.

Supplier shall not permit any Person to access UPS property if a criminal background check for such Person indicates that the Person has been convicted of any of the crimes listed above. Exceptions to this prohibition may only be granted by written approval of the UPS District Human Resources Manager and the District Security Manager responsible for the UPS property at issue.

**Required HSE and Expectation Awareness Training:**

General:

- 1) Standard OSHA required annual training

UPS Specific Training:

- 1) LOTO Training 'Lockout Procedures Manual' – Appendix A
- 2) HOT WORK – 'UPS Welding, Torch Cutting, and Brazing Safety Guidelines' – Appendix B
- 3) Yard Safety Procedures – UPS specific Yard Safety Program - Appendix C
- 4) LAMP procedures. (handling of mercury containing lamps) – Appendix D
- 5) Applicable to Outside Contractors Performing HVAC Services- Appendix E
- 6) UPS Confined Spaces Requirements- Appendix F
- 7) Asbestos Attestation Requirements- Appendix G
- 8) California Waste Awareness Training- Appendix H

CBRE Specific Expectation Awareness Training

- 1) Stop Work Policy
- 2) Documented Risk Assessment – JSA, JHA, or other required
- 3) Asbestos Awareness / CBRE Asbestos Policy
- 4) Emergency Response Expectations
- 5) Hazardous Material Spill
- 6) HSE event – mandatory CBRE notification

The below signature, by an officer of service provider company, confirms receipt, understanding of and commitment to all provisions herein. This includes all attachments. A signed copy of this cover letter must be submitted to CBRE prior to performance of work on any UPS site. The original signed document to be retained by supplier for audit purposes.

## **Appendix A**

### **Lockout Procedures Manual Outside Contractor Procedures and Lockout Form**

## **Outside Contractor Procedures and Form (To be provided to the contractor)**

### **What is the Lockout Procedure?**

LOCKOUT is a set of procedures designed to ensure all equipment is isolated from ALL energy sources when servicing is performed. There are many types of equipment that may require LOCKOUT, such as conveyors, compressors, HVAC equipment, balers, shrink wrap machines and compactors, to name a few.

### **Why use the Lockout Procedure?**

UPS and outside contractors will occasionally work on or around the same equipment. Regulations require that both UPS and the contractor understand and comply with each other's procedure. We will comply with this requirement by having all parties use the same procedure.

### **How is the Lockout Procedure Implemented?**

Contractors must review and require their personnel to use the following the UPS Lockout Procedure. Contractors are also required to review the Lockout Procedure with any sub-contractors working for them on our property and they shall require sub-contractors and their personnel to understand and use the UPS Lockout Procedure.

## **LOCKOUT PROCEDURE INSTRUCTIONS**

### **Performing Lockout**

- 1. NOTIFY:** Notify everyone in the affected area that the equipment will be locked out.
- 2. TURN OFF:** Turn off the equipment.
- 3. ISOLATE:** Equipment must be isolated from all of its energy sources. This includes any secondary energy supplies as well as the main one. Examples include (but are not limited to) disconnect switches and line valves.
- 4. LOCK:** Apply the lock(s). If the system uses any stored energy (pneumatic, hydraulic, gravity, etc.), it must also be isolated/dissipated.
- 5. VERIFY:** Verify LOCKOUT by the following methods:
  - A) Check to ensure that the disconnect being locked out is attached to the motor of the equipment to be worked on.
  - B) Check for matching labels on the disconnect and the equipment.
  - C) Press the start button or engage the switch to attempt restart.
  - D) Some conveyor systems may be locked out at a Conveyor System Main Disconnect.

***(Return operating control(s) to neutral or "OFF" position after verifying the isolation of the equipment).***

## **Lockout Procedures Manual**

### **Outside Contractor Procedures and Lockout Form**

#### **Restoring Equipment to Service**

1. **INSPECT:** Inspect the equipment to ensure all parts and guards have been secured. Tools must be safely removed and stored.
  2. **NOTIFY:** Notify everyone in the affected work area that the equipment is about to be turned back on. Check the work area to ensure that everyone is safely positioned and clear of the equipment.
  3. **UNLOCK:** Remove lock(s): **ONLY** the Authorized Employee who applied the lock may remove it.
  4. **RESTORE:** Place the disconnect in the “ON” position (restore equipment’s power source).  
*(Notify Affected Employees that the service has been completed and the equipment is ready to be used).*
- 

#### **GROUP LOCKOUT**

Situations may arise requiring more than one person to lock out the same machinery or equipment. In Group Lockout, one person is designated as the Authorized Overall Lead Employee. He/she is responsible for overseeing the group's activities.

#### **Performing Group Lockout**

1. The Authorized Overall Lead Employee must ensure that the following steps of the Lockout Procedure are preformed: **1-NOTIFY, 2-TURN OFF, and 3-ISOLATE.**
2. Each Authorized Employee shall personally attach his/her lock to the disconnect using a group lockout hasp. If the system uses any stored energy (pneumatic, hydraulic, gravity, etc.), it must also be isolated/dissipated. **4 - LOCKOUT**
3. The Authorized Overall Lead Employee must ensure that step **5-VERIFY** is performed. *(Return operating control(s) to neutral or “OFF” position after verifying the isolation of the equipment).*

#### **Restoring Equipment to Service in Group Lockout**

1. The Authorized Overall Lead Employee must ensure that the following steps of restoring equipment to service are performed: **1-INSPECT, 2-NOTIFY and 3-UNLOCK**
2. The Authorized Overall Lead Employee must ensure that step **4-RESTORE** is performed.  
*(Notify Affected Employees that the service has been completed and the equipment is ready to be used).*

## **Lockout Procedures Manual**

### **Outside Contractor Procedures and Lockout Form**

Each person performing LOCKOUT must use the lock(s) issued to him/her by the contractor/sub-contractor. The lock(s) must identify the contractor/sub-contractor by company name and the individual performing LOCKOUT. The Lockout Identification Card should be used to identify all locks by employee name and work phone number. Individuals may need more than one lock since they may have to lock out more than one piece of equipment. Each individual must also be issued a group lockout multiple hasp. This will eliminate any problems with another individual needing to lock out a piece of equipment that is already locked out.

Before any work can be started in a facility, all contractor's/sub-contractor's personnel must review the Equipment Specific plans for the facility in which the work will be performed.

#### **OUTSIDE CONTRACTOR FORM**

Before any work begins, the contractor/sub-contractor must also notify UPS Plant Engineering that they are in the facility and ready to begin work.

**\* Maintain original in facility Lockout Procedures Manual or with the Contractor's Service Agreement**

**\*\* Contractor receives copy**

## **Appendix B**

### **Outside Contractor Procedures and Form**

(To be provided to the contractor)

#### **Contractor Requirements**

All contractors must comply with the UPS Welding, Torch Cutting, and Brazing Safety Guidelines at a minimum. These are common safety guidelines that are accepted industry practices. Any contractor observed not following them should be made to do so immediately. For larger welding jobs; for example, project work involving multiple welding activities over multiple days performed by contractors, vigilance must be kept during welding operations and during breaks and lunches. Stagger breaks to keep employees working in the welding areas. The post work inspection of the immediate workarea and the components involved in the welding work must be conducted no earlier than 30 minutes and no later than 60 minutes after the welding operations have ceased, to ensure that no fire hazards exist. The contractor shall also notify UPS that the work area has been thoroughly checked before leaving the facility.

### **UPS WELDING, TORCH CUTTING, AND BRAZING**

#### **SAFETY GUIDELINES**

The UPS Welding, Torch Cutting, and Brazing Safety Guidelines must be followed whenever performing any such work within UPS facilities.

In the following guidelines, the term “**welder**” means any operator of electric or gas welding equipment, brazing equipment, cutting torches, or similar equipment including but not limited to other methods.

Oxy-fuel welding (commonly called oxyacetylene welding, oxy welding, or gas welding) and oxy-fuel cutting are processes that use fuel gases and oxygen to weld and cut metals, respectively.

In oxy-fuel welding, a welding torch is used to weld metals. Welding metal results when two pieces are heated to a temperature that produces a shared pool of molten metal. The molten pool is generally supplied with additional metal called filler. Filler material depends upon the metals to be welded.

In oxy-fuel cutting, a cutting torch is used to heat metal to kindling temperature. A stream of oxygen is then trained on the metal, metal burns in that oxygen and then flows out of the cut as an oxide slag.

In the following guidelines, the term “**weld**” means the act of welding, brazing, torch cutting, and similar work.

## **Fire Protection**

Before starting to weld, the welder must first identify the location of the nearest facility fire alarm and fire extinguisher (as a backup to the one on the welding cart). In sprinkled buildings, the fire protection system must be in service. Welding should not be done when the fire protection system is out of service (In the rare event this is necessary, special precautions, such as the use of a fire watch, must be taken).

Close all cabinet doors and package car doors within 35 feet (10.6 m). When welding near inbound or outbound doors, close all building doors within 35 feet (10.6 m). Make sure any nearby combustible material such as paper, packages, and packing material are protected from ignition by welding sparks. Shut down or isolate all unnecessary fans or conveyors to prevent the spread of a fire. Either move the material at least 35 feet (10.6 m) or more away, or cover the material with flameproof tarps. UPS conveyor belts have been treated with flame retardant chemicals and will not support combustion or be ignited by sparks (rolled, spare conveyor belting will support a fire by retaining heat, and should be considered combustible storage). A conveyor belt should be protected from heat damage when hot slag could fall on the belt, or when adjacent welding could damage the belt. A welder must use caution and good judgment when welding near a belt. Watch for packing debris (Styrofoam peanuts, etc.), pieces of cardboard, or clumps of fuzz or dust caught in the conveyor or guarding (this is our most common source of problems). The welder must conduct a physical inspection and thoroughly clean the debris and other flammables from the work area, as well as the hidden areas of conveyor components, within a minimum of a 7 ft. radius of the immediate work area before welding work begins. The welder must remove the debris and other flammables past the 7 ft. radius if the situation warrants such action, for example, a conveyor component 9 ft. away with debris and other flammables. After the operation is completed, the welder must ensure that the area is inspected thoroughly for fire hazards before leaving the area or while in the middle of the job, for example, to retrieve tools or go on break. **The post work inspection of the immediate work area and the components involved in the welding work must be conducted no earlier than 30 minutes and no later than 60 minutes after the welding operations have ceased, to ensure that no fire hazards exist.**

The welder must have a fire extinguisher and be trained in its use. An air pressurized water fire extinguisher (Class A) holding at least 2 gallons is preferred. Welders should only use the fire extinguisher to put out small, smoldering or easily extinguishable, incipient fires (be careful not to get water on live electrical equipment).

UPS does not typically require a second person present as a Fire Watch. A second person should stand by as a Fire Watch if combustible material cannot be moved or safely covered.

## **Vehicle Welding**

Remove all packages and combustible material from vehicle before welding. Remove battery if welding must be done in the battery area. No cutting or welding near fiberglass body panels. Take adequate precautions before welding near fuel tank, fuel system, or other flammable liquids.

### **Welder Protection**

Welders must use the appropriate OSHA required safety goggles, glasses, helmets, or face shields when welding. Appropriate protective clothing must be worn; requirements will vary with the size, nature, and location of the work to be performed. Welding suppliers and safety equipment suppliers can usually provide the proper equipment or information about this equipment.

### **Spark Protection for Adjacent People**

If welding sparks pose a hazard to nearby people, move the people out of the area of falling sparks, and take steps to keep people out of the area. This may involve roping off the area, putting up signs warning of welding activity, or having a second person keep people out of the area. If these steps are not feasible, put up welding screens to keep the sparks away from people in the area. This is most commonly a problem when welding is being done on conveyor equipment during a sort and operations people are working in the immediate area.

### **General Oxygen-Fuel Gas Safety**

- At no time shall acetylene be utilized at a pressure in excess of 15 psig (1.05 Kg/cm).
- An acetylene cylinder valve must not be opened more than one and one-half turns of the spindle, and preferably no more than three-fourths of a turn.
- Acetylene cylinders must be stored valve end up.
- Oxygen cylinders must not be stored near highly combustible material, especially oil and grease; or near reserve stocks of carbide and acetylene or other fuel-gas cylinders, or near any other substance likely to cause or accelerate fire.
- Oxygen cylinders in storage must be separated from fuel-gas cylinders or combustible materials (especially oil or grease), a minimum distance of 20 feet (6.1 m) or by a noncombustible barrier at least 5 feet (1.5 m) high having a fire-resistance rating of at least one-half hour.
- Cylinders must be kept away from radiators and other sources of heat.
- Inside of buildings, cylinders must be stored in a well-protected, well-ventilated, dry location, at least 20 feet (6.1 m) from highly combustible materials such as oil or excelsior. Cylinders must be stored in definitely assigned places away from elevators, stairs, or gangways. Assigned storage spaces must be located where cylinders will not be knocked over or damaged by passing or falling objects, or subject to tampering by unauthorized persons. Cylinders must not be kept in unventilated enclosures such as lockers and cupboards.
- Empty cylinders must have their valves closed.
- Valve protection caps, where the cylinder is designed to accept a cap, must always be in place, hand-tight, except when cylinders are in use or connected for use.
- Cylinders, cylinder valves, couplings, regulators, hose, and apparatus must be kept free from oily or greasy substances. Oxygen cylinders or apparatus must not be handled with oily hands or gloves. A jet of oxygen must never be permitted to strike an oily surface, greasy clothes, or enter a fuel oil or other storage tank.
- Cylinders must not be dropped, roughly handled, struck, or permitted to strike each other violently.
- Valve-protection caps must not be used for lifting cylinders from one vertical position to another.
- Unless cylinders are secured on a welding cart, regulators must be removed and valve-protection caps, when provided for, must be put in place before cylinders are moved.
- Cylinder valves must be closed before moving cylinders.



- Cylinder valves must be closed when work is finished.
- Cylinders must be kept far enough away from the actual welding or cutting operation so that sparks, hot slag, or flame will not reach them, or fire-resistant shields must be provided.
- Cylinders must not be placed where they might become part of an electric circuit. Any practice such as the tapping of an electrode against a cylinder to strike an arc is strictly prohibited.
- If valves cannot be opened by hand, the supplier must be notified.
- Cylinder valves must not be tampered with nor may any attempt be made to repair them. If trouble is experienced, contact the supplier immediately.
- Fuel-gas cylinders must be placed with valve end up whenever they are in use. Liquefied gases must be stored with the valve end up.
- Before connecting a regulator to a cylinder valve, the valve must be opened slightly and closed immediately. The valve must be opened while standing to one side of the outlet; never in front of it. Never crack a fuel-gas cylinder valve near other welding work or near sparks, flame, or other possible sources of ignition.
- Before a regulator is removed from a cylinder valve, the cylinder valve must be closed and the gas released from the regulator.
- If cylinders are found to have leaky valves or fittings which cannot be stopped by closing of the valve, the cylinders must be taken outdoors away from sources of ignition and slowly emptied.
- Safety devices must not be tampered with.
- Fuel-gas must never be used from cylinders through torches or other devices equipped with shutoff valves without reducing the pressure through a suitable regulator attached to the cylinder valve or manifold.
- Cylinder valves must always be opened slowly.

### **Arc Welding Safety**

- The welder must ensure all lead connections for all arc welders are covered and protected from accidental contact. Insulated cable lug covers protect against dangerous electrical shock due to exposed welding machine terminal connections.
- The welder should also inspect the welding lead cables to ensure they are in good condition. Welding lead cables with minor scrapes and nicks that do not expose conductors are common and do not pose an immediate danger to an employee operating an arc welder. Welding leads that have exposed conductors can present a risk of injury and should be removed from service immediately and replaced.
- Before starting operations all connections to the machine shall be checked to make certain they are properly made. The work lead shall be firmly attached to the work; magnetic work clamps shall be freed from adherent metal particles of spatter on contact surfaces. Coiled welding cable shall be spread out before use to avoid serious overheating and damage to insulation.
- Grounding of the welding machine frame shall be checked. Special attention shall be given to safety ground connections of portable machines.
- Electrode holders when not in use shall be so placed that they cannot make electrical contact with persons, conducting objects, fuel, or compressed gas tanks.
- The welder should not coil or loop welding electrode cable around parts of his or her body.

- The operator should report any equipment defect or safety hazard to his or her supervisor and the use of the equipment shall be discontinued until its safety has been assured. Repairs shall be made only by qualified personnel.
- Machines which have become wet shall be thoroughly dried and tested before being used.
- If arc welding is being performed out in the facility, other people within 35 feet (10.6 m) of the work area must be protected from arc welding light. This can be accomplished by the following:
  - a. Use portable welding screens, or
  - b. If the welding will take longer than an hour, post warning signs in all appropriate directions at a distance of 35 feet (10.6 m) or more (appropriate signage such as DANGER – DON'T WATCH ARC WELDER AT WORK are available from welding or safety equipment suppliers).
  - c. If the welding will be done for only a short time, a second person looking away from the welding can alert people within 35 feet (10.6 m) not to watch, or redirect them away from the 35-foot (10.6 m) zone.

## **OUTSIDE CONTRACTOR FORM**

Before any work begins, the contractor/sub-contractor must also notify UPS Plant Engineering that they are in the facility and ready to begin work.

## **Appendix C**

### **Visitor/Vendor Yard Rules**

UPS/UPS-SCS utilizes a Yard Control Program to ensure the safety of all employees and visitors. All visitors, vendors, and contractors must acknowledge receipt of UPS/UPS-SCS Yard Rules and agree to adhere to them before entering UPS/UPS-SCS property in a vehicle.

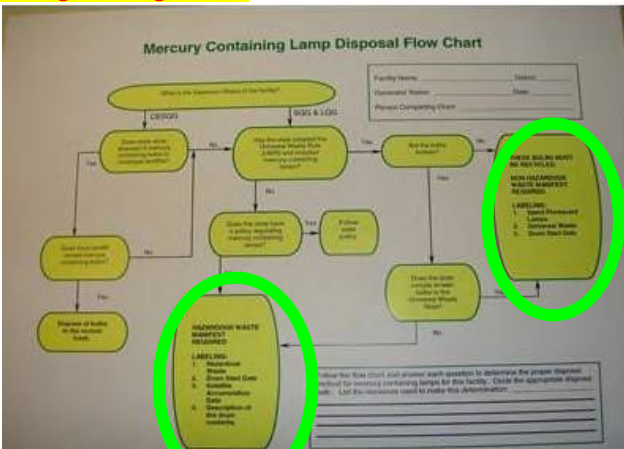
Any visitors/vendors/contractors that must perform work in the facility yard must have a reflective vest prior to entering the yard for all occupants of the vehicle, regardless of the time of day or night. If the vendor/visitor does not have a vest, one will be made available for use.

- UPS/UPS-SCS Yard Rules must be adhered to by all persons entering UPS/UPS-SCS property.
- At facilities where there is a security guard house, a Visitor's Parking Pass must be displayed in the windshield of the vehicle at all times.
- Four-way flashers must be on whenever the vehicle is moving, regardless of the time of day or night.
- Vehicles must be parked in designated areas whenever possible.
- Vendors performing tasks that require vehicle to be parked in a non-designated parking area must place an orange traffic cone(s) next to the vehicle in such a manner that makes the vehicle clearly visible to other traffic.
- Reflective vests must be worn outside the vehicle while in the yard when in non-designated walk paths or break areas, regardless of the time of day or night.
- Posted speed limits must be adhered to at all times. Unless otherwise posted, the speed limit in the yard is 15 MPH.
- Traffic patterns and signage must be adhered to at all times.
- All vehicles must yield to pedestrians in the yard.
- Seat belts must be worn whenever the vehicle is in motion on the yard.
- All vendors must ensure adherence to all applicable regulations, including Powered Industrial Truck Operators while operating on UPS/UPS-SCS property.
- A cone in the yard signifies – "caution; a pedestrian is working in the area". Do not remove any cone unless it was placed there directly by you.

## ***Damaged Materials Program***

## Mercury Containing Lamp Management Procedures

**Process all broken lamp fall outs from damaged packages through DMP procedure below. If the package is in good condition, tape openings and place back into the sort. Otherwise process the entire content of the package through DMP.**



**Universal Waste Accumulation Label**  
**IMPORTANT NOTE: 1 YR Accumulation**  
**Time Limit from Start Date**



## Hazardous Waste Satellite Accumulation Label



## Universal Waste lamps ready for pickup

- Consult the **Mercury Containing Lamp Disposal Flow Chart** (shown above) posted in the DMP area for the site-specific labeling requirements while accumulating lamps onsite.
- Place small, broken pieces in the steel 55 gallon drum. Do **NOT** purposely break lamps to fit in the steel drum. Discard any packaging. Do NOT place debris in drums.
- Place whole, spent lamps or large broken pieces in the fiberboard drum or **Lamp Tracker box**. Apply **Universal Waste Label** to fiberboard drum and identify contents as "Spent Fluorescent Lamps".  
**Mark both fiberboard drum and Lamp Tracker box with start date (the date the first lamp was placed in the container).**
- Accumulate other types of mercury-containing lamps (HID, HPS, miniature, metal halide) separately from fluorescent lamps.  
**Keep container lids or Lamp Tracker box closed when not adding lamps.**
- When full or 9 months after drum start date (**12 months for Lamp Tracker boxes**), secure the lids of a steel drum with a bolt ring and a fiberboard drum with tape and move them to the full drum storage area. **Close off and tape the top of lamp tracker boxes and ship out via UPS ground.**
- **The following only apply to fiberboard and steel drums:** Place a white Temporary ID label next to the existing drum label, complete a Facility Waste Notification and fax it to the waste vendor. Complete the disposal log and the remaining processing steps like a regular **facility waste**. Allow two weeks for confirmation by the waste vendor.
- Vendor will send a Container Information fax that has the DOT labeling requirements to ship the drums.
- Store fiberboard drums carefully. Water damage and other physical defects may cause the waste vendor to reject the drum for

pickup.

DMPRev. (22 November 2018)  
Confidential, unpublished property of UPS. Use and distribution  
limited solely to authorized personnel

## **Appendix E: Applicable to Outside Contractors Performing HVAC Services**

Contractor warrants and represents that its equipment and its performance of services under this Agreement are in compliance with all applicable National, State, Provincial and Local laws and regulations regarding prevention of releases to the environment of stratospheric ozone-depleting substances.

If in the performance of its services under this Agreement, Contractor fails to perform in accordance with such applicable laws and regulations resulting in a release to the environment of such ozone-depleting substances, Contractor agrees that it will take whatever measures are required by applicable laws and regulations to mitigate the effects of such release and make whatever reports, if any, are required.

### **Refrigerant Handling and Environmental Compliance**

Contractor shall comply with all applicable federal, state, provincial, and local laws and regulations governing the handling, recovery, recycling, reclamation, leak repair, recordkeeping, and disposal of refrigerants, including but not limited to the requirements of the U.S. Environmental Protection Agency under the Clean Air Act, 40 CFR Part 82, Subpart F, and any successor regulations.

Contractor warrants that:

- All technicians are properly certified EPA Section 608.
- Only EPA-certified recovery equipment is used.
- No refrigerant is vented, and all refrigerant is properly recovered before opening or disposing of equipment.
- Required leak inspections, repairs, and documentation (logs) are completed for applicable systems.
- All refrigerant removed from equipment is properly tracked, documented, and transferred only as permitted by law.

Contractor is solely responsible for any fines, penalties, reporting obligations, or corrective actions arising from non-compliance, including any release of regulated refrigerants.

## **Appendix F: UPS Confined Spaces Requirements**

Many National and Local authorities recognize the importance of protecting people who enter into dangerous confined spaces to perform work. The people entering these spaces and their employers have an obligation to comply with any regional or local Permit Required Confined Space regulations.

Some UPS facilities have permit required confined spaces which have been identified through the UPS Permit Required Confined Space program. Examples of these include:

- Sewer Systems
- Underground Storage Tanks
- Aboveground Storage Tanks
- Oil/Water Separators
- Large Sediment Traps (Carwash Pits)
- Boilers
- Other Equipment

Any contractor entering a UPS permit required confined space must follow proper entry procedures as defined by the authority having jurisdiction.

Any contractor entering a UPS permit required confined space must notify their local UPS Plant Engineering office or UPS facility Operations Manager before doing so.

If you have any questions about the UPS Permit Required Confined Space Program or about specific equipment at a facility, contact your local UPS Plant Engineering office or UPS facility Operations Manager before entering the equipment.

## **Appendix G**

### **Asbestos Attestation Requirements**

Asbestos awareness training is required by the Occupational Safety and Health Administration (OSHA) and the Environmental Protection Agency (EPA) for any workers who may be exposed to asbestos-containing materials (ACMs) or presumed asbestos-containing materials (PACMs) during their work activities. This training is mandatory and must be provided by the employer at no cost to the employee.

#### **Who Requires Asbestos Awareness Training?**

Training is required for any employee whose work could disturb asbestos or who performs work in an area where ACMs/PACMs are present.

Specific roles and industries that commonly require this training include:

- Construction workers performing repair, renovation, or demolition on older buildings.
- Maintenance and custodial staff in buildings that contain or are presumed to contain asbestos.
- Tradespeople such as plumbers, electricians, HVAC personnel, painters, and general laborers who may encounter asbestos while performing their duties.
- Supervisors and administrative staff who work in buildings with ACMs and need to be aware of the management plan.
- Property or apartment managers of older buildings.
- Workers with anticipated exposure to asbestos fibers at or above the OSHA permissible exposure limit (PEL).

#### **Training Requirements**

- Initial Training: Training must be provided before an employee starts an assignment where exposure is possible.
- Annual Refreshers: OSHA requires annual refresher training to ensure knowledge is maintained and up-to-date.
- Training Content: Awareness training is typically 2 hours long and covers topics like the health effects of asbestos, the locations of ACMs/PACMs in the building, how to recognize damaged materials, and the proper response to a fiber release episode.
- Higher-Level Training: Awareness training does not qualify individuals to remove or directly work with damaged asbestos. Workers who intentionally disturb or remove asbestos must

receive more extensive, specialized Operations and Maintenance (O&M) or abatement worker training (ranging from 14 to 40 hours).

For detailed federal regulations, refer to the OSHA Asbestos Standards and EPA Asbestos Information pages. State and local regulations may have additional, stricter requirements.

### **Documentation OSHA Expects**

OSHA does not require certificates, but inspectors commonly ask for:

- Training date
- Attendee roster
- Topics covered
- Trainer qualifications/materials

Failure to document awareness training is a common citation issue. [osha.gov]

### **OSHA-Approved Method of Documenting Asbestos Awareness Training**

OSHA does NOT prescribe a specific form, certificate, or template for documenting asbestos awareness training.

Instead, OSHA requires that employers be able to demonstrate—through written records—that required training occurred and met the regulatory content requirements. [osha.gov]

If you can't prove it, OSHA treats it as not done.

### **What OSHA Considers an “Approved” Documentation Method**

OSHA compliance guidance (and citation history) show that inspectors expect four core elements in asbestos awareness training records.

#### **1. Written Training Record (Required)**

Training must be documented in writing and maintained by the employer.

Acceptable formats:

- Training sign-in sheet
- Training log
- Safety database entry

Provider agrees to comply with the following requirements if working in an UPS site with potential asbestos:

- a. Has properly trained any employee(s) who will service a UPS site location that contains asbestos in accordance with OSHA standard 29 CFR 1910.1001(j)(7)(iv) below:

*OSHA Standard:* The employer shall also provide, at no cost to employees who perform housekeeping operations in an area which contains ACM or



PACM, an asbestos awareness training course, which shall at a minimum contain the following elements: health effects of asbestos, locations of ACM and PACM in the building/facility, recognition of ACM and PACM damage and deterioration, requirements in this standard relating to housekeeping, and proper response to fiber release episodes, to all employees who perform housekeeping work in areas where ACM and/or PACM is present. Each such employee shall be so trained at least once a year.

b. Has ensured any subcontractors hired by (insert Company Name) to complete work on behalf of UPS is aware of the UPS sites with ACBM or PACM and their locations and has properly trained their employees that are dispatched to these sites in accordance with OSHA standard 29 CFR 1910.1001(j)(7)(iv).

c. Submits an annual Attestation

## **Appendix H**

### **California Waste Training**

This document includes training materials for proper Waste Disposal Procedures at California UPS Facilities.

1. Click the following link- [Vendor Document Repository - Smartsheet.com](https://app.smartsheet.com/b/publish?EQBCT=3b72798b6bd140babff49316b23eb736)  
<https://app.smartsheet.com/b/publish?EQBCT=3b72798b6bd140babff49316b23eb736>
2. Select row 17 named 'California Awareness Training'
3. Thoroughly read through the training PDF

## **Appendix I**

### **Insurance Requirements**

| 3Tier Level                   | General Liability Occurrence/Aggregate <sup>1</sup> | Umbrella Liability | Auto | Worker's Comp | Employers Liability | Errors & Omissions <sup>2</sup> | Crime <sup>3</sup> |
|-------------------------------|-----------------------------------------------------|--------------------|------|---------------|---------------------|---------------------------------|--------------------|
| <b>I</b>                      | \$1M / \$1M                                         | N/A                | \$1M | Statutory     | \$1M                | \$1M                            | \$1M               |
| <b>II</b>                     | \$1M / \$1M                                         | \$2M               | \$1M | Statutory     | \$1M                | \$1M                            | \$1M               |
| <b>III</b>                    | \$1M / \$2M                                         | \$5M               | \$1M | Statutory     | \$1M                | \$1M                            | \$1M               |
| <b>Product Only Suppliers</b> | \$1M / \$1M                                         | N/A                | \$1M | N/A           | N/A                 | N/A                             | N/A                |

<sup>1</sup>. Limits can be met using any combination of primary and excess layers.

<sup>2</sup>. Errors and Omissions (E&O) - required for all supplier providing engineering, environmental, architectural and other professional consulting services.

<sup>3</sup>. Crime - required for suppliers who have a substantial onsite presence and/or those performing services inside the facility while unescorted.

### **ADDITIONAL REQUIREMENTS**

1. **License/Rating.** All insurance policies shall be in customary forms and shall be issued by companies authorized to do business in the states where the Services are performed and rated “A-,” FSC Class VIII or better by the most current A. M. Best’s Insurance Reports.
2. **Notice of Cancellation.** CBRE shall, be given not less than thirty (30) days’ notice prior to the cancellation of any insurance required by this Agreement for other than non-payment of premiums. CBRE shall be given at least ten (10) days’ notice prior to cancellation of any required insurance for non-payment of premium.
3. **Additional Insured Endorsements.** All certificates of insurance provided under this Agreement shall include copies of endorsements to Service Provider’s commercial general liability and automobile policies that include “**CBRE, Inc. and its applicable clients**” as additional insured(s) on appropriate ISO forms or equivalent form of Blanket Additional Insured Endorsement, covering the additional insureds for liability arising from all operations and completed operations of Service Provider.
4. **Service Provider Insurance Primary.** Service Provider’s insurance shall be deemed primary with respect to coverage extended to the additional insureds, whose insurance shall be excess and non-contributory with that required of Service Provider hereunder.
5. **Waiver of Subrogation.** To the fullest extent permitted by law, all insurance policies shall contain provisions that the insurance companies waive the rights of recovery or subrogation against Client, CBRE, their respective Affiliates, and each of their and their Affiliates’ respective agents, officers, directors, shareholders, employees, insurers, successors and assigns.

**Suggested limits are minimum recommendations. If there is a unique risk or exposure inherent to the vendor’s operations, a specific risk assessment should be completed to determine appropriate limits.**

| Tier 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Tier 2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Tier 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Carpentry</li> <li>• Coffee Services</li> <li>• Emergency Communications</li> <li>• First Aid Services</li> <li>• Flagpoles - Install &amp; Maintain</li> <li>• Floor/Carpet Cleaning*</li> <li>• Furniture Cleaning (onsite)*</li> <li>• IT Consulting<sup>2</sup></li> <li>• Light Bulb Recycling</li> <li>• Mat Services</li> <li>• Meeting &amp; Event Planners</li> <li>• Office Furniture/Fixture Repairs</li> <li>• Painting</li> <li>• Parking Lot/Garage Sweeping</li> <li>• Pest Control (exterior i.e. geese, prairie dog, etc.)</li> <li>• Pressure Washing Services</li> <li>• Promotional Marketing</li> <li>• Remote Monitoring</li> <li>• Repair &amp; Maintenance (R&amp;M) <ul style="list-style-type: none"> <li>○ Access Control Services</li> <li>○ Appliance Maintenance</li> <li>○ Doors, Lifts, Dock</li> <li>○ Windows (Ground Level)</li> <li>○ Satellite Phones</li> <li>○ Security - Lock &amp; Key</li> <li>○ Uniforms</li> <li>○ Vending</li> <li>○ Water-Bottled/Dispensers</li> </ul> </li> <li>• Window Cleaning Services (Ground Level)</li> </ul> | <ul style="list-style-type: none"> <li>• Air Quality Testing</li> <li>• Backflow Prevention Inspection</li> <li>• Cable Installation/Repairs</li> <li>• Energy Management Services</li> <li>• Environmental Testing<sup>2</sup></li> <li>• Fitness/Gym Center (Small)</li> <li>• Flooring Installation*</li> <li>• Handyman Services</li> <li>• Lab Instrumentation</li> <li>• Landscaping Services (Irrigation)</li> <li>• Lighting Installation</li> <li>• Metal / Stone / Wood / Textile Maintenance</li> <li>• Move Services*</li> <li>• Parking Lot Striping</li> <li>• Permit Expeditors</li> <li>• Printing/Copy Center Services (Non-Labor)</li> <li>• Repair &amp; Maintenance (R&amp;M) <ul style="list-style-type: none"> <li>○ A/V Equipment</li> <li>○ Boiler</li> <li>○ Caulking / Waterproofing</li> <li>○ Compressor</li> <li>○ Electrical (Low Voltage)</li> <li>○ Exterior Building Services</li> <li>○ Foodservices Equipment</li> <li>○ Grease Trap Maintenance</li> <li>○ HVAC</li> <li>○ Industrial Equipment</li> <li>○ Interior (General)</li> <li>○ Kitchen Equipment Maint.</li> <li>○ Lighting</li> <li>○ Plumbing</li> </ul> </li> <li>• Signage w/Installation</li> <li>• Sump Pumps- Installation &amp; Maint.</li> <li>• Testing Equipment &amp; Gauges</li> <li>• Waste - Recycling Services</li> <li>• Water Treatment</li> <li>• Vending Services*</li> </ul> | <ul style="list-style-type: none"> <li>• Architectural/Design Services<sup>2</sup></li> <li>• Cafeteria Services*</li> <li>• Disaster Recovery &amp; Restoration*</li> <li>• Document Management Services - Offsite*</li> <li>• Document Shredding*</li> <li>• Elevator/Escalator Repair &amp; Maintenance</li> <li>• Engineering<sup>2</sup></li> <li>• Fitness/Gym Center (Large Operations)</li> <li>• Fuel (Generator)</li> <li>• Fuel Tank Inspection - Maintenance,</li> <li>• General Contracting/Construction Services*</li> <li>• Janitorial Services*</li> <li>• Mold Remediation</li> <li>• Pest Control</li> <li>• Professional Consulting<sup>2</sup></li> <li>• Purchased Labor (Mailroom, Copy Center, Receptionist) *</li> <li>• Repair &amp; Maintenance (R&amp;M) includes: <ul style="list-style-type: none"> <li>○ Building Automation/Controls</li> <li>○ Electrical (High Voltage)</li> <li>○ Energy Management Services</li> <li>○ Fire &amp; Life Safety - Alarm Systems</li> <li>○ Fire &amp; Life Safety - Fire Systems</li> <li>○ Fire &amp; Life Safety - Monitoring</li> <li>○ Fire Extinguisher Service/Inspection</li> <li>○ Generators</li> <li>○ Roofing</li> <li>○ Uninterruptible Power Supply (UPS)</li> </ul> </li> <li>• Rigging and Scaffolding Services</li> <li>• Security - Card Reader/Access Control</li> <li>• Security - Guard Services*</li> <li>• Snow Removal Services</li> <li>• Salt/Sand/Ice Melt Application</li> <li>• Waste - Solid Waste Disposal</li> <li>• Waste - Hazardous Materials, Remediation</li> <li>• Window Cleaning Services (Above Ground)</li> </ul> |

| <b>Product Only Suppliers<br/>(no onsite presence)</b>                                                            | <b>Product Only Suppliers<br/>(no onsite presence)</b>                                                                    | <b>Product Only Suppliers<br/>(no onsite presence)</b>              |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Furniture, Fixtures, Equipment</li> <li>• Janitorial Supplies</li> </ul> | <ul style="list-style-type: none"> <li>• Mechanical/Electrical Plumbing Parts</li> <li>• Non-installed Signage</li> </ul> | <ul style="list-style-type: none"> <li>• Office Supplies</li> </ul> |

\_\_\_\_\_  
Supplier Company Name

\_\_\_\_\_  
Supplier Address

\_\_\_\_\_  
Officer of Supplier Company, Printed Name

\_\_\_\_\_  
Officer of Supplier Company, Signature

\_\_\_\_\_  
Date