

# Asphalt Shingles Recycling Training Guide for Suppliers

PROVIDED BY:

**Southwind RAS, LLC**  
**ROOFS TO ROADS**



# *WHAT TO COMPLETE BEFORE BRINGING SHINGLES TO EACH FACILITY?*

## **Complete, Sign and Submit:**

1. Supply Training Manual / Supply Certification Form
2. Receipt & Processing Service Agreement
3. Certificate of Insurance
4. Credit Application  
(Not Necessary for COD)
5. Address Tracking Sheet

# *WHO IS REQUIRED TO COMPLETE TRAINING ?*

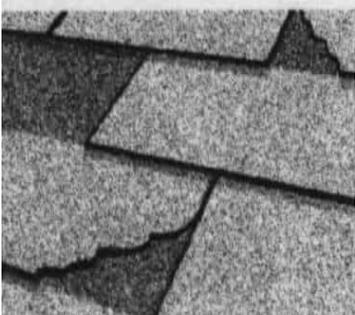
## **Suppliers Requiring Training:**

1. General Contractors
2. Roofing Contractors
3. Homebuilders
4. Homeowners
5. Permitted C&D Facilities
6. Waste Management Facilities



## *ACCEPTABLE MATERIALS*

- ✓ Asphalt Shingles
- ✓ Felt Attached to Shingles
- ✓ Nails Mixed with Shingles



## *UNACCEPTABLE MATERIALS*

- Cedar Shingles
- Built-up Asphalt Roofing & Flat Roofing Shingles
- Rolls / Sheets of Felt Paper
- Asbestos / Any Material Containing Asbestos
- Household Trash



# YOUR BEST EFFORT MUST BE MADE TO REMOVE THE FOLLOWING:

- Wood (Plywood, Pallets, Etc.)
- Metal (Gutters, Flashing, Etc.)
- Plastic Wrap, Paper



# *HOW TO COMPLETE THE REQUIRED FORMS*

1. Supply Training Manual / Supply Certification Form:
  - ✓ Complete, sign and submit form by authorized agent of the company once you read this “Asphalt Shingles Recycling Training Guide for Suppliers” (One Time)
2. Receipt & Processing Service Agreement:
  - ✓ Complete and sign when initially registering as a new customer
3. Certificate of Insurance:
  - ✓ Provide when initially registering as a new customer
  - ✓ Provide company proof of insurance annually
4. Credit application if you desire to open an account (Not necessary for COD)
5. Address Tracking Sheet:
  - ✓ One form per facility with an address tracking list submitted each week / month providing where shingles come from





# *REQUIREMENTS FOR EACH LOAD*

1. Staff visually inspects each load
2. The on-site Illinois Certified Asbestos Inspector will monitor activities and conduct sampling procedures to address concerns associated with Asbestos Containing Material
3. Any load rejected must be dealt with using Best Management Practices. A form will be issued to the driver with an explanation and inspector contact information
4. Each project needs to be listed on the Address Tracking Sheet and submitted to:

[info@southwindras.com](mailto:info@southwindras.com) or [diego@grp7.com](mailto:diego@grp7.com)

Fax #: (630) 524-9155



# *CONGRATUALIONS TRAINING COMPLETE!!!*

- ✓ Records will be kept at each facility of the dates of training and the names of employees trained.
- ✓ Additional training may be necessary based on future updates to the QCQA plan or as required
- ✓ Do not forget to complete and submit required forms

**THANK YOU!**



# *FOR MORE INFORMATION:*

Please Contact:

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