# Asphalt Shingles Recycling Training Guide for Suppliers

**PROVIDED BY:** 

Southwind RAS, LLC ROOFS TO ROADS









# WHAT TO COMPLETE BEFORE BRINGING SHINGLES TO EACH FACILITY?

# WHO IS REQUIRED TO COMPLETE TRAINING?

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

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

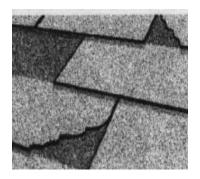
## **Suppliers Requiring Training:**

- 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

- Supply Training Manual / Supply Certification Form:
  - ✓ Complete, sign and submit form by authorized agent of the company once you read this <u>"Asphalt Shingles Recycling Training Guide for Suppliers"</u> (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



# WHAT DO THE FORMS LOOK LIKE

#### ✓ <u>Supply Training Manual / Certification Form</u>

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Company	Phone Number	Fax Number
Address	City	State
Email	_ •	
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☐ General contractor	☐ Roofing contractors	☐ Home builders
☐ Home owners	☐ Permitted C&D facility	□ Other(s)
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#### ✓ Service Processing Agreement

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#### ✓ Address Tracking Sheet

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Date	Address		City	State	Layers	
Date	Address		City	State	Layers	
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# REQUIREMENTS FOR EACH LOAD

- Staff visually inspects each load
- 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
- Each project needs to be listed on the Address Tracking Sheet and submitted to:

info@southwindras.com or diego@grp7.com Fax #: (630) 524-9155



# CONGRATUALTIONS 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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